Degree Application Guide

(Master's Program)

Version for Academic Year 2018

University of Tsukuba

Graduate School of Library, Information and Media Studies
December 2017

Program Completion Schedule of Master's Program

2017/12/15

Model schedule (digree conferment in September)	Subject	Deliberation committee	Review committee	Submissions	Copies
2017/12/13(Wed.)	The interim presentation				
2018/6/15(Fri.) 9:00-17:00	Submission of Thesis Title Registration			①Thesis Title Registration	1
2018/6/15(Fri.) 9:00-17:00	Thesis Title Registration on manaba			Register Thesis Title on manaba	
2018/6/15(Fri.) 9:00 – 2018/7/6(Fri) 17:00				*English Program student register only English title. Other students register the title in Japanese/English (one another language that you report on Thesis Title Registration)	
2018/7/6(Fri.) 9:00-15:00	Submission of the master's thesis		Master's Thesis Review Committee	①Application for Master's Thesis Review	1
				②Thesis	3
				③Abstract (Japanese or English) (Three copies must be bound before the Title covers of each set of theses)	4
				④Non-plagiarized dissertation report	1
				⑤Electronic Library Registration Form (Tsukuba Repository)	1
2018/7/6(Fri.)	Submission of thesis and abstract(PDF) on manaba			Upload PDF file of thesis and abstract on manaba.	
2018/7/24(Tue.)	The final presentation				
2018/7/25(Wed.) 9:00 – 2018/8/6(Mon.) 17:00	Modification piriod of thesis and abstract			If you need to modify, upload PDF file of thesis and abstract on manaba again.	
2018/8/29(Wed.)	Judgement of the master's thesis review and deliberation of degree conferment	Steering Committee			
2018/9/25(Tue.)	Degree conferment celemony				
2019/3	Publsh abstract on the graduate school webpage				
2020/3	Publish master's thesis openly on Tsukuba Repository				

For application of <u>Master's Thesis Review</u> (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 was certificated as possessing ability in the field of Library and Information Studies or Informatics on the final examination. 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") will 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: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 (別紙様式－前 2): One copy
② Thesis: Three copies
③ Abstract (Japanese or English): Four copies
      (Three copies must be bound before the Title covers of each set of theses)
④ Non-plagiarized dissertation report(別紙様式－前 4):One copy

⑤ Electronic Library Registration Form
(Tsukuba Repository; 別紙様式第 5 号(第 9 項関係)): One copy
⑥ Electronic copy of the thesis and the abstract (PDF file)
  (Follow specifications for the PDF file on page 4.)

(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

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 on the doctoral dissertation after the final presentation, use iThenticate again and also resubmit non-plagiarized report too. (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.

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

1. Master's Thesis
    1) The Master's thesis must be printed on A4 paper, written in Japanese or English.
    2) The thesis must be bound in a file.
    2-1) Binding the thesis
               Horizontal text: bound on the left-hand side
               Vertical text: bound on the upper side
    2-2) Front cover and spine: Follow matters and rules described on page 5 and 6.
    3) Structure of thesis
    3-1) A4 size, output by a printer (simplex or duplex printing)
    3-2) A thesis should be comprised of the following (items with an asterisk are not mandatory):
      ① Front cover and spine
      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 7.

2. Abstract (refer on the page 1)
    An abstract of the thesis must be prepared following the Thesis Preparation Rules on page 8 and bound preceding title page of the thesis.

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
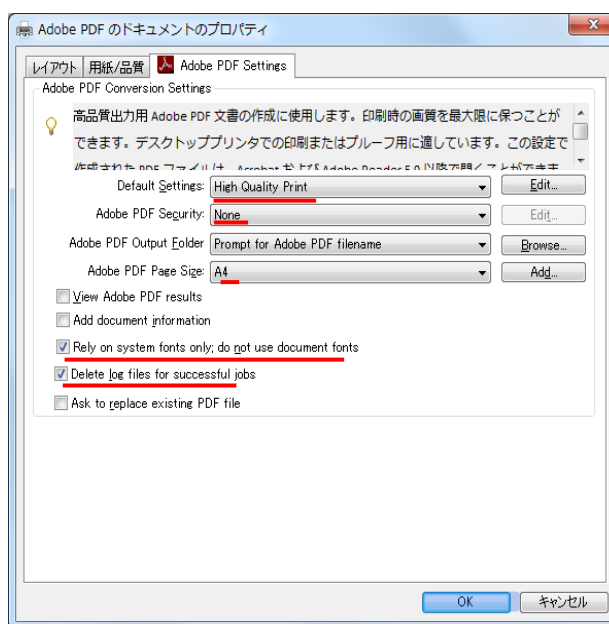・Rely on system fonts only, do not use documents fonts: off
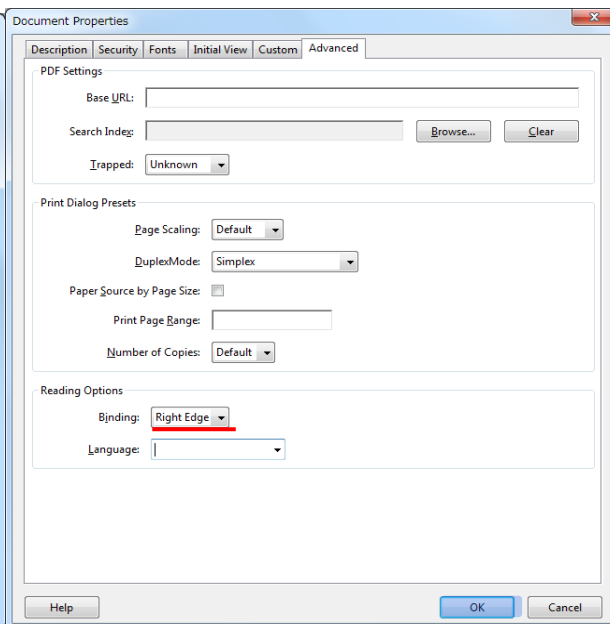

Figure 1. Property setting

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

<u>Master's Thesis for Graduate School of Library, Information and Media Studies</u>

(20 points, underlined, centered)

Title

(20 points, centered)

<u>Month Year</u>

<u>20XX21XXX</u>

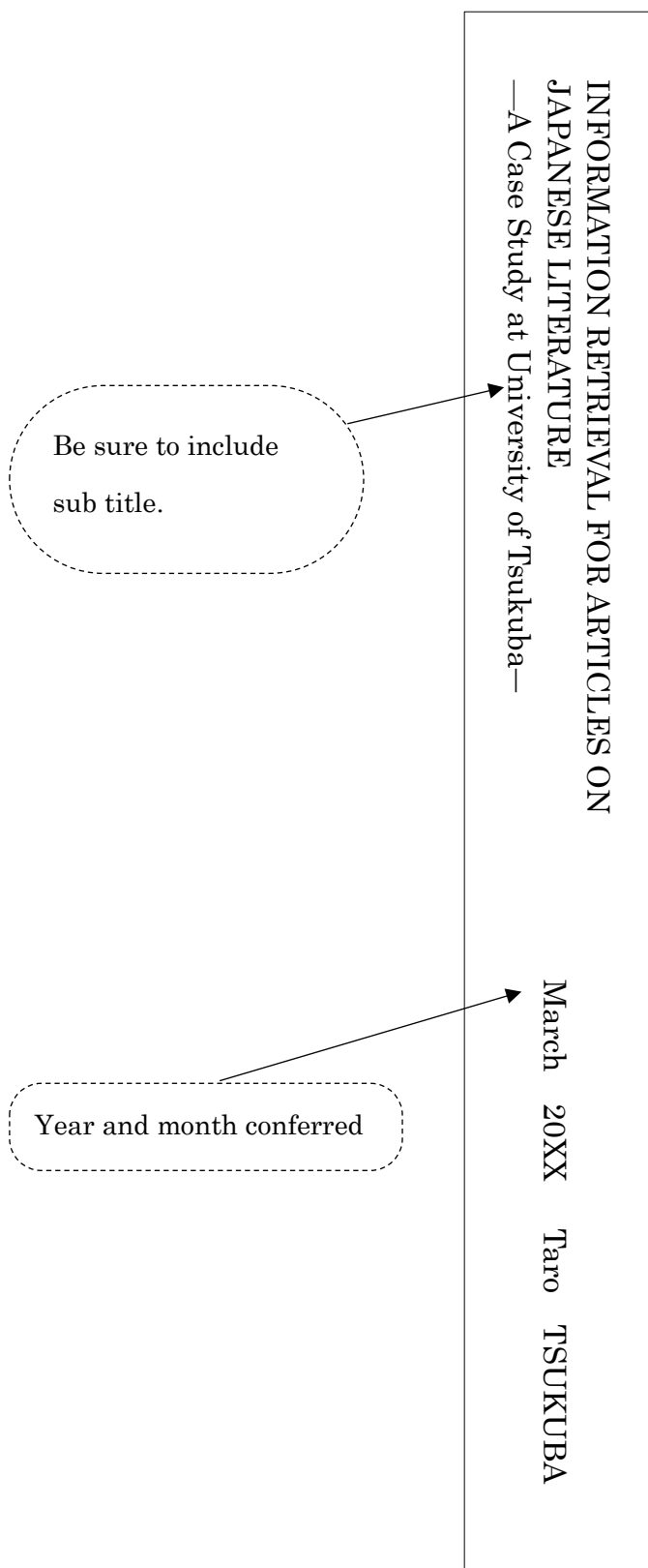## <u>Name</u>

(20 points, underlined, centered)

Back spine preparation guide

Thesis title: 10 - 12 points (More than 2 lines is acceptable)
                    Centered, considering balance
Year & month of conferment and name of author: 14-point font

INFORMATION RETRIEVAL FOR ARTICLES ON JAPANESE LITERATURE
—A Case Study at University of Tsukuba—

Be sure to include sub title.

March   20XX   Taro   TSUKUBA

Year and month conferred

Title

(20 points, centered)

Name

(20 points, centered)

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

Month Year

(20 points, centered)

Abstract preparation guide

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.＊＊＊

＊＊＊

＊＊＊
This example is to show how a thesis abstract should appear.

Academic Advisors: Principal: Ichiro DAIGAKU
Secondary: Hanako SHIHO

left margin :
30 mm

right margin :
30 mm

bottom margin: 35 mm

別記様式第５号（第９項関係）

学位論文の電子図書館システム(つくばリポジトリ)登録書
Electronic Library Registration Form (Tsukuba Repository)

平成○○年　○月○○日

筑波大学附属図書館長　殿

Attention: Director of University Library

著者:　**Taro TSUKUBA** (自書/Your_signature_(in_print))

私が執筆した学位論文(全文)について、附属図書館ホームページを通してインターネット上に公開するため、以下のとおり登録します。　I hereby agree to publish my entire thesis on the Internet via the University Library's website.

氏　名（フリガナ） Name	Taro TSUKUBA		
論　文　題　目 Title	Information Retrieval for Articles on Japanese Literature —A Case Study at University of Tsukuba—		
学位授与年月日（予定） Conferred Date (expected)	Aug. 31, 2016	取得学位 Degree	Master of Science in Library and Information Studies
連　絡　先　等 Contact address	所属 /Organization: Library, Information and Media Studies 電話/Tel : 029−859−○○○○ 電子メール/Email: taro.t@slis.tsukuba.ac.jp 住所/Address : ○−○−○ Kasuga, Tsukuba-shi, Ibaraki-ken	主査：○○○○ Chief referee's name	
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