

# Flow for Submitting a Master's Thesis

<For students scheduled to complete the program in September, 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)	June 4, 2020 (Thu)	12:10 pm -1:00 pm	(Held online by Zoom)

(\*1) Guidance will be conducted in English.

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

Deadline		Where to Submit
May 12, 2020 (Tue)	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
May 22, 2020 (Fri)	10:00 a.m. (Planned)	GSE Website

## 4. Submit a Master's Thesis

Date and Time				Where to Submit
May 22, 2020 (Fri)	~	July 3, 2020 (Fri)	5:00 p.m.*3	Waseda Moodle

(\*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		
July 10, 2020 (Fri)	~	July 13, 2020 (Mon)

- (\*3) • [Important] This period includes Sunday as well.  
• Timetable will be announced on GSE website in end-June.  
• 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
September 1, 2020 (Tue)	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 September 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	<b>May 12, 2020 (Tue)</b> <b>5:00 p.m.</b> <b>(deadline strictly observed.)</b>	Application Form on MyWaseda
(2) Note of Recognition of the Definition of Plagiarism *2		

## (\*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.

## (\*2)

- After fully confirming and understanding the definition of plagiarism, please submit the note.

# 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 September 2020 must attend the guidance.**

(\*1) Guidance will be conducted in English.

Date and Time	June 4, 2020 (Thu) 12:10 pm -1:00 pm
Venue	(Held online by Zoom)
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 Waseda Moodle.

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

What to Submit	Deadline	Where to Submit *1
Master's Thesis (PDF file)	<b>July 3, 2020 (Fri)</b> <b>5:00 p.m.*3</b>	Registered course titled as [Master's Thesis A] on Waseda Moodle

(\*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 A] on Waseda Moodle. 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		
July 10, 2020 (Fri)	~	July 13, 2020 (Mon)

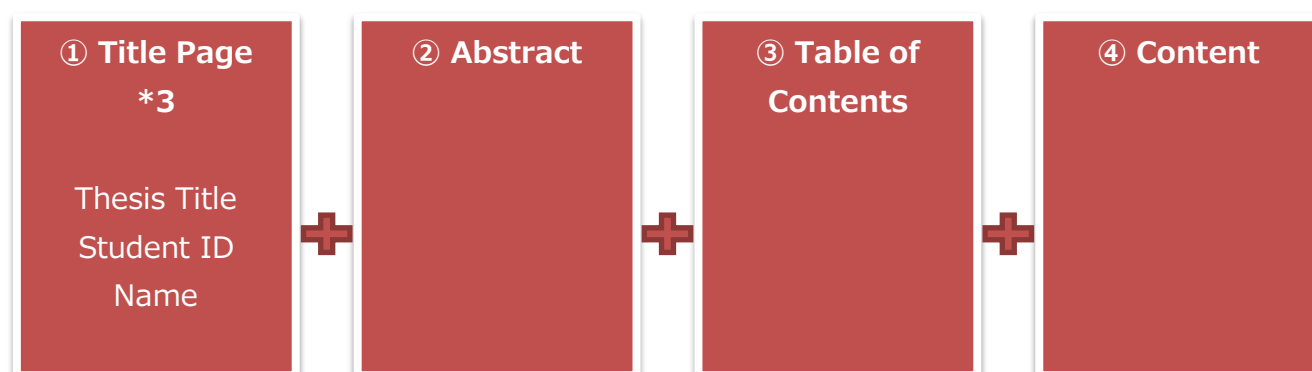
(\*2) • [Important] This period includes Sunday as well.

- Timetable will be announced on GSE website in end-June.
- 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.

[Japanese] <https://www.waseda.jp/fpse/gse/assets/uploads/2020/03/Title Page J.docx>

[English] <https://www.waseda.jp/fpse/gse/assets/uploads/2020/03/Title Page E-1.docx>

(ii) Name the PDF file as follows.

■ **File Name : Student ID (8 digits).pdf** ←NOT necessary after hyphen

(e.g.) 3218B301.pdf

(iii) Other rules

Creation	Horizontally presented on A4 paper
Page Settings (Just rough estimate)	Approx 40 words per line; Single line spacing; Approx. 40 lines per page. Font: 11pt
Language	The thesis outline and thesis itself must be written in the same language and the thesis outline should be written horizontally on A4 paper (within 3,000 characters for Japanese*; within 1,500 words for English). (* ) Japanese is available only for students who enrolled the GSE in April admission.
Other	Contents of a master's thesis must differ from papers that have already been submitted to another educational institution or papers/reports that are to be submitted in the future.

(2) How to submit

- (i) A course titled [Master's thesis A] is registered on Waseda Moodle for those who are permitted to submit a thesis.
- (ii) Choose [Master's thesis A] from the registered courses, and upload the PDF file (refer to 3(1)) into the folder named "Master's Thesis".

**<Note>**

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

**•For details about how to submit master's thesis by Waseda Moodle, refer to the quick guide below.**

<https://waseda.box.com/s/z385nzks2dvy3hoxg4vfpxygweh7cko4>

( 3 ) Others

- The GSE office archives PDF files of Master's thesis of students who have completed the master's program, including "Errata".
  - 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 Errata

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 "Errata" to the Office.

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

Submission Period			Where to Submit * 4
July 13, 2020 (Mon)	~	July 14, 2020 (Tue) 5:00 p.m. (deadline strictly observed.)	Registered course titled as [Master's Thesis A] on Waseda Moodle

(\* 4)

Create a PDF file of the Errata and upload it to [Errata] in a registered course titled [Master's Thesis A] on Waseda Moodle. You must submit one file only.

"Errata" should be saved as the following name.

■ File Name : **[Student ID (8 digits)\_errata.pdf]**

Example: 3218B301\_errata.pdf

## 5. Schedule after Oral Examination

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

Date and Time	Where to Display
September 1, 2020 (Tue) 10:00 a.m. (Planned)	GSE Website

(2) Grade announcement for course completion students

Date and Time	Where to Display *5
September 1, 2020 (Tue) 10:00 a.m. (Planned)	My Waseda "Grade Information" Menu

(\*5) Please confirm you have paid the tuition fees for the Spring Semester, AY2020.

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

These certificates will be available from the automatic issuing machine from September 15 (Tue), 2020. \*6

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

(\*6) Certificate Issuing Fee

until September 30, 2020	200 yen for each copy
after October 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.

Submission Period	What to Submit	How to Submit
June 5, 2020 (Fri) ~ June 12, 2020 (Fri)	Master's thesis (PDF)	[Master Thesis (Precheck) A] is registered on your Waseda Moodle. Please follow the instruction and upload your thesis data on Waseda Moodle.

## <Check Results>

The check results will be sent to your Waseda Mail by June 18 (Thu), 2020.