

To the faculty members in IGSES and the **PhD Candidates**,

Student Affairs Section, Student Affairs Division in Chikushi Campus

Conferral of Degrees on September, 2020 **< Revised edition >**

★The parts written in red are the ones that have been corrected.

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.

(1) For the Acceptance of the Doctoral Thesis at the Faculty Council on July 2nd (Thu) .

July 2nd (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
- 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 (Paper and data <word, 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

July 13th (Mon) Acceptance of Thesis by the Faculty Council .

(2) For the Acceptance of the Doctoral Thesis at the Faculty Council on August 7th (Fri) .

July 27th (Mon) : Deadline for the Required Documents for Thesis Submission (Please submit to the Student Affairs Sec.) .

※Please refer to the Required Documents above (1).

August 7th (Fri) Acceptance of Thesis by the Faculty Council .

(Thesis Oral Defense, Thesis Review Committee and Thesis Screening Committee will be held **after the acceptance of thesis.**)

August 28th (Fri) : Deadline for “Thesis Review Report” “Thesis Screening Report” , “Letter of Agreement (or equivalent document) ”, a bound copy of the main thesis, a bound copy of the reference papers (if applicable), a full-text of main thesis and abstract in Word file and PDF file on the USB flash drive. (Submit to the Student Affairs Section in the Student Affairs Division.)

September 4th (Fri) : Decision will be made at the Faculty Council.

September 25th (Fri) : Conferral of Degree /Graduation Ceremony

- ※ Please contact the Student Affairs Section if you wish to submit your thesis to the Faculty Council in June.
- ※ Those who are 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 July, however, if possible, we recommend to apply for approval during those meetings in June to start the procedure for the screening with enough time. (Please inform the Student Affairs Section at least 3 weeks before and submit the related documents at least 10 days before the Department Chair Meeting to apply for approval due to the deadline for the agenda of the Department Chair Meeting.)