

Document Submission Notes and Checklist



To candidates submitting a master's thesis:

Have you prepared all the documents listed below? Please double-check the details for each document before submitting.

① Degree Application Form (Attachment 2) [all candidates]		<input checked="" type="checkbox"/>
1	Have you correctly filled in the details for “Date / Department / Student ID No. / Name / Name in <i>hiragana</i> ”?	
2	Have you correctly written the name of the degree for which you are applying?	
3	Have you written the title of your degree thesis (with Japanese translation, if in English)?	
4	Have you checked the box indicating that you have obtained your supervisor's approval of your degree application?	
② Main Thesis Cover Page (Attachment 1) [all candidates]		<input checked="" type="checkbox"/>
1	Have you written the title of your degree thesis (with Japanese translation, if in English)?	
2	Have you written the date as the “Date of Submission”?	
3	Have you correctly filled in the details for “Department / Student ID No. / Name / Supervisor”?	
③ Abstract (Attachment 3) [all candidates]		<input checked="" type="checkbox"/>
1	Is the year in the title listed as the current year?	
2	Have you written the title of your degree thesis (with Japanese translation, if in English)?	
3	Have you correctly written the name of the degree for which you are applying?	
4	Have you correctly filled in the details for your “Department / Student ID No. / Name / Supervisor”?	
5	Is the abstract of a sufficient length (1 to 2 pages)?	
④ Subtheses (as Reference Theses) [if applicable]		<input checked="" type="checkbox"/>
1	Is the submitted thesis a co-authored paper? (If yes, check item 2 below)	Yes / No
2	Have you secured all of the necessary Co-Authored Thesis Consent Forms (Attachment 4)?	
3	Have you prepared the Permission Form to Reproduce and Publish Master's Thesis (Attachment 6)?	
⑤ Co-Authored Thesis Consent Form (Attachment 4) [if applicable]		<input checked="" type="checkbox"/>
1	Is the submitted thesis (including any subtheses as reference theses) a co-authored paper? (If No, this permission form is not required.)	Yes / No
2	Have you correctly filled in the details for “Date / Thesis Title / Department / Student ID No. / Name”?	
3	Have you checked the box indicating that you have obtained the consent of all coauthors?	
⑥ Application Form and Permission Forms for Using Data Related to the Thesis Research (Attachment 5) [if applicable]		<input checked="" type="checkbox"/>
1	Have you checked the box indicating that you have obtained permission from the data source to use the data?	
⑦ Notice of Results of Research Ethics Review (copies) [only if applicable]		<input checked="" type="checkbox"/>
1	Have you included all notices relevant to the submitted thesis?	
⑧ Permission Form to Reproduce and Publish Master's Thesis (Attachment 6) [all candidates]		<input checked="" type="checkbox"/>
1	Have you correctly written the “Date / Prospective Date of Degree Conferral / Name of Degree Applied For / Thesis Title / Name / Student ID No. / (Human Health Sciences) Department Name / Address / Telephone and/or email address (contact details after receiving degree)”?	
2	Have you listed the prospective date of degree conferral as “September 30” if you are expecting conferral in September, or “March 25th” if you are expecting conferral in March?	
3	Have you remembered to affix all the necessary seals (one from you, one from your supervisor)?	
4	Have you checked the scope of consent?	
(Other) Submission to LoGo Form [all candidates]		<input checked="" type="checkbox"/>
1	Have you checked to ensure that there are no omissions in the documents to be submitted?	
2	Have you restricted editing permissions on the PDF files containing your main thesis, any subtheses, and Complete set of thesis and other documents?	