

2026-2027 Advanced Seminar Guidelines

Graduate School of International Management

For 2YR-MBA & JGDP
who enrolled in 2026/2027 Academic Year

I. Research Report/Thesis

All GSIM students in the 2-year programs are required to write either a “Research Report” or a “Thesis” for their graduation. This is to comply with the regulations implemented by the Ministry of Education, Science, Sports and Culture (MEXT) for graduate schools in Japan. In order to fulfill this degree requirement, students select their academic supervisors and take “Advanced Seminars” for three terms.

1. Deciding a Supervisor

GSIM implements the supervisor assignment procedure in February of the 1st year to match each student with a suitable supervisor. Once academic supervisors have been assigned, students commence participating in “Advanced Seminars” from the spring term of the 1st year.

2. Advanced Seminars as Core Required Courses

“Advanced Seminars” are required courses and are offered in sequence: Advanced Seminar I (Spring), II (Fall), and III (Winter). These seminars provide students with the necessary skills to develop a research topic and complete the research report or thesis. Additionally, students receive guidance and consultation from their supervisors throughout the process.

To fulfill the requirement for graduation, students must earn 6 credits from Advanced Seminars. Evaluation of Advanced Seminars is based on a Pass/Non-pass grading system.

Term	Spring (1 st year)	Fall (2 nd year)	Winter (2 nd year)	Spring (2 nd year)	Graduation
Course	Advanced Seminar I	Advanced Seminar II	Advanced Seminar III	-	-
Credit	2	2	2	-	-
Activity	Receive guidance & draft topic	Progress research & Poster Session	Finalize paper & 1st Submission	Final Submission	-

3. Note for Exchange Program Participants

Those who will go on an exchange program either in the Fall or the Winter term is exempted from taking Advanced Seminar during their study abroad period. Instead, they are required to compensate the missing 2 credits of the Advanced Seminar with credits from another course.

Although they cannot register for the Advanced Seminar during the study abroad period, it is important for them to maintain communication with their supervisor before and during the study abroad period so that they can make research plans and conduct research activities.

4. Research Report vs. Thesis

Advanced Seminars offer two options: “Research Report” and “Thesis.” The Research Report option is recommended for all GSIM students, while the thesis option is suitable for those pursuing research careers. Each option’s requirements and evaluation criteria differ.

Both the research report and thesis require critical analysis of business, industrial, or economic issues. Both have the same basic components, such as the problem statement, research question, hypothesis, literature review, analysis of data/text, and conclusion.

However, a thesis is a “Scholarly Study.” A author must make an academic contribution, which can be demonstrated in an critical analysis of existing knowledge, ideas, and concepts, and/or new empirical findings. Therefore, arguments on research design, research methodology, and discussion of the broader significance of the research are expected.

On the other hand, a research report can be an analysis of a strategy, a policy, or current affairs. The standard for a literature review or an empirical analysis is not as high as a thesis. A research report may take the form of “Case Study” or “Feasibility Study” as well as “Scholarly Study.” It can use qualitative or quantitative methods.

5. Team vs. Individual

In some cases, the scale and scope of a research project might exceed the abilities of individual students. In such instances, upon the recommendation of an academic supervisor and approval of the Dean, the research can be conducted by a team of students. However, students may encounter managerial challenges such as coordination overhead and potential issues with free riding. Thus, GSIM generally encourages the individual research option. It should also be noted here that the team option is not available for the Thesis option.

The following table summarizes various options available for Advanced Seminar Projects.

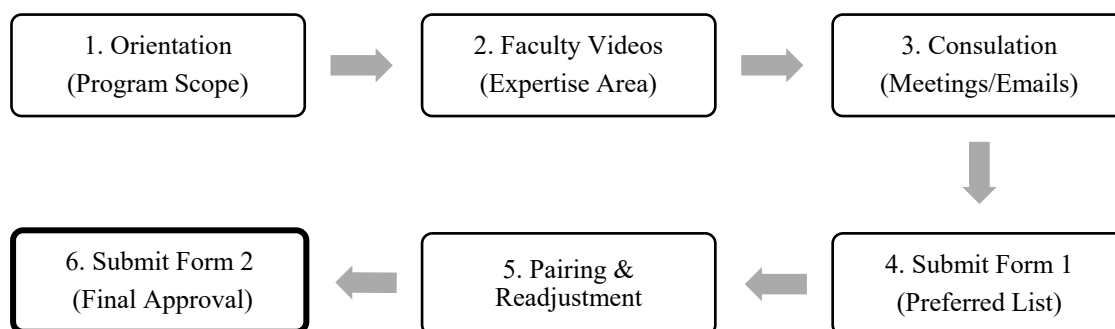
Research Report Option	Thesis Option
Team Project or Individual Project	Individual Project
Scholarly Study, Case Study, and Feasibility Study	Scholarly Study

NOTE:

JICA-JDS sponsored students and Linkage students are required to write a single-authored paper. Some Linkage students are required to write a thesis, following the Linkage program contract between GSIM and the home institutions.

II. Supervisor Allocation Process and Related Procedures

The supervisor selection process guides you from initial orientation to finalizing your academic supervisor and research topic. Follow the sequential steps below:



1. Orientation

Each program director conducts an orientation for the research report/thesis project upon enrollment. The directors explain the process of selecting academic supervisors and defining research topics.

2. Explore Faculty Expertise

Faculty members provide information regarding their area of expertise via video recordings. Students are advised to select a supervisor whose expertise area matches with their research topic. Expertise is categorized into two domains:

- Research Domain: Areas where faculty members are familiar with the forefront of research and business development.
- Teaching Domain: Key issues addressed within their course offerings.

3. Consultation Period

After reviewing faculty expertise, students are encouraged to schedule consultation meetings to determine the best supervision fit. Initial contact via email is acceptable if in-person meetings are difficult to arrange.

The faculty members generally expect topics to fall within their research or teaching domains to maximize academic support. Students wishing to pursue topics outside these domains bear full responsibility for securing a faculty member willing to supervise their project.

4. Submission of Form 1

Students must submit Form 1 (containing tentative research titles and ranked supervisor choices) to the Office of Academic Affairs (OAA) according to the prescribed schedule.

Key Regulation	Operational Requirement
Faculty Eligibility	Supervisors must, in principle, be full-time GSIM faculty members.
Co-Supervision	Projects requiring co-supervision by visiting or GSIR faculty must explicitly state this in the proposal.
Off-Campus Supervisors	Students are responsible for maintaining communication and securing signatures even if the supervisor is off-campus or on leave.
Signature Format	Electronic signatures are acceptable.

5. Announcement and Readjustment

The Dean's Office reviews Form 1 submissions and officially announces students-supervisor pairings. To prevent overloading, assignments are generally capped at **10 students per supervisor**. While student preferences are respected where possible, the Dean's Office retains final decision-making authority based on faculty workload and administrative duties.

Upon announcement, students must promptly contact their assigned supervisor to establish a productive working relationship.

6. Submission of Form 2

Students must submit Form 2 to the OAA according to the schedule. This form indicates the final choice of supervisor and research title, and must include the approval signature of the designated supervisor.

7. Change of Research Topic

Students may change their research topics. Please consult the supervisor for guidance and approval. In this case, students do not need to inform the OAA.

However, when JICA-JDS and Linkage students want to change their topic significantly from the original research proposal, they must obtain permission from their sponsors or their home institutions as well as their supervisor. Similarly, other sponsored students are strongly encouraged to consult with their scholarship coordinator before making topic changes. Minor changes within the same topic areas are not a problem. However, please understand that significant changes beyond the original topic areas are usually not permitted for JICA-JDS and Linkage students.

8. Change of Supervisor

Students may not change their supervisor after submitting Form 2. However, under special circumstances, a change may be possible if approved by both the current and a new supervisor.

The students must submit an “Application for Changing Supervisor” to the OAA, bearing the approval signatures of both supervisors. The deadline is **October 11, 2027**.

9. Notification of Team Research (Form 3)

When research is conducted by a team of students, the team must complete Form 3. The form must be submitted to the OAA with the approval signature of their supervisor according to the official schedule.

10. Final Decision of Research Report/Thesis Options

The default research option for all GSIM students is the Research Report. If students wish to pursue the Thesis option instead, they should inform their supervisor during the consultation period.

The supervisor will monitor the students’ research progress throughout the Advanced Seminars and make final decision on whether they are eligible to write a thesis at the end of Advanced Seminar II or at the beginning of Advanced Seminar III.

The supervisor will officially notify both the students and OAA of the result. The students must then register for the approved option during the course registration period for the Spring term.

This procedure is for preventing students from failing to graduate on time due to a Non-pass (NP) grade in the final thesis evaluation.

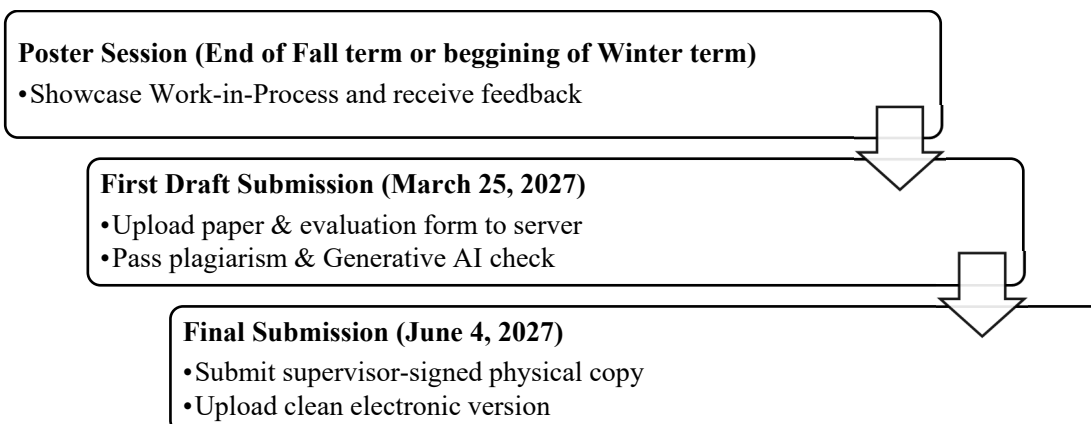
11. Leaving a Research Trail

Students are advised to maintain good communication with the supervisor. In particular, students must submit multiple versions of their work-in-process drafts as their research progresses and let the supervisor know how they conduct their research.

If students submit the final version without ever submitting interim research drafts, the supervisors naturally become suspicious of external help, plagiarism, or AI-generated texts. The supervisors may request an extensive revision or a new report.

III. Submission of Research Output

This section outlines the requirements and submission procedures for research outputs.



1. Poster Session

All second-year students are required to present a poster showcasing their work-in-process results in a poster session at the end of Fall term or beginning of Winter term (in their 2nd Year).

The GSIM-Council organizes this event and invite all students and faculty members to participate. The details of the schedule and the format will be announced separately.

2. First Submission Due

Students must submit a complete version of their Research Report or Thesis by **March 26, 2028**.

To be considered complete, the submitted paper must satisfy the following conditions:

- Required Elements: Includes a cover page, abstract, all chapters with relevant content, references, and necessary tables/diagrams.
- Formatting: Fully conforms to IUJ paper formatting rules.

Supervisors evaluate the paper and complete the designated **evaluation form** alongside the student.

Students bear full responsibility for maintaining communication with their supervisor, regardless of the supervisor's physical location or schedule.

By the deadline, students must upload both the paper and evaluation form to the specified network locations:

Submission Item	Designated Network Folder
Research Report or Thesis	\\iuj-home\IM materials\Research Report_Thesis\Class_of_2028\MBA_JGDP_FirstSubmission
Evaluation Form	\\iuj-home\IM materials\Research Report_Thesis\Class_of_2028\MBA_JGDP_EvaluationForm

The OAA submits all files to an automated system to detect potential plagiarism and AI-generated content. Results are shared with supervisors, who may request revisions based on the findings.

3. Final Submission Due

Students must submit a final, error-free copy in both physical and electronic formats by the designated deadline, that is **June 5, 2028**.

- Approval Signature: A physical copy must bear the official approval signature of the supervisor.
- Binding Fee: Submitted printed copies (printed on single-sided paper) will be hardbound and archived in the the Matsushita Library and Information Center (MLIC). Approximately ¥3,800 per copy, must be paid by the student (applies to both individual and team projects).
- Electronic Copy Folder: [\\iuj-home\IM materials\Research_Report_Thesis\Class_of_2028\](#) MBA_JGDP_FinalVersion
- Access Policy: All completed Research Reports and Theses are permanently archived in MLIC. Digital versions will be accessible exclusively to the IUJ community via the MLIC website on the internal campus network (IUJ LAN).

IV. Research Report / Thesis Formatting Guidelines

All Research Reports and Theses must comply with the following formatting standards to ensure consistency, legibility, and proper binding.

1. General Guidelines

A research report or a thesis must be grounded in facts and academic theory. It should be relevant to business management and industrial administration, and yield practical implications. Papers must be well-structured with clear research question(s), a research methodology, analyses, and conclusion. Pure literature reviews or descriptive summaries alone are not acceptable.

A research report or thesis must adhere to academic integrity. It must be free of improper outside help, plagiarism, or excessive dependence on AI. The draft must be free of spelling/ grammatical errors and inaccurate citation.

Individual report must contain a **minimum of 30 double-spaced pages** (excluding the Bibliography). For a group report, the minimum paper length for a team project may be adjusted at the supervisor's discretion.

2. Essential Components

Regardless of the project type, all Research Reports and Theses must include the following standard components:

[Essential Document Structure]

- |—— 1. Cover Page
- |—— 2. Abstract
- |—— 3. Table of Contents
- |—— 4. Main Chapters (Including Conclusion*)
- |—— 5. References / Bibliography

The above template serves as general guidance. Specific layouts should be modified based on individual project needs and supervisor instructions.

A standard "Conclusion" chapter is required for all papers except Case Studies, which may use a customized final chapter structure (e.g., Lessons Learned/Recommendations).

3. Document & Typography Specifications

Category	Requirement/ Standard
Paper Size	A4 Metric Size (21 cm x 29.7 cm)
Primary Fonts	Times New Roman (12-point) or Arial (10-point)
Heading Sizes	Up to 18-point for Main Title and Chapter Headings (Boldface permitted)
Tables, Figures and Appendices	Reduced font size permitted (Minimum 9-point for microfilming/clarity)
Special Formatting	Use <i>italics</i> strictly for foreign words, book/journal titles, or emphasis. Do not use script fonts.
Heading Capitalization	Use "Capitalize Each Word" (Title Case) for Heading Levels 1 and 2.

4. Margins

All edges are trimmed during the binding process. Strict adherence to these uniform margins is required throughout the entire document, including footnotes, tables, and figures:

- Left: 4.0 cm
- Top: 2.5 cm
- Right: 2.5 cm
- Bottom: 2.5 cm (with allowances for page numbers, see section on Pagination)

5. Spacing, Alignment & Printing Mode

- Printing Mode: **Single-Sided Printing Only**. Text material must be printed on one side of the paper.
- Line Spacing:
 - Double-spaced: Main body text.
 - Single-spaced: Footnotes, bibliographical entries, long block quotes, lists, and tables.
- Text Alignment: Left-justified (Do not use full justification, centered, or right-justified text for the main body).
- Paragraph Styling:
 - Indent the first line of each new paragraph consistently using a **0.5-inch tab**.
 - Set paragraph spacing to **0 pt Before and 6 pt After**. Do not leave blank lines between paragraphs.
- Block Quotations: Indent the entire text of long quotations consistently from the left margin.
- Avoid “Orphan Headings”: Avoid headings isolated at the bottom of a page without trailing text. Adjust line spacing or page breaks accordingly.

6. Pagination & Page Numbering Rules

Page numbers must be **centered at the bottom of the page**, located exactly 1/2 inch (1.27cm) from the bottom edge. No running headers or footers are allowed.

Document Section	Page Numbering Format	Details & Exceptions
Preliminary Pages (Cover page, Abstract, TOC, etc.)	Lower-case Roman (ii, iii, iv, ...)	• Cover page counts as page i, but the number must be hidden. • Numbering appears starting on page ii.
Main Body & Appendices (Chapter 1 through end)	Arabic Numerals (1, 2, 3, ...)	• Starts at Page 1 on Chapter 1 (or Introduction). • Continues sequentially through all text, figures, and references.

<Cover page>

Page no. (i) must be hidden

<Abstract>

Start on page no. (ii)

<Chapter 1>

Start at Page 1 on Chapter 1

Specific Pagination Constraints

- Forbidden Formats: Do not add hyphens, periods, letters, or parentheses to page numbers (e.g., avoid 1., 1-2, -1-, (1), or 1a).
- Landscape Pages: If your document contains landscape-oriented pages (tables/charts), the page number must **remain in the exact same position and orientation** as standard portrait pages (i.e., centered along the short edge of the sheet).

7. Citation & References Guidelines

Students must select one consistent citation and reference style throughout their entire Research Report or Thesis.

Acceptable Reference Styles

Choose one of the following recognized manuals:

- [APA Style](#)
- [The Chicago Manual of Style](#)
- [The MLA Style Manual](#)

Formatting Requirements for References

Element	Specification & Formatting Rule
Placement	Must begin on a separate page at the very end of the document (placed immediately after any Appendices).
Section Title	Choose an appropriate heading matching your selected citation style (e.g., "REFERENCES", "BIBLIOGRAPHY", or "WORKS CITED").
Line Spacing	- Single-spaced within each individual reference entry. - One double-spaced line between separate entries.
Indentation	- No tab indentation on the first line of any entry. - Apply a 0.5-inch Hanging Indentation to subsequent lines of any entry.
Pagination & Margins	Page numbering must continue uninterrupted through the reference section. Strict margin requirements (Left 4.0 cm, Top/Right/Bottom 2.5 cm) still apply.

V. Sample Formats for Research Reports

This section provides the comprehensive structural outlines and required contents for each of the three Research Report formats: Scholarly Study, Case Study, and Feasibility Study.

1. Format Overview & Comparison

Format Type	Primary Focus	Key Final Deliverables
Scholarly Study	Academic theory testing, theoretical extensions, or rigorous quantitative/qualitative analysis.	Problem statement, literature review, empirical methodology, findings, and theoretical/practical implications.
Case Study	In-depth analysis of a specific organization, policy, or real-world management decision.	Background context, strategic/operational challenges, analytical framework, and Lessons Learned / Recommendations.
Feasibility Study	Evaluation of market viability, financial sustainability, and risk for a new venture or strategic initiative.	Market analysis, strategic plan, detailed financial projections, risk mitigation, and implementation timeline.

2. Sample Formats for Scholarly Study

A Scholarly Study focuses on academic rigor, research methodology, and contributions to the field.

- Cover Page
- Executive Summary/ Abstract
- Table of Contents
- Chapter 1: Introduction (Problem Statement & Research Questions)
- Chapter 2: Literature Review & Conceptual/ Theoretical Framework
- Chapter 3: Research Design & Methodology (Data Collection & Analysis Methods)
- Chapter 4: Data Analysis & Empirical Findings
- Chapter 5: Conclusions & Suggested Future Directions
- Appendices (Supplementary Data/ Questionnaires)
- References/ Bibliography

Detailed Section Breakdown

Cover Page:

Must use the designated format available at [My Curriculum](#), requiring the official signature of your supervisor.

Abstract:

A concise summary of the research contents (100–500 words).

Table of Contents:

Clear listing of all chapters, sections, and page numbers.

Introduction to the Research Problem/ Issue:

- Objectives: What are the specific goals of this research?
- Problem & Significance: What is the core research problem, and why is it important?
- Originality & Contribution: What is novel about this study, and how does it contribute to the field?
- Scope & Limitations: What are the boundaries and constraints of the investigation?
- Document Structure: Brief outline of how the report is organized.

Literature Review:

- A thorough synthesis of existing literature demonstrating that the student has become a subject matter expert.
- Serves as the foundation of the study, preventing duplication and clarifying how the student's original contribution adds to the existing body of knowledge.

Research Methodology:

- Design & Rationale: Clarifies the overall study design (e.g., qualitative via interviews, quantitative via datasets, survey, case study, or action research) and justifies why this approach was selected. Reference relevant methodology literature.
- Data Collection & Sampling: Explains how study participants/samples were selected. Specifies data sources—Primary (interviews, surveys) or Secondary (public databases, corporate disclosures).
- Analytical Frameworks: Details the specific analytical tools or frameworks used to diagnose problems and formulate action plans.

Data Analysis, Results & Interpretation:

- Results: Presentation of findings derived from data analysis.
- Interpretation: Meaning and inferences drawn from results, actionable insights, managerial recommendations, and contributions to the existing body of knowledge.

Conclusions & Suggested Future Directions:

- Synthesis: Evaluation of whether the study effectively addressed the original research objectives.
- Limitations & Future Work: Identification of study limitations with concrete suggestions on how future research can overcome them or explore related areas.

Bibliography / Appendices:

- A comprehensive list of all referenced works (and relevant background literature).
- Generally placed as a single section at the end of the document (either immediately before or after appendices).

3. Sample Formats for Case Study

A Case Study examines a specific corporate or institutional challenge to guide decision-making and generate practical insights.

- Cover Page
- Abstract
- Table of Contents
- Chapter 1: Introduction
- Chapter 2: History of the Challenge
- Chapter 3: Detailed Outline of the Current Challenge
- Chapter 4: The Decision
- Appendices and/or Exhibits
- Bibliography List

Detailed Section Breakdown

Cover page:

Must use the designated format available at [My Curriculum](#), requiring the official signature of your supervisor.

Abstract:

A concise summary of the case report (100–500 words).

Table of Contents:

Document section layout.

Introduction:

- Background of the core problem or organizational challenge.
- Overview of company background, industry context, and market information.

History of Challenge:

- Genesis and evolution of the problem over time.
- Key driving factors and key decision-makers/stakeholders involved.

Detailed Outline of the Current Challenge:

- Specific internal/external dynamics affecting the situation.
- Review of past research or historical handling of similar issues.
- Actionable variables under managerial control vs. external constraints.
- Managerial perceptions regarding the effectiveness of available solutions.

The Decision:

- Clarifies the precise decision or choice that readers/analysts must make.
- Highlights critical trade-offs, analytical focus areas, and special interviewee perspectives to consider.

Appendices and/or Exhibits:

Essential supporting data: financial statements, visual materials (advertisements, photos, organizational charts), and supplementary documentation.

Bibliography List:

Comprehensive listing of all cited and consulted sources placed in a unified reference section.

4. Sample Formats for Feasibility Study

A Feasibility Study evaluates the commercial, operational, and financial viability of a proposed project or venture.

- Cover Page
- Abstract
- Table of Contents
- Chapter 1: Introduction
- Chapter 2: History of the Challenge
- Chapter 3: Detailed Outline of the Current Project
- Chapter 4: Financial and Economic Calculations
- Bibliography List

Detailed Section Breakdown

Cover Page:

Must use the designated format available at [My Curriculum](#), requiring the official signature of your supervisor.

Abstract:

Project executive overview (100–500 words).

Table of Contents:

Complete section index.

Introduction:

Project background, company description, and target market overview.

History of the Challenge:

Origin of the project opportunity/challenge, key underlying factors, and key decision-makers.

Detailed Outline of the Current Project:

- Core operational dynamics, market studies, and past industry trends.
- Modifiable operational factors, evaluation of potential solutions, and practical constraints.

Financial and Economic Calculations:

Thorough quantitative evaluation including CAPEX, OPEX, revenue forecasts, net present value (NPV), internal rate of return (IRR), and break-even and scenario analyses.

Bibliography List:

Full compilation of referenced market reports, industry databases, literature, and official publications.

VI. Assessment Criteria

1. Plagiarism

Plagiarism is one of the key concern areas in evaluating research output. The definition of plagiarism is considerably broader than students often mistakenly assume. Students need to get familiar with the pitfalls of plagiarism by attending a plagiarism seminar, referring to the existing IUJ research material on the website, and consulting with the supervisor. Students are also encouraged to take a research-writing course from ELP to learn how to build a Research Report/Thesis.

Especially when integrating published source material into one's own writing, it is important to avoid plagiarism in the following two ways:

- (1) Cite the source a student is using
- (2) Quote, paraphrase or summarize the source material

Other helpful reference materials are available at \\iuj-home\ELP_Materials

NOTE: The Importance of Paraphrasing and Summarizing

Since quotations should never exceed 5% of a paper's contents and, on average, comprise only about 1%-2% of a paper's contents, students have to integrate source material into one's own writing using paraphrasing and summarizing. Special cases exist for case studies. These should be clearly discussed with the supervisor.

2. AI Dependence

Students can use generative AI to facilitate their research, especially for idea generation, literature or data search, or writing assistance. However, if students complete research by substantially copying the output from generative AI, such work cannot be considered as one's own work. That can be considered as plagiarism and violates academic integrity.

When students rely on generative AI to generate a research report or a thesis, the supervisor often quickly grow suspicious, even though there is no clear evidence of the violation. Probably the worst part is that suspicion erodes trust between the students and their supervisor. It may lead the supervisor to demand significant revisions, or reject the students' reports altogether.

A reliable way to avoid issues with AI overuse is for students to maintain open communication with the supervisor and regularly share work-in-process drafts. This allows the supervisor track the research progress and intervene early to correct potential problems.

3. Assessment of Research Report

Examination System and Method

The examining committee for a research report consists of only the supervisor of a student concerned. The examining committee determines whether the Research Report is acceptable or not (Pass or Non-pass) in accordance with examination criteria mentioned below.

Evaluation Criteria

A research report is evaluated based on the following criteria:

- (1) Research Question
 - Whether a research question or objective is clearly defined.
 - Whether a research question or objective is meaningful and worthwhile for research.
- (2) Literature Review
 - Whether a student reviews the related literature with a critical understanding of the subject.
- (3) Data and Evidence
 - Whether the student describes the data and their collection method clearly without serious lapses.
 - Whether a student presents evidence clearly to support the research conclusion.
- (4) Reasoning
 - Whether a research prediction or hypothesis is logically derived.

- Whether an alternative hypothesis is clearly considered.
- Whether the interpretation of data and evidence logically supports the conclusion.

(5) Writing

- Whether a research report is written in appropriate academic English.
- Whether a research report follows the format of the report, which includes the correct use of citations and construction of a bibliography.

(6) Academic Integrity

- Whether a research report is an output of the student's independent scholarship, free from plagiarism, AI-generated content, and any form of citation or data fabrication.

Grading System

- P : Pass
- NP : Non-pass

4. Assessment of Thesis

Examination System and Method

An examining committee for a thesis consists of two members (*Examiner and Supervisor). The committee holds an oral examination for each student and judges the student's thesis and his/her performance in the examination. The committee decides whether the thesis is acceptable or not (Pass or Non-pass) in accordance with the examination criteria mentioned below.

*An eligible examiner is an IUJ full-time faculty

Evaluation Criteria

A thesis is evaluated based on the following criteria:

(1) Research Question

- Whether a research question is clearly defined.
- Whether a research question or objective is meaningful and worthwhile for research.

(2) Literature Review

- Whether a student reviews the related literature with a critical understanding of the subject.

(3) Data and Evidence

- Whether the student describes the data and their collection method clearly and logically without serious lapses.
- Whether a student presents evidence clearly to support the research conclusion.

(4) Reasoning

- Whether a research prediction or hypothesis is logically derived.
- Whether an alternative hypothesis is clearly considered.
- Whether the interpretation of data and evidence logically supports the conclusion.

(5) Writing

- Whether a thesis is written in appropriate academic English.
- Whether a thesis follows the format of the report, which includes the correct use of citations and construction of a bibliography.

(6) Academic Integrity

- Whether a thesis is an output of the student's independent scholarship, free from plagiarism, AI-generated content, and any form of citation or data fabrication.

The examination committee may make a recommendation to the Dean's Office for an award of "Distinction" if the thesis is deemed publishable quality. The Dean's Office may then dispatch the thesis to an External Examiner for final assessment. The External Examiner has the option of designation of "Distinction," "High Distinction" or "Pass."

Grading System

- HD: Pass with High Distinction
- D: Pass with Distinction
- P: Pass
- NP: Non-pass

VII. Key Event Timeline

Date	Item	Note
On September 30, 2026	Curriculum Research Guidance	Mandatory
Late Fall or Early Winter	Research Method (Pre-Enrollment Program)	Mandatory
By February 10, 2027	Submission of Form 1	Mandatory
On February 17, 2027	Announcement of Supervisor Assignments	
February 18 - March 1, 2027	Confirmation/Readjustment Period	
By March 2, 2027	Submission of Form 2	Mandatory
Spring 2027 Term	Registration of Advanced Seminar I	Mandatory
Fall 2027 Term	Registration of Advanced Seminar II	Mandatory
By October 11, 2027	Change of Supervisor	(If applicable)
	Add Co-Supervisor	(If applicable)
	Team- Writing (Form 3)	(If applicable)
Late Fall or Early Winter	Poster Session	Mandatory
Winter 2028 Term	Registration of Advanced Seminar III	Mandatory
By Mid-January 2028	Notification of Research Option	(If applicable)
By March 26, 2028	First Submission of Research Report/Thesis	Mandatory
Early May 2028	Oral Examination for Thesis Option	(If applicable)
By June 5, 2028 (4:30PM)	Final Submission of Research Report/Thesis	Mandatory

The timeline is subject to change.