

# 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.

Graduate School of Humanities and Social Sciences, Integrated Arts and Human Sciences  
Program (Master's Course) Master's Thesis review schedule, etc.

Year	Item	Where to Submit	Submission Deadline		Note
			March Graduation	September Graduation	
First Year	Outline of Research Plan	Your Field Office	October 31	April 30	
	Interim presentation of master's thesis (public)	/	November ~ December	May ~ June	The schedule and other details will be notified separately.
Second Year	Outline of the Master's Thesis	Your Field Office	September 30	March 31	
	Master's Thesis and Master's Thesis Submission Confirmation	Your Field Office	January 25	July 25	
	Master's Thesis Abstract	Your Field Office	January 31	July 31	
	Master's thesis presentation (public) and final examination	/	February	August	The schedule and other details will be notified separately.

(Notes.)

The deadline for the above shall be 5:00 p.m. on the relevant due date. If the due date falls on a Saturday, it will be the day after that, and if it falls on a Sunday or a national holiday, it will be the day after that.

Please check the My Momiji bulletin board in advance.