

Guidelines for Submission of Graduation Thesis

1. Submission Eligibility

All of the following conditions must be satisfied in order for the student to be eligible for submission of a graduation thesis.

- (1) The student must have registered for the Graduations Thesis course.
- (2) The student is expected to fulfill the designated number of credits required for graduation.
- (3) The student must complete payments of school fees before the thesis submission deadline.
- (4) The student must have submitted the Graduation Thesis Plan.
- (5) The student must have received interim guidance from their supervisor.

2. Prescribed Forms for Thesis Submission

<For submission>

- (1) Title of Thesis (prescribed) : 2 sheets*
- (2) Submission Sheet for Graduation Thesis / Receipt for Graduation Thesis: 1 sheet*

<For your reference>

- (3) Graduation Thesis Regulations*

*The documents (1), (2), and (3) can be downloaded from the SSS webpage below:

<http://www.waseda.jp/fsss/sss/en/students/seminar/>

3. Preparation of Graduation Thesis and Related Documents

A. Graduation Thesis

- (1) Copies to be submitted: 2
- (2) In principle, a graduation thesis shall be typed horizontally, printed single-sided on A4-sized sheets of paper using a word processor. The text must be **double-spaced with a font size of 11**. Handwritten theses will not be accepted.
- (3) The approximate number of words required for the graduation thesis is **8,000**.
- (4) Manner of submission: The prescribed A4 "Title of Thesis" sheet must be included. Each thesis must also be stapled together.
- (5) Refer to "Graduation Thesis Regulations" for a figure illustrating the submission format.

The order of contents should be as follows.

- a. Title of Thesis (using prescribed form)
- b. Table of Contents
- c. Body text

B. Submission Sheet for Graduation Thesis / Receipt for Graduation Thesis

Please fill out the form (A) Submission Sheet for Graduation Thesis and (B) Receipt for Graduation Thesis.

4. Submission of Graduation Thesis and Related Documents

Documents to be submitted:

- (1) Graduation Thesis: 2 copies
- (2) Submission Sheet for Graduation Thesis / Receipt for Graduation Thesis: 1 copy

Submission deadline: 5:00 pm on June 3 (Mon), 2019

To be submitted to: School Office (Academic Affairs Section)

The submission of graduation theses will not be accepted after the prescribed deadline under any circumstances. Furthermore, submission of graduation theses by mail will not be accepted. For students planning to submit their thesis by proxy, a proxy form (free format) and the student ID card of the proxy and a copy of the student ID card of the student submitting their thesis is required.

5. Period for Feedback

Between June 5 (Wed) and June 25 (Tue), 2019

Feedback will be given by the supervisor of each student during the above period.

6. Re-submission of Graduation Thesis

*This step is only applicable to students who been asked by their supervisor to re-submit their graduation thesis.

Re-submission Procedure

When re-submitting your graduation thesis, you must follow the same procedure listed above for “3. Preparation of Graduation Thesis and Related documents” and “4. Submission of Graduation Thesis and Related Documents.”

Submission deadline: July 9 (Tue), 2019

To be submitted to: School Office (Academic Affairs Section)

Students who have been asked to re-submit their thesis must submit it before the designated deadline. The re-submission of graduation theses will not be accepted after the deadline under any circumstances. Please note that it will be the student's responsibility to keep track of the deadline as no reminder or follow-up e-mails on this matter will be sent to students.

For your reference, a sample format of an acceptable Graduation Thesis can be found at the office.

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