

CJSP Graduation Thesis Regulations

1. Submission Eligibility

The student must fulfill all the following conditions in order to be eligible to submit the graduation thesis:

- (1) The student must have registered for the Graduations Thesis course.
- (2) The student is expecting to take the designated number of credits required for graduation.
- (3) The student must complete payments of school fees before the thesis submission deadline.
- (4) The student must have submitted the Graduation Thesis Plan.
- (5) The student must have received the interim guidance by the supervisor.

2. Graduation Thesis Plan

The student must obtain approval from the supervisor of the seminar he or she belongs to and submit the Graduation Thesis Plan in June of the spring semester of the 3rd school year (the 6th semester in total).

3. Thesis Guidance

After submitting the Graduation Thesis Plan, the student must receive the designated guidance from the concerned supervisor until the submission of the thesis in June of the spring semester of the fourth year (the 8th semester in total).

However, students having received approval to apply to graduation in three and a half years (hereafter “three and a half years graduation students”) must receive the same guidance until the submission of the thesis in January of the fall semester of the 4th year (the 7th semester in total).

4. Course Registration for the Graduation Thesis

Students who, at the end of the fall semester of the 4th year (the 7th semester in total) are expecting to obtain the prescribed number of credits required for graduation and who have submitted the Graduation Thesis Plan during the designated period, will be automatically registered for the Graduation Thesis course in April of the spring semester of the 4th year (the 8th semester in total).

However, in the case of three and a half years graduation students expecting to obtain the prescribed number of credits required for graduation at the end of the spring semester of the 3rd year (the 6th semester in total), those students will be automatically registered for the Graduation Thesis course in September of the fall semester of the 4th year (the 7th semester in total).

5. Schedule for Submitting the Graduation Thesis and Reception Hours

- (1) Submission schedule: Early June of the spring semester of the 4th year (the 8th semester in total).

However, in the case of the three and a half years graduation students, the submission will be scheduled for early January of the fall semester of the 4th year (the 7th semester in total).

- (2) Submission Place: Office of the Faculty of Social Sciences

The details of the submission schedule and the reception hours will be announced separately.

Please be aware that submissions past the deadline and outside the designated reception hours will not

be accepted regardless of circumstances.

Submissions by postal mail are NOT accepted. In the case of a representative, submission of the student ID along with a power of attorney is required.

6. Guidelines for Writing the Graduation Thesis

- (1) In principle, graduation theses are to be written in English.
- (2) Theses must be double-spaced, written horizontally in font size 11, in A4 size paper using a word processor, and printed on one side only (single-side printing). Hand writing will not be accepted.
- (3) The approximate number of words required for the thesis is 8,000.
- (4) Two copies of the graduation thesis must be submitted.
- (5) Theses must be bound using the designated A4 size front and back covers.
- (6) The submission format is as shown on the attached sample.

7. Graduation Thesis Advisor and Examiner

The graduation thesis advisor and examiner will be the supervisor of the seminar the student belongs to.

8. Feedback

Period: Early July of the spring term of the 4th year (the 8th semester in total).

However, the feedback period for three and a half years graduation students will be early February of the fall semester of the 3rd year (the 7th semester in total).

9. Evaluation

Students having received feedback, and whose theses were deemed as passed, will be awarded 4 credits for the Graduation Thesis course. Students whose theses were deemed as not passed must re-register for the Graduation Thesis course on the following semester (the 9th semester in total), and resubmit the thesis on the designated period.

10. March Graduation for Students who Enroll beyond 4 Years

Students unable to fulfill the requirements for graduation in 4 years (8 semesters) who extend their enrollment for graduation in March of the following year must follow the schedule related to the graduation thesis announced separately.

11. In the Case of Students who Undertake Study Abroad after the 3rd Year

Students who will be absent for a period of time due to undertaking study abroad after the third year must follow the schedule announced separately for their graduation theses according to the period or the length of absence.

12. Supplementary Provisions

These provisions come into effect from April 18, 2013.

Graduation Thesis Submission Format

