

# Application Guide for Master's Degree (Completed in March 2025)

## 1. Eligibility (Who can apply)

A master's student who has been in the Graduate School of Design more than 2 years (except for the period of taking leave of absence) in March 2025, with enough credits to complete the course or with prospective acquisition of required credits proved by her/his supervisor.

※Please see a credit list of master course and notes of caution for taking classes written in the student handbook, and make sure you have got enough credits to complete the course with your own transcript.

Even if you've got enough credits to complete the course in total, you cannot graduate when you have not got enough credits in each subject category.

## 2. What to submit

If you would like to submit the thesis, please prepare

- (1) 修士学位申請書 (Application format) - 1 original paper
- (2) 修士論文 (thesis) - 3 copies (1 original, 2 copies) \*for exam
- (3) 修士論文データ (Thesis data in PDF file) – 1 copy \*for university

※The PDF file should be submitted by storage devices such as a CD-R. In the disc's case, please include the paper which "thesis title, your department, course and name" are written.

If you would like to submit the work, please prepare

- (1) 修士学位申請書 (Application format) - 1 original paper
- (2) 作品説明書及び作品 (Description paper of your work and work data) - 3 copies  
\*for exam \*It should be printed and transformed into data if you cannot carry
- (3) 作品説明書及び作品データ (Description paper data in PDF file and work data)  
\*for university

※The PDF file should be submitted by storage devices such as a CD-R. In the disc's case, please include the paper which "thesis title, your department, course and name" are written.

## 3. Submission deadline

5:00 p.m. Wednesday on January 15<sup>th</sup> 2025

## 4. Contact

Administrative Office (Design), KYUSHU UNIVERSITY  
Student Affairs Division, Academic Affairs Section  
4-9-1 Shiobaru Minami-ku Fukuoka 815-8540, JAPAN  
Tel +81-92-553-4419  
E-mail:gkgkyomu@jimu.kyushu-u.ac.jp

# How to submit your thesis / work

## 1. Thesis

- (1) Use A4-size paper and bind left side.
- (2) The original should be printed on high quality white paper. 2 copies are not necessarily to be printed on high quality paper.
- (3) Make thesis information paper as following and print and paste it on the front cover/spine respectively.
- (4) Bind your thesis in a soft covered file.
- (5) In the CD-R disc's case, include the paper on which "thesis title, your department, course and name" and other information written in front cover are written.
- (6) Put Japanese translation if the title is in English.

[Spine]

TITLE  
2DS23999X  
NAME

[ Front Cover ]

Master's thesis  
T I T L E  
(Japanese translation of the title)  
January 2025 Submitted  
Kyushu University Graduate School of Design, Department of Design  
(or Design Strategy) XXX courses\*not required for Design Strategy majors  
Master's course Enrollment: April, 20XX  
Student Number: 2DS23999X  
N A M E  
Research Advisor: N A M E

## 2. Description paper of your work and "work" itself

- (1) If your work is hard to carry and submit, you may submit a copy of the book etc., which introduces your work (hereinafter referred to as "Description paper of your work") instead of your work.
- (2) Make a description paper of your work following the instruction for thesis submission.
- (3) Make work information paper as following and print and paste it on the front cover/spine respectively.
- (4) In the CD-R disc's case, include the paper on which "thesis title, your department, course and name" and other information written in front cover are written.
- (5) Put Japanese translation if the title is in English.

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