

To the faculty members of IGSES and the prospective graduates,

Student Affairs Section, Student Affairs Division in Chikushi Campus

Conferral of Degrees on March 2024

Please be informed that the procedure and the required documents for the doctoral thesis are described on the IGSES website (*). The followings are the deadlines for the required documents.

(*) [TOP > Doctoral Thesis Submission Guideline](#)

January 9th (Tue) **Submission deadline for required documents for thesis submission**

(Submit to the Student Affairs Section)

※Please inform the Student Affairs Section by November 27th if you wish to add a member of the thesis review from the outside of Kyushu University.)

- Submission of Doctoral Thesis (for students in the doctoral course) (1 copy)
- Request for Thesis Review (1 copy)
- List of Contents (1 copy)
- Thesis Summary (1 copy)
- Resume (1 copy)
- Information about Notation on Diplomas (1 copy)
- Statement of Depositing My Dissertation (1 copy)
- Declaration of Consent/Decline Online Publication of Doctoral Dissertation (1 copy)
- Temporary binding of main thesis (1 copy)
- Thesis Summary in Word file and PDF file (1 copy each)

※If applicable. ○ Temporary binding of reference papers (1 copy)

*** All the required documents for thesis submission (excluding the binding of main thesis) must be submitted in hard copy and in Word file.**

January 22th (Mon) **Acceptance of thesis by the faculty council**

Thesis oral defense, Thesis review committee, and Thesis Screening shall be held after Monday, January 29th.

February 15th (Thu) **Submission deadline for thesis report documents**

(Submit to the Student Affairs Section)

- Thesis Review Report (1 copy)
- Thesis Screening Report (1 copy)
- Bound Thesis (1 copy)
- Main Thesis in Word file and PDF file (1 copy)

※If applicable. ○ Bound Reference Papers (1 copy)

※If applicable. ○ Abstract of Thesis in Word file and PDF file (1 copy)

※If applicable. ○ Letter of Agreement (or the equivalent document) (required number)

March 1st (Fri) **Decision of thesis acceptance at the faculty council**

March 25th (Mon) **Conferral of Degree / Graduation Ceremony**

〈Procedure for shortening the enrollment period〉

Those who are awarded the degree by shortening the enrollment period are required to obtain approval from both the faculty council and the former department chair meeting before submitting the required documents for thesis submission.

The approval of the shortening of the enrollment period will be applied at the December Academic Affairs Committee and Faculty Council. (Deadline: Friday, November 17th)