

## Master's Thesis Submission Schedule for I-AUD Students completing in September 2024 (Academic Year 2024)

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, 2024
2	<b>■Online Pre-registration</b> <b>*Mandatory</b>	<b>Students</b>	<b>June 7 (Fri) 9:00 - 23:59</b>
3	Request for: - Recommendation of chief and sub-chief examiners - Confirmation of pre-registration student list - Report of schedule and venue for oral defense	SST Office -> Program Chair	June 11 (Tue)
4	Report of chief and sub-chief examiners Report of review schedule and venue	Program Chair -> SST Office	By June 20 (Thu)
5	<b>■Submission of Master's Thesis</b> <b>*Submission can only be accepted on this date and no late submission is allowed.</b>	<b>Students</b>	<b>July 4 (Thu) 10:00 - 16:30</b> <b>Submission Method: Online</b> <b>*Refer to the Submission Guideline for details</b>
6	Reception of Master's Thesis	Chief and Sub-chief examiners	July 5 (Fri) Thesis available from the WEB File Access System
7	Request for: "Master's Thesis Examination Report" "Master's Thesis Evaluation List"	SST Office -> Program Chair	July 5 (Fri)
8	Oral Defense	Examiners Students	Between July 8 (Mon) and 13 (Sat) *Detailed schedule will be determined by each Program
9	Submission of "Master's Thesis Examination Report"	Chief examiner -> Program Chair	Upon completion of reviews
10	Submission of "Master's Thesis Examination Report" and "Master's Thesis Evaluation List"	Program Chair -> SST Office	By July 16 (Tue)
11	Confirmation of "Master's Thesis Evaluation List"	SST Office	From July 17 (Wed)
12	<b>Submission of Master's Thesis for Meiji Univ.</b> <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 19 (Fri) 10:00 - 16:30</b> <b>Submission Method: Online</b> <b>*Refer to the Submission Guideline for details</b>
13	Confirmation of "Master's Thesis Evaluation List"	SST Faculty Committee (Chairmen Meeting)	July 31 (Wed)
14	Decision on acceptance of thesis	SST Faculty Committee (Professor Meeting)	
15	Graduation Ceremony	Students	September 19 (Thu)

※ 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.