

Graduation Paper

■ Graduation Paper Requirements

- 1) The paper is to be written in English.
- 2) The length of the paper should be 10,000 - 15,000 words.
- 3) Structure:
Title page, abstract (in English, 300 - 500 words), contents, main body, notes, bibliography
*The (detailed) graduation paper requirements for the academic year 2024 will be provided on this notice, and also guided at classes for the “Final Year Seminar 1” and “Final Year Seminar 2” courses.
- 4) Students who have submitted their graduation paper must participate in the graduation paper presentation held in the “Final Year Seminar 2” course for the same semester.
- 5) Further details regarding the graduation paper will be notified and give explanations during classes for the “Final Year Seminar 1” and “Final Year Seminar 2” courses.

■ Submission of Graduation Papers

< Spring Semester AY 2024 >

Submission Period

July 8, 2024 (Mon.) From 9:00 a.m. to 5:00 p.m.

July 9, 2024 (Tue.) From 9:00 a.m. to 5:00 p.m.

July 10, 2024 (Wed.) From 9:00 a.m. to **3:00 p.m.**

Submit Place

Academic Affairs Office

Academic Affairs Office

Academic Affairs Office

< Fall Semester AY 2023 >

Submission Period

December 11, 2024 (Wed.) From 9:00 a.m. to 5:00 p.m.

December 12, 2024 (Thu.) From 9:00 a.m. to 5:00 p.m.

December 13, 2024 (Fri.) From **10:00 a.m. to 3:00 p.m.**

Submit Place

Academic Affairs Office

Academic Affairs Office

Meeting Room, 1F, Building No.5

* Note that on the last submission day, the deadline is **3:00 p.m.**

*** After the designated submission period, the graduation papers will not be accepted regardless of the reason.**

* Refer to “VI. Exams and Grades; **5 Reports:** Notes on How to Submit a Report and Academic Papers, etc.” regarding cases in which students are suspended from school due to a designated school infectious disease, or for any other unavoidable reasons.

—**What to be submitted and the Number of copies:**

2 copies of the graduation paper and
the GLAP Graduation Paper Submission Sheet*

* GLAP Graduation Paper Submission Sheet is available at the Academic Affairs Office and the Submit Place during the submission period, .Ikebukuro Campus.

—**Submission requirements:** _

Place and seal the graduation paper (2 copies) in an A4-sized or larger Envelope and submit with the GLAP Graduation Paper Submission Sheet.

A cover sheet in the following format should be prepared and attached to the envelope.

* Once submitted, the graduation paper will not be returned, so please carefully check that there are no defects before submitting.

<Front cover format: Spring>

2024 Spring Semester Graduation Paper
Title
Global Studies Field: (Name of Field)
Global Liberal Arts Program Student ID Number: 20AW000A Name: Rikkyo Taro

<Front cover format: Fall>

2024 Fall Semester Graduation Paper
Title
Global Studies Field: (Name of Field)
Global Liberal Arts Program Student ID Number: 21AW000A Name: Rikkyo Taro

■ **Review**

- 1) Graduation papers will be assessed by an examination committee consisting of all the full-time faculty members of the Center for the Global Liberal Arts Program. The faculty member in charge of the student’s chosen field of Global Studies shall act as chief examiner, and deputy examiner (s) shall be chosen from the rest of the examination committee members.

- 2) The student who submitted the paper shall be interviewed by the chief examiner and deputy examiner(s).
- 3) Overview of Graduation paper interview.

<July Submission>

Date and time: 3:20 p.m. — 5:00 p.m. on July 25, 2024 (Thu.)

- Detail information regarding interviews (venue, waiting place for students, each student's appearance time and interview time) will be posted on Web bulletin board on **July 18, 2024 (Thu.)** and also explained to students in the classes of the "Final Year Seminar 2".

<January Submission>

Date and time: 11:00 a.m. — 5:00 p.m. on January 30, 2025 (Thu.)

- Detail information regarding interviews (venue, waiting place for students, each student's appearance time and interview time) will be posted on Web bulletin board on **January 16, 2025 (Thu.)** and also explained to students in the classes of the "Final Year Seminar 2".

■ Storage of graduation paper

- (1) One of two copies of the submitted graduation paper will be returned to the submitter at the end of the term, and the other copy will be kept by GLAP and used as reference material in subsequent graduation paper guidance at GLAP.
- (2) Graduation paper submitted in the academic year 2024 will be stored for a minimum period of time during the academic year 2025 (until the end of March 2026), and may be stored and used for a longer period depending on circumstances. After the retention period, they will be disposed of as appropriate.
- (3) Graduation paper in storage may be viewed by students who are preparing graduation paper under the guidance of GLAP faculty.
- (4) If you do not wish your graduation paper to be viewed by students in the future, you must notify your academic advisor in writing or by e-mail by the end of the term in which it is submitted.

END