

To the faculty members in IGSES and the prospective graduate students,

Student Affairs Section, Student Affairs Division in Chikushi Campus

Conferral of Degrees on March, 2020

Please be informed that the procedure and the required documents for thesis screening are described on the IGSES website. (IGSES Homepage > 博士学位論文).

The followings are the deadlines for the required documents.

January 16th (Thu) : Deadline for the Required Documents for Thesis Submission (Please submit to the Student Affairs Sec.)

- Submission of Doctoral Thesis (for student in doctoral course) (1 copy)
(Please pay attention to the deadline if the faculty members from other universities and/or institutions are listed for thesis reviewers.)
- Request for Thesis Review (1 copy)
- Main Thesis (1 copy)
- Reference Papers (1 copy) ※If applicable
- Full-text of Doctoral Thesis in Word and PDF (1 copy each)
- Abstract of Doctoral Thesis in Word and PDF (1 copy each) ※If applicable
- Statement of Depositing My Dissertation (1 copy)
- Declaration of Consent/Decline Online Publication of Doctoral Dissertation (1 copy)
- List of Contents (1 copy)
- Thesis Summary in Word and PDF (1 copy each)
- Resume (1 copy)
- Information about Notation on Diplomas (1 copy)
- Certificate of Credit Completion (Doctoral Course) (1 copy)
- Application Form for Issuance of Certificate of Degree Conferred (1 copy) ※If applicable

Since AY2018, the required documents of the thesis have been changed.

In case you have saved the old version of the required documents, please download the latest version from the IGSES website and save them as your copy.

January 27th (Mon) : Acceptance of Thesis by the Faculty Council.

(Thesis Oral Defense, Thesis Review Committee and Thesis Screening Committee will be held between the acceptance of thesis and the deadline for the “Thesis Review Report” and “Thesis screening Report”.)

February 21st (Fri) : Deadline for “Thesis Review Report” “Thesis Screening Report” and “Letter of Agreement (or equivalent document) ”

Please submit a bound copy of your thesis and a full-text of your thesis on a USB flash drive if you submit the temporary binding instead of the final bound. (Please submit it to the Student Affairs Section.)

March 2nd (Mon) : Decision will be made at the Faculty Council.

March 23rd (Mon) : Conferral of Degree /Graduation Ceremony

※ Please contact the Student Affairs Section if you wish to submit your thesis to the Faculty Council in December.

※ Those who are expected to be conferred the degree by shorten the enrollment period, are required to obtain an approval by the Faculty Council of the Graduate School and the Department Chair Meeting before the acceptance of the thesis.

You may apply for approval during the Faculty Council and the Department Chair Meeting in January, however, if possible, we recommend to apply for approval during those meetings in December to start the procedure for the screening with enough time. (Please inform the Student Affairs Section by at least 3 weeks in advance and submit the related documents by at least 14 days in advance of the Department Chair Meeting to apply for approval due to the deadline for the agenda of the Department Chair Meeting.)