

How to Submit a Master's Thesis

Please read through this material until the end **before** submitting the data.

1. Preparation of Documents

Please arrange the data in the following format. Note that the application cannot be accepted if the data are not submitted in the designated form.

Content	Format	Copies	Notes
Application for Degree	Excel	One copy	Refer to the example when completing. (No signature and seal required) Do not split more than 2 data.
Thesis Abstract	PDF		A4 sized within ten pages. Free format.
Master's Thesis			Insert the designated cover page on top.

*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 instructions.

Content	Name of File	Example of File Name
Application for Degree	Student No._Name_ App for Degree .xlsx	451R211234_Meiji Ichiro_App for Degree.xlsx
Thesis Abstract	Student No._Name_ Thesis Abstract .pdf	451R211234_Meiji Ichiro_Thesis Abstract.pdf
Master's Thesis	Student No._Name_ Master's Thesis .pdf	451R211234_Meiji Ichiro_Master's Thesis.pdf

2. Submission

[NOTES]

*Upload only ONE data for each content. If more than one data is submitted, all submissions will be invalid.

*Submitted data cannot be modified and/or replaced after the deadline. Make sure to check the data carefully before uploading.

The submission method of the "Master's Thesis" differs depending on the size of the data:

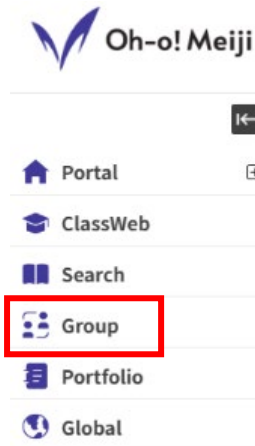
- Data **less than 30MB**: via Oh-o!Meiji Group function
- Data **over 30MB**: via Forms

Please submit the "Master's Thesis" (body of thesis) according to the data size. Make sure to submit the "Application for Degree" and "Thesis Abstract" ONLY via the Oh-o!Meiji Group function, even if you will be submitting the Master's Thesis from the Forms.

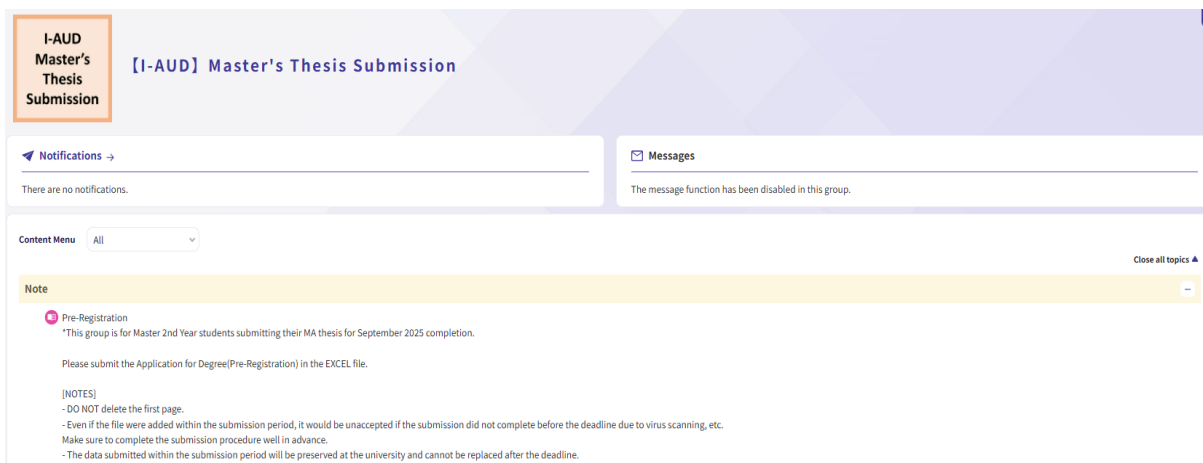
(1) If the Master's Thesis is **LESS than 30MB**

[Step 1] Login to Oh-o!Meiji and move to "Group."

URL for Oh-o!Meiji: <https://staff.oh-o.meiji.ac.jp/portal/home>



[Step 2] Click "【I-AUD】 Master's Thesis Submission."



[Step 3] Click the "Submit" button of each title and upload the necessary data. You can submit only one data for each title (No folders accepted)



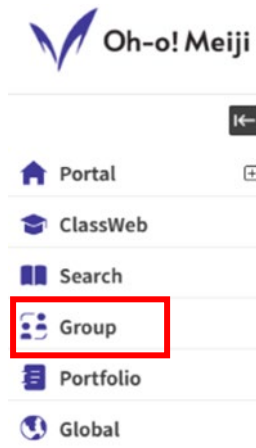
[Step 4] Click "Submit" after uploading the data → submission is completed.

(2) If the Master's Thesis is **OVER 30MB**

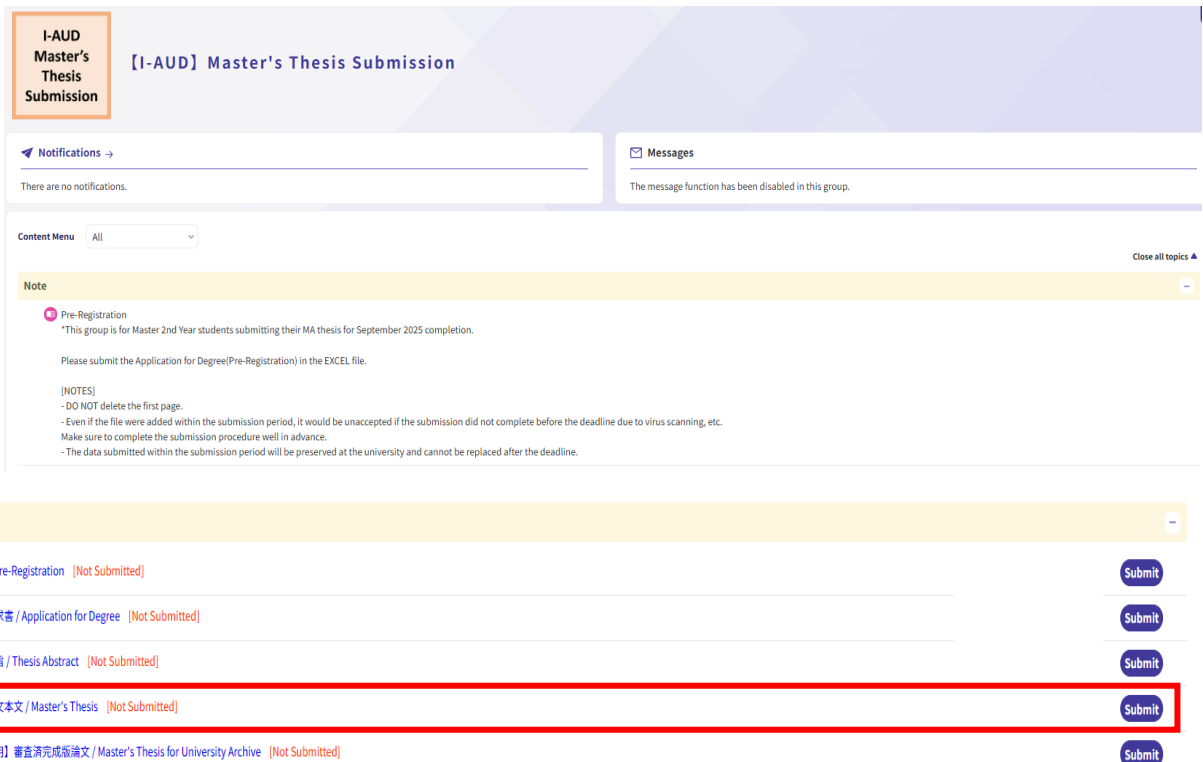
*Please submit the "Application for Degree" and "Thesis Abstract" via Oh-o!Meiji by following instructions of (1).

[Step 1] Login to Oh-o!Meiji and move to "Group."

URL for Oh-o!Meiji: <https://staff.oh-o.meiji.ac.jp/portal/home>



Click "【I-AUD】 Master's Thesis Submission," the "Submit" button of "3. Master's Thesis" and the link for Forms.

The image shows the [I-AUD] Master's Thesis Submission page. The page has a header with the title "[I-AUD] Master's Thesis Submission" and a sub-header "I-AUD Master's Thesis Submission". Below the header, there are sections for "Notifications" (no notifications), "Messages" (disabled), and a "Content Menu" set to "All". A "Note" section contains information about pre-registration and submission instructions. At the bottom, there is a "Submission" section with a list of items: "予備登録 / Pre-Registration", "1. 学位請求書 / Application for Degree", "2. 論文要旨 / Thesis Abstract", "3. 修士論文本文 / Master's Thesis", and "【大学保管用】審査済完成版論文 / Master's Thesis for University Archive". The "3. 修士論文本文 / Master's Thesis" item is highlighted with a red rectangular box, and its "Submit" button is also highlighted.

Submission

Title	3. 修士論文本文 / Master's Thesis
Contents	修士論文本文のPDFデータをアップロードしてください。 ※データが30MBを超える場合はFormsより提出してください。 Upload the PDF file of the Master's Thesis. *If the file size exceeds 30MB, submit from the "Forms." https://forms.cloud.microsoft/r/Gc9q8YMP8A
Attachments	

Check this link.

[Step 2] Log in with your Meiji Mail account.



The image shows a Microsoft sign-in page. At the top is the Microsoft logo. Below it is the text "サインイン" (Sign In). Underneath is a text input field labeled "電子メールアドレスまたは電話番号" (Email address or phone number). At the bottom, there is a link that says "アカウントにアクセスできない場合" (If you can't access your account).

[Step 3] Upload your Master's Thesis data by clicking "Upload File."



The image shows a submission form titled "202 年9月修了者向け理工学研究科 修士論文本文 提出フォーム / Submission Form for Master's Thesis (September 202)". It contains instructions in Japanese and English regarding file size limits (30MB or larger vs. less than 30MB). A red box highlights the "アップロード" (Upload) button. Below the button, there is a checkbox labeled "自分の回答についての確認メールを受け取る" (Receive confirmation email about my answer), which is also highlighted with a red box. At the bottom left is a "送信" (Submit) button.

Check this box.

[Step 4] Click "Submit" → submission is completed.

3. Important Notes

- Application may become INVALID if there are any deficiencies with the submitted documents, even if it was completed before the deadline. To avoid those problems, please double-check whether the submitted documents are correct and complete.
- Please make sure to submit it well in advance in case of an internet outage or delay.
- Instructions on alternative submission methods will be made on the SST website if any malfunctions

occur with the Oh-o!Meiji system, so please check it frequently during the submission period.

School of Science and Technology Website: <https://www.meiji.ac.jp/sst/grad/>