

Academic Year 2024 Dissertation Review Schedule
(For students scheduled to complete the program on March 25, 2025)

Graduate School of Engineering

Date	Procedure	
Late Nov. ~ Early Dec., 2024	Research Results Presentation & Preliminary Review Committee	<ul style="list-style-type: none"> Each department holds a Research Results Presentation and each department chair submits a Research Results Report to the Dean of the Graduate School via the Administrative Office for Student Affairs. The academic supervisor, upon request by a student, sets up a Preliminary Review Committee to determine whether or not the content of the submitted dissertation draft is qualified to be reviewed for a doctoral degree. The Preliminary Review Committee submits a Preliminary Review Results Report to the Department Council via the Department Chair.
~ Dec. 6 (Fri.), 2024	Department Council	The Department Council deliberates and selects Review Committee member candidates, and the Department Chair submits a list of individuals scheduled to submit dissertations and Review Committee member candidates, and a Preliminary Review Results Report to the Dean of the Graduate School via the Student Affairs Section. If there are individuals who wish to complete the program early, documents required for early completion must be also submitted.
Mid-Dec., 2024	Early Completion Review Committee	The Early Completion Review Committee holds a meeting only when a student requests early completion.
Jan. 10 (Fri.), 2024	Operating Committee	The Operating Committee establishes the Review Committee for students scheduled to submit their dissertation.
Jan. 14(Tue.) ~ Jan. 20 (Mon.), 2025	Submission of dissertation	Student Affairs Section (Office Hour 9:00~17:00 except 12:00~13:00 and January 17th)
Jul. 24 (Fri.), 2025	Review Committee	The Review Committee begins to review dissertations. Final exam (dissertation presentation)
Feb. 7 (Fri.), 2025	Review report submitted to Dean of Graduate School	Review completed The Review Committee submits a Review Report to the Dean of the Graduate School via the Student Affairs Section.
Mar. 6 (Thu.), 2025	Faculty Council meeting	At least one week before the Faculty Council meeting, the Student Affairs Section distributes a copy of a summary of the dissertation review results to each faculty member. Whether or not a degree is to be conferred is determined in a Faculty Council meeting.
	Dean of Graduate School	The Dean of the Graduate School reports the review results to the President of the University.
Mar. 25(Tue.), 2025	Graduation Ceremony	

Notes:

- The dissertation review for individuals who have not gone through the doctoral degree program takes place according to the above schedule.
- The review for students planning to complete the doctoral degree program early (in September 2024) also takes place according to the above schedule.