Submission Guideline for Master's Thesis (Completing in March 2024)
(For I-AUD, Graduate School of Science and Technology)

Dear I-AUD students,

 I-AUD Master 2nd year students are required to prepare and submit a Master's thesis following the instructions below. **Late submission CANNOT be accepted.**

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 a 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

■ **Pre-registration Period：December 11th (Mon) 9:00 a.m. to December 13th (Wed) 11:59 p.m., 2023**
■ Required Documents: "Application Form for the Master's Degree Pre-Registration"
■ Submission Method: Oh-o!Meiji Group function
 *Submission for all documents will be made online. A signature and seal will not be required.
・Download designated forms at the SST website.
・Students who expect to complete the Master's Program in March 2024 must complete the online pre-registration once the thesis title is decided after consulting with the supervisor.
・Note that students without pre-registration will not be allowed to submit the thesis.

3. Submission of Master's Thesis for Peer Review

■ **Submission Date：February 8th (Thu) 9:00 a.m. to 9th (Fri) 4:30 p.m., 2024**
■ Required Documents: "Application Form for the Master's Degree," Master's Thesis, Abstract 1 copy each
■ Submission Method: Oh-o!Meiji Group function and/or Forms
 *Please refer to "How to Submit a Master's Thesis" for details.
 *Submission for all documents will be made online. A signature and seal will not be required.
・Download designated forms at the 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 an internet outage or delay.

4. Thesis Oral Defense

・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：February 25th (Sun) 9:00 a.m. to 26th (Mon) 4:30 p.m., 2024**

■ Submission Method: Oh-o!Meiji Group function and/or Forms

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

　*Submission of a 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 reason.

6. Other

■ The above schedule and submission methods are subject to change according to unexpected emergencies. The SST Office will notify students via Oh-o!Meiji, when any changes are 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.