Graduate School of Business and Finance (Waseda Business School)
MSc in Finance Program
Degree Thesis Guidelines

*Note: Templates are available for download from the following URL.
https://www.waseda.jp/fcom/wbs/en/students-and-alumni/theses

1. Graduation Requirements

   To receive the MSc degree (Master of Science in Finance, Waseda University), a candidate must fulfill all of the following requirements:

(1) Enrolled in the regular program for 2 years or more

(2) Earned a total of 50 credits or more which are required for the program completion as prescribed by WBS

(3) Must attend required seminar(s) and receive necessary research guidance, complete a Degree Thesis, and pass the thesis review and final examinations.

(4) Completed tuition payment

A Degree Thesis should embody, in the form of a case study, business reform plan, business plan, or research and academic paper, the research results of and findings about a particular subject, based upon the knowledge acquired from lectures, seminars, and project research. It should be written and completed in either Japanese or English, using the designated format.

> NOTE
> If the completion requirements are insufficient at the time of completion judgment, the grade of the Degree Thesis for the relevant semester will be "F". Extension students who have not submitted or failed their dissertation must resubmit their dissertation according to the schedule for the next semester. Students who want to extend the scheduled completion period should prepare "Application for Delay of Submission for the Degree Thesis/Project Research Thesis" and submit it to the WBS office after obtaining the signature / seal of their academic advisor.

*Refer to WBS's *Basic Guidelines* for detailed information about the program completion requirements.

2. Prerequisites for Submitting a Degree Thesis

   A student must fulfill the following requirements prior to submission of a Degree Thesis.
   (1) Earned or is expected to earn all the prescribed credits.
   (2) Paid the equivalent of 4 terms' tuition and fees prior to the date of submission.
   (3) Submitted a Degree Thesis Plan to WBS Office.

3. Deadline for Degree Thesis Plan Submission

Those who plan to complete the course must submit the prescribed "Thesis Plan" using Waseda Moodle at the end of the second semester after enrollment. The deadline for submission will be posted on the website or bulletin boards, so submit it by that date.
Those who are late for submission due to leave of absence should submit the thesis plan immediately at the end of the second semester or after returning to school, excluding the leave of absence period.
For those who took a leave of absence after submitting the plan, it is not necessary to resubmit the

plan unless the Deputy Examiner has changed or the Chief Examiner has determined that the research theme has changed significantly.

Deadline: End of January*
Deadline for students whose enrollment was extended for 6 months: End of July*
***Students are required to confirm WBS website for fixed schedule.**

4. Preparing the Degree Thesis Plan

(1)   The "Degree Thesis Plan" should be created by using the designated form which can be obtained from the WBS WEB site.
(2)   The "Degree Thesis Plan" shall be at least one A4 sheet including the thesis plan and the reference list.

5. Submission of the Degree Thesis

(1)   Those who plan to complete the course must submit "Degree Thesis" and "Approval Form for the Degree Thesis Be Made Public" form both in electric files to the WBS office.
The deadline for submission will be posted on the Web or on the bulletin board, so submit it to Waseda Moodle at the designated date and time.

Deadline : Beginning of July*
Deadline for students whose enrollment was extended for 6 months: Beginning of January*
***Students are required to confirm WBS website for fixed schedule.**

Items	Submission
Degree Thesis and Summary (Electric file)	Waseda Moodle
Approval Form for the Degree Thesis Be Made Public (Electric file)	Waseda Moodle

As a rule, the Degree Thesis will be published in the Commerce Research Library. You may however choose not to disclose it under certain circumstances.
Disclosure to off-campus through Waseda University Repository is optional although all treatise titles will be published.

(2)   The WBS office does not edit the file at all, so submit the files in complete form. Make an electronic file of the Degree Thesis and the Summary in one single file and submit it using Waseda Moodle within the specified period.

File Format	Electronic files should be submitted as PDF files so that the outline of the treatise and all the main thesis (including figures and tables) can be read in the Windows environment on campus.
File names	Student ID_Name_YYYYMM (Graduation Year & Month) _thesis **e.g.) 57******_OKUMATaro_20**09_thesis**

(3)   **If the chief examiner instructs you to resubmit the treatise during the oral examination,** submit the electronic file at the time of resubmission.

6. Degree Thesis and Summary

(1) The Degree Thesis should be created in A4 format.

(2) The format of the main body of the paper is as follows.

Degree Thesis	Summary of the Degree Thesis
	Table of Contents
	Contents
	References
	Appendix (optional)

(3) To complete the thesis and the summary, students should follow the instructions of their academic advisor as the writing styles differ in each academic field. If there is no specific instruction on the thesis format, students should use the template found on the WBS website.

(4) Language of thesis: Japanese or English

(5) The volume of the thesis should be in accordance with the following instructions.
       *Note that spacing is not included in the total word count.

> **Japanese: 25,000 characters or more***
>
> **English: In principle 8,000 words or more***
>
> ***EXCLUDING Main title, Summary, Table of Contents, References and Figures & Graphs**
>
> ***There will be no upper limit. Consult your supervisor for the target number of characters.**
>   **Note that "Business Plan" and "Case Studies" will also be subject to evaluation.**

(6) The summary should be prepared as follows:
       Japanese: 1 to 3 pages, A4 sized paper, about 1,200 characters per page
       English: 1 to 3 pages, A4 sized paper, about 500 words per page

The summary and the thesis should be written in the same language. The summary must be arranged in a single column and may include figures & graphs.

(7) The templates of the Degree Thesis and summary are available on the WBS website.

(8) The Degree thesis should be laid out in accordance with the following guidelines and the thesis template.

Contents of Degree Thesis Summary
      1) Title and subtitle
      2) Student ID number, Name, Seminar title, Names of Chief and Deputy Examiners
      3) Summary
Contents of Degree Thesis
      Table of Contents
      Text Body

Document Format
      Paper size ： A4
      Orientation ： Portrait
      Text direction ： Left to right
      Margins: 35mm (top), 30mm (bottom), 30mm (left), 30mm (right)
      Header from edge ： 15mm
      Footer from edge   ： 17.5mm
      Default page style ： one column
      Line spacing   ： double
      Default page font   ： Times New Roman 10.5pt
      Binding ： Bind on the left side

Notes Footnotes or endnotes

>Notes must be identified with numbers indicated in parentheses at the upper right-hand corner of each note.

Styles and References

>Refer to the "Template_of_Summary_and_MScDegree_Thesis.doc".

Page Numbers

>Bottom center of each page

7. Degree Thesis Evaluation

The Degree Thesis will be evaluated by one Chief Examiner (seminar supervisor) and two Deputy Examiners.
A+, A, and B are passing grades. An "F" is a failing grade.

Deputy Examiners are selected when the Degree Thesis Plan is submitted.

<Appointment of Deputy Examiners>

MSc in Finance Program
Appointed by Chief Examiner

A student is unable to complete the program if he or she received a grade of "F".
In that case, it is necessary to postpone the completion for at least 6 months and resubmit the treatise.
If the deferral is postponed, the student whose deputy examiner has been changed will resubmit the thesis plan. If the chief examiner determines that the research theme has changed significantly, resubmit the thesis plan.

8. Thesis Guidance

Students must receive thesis guidance primarily from Chief Examiner.

9. Oral Defense

(1) For those who plan to complete in March, as a general rule, the oral examination will be conducted on the designated date and time and period from the end of January to the beginning of February of the planned completion year. For those who are scheduled to complete in September, as a general rule, it will be conducted at the designated date and time and period in early August of the planned completion year. In each case, the date and time of the event will be announced on Waseda Moodle or the Web, etc.
(2) As a general rule, the allocation time per student will be 25 minutes.
(3) In principle, the chief examiner and two deputy examiners serve as judges for the oral examination.
(4) Students are allowed to bring a copy of their theses and references into the examination venue.
(5) Only if it is recognized that you are absent due to unavoidable reasons, an oral examination will be conducted on a different schedule.