

May.2021

Graduate School of Science and Technology

Submission Guideline for Master's Thesis (Completing in September 2021) For I-AUD, Graduate School of Science and Technology

Dear I-AUD students,

I-AUD Master 2nd year students are required to follow below instructions for the preparation and submission of the Master's thesis. **Late submission CANNOT be accepted.**

***Submission method and period are subject to change due to the impact of COVID-19. In such case, details will be notified via Oh-o!Meiji.**

1. Requirements for Submission

Students who are intending to submit their master's thesis must meet all the below requirements:

- Have earned (expected to earn) all required credits with the grade average of "B" or above.
- Have completed the payment for tuition fees.
- Have received guidance from the supervisor on research.
- Have completed pre-registration.

2. Pre-Registration

■ **Registration Period : June 4(Fri) 2021 during 9:00 to 23:00**

- Register via Online Registration Form. The link will be shown on the website of Graduate School of Science and Technology (<https://www.meiji.ac.jp/sst/grad/index.html>)
- Students are required to consult with the academic supervisor and decide the title of thesis.
- **Note that students without pre-registration will not be allowed to submit the thesis.**
- A photocopy card will be provided via your supervisors after pre-registration.

3. Submission of Master's Thesis for Peer Review

■ **Submission Date : July 2 (Fri) 2021 during 10:00 to 15:00**

■ **Required Documents:** "Application Form for the Master's Degree", Master's Thesis, Abstract (1 copy each)

■ **Submission Method:** WEB File Access System

- *Please refer to "How to Submit a Master's Thesis" for details.
- *Submission for all documents will be made online. Signature and seal will not be required.
- Download designated forms at SST website.
- Thesis will not be accepted if there are any deficiencies with necessary documents and formats.
- Please obtain the supervisor's approval before submission.
- Make sure to submit it well in advance in case of internet outage or delay.

4. Thesis Oral Defense

■ **Oral Defense Date : July 7th (Web) to 9th (Fri) , 2021**

- Date and time details will be decided and announced by I-AUD instructors.

5. Submission of Master's Thesis for Meiji University Archive

■ **Submission Date : July 21(Wed) 2021 during 10:00 to 15:00**

■ Submission Method: WEB File Access System

*Please refer to "How to Submit a Master's Thesis" for details.

*Submission in paper will not be required.

■ Notes:

- Submit the thesis after making necessary corrections and getting permission from the academic supervisor.
- No corrections will be permitted after submission for any reasons.

6. Other

- Above schedule and submission methods is subject to change according to unexpected emergencies. The SST Office will notify students via Oh-o!Meiji when any changes made, so make sure to check the notifications from the university carefully.
- Those who wish to have their Master's Thesis bound, please contact Meidai Mart or other off-campus vendors individually.