

The 46th (2023) Hosei University Essay Contest Entry Guidelines

<p>■ Eligibility</p>	<p>◆ <u>Undergraduate students and correspondence education students of Hosei University</u> (excluding graduate students and non-degree students) ◆ <u>Essays submitted to the contest must not have been previously published.</u> Applicants can be individuals or groups; however, collaborations with undergraduate or graduate students of other universities, or with graduate students or graduates of Hosei University, who are not eligible for the essay contest, are not allowed.</p>																
<p>■ Submission period</p>	<p>From Monday, September 25th, 2023 to Monday, October 2nd, 2023 [Undergraduate students] Submission via Learning Management System: 23:59 / [Correspondence education student] Submission by mail: as indicated by the postmark</p>																
<p>■ Essay topic</p>	<p>No specific topic. Select the essay topic of your interest.</p>																
<p>■ Language</p>	<p>Japanese or English</p>																
<p>■ Length of essay, size of the characters</p>	<p>■ Japanese essay (A4): Within 24,000 characters/ 10.5-point / 40 letters x 40 lines ■ English essay (A4): Within 8,000 words / 12-point Times New Roman / 29 lines</p> <p><u>Your essay will be disqualified if you exceed the number of characters.</u> Including the Table of Contents, notes, references. <u>Text used on the cover sheet and in figures and tables is excluded from the total character count.</u> <u>There is a limit of 20 figures/tables in total.</u> <u>(Even if you include figures/tables that have been output from statistical software, they will be counted one by one and included in the total number of allowed figures/tables.)</u></p> <p><How to count the number of words> Please check your word count excluding figures and tables in advance.</p> <div data-bbox="432 1339 951 1850" data-label="Image"> <table border="1" data-bbox="432 1339 951 1850"> <caption>Word Count Statistics</caption> <tr><td>Pages</td><td>20</td></tr> <tr><td>Words</td><td>8,000</td></tr> <tr><td>Characters (no spaces)</td><td>48,496</td></tr> <tr><td>Characters (with spaces)</td><td>56,725</td></tr> <tr><td>Paragraphs</td><td>77</td></tr> <tr><td>Lines</td><td>657</td></tr> <tr><td>Non-Asian words</td><td>8,000</td></tr> <tr><td>Asian characters, Korean words</td><td>0</td></tr> </table> </div> <p>*In the case of writing your paper in Japanese, see the number for “<u>Characters (no spaces)</u>”.</p> <p>Use the Word Count tool in your Word document and see the number for “<u>Words</u>” (①) Be sure to tick the box for “<u>Include text boxes, footnotes and endnotes.</u>” (②)</p>	Pages	20	Words	8,000	Characters (no spaces)	48,496	Characters (with spaces)	56,725	Paragraphs	77	Lines	657	Non-Asian words	8,000	Asian characters, Korean words	0
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Asian characters, Korean words	0																
<p>Submission procedure</p>	<p>Please confirm the submission procedure on page 4, and submit by the submission deadline.</p>																

Hosei University Essay Contest

The purpose of the Hosei University Essay Contest is to encourage the university's students to pursue their academic goals while improving their logical writing skills as well as to publicize outstanding essays widely to society. This year's contest marks its 46th year. Unlike simply turning in papers, applicants for this essay contest are required to follow some rules, such as they must thoroughly review previous studies before actually writing an essay. For this purpose, applicants should make continuous efforts to improve their skills in seminars and through other academic activities. Once students have developed essay writing skills, they will be able to communicate persuasively. We look forward to original and quality essays being submitted by many students.

1. How to write an essay for the contest

Before writing your essay, please read the "Entry Guidelines" and the "Essay Writing Guidelines."

Please note that the following submissions are not eligible.

- Essay only about your personal experiences
- The explanation of your personal/social background
- A book report
- Text with excessively limited word count.

Past winning essays (until 2016) can be read at the university libraries in each campus and are also posted on the university's website at <https://www.hosei.ac.jp/campuslife/katsudo/kensho/>.

2. Faculty recommendation and preliminary screening

< Faculty recommendation >

As a rule, each applicant is required to obtain a recommendation from a faculty member. Essays submitted by students who do not have a faculty advisor for unavoidable reasons, such as not being enrolled in a seminar or being a student in the School of Correspondence Education, are subject to preliminary screening.

< Selection processes >

Each entry will be evaluated for quality by the Essay Contest Judging Committee in the following two steps: ①Preliminary screening and ②Evaluation. The committee may interview applicants if deemed necessary.

< Preliminary screening >

Entries without faculty recommendation will be subject to preliminary screening by the Essay Contest Judging Committee to be checked for inadequacies in the format and for plagiarism. The objective of preliminary screening is to make sure that each essay is written in the proper format in accordance with the Entry Guidelines and the Essay Writing Guidelines, and then the content of the essay will be evaluated.

< Evaluation >

Each entry will be evaluated by judges and the Essay Contest Judging Committee.

3. Plagiarism

Submitting as one's own the writings, ideas, work or research of others is plagiarism, and as such will not be tolerated. The student must note source information for all referenced materials. This applies not only to material taken from the Internet and books, but also to research and work shared in a seminar.

Any indication of plagiarism may be reported to the applicant's faculty/department, and likely will result in disciplinary action. If plagiarism is found in an essay that has been awarded a prize, the student is obliged by the University to return that prize.

When used, endnotes and references must be correctly formatted.

4. Double-posting and Re-posting

The submission of a previously published paper or a paper with the same or very similar content to one an applicant has presented to an academic society, sent to a journal, etc., whether Hosei University affiliated or not, likely will be judged as a "double posting". The resubmission of a paper sent to the Hosei University Essay

Contest in the past, one that does not include new developments concerning the essay's subject matter, likely will be judged as a "re-posting". Papers deemed to be double postings or re-postings may be excluded from consideration for a Hosei University Essay prize.

5. Ethical Considerations

When collecting materials such as survey's, tests, or questionnaires using personal information or data, you must obtain the consent of the study subject in advance. In addition, please check the corresponding column of the check box on the cover of the Hosei University Essay Contest Cover Sheet. In the essay, double underline the places where consent has been obtained and the procedure for consent is described. The Hosei University Essay Contest Judging Committee will not accept essays that include personal information or data collected using a questionnaire etc. that has been obtained without consent (even if the corresponding check box has been filled in). "Essays for which consent has not been obtained from the research subject" and "essays for which consent has not been clearly stated in the treatise" are judged to have been submitted as a false application and are not subject to review in principle.

Hosei University Research Ethics Policy:

https://www.hosei.ac.jp/application/files/3815/7492/5822/kenkyuriri_kitei.pdfHosei University Regulations on 'Research Ethics for Research Involving Human Subjects':

https://www.hosei.ac.jp/application/files/8115/7362/7209/hito_kenkyuririri_kitei.pdf

6. Winner announcement

Award winners will be announced around mid-February 2024 on the university's website . An award ceremony will be held on late February 2024 at Ichigaya Campus. (Detailed information on the award ceremony will be notified to the winners.)

7. Prizes

President's Special Prize	:	300,000 yen
First Prize	:	200,000yen
Second Prize	:	150,000yen
Honorable Mention	:	50,000yen
Selected Works	:	10,000yen

The faculties/departments and the grade levels that the authors and co-authors of winning/selected essays are in, the full names and head-and-shoulders photos of the authors and co-authors, and the essay topics and keywords of winning/selected essays may be published on the university's website, , and other prints issued by the university.

Submission Procedure

■ Submitted documents and data

Please submit the following documents 1 to 5.

1. **46th Hosei University Essay Contest Cover Sheet** File Format: (* .pdf)
2. **Paper Abstract & Keyword Submission Form** File format: (* .pdf)
3. **Essay's Body (including Table of Contents)** File format: ①Microsoft Office Word(*.doc,*.docx,*.docm)
②(*.PDF)

*Please submit your essay in formats ① and ②. Compress the two files into a compressed file and submit it.

*Figures should be created using MS Excel, MS Powerpoint, or other image software, and then saved as an image which includes numerical values, legends, etc., and pasted into your text. Tables do not need to be saved as images.

4. **Recommendation Form from a Faculty Member** File format (* .pdf)
5. **Essay Contest Submission Table** File format: Microsoft Office Excel (* .xls, * .xlsx, * .xlsm)

* Please obtain the required documents from the university website.

Student Life / Sports → Extracurricular Activities → Hosei University Essay Contest → Documents for Application to Essay Contest
<https://www.hosei.ac.jp/campuslife/katsudo/kensho/>

■ Submission file names

When submitting the documents 1 to 5 above, please submit with the same name as in the example below. **(Please do not include your name or student ID number in the file name.)**

(Example)

- 01. 46th Hosei University Essay Contest Cover Sheet
- 02. Paper Abstract & Keyword Submission Form
- 03. Essay Title **(Please use your essay title as the file name.)**
- 04. Recommendation Form from a Faculty Member
- 05. Essay Contest Submission Table

■ Submission procedure

[Undergraduate Student]

● **Submit via the Learning Management System (For the submission method, please refer to the attached "Essay Contest Submission Operation Manual")**

[Correspondence Education Student]

● **Submit by mail (cannot be submitted at the counter)**

● **Save the documents on a USB memory, put it in an envelope and send it to the following address:**

«Destination»

Hosei University Essay Contest Secretariat
(Academic Affairs Section, Academic Affairs Department)
Fujimizaka Building 5F, Ichigaya Campus Hosei University
2-17-1 Fujimi, Chiyoda-ku, Tokyo 102-8160

- * Please be sure to send by a method such as “Registered mail” or “Letter pack plus” that keeps a record of delivery.
- * Please write your student ID number and name on the surface of the USB memory or on the case and submit it.
- * The USB memory will not be returned to you, so be sure to make a backup before submitting it.

■ Submission period

From Monday, September 25th to Monday, October 2nd, 2023

[Undergraduate students] Submission through Learning Management System: 23:59 / [Correspondence education student] Submission by mail: as indicated by the postmark

■ Others ■

- (1) No acknowledgement may be included in entries; however, winning essays are allowed to add acknowledgement for the publication on the university’s website, etc.
- (2) The copyright of essays submitted will be held by the university and no essays will be returned to the applicants. The essays submitted will be handled in accordance with the university’s personal information protection rules.
- (3) Any private information provided to us as part of your entry documents shall not be used for any other purposes than the entry and screening of the Hosei University Essay Contest. The faculties/departments and the grade levels that the authors and co-authors of winning/selected essays are in, the full names and head-and-shoulders photos of the authors and co-authors, the essay topics and keywords of winning/selected essays may be published on the university’s website, the bulletin boards of the web and other prints issued by the university.
- (4) Should an issue arise concerning a submitted paper, the Essay Contest staff may contact the applicant/the applicant representative by telephone. (03-3264-9303/9317)
- (5) Entries failing to meet the requirements were disqualified in the past.

Corrections to submitted essays or replacement of submitted essays are NOT allowed.

【For inquiries】

■ Secretariat:

**Hosei University Essay Contest Secretariat
(Academic Affairs Section, Academic Affairs Department)**

■ Address:

**Fujimizaka Building 5F, Ichigaya Campus Hosei University
2-17-1 Fujimi, Chiyoda-ku, Tokyo 102-8160**

■ TEL: 03-3264-9303/9317

Essay Writing Guidelines

Essay Contest Judging Committee

An essay is a discourse that logically and empirically develops a reasonable, lucid argument on ideas/discoveries that are unfound in previous literature. Essays should be written as something to be read by others, rather than as a collection of the author's notes. To accurately convey the gist of the author to readers, it is important to use conventional essay style. In essay writing, particular attention should be paid to the points outlined below.

1. Defining the thesis statement & referring to previous studies

Define the thesis statement in the introductory paragraph in reference to previous studies as supporting evidence.

- (1) Since an essay is a thesis, it is desirable to clarify at the beginning (Preface, Foreword, Introduction, Prologue, Chapter 1, etc.) your concern with the subject of the paper.
- (2) The essay should be developed centering on this concern, and a consistent argument should be made from the beginning to the end. If the point of the essay is unclear, the reader may not be able to accurately follow its argument.
- (3) It is a basic rule in essay writing to thoroughly examine previous works related to the thesis statement. You should know what existing studies have clarified and to what extent, and have a clear idea of what the paper will demonstrate. It is important to establish a question based on your research of previous literature.

2. The end of your essay

At the end of your essay (conclusion, closing remarks, afterword, final chapter, summary, epilogue, etc.), you should summarize your ideas to answer your thesis stated in the introductory paragraph. The conclusion must be consistent with the introduction.

3. The survey

In theses based on qualitative or quantitative surveys, the following points should be clarified:

- (1) Whether you conducted the survey individually, or you participated in the survey conducted by the seminar members.
- (2) The date, place, the number of subjects, response rate, method (personal interview, mail-in questionnaires, etc.) of the survey
- (3) Include items that allow reviewers to understand the content such as a survey form or a list of interview questions for research using a questionnaire or a semi-structured interview method, respectively.

4. Academic responsibility

Academic researchers are required to act in a responsible manner as professionals based on social ethics. Specifically, special attention should be paid to privacy protection and to the treatment of individual and corporate information obtained from surveys and interviews. For reference, see Research Ethics Regulation on the Hosei University Research and Development Center website (https://www.hosei.ac.jp/application/files/3815/7492/5822/kenkyuriri_kitei.pdf).

5. Plagiarism

Your own words should be clearly distinguished from those of others. As a basic rule, the thesis should clarify what previous studies have achieved. Essays containing extensively copied text will be deemed plagiaristic and invalid. Accordingly, direct quotes should be indented to indicate that they are someone else's, and the cited literature should be referenced.

6. A table of contents, notes and references

A table of contents, notes and references must be provided in a proper style.

- (1) Notes must be numbered consecutively and listed at the end of each chapter or the end of the essay or must be listed as footnotes on each page. Each citation must include the page number of cited material.
- (2) In addition to notes, references must be listed at the end of your essay. Each reference must include the names of all authors/editors/translators, book/article title, journal title, year of publishing, publisher and other necessary information. It may be impossible to identify the source of material obtained via the Internet. In such a case, the URL and access date must be added. (When material found on the Internet is also available as a book, a journal, a report or other printed form, the printed material must be used as a reference.)

7. How to write abstract

The selection of the topic, the analytical method, the development of the argument and the conclusion of your essay must be clearly summarized in approximately 300 words. An abstract is a key to appeal the significance of your essay to judges.

8. Essay writing

Get started well in advance and revise your essay.

- (1) In general, it is extremely difficult to write a good essay without revising it. It is better to revise your essay as many times as possible until it is finalized.
- (2) You should therefore get started well in advance to secure enough time to revise your essay. It is unfortunate to see many essays that fail to fully develop the argument throughout them probably due to a lack of time. In preparation for writing essays, you are advised to keep your reading logs and store your ideas in two types of notebooks (cards). It is impossible to write good essays without organized accumulation of knowledge and ideas.

9. Recommended books

There are a number of books that explain how to write essays. Some of them are listed below. The Hosei University Online Public Access Catalog (OPAC) System available on the University Library's web site and the Pathfinder (guide to subject searching) are also useful tools.

American Psychological Association. (2020). *Publication manual of the American Psychological Association: The official guide to APA style* (7th ed.).

Bailey, S. (2017). *Academic writing: A handbook for international students* (5th ed.). Routledge.

Lester, J. D., & Lester, J. D. Jr. (2014). *Writing research papers: A complete guide* (15th ed.). Pearson.

Wallwork, A. (2016). *English for writing research papers* (2nd ed.). Springer.

The 46th Hosei University Essay Contest Cover Sheet

Essay Topic

Applicant (Primary Author)

Faculty/Department

Grade

Number of co-authors (Please put a check mark (✓) in the applicable box, and enter the number of co-authors, if any.)

_____ persons (excluding the applicant)

The applicant only

【Confirmation block of Applicant (Primary Author)】

◎Before submitting your essay, you are required to confirm whether necessary documents do not have deficiency, using your checklist. After that please put a check mark (✓) in the box.

I will submit my essay with Abstract & Keyword Submission Form, Table of contents, numbered by page 1 and including page numbers of all chapter or section titles and References.

◎If applicable, please put a check mark (✓) in the following box.

Did you receive a recommendation from a faculty member? (An essay that has not been recommended by a faculty member will be subject to preliminary examination)

(If the above is checked) I attach a recommendation form.

I collect personal information or data collected using a questionnaire etc.

(If the above is checked)I have been obtained the consent when collecting and collecting information using personal information or data.

(If the above is checked) I have shown in the essay that consent from the research subject has been obtained, and double underlined the relevant part.

※ Please note that personal information or data refers to information or data related to the thoughts, feelings, physical attributes, behavior, environment, or any other characteristics of an individual or a group.

※ "Research papers that have not obtained consent from the research subjects" and "papers where obtaining consent is not explicitly stated within the paper" will be considered as fraudulent applications and will generally not be subject to review.

For more details, please refer to page 3 of the recruitment guidelines under the section "5. Ethical Considerations."

Submission Period: From Monday, September 25th, 2023 to Monday, October 2nd, 2023

[Undergraduate students] Submission through Learning Management System: 23:59 / [Correspondence education student] Submission by mail: as indicated by the postmark

Essay Contest
Abstract & Keyword Submission Form

- Keywords are essential and should preferably be limited to two to three words.
- The selection of the topic, analytical method, the development of your argument and obtained conclusion must be clearly summarized in approximately 300 words.

EXAMPLE

1. **Keyword** *Entry is required. Keywords are essential and should preferably be limited to two to three words.

(Example) Unemployment rate, aging society, statistical survey...

<< Please fill out below. >>

2. **Abstract** *Entry is required. The selection of the topic, analytical method, the development of your argument and obtained conclusion must be clearly summarized in approximately 300 words.

<<Please fill out below. >>

第 46 回（2023 年度）法政大学懸賞論文 教員による推薦書

法政大学懸賞論文推薦教員各位

学生の応募論文を推薦される際、以下の項目をご確認ください。教員確認欄にチェックを入れていただき、日付と氏名に自署願います。

論題			
応募（代表）者			
学生証番号		学生氏名	

チェック項目	教員確認欄
上記は未発表の論文ですか。 (二重投稿は勿論、再投稿とみなされる論文は審査対象外となる場合があります。)	確認 <input type="checkbox"/>
社会的倫理に基づいた研究がなされていますか。	確認 <input type="checkbox"/>
論文の字数・語数は守られていますか。 日本語（A4）：24,000 字以内／10.5 ポイント／40 字×40 行 英語（A4）：8,000 語以内／Times New Roman 12 ポイント／29 行 ※目次・註・文献を含む ※表紙、図・表に使われているテキストは字数に含まない	確認 <input type="checkbox"/>
図・表の数は合計 20 点以内ですか。 (統計ソフトから出力した図・表を添付した場合もすべて 1 点ずつ数えて合計に含む)	確認 <input type="checkbox"/>
論文に相応しい論理展開がなされていますか。 また、然るべき書式に準拠して記述されていますか。	確認 <input type="checkbox"/>
先行文献への十分な言及がありますか。	確認 <input type="checkbox"/>
<アンケート等を用いて個人の情報またはデータ等を収集・採取している場合> 個人の情報またはデータ等を収集・採取する際に、予め研究対象者の同意を文書にて得ていますか。 (研究対象者から同意を得ていることは論文内に示し、当該部分に二重下線が引かれていますか。)	<該当> 確認 <input type="checkbox"/> <非該当> 確認 <input type="checkbox"/>
論文に剽窃が疑われる箇所はありませんか。 参考：Turnitin へのアクセス (https://www.hoseikyoiku.jp/lf/project/view.php?c=topics_view&pk=1522628924)	確認 <input type="checkbox"/>
(総合判断) 懸賞論文への応募を推薦しますか。	確認 <input type="checkbox"/>

日付：2023 年 ____ 月 ____ 日

推薦教員：所属学部・学科 _____

氏名 _____

Checklist

Before submitting your essay, you are required to confirm whether necessary documents do not have deficiency, using this checklist. It is not necessary to submit this.

Enter a check mark (✓) in each of the following boxes after confirming that your essay meets the corresponding requirement.

Entries failing to meet the requirements or not in a proper format may be disqualified.

Please read the Essay Contest Entry Guidelines and other necessary information thoroughly to make sure that your entry will be accepted.

- Is the “Abstract & Keyword Submission Form” attached?
- Are keywords provided? (Keywords are essential and should preferably be approximately 2 – 3 words)
- Is the Table of Contents included?
- Is the Table of Contents listed on Page 1? Are the essay pages numbered?
- Are references listed?
 - Each reference must include the names of authors/editors/translators, book/article title, journal title, year of publishing, publisher and other necessary information. It may be impossible to identify the source of material obtained via the Internet. In such a case, the URL and access date must be added.
 - When material found on the Internet is also available as a book, a journal, a report or other printed form, the printed material must be used as a reference.
- Are the sources of all cited information listed?
- Are notes numbered consecutively and listed at the end of each chapter or at the end of the essay or listed as footnotes on each page? (Each citation must include the page number of cited material.)
- Is the length of your essay appropriate?
 - Japanese essay (A4): Within 24,000 letters / 10.5-point / 40 letters x 40 lines
 - English essay (A4): Within 8,000 words / 12-point Times New Roman/ 29 lines
 - ※Including the Table of Contents, notes, references.
 - ※Text used on the cover sheet and in figures and tables is excluded from the total character count.
- Does the total number of figures and tables amount to 20 or less?
 - (Even if you include figures/tables that have been output from statistical software, they will be counted one by one and included in the total number of allowed figures/tables.)
- Are there any typos?
- Did you get faculty recommendation? (An entry without faculty recommendation will be subject to preliminary screening.)
- (If the above is checked) Is the “Recommendation Form” (in Japanese) attached?
- Did you collect personal information or data using questionnaires, etc.?
- (If the item above is checked) When collecting the personal information or data, did you obtain the written consent of the research subjects in advance?
- (If the above is checked) Have you shown in the essay that consent from the research subject has been obtained, and double underlined the relevant part?

Submitting as one's own the writings, ideas, work or research of others is plagiarism, and as such will not be tolerated. The student must note source information for all referenced materials. This applies not only to material taken from the Internet and books, but also to research and work shared in a seminar.

Any indication of plagiarism may be reported to the applicant's faculty/department, and likely will result in disciplinary action. If plagiarism is found in an essay that has been awarded a prize, the student is obliged by the University to return that prize.

When used, endnotes and references must be correctly formatted.

*** Please also refer to the example of description on Sheet 2**

Essay Contest Submission Table						
Essay length (Number of words)		Number of figures/tables		Full name of the seminar instructor		
Applicant (Primary Author)						
Faculty	Department		Grade	Student ID number		
Applicant name (Primary author)						
Co-authors (if any)						
Number of co-authors (excluding the primary author)						
1	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project
2	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project
3	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project
4	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project
5	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project
6	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project
7	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project
8	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project
9	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project
10	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project

<< Example >>

Enter the number of words in reference to "How to count the number of words" in the "Length of essay, size of the characters"

Enter the number of co-authors excluding the primary author

Please describe the parts of the paper you contributed.

Essay Contest Submission Table							
Essay length (Number of words)	18,653 words	Number of figures/tables	8	Full name of the seminar instructor	△△ △△		
Applicant (Primary Author)							
Faculty	Law	Department	Law	Grade	3	Student ID number	20A1234
Name	× × × ×						
Co-authors (if any)							
Number of co-authors (excluding the primary author)			2				
1	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project	
	Law	Politics	2	21A1234	× × △△	Statistical analysis	
2	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project	
	Law	Global Politics	3	20A5678	× × △△	Chapter **.	
3	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project	
					× × △△		
4	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project	
					× × △△		
5	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project	
					× × △△		
6	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project	
					× × △△		
7	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project	
					× × △△		
8	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project	
					× × △△		
9	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project	
					× × △△		
10	Faculty	Department	Grade	Student ID number	Name	Role in the joint research project	
					× × △△		

Learning Management System Essay Contest Submission Operation Manual

【1】 Login to the Class Support System

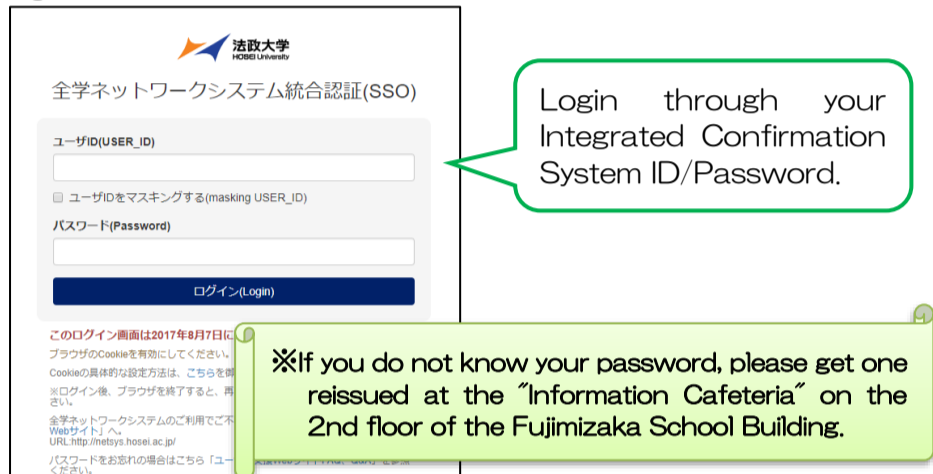
<https://hoppii.hosei.ac.jp/porta/>

Open the URL above to access the Learning Management System and login.



Login

As is shown below, on the 「net2010 Integrated Confirmation System」, enter your user ID (student number)/password, and then click on the login button.



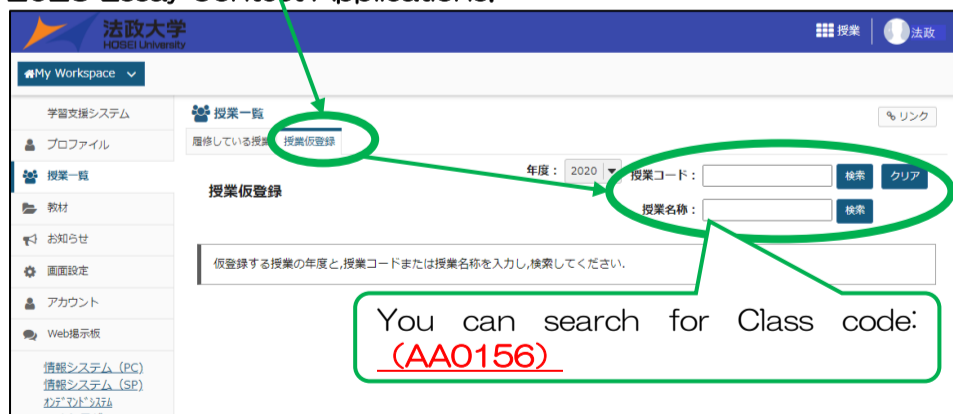
【2】 Search for Essay Contest (Class code: AA0156)

After successfully logging in, the Class Support System screen will appear. Here, select the 2023 Essay Contest Applications.

② Click 「Classes Overview」



② Click on "Temporary Class Registration" and search for the 2023 Essay Contest Applications.



③ Register.



【3】 Submitting your Essay

- ④ Click on your registered "2023 Essay Contest Application" tab. If you have a lot of registered courses and the tab does not appear, select it from the "Class Overview" section.



- ⑤ Click on "Assignments" and upload.



◆When uploading your essay◆
Please **DO NOT** include your name or student number
«File name»

- 01. 46th Hosei University Essay Contest Cover Sheet
- 02. Paper Abstract & Keyword Submission Form
- 03. Essay Title (Please use your essay title as the file name.)
- 04. Recommendation Form from a Faculty Member
- 05. Essay Contest Submission Table

Finalize Submission

★Precautions★

- ◆After finalizing your submission, the Class Support System will send you an "Assignment Submission Notification. **Because of that, please make sure to confirm that the Class Support System has your correct email address registered.**

【Confirming/Changing your Email Address】

