

4 . Procedures for Master's/Doctoral Defense

Steps and Procedures for Master's Defense

1) Discussion with your Main Academic Advisor

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

【Enrollment before March 2020】 The academic degrees conferred are, Master of Agriculture or Master of Philosophy.

【Enrollment in April 2020 or later】 The academic degrees conferred are, Master of Agriculture or Master of Philosophy in Horticulture Science Course, and Master of Landscape Architecture or Master of Philosophy in Landscape Architecture Course.

2) Provision of Applications for a Review

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

3) Applications for a Review of a Thesis. (November for completion in March; 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 each time a Thesis is submitted; 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 (late July through 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 or not it is worthy of an academic degree. It also determines the nomenclature of the academic degree.

④ Please prepare your Thesis in accordance with the Guidelines on the Preparation of Documents. Reviews of Thesis are conducted between early January and early February (late June through late July for completion in September). 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 Thesis in accordance with the review committee's instruction.

⑥ As a rule, Theses that are not submitted by the designated date shall be regarded as having failed, and no academic degree shall be conferred.

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

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

course.

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

8) 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

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 typewriter or 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. Also, please write the title of the Thesis, your name and the academic year of completion on the spine 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, or a typewriter. If they are to be handwritten, please write neatly on manuscript paper using standard style characters for Japanese text and block letters for alphanumeric text. Copies of manuscripts prepared in this way are also acceptable.
- 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).
- ⑧ Theses should be bound on the left with a front and back cover. This may be submitted in a file.

○ Sample of a cover and spine

Master's Thesis Title	Graduate School of Horticulture Chiba University Master's Thesis Title February 20xx
Name (20xx)	Division of Environmental Horticulture Course Name

September completion → August, March completion → February

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)