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## 2024AY Degree Examination Schedule and Procedures for Students Enrolled in Their Course for Three Years or Longer and for Degree Conferral by Submitting a Thesis

With regard to the items marked with a black dot, applicants for the awarding of a degree need to take the necessary procedures.

(Items with a white dot are handled by supervisors and/or the Student Support Office (e.g., the office responsible for the graduate course).

Item	Where to Submit	Submission Deadlines		Remarks														
		Conferral in Mar.	Conferral in Sep.															
<p>● <b>Submit of Doctoral Thesis Title</b> (Must be prepared in consultation with the supervisor)</p>	Student Support Office responsible for the Program the students belong to	<b>Oct. 15</b>	<b>Apr. 15</b>	<p>* Required documents must be submitted to the Student Support Office. * The Preliminary Review Committee shall consist of the supervisor and two or more faculty members recommended by the supervisor. (At least three faculty members of the University must be included.)</p>														
Approval by Preliminary Review Committee	Graduate School Board of Representatives	<b>(Nov. 12)</b>	<b>(May. 14)</b>															
<p>● Submit summary of Thesis ● Submit draft Thesis</p> <p style="text-align: right;">May be submitted by e-mail</p>	Student Support Office responsible for the Program the students belong to	<b>Nov. 20</b>	<b>May. 20</b>															
○ Completion of review/report of results	Student Support Office responsible for the Program the students belong to	<b>(Jan. 10, 2025)</b>	<b>(Jul. 19, 2024)</b>															
<p>● <b>Submit of application documents, etc.</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Application for Review of Dissertation</td> <td style="width: 30%;">One copy</td> </tr> <tr> <td>List of publications</td> <td>One copy</td> </tr> <tr> <td>Thesis summary</td> <td>One copy</td> </tr> <tr> <td>Doctoral Thesis submission and publication confirmation (application form)</td> <td>One copy</td> </tr> <tr> <td>Curriculum Vitae</td> <td>One copy</td> </tr> <tr> <td>Reference papers, if any</td> <td>One copy</td> </tr> <tr> <td>Letter of consent</td> <td>One copy</td> </tr> </table> <p>*Apart from the above, applicants must personally submit the necessary documents from among a list of publications, the Thesis summary, the resume and reference papers, together with their Thesis, to individual screening committee members.</p>	Application for Review of Dissertation	One copy	List of publications	One copy	Thesis summary	One copy	Doctoral Thesis submission and publication confirmation (application form)	One copy	Curriculum Vitae	One copy	Reference papers, if any	One copy	Letter of consent	One copy	Student Support Office responsible for the Program the students belong to	<b>Jan. 10, 2025</b>	<b>Jul. 19, 2024 (Jul.20, Sat)</b>	*Reference papers (relevant papers) must include at least one paper published as the first author in a peer-reviewed journal.
Application for Review of Dissertation	One copy																	
List of publications	One copy																	
Thesis summary	One copy																	
Doctoral Thesis submission and publication confirmation (application form)	One copy																	
Curriculum Vitae	One copy																	
Reference papers, if any	One copy																	
Letter of consent	One copy																	
○ Recommendation of screening committee members (At least three faculty members of the University)	Student Support Office responsible for the Program the students belong to	<b>Jan. 10, 2025</b>	<b>Jul. 19, 2024 (Jul. 20, Sat)</b>															
Acceptance of Thesis Approval by Screening Committee	Graduate School Board of Representatives	<b>Jan. 14, 2025</b>	<b>Jul. 23, 2024</b>															
● <b>Submit Thesis</b> (Tentatively bound, may be submitted by e-mail)	Screening Committee	<b>At least one week before the day of Thesis screening</b>		Upon completion of the preliminary review, the Thesis, together with the required documents, must be submitted to each screening committee member at least one week before the full-scale Thesis screening.														
● <b>Thesis presentation</b> (Can be held online)	/	<b>After approval of the Graduate School Board of Representatives</b>		The schedule shall be adjusted separately.														
○ Completion of Thesis screening and final examination / Report of results Summary of Thesis screening results / One copy Summary of examination results / One copy Doctoral Dissertation Plagiarism Checking Confirmation / One copy	Student Support Office responsible for the Program the students belong to	<b>Feb. 20, 2025</b>	<b>Aug. 20, 2024</b>															
● <b>Submit of electronic data (PDF) on Thesis, etc. (Thesis and Summary(Abstract))</b>	Student Support Office responsible for the Program the students belong to	<b>Feb. 20, 2025</b>	<b>Aug.20, 2024</b>															
Date of final examination/degree conferral	Graduate School Board of Representatives	<b>Mar. 4, 2025</b>	<b>Sep. 3, 2024</b>															

**Notes:**

- 1.The deadline specified herein shall be 5:00 p.m. on the designated date. If the day stipulated herein falls on a Saturday or a national holiday prescribed in the Act on National Holidays, the deadline shall be the previous day, and if the day falls on a Sunday, the day before the previous day.
- 2.The submission deadlines are subject to change.
- 3.Students wishing for early completion shall submit the "Application for Early Completion" form together with "Notification of the Doctoral Thesis Title".