

Main Steps in Completing the Program

	Student's Tasks and Duties	Dates and Deadlines	Supervisor's Tasks and Duties
Selection of Student's Advisor		Beginning of March: Submission of Advisor candidate recommendation forms March: Decision by the Academic Affairs Committee	Beginning of March: Recommendation of Advisor candidates (Form: M-III-1-(2)) is submitted by the Program Director after examination by the departmental members of the student's research plan and their personal interview during the entrance examination.
Announcement of Student's Advisor		April Orientation	
Class Registration Form (M1)	Receive class-related guidance from the Advisor.	Middle of April (Spring Semester)	The Advisor guides the student to take the appropriate coursework required to complete the program.
Plan of Instruction (M1)	Confirm "Plan of Instruction" prepared by the Advisor. The student must sign the form and submit it to the Academic Affairs Section.	End of May: Submit to the Academic Affairs Section	The Advisor decides the plan of instruction after discussing details with the student. The "Plan of Instruction" (the form designated by the Academic Affairs Committee) is shared with the student by end of May.
Application for Research Title/Supervisors	Receive guidance from the Advisor. Obtain approval for the Research Title from all prospective Supervisors and submit "Research Title Registration Form" (Form M-III-3-(2)-(i)).	End of June July Academic Affairs Committee meeting	The Advisor guides the student in devising a Research Title and selecting Sub-Supervisors. The prospective Primary Supervisor and 1 or 2 Sub-Supervisor(s) must check the "Research Title Registration Form" (Form M-III-3-(2)-(i)). Decision on the student's Research Title and Supervisors.
Presentation of Research Title	Submit an abstract (2 pages, A4 size) (Form M-III-3-(4)) Each student is to present for 10 minutes followed by 5 minutes of Q&A.	Late July	
	<Requirements to change the research title> The student must submit the Research Title Change Registration Form (Form M-III-3-(2)-(ii)) to the Dean with the approval of all the student's Supervisors, and obtain approval of the Academic Affairs Committee at their next scheduled meeting.		All Supervisors must check the "Research Title Change Registration Form" (Form M-III-3-(2)-(ii)).
	<Requirements to change supervisors> The Primary Supervisor or the prospective Primary Supervisor must submit the "Supervisor Change Registration Form" (Form M-III-3-(3)) to the Dean with the approval of all other Supervisors (including new Supervisors), and obtain approval of the Academic Affairs Committee at their next scheduled meeting.		"Supervisor Change Registration Form" must be submitted by the (prospective) primary supervisor. (Form M-III-3-(3)).
Class Registration Form (M1)	Receive class-related guidance from the Supervisors.	Middle of October (Fall Semester)	
		End of February: Submit to the Academic Affairs Section	The student's Primary Supervisor submits a Research Guidance Record.
Class Registration Form (M2)		Middle of April (Spring Semester)	Provide students with class-related guidance.
Plan of Instruction (M2)	Confirm "Plan of Instruction" prepared by the Primary Supervisor. The student must sign the form and submit it to the Academic Affairs Section.	End of May: Submit to the Academic Affairs Section	The Advisor decides the plan of instruction after discussing details with the student. The "Plan of Instruction" (the form designated by the Academic Affairs Committee) is shared with the student by end of May.
Plan for Writing the Master's Thesis	Submit the plan for writing the Master's thesis.	End of May: Submit to the Academic Affairs Section	
Registration of the Master's Thesis Provisional Title	<Deciding the Master's thesis provisional title> Submit the "Master's Thesis Provisional Title Registration Form" (Form M-III-3-(6)-(i)).	End of June (Fall Semester)	Transition into guidance for writing the Master's thesis. All of the student's Supervisors must check the "Master's Thesis Provisional Title Registration Form" (Form M-III-3-(6)-(i)).
	<Qualifications to submit the Master's thesis> Students must have been enrolled for over 1 year, have earned at least 20 credit hours, and have received the necessary guidance in coursework, registration, research, and thesis writing.	July Academic Affairs Committee meeting	Authorize the provisional title for the Master's provisional thesis.
Presentation of the Master's Thesis Plan	Submit an abstract (2 pages, A4 size) (Form M-III-3-(4)). Each student is to present for 10 minutes followed by 5 minutes of Q&A.	Late July	
Class Registration Form (M2)	Receive class-related guidance from the Supervisors.	Middle of October (Fall Semester)	Provide students with class-related guidance.
Registration of the Master's Thesis Title	Submit "Master's Thesis Title Registration Form" (Form M-III-3-(6)-(ii)).	End of November December: Academic Affairs Committee meeting	All Supervisors check the form "Master's Thesis Title Registration Form" (Form M-III-3-(6)-(ii)). Preliminary decision on the Master's thesis title and selection of the Thesis Evaluation Committee members is made. The Evaluation Committee is composed of 3 or more members and must include at least 2 Full or Associate Professors from GSICS. (At the time of the preliminary decision, the Program Director completes the "Recommendation Form" (Form M-V-1-(1)) and submits it to the Academic Affairs Section).
Submission of the Master's Thesis	<Requirements to submit the Master's thesis> The Master's thesis must demonstrate a mastery of refined knowledge in keeping with a wide perspective, research ability in a specialized field, and a high level of ability essential for the highly specialized skilled occupations.	January 9th January: Academic Affairs Committee meeting	The decision to authorize the Thesis Evaluation Committee members is made following the submission of the authorized "Recommendation Form" (Form M-V-1-(2)) by the Program Director to the Academic Affairs Section. In cases where the Thesis Evaluation Committee is commissioned, the Program Director must submit the candidate's CV and a list of achievements (about 3 publications—either books or articles), which must be approved by the Academic Affairs Committee.
Final Examination	<Submitting a list of errata> After submitting the master's thesis, a list of errata may be prepared and attached to the end of the thesis. The list may only include corrections for typographical errors and terms used inappropriately. The primary examiner will confirm whether corrections are within the permissible range.	Late January	The final examination is held in January. The Primary Examiner decides the date and place of the Final Examination and notifies the Academic Affairs Section.
Presentation of the Master's Thesis	Submit an abstract (2 pages, A4 size) (Form M-III-3-(4)). Each student is to present for 10 minutes followed by 5 minutes of Q&A.	Late January	
	<Withdrawal of the thesis> The thesis may be withdrawn prior to the submission of the "Thesis Examination and Final Examination Grade Report" (Form M-X-1).	From the time of submission of the Master's thesis until the submission of the Final Grade report	Report on the Thesis Examination and related matters. The Primary Examiner compiles the results of the thesis evaluation, the final examination, and Master's thesis presentation in the "Thesis Examination and Final Examination Grade Report" (Form M-VII-3) and submits it to the Academic Affairs Section.
		End of February: Submit to the Academic Affairs Section	The student's Primary Supervisor submits a Research Guidance Record.
		End of February: Faculty Committee Meeting	The final vote is based on the report by the Head of the Academic Affairs Committee, which is delivered at least two-thirds (2/3) of the entire faculty. The result is decided by the affirmative votes of at least two thirds (2/3) of the faculty members present at the meeting. The vote is made by a show of hands.
Awarding of the Master's Degree		March: Ceremony for conferral of the Master's degree	

1. "Supervisor" means an Advisor, a Primary Supervisor, or a Sub-Supervisor. Be aware that these three kinds of Supervisor are all different. The Advisor is assigned to each student upon entering GSICS and serves in that capacity until the Primary Supervisor and Sub-Supervisor(s) are determined.
2. Research guidance includes the following: (a) registration guidance; (b) research activity guidance; and (c) thesis writing guidance. As for (b), this includes a variety of activities, such as: (i) support for research, (ii) development of a research title, and (iii) obtaining the necessary (essential) education to pursue the research. Research activity guidance also extends to assisting students in making presentations at academic conferences, sending completed articles to academic journals, and offering support for engaging in academic conference activities.
3. Guidance in thesis writing is a necessary part of completing the thesis. Such guidance shall take concrete and practical form and continues from the beginning stages (of submitting a thesis title) to the final step (completion of the thesis itself).
4. The method of research guidance is as follows: (a) Specific, individual guidance, in which a student's research title is confirmed following exchanges with faculty members. (b) Collective guidance given to the student by all the members of the Courses team in a seminar. (c) Overall guidance by the GSICS faculty members during a student's thesis-related presentations, which the student gives during the course of their research project.
5. For students who qualify for either the Long-term Course Program or the Shortened Master's Course Program, please refer to the document "Policies Pertaining to the Master's Thesis".
6. In the case of completing the course in September, please refer to "Policies Pertaining to the Master's Thesis".
7. As for the specific date and schedule of activities (listed above), please refer to the school calendar for the given year.