

【For students scheduled to complete in March 2025】

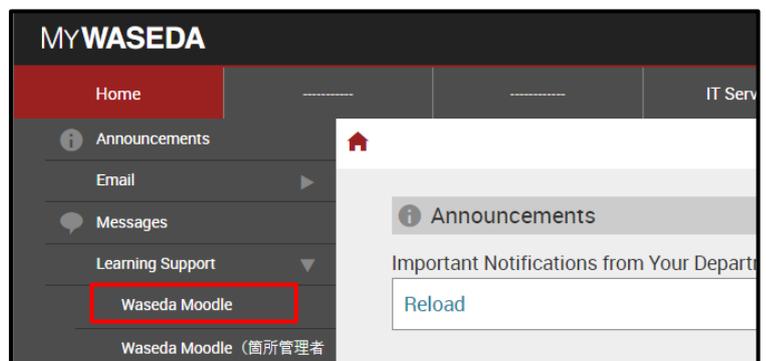
How to submit a Master's Thesis

- You may submit your master's thesis after answering "Questionnaire for Introduction to Research Ethics", "Questionnaire on Permission to Open Master's Thesis" and "About Master's Thesis Title".
- Please submit your thesis well in advance as completing all the steps will take some time.

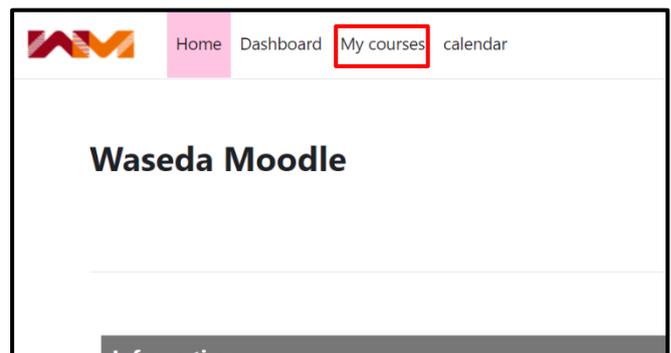
Step1

Please confirm that you meet all the submission requirements and formats in "[【For students scheduled to complete in March 2025】Requirements and Format for Submitting a Master's Thesis](#)" on the Graduate School website.

Step2 Access [Waseda Moodle] from [Home] > [Learning Support] on MyWaseda.



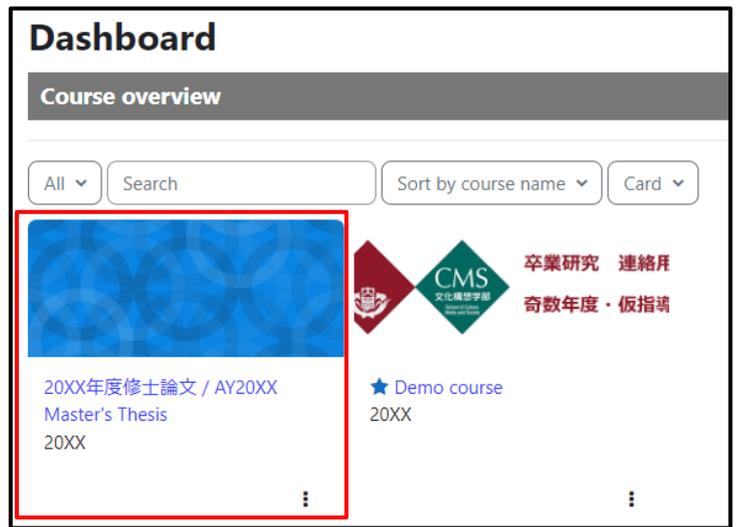
Step3 Select "My Courses" at the top.



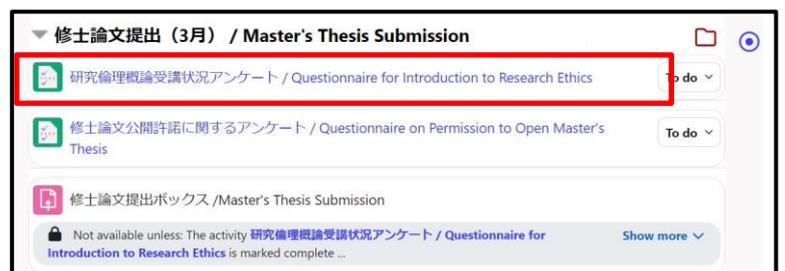
Step4 Select the subject “2024 年度修士論文 / AY2024 Master's Thesis” from the list of courses on the top page of Waseda Moodle.

If the course does not show up in the course list, click below:

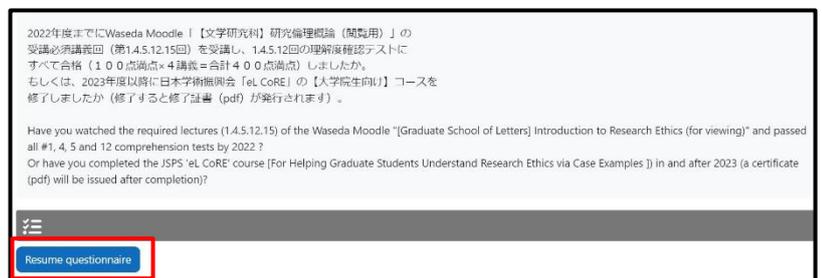
<https://wsdmoodle.waseda.jp/course/view.php?id=71545>



Step5 Select “修士論文提出（3月） / Master's Thesis Submission [March 2024]” in the contents section and click on “研究倫理概論受講状況アンケート / Questionnaire for Introduction to Research Ethics”.



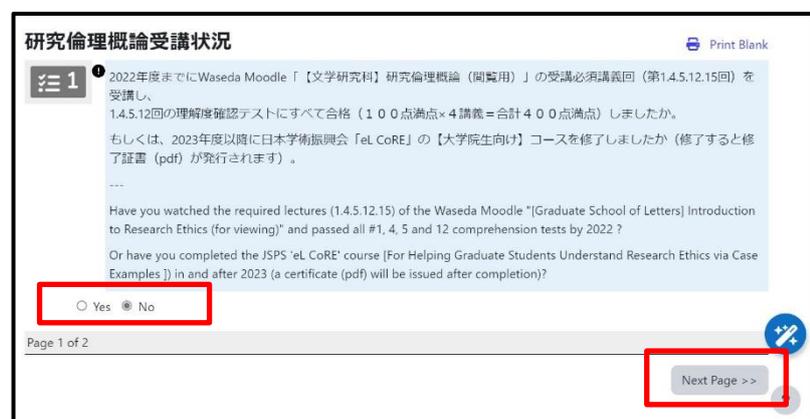
Step6 Click on “Answer the questions”.



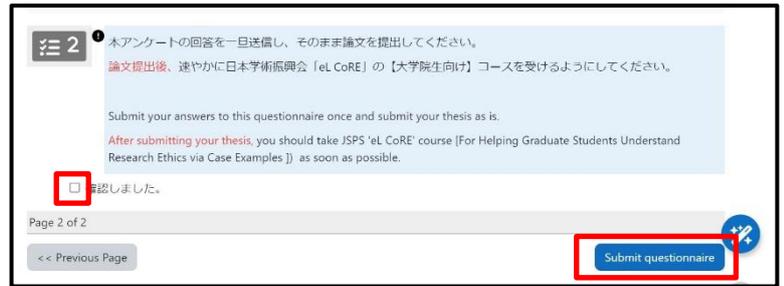
Step7 Answer “Yes” or “No” to the question shown and click on “Next Page”.

If answered “Yes”, go to **Step9**

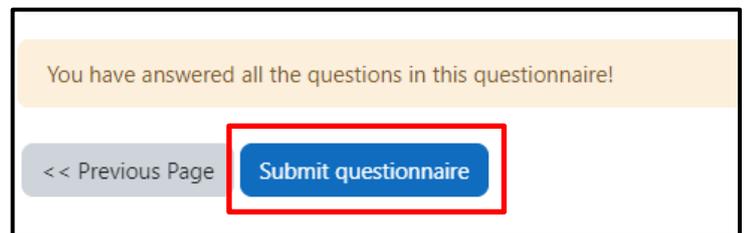
If answered “No”, go to **Step8**



Step8 If you answer “No” in **Step7**, the screen as shown on the right will be displayed. Read the message written thoroughly (and follow it), check the box and click “Submit questionnaire”.
(→Go to **Step8**.)



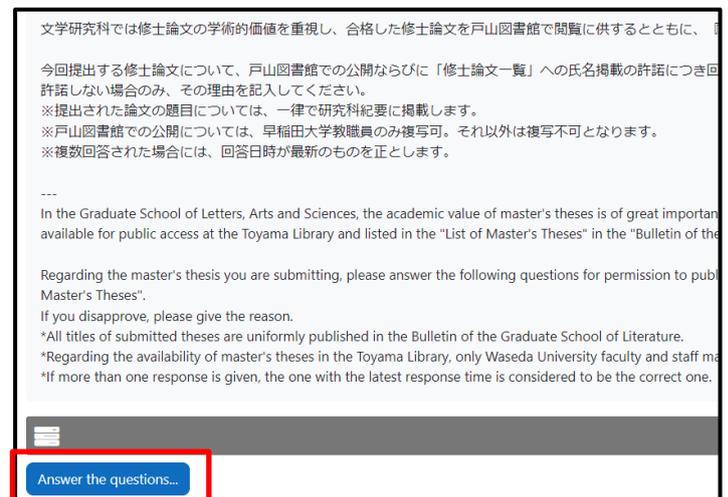
Step9 If you answer “Yes”, the page as shown on the right will be displayed. Click “Submit questionnaire”. (→Go to **Step8**.)



Step10 Click on “修士論文公開許諾に関するアンケート / Questionnaire on Permission to Open Master's Thesis”.



Step11 Click on “Answer the questions”.



Step12 Answer "Grant permission" or

"Do not grant" to whether or not your master's thesis can be open at Toyama Library, then click "next page".

If answered "Grant permission", go to

Step14

If answered "Do not grant", go to **Step13**

修士論文公開許諾に関するアンケート / Questionnaire

1 戸山図書館での公開について

※戸山図書館での公開については、早稲田大学教職員のみ複写可。それ以外は複写不可。
※複数回答された場合には、回答日時が最新のものを正とします。

Opening your master's thesis at Toyama Library

*Regarding the availability of master's theses at the Toyama Library, only Waseda University staff can photocopy.
*If more than one answer is given, the one with the latest response time is considered correct.

許諾する (Grant permission)
 許諾しない (Do not grant)

Page 1 of 4

Next Page >>

Step13 If you answered "Do not grant" in

Step12, describe the reason why it is so and click on "Next page".

2 (「許諾しない」を選んだ場合のみ要回答) 許諾しない理由を記入してください。
(Required only if you selected "Do not grant") Please specify reason(s) for not granting permission.

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Page 2 of 4

<< Previous Page Next Page >>

Step14 Answer "Grant permission" or

"Do not grant" to whether or not your name can be published in the list of master's theses in the Bulletin of the Graduate School of Literature, then click on "next page".

If answered "Grant permission", go to

Step16

If answered "Do not grant", go to **Step15**

3 『文学研究科紀要』の「修士論文一覧」への氏名掲載について

※合格した論文の題目については、一律で研究科紀要に掲載します。
※複数回答された場合には、回答日時が最新のものを正とします。

Publication of your name in the "List of Master's Theses" in the "Bulletin of the Graduate School of Literature"

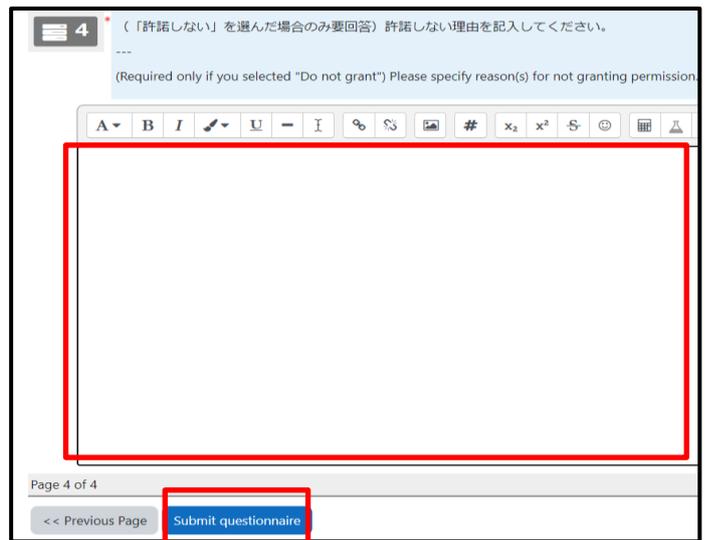
*All the titles of passed theses will be published in the Bulletin of the Graduate School of Literature.
*If more than one answer is given, the one with the latest answer time is considered correct.

許諾する (Grant permission)
 許諾しない (Do not grant)

Page 3 of 4

<< Previous Page Next Page >>

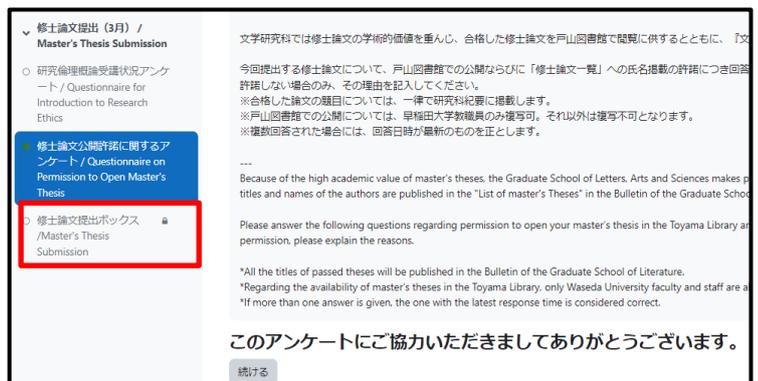
Step15 If you answered “Do not grant” in **Step14**, describe the reason why it is so and click “Submit questionnaire”.



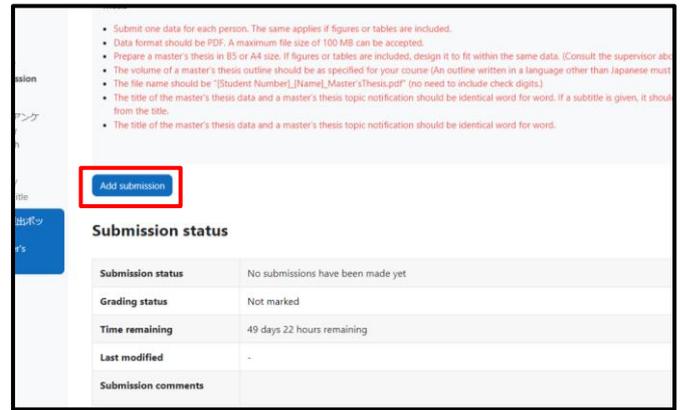
Step16 If you answer “Grant permission”, you will see a screen like the one on the right, click “Submit questionnaire”.
(Go to **Step17**)



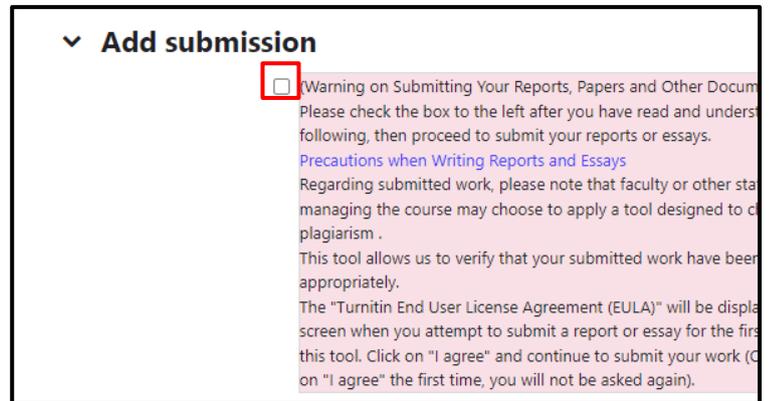
Step17 Click “修士論文提出ボックス /Master's Thesis Submission”.



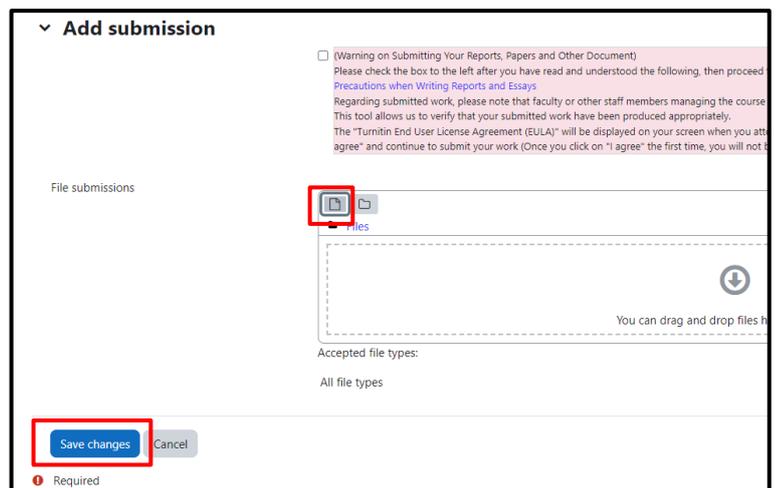
Step18 Click "Add submission" after reading the notes.



Step19 Read the notes and check the box on "(Warning on Submitting Your Reports, Papers and Other Document)"



Step20 Click on the icon under "File submission" to select a file for submission. Or you can also add files by dragging and dropping them into the dotted line area. After adding files, click "Save changes" to finish submitting your assignment.
***You may submit your paper as many times as you like within the period, but the last registration will be the final submission.**



Step21

When you have completed the submission, please confirm that the "Submission Status" is "Submitted for grading" on the subject "修士論文提出ボックス /Master's Thesis Submission" and that the "File submissions" contains the file you uploaded (e.g. 34999999_WasedaTaro_Master's Thesis.pdf).

* The completion percentage displayed in the course list may not be 100%, but it is no problem if Step 20 has been completed.

Submission status	
Submission status	Submitted for grading
Grading status	Not marked
Time remaining	Assignment was submitted 16 days 8 hours early
Last modified	Monday, 15 May 2023, 3:55 PM
File submissions	 34999999_WasedaTaro_Master's Thesis.pdf 15 May 2023, 3:55 PM  Turnitin ID: XXXXXXXXXXX
Submission comments	

Step22 Be sure to click and download

the file you have uploaded listed under "File Submissions" within the submission period, open the file, and check that the contents are complete.

※Please be careful not to submit corrupted files that cannot be opened or files other than those that should be submitted.

Submission status	
Submission status	Submitted for grading
Grading status	Not marked
Time remaining	Assignment was submitted 16 days 8 hours early
Last modified	Monday, 15 May 2023, 3:55 PM
File submissions	 34999999_WasedaTaro_Master's Thesis.pdf 15 May 2023, 3:55 PM  Turnitin ID: XXXXXXXXXXX
Submission comments	

Attentions

- Only if you cannot submit your paper from the submission course on Waseda Moodle

because of system trouble, etc., send a PDF file of your paper as an attachment from your

Waseda e-mail address to the following address within the period. In other cases, submission by

e-mail will not be accepted in principle. Please confirm that the submission is correctly made as indicated in Step 22. In addition, be aware that if you send to an address other than toyama-soturon-online@list.waseda.jp, we will not receive any of it.

- In such a case, the subject line should be "[Master's Thesis Submission] Student ID Number_Name" And in the body of the message, please include "(1)Student ID Number (2)Name and (3)The date and time when you tried to submit your thesis via Waseda Moodle".
- Even when submitting by e-mail, the thesis file must fully comply with all the submission formats in the " [【For students scheduled to complete in March 2025】Requirements and Format for Submitting a Master's Thesis](#)"section on the LAS website.
- **We do not accept any papers sent by e-mail after the submission period.**