

Master's Thesis Regulations for September Enrollees

1. Degrees

An M.A. in Social Sciences shall be conferred on students who fulfill all the following requirements: students must have attended the master's program of the Graduate School of Social Sciences for at least two years and not more than four years, must have obtained at least 32 credits for courses, must have received the required research supervision, and must have passed both the master's thesis examination and the final examination.

2. Submission Eligibility

All of the following conditions shall be satisfied in order to become eligible for submission of a master's thesis.

- (1) The student must have obtained, or is expected to obtain, the required number of credits.
- (2) The student must have submitted a master's thesis plan.
- (3) The student must have presented his or her master's thesis.

3. Notification of Master's Thesis Submission

A student intending to submit a master's thesis shall submit a Master's Thesis Submission Notification form at the beginning of July prior to the intended school year of completion of studies [provisional titles are acceptable; forms can be obtained from the office of the Faculty of Social Sciences (hereinafter, the "school office").

4. Master's Thesis Plan (schedule to be announced later)

- (1) The student shall submit a Master's Thesis Plan form (which can be obtained from the school office) to his or her supervisor at the beginning of October and shall then receive instructions regarding the content thereof.
- (2) The student shall submit a Master's Thesis Plan form bearing the seal of authorization of his or her supervisor to the school office during the middle of October.
- (3) Any student having completed steps (1) and (2) above shall attend the Master's Thesis Presentation held in the middle of April and shall present his or her master's thesis thereat.
- (4) If any changes must be made to the main title or subtitle of a master's thesis after submission of a Master's Thesis Plan, the student shall provide notification thereof in late April and shall make the aforementioned changes only when authorized by the graduate school steering committee.

5. Submission of Master's Thesis

- (1) Submission deadline: Middle of June (a specific date and other details will be indicated via the normal notification means)
- (2) Opening hours for submission: Details will be indicated via the normal notification means
- (3) Submission point: School office

Regardless of reason, no submission of master's theses shall be accepted after the prescribed deadline and outside the prescribed opening hours.

Furthermore, no submission of master's theses by mail shall be accepted. Any person submitting by proxy shall also present the student ID card of the submitting student and a proxy statement.

6. March Completion

The schedule for master's thesis submission by students intending to complete their studies in March differs from that described above and details thereof shall be indicated separately.

7. Master's Thesis Summaries

Master's thesis summaries shall be approximately 1,200 words in length if submitted in English and 2,000 Japanese characters in length if submitted in Japanese. The prescribed forms shall be used, and three copies shall be submitted.

8. Master's Thesis Abstracts

- (1) Master's thesis abstracts shall be approximately 500 words in length if submitted in English and 750 Japanese characters in length if submitted in Japanese. In principle, abstracts shall be written in horizontal text on an A4 sheet of paper using a word processor, and one copy thereof shall be submitted.
- (2) The abstracts of the master's theses of students having passed the master's thesis examination and final oral examination shall be published in the journal of the Graduate School of Social Sciences (the Waseda Review of Socio-Science).

9. Preparation of Master's Thesis

- (1) Copies to be submitted: Three, including the original. (The two other copies may be photocopies.)
The original shall be used for binding, and therefore, must be clearly labeled upon submission.
- (2) In principle, a master's thesis shall be written in horizontal text on one side only of A4 sheets of paper using a word processor. If it is written in English, the text must be double-spaced with a font size 11. If it is written in Japanese, each sheet shall contain up to 28 lines of text, each comprising up to 40 Japanese characters (giving 1,120 characters per sheet). If a master's thesis is to be handwritten, however, A4 manuscript paper shall be used.
- (3) Manner of submission: The prescribed A4 front cover and back cover shall be included.
- (4) See below for a figure illustrating the submission format.
The order of contents shall be as follows.
(a) Front cover (as specified) (b) Inside cover (blank) (c) Title of thesis (using prescribed form) (d) Table of contents (e) Body text (f) Inside cover (blank) (g) Back cover (as specified)

10. Master's Thesis Examiners

- (1) Each master's thesis shall be examined by one chief examiner and two deputy examiners.
- (2) Members of academic staff supervising research projects shall serve as chief examiners for master's theses.
- (3) Examiners shall be decided through deliberation of the graduate school steering committee.

11. Supplementary Provisions

These regulations shall come into effect on June 14th, 2012.

Note: The original text of these regulations is in the Japanese language. In the event of any discrepancies between the English translation and the Japanese original, the Japanese original shall prevail.