

※The report topic list starts on page 2.

# Are you accidentally committing **plagiarism in your report?**

## The following are examples of plagiarism:

- Checking your friend/senpai's report, rephrasing the content to write yours
- Copying information from a website or book without proper citation
- Giving your friend a copy of a report you wrote in the past

## Plagiarism has severe consequences (disciplinary action).

Plagiarism is academic misconduct that violates the learning agreement and severely punished.

Reflect carefully before writing and submitting your report to make sure you do not plagiarize.

※Please check our [Writing Manual](#) for information on how to cite properly.

**The Manual for Final Report Submission continues from page 2 onwards.  
Please be sure to review it.**

## Final Reports Quarter 2/Semester Spring Semester AY 2023

**Report Submission Period (JST) : Tue. July 25 10:00:00～Mon. July 31 16:30:00**

day/period				Subject Name	Instructor	Report Topic
月 Mon	3	木 Thu	3	アジア太平洋の宗教JA Religions of the Asia PacificJA	宮部 峻 MIYABE Takashi	授業中に発表 announced in class
火 Tue	2	金 Fri	2	アジア太平洋の文化と社会JA Culture and Society of the Asia PacificJA	金 賛會 KIM Chan Hoe	授業中に発表 announced in class
火 Tue	3	金 Fri	3	人文学と近代JA/ 文学と近代化JA The Humanities and ModernityJA/ Literature and ModernityJA	ASKEW 里枝 ASKEW Rie	授業中に発表 announced in class
金 Fri	4	金 Fri	5	Online)論理とクリティカルシンキングJA/ Online)ロジカルシンキングとフレームワークJA Online)Logic and Critical ThinkingJA/ Online)Logical Thinking and FrameworkJA	寺野 摩弓 TERANO Mayumi	★Click Here
金 Fri	4	金 Fri	5	ウェルネスJA Health ScienceJA	横田 文彦 YOKOTA Fumihiko	授業中に発表 announced in class

**Submission: Moodle (The -Final Report- section in the course been used for each class)**

# Final Report Submission Manual

**Please read this manual carefully and follow the instructions to submit your final report.**

**[IMPORTANT] If you do not submit your report correctly it may not be accepted for grading.**

# 1.BEFORE SUBMITTING YOUR REPORT

## ①Cover Page & Title

○○○ Semester, AY 20○○  
Course name : ○○○○EA  
Instructor : ○○ ○○

(Report title)

APS/APM/ST  
Year level : ○  
Student ID number : ○○○○○○○○  
Name : ○○ ○○

dd/mm/20○○

- **Reports must include a cover page.**

See example on the left and create a cover page for your report.

- **Your report file name must be:**

**[Student ID Name\_Course]**

Ex:12419999\_ASIA Hana\_Introduction to APU EA

**[NOTE]** If your cover page or file name are incorrect, your report may not be accepted for grading.

# 1.BEFORE SUBMITTING YOUR REPORT

## ②Conversion to PDF File

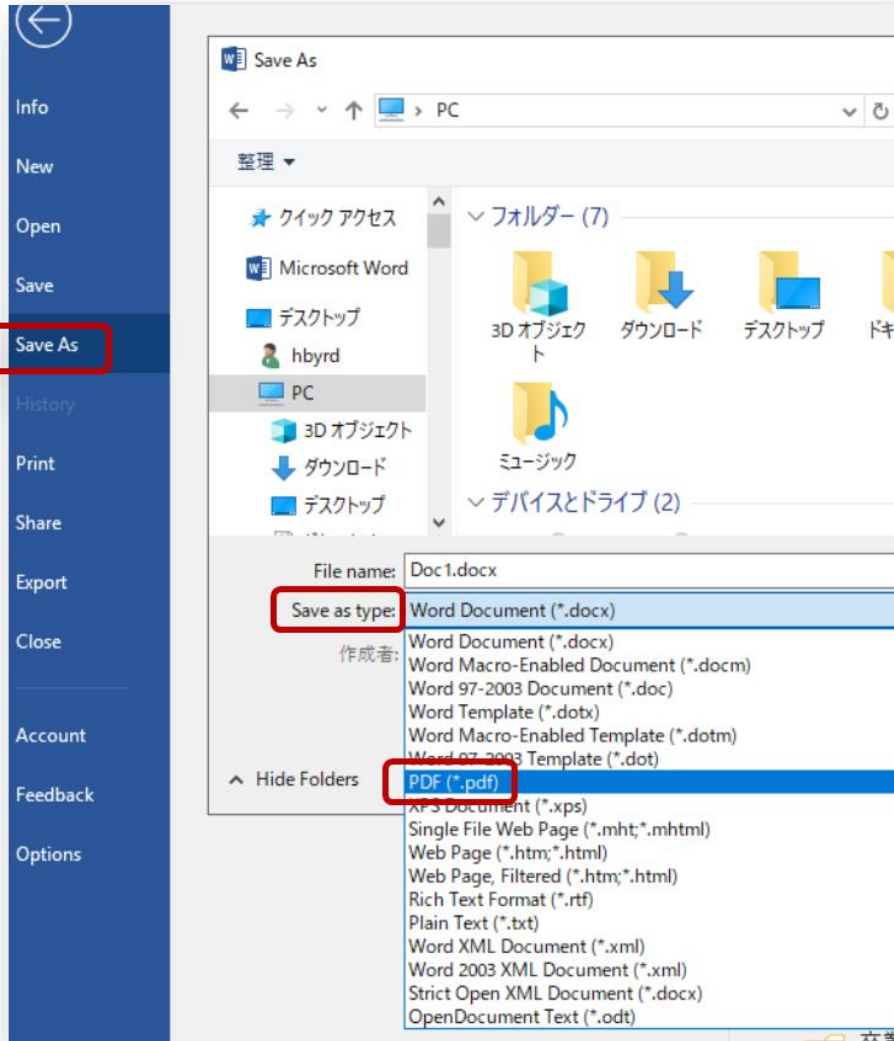
- Your report must be in PDF format.

### < How to Convert >

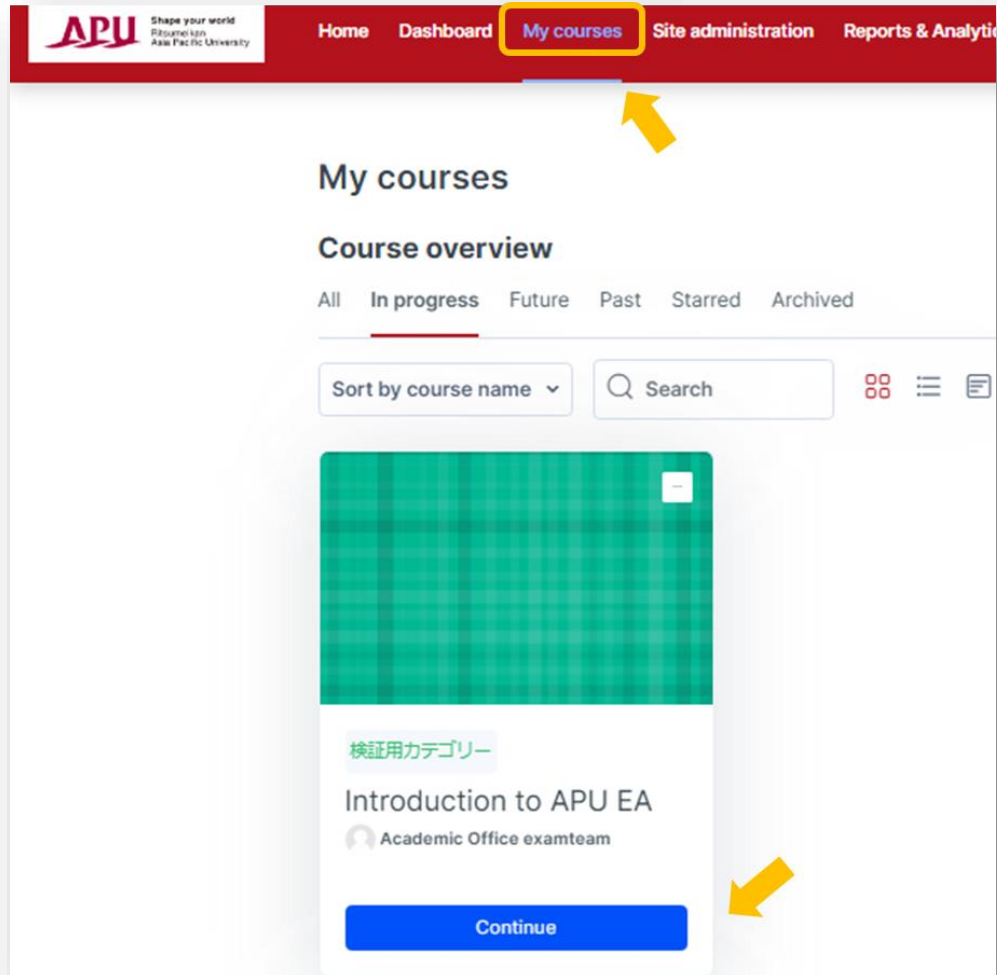
In Word: [Save As] → [File Type] → [Save as PDF]

### < IMPORTANT >

- Files other than PDF files cannot be submitted.  
Be sure to convert your file to PDF.
- Confirm that your data is not damaged before submission.
- If you do not have software to convert files to PDF in your PC, look for websites to convert files online.  
You can also use a computer from a PC classroom in the University to convert your file.

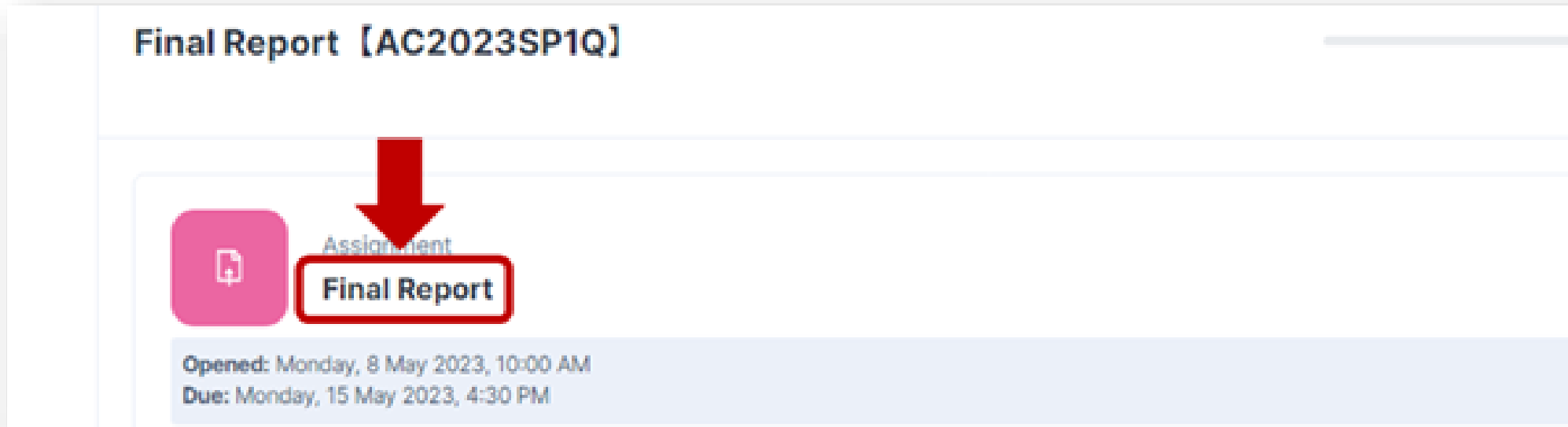


## 2. HOW TO SUBMIT YOUR REPORT IN Moodle

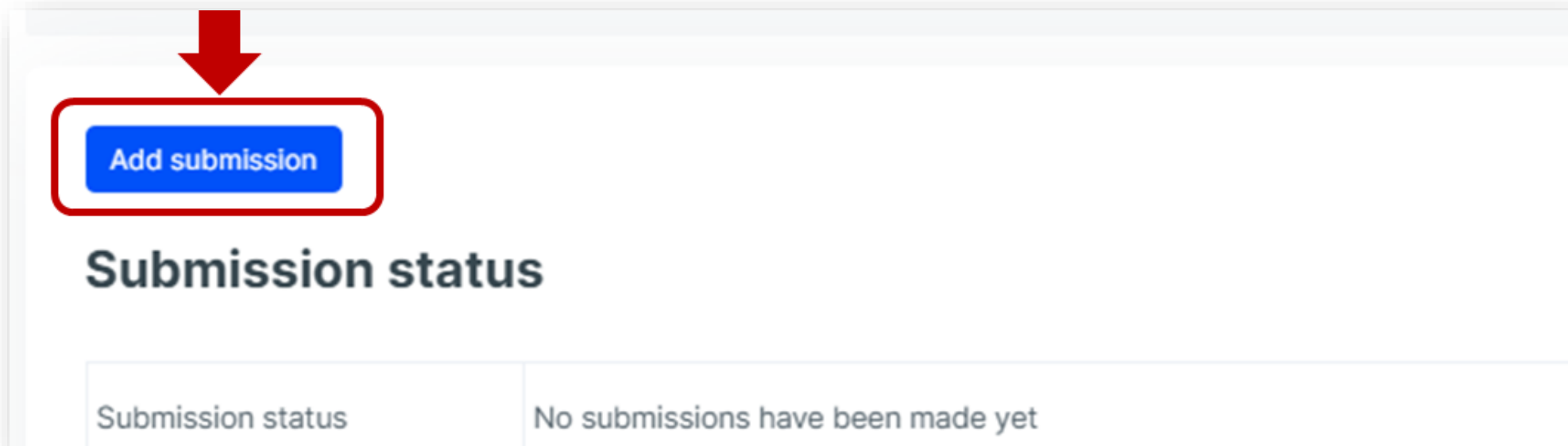


① Log in to Moodle, then in 「My Courses」 page, click in the course you want to submit your report.

② Click on the assignment in the 「Final Report」 section.



③ Click on 「Add submission」 .



- ④ "Drag" and "Drop" the report you wish to submit to add the file.  
※Please double check you have selected the correct file.

The screenshot shows the APU (Asia Pacific University) submission portal. The top navigation bar includes the APU logo, the tagline "Shape your world", and links to "Home" and "Dashboard". A red banner indicates a deadline: "Due: Monday, 15 May 2023, 4:30 PM". Below this, a message says "Please check the Final Report Submission" and a link to "Report Submission Manual.pdf" is provided. The main section is titled "Add submission".

Overlaid on the submission area is a Windows File Explorer window titled "Report". The left sidebar shows the "PC" view with folders for "3D オブジェクト", "ダウンロード", "デスクトップ", "ドキュメント", and "ピクチャ". The main pane shows a single file: "12419999\_ASIA Hana\_Introduction to APU EA.pdf" with a size of 37.8 KB. A yellow arrow points from this file to the submission area.

The submission area features a dashed box with a downward arrow icon and the text "You can drag and drop files here to add them." Below this, it states "MB, maximum number of files: 20" and "Accepted file types: PDF document .pdf".

**Submission is not complete yet !**


- ☒ Is your file converted to PDF?
- ☒ Is the file name correct



⑤ Confirm submission by clicking on 「Save changes」 .

### Add submission

File submissions



12419999\_...

**Double check there's no mistake in the course you are submitting the report.**

Maximum file size: 512 MB, maximum number of files: 20  
Accepted file types:PDF document .pdf

Save changes

Cancel

# 3. IMPORTANT NOTES

- Take a screenshot or photo of your submission screen as a proof of submission.
- Please make sure to submit your reports before the deadline.

**Reports submitted after the deadline will not be accepted. No exceptions!**

- Is possible that if many students access Moodle just before the deadline, the platform takes longer to load and access gets difficult.

**Allow enough time to submit your report before the deadline.**

- We do not accept corrupted files or files not submitted correctly. Please submit reports carefully.
- We do not accept reports submitted via any other methods (sent as email attachments, submitted in person at the Academic Office, submitted in Building H).

Academic Office Exam/Grading Team

[examteam@apu.ac.jp](mailto:examteam@apu.ac.jp)