

# Submission Guidelines for Master's Thesis (Completing in March 2025)

## For UTM-DMP Students, Graduate School of Business Administration

UTM-DMP students in the 2nd year of the Master's Program are required to follow below instructions for preparation and submission of the Master's thesis or Research Report. Before submission of the thesis, guidance and approval from your supervisor on research is required.

**Late submission CANNOT be accepted.**

### 1. Requirements for Submission

Students who are intending to submit their master's thesis must meet all the below requirements:

- Enrolled in the 2<sup>nd</sup> year of the Master's Program (Pre-doctoral Program) in the Graduate School.
- Have earned (expected to earn) all required credits with the grade average of "B" or above.
- Have completed the payment for tuition fees. (\*Only for UTM-DMP Students in 4<sup>th</sup> year and above)
- Meet the other requirements prescribed by the Graduate School.

### 2. Pre-Registration

■ **Registration Period : from 10 a.m. October 1 (Tue) 2024 to 3 p.m. October 4 (Fri) 2024 (JST)**

■ Registration Method: Online registration (Click [here](#) to visit the website.)

■ Note:

- Students who are intending to submit a master's thesis in AY 2024 and wish to graduate in March 2025 are required to complete pre-registration after consulting with your supervisor and receiving his/her permission.
- Students without pre-registration will not be allowed to submit the thesis.

### 3-1. Submission of Master's Thesis/Research Report for Peer Review

■ **Submission Period : from 10 a.m. January 8 (Wed) 2025 to 3 p.m. January 10 (Fri) 2025 (JST)**

■ Submission Method: Oh-o!Meiji Group function

■ Required Documents: Refer to "3-2. Required Documents for Master's Thesis/Research Report Submission".

■ Note:

- Submission for all documents will be made online. Signature and seal will not be required.
- Download designated forms ("Examination Request for Master's Thesis" and "Front Cover Page") at the Graduate School website. (Click [here](#) to visit the website)
- Master's Thesis/Research Report will not be accepted if there are any deficiencies with necessary documents and formats.
- Please obtain the supervisor's approval before submission.
- Make sure to submit it well in advance in case of internet outage or delay. Late submission will never be accepted.

### 3-2. Required Documents for Master's Thesis/Research Report Submission

No.	Document	Format	Notes
(1)	Examination Request for Master's Thesis (designated form)	<u>Word</u>	- The thesis title written on the form will be considered as the final title. If there is a subtitle, a colon should be placed at the end of the title. - The thesis title and student's name on the Front Cover Page should be completely identical to ones in the "Examination Request for Master's Thesis." Any difference of letters including capital or small, period, comma and colon cannot be accepted.
(2)	Front Cover Page (designated form) & Master's Thesis/Research Report	PDF	- Insert the designated Front Cover Page on top. - Paper Size: A4 size - <u>Pages should be enumerated.</u> - Student's name must be written as shown in your passport.
(3)	Thesis Abstract	PDF	- Page Size: A4 size - Number of words (in English): 750 words for Master's Thesis 500 words for Research Report - On the first page, state the title of your thesis or research report, the name of the Graduate School, your full name etc.

\* Submission in formats other than as stated above cannot be accepted.

\* When converting, please check if there are any garbled characters, blurred images, or skewed layouts.

Set the file name of each data according to the following instruction.

No.	Document	Name of File	Example of File Name
(1)	Examination Request for Master's Thesis	Student No._Your Name_ <b>Examination Request for Master's Thesis.docx</b>	1234567890_Meiji Taro_Examination Request for Master's Thesis.docx
(2)	Front Cover Page & Master's Thesis/Research Report	Student No._Your Name_ <b>Master's Thesis.pdf</b>	1234567890_Meiji Taro_Master's Thesis.pdf
(3)	Thesis Abstract	Student No._Your Name_ <b>Abstract.pdf</b>	1234567890_Meiji Taro_Abstract. pdf

■ Note:

- After submitting all the required documents via Oh-o!Meiji system, please confirm that they are successfully uploaded on the system. (Refer to "How to check your submission")
- File size limitation: 30 MB for each  
If the size may exceed 30MB, ask the Graduate School Office before the submission period.

### 4. Thesis Oral Defense (Viva)

■ **Date of Viva : Mid or End January 2025**

- Exact date and time details will be announced by the Graduate School Office.

## 5. Revision and Final Thesis Submission

### ■ Final Thesis Submission Period : from 10 a.m. February 10 (Mon) 2025 to 3 p.m. February 12 (Wed) 2025 (JST)

- You will be allowed to make necessary revisions on your thesis after the viva if only instructed by your supervisor.
- The Graduate School Office may contact you to revise the documents you submitted if necessary.

### ■ Submission Method: Oh-o!Meiji Group function

### ■ Required Document & File Name:

Document	Format	Name of File	Example of File Name
Front Cover Page & Master's Thesis/Research Report	PDF	Student No._Your Name_Master's Thesis (final).pdf	1234567890_Meiji Taro_Master's Thesis (final).pdf

### ■ Notes:

- Please resubmit the final version of your Master's thesis/Research Report even without making any revisions.
- Submit the thesis after making necessary corrections and getting permission from the academic supervisor.
- No corrections will be permitted after submission for any reasons.
- Make sure to submit it well in advance in case of internet outage or delay. Late submission will never be accepted.

## 6. Cancellation of Thesis Submission

If you wish to cancel your thesis submission after pre-registration, you need to consult with your supervisor first. After receiving your supervisor's permission, please contact the Graduate School Office immediately.

## 7. Handling of Master's Thesis/Research Report after the Thesis Examination

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

## 8. Schedule

Content	Date/Period
Pre-registration	from 10 a.m. October 1 (Tue) 2024 to 3 p.m. October 4 (Fri) 2024 (JST)
Confirmation of your name on Diploma	from Mid-November to Early December 2024
Thesis Submission	from 10 a.m. January 8 (Wed) 2025 to 3 p.m. January 10 (Fri) 2025 (JST)
Viva	Mid or End January 2025
Final Thesis Submission	from 10 a.m. February 10 (Mon) 2025 to 3 p.m. February 12 (Wed) 2025 (JST)
Notification of Graduation	Early March 2025
Graduation Ceremony & Master's Degree Conferral Ceremony	March 26 (Wed) 2025

## 9. Contact Information

GSBA Team

Graduate School Office

Email: grad@mics.meiji.ac.jp