

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	451R161234_Meiji Ichiro_App for Degree.xlsx
Thesis Abstract	Student No._Name_ Thesis Abstract .pdf	451R161234_Meiji Ichiro_Thesis Abstract.pdf
Master's Thesis	Student No._Name_ Master's Thesis .pdf	451R161234_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:

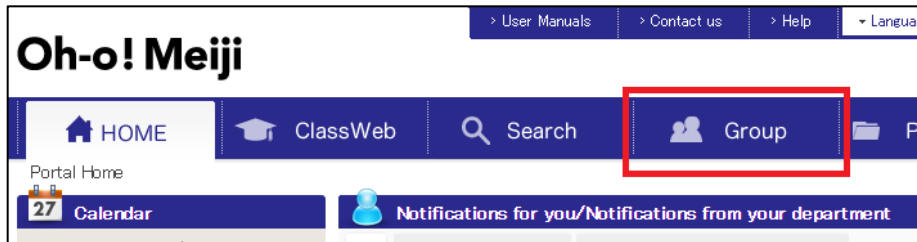
- Data **less than 30MB**: via Oh-o!Meiji Group function
- Data **over 30MB**: via Forms

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.

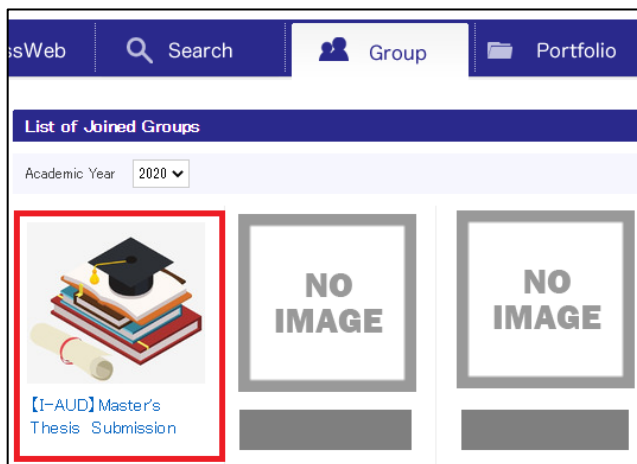
(1) If the Master's Thesis is **LESS than 30MB**

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

URL for Oh-o!Meiji: <https://oh-o2.meiji.ac.jp/portal/index>



[Step 2] Click "【○○】 Master's Thesis Submission."



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

Title	Period/Deadline	Submission Status	Submissions
1. Application for Degree		Not Submitted	Submit Item
2. Thesis Abstract		Not Submitted	Submit Item
3. Master's Thesis		Not Submitted	Submit Item

The screenshot shows a table titled 'Item Submitted'. The table has four columns: 'Title', 'Period/Deadline', 'Submission Status', and 'Submissions'. There are three rows of data. The 'Submit Item' buttons in the 'Submissions' column for each row are highlighted with a red box.

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

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

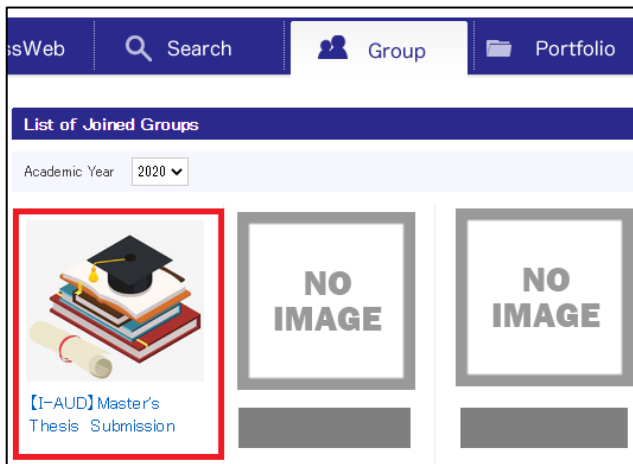
*Please submit the "Application for Degree" and "Thesis Abstract" via Oh-o!Meiji by following instructions of (1).

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

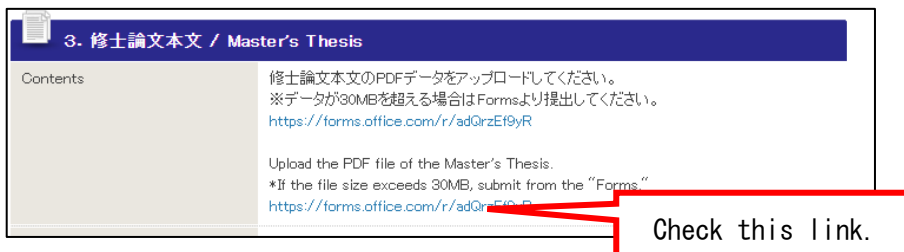
URL for Oh-o!Meiji: <https://oh-o2.meiji.ac.jp/portal/index>



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



Title	Period/Deadline	Submission Status	Submissions
1. 学位請求書 / Application for Degree NEW		Not Submitted (Deadline: 2023/07/03 15:00)	
2. 論文要旨 / Thesis Abstract NEW		Not Submitted (Deadline: 2023/07/03 15:00)	
3. 修士論文本文 / Master's Thesis NEW		Not Submitted (Deadline: 2023/07/03 15:00)	

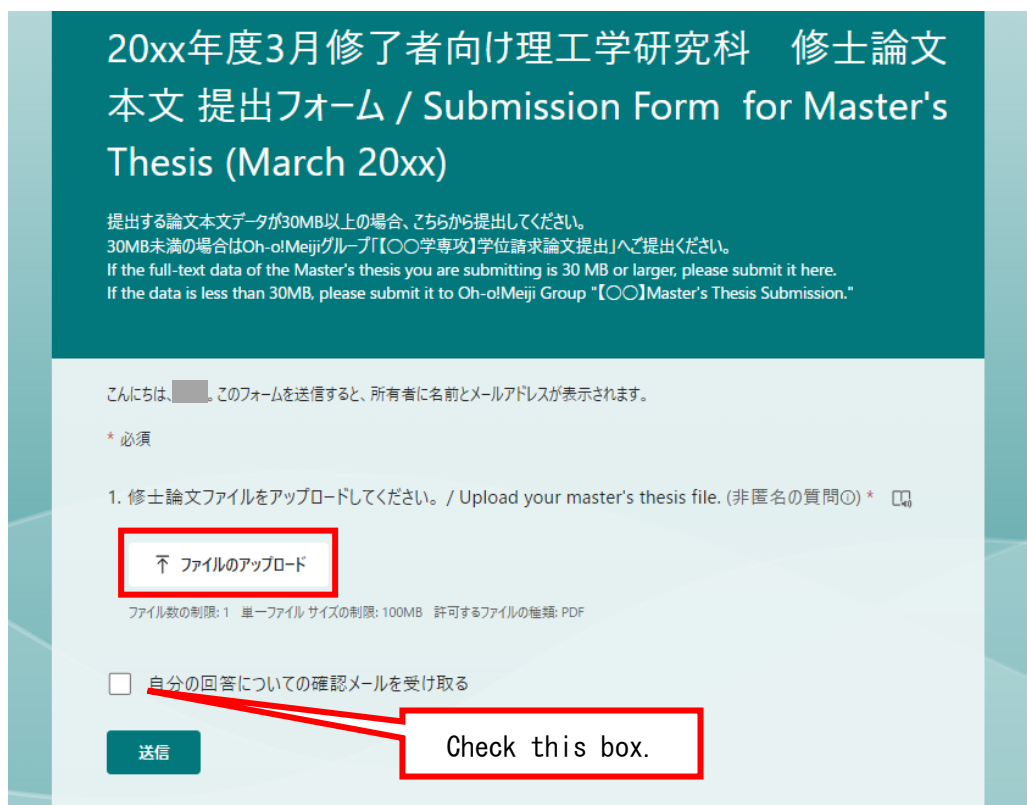


[Step 2] Log in with your Meiji Mail account.



The image shows a Microsoft login page with the following text: "Microsoft", "サインイン", "電子メールアドレスまたは電話番号", and a link "アカウントにアクセスできない場合".

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



The image shows a submission form for a Master's Thesis. The title is "20xx年度3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 (March 20xx)". The instructions state: "提出する論文本文データが30MB以上の場合、こちらから提出してください。30MB未満の場合はOh-o!Meijiグループ【〇〇学専攻】学位請求論文提出Jへご提出ください。 If the full-text data of the Master's thesis you are submitting is 30 MB or larger, please submit it here. If the data is less than 30MB, please submit it to Oh-o!Meiji Group "【〇〇】Master's Thesis Submission."". The form includes a "アップロード" button, a "送信" button, and a checkbox "自分の回答についての確認メールを受け取る". A red box highlights the "送信" button with the text "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/>