

# Submission Guidelines for Master's Thesis (due in March 2027)

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

UTM-DMP students in their 2nd year of the Master's Program are required to follow the instructions below for preparing and submitting their Master's thesis or Research Report. Please note that you must seek your supervisor's guidance and obtain approval on your research before submitting your thesis.

**Late submissions will not be accepted.**

### 1. Requirements for Submission

Students intending to submit their Master's thesis must meet all of the following requirements:

- Be enrolled in the 2nd year of the Master's Program (Pre-doctoral Program) in the Graduate School.
- Have earned (or are expected to earn) all required credits with a minimum grade average of "B".
- Have completed tuition fee payments. (\*Applicable only to UTM-DMP Students in their 4th year or above)
- Meet all the other requirements set out by the Graduate School.

### 2. Pre-Registration

**Registration Period** : Thursday, October 1, 2026 at 10:00 to Monday, October 5, 2026 at 15:00 (JST)

**Registration Method** : Oh-o! Meiji Questionnaire function

NOTES:

- Students intending to submit a master's thesis in AY 2026 and wishing to graduate in March 2027 must complete pre-registration after consulting with their supervisor and receiving permission.
- Students without pre-registration will not be allowed to submit their thesis.

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

**Submission Period** : Friday, January 8, 2027 at 10:00 to Tuesday, January 12, 2027 at 15:00 (JST)

**Submission Method** : Oh-o! Meiji Group function

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

NOTES:

- All documents must be made online. Signatures and seals will not be required.
- Download the designated forms ("*Examination Request for Master's Thesis*" and "*Front Cover Page*") from 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 the necessary documents and formats.

- Please obtain the supervisor’s approval before submission.
- Make sure to submit it well in advance, in case of internet outages or delays. Late submissions will not be accepted.

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

No.	Document	Format	Notes
(1)	<b>Examination Request for Master’s Thesis (designated form)</b>	<b>Word</b>	<ul style="list-style-type: none"> <li>• 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 main title.</li> <li>• The thesis title and student’s name on the front cover page should be completely identical to those in the “Examination Request for Master’s Thesis.” Any discrepancy, including variations in capitalization or punctuation will not be accepted.</li> </ul>
(2)	<b>Front Cover Page (designated form) &amp; Master’s Thesis / Research Report</b>	<b>PDF</b>	<ul style="list-style-type: none"> <li>• Insert the designated front cover page on top.</li> <li>• Paper size: A4</li> <li>• <u>All pages should be numbered, except for the front cover page.</u></li> <li>• Student’s name must be written as shown in their passport.</li> </ul>
(3)	<b>Thesis Abstract</b>	<b>PDF</b>	<ul style="list-style-type: none"> <li>• Page size: A4</li> <li>• Number of words (in English): 750 words for a Master’s Thesis 500 words for a Research Report</li> <li>• On the first page, state the title of your thesis or research report, the name of the Graduate School, your full name, etc.</li> </ul>

\* Submissions in formats other than those stated above cannot be accepted.

\* When converting, please check for garbled characters, blurred images, and misaligned layouts.

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

No.	Document	File Name
(1)	<b>Examination Request for Master’s Thesis</b>	Student No._Your Name_Examination Request for Master’s Thesis.docx (e.g., 1234567890_Meiji Taro_Examination Request for Master’s Thesis.docx)
(2)	<b>Front Cover Page &amp; Master’s Thesis / Research Report</b>	Student No._Your Name_Master’s Thesis.pdf (e.g., 1234567890_Meiji Taro_Master’s Thesis.pdf)
(3)	<b>Thesis Abstract</b>	Student No._Your Name_Abstract.pdf (e.g., 1234567890_Meiji Taro_Abstract. pdf)

#### NOTES:

- If you are unable to upload your file due to the length of its name, please use the following naming convention for the ‘Your Name’ section: spell out your first and second names as they appear on your passport, followed by the initials of any additional names.
- After submitting all the required documents via Oh-o! Meiji system, please confirm that they are successfully

uploaded to the system. (Refer to “How to check your submission”)

- Maximum File size limit: 100 MB each.
- If the size may exceed 100 MB, consult the Graduate School Office before the submission period.

## 4. Thesis Oral Defense (Viva)

**Date of Viva: Mid or End January 2027**

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

## 5. Revision and Final Thesis Submission

**Final Thesis Submission Period:**

**Wednesday, February 10, 2027 at 10:00 to Friday, February 12, 2027 at 15:00 (JST)**

- You will be allowed to make necessary revisions to your thesis after the viva only if 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	File Name
Front Cover Page & Master's Thesis/Research Report	PDF	Student No. _Your Name _Master's Thesis (final).pdf (e.g., 1234567890_Meiji Taro_Master's Thesis (final).pdf)

NOTES:

- For the file name, please spell out your first and second names as they appear on your passport, followed by the initials of any additional names.
- Please resubmit the final version of your Master's thesis/Research Report even if no revisions have been made.
- Submit the thesis after making necessary corrections and getting approval from the academic supervisor.
- No corrections will be permitted after submission, for any reason.
- Make sure to submit it well in advance in case of internet outages or delays. Late submissions will not be accepted.

## 6. Cancellation of Thesis Submission

If you wish to cancel your thesis submission after pre-registration, you must first consult with your supervisor. Once you have received their 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 retain theses/reports that pass the examination for educational and research purpose.

## 8. Schedule

Event	Date & Time (JST)
Pre-registration	Thursday, October 1, 2026 at 10:00 to Monday, October 5, 2026 at 15:00
Confirmation of Names on Diploma	Mid-November to Early December 2026
Thesis Submission	Friday, January 8, 2027 at 10:00 to Tuesday, January 12, 2027 at 15:00
Viva	Mid or End January 2027
Final Thesis Submission	Wednesday, February 10, 2027 at 10:00 to Friday, February 12, 2027 at 15:00
Notification of Graduation	Early March 2027
Graduation Ceremony & Master's Degree Conferral Ceremony	Friday, March 26, 2027

## 9. Contact Information

GSBA Team  
Graduate School Office  
Email: [grad@mics.meiji.ac.jp](mailto:grad@mics.meiji.ac.jp)