

Submitting your Master's Thesis (flow)

Those expected to complete the program in March 2024 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.

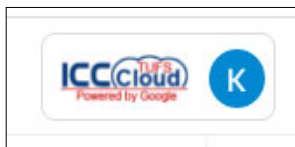
< Access to Google Classroom >

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

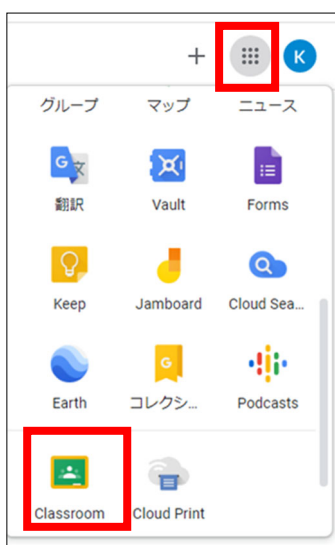
https://www.tufs.ac.jp/student/lesson_course/zoomsupport.html

<https://www.youtube.com/watch?v=62V8-Q05KdY&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 「2023 年度修士論文提出 XX XX your name」 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



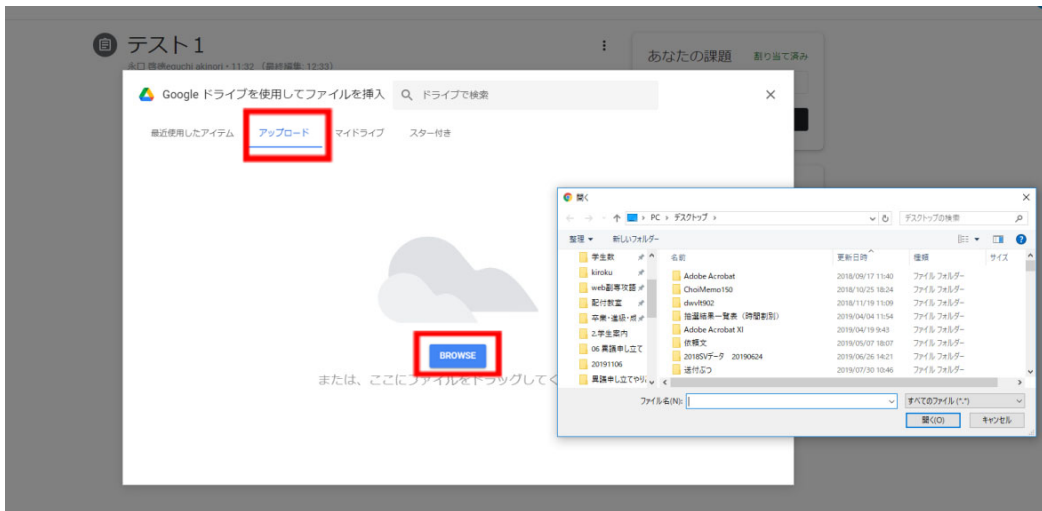
6. To submit the Master's thesis, click 「あなたの課題 your assignment」 on upper-right and then 「+追加または作成 add or create」



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 2023 (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.

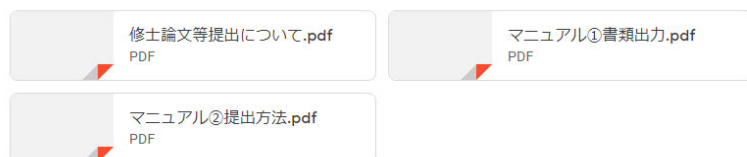
9. Make sure that the files are 「提出済み submitted」.

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

① 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



クラスのコメント



10. 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

