

October 25th, 2021

To: M2 students expected to complete the degree program in March 2022

From: Dean, Graduate School of International Cultural Studies

## **Procedure for Submitting the “Master’s Thesis Title Registration” Form and the Master’s Thesis**

M2 students expected to complete the degree program in March 2022 must submit the “Master’s Thesis Title Registration” Form (*shūshi ronbun daimoku todoke* 修士論文題目届) and the master’s thesis to the Academic Affairs Office, as per the following procedures.

The form can be downloaded from the GSICS website:

<http://www.intcul.tohoku.ac.jp/student/fin-info/>

### 1. How to submit “Master’s Thesis Title Registration” Form

Enter your master’s thesis title in the Excel format and send it to the Academic Affairs Office by the deadline via the following link:

<https://forms.gle/ZA8ZLuh6C1zRuzXS7>

\*No personal seal is required when you submit it.

**Submission Deadline: November 30th (Tue.), 2021, by 17:15 \*Strictly observed**

- Please be sure to consult with your supervisor about your master’s thesis title by e-mail, etc. before you decide on it.

- If the title is in English, please follow "Notation format of the research title and the thesis title".

- If you write your name in English, please follow "How to write your name on the document in English".

### 2. Master’s Thesis Deadline

**Submission Deadline: January 5th (Wed.), 2022, by 17:15 \*Strictly observed**

Place of submission: Academic Affairs Office

### 3. Final Examination

**Date: January 18th (Tue.) or January 19th (Wed.), 2022**

Please contact your academic advisor for the details.

### 4. Public Presentation

**Date: January 20th (Thu.) or January 21st (Fri.), 2022**

Deadline for Presentation Material (*rejume* レジユメ): **January 13th (Thu.), 2022, by 17:15**

Submit your material in MS-Word format to the Academic Affairs Office via the following link: <https://forms.gle/CV2EAWcaWmg98RMM9>

- Presentation order will be announced on the GSICS website after January 11th (Tue.).

- If you are unable to attend the public presentation either day above, please contact the Academic Affairs Office by December 21st (Tue.).

## 5. Notes

- You must prepare the master's thesis with the same title you registered it with.
- \*Keep a copy of the "Master's Thesis Title Registration" Form for your reference.
- The above deadlines (day and time) must be strictly observed.