

Academic Year 2012 summer semester
Thesis Guidelines

Students who intend to write a Thesis must adhere to the following guidelines.

1. Number of copies, submission location and deadlines

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| ① Title Report, | 1 copy | 26 th Mar., 2012 (Mon) ~ 28 th Mar. (Wed) |
| ② Thesis | 4 copies | } by 4 o'clock p.m. 24 th May, 2012 (Thu) |
| ③ Thesis Outline | 4 copies | |

All documents are to be submitted to the Graduate School of Public Policy administration office.

2. Title Report, Thesis, and Thesis Outline Guidelines

(1) Title Report:

- ① To be submitted with the seal of your academic advisor and by the stipulated deadline.
- ② Please inform the administration office *before the Thesis submission deadline* if you cannot submit your Thesis or have decided to change your title after the submission of the Title Report.

(2) Thesis:

- ① As a general measure, the Thesis must be written within 100,000 characters (Japanese) and 35,000 words (English). You must gain permission from your academic advisor if the Thesis will greatly exceed these limits.
- ② To be written using word processing software. It must be written on A4 size paper with each page containing no more than 1,400 characters (Japanese) or 490 words (English).
- ③ Thesis must include a contents page that specifies page numbers.
- ④ Submission must include a cover page with the Thesis Annex attached to it.
- ⑤ Each separate copy of the Thesis must have a cover page with the Thesis Annex attached to it.
- ⑥ Each separate copy of the Thesis must be stapled.
Bulldog and other clips are not to be used. Simple binding is permitted.

(3) Thesis Outline:

- ① The Thesis Outline is to be no longer than 3,000 characters (Japanese) or 1,050 words (English).
- ② The same guidelines apply in regards to drafting as written in (2) ②.
- ③ Must have a cover page with the Thesis Outline Annex attached to it.

3. Things to note:

- ① Students who have gained the prior approval of their academic advisor may not be required to follow the aforementioned format for the Thesis and the Thesis Outline. Please inform the administration office in advance if you intend to write your Thesis in English.
- ② Plagiarism is strictly prohibited. Plagiarism is a serious offence. If it is discovered that it has occurred, students may have credits cancelled or their degree revoked; this also applies to degrees that have already been conferred.
- ③ For those students who will be applying for entry into a PhD program, please be aware that entry is by no means guaranteed just because you gained credits for your Thesis. Please also be aware that entry into a PhD program will not necessarily be granted even if a score of C or above is awarded for the Thesis.

September 2011

Graduate School of Public Policy