

# Graduation School of Education Submission of Master Thesis

Students who plan to complete the master's program in March 2024 are required to submit the "Master Thesis Submission (Google Form)" and "Master Thesis" according to the instructions below:

[Assignments]

## ◆ Notification of Master Thesis Submission (Google form)

URL: <https://forms.gle/Ym3hP5ivi1LRqyYy5>



- ※ Check the contents (title, reviewers name, etc.) with your main/sub academic advisors before submission.
- ※ Be careful when typing your Email address.
- ※ The procedures after submission are as follows.
  - ① An Email requesting confirmation will be automatically sent to your main/sub academic advisors (you will not receive it).
  - ② They will confirm the content and reply with the teacher confirmation form.
  - ③ An automatic Email ("Your notification of master thesis submission has been confirmed") will be sent to you. If you find the message "The title of the thesis needs to be corrected." in the Email, you must submit the form again.
- ※ If you do not receive any Email within two days of submitting this form, please check with your main/sub academic advisor.

**Dead line: 2 weekdays on or before your thesis' submission**

**(Last dead line: 2024 January 5th (Fri) 17:00)**

## ◆ Master thesis (Simple bound) ★ one

- ※ The title must be the same as the Google form.

★Check with your academic advisor for the format.

## ◆ Overview (A4 size, about 500 words)★ one

- ※ Do not put it together with the master thesis' main body.

## ◆ A copy of an automatic Email ("Your notification of master thesis submission has been confirmed (and its contents are correct)") with which your main/sub academic advisors have confirmed one each

## ◆ Dissertation registration documents for the Tohoku University Repository TOUR

- ※ Applicants only → Please contact Educational Affairs Section for details.

**Dead line: 2024 January 10th (Wed) 17:00 (Must arrive by mail aswell.)**

To: Faculty/Graduate School of Education (〒980-8576 Kawauchi 27-1, Aoba, Sendai)

- ※ If you want to change the title, you must obtain approval from your advisor before submitting the notification of thesis submission. In this case, you don't have to submit "Change of Title Notification." Just write the new title in the thesis notification and submit it
- ※ When submitting, we will confirm your name, date of birth (as per your original family register), and English name that will appear on your degree certificate.
- ※ You can also submit your thesis by mail (using a method that leaves a delivery record, such as simple registered mail). Write "Contents: Master Thesis", your name, and student ID on the envelope. Please note that we cannot accept incomplete submissions.
- ※ We will send an acknowledgment of receipt to your DC mail. In the same Email, instead of face-to-face confirmation, we ask you to confirm your name, etc., which will be printed on your degree.
- ◎ If you want to withdraw your graduation thesis, contact the Educational Affairs Section by January 31 (Wed), 2023.

November 9<sup>th</sup>, 2023

Faculty/Graduate School of Education