



# Thesis Package Assistant User's Guide

November 24, 2021

Degree Programs in Systems and Information Engineering  
/ Graduate School of Systems and Information Engineering

Academic Service Office for the Systems and Information Engineering  
Area (Graduate School Affairs)

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# 1. What is Thesis Package Assistant?

This system incorporates the information registered on the Web page into the documents related to the thesis screening process and sends the necessary documents to the applicant as a package via e-mail.

## ■ Documents to be provided

1. Cover Page
2. Request for Screening of the Thesis
3. Thesis Outline
4. List of Publications
5. Curriculum Vitae
6. Request for Non-disclosure or Disclosure on the Internet of My Dissertation  
Only for those who submit a Doctoral thesis
7. Statement of Research Ethics
8. Checklist  
Only for those who submit a Master's thesis

# 1. What is Thesis Package Assistant?

■ Who are eligible to use this system?

- ① Master's students who are going to submit Master's thesis
- ② Doctoral students who are going to submit doctoral thesis

⇒ Please note that the format is different between the students who enrolled before 2019 and after 2020.

\* Those who attain doctoral degree by dissertation (Ronbun-Hakushi, 論文博士) are not eligible.

## 2. Advance preparation

You must sign in to your Microsoft account before you use the Thesis Package Generator.

For more details, please check the web site of the university-wide computer system (Zengaku Computer System).

<https://www.u.tsukuba.ac.jp/en-email/>

# 3. Method of use

Access links for Thesis Package Assistant:

## Master's thesis

Those who write thesis in Japanese:

[https://forms.office.com/Pages/ResponsePage.aspx?id=\\_V1bnp1m-E6yQEIpy\\_SoPd1d9bkLlrVMknvvm3mz6kdUOEY1VEZNU01IUFJOT0pXME9ZV0VGUk1NQi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=_V1bnp1m-E6yQEIpy_SoPd1d9bkLlrVMknvvm3mz6kdUOEY1VEZNU01IUFJOT0pXME9ZV0VGUk1NQi4u)

Those who write thesis in English:

[https://forms.office.com/Pages/ResponsePage.aspx?id=\\_V1bnp1m-E6yQEIpy\\_SoPd1d9bkLlrVMknvvm3mz6kdURExXUktHTIVLRUJXNEhFU05FSFpKT0ExOS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=_V1bnp1m-E6yQEIpy_SoPd1d9bkLlrVMknvvm3mz6kdURExXUktHTIVLRUJXNEhFU05FSFpKT0ExOS4u)

## Doctoral thesis

Those who write thesis in Japanese:

[https://forms.office.com/Pages/ResponsePage.aspx?id=\\_V1bnp1m-E6yQEIpy\\_SoPd1d9bkLlrVMknvvm3mz6kdUMzVROUQ2RDNDWEJUSTNDWFNCV1g4QktSMC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=_V1bnp1m-E6yQEIpy_SoPd1d9bkLlrVMknvvm3mz6kdUMzVROUQ2RDNDWEJUSTNDWFNCV1g4QktSMC4u)

Those who write thesis in English:

[https://forms.office.com/Pages/ResponsePage.aspx?id=\\_V1bnp1m-E6yQEIpy\\_SoPd1d9bkLlrVMknvvm3mz6kdUMIQzUjk0RzISUVVPWFBUUkcxTENEMjdORC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=_V1bnp1m-E6yQEIpy_SoPd1d9bkLlrVMknvvm3mz6kdUMIQzUjk0RzISUVVPWFBUUkcxTENEMjdORC4u)

\* Links are also provided on the manaba and the website of Degree Programs in the Systems and Information Engineering.

# 3. Method of use

After accessing, enter the following information. The information entered will be transferred to the "Documents to be provided" (Refer to the items No.1-8 on the page 3).

- (1) Student ID number
  - ➔ Enter a 9-digit single-byte number.
- (2) Name
  - ➔ Enter a space between the first and last name.
- (3) E-mail address
  - ➔ Enter in half-width characters.
- (4) Selection of major (before 2019 enrolment) and degree program(after 2020 enrolment )
  - ➔ Select a type of your program.

\* 必須

Personal Information

Please enter your student ID number, name and your major or degree program.

1. Student ID number \*

1 回答を入力してください

2. First and last names (Please insert a space between the first and last names) \*

2 回答を入力してください

3. Email address \*

3 回答を入力してください

4. Selection of major (until 2019 enrollment) and degree program (after enrollment in 2020) \*

4  Major  Degree Program

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パスワードを記載しないでください。 [不正使用を報告する](#)

### 3. Method of use

#### (5) Name of major/degree program

➔ Select your program.

#### (6) Year of admission

➔ Select the year you entered the program.

\* 必須

Enter the major

5. Major name \*

5  Policy and Planning Sciences

Service Engineering

Risk Engineering

Computer Science

Intelligent Interaction Technologies

Engineering Mechanics and Energy

6. Year of admission (major) \*

6  2017

2018

2019

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パスワードを記載しないでください。 [不正使用を報告](#)

\* 必須

Enter the degree program

5. Program name \*

5  Policy and Planning Sciences

Service Engineering

Risk and Resilience Engineering

Computer Science

Intelligent and Mechanical Interaction Systems

Engineering Mechanics and Energy

6. Year of admission (program) \*

6  2020

2021

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パスワードを記載しないでください。 [不正使用を報告する](#)



### 3. Method of use

#### (7) Thesis title in English (Official Title)

➔ Enter correctly without errors.

#### (8) Thesis title in Japanese

➔ Even if you write thesis in English,  
Japanese title is necessary.

#### (9) Scheduled graduation month

#### (10) Degree for which you are applying

➔ Select the degree you wish to apply for.

\* 必須

Thesis information

Please enter the thesis title. Please enter all uppercase and lowercase letters correctly.

7. Thesis title in English (Official Title) \*

7 回答を入力してください

8. Thesis title in Japanese (Mandatory even if you write your thesis in English) \*

8 回答を入力してください

9. Scheduled graduation month \*

9  March  
 September

10. Master's degree to apply \*

10  Master of Engineering  
 Master of Science in Policy and Planning Sciences  
 Master of Engineering in Service Science

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パスワードを記載しないでください。 [不正使用を報告する](#)

### 3. Method of use

(11) Name of your academic supervisor

➔ Enter a space between the first and last name

(12) Thesis submission date

➔ Enter the day when you fill in this format.  
Selectable by calendar (yyyy/mm/dd)

After completing the form, click "Submit".

The registration has been completed!

### 3. Method of use

After completion, the file will be generated in about 10 minutes and sent to your campus email([s\\*\\*\\*\\*\\*@s.tsukuba.ac.jp](mailto:s*****@s.tsukuba.ac.jp)).

Please add the information to the file you received and submit the complete set of thesis-related documents to manaba.

Please also refer to the "Examples" that will be sent to you at the same time or the "Examples" posted on the following web page.

Degree Programs in SIE (For current students → Master's and Doctoral Thesis) <https://www.sie.tsukuba.ac.jp/eng/visitor/student/>

差出人: [REDACTED]  
送信日時: 2021年11月24日 10:37  
宛先: [REDACTED]  
Title: PhD Thesis Package Assistant

Dear Mr/Ms Taro Tsukuba  
Doctoral Program in Computer Science

We are going to send these documents from the doctoral thesis package assistant (2021 version v1) that creates the documents required for doctoral thesis application.

Your name: Taro Tsukuba  
Thesis title: Ph.D. Thesis Package Assistant

This email is sent from the Doctoral Thesis Package Assistant of the Graduate School of Systems and Information Engineering, University of Tsukuba. If you are not a graduate student, please contact the following.

# List of attached files (including the number of copies submitted)  
Files 1 to 3 are "directly printable documents".  
Files 4 to 7 are "documents that need to be modified".

1\_Cover Page.docx  
1 Copy  
2\_Request for Screening of the Thesis.docx \* in Japanese  
1 Copy  
3\_Doctoral Thesis Outline.docx  
1 Copy  
4\_Table of Contents (List of Publications).docx \* in Japanese  
1 Copy  
5\_Curriculum Vitae.docx \* in Japanese  
1 Copy  
6\_Request for Non-disclosure or Disclosure on the Internet of My Dissertation.docx  
1 Copy  
7\_Statement of Research Ethics.docx  
1 Copy

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# 4. FAQ and contact information

## ■FAQ

### **Q1: I have not received the mail (file).**

A1: The information should have been sent to the email address associated with Microsoft Office 365, which is provided by the University of Tsukuba.

If you cannot see the email, please make sure you are signed in to the Microsoft account associated with the email address provided by the University of Tsukuba, and then register again.

If you are still unable to confirm receipt of your email after checking and trying the process again, please contact us at the e-mail address below.

### **Q2: I have already obtained the separate forms and prepared the documents, but do I have to recreate them using the Thesis Package Assistant?**

A2: If the form has already been prepared, there is no need to recreate it. Please make sure that the form is as specified before submitting it.

### **Q3: I want to modify the information I have already registered.**

A3: Once you have registered, you cannot overwrite or modify the contents, so please make sure to modify the WORD file sent to you.

### **Q4: I accidentally registered with an organization other than my home organization (i.e., a student belongs to major (enrolled before 2019) registered as a student in the degree program (enrolled after 2020) or vice versa).**

A4: The registration information cannot be deleted, so please register again and obtain the file.

## ■Contact

Graduate School Affairs, Academic Service Office for the Systems and Information Engineering Area, University of Tsukuba  
([sysinfo.kyomu@un.tsukubai.ac.jp](mailto:sysinfo.kyomu@un.tsukubai.ac.jp))