

## Guidelines for Writing and Submitting a Master's Thesis in AY2021 Department of Civil and Earth Resources Engineering Department of Urban Management (September graduation)

This guideline describes the thesis-writing and gaining credits process for the Master's program students in Department of Civil and Earth Resources Engineering/Department of Urban Management. Students should thoroughly read this guideline and submit a thesis and required documents by the designated deadline. Thesis sample and formats for required documents can be downloaded from the web site <https://www.um.t.kyoto-u.ac.jp/ja/ocampus/kyomu2021>.

### 1. Submission of 学位論文審査願・論文目録 and 学位論文調書 (Request for Examination of Thesis/Title of Thesis and Thesis Record) (Deadline: Noon, July 9, 2021 (Fri.))

Please submit the following documents and send an email to the C-Cluster Kyomu gakari (Educational Affairs Section at the C-Cluster Office) by noon, July 9 (Fri.), 2021.

- 1) 学位論文審査願・論文目録 (Request for Examination of Thesis/Title of Thesis) (download file 1)
- 2) 学位論文調書 (Thesis Record) (download file 2)
- 3) Report on the title of thesis and other information by e-mail (download file 3)

- **Students cannot change the title of thesis after submission.** The title of thesis should be the same as the title written in these documents. (Details such as the words written in capital or small letters, or the words in italic format should also be the same.) Please consult with your supervisor to decide the title.
- The name of author should be written as your student ID card. If you write your name in Roman characters, make sure that your name should be written in the same manner in all documents. (Be careful about family and given name order, or capital and small characters, etc.)
- If the title of thesis is in English, write Japanese title as well.
- As for "Report on the title of thesis and other information", one of faculty members at each lab will compile information and send the excel file via email to the address below.

[ronbun-chikyu@adm.t.kyoto-u.ac.jp](mailto:ronbun-chikyu@adm.t.kyoto-u.ac.jp)

Please send information on student numbers, department, laboratory, name, furigana, names of one chief examiner and two sub-examiners, and title of thesis.

### 2. Submission of Master's Thesis (Deadline 3:00 PM, August 11 (Wed.))

Please submit the PDF file of Master's thesis to assignment 「修士論文の提出」 on the site of 「研究論文(修士 9 月修了)」 of PandA **between 1:00 PM and 3:00 PM on August 11 (Wed.).**

- As for the format, please thoroughly read Master's thesis sample (download file 4) and follow the instructions.
- Uploading a PDF file does Not complete the submission. The information such as the title and your name must be exactly the same as the documents submitted previously (Request for Examination of Thesis/Title of Thesis and Thesis Record). After submission, you are requested to wait for the director of Educational Affairs to check the information in the PDF file, and the director of Educational Affairs will "return" your

thesis with “comment” on the Panda. When the comment is “accepted (受理しました)”, your submission is complete. If the comments indicate some revisions, you need to revise your thesis by following the instructions and re-upload a revised PDF file immediately.

- After thesis submission, please promptly submit hard or soft copies of your thesis to a chief examiner and two sub-examiners respectively. Please contact chief and sub-examiners to make sure that examiners could receive the thesis by the designated time.

### 3. Public Hearing and Review of Master's Thesis (August 20 (Fri.))

Public Hearing and Review of Master's Thesis will be held on August 20 (Mon.) at Katsura campus. Students will be notified of time schedule for hearing in late July.

- Students should draw up 論文概要 (Summary of Thesis) (2 pages), make appropriate number of copies, bring them to the hearing and hand out summary to attendance before presentation. As for the format, please follow 修士論文概要サンプル (Sample for Summary of Master's Thesis) (download file 5).
- 15-minute presentation and 5-minute question-and-answer session will be held, using liquid-crystal projector and Summary of Thesis, etc. Please keep to time in your presentation.

Review of Master's thesis will be held just after the public hearing.

- A chief examiner and two sub-examiners will conduct interview to ask for the details. If the thesis should be rewritten or Summary of Thesis should be corrected, the examiners will give the student instructions. Students should follow the chief examiner's instructions and bring Master's thesis, Summary of Thesis and other materials used in public hearing.

### 4. Notice of Result (August 30 (Mon.))

Result will be announced on August 30 (Mon.) by your supervisor.

### 5. Submission of Revised Thesis and Other Materials (9:00 AM – Noon, September 6 (Mon.))

Students should make corrections for their thesis based on the instructions and advice given at the public hearing and thesis review in order to write a final thesis. Please submit the following two files to Panda system at assignment 「修正済み修士論文の提出」 on the site of 「研究論文（修士 9 月 修了）」 between 9:00 AM and Noon on September 6 (Mon.)

- 1) PDF file of the final version of Master's thesis
- 2) PDF file of the final version of Summary of Master's thesis

In creating PDF file, please thoroughly read “PDF ファイルの作成方法について (How to create a PDF file)” described in Master's thesis sample, (download file 4) and follow the instructions. As for Summary of Master's Thesis, if you are instructed to make corrections, make sure to correct the summary in accordance with the instructions. Please check carefully the contents of the two PDF files by printing them before the submission.

Schedule for Completion of Master's Program in Academic Year 2021  
Department of Civil and Earth Resources Engineering  
Department of Urban Management (September graduation)

- 1. Distribution of 修士論文作成・提出に関する要領 (Guidelines for Writing and Submitting a Master's Thesis) to the laboratories (June 14, 2021 (Mon.))**  
The Guidelines are distributed to the laboratories. Download (1) 学位論文審査願・論文目録 (Request for Examination of Thesis/Title of Thesis) (2) 学位論文調書 (Thesis Record)
- 2. Submission of 学位論文審査願・論文目録 (Request for Examination of Thesis/Title of Thesis) and 学位論文調書 (Thesis Record) (Deadline: Noon, July 9, 2021 (Fri.))**
  - (1) Request for Examination of Thesis/Title of Thesis (Students should submit printed document)
  - (2) Thesis Record (Students should submit printed document)
  - (3) Submit the excel file by email to report the content on Thesis Record (faculty member at each lab will send an email)
- 3. Notice of Time Schedule for Public Hearing of Master's Thesis and Master's Thesis Review (late July)**  
Time schedule will be announced thorough each laboratory in late July.
- 4. Submission of Master's Thesis (1:00 PM – 3:00 PM, August 11 (Wed.))**
  - (1) Students should submit a PDF file of Master's thesis to assignment 「修士論文の提出」 on the site of 「研究論文（修士 9 月修了）」 of PandA between 1:00 PM and 3:00 PM on August 11 (Wed.).
  - (2) Students should submit a copy of their thesis to a chief examiner and two sub-examiners.
- 5. Public Hearing and Review of Master's Thesis (August 20 (Fri.))**  
Students should draw up Summary of Master's Thesis, make an appropriate number of copies, bring them to the hearing, and hand out the summary to attendance.
- 6. Announcement of Judgement Result (August 30 (Mon.))**  
A meeting will be held to decide pass or fail for Master's thesis for each student. After the meeting, students will be notified of their result by your supervisor.
- 7. Submission of corrected thesis and other materials (9:00 AM – Noon, September 6 (Mon.))**  
Submit the following two files to PandA system at assignment 「修正済み修士論文の提出」 on the site of 「研究論文（修士 9 月修了）」.
  - 1) PDF file of the final version of Master's thesis
  - 2) PDF file of the final version of Summary of Master's thesis
- 8. Commencement Ceremony (September 24 (Fri.))**