Thesis Package Assistant User's Guide

November 17, 2022

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. Abstract of Thesis
4. Table of Title and References
5. Curriculum Vitae
6. Request for Non-disclosure or Disclosure on the Internet of My Doctoral Thesis

   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/r/HLWn2NPWWE

Those who write thesis in English: https://forms.office.com/r/9hrWFdZnq2

Doctoral thesis

Those who write thesis in Japanese: https://forms.office.com/r/g2bKSSQR2J

Those who write thesis in English: https://forms.office.com/r/Gtu5MRTwm9

* 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

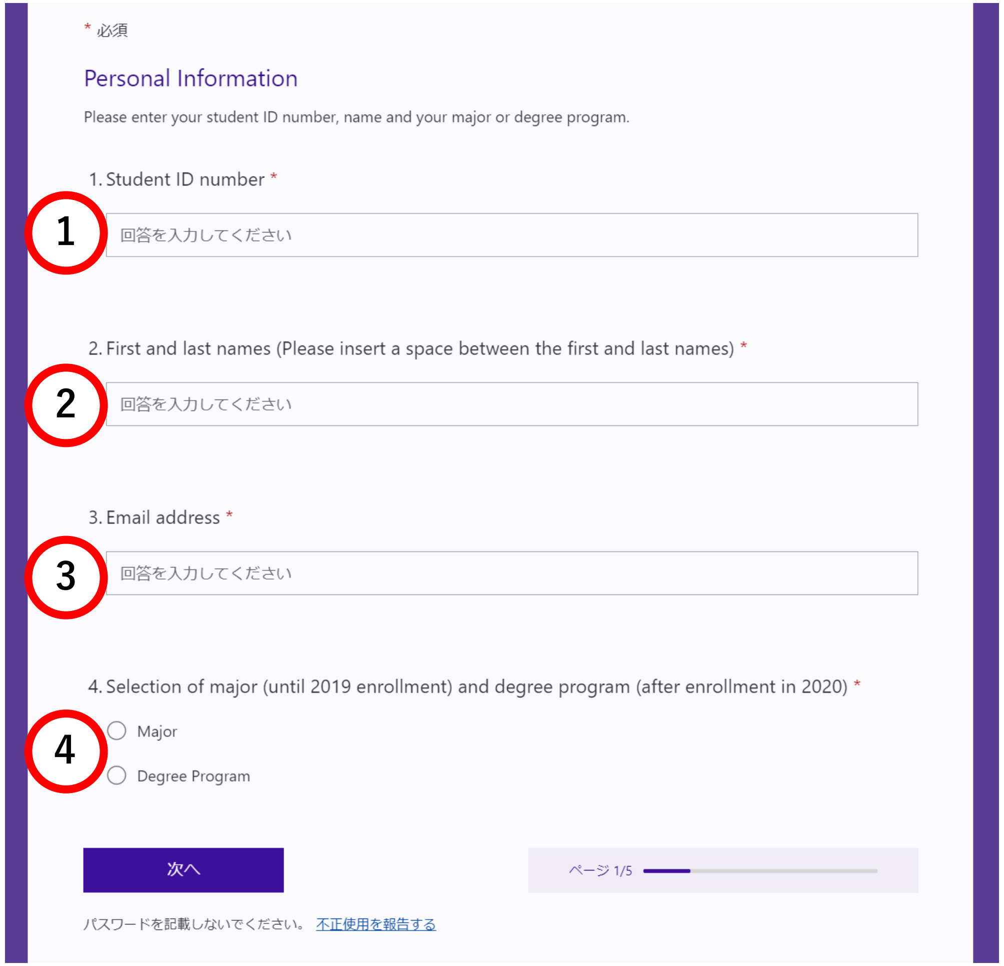
➡ Enter a space between the first and last name.

(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 *

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) *

回答を入力してください

3. Email address *

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) *

○ Major

○ Degree Program

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

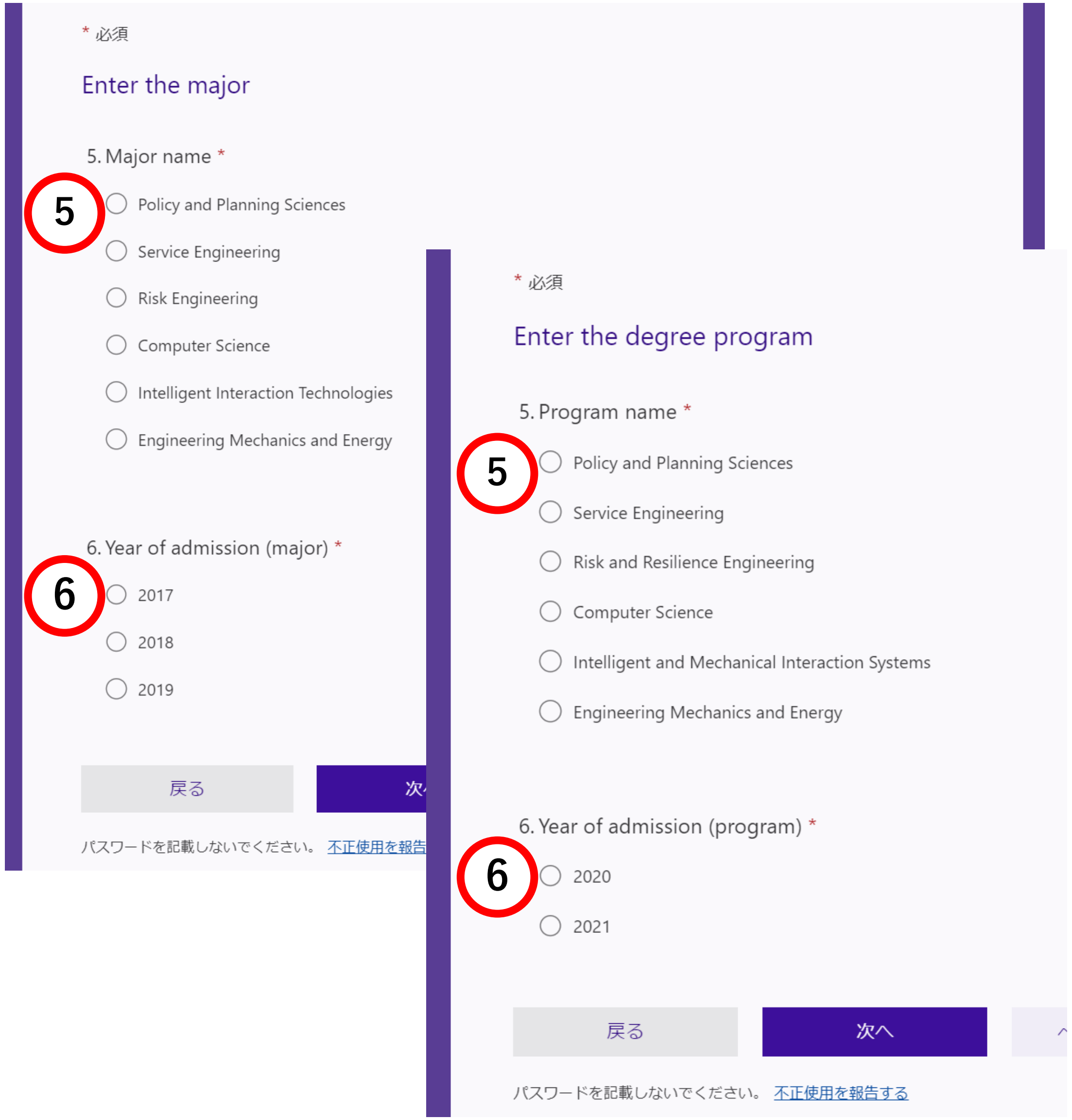
3. Method of use

(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 *

○ Policy and Planning Sciences
○ Service Engineering
○ Risk Engineering
○ Computer Science
○ Intelligent Interaction Technologies
○ Engineering Mechanics and Energy

6. Year of admission (major) *

○ 2017
○ 2018
○ 2019

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 *

○ 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) *

○ 2020
○ 2021

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.

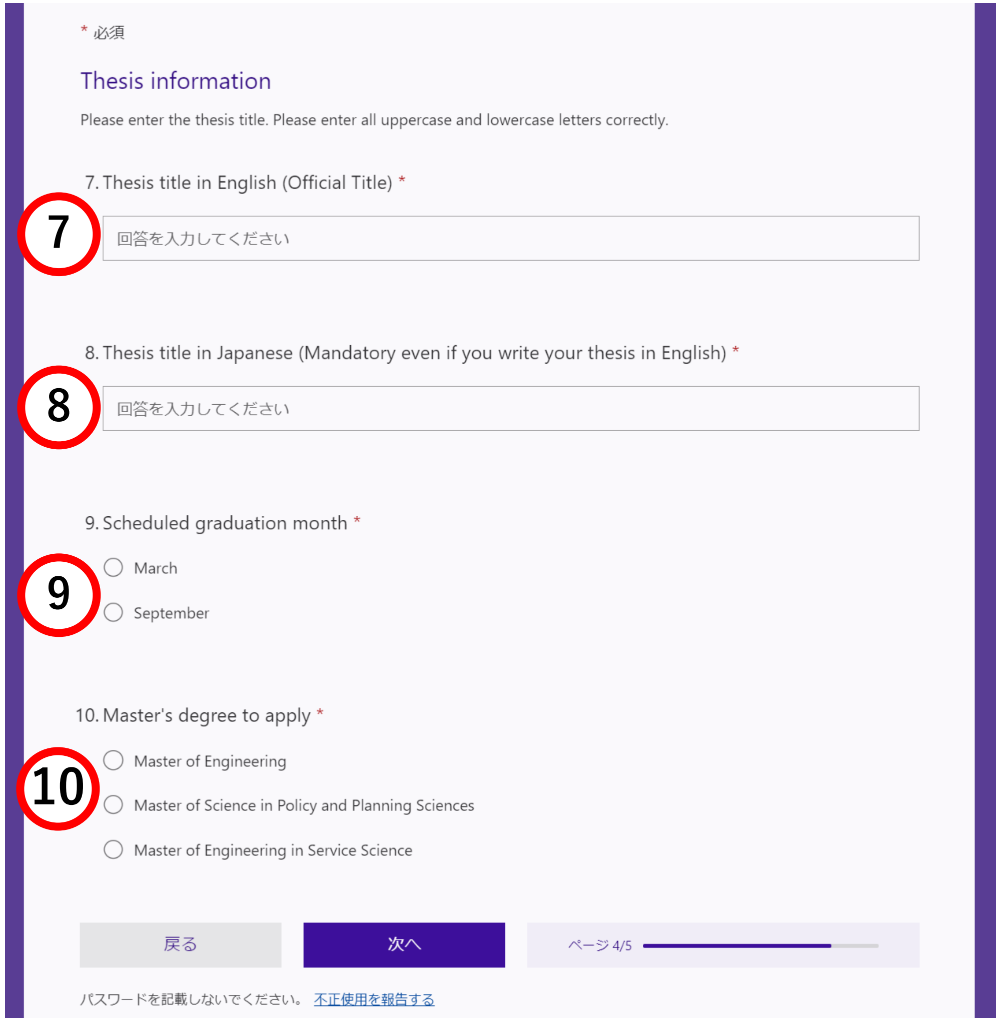
(8) Thesis title in Japanese

➡ 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) *

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) *

回答を入力してください

9. Scheduled graduation month *

○ March
○ September

10. Master's degree to apply *

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

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

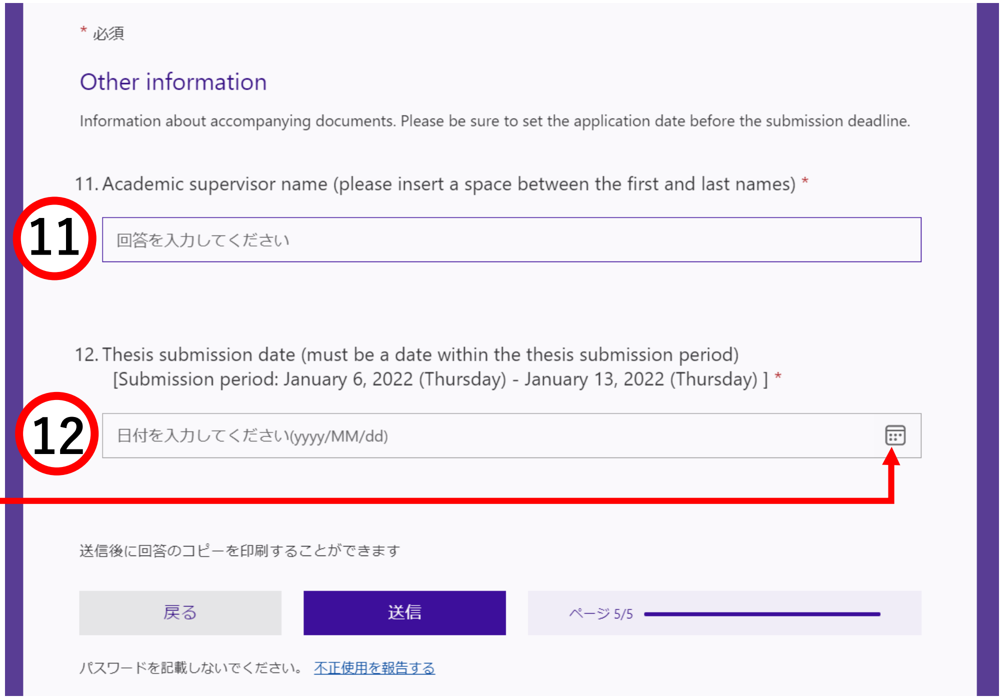
(12) Thesis submission date

➡ 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!



* 必須

Other information

Information about accompanying documents. Please be sure to set the application date before the submission deadline.

11. Academic supervisor name (please insert a space between the first and last names) *

回答を入力してください

12. Thesis submission date (must be a date within the thesis submission period)
[Submission period: January 6, 2022 (Thursday) - January 13, 2022 (Thursday)] *

日付を入力してください(yyyy/MM/dd)

送信後に回答のコピーを印刷することができます

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

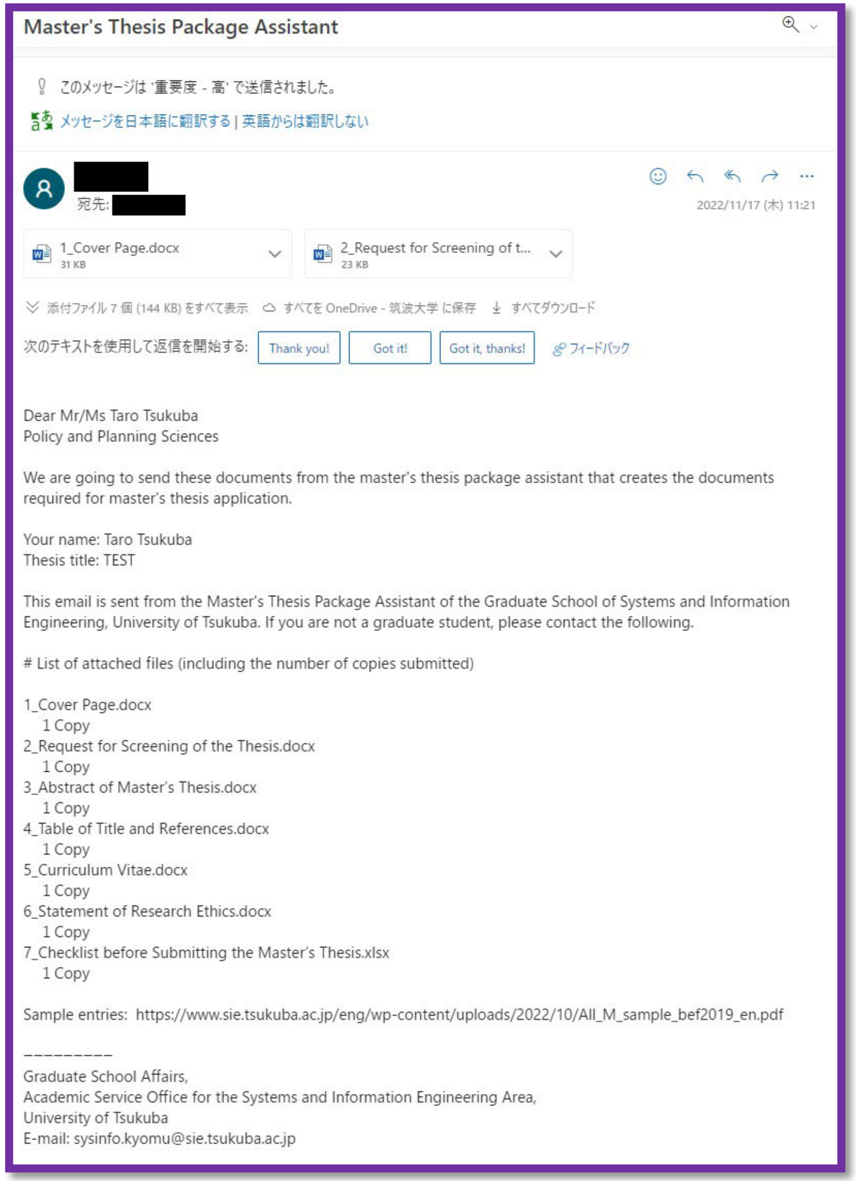
After completion, the file will be generated in about 10 minutes and sent to your campus email(s*****@s.tsukuba.ac.jp).

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/

<Sample E-mail>


Master's Thesis Package Assistant
1_Cover Page.docx
31 KB
2_Request for Screening of t...
23 KB
添付ファイル 7 個 (144 KB) をすべて表示
すべてを OneDrive - 筑波大学 に保存
すべてダウンロード
Thank you!
Got it!
Got it, thanks!
フィードバック

このメッセージは '重要度 - 高' で送信されました。

メッセージを日本語に翻訳する | 英語からは翻訳しない

[redacted]
宛先: [redacted]

2022/11/17 (木) 11:21

次のテキストを使用して返信を開始する:

Dear Mr/Ms Taro Tsukuba
Policy and Planning Sciences

We are going to send these documents from the master's thesis package assistant that creates the documents required for master's thesis application.

Your name: Taro Tsukuba
Thesis title: TEST

This email is sent from the Master's 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)

1_Cover Page.docx
  1 Copy
2_Request for Screening of the Thesis.docx
  1 Copy
3_Abstract of Master's Thesis.docx
  1 Copy
4_Table of Title and References.docx
  1 Copy
5_Curriculum Vitae.docx
  1 Copy
6_Statement of Research Ethics.docx
  1 Copy
7_Checklist before Submitting the Master's Thesis.xlsx
  1 Copy

Sample entries: https://www.sie.tsukuba.ac.jp/eng/wp-content/uploads/2022/10/All_M_sample_bef2019_en.pdf

____
Graduate School Affairs,
Academic Service Office for the Systems and Information Engineering Area,
University of Tsukuba
E-mail: sysinfo.kyomu@sie.tsukuba.ac.jp

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@sie.tsukuba.ac.jp)