## **How to Submit Your Undergraduate Thesis (2020 Fall Semester)**

First, read the following precautions.

Submission Period	10:00, January 8, 2021(Fri.)~16:30:00 January 20, 2021(Wed.)
Submission Method	*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 manaba by the submission deadline, your thesis will be considered as not having been submitted and an F grade will be given.
File 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 thesis 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.

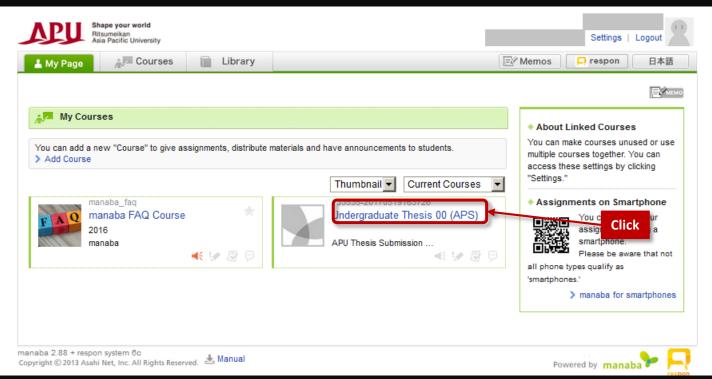
Now, log in to <a href="manaba"><u>manaba</u></a> (←click here) and proceed to the next page.

\*The course for submitting thesis will be shown in manaba when the submission period starts.

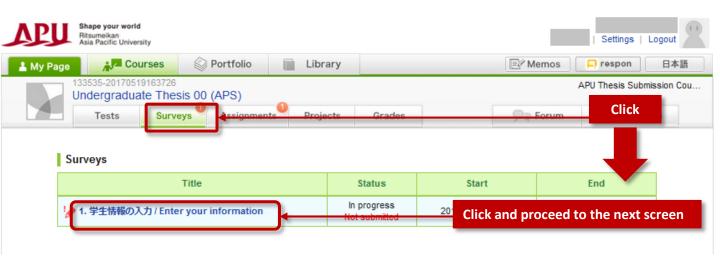
# **Submission Procedures**

#### (1) Click on "Undergraduate Thesis (APx) XX" in "My Courses"

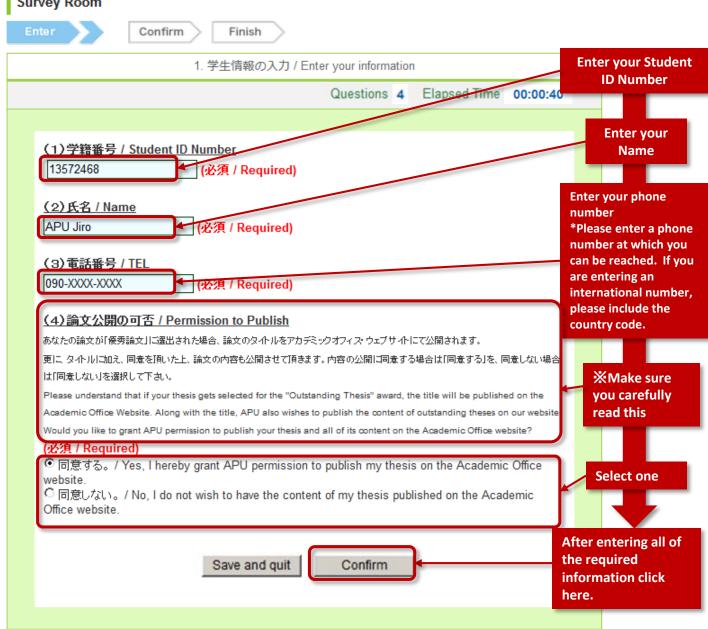
- \*x = College
- \*XX = Seminar Course Number



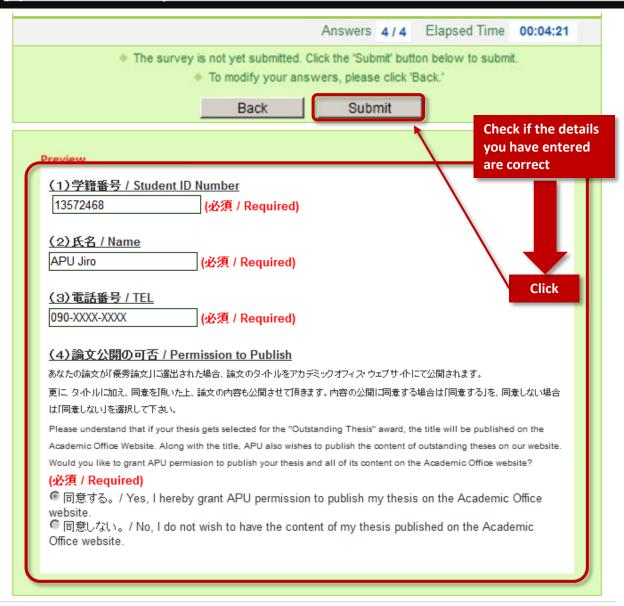
### (2) Click on "Surveys", then click on "1. 学生情報の入力 / Enter your information"



#### (3) Click on the Start button to begin entering your information Surveys Assignments Projects Grades Pa Forum Tests Resources Survey Room 1. 学生情報の入力 / Enter your information Start 2017-03-30 17:45:00 End 2017-06-01 09:05:00 Portfolio Not added to anyone's portfolio. In progress Status Not submitted yet. Click Start (4) Enter your details including the title of your thesis Survey Room Confirm Finish **Enter your Student** 1. 学生情報の入力 / Enter your information **ID Number** Elapsed Time 00:00:40 Questions 4 **Enter your** (1)学籍番号 / Student ID Number Name 13572468 (必須 / Required) **Enter your phone**



#### (5) Check the details you've entered on the Preview screen then submit the survey





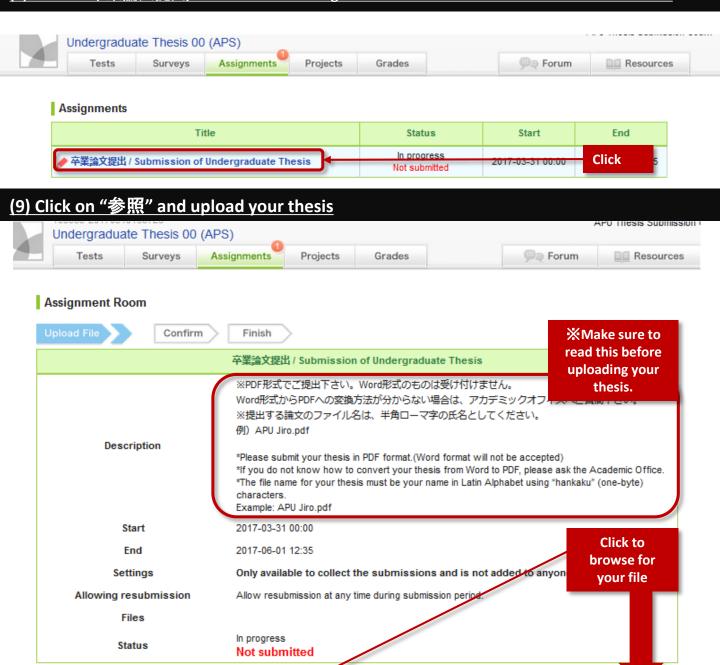


#### (7) Verify the details→Proceed to thesis submission Indergraduate Thesis 00 (APS) Forum Resc Surveys Assignments Projects Grades Tests **X**After you have verified the details, Survey Answers make sure to take a screen shot and save it 1. 学生情報の入力 / Enter your information in your computer for future reference. 2017-03-30 17:45:00 Start End 2017-06-01 09:05:00 Portfolio Not added to anyone's portfolio. In progress Click Status Submitted (2017-05-30 16:54:50) Elapsed Time 00:04:21 Answers 4/4 **Answers Submitted** (1) 学籍番号 / Student ID Number 13572468 (必須 / Required) (2)氏名 / Name APU Jiro (必須 / Required) (3)電話番号 / TEL 090-XXXX-XXXX (必須 / Required) (4)論文公開の可否 / Permission to Publish あなたの論文が「優秀論文」に選出された場合、論文のタイトルをアカデミックオフィス・ウェブサイトにて公開されます。 更に、タイトルに加え、同意を頂いた上、論文の内容も公開させて頂きます。内容の公開に同意する場合は「同意する」を、同意しない場合 は「同意しない」を選択して下さい。 Please understand that if your thesis gets selected for the "Outstanding Thesis" award, the title will be published on the Academic Office Website. Along with the title, APU also wishes to publish the content of outstanding theses on our website. Would you like to grant APU permission to publish your thesis and all of its content on the Academic Office website? (必須 / Required) ● 同意する。/ Yes, I hereby grant APU permission to publish my thesis on the Academic Office

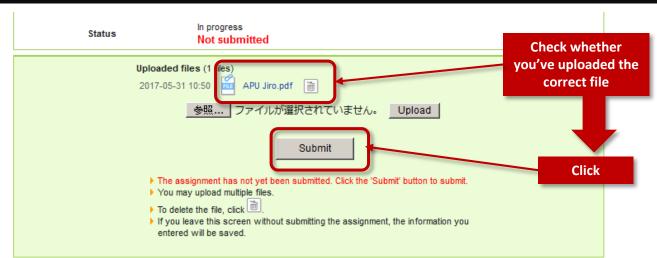
🧖 同意しない。/ No, I do not wish to have the content of my thesis published on the Academic Office

website.

#### (8) Cick on "卒業論文提出/Submission of Undergraduate Thesis" then Proceed to thesis submission



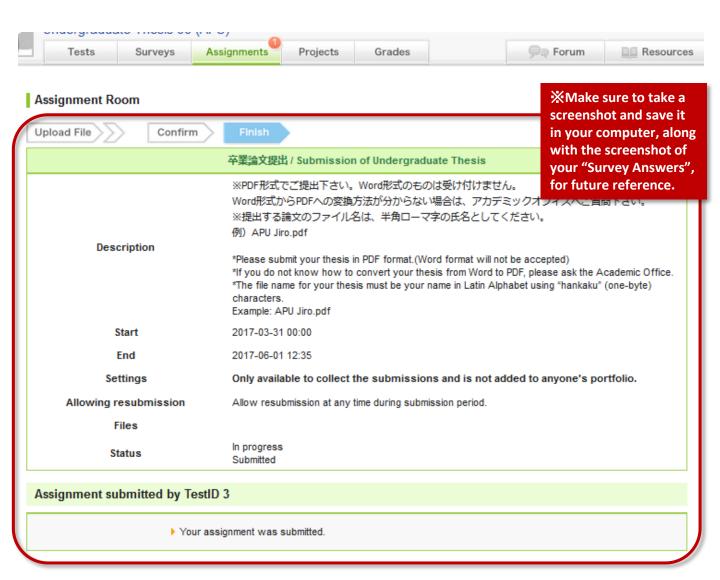
## **9Click "Submit" to finish submitting your thesis**



イルが選択されていません

Upload

Click to Upload



# You're done!