

April 24, 2024

To: M2 students who expect to complete the degree program in September 2024  
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 who are expected to complete the degree program in September 2024 must submit the “Master’s Thesis Title Registration” form and the master’s thesis to the Academic Affairs Office, as per the following procedures. The form can be downloaded from the GSICS website: <https://www.intcul.tohoku.ac.jp/english/student/fin-info/#1>.

### **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: May 31, 2024(Fri.) by 17:15 \*Strictly observed**

- Please be sure to consult with your supervisor about your master’s thesis title by email, 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: June 28, 2024(Fri.) by 17:15 \*Strictly observed**

Place of Submission: Academic Affairs Office

### **3. Final Examination**

Period: July (exact date TBD)

Please contact your academic advisor for the details.

### **4. Public Presentation**

**Date: July 30 (Tue.) or July 31(Wed.), 2024**

**Deadline for Presentation Material: July 12, 2024 (Fri.) by 17:15**

Submit your material (of **2pages**, A4 size paper, MS-Word format) to the Academic Affairs Office via the following link: <https://forms.gle/3YpTsK5w6aktMqAUA>

- Presentation order will be announced on the GSICS website in mid-July.
- If you are unable to attend the public presentation either day above, please send an email to the Academic Affairs Office by June 28(Fri.). Be sure to include your supervisor in the CC.

## 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.