

Students who take “Research Seminar” courses at the Faculty of Economics:

## **Submitting Abstract of Your Graduation Thesis and keio.jp Disclosure**

The title and abstract of your graduation thesis must be submitted in electronic format through the “keio.jp” system. The submitted title and abstract will be made available to those who have access to keio.jp.

### **1. Electronic submission of the title and abstract by keio.jp system**

- i. Students must submit the title and abstract of their graduation thesis.
  - ii. Approved titles and abstracts of graduation theses will be available to those who have access to keio.jp.
- \* A graduation thesis must be submitted to the professor in charge of your Research Seminar.

### **2. Purposes and procedures**

#### **(1) Purposes of making graduation thesis abstracts open to those who have access to keio.jp.**

- Graduation theses are final outcomes of two-year research activities at Research Seminars, which provide an important clue to learn about research in respective Research Seminars. Disclosure of graduation theses will help students who consider registering Research Seminar courses to choose a Research Seminar to take. For this reason, we decided that we would share the information on graduation theses, research outcomes of Research Seminars, with those who have access to keio.jp.
- We expect that students who take a Research Seminar course will be stimulated to pursue even higher quality research through making abstracts of their graduation thesis open to those who have access to keio.jp.

#### **(2) Procedures**

- Students must enter the title and abstract via the “keio.jp” system. (Please see the manual for details about the electronic submission system. The abstract and major references must be uploaded. Information on author, title, abstract, (and major references) will be open to those who have access to keio.jp.
  - \* Please see the manual in the following page:  
<http://www.gakuji.keio.ac.jp/mita/kei/englishsoturonmanual.pdf>
  - You could also refer to the Keio website for current students (*jukusei*):  
Keio Students (*Jukusei*)> Mita> Faculty of Economics> Registration and grades> Graduation thesis titles and abstracts. [This page is written in Japanese only but the manual is in English]
- You need to register the title, abstract, and major references of your graduation thesis. If your graduation thesis is written in Japanese, the abstract should be written approximately within 1200 letters. The total, including major references, should not exceed 2000 letters. If your graduation thesis is written in a foreign language, the length of the abstract should not be more than 2 pages in A4 size format. The total volume and proportion of abstract to a graduation thesis in a foreign language should be judged in accordance with the instructions for graduation theses in Japanese.
- The submission period is from January 7 to January 18, 2019. If the professor of your Research Seminar gives you different instructions, please follow his or her instructions. Please note that only graduation theses submitted before the deadline will be accepted. If you fail to submit your graduation thesis before the deadline, it could be considered that the graduation thesis was not submitted.