

## Procedures Guide for 2024 Master's Degree Candidates: Submission of "Request for Examination of Master's Thesis" and "Application to Continue to Doctoral Program in Medical Science for 2025"

\*This document is to assist international students to process their master's thesis submission and application to continue to Doctoral Program in Medical Science, Graduate School of Medicine, Kyoto University. The students must consult their supervisor to confirm the documents prior to submission.

### Translation Disclaimer

Kyoto University strives to achieve the highest possible accuracy in translating its documents from their official language of Japanese. However, due to the nature of translated documents, accuracy is not guaranteed. The translated documents are produced for reference only, and are not legally binding. The original documents in the Japanese language shall always take precedence over their translated versions.

### 1. "Request for Examination of Master's Thesis" and "Application to Continue to Doctoral Program"

#### (1) Submit the "Request for Examination of Master's Thesis" with Thesis Title

Fill in the designated Form1 ("Request for Examination of Master's Thesis (学位論文審査願; Gakui Ronbun Shinsa Negai)" and submit (\*)

① **Deadline: 17:00, Friday, November 29, 2024**

② **Submit to: Office of Student Affairs (1st floor, Building C)**

\* "Thesis Title" must be sent to the following link at the same time of form submission.

<https://forms.gle/yxc6RHvwTqpFS2eb7>

#### (2) "Application to continue to Doctoral Program"

Those who wish to continue to Doctoral Program in Medical Science, Graduate School of Medicine, Kyoto University must submit in the designated Form 2 ("Application to Continue to Doctoral Program (進学願; Shingaku Negai)") and Research Protocol (Free format/1 page in A4 size/ Both English or Japanese can be accepted)

① **Deadline: Friday, November 29, 2024**

② **Submit to: Professor/Chief supervisor of your Research Field**

## 2. Submission of Master's Thesis

### (1) Word processing format (for both Abstract and Main Body)

- A4 size, Portrait mode, MS word (or any text software), Horizontally (from left to right)
- Keep the 2.5cm margin around the text area
- Font size: 10.5pt - 12pt
- Font type: Times New Roman (in English) / MS Mincho (in Japanese)
- About 550-650 words per page in English (About 35-40 characters per line, 35 lines per page in Japanese)
- Page number of the Main Body must be put lower on center bottom

### (2) Booklet style

The booklet must be combined in the order described as follows.

[1] Cover page: Refer to the sample on the right. Use the MS MINCHO font, except for your name and name of Research Field (department) as they have to be written in MS GOTHIC.

[2] Abstract of Thesis: Within 1 page/A4 size

[3] Main Body: Within 10 pages/A4 size

This part must be page-numbered. Paper which has been already published in a journal cannot be substituted for the Master's Thesis, though such paper can be attached to the thesis as a reference.

[4] Acknowledgment: Add if that is a joint research. Re-number pages.

[5] Reference Papers: Re-number pages.

[6] Figures: Re-number pages.

- Keep them to the minimum necessary.
- They must be put in the order of "Figure legends", then "Figures and Tables".
- You may put colored Graphs, figures, tables. But they must be clear and judicable as supplementary explanation.

The diagram shows a booklet cover template with a 2.5cm margin on all sides. The text is centered and includes the following elements:

- Title (can be 2 lines)
- 京都大学大学院医学研究科 (Graduate School of Medicine, Kyoto University)
- 医科学専攻修士課程 (Master's program in Medical Sciences)
- 令和 ○○年度入学 (Entrance year \*\*\*\*)
- 氏名 YOUR NAME (Name in MS GOTHIC font)
- 研究分野 (Research field) and 学分野 (Department) in MS GOTHIC font
- 指導教員: 教授 (Mentor: Professor \*\*\*\*) in MS GOTHIC font

### (3) Text Composition

[1] Introduction: Background, aim, and motivation, etc.

[2] Methods: Describe simply about the method of experiments.

[3] Results: Conclusion that follows directly from the data of the experiments, analysis and results.

[4] Discussion: Interpreting the data of experiments, discussion and pointing problems. Outlook of the future research.

#### (4) Supervisor Guidance

The contents of the thesis must be reviewed under your supervisor's guidance before submission.

#### (5) Number of Copies

1) Abstract: A4/ 1 page ----- 1 copy

\* The first line must be "Title of thesis (論文題目)" and the second line must be "Master's Program in Medical Science Entrance Year XXXX, Name (name of research field (department)) (「医科学専攻修士課程令和○○年度入学 氏名(研究分野)」)" in MS Gothic font.

\* This abstract is for the attendance of "Master's thesis oral presentation and examination". It must not be taken out of the venue.

2) Master's Thesis Booklet: A4 / Duplex (double-sided) Printing  
/ Stapled on the top left corner) ----- 4 copies

\* 3 copies are to be distributed to the members of the examination committee board as confidential documents and 1 copy will be kept in the Graduate School of Medicine.

3) Notification of Research Integrity Tutorial ----- 1 copy

\* For applying a degree, taking a research integrity tutorial conducted at each laboratory is compulsory. Please submit the form of Notification of Research Integrity Tutorial available from the link below:

[https://www.med.kyoto-u.ac.jp/grad\\_school/mmg/degree\\_application/#master](https://www.med.kyoto-u.ac.jp/grad_school/mmg/degree_application/#master)

#### (6) Submission and Deadline

1) 17:00 Monday, January 6, 2025

\*After the deadline, you cannot change the documents.

2) Submit to; Office of Student Affairs, Graduate School of Medicine (1<sup>st</sup> floor in the building C)

### 3. Master's Thesis Oral Presentation and Examination

Master's Thesis Oral Presentation and Examination will be conducted by each Graduate Courses for Integrated Research Training (GCIRT). The details including the date and place will be announced later.

#### 1) Examination time and method

①Time: Oral presentation 15 min + Q&A 15 min = 30min maximum

②Method: Applicants must show their student ID card to the judges before starting the presentation. Oral presentation should be made by MS Power Point in principle.

③Examination for Doctoral Program: The applicants of Doctoral Program in Medical Sciences will have some extra Q&A as an entrance examination.

④Remarks: Applicants **must bring their student ID card** for identification, or they cannot take an examination.

#### 2) Notification of Successful Applicants to Continue to the Doctoral Program

- Result of the examination will be announced at 11:00 am, February 14, 2025 on the website below.

[http://www.med.kyoto-u.ac.jp/apply/entrance\\_examination/](http://www.med.kyoto-u.ac.jp/apply/entrance_examination/)

Also the notification letter will be sent to the Research Field of successful applicants by Kyoto University internal mail.

- Entrance Procedure materials will be sent to the successful applicants in early March.

#### 4. Submission of "Career Sheet"

①Deadline: February 28, 2025

②Submit to; Office of Student Affairs (1<sup>st</sup> floor, Building C)

Download the designated Form "Career Sheet (進路届; Shinro-Todoke)" from the website:

[https://www.med.kyoto-u.ac.jp/for\\_students/affairs\\_m/notification/](https://www.med.kyoto-u.ac.jp/for_students/affairs_m/notification/)

#### 5. Kyoto University Graduate School Degree Conferment Ceremony

①Degree conferring date: Monday, March 24, 2025

②Ceremony date: Monday, March 24, 2025 from 14:00 to 15:10 (subject to change)

at Miyako Messe Hall (<http://www.miyakomesse.jp/english/>)

After the ceremony, a satellite ceremony will be held at Graduate School of Medicine from 16:00 (At Inamori Hall, Shiran Kaikan (subject to change)). Please move to the Shiran Kaikan right after the ceremony at Miyako Messe. (Details will be announced in March 2025.)

#### Remarks:

- If the content of thesis includes the pending patent or will be applied for a patent, please consult SACI(Office of Society-Academia Collaboration for Innovation) about the possibilities of applying to a patent at least 3 months before the disclosure(presentation date).

- Contact address: [ip-med@saci.kyoto-u.ac.jp](mailto:ip-med@saci.kyoto-u.ac.jp)