

Dear M2 students who expect to complete the degree program in March 2025,

## **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 March 2025 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: November 29, 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: January 9, 2025(Thu.) by 17:15 \*Strictly observed**

Place of Submission: Academic Affairs Office

### **3. Final Examination**

**Date: January 21 (Tue.) or January 22 (Wed.), 2025**

Please contact your academic advisor for the details.

### **4. Public Presentation**

**Date: January 23 (Thu.) or January 24 (Fri.), 2025**

**Deadline for Presentation Material: January 14, 2025 (Tue.) 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-January.
- If you are unable to attend the public presentation either day above, please send an email to the Academic Affairs Office by January 6 (Mon.). 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.

October 23, 2024

Dean, Graduate School of International Cultural Studies