

## Graduate School of Science and Technology, Meiji University Guidelines for Earning Master's Degree

### Degrees Offered by the Graduate School of Science and Technology

Electrical Engineering Program	Master of Engineering or Arts
Mechanical Engineering Program	Master of Engineering or Arts
Architecture and Urbanism Program	Master of Engineering, Architecture or Arts
Applied Chemistry Program	Master of Engineering or Arts
Computer Science Program	Master of Engineering, Science or Arts
Mathematics Program	Master of Science or Arts
Physics Program	Master of Science or Arts

### Requirements for a Master's Degree

#### Enrollment Period

In the Master's Program, students are required to receive instructions and guidance on a designated research theme for a period of two years or more.

For students who have produced excellent research results during the period for which they were enrolled, a shorter enrollment period of one or more years in the master's program can be deemed to be sufficient on the basis of a determination made by the Graduate School Committee.

#### Credit Requirements

- (1) Students must acquire 30 credits or more fulfilling the number of main subject and other course credits specified by the Program in which they are enrolled.
- (2) Students must achieve a grade average of "B" or above for the above mentioned earned credits.

#### Research Guidance

Students must complete the process of fulfilling the degree requirement outlined below.

### Process for Earning a Degree

#### Research Guidance System

Students will receive guidance in their chosen specialized field from a research supervisor. The supervisor is determined on the basis of requests made by students when they submit their entrance examination application as well as the content of their research plans. After entering the Graduate School, students form a research plan for the following two years after consultation with their supervisor.

**First year:**

While receiving guidance on dissertation preparation, students conduct a review of the existing literature, contribute to the deepening of study group discussion, and refine their research theme. Students begin to conduct surveys and research and present regular progress reports while exchanging opinions. In addition, students receive presentation guidance for preparing interim presentations.

**Second year:**

Students revise and amend research plans as necessary by reviewing their dissertation development during the first year of the Program. Students participate continuously in research theme report meetings so that the supervisor can confirm the progress of research and offer comments or advice on the research content for submission of the Master's dissertation. When research achievements have been accomplished, students deepen the research content through conference presentations and paper submissions. Students also confirm that their dissertation contents page, chapters, and content of individual chapters and sections are consistent, and ensure that the dissertation follows a valid logical argument and demonstrates uniqueness of content.

**Requirements for the Master's Dissertation**

The Master's dissertation must demonstrate profound academic knowledge spanning a broad range of perspectives, the ability to conduct research within the major field of study, and the ability which is necessary for highly specialized profession fields. Thus, the following points should be paid attention to for writing the dissertation.

- (1) Definiteness of position in the specialized fields.
- (2) Definiteness and significance of research purpose and problem presentation
- (3) Structure of the dissertation
- (4) Organized information on previous research
- (5) Ability to analyze data and documents and logical explanation
- (6) Consistency of theme setting and conclusion
- (7) Abidance of form requirements and writing rules

**Required Documents and Period for Submission of the Master's Dissertation**

Details of master's thesis submission such as schedule and guideline for September and March completion will be announced respectively on Graduate School of Science and Technology website and via Oh-o! Meiji System. It is required to follow the instructions, complete preliminary registration, and submit the thesis and other necessary documents.

### **Preliminary Registration**

- (1) Preliminary registration should be completed in early June for students who intend to complete the program in September of the academic year in which they submit the dissertation, or in mid-December for students who intend to complete the program in March, of the relevant academic year.
- (2) Students must consult with their supervisor before registering the title of the dissertation (a tentative title is permitted).

### **Submission of Dissertation**

- (1) Submission period is in mid-July for students who intend to complete the program in September of the academic year in which they submit the dissertation, or in mid-February for students who intend to complete the program in March of the relevant academic year.
- (2) Students should confirm details in the "Submission Guidelines for Master's Thesis" which will be provided via the Oh-o! Meiji System.
- (3) Submissions will be accepted only during the designated time on the designated submission date. Students should pay utmost attention since late submission CANNOT be accepted for any reason after the deadline.

### **Required Documents**

- Application for Degree (Refer to p.60)
- Master's Dissertation Cover Sheet (Refer to p.62)

## **Outline of Dissertation Examination**

### **Supervisor's Approval**

Students who intend to submit a master's dissertation must meet the requirements for submission and receive confirmation and guidance from their supervisor regarding its content, standard, and format. The student may then submit the dissertation if the supervisor determines that it satisfies the required standards.

### **Receipt of Dissertation by Graduate School Committee**

The Graduate School Committee decides whether to accept the dissertation and forms, and decides an Examination Committee consisting of one chairperson and two or more vice chairpersons (researchers from other graduate schools or universities may be selected as vice chairpersons).

### **Oral Examination by Examination Committee**

- (1) The Examination Committee conducts an oral examination of related subjects based on the dissertation submitted. Following the examination, the Examination Committee informs the Graduate School Committee whether the dissertation has passed or failed

and submits a report of the examination results detailing the reasoning for their decision.

- (2) The oral examination (open presentation) is conducted in mid-July for students who intend to complete the program in September of the year in which they submit their dissertation, or in mid-February for students who intend to complete the program in March of the relevant academic year.

#### **Judgment of Acceptance by Graduate School Committee**

Following deliberation, the Graduate School Committee decides whether the dissertation has passed or failed on the basis of the Examination Committee report. Students who pass will receive a Master's degree.

#### **Handling of the Dissertation Following Judgment of Acceptance**

- (1) If the dissertation is deemed to have passed, one copy will be bound and retained by the Graduate School.
- (2) Students may request that the dissertation is bound in the same manner as the copy retained by the University, if they wish so. Students are responsible for the cost of the additional binding and should apply for on their own.

#### **Access to master's theses in library**

Master's theses archived in the university library are available for viewing as part of the education and research of graduate students.