

[Master's Thesis] Thesis and Related Procedures

[Flowchart of the Thesis (Master of Medical Science) Examination]

First year

1. Submission of a research plan
2. Mid-term presentation

The mid-term presentation provides students with an opportunity to present not only their theses but also to listen, understand, and express their opinions on other students' presentations. Absence for reasons related to work or other duties is not permitted.

However, students unable to participate due to the unavoidable circumstances listed below are allowed to give their mid-term presentations after these conditions are resolved.

- A leave of absence from school on the day of the mid-term presentation
 - An unexpected accident or illness (influenza or other infectious diseases)
3. Examination before thesis submission (early degree completion students only)

Second year

Submission of the thesis title registration form (written notification to students through each department)

Recommendation for examination committee members (written request to supervisors in charge)

1. Thesis submission deadline:

Submission to the Graduate School Section, Academic Affairs Division, Graduate School of Medical and Dental Sciences

Peer review by the Graduate School Education Board Master's Program Committee members

Written notification of the peer review results to students

Thesis correction and resubmission based on the peer review results

2. Examination referral
3. Examination request (chief and examiners)
4. Question and answer session
5. Thesis examination
6. Report of the examination results
7. Approval/rejection of the thesis and decision on degree completion
8. Awarding of the degree

Thesis (Master of Medical Science) and Related Procedures

To earn a master's degree, the submission of a master's thesis must follow the graduate school rules, degree regulations, and other detailed procedural guidelines. Read this handbook carefully to ensure compliance with the procedures.

1. Standard degree completion

(1) Requirements for master's thesis submission

Students are eligible to submit a master's thesis after meeting all the requirements listed below:

1-1. Attending graduate school for over one year and six months.

1-2. Having earned or expecting to earn a minimum of 30 course credits as prescribed in the graduate school rules.

1-3. As for the mid-term presentation, students must be well trained to present their theses, while at the same time listening, understanding, and expressing their opinions on other students' presentations. Absence for reasons related to work or other duties is not permitted. However, students unable to participate due to the unavoidable circumstances listed below are allowed to give their mid-term presentations after these conditions are resolved.

- A leave of absence from school on the day of the mid-term presentation
- An unexpected accident or illness (influenza or other infectious diseases)

(2) Master's thesis

1) In general, a master's thesis is written by a single author.

(3) Master's thesis examination committee members

1) The master's thesis examination committee consists of one chief and two deputy examiners, with a supervisor serving as the chief examiner.

2) One deputy examiner is assigned to a professor or associate professor at the Graduate School of Medical and Dental Sciences, and the other to a faculty member who meets the academic staff qualifications for the Graduate School of Medical and Dental Sciences.

3) At least one of the deputy examiners will be from a different field than the chief examiner.

(4) Thesis peer review

A thesis peer review is conducted by the Master's Program Committee members before public presentation of the thesis. Based on the review results, the thesis may require correction and resubmission.

2. Early degree completion

(1) Outline

Students recognized for their outstanding academic achievements are eligible for the early degree completion program. For early degree completion students, more than one year of study will suffice to complete the degree requirements.

(2) Outstanding academic achievements

"Outstanding academic achievements" in Article 10-2 of the Graduate School of Medical and Dental Sciences Regulations refers to the students' academic papers that have been or will be published as the first author in a renowned international scholarly journal with a well-established peer review system (limited to scholarly journals recommended beforehand by Graduate School of Medical and Dental

Sciences professors and acknowledged by the Master's Program Committee). The students' papers should serve a fundamental role in research outcomes related to their master's theses, with a focus on studies conducted during the Graduate School of Medical and Dental Sciences Master Course.

(3) Recommendation for early degree completion candidates

In accordance with requests from students with outstanding academic achievements, supervisors can recommend these students as early degree completion candidates to the dean of the graduate school. In addition to outstanding academic achievements, the candidates who meet either of the following criteria are qualified for recommendation:

- 1) Students who desire to advance to the Graduate School of Medical and Dental Sciences Doctoral Course, with the aim of further contributing to the development of international research by following consistent research guidance.
- 2) Students who can be expected to play an even more active role in society as a result of early completion of the Graduate School of Medical and Dental Sciences Master Course.

(4) Assessment of early degree completion eligibility

To apply for early degree completion eligibility, the following documents must be submitted to the Graduate School Section, Academic Affairs Division, Graduate School of Medical and Dental Sciences.

Students approved for early degree completion based on the assessment results are eligible to submit a master's thesis.

1. Letter of recommendation by a supervisor (in the prescribed form)
2. Publication certificate or document recording the issued date of an academic paper
(Use the form for the doctoral course. A printout of an email stating publication acceptance is also acceptable.)
3. Reprint of an academic paper or submitted paper that specifies the name of a published journal

(5) The master's thesis examination pertaining to early degree completion is conducted in the same way as standard degree completion.

3. Master's thesis submission and other procedures

(1) Master's thesis submission procedures

1) Master's thesis submission period

The master's thesis submission period is as follows. When the submission date falls on Saturday or Sunday, the date will be changed to the preceding Friday (deadline: 5 pm).

1. Standard degree completion students: January 15 in the second year
2. Early degree completion students: January 15 in the first year or July 15 in the second year

2) Place of thesis submission

Theses must be submitted by students in person to the Graduate School Section, Academic Affairs Division, Graduate School of Medical and Dental Sciences.

3) Documents to be submitted

1. Degree (master's degree) application (Form 1): 1 copy

2. Thesis (Form 2): 5 copies (1 original and 4 duplicates)
3. Thesis abstract (Form 3): 5 copies
4. Curriculum vitae (Form 4): 2 copies
5. Inquiry form on research ethics for a master's thesis (Form 5): 5 copies (1 original and 4 duplicates)

Specify the approval number and other relevant information.

*If the thesis is under review by different ethics and other related committees, attach copies of the application forms and result notifications.

6. Permission for accessing or copying a thesis: 1 copy

(2) Public thesis presentation

1) Final exam

Students who have submitted a thesis are required to attend the thesis presentation (open to the public) held around February every year to present their theses in the allocated time and participate in a question and answer session with academic staff members serving as the chief and deputy examiners and other participants. Students are expected to prepare presentation materials such as slides. Questions include areas related to the theses, and answering these questions corresponds to the final examination. In addition, the thesis presentation provides students with an opportunity to present their theses as well as listen, understand, and express their opinions on other students' presentations. Absence for reasons related to work or other duties is not permitted. However, students unable to participate due to the following unavoidable circumstance are allowed to give their presentations after this condition is resolved.

- An unexpected accident or illness (influenza or other infectious diseases)

2) Scope of disclosure

In the open examination of the master's program, since the announcement is in an unpublished thesis format, the confidential content of the patent is included.

Therefore, in principle, the scope of disclosure is limited to those belonging to the Graduate School of Medical and Dental Sciences, University Hospital, School of Dentistry, and School of Medicine. However, the following conditions may be allowed, so please consult with the Graduate School of Medicine and Dentistry in advance.

1. Person who has decided to enter the master's program at the Graduate School of Medical and Dental Sciences
2. Persons approved by the presenter's chief examiner (limited to fields approved by the chief examiner)

(3) Awarding of the degree

The results of the thesis and final examinations by the examination committee are reported to the Graduate School Faculty Meeting. Following the authorization of Master Course completion and the resolution on degree conferral, the diploma is generally awarded by the dean of the graduate school during the commencement ceremony (March 25).

*After awarding the degree, the submitted thesis will be stored in a simple binding.

4. Thesis preparation instructions

Follow the instructions listed below on how to prepare a thesis

(2) Academic papers for reference

- 1) An applicant can submit a previously published academic paper as a reference.
- 2) A submitted reference paper should be attached at the end of the thesis and bound together.

5. Instructions for filing other documents

(1) Thesis abstract (Form 3)

- 1) If the thesis title is in English, add the Japanese translation in parentheses below the title.
- 2) An abstract must not exceed 1,500 words (about one page of A4 size paper) and be typewritten (font size of around 11 points) or printed out using a word processor or other word processing programs.
- 3) The abstract's content should be summarized in each section that includes the purpose and scope (materials), methods, results, analysis, conclusion, and others.
- 4) Do not include charts and photographs.

(2) Curriculum vitae (Form 4)

- 1) List your educational background in chronological order beginning with senior high school graduation.
- 2) Refer to the sample for other sections.