

Application Procedure for Master's Thesis

1. Required documents.....number of copies

- 1) Request for Master's Degree Thesis Assessment (Appended Form 1) 1
_ NOTE1: If your thesis is in English, its title needs to be translated into Japanese
- 2) Curriculum Vitae (Appended Form 2)..... 1 + Word data
- 3) The Gist of Master's Thesis (Appended Form 3) 1 + Word data
_ If your thesis is in English, its title needs to be translated into Japanese
_ Maximum length: 400 words in English or 1,000 letters in Japanese
Additionally, summarize the most important result of your work in about 80 words in English or 200 letters in Japanese.
- 4) Screening committee Candidacy form (Appended Form 4) 1
_ Choose screening committee candidates from 04-2.Screening Committee Member List
_ Check the notes on 04-1.Screening committee Candidacy form
- 5) Preferred dates for the thesis examination.....1
- 6) Confirmation Form for Master's Degree Recorded Items..... 1+ Word data
- 7) Confirmation.....1
- 8) Career Sheet.....Answer from Microsoft Forms
- 9) Master's thesis1+ PDF data
_ If you cannot convert to PDF, word data is also acceptable.
- 10) Master's Thesis confirmation form.....1

You can download the forms at

http://www.tmd.ac.jp/cmn/mpghgh/research_and_thesis.html

_The thesis title should exactly match on each required document.

※Changes to the Master's thesis title of the after submission of required documents will be accepted only if “(10) Master's Thesis confirmation form by Supervisory Professor” is checked.

2. Submission place

1) Document (1)-(7)

Place to submit: JD & MPH Unit (Building No.1 West 1F)

With regard to a Word or a PDF file, submit by e-mail. (e-mail: jd@ml.tmd.ac.jp)

*Application documents must be handed over to the above mentioned submit departments, however, providing that a student cannot visit there because he/she lives in distant place, he/she can submit the documents via postal mail.

2) Document (8)

Place to submit: Microsoft Forms

*Please inform JD&MPH Unit when you have submitted it.

3) Document (9), (10)

Place to submit: Thesis and Dissertation Team, Educational Planning Section(学務企画課企画調査係) Building No.1 West 1F

With regard to word file or PDF file, submit the file saved onto a CD-R or send by e-mail.

(e-mail: grad.doctor_med.adm@tmd.ac.jp)

4) Please inform your two e-mail addresses (except TMDU e-mail) to JD&MPH Unit so that we can contact you even after your graduation.

3. Application term

(1) ~ (8) November 18(Mon) ~ November 22(Fri), to 17:00

(9)、(10) January 6(Mon) ~ January 8(Wed), 2025, to 17:00

4. Thesis Defense Term

January 20(Mon) ~ January 24(Fri), 2025

5. Master's Degree conferral

Master's Degrees to successful candidates will be conferred on March 25(Tue) 2025, upon approval of the Thesis Defense evaluation by the Graduate School Committee. (Meeting: early in March 2025).

6. Precautions

○Research misconduct

Master's theses are to be written in accordance with the Tokyo Medical and Dental University Code of Good Research Conduct. They shall not contain any fabrication or falsification of data or findings, plagiarism in research-related matters, or other forms of research misconduct, and are to be written without outside assistance.

Fabrication: The invention of non-existent data and/or research findings.

Falsification: The modification of research materials, equipment and/or processes; the processing of research findings, etc. such that they are no longer authentic.

Plagiarism: The appropriation of the ideas, analyses and/or analytical methods, data, findings, research papers and/or terminology of another researcher without their consent or without proper accreditation.

○Required Documents of confirmation

When research for a Master's thesis includes any of the following types of research and it is not possible to confirm that such research has been conducted with the prior approval of the relevant committee, etc., or the research is in conflict with the TMDU Code of Good Research Conduct, the submitted thesis may not be recognized as a Master's Dissertation.

In addition, in principle, with regards to the research used in the doctoral dissertation, the name of the

applicant must be listed as a person conducting the research in the application documents to the relevant committee, etc. (*Required for research conducted by the applicant himself/herself directly). Any serious violation of TMDU's Code of Good Research Conduct will be subject to punishment.

【Types of research in question】

- (1) Genetic recombination experiments
- (2) Animal experiments
- (3) Experiments using pathogenic microorganisms, etc.
- (4) Experiments using specific pathogens, etc.
- (5) Research using human embryonic stem cells
- (6) Research using human induced pluripotent stem cells
- (7) Human genome / gene analysis research
- (8) Research involving human subjects (or human-derived specimens and/or data, including clinical data, etc.)
- (9) Plans involving the provision of regenerative medicine (Types 1-3)
- (10) Prerequisites for submitting self-declaration of conflict of interest

○ **Master's thesis**

Please note the following points when using the contents of published papers, experimental data, figures, etc., for creating a Master's thesis.

(1) Make it possible to clearly distinguish between the parts that the applicant has done and the parts that have not been done.

(2) Due to copyright issues, the applicant may need permission to republish the figures even if the papers are created by the applicant or research group.

If it is difficult to get permission to republish, be sure to edit the figure.

7. Other

If you have any questions, please contact us below.

-Document (1) ~ (8): JD&MPH Unit (jd@ml.tmd.ac.jp)

-Document (9), (10): Educational Planning Section

Tel: 03 (5803) 5074 (grad.doctor_med.adm@tmd.ac.jp)