

Master's Thesis, etc. Preparation Schedule for Master's Courses and Professional Degree Programs

- ◎ Details of each procedure, etc. are determined by each program committee.
- ◎ A master's thesis, etc. includes a "theme study report."

*(F)=Faculty Meeting (Board of Representatives) (A)=Academic Affairs Committee (P)Program Committee

Typical Schedule		Student	Supervisor Group Screening Committee	Program Committee Academic Affairs Committee Faculty Meeting (Board of Representatives)	
Yr.	Apr. Enroll.				Oct. Enroll.
Yr. 1	Apr.	Oct.	Receive education on research ethics (Basic for Graduate Students)	Formation of a supervisor group	
	May	Nov.	↓ Submit a research title, etc.		Approval for the formation of the supervisor group (P) (A) (F)
	* Each program determines a submission date, etc.		↓	(Instructions concerning the research plan)	Approval for the research title, etc. (P)
	Jun. to Dec. (Yr. 2)	Dec. to Jun. (Yr. 2)	Midpoint presentation (public) * Including the submission of a research outline	* Each program committee determines presentation date, the format, etc.	
Yr. 2	Apr. to Dec.	Oct. to Jun. (next year)	↓ Receive education on research ethics (Advanced (M) for Graduate Students)		
			(* Up until the preparation of the master's thesis)	(Instructions concerning research and thesis preparation)	
			Submit a master's thesis title, etc.	* Each program committee determines a submission date, etc.	Approval for the master's thesis title, etc. (P)
			(Prepare the master's thesis, etc.)		
	Jan. to Feb.	Jul. to Aug.	Submit the master's thesis, etc.	Formation of a screening committee	Approval for the formation of the screening committee (P) (A) (F)
			Presentation of the master's thesis, etc. (public)	*Each program committee determines a presentation time/date, the format, etc.	Approval for screening/examination results concerning the master's thesis, etc. (P)
		Screening / Examination concerning the master's thesis, etc. (screening committee)			
Mar.	Sep.	Judgment on completion (F)			
		Course completion / Degree awarded		Degree conferral (by the President)	

(Points to note)

1. Preparation Schedule

This schedule is designed for the Graduate School to present the basic workflow regarding the preparation of a master's thesis, etc. For details of each procedure, etc. provided in this schedule, students must follow the instructions of their respective programs.

2. Research Ethics Education

It is mandatory to receive Research Ethics Education before beginning to prepare a master's thesis, etc. For receiving the Education, refer to the document *Research Ethics Education*.

3. Supervisor Group

The Supervisor Group shall consist of one (1) supervisor and two (2) or more subadvisors according to the research theme, etc. The subadvisors shall include one (1) faculty member whose specialized field is different from that of the supervisor.

4. Screening Committee for screening a master's thesis, etc.

The Screening Committee for the screening of a master's thesis, etc. and final examination shall be organized by three (3) or more faculty members related to the contents of the master's thesis, etc. as the Committee members and shall consist of one (1) chief referee and two (2) or more sub-referees. At least one (1) of the sub-referees shall be selected from among the faculty members of other academic degree programs, other divisions or other graduate schools of Hiroshima University.