

# Guidelines for Writing and Submitting a Master's Thesis in AY2023

## Department of Civil and Earth Resources Engineering

## Department of Urban Management

These guidelines describe the thesis-writing and gaining credits process for the Master's program students in the Department of Civil and Earth Resources Engineering/Department of Urban Management. Students should thoroughly read these guidelines and submit a thesis and required documents by the designated deadline. For the required documents and sample thesis, please go to the website below and download from “修士論文の作成・提出について” (Writing and Submitting Master's Thesis). (Download 1～5)

<http://www.um.t.kyoto-u.ac.jp/ja/oncampus/kyomu2023>

### 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 5, 2024 (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 5 (Fri.), 2024.**

- 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 the thesis and other information by e-mail (download 3)

- **Students cannot change the title of the thesis after submission.** The title of the 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 on the title.
- The name of the 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 the thesis is in English, write the Japanese title as well.
- As for the “Report on the title of the 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, the name for certification in English, names of one chief examiner and two sub-examiners and their positions, and the title of the thesis.

### 2. Submission of Portfolio (Deadline: **Noon, January 26 (Fri.)**)

A student should fill out the portfolio and obtain signatures from 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). The portfolio will be used as reference materials to decide pass or fail for the Seminar 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 26 (Fri.)**)

If students have completed the subjects designated for each study area (See page 14 and 19 in 2022 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/kyomu2023/pfsube>), please apply for a certificate, using the last page of your portfolio.

If you have any questions, please contact Assoc. Prof. Takekawa (Katsura C1-1-112) or the C-Cluster Kyomugakari (Educational Affairs Section at the C-Cluster Office).

### 4. Submission of Master's Thesis (Deadline **3:00 PM, February 8 (Thu.)**)

Please submit the PDF file of your Master's thesis to the assignment 「修士論文の提出 (3 月修了)」 on the site of 「研究論文 (修士)」 of Panda **between noon and 3:00PM on February 8 (Thu.)**.

- As for the format, please thoroughly read the Master's thesis sample (download 4) and follow the instructions.
- Uploading the 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 a 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 the 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 16 (Fri.)**)

The public hearing of the Master's Thesis will be held on **February 16 (Fri.)** in Katsura campus face-to-face. Students will be notified of the time schedule for the hearing in late January.

- Students should draw up **論文概要 (Summary of Thesis) (2 pages)** and distribute the printed copy in the public hearing. 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).
- **A 15-minute presentation and 5-minute question-and-answer session will be held** using a liquid-crystal projector and the Summary of Thesis, etc. Please keep to the time in your presentation.

### 6. Master's Thesis Review (**February 19 (Mon.)**)

The Master's thesis review will be held on **February 19 (Mon.)** in Katsura campus. Students will be notified of the place and time schedule in 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 interviews to ask for the details. If the thesis should be rewritten or the Summary of Thesis should be corrected, the examiners will give the students instructions. Students should follow the chief examiner's instructions and bring the Master's thesis, Summary of Thesis, and other materials used in the public hearing.

## 7. Notice of Result (February 19 (Mon.))

The result will be announced in the evening on February 19 (Mon.). Students will be notified of detailed information later.

Note: February 21 (Wed.) will be 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 29 (Thu.))

Students should make corrections to 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（3月修了）」 on the site of 「研究論文（修士）」 of PandA by Noon on February 29 (Thu.).

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

In creating a 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 the Master's thesis sample (download 4) and follow the instructions. As for the 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 submission.

Schedule for Completion of Master's Program in Academic Year 2023  
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 27, 2023 (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 5, 2024 (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 (a 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)**  
The time schedule will be announced on the website in late January.
4. **Submission of Portfolio (Deadline: Noon, January 26 (Fri.))**
  - (1) Students should submit all pages of the portfolio (original paper version) to the C-Cluster Kyomugakari (Educational Affairs Section at the C-Cluster Office).
  - (2) Based on the submitted portfolio, a decision is made to pass or fail for the 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 8 (Thu.))**
  - (1) Students should submit a PDF file of the Master's thesis to assignment 「修士論文の提出 (3 月修了)」 on the site of 「研究論文 (修士)」 on the 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 16 (Fri.))**
  - (1) Public hearings will be held simultaneously in several rooms.
  - (2) Students should draw up 論文概要 (Summary of Thesis) and distribute the printed copy in the public hearing.
7. **Master's Thesis Review (February 19 (Mon.))**
  - (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 results. All the students should come to the room.

Note: February 21 (Wed.) will be 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 29 (Thu.))**  
Submit the following two files to assignment 「修正済み修士論文の提出 (3 月修了)」 on the site of 「研究論文 (修士)」 of the Panda.
  - (1) PDF file of the final version of the Master's thesis
  - (2) PDF file of the final version of the summary of Master's thesis
9. **Commencement Ceremony (March 25 (Mon.))**