

Submission Guidelines of Master's Thesis for Students Completing the Program in September 2025

1. Conditions for submitting the master's thesis

Those who are able to fulfill the number of credits required for completion by obtaining credits for courses registered for the semester (those who are expected to complete the program)

2. Schedule for submitting the master's thesis

(1) Notification of Planned Submission of Master's Thesis

*Even if you do not plan to submit your master's thesis this semester, you need to submit your application to notify us.

Submission period: Friday, April 18 – Tuesday, April 22, 2025 at 5:00 p.m.

Procedures:

Please enter the required information in the online form. *Outside of the submission period, the online form is not available.

Online form:

<https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=618812651>

* If you are submitting your master's thesis this semester

Select "Yes" in the "Confirmation before application" section at the beginning of the application and enter or upload the necessary information and documents.

* If you are not submitting a master's thesis this semester

Select "No" in the "Confirmation before application" section at the beginning of the application.

Application details:

If you select "Yes", complete the following items.

1. Thesis title (Enter in the designated field)
2. A PDF of the confirmation email from your advisor (Upload the file in the designated field)
3. Written oath (Enter in the designated field)

IMPORTANT:

Thesis Title

The title of your master's thesis must be identical to the title provided in the 'Notification of Planned Submission of Master's Thesis.' Even minor discrepancies, such as the difference between a lowercase and an uppercase letter or between a colon and a semicolon, will not be accepted.

Subtitle

If your title has a subtitle, please enter it after the main title with a colon and a half-width space.

If the description does not follow the rules, the master's thesis will not be accepted.

ex. Education System Provided by a College: Focusing on Waseda

Notification of Change of Thesis Title

Students who have changed the title under the instruction of their advisor must submit "Notification of Change of Thesis Title" along with a PDF of a confirmation email from their advisor. Submit them as attachments to gspas-office@list.waseda.jp by the time of submission of the thesis. However, changes that involve major changes in content, such as research subject, theme, or language used, will not be accepted.

* The form can be downloaded from the GSPS website at:

<http://www.waseda.jp/fpse/gspas/en/students/master/>

Language of Master's Thesis

The language of the master's thesis title must match the language of the thesis itself. This language should correspond to the one used in your respective program. If you wish to change the language, please submit the following three documents via email to the graduate school office (gspas-office@list.waseda.jp) at least one week prior to the submission of the "Notification of Planned Submission of Master's Thesis." The decision regarding the approval of the language change will be made by the dean of the graduate school based on the submitted documents.

1. A statement of the reason for the change (free format)
2. A copy of a language test score report (TOEFL iBT, IELTS, Japanese Language Proficiency Test, etc.) that demonstrates the applicant's proficiency in the language in which they will be writing.
3. Documentation indicating that the main advisor has approved the change of the writing language

* A master's thesis submitted in a language different from the one specified in the "Notification of Planned Submission of Master's Thesis" will not be accepted.

Notification of Planned Submission

Master's thesis will not be accepted from students who have not submitted the "Notification of Planned Submission of Master's Thesis". Even if you have submitted the "Notification of Planned Submission of Master's Thesis" in the past, your thesis will not be accepted if you have not submitted the notification in the semester in which you submit your thesis.

(2) Submission of Master's Thesis

Submission Period: Monday, June 16 – Tuesday, June 17, 2025 at 5:00 p.m.

***No later submissions accepted**

Documents to be Submitted: PDF file of your master's thesis

Submission: Upload the PDF to Waseda Moodle

* The course title is "修士論文(春)". **Please note that it is written in Japanese only.**

* All formal requirements listed in this submission guideline must be met. A master's thesis that does not meet the requirements will not be accepted.

* After the deadline of Tuesday, June 17, 2025, 5:00 p.m., no master's thesis will be accepted for any reason.
Make sure to submit your thesis well in advance.

* Once the thesis is submitted, you cannot withdraw it.

(3) Examination of Master's Thesis

Schedule:

The date of the examination is scheduled as follows. Details will be notified separately.

Saturday, July 5, 2025

Outline of Review-Style Examination

Submitters of master's thesis will read the "Review Sheet" which contains the examiners' feedback, and prepare a "Response Sheet" to answer them. The examination will take place in the on-campus PC room using MyWASEDA.

(4) Submission of Erratum

No changes to the main body of the master's thesis are permitted after submission. However, if the thesis needs to be revised due to the examiners' comments at the time of the thesis examination, a list of errata should be submitted.

Submission period: Saturday, July 5 – Monday, July 7, 2025 at 5:00 p.m.

Documents to be Submitted: PDF of a list of errata

Submission: Upload the PDF to Waseda Moodle

* **The course title is "修士論文(春)". Please note that it is written in Japanese only.**

* Only minor corrections, such as typographical errors and omissions, will be accepted.

* There is not designated format.

* The file name should be as follows:

"student ID number_student name(in Roman letters)_correction.pdf"

example: 31*****_WasedaTaro_correction.pdf

*Enter the 8 digits starting with 31.

*It is not permitted to update the master's thesis data that has already been submitted. Corrections made in the errata list cannot be reflected in the main body of the master's thesis.

3.Format

(1) Format Requirements

Please refer to the Study Guide for your year of admission for details.

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 / Line spacing	About 26 lines	Double spaced

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

(2) Front cover

Create a cover page similar to the following.

<p style="text-align: center;">20XX Master's Thesis Title</p> <p>Graduate School of Political Science Major, Program, Subfield Student ID Number Name</p>

(3) Binding order of the master's thesis

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

“Student ID number_student name (in Roman letters).pdf”
e.g.: 31*****_WasedaTaro.pdf

4.How to submit your master’s thesis

Choose “修士論文(春)” from the list of courses on **Waseda Moodle** and upload the PDF file to “Submission of Master’s Thesis”.

* We recommend that you take a screenshot after the upload is complete and save it just in case.

* Please refrain from submitting right before the deadline, as uploads will no longer be possible once the deadline has passed. It is advisable to submit your thesis early.

5. Notice on storing Master’s Thesis in the Lee Kun-Hee Commemorative Library

Please note that submitted master’s theses will be made available to faculty members and current students of the FPSE at the Lee Kun-Hee Commemorative Library.

Graduate School of Political Science