[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"<u>[For students scheduled</u> 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.





	Home	Dashboard	My courses	calendar
Wase	eda l	Moodl	e	
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Infor	mation			

Step4Select 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/vie
w.php?id=71545













1	2022年度までにWaseda Moodle「【文学研究科】研究倫理概論(閲覧用)」の受講必須講義回(第1.4.5.12.15回)を 受請し、 1.4.5.12回の理解障確認テストにすべて合格(100点満点×4講義=合計400点満点)しましたか。
	もしくは、2023年度以降に日本学術振興会「eL CoRE」の【大学院生向け】コースを修了しましたか(修了すると修 了証書 (pdf) が発行されます)。
	Have you watched the required lectures (1.4.5.12.15) of the Waseda Moodle "[Graduate School of Letters] Introduction to Research Ethics (for viewing)" and passed all #1, 4, 5 and 12 comprehension tests by 2022 ?
	Or have you completed the JSPS 'eL CoRE' course [For Helping Graduate Students Understand Research Ethics via Case Examples]) in and after 2023 (a certificate (pdf) will be issued after completion)?
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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". $(\rightarrow Go \text{ to } Step8.)$



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



<u>Step10</u> 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".



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文学研究科では修士論文の学術的価値を重視し、合格した修士論文を戸山図書館で閲覧に供するとともに、 今回提出する修士論文について、戸山図書館での公開ならびに「修士論文一覧」への氏名掲載の許諾につき回 許諾しない場合のみ、その理由を記入してください。 ※提出され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。 ※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となります。 ※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。 In the Graduate School of Letters, Arts and Sciences, the academic value of master's theses is of great importa available for public access at the Toyama Library and listed in the "List of Master's Theses" in the "Bulletin of th Regarding the master's thesis you are submitting, please answer the following questions for permission to public Master's Theses". If you disapprove, please give the reason *All titles of submitted theses are uniformly published in the Bulletin of the Graduate School of Literature. *Regarding the availability of master's theses in the Toyama Library, only Waseda University faculty and staff m *If more than one response is given, the one with the latest response time is considered to be the correct one.

wer the questions..





Step13 If you answered "Do not grant" in **Step12**, describe the reason why it is so and click on "Next page".







Step15 If you answered "Do not grant

" in <u>Step14</u>, describe the reason why it is so and click "Submit questionnaire".

 (「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 4 of 4 < Previous Page Submit questionnaire





,修士論文提出(3月) / Master's Thesis Submission	文学研究科では修士論文の学術的価値を重んじ、合格した修士論文を戸山図書館で閲覧に供するとともに、『文
)研究倫理概論受講状況アンケ ート/Questionnaire for Introduction to Research Ethics	今回提出する修士論文について、戸山回書館での公開ならびに「修士論文一覧」への氏名掲載の許規につき回答 許規しない場合のみ、その運由を記入してください。 ※合格した論文の最同については、一律で研究和状態。掲載します。 ※戸山回書館での公開については、早報田大学教職員のみ復写す。それ以外は復写不可となります。 ※増約の客まわり場合には、「ゆぶ日料料量をためったとします。
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	weakline of the high academic value of master's theses, the Graduate School of Letters. Arts and Sciences makes p titles and names of the authors are published in the "List of master's Theses" in the Bulletin of the Graduate School
)修士論文提出ポックス 🔒 /Master's Thesis Submission	Please answer the following questions regarding permission to open your master's thesis in the Toyama Library ar permission, please explain the reasons.
	*All the titles of passed theses will be published in the Bulletin of the Graduate School of Literature. *Regarding the availability of master's theses in the Toyama Library. only Waseda University faculty and staff are a *If more than one answer is given, the one with the latest response time is considered correct.
	このアンケートにご協力いただきましてありがとうございます。
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Step18 Click "Add submission" after

reading the notes.

s sion アンケ (h	Submit one data for each , Data format should be PDI Prepare a master's thesis it The volume of a master's the The file name should be "[] The title of the master's the from the title. The title of the master's the	perion. The same applies if Siguris or tables are included. F. A mainium file size of 100 MG and be accepted. In B's or A4 size. If Sigures or tables are included, design it to fit within the same data. (Consult the supervisor abe heis outline should be as specified for your course (An outline written in a language other than laganese must Student Numbel_[Name], Matter's Thesis pdf' (no need to include check digits.) esis data and a master's thesis topic notification should be identical word for word. If a subtite is given, it should esis data and a master's thesis topic notification should be identical word for word.
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d's	Submission status Grading status	S No submissions have been made yet Not marked
t's	Submission status Submission status Grading status Time remaining	Image: Second system No submissions have been made yet Not marked A9 days 22 hours remaining
ris.	Submission status Submission status Grading status Time remaining Last modified	Image: Second



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.

 Add submission 	(Warning on Submitting Your Reports, Papers and Other Document)
	Please check the box to the left after you have read and understood the following, then proceed Precautions when Writing Reports and Essays Regarding submitted work please note that faculty or other staff members managing the course This tool allows us to verify that your submitted work have been produced appropriately. The "Turnitin End User License Agreement" (EULA)" will be displayed on your screen when you at agree" and continue to submit your work (Conce you cick on "Jageree" the first time, you will not License Agreement (EULA)" will be displayed on your screen when you at agree and continue to submit your work (Conce you cick on "Jageree" the first time, you will not agree the first time, you will not time you and the submitted work have been produced appropriately.
File submissions	
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	You can drag and drop files h
	Accepted file types:
	All file types
Save changes Cancel	

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.pdf15 May 2023, 3:55 PM
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.pdf15 May 2023, 3:55 PM
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
 <u>a Master's Thesis</u>"section on the LAS website.
- We do not accept any papers sent by e-mail after the submission period.