

GSGES Report Cover Format

- ◆ Complete the following sections using black pen only
- ◆ Before submitting to the GSGES office, staple all pages together in the lefthand corner.

| 科目名 Course title | 曜時限 Day/Time | 担当教員氏名 Instructor |
|---------------------|--------------|-------------------|
| | | |
| テーマ Theme of report | | |
| | | |

| 課程 Master's/Doctor | 回生 Year | 学生番号 Student ID Number |
|--------------------|---------|------------------------|
| | | |
| 氏名 Name : | | |

I have read and am conforming to the guidelines printed on the back of this page (Notes on Report Preparation).

Signature : _____

Your signature is required for report submission.

Notes on Report Preparation

1. Format

- Reports must be printed on A4 size paper unless otherwise advised by the course instructors.
- Before submitting the report to the GSGES office, you must staple together all pages, including this cover page, in the lefthand corner.
- Write your name and student ID number both on the cover and the text.

2. Preparing report

1. Any of the following breaches of academic integrity will be dealt with severely at GSGES:
 - Including information or written text from publications or Internet websites without indicating the source. This is regarded as plagiarism, a type of academic theft. Always cite the source of information and indicate quotes clearly.
 - Showing your report to another person and allowing it to be plagiarized by the other person (both parties will be considered to have violated academic ethics).
 - Even when not requested to do so, preparing a report jointly with other students so that the reports are quite similar. Although an exchange of views and information can be useful, every student must prepare his or her report independently.
2. Include original analysis and arguments in your report based on a thorough understanding of the lecture material and your own investigation. Refrain from simply detailing the contents of the lecture.

3. Submission of report

1. Submission to the GSGES office
 - You must submit your report by the deadline (date and time) . **Reports that are submitted after the deadline (date and time) will not be accepted.**
 - In case of late submission the report will be returned to you and cannot be provided to the instructor.
2. Submission to others
 - If asked to submit your report to the instructor directly, follow his/her instructions.
3. Retain a copy of your report
 - Keep a copy of your report for your records.