

November, 2023

To all students who wish for re-admission in AY 2024

Graduate School of Science and Engineering
Ritsumeikan University

Information Sheet about the “Master’s Thesis Progress Report and Plan for Completion” (excel .xlsx)

To limit face-to-face contact such as the transfer of paper documents and therefore prevent the spread of the Novel Coronavirus (COVID-19), the “**Master’s Thesis Progress Report and Plan for Completion**” is provided to students **as digital document (excel)** and shall be used for data transfer with your Research Supervisor.

1. Purpose

Your Research Supervisor can type the required information (comment, date and name) directly into the excel document “Master’s Thesis Progress Report and Plan for Completion”, which will be transferred as digital data to avoid close contact. See below for details about the procedure.

2. How to use the excel document for data transfer

- 1) Fill out the excel document "Master’s Thesis Progress Report and Plan for Completion". (It is attached to the same email as this information sheet.)
- 2) After you filled out the document, send it to your supervisor via email, etc. as excel file (do NOT convert to another format) and ask him/her to enter the required information in the designated field (comment, date and your supervisor’s name).
- 3) Your supervisor should send you back the filled-out document **as PDF**. (Sending back the document in excel format is not necessary).
- 4) Print out the PDF and submit it to the Administrative Office **via postal service**. Submission as digital document will NOT be accepted. (Please check the instruction regarding procedures at the end of Leave of Absence for details about the submission period.)