How to Submit Your Master's Thesis

Students in the master's course who are expected to complete the degree program in March 2027 must submit the master's thesis according to the school rules summarized below.

1. Documents to be submitted:
(1) Master's Thesis Submission Check Sheet … 1 copy
(2) Original … 1 copy
(3) Duplicates …The same number of thesis committee members (Please check with your supervisor.)
(4) Abstract …Attached to (2) Original and (3) Duplicates

2. Deadline
January 8, 2027 (Fri.) by 5:15 p.m. *Firm Deadline

3. For the master's thesis, use a word processing software such as Microsoft Word. If students are writing their thesis in English, we suggest 72 characters × 25 lines per page (A4), and font size 12.

4. Prepare the abstract in the same way as described in 3 above, within 4 pages. The abstract needs to summarize the content of the master's thesis, including the purpose, methods, and results of the research.

5. Compiling your master's thesis for the submission
The master's thesis must be compiled as follows: abstract, inside cover (written exactly the same as the front cover), table of contents, and thesis itself arranged precisely in this order. Start page numbering from the thesis.
(1) Original … The cover page includes **the academic year of submission (must be "2026")**, master's thesis title, division, program, student ID number, and author's name. Also prepare a back cover which should be bound together with the black string.
(2) Duplicates …The cover page includes **the academic year of submission (must be "2026")**, master's thesis title, division, program, student ID number, and author's name. Also prepare a spine, which should contain the following information: thesis title (subtitle may be omitted if too long), student ID number and author's name.

6. Other matters to be noted:
(1) The title indicated in the thesis and abstract must be the same title you registered it with.
(2) If the master's thesis includes a co-authored article written by you and your co-worker(s) as part of the thesis, submit the consent form signed by the coauthor(s). The form must be attached to the original copy of the thesis. (Ask the Academic Affairs Section for the designated form.)
(3) A sample of the cover page is available at the Academic Affairs Section.
(4) A sample of the cover page written in English is also available at the Academic Affairs Section.

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