

【Course Doctor】 Doctoral Dissertation Submission Schedule for I-AUD Students completing in September 2024 (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 the spring semester begins (After April 1st)
2	学位請求可否審議 ※承認後に学位請求が出来ます。	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 ※Formats can be downloaded from the link on SST website: https://www.meiji.ac.jp/sst/grad/doctor/index.html	Student →SST Office	Submission deadline for digital data: April 19 (Fri) 16:30 Submission deadline for hard copy: April 26 (Fri) 16:30 *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.
	(6)Doctoral 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 Presentation Schedule	Chair Examiner →SST Office	One week prior to the preliminary screening
6	Preliminary Screening	SST Faculty Committee (Chairmen Meeting)	May 17 (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	By May 31 (Fri) 16:30
9	Dissertation Acceptance Proposal	SST Faculty Committee (Chairmen Meeting)	June 14 (Fri)
10	Dissertation Acceptance Screening	SST Faculty Committee (Professor Meeting)	*After oral presentation.
11	Dissertation Screening *Interview etc.	Architecture and Urbanism Program	The screening schedule is to be coordinated by the chair examiner, the vice chair examiners, and the student.
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: June 21(Fri) Submission deadline for hard copy: June 27(Thu)
13	★Submission of the Doctoral Dissertation (PDF file)	Student →SST Office	By June 21 (Fri) 16:30
14	Submission of Summary of Doctoral Dissertation (PDF file) *Only for those who wish to withhold publication of the doctoral dissertation on internet.		
15	Final Judgement Proposal	SST Faculty Committee (Chairmen Meeting)	July 5 (Fri)
16	Final Judgement	SST Faculty Committee (Professor Meeting)	July 6 (Sat)
17		Graduate School Committee	July 15 (Mon)
18	Graduation Ceremony	Student	September 19 (Thu)