

2015 Fall Semester Master's Thesis Submission Guidelines

The thesis must be printed and bound according to GSISE standards. Any thesis not produced according to GSISE 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 GSISE Administrative Office, Creation Core 1st floor.** Make sure to collect them within the designated period.

- Period: **January 6 – January 29, 2016**
- Items: Black Covers (2 sets of 2)
4 pieces of Black String

2. What to Submit (a-e)

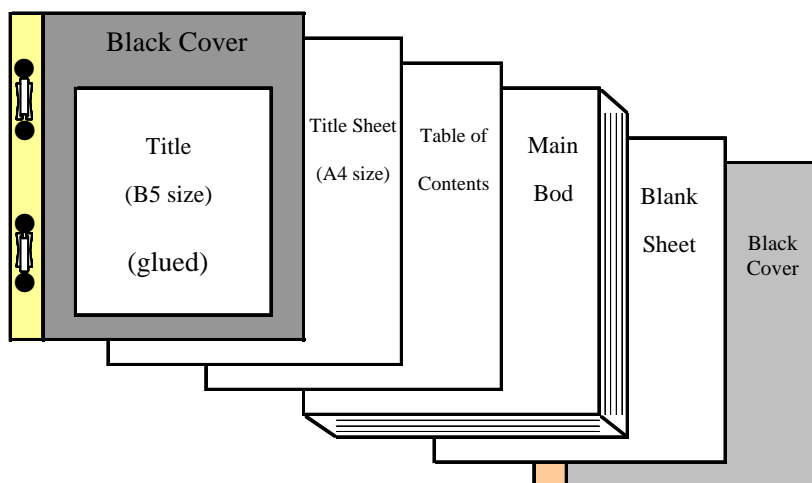
Documents listed below can be downloaded from GSISE Website at:

<http://www.ritsumei.ac.jp/gsise/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 Maser's thesis is available at GSISE Administrative Office.

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

*Hanko (seal) 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 these 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 Degree Awarded

Course	Awarded Degree
COMPUTER SCIENCE COURSE	Master of Engineering
HUMAN INFORMATION SCIENCE COURSE	

3.2 Title of Thesis

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

3.3 4-hole Punch

*4-hole punch is available at GSISE Administrative Office (Creation Core 1st floor).

4. Submission Period

▶ Submission Period: **February 2 – February 8, 2016 5:00 p.m.**

▶ Submit to: GSISE Administrative Office (Creation Core 1st floor) 【until February 5】
CC101 (Creation Core 1st floor) 【February 8 ONLY】

【Note】 The thesis shall not be accepted for any reason after the designated period above.
Please submit it well in advance.

5. Defense

February 12, 2016

*Time/Venue will be posted on GSISE Notice Board at Manabi Station on **February 5.**

6. Announcement of Completion Results

March 4, 2016 10:00 a.m. (via GSISE Notice Board at Manabi Station and CAMPUS WEB)

7. Grade Report and Grade Confirmation System

- ▶ Grade Report Available: from March 4, 2016 10:00a.m. at Manabi Station
- ▶ Grade Confirmation System (if necessary): Visit GSISE Administrative Office either on March 4, 7, 8, 2016 (for 3 days)

8. Master’s Degree Conferment Ceremony

March 22, 2016, at BKC Gym (*Details will be informed at a later date.)