

# Submission Guidelines of Master's Thesis for students completing in September 2020 (Political Science Course)

## 1. Conditions for submitting the Master's Thesis

Students who will be able to earn all of the credits required for completion in the corresponding year (students who are expecting to complete in the corresponding year).

## 2. Schedule for submitting the Master's Thesis

### (1) Submission of "Notification of Planned Submission of Master's Thesis" and "Written Oath"

Documents to be Submitted (documents ① and ③ will be an online submission form):

- ① **Notification of Planned Submission of Master's Thesis**  
(for ALL students who plan to submit their Master's Thesis this semester)
- ② **A PDF of a confirmation email from your advisor**
- ③ **Written Oath**

If you have made any changes to your Research Plan since submitting it at the end of your first year, submit documents ④ and ⑤:

- ④ **Master's Thesis Research Plan**
- ⑤ **A PDF of a confirmation email from your advisor**

**How to Submit:** Submit through an online submission form. The form will only be available during the submission period.

**Submission period:** May 28 (Thurs) – June 4 (Thurs), 2020 5:00 p.m.

**Submit Here:** <https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=319620195>

#### **IMPORTANT:**

##### **• Thesis Title •**

The title of your Master's Thesis should be *identical* to that given in the 'Notification of Planned Submission of Master's Thesis.' Such a minor difference as one between a small letter and a capital letter or between a colon and a semicolon will not be tolerated. For those who have changed their title, see "Notification of Change of Thesis Title" below.

##### **• Subtitle •**

If your title has a subtitle, please type it following a main title with a colon and half-width space.  
ex. Education System Provided by a College: Focusing on Waseda

##### **• Notification of Planned Submission •**

**Master's Thesis from students who have not submitted the "Notification of Planned Submission of Master's Thesis" will NOT be accepted. Students who have submitted the Notification before must also submit a new Notification of Planned Submission in the semester they wish to submit their thesis.**

##### **• Notification of Change of Thesis Title •**

Students who have changed the title under the instruction of their research supervisor must submit "Notification of Change of Thesis Title" along with a PDF of a confirmation email from their advisor. Submit as attachment to <[gsps-office@list.waseda.jp](mailto:gsps-office@list.waseda.jp)>.

\* The form can be downloaded from the GSPS website at:  
<http://www.waseda.jp/fpse/gsps/en/students/master/>

## (2) Submission of Master's Thesis

**Documents to be Submitted: Data (PDF) of Master's Thesis**

**Submit to: Upload the PDF to Waseda Moodle**

**Submission period: July 11 (Sat) – July 13 (Mon), 2020**

**Deadline of Submission: July 13 (Mon), 2020 5:00p.m. \*FINAL DEADLINE\***

\* After the deadline of July 13 (Mon) 2020, 5:00 p.m., no Master's Thesis will be accepted for any reason. Make sure to submit your Master's Thesis well in advance, before the deadline.

\* Once the thesis is submitted, you will not be able to withdraw it.

## (3) Oral Examination Period

**July 27 (Mon) – July 29 (Wed), 2020**

**\*Details regarding the Oral Examination will be announced separately.**

## (4) Submission of Erratum

You may not make corrections to the original Master's Thesis you submitted. If any corrections are required, you must submit an erratum.

**Documents to be Submitted : Erratum data (PDF)**

**Submission: Upload the PDF to Waseda Moodle**

**Submission period: July 29 (Wed) – July 31 (Fri) 2020 5:00 p.m.**

\* There is not designated format.

\* Save the "Erratum" file with the following file name :

"student number\_student name(in Roman letters)\_correction.pdf"

example: 31\*\*\*\*\*\_WasedaTaro\_correction.pdf

(Your student number is eight numbers starting from the left)

\* You may not change or update your "Master's Thesis" that you have already submitted (you must not reflect the corrections shown in the erratum to the original Master's Thesis)

## (5) Announcement of Students who Passed Master's Thesis September 1 (Tue), 2020

## 3. Format and Binding

### (1) Format Requirements

	Requirements	
	Length of thesis (note 1)	
	Japanese (note 2)	English (note 3)
Applicants for Special entrance examination for the Doctoral Program	20,000 characters	40 pages
Students who do not apply for a Special entrance examination for the Doctoral Program	40,000 characters	80 pages
Students who enrolled through entrance examinations for working adults	20,000 characters	40 pages

(Note 1) Only the body text. Footnotes, bibliography or attached materials will not be counted. Note that these lengths are a guideline. The length should be adjusted as required based on the research theme or instructions from the research supervisor.

(Note 2) The font size should be 12 points.

(Note 3) The font size should be 12 points, double spaced.

Format of Master's Thesis in Word		
	Japanese	English
1. Page orientation	Vertical, horizontal writing	Vertical, horizontal writing
2. Number of characters or points	About 38 characters per line	12 points
3. Number of lines/page	About 26 lines	Double spaced

\* Depending on the version of Word, the number of characters and lines may not necessarily fit the above conditions, and so some deviation is allowed.

Create a cover page like the following.

[illegible]

Save the “Front cover”, “Abstract”, “Table of contents”, “Body text” and “Bibliography” of your Master’s Thesis in PDF format with the following file name.

“Student number\_student name(in Roman letters).pdf”  
e.g.: 31\*\*\*\*\* WasedaTaro.pdf

Students who have submitted the "Notification of Planned Submission of Master`s Thesis" must upload their Master's Thesis to **Waseda Moodle** as a PDF file. Choose "Master's Thesis" from the list of courses on **Waseda Moodle** and upload the PDF file to "Submission of Master's Thesis".

\*It is recommended that you keep a screen-shot of the screen after submission.

\*You cannot upload after the deadline. Please make sure to make adjustments with plenty of time to confirm that your thesis has been uploaded correctly.

Please note that submitted Master's theses will be stored in the Lee Kun-Hee Commemorative Library and will be made available to view for FPSE faculty members and current students.

Graduate School of Political Science