

“Capstone Project” Regulations

1. Eligibility for Submission

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

- (1) The "Capstone Project Plan" must have been submitted within the designated submission period.
- (2) Students must be enrolled in the semester in which they submit the "Capstone Project."

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. Please note that some supervisors may supervise only one of the two assignments. Therefore, when selecting a seminar, be sure to check the "Introduction to Seminars."

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.

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 supervisor/examiner for the "Capstone Project"

The supervisor and examiner 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" for their chosen “Capstone Project” (either ① or ②) under the guidance of their supervisor, in accordance with the designated schedule, and submit it to the office after obtaining the supervisor's approval. Students who select ②, must clearly state in the "Capstone Project Plan" 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

Late November in the fall semester of the fourth year

*Students who plan to graduate early must submit the "Capstone Project Plan" during the submission period one semester before their expected graduation semester.

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 "Capstone Project" from "Thesis" to "Project" (or vice versa) during the semester, students must submit a new "Capstone Project Plan". Requests for changes must be submitted in accordance with the designated schedule. As a general rule, no changes will be accepted after the designated deadline. In addition, requests may not be approved depending on the reason for the change.

8. Course Registration for the "Capstone Project"

For students graduating within the standard period of study (four years), the "Capstone Project" will be automatically registered in the second semester of their fourth year (their eighth semester in total), provided that they have submitted the "Capstone Project Plan" within the designated period.

*For students planning to graduate early, the "Capstone Project" will be automatically registered in their expected semester of 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 the prescribed guidance from their supervisor until they submit the "Capstone Project" in June of the spring semester of their fourth year. However, students whose applications for accelerated graduation (three-year or three-and-a-half-year graduation) have been approved must receive the same guidance until they submit the "Capstone Project" in their expected semester of 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.

1 0 . 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 submissions will not be accepted after the submission deadline for any reason.

Mid-June of the fourth-year spring semester (eighth semester).

*Students planning to graduate early must submit the application during the submission period of their expected semester of graduation.

1 1 . Feedback and Resubmission

The feedback period for submitted "Capstone Projects" shall be from mid-June to early July of the spring semester of the fourth year. Students who are required to resubmit their "Capstone Project" based on the feedback must revise it and resubmit it to their supervisor within the designated period. Students planning to graduate early shall follow the resubmission period for their expected semester of graduation.

1 2 . Evaluation

Students will be awarded four credits for the "Capstone Project" if their supervisor determines, based on the feedback process, that the "Capstone Project" has passed. If a submitted "Capstone Project" is judged to have failed, the student will be automatically registered for the "Capstone Project" again in the following semester and must resubmit the "Capstone Project" during the designated submission period. Grades will be announced

on the designated grade announcement date for each semester and will be awarded on a scale of A+ to C (or F).

1 3 . Submission for Extension Students

For students who are unable to fulfill the graduation requirements within the standard four-year period (eight semesters) and wish to remain enrolled as extension students in order to graduate, the schedule for the "Capstone Project Plan" and the "Capstone Project" shall be separately prescribed, and such students shall follow that schedule.

1 4 . About study abroad

For students who have had a period of absence in the third year or later due to study abroad, the schedule for "Capstone Project" 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.

The deliverables will be uploaded to the Box (Waseda Online Storage) ,and current TAISI students will be able to view them after registering. The posting period is five years. The deliverables from the past five years are available for viewing at any time, and those that have exceeded 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

These regulations shall come into effect as of July 2, 2026