

## Notes and Checklist when Submitting Documents

To candidates submitting master's theses (course-based master applicants)

Do you have all the documents listed below? Please double-check the details to be included in each document before submitting.

(1) Front cover (Attachment 1) [All candidates]		<input checked="" type="checkbox"/>
(a)	Have you written the title of your degree thesis (with Japanese translation, if in English)?	
(b)	Have you written the date as the "Date of Submission"?	
(c)	Have you written your "Department / Student ID No. / Name / Supervisor" correctly?	

(2) Degree Application Form (Attachment 2) [All candidates]		<input checked="" type="checkbox"/>
(a)	Have you written the "Date / Department / Student ID No. / Name / Name in hiragana" correctly?	
(b)	Have you written your own "Name (handwritten, PC input not accepted)" and added your "Seal (shachihata seals not accepted)"?	
(c)	Have you written the name of your prospective degree correctly?	
(d)	Have you written the title of your degree thesis (with Japanese translation, if in English)?	
(e)	Has your supervisor affixed a name seal?	

(3) Abstract (Attachment 3) [All candidates]		<input checked="" type="checkbox"/>
(a)	Have you written the current academic year as the year in the title?	
(b)	Have you written the title of your degree thesis (with Japanese translation, if in English)?	
(c)	Have you written the name of your prospective degree correctly?	
(d)	Have you written your "Department / Student ID No. / Name / Supervisor" correctly?	
(e)	Is the abstract sufficiently long at around 1-2 pages?	

(4) Permission to Submit (Attachment 4) [co-authored papers only]		<input checked="" type="checkbox"/>
(a)	Is the submitted thesis (including subtheses as reference theses) a co-authored paper? (If Yes, check (b) and (c) below)	Yes / No
(b)	Have you written the "Date / Thesis Title / Department / Student ID No. / Name" correctly?	
(c)	Have all the co-authors provided their "Names (handwritten) and Seals"?	

(5) Attachment 5: Application related to consent to reproduce master's thesis (Attachment 5) [All candidates]		<input checked="" type="checkbox"/>
(a)	Have you written the "Date / Degree conferral date / Type of degree / Title of thesis / Name	

	/ Student ID No. / Department Name (人間健康科学) / Address / Te/Email (Contact details after receiving degree)” correctly?	
(b)	Have you set the degree conferral date (expected) as “September 30” for those expecting conferral in September, or “March 25th” for those expecting conferral in March?	
(c)	Have you remembered to affix your name seal (Yours 1, Supervisor’s 1)?	
(d)	Have you circled the range of your permission?	

<b>(6) Subthesis (as a reference thesis) [Optional]</b>		<input checked="" type="checkbox"/>
(a)	Is the submitted thesis (including subtheses as reference theses) a co-authored paper? (If Yes, check (b) below)	Yes / No
(b)	Have you gathered all of the “Permission to Submit (Attachment 4)”?	
(c)	Have you included the “Attachment 5: Application related to consent to reproduce master’s thesis (Attachment5)”?	

<b>(7) Research Ethical Review Assessment Notices (copies) [only if applicable]</b>		<input checked="" type="checkbox"/>
(a)	Have you included all notices relevant to the submitted thesis?	

<b>(8) Overall number of sets [All candidates]</b>		<input checked="" type="checkbox"/>
(a)	Have you included the required number of sets, including originals and copies? NS: 12, PT: 10, OT: 11, RS: 6 (Abstracts only – 17), FHS: 7, HPS: 3 (1 of each form)	
(b)	[Radiological Sciences only] Is the content of the CDR in PDF format?	
(c)	[Radiological Sciences only] Have you attached a label stating “Student ID No. / Name / Thesis title” to the CDR?	

I hereby declare that I have checked all of the above.

Student ID No.: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

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