

# Graduate School of Economics Master's Thesis Construction

## 1. Submission of Master's Thesis

Both paper copies and PDF file of the Master's Thesis must be submitted. Follow the instructions for both types and submit them in the designated way. Make sure to allow enough time for the submission deadline. Important changes have been made to where and how to submit a paper copy and an electronic copy, so please carefully read this document, and prepare for the submission.

Submission Deadline: **5:00 p.m. 1<sup>st</sup> July (Wed), 2015 [strictly enforced]**

Where to submit:

● Paper copy [(1)(2) listed below]:

Graduate School of Economics Office 10<sup>th</sup> floor in the Building No.3 (submission in person)

● Electronic copy [(3) listed below]:

Registered course as “Master's Thesis” On Course-N@vi (upload of a PDF file)

\*Note that the deadlines for a paper copy submission (in person) and an electronic copy submission (on Course N@vi) are the same.

Materials:

Material	Number	Notes
(1) Master's Thesis <Paper copies> -Thesis outline -Thesis	3 copies	The Office will distribute sets of covers and filing strings (3 sets) to be used. Bind individually and make 3 copies of the thesis. <b>You must bring the completely bound copies at the time of submission.</b> ※For details, please refer to 3. How to Bind the Master's Thesis (a paper copy)
(2) Written Oath <Paper copy>	1 copy	The Office will distribute the form. Please make sure to read it carefully and write your signature before you submit.
(3) Master's Thesis <PDF file> -Thesis outline -Thesis	1 copy	Create a PDF file of the Thesis and Thesis Outline, and upload on a registered course “Master's Thesis” on Course N@vi. ※For details, please refer to 4. Master's Thesis Data Construction

## 2. Oral Examination for Master's Thesis

Any of the following dates allocated to the student:

**11<sup>th</sup> July (Sat), 13<sup>th</sup> July (Mon), 14<sup>th</sup> July (Tue), 15<sup>th</sup> July (Wed), 2015**  
**(No requests for a specific date will be accommodated.)**

\*The timetable will be announced at 10:00 a.m. on 3<sup>rd</sup> July (Thurs) on the GSE Bulletin Board (10<sup>th</sup> floor, Building No. 3).

\*If you do not have decent reasons to be absent, you will be given a failing grade if you do not take the Oral Examination on the designated time and date.

### 3. How to Bind the Master's Thesis (a paper copy)

#### (1) Binding process

The Office will distribute sets of covers, filing strings, and "Graduate School of Economics Master's Thesis Construction" information on 4<sup>th</sup> Jun (Thu) and after. Please make sure to receive them.

In order to avoid overcrowding the Office, binding of Theses and hole punching will not be allowed to take place in the Office. The hole punch and binding sets will be made available during the following period.

#### 【Hole Punch Usage Area】

Place: Room No.1107,11F,Building No.3

Time: 29<sup>th</sup> Jun (Mon) 2015 to 1<sup>st</sup> July (Wed), 2015 9:00 a.m. - 4:30 p.m.

(If you would like to work on the bookbinding before the period mentioned above, please inform the staff at the office)

#### (2) Master's Thesis Paper Construction

A. Receive the followings from the office.

- Master's Thesis Front Cover and Back Cover (for the university) × 3
- Master's Thesis Front Cover and Back Cover (for personal record) × 1 (do not have to submit)
- 4 Filing strings

B. Prepare the cover

- Writing Style for **Cover**

\*Please make sure to use the covers with "For the University" at the upper right corner.

AY 2015		For the University
<b>Master's Thesis</b>		
Writer	Graduate School of Economics Masters Program	
	Major	Course
	Research area (only for the Economics Course)	
	Student ID	
	Name	
Thesis Title		
【Note】		

Please write your major, course name, research area (applicable for the Economics Course), student ID, name and Thesis title in black ball point pen.

Leave the comments section blank.

Waseda University Graduate School of Economics

<Note>

If the title of the paper differs from the title on the Notification for Planned Submission of the Master's Thesis,

**the master's thesis cannot be accepted. (Including the difference between capital letters and small letters if in English)** However, if you submit a "Notification of Title Change of Master's Thesis" that must be signed or sealed by your research supervisor before you submit your thesis, the title can be changed. It is allowed to submit it at the time of thesis submission. This is not necessary if changing a thesis topic sub-title.

<Note>

We do not return any copy of your thesis once submitted. If you wish to keep a copy for your own record, make a copy using "front cover and back cover for personal record" for yourself.

C. Bind your thesis in the following order.

Please bind the thesis in the following order ①Master's Thesis Front Cover, ②Thesis Outline Cover ③Thesis Outline, ④Cover for thesis (Paper with Thesis Title/Student ID/Name), ⑤Thesis, ⑥Back Cover. There must be three copies made. It is advisable to make 1sub-copy (for your own record). For submission in total three papers must be submitted.

AY 2015		+	+	+	+
<b>Master's Thesis</b>					
Writer	Graduate School of Economics Masters				
	Program Major                      Course				
	Research area (only for the Economics Course)				
	)				
Thesis Title	Student ID				
	Name				
	[Notes]				

① **Cover** (Designated Form)

② **Thesis outline cover** (Designated Form)

③ **Outline**

④ **Cover for thesis**

⑤ **Thesis**

⑥ **Back cover** (Designated form)

#### <Details>

- ① Cover \*Refer to B
- ② Thesis outline cover \*Please fill in Title and Writer in handwriting. (\*Not available by electronic data.)
- ③ Thesis outline
- ④ As a cover for the thesis, please write your thesis title, student ID, and name (Either in hand wiring or word processing software. Horizontal on a A4 vertical paper)
- ⑤ Thesis
- ⑥ Back cover

#### 4. Master's Thesis Data Construction

##### (1) How to create

A. Convert an electronic file of the Thesis Outline and the Thesis into a PDF format if needed and make a PDF file separately.

\*The content of the "Outline" and "Thesis" files saved as an electronic file should be identical to the paper copy of the Master's Thesis.

B. Name the PDF files as follows.

The Thesis Outline: Student ID number\_Your name in English\_Abst.pdf

Example) 32133009\_WasedaTaro\_Abst.pdf

The Thesis: Student ID number\_Your name in English.pdf

Example) 32133009\_WasedaTaro.pdf

##### (2) How to submit

A. A course titled "Master's thesis" is registered on Course N@ve for those who are permitted to submit a thesis.

B. Chose "Master's Thesis" from the registered courses, and find a folder for Master's thesis submission. Upload the two PDF files (refer to 4. (1)) on it.

\*To submit the files, you need to click "OK" in the confirmation window. After submitting, make sure that Submit Date is displayed in the report window. You cannot submit just by saving it temporarily. Do not forget to make sure that Submit Date is displayed in the report window.

\*Avoid submitting just before the deadline. You cannot update after the deadline.

##### (3) Others

A word file submission is only allowed when it is impossible to convert into a PDF file due to the computer environment.

Master's Theses and the Outline including the list of errata will be saved as a PDF format at the university.

#### 5. Submission of Correction Sheet "List of errata"

Even if corrections are made to the Master's Thesis in the oral examination, they cannot be directly corrected on the actual paper. Corrections must be submitted by filling out the Correction Sheet and submitting it to the Office.

Only a list of errata can be submitted during this period. If students submit anything other than a list of errata, it may result in the student not being able to receive their degree.

Submission Period: 9:00 a.m. - 5:00 p.m. 16<sup>th</sup> July (Thu) - 17<sup>th</sup> July (Fri), 2015

Where to submit:

A paper copy: GSE Office (Building 3, 10F) (submission in person)

An electronic copy: Registered course as "Master's Thesis" On Course-N@vi (upload of a PDF file)

## Materials

Materials	Number	Notes
Correction Sheet (A paper copy)	3 copies	*The prescribed form can be downloaded from the GSE Website
Correction Sheet (An electronic copy)	1 copy	Create a PDF file of a list of errata, and upload in a folder for a list of errata submission on a registered course "Master's Thesis" on Course N@vi.  *Correction Sheets should be saved as the following name. [StudentID_Name_correction.pdf] Example: 32103009_WasedaTaro_correction.pdf

## 6. Schedule after Oral Examination

### 1. Announcement of Successful Students for Master's Thesis

Date: 10:00 a.m. 24<sup>th</sup> July, 2015 (Fri)

Place: GSE Bulletin Board (10th floor, Building No. 3).

### 2. Grade Announcement for Course Completion Students

Date: 1<sup>st</sup> Sept (Tue), 2015

Place: Waseda-net Portal "Grade Information" Menu

\*Please confirm you have paid the tuition fees for the fall semester 2015. Those who have not paid will be treated as "deferment of course completion."

### 3. Important Notes Regarding Graduation & Transcript Certificates

Those certificates will be available from the automatic issuing machine from 16<sup>th</sup> Sept (Wed). After you have turned in your student card, you will need to request them directly from the Office. (One copy will be 200 yen until 20<sup>th</sup> Sept. 2015. After 21<sup>st</sup> Sept, one copy will be 300 yen.)

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