

June 6, 2024

To students at the Degree Programs in Systems and Information Engineering who are planning to submit their Master's Thesis (and will graduate in September 2024)

ENDO Yasunori  
Dean of the Degree Programs in  
Systems and Information Engineering

## How to Submit a Master's Thesis

Master's thesis<sup>\*1</sup> by those who are scheduled to graduate in September 2024, please obtain the **approval of your academic supervisor** in advance and submit the necessary documents for acceptance of your Master's thesis within the following submission period. (\*<sup>1</sup> Including the report of Advanced Research and Development)

### 1. How to submit

**[Submission period]** Upload must be completed between 9:30 and 23:59 on June 18, 2024 (Tuesday)

**[Submission destination]** Online submission by  manaba.

Please submit the Master's thesis and other necessary documents to the designated report boxes provided in the following courses (divided by program) within the above submission period. (email notification will be sent to students after the courses are set up)

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

**[Submission box (report title)]**

- **Master's Thesis** ..... Please submit only the main body of the Master's thesis (Submission document 1. <sup>※2</sup>).
- **Examination Documents** ..... Please submit documents other than the main body of the Master's thesis (Submission documents 2 to 7<sup>※2</sup>).

<sup>※2</sup> For the details of 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 seal of "Chair of the Program" and "academic supervisor" in the Request for Screening of the Thesis may be omitted.

- If there are any deficiencies, we will contact you by email after the submission deadline (After Wednesday, June 19), so please be prepared to respond at any time.

## 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 the documents to be submitted by the following method.

**The documents must be created using the format downloaded from one of the links below.** (Please select according to your year of enrollment.)

Enrolled in 2019 or earlier :

[https://www.sie.tsukuba.ac.jp/eng/visitor/student/thesis\\_before2019](https://www.sie.tsukuba.ac.jp/eng/visitor/student/thesis_before2019)

Enrolled in 2020 or later :

[https://www.sie.tsukuba.ac.jp/eng/visitor/student/thesis\\_after2020](https://www.sie.tsukuba.ac.jp/eng/visitor/student/thesis_after2020)

- The documents **requiring** a seal or a signature must be submitted as "electronic data scanned in PDF format after stamping on paper media".
- The documents **NOT requiring** a seal or a signature must be submitted as "electronic data converted to PDF format from documents created by word processing software".

## 3. After submission

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

### [Correction / resubmission of incomplete documents]

After the submission deadline (After Wednesday, June 19), staff at the Academic Service Office (Graduate Support) will check the documents for any deficiencies.

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

### [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 > Monday, July 22, 2024 – Wednesday, August 7, 2024**

### [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 later)

**<Master> After the Master's Thesis Public Presentation – Tuesday, August 20, 2024**



#### 4. Other

- Some program may require documents other than those listed in the attached table, so please follow the instructions of your program.

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

No.	Document Name	Submission Format	Seal or Signature	Overview	Submission destination Report name (manaba)
1	Master's Thesis	PDF	–	Please submit the <b>PDF data</b> 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)	Requires your seal or signature	(1) Please submit the <b>scanned PDF data</b> of the stamped or signed document. (2) The seal of the Chair / academic supervisor may be omitted.	学位論文 審査書類  Examination Documents
3	Summary of the Master's Thesis	PDF	–	Please submit the prescribed form as <b>PDF data</b> .	
4	Table of Title and References	PDF	Unnecessary	Please submit the prescribed form as <b>PDF data</b> . (The seal or signature of the student may be omitted.)	
5	Curriculum Vitae	PDF	Unnecessary	Please submit the prescribed form as <b>PDF data</b> . (The seal or signature of the student may be omitted.)	
6	Statement of Research Ethics	Scan (PDF)	Requires the signature of your academic supervisor	(1) Please enter your name in the name field, and <b>no signature is required</b> . (2) <b>The signature of your academic supervisor is required.</b> ➔ Submit the <b>scanned PDF data</b> of the signed form.	
7	Checklist	PDF	–	Please submit the prescribed form as <b>PDF data</b> .	

# Submission Flow (Master's Thesis)

Date :   
 Paper : 

Attachment

