How to Submit Your Final Deliverable

First, read the following precautions.

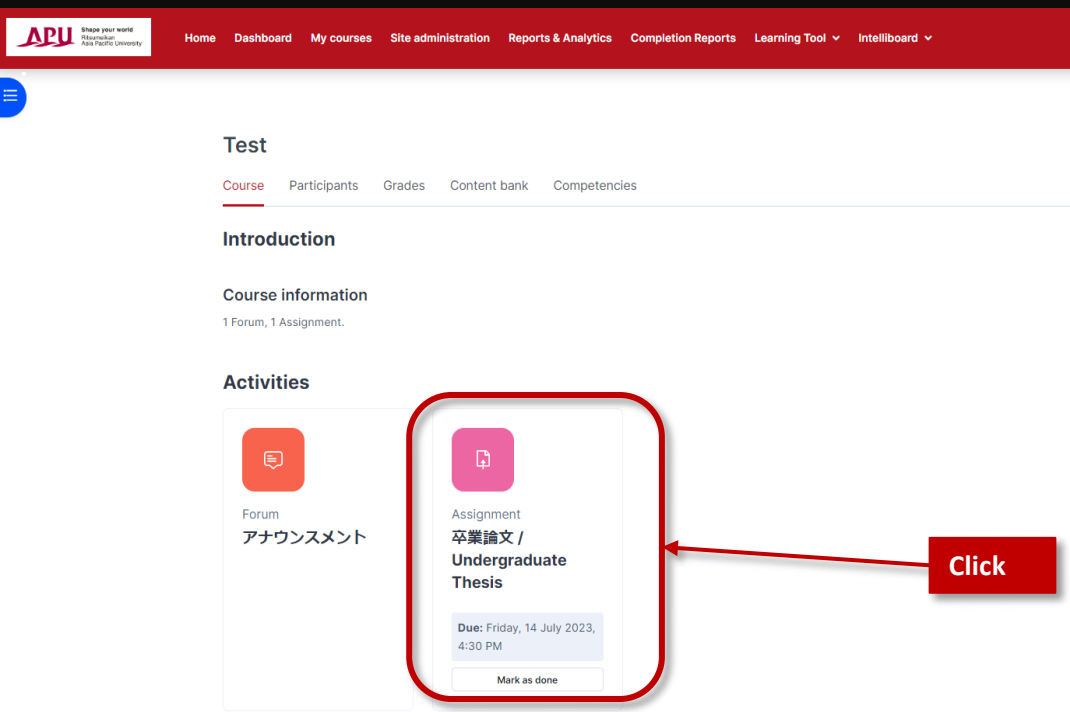
Submission Period	**Please kindly refer to the Academic Office website**
Submission Method	**Submit Online through Moodle** *Some students may be advised by their supervisors to submit their thesis separately in hard copy (paper) form. Regardless, you are still required to upload a soft copy(data) to manaba. **Please note that even if you submit a hard copy (paper) version of your thesis to your Supervisor, if you fail to submit a soft copy (data) version of your Undergraduate Thesis through Moodle by the submission deadline, your thesis will be considered as not having been submitted and an F grade will be given.**
File Format	**PDF Format** *Word format will NOT be accepted. *If you do not know how to convert your thesis from Word to PDF, please ask the Academic Office. *The file name for your thesis must be your name in Latin Alphabet using “hankaku” (one-byte) characters. Example: APU Jiro.pdf
Submission Procedure	**Submit your Deliverable using the procedures shown on the following pages.** *If the screens do not display as shown on the next page, please try again using a different web browser.

Now, log in to Moodle (←click here) and proceed to the next page.

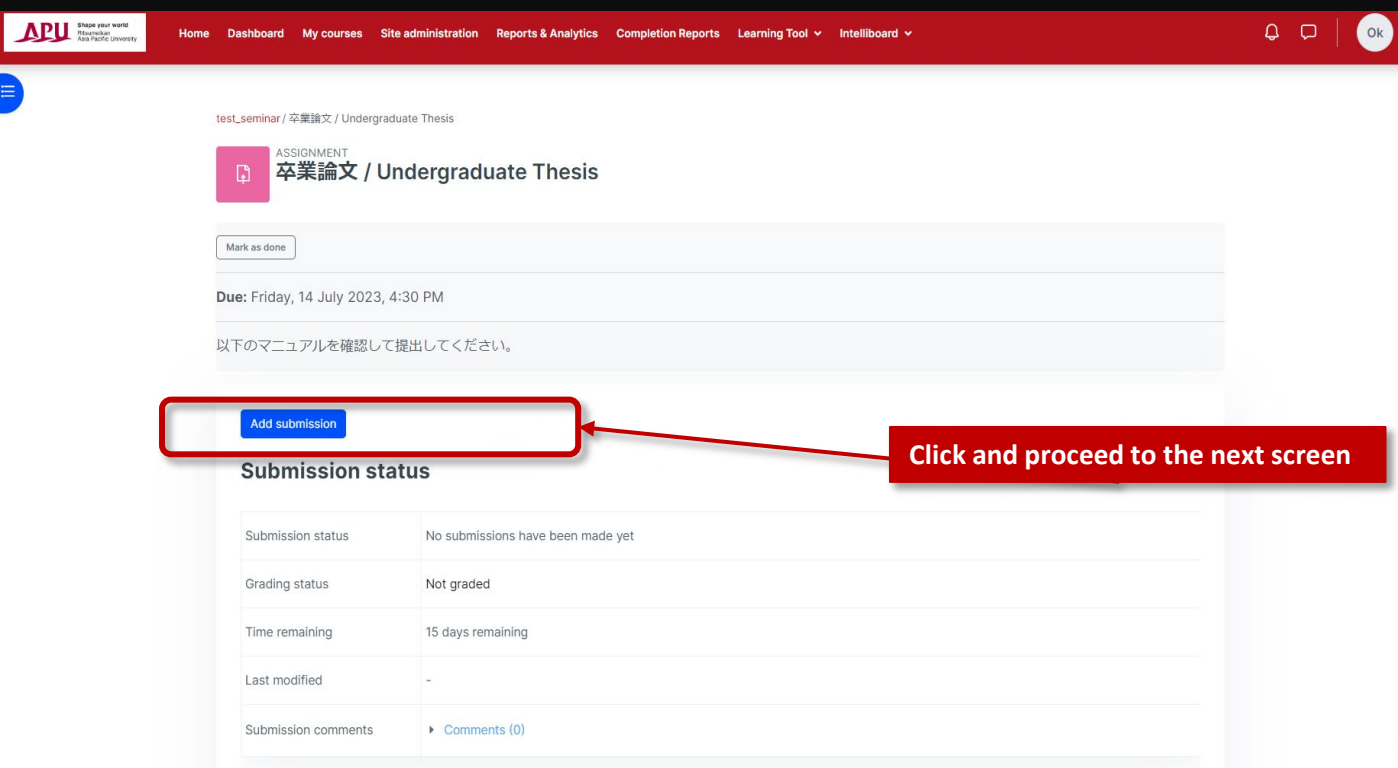
*The course for submitting Deliverable will be shown in Moodle when the submission period starts.

Submission Procedures

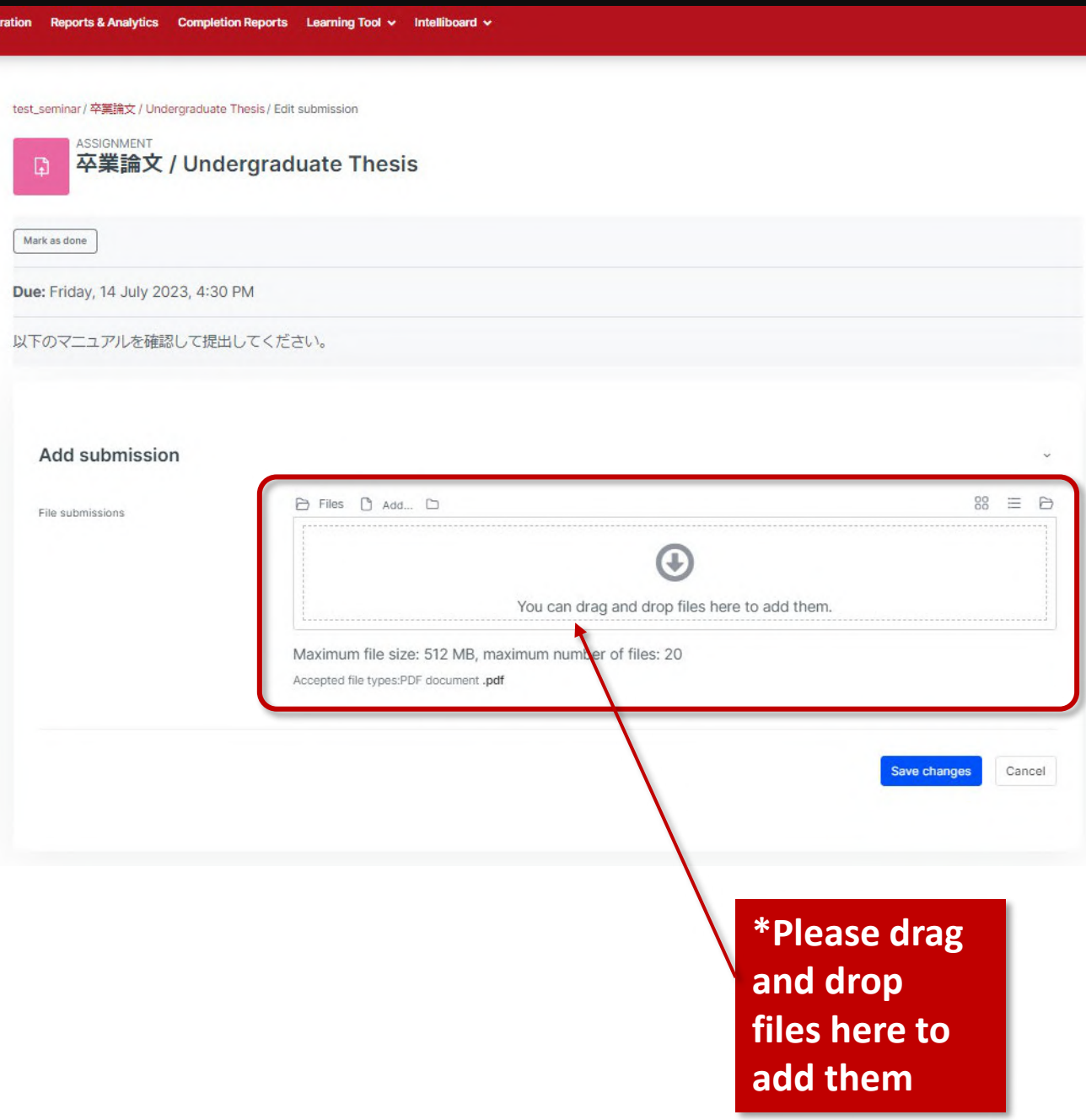
(1) Log-in to Moodle and Click on “Undergraduate Thesis ” in “My Courses”



(2) Click on “Add submission”

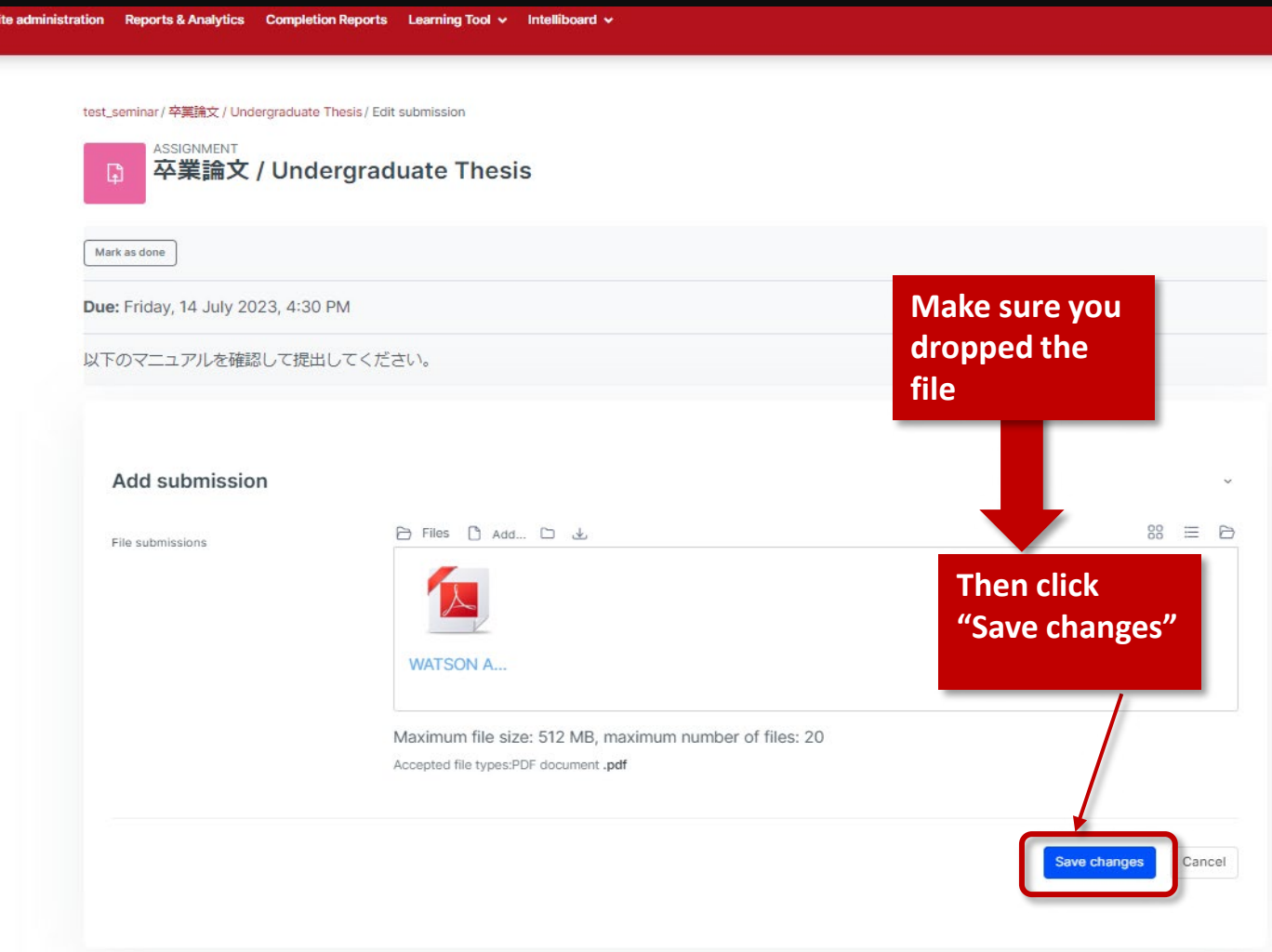


(3) Upload PDF file.

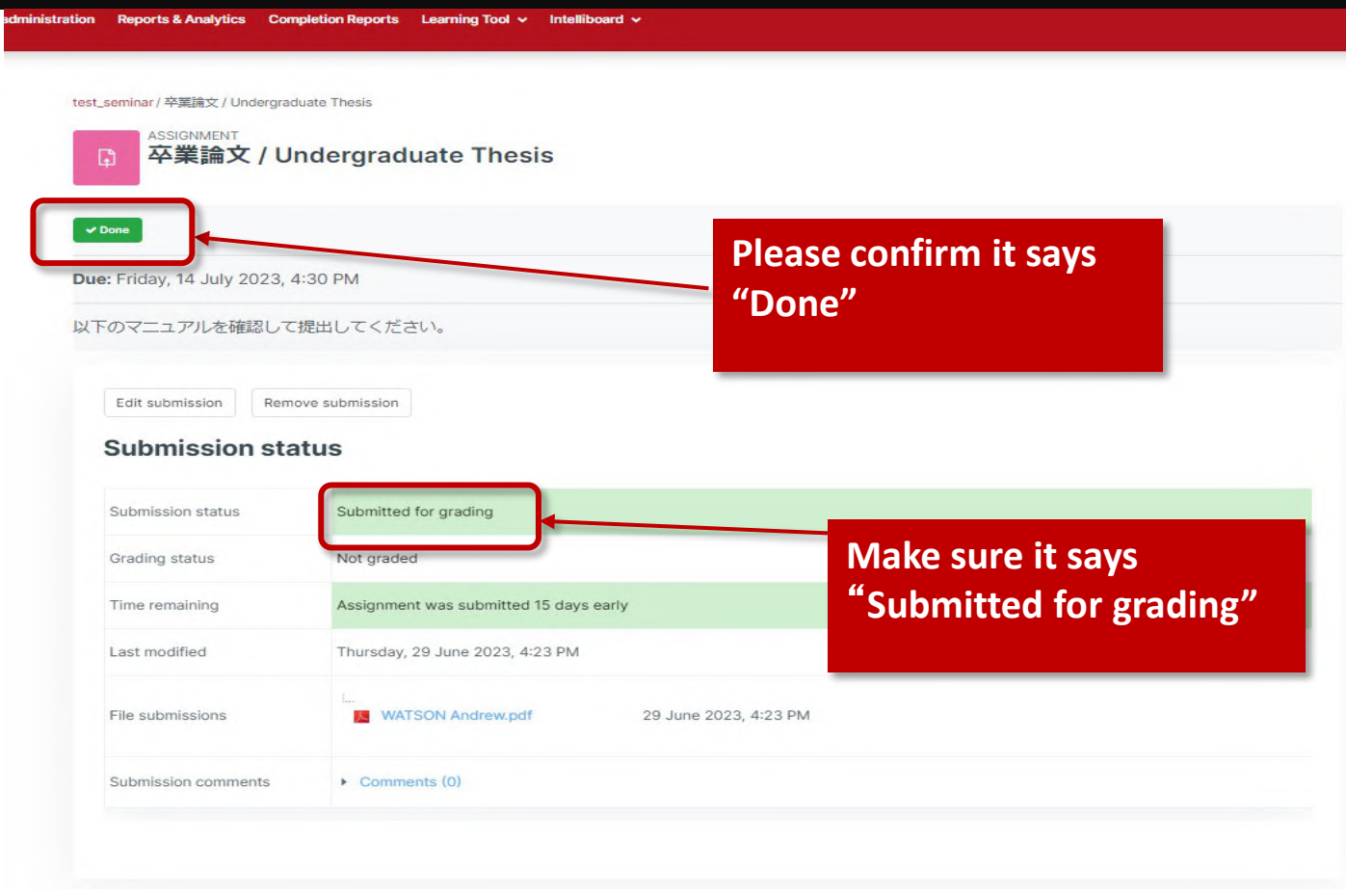


*The file name for your thesis must be your name in Latin Alphabet using “hankaku” (one-byte) characters.

(4)”Save changes”

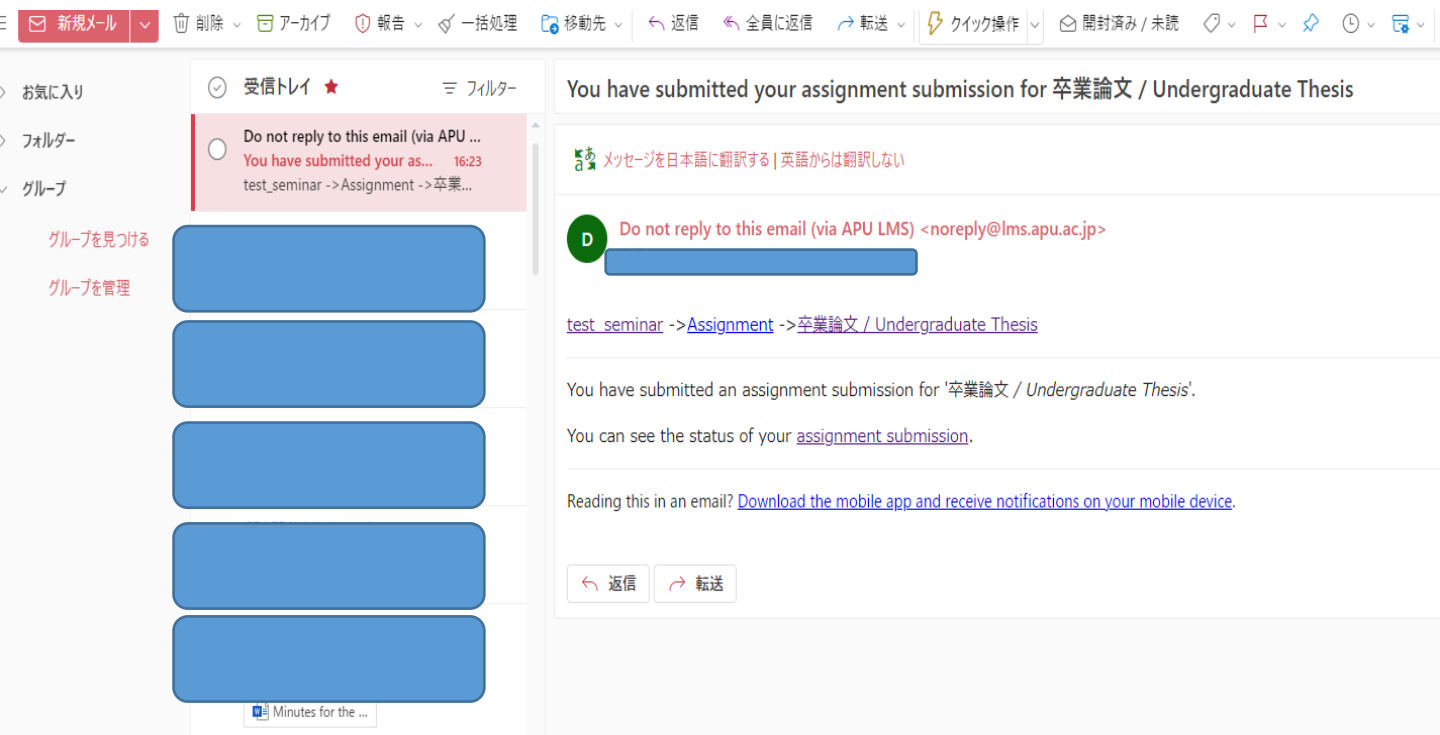


(5)Submission Confirmation



(6)Receive confirmation via email

When you submit your assignment, you will receive an email.
please make sure to confirm that you have received the email.



Your submission is done!
Thank you.