

Graduate School of Business Administration, Meiji University

Guidelines for obtaining a master's degree

Degree offered by the Graduate School of Business Administration

Business Administration Program, Master of Business Administration

Requirements to apply for a master's degree

Enrollment period

An enrollment period of two years or more in the pre-doctoral program (master's program) of the Graduate School of Business Administration is required, taking prescribed research guidance.

Regarding the enrollment period, however, the Graduate School Committee may regard one year or more in the pre-doctoral program (master's program) as sufficient for students who have achieved excellent research results (Application for shortening the course period is required) (*except for UTM-DMP students).

Credit requirements

(1) Completion requirements

- (i) In the pre-doctoral course, students must earn 36 credits or more.
- (ii) Students who have selected the Research Course are required to earn a total of 20 compulsory credits: 8 credits for their supervisor's seminars, 4 credits for their supervisor's lectures, and 8 credits for literature research in two foreign languages other than their native language (4 credits for each language). According to the supervisor's instruction, 4 credits of the supervisor's seminars can be earned in other seminars.
- (iii) Students who have selected the Management Course will be required to earn a total of 10 compulsory credits: 8 credits for the supervisor's seminars and 2 credits for their supervisor's lectures. According to the supervisor's instruction, 4 credits of the supervisor's seminars can be earned in other seminars.

(2) Students who have earned the credits specified above and have an average grade of "B" or higher.

Research ethics education program

Taking a research ethics education program prescribed by Meiji University is required.

Research guidance

Students who have gone through the process listed below are qualified to apply for a master's degree.

Process to apply for a master's degree

Research guidance system

Thesis supervisors requested and approved when applying for admission provide research guidance for obtaining a master's degree. At the beginning of the first year, students plan their research under the guidance of their supervisor and make a course plan according to their research plans with the supervisor's approval. Based on research plans, supervisors guide their students to acquire a wide range of knowledge related to their research topic and theoretical and empirical research methods necessary for the degree application through seminars and lectures.

First Year

April: Students make a course plan based on their research topics with their supervisor's approval and decide which courses to take.

April-March: Students narrow down specific thesis topics through seminars, while expanding their knowledge relating to their research topics in literature research classes and lectures. When thesis topics are defined, students engage in research activities necessary for writing the thesis, including prior research. Students who have organized information through research activities, ready to write chapters of their thesis, shall submit the work to the Graduate School Journal and/or academic journals, etc.

Second Year

April: If there are changes in research or course themes, students request a course amendment with their thesis supervisor's approval during the course registration amendment period.

April-January: Students continue to take literature research classes and lectures, while taking courses they could not take in the first year. They also delve into research topics, collect information, and conduct activities necessary for writing a master's thesis. Students who have organized information through research activities, ready to write chapters of their thesis, shall submit the work to the Graduate School Journal and/or academic journals, etc. Write a master's thesis with the supervisor's approval.

Requirements for Master's Thesis

A master's thesis is recognized for showing its writer's basic problem-solving and research performance skills in the field of study and also for demonstrating how rigorously the writer argues their research theme. Therefore, writing a master's thesis is mandatory for completing the Research Course. However, in the Management Course, a research report can be submitted instead of a master's thesis.

Note the following points when preparing a master's thesis.

- (1) Originality
- (2) Academic significance and appropriateness of the research topic
- (3) Organization
- (4) Prior research review
- (5) Theoretical and empirical analyses
- (6) Integrity and consistency of arguments and assertions
- (7) Formal requirements

A research report shall consist of the studies and considerations based on its writer's practical experience and academic interests as research subjects.

A master's thesis must contain at least 40,000 characters (10,000 words in English), and a research report must contain at least 20,000 characters (5,000 words in English). If a paper, etc. already published in the "Graduate School Journal" or "Studies in Business Administration by Management Course Students" is used as a part of your master's thesis, it must be included in the reference list at the end of the thesis.

Required documents and submission period of master's thesis

Preliminary registration

- (1) The preliminary registration period is early October of the academic year of thesis submission.
- (2) Students who plan to submit a master's thesis must register the title of the thesis (tentative title is acceptable) after consultation with their supervisor.
- (3) To withdraw a master's thesis or a research report after the preliminary registration, submit a written request for withdrawal by the time the viva begins.

Required documents, etc.

- (1) One copy of the "Master's Degree Application Form" (download from the Graduate School of Business Administration website)

Fill out the necessary information and submit it with the approval of the supervisor.

*The thesis title written in this form shall be the official one.

If the thesis title has a subtitle, enclose the first and last part of the title in a dash (-). (Note that wave dash (~) is not acceptable.)

- (2) Master's thesis or master's research report (Management Course)
(Complete according to (i) - (iv) below)
- (i) Paper: A4 size (horizontal line)
Prepare charts and materials also in A4 format.
 - (ii) Number of characters: at least 40,000 characters (10,000 words in English) for master's thesis, and at least 20,000 characters (5,000 words in English) for master's research report.
*Be sure to add page numbers.
 - (iii) Format: Unrestricted (Follow the supervisor's instructions.)
*If writing in vertical style, try to make it easy to read, for example, by setting it in two columns. (The same applies to a thesis abstract.)
 - (iv) "Title page (Cover page)" (Download from the Graduate School of Business Administration website)
Fill out the necessary information and use it for the cover page of your thesis.
- (3) Master's thesis abstract or research report abstract
Prepare in A4 format. For a master's thesis, the abstract must have about 3,000 characters (about 750 words in English), and about 2,000 characters (about 500 words in English) for a research report. On the cover page, state the title of your thesis or research report, the name of the Graduate School, Program, your full name, etc.

Thesis submission

- (1) The thesis submission period is early January of the academic year for thesis submission.
- (2) Submit it to Oh-o! Meiji System, as a general rule.
If submission to Oh-o! Meiji is not possible owing to the file size limitation (30 MB) or other reason, use the methods specified by the Graduate School of Business Administration. Check the file size in advance, and if the size may exceed 30 MB, ask the Graduate School about submission methods before the submission period.
Note that submissions will be accepted only during the designated period, and submissions after the deadline will not be accepted for any reason.

Master's thesis examination outline

Supervisor's approval

Students who intend to apply for a master's degree must meet the requirements for submitting a master's thesis and receive their supervisor's confirmation and guidance on its content, standard and format. A master's thesis can be submitted when the supervisor determines that it has reached the required standard for acquiring a master's degree.

Acceptance of thesis by Graduate School Committee

The Graduate School Committee makes a decision on the acceptance of master's theses and appoints thesis viva committee members: one chief examiner and at least two deputy examiners (researchers from other graduate schools and universities may be selected as deputy examiners).

Viva by thesis viva committee

- (1) Examiners conduct a viva regarding the master's thesis and relevant subjects. After the viva, the examiners submit to the Graduate School Committee a report of the thesis viva results with their proposals and reasons.
- (2) The viva is conducted in early February of the academic year of thesis submission.

Decision on examination results by Graduate School Committee

The Graduate School Committee determines examination results after deliberations based on the report from the examiners. Students certified by the Graduate School Committee will acquire a master's degree.

Handling of master's theses after the thesis examination

Graduate School of Meiji University will keep theses that pass the examination for educational and research use.