GSM Master's Thesis Rubric

Criteria	Very Good	Good		Poor	
	5	4	3	2	0-1
Topic and originality	The research topic and scope are creative, innovative, intellectual, and original. They are clearly defined and advance the field.	The research topic and scope are original. They are clearly defined but expand rather than advance the thinking of the field.	The research topic and scope are defined with a degree of originality by re-using someone else's ideas in a new context.	The research topic and scope are defined but lack of originality; they apply someone else's ideas in a usual way.	The research topic and scope are poorly defined, with no originality, and a lack of clarity.
Introduction	Clearly identifies the subject or central theme in a persuasive, novel, or interesting way.	Identifies a subject or central theme in a somewhat persuasive, novel, or interesting way.	Identifies subject central theme but unclear in some parts.	Subject central theme can be discerned with difficulties.	Does not identify subject central theme.
Research objectives & problem statement	Research objectives and problem statement are clearly stated, persuasive, contextualized, theoretically and scientifically grounded.	Research objectives and problem statement are stated, contextualized, theoretically and scientifically grounded but could be more developed.	Research objectives and problem statement are stated but unclear. There is some evidence of theoretical and scientific grounding but needs some refinements.	Research objectives and problem statement are unclear with limited evidence that they are grounded in theory or science.	Does not state research objectives and/or problem statement.
Research questions/ hypotheses	Defines research questions clearly and/or identifies hypotheses in a comprehensive way.	Defines research questions clearly and/or identifies hypotheses but need minor refinements.	Defines research questions and/or identifies hypotheses but some parts are unclear.	Poorly defines research questions and/or hypotheses.	Incorrectly defines or does not state research questions and/or hypotheses.
Literature review	Demonstrates mastery of subject matter. Demonstrates a comprehensive grasp of relevant literature in relation to applicable business and	Demonstrates good grasp of literature and understanding of business and management concepts/knowledge.	Demonstrates average grasp of literature and a general understanding of business and management concepts/knowledge.	Demonstrates poor grasp of literature and poor understanding of business and management concepts/knowledge.	Demonstrates very poor grasp of literature and very poor understanding of business and management concepts/knowledge.

	management concepts/knowledge.				
Research Design/Method	The research project was designed using an innovative, valid, reliable and appropriate method of inquiry. It is clearly explained and directly linked to the research objectives and research questions.	The research project was designed using an innovative, valid, reliable and appropriate method of inquiry. There is a link to the research objectives and research questions, but minor refinements are needed.	The research design/method described is generally appropriate and related to the research objectives and research questions. Several parts need refinements.	The research design/method is incomplete. The applied method may be inappropriate or unrelated to the research objectives and research questions.	Research design/method is poorly described and does not match the type of research.
Analysis and Integration of Advanced Knowledge	Demonstrates critical analysis with advanced applications of business and management knowledge	Shows satisfactory analysis with appropriate applications of business and management knowledge.	Demonstrated satisfactory analysis with some direct applications of business and management knowledge. More elaboration is needed.	Shows limited evidence of critical analysis and application of business and management knowledge.	Analysis is insufficient or incomplete.
Conclusion and Contribution	Answers research questions concisely and critically. Draws original and insightful conclusions with theoretical and managerial implications. Limitations and areas for future study are clearly identified.	Answers all research questions and concludes main points well. Conclusion may be lacking in originality or insight. Provides theoretical and managerial implications. Limitations and areas for future study are identified.	Answers some of the research questions and summarizes, but mostly repeats what has been presented in the text. Theoretical and managerial implications are provided but unclear. Limitations and areas for future study are identified but unclear.	Answers few of the research questions. The conclusion, theoretical and managerial implications, as well as limitations and areas for future study are poorly summarized.	There is no conclusion nor answers to research questions. Does not provide theoretical and managerial implications, limitations and areas for future study.
Organization	Overall structure is very logical and easy to follow.	Overall structure is reasonably logical. Writing demonstrates good grasp of	Overall structure is logical.	Overall structure and logic can only be discerned with effort.	Overall structure is neither logical nor apparent.

	Writing is clearly organized around a central theme. Ideas flow smoothly from one to another and are cohesive. The reader can clearly and easily follow the line of reasoning.	organization, with few discernible themes. The reader is clear about what writer intends.	Writing demonstrates some elements of organization, but lacks cohesion. The reader is generally understanding about what writer intends but some clarification may be needed	Writing is rambling and unfocused. The reader cannot identify a clear line of reasoning in many parts.	Writing is very disorganized. There is no focus. The reader cannot identify a clear line of reasoning nor understand the authors' intentions.
Grammar	Free or almost free of grammatical, spelling and/or punctuation errors. Word choice is consistently precise and appropriate. Errors that do occur do not detract from the overall product.	Few grammatical, spelling and/or punctuation errors. Word choice is appropriate. Errors may be slightly distracting but meaning is still clear.	Noticeable but acceptable grammatical, spelling or punctuation errors. Word choice is not always consistent/appropriate. Errors can be distracting.	Many grammatical, spelling and/or punctuation errors. Some words are used inappropriately. Errors may impede meaning.	Grammar, spelling, and/or punctuation errors impede meaning. Inappropriate word choice limits meaning.
Citation of Sources	Facts and sources that support claims are rich, and consistently and correctly cited in APA format. Referencing has been done in an accurate manner.	Facts and sources that support claims are correctly cited with some exceptions. Referencing is generally done in a proper manner.	Although facts and sources that support claims are cited and referenced, some statements are unsubstantiated. The reader may be confused about the source of information and ideas.	Facts and sources are poorly cited and referenced. They are missing and/or incorrect.	Facts and sources are not cited/referenced beyond reasonable omissions, or they are false.
Format*	Follows all the requirements set by the college/research committee.	Follows most of the requirements set by the college/research committee.	Occasionally follows the requirements set by the college/research committee.	Rarely follows the requirements set by the college/research committee.	Does not follow the requirements set by the college/research committee.

* Format of Master's Thesis
    a. Title Page
    b. Certification Page (indicating the contents of the Research Project as original and/or properly referenced)
    c. Acknowledgments (for any support and advice received)
    d. Executive Summary
    e. Table of Contents (in sufficient detail)
    f. List of Tables/Figures/Appendices
    g. Main Text
    h. Conclusions
    i. List of References
    j. Appendices (supporting materials in addition to the text, if any)

● Paper size: A4   ● Font: **Times New Roman**   ● Alignment: Left   ● Paragraph indentation: 5 – 10 spaces

● Header – 12.5 mm   ● Footer – 12.5 mm   ● Page margins: Left & Top – 35 mm; Right & Bottom – 25 mm

● Font Size: Chapter Titles – 14 point, Main Text – 12 point, Footnotes, page numbers, sources, etc. – 9 point

● Space: Main Text – double spaced

        Footnotes/Endnotes, Charts/Figures/Captions, References, Appendices, etc. – single spaced

● Leave 2 lines between the previous section and the subtitle of the new section   ● Leave 1 line between paragraphs

● Each chapter has to start on a new page

The length of a Master's Thesis, excluding references and any appendices, shall be approximately 8,000-15,000 words. However, the length may vary depending on the discipline and shall be set by the Specialization.

Master's Thesis

Title Must Be Written with Only the

First Letter of Each Word in Capitals

(Articles and Prepositions Excluded):

Title Should Be Concise

by

LAST NAME First Middle
(as shown on your student ID)

52123456

March 2025
(Month/Year of graduation)

Master's Thesis Presented to

Ritsumeikan Asia Pacific University

In Partial Fulfillment of the Requirements for the Degree of

Master of Business Administration

Certification Page *(Sample)*

I, <u>Name as Shown on ID</u> (Student ID 52123456) hereby declare that the contents of this Master's Thesis are original and true, and have not been submitted at any other university or educational institution for the award of degree or diploma.
All the information derived from other published or unpublished sources has been cited and acknowledged appropriately.

_____

LAST NAME, First Middle
YYYY/MM/DD

Acknowledgements

This page is optional for those whose contributions and supports are to be acknowledged.

This section is written in the first person. Here, the author expresses appreciation to persons and organizations who have contributed significantly to the completion of the study and the Master's Thesis.

Executive Summary

This is an executive summary of the Master's Thesis. It <u>must</u> be written in English.

The summary should state the problem, describe the methods and procedures used, and give the main results or conclusions of the research.

Table of Contents

List of Tables

       The list of tables is included only if there are tables in your project report. These are listed here along with their caption (description) and the page number where they appear (see example).

Introduction

1.1 Introduction

Begin the Master's Thesis here. The line spacing must be set to double-space and printed single side.

List of References

Hanging indentation should be used for the List of References (all lines after the first line of each entry should be indented from the left margin).

The List of References should include all sources cited in the Research Project arranged in alphabetical order. Entries should be alphabetized by the family name of the first author of each work. Family names should be printed first, followed by a comma and then by initials of other names.

For multiple works by the same author(s), entries should be listed in chronological order, starting from earliest to most recent.

Maintain the punctuation and capitalization that is used by the journal in its title.

Although there are several citation styles, APU recommends using APA style.

Books:

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

Articles:

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, *volume number*(issue number), pages. http://dx.doi.org/xx.xxx/yyyyy

Electronic Sources:

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Online Periodical, volume number*(issue number if available). Retrieved from http://www.someaddress.com/full/url/