

Master's Thesis Preparation and Submission Schedule and Procedures

With regard to the items marked with a black dot, students need to take 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).)

*** The submission deadlines are subject to change according to the academic year. Please be sure to check the deadlines on the Graduate School's website and bulletin boards (including My Momiji bulletin boards) in advance.**

Item	Where to Submit	Submission Deadline		Note
		Completion in Mar.	Completion in Sep.	
● Mid-term presentation		Around Dec. (first-year)	Around Dec. (second-year)	
● Submit title of master's thesis (With regard to the recommendation of master's thesis screening committee members, enter the names of the candidates in consultation with your supervisor.)	Program Support Student Office	Oct. 15	Apr. 15	Students wishing for early completion must also submit an Early Completion Application Form.
○ Approval by Master's Thesis Screening Committee	Graduate School Board of Representatives	Mid-Nov.	Mid-May.	
● Submit summary of master's thesis (Up to 2 sheets of A4 size paper)	Program Support Student Office	Jan. 25	Jul. 25	Submitted in electronic format to the Student Support Office and the Master's Thesis Screening Committee.
● Submit master's thesis				
● Master's thesis presentation ● Final examination		Mid-Feb.	Early-Aug.	Schedule etc. will be notified separately.
● Submit master's thesis and its summary (final version) (As instructed by Program)*1	Program Support Student Office	Feb. 22	Aug. 22	Submitted in electronic format to the Student Support Office.
○ Submit master's thesis screening/ final examination results	Program Support Student Office	Feb. 22	Aug. 22	
○ Determination of completion	Program Faculty Council	(Late-Feb.)	(Late-Aug.)	
	Graduate School Board of Representatives	Early-Mar.	Early-Sep.	

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. A student eligible for early completion must submit an Early Completion Application Form, together with his/her master's thesis title.
4. *1: If you wish to deposit your thesis in the Hiroshima University Institutional Repository, you must submit a hard copy of your master's thesis, the electronic data of the thesis and its summary, and the "Consent for Thesis Deposit in the Institutional Repository."
5. At the end of each semester, students must prepare a research plan and progress report, check it with their main supervisor and sub-supervisors, and submit it to the support office in charge of the program to which they belong.