

Graduate School of Life Sciences
Master's Thesis Submission Procedures Guide,
(for students scheduled to graduate in September 2025)

1. Submission of Master's Thesis Title Form (both hard and soft copies)

Submit **both** of the following documents according to the methods indicated below.

!Note! If your thesis is related to a patent application, please make sure that the title of the thesis does not contain any information about the patent.

(1) Submissions:

- a) Master's Thesis Title Registration Form
(Printed hard copy with the supervisor's (professor or associate professor) approval stamp. Submit the original hard copy.)
- b) Master's Thesis Title Registration Form (data version, Excel)
(Download the designated form and submit it using the Google Form below.)

(2) Format: You can download the forms from the following URL.

<http://www.lifesci.tohoku.ac.jp/oncampus/completion/master.html>

Graduate School of Life Sciences HP: *HOME > For Students > Completion and Advancement to the Doctoral Course Procedures > Information about Completion and Advancement to the Doctoral Course Procedures*

(3) Deadline for Submission: 17:00 on June 2 (Mon)

(4) Submission Method: (please submit both (a) and (b))

- a) Print form (a), obtain the supervisor's approval stamp, and submit it to the Academic Affairs Office in person, via university mail (Gakunaibin), or by regular mail. If you send it by Gakunaibin or mail, be sure to notify us by email that it has been sent to avoid any problems with non-delivery. (The Academic Affairs Section's email address can be found on the last page.)
- b) The form (b) should be submitted via Google Form.
[【提出フォーム（論文題目届）・Submission Form \(Thesis Title\)】](#)
 - Log in from your Tohoku University account (@dc.tohoku.ac.jp).
 - After uploading your submission, click "Submit" in the last section.

2. Submission of abstracts for final exam presentation

Please prepare your abstracts for the final exam in the following format and submit the file via Google Form by the deadline.

Submitted abstracts **will be made available to the public online** at the time of the final exam. **Please note that starting 2024 year, the Graduate School of Life Sciences Book of Abstracts (printed soft cover book) will no longer be published.**

(1) Submission: Abstract for final examination: **Maximum 2 pages** (A4 size)

- The document should be prepared in Word (Windows/Mac both are acceptable) and submitted in PDF format.
- Refer to the example of the first page of the document on the right.
- Set a margin of 25 mm at the top and bottom and 20 mm on each side of the paper.

Abstracts (example)

○○○○○ (Title)

Laboratory of ○○
○○○○ (Name)

○○○○..... (Text)

- Limit the file size to approximately 5MB, if possible. (Submissions exceeding 5MB will still be accepted.)
- **The title of the abstract must be as indicated on the registration form (it cannot be changed).**
- For more information on font and other details, please see "[About File Format for Abstracts](#)".

(2) Deadline and method of submission:

Deadline for Submission: 17:00 on July 22 (Tue) (strict deadline)

Submission Method: [【提出フォーム（最終試験の要旨）・Submission Form \(Abstracts for Final Examination\)】](#)

- Log in from your Tohoku University account (@dc.tohoku.ac.jp).
- After uploading your submission, click "Submit" in the last section.

!Note! If your thesis is related to a patent application, password-protect the PDF file before uploading. The password should be shared only with those who require access to prevent the leakage of confidential information.

3. Submission of the Master's thesis (for review)

Master's thesis (for review) data should be submitted via Google Form in PDF format by the deadline. Please follow your academic advisor's instructions regarding the method and format of submission to the main and associate supervisors.

(1) Submission deadline: 17: 00 on July 22 (Tue) (strict deadline)

(2) Submission Method: [【提出フォーム（審査用論文）・Submission Form \(Thesis/Dissertation for Review\)】](#)

- Log in from your Tohoku University account (@dc.tohoku.ac.jp).
- After uploading your submission, click "Submit" in the last section.

!Note! If your thesis is related to a patent application, password-protect the PDF file before uploading. **The password should be shared only with those who require access to prevent the leakage of confidential information.**

4. Master's thesis review and final exam

- (1) The Master's thesis review is scheduled for July 22 (Tue) through July 31 (Thu). Confirm the specific schedule with your academic advisor.
- (2) The Master's thesis defense (final exam) is scheduled for August 1 (Fri) through August 6 (Wed). Final exam details and the program (date and time) are scheduled to be sent to the student's DC email address by July 25.

5. Submission of Master's thesis (for Graduate School archive) and Permission Form

After completing the final examination, the following **both** items (a) and (b) must be submitted. If you send them by Gakunaibin or mail, be sure to notify us by email that they have been sent to avoid any problems with non-delivery. (The Academic Affairs Section's email address can be found on the last page.)

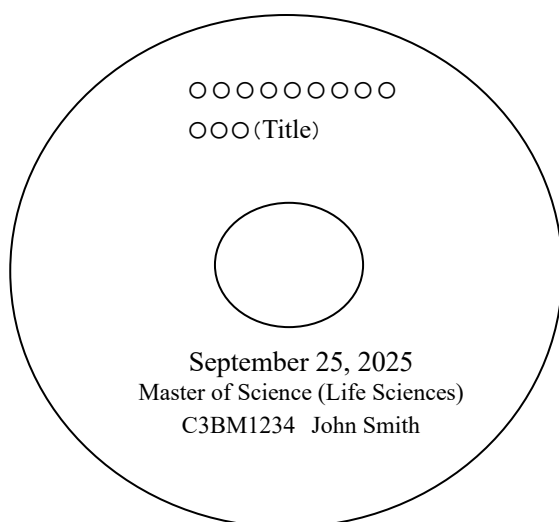
(1) Submissions:

(a) Master's thesis data (for keeping in the Graduate School) on CD-R, 1 copy

- Data should be in **PDF/A or PDF** format, saved on CD-R, and submitted in one (1) copy in a hard case.
- The file name of the data should be as follows: "Master's Thesis_2025AY_Student ID Number_Name".

- The title of the thesis cannot be changed from the title submitted on the Master's Thesis Registration Form.
- Attach a cover sheet as shown on the right before the thesis.
- You cannot separate files by text and images. (There must be only one file for all thesis data.)

About CD-R for submission
(Example CD-R, front side)



Cover Sheet

Master's Thesis
○○○○○○ (Thesis Title)
(If the title is in English, the Japanese translation should be written in parentheses.)

2025 Academic Year
Tohoku University, Graduate School of
Life Sciences
Department of ○○○○○○
○○○○ (Name)

- Please use an oil-based marker to write the thesis title, degree conferral date (date of the graduation ceremony), degree type, student ID number, and name on the front of the CD-R.
- If the title is not in Japanese, you do not need to include a Japanese translation on the front side of the CD-R.
- The date of degree conferral is September 25, 2025. The degree type is "Master of Science (Life Sciences)".

(b) "Permission for full-page access and a copy permission of Master's Thesis" (original hard copy)

After the final examination, download the form from the Graduate School of Life Sciences website, fill it out, obtain your supervisor's seal of approval, and submit it together with the CD-R (a).

Graduate School of Life Sciences website: *HOME > For Students > Completion and Advancement to the Doctoral Course Procedures > Information about Completion and Advancement to the Doctoral Course Procedures*

<http://www.lifesci.tohoku.ac.jp/oncampus/completion/master.html>

**What is full page access and permission to copy the master's thesis?*

All Master's theses of students who have passed the review and final examinations are stored at the Graduate School of Life Sciences. However, only those Master's theses for which permission has been granted may be viewed and copied by others. If you do not wish to give permission, please indicate this on the permission form.

(2) Submission deadline: 17:00 on September 1 (Mon) (strict deadline)
(Please submit (a) and (b) at the same time.)

(3) Submission method: Both of the above should be submitted by bringing them to the Academic Affairs Section office in person, by university mail (Gakunaibin), or by regular mail. However, if you send it by Gakunaibin or mail, be sure to notify us by email that it has been sent to avoid any problems with non-delivery. (The Academic Affairs Section's email address can be found on the last page.)

6. Announcement of graduates

The announcement of the graduates (their student ID numbers) is scheduled to be posted on the Graduate School of Life Sciences website on Wednesday, September 3, at around 17:00.

Graduate School of Life Sciences website: *HOME > For Students > Completion and Advancement to the Doctoral Course Procedures > Information about Completion and Advancement to the Doctoral Course Procedures* <https://www.lifesci.tohoku.ac.jp/oncampus/completion/>

7. Degree Conferment and Graduation Ceremony

The University's degree conferment ceremony and the Graduate School of Life Sciences' graduation ceremony are scheduled for Thursday, September 25, 2025. Details will be posted on the Graduate School of Life Sciences website under “For Students” around the end of August.

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* Gakunaibin: “ A20, Academic Affairs Section, Graduate School of Life Sciences”