

# Submitting your Master's Thesis (flow)

Those expected to complete the program in September 2026 are to submit their Master's thesis through google classroom.

At first,

access to the browser on your PC. In principle, use your PC in order to submit your thesis. As for the browser, Google Chrome is highly recommended.

## < Access to Google Classroom >

1. Login using your TUFS account. For details, refer to the tutorial movies for online class support.

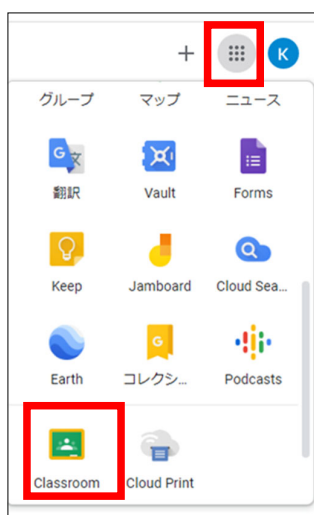
[https://www.tufs.ac.jp/student/lesson\\_course/zoomsupport.html](https://www.tufs.ac.jp/student/lesson_course/zoomsupport.html)

<https://www.youtube.com/watch?v=62V8-QO5KdY&feature=youtu.be>

Check and confirm on Gmail screen that you are logged in with the TUFS account



Click the classroom icon from the App button on the upper right of the screen





If it is the first time to use the classroom, click “continue”.

### <How to submit Master’s thesis using Google Classroom>

2. Find the class 「XX XX your name 2026 年度 9 月修了修士論文提出」 and click it.



3. Then, the “stream” screen appears



4. Click the 「メンバー Member」 tab, and the name of the professors who will examine

your thesis will appear. If your main supervisor is not included in the list, notify the Educational Affairs Division Postgraduate Section immediately.  
(kyoumu-daigakuin@tufs.ac.jp)



5. Click the 「授業 class」 tab. Check the guideline for submission.

A screenshot of a web interface. At the top, there are navigation tabs: 'ストリーム', '授業', 'メンバー', and '採点'. The '授業' tab is highlighted with a red box. Below the tabs, there is a blue button labeled '+ 作成' (Create). A notification card is displayed with the title '修士論文等の提出について' (About the submission of master's theses, etc.) and a deadline of '7月2日 15:59'. The card contains text in Japanese and English, a URL, and a progress indicator showing '0' (submitted) and '1' (deadline). A '手順を表示' (Show procedure) link is at the bottom.

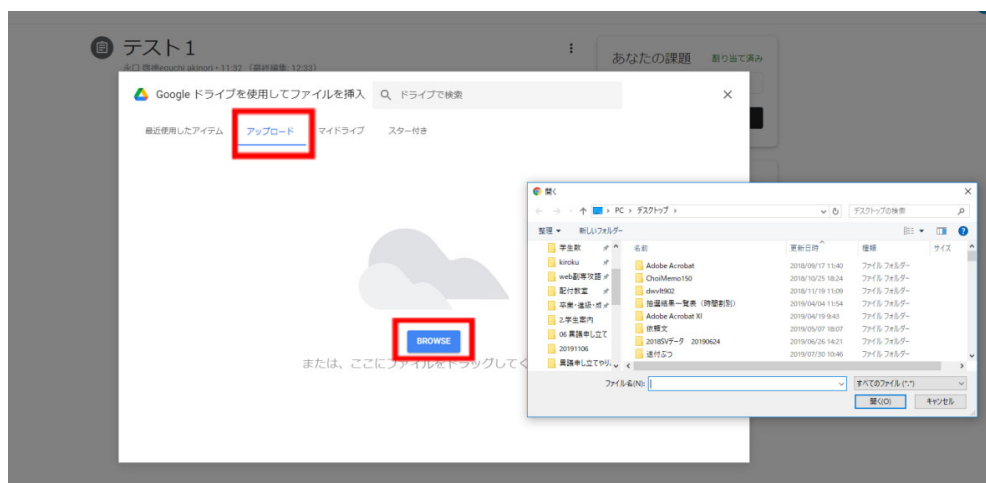
6. To submit the Master's thesis, click 「あなたの課題 your assignment」 on upper-right and then 「+追加または作成 add or create」



7. Click 「ファイル File」



8. Click 「アップロード upload」 and 「browse」 button. From the list, select Master's thesis (PDF)、Thesis abstract (PDF)、Application form for the Master's degree (Excel)、Notification of Master's thesis (Excel)、Copy of an approval email from supervisor(PDF), and click “提出 Submit” button to submit the files.



☆ Title of the files should be as follows

★ Master's thesis (PDF)	01.master's thesis_5XXXXXXXX.docx or 01.master's research_5XXXXXXXX.docx
★ Thesis abstract (PDF)	02.thesis abstract_5XXXXXXXX.docx
★ Application form for the Master's degree (Excel)	03.application form for MA_5XXXXXXXX.xlsx
★ Notification of Master's thesis 2026 (Excel)	04.notification of Master's thesis_5XXXXXXXX.xlsx
★⑤ Copy of an approval e-mail from your supervisor (PDF)	05. approval e-mail_5XXXXXXXX.pdf

**example → 「master's thesis\_1 2 3 4 5 6 7.pdf」 (pdf is a suffix)**



※Make sure to click the 「提出 submit」 button. One must complete this in order to submit the files.

9. Make sure that the files are 「提出済み submitted」.

One may cancel the submission and re-submit within the submission period.

修士論文等の提出について

修士論文等の提出についてお知らせします。  
添付のファイルを確認し、指定の期限までに提出してください。

1. 修士論文等提出について
2. マニュアル①書類出力
3. マニュアル②提出方法

修士論文等提出について.pdf PDF

マニュアル①書類出力.pdf PDF

マニュアル②提出方法.pdf PDF

あなたの課題

提出済み

①修士論文等.pdf PDF

②修士論文等の要旨.pdf PDF

③修士論文（研究届）.xl... Excel

④2020年度修士論文等... Excel

⑤主任指導教員の承諾書... PDF

提出を取り消し

to cancel

1 0. Do not use the 「クラスのコメント comments on the class」 section to inquire.

In case of inquiry, contact the following:

- Contents of the thesis → directly contact your supervisor
- Formalities → [kyoumu-daigakuin@tufs.ac.jp](mailto:kyoumu-daigakuin@tufs.ac.jp)

クラスのコメント

クラスのコ... Do not use this section