

## 【For students scheduled to complete in March 2025】 Requirements and Format for Submitting a Master's Thesis

Master's thesis must be prepared according to the following rules (if not followed, the thesis will not be accepted).  
If there are separate instructions from your supervisor, please follow those instructions.

\*Please also check the following page.

Graduate School of Letters, Arts and Sciences Website

Top Page > For Current Students > Grades

• Annual Schedule of Grades

### (1) Requirements for submitting a master's thesis

- (i) The required number of credits have been earned or are to be earned.
- (ii) A master's thesis plan and Master's Thesis Title have been submitted.
- (iii) Have received the prescribed research ethics education (Waseda Moodle on-demand lecture "【文学研究科】研究倫理概論（閲覧用）" or JSPS "eL CoRE" [for graduate students]).  
\*For details on research ethics education, please refer to the MyWaseda announcement, " Research Ethics Education Program for AY2024" (posted on May 1, 2024).

### (2) Acceptance Period

Submission period: Tuesday, January 7, 2025, 10:00 a.m. - Wednesday, January 8, 2025, 3:00 p.m. (Japan Standard Time)

Submission: Master's thesis and outline of master's thesis (PDF format)

Submission Location: "Master's Thesis 2024" report box on Waseda Moodle

\*Submission will be closed just before 15:00:00. Please make your submission well in advance.

\*Courses on Waseda Moodle will be displayed from mid-December.

### (3) Preparation of master's thesis

- (i) Submit one data for each person. The same applies if figures or tables are included.

Data format should be PDF. A maximum file size of 100 MB can be accepted.

Prepare a master's thesis in B5 or A4 size. If figures or tables are included, design it to fit within the same data.  
(Consult the supervisor about the appearance of your thesis).

(ii) The order of the format should be "1. Cover (master's thesis outline / master's thesis) 2. Body (master's thesis outline) 3. Table of contents (master's thesis) 4. Body (master's thesis)". To create the cover, download and use the template provided on the website as necessary.

The Graduate School does not have a prescribed format for the table of contents (master's thesis) and body (master's thesis outline / master's thesis), but please check with your course in advance to see if your course has such format.

(iii) The volume of a master's thesis outline should be as specified for your course (An outline written in a language other than Japanese must be accompanied by a Japanese translation).

(iv) The title of the master's thesis and Master's Thesis Title should be identical word for word (adding a subtitle is not a problem).

For details on the submission method, please refer to "[For Apr. Enrollment] How to submit AY 20XX Master's Thesis" (expected to be posted in mid-December) on the following page.

\* Graduate School of Letters, Arts and Sciences HP > For Current Students > Thesis > Master's Thesis  
> 3. Announcement

\*1 Master's theses and master's thesis outlines that pass the final examination (oral examination) are stored as data in the Toyama Library and are available for browsing and copying only with the permission of the authors.

\*2 The titles of all master's theses that pass the final examination (oral examination) are published in the "List of master's Theses" in the Bulletin of the Graduate School of Letters, Arts and Sciences, Waseda University. In addition, with the permission of the authors, the names of the authors are listed. These may also be posted on the websites of the respective courses. (If you have any questions, please contact your course office.)