

## 2017 Spring Semester Master's Thesis Submission Guidelines

The thesis must be printed and bound according to GSSE standards. Any thesis not produced according to GSSE standards will be rejected. To avoid disappointment and additional expense, please read instructions carefully before submitting your thesis.

### 1. Thesis Items Provided

Items below required to complete your thesis will be available **at GSSE Administrative Office, Core Station 1<sup>st</sup> floor**, so make sure to collect them within the designated period.

- Period: **June 21 – July 14**
- Items: Black Covers (2 sets of 2)  
4 pieces of Black String

### 2. What to Submit (a-e)

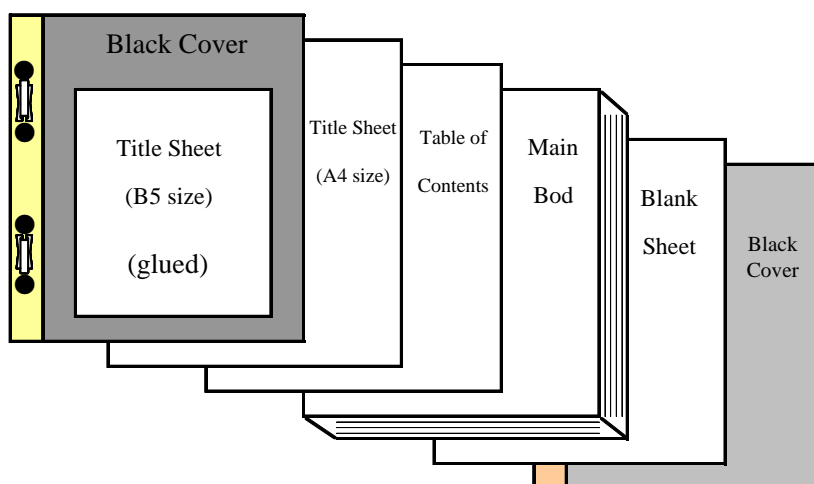
Documents listed below can be downloaded from GSSE Website at:

<http://www.ritsumeai.ac.jp/gsse/eng/cs/degree.html/>

#### a. Two copies of Master's thesis (修士論文 2 部)

The thesis must be printed and bound in the following layout:

**Black Cover → Title Sheet → Table of Contents → Main Body → Blank Sheet → Black Cover**



- Sample of Master's thesis is available at GSSE Administrative Office.

#### b. Application for Conferment of Degree (学位授与申請書)

\*Hanko is required.

#### c. Record of Conferment of Master's Degree (論文等審査報告書)

\*Fill in bold-lined frame.

#### d. Consent Form for Use of Master's Thesis or Equivalent (修士学位論文等利用承諾書)

- Only for those who agree with the purpose of use submit this form.

\*Read “Use of Master’s theses or Equivalent at Ritsumeikan University”.

\*Signature and Hanko of your academic advisor are required.

#### **e. Receipt for Master’s Thesis (修士論文受領書)**

\*Fill in the required information for both Administrative Office copy and Student’s copy

### **3. Important Notes**

#### **3.1 Type of Degree Awarded**

Type of degree awarded varies depending on the major you belong to. See below and make sure to fill in the appropriate ‘degree’ on each document.

Major	Awarded Degree
Advanced Electrical, Electronic and Computer Systems	Master of Engineering
Advanced Mechanical Engineering and Robotics	
Advanced Architectural, Environmental and Civil Engineering	

#### **3.2 Title of Thesis**

Make sure that **the spelling, formatting, capitalization, and punctuation of your thesis title on each document you submit must be EXACTLY the same.**

#### **3.3 4-hole Punch**

\*4-hole punch is available at GSSE Administrative Office (Core Station 1<sup>st</sup> floor) or Office of each Division.

### **4. Submission Period**

➤ Submission Period: **July 26 – July 31, 5:00 p.m.**

➤ Submit to: GSSE Administrative Office (Core Station 1<sup>st</sup> floor)

【Note】 The thesis shall not be accepted for any reason after the designated period above.

Please submit it well in advance.

### **5. Defense**

**August 3 – August 18**

\*Time/Venue will be posted on CAMPUS WEB and GSSE home page on July 20.

### **6. Announcement of Completion Results**

**September 6, 10:00 a.m.** (via CAMPUS WEB)

### **7. Grade Report and Grade Confirmation System**

➤ Grade Report Available: September 6, 10:00a.m. at GSSE Administrative Office

➤ Grade Confirmation System (if necessary): Visit GSSE Administrative Office any one day of September 6, September 7 or September 8

### **8. Master’s Degree Conferment Ceremony**

**September 23, 2017, at Suzaku Campus** (\*Details will be informed at a later date.)