Web submission of Master's Thesis/Research Project

Read notices carefully and submit within the specified period.
The contents of this material applies to each submission of Title Submission, Preliminary Submission, and Final Submission.

"Canvas LMS" operation manual

For the operation of the Canvas LMS, be sure to check the manual.

(1) "Canvas LMS: Student Manual" (manual for the whole Canvas LMS)

https://helpdesk.rikkyo.ac.jp/canvaslms_stu
(V-Campus ID login required)

(2) Procedures for submitting thesis assignments in the "Canvas LMS" (simplified version)

https://s.rikkyo.ac.jp/canvasc019
(V-Campus ID login required)

<Offices where inquiries about the operation of the Canvas LMS should be made>
Media Center Help Desk
*For details, check the following SPIRIT Media Center page.
http://s.rikkyo.ac.jp/helpdesk
* Ensure you have sufficient time to contact the Media Center Help Desk.

Note on Submissions

For matters related to submissions (type, cover, other formats, etc.), follow the instructions published separately.

Thesis Submission Methods and Notes

Note that the thesis will not be accepted regardless of the reason except for a designated period.

(1) The status of online submission (whether or not thesis have been submitted) shall be determined by the ID on the Canvas LMS. Be sure to submit theses while logged in with your own V-Campus ID.

(2) Only for students who are qualified to submit the thesis, the course for submit will be displayed on Canvas LMS (see (3) below).

(3) Open the assignment screen for course displayed after logging in to the Canvas LMS and submit (upload) it.
Note that no theses submitted by other than designated method (e.g., sending email to the thesis supervisor) will be accepted.
*Before the submission period, be sure to check procedures for submission in advance by referring to the "Canvas LMS Student Manual," etc.

(4) Prior consent from the submitter regarding the use of the similarity check support tool by Rikkyo University is required to use the assignment function on the Canvas LMS. More information about consent can be found on the following pages. In addition, since any thesis submitted after the submission period due to the time required for the above consent will not be accepted, ensure you have sufficient time to submit theses.
* "Use of the Similarity Check Support Tool"

(5) When submitting thesis, make sure to thoroughly check the contents of thesis topics announced on the Canvas LMS. In Particular, note that, if the file format (extension) to be submitted is specified (restricted), the file cannot be submitted in a format other than specified.

(6) The file name of the data to be uploaded shall be arbitrary. However, if there is an instruction about it through a bulletin board, etc., follow the instruction.

(7) Submitted thesis are reviewed based on the contents submitted through assignment contents for thesis course displayed on the Canvas LMS, so please be careful not to make mistakes in the course for which thesis should be submitted.Be careful not to upload any data other than the data to be reviewed in the assingment contents.

(8) After clicking "Submit Assignment" in the thesis Course, it may take some time for the submission to be completed depending on submitter's internet environment. Even if students click "Submit Assignment", the assignment will not be submitted in the case that the submission is not completed by the time of deadline.If you want to check the status of your own thesis submission,please refer to (9) below.

(9) In case the message is not displayed as "Submitted!" in the thesis course, it is regarded that the thesis is not submitted within the submission period regardless of the reason. Therefore, be sure to check after submitting the thesis that the "-Submitted" is displayed on the course for the thesis of the Canvas LMS.

(10) Online submission allows you to check your own submission status and the contents of data after submission. Ensure you have sufficient time to submit thesis to check them (no resubmission after the submission period for reasons such as garbled text, file corruption, etc., will be accepted).

(11) Thesis data may be submitted multiple times within the same thesis course only within the thesis submission period. However, since the last submission is the subject of grading, submission (resubmission) should be made with due care at the individual's own responsibility.
*Resubmissions do not automatically overwrite data. Be sure to check the submitted date.

(12) Since any thesis submitted after the submission period for reasons such as communication issues (e.g., Internet connection failure) and issues with electronic equipment (e.g., slow processing speed) will not be accepted, ensure you have sufficient time to submit thesis.

(13) Prepare to ensure a stable internet environment thoroughly before the submission period.
* A wired internet environment is recommended.
If the thesis will be unable to submit, be sure securing the internet environment on your own responsibly. For example, ensure to have sufficient time to use the computers provided in the computer classrooms on campus.

(14) Be careful not to misunderstand communication issues or issues with electronic equipment caused by your own environment as failures in the online system (Canvas LMS). In the case of failures in the online system (Canvas LMS) such as system delay caused by the university environment, the university shall communicate the fact and take measures such as deadline extensions.

◆ If you encounter an incident or accident on the date of the deadline.

If you are unable to submit the thesis by the deadline due to "unforeseen or unavoidable circumstances" such as an incident or accident, contact the Academic Affairs Office on your campus before the deadline and follow their instructions.

* "Unforeseen or unavoidable circumstances" refer to incidents, accidents, etc., and do not include the malfunction of devices or equipment (e.g., PCs), communication network problems, loss of data, etc.

Ensure you have sufficient time to submit(the) thesis

Submission of a thesis by a student who suspended from school due to a school infectious disease

No alternative measures will be allowed even under the circumstances of suspension from school due to school infectious diseases, as online submission is possible at home or at any other locations. Be sure to submit within the submission period.