

【Course Doctor】 Doctoral Dissertation Submission Schedule for I-AUD Students Completing in March 2025 (Academic Year 2024)

- * The full text and abstract of the doctoral dissertation will be registered in Meiji University Academic Repository and made available to the public.
If your doctoral dissertation contains any patent-related contents, please consult with the Research Promotion and Intellectual Property Office.

Procedure			Period																
1	Prior Arrangements *Those who are seeking to submit the doctoral dissertation should send an e-mail to the School of Science and Technology Office (sstgrad@meiji.ac.jp)	Student →SST Office	Any time after fall semester begins (After September 20th)																
2	Qualification Review of Degree Request	Program Meeting	Qualification will be reviewed at the Architecture and Urbanism Program meeting. *Please contact your supervisor for details.																
3	★Application Forms (1)Examination Request for Doctoral Dissertation (2)Resume (3)Professional Experience (4)Written Consent for Registration and Publication at the Meiji Repository (5)Application Form to put Internet Publication of my Doctoral Dissertation on hold (only for applicable students) ※Please access the following link for formats: https://www.meiji.ac.jp/sst/grad/doctor/index.html	Student →SST Office	Submit the documents on either of the below schedules: <table><tr><td></td><td>Digital Data Due.</td><td>Hard Copy Due.</td><td>Screening</td></tr><tr><td>①</td><td>10/18 (Fri)</td><td>11/8 (Fri)</td><td>11/15</td></tr><tr><td>②</td><td>11/15 (Fri)</td><td>11/29 (Fri)</td><td>12/6</td></tr><tr><td>Spare Date</td><td>12/6 (Fri)</td><td>12/20 (Fri)</td><td>1/10</td></tr></table> *The deadline for each due date is 4:30 p.m. *Please submit the digital data of the documents first. After being proofread by the administrative staff, Please submit the hard copy to the SST Office.		Digital Data Due.	Hard Copy Due.	Screening	①	10/18 (Fri)	11/8 (Fri)	11/15	②	11/15 (Fri)	11/29 (Fri)	12/6	Spare Date	12/6 (Fri)	12/20 (Fri)	1/10
		Digital Data Due.	Hard Copy Due.	Screening															
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	(6)Doctral Dissertation (7)References	Student →Chair Examiner	Consult with chair examiner on how to submit the temporary binded doctoral dissertation.																
4	Report of Examinee (Chair Examiner・Deputy Examiner)	Chair Examiner →SST Office	Two weeks prior to the preliminary screening																
5	Report of Oral Presenation Schedule	Chair Examiner →SST Office	One week prior to the preliminary screening																
6	Preliminary Screening	SST Faculty Committee (Chairmen Meeting)	Either of the below dates: ① November 15 (Fri) ② December 6 (Fri) (Spare Date) January 10 (Fri)																
7	★Oral Presentation	Program Chair Chair Examiner Student	The oral presentation schedule is to be coordinated by the program chair, chair examiner, and the student. *The schedule shall be announced and open to the public ten days before the oral presentation.																
8	★Submission of Doctoral Dissertation Resume (PDF file)	Student →SST Office	Sumbit the resume on either of the below schedules: <table><tr><td></td><td>Digital Data Due.</td><td>Screening</td></tr><tr><td>①</td><td>12/20 (Fri)</td><td>1/10</td></tr><tr><td>②</td><td>1/10 (Fri)</td><td>1/24・25</td></tr><tr><td>Spare Date</td><td>1/29 (Wed)</td><td>2/12</td></tr></table> *The deadline for each duedate is <u>by 4:30 p.m.</u>		Digital Data Due.	Screening	①	12/20 (Fri)	1/10	②	1/10 (Fri)	1/24・25	Spare Date	1/29 (Wed)	2/12				
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②	1/10 (Fri)	1/24・25																	
Spare Date	1/29 (Wed)	2/12																	
9	Dissertation Acceptance Proposal	SST Faculty Committee (Chairmen Meeting)	Either of the below dates of meeting *after oral presentation ① January 10 (Fri) ② January 24 (Fri) & 25 (Sat) (Spare Date) February 12 (Wed)																
10	Dissertation Acceptance Screening	SST Faculty Committee (Professor Meeting)																	
11	Dissertation Screening *Interview etc.	Architecture and Urbanism Program	The chair examiner, the vice chair examiners, and the student are to coordinate the screening schedule.																
12	Submission of the original copy and digital data (word file) of Doctoral Dissertation Examination Report	Chair Examiner →SST Office	Submission deadline for digital data: February 14(Fri) Submission deadline for hard copy: February 19(Wed)																
13	★Submission of the Doctoral Dissertation (PDF file)	Student →SST Office	By February 14 (Fri) 4:30 p.m.																
14	Submission of Summary of Doctoral Dissertation (PDF file) *Only for those who wish to withhold publication of the doctoral dissertation on the Internet.																		
15	Final Judgement Proposal	SST Faculty Committee (Chairmen Meeting)	February 27 (Thu)																
16	Final Judgement	SST Faculty Committee (Professor Meeting)	February 27 (Thu)																
17		Graduate School Committee	March 3 (Mon)																
18	Graduation Ceremony	Student	March 26 (Wed) & 27 (Thu)																