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 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.
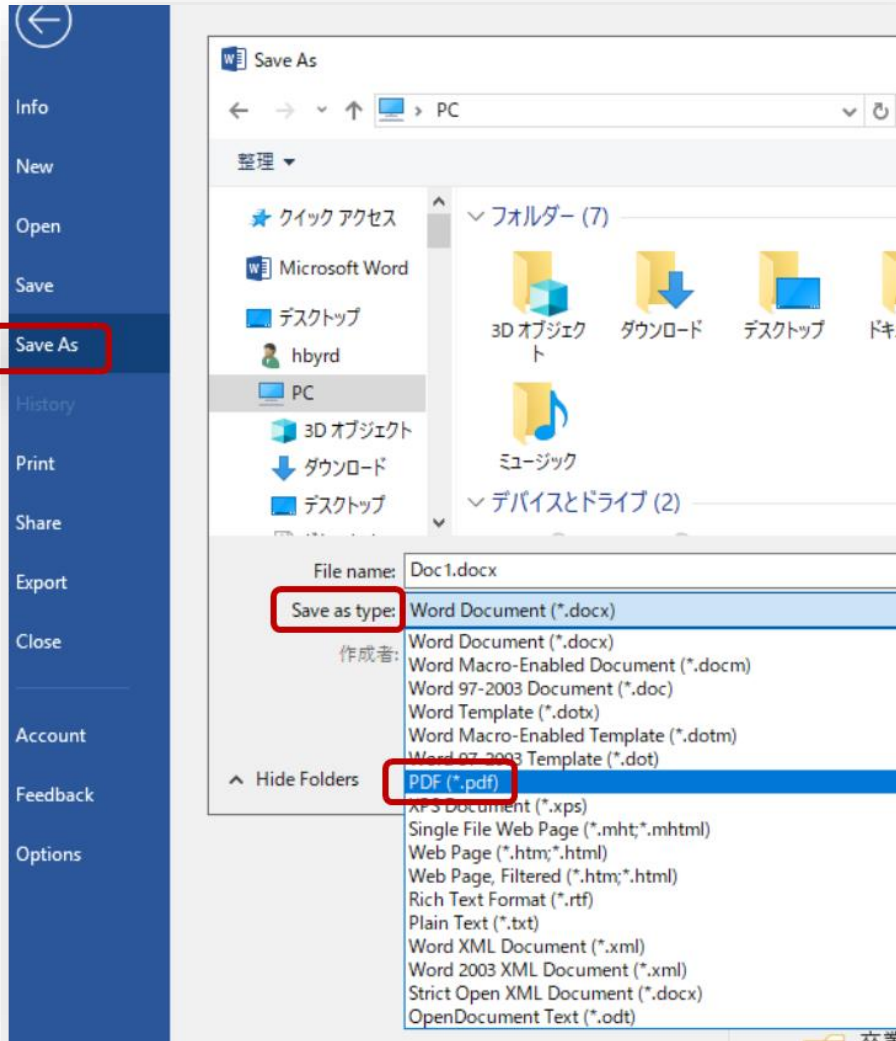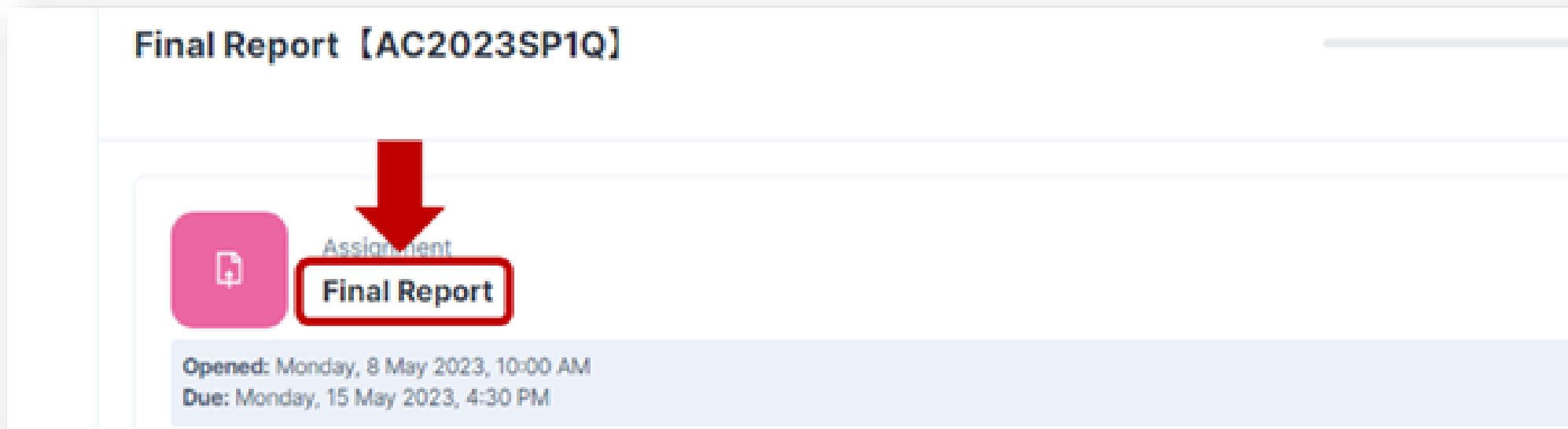
2. HOW TO SUBMIT YOUR REPORT IN Moodle
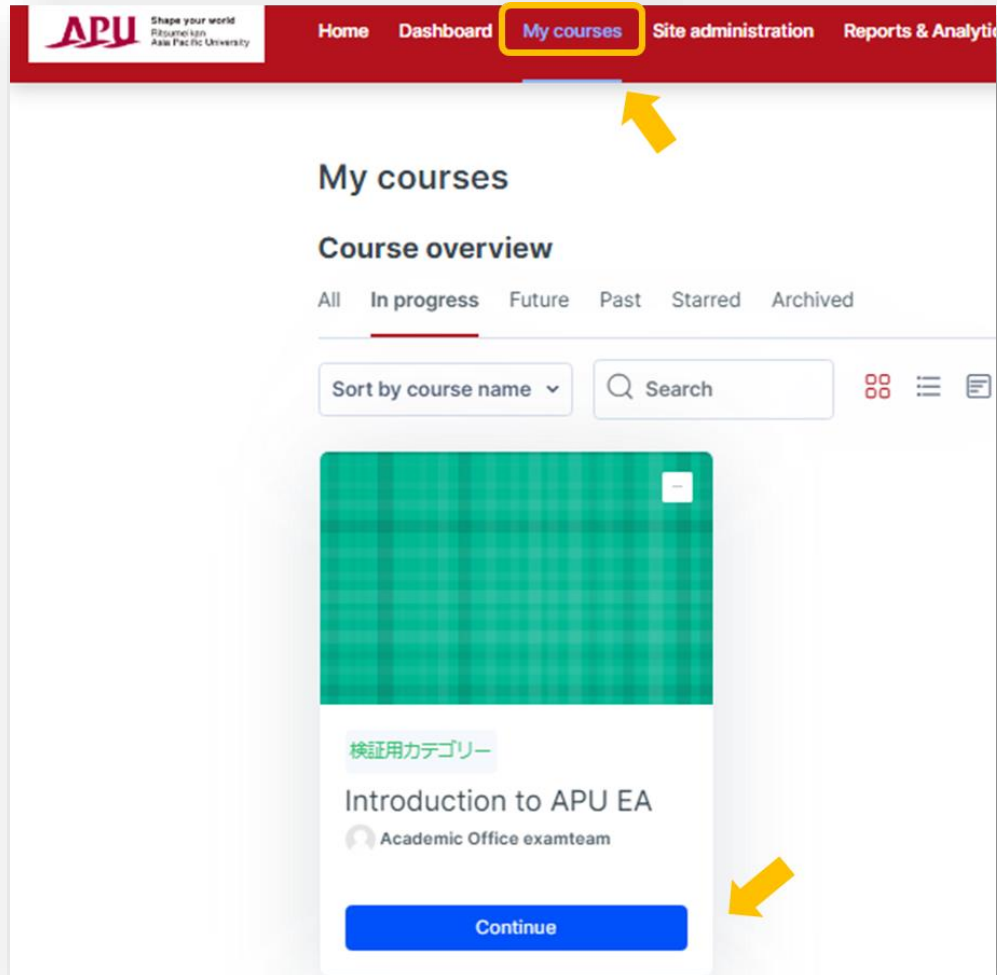
① Log in to Moodle, then

in「My Courses」page, click in

the course you want to submit

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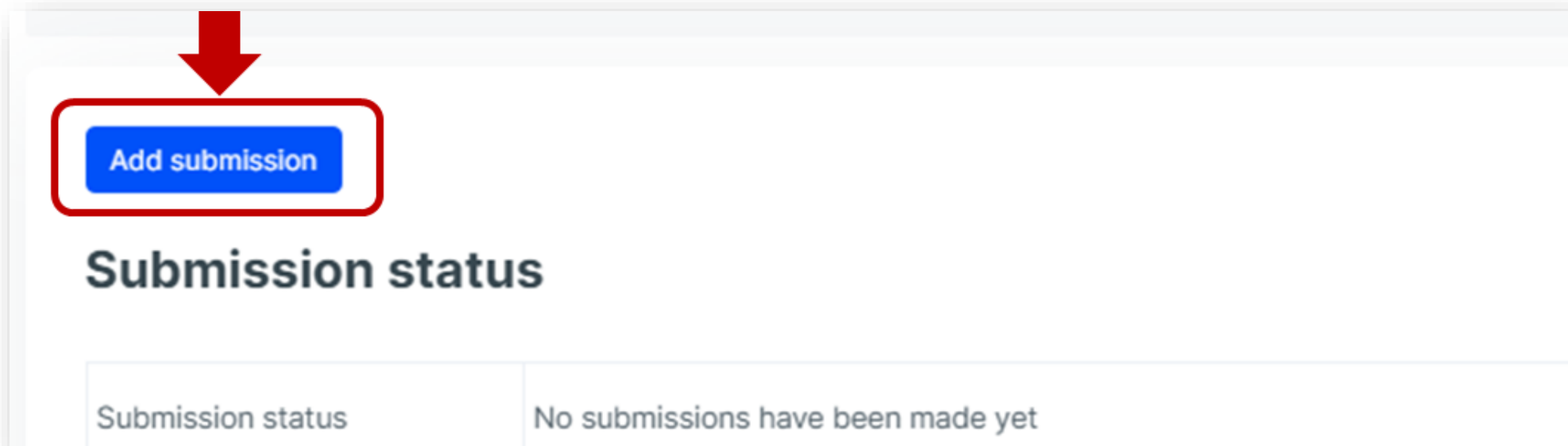
② Click on the assignment in the「Final Report」section.

Final Report【AC2023SP1Q】

Assignment
Final Report

Opened: Monday, 8 May 2023, 10:00 AM
Due: Monday, 15 May 2023, 4:30 PM

③ Click on「Add submission」.
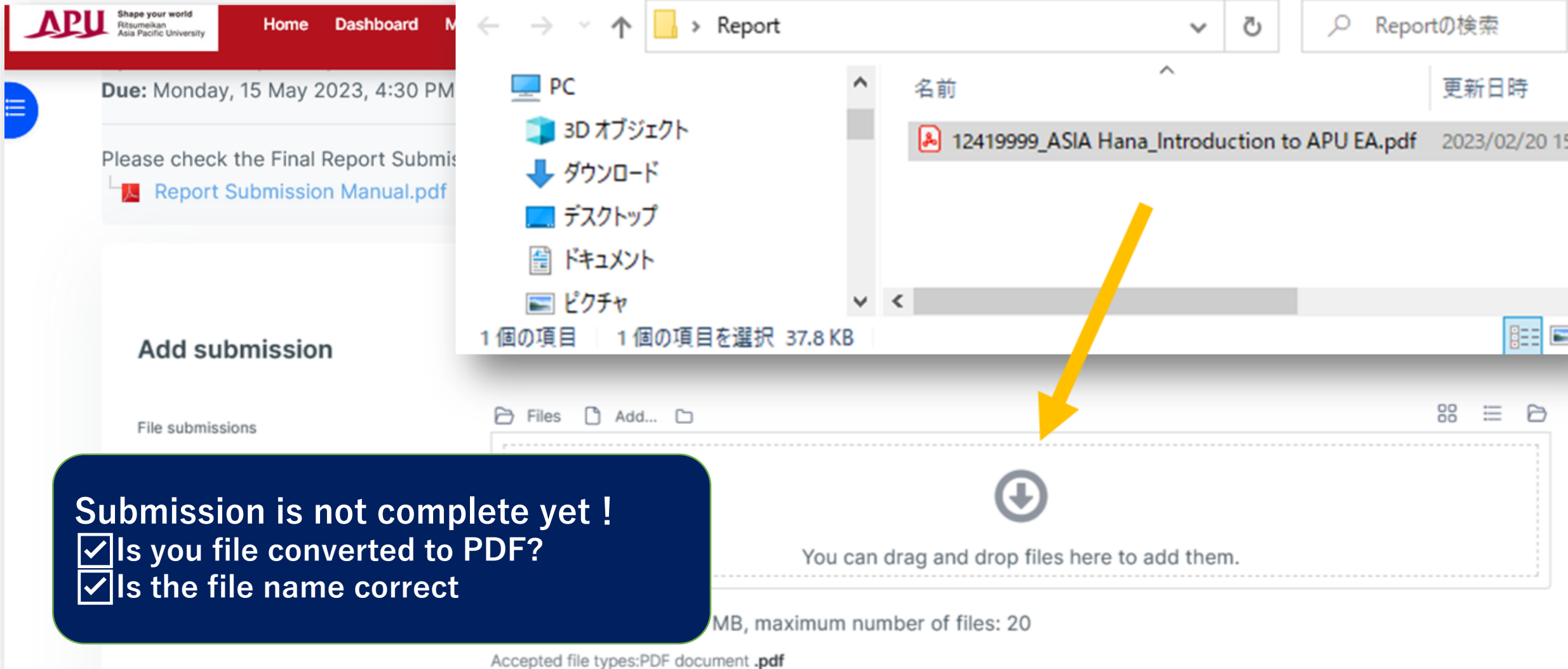
Add submission

Submission status

| Submission status | No submissions have been made yet |

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

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