

# Graduate School of Business and Finance (Waseda Business School)

## International MBA Program

### Degree Thesis Guidelines

\*Note: Templates are available for download from the following URLs.  
<https://www.waseda.jp/fcom/wbs/en/students-and-alumni/theses>

#### 1. Graduation Requirements

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To receive the MBA degree (Major in Business Administration, Waseda University), a candidate must fulfill all of the following requirements:

1. Enrolled in the regular program for 2 years or more
2. Earned a total of 50 credits or more which are required for the program's completion as prescribed by WBS
3. Must attend required seminar(s) and receive necessary research guidance, complete a Degree Thesis, and pass the thesis review and final examinations.
4. Completed tuition payment

A Degree Thesis should embody, in the form of a case study, business reform plan, business plan, or research and academic paper, the research results of and findings about a particular subject, based upon the knowledge acquired from lectures, seminars, and project research. It should be written and completed in either Japanese or English, using the designated format.

#### NOTE

Candidates failing to fulfill all requirements for the degree when final decisions are made about program completion will receive the grade of F for their Degree Thesis. In such instances, the period of their enrollment will be extended so that these candidates may satisfy the requirements. They will be subject to the thesis submission schedule that follows and required to re-submit a thesis plan.

\*Please refer to WBS's *Basic Guidelines* for detailed information about the program completion requirements.

#### 2. Prerequisites for Submitting a Degree Thesis

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A student must fulfill the following requirements prior to submission of a Degree Thesis.

- (1) Earned or is expected to earn all the prescribed credits.
- (2) Paid the equivalent of 4 terms' tuition and fees prior to the date of submission.
- (3) Submitted a Degree Thesis Plan to WBS Office.

#### 3. Deadline for Degree Thesis Plan Submission

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Students who are expected to complete the MBA Program must submit via CourseN@vi a Degree Thesis Plan at the end of the second semester after their entrance. Please keep yourself abreast of the submission hours and make sure that you turn in your Degree Thesis Plan at a time and date designated and announced on the school's website or information board.

Those whose thesis submission is expected to be delayed due to a leave or any other reason must turn in their theses either upon returning or after completing 2 semesters. There will be no need for students taking leaves after their thesis plan is turned in to re-submit, unless their Deputy Examiner is changed OR a drastic change in their research theme is deemed by Chief Examiner.

**Deadline: Around End of July\***

**Deadline for students whose enrollment was extended for 6 months:**

**Around End of January\***

**\*Please check our website for fixed schedule.**

#### 4. Preparing the Degree Thesis Plan

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- (1) From the homepage of WBS, please download and print out the designated forms for Degree Thesis Plans, and prepare your plan according to the forms.
- (2) Your Degree Thesis Plan must be prepared under the guidance of your seminar supervisor.
- (3) Your Degree Thesis Plan must be more than 1 page of A4 paper in length, including the research plan and references. For the style and layout of the thesis plan, please follow the instructions from your seminar supervisor.

#### 5. Deadline and Submission of the Degree Thesis

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Students who are expected to complete the MBA Program must, as described below, submit the Degree Thesis, the Approval Form for the Degree Thesis Be Made Public and the electronic media to the office of the WBS. Please check the website or information board for the deadline and the submission venue. Electronic media must be submitted via CourseN@vi.

**Deadline : Beginning of July or Beginning of January (Please check our website for fixed schedule.)**

<b>International MBA Program, Full-time MBA program</b>	<b>Number</b>
Summary and Degree Thesis (must specify Original copy)	1 (Original) 2 (Copies)
Approval Form for the Degree Thesis Be Made Public	1 copy
Electronic Media	1 set
Observation Form for MBA Degree Thesis	1 (Original) 2 (Copies)

As a rule, your Degree Thesis will be made public in the school's library. You may however choose not to disclose it under certain circumstances.

Registration of your Degree Thesis with Waseda University Repository for the purpose of releasing your Degree Thesis to the public is optional.

Title of your Degree Thesis will be made public.

#### 6. Degree Thesis and Summary

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- (1) Student must submit three printed copies of the Degree Thesis and the summary –**ONE** original and **TWO** copies. Please specify the original at submission.
- (2) The Degree Thesis should be written on A4 sized paper. Large figures and tables should be folded into the size of the thesis.
- (3) The Degree Thesis must be arranged in a binder (to be purchased by each student) in the following order.

<b>International MBA Program</b>	
1. Cover pages	Designated forms of the front and back cover pages
2. Degree Thesis	Summary of the Degree Thesis
	Table of Contents
	Contents
	References
	Appendix (optional)

- (4) To complete the thesis and the summary, students should follow the instructions of their seminar faculty as the writing styles differ in each academic field. If there is no specific instruction on the thesis format, students should use the template found on the WBS's homepage.
- (5) Language medium of thesis: Japanese OR English
- (6) The volume of the thesis should be in accordance with the following instructions. The number of characters must be written on the designated column of the first cover. Note that spacing is not included in the total world count.

**Japanese: 30,000 characters or more\***  
**English: 10,000 words or more\***  
**\*EXCLUDING Main title, Summary, Table of Contents, References and Figures & Graphs**  
**\*There will be no upper limit. Please consult your supervisor for the target number of characters.**  
**Note that "Business Plan" and "Case Studies" will also be subject to evaluation.**

- (7) The summary should be prepared as follows:  
 Japanese: 1 to 3 pages, A4 sized paper, about 1,200 characters per page  
 English: 1 to 3 pages, A4 sized paper, about 500 words per page  
 The summary and the thesis should be written in the same language. The summary must be arranged in a single column and may include figures & graphs.
- (8) The templates of the Degree Thesis and summary are available on the homepage of WBS. Please print them out and use them accordingly.
- (9) The Degree thesis should be laid out in accordance with the following guidelines and the thesis template.

**Contents of Degree Thesis Summary**

- 1) Title and subtitle
- 2) Student ID number, Name, Seminar title, Names of Chief and Deputy Examiners
- 3) Summary

**Contents of Degree Thesis**

Table of Contents  
 Text Body

**Document Format** (Please print out using word processor software)

Paper size : A4  
 Orientation : Portrait  
 Text direction : Left to right  
 Printout : Single-sided  
 Margins: 35mm (top), 30mm (bottom), 30mm (left), 30mm (right)  
 Header from edge : 15mm  
 Footer from edge : 17.5mm  
 Default page style : one column  
 Line spacing : double  
 Default page font : Times New Roman 10.5pt  
 Binding : Bind on the left side

**Notes** Footnotes or endnotes

Notes must be identified with numbers indicated in parentheses at the upper right hand corner of each note.

**Styles and References**

Refer to the "Template\_of\_Summary\_and\_MBA\_Degree\_Thesis.doc".

**Page Numbers**

Bottom center of each page

(11) Note that the thesis submission procedures differ depending on the programs.

<b>International MBA Program, Full-time MBA program</b>
Supervisor collects thesis from all students and submit on the day specified.

**7. Degree Thesis and Summary – Electronic Media Submission**

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(1) Please submit the Degree Thesis and the Summary on an electronic medium in the following manner, within the period specified and via Course N@vi.

File Format	All the texts, summary, figures and tables should be made readable on Windows computers on campus. <u>Recommended Software</u> Microsoft Word 98 and above Adobe Acrobat Reader Ver.4 or later
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(2) The Administrative Office will NOT offer any editing services. Please submit your file after completing the layout as instructed.

(3) Your electronic media must accompany your Degree Thesis. Note however that you only need to submit the electronic media if re-submission of the Degree Thesis is instructed by Chief Examiner upon your oral defense.

All students	Those who need to re-submit
Turn in via Course N@vi when the Degree Thesis is submitted.	Make necessary corrections and re-submit via Course N@vi by the designated deadline.

**8. Degree Thesis Evaluation**

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The Degree Thesis will be evaluated by one Chief Examiner (seminar supervisor) and two Deputy Examiners.

A+, A, and B are passing grades. An "F" is a failing grade.

**Deputy Examiners are selected when the Degree Thesis Plan is submitted.**

<Appointment of Deputy Examiners>

<b>International MBA Program</b>
Appointed by Chief Examiner

A student is unable to complete the program if he or she received a grade of "F". In that case, the enrollment period will be extended for at least 6 months and the thesis must be re-submitted. Re-submission is also required if Deputy Examiner is changed OR a drastic change in their research theme is deemed by Chief Examiner.

## 9. Thesis Guidance

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Students must receive thesis guidance primarily from Chief Examiner.

## 10. Oral Defense

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- (1) Students who are expected to graduate in March will have their oral defense at the beginning of February the same year. The exam date, time, and venue will be announced on the WBS's homepage or the notice board.  
Those who are completing the programs in September will have their oral defense at the beginning of August the same year.
- (2) Time allocated for each student is 25 minutes.
- (3) An oral defense will be evaluated by one Chief Examiner and two Deputy Examiners.
- (4) Students are allowed to bring a copy of their theses and references into the examination venue.
- (5) Once the Degree Thesis is submitted, under no circumstances will it be returned or lent out, even at the request of the author. Be sure to keep a copy for future references.
- (6) If an absence due to compelling reasons is approved, the exam may be re-scheduled.