

# Chapter 4 Process for Acquiring the Master's Degree

## Students Who Enrolled in or after Academic Year 2018

### 1. Requirements for Completing the Master's Program

Students must fulfill the following requirements in order to complete the master's program. Earning credits for MASTER THESIS 1 and 2 is required for the Thesis Track, and earning credits for the MASTER PROJECT 1 and 2 is for the Non-Thesis Track option.

#### (1) Thesis Track

- a. Complete four or more semesters at the Graduate School of Media and Governance excluding any period of temporary leave of absence

This is waived for students who are granted early completion of the master's program.\*1

- b. Acquire a total of thirty credits or more (including 2 credits from the MASTER THESIS 1 and 2)

The total of thirty credits may not include:

- Credits Earned from Optional Subjects (Jiyu Kamoku)
- Credits exceeding a maximum of 16 credits obtained from Project Courses and Master Research Courses (MASTER SEMINAR)
- Credits exceeding a maximum of ten credits obtained from the following:
  - Credits earned before entering the master's program \*2 (maximum eight credits)
  - Credits earned from other graduate programs at Keio University
  - Credits transferred from universities after enrolling in the Graduate School of Media and Governance (including from universities overseas).

- c. Pass the MASTER THESIS 1 (make a Mid-term Presentation and pass it)

- d. Pass the MASTER THESIS 2 (pass the evaluation of the Master's Thesis and the Final Examination)

#### (2) Non-Thesis Track

It is possible to complete the master's program and acquire a master's degree without writing a thesis. Students must fulfill the following requirements in order to complete the master's program by the non-thesis track. Before deciding to take this option, students should discuss the matter carefully with their research advisor and be sure to register for the non-thesis track when submitting the Master's Thesis/Presentation Title Application form. Students must take MASTER PROJECT 1 in the semester of their Mid-term Presentation and MASTER PROJECT 2 in the semester they expect to complete the master's program. Students who select the non-thesis track should read references to the master's thesis in this Guidebook instead as the "activities and results report of the Project Courses.

- a. Complete four or more semesters at the Graduate School of Media and Governance excluding any period of temporary leave of absence

This is waived for students who are granted early completion of the master's program.\*1

- b. Acquire a total of thirty credits or more (including two credits from MASTER PROJECT 1 and 2)

The total of thirty credits may not include:

- Credits Earned from Optional Subjects (Jiyu Kamoku)
- Credits exceeding a maximum of 16 credits obtained from Project Courses and Master Research Courses (MASTER SEMINAR)
- Credits exceeding a maximum of ten credits obtained from the following:
  - Credits earned before entering the master's program \*2 (maximum eight credits)
  - Credits earned from other graduate programs at Keio University
  - Credits transferred from other universities (including overseas) after enrolling in the Graduate School of Media and Governance.

- c. Meet the GPA requirement \*3 on courses approved by the Academic Advisor

- d. Pass the MASTER PROJECT 1 (make a Mid-term Presentation and pass it)

- e. Pass the MASTER PROJECT 2 (pass the evaluation of the activities and results report of the Project Courses and the Final Exam)

\*Please note that students must also submit the activities and results report of the Project Courses.

### \*1: Early Completion of the Master's Program

Students who are classified by section two of Article 109 of the Keio University Graduate Schools Regulations as having made outstanding academic achievement may be awarded a Master's degree by the Graduate School Committee without being enrolled for more than four semesters.

**Requirements:** The student meets the GPA requirements \*3 and has accomplished work equivalent to the following three examples of academic achievements:

- Completed one original paper that has been published, is in press, or has been accepted for publication in an academic journal after referees' review, as the only, or primary, author.
- Published an academic book
- Became a high-ranking award winner in a notable competition.

**How to apply:** Have your Main Research Advisor submit the Reason for Early Completion of the Master's Program Form to the Graduate Committee.

**Application Deadline:**

Those expecting to complete the master's program in September 2021: August 17, 2020  
(if completing the program in the third semester).

Those expecting to complete the master's program in March 2022: February 17, 2021  
(if completing the program in the third semester)

\*Students planning to complete the program in two semesters (one year) must come to the Academic Affairs Office upon enrolling in the graduate school during orientation. If the student does not report it in this period, they cannot complete the program in two semesters.

\*The student must inform his/her Main Research Advisor, Co-research Advisors, and examiners of his/her candidacy for early completion of the master's program beforehand. The Graduate School Committee will decide based on the academic record, result of the Final Examination (Final Presentation), and the Main Research Advisor's appraisal of the student concerning the possibility of an early completion.

### \*2: Transferable Credits Earned Before Entering the Master's Program

Graduate students who have already completed the Program Courses (Research Area Courses before academic year 2006) of the Graduate School of Media and Governance (excluding Program Courses – Heisetsu) with grading criteria "S," "A," or "B" in their undergraduate years either in the Faculty of Policy Management or Faculty of Environment and Information Studies\* may apply for a transfer of their credits after entering the master's program. A maximum of eight transferred credits may be certified as credits required for completing the master's program. Credits earned in or before Academic Year 2016 will be graded as "G," while those earned in or after Academic Year 2017 will be graded as S, A, or B. Students cannot include those credits that are counted as credits required to graduate from the undergraduate program. Students who have completed the aforementioned Program Courses while they were non-degree students (with credits) or short-term international students may also apply for a transfer of credits.

If students in the Program for Leading Graduate Schools (All-round type) or students in the Bachelor's-Master's Four-Year Integrated Education Program have questions about transferable credits earned before entering the master's program, they should contact the Academic Affairs Office, first floor of the Alpha Building.

\*This includes students registered for courses as non-degree students in the Graduate School of Media and Governance and short-term international students.

**Required Documents:**

- The Application for Accreditation of Transferable Credits Earned before Entering the Master's Program with the seal/signature of the Academic Advisor of the Program that the student belongs to. The form can be downloaded from the following URL: <https://www.students.keio.ac.jp/en/sfc/gsmg/class/thesis-degree/master.html>  
(a copy is acceptable if the original is presented)

**Submission Deadline:**

Students who enrolled in April: May 15, 2020 of the first year of enrollment

Students who enrolled in September: End of October of the first year of enrollment

**Place of Submission:**

Application form: submit by email to [g-staff@sfc.keio.ac.jp](mailto:g-staff@sfc.keio.ac.jp)

Grade Report: submit at the Academic Affairs Office

### \*3: GPA Requirement

The GPA is calculated from grades earned from courses at Keio University, excluding grades earned from Project Courses, the Master's Thesis, Master Research Courses, Optional Subjects (Jiyu Kamoku), and grades of approved transferable credits earned before entering the master's program. The GPA is calculated based on the following scale: S=4.0, A=3.0, B=2.0, C=1.0, D=0.0. The requirement is to maintain a GPA of 2.5 or above (GPA shall be calculated to two decimal places and rounded down to one decimal place).

## 2. Process and Schedule for Acquiring a Master's Degree

For details, see "3. Detailed Process for Acquiring the Master's Degree."

Relevant forms can be downloaded on the Keio University Student Website.

<https://www.students.keio.ac.jp/en/sfc/gsmg/class/thesis-degree/master.html>

Students planning for the Early Completion of the Master's Program, and students in the Program for Leading Graduate Schools (All-round type), Bachelor's-Master's Four-Year Integrated Education Program, and Indonesia Linkage Program (Master's Program), should contact the Academic Affairs Office, first floor of the Alpha Building.

	Expected Completion in September 2020	Expected Completion in March 2021	Expected Completion in September 2021
(1) Submit the Master's Thesis/Presentation Title Application Form	(The deadline has already passed.)	January 31, 2020 (The deadline has already passed.)	July 10, 2020
(2) Submit the Master's Thesis/Presentation Title Amendment Form (if required)	(The deadline has already passed.)	July 8	January 22, 2021
(3) Mid-term Presentation (Poster Presentation) *You cannot pass the Master's Thesis 1 if you do not make a Mid-term Presentation.	(The presentation has already done.)	July 22	February 2
(4) Announcement of Results of the Mid-term Presentation	March 10	September 4	March 10
(5) Submit the Final Master's Thesis/Presentation Title Amendment Form (if required)	June 5	December 20	Middle of June (tentative)
(6) Submit the Master's Thesis and Other Required Documents	3:00 pm, June 30, 2020	3:00 pm, January 12, 2021	Beginning of July (tentative)
(7) Final Examination (Final Presentation)	July 21 or 22	February 1 or 2	Late July (tentative)
(8) Announcement of the Results for the Final Examination (Final Presentation) *Even if you submit your Master's Thesis, failing this test will not allow you to complete your Master's Degree	July 23	February 3	Following the day of the Final Examination
(9) Amend the Master's Thesis (if required)	July 28	February 8	Late July (tentative)
(10) Announcement on completion of Master's program	September 4	March 10	Beginning of September (tentative)

\*Students who select the non-thesis track should read references to the "Master's Thesis" in this Guidebook instead as the "activities and results report of the Project Courses."

## 3. Detailed Process for Acquiring the Master's Degree

Applying or altering your thesis title, as well as submission and amendments to your thesis, are all done online through SFC-SFS.

### (1) Submit the Master's Thesis/Presentation Title Application Form

Students must consult with their Main Research Advisor and obtain permission from them to submit Master's Thesis 1. Then, they must submit the "Graduate School of Media and Governance Application Form: Master's Thesis Title / Master's Presentation Title" early on in the semester prior to when the student plans to undertake the Master's Thesis. In principle, the Main Research Advisor must be a Graduate School Committee member in charge of a Master Seminar.

**How to submit:** Login to SFC-SFS→Click [GRAD] tab→Click [Thesis Title Apply/Amend] menu  
→Review the title and language of your Thesis→Make the change and click [Send modification]

\*The student must submit the application after the Main Research Advisor recommends two Co-Research Advisors to the student and approves of it (these three persons evaluate your Master's Thesis). In principle, Co-Research Advisors must be Graduate School Committee members or faculty members in charge of a Project Course in the current semester. However, one of the Co-Research Advisors may be someone who is not teaching in the current semester at the Graduate

School of Media and Governance (referred to as External Co-Research Advisor). The Main Research Advisor gives approval through SFC-SFS. The application form will not be processed until the Main Research Advisor has authorized it. Therefore, students must ask their Main Research Advisor for authorization after submitting the application. You cannot be permitted to submit an application without their approval.

\*The title of the master's thesis must be identical to the one written on the full master's thesis at the time of submission, including punctuation and use of upper and lower case.

\*If the Master's Thesis will be written in Japanese, English must be included on the application.

## (2) Submit the Master's Thesis/Presentation Title Amendment Form (if required)

If students wish to change their thesis title, they must consult with and obtain approval from their Main Research Advisor.

**How to submit:** Login to SFC-SFS→Click [GRAD] tab  
→Click [Thesis Title Apply/Amend] menu→Input ①Advisors ②Thesis Titles→Click [Submit]

\*The title of the master's thesis must be identical to the one written on the full master's thesis at the time of submission, including punctuation and use of upper and lower case.

## (3) Mid-term Presentation

The Mid-term Presentation assesses students' progress on their way to the Final Examination (Final Presentation). Students make a presentation to and receive advice from Graduate School of Media and Governance faculty members who are in the same and differing research fields as the student. Only students who registered for MASTER THESIS 1 or MASTER PROJECT 1 may make a Mid-term Presentation. Students must check on SFC-SFS that their thesis title and the names of their Main Research Advisor and Co-Research Advisors are correct. Confirm details of the presentation format which will become available on the keio.jp website.

**Presentation Format:** Poster presentation

**Date of presentation:** The end of the semester before the semester in which you plan to graduate. Those planning to complete the program in March: the beginning of February, and those planning to complete the program in September: the late of July in the prior year.

## (4) Announcement of Mid-term Presentation Results

**Method of Announcement:** Refer to "MASTER THESIS 1" or "MASTER PROJECT 1" on your grade report to see if you passed or failed. The Grade Report will be mailed to students and will also become available to see online.

## (5) Submit the Final Master's Thesis/Presentation Title Amendment Form (if required)

If students wish to change their thesis title, they must consult with and obtain approval from their Main Research Advisor.

**How to submit:** Login to SFC-SFS→Click [GRAD] tab  
→Click [Thesis Title Apply/Amend] menu→Input ①Advisors ②Thesis Titles→Click [Submit]

\*The title of the master's thesis must be identical to the one written on the full master's thesis at the time of submission, including punctuation and use of upper and lower case.

## (6) Submit the Master's Thesis (or the Research Activity Report of the Project Courses)

### Submission Deadline:

Students scheduled to complete the program in September 2020: 3:00 p.m. on Tuesday, June 30, 2020

Students scheduled to complete the program in March 2021: 3:00 p.m. on Tuesday, January 12, 2021

**Required document:** Submit your Master's Thesis as a PDF (PDF/A recommended)

**How to submit:** Login to SFC-SFS→Select [GRAD] tab

→Click [Thesis Title Apply/Amend] menu→Input ①Advisors ②Thesis Titles→Click [Submit]

- Details on the format are described in the following section 4. Instructions on "How to Prepare the Master's Thesis."
- Students who have design drawings, artwork or computer programming software as additional material, must consult with Academic Affairs staff before submitting them. Some artwork, such as models, are not accepted.
- Students must consult with their Main Research Advisor if they are submitting anything that cannot be submitted as a PDF file, such as photographs.
- Submissions will not be accepted after the deadline under any circumstances.
- The Master's Thesis can be amended as many times as needed during the submission period. The system will begin accepting submission two to three weeks prior to the submission deadline.

Those taking the non-thesis track must submit the activities and results report of the Project Courses.

## (7) Final Examination (Final Presentation)

The Final Examination (Final Presentation) assesses the academic achievement of master's students. Students make a presentation based on their thesis (or the research results for students chose the non-thesis track). Students must pass the Final Examination in order to successfully complete the master's program.

**Presentation Duration:** 30 minutes per student (oral presentation: 20 minutes, question-and-answer session: 10 minutes)

**Required Documents:** Presentation materials should be uploaded to the Master Thesis System. Although not required, your master's thesis and master's thesis summary can also be uploaded.

**Available Equipment:** A projector and a document camera

- The Main Research Advisor of the student cannot act as an examiner during the final examination. Students are evaluated by five or more examiners, including their Co-Research Advisors.
- Students must set up required devices during the question-and-answer period of the previous speaker.
- Students must prepare paper documents in case electronic devices are unavailable for use.
- If students wish to use electronic devices, other than those provided by the university, they are expected to install and uninstall such devices by themselves.

## (8) Announcement of the Result for the Final Examination (Final Presentation)

**Time of Announcement:** About 10:00 a.m. on the day following the Final Examination (Final Presentation)

**Method Announcement:** Announcement will be made through the Master Thesis System. **(9) Amend the Master's Thesis**

Amendments may only be made to Master's Theses if the Main Research Advisor instructs the student to do so.

**How to make amendments:**

- a. The Main Research Advisor instructs the student to amend the thesis on SFC-SFS
- b. The student re-registers the amended file.

Login to SFC-SFS→Click [GRAD] tab→Click [Thesis Submission] menu→Check the title→Enter the necessary information.→Choose the file→Review the checklist then [Submit]

- c. The Main Research Advisor confirms and authorizes the amendment(s).

## (10) Announcement of the Completion of the Master's Program

Students are comprehensively evaluated based on the following criteria:

- Total number of acquired credits
- Evaluation of the Master's Thesis
- Result of the Final Examination (Final Presentation)

**Time of Announcement:**

Those graduating in September 2020: Friday, September 4, 2020

Those graduating in March 2021: Wednesday, March 10, 2021

**Method of Announcement: Check the final decision space on your grade report.**

The Grade Report will be mailed to students and will also become available to see online.

Login to SFC-SFS→Select [COURSE] →Click [Start Gakuji Web] button →Click [View Academic Record]

# Students Who Enrolled in or before Academic Year 2017

## 1. Requirements for Completing the Master's Program

Students must fulfill all of the following requirements in order to complete the master's program. Students can complete the program by obtaining credits from the MASTER THESIS, or without doing so with the non-thesis track option.

### (1) Thesis Track

- a. Complete four or more semesters at the Graduate School of Media and Governance excluding any period of temporary leave of absence  
This is waived for students who are granted early completion of the master's program.\*1
- b. Acquire a total of thirty credits or more (including two credits from the Master's Thesis)  
The total of thirty credits may not include:
  - Credits Earned from Optional Subjects (Jiyu Kamoku)
  - Credits exceeding a maximum of ten credits obtained from the following:
    - Credits earned before entering the master's program (maximum eight credits)
    - Credits earned from other graduate programs at Keio University
    - Credits transferred from other universities (including overseas) after enrolling in the Graduate School of Media and Governance.
- c. Make a Mid-term Presentation
- d. Pass the evaluation of the Master's Thesis
- e. Pass the Final Examination (Final Presentation)

### (2) Non-Thesis Track

It is possible to complete the master's program and acquire a master's degree without writing a thesis. Students must fulfill the following requirements in order to complete the master's program by the non-thesis track. Before deciding to take this option, students should discuss the matter carefully with their Main Research Advisor. Students who select the non-thesis track should read references to the master's thesis in this Guidebook instead as the activities and results report of the Project Courses.

- a. Complete four or more semesters at the Graduate School of Media and Governance excluding any period of temporary leave of absence. This is waived for students who are granted early completion of the master's program.\*1
- b. Acquire a total of thirty credits or more  
The total of thirty credits may not include:
  - Credits earned from Optional Subjects (Jiyu Kamoku)
  - Credits exceeding a maximum of ten credits obtained from the following:
    - Credits earned before entering the master's program (maximum eight credits)
    - Credits earned from other graduate programs at Keio University
    - Credits earned transferred from other universities (including universities overseas) after enrolling in the Graduate School of Media and Governance.
- c. Meet the GPA requirement \*2 on courses approved by the Academic Advisor
- d. Make a Mid-term Presentation
- e. Pass the inspection of your Research Activity Report of the Project Courses  
Submit a report of your activities in the Project Courses and pass the inspection.
- f. Pass the Final Examination (Final Presentation)  
Make a presentation on your research activities and results and pass it.

**\*1: Early Completion of the Master's Program**

Students who are classified by section two of Article 109 of the Keio University Graduate Schools Regulations as having made outstanding academic achievements may be awarded a Master's degree by the Graduate School Committee without being enrolled for more than four semesters.

**Requirements:** The student meets the GPA requirements \*2 and has accomplished work equivalent to the following three examples of academic achievements:

- Completed one original paper that has been published, is in press, or has been accepted for publication in an academic journal after referees' review, as the only, or primary, author.
- Published an academic book
- Became a high-ranking award winner in a notable competition.

**How to apply:** Have your Main Research Advisor submit the Personal Statement for Early Completion of the Master's Program Form to the Graduate School Committee (physically, or by email to [g-staff@sfc.keio.ac.jp](mailto:g-staff@sfc.keio.ac.jp)).

**Application Deadline:** Those expecting to complete the program in September 2020: April 13, 2020.  
 Those expecting to complete the program in March 2021: September 18, 2020

The student must inform his/her Main Research Advisor, Co-research Advisors, and examiners of his/her candidacy for early completion of the master's program beforehand. The Graduate School Committee will decide based on the academic record, and result of the Final Examination (Final Presentation), and the Main Research Advisor's appraisal of the student concerning the possibility of an early completion.

**\*2: GPA Requirement**

The GPA is calculated from grades earned from courses at Keio University, excluding grades earned from Project Courses, the Master's Thesis, Optional Subjects (Jiyu Kamoku), and grades of approved transferable credits earned before entering the master's program. The GPA is calculated based on the following scale: S=4.0, A=3.0, B=2.0, C=1.0, D=0.0. The requirement is to maintain a GPA of 2.5 or above (GPA shall be calculated to two decimal places and rounded down to one decimal place).

**2. Process and Schedule for Acquiring a Master's Degree**

For details, see "3. Detailed Process for Acquiring the Master's Degree."  
 Relevant forms can be downloaded from the Keio University Student Website.

URL : <https://www.students.keio.ac.jp/en/sfc/gsmg/class/thesis-degree/master.html>

	Expected Completion in September 2020	Expected Completion in March 2021
(1) <b>Submit the Master's Thesis/Presentation Title Application Form</b>	October, 2019 (The deadline has already passed.)	April 24, 2020
(2) <b>Submit the Master's Thesis/Presentation Title Amendment Form</b> *If required	April 24, 2020	October 9
(3) <b>Mid-term Presentation (Oral Presentation)</b> *You cannot complete the Master's program if you do not make a Mid-term Presentation.	May 13	October 28
(4) <b>Submit the Final Master's Thesis/Presentation Title Amendment Form</b> *If required	June 5	December 18
(5) <b>Submit the Master's Thesis and Other Required Documents</b> *Deadline is strictly enforced.	3:00 pm, June 30	3:00 pm, January 12, 2021
(6) <b>Final Examination (Final Presentation)</b> *Announcement of the Results for the Final Examination (Final Presentation)	July 21 or 22	February 1 or 2
(7) <b>Announcement of Results of the Final Examination</b> *You cannot complete the Master's program if you do not pass the Final Examination, even if you submitted your Master's Thesis.	July 23	February 3
(8) <b>Amend the Master's Thesis</b> *Only if instructed to do so by your Main Research Advisor	July 28	February 8
(9) <b>Announcement on completion of Master's program</b>	September 4	March 10

**Caution:** Students who select the non-thesis track should read references to the "Master's Thesis" in this Guidebook instead as the "activities and results report of the Project Courses."

### 3. Detailed Process for Acquiring the Master's Degree

Applying or altering your thesis title, as well as submission and amendments to your thesis, are all done online through SFC-SFS.

#### (1) Submit the Master's Thesis/Presentation Title Application Form

Students must consult with their Main Research Advisor and submit the "Graduate School of Media and Governance Application Form: Master's Thesis Title / Master's Presentation Title" early on in the semester prior to when the student plans to undertake the Master's Thesis. In principle, the Main Research Advisor must be a Graduate School Committee Member.

**How to apply:** Login to SFC-SFS→Select [GRAD] tab→Click [Thesis Title Apply/Amend] menu  
→Input ①Advisors ②Thesis Titles→Click [Submit]

\*The student must submit the application after the Main Research Advisor chooses two Co-Research Advisors for the student (these three persons evaluate your Master's Thesis). In principle, Co-Research Advisors must be Graduate School Committee members or faculty members in charge of a Project Course in the current semester. However, one of the Co-Research Advisors may be someone who is not teaching in the current semester at the Graduate School of Media and Governance (referred to as External Co-Research Advisor). The Main Research Advisor should complete the authorization process on SFC-SFS. The application form will not be processed until the Main Research Advisor has authorized it. Therefore, students must ask their Main Research Advisor for authorization after submitting the application.

\*The title of the master's thesis must be identical to the one written on the Master's Thesis at the time of submission, including punctuation and use of upper and lower case.

\*If the Master's Thesis will be written in Japanese, English must be included on the application.

#### (2) Submit the Master's Thesis/Presentation Title Amendment (if required)

If students wish to change their thesis title, they must consult with and obtain approval from their Main Research Advisor.

**How to apply:** Login to SFC-SFS→Select [GRAD] tab→Click [Thesis Title Apply/Amend] menu  
→Review the title and language of your Thesis→Make the change and click [Send modification]

\*The title of the Master's Thesis must be identical to the one written on the full Master's Thesis at the time of submission, including punctuation and use of upper and lower case.

#### (3) Mid-term Presentation

The Mid-term Presentation assesses students' progress on their way to the Final Examination (Final Presentation). Students must check that the schedule sheet distributed at the Mid-term Presentation correctly shows their thesis title and the names of their Main Research Advisor and Co-Research Advisors.

**Presentation Duration:** 15 minutes per student (oral presentation: 10 minutes, question-and-answer session: 5 minutes)

**Required Documents:** Students must prepare approximately twenty copies of the presentation summary which should be one or two pages A-4 size pages in length, and give it to their evaluator(s) before the presentation.

**Available Equipment:** A projector and a document camera

- Students must set up required devices during the question-and-answer period of the previous speaker.
- Students must prepare paper documents in case electronic devices are unavailable for use.
- If students wish to use electronic devices, other than those provided by the university, they are expected to install and uninstall such devices by themselves.

#### (4) Submit the Final Master's Thesis/Presentation Title Amendment Form (if required)

If students wish to change their thesis title, they must consult with and obtain approval from their Main Research Advisor.

**How to apply:** Login to SFC-SFS→Click [GRAD] tab→Click [Thesis Title Apply/Amend] menu  
→Review the title and language of your Thesis→Make the change and click [Send modification]

\*The title of the master's thesis submitted must be identical to the one written on the full master's thesis at the time of submission, including punctuation and use of upper and lower case.



**(5) Submit the Master's Thesis (or the Research Activity Report of the Project Courses)**

**Submission Deadline**

Students scheduled to complete the program in September 2020: 3:00 p.m., Tuesday, June 30, 2020

Students scheduled to complete the program in March 2021: 3:00 p.m., Tuesday, January 12, 2021

**Required for Submission**

Master's Thesis: PDF file (PDF/A format)

**How to submit:** Login to SFC-SFS→Select [GRAD] tab→Click [Thesis Submission] menu→Check the title  
→Enter the necessary information.→Choose the file→Review the checklist then [Submit]

- Details on the format are described in the section "Instructions on How to Prepare the Master's Thesis."
- Students who have design drawings, artwork or computer programming software as additional material, must consult with Academic Affairs staff before submitting them. Some artwork, such as models, are not accepted.
- Students must consult with their Main Research Advisor if they are submitting anything that is not replaceable, such as photographs.
- Submissions will not be accepted after the deadline under any circumstances.
- The Master's Thesis can be amended as many times as needed during the submission period. The system will begin accepting submissions two to three weeks prior to the submission deadline.
- Those taking the non-thesis track must submit an activities and results report of the Project Courses.

**(6) Final Examination (Final Presentation)**

The Final Examination (Final Presentation) assesses the academic achievement of master's students. Students make a presentation based on their thesis (or the research results for students chose the non-thesis track). Students must pass the Final Examination in order to successfully complete the master's program.

**Presentation Duration:** 30 minutes per student (oral presentation: 20 minutes, question-and-answer session: 10 minutes)

**Required Documents:** Students must prepare approximately twenty copies of the presentation summary which should be one or two pages A-4 size pages in length, and give it to their evaluator(s) before their presentation.

**Available Equipment:** A projector and a document camera

- The Main Research Advisor of the student cannot act as an examiner during the final examination. Students are evaluated by four or more examiners, including their Co-Research Advisors.
- Students must set up required devices during the question-and-answer period of the previous speaker.
- Students must prepare paper documents in case electronic devices are unavailable for use.
- If students wish to use electronic devices, other than those provided by the university, they are expected to install and uninstall such devices by themselves.

**(7) Announcement of the Result for the Final Examination (Final Presentation)**

**Time of Announcement:** About 10:00 a.m. on the day following the Final Examination (Final Presentation)

**Method of Announcement:** on the top page of Gakuji Web System

login to SFC-SFS → select [COURSE]tab → click [Gakuji Web] button → click [Start Gakuji Web System] button

**(8) Amend the Master's Thesis**

Amendments may only be made to Master's Theses if the Main Research Advisor instructs the student to do so.

**How to make amendments:**

- a. The Main Research Advisor instructs the student to amend the thesis on SFC-SFS
- b. The student re-registers the amended file.  
Login to SFC-SFS→Click [GRAD] tab→Click [Thesis Submission] menu→Check the title  
→Enter the necessary information.→Choose the file→Review the checklist then [Submit]
- c. The Main Research Advisor confirms and authorizes the amendment(s)

**(9) Announcement of the Completion of the Master's Program**

Students are comprehensively evaluated based on the following criteria:

- Total number of acquired credits
- Evaluation of the Master's Thesis
- Result of the Final Examination (Final Presentation)

**Time of Announcement:**

Those graduating in September 2020: Thursday, September 4, 2020.

Those graduating in March 2021: Tuesday, March 10, 2021

**Method of Announcement: Check the final decision space on your grade report.**

The Grade Report will be mailed to students and will also become available to see online.

Login to SFC-SFS→Click [GRAD] tab→Click [View Grade Report]

## **Instructions on How to Prepare the Master's Thesis**

Check how to prepare your Master's Thesis carefully before submitting it.

Be aware that your Master's Thesis may not be accepted if it is not prepared correctly.

### **Instructions**

#### **Thesis Written in English**

1. Title page
2. Thesis abstract in English
3. Thesis abstract in Japanese (optional)
4. Master's thesis

#### **Thesis Written in Japanese**

1. Title page
2. Thesis abstract in Japanese
3. Thesis abstract in English
4. Master's thesis

- File type: Submit your Master's Thesis as a PDF (PDF/A recommended).
- Abstract: Write around five keywords related to your Master's Thesis at the bottom of the page.
- Format: Download the format for the title page and abstract from the Keio student website.  
URL: <https://www.students.keio.ac.jp/en/sfc/gsmg/class/thesis-degree/master.html>
- When submitting your Master's Thesis through SFC-SFS, include the Japanese and English abstracts as well as the keywords.  
\*If writing your thesis in English, you do not need to submit a Japanese abstract.
- There is no set font size or page margins.

### **Language**

The master's thesis and other related documents must be written in Japanese or English.

### **Format**

The following is a sample table of contents of a master's thesis.

Students may change the name of headings and arrange chapters and sections as they see fit. There is no specified format, such as font size, margin, both sides or one-side printing, to write a master's thesis.

#### **Sample of a Master's Thesis, Table of Contents**

##### Chapter 1: Introduction

- Overviews
- Objectives

##### Chapter 2: Background of Research

- Situation of research within and outside Japan
- Trend of research

##### Chapter 3: Research Summary

- Research summary
- Characteristics and originality of research (compare with other research)
- Expected outcome of research
- Research methodology Intermediate Chapters: Achievements of Research
- Details on approaches and achievements
- Explanation of models and programs
- Presenting characteristics of achievements s

##### Final Chapter: Conclusion

- Summary of research achievements
- Future challenges

##### Acknowledgements

##### References

- Provide complete references for all works cited, including the authors and other information. Students should clarify the connection between their research and the references.

##### Appendix

## Master's Thesis Layout Sample

### Cover & Title Page

Master's Thesis (Academic Year 2020)

Title of the Thesis

Keio University  
Graduate School of Media and Governance

Name

### Thesis Abstract (in English)

Abstract of Master's Thesis Academic Year 2020

Title  
Summary

Key Word  
1 2 3 4 5  
Keio University  
Graduate School of Media and Governance  
Name

### Thesis Abstract (in Japanese)

修士論文 2020年度

論文題目  
論文要旨

キーワード  
1 2 3 4 5  
慶應義塾大学大学院政策・メディア研究科  
氏名

Thesis writing samples are available at the Academic Affairs Office in the A building, so feel free to take a look.