

Submission of “**Graduation Thesis Title Notification Sheet**”
by Students Graduating from Faculty of Arts and Sciences in March 2017

* Except for Saturdays, Sundays, national holidays.

Program & Department	Submission Period of “Graduation Thesis Title Notification Sheet”	Submission Location	Notes
Department of Humanities and Social Sciences International Program on Japan in East Asia	November 21 (Mon) - November 25 (Fri), 2016 by 16:30	PEAK/GPEAK Section Academic Affairs Division (counter no. 2, 1F, Administration Bldg.)	Must obtain the seal of approval from Program Director before submitting “Graduation Thesis Title Notification Sheet”. The prescribed form will be available at the counter from November 1st. Prior to graduation thesis submission, students must submit “Graduation Thesis Title Notification Sheet” within the designated period.
Department of Interdisciplinary Sciences International Program on Environmental Sciences	Not required.		

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Program & Department	Submission Period of “Graduation Thesis”	Submission Location	Notes
Department of Humanities and Social Sciences International Program on Japan in East Asia	January 6 (Fri) - January 12 (Thu), 2017 9:00~12:30、13:30~ 16:30 【Strictly Observed】 Last day January 16 (Mon), 2017 9:30~12:30、13:30~ 15:00 【Strictly Observed】	PEAK/GPEAK Section Academic Affairs Division (counter no. 2, 1F, Administration Bldg.)	Follow the instructions specified by the program regarding such as the number of copies to be submitted, language and format to be used, and whether the abstract is needed or not. Note that the four items below must be written on the front cover. (1)Graduation Thesis Title (2)Affiliation: Name of your program (3)Student ID number (4)Your name in full Prior to graduation thesis submission, students must have submitted “Graduation Thesis Title Notification Sheet” within the specified period.
Department of Interdisciplinary Sciences International Program on Environmental Sciences	January 16 (Mon) - January 20 (Fri), 2017 Last day January 20 (Fri), 2017 by 15:00 【Strictly Observed】	Upload the thesis to the ITC-LMS in accordance with the instructions given by the program.	※Special Research Work Presentation: January 7 (Sat), 2017

※Read notes on “Graduation Thesis” submission thoroughly and make sure to meet the deadline, date and time limit for the submission.

Notes on “Graduation Thesis” Submission

The deadline, date and time limit for submitting graduation thesis must be strictly observed (The thesis must be formatted and submitted in accordance with the instructions given by each program.). Late submission will not be accepted in any cases except in special circumstances.

If there will be any delay in the submission of the formatted and completed thesis due to unpredictable accidents of which none of the cause is attributable to the student, the thesis might be accepted only as a rare case. In such a case, the student must consult the Program Director immediately and submit the thesis along with the state of reason for the delay to the Program Director. In the statement, the student must explain the delay specifically and that it was due to unpredictable circumstances caused by nothing attributable to the student. The document of proof is required to be attached to it.

The late acceptance of the thesis with the statement might be subject to the discussion by the Senior Division Committee. Please note that such an acceptance applies only to exceptional cases and the following reasons are NOT included (These shall be the responsibility of the student.).

- Printing the thesis could not be made in time due to computer or printer malfunctions.
- Ordered bookbinding took longer than expected.
- Generally predictable delay in public transportation.