

research progress meetingについて

	1回目 ・第1回報告書・研究を行うにあたり必要な手続きの確認書の提出 (評価書の提出不要)	2回目 ・第2回報告書および研究を行うにあたり必要な手続きの確認書の提出 ・指導教員が評価書を提出 (学位論文作成前に実施)	3回目 3回目が必要とされる場合、企画調査係から連絡
1年生	・指導教員が決定している場合は1回目のmeetingの実施を推奨(必須ではない)		
2年生	【1年次に1回目のmeetingを未実施】 ・1回目のmeetingを実施 ・2年次修了までに1回目のmeetingを実施することが必須 (書類提出は10月31日〆切)	【1年次に1回目meetingを実施済】 ・2～3年次中に2回目のmeetingを実施 ・学位論文作成前に2回目のmeetingを実施することが必須 ・3年次中には論文作成に至らなくても2回目meetingを実施 ・早期修了を予定している場合は、特に2回目実施の時期に注意すること	・2回目meetingの結果によって3回目の実施を指示される場合がある
3年生			

* 単位認定のためには3年次終了までに最低2回のmeetingが必須

* 2回目のmeetingは論文作成前に実施し、指導教員の評価書が提出されることが必須

meeting実施日までに学生氏名・学生番号を記載した評価書を指導教員(3名)へメールにて送付

* 2回目のmeetingの結果によって3回目のmeeting実施を指示される場合がある(単位認定とは無関係)

3回目のmeetingについては企画調査係からの連絡に従うこと

* 論文作成前のmeetingより以前に、研究の進捗に応じて自主的に追加のmeetingを行う場合、報告書の提出義務はない

不明な点は大学院教務第一係に連絡すること

About the research progress meeting

	1st meeting	2nd meeting	3rd meeting
	<ul style="list-style-type: none"> Submission of "research progress meeting report (1st)" "the confirmation of procedures necessary to conduct the research". (No need to submit the evaluation) 	<ul style="list-style-type: none"> Submission of "research progress meeting report (2nd)" and "the confirmation of procedures necessary to conduct the research". Submission of the evaluation by supervisors. (2nd meeting must be held before the research paper writing) 	Notification from Thesis and Dissertation Team.
first year	<ul style="list-style-type: none"> If supervisors are appointed, holding the 1st meeting is encouraged (not mandatory) 		
second year	<p>【The 1st meeting was not held during the first year】</p> <ul style="list-style-type: none"> The 1st meeting has to be held and the documents are submitted before the end of 2nd year. (The deadline of the document submission is 31st October) In some cases, the 1st and 2nd meetings are held during the second year. (The 2nd meeting needs to be held before the initiation of research paper writing) 	<p>【The 1st meeting was hold in the first year】</p> <ul style="list-style-type: none"> The 2nd meeting is held in the second or the third year before the initiation of research paper writing. The second meeting has to be held before the end the third year even if the research paper writing is not yet expected. (The deadline of the document submission is 31st October) If the early completion system is planned, the timing of the 2nd meeting is carefully considered. 	<ul style="list-style-type: none"> After the 2nd meeting, an additional meeting may be required.
third year			

* Conducting at least two meetings by the end of the third year is required for credit recognition.

* The second meeting must be held before initiation of the research paper writing, and needs evaluation reports from the supervisors.

Send the evaluation form filled with the student name and student number to the three supervisors by email before the meeting.

* After the 2nd meeting, an additional meeting may be required. (It is not related to the credit recognition.)

For the third meeting, follow the instructions from the Thesis and Dissertation Team.

* There is no obligation to submit a report if additional meetings are arbitrarily held according to the progress of the research before the written paper has not yet been written.

Please contact the Educational Planning Section Graduate Education Team 1 if you have any questions.