


June 8, 2021

To all those who plan to submit a Master's Thesis
of the Graduate School of Systems and Information Engineering
(Those scheduled to graduate in September 2021)

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Systems and Information Engineering

How to submit a Master's Thesis

Master's thesis^{*1} for those who are scheduled to graduate in September 2021 will be **submitted online** using  to prevent infection with the COVID-19, so please prepare according to the following procedure.

If you plan to submit your master's thesis this year, please obtain the **approval of your academic supervisor** and submit the documents required to submit your master's thesis within the following submission period. (*¹ Including the report of Advanced Research and Development)

1. How to submit

[Submission period] Upload completed between 9:30 and 23:59 on June 22, 2021 (Tuesday)

[Submission destination] Online submission by .

Please submit the master's thesis and other necessary documents to the various report boxes provided in the following courses (by program) within the above submission period.
(email notification will be sent after the course is set up)

[Course Name] Master's Thesis Submission [***]** (* Indicates each student's program)

[Submission box (report title)]

- **Master's Thesis** …… Please submit only the master's thesis body (submission documents 1. ^{※2}).
- **Examination Documents** …… Please submit other than the main body of the master's thesis (submission documents 2 to 7^{※2}).

^{※2} For the documents to be submitted, please refer to the attached table "List of documents to be submitted".

- * Work closely with your academic supervisor so that you can complete the final submission by the above deadline.
- * The confirmation stamps of " program leader " and "academic supervisor" in the Request for Screening of the Thesis will be omitted.
- * If there are any deficiencies, we will contact you by email etc. after the submission deadline (After Jun 23 (Wednesday)), so please be prepared to respond at all times.

2. Documents to be submitted

*** Refer to the attached table "List of submitted documents" for the submission format and outline of examination documents.**

- Please prepare various documents to be submitted by the following method.

Created using the format downloaded from the web page

Web page: https://www.sie.tsukuba.ac.jp/eng/visitor/student/thesis_before2019
https://www.sie.tsukuba.ac.jp/eng/visitor/student/thesis_after2020

*Please select according to your year of enrollment.

- The documents **required** a seal or a signature will be submitted as "electronic data scanned in PDF format after stamping on paper media".
- The documents **NOT required** a seal or a signature will be submitted as "electronic data converted to PDF format for documents created by the application".

3. After submission

*** For the overall flow, refer to the attached "Submission Flow".**

[Correction / resubmission of incomplete documents]

After the submission deadline (After June 23 (Wednesday)), we will check for incomplete documents in the graduate school affairs of the Academic Service Office.

If there are any deficiencies, we will contact you by email, so please be prepared to respond at all times.

[Master's Thesis Public Presentation / Final Exam]

Master's Thesis Public Presentation / Final Exams will be held during the following period, so please follow the instructions of your academic supervisor.

< Master > July 19 (Monday) – August 6 (Friday), 2021

[Submission of Master's Thesis (Final Version)]

Please upload the final PDF data of the master's thesis to the "manaba" submission form within the submission period below. (The submission destination will be announced again)

<Master> After the Master's Thesis Public Presentation – August 20 (Friday), 2021



4. Other

- Depending on your program, you may need to submit documents other than those shown in the attached table, so please follow the instructions of your program.

List of Documents to be Submitted (Master's Thesis)

No.	Submissions	Submission Format	Seal or Signature	Overview	Submission destination Report name (manaba)
1	Master's Thesis	PDF	–	Please submit the PDF data of the main body of the Master's Thesis. (There is no need to submit a bound or printed version of the Master's Thesis.)	修士論文本体 Master's Thesis
2	Request for Screening of the Thesis	Scan (PDF)	Required	(1) Please submit the scanned PDF data of the stamped or signed examination application. (2) The program leader / academic supervisor seal is omitted.	学位論文 審査書類 Examination Documents
3	Master's Thesis Outline	PDF	–	Please submit the prescribed form as PDF data .	
4	Table of Contents (List of Publications)	PDF	Unnecessary	Please submit the prescribed form as PDF data . (The seal or signature of the person is omitted.)	
5	Curriculum Vitae	PDF	Unnecessary	Please submit the prescribed form as PDF data . (The seal or signature of the person is omitted.)	
6	Statement of Research Ethics	Scan (PDF)	Requires the signature of your academic supervisor	(1) The person's name field is only the typed name, and no self-signature is required . (2) The signature of your academic supervisor is required. → Submit the scanned PDF data of the signed form.	
7	Checklist	PDF	–	Please submit the prescribed form as PDF data .	

Submission Flow (Master's Thesis)

Date : 
 Paper : 

Attachment

