

Master's Thesis Submission Schedule for I-AUD Students completing in March 2024 (Academic Year 2023)

Necessary Procedures		Schedule
1	"Submission Guidelines of Master's Thesis" and necessary prescribed forms will be available on SST website and via Oh-o! Meiji System.	SST Office -> Students Early December, 2023
2	■Complete Online Pre-registration *Mandatory	Students December 11 (Mon) 9:00 - December 13 (Wed) 23:59
3	Request for: Recommendation of chief and sub-chief examiners Confirmation of pre-registration student list Report of schedule and venue for oral defense	SST Office -> Program Chair December 15 (Fri)
4	Report of chief and sub-chief examiners Report of schedule and venue for oral defense	Program Chair -> SST Office by January 15 (Mon), 2024
5	■Submission of Master's Thesis *Submission can be accepted only on this date	Students February 8 (Thu) 9:00 - February 9 (Fri) 16:30 Method: Oh-o!Meiji or Forms *Refer to the Submission Guideline for details
6	Reception of Master's Thesis	Chief and sub-chief examiners February 10 (Sat) Thesis available from the WEB File Access System
7	Request for: "Master's Thesis Examination Report" "Master's Thesis Evaluation List"	SST Office -> Program Chair February 10 (Sat)
8	Oral Defense	Examiners Students *Detailed schedule will be determined by each Program
9	Submission of "Master's Thesis Examination Report"	Chief examiner -> Program Chair Upon completion of reviews
10	Submission of "Master's Thesis Examination Report" and "Master's Thesis Evaluation List"	Program Chair -> SST Office by February 20 (Tue) 16:30
11	Confirmation of "Master's Thesis Evaluation List"	SST Office February 20 (Tue)
12	Submission of Master's Thesis for Meiji Univ. Library *Submit the final version after making necessary corrections and obtaining permission from supervisor. No corrections are allowed after submission.	Students February 25 (Sun) 9:00 - February 26 (Mon) 16:30 Method: Oh-o!Meiji or Forms *Refer to the Submission Guideline for details
13	Confirmation of "Master's Thesis Evaluation List"	SST Faculty Committee February 27 (Tue)
14	Decision on acceptance of thesis	SST Faculty Committee
15	Graduation Ceremony	Students March 26 (Tue)

* Any changes of the schedule will be notified via Oh-o! Meiji System or on SST website.

* Those who wish to have their MA thesis bookbinded, please contact Meidai Mart etc for details.