

Details of Application for Master's degree by Students Expected to Complete the Master Course of the Graduate School of Medical Sciences in 2024

1. Requirements for awarding degrees

Students should acquire 30 credits or more within a period of 2 years or longer, and pass the Master's thesis review and final examination. However, for those who have made excellent achievements, the academic period of attendance can be 1 year.

2. About submission of application documents

Please submit the following documents to the student affairs office of GSMS by the deadline.

※Please refer to Attachment 1 “Degree Application Schedule”.

◎Documents to be submitted

The documents can be downloaded from the website of GSMS.

<http://www.medphas.kumamoto-u.ac.jp/en/medgrad/gakunai/sinsei/>

For Current Students→Degree application Interim review

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|-----|--------------------------------------|-------|--------|---------------------------|
| (1) | Check sheet | | 1 copy | |
| (2) | Application Form for master's Degree | | 1 copy | |
| (3) | Master's Thesis | | 1 copy | [No bookbinding required] |
| (4) | Abstract of Master's Thesis | | 2 copy | [A4] |
| (5) | Resume | | 1 copy | |

◎Please send the author name and the title of the Thesis with the sending title “Application for Master's degree: XXXX (name of applicant)” via e-mail to the following address without attaching anything

Address: Iyg-igaku-3@jimu.kumamoto-u.c.jp

3. Submission

Student Affairs Office, Graduate School of Medical Sciences (Medical Education & Library Building 3F)

4. Public Presentation Schedule

※Please refer to Attachment 1 ” Degree Application Schedule”

(1) First Review

Documentary examination conducted at the educational committee on the third Wednesday and the Faculty meeting on the fourth Wednesday (this may be changed depending on circumstances).

(2) Public Presentation

The date and place, and examiners will be announced after the first review.

(3) Second Review

Conducted at a faculty meeting on the fourth Wednesday of the month (this may be changed depending on

circumstances). The result of the review will be announced after the second review.

5. Note

- (1) The Public Presentation will have 20 minutes of presentation and 10 minutes of discussion.
- (2) Submit the Thesis and Abstract to all the examiners one week prior to the public presentation (review).

Documentation Guidelines

1. Application Form for master's Degree

- (1) Please sign. (Foreigners may use their signatures instead of a seal.)
- (2) The Academic advisor's signature are required.
- (3) Please write candidate's names for examiners.

The Chief examiner must select a professor from the GSMS.

An academic advisor, an introductory advisor, coauthors of Thesis, and advisors who belong to the same department of applicant are not permitted to be examiners.

2. Master's Thesis

- (1) Language should be Japanese or English.
- (2) If the title of the Thesis is Japanese, an English translation should be provided along with the Japanese; if English, Japanese should be provided with the English.
- (3) The paper should be A4 size, vertical, horizontal, and the margin should be 25mm on both sides.
- (4) Make the font size about 10.5 to 12 points.
- (5) A table of contents should be printed according to the order below. Figures and tables should be appropriately inserted.
 - 1) Summary (Within 1 page)
 - 2) List of Abbreviations
 - 3) Background and Objective of Study
 - 4) Method
 - 5) Results
 - 6) Discussion (including bibliography)
 - 7) Conclusion
 - 8) Acknowledgments
 - 9) References
 - 10) The meeting list related to this paper
- (6) The paper shall be printed color double-sided,
The submission in permanent binding is not required.

3. Abstract of Master's Thesis

- (1) Please keep it simple and easy to understand in 2 pages of A4 size
- (2) As the sample below shows, it is recommended in principle that the abstract be divided into objective, method, results, discussion, and conclusion.
- (3) Minimize the use of abbreviations. When using an abbreviation for the first time, write the words in full

followed by the abbreviation in parentheses. Example: Duchenne muscular dystrophy (DMD). However, this does not apply to abbreviations widely recognized in medical science and biology (for instance: DNA, ATP).

- (4) Minimize the use of English. When writing in English, use lower case letters in principle.
- (5) The titles recorded in the Master's Thesis and the abstract should correspond with one another.

4. Resume

- (1) Prepare the margins: top 25 mm, bottom 15 mm, left 25 mm, right 15 mm.
- (2) The size of the text should be 10 point.
- (3) Please sign and seal. (Foreigners may use their signatures instead of a seal.)
- (4) The resume should be no more than one page each.
- (5) Kana over name to indicate pronunciation.
- (6) Foreigners shall enter their nationality.
- (7) Please state your educational background starting with the University from which you graduated.
※Please provide the exact date.
- (8) If there is no applicable business career, please enter "none".

Degree Application Schedule (For Students who Expected to Complete in March 2025)

Schedule	Degree Applicant	Committee · Faculty Meeting
<p>April 1, 2024~ By 5 p.m. November 29, 2024</p>	<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p>【Doctoral Course】 * Deadline of Application</p> <p>(To Student Affairs office of GSMS)</p> </div>	
	<p>◎Please revise the places which pointed out by committee, and prepare for the formal submission.</p>	<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p>Examination by Committee Professors</p> </div>
<p>By 5 p.m. December 4, 2024</p>	<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p>【Master Course】 * Deadline of Application for Master's degree</p> <p>(To Student Affairs office of GSMS)</p> </div>	
<p>By 5 p.m. December 17, 2024</p>	<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p>【Doctoral Course】 Deadline for amendments for Doctoral degree</p> </div>	
<p>December 18, 2024</p>		<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p>Educational committee</p> <p>◎We officially receive your application and arrange examiners for final defense.(Public presentation)</p> </div>
<p>January 8, 2025</p>		<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p>Faculty meeting =First Review=</p> <p>◎Your examiners are decided.</p> </div>
<p>January 15, 2025~</p>	<p>As soon as the examiner and schedule of public presentation is confirmed, we will inform it by email.</p> <p>◎Bring a thesis and abstract to your examiners in person promptly.</p>	
<p>January 27, 2025 ~ February 3, 2025</p>	<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p>Public Presentation (Doctoral Course) Public Presentation (Master's Course)</p> </div>	
<p>February 20, 2025</p>		<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p>Faculty meeting =Second Review=</p> <p>◎Deliberation your result: pass or fail</p> </div>
<p>Around the beginning of March</p>	<p>We will announce you result by email</p> <p>◎In accordance with the notification, please submit necessary data and documents before you graduate.</p>	
<p>On March 25, 2025</p>	<p>Completion Ceremony</p>	

* Including students expected to complete earlier