

Degree Application Guide
(Master's Program)

for AY 2024

Master's Program in Informatics
Degree Programs in Comprehensive Human Sciences
Graduate School of Comprehensive Human Sciences
University of Tsukuba

October 2024

Completion Schedule of Master's Program in Informatics

Schedule (Completion in September 2024)	Schedule (Completion in March 2025)	Subject	Deliberation committee	Review committee	Submissions, etc.
2023/12/7(Thu)	2024/7/18(Thu)	Interim presentation			The program will be published by a week before the presentation.
around December	around August	Submission of the Competence Evaluation Chart			[Submit the Competence Evaluation Chart on manaba] Fill in the chart (the part of "At the time of interim presentation") and submit on manaba.
2024/4/22(Mon) 9:00–2024/4/24(Wed) 12:00	2024/11/18(Mon) 9:00–2024/11/20(Wed) 12:00	Submission of the PDF file of Thesis Title Registration on manaba			[Submit the PDF on manaba.] Thesis Title Registration • Sign on it, scan, and submit the PDF file on manaba. • The title should be the same language as the thesis. [Register the thesis title on manaba] * The title must be identical with the one on the form of Thesis Title Registration (PDF).
around May	around December	Submission of the Competence Evaluation Chart			[Submit the Competence Evaluation Chart on manaba] Fill in the chart (all) and submit on manaba. The course is different from that for thesis submission.
2024/6/3(Mon) 9:00–2024/6/5(Wed) 12:00	2024/12/16(Mon) 9:00–2024/12/20(Fri) 12:00	Submission of the PDF files and registration of the thesis title on the manaba			[Submit the PDF on manaba.] ① Application for Master's thesis review ② Thesis ③ Abstract ④ Author bibliography ⑤ Curriculum vitae ⑥ Statement of Research Ethics ⑦ Screenshot of output of iThenticate *the screen displaying title page of the thesis and total percentage ⑧ Ethical Review Report ⑨ Letter of Consent *If necessary ⑩ Registration of Degree Thesis to the Digital Library System (Tsukuba Repository) Sign on ①④⑤⑥⑧⑨⑩, scan, and submit the PDF file on manaba. [Register the thesis title on manaba] * The thesis title you registered before can be updated. * The thesis title must be registered again even if no update. * The registered thesis title must be identical with the one on the thesis PDF. * Register English or Japanese translated thesis title on manaba separately.
2024/6/20(Thu)	2025/1/16(Thu)	Final presentation for Master's degree		Master's Thesis Review Committee	The program will be published by a week before the presentation.
2024/7/1(Mon) 9:00–17:00	2025/1/27(Mon) 9:00–17:00	(Only when the committee pointed out) Submission of "Modified Thesis Title Registration" and registration of the modified thesis title on manaba			Only when the committee pointed out, "Modified Thesis Title Registration" must be submitted and the modified thesis title must be registered on the manaba. Besides, resubmit "Registration of Degree Thesis to the Digital Library System". *Changes in the title will be reflected in the Tsukuba Repository, but not as the title of the official master's thesis.
2024/6/21(Fri) 9:00–2024/7/3(Wed) 17:00	2025/1/17(Fri) 9:00–2025/1/29(Wed) 17:00	Modification of the thesis and abstract			Modify the thesis and Abstract based on the suggestions from the thesis review committee, receive confirmation from the supervisor, and submit the PDF to manaba. In conjunction with the revision of the thesis, the following documents must be resubmitted if deemed necessary by the chief examiner of thesis review committee. (For details, please refer to the following guide.) • Statement of Research Ethics • Ethical Review Report
2024/7/26(Fri)	2025/2/21(Fri)	Judgement of Master's thesis review and deliberation of degree conferment	Steering Committee		
2024/9/25(Wed)	2025/3/25(Tue)	Commencement ceremony			
2025/9	2026/3	Publish Master's theses openly on Tsukuba Repository			

Degree Application Guide (Master's Program)

For the application of a master's thesis review (including the final examination; hereinafter referred to as the "thesis review"), follow the instructions below. If a false application or plagiarism is discovered, the thesis review may be suspended if before the degree is conferred, or the degree or completion may be revoked if after the degree is conferred. Both false application and plagiarism will result in disciplinary action.

1. Master's degree

(1) *Diploma policy*

The degree is given to an individual who completes the purpose of the course which is defined in the Regulations of the Graduate School of the University of Tsukuba, and is certificated as possessing ability in the field of Informatics. The given master's degree is the Master of Science in Informatics.

(2) *Prerequisites for applying for the thesis review*

Students at the Master's Program in Informatics (hereinafter referred to as the "Master's Program") need to fulfill all the requirements below to undergo the thesis review.

- 1) Students who have enrolled or are expected to enroll in the Master's Program for two years or longer (in case of Early completion, for one year) up to the degree conferment
- 2) Students who have acquired or are expected to acquire 30 credits or more in the Completion requirements of the Master's Program
- 3) Students who have received research guidance from their Academic advisors, have made a interim presentation, and have obtained approval from their main academic advisors to apply for review of their thesis.
- 4) Students who have been confirmed as having achieved or expected to achieve the competence by their academic advisors
- 5) Students who have submitted the form of Thesis Title Registration (form code:情一修1)
- 6) Students who have completed eAPRIN or other courses.

*Requirement for Interim Presentation

1. Student who have enrolled in Master's Program for one year or longer.
2. Students who have completed INFOSS and eAPRIN.

*Application of Early Completion

Early completion in one year is possible for those who have made outstanding research achievements. Students who want to complete their studies early should apply to the Graduate Academic Affairs Section and their academic advisor prior to enrollment. After receiving approval from the academic advisor, the student must submit a "Notification of Early Completion" form to the Graduate Academic Affairs Section within one week of the registration deadline for courses starting in the Spring A module (in case of October enrollments, Fall A module). The Graduate School of Comprehensive Human Sciences judges if the application for early completion is approved or not.

If the student has not made an interim presentation, had a paper accepted, or applied for master's thesis review by the prescribed deadline, the student will be transferred to the

regular completion process.

(3) Applying for the thesis review

Students who wish to undergo the thesis review need to formally apply by submitting the documents below to the Executive Dean, Graduate School of Comprehensive Human Sciences on the designated dates.

* Follow the “Thesis preparation rules” after page 4 when writing the thesis.

- ① Application for master's thesis review (form code: 情一修 2)
- ② Master's thesis and thesis abstract
- ③ Author bibliography (form code: 情一修 3)
- ④ Curriculum vitae (form code: 情一修 4)
- ⑤ Statement of Research Ethics (form code: 情一修 5 or 情一修 5 英)
- ⑥ Output of iThenticate
 - * The page showing the title page of the thesis and the total percentages
- ⑦ Ethics review report (form code: 情一修 6)
- ⑧ Letters of Consent (form code: 情一修 7 or 情一修 7 英) * If necessary
- ⑨ Registration of Degree Thesis to the Digital Library System
- ⑩ Competence Evaluation Chart
 - * Submit to a different manaba course than the one for thesis submission.

(4) Basic requirements for the thesis

- 1) The dissertation must be a single-authored work, written in either Japanese or English.
- 2) The thesis must be based on research conducted independently by the degree applicant and must present scholarly conclusions.
- 3) If the dissertation is based on a “co-authored paper”, the applicant's contribution should be used. The term "co-authored paper" here refers to a paper that has been published or is scheduled to be published (including in the process of submission) in a journal, etc. as the principal author. It does not matter whether it is peer-reviewed or not. When writing part of a dissertation using a co-authored papers, permission for use must be obtained from all co-authors by form of Letters of Consent (form code: 情一修 7 or 情一修 7 英) .

(5) Thesis evaluation criteria

- 1) Significance of the research theme
- 2) Grasping and understanding of prior research
- 3) Validity of the research method
- 4) Conclusions and the validity of the logic leading to them
- 5) Adequacy of style and organization
- 6) Appropriate citation of documents and materials

(6) Thesis review process

A Master's Thesis Review Committee, assembled for each thesis, examines the contents of the master's thesis, open thesis presentation, and final examination.

- 1) The Master's Thesis Review Committee is formed by three or more faculty members including main and secondary academic advisors.
- 2) The final presentation must be made open to the public. The duration is about 30 minutes, including Q&A.
- 3) The final examination takes place orally or in writing about the thesis and related subjects. The open thesis presentation can serve as an oral examination.

(7) Conferment of the degree

The master's degree is conferred on those who have been enrolled in the Master's Program for two years or longer (in case of Early completion, for one year), have acquired 30 or more credits in the Completion requirements, and are considered eligible by the thesis review.

(8) Publication of the master's thesis and its abstract

The master's thesis of those who are conferred the degree will be published openly in the Tsukuba Repository one year after the day of conferment. The master's thesis abstract will be published on the Program Web page.

2. Precautions

(1) On the Statement of Research Ethics

The applicant must check that they have received training on research ethics and that there is no plagiarism in the thesis statement. In addition, the applicant has to use the plagiarism checking tool "iThenticate" in collaboration with the main academic advisor and submit the Statement of Research Ethics with the signature of applicant. "iThenticate" should be requested well in advance, as it will be conducted by the main academic advisor.

(2) On the modification of the thesis

If needed, modify the thesis based on the indication of Thesis Review Committee and confirmed by the Academic advisors, and resubmit it on the designated dates. Use iThenticate again and also resubmit the Statement of Research Ethics. (The resubmission is unnecessary if the modification is minor. The judgement of resubmission is made by the chief examiner of Master's Thesis Review Committee.)

Resubmit the Ethics review report as well if it needs to be revised due to modifications such as excluding some research or experimental results. (The judgement of resubmission is made by the chief examiner of Master's Thesis Review Committee.)

Thesis preparation rules

Those who wish to apply for the thesis review must prepare the necessary documents, following the rules below.

1. Master's thesis

1) The master's thesis must be on A4 portrait format, written in Japanese or English.

2) Structure of the thesis

The master's thesis should be comprised of the following (items with an asterisk are not mandatory):

- ① Title page: It must be prepared following the instruction for the title page
- ② Abstract
- ③ Table of contents
- ④ List of figures*
- ⑤ Body of thesis (including conclusion)
- ⑥ Acknowledgement*
- ⑦ Bibliography
- ⑧ Appendices*

3) If the dissertation is to include content approved by ethical review, clearly state in a footnote to the body of thesis or elsewhere that the approval has been obtained.

(Example)

User experiments on ~.

Footnote {University of Tsukuba Library, Information and Media Sciences Ethics Review Notice (Approval) No. xx-xx} was made.

2. Abstract

The abstract of the master's thesis must be prepared following the instruction for the abstract. The abstract should not include any reference.

*For Thesis written in Japanese

Write the title in both Japanese and English on the page of Abstract.

The name should be as registered in TWINS ("Name" and "Name(alphabet)").

Write the body of abstract in Japanese. You can add the body in English.

*For Thesis written in English

Write the title in English on the page of Abstract.

The name should be as registered in TWINS ("Name(alphabet)").

Write the body of abstract in English.

3. PDF file specifications

For preparing PDF by Adobe Acrobat, follow the settings below. If using other software, try to use similar corresponding settings. Open the Adobe PDF setting window from the “Print” menu (Figure 1).

- Default Settings: High Quality Print
- Adobe PDF Security: None
- Adobe PDF Page Size: A4
- Add document information: Off
- Rely on system fonts only, do not use documents fonts: Off

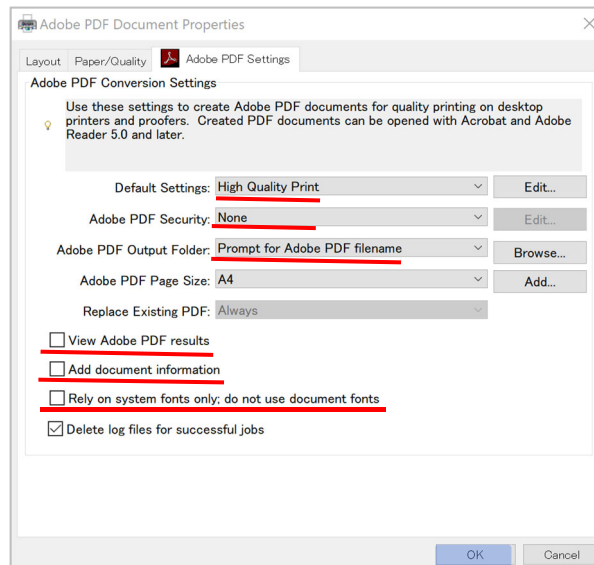


Figure 1. Property setting

Instruction for the title page (Thesis written in English)

Title

(20 points, centered)

Name

(16 points, centered, name should be as registered on TWINS)

Master's Program in Informatics

Degree Programs in Comprehensive Human Sciences

Graduate School of Comprehensive Human Sciences

University of Tsukuba

Month YYYY

(16 points, centered, the month of completion)

Instruction for the title page (Thesis written in Japanese)

論文題目

(20 points, centered)

筑波大学

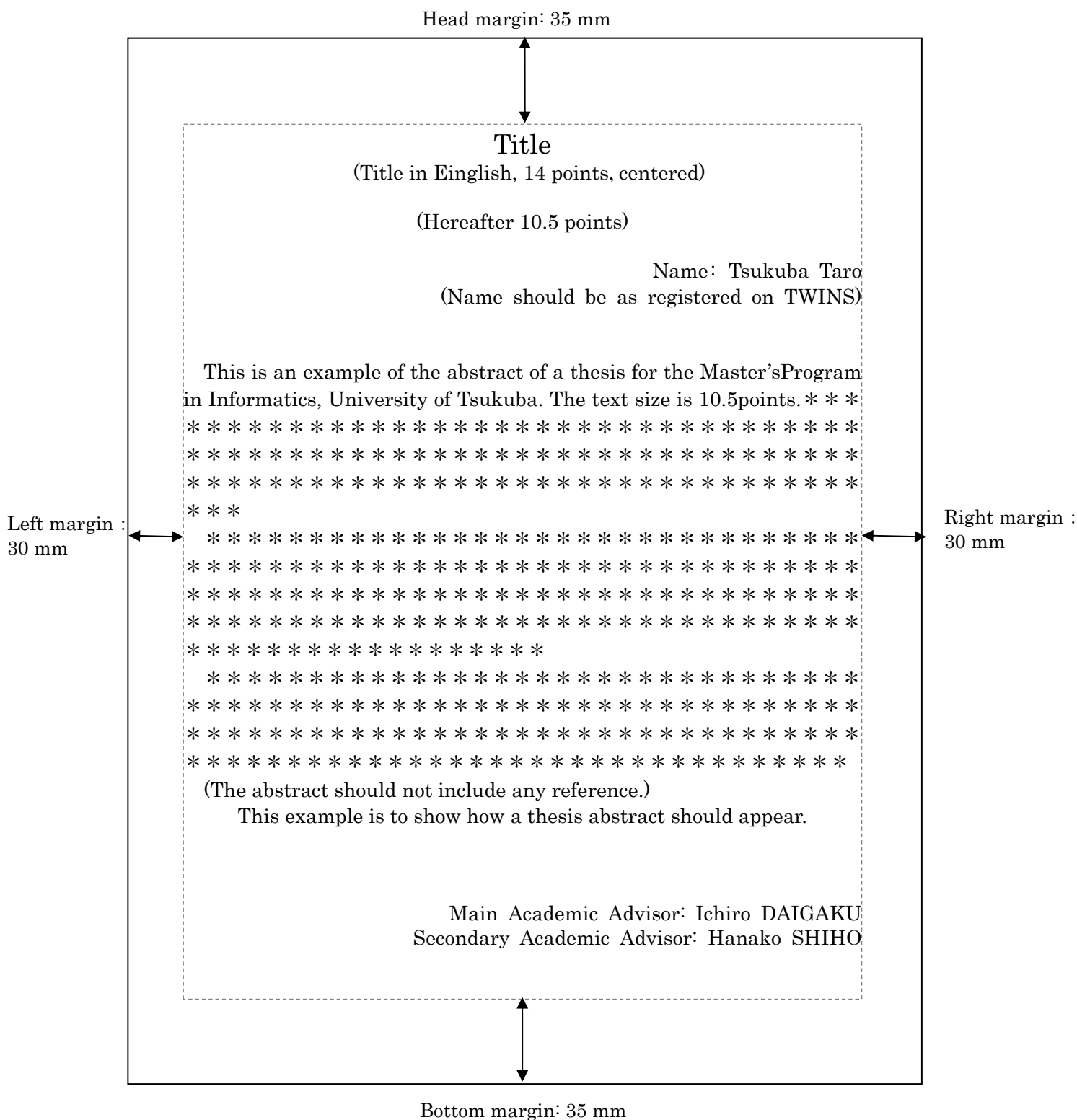
人間総合科学学術院人間総合科学研究群

情報学学位プログラム

20XX年X月

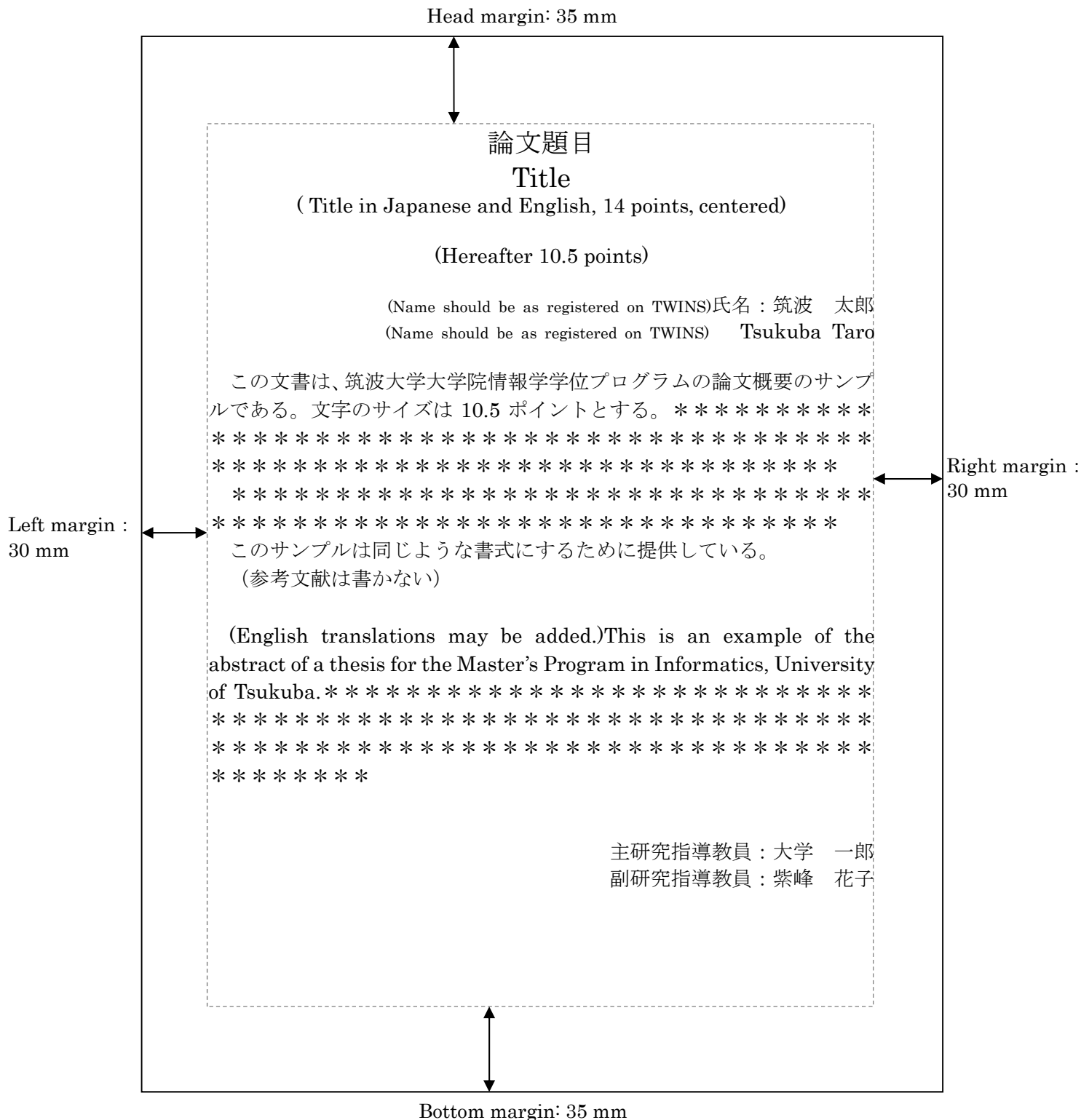
氏名

(16 points, centered, the month of completion, name should be as registered on TWINS)



Within one page

Instruction for the abstract (Thesis written in Japanese)



Within one page