

Degree Application Guide for the LIS English Program

(Master's Program)

for AY 2023

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

April 2023

Completion Schedule of Master's Program

Schedule (Completion in September 2022)	Schedule (Completion in March 2023)	Subject	Deliberation committee	Review committee	Submissions, etc.
2022/12/7(Wed)	2023/7/20(Thu)	Interim presentation			The program will be published by a week before the presentation.
2023/4/24(Mon) 9:00- 2023/4/26(Wed) 12:00	2023/11/20(Mon) 9:00- 2023/11/22(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).
2023/6/1(Thu) 9:00- 2023/6/5(Mon) 12:00	2023/12/18(Mon) 9:00- 2023/12/22(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 Non-plagiarized dissertation report ⑤ Ethical Review Report ⑥ Registration of Degree Thesis to the Digital Library System (Tsukuba Repository) Sign on ①④⑤⑥, 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.
2023/6/22(Thu)	2024/1/18(Thu)	Final presentation for Master's degree		Master's Thesis Review Committee	The program will be published by a week before the presentation.
2023/7/3(Mon) 9:00- 17:00	2024/1/29(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		Master's Thesis Review Committee	Only when the committee pointed out, "Modified Thesis Title Registration" must be submitted and the modified thesis title must be registered on 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.
2023/6/23(Fri) 9:00- 2023/7/5(Wed) 17:00	2024/1/19(Fri) 9:00- 2024/1/31(Thu) 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.) • Non-plagiarized dissertation report • Ethical Review Report
2023/7/12(Wed)	2024/2/7(Wed)	Judgement of Master's thesis review and deliberation of degree conferment	Steering Committee		
2023/9/25(Mon)	2024/3/25(Mon)	Commencement ceremony			
2024/9	2025/3	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. This guide is primarily intended for the students enrolled in the English Program of the Master of Science in Library and Information Science (EP).

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 Library and Information Studies or Informatics. The master's degree given on EP is the Master of Science in Library and Information Studies.

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

Students at the Master's Program of the Graduate School of Library, Information and Media Studies (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 up to the degree conferment
- 2) Students who have acquired or are expected to acquire 30 credits or more in the prescribed subjects of the Master's Program
- 3) Students who have carried out research under the supervision of the academic advisor, made interim presentations of their master's thesis, and been approved by the academic advisor to apply to the thesis review.
- 4) Students who have submitted the Master's Thesis Title Registration (form code: 別記様式－前1).

(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 Dean of the Graduate School of Library, Information and Media Studies 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: 別記様式－前2)
- ② Master's thesis and thesis abstract
(Follow the "Thesis preparation rules" after page 4 when writing the thesis.)
- ③ Non-plagiarized dissertation report (form code: 別記様式－前4)
- ④ Ethics review report (form code: 別記様式－前5)
- ⑤ Registration of Degree Thesis to the Digital Library System
(Tsukuba Repository; form code: 別記様式第5号(第9項関係))

(4) *Master's thesis*

The master's thesis must be written by a sole degree applicant in English.

* If the content of a co-authored paper is to be included in the master's thesis, permission should be obtained from the co-researcher.

(5) 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 faculty members of the applicant's main and secondary academic advisors, and one designated by the Steering Committee of the Master's and Doctoral Programs of the Graduate School of Library, Information and Media Studies.
- 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 the degree

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

(7) 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 promptly on the Program Web page.

2. Precautions

(1) On the Non-plagiarized dissertation report

The applicant has to check no plagiarism is included in the thesis. In addition, the applicant has to use the plagiarism checking tool "iThenticate" in collaboration with the academic advisor and submit the Non-plagiarized dissertation report with the signature of applicant. Tools other than iThenticate is not accepted. iThenticate cannot be used by the applicant alone.

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 modification of the thesis

If needed, modify the thesis based on the indication of Thesis Review Committee and confirmed by the Academic advisor, and resubmit it on the designated dates. Use iThenticate again and also resubmit the Non-plagiarized dissertation report. (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, too. (The resubmission is unnecessary if modification is minor. The judgement of resubmission is made by the 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 English.
- 2) Front cover and title page: prepare following the instructions. The names on the front cover and the title page should be as registered in TWINS.
- 3) Structure of the thesis

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

- ① Front cover
- ② Abstract
- ③ Title page
- ④ Table of contents
- ⑤ List of figures*
- ⑥ Body of thesis (including conclusion)
- ⑦ Acknowledgement*
- ⑧ Bibliography
- ⑨ Appendices*

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

(Example)

· In the case of Word

User experiments on ~.

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

· In the case of Tex

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 be bound preceding the title page of the master's thesis. The abstract should not include any reference. The name should be as registered in TWINS.

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

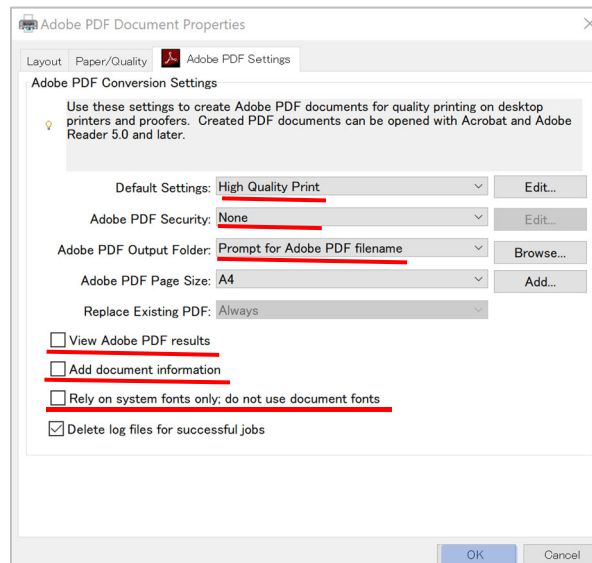


Figure 1. Property setting

Instruction for the front cover

**Master's Thesis for the 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 should be as registered in TWINS)

Instruction for the title page

Title

(20 points, centered)

Name

(20 points, centered; Name should be as registered in TWINS)

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

Month Year

(20 points, centered)

Instruction for the abstract

