

Guidelines for Thesis Submission

(Master's degree)

**Master's Program
of Animal Science and Agriculture
Graduate School
of Animal and Veterinary Sciences and Agriculture
Obihiro University
of Agriculture and Veterinary Medicine**

I. Requirements for program completion

For a student to complete the Master's Program of Animal Science and Agriculture, a student must have been registered in the program for two years or more, earned 30 credits or more, and passed an evaluation of the master's thesis and the final test. To be awarded a 'Master of Animal and Food Hygiene' in the program, a student must have earned 32 credits or more following the requirements of the 'Degree Program of Animal and Food Hygiene'.

However, a student who has outstanding research achievements may apply for 'Early Completion' to shorten his/her enrollment period.

(Article 16-2 of Graduate School Regulations, Article 2 of Detailed Rules on Degrees, Handling Rules of Early Completion, Handling Procedures of Early Completion)

II. Requirements for acceptance of a thesis

Requirements for the acceptance of a thesis are as follows.

All conditions from (1) to (3) below must be fulfilled:

- (1) Must have been enrolled the prescribed length (two years) or more by the end of the relevant semester, or have been admitted as a candidate of 'Early Completion' by the President,
- (2) The candidate must have acquired the required number of credits (6 credits of core courses, 2 credits of foreign language course, 14 credits of compulsory courses in each laboratory, 4 or more credits of electives in each laboratory and 30 or more credits in total for the degree of 'Master of Veterinary Life Science' or 'Master of Agriculture'. 6 credits of core courses, 2 credits of foreign language course, 10 credits of compulsory courses in each laboratory, 4 credits of the degree program's compulsory courses, 4 credits of the degree program's compulsory electives and 6 or more credits of program's electives for the degree of 'Master of Animal and Food Hygiene'), or in the process of completing the courses at the time of submission,
- (3) The thesis is a single-author in principle and have been confirmed that there is no plagiarism by his/her main supervisor.

III. Degree application dates

In principle, the application deadline is on or before January 31st for March graduation, and around July 10th for September graduation. These dates may change depending on the academic calendar. The University announces the schedule for degree application at the beginning of each academic year. The applications must be submitted to the office of the Educational Affairs Section. (Article 3 of the Detailed Rules on Degrees)

IV. Documents to be submitted for degree application

Name of document	Form	No. of sets to submit
① Application for Thesis Evaluation	Form No. 1	1
② Thesis/Dissertation Index	Form No. 4	4
③ Abstract of the thesis/dissertation	Form No. 5	4
④ Thesis		4 hard copies

* Number of sets required for ② and ③ above apply when the Degree Committee consists of

three members. If there are more than three members, submit the number per member plus one set. (Article 4 of the Detailed Rules on Degrees)

V. Thesis evaluation and final test

1 Thesis evaluation

- (1) In principle, the candidate's main supervisor will select the prospective members of a Degree Committee
- (2) A Degree Committee must consist of a lead referee and two or more co-referees, namely three or more members in total. A lead referee is selected from Professors, Associate Professors, and Senior Assistant Professors. They must have been designated as qualified to be a main supervisor by the Master's Program, exclusive of the candidate's main supervisor.
- (3) The President shall determine the acceptability of a thesis submitted by a candidate, based on the recommendation of the Graduate School Education Committee. For a thesis to be presented to the President, it must first be submitted to the Committee for evaluation.
- (4) The Graduate School Education Committee shall establish a Degree Committee to evaluate each thesis.
- (5) The lead referee of a Degree Committee shall organize and conduct an open public review of the thesis.
- (6) The thesis's open public review shall consist of an oral presentation by the candidate and a question and answer session.
- (7) Upon consulting with the Degree Committee's co-referees, the lead referee of the Committee will submit the results of the evaluation to the President using the "Summary of Thesis Evaluation Results" form.

2 Final test

- (1) The candidate's Degree Committee shall conduct an oral or written examination on subjects or fields pertinent to the thesis.
- (2) The lead referee of a Degree Committee shall compile the examination results after consulting with the co-referees and submit the results to the President using the "Summary of Final Test Results" form.

VI. Diploma Policy

<Common diploma policy for all laboratories>

In the Master's Program of Animal Science and Agriculture, the degree shall be conferred on persons who have taken the courses set up in the curriculum and obtained the required credits to complete the program, who have obtained advanced research skills and wide perspectives that enable them to resolve issues of food safety and other issues in agricultural and livestock science using their up-to-date knowledge and skills in animal science and agriculture such as veterinary life science, animal production, ecology and environmental science, food science, agricultural economics, engineering for agriculture, plant production science, and interdisciplinary fields including these, and who have acquired the following skills:

1. Ethics: Ethics and morals correspondent to social standards and commensurate with a specialist,
2. Abilities to identify and resolve issues on their own in life, food, and environmental science while keeping globalization in mind, and resolve them,
3. Communication skills: Presentation skills necessary to explain their process of thinking and

making judgments with a global viewpoint,

4. Technical knowledge and skills: knowledge and skills on respective Specialties in this master's program commensurate with advanced professionals, or basic skills commensurate with researchers on issues in respective Specialties, from the perspective of fusing agriculture, animal science, and veterinary medicine.

[Diploma policy for Graduate Degree Program of Animal and Food Hygiene]

The degree shall be conferred on persons who have acquired advanced and comprehensive knowledge and skills in hygienic management and quality assurance of livestock products and other foods under international safety and hygienic standards, and superior abilities in their practice and application.

<Diploma policy for each laboratory>

[Veterinary Life Science]

1. Ethics: ethics and morals based on knowledge of veterinary life science and deep understanding about social activities,
2. Issue-resolving skills: abilities to identify issues on their own in veterinary life science, and resolve them,
3. Good communication skills: presentation and communication skills necessary to precisely express their thoughts and opinions, and exchange opinions in veterinary life science fields while respecting others' thoughts and opinions,
4. Technical knowledge and skills: a wide range of technical knowledge of veterinary life science including basic veterinary life science, animal pathobiology, studies of animal infectious diseases, studies of etiology and control of animal diseases, and animal clinical science, and ability to apply and develop these skills and knowledge in society, based on their knowledge of basic biology, and agriculture and animal science.

[Animal Production Science]

1. Ethics: ethics and morals based on knowledge of animal production and deep understanding of social activities,
2. Issue-resolving skills: abilities to identify issues on their own in livestock and life sciences, and resolve them,
3. Communication skills: presentation and communication skills necessary to precisely express their thoughts and opinions, and exchange opinions in the field of animal production while respecting others' thoughts and opinions,
4. Technical knowledge and skills: understanding of the physiology and behavior of domestic animals, and possession of systematic technical knowledge and skills from the basics to applications that lead to genetic improvement and improvement in productivity.

[Ecology and Environmental Science]

1. Ethics: ethics and morals based on knowledge on ecology and environmental science and deep understanding about social activities,
2. Issue-resolving skills: abilities to identify issues on their own on ecology and environmental science, and resolve them,
3. Communication skills: presentation and communication skills necessary to precisely express their thoughts and opinions, and exchange opinions in the field of ecology and environmental science while respecting others' thoughts and opinions,
4. Technical knowledge and skills: comprehensive and systematic knowledge and skills in roles, functions, and interactions of various organisms that constitute environment, and in conservation, management, and utilization of ecosystems.

[Food Science]

1. Ethics: ethics and morals based on knowledge on food science and deep understanding about social activities,
2. Issue-resolving skills: abilities to identify issues on their own in food science, and resolve them,
3. Communication skills: presentation and communication skills necessary to precisely express their thoughts and opinions, and exchange opinions in food science while respecting others' thoughts and opinions,
4. Technical knowledge and skills: advanced knowledge, skills and application for production and processing of foods made from agricultural and livestock ingredients, and about the functionality and safety of such foods.

[Agricultural Economics]

1. Ethics: ethics and morals based on knowledge on agricultural economics and deep understanding about social activities,
2. Issue-resolving skills: abilities to identify issues on their own in agricultural economics, and resolve them,
3. Communication skills: presentation and communication skills necessary to precisely express their thoughts and opinions, and exchange opinions in the field of agricultural economics while respecting others' thoughts and opinions,
4. Technical knowledge and skills: advanced knowledge and skills in agricultural economy in order to utilize local resources and support the improvement of food productivity and food safety.

[Engineering for Agriculture]

1. Ethics: ethics and morals based on knowledge of engineering for agriculture and deep understanding about social activities,
2. Issue-resolving skills: abilities to identify issues on their own in engineering for agriculture and resolve them,
3. Communication skills: presentation and communication skills necessary to precisely express their thoughts and opinions, and exchange opinions in the field of engineering for agriculture while respecting others' thoughts and opinions,
4. Technical knowledge and skills: advanced knowledge and skills in production techniques and environmental control in order to support the improvement of food productivity utilizing local resources.

[Plant Production Science]

1. Who have acquired advanced knowledge, skills, and research abilities in quantitative and qualitative improvement of plant production based on advanced knowledge of plant physiology, biology and heredity as well as soil, and who intend to contribute to society from a viewpoint of plant production science,
2. Who have acquired undergraduate-level basic knowledge and skills in plant production science,
3. Who can set up research plans on their own in the field of plant production science based on knowledge and skills for improving and producing crop plants, and knowledge and skills in soils and pests,
4. Who can use knowledge and information to think logically about issues on quantitative and qualitative improvement of plant production, and explain the results.

VII. Evaluation criteria for the thesis

The thesis should be written in Japanese or English about the research that the master's degree candidate conducted independently. The thesis will be evaluated based on the diploma policies of the graduate school, and the program and laboratory that the candidate belongs to and the following criteria.

1. A title that clearly identifies the topic of the thesis.
2. An introduction (background, objective), methods, results, discussion, figures, tables and references are presented in a standard thesis style.
3. Previous studies are critically investigated and analyzed to provide the background and objective of the dissertation.
4. Methods are described in detail, so it is clear why they were selected for the research.
5. Data are shown accurately and clearly in the text using figures and tables.
6. Results are interpreted critically and discussed in reaching logical conclusions.
7. The thesis includes creative and original findings.
8. References are listed completely and accurately and with careful attention paid to research ethics, including plagiarism and proper citation.

VIII. The decision on degree conferral

The results of the thesis evaluation and the final test administered by each Degree Committee shall be reported to the President by the lead referee, and the President shall make the final decision on awarding degrees after hearing the opinion of the Faculty Council (practically, the opinion of the Graduate School Education Committee which is a delegation of the Faculty Council).

IX. Storage of theses

After evaluation and degree conferral decision, the theses are kept in the University Library.

[Dissertation Format for OUAVM]

I Thesis format for degree application

- 1 Fasten the thesis to the degree application with a clip and submit the number of copies per member of the Degree Committee plus one set. (e.g., when the Committee consists of 3 members, submit four sets)
- 2 The thesis must be written in Japanese or English. Latin and other languages can be used in part, provided that there are clear explanations in the primary language.
- 3 Use A4-size, high-quality white paper, create the thesis with word processing software, and print on one-side only. Theses in Japanese must be printed horizontally from left to right.
- 4 The following points must be observed in the body of the thesis:
[Japanese] 11-12 point font-size, 36-40 characters per line, 32-40 lines per page
[English] 10-11 point font-size, 10-11 point character-feed, 32-40 lines per page
* Various fonts and sizes can be used for the sake of clarity in either language.
- 5 Insert the page number at the center of the bottom margin, excluding the front cover, inside cover, and table of contents pages.
- 6 The following points must be observed on the front cover and inside cover of a thesis:
 - (1) The front cover of a thesis written in Japanese must be in Japanese, and one written in English must be in English,
 - (2) A thesis written in Japanese must have the inside cover written in English following the front cover written in Japanese. A thesis written in English must have the inside cover written in Japanese following the front cover written in English,
 - (3) The front and inside covers must have the thesis title, the year of completion (Gregorian calendar year), the author's name, the program name, the graduate school name, and the name of the University,
 - (4) The title on the cover must be in 20-point font or larger. For the Japanese title, it must be a 16-point font or larger and larger than the English title,
 - (5) The year of completion on the cover must not include the month of completion (the 'year' is not the year of submission but expected year of completion),
 - (6) The author's name on the cover must be written in order of family name to first name. Also, all letters of the family name must be written in capital letters.

[A sample of Front Cover and Inside Cover]

Study on agricultural development in Hokkaido	北海道における農業の発展に関する研究
20XX	令和〇〇年 (20〇〇)
SMITH John Master's Program of Animal Science and Agriculture Graduate School of Animal and Veterinary Sciences and Agriculture Obihiro University of Agriculture and Veterinary Medicine	帯広畜産大学大学院畜産学研究科 畜産科学専攻博士前期課程 スミス ジョン

- 7 The following points must be observed with the content of the thesis:
- (1) The table of contents page follows the front cover, and followed by the body of the thesis,
 - (2) The body of the thesis, which starts with a preface or foreword followed by the text with multiple chapters, must have a General Discussion or General Conclusion at the end,
 - (3) The abstract or summary, list of references, and other items follow the body of the thesis. The abstract or summary of a thesis written in Japanese must be written in English. The abstract or summary of a thesis written in English must be written in Japanese.
- 8 The following points must be observed with the format of the thesis:
- (1) The text should be written with the appropriate use of commas (,) and periods (.). When writing in Japanese, the Japanese period (。) can be used instead. Titles must not include a period (.) or (。), as they should not be sentences. Incidentally, the “center point” (・) is seldom used in English writing,
 - (2) In principle, when writing in Japanese, the Japanese names of animals and plants must be in katakana. When writing in English, scientific names must be italicized,
 - (3) When writing in English, observe the general rules of capitalization,
 - (4) When writing in Japanese, indent the first word of a paragraph by one character. When writing in English, indent the first word of a paragraph by approximately five spaces or leave a blank line between paragraphs,
 - (5) English hyphenation should be checked in a dictionary about where to place the hyphen,
 - (6) When writing in Japanese, terms such as “*oyobi*” or “*aruiwa*” or “*sarani*” or “*sunawachi*” can be written in kanji or hiragana. In choosing between kanji and hiragana for these, be consistent. Use them carefully, considering readability in light of the context,
 - (7) When writing in Japanese, omit the comma between each set of brackets. i.e., “ 「」, 「」, 「」 ” shall become “ 「」 「」 「」 ”
- 9 ‘Full copy’ or ‘Exact copy’ or ‘Copy and Paste’ from others’ work without explicit permission shall be considered plagiarism and result in the thesis’s rejection. When quoting part of another paper or literature, or material on the internet, the source must be explicitly specified, and the quote should be kept to a minimum. This rule also applies when the candidate is quoting from his/her work; the quote should be kept to a minimum, and it is unacceptable to use a page or entire chapter.
- 10 The quotes from other works shall be specified explicitly and be shown at the end of the thesis as ‘References’ in which the following points must be mentioned: (1) author(s) or editor(s), (2) translator(s), (3) title, (4) publisher, (5) publication year, (6) quotation page(s). If the case of a quotation from the internet, the following points must be mentioned at least: (a) title of the materials, (b) publication year (if indicated), (c) URL, (d) the search date.

II Thesis Index (Form No. 4)

Follow the example provided and any instructions in the remarks column.

Delete the instructions in the remarks column when submitting.

1 Title of the thesis

Include a Japanese translation of an English title, in parentheses ().

- (1) Lower case letters must be used except for first words, proper nouns, and scientific names.
- (2) Scientific names must be italicized.

2 Supportive academic papers

This is the materials of the article of which the candidate is the lead author, must be part of the thesis. However, this is not required for a master’s thesis, so normally leave this field blank.

3 Reference papers

- (1) Reference papers refer to academic papers that are not supportive academic papers, of

which the first author or co-author is the candidate.

- (2) In the case of articles not yet published, the candidate must get a certificate issued by the head of the journal's editorial committee stating that the article "will be published in issue XX of volume XX of Academic Journal XX". The certificate must be attached. Include the notation (certificate of publication attached) after the acceptance date, when an article is yet to be published. (If the source and date can be confirmed, submission by fax or e-mail is also acceptable.).

III Abstract of the thesis (Form No.5)

Follow the sample provided and any instructions on the form.

IV Organization of documents for submission

- (1) Archival use (1 set)

Put the documents in the following order using a clip to hold them together.

- ① Application for Thesis Evaluation [Form No.1]
- ② Thesis/Dissertation Index [Form No.4]
- ③ Abstract of the thesis/dissertation [Form No.5]
- ④ Reference paper(s) (if used)
- ⑤ Thesis

- (2) For the use of the Degree Committee (one set per member)

Put the documents in the following order using a clip to hold them together.

- ① Thesis/Dissertation Index [Form No.4]
- ② Abstract of the thesis/dissertation [Form No.5]
- ③ Reference paper(s) (if used)
- ④ Thesis

V Forms for submission

Refer to the following pages.

別記様式第1号（第4条関係）（記入例）

学位論文審査願

注1：「提出」年月日

令和4年1月26日

国立大学法人帯広畜産大学長 殿

帯広畜産大学大学院畜産学研究科

畜産科学 専攻 博士前期 課程

学籍番号 20170099

注2：印鑑がない場合は必ず直筆で署名すること

氏名 十勝 未来 印

帯広畜産大学学位規程第5条第1項の規定により、修士（~~農学~~/~~動物医科学~~/~~畜産衛生学~~）の学位論文（4部）に下記の書類を添えて提出しますので、ご願います。

注3：該当する学位の種類以外を削除もしくは二重取消線で消すこと

記

注4：学位論文審査委員の人数+1部を提出すること

- 1 論文目録
- 2 学位論文要旨

4部

4部

注5：主指導教員の直筆署名と押印が必要。印字は不可

主指導教員氏名

畜大博士 印

[Entry example]

Form No.1

Application for Thesis Evaluation

Note 1: The date of submission
Year / Month / Day

Date: 2022. 1. 26

To: President of Obihiro University of
Agriculture and Veterinary Medicine

Applicant

Master's Program of Animal Science and Agriculture

Graduate School of Animal and Veterinary Sciences and Agriculture

Note 2: Print the 'Name of Applicant'

Obihiro University of Agriculture and Veterinary Medicine

Student ID: 20170099

Note 3: The 'Signature of the Applicant' must be handwritten; an E-signature is not allowed.

Name of Applicant: John SMITH

Signature of Applicant: John Smith

I am applying for the Master's degree (~~Agriculture / Veterinary Life Science / Animal and Food Hygiene~~) by submitting a thesis and the required documents/forms, in accordance with Section 1, Article 5 of Obihiro University of Agriculture and Veterinary Medicine Degree Rules.

Note 4: Delete the specialty of the degree not being applied for by using a double line.

- 1 Thesis Index 4 sets
- 2 Abstract of the thesis 4 sets

Note 5: '1' and '2' should match the number of members of the Degree Committee plus one set.

Note 7: Handwriting should be expected for 'Signature of Main Advisor', E-signature cannot be allowed.

Signature of Main Advisor

Hiroshi Chikudai

別記様式第4号 (第4条, 第7条, 第9条関係) (記入例)

論 文 目 録

注1：題目が和文の場合は英文題目を、英語の場合は和文題目をカッコ書きで付すこと。題目には句点（”.”や”.”）は付さないこと

学位論文

題 目 ウシ卵管と子宮の体外培養系における局所免疫応答
(The local immune response in bovine oviduct and uterus *in vitro*)

学位論文の基礎となる学術論文

注2：修士論文の場合は必要ありませんので、通常は、削除せずに空欄のままにしておいてください

題 目
著者名
学術雑誌名 〃に発表・発表予定
(巻・号・頁) (. . ~)
発行年月 年 月

参考論文

注3：参考論文とは、申請者が著者として加わった論文のこと。記載方法・印刷公表されていない場合は、掲載が決定した日付を記載し、「(論文掲載証明書)」と追記したうえで別途添付すること

題 目 Expression and localization of apelin and its receptor APJ in the bovine corpus luteum during the estrous cycle and PGF2α-induced luteolysis
著者名 Suzuki Y, Tokachi M, Takeda Y, Chikudai H
学術雑誌名 Reproduction 〃に発表・~~発表予定~~
(巻・号・頁) (135 . 4 . 519 ~ 525)
発行年月 2021年12月 (論文掲載証明書)

注4：学位論文、参考論文の英文題目の表記は、文頭の単語及び固有名詞の最初の文字のみ大文字
(例) Study on agricultural development in Hokkaido

注5：「提出」年月日 令和4年1月26日

注6：必ず、提出者本人が直筆で署名すること

注7：提出時には、この備考欄の文言は削除すること

学位申請者 氏名 (自署) 十勝 未来

- 備考
- 1 論文題目が外国語の場合には、() 書きで和訳を付すること。
 - 2 学術論文等が2種以上あるときは、列記し、現物に番号を付すること (博士論文)。
 - 3 修士論文については、学位論文の基礎となる学術論文および参考論文は要件ではないので記載は特に必要としない。

Thesis/Dissertation Index

Thesis/Dissertation

Note 1: Include a Japanese translation of an English title

Title: The local immune response in bovine oviduct and uterus *in vitro*
(ウシ卵管と子宮の体外培養系における局所免疫応答)

The Candidate's Supportive Academic Paper(s)

Title:

Note 2: This is not required for a master's thesis, so normally leave it blank but do not delete this field.

Author(s):

Academic Journal:

published • to be published

(Vol • No • Page)

(. . ~)

Date of Issue (Year/Month)

/

Reference Paper(s)

Note 3: Reference papers refer to academic papers of which first author or co-author is the candidate. If a paper has been accepted, but not yet published, write "(Certificate of publication attached)" and attach the certificate separately.

1. Title: Expression and localization of apelin and its receptor APJ in the bovine corpus luteum during the estrous cycle and PGF2 α -induced luteolysis

Author(s): Suzuki Y, Smith J, Takeda Y, Chikudai H

Academic Journal: Reproduction

published • ~~To be published~~

(Vol • No • Page)

(135 • 4 • 519 ~ 525)

Date of Issue (Year/Month)

2021/12 (Certificate of publication attached)

Note 4: Capitalize the first letter of the title and the first letter of a proper noun in the title of the thesis and all other papers.
e.g., Study on agricultural development in Hokkaido

Note 5: The date of submission
Year / Month / Day

Date: 2022. 1. 26

Note 6: The 'Signature of Applicant' must be handwritten; an E-signature is not allowed.

Signature of Applicant:

John Smith

Note 7: Delete the box and text when submitting.

- Notes
- 1 Fill in the Japanese translation for an English in the (),
 - 2 If there are 2 papers or more, number each of them,
 - 3 It is not necessary to fill in for master's thesis.

別記様式第5号(第4条, 第7条, 第9条関係) (記入例)

学 位 論 文 要 旨

畜産科学 専攻 博士前期 課程

学籍番号 20170099

氏 名 十勝 未来 印

注1：印鑑がない場合は必ず直筆で署名すること

論文題目： ウシ卵管と子宮の体外培養系における局所免疫応答

(The local immune response in bovine oviduct and uterus in vitro)

注2：題目が和文の場合は英文題目を，英語の場合は和文題目をカッコ書きで付すこと。題目には句点（”.”や”.”）は付さないこと。また，英文の場合，文頭の単語及び固有名詞の最初の文字のみ大文字とすること

要旨

注3：日本語の場合，1800～2200字で記載すること

- 備考
- 1 論文題目が英語の場合には，（ ）書きで和訳を付す。
 - 2 博士論文については，日本語の場合1800～2200字，英語の場合1000～1400語とする。修士論文については，それ以下でもかまわない。
 - 3 図表は，要旨には記載しないこととする。
 - 4 枚数は1枚を超えても差し支えない。

注4：提出時には，この備考欄の文言は削除すること

Form No.5

[Entry example]

Abstract of Thesis/Dissertation

Applicant

Master's Program of Animal Science and Agriculture

Note 1: Print the 'Name of Applicant'.

Graduate School of Animal and Veterinary Sciences and Agriculture

Obihiro University of Agriculture and Veterinary Medicine

Student ID: 20170099

Note 2: The 'Signature of Applicant' must be handwritten; an E-signature is not allowed.

Name of Applicant: John SMITH

Signature of Applicant: John Smith

Title : The local immune response in bovine oviduct and uterus in vitro

(ウシ卵管と子宮の体外培養系における局所免疫応答)

Note 3: Include a Japanese translation of an English title. Capitalize the first letter of the title and the first letter of a proper noun.

Abstract

Note 4: Write text between 1,000 and 1,400 words, when writing in English.

Notes 1. Fill in the Japanese translation for an English in the ().

2. Abstract should be between 1,800 and 2,200 characters in Japanese, or be between 1,000 and 1,400 words in English.

3. Do not include figures and tables.

4. Abstract can be longer than one page.

Note 5: Delete the box and text when submitting.