

Degree Application Guide
(First Stage of Doctoral Program)

Version for Academic Year 2016

University of Tsukuba
Graduate School of Library, Information and Media Studies
November 2015

Master's Degree Application Guide
(First stage of Doctoral Program)

Before embarking on the process of applying for Master's Thesis Reviews (the review includes the final examination, hereinafter referred as "Thesis Review"), please read the material below and be sure to follow the rules as laid out. This guide is a translation from the Degree Application Guide for Master degrees in Japanese, and 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) Thesis requirements (Diploma policy)

Students, who have acquired 20 or more credits from lectures, and 10 or more credits from seminars of designated group courses, are qualified to write a thesis. Of the prescribed lecture courses, four are compulsory: these provide the academic skills necessary for graduate school students. The schedules of the courses offered should ideally not clash with one another. Further completion requirements permit the inclusion of up to eight credits obtained from subjects offered at other graduate schools. Students can extend their scope of interest as widely as they wish. On successfully completing the interim presentation and passing the final examination, a Master's degree will be conferred on you. The degree offered by EP is Master of Science in Library and Information Studies. The degree offered by other programs are Master of Science in Informatics or Master of Science in Library and Information Studies depending on your program.

(2) Prerequisites for applying for a thesis review

Students at the first stage of the doctoral program of the Graduate School of Library, Information and Media Studies (hereinafter referred as "the Master program") will need to satisfy all the conditions below to undergo thesis review.

- i) Students who are enrolled or are expected to have been enrolled for two years or longer in the first stage of the doctoral program.
- ii) Students who have acquired or are expected to acquire 30 or more credits in the prescribed subjects of the first stage of the doctoral program.
- iii) Students who have carried out research under an authorized academic advisor's instruction have made interim presentations of their master's theses and have been approved to apply to the master's theses review by the academic advisor.
- iv) Students who have submitted the Thesis Title Registration (Supplementary form – the first stage 1).

(3) Applying for a Thesis Review

Students who wish to undergo thesis review will need to formally apply by submitting the documents below to the Provost of the Graduate School of Library, Information and Media Studies (hereinafter referred as "the Provost") on the designated date.

* Be sure that the documents need to be submitted at Academic Service Office for Library and Information Science (Check the details on the bulletin board. The dates and location for thesis submission may change in accordance with the programs and month of completion.) Read the "Thesis preparation rules" part carefully and follow the rules when writing your thesis.

- i) Application for Master's Thesis Review (Supplementary form - First Stage 2):
One copy

- ii) Thesis: Three copies
- iii) Abstract (Japanese or English note): Four copies
(Three copies must be bound before the Title covers of each set of theses)
- iv) Electronic Library Registration Form (Tsukuba Repository): One copy
* In addition to the above, an electronic copy of the thesis and the abstract, as a PDF file, must be submitted separately. (Specifications for the PDF file are explained in "Thesis preparation rules.")

(4) *Thesis*

The thesis must be written by a sole author, either in Japanese or in English (note)

(5) *Thesis review process*

A thesis is to be reviewed by three faculties: a faculty of the graduate school recommended by applicants academic advisor, and the applicant's principal and secondary academic advisors.

- i) A separate committee meeting will be held for reviewing each thesis.
- ii) The applicant gives an open presentation. Including time for Q&A, each presentation is allotted approximately thirty minutes.
- iii) Final examinations of the thesis and related subjects take place orally or in writing. The open thesis presentation can serve as an oral examination. If it is considered necessary, a separate oral examination or written examination can be conducted.

(6) *Conferment of Degree*

A Master's degree is conferred on 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 found eligible by thesis review.

(note: EP students should write their theses and abstracts in English.)

2. Program Completion Schedule for English Program Students completing in August 2016

Events 事 項	For completion in August 8 月 修 了
Interim presentation for Master's degree 修士論文中間発表会	Wednesday, Dec.9, 2015 平成 27 年 12 月 9 日 (水)
Submission of the Master's thesis title form 修士論文題目届提出日	Friday, May 13, 2016 平成 28 年 5 月 13 日 (金)
Submission of the Master's thesis 修士論文等提出日	Tuesday, May 31, 2016 平成 28 年 5 月 31 日 (火)
Formation of thesis committee 修士論文審査委員会の設置 (研究科運営委員会)	Wednesday, Jun. 15, 2016 平成 28 年 6 月 15 日 (水)
Final presentation for Master's degree 修士論文最終発表会	Wednesday, Jun. 29, 2016 平成 28 年 6 月 29 日 (水)

Submission of Report on Result of Final presentation 修士論文審査報告書締切り	Wednesday, Jul. 6, 2016 平成 28 年 7 月 6 日 (水)
Approval for completion of Master's program 修士論文審査結果の審議及び課程修了認定 (研究科運営委員会)	Wednesday, Jul. 20, 2016 平成 28 年 7 月 20 日 (水)
Completion of Master's program 博士前期課程修了日	Wednesday, Aug. 31, 2016 平成 28 年 8 月 31 日 (水)
Conferment ceremony 学位記授与式	Friday, Sep. 23, 2016 平成 28 年 9 月 23 日 (金)

3. Schedules for Publication of Thesis for English Program Students competing in August 2016

Theses that successfully pass the thesis review will be published in the “Tsukuba Repository” one year after completion.

Events 事 項	Schedule ・ 日 程 等
	For Completion in August ・ 8 月修了
Submission of thesis, abstract & Tsukuba Repository Registry Form 学位論文と概要、つくばリポジトリの登録書を提出	Tuesday, May 31, 2016, 9am-5pm Academic Service Office 平成 28 年 5 月 31 日(火) 9:00～17:00 (提出場所：大学院学務)
	A PDF version of the Thesis and Abstract are to be submitted together on a USB flash drive. ※同時に学位論文と概要の PDF 版も USB メモリで提出
Application Period of Thesis and Abstract Revision 学位論文と概要の修正期間	Tuesday, May 31 - Wednesday, July 6, 2016 平成 28 年 5 月 31 日(火)～平成 28 年 7 月 6 日(水)
	Any revised version of PDF data stored in a USB memory device should be submitted to the Academic Services Office if revision is necessary for completion of the thesis. ※修正があった場合 USB メモリで大学院学務へ提出
Completion of Master's Program 博士前期課程修了日	Wednesday, August 31, 2016 平成 28 年 8 月 31 日(水)
Publication of Proceedings on the Graduate School's webpage 抄録集を研究科 Web ページで公開	Mid-March, 2017 平成 29 年 3 月中旬
Distribution of Printed Proceedings 抄録集 (印刷体) を配布	Friday, March 24, 2017 平成 29 年 3 月 24 日(金)

Published on the Tsukuba Repository Website つくばリポジトリで公開	August, 2017 平成 29 年 8 月
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4. Precautions

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 will be subject to severe disciplinary action.

※The thesis must be prepared in conformance to the following rules.

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) The Master's thesis must be printed on A4 paper, either 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
 - Front cover: 20-point font
 - Along spine:
 - Thesis title: 10 - 12 point font (Title may be two lines or more, but must be centered and well-balanced)
 - Date & author's name: 14-point font

2. Structure of thesis

- 1) A4 size, output by a printer (simplex or duplex printing)
- 2) A 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 List of references
 - ⑧ Appendixes*

3. Abstract (keep to within one page)

An abstract of the thesis must be prepared in accordance with the Thesis Preparation Rules and bound so as to precede the thesis. The thesis must be written in English. The title and abstract in Japanese may be included.

The language of the abstract and the thesis body are not required to be identical.

(1) Margins

head: 35 mm, bottom: 35 mm, left: 30 mm, right: 30 mm

(2) Point size

title of thesis: 14 points, centered

body of abstract: 10.5 points

(3) Other requirements

1) Student number

2) Name

3) Principal academic advisor

4) Secondary academic advisor

Print on the right-hand side of the page (Right-justified) in between title and body of abstract

Print on the right-hand side of the page (Right-justified) and below the abstract body

4. About PDF

If you use Adobe Acrobat, be sure to apply the PDF settings shown below. If using other software, try to use similar corresponding settings. Open the Adobe PDF setting window from your computer's "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

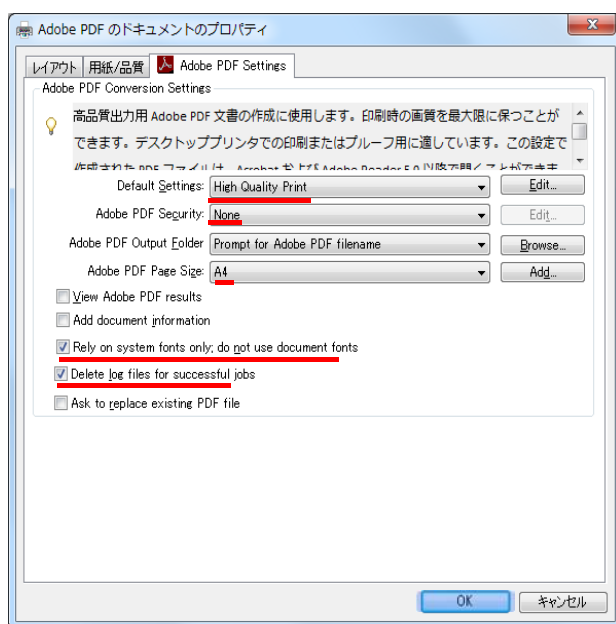


Figure 1. Property setting

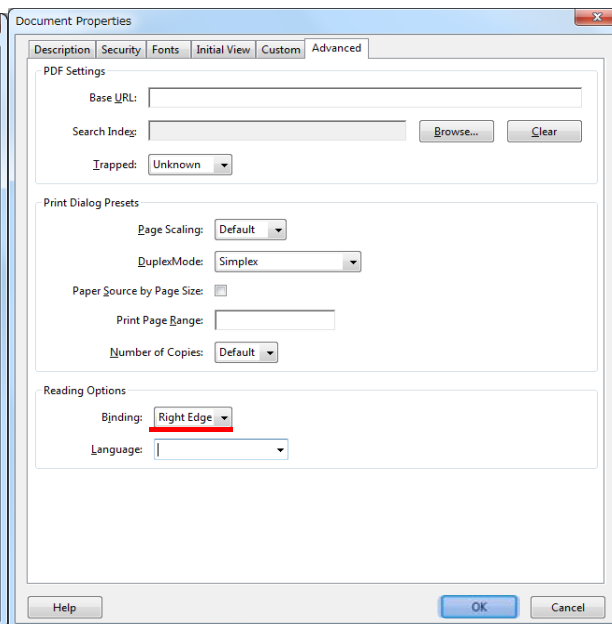


Figure 2.

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)

Title page preparation guide (when in English)

Title

(20 points, centered)

Name

(20 points, centered)

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

Month Year

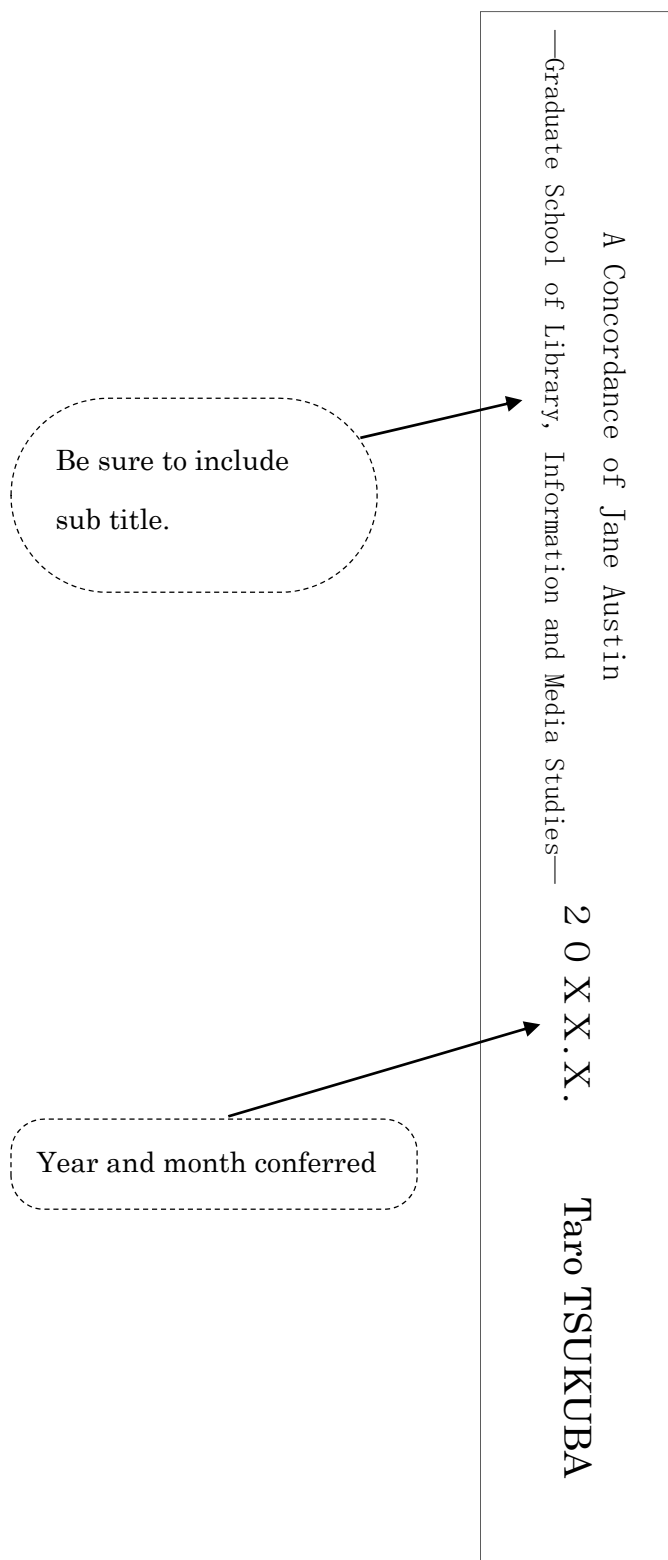
(20 points, centered)

Back spine preparation guide

Thesis title: 10 - 12 points (More than 2 lines is acceptable)

Centered

Year & month of conferment and name of author: 14-point font



head margin: 35 mm

A Concordance of Jane Austin
—Graduate School of Library, Information and
Media Studies—
(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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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

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)

平成〇〇年 〇月〇〇日

記入例

How to fill in
this form

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	A Concordance of Jane Austin —Graduate School of Library, Information and Media Studies—						
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 : 029-859-〇〇〇〇 電子メール/Email: taro.t@slis.tsukuba.ac.jp 住所/Address : 〇-〇-〇 Kasuga, Tsukuba-shi, Ibaraki-ken		主査 : 〇〇〇〇 Chief referee's name				
研 究 成 果 発 表 状 況 (〇 を 付 す) Current status of research results presentation (Circle applicable status)	<p>■ 図書の出版 Publication as a book</p> <p>1. 出版している(Published) 2. 出版予定である(Scheduled for publication)</p> <p>*出版している場合は出版社との契約で公開が認められているかご確認ください。</p> <p>*Please confirm if the publishing company approves Web publishing.</p> <p>■ 学術雑誌への掲載 Publishing to journals</p> <p>1. 掲載済み (Published)</p> <p>2. 掲載予定である(Scheduled for publication)</p> <p>*雑誌名及び巻号年が分かればご記入ください Please give name and date of the journal ()</p> <p>■ 特許・実用新案 Patent/Industrial New Design</p> <p>1. 登録済み Yes 2. 申請中 Pending 3. 申請予定である Scheduled to apply</p> <p><input checked="" type="checkbox"/> 無 No</p>						
公 開 希 望 時 期 Desired date of publication	<p>2017年 8 月</p> <p>*研究成果発表状況を踏まえ、ご希望の公開時期をご指定ください</p> <p>*Please decide your intended month and year of publication, bearing in mind the status of your research presentation.</p>						
電 子 化 の 方 法 (〇 を 付 す) Electronic conversion method (Circle number of applicable item)	<p>1. 登録者から電子データを提供 Provided by author</p> <p>2. 附属図書館で資料をスキャン Scanned by University Library</p> <p>(1.を選択された方は下記もご記入ください。 For 1, please give data format in form below.)</p> <p>■ 電子データの提供方式</p> <table border="1"> <tr> <td>媒 体 Media</td> <td>1. DVD 2. CD 3. アップロード Upload</td> </tr> <tr> <td>フオーマット Format</td> <td>4. ダウンロード(URL) 5. その他 Others()</td> </tr> </table> <p>URLを記入しないでください。 Do not write URL</p>			媒 体 Media	1. DVD 2. CD 3. アップロード Upload	フオーマット Format	4. ダウンロード(URL) 5. その他 Others()
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(Tel: 029-853-2470, Fax: 029-853-6052, e-mail: voice@tulips.tsukuba.ac.jp)

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