

## Steps and Procedures for Master's Thesis Review

Reviews of Master's theses and research outcomes (hereinafter referred to as "Thesis.") are conducted in accordance with the following procedures based on the Graduate School of Horticulture's Policy for the Conferment Degrees and the Degree Review Criteria for Master's program. The schedules may vary from year to year, so please refer to the schedule for the academic year in question. The schedule is posted on the Website of Graduate School of Horticulture.

### 1) Discussion with your Main Academic Advisor

Please discuss about your application for a review of your Master's Thesis with your main academic advisor and get his/her approval.

The conferred academic degrees are, Master of Agriculture or Master of Philosophy in Horticultural Science Course, and Master of Landscape Architecture or Master of Philosophy in Landscape Course.

### 2) Provision of Applications for a Review

Application forms for a Review of a Master's Thesis can be downloaded from our website.

### 3) Applications for a Review of a Thesis. (In November for completion in March. In May for completion in September.)

Please submit your "Application for Review of a Master's Thesis", etc. to the Academic Affairs Group.

Please refer to "1. Documents for Submission" for information on documents required for an application.

### 4) Preparation of Theses and Reviews

- ① A review committee is established every application; these are reviewed by three or more committee members.
- ② The review committee holds an open meeting for presentation of the thesis in mid-February (between late July and early August for completion in September), and conducts a thesis review and a final examination.
- ③ The review committee reviews the thesis to determine whether it is worthy of an academic degree or not. It also determines the nomenclature of the academic degree.
- ④ Please prepare your thesis in accordance with the "the Guidelines on the Preparation of Documents" on t. Reviews of thesis are conducted between early January and early February (between late June and late July for completion in September). The thesis (for review) must be submitted to the review committee by early January (late June for completion in September). Follow your main academic advisor's guidance regarding the timing, etc. of submissions to the review committee. Also, depending on the program or course, interim presentations may be held.
- ⑤ Applicants shall amend their theses in accordance with the review committee's instruction.
- ⑥ As a rule, the theses that are not submitted by the designated date shall be regarded as having failed, and no academic degree shall be conferred.

## 5) Pass Fail Judgment

The decision on whether an applicant has passed or failed shall be determined within the course subsequent to review of the Thesis.

## 6) Determination of Completion

The faculty council shall determine completion of a course of study on the basis of the decision made within the course.

## 7) Conferment of Degree

As a rule, students completing courses of study will be awarded academic degrees in March and September.

## 8) Reading, Printing and Quoting

After obtaining the consent of the student who wrote the Thesis, it may be read, printed and quoted etc. by others.

# 1. Documents for Submission

1. 1 Applications for (Master's) reviews (to be submitted to (1)the Academic Affairs Group, (2) committee members)

Documents for Submission	No. of Copies	Preparation Guidelines	Notes
(1)Application for Review of a Thesis	1	2. 1	
(2)Thesis (for Review)	3	2. 2	Can be submitted in a file ※ Please ask the committee members if you submit (2) 's data or hard copy.

1. 2 Submission of Thesis

Submission	No. of Copies	Preparation Guidelines	Notes
Thesis	—	2. 3	To main academic advisor by electronic data

## 2. Guidelines on the Preparation of Documents

Please use a document preparation software on a computer to prepare documents, etc. If they are to be written by hand, please write neatly using standard style characters for Japanese text and block letters for alphanumeric text.

2. 1 Application for Review of a Thesis (Attached Form 1)

Use the designated form (This can be downloaded from our website.)

This form requires your main academic advisor's (registered faculty) seal of approval.

2. 2 Thesis

- ① As a rule, Theses must be prepared in either Japanese or English. In cases where this proves difficult due to extraordinary circumstances, please get the dean's approval beforehand via your main academic advisor, the program director and the course director.
- ② As a rule, Theses for submission shall be printed in black ink on A4 (210 x 297mm) portrait paper with

horizontal writing.

- ③ Please write the title of the Thesis, your name and the month and year of submission on the cover of the Thesis. (please refer to the illustrated sample).
- ④ The front cover should be followed by the table of contents; please use pagination.
- ⑤ It is desirable for the Thesis to be printed on superior quality white paper using document preparation software.
- ⑥ With regard to composition and format of the Thesis, the first page should be the same as the cover (depending on the course, you may be required to include names of your academic advisors between the date of submission and the name of your course). This should be followed by 1-2 pages with the thesis summary (or abstract), the table of contents and the body of the text. The thesis should be 30 or more pages in total. Single-sided printing is acceptable.
- ⑦ As an example for thesis content, it is normal to include the following sections: an introduction or preface; materials and methods (experiments; analysis); results (experiments; mathematical analysis; trial models; analysis); discussion; conclusions and final comments; future issues for research; references; and reference materials (acknowledgements, supplementary materials or appendices).

\*Please don't include any personal information (family register, date of birth, student ID number, etc.) in your paper. (Please don't include personal information about family members or friends, especially in the acknowledgments.)

○ Sample of a cover

Graduate School of Horticulture Chiba University
Master's Thesis
<b>Title</b>
February 20xx
Division of Environment and Horticulture
Course
Name

2. 3 About the Format of the Electronic File

- 1) The dissertation will be published in PDF format, so please submit it in PDF (PDF/A (ISO-19005)).

2) Please submit the text in the form of a single electronic file that includes a cover page, table of contents, diagrams, etc.

3) About the settings for the PDF file

To ensure long-term readability, storability and accessibility, please make sure of the following.

- The font format is not dependent on a particular computer model.

(Please do not use the original font which is made by the maker and is not based official standard.)

- The file does not refer to an external information source (external font, etc.).
- No encryption, password, or printing restrictions, etc. have been set.

4) About the File Name

Please create the file name as follows.

- HA + \_ (underbar) + student ID number

(Examples of file names : HA\_20HM0000)