

2023AY Degree Examination Schedule and Procedures for Students Enrolled in Their Course for Three Years or Longer and for Degree Conferral by Submitting a Thesis

With regard to the items marked with a black dot, applicants for the awarding of a degree need to take the necessary procedures.

(Items with a white dot are handled by supervisors and/or the Student Support Office (e.g., the office responsible for the graduate course).)

Item	Where to Submit	Submission Deadlines		Remarks
		Conferral in Mar.	Conferral in Sep.	
● Submit of Doctoral Thesis Title (Must be prepared in consultation with the supervisor)	Student Support Office responsible for the Program the students belong to	Oct. 13	Apr. 14	* Required documents must be submitted to the Student Support Office. * The Preliminary Review Committee shall consist of the supervisor and two or more faculty members recommended by the supervisor. (At least three professors of the University must be included.)
○ Approval by Preliminary Review Committee	Graduate School Board of Representaives	Nov. 14	May. 16	
● Submit summary of Thesis ● Submit draft Thesis	May be submitted by e-mail Student Support Office responsible for the Program the students belong to	Nov. 20	May. 19	
○ Completion of review/report of results	Student Support Office responsible for the Program the students belong to	Jan. 10	Jul. 20	
● Submit of application documer Thesis screening application One copy List of publications One copy Thesis summary One copy Doctoral Thesis submission and publication confirmation (application Curriculum Vitae One copy Reference papers, if any One copy Letter of consent One copy *Apart from the above, applicants must personally submit the necessary documents from among a list of publications, the Thesis summary, the resume and reference papers, together with their Thesis, to individual screening committee members.	Student Support Office responsible for the Program the students belong to	Jan. 10 Notification of acceptance of submitted paper Jan. 15	Jul. 20 Notification of acceptance of submitted paper Jul. 24	*Reference papers (relevant papers) must include at least one paper published as the first author in a peer-reviewed journal.
○ Recommendation of screening committee members (At least three professors of the University)	Student Support Office responsible for the Program the students belong to	Jan. 10	Jul. 20	
Acceptance of Thesis Approval by Screening Committee	Graduate School Board of Representaives	Jan. 16	Jul. 25	
● Submit Thesis (Tentatively bound, may be submitted by e-mail)	Screening Committee	At least one week before the day of Thesis screening		Upon completion of the preliminary review, the Thesis, together with the required documents, must be submitted to each screening committee member at least one week before the full-scale Thesis screening.
● Thesis presentation (Can be held online)	/	After approval of the Graduate School Board of Representaives		The schedule shall be adjusted separately.
○ Completion of Thesis screening and final examination / Report of results · Summary of Thesis screening results / One copy · Summary of examination results / One copy · Doctoral Dissertation Plagiarism Checking Confirmation / One copy	Student Support Office responsible for the Program the students belong to	Feb. 20	Aug. 18	
● Submit of electronic data (PDF) on Thesis, etc. (Thesis and Summary(Abstract))	Student Support Office responsible for the Program the students belong to	Feb. 20	Aug.18	
Date of final examination/degree conferral	Graduate School Board of Representaives	Mar. 1	Sep. 1	

Notes:

1. The deadline specified herein shall be 5:00 p.m. on the designated date. If the day stipulated herein falls on a Saturday or a national holiday prescribed in the Act on National Holidays, the deadline shall be the previous day, and if the day falls on a Sunday, the day before the previous day.
2. The submission deadlines are subject to change.
3. If a notification of acceptance of a submitted paper is received after the deadline specified herein, applicants must submit application documents, etc. for the degree conferral in the following term. (In such a case, applicants shall be exempted from the submission of a Thesis title notification and preliminary review.)