Department	International College of Liberal Arts		
Semester	Spring 2025	Year Offered (Odd/Even/Every Year)	Every Year
Course Number	FNDN499		
Course Title	Graduation Research Project		
Prerequisites	1. Received the necessary approval of Advisor to register 2. Last semester at iCLA before graduation 3. Attended relevant information session(s)		
Course Instructor	RAJAONARISON Haja、LIU Ming、SHENG Dachen、LARATTA Rosario、原口 幸司、LAW Wai Him Crystal、RAFIEYAN Vahid、STOCKER Sam	Year Available (Grade Level)	4
Subject Area	Foundation Courses	Number of Credits	2
Class Style	Seminar	Language of instruction	English

(NOTE 1) Depending on the class size and the capacity of the facility, we may not be able to accommodate all students who wish to register for the course

Course Description	The GRP is an optional 2-credit course bundled with the Seminar and supervised by an academic advisor. It represents the final stage of your research project, enabling you to refine and complete your work into a comprehensive manuscript. Choosing the Seminar and GRP pathway fulfills the 124-credit graduation requirement; alternatively, you may meet this requirement through other coursework.
Class plan based on course evaluation from previous academic year	Communication: Stay in regular contact with your GRP advisor and update your second advisor as needed. Lack of communication may affect your progress. Document Attachments: Use all required attachments to avoid submission issues. Information Session: Attend the mandatory GRP information session for course registration. Check UNIPA for dates.
Course related to the instructor's practical experience (Summary of experience)	None
Learning Goals	At the end of this course, students will be able to: 1) Conduct and communicate impactful research: This encompasses developing critical thinking, problem solving, and creative thinking skills to investigate across disciplines, manage research projects effectively, and demonstrate information literacy. Students will refine their written and communication skills to present findings through impactful presentations (aligns with DP1, DP2). 2) Become an independent and ethical researcher: This involves developing independent study habits, taking ownership of research topics, and adhering to ethical research practices to maintain academic integrity (aligns with DP2, DP4). 3) Collaborate effectively: Students will learn to communicate effectively with advisors and peers in a professional setting, fostering productive collaboration throughout the research process. This will involve sharing ideas, providing constructive feedback, and leveraging diverse perspectives to enhance research outcomes (aligns with DP3).

iCLA Diploma Policy	DP1／DP2／DP3／DP4

iCLA Diploma Policy

(DP1) To Value Knowledge – Having high oral and written communication skills to be able to both comprehend and transfer knowledge

(DP2) To Be Able to Adapt to a Changing World – Having critical, creative, problem-solving, intercultural skills, global and independent mindset to adopt to a changing world

(DP3) To Believe in Collaboration – Having a disposition to work effectively and inclusively in teams

(DP4) To Act from a Sense of Personal and Social Responsibility – Having good ethical and moral values to make positive impacts in the world

Active Learning Methods	Group Work／Presentation			
More details/supplemental information on Active Learning Methods	Presentation: Deliver presentations to communicate research findings and enhance public speaking skills. Group Work: Collaborate / exchange with peers and get feedback on research projects.			
Use of ICT	The core tools for this course will be Office 365 and UNIPA for writing, presentation, and submission of tasks. Your academic advisor may recommend additional software depending on your research topic (example: Python for data analysis, R or JASP for statistics, Photoshop for image editing, or Musescore for music composition. etc)			
Contents of class preparation and review	Preparation: students should dedicate a sufficient amount of time to researching, writing, and refining their projects. Review: brief discussions with the instructor where students share research progress.	Hours expected to be spent preparing for class (hours per week)	1 hours	Hours expected to be spent on class review (hours per week)	1 hours
Feedback Methods	During meetings, reporting and sharing of each student's research progress should take place, followed by brief discussions with their instructor.			

Grading Criteria		
Grading Methods	Grading Weights	Grading Content
GRP Oral Presentation	20%	see Rubrics for the details
Final submission	80%	see Rubrics for the details

Required Textbook(s)	Required materials and/or textbooks will be decided by the advisor.
Other Reading Materials/URL	n/a
Plagiarism Policy	Academic integrity relies on authentic human effort. AI advancements challenge this. Plagiarism includes unacknowledged use of another's work (copying, paraphrasing) or submitting the same work in multiple contexts. AI plagiarism is presenting AI-generated content as your own. In the GRP, plagiarism leads to a failing grade and disciplinary action. Ethical research demands honesty, respect for participants, informed consent, data confidentiality, and secure storage. Design unbiased survey questions, select a representative sample, and analyze data fairly. Students are strongly recommended to take the APRIN Ethics for Student Research course [https://www.aprin.or.jp/en/rse] and consult the iCLA Student Handbook. iCLA actively monitors AI advancements and adapts its policies to ensure academic integrity.

| Other Additional Notes (Outline crucial policies and info not mentioned above) | ■ General Guidelines
☐ Advisor Meetings: Meet with your advisor regularly to stay on track.
☐ Communication: Use email only for GRP matters.
☐ Travel: Plan your travel around GRP deadlines.

■ Pathway Requirements
☐ Seminar + GRP Pathway: Requires iCLA approval, passing the CLA+ test, and an advisor review by Week 6.
☐ Oral Defense: Must complete the oral defense (Week 14) to be eligible for final submission.
☐ Without Approval: If taking Seminar and GRP together without approval, you may be required to drop one.

■ Deadlines & Extensions
☐ Week 12 Deadline: GRP manuscript must be submitted on time—no late work accepted.
☐ Final Submission (Week 15): Strict deadline; missing it means you must re-enroll.
☐ Extensions: Only granted for serious emergencies with valid documentation. Poor planning or tech issues do not qualify.

■ Late Submission Penalties (Other Deadlines)
☐ 1 day late: 5% deduction
☐ 2 days late: 10% deduction
☐ 3 days late: 15% deduction
☐ Beyond 3 days: Non-Pass for that component

■ Final GRP Policy
☐ No partial credit or do-overs; missing the final submission deadline means re-enrollment. |

(NOTE 2) Class schedule is subject to change

Class Schedule	
Class Number	Content
Class 1	Due Friday by 17:00 JST: (1) Submit electronically on UNIPA (PDF): · Submit your draft proposal, GRP title, and annotated bibliography. If there have been no changes since Week 15 of the Seminar, you may submit that version. (2) Submit to Admin Office (hardcopy): · Pledge documents
Class 2	n/a
Class 3	n/a
Class 4	n/a
Class 5	n/a
Class 6	For students taking GRP and Seminar concurrently only: an assessment of their progress on the GRP will be conducted by the advisor.
Class 7	n/a
Class 8	n/a
Class 9	n/a

Class 10	n/a
Class 11	n/a
Class 12	Submission of Completed GRP Manuscript ■ File Naming & Deadline ☐ File Naming: [FNDN499] [Your Student ID] [Your Name], GRP ☐ Deadline: Friday, 17:00 JST ■ Submission Method ☐ Upload via UNIPA in .doc/.docx and PDF formats. ☐ For large files, contact the Administrative Office for arrangements. Manuscript Details ■ Word Count ☐ Standard GRP: 6,000-8,000 words (main body only) ☐ GRP with Portfolio/Object: Minimum 4,000 words (written portion) ☐ Exceeding 8,000 words: Consult your advisor (absolute maximum: 10,000 words) ■ Format ☐ Double-spaced ☐ Times New Roman, 12pt ☐ All pages numbered ■ Content & Structure ☐ Emphasize an interdisciplinary approach ☐ Organize using the provided template ☐ Follow the citation style specified by your advisor Additional Guidelines ■ Portfolio/Object ☐ If applicable, ensure the portfolio or object is presentation-ready by the Week 14 GRP Presentation. ☐ For physical objects, submit a series of photographs. ■ Penalties & Extensions ☐ Late submissions without an approved extension will be marked "Non-Pass." ☐ Extensions must be requested in advance with valid supporting documentation. ☐ Exceptional cases will be reviewed by iCLA Management.
Class 13	■ Submission Instructions: ☐ Submit to the Administrative Office via UNIPA by Friday, 17:00 JST. ☐ Include your presentation slides (PowerPoint or PDF for LaTeX Beamer). Cloud-based presentations are not accepted. ☐ File Naming: [FNDN499] [Your Student ID] [Your Name], slides.
Class 14	■ GRP Oral Defense Guidelines ☐ Purpose: Present your GRP to share key findings, methodologies, and conclusions, and receive feedback. ☐ Duration: 20-minute presentation plus 10-minute Q&A. ☐ Evaluation: The GRP Committee assesses your presentation; unsatisfactory performance prevents final submission (re-registration required). ☐ Attendance: Absence without a valid reason results in a Non-Pass. ☐ Format & Tips: ・Use clean, focused slides (10-15 recommended). ・Practice, engage with your audience, and prepare for Q&A. ・Always have a backup copy.
Class 15	■ FINAL GRP SUBMISSION PROCESS (Friday, 17:00 JST) ■ Electronic Submission via UNIPA (Final Stage) ☐ Final Manuscript: ・Follow the Week 12 GRP submission guidelines. ・Ensure your manuscript is refined and polished. ・For portfolios, contact the Administrative Office for transfer instructions. ☐ Explanatory Notes: ・Use the attached template to detail revisions based on committee feedback. ・Submit these documents for advisor approval—the final step in the process. ■ Important Notes: ☐ The final submission should significantly improve upon the Class 12 version. ☐ Late submissions without a pre-approved extension will be marked "Non-Pass." ☐ Extensions must be requested in advance with valid documentation; exceptional cases will be reviewed by iCLA Management.