

Overseas Research Papers

* Also check the relevant page of the Course Guidebook.

[Submission of Notification of Plan for Overseas Research Papers]

After the completion of the student exchange program and before the start of the upcoming semester, you must submit the Notification of Plan for Overseas Study Report describing the title of the academic paper and an outline of approximately 400 Japanese characters (Around 200 words if written in English) to the Ikebukuro Campus' Academic Affairs Office.

*If a student wishes to take a leave of absence for the most recent semester following a study abroad period, they must adhere to a separate deadline. Please contact the Academic Affairs Office to learn more about this deadline.

The person in charge will send you the Plan for Overseas Study Report. To apply for the Report please click [here](#).

[Period, destination, and academic paper format for submission of Overseas Research Papers]

Submission period If the student exchange program ends in the fall semester of academic year 2025
From Wednesday, June 3, to Wednesday, June 10, 2026, by 5 p.m.

If the student exchange program ends in the spring semester of academic year 2026
From Tuesday, December 1, to Tuesday, December 8, 2026, by 5 p.m.

If the student exchange program ends in the fall semester of academic year 2026
June 2027 (details should be confirmed in AY2027 R Guide).

*For students who are unable to come to school for the submission of the seminar paper due to an infectious disease or unforeseen circumstances, please refer to VI Exams and Grades 5 Report ("Notes on How to Submit a Report and Academic Papers.")

*Overseas Research Papers can only be submitted once. If a paper is submitted multiple times, only the first submission will be graded.

Place of submission Academic Affairs Office on Ikebukuro Campus

Items to be submitted (1) Overseas Research Papers and summary

*The summary shall be bound separately.

(2) USB or other electronic storage media (Any media that can store Word, text, or PDF)

Number of copies to be submitted

(1) Two copies of each

(2) One copy

Format

Overseas Research Papers

- When submitting the Overseas Research Papers, please fill out the Thesis Submission Certificate available at the Ikebukuro Campus Academic Affairs Office. Submit this Certificate along with your thesis. In addition, submit the electronic storage media containing the Overseas Research Papers data.
- Attach the designated cover issued by the Ikebukuro Campus' Academic Affairs Office
- Use a word processor
- A4 size, horizontal writing, 40 characters × 30 lines per page, a total of 10,000 or more Japanese characters
- Figures, tables, etc. are not included in the above number of characters.
- Notes should be placed at the end of sentences and reference literature shall be specified.
- Notes and reference literature are to be included in the above characters count.

[Paper written in Japanese]

Character 40 x line 30, total of over 10,000 characters.

[Paper written in English]

Total of over 5,000 words.

*Regarding formatting requirements such as the number of lines and the number of characters per line, please consult with the Director of the Global Course in advance.

[Binding Method]

- Bind with a flat file or use simple binding with holes. Either the long or the short side may be bound. (Staple binding is acceptable if the file is thick enough to be stapled, but binders that can only be clipped together are not acceptable.)
- For flat files, the designated cover sheet should be attached to the outside (front side) of the file and the inside cover should be at the top of the paper so that the inside cover is visible when the file is opened. The inside cover may be prepared by the applicant. The year of submission, title, department, student number, and name must be clearly indicated.
- If you use staples or a transparent binding cover, attach the designated cover sheet to the top of the Research Paper and bind it

Summary

Use a word processor

A4 size, horizontal writing

[Summary written Japanese]

Character 40 x line 30, total of around 800 characters.

[Summary written English]

Total of around 400 words.

* Regarding formatting requirements such as the number of lines and the number of characters per line, please consult with the Director of the Global Course in advance.

Electronic storage media

Label the USB memory stick with your student number and name, and submit it (documents should be saved in either Word or PDF format).