

# Degree Application Guide

(Master's Program)

Version for Academic Year 2020

University of Tsukuba

Graduate School of Library, Information and Media Studies

April 2020

## Program Completion Schedule of Master's Program

2020/4

Schedule (Completion in September)	Subject	Deliberation committee	Review committee	Submissions, etc.	Copies
2019/12/24 (Tue)	Interim presentation				
2020/5/20 (Wed) 9:00 – 2020/6/3 (Wed) 17:00	Thesis title registration on manaba			Register thesis title on manaba	
2020/5/20(Wed) 9:00– 2020/7/9 (Thu) 17:00	Thesis title(English or Japanese) registration on manaba. *English Program student registers only English title.			Student except for English Program registers English or Japanese translated thesis title on manaba. *English Program student registers only English title.	
2020/6/3 (Wed) 9:00~17:00 at 7B201	Submission of Thesis Title Registration			Submit the Thesis Title Registration (form)	1
2020/7/9 (Thu) 9:00–15:00 at 7B201	Submission of Master's thesis		Master's Thesis Review Committee	①Application for Master's thesis review ②Printed Thesis ③Printed Abstract (Three copies must be bound before the Title covers of each set of theses) ④Non-plagiarized dissertation report ⑤Ethical review report ⑥Electronic Library Registration Form (Tsukuba Repository)	1 3 4 1 1 1
2020/7/9 (Thu) 9:00–17:00	1 Registration of thesis title on the manaba 2 Submission of Master's thesis and abstract PDFs on the manaba			1 Register thesis title on the manaba * The thesis title you registered earlier can be updated. * Thesis title must be registered again at this point even if no update. * The registered thesis title must be identical with the one on thesis PDF. 2 Submit Master's thesis and abstract PDFs on the manaba.	
2020/7/21(Tue)	Final Presentation for Master's degree				
2020/7/22 (Wed) 9:00 – 2020/8/3 (Mon) 17:00	Modification period of thesis and abstract				If you need to modify, upload PDF file of thesis and abstract on manaba again.
2020/8/3 (Mon) 9:00–17:00 at 7B201	(Only when the committee advised) Submission of "Modified Thesis Title Registration" and registration of the modified thesis title on the manaba			Only when the committee advised, "Modified Thesis Title Registration" must be submitted and the modified thesis title must be registered on the manaba	1
2020/8/26 (Wed)	Judgement of Master's thesis review and deliberation of degree conferment	Steering Committee			
2020/9/25(Fri)	Commencement ceremony				
2021/3	Publish abstracts on the Graduate School Web page				
2021/9	Publish Master's theses openly on Tsukuba Repository				

For application of Master's Thesis Review (the review includes the final examination), follow the instructions below. This guide is primarily intended for the students enrolled in the English Program of Master of Science in Library and Information Science (EP).

## 1. Master's degree

### *(1) Diploma policy*

The Master's degree is given for an individual who completes the purpose of the course which is defined in the Regulations of Graduate School of the University of Tsukuba, and is certificated as possessing ability in the field of Library and Information Studies or Informatics. The degree given by Graduate School of Library, Information and Media Studies is Master of Philosophy in Library and Information Studies or in Informatics. The degree given on EP is Master of Science in Library and Information Studies.

### *(2) Prerequisites for applying for a thesis review*

Students at the Master's program of the Graduate School of Library, Information and Media Studies (hereinafter referred as "the Master program") need to fulfill all the requirements below to undergo thesis review.

- 1) Students who have enrolled or are expected to have enrolled in the Master's program for two years or longer up to the degree conferment.
- 2) Students who need to acquire or expect to acquire 30 or more credits in the prescribed subjects of the Master's program.
- 3) Students who need to carry out research under the supervision of the academic advisor. They should have made interim presentations of their master's theses and have been approved by the academic advisor to apply to the master's theses review.
- 4) Students who have submitted the Thesis Title Registration (form code: 別記様式-前1).

### *(3) Applying for the thesis review*

Students who wish to undergo thesis review need to formally apply by submitting the documents below to the Provost of the Graduate School of Library, Information and Media Studies on the designated dates.

\* The documents need to be submitted to Academic Service Office for Library and Information Science (Check the details on the bulletin. The dates and location for thesis submission may change in accordance with the programs and month of completion.) Follow the "Thesis preparation rules" after page 3 when writing the thesis.

- ① Application for Master's Thesis Review (form code: 別記様式-前2): One copy
- ② Thesis and thesis abstract (PDF files): One copy each  
(Follow specifications for the PDF file on page 4.)
- ③ Non-plagiarized thesis report (form code: 別記様式-前4): One copy
- ④ Ethical review report (form code: 別記様式-前5): One copy
- ⑤ Electronic Library Registration Form  
(Tsukuba Repository; form code: 別記様式第5号(第9項関係)): One copy
- ⑥ Printed thesis: Three copies
- ⑦ Printed thesis abstract: Four copies  
(Three copies must be bound before the Title page of each set of printed theses)

*(4) Thesis*

The thesis must be written by a sole author, either in Japanese or in English.

*(5) Thesis review process*

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

- 1) The Master's Thesis Review Committee is formed by three faculties of the graduate school recommended by the applicant's principal 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. If considered necessary, a separate oral examination or written examination can be conducted.

*(6) Conferment of Degree*

The Master's degree is conferred to those who have been enrolled in the Master program for two years or longer, have acquired 30 or more credits from the prescribed subjects and are considered eligible by thesis review.

*(7) Publication of master's thesis*

The thesis approved by the thesis review is published openly on Tsukuba Repository one year after the day of conferment.

## **2. Precautions**

*(1) On the non-plagiarized thesis report*

Both the applicant of the Master's thesis and academic advisor have to use plagiarism checking tool "iThenticate" and submit the report with both applicant and academic advisor signed. iThenticate cannot be used by the applicant alone.

If you have to modify something after the Master's thesis final presentation, use iThenticate again and also resubmit the report. (The submission of the report is unnecessary if the modification is minor. The judgement of resubmission is made by the chief of the Master's thesis review committee.)

If any wrongdoing is uncovered, such as incorrect information having been submitted in the application, or the use of plagiarized data in a thesis, the process of review will be immediately halted. If wrongdoing is discovered after conferment of the degree, any degree obtained in such manner will be annulled. Any type of misconduct is subject to severe disciplinary action.

*(2) On the ethical review report*

If you have to modify something after the Master's thesis final presentation, resubmit the report. (The submission of the report is unnecessary if modification is minor. The judgement of resubmission is made by the chief of the Master's thesis review committee.)

## **Thesis preparation rules**

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

### 1. Master's Thesis

- 1) Master's thesis must be on A4 portrait format, written in Japanese or English.
- 2) Printed thesis must be from a printer (simplex or duplex printing) and bound in a file.

#### 2-1) Binding of the thesis

Horizontal text: bound on the left-hand side

Vertical text: bound on the right-hand side

- 2-2) Front cover: Follow matters and rules described on page 5. The name on the cover and title page shall be the one registered in TWINS.

#### 3) Structure of thesis

Thesis should be comprised of the following (items with an asterisk are not mandatory):

- ① Front cover
- ② Title page
- ③ Table of contents
- ④ List of figures\*
- ⑤ Body of thesis (including conclusion)
- ⑥ Acknowledgements\*
- ⑦ Bibliography
- ⑧ Appendixes\*

※Follow matters and rules of Title page described on page 6.

### 2. Abstract (refer on page 1)

Abstract of the thesis must be prepared following the Abstract preparation guide. Printed abstract should be bound preceding the title page of the printed thesis. The abstract should not include any reference. The name shall be the one registered in TWINS.

### 3. About PDF

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 “Print” menu (Figure 1).

- Default Setting: High Quality Print
- Security: None
- Page size: A4
- Add document information: off
- Rely on system fonts only, do not use documents fonts: off

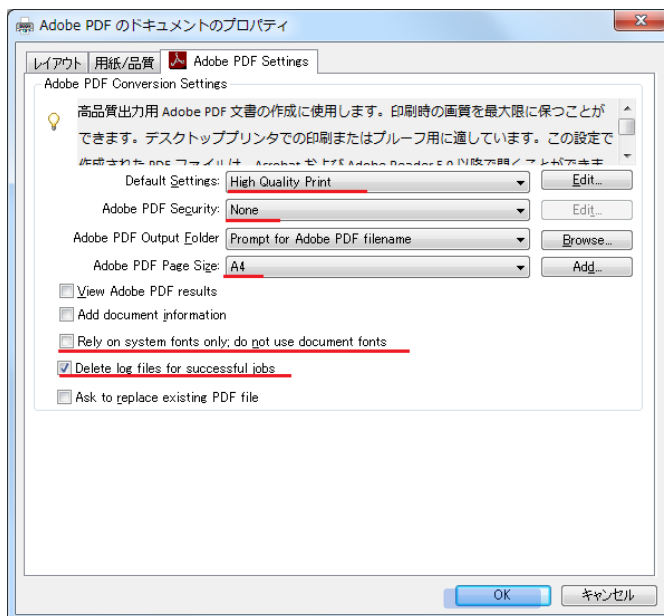


Figure 1. Property setting

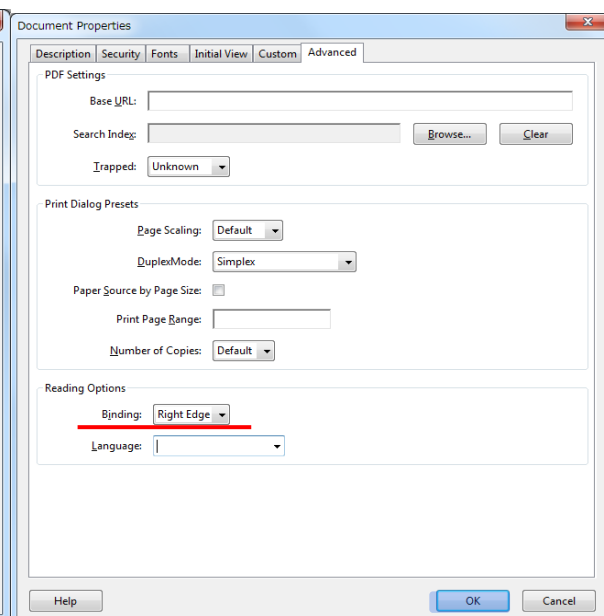


Figure 2.

Setting to change to right binding

#### Reference 1. Example of how to set PDF preferences for high quality

- PDF format: PDF 1.4 (Acrobat 5.0 or later version)
- Object level compression: tag only
- Resolution: 2400 dpi
- Font: Embedded subset font percentage: 100
- Color images: Downsampling (bicubic resampling) 300 ppi, Automatic JPEG compression, Highest-quality images
- Grayscale images: Downsampling (bicubic resampling) 300 ppi, Automatic compression (JPEG), Highest-quality images
- Black and white images: Downsampling (bicubic resampling) 1200 ppi, CCITT Group 4 compression, Antialiasing off

#### Reference 2. Example of how to set PDF preferences for right binding (longitudinal writing)

1. Prepare the PDF file in the same manner as for horizontal text
2. Open the PDF file using Adobe Acrobat Professional
3. Select “Properties” from “File” menu, display “Advanced (Figure 2)
4. Use “Right Edge” at “Binding” option in the menu of “Reading options,” and click OK.
5. Select “Overwrite” from the “File” menu, and execute.
6. Quit Acrobat

Cover page preparation guide (English version)

**Master's Thesis for Graduate School of Library,  
Information and Media Studies**

(20 points, underlined, centered)

**Title**

(20 points, centered)

**Month Year**

**20XX21XXX**

**Name**

(20 points, underlined, centered; Name shall be the one registered in TWINS)

Example of Title page (English version)

**Title**

(20 points, centered)

**Name**

(20 points, centered; Name shall be the one registered in TWINS)

**Graduate School of Library,  
Information and Media Studies  
University of Tsukuba**

**Month Year**

(20 points, centered)



Head margin: 35 mm

Information Retrieval for Articles on Japanese  
Literature: A Case Study at University of Tsukuba  
(Title, 14 points, centered)

(Hereafter 10.5 points)  
Student No.: 20XX21XXX  
Name: Taro TSUKUBA

This is an example of an abstract of a Master's thesis of the Graduate  
School of Library, Information and Media Studies, University of  
Tsukuba. \* \* \* \* \*

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(The abstract should not include any reference.)  
This example is to show how a thesis abstract should appear.

Principal Academic Advisor: Ichiro DAIGAKU  
Secondary Academic Advisor: Hanako SHIHO

Left margin :  
30 mm

Right margin :  
30 mm

Bottom margin: 35 mm