

※Report Submission Manual 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.

Final Reports Quarter 2 Spring Semester AY 2024

Report Submission Period (JST) : Tue. July 23 10:00~Mon. July 29 16:30:00

day/period		Subject Name	Instructor	Report Topic
Tue 2	Fri 2	アジア太平洋の文化と社会JA Culture and Society of the Asia PacificJA	金 贊會 KIM Chan Hoe	授業中に発表 announced in class
Mon 3	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
Mon 4	Thu 4	特殊講義（専門教育科目）JB Special Lecture(Asia Pacific Studies)JB	宮部 峻 MIYABE Takashi	授業中に発表 announced in class
Thu 4		開発政策JA Development PolicyJA	GOMEZ Oscar A. GOMEZ Oscar A.	授業中に発表 announced in class
Tue 2	Fri 2	文学と近代化JA / 人文学と近代JA Literature and ModernityJA / The Humanities and ModernityJA	ASKEW 里枝 ASKEW Rie	授業中に発表 announced in class
Mon 1	Mon 2	ロジカルシンキングとフレームワークJA / 論理とクリティカルシンキングJA Logical Thinking and FrameworkJA / Logic and Critical ThinkingJA	煤田 徳東 SUSUDA Yoshihide	授業中に発表 announced in class
Fri 1		災害の救済・復興SA Disaster Relief and Rehabilitation SA	GOMEZ Oscar A. GOMEZ Oscar A.	授業中に発表 announced in class
Mon 1		観光と法JA / 観光・ホスピタリティと法JA Tourism and Hospitality LawJA	劉 明 RYU Min	授業中に発表 announced in class
Mon 2		組織マネジメントJA / 組織行動論（上級）JA Organizational ManagementJA / Advanced Organizational BehaviorJA	劉 明 RYU Min	授業中に発表 announced in class

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

**The Manual for Final Report Submission continues from page 3 onwards.
Please be sure to review it.**

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

① Cover 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

② Conversion to PDF File

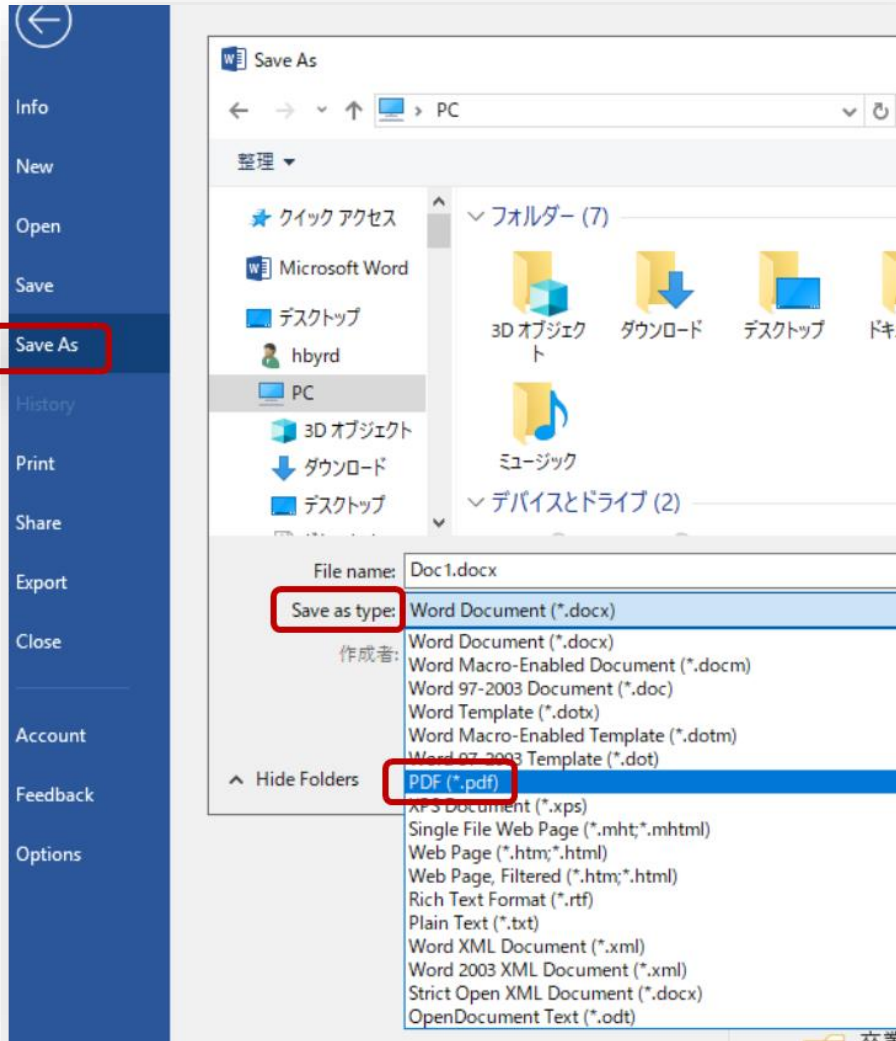
- Your report must be in PDF format.

< How to Convert >

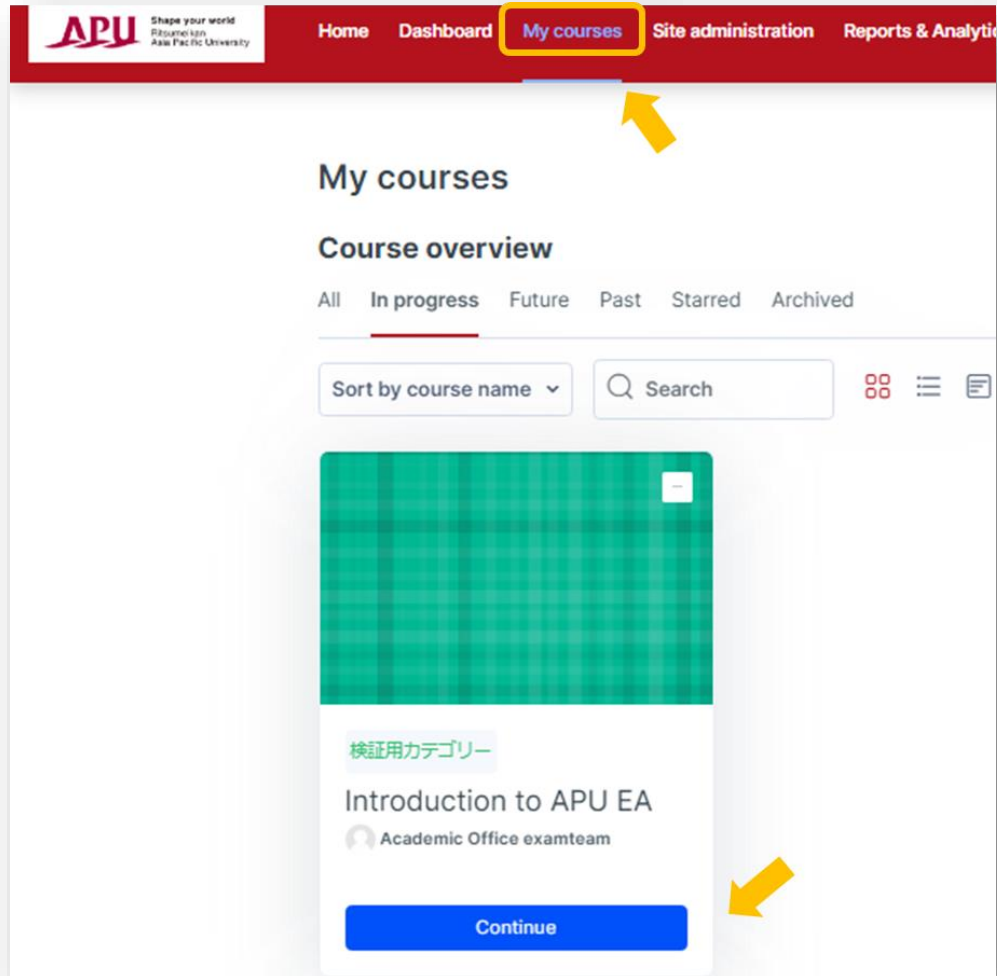
In Word: [Save As] → [File Type] → [Save as PDF]

< 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.

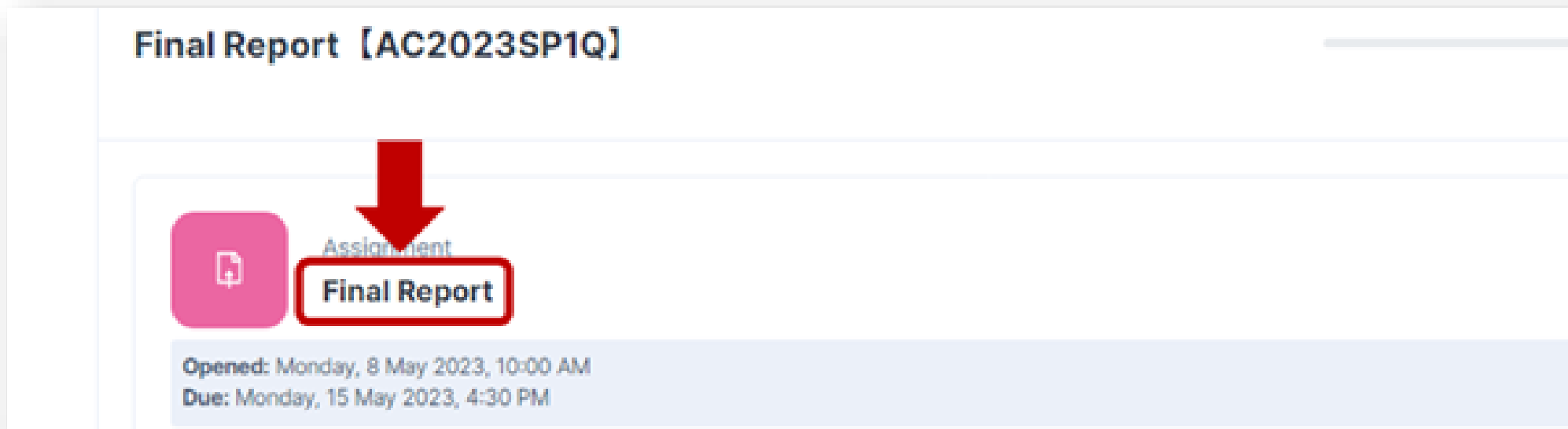


2. HOW TO SUBMIT YOUR REPORT IN Moodle

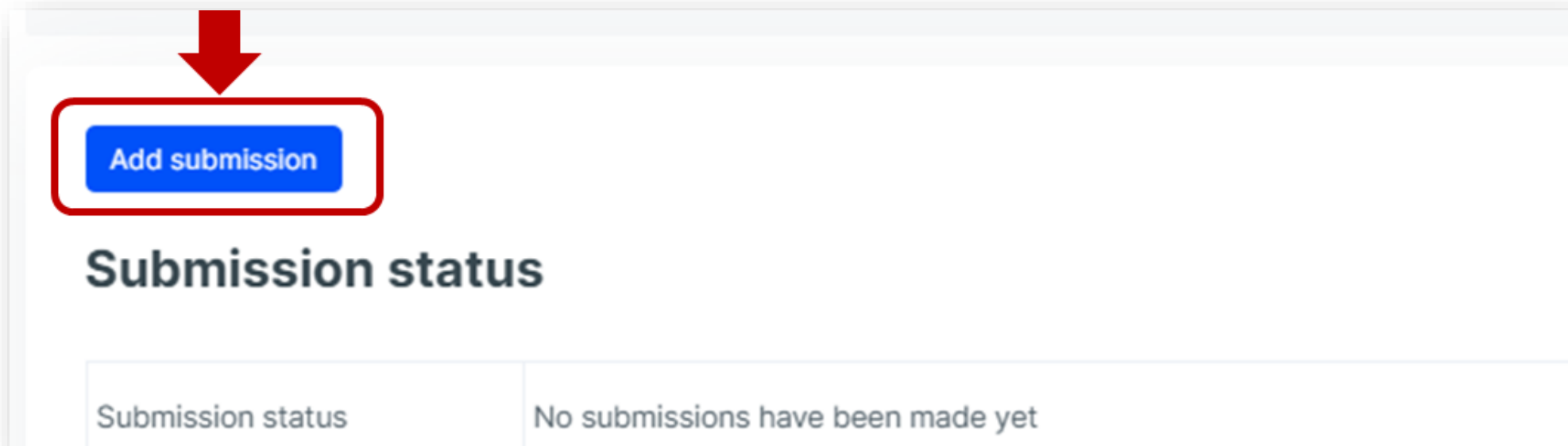


① Log in to Moodle, then in 「My Courses」 page, click in the course you want to submit your report.

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 a web submission page for APU (Asia Pacific University). The page includes a navigation bar with 'Home' and 'Dashboard' links, a due date of 'Monday, 15 May 2023, 4:30 PM', and a section for 'Add submission'. A file explorer window is overlaid on the page, showing a file named '12419999_ASIA Hana_Introduction to APU EA.pdf' selected in the 'Report' folder. A yellow arrow points from the file explorer to a dashed box on the web page containing a download icon and the text 'You can drag and drop files here to add them.' Below this box, it says 'MB, maximum number of files: 20' and 'Accepted file types:PDF document .pdf'. A blue callout box in the bottom left corner contains the text 'Submission is not complete yet!' and two checked checkboxes: 'Is you file converted to PDF?' and 'Is the file name correct'.

APU Shape your world
Ritsumeikan Asia Pacific University

Home Dashboard

Due: Monday, 15 May 2023, 4:30 PM

Please check the Final Report Submission

Report Submission Manual.pdf

Add submission

File submissions

Files Add...

12419999_ASIA Hana_Introduction to APU EA.pdf 2023/02/20 15

1 個の項目 | 1 個の項目を選択 37.8 KB

You can drag and drop files here to add them.

MB, maximum number of files: 20

Accepted file types:PDF document .pdf

Submission is not complete yet !


- Is you file converted to PDF?
- Is the file name correct

⑤ Confirm submission by clicking on 「Save changes」 .

Add submission

File submissions

Files Add...




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