

# [Graduate School of Science, Osaka Metropolitan University]

## Handling Guidelines — Master's Course —

### **Handling of Theses**

Created on April 1, 2022

Revised on November 8, 2023

#### **Headings**

Overview of Processes from Master's Degree Application to Degree Conferral

Dissertation Examination Guidelines (Master's Course)

Section 1. Degree Conferral Application

1. Application Eligibility
2. Application Procedure
3. Application Deadlines

Section 2. Degree Conferral Examination

1. Establishment of Dissertation Examination Committee
2. Duties of the Dissertation Examination Committee
3. Deadlines for Examination

Section 3. Degree Conferral Deliberations

[Reference] Evaluation Criteria for Dissertations and Theses at the Graduate School of Science, Osaka Metropolitan University (Diploma Policy)

[Inquiries]

Education Promotion Section, Graduate School of Science Academic Affairs Team

Email: kyik-sci@ml.omu.ac.jp

[Sugimoto Campus]

3-3-138 Sugimoto, Sumiyoshi-ku, Osaka-shi, Osaka 558-8585 Osaka

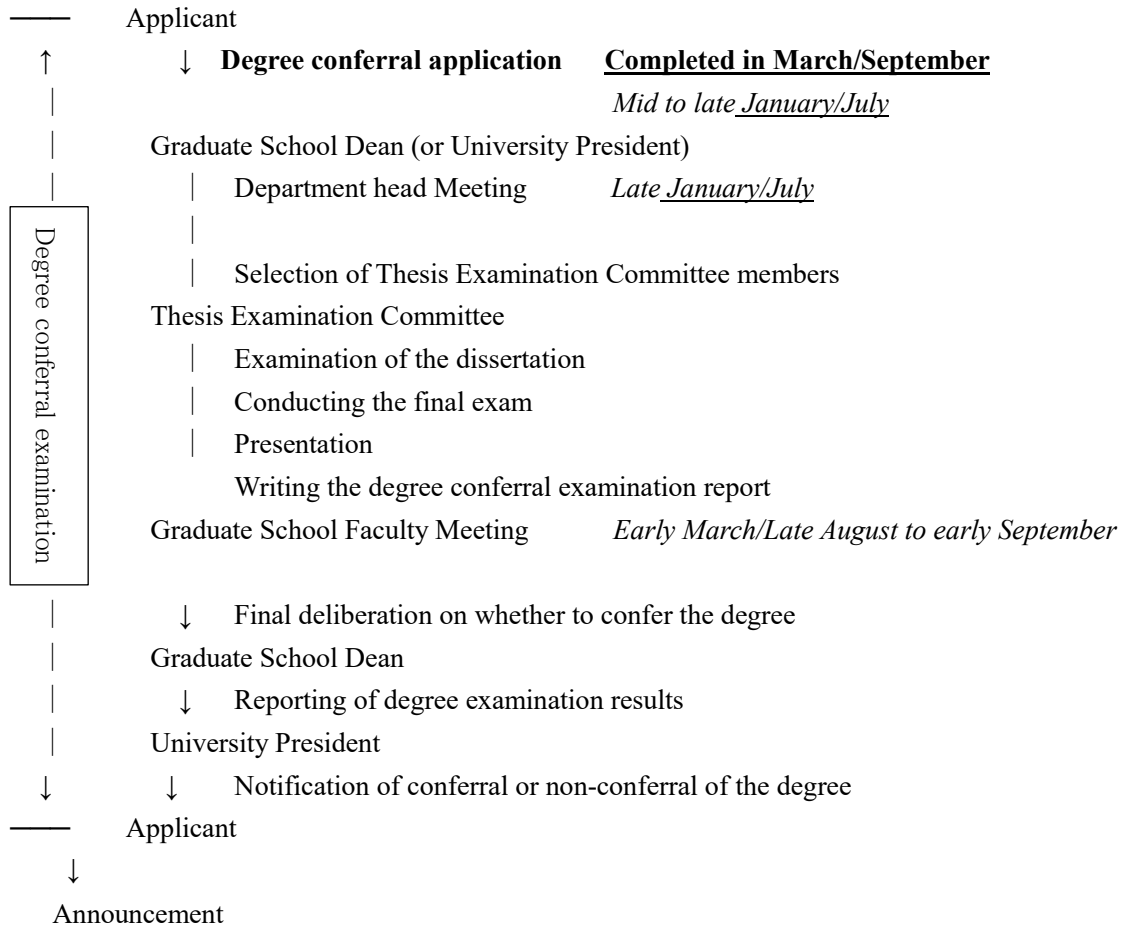
Tel: 06-6605-2501

[Nakamozu Campus]

1-1 Gakuen-cho, Naka-ku, Sakai-shi, Osaka 599-8531

Tel: 072-254-8396

**[Overview of Processes from Master's Degree Application to Degree Conferral]**



Graduate School of Science, Osaka Metropolitan University

Dissertation Examination Guidelines (Master's Course)

Created on April 1, 2022

Revised on November 8, 2023

## **Section 1. Degree Conferral Application**

### **1. Application Eligibility**

Anyone wishing to apply for a degree conferral must have the following qualifications.

Qualification 1. Anyone enrolled in a Master's program at the Graduate School of Science who has been so for two years by the end of the thesis examination and are expected to earn the prescribed credits, including those mandatory for their specialization (Article 4, Paragraph 1 of the Degree Regulations).

Qualification 2. Anyone not covered by the above, who has a research history equal to or higher than Qualification 1, and is recognized by the Graduate School Faculty Meeting.

### **2. Application Procedure**

A person applying for a degree must submit the following documents to the graduate school dean and make an application to the university president (Article 5, Paragraph 1 of the Degree Regulations).

- a. Application for degree conferral (Form No. 3) . . . 1 copy
- b. Master's thesis . . . 1 copy
- c. Thesis Title (Form No. 12) . . . 1 copy

### **3. Application Deadlines**

The deadline is decided by the Department head Meeting for those students who meet the criteria for Qualifications 1 or 2 to acquire the prescribed credits by March (or September).

## **Section 2. Degree Conferral Examination**

### **1. Establishment of Dissertation Examination Committee and Selection of Academic Ability Committee**

(1) The department head propose members for a Thesis Examination Committee to the graduate school dean, while taking into consideration the following regulations a–d.

- a. The committee members shall include at least three professors from the Graduate School (Article 8, Paragraph 2 of the Degree Regulations).
- b. Notwithstanding the provisions of the preceding paragraph, a maximum of one associate professor or lecturer from the Graduate School may be appointed as a member of the Dissertation Examination Committee when specifically approved by the Graduate School Faculty Meeting (Article 8, Paragraph 3 of the Degree Regulations).
- c. When deemed necessary by the Graduate School Faculty Meeting, in addition to the Dissertation

Examination Committee members stipulated in the preceding two paragraphs, the following persons may be added (Article 8, Paragraph 4 of the Degree Regulations).

1. Associate professors and lecturers from the relevant graduate school;
  2. Professors, associate professors, and lecturers from other graduate schools;
  3. Professors from the graduate schools of other universities;
  4. Faculty members of research institutes, etc.
- d. The chief examiner shall be selected from among the Dissertation Examination Committee members specified in (c) and (d) (Article 8, Paragraph 5 of the Degree Regulations). However, the research supervisor cannot be the chief examiner. However, this does not apply to cases where the Graduate School Faculty Meeting explicitly permits the research supervisor to serve as the chief examiner due to the peculiarities of the research field.
- (2) The graduate school dean shall distribute the applicant's name, thesis title, and proposed composition of the Thesis Examination Committee to all members of the Graduate School Faculty Meeting ahead of the meeting.
- (3) The Thesis Examination Committee is established with the approval of the Graduate School Faculty Meeting.
- (4) Notwithstanding the regulations of the preceding paragraph, matters to be deliberated by the Graduate School Faculty Meeting shall be deliberated at the Department head Meeting delegated by the Graduate School Faculty Meeting.

## **2. Duties of the Thesis Review Committee**

The main duties of the Thesis Examination Committee are as follows:

- (1) Dissertation examination
- (2) Conducting the final exam

The final exam shall be conducted orally or in writing of subjects related to the dissertation, with a focus on the dissertation (Article 9 of the Degree Regulations).
- (3) Reporting dissertation examination results

After completing the dissertation examination and the final exam, a Dissertation Examination Committee report (Form No. 7), including the following matters, shall be prepared and submitted to the graduate school dean.

  - a. Summary of the contents of the dissertation
  - b. Summary of the dissertation examination results
  - c. Summary of the final exam results

## **3. Deadlines for Examination**

The examination and final exam shall be completed during the applicant's period of enrollment (Article 11, Paragraph 1 of the Degree Regulations).

## **Section 3. Degree Conferral Deliberations**

Degree conferral deliberations shall be conducted by the Graduate School Faculty Meeting in the following manner (Article 13 of the Degree Regulations):

- (1) The graduate school dean shall distribute the materials for deciding on the master's program and the thesis examination records based on the Thesis Examination Committee report to all professors prior to the convening of the Graduate School Faculty Meeting (Article 12 of the Degree Regulations).
- (2) Degree conferral deliberations at the Graduate School Faculty Meeting require the attendance of at least two-thirds of the members of the meeting and shall be conducted according to the following procedure:
  - a. Deliberations are made based on the materials for deciding on the master's program and the thesis examination records, after which a decision is made on whether to confer the degree.
  - b. A decision to confer the degree requires the approval of at least two-thirds of the attendees.

(Reference)

Evaluation Criteria for Dissertations and Theses at the Graduate School of Science, Osaka  
Metropolitan University (Diploma Policy)

(Master's program)

Through wide-ranging and systematic study of specialized knowledge in basic science fields, human resources are cultivated, fostering their independent curiosity, having a high level of academic knowledge, creativity, and sense of ethics, and becoming able to contribute to the development of the latest science and technology as well as social development. Considering these educational purposes, a master's degree will be awarded to those who have acquired the following abilities:

1. Possessing independent curiosity and advanced specialized knowledge in basic science fields.
2. Possessing rich educational refinement and a high level of ethics and creativity.
3. Having advanced specialization that can contribute to social development and the ability to pursue research as a researcher, engineer, etc.
4. Acquiring abilities required of researchers, engineers, etc., with advanced specialization (abilities for holding discussions, making presentations, solving problems, thinking logically).