

Flow for Submitting a Master's Thesis

<For students scheduled to complete the program in March, 2020>

Check the below for submitting a Master's Thesis (including the research paper).

Please note that if you miss the deadlines, you are not allowed to submit your thesis.

1. Participate in Guidance for Master's Thesis *1

For Whom	Date and Time	Venue
Master Program Students (2nd and higher grade)	November 7, 2019 (Thu) 12:15 p.m.- 01:00 p.m.	Room 301, Building No. 3

(*1) Guidance will be conducted in Japanese.

2. Submit "Notification for Planned Submission of Master's Thesis" *2

Deadline	Where to Submit
November 13, 2019 (Wed) 5:00 p.m.*2	Application Form on MyWaseda

(*2) deadline strictly observed.

Please refer to the attached "Submission of Notification for Planned Submission of Master's Thesis" for details.

3 Announcement of the submitter of "Submission of Notification for Planned Submission of Master's Thesis"

Date and Time	Where to Display
November 22, 2019 (Fri) 10:00 a.m. (Planned)	GSE Website

4. Submit a Master's Thesis

Date and Time	Where to Submit
November 22, 2019 (Fri) ~ January 8, 2020 (Wed) 5:00 p.m.*3	Course N@vi

(*3) deadline strictly observed.

5. Oral Examination

The GSE office will inform you the designated date and time from the following period.
(Not changeable)

Period *3
January 23, 2020 (Thu) ~ January 27, 2020 (Mon)

- (*3)
- Except Sunday
 - Timetable will be announced on GSE website in early January.
 - If you do not have decent reasons to be absent, you will be given a failing grade if you do not take the Oral Examination on the designated time and date.

6. Announcement of Successful students for Master's Thesis

Date and Time	Where to Display
March 2, 2020 (Mon) 10:00 a.m. (Planned)	GSE Website

Submission of Notification for Planned Submission of Master's Thesis

Those scheduled for completion of the Master's Program in March 2020 are asked to submit the following two documents by the deadline.

Please note that if these documents are not submitted by the deadline, submission of Master's thesis will not be accepted.

What to Submit	Deadline	Where to Submit
(1) Notification for Planned Submission of Master's Thesis *1	November 13, 2019 (Wed) 5:00 p.m. (deadline strictly observed.)	(1) Application Form on MyWaseda
(2) Note of Recognition of the Definition of Plagiarism *2		(2) GSE Office

(*1)

- After submitting your "Notification of Planned Submission of Master's Thesis," you will not be allowed to change your topic, your language selection (Japanese or English), and the type of Master's Thesis (academic paper, research paper, or survey paper).
- This notification allows you to create a subtitle for your master's thesis. This subtitle may be added (or changed) at any point up until the submission of the actual thesis.
- Applicants for the Doctoral Program need to write a desired supervisor and 2 sub-advisors in the Doctoral Program.

(*2)

- After fully confirming and understanding the definition of plagiarism, please submit the note with your signature and stamp.

Announcement of Guidance for Master's Thesis

**To Master Program Students (2nd and higher grade),
Graduate School of Economics**

Guidance for Master's Thesis will be held as follows. *1.

Especially, students who are expected to complete in March 2020 must attend the guidance.

(*1) Guidance will be conducted in Japanese.

Date and Time	November 7, 2019 (Thu) 12:15 p.m.- 01:00 p.m.
Venue	Room 301, Building No. 3
What to Bring	Study Guide for Students
Note	It is allowed to bring your lunch

Graduate School of Economics

Graduate School of Economics Master's Thesis Guideline

1. Submission of Master's Thesis

PDF file of the Master's Thesis must be uploaded to **Course N@vi**.

Please make sure to allow enough time for the submission deadline.

What to Submit	Deadline	Where to Submit *1
Master's Thesis (PDF file)	January 8, 2020 (Wed) 5:00 p.m.*3	Registered course titled as [Master's Thesis B] on Course N@vi

(*1)

Create a PDF file of the Master's Thesis and upload it to [Master's Thesis] in a registered course titled [Master's Thesis B] on Course N@vi. You must submit one file only.

<Note>

•You CANNOT submit your thesis after the deadline for any reasons.

•If you want to change your thesis title after submission of the Notification for Planned Submission of the Master's Thesis, you will need to turn in "A Notification of Title Change of Master's Thesis".

2. Oral Examination for Master's Thesis

The GSE office will inform you the designated date and time from the following period.

(Not changeable)

Period *2		
January 23, 2020 (Thu)	~	January 27, 2020 (Mon)

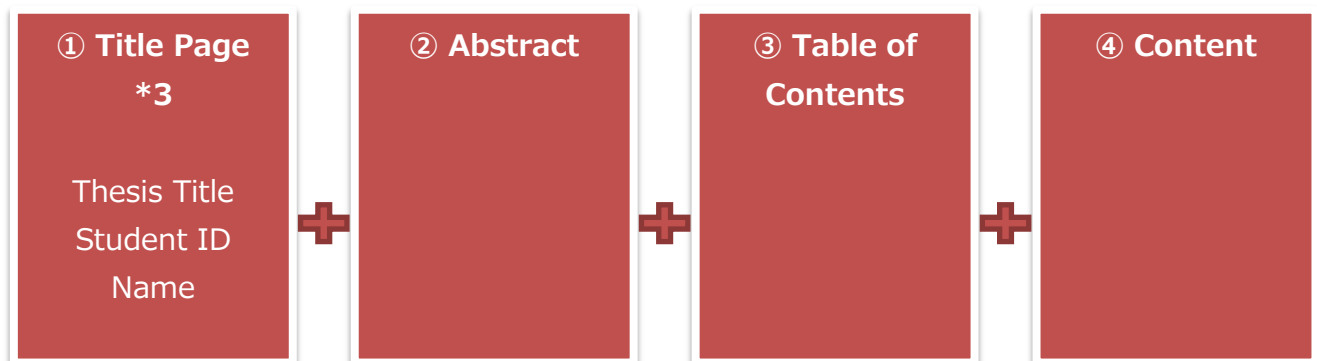
(*2)

- Except Sunday
- Timetable will be announced on GSE website in early January.
- If you do not have decent reasons to be absent, you will be given a failing grade if you do not take the Oral Examination on the designated time and date.

3. Master's Thesis

(1) How to create

(i) A) Convert electronic files of the Master's Thesis into PDF format. Create a PDF file in the following order: ①,②,③,④.



(*3) Please use the following prescribed format in the GSE website.

[English] <https://www.waseda.jp/fpse/gse/assets/uploads/2019/09/Title Page E.docx>

[Japanese] <https://www.waseda.jp/fpse/gse/assets/uploads/2019/09/Title Page J.docx>

(ii) Name the PDF file as follows.

■ **File Name : Student ID_Name in English.pdf**

<e.g.>

Academic Paper	3218A301_WasedaTaro.pdf
Research Paper	3218A301_WasedaTaro_EAP.pdf
Survey Paper	3218A301_WasedaTaro_SVY.pdf

(2) How to submit

(i) A course titled [Master's thesis B] is registered on Course N@vi for those who are permitted to submit a thesis.

(ii) Choose [Master's thesis B] from the registered courses, and upload the PDF file (refer to 3(1)) into the folder named "Master's Thesis".

<Note>

•Enter your master's thesis title in "Title" field of the Submission screen.

•To submit the file, you need to click "OK" button in the confirmation window. After submitting, please make sure that "Submission Date" is showed on the confirmation page. Your thesis will be just saved temporarily if you don't click the 'OK' button.

•Avoid submitting right before the deadline. You will not be able to upload the file after the deadline.

(3) Others

- The GSE office archives PDF files of Master's thesis of students who have completed the master's program, including "Correction Sheet".
 - The title of the Master's Thesis **CANNOT** be changed at all after submission of the "Notification for Planned Submission of the Master's Thesis". If you want to change your thesis title, you will need to turn in "A Notification of Title Change of Master's Thesis" to the Office. You must obtain a signature from your supervisor, and submit the form to the office by the submission of your Master's Thesis.
- It is possible to change your thesis sub-title. In this case, submission of "A Notification of Title Change of Master's Thesis" is not necessary.

<Note>

If you want to use a sub-title to your thesis title, you need to add a half-width colon ":" after your thesis title and put a space after the colon.

Example) Education System Provided by a College: Focusing on Waseda

4. Submission of Correction Sheet

Even if revisions of the Master's Thesis are pointed out in the oral examination, students cannot directly correct on the submitted Master's Thesis. Corrections must be made by submitting the "Correction Sheet" to the Office.

[Note] Only correction sheet can be submitted during this period. If students submit anything other than correction sheet, it may affect the final result even related to their degree conferment.

Submission Period			Where to Submit * 4
January 28, 2020 (Tue)	~	January 29, 2020 (Wed)	Registered course titled as [Master's Thesis B] on Course N@vi
5:00 p.m. (deadline strictly observed.)			

(* 4)

Create a PDF file of the Correction Sheet and upload it to [Errata] in a registered course titled [Master's Thesis B] on Course N@vi. You must submit one file only.

"Correction Sheets" should be saved as the following name.

■ File Name : **[Student ID_Name_correction.pdf]**

Example: 3218A301_WasedaTaro_correction.pdf

5. Schedule after Oral Examination

(1) Announcement of successful students for Master's Thesis

Date and Time		Where to Display
March 2, 2020 (Mon)	10:00 a.m. (Planned)	GSE Website

(2) Grade announcement for course completion students

Date and Time		Where to Display *5
March 2, 2020 (Mon)	10:00 a.m. (Planned)	My Waseda "Grade Information" Menu

(*5) Please confirm you have paid the tuition fees for the Fall Semester, AY2019.

(3) Important notes regarding "Graduation & Transcript Certificates"

These certificates will be available from the automatic issuing machine from March 15 (Sun), 2020. *6

After you return your student card, you need to visit the graduate school office directly for issuance.

(*6) Certificate Issuing Fee

until March 31, 2020	200 yen for each copy
after April 1, 2020	300 yen for each copy

Preliminary Check of Master's Thesis

If you would like your master's thesis to be checked prior to the official submission, the preliminary check is available as follows. Please note that this is for formality check, such as the thesis structure and the way of citation. It is allowed to submit an uncompleted thesis.

Submission Period	What to Submit	How to Submit
December 6, 2019 (Fri) ~ December 13, 2019 (Fri)	Master's thesis (PDF)	[Master Thesis (Precheck) B] is registered on your Course N@vi. Please follow the instruction and upload your thesis data on Course N@vi.

<Check Results>

The check results will be sent to your Waseda Mail by December 19 (Thu), 2019.