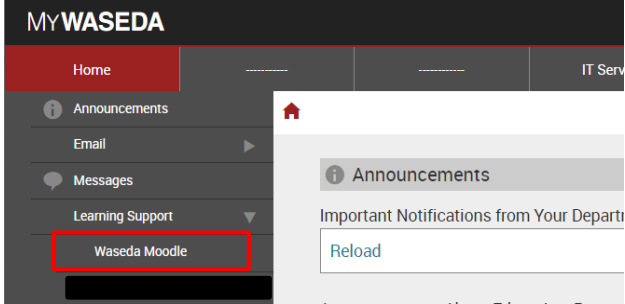
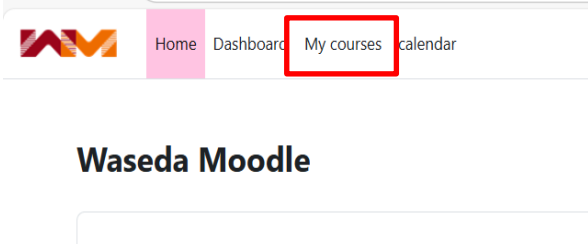

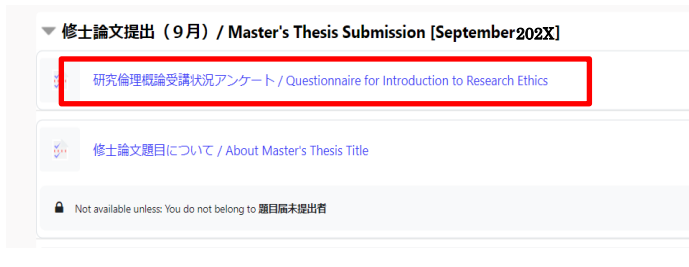

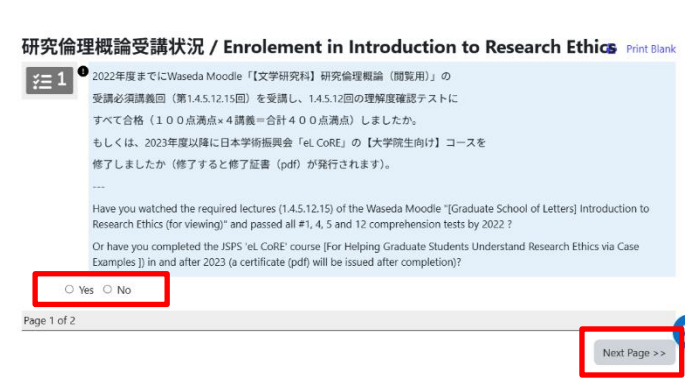

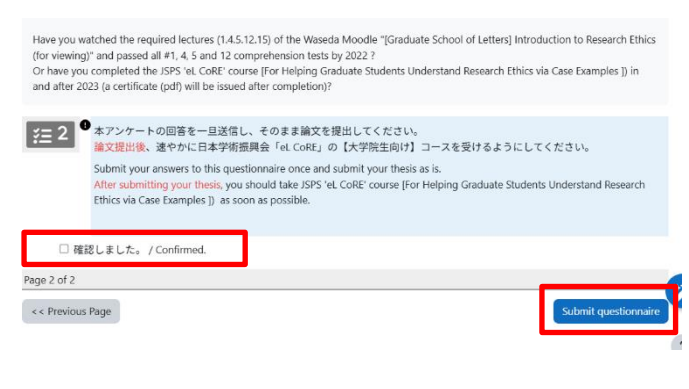


【For students scheduled to complete in September 2025】

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.

<p>Step1</p> <p>Please confirm that you meet all the submission requirements and formats in "AY 2025 Master's thesis submission" on the Graduate School website.</p> <p>*Check at the Graduate School website > For Current Students > Thesis> 3. Announcement</p>	
<p>Step2 Access [Waseda Moodle] from [Home] > [Learning Support] on MyWaseda.</p>	
<p>Step3 Select "My Courses" at the top.</p>	
<p>Step4 Select the subject "2025 年度修士論文 /AY2025 Master's Thesis" from the list of courses on the top page of Waseda Moodle.</p> <p>If the course does not show up in the course list, click below:</p> <p>https://wsdmoodle.waseda.jp/course/view.php?id=71545</p>	

<p>Step5 Select “修士論文提出（９月） / Master's Thesis Submission [September 2025]” 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”.</p>	
<p>Step6 Click on “Answer the questions”.</p>	
<p>Step7 Answer “Yes” or “No” to the question shown and click on “Next Page”.</p> <p>If answered “Yes”, go to Step8 If answered “No”, go to Step9</p>	
<p>Step8 If you answer “Yes”, the page as shown on the right will be displayed. Click “Submit questionnaire”. (→Go to Step10.)</p>	
<p>Step9 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”.</p>	

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**.

Step13 If you answered “Do not grant” in **Step12**, describe the reason why it is so and click on “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 **Step15**

If answered "Do not grant", go to **Step16**

Step15 If you answer "Grant permission", you

will see a screen like the one on the right, click "Submit questionnaire".

(Go to **Step17**)

Step16 If you answered "Do not grant " in

Step14, describe the reason why it is so and click "Submit questionnaire".

Step17 Click "修士論文題目について / About

Master's Thesis Title".

Step18 Click "Answer the questions."

Step19

Answer the questions and click “Next Page.”
If answered “Yes”, go to **Step20**
If answered “No”, go to **Step21**

Step20 If you answer “Yes” in **Step19**, the screen as shown on the right is displayed. Click “Submit questionnaire.”
(→Go to **Step22**)

Step21 If you answered "No" in **Step 19**, answer the question as shown on the right with Yes or No, and click "Next Page".
If answered “Yes”, go to **Step22**
If answered “No”, go to **Step23**

Step22 If you answer “Yes”, the screen as shown on the right is displayed. Click “Submit questionnaire.”
(→Go to **Step24**)

Step23 If you answer “No” in **Step21**, the screen as shown on the right will be display.
Read the message written thoroughly (and follow it), check the box and click “Submit questionnaire”.

Step24

Click “【9月修了】修士論文提出ボックス / [Completion in September 2025]”.

Step25 Click “Add submission” after reading the notes.

The screenshot shows a sidebar menu on the left with various links. The main content area is titled "For students scheduled to complete in September 2023 Requirements and Format for Submitting a Master's Thesis" and "For students scheduled to complete in September 2025 Requirements and Format for Submitting a Master's Thesis". A red box highlights the "Add submission" button in the top right corner.

Step26 Read the notes and check the box on “(Warning on Submitting Your Reports, Papers and Other Document)”

The screenshot shows the "Add submission" page. A red box highlights the checkbox for "Warning on Submitting Your Reports, Papers and Other Document", which is now checked. The text below the checkbox explains the warning and provides instructions for submitting work.

Step27 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.**

The screenshot shows the "File submissions" section. A red box highlights the "Add" icon (a document with a plus sign) in the top right corner. Below the icon is a dotted line area for dragging and dropping files. At the bottom, a red box highlights the "Save changes" button.

Step28


When you have completed the submission, please confirm that the “Submission Status” is “Submitted for grading” on the subject “[Completion in September 2025] Master's Thesis Submission” and that the “File submissions” contains the file you uploaded (e.g. 349999999_WasedaTaro_Master’s Thesis.pdf).

* The completion percentage displayed in the course list may not be 100%, but it is no problem if Step 28 has been completed.

The screenshot shows the "Submission status" page. A red box highlights the "Submitted for grading" status in the "Submission status" row. Another red box highlights the "File submissions" row, which shows the file "349999999_WasedaTaro_Master's Thesis.pdf" uploaded on May 15, 2023, at 3:55 PM.

Step29 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 29. 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 "[AY 2025 Master's thesis submission](#)" section on the LAS website.
- We do not accept any papers sent by e-mail after the submission period.