

Guidelines for Writing and Submitting a Master's Thesis in AY2021

Department of Civil and Earth Resources Engineering

Department of Urban Management

This guidelines describe 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 guidelines and submit a thesis and required documents by the designated deadline. For required documents and sample thesis, please go to the website below and download from “修士論文作成・提出について” (About Writing and Submitting a Master's Thesis). (Download 1～5)

<http://www.um.t.kyoto-u.ac.jp/ja/oncampus/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, January 7, 2022 (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, January 7 (Fri.), 2022.**

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

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

2. Submission of Portfolio (Deadline: **Noon, January 28 (Fri.)**)

Students should fill out portfolio and obtain signatures from your supervisors, and submit all pages (not electrical, but paper-based ones) to the C Cluster Kyomu gakari (Educational Affairs Section at the C-Cluster Office). Portfolio will be used as reference materials to decide pass or fail for Seminal on Infrastructure Engineering A/B and Seminar on Urban Management A/B. Please make sure to submit the portfolio by the above-mentioned deadline. Also, please

obtain the signatures from your supervisors in all the blanks, if you have not obtained them before.

3. Submission of 履修分野修了証明申請書 (Application Form for Study Area Certificate) (if applicable) (Deadline: **Noon, January 28 (Fri.)**)

If students have completed the subjects designated for each study area (See page 13 and 18 in 2020 年度大学院学修要覧) (For required subjects, see the website http://www.um.t.kyoto-u.ac.jp/ja/oncampus/kyomu2021/portfolio_submission_E), please apply for a certificate, using the last page of your portfolio. ‘Course’ described on the portfolio means ‘Study Area’.

If you have any questions, please contact Assoc. Prof. Kitane (Katsura C1-3-251) or the C-Cluster Kyomu gakari (Educational Affairs Section at the C-Cluster Office).

4. Submission of Master’s Thesis (Deadline **3:00 PM, February 10 (Thu.)**)

Please submit the PDF file of Master’s thesis to to assignment 「修士論文の提出」 on the site of 「研究論文（修士）」 of Panda **between noon and 3:00PM on February 10 (Thu.)**.

- As for the format, please thoroughly read Master’s thesis sample (download 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 your thesis by the designated time.

5. Public Hearing of Master’s Thesis (**February 17 (Thu.)**)

Public Hearing of Master’s Thesis will be held on **February 17 (Thu.)** at Katsura campus in a hybrid format (face-to-face and Zoom). Presenter and examiners should gather at the venue in principle. Students will be notified of time schedule for hearing late January.

- Students should draw up **論文概要 (Summary of Thesis) (2 pages)**, bring 3 copies for chief and sub-examiners and hand out summary 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 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 the time in your presentation.

6. Master’s Thesis Review (**February 18 (Fri.)**)

Master’s Thesis Review will be held on **February 18 (Fri.)** at Katsura campus. Students will be notified of place and time schedule late January.

- Check the time and place in advance. Come to the designated place 15 minutes ahead of the review start time.
- 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 students instructions. Students should follow the chief examiner’s instructions and bring Master’s thesis, Summary of Thesis and other materials used in the public hearing.

7. Notice of Result (February 18 (Fri.))

Result will be announced in the evening on February 18 (Fri.). Students will be notified of detailed information on time and place later.

Note: February 19 (Sat.) will be the reserved in case the public hearing or the review meeting is canceled due to a weather warning and so on. Please keep your schedule.

8. Submission of Corrected Thesis and Other Materials (Deadline: Noon, February 25 (Fri.))

Students should make correction 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 two files to assignment 「修正済み修士論文の提出」 on the site of 「研究論文（修士）」 of Panda by Noon on February 25 (Fri.).

- (1) PDF file of final version of Master's thesis
- (2) PDF file of 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 PDF file)” described in Master's thesis sample (download 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

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 (November 29, 2021 (Mon.))

The Guidelines are distributed via email. Download (1) 学位論文審査願・論文目録 (Request for Examination of Thesis/Title of Thesis) and (2) 学位論文調書 (Thesis Record) from the departments' website.

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, January 7, 2022 (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 January)

Time schedule will be announced at the website late January.

4. Submission of Portfolio (Deadline: Noon, January 28 (Fri.))

- (1) Students should submit all pages of portfolio (original paper version) to the C-Cluster Kyomu gakari (Educational Affairs Section at the C-Cluster Office).
- (2) Based on submitted portfolio, decision is made to pass or fail for Seminar on Infrastructure Engineering A/B (Compulsory, 8 credits) and Seminar on Urban Management A/B (Compulsory, 8 credits).
- (3) Submit 履修分野修了証明申請書 (Application Form for Study Area Certificate), if applicable.

5. Submission of Master's Thesis (Noon – 3:00PM, February 10 (Thu.))

- (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)」 Panda.
- (2) Students should submit a copy of their thesis to a chief examiner and two sub-examiners respectively.

6. Public Hearing of Master's Thesis (February 17 (Thu.))

- (1) Public hearings will be held simultaneously in several rooms.
- (2) Students should draw up 論文概要 (Summary of Thesis), bring 3 copies for chief and sub-examiners and hand out summary before presentation.

7. Master's Thesis Review (February 18 (Fri.))

- (1) Master's Thesis Review will be held simultaneously in several rooms.
- (2) After the review, a meeting will be held to decide pass or fail for master's thesis for each student.
- (3) After the meeting, students will be notified of their result in Room 191 and 192 (tentative). All the students should come to the room.

Note: February 19 (Sat.) will be the reserved in case the public hearing or the review meeting is canceled due to a weather warning and so on.

8. Submission of corrected thesis and other materials (Deadline: Noon, February 25 (Fri.))

Submit the following two files to assignment 「修正済み修士論文の提出」 on the site of 「研究論文 (修士)」 of Panda.

- (1) PDF file of final version of Master's thesis
- (2) PDF file of final version of summary of Master's thesis

9. Commencement Ceremony (March 24 (Thu.))