

“Capstone Project” Regulations

1. Eligibility for Submission

In order to be eligible for submission of the "Capstone Project", students must meet the following requirements:

- (1) Completed the course registration for the “Capstone Project”.
- (2) Students who is expected to obtain required credits for graduation.
- (3) Paid all tuition fees in full by the date of submission.
- (4) Submitted the "Capstone Project Plan" within the designated period.

2. What is “Capstone Project”

Students will choose one of the following assignments (① or ②) to work on as their "Capstone Project" in consultation with their seminar supervisor.

①Thesis

②Project + Report

※Conception and implementation of projects that contribute to society from a social science perspective.
Students will also be required to reflect and report on the experiences gained during the research and implementation of the projects.

< Examples of projects that contribute to society >

- Policy recommendations and business plan development
- Database development and implementation planning
- Planning of training programs
- Market analysis
- Preparation of records of important incidents and events...etc.

However, if the contents of the seminar make it difficult to provide guidance for either, the supervisor will notify the student during the seminar guidance.

3. “Capstone Project” Schedule

Students are required to submit a Capstone Project Plan based on the designated schedule, then work on the Capstone Project and submit it by the due date.

4. About advisor/evaluator for the "Capstone Project"

The advisor and evaluator for the "Capstone Project" will be the faculty member in charge of the seminar to which the student belongs.

5. About joint research and co-authorship for the "Capstone Project"

No joint research or co-authorship for the "Capstone Project" is permitted, whether you choose ①Thesis or ②Project + Report.

6. Regarding the “Capstone Project Plan”

Students will prepare a "Capstone Project Plan" under the guidance of their supervisor for the chosen project (either a "thesis" or a "project") and submit it to the office with the supervisor’s approval. If students choose to do a "Project," the "Capstone Project Plan" should clearly state the purpose of the "Project," content/methods

of the activity, the number of hours required, and the supervising personnel involved with the "Project".

Submission Schedule

September enrollees : Late November in the fall semester of the fourth year

April enrollees : Late May in the spring semester of the fourth year

※Students who plan to graduate early are required to submit their application during the submission period of the last semester before graduation.

The "Capstone Project Plan" of project will be referred to the English Language Degree Program Steering Committee for approval. If the plan is not approved by the committee, it will be marked as "returned". Plans marked as "returned" must be revised and resubmitted to the office by the designated date. Resubmission is allowed up to two times, but if the second application is not approved, students must instead submit their Plan during the submission period of the following semester.

7. Changes of the "Capstone Project" assignment

If you wish to change your assignment from "Thesis" to "Project" (or vice versa) in the middle of the semester, students must submit a new "Capstone Project Plan". In principle, changes will be accepted up until two months prior to the submission of the proposal; however, some changes may not be accepted depending on the reason for the change.

8. Course Registration for the "Capstone Project"

A) September enrollees :

Students who are expected to earn the required graduation credits by the end of the fall semester of their fourth year (seventh semester in total) and who submit a "Capstone Project Plan" within the prescribed period will be automatically registered for the "Capstone Project" in April of the spring semester of their fourth year (eighth semester in total).

B) April enrollees :

Students who are expected to earn the required graduation credits by the end of the spring semester of their fourth year (seventh semester in total) and who submit a "Capstone Project Plan" within the prescribed period will be automatically registered for the "Capstone Project" in September of the fall semester of their fourth year (eighth semester in total).

※Students who plan to graduate early will be automatically registered for the "Capstone Project" at the beginning of the semester of the last semester of their planned graduation.

9. What students should work on as "Capstone Project"

If students choose ①Thesis

A. About thesis guidance

After submitting the "Capstone Project Plan," students must receive guidance from the supervisor until they submit their project in June of the spring semester of their fourth year for students admitted in September, and in December of the fall semester of their fourth year for students admitted in April. However, students who have been approved for accelerated graduation (3-year graduation, 3.5-year graduation) must receive the guidance until they submit their capstone project in the last semester of their expected graduation.

B. Guidelines for writing thesis

- (1) In principle, the "Thesis" should be written in English.
- (2) The thesis should be typewritten on Microsoft Word, double-spaced, font size 11.
- (3) The word count should be about 8,000 words (excluding figures, tables, notes, and references).
- (4) Submissions will be accepted in electronic form.
- (5) The prescribed cover page shall be used as the first page.

If students choose ②Project + Report

A. About project guidance

Credits will be granted only for "projects" that have been approved by the English-based Degree Program Steering Committee as activities that deserve credit in accordance with the Diploma Policy of the Faculty of Social Sciences. In addition to the implementation of the project, students will be required to submit an activity report in order to provide an objective measure of their activities.

B. Guidelines for writing report

- (1) In principle, the "Report" should be written in English.
- (2) Reports should be typewritten on Microsoft Word, double-spaced, font size 11.
- (3) The word count should be about 4,000 words (excluding figures, tables, notes, and references).
- (4) Submissions will be accepted in electronic form.
- (5) The prescribed cover page shall be used as the first page.

10. Submission

The method and due date for submission are as follows.

<Submission Method>

Capstone project must be submitted directly to the supervisor by electronic data as PDF file named "1HXXXXXX(Student Number)_XXXXXXXXXX(Capstone Project Title)". (Word/Excel/PowerPoint files are not accepted.)

<Submission Due Date>

Please note that the application will not be accepted after the due date for any reason.

A) September enrollment students: Mid-June of the spring semester of the 4th year (8th semester)

B) April enrollment students: Mid-December of the fall semester of the 4th year (8th semester)

*Please note that students who plan to graduate early must submit the application during the submission period of the last semester of their planned graduation.

1 1 . Feedback and Resubmission

The feedback period for submitted Capstone project shall be from mid-June to early July of the spring semester of the fourth year for students admitted in September, and from mid-December to early January of the fall semester of the fourth year for students admitted in April. Students who are judged to need to resubmit their work after receiving feedback are required to revise their work and resubmit it to their supervisor within the designated period. For students who plan to graduate early, the resubmission period shall be the same as the resubmission period of the semester in which they plan to graduate.

1 2 . Evaluation

Students will receive 4 credits for the "Capstone Project" if they are judged to have passed the project after receiving feedback from their supervisor.

If the project is judged to be unacceptable, the student will be re-registered for the "Capstone Project" the following semester and must submit the project again at the designated period. Grades will be graded on a scale of A+ to C (or F) on the designated grading day of each semester.

1 3 . Submission for Extension Students

For students who are unable to complete the graduation requirements in the prescribed four years (eight semesters) and wish to enroll as an extension student to graduate, the schedule for Capstone Project assignments will be determined separately.

1 4 . About study abroad

For students who have had a period of absence in the third year or later due to studying abroad, the schedule for assignments will follow the one separately determined for the period of absence/study abroad.

Note that the enrollment period will be automatically extended beyond four years (eight semesters), in the case if students choose to study abroad in the final semester, due to the Capstone Project submission being not allowed during the study abroad period.

1 5 . Management of deliverables in "Capstone Project"

The deliverables of Capstone Projects (thesis, project reports) will be made public in the School of Social Sciences.

A non-regular course in Box (Waseda Online Storage) specially set for the purpose of uploading the deliverables in "Capstone Project" is used as a means of publication. The deliverables will be available for viewing by registering TAISI students to this course. The posting period is five years. The deliverables of the past five years are available for viewing at any time and those past the posting period will be deleted.

1 6 . Submission and release dates of the final version of deliverables in "Capstone Project"

The grades for "Capstone Project" will be given based on the deliverables submitted within the designated submission period specified in the sections 9 and 10. However, students are allowed to submit the final version

of the deliverables which have been amended for the publication after the designated period. The final version should also be submitted directly to the supervisor by electronic data. The due date for the submission of the final version and the release date of the deliverables for each registered semester of “Capstone Project” are as follows.

	Due date for submission of the final version	Release date of the deliverables
Spring semester	September 15	Late October
Fall semester	March 15	Late April

1 7 . Supplementary Provisions

These regulations shall come into effect as of April 1, 2021

These regulations shall come into effect as of May 23, 2022

These regulations shall come into effect as of August 23, 2022

These regulations shall come into effect as of December 6, 2022

These regulations shall come into effect as of February 20, 2023