

## Master's Thesis Submission Schedule for I-AUD Students completing in September 2025 (AY2025)

| Necessary Procedures |  |  | Schedule  |
|----------------------|--|--|---|
| 1                    | "Submission Guidelines of Master's Thesis" and necessary prescribed forms open on SST website and via Oh-o! Meiji  | SST Office -> Students   | Early June, 2025  |
| 2                    | <b>■Online Pre-registration</b><br><b>*Mandatory</b>   | <b>Students</b>  | <b>June 6 (Fri) 9:00 – 23:59</b>  |
| 3                    | Request for:<br>– Recommendation of chief and sub-chief examiners<br>– Confirmation of pre-registration student list<br>– Report of schedule and venue for oral defense  | SST Office -> Program Chair                                    | June 10 (Tue)   |
| 4                    | Report of chief and sub-chief examiners<br>Report of review schedule and venue   | Program Chair -> SST Office                                    | By June 19 (Thu)  |
| 5                    | <b>■Submission of Master's Thesis</b><br><b>*Submission can only be accepted on this date and no late submission is allowed.</b>   | <b>Students</b>  | <b>July 3 (Thu) 10:00 – 16:30</b><br><b>Submission Method: Online</b><br><b>*Refer to the Submission Guideline for details</b>  |
| 6                    | Selection of chief and sub-chief examiners   | SST Faculty Committee (Chairmen Meeting and Professor Meeting) | July 4 (Fri) , 5(Sat)   |
| 7                    | Reception of Master's Thesis   | Chief and Sub-chief examiners                                  | July 4 (Fri)<br>Thesis available from the WEB File Access System  |
| 8                    | Request for:<br>"Master's Thesis Examination Report"<br>"Master's Thesis Evaluation List"  | SST Office -> Program Chair                                    | July 4 (Fri)  |
| 9                    | Oral Defense   | Examiners<br>Students  | Between July 7 (Mon) and 12 (Sat)<br>*Detailed schedule will be determined by each Program                                      |
| 10                   | Submission of "Master's Thesis Examination Report"   | Chief examiner -> Program Chair                                | Upon completion of reviews  |
| 11                   | Submission of "Master's Thesis Examination Report" and "Master's Thesis Evaluation List"   | Program Chair -> SST Office                                    | By July 15 (Tue)  |
| 12                   | Confirmation of "Master's Thesis Evaluation List"  | SST Office   | From July 16 (Wed)  |
| 13                   | <b>Submission of Master's Thesis for Meiji Univ.</b><br><b>*Submit the final version after making necessary corrections and obtaining permission from supervisor. No corrections are allowed after submission for any reasons.</b> | <b>Students</b>  | <b>July 18 (Fri) 10:00 – 16:30</b><br><b>Submission Method: Online</b><br><b>*Refer to the Submission Guideline for details</b> |
| 14                   | Confirmation of "Master's Thesis Evaluation List"  | SST Faculty Committee (Chairmen Meeting)                       | July 31 (Thu)   |
| 15                   | Decision on acceptance of thesis   | SST Faculty Committee (Professor Meeting)                      |   |
| 16                   | Graduation Ceremony  | Students   | September 19 (Fri)  |

※ Any changes of the schedule will be notified via Oh-o!Meiji or on SST website.  
 ※ Please contact Meidai Mart etc. for those who wish to have their MA thesis bookbinded by personal expense.