

# **2020 Course Guidebook**

## **College of Intercultural Communication Graduate School of Intercultural Communication**

This guidebook should be consulted in conjunction with R Guide (website).



Annual updates, including schedules, and changes and revisions that take place after the publication of this guidebook will be posted on R Guide.

**This guidebook is distributed to students on enrollment for use until graduation (course completion).**

**Please keep it safe as you will not be given another copy.**

## Communications from Academic Affairs Office

### 1. Bulletin Boards

In principle, the University communicates with students using bulletin boards. Any disadvantage arising as the result of not reading bulletin boards is the responsibility of the student, so please develop the habit of checking them when you arrive on campus. Once the University has posted a message on a bulletin board, students are assumed to have been informed of its contents.

If students have any questions about messages, they should contact the Academic Affairs Office in person. The University does not respond to such inquiries by telephone or email.

Types of bulletin board	Locations	Contents
College, Graduate School	Ikebukuro Campus: In front of the Academic Affairs Office  Niiza Campus: Next to the Health Center between Building No. 4 and 7	<ul style="list-style-type: none"> <li>■ Messages to students from their respective Colleges or Graduate Schools</li> <li>■ Messages concerning College of Intercultural Communication or Graduate school of Intercultural Communication specific courses</li> </ul>
University-wide Liberal Arts Courses		<ul style="list-style-type: none"> <li>■ Messages concerning University-wide Liberal Arts courses</li> </ul>
Academic Affairs		<ul style="list-style-type: none"> <li>■ Public announcements and university-wide messages concerning the academic calendar</li> </ul>
f-Campus		<ul style="list-style-type: none"> <li>■ Communications concerning f-Campus</li> </ul>
Information board	Ikebukuro Campus: Buildings Nos. 5, 8, and 14  Niiza Campus: 1F of Building No. 1, 2F of Building No. 4	<ul style="list-style-type: none"> <li>■ Notices of class cancellations on all campuses</li> <li>■ Notices of classroom changes on all campuses (for the upcoming two weeks) and messages summoning students</li> </ul>

## 2. Academic Affairs-related Online Services

### SPIRIT Academic Affairs Division webpage

- Notices from Academic Affairs Division: notices about school infectious diseases, various announcements
- Classes: academic calendar, course guidebooks, Syllabus & Class Schedule Search System, timetable (PDF), information on class cancellations, etc.
- Course registration and grades: Course Registration System, Grades Reference System
- Certificates and procedures: reissue of Student ID Card, address change, name change, leave of absence, and withdrawal from school, etc.

→ [https://spirit.rikkyo.ac.jp/academic\\_affairs/](https://spirit.rikkyo.ac.jp/academic_affairs/)

### R Guide Course Guidebooks and Academic Affairs-related Information (website version)

\*should be consulted in conjunction with this guidebook

Course- and academic affairs-related information of respective colleges or graduate schools

- Annual schedule
- Course guidelines: courses (registration, suspension, cancellation, graduation thesis, master's thesis, other procedures), curriculum revisions, course list, university-wide liberal arts courses, f-Campus, Rikkyo Minor Program, etc.
- Exam and grade information
- Enrollment status dates: leave of absence, withdrawal from school, graduation, etc.
- Academic advisors, office hours, etc.
- Regulations, and various information (Academic Affairs Division information, V-Campus information, computer room information), faculty lists, etc.

→ <https://ry.rikkyo.ac.jp/yoko/>

### SPIRIT Mobile

Students can access various notices, information on class cancellations, classroom changes, My Timetable, bus timetables (for Niiza Campus), SPIRIT Gmail, computer rental status, and Rikkyo OPAC from mobile devices such as smartphones.

\*Be aware that updates may be delayed.

→ You can access SPIRIT Mobile from the RIKKYO SPIRIT webpage.

### Rikkyo Jikan

Rikkyo Jikan is a mechanism that supports students' learning within Rikkyo Learning Style. Students can set goals, and accumulate their daily experience and learning during their university life. They can review their personal growth while checking on their goals and action plans at any time.

→ You can access Rikkyo Jikan from the RIKKYO SPIRIT webpage.

### Blackboard

Blackboard is the home page for lectures that faculty members provide online to further enhance their classes. Students can download and print materials and submit any assignments that have been assigned by the respective faculty member. It can be accessed anywhere on or off campus as long as there is an internet connection.

→ You can access Blackboard from the RIKKYO SPIRIT webpage.

### 3. Emergency Contacts

If the University determines that an approaching typhoon will make it difficult to conduct classes as usual, it takes special measures such as class cancellations. Consult bulletin boards, the website, "Notice" on the SPIRIT home page, or contact the University by telephone for details of any special measures.

### Rikkyo University website

<https://www.rikkyo.ac.jp/>

### SPIRIT webpage "Notice"

<https://spirit.rikkyo.ac.jp/>

\*The aforementioned measures may be taken even during exam periods.

\*Information on the University's counter services and the use of facilities is provided on the website and bulletin boards of the respective department.

#### 4. Academic Affairs Counters

College, graduate school		Counter	Location	Opening hours* (during period of classes)
Colleges and Graduate Schools of Arts, Economics, Science, Sociology, Law and Politics, and Business students  College of Intercultural Communication and Graduate School of Intercultural Communication students (except for enrollees in 2015 and before)  Global Liberal Arts Program students  Graduate School of Christian Studies and Law School students		Academic Affairs Office	Ikebukuro Campus: 1F, Tucker Hall	Monday–Friday: 8:50 a.m. to 5:30 p.m.  Saturday: 8:50 a.m. to 12:30 p.m.
Colleges and Graduate Schools of Tourism, Community and Human Services, and Contemporary Psychology students			Niiza Campus: 1F, Building No. 7	Monday–Friday: 12:30 p.m. to 8:30 p.m.  Saturday: 10:00 a.m. to 5:00 p.m.
Graduate School of Business Administration, Graduate School of Social Design Studies, and Graduate School of Artificial Intelligence and Science students  Graduate School of Intercultural Communication students (enrollees in 2015 and before)		Independent Graduate Schools Office	Ikebukuro Campus: 4F, Building No. 11	
Students registered for Teacher Training, Curator, Librarian, Adult and Community Education Director Courses	For practical experience, including practicums and nursing	Certification Courses Office	Ikebukuro Campus: 1F, Building No. 2  Niiza Campus: 1F, Building No. 7	Monday–Friday: 9:00a.m. to 5:00 p.m.  Saturday: Closed
	Other than the aforementioned	Academic Affairs Office	Ikebukuro Campus: 1F, Tucker Hall  Niiza Campus: 1F, Building No. 7	Monday–Friday: 8:50 a.m. to 5:30  Saturday: 8:50 a.m. to 12:30 p.m.

\*Normal opening hours during period of classes are as above.

Period of classes refers to the period from the date when classes commence to the date when classes end in the spring and fall semesters (excludes the orientation period and the regular exam period).

In principle, opening hours outside of the period of classes are Monday–Friday 9:00 a.m.–5:00 p.m. and Saturday 9:00 a.m.–12:30 p.m. The University provides notifications about opening hours for special circumstances on the homepage and bulletin boards.

#### 5. Using the Course Guidebook

This guidebook is distributed on enrollment for use until graduation (completion). You should keep it in a safe place as you will not be given another copy. Any changes to schedules or changes for each year and changes and revisions that arise after publication will be posted on R Guide. You should consult this guidebook in conjunction with R Guide (refer to previous pages for URLs, etc.) You should consult one of the Academic Affairs counters immediately if you have any questions about this guidebook.

Communications from the Academic Affairs Office

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## **Matters Concerning the College of Intercultural Communication**

### **Introduction & Degree Conferral Policy**

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- II. Classes (Academic Life)**
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- X. Five-University Credit Transfer System (“f-Campus”)**
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## **Introduction**

### *Developing Human Resources to Coexist with Other People and Create Social Diversity*

In the College of Intercultural Communication, we look to the world of the 21st century, which is becoming increasingly borderless and globalized, and where the relationships between individual people, organizations, and regions as well as between human beings and the environment will continue to change dramatically, and we consider the realization and sustainability of multi-ethnic, multi-cultural and multi-linguistic symbiosis from the viewpoint of communication. In an ever-changing world, we provide education with objective of fostering the ability to coexist with diverse and unfamiliar other people and to create a sustainable future by thinking from multiple perspectives and approaching problems with flexible thinking skills.

To achieve this objective, we provide a variety of courses in the first and second years. These include courses for the acquisition of the basic academic skills for studying at university, courses for designing university learning, courses for understanding the academic disciplines in the college, courses for increasing skills in five languages other than English (German, French, Spanish, Chinese, and Korean), and courses for learning about Japan in both Japanese and English. In the fall semester of the second year, students participate in the overseas study program, which connects theory to practice through experience.

From the third year onwards, students dig deep into themes they choose themselves for their graduation research project and graduation assignments while comprehensively learning about the four academic disciplines of the College of Intercultural Communication: Language Studies, Translation and Interpreting Studies, Communication Studies, and Global Studies. At the same time, there are Internship and a variety of Service Learning courses provided in collaboration with various regions. By participating in these experiences, students connect theory and practice while being able to refine their human skills, which is a major characteristic of learning in the College.

The certificates and qualifications that can be obtained at the College include English language teacher (Junior High School Type 1 and Senior High School Type 1), Japanese language teacher, and interpreter and translator. The Japanese Language Teacher Training Program and the Interpreter/Translator Training Program are unique to the College, and certificates are conferred when all prescribed courses are completed.

Moreover, we established the Dual Language Pathway (DLP) in 2016, creating a framework for studying specialized courses required for graduation mainly in English (except for CS1B/2D). There are conditions for participating in the DLP and for course registration, so those who are interested

should read the relevant section of this Course Guidebook carefully.

This Course Guidebook does not only cover the features of the College's curriculum as explained above but also all the information needed to create a learning plan through to graduation. Please read it carefully to create a learning plan that matches your learning goals. The College has introduced an Academic Advisor system and an office hours system to provide finely-tuned support, including study advice, over the four-year period of study. After you commence your studies, please take full advantage of the systems to create an environment that enables you to spend your student life as a self-directed and motivated learner with goals.

Dean, College of Intercultural Communication

## **Degree Conferral Policy**

### **Educational Goals**

In an ever-changing world, we will develop human resources with the ability to coexist with diverse and unfamiliar other people and create a sustainable future by thinking from multiple perspectives and taking a practical approach to problems with flexible thinking skills.

### **Learning Outcomes**

Students who receive a Bachelor's degree in Intercultural Communication studies will have the following skills.

1. Students can think logically and express themselves precisely.
2. Students can communicate based on externalization and understanding of others.
3. Students will acquire the multi-linguistic and multi-cultural skills required in a globalized world. Specifically, students can communicate appropriately in two foreign languages (English and one of Spanish, Chinese, Korean, German, and French). For one of the foreign languages, students have an advanced command of the language. For the other foreign language, students have a command of the language sufficient for daily life. International students have an advanced command of Japanese required for university study and real-world communication skills.
4. Students have an understanding that language education is connected to building a sustainable future and a richer society from the perspectives of multicultural and multi-linguistic symbiosis and international cooperation and can act based on this understanding.
5. Students can function as an intermediary connecting ordinary people whose native language is not Japanese to Japanese society.
6. Students will acquire basic knowledge on the key concepts, theories, research and survey methodologies in the Intercultural Communication Studies and can apply them to solving problems and issues that arise from "differences" in various fields, such as those between cultures, nations, regions, generations, and individuals.
7. Students can connect classroom learning to real world practice and think and act for themselves.
8. Students have an understanding of cultural and linguistic diversity and can build relationships with diverse other people as well as taking initiatives aimed at a sustainable future.

Additionally, through university-wide liberal arts courses,

9. By learning Language A, students will be able to communicate appropriately according to the situation based on the fundamental skills of listening, speaking, reading, and writing. Students will also be able to understand and respond to diverse cultures, not only the cultures of the English-speaking world, based on international knowledge gained through English.
10. By learning Language B, students will be able to communicate in daily life based on the

fundamental skills of listening, speaking, reading, and writing. Students will also be able to understand and respond to diverse cultures, not only the cultures of the countries where Language B is spoken, through the multidimensional perspective which is gained through the process of language learning. International students will cultivate an advanced command of Japanese required for university study as well as learning the practical Japanese skills that will allow real world communication.

11. Through Introduction to Academic Studies, students will come into contact with some of Rikkyo University's founding principles and develop a self-directed approach to learning, acquiring a multitude of skills through their experience of attending lecture courses at university.
12. Through Cross-disciplinary Studies, students will understand the diversity and productiveness of academic knowledge and cultivate a flexible intellect for interpreting the world through multifaceted viewpoints by bringing together the results of other academic disciplines. Through general sports studies, students will gain an understanding of scientific knowledge for promoting mental and physical health, maintain and improve their physical fitness through the practice of sport, and cultivate the habit of exercise.

### **Learning Environment**

In order to produce the above learning outcomes, the College of Intercultural Communication provides the learning environment outlined below.

1. The College provides the opportunity and place for students to improve Japanese communication skills through an integrated syllabus in the first year 基礎演習 (*Kiso Enshu*).
2. The College provides the opportunity and place for students to think about and design their four years of learning in the College themselves in the first-year course "College Life Planning".
3. The College provides students with many specialized courses conducted in English.
4. The College offers small class sizes for language courses.
5. The College offers lecture courses in many languages.
6. The College provides students with courses for learning by experience through exchange of opinions with international students and others studying at Rikkyo University.
7. The College runs 海外留学研修 (*Kaigai Ryugaku Kenshu*) for all students for half a semester in the fall semester of the second year. Students can choose from English, Spanish, Chinese, Korean, German, and French as the language to be studied at their study abroad destination.
8. The College provides "College Life Planning" in the spring and fall semesters of the first year and "Cultural Exchange" in the spring semester of the second year as courses for thinking about how the Study Abroad Program in the fall semester of the second year fits into the four years of study at the same time as increasing students' awareness about their own careers.
9. The College offers international students 海外留学研修 (*Kaigai Ryugaku Kenshu*) and "Japan

Studies Program”, and students can choose either one.

10. The College provides students with courses that allow them to learn through practical experience in interpreting and translating, and English and Japanese language teaching practicums.
11. Full-time faculty members provide academic advice as appropriate over the four years.
12. The College provides internships that are aligned with its characteristics to give students opportunities to think about their own careers by themselves.
13. The College enters into agreements with overseas universities to provide students with the opportunity to study abroad for a long period.
14. The College offers Service Learning courses to provide students with opportunities to connect classroom learning with learning outside the classroom and to contribute to society and local communities.
15. The College provides Overseas Field Study courses for students to experience diverse global culture and values and cultivate flexible thinking skills and imagination as well as learning about processes for improving social problems, etc.
16. The College offers small class sizes for 専門演習 (*Senmon Enshu*) in the third and fourth years providing the opportunity for in-depth study on a theme students choose themselves to complete 卒業研究 (*Sotsugyo Kenkyu*).
17. The College offers a program that enables students to obtain the Type 1 Junior High School and High School English Language Teacher’s Teaching Certificate.
18. The College offers the Japanese Language Teacher Training Program and the Translator and Interpreter Training Program, and students who complete the courses receive a certificate.

#### Five-year Integrated Program

In addition to the above, the College offers the learning environment outlined below through the Five-year Integrated Program.

19. The College offers the Five-year Integrated Program for students who wish to enter graduate school after graduating to play active roles in society with advanced expertise. There are four courses: Translating and Interpreting, English Language Education, Japanese Language Education, and International Cooperation. Under the program, students can complete the Master’s Program in one year. This gives the students on the program the opportunity to take Master’s Program courses in the fourth year of their undergraduate studies.
20. Full-time faculty members in the specialized area of each course provide students on the Five-year Integrated Program with academic, research, and career advice over the four years.

## Dual Language Pathway

In addition to 1 through 19 above, the College provides the learning environment outlined below for the Dual Language Pathway program in which students take specialized courses mainly in English.

1. Instead of 基礎演習 (*Kiso Enshu*) in 1. above, the College provides the opportunity and the place for improving the academic skills required for taking the specialized courses in English in the first year Academic Skills courses for the DLP program.
2. For Overseas Study Program in the fall semester of the second year, the College recommends that students study abroad for one year at a university with an inter-departmental agreement with the College to provide the opportunity and place to experience taking lectures at an overseas university for a year.
3. The College offers diverse courses in English in its core course groups and specialized course groups to provide the opportunity to take classes in English required for graduation.
4. The College provides the opportunity for students to take the Advanced Seminar courses in the third and fourth years for in-depth study in order to complete their Senior Research and Thesis in English on a theme they choose themselves.



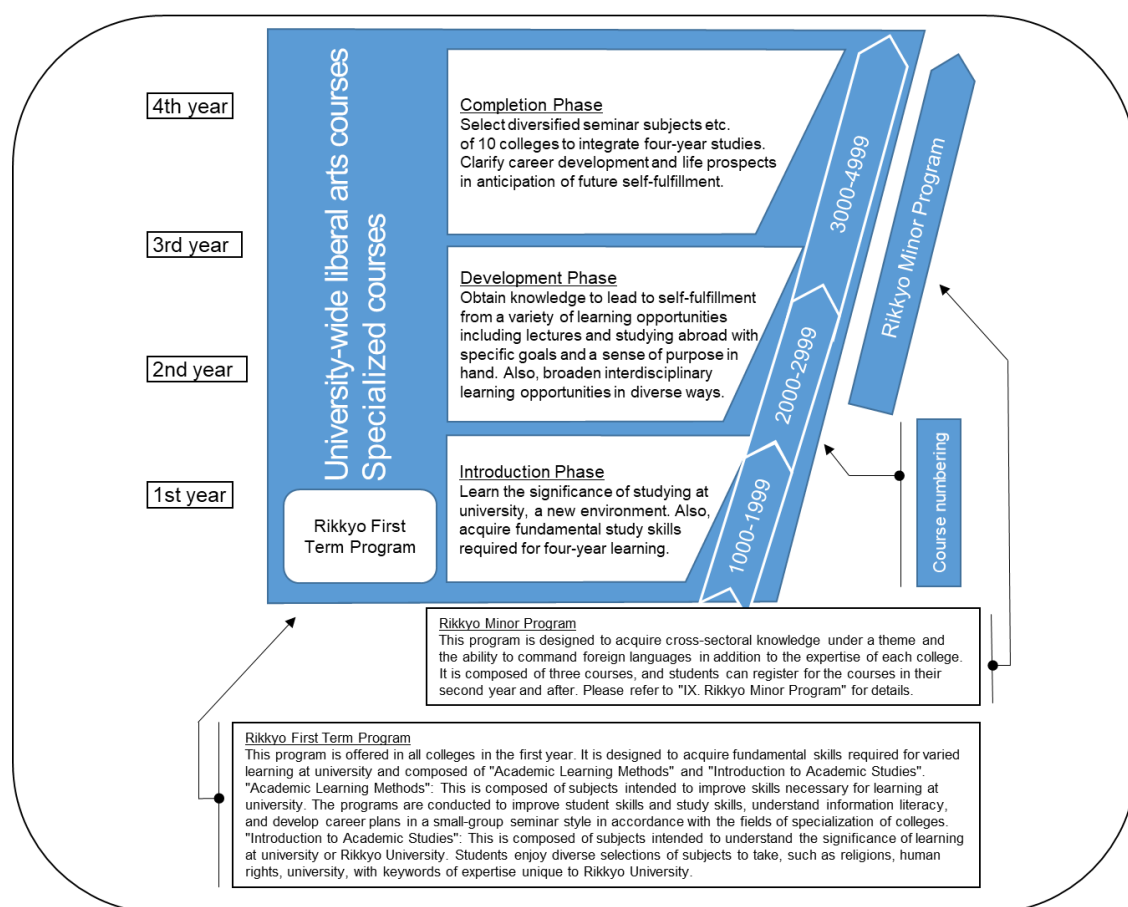
# I. Curriculum Structure (RIKKYO Learning Style)

## 1 Curriculum Structure (RIKKYO Learning Style)

Students must be enrolled at a college of the University for four or more years (two or more years when transferring to the University or changing college/department/course from the third year, and three or more years when changing college/department in the second year) and earn the specified number of credits to graduate from the University. For details, please refer to the list of credits required for graduation from each department/course.

The curriculum of the University is designed to encourage learning in three phases: an “Introduction Phase,” a “Development Phase,” and a “Completion Phase” for university-wide liberal arts courses and specialized courses at all colleges. In addition, course numbers have been assigned to assist with picking appropriate courses for each phase.

All University students are also provided access to the e-Portfolio system, which helps students ensure their studies are on track with their educational visions. Students are strongly encouraged to use the service which, in addition to providing information about classes, serves as a repository of what they have learned in their campus life, including through extracurricular activities, in addition to allowing students to check their goals at any time and review their growth.



## 2 Course Numbering

Rikkyo University introduced a course numbering system in all colleges and graduate schools in the academic year 2016. Course numbering is a system through which the steps or order of learning is made clear, with the organization of the curriculum being shown by means of the alphanumeric classification of courses. Students can use course numbers as a search tool to find the fields they wish to study and thus take courses systematically. In addition, the course numbers of the courses a student has learned are stated on the academic transcript (only for students who enroll in academic year 2016 or after) to provide external proof of systematic learning.

### 1. Composition of course numbers

Course numbers are composed of three letters of the alphabet and four numbers.

\*The three letters indicate the college/department (course) or graduate school offering the course

\*The four numbers indicate the level, academic field, other information, language used

Letters			1000–9999	100–999	10–99	1–9
A	B	C	1	2	3	0
↓			↓	↓	↓	↓
Department/course etc.			Level	Field	Other Information	Languages

For example, the university-wide liberal arts course “Introduction to Academic Studies” has the number “CMP1100”. For course numbers, please refer to the Course Guidebook of the relevant college.

## 2. Numbering of university-wide liberal arts courses

① The three letters that indicate the college/department (course) or graduate school offering the courses are:

University-wide liberal arts courses		Code
Language Programs	English	LNE
	German	LNG
	French	LNF
	Spanish	LNS
	Chinese	LNC
	Korean	LNK
	Russian	LNR
	Japanese	LNJ
	Portuguese	LNP
	Japanese Sign Language	LNH
Comprehensive Courses		CMP

② The four numbers that indicate the level, academic field, other information, language used are as below:

(1) University-wide liberal arts courses: Language courses

◆1000s (level codes)

Language courses are classified as below:

Code	Definition of language courses
0000	Remedial Courses: Not offered.
1000s	Introduction Phase Courses: [English/ Language B] required language classes (including courses to be repeated and elective courses equivalent to compulsory courses)
2000s	Development Phase Courses: [English] Language elective courses in the Independent Module, Intensive Module, and Advanced Module courses; [Language B] Elective courses equivalent to basic courses.
3000s	Completion Phase Courses: [English] Language elective courses in the Honors Module courses; [Language B] Elective courses equivalent to core courses.

◆100s (course field)

For language courses, since the letters already indicate the class's language category, the 100s column is set to "0".

◆10s (class style)

Language courses are classified according to class style as below:

Numbers	Class styles
00	Courses that emphasize communication in a very small group of 10 or less students
10	Courses for which lectures are conducted in a small group of 20–40 students
20	e-Learning
30	Overseas Training Program

◆1s (language used)

Language courses are classified according to the language used in class\* as below (\*It may differ from the language studied.):

Numbers	Languages
0	Classes conducted in Japanese
1	Classes conducted in English
2	Classes conducted in a foreign language other than English
3	Others (such as bilingual classes)

(2) University-wide liberal arts courses: Comprehensive courses

◆1,000s (level codes)

Comprehensive courses are classified as below:

Numbers	Comprehensive courses
0000	Remedial Courses: Not offered
1000	Introduction Phase Courses: “Introduction to Academic Studies”, Entire period: “General Sports Studies”
2000	Development Phase Courses: “Cross-disciplinary Studies” (excluding “Seminars for Senior Students of Rikkyo University” and “RSL Seminars”)
3000	Completion Phase Courses: “Seminars for Senior Students of Rikkyo University” and “RSL Seminars” (offered as “Cross-disciplinary Studies”)

◆100s (course field)

Comprehensive courses are classified as below:

Numbers	Comprehensive courses
100	Human Studies (“Cross-disciplinary Studies”), Introduction to Academic Studies
200	Social Perspectives (“Cross-disciplinary Studies”), General Sports Studies
300	Invitation to Arts and Cultures (“Cross-disciplinary Studies”)
400	Focus on Mind and Body (“Cross-disciplinary Studies”)
500	Understanding Nature (“Cross-disciplinary Studies”)
600	Fields of Knowledge (“Cross-disciplinary Studies”)

◆10s (class style)

Comprehensive courses are classified according to class styles as below:

Numbers	Class styles
00	Introduction to Academic Studies, Seminars for Senior Students of Rikkyo University, RSL Seminars, and lecture courses excluding the following
10	Collaboration courses, Sports Programs
20	On-demand class courses, Sports Studies
30	Japanese studies courses conducted in foreign languages
40	Seminars for Students of Rikkyo University
50	Seminar courses
60	Practicum courses

◆1s (language used)

Numbers	Languages
0	Classes conducted in Japanese
1	Classes conducted in English
2	Classes conducted in a foreign language other than English
3	Others (such as bilingual classes)

### 3. Course numbering for specialized courses of the College of Intercultural Communication

① The three letters that indicate the college/department (course) or graduate school offering the courses are:

Department, etc.	Code
Department of Intercultural Communication	ICC

② The four numbers that indicate the level, academic field, other information, and language used are:

◆ 1000s (level codes)

Numbers	Specialized courses
0000	Remedial courses
1000	Introductory courses
2000	Basic courses
3000	Development courses
4000	Advanced Seminar, Senior Research and Thesis, and Senior Project

◆ 100s (course field)

Numbers	
100	Language Studies
200	Translation & Interpreting Studies
300	Communication Studies
400	Global Studies
500	Interdisciplinary Field (incl. 基礎演習 ( <i>Kiso Enshu</i> ), 専門演習 ( <i>Senmon Enshu</i> ), Cultural Exchange, and 海外留学研修 ( <i>Kaigai Ryugaku Kenshu</i> ))
600	Language seminar Courses (incl. CS, Lecture in xx, Seminar in English, and 諸言語特別演習 ( <i>Shogengo Tokubetsu Enshu</i> ))
700	Others (including インターンシップ ( <i>Intanshippu</i> ))

◆10s (course category)

Numbers	
10	Compulsory courses
20	Core courses
30	Basic courses
40	Specialized courses
50	DLP compulsory courses
60	DLP basic courses
70	DLP specialized courses

◆1s (language used)

Numbers	Languages
0	Classes conducted in Japanese
1	Classes conducted in English
2	Classes conducted in a foreign language other than English
3	Others (such as bilingual classes)

### 3 Curriculum and Notifications of Changes

#### 1. Curriculum

For matters concerning college/department curriculum, check the pages for Course Registrations, Policies and Procedures of the Department. For course instructors and semesters offering courses for each academic year, see course lists in the R Guide.

#### 2. Curriculum Revisions and Changes

Details concerning partial revisions or changes to curriculum can be found in the R Guide on the university website. All students should be sure to check these at the beginning of every academic year.

## II. Classes (Academic Life)

### 1 Student ID Card

#### 1. Student ID card

The Student ID Card is proof that a student is enrolled at Rikkyo University. It is a plastic card that doubles as a student commuter pass certificate. Students must always carry their card so that they can show it on request.

#### 2. Student ID number

The Student ID Number is unique and does not change while enrolled or after graduation. As it is necessary for various procedures, please memorize it.

2 0	A A	1 2 3 Z
Year of enrollment	College and department where enrolled (Graduate School and program)	Individual number

#### 3. Term of validity

The Student ID Card is valid for the entire period of enrollment. However, the card and the student commuter pass certificate must be returned in the following cases:

- (1) Students cease to be enrolled due to graduation, completion, withdrawal, or dismissal from school.
- (2) A new Student ID Card has been issued to replace a lost original. If the old card is found, it should be returned to the office.

#### 4. Prohibition against lending or giving a student ID card to others

The Student ID Card is very important as a means of proving a student's identity. Lending or giving your Student ID Card to anyone is strictly prohibited; violators are subject to disciplinary action. This also applies to lending or giving a reproduction or facsimile of your card to another.

#### 5. If a student ID card is lost or damaged

Report to the Academic Affairs Office (see the beginning of this booklet) immediately if your Student ID Card is lost or damaged, or if the picture becomes deteriorated and unclear. Student ID Cards will be reissued for a 2,000 yen\* fee within two days (excluding days on which offices are closed).

Note: Student ID Cards that become deteriorated and unclear will be replaced free of charge.



## 2 Semesters and Classes

### Semesters

Rikkyo University has two semesters per year: spring and fall.

### Classes

The following types of classes are conducted at the University:

Full-year courses	
Full-year courses	Classes conducted throughout both the spring and fall semesters.
Full-year other courses	Classes conducted for a fixed term over the year by each college or department
Spring semester courses	
Spring semester courses	Classes conducted for the whole of the spring semester
Spring 1st semester courses	Classes completed in the first half of the spring semester
Spring 2nd semester courses	Classes completed in the second half of the spring semester
Spring semester other courses	Classes conducted for a fixed term in the spring semester by each college or department
Summer session	Classes conducted for a fixed term outside the spring semester by each college or department (classes for which course registration happens later than normal)
Fall semester courses	
Fall semester courses	Classes conducted for the whole of the fall semester
Fall 1st semester courses	Classes completed in the first half of the fall semester
Fall 2nd semester courses	Classes completed in the second half of the fall semester
Fall semester other courses	Classes conducted for a fixed term in the fall semester by each college or department
Winter session	Classes conducted for a fixed term outside the fall semester by each college or department (classes for which course registration happens later than normal)

### 3 Class Schedule

The University's class schedule is as follows:

Period and class schedule

Period	1	2	3	4	5	6
Class schedule	8:50 a.m. to 10:30 a.m.	10:45 a.m. to 12:25 a.m.	1:25 p.m. to 3:05 p.m.	3:20 p.m. to 5:00 p.m.	5:10 p.m. to 6:50 p.m.	6:55 p.m. to 8:35 p.m.

Some graduate schools have G5 and G6 periods. Those schedules are as follows:

Period G5	6:30 p.m. to 8:10 p.m.	Period G6	8:15 p.m. to 9:55 p.m.
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### 4 Class Cancellations

Classes may be cancelled in unavoidable circumstances involving the University or University instructors.

#### Class cancellations on bulletin boards

Information on class cancellations is displayed on bulletin boards (information boards) as soon as the cancellation occurs.

Location of bulletin boards (information boards)

Ikebukuro Campus: 1F of Buildings Nos. 5, 8, and 14
Niiza Campus: 1F of Building No. 1 and 2F of Building No. 4

#### Information on class cancellations

Information on class cancellations is also available from SPIRIT Mobile.

\*If the instructor teaching a course does not appear within 30 minutes of the start time and no information on class cancellation appears on the bulletin boards, contact the Academic Affairs Office (Ikebukuro Campus: 1F of Tucker Hall; Niiza Campus: 1F of Building No. 7) and follow their instructions.

\*If a major earthquake alert is issued or a typhoon is expected, refer to the beginning of this booklet and the guidelines at the end of this booklet for class cancellation procedures.

## **5 Makeup Classes**

Makeup classes are given when lectures are rescheduled due to class cancellation(s).

Makeup classes may be held on either (1) makeup class days scheduled in advance (during or after Period 3 on specified Saturdays) or (2) days set by the course instructor.

More information about makeup class days in (1) can be found in the Yearly Schedule section of the R Guide on the website.

For (2), please follow your instructor's instructions.

Announcements of makeup classes to be held will be made on the SPIRIT Academic Affairs Division webpage as well as in the following places about one week prior to the makeup class date.

- Ikebukuro Campus classes: Bottom of the information board in Building No. 8 (Ikebukuro Campus)
- Niiza Campus classes: Academic Affairs-related bulletin board next to the Health Center (Niiza Campus)

\*Makeup classes may be changed or added after an announcement has been made, so be sure to confirm for updates.

## **6 Absence from Classes**

Students will not be exempted from attending classes unless they contract a designated school infectious disease or are required to serve on lay judge duty during the saiban-in selection procedure or during a trial (there is no system of “authorized absence”).

## **7 Procedure in the Event of Students Contracting a Designated School Infectious Disease**

Students who have contracted a Class 1 or Class 2 designated school infectious disease are instructed to not attend school and to immediately contact the Academic Affairs Office.

\*As applicable diseases are subject to change, be sure to check the SPIRIT Academic Affairs Division webpage for updated information.

## 1. Applicable Class 1 and Class 2 diseases

Category	Disease name
Class 1	Ebola hemorrhagic fever, Crimean-Congo hemorrhagic fever, smallpox, South American hemorrhagic fever, plague, Marburg virus, Lassa fever, poliomyelitis, diphtheria, severe acute respiratory syndrome (SARS coronavirus), Middle East respiratory syndrome (MERS coronavirus), specific avian influenza viruses
Class 2	Influenza (excl. specific avian influenza viruses), whooping cough, measles, epidemic parotitis virus, rubella, chickenpox, pharyngoconjunctival fever, tuberculosis, meningococcal meningitis

## 2. Handling absences from classes

Students absent from class due to contracting one of the above diseases, designated under the School Health and Safety Act as a Class 1 or Class 2 school infectious disease, will be exempted from absence provided they follow the procedure below.

(1) Students absent from class due to the diseases designated as Class 1 or Class 2 school infectious diseases by the School Health and Safety Act, will be exempted from absence by following the procedure.

(2) Application procedure

① No later than 7 days from the date when the student recovered (or the following day if the final day is not a working day), the student must complete the required items in the Notice of School Approved Absence due to Class 1 or 2 Infectious Disease form (available from Academic Affairs Offices) and present it to Academic Affairs Offices along with a Medical Certificate<sup>\*1</sup> issued by a medical institution stating the affected period and the date when the student was able to attend school or a University's designated Certificate of Recovery from Infectious Disease<sup>\*2</sup> filled out by a medical institution, together with a printout of the course registration status screen.

\*1 If the medical institution which diagnosed the disease is not that which treated the disease, the student may not receive a Certificate of the Infection Period. In this case, both a Medical Certificate stating the infection period and issued by the medical institution which diagnosed the disease and a Medical Certificate stating the date the student was free of infection and the date when the student was able to attend school, issued by the medical institution which treated the disease, are required.

\*2 A Certificate of Recovery from Infectious Disease form can be downloaded from the SPIRIT Academic Affairs Division webpage.

② The applicant must get the completed application with a stamp from an Academic Affairs Office and a copy of the medical certificate or the Certificate of Recovery from Infectious Disease, and must submit them to the instructors of the classes for which the student is registered and was absent from during class hours.

### 3. Handling absences from exams

See “VI. Exams and Grades” for matters related to regular exams.

## 8 Procedures in Cases Related to the Lay Judge Duty

### 1. Handling absences from classes

Students absent from classes for the purpose of attending court to perform lay judge duty during a lay judge selection procedure or a trial shall be handled as follows.

(1) Students absent from classes for the purpose of attending court to perform lay judge duty during a lay judge selection procedure or a trial will be exempted for absence provided they follow the procedure below.

(2) Application procedure

#### ① If selected as a lay judge

The student must complete and submit the “Student Absence due to Lay Judge Duty” form (available from Academic Affairs Offices) and present it to an Academic Affairs Office along with a Certificate\* showing the duration of the lay judge duty and a printout of the course registration status screen within seven days from the day after the trial ends. If the deadline is not a working day for the office, it will be postponed to the next working day.

\*A Certificate can be obtained from the court.

#### ② If attending lay judge selection procedure but not selected as a lay judge

The student must complete and submit the “Student Absence due to Lay Judge Duty” form (available from Academic Affairs Offices) and present it to an Academic Affairs Office along with a “Notice of Selection Procedure Period (Summons)” containing proof\* of the court appearance date and a printout of the course registration status screen within seven days from the day after the selection procedure period. If the deadline is not a working day for the office, it will be postponed to the next working day.

\*Proof of the court appearance date can be obtained from the court.

③ The student must present the “Student Absence due to Lay Judge Duty” form stamped by an Academic Affairs Office to the instructors supervising the classes from which they were absent, during class hours.

### 2. Handling absences from exams

See “VI. Exams and Grades” for matters related to regular exams.

## **III-1. Course Registration Policies and Procedure (Credits)**

### **1 Credit System**

#### **1. Credit system**

All courses at the University are based on the credit system. A certain number of credits is given for each course. Students earn credits following successful completion of course requirements. Students are eligible to graduate when the total number of credits earned meets the total number of credits required to graduate.

#### **2. How to calculate credits**

The standard number of hours of study required to earn one credit is 45 hours. However, the number of hours of study varies depending on the course type and is determined on a course by course basis within the following guidelines. Credits granted for each course are indicated on course lists.

- (1) For lectures and seminars, one credit shall consist of between 15 and 30 class hours.
- (2) For lectures in turn, experiments, practicums, and practical training, one credit shall consist of between 30–45 class hours.
- (3) For specific courses such as Graduation Theses or Graduation Research Projects, credits are typically granted on the basis of performance in these studies, with the number of credits being related to the amount of study considered necessary.

### **2 Credits Required to Graduate**

(1) The number of credits required to graduate (credits required to graduate) are established by each college/department. Please note that details also differ depending on the year of enrollment.

☞ See the list of credits required to graduate and course registration policies and procedure for the year of enrollment for your department

(2) Courses designated as optional courses cannot be included in the credits required to graduate.

There are two types of optional courses: ① courses designated as optional courses, and ② courses not initially designated as optional courses but which are not included in the credits required to graduate based on course registration policies and procedure as a result of taking a course more than once or taking courses designated as Teacher Training Courses.

## III-2. Course Registration Policies and Procedure (Instructions on Taking Courses)

### 1 Allotted Year

(1) Students shall in principle take courses in the assigned year. Refer to the list of courses on R Guide for the allotted years for each course.

(2) Students in the upper years can take courses assigned to lower years. However, students are not allowed to take the following courses if they are not in the years stipulated.

Courses assigned to students in the 2nd and 3rd year	海外留学研修 ( <i>Kaigai Ryugaku Kenshu</i> ) A/B/C
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(3) Students in the lower years are not allowed to take courses designated for upper years. However, this does not apply to courses with certain eligibility requirements.

Note: Some courses have preconditions besides the year assigned in order to determine eligibility.

\*Rules on taking courses that apply to students who have been on leave of absence

The year of students who have been on leave of absence advances automatically up to 4th year regardless of the number of semesters enrolled. In this case, such students are allowed to take courses assigned to the year they have advanced to, unless the college/department specifically determines otherwise.

### 2 Maximum Number of Registered Credits

(1) The maximum number of credits which can be taken in a year is shown in the following chart. Students are not allowed to register for courses exceeding this maximum number.

(2) The maximum number of registered credits varies by the enrollment year, the student's year, and the department.

(3) The limits per semester (spring semester/fall semester) are shown in the chart. Students should keep in mind the number of credits taken up by compulsory courses in each semester and the balance between spring and fall semesters when making a course plan.

In addition, please note that there is a maximum limit for quarterly courses (spring 1st semester, spring 2nd semester, fall 1st semester, and fall 2nd semester).

(4) 1: For credits obtained from full-year courses, half of the number of the credits are included in the maximum number of registered credits of each semester (spring semester/fall semester), and if students take quarterly courses, one-fourth of the number of the credits are included in the maximum number of registered credits of each quarter.

2: For credits obtained from spring semester courses/fall semester courses, half of the number of credits are included in the maximum number of registered credits for each quarter if students take quarterly courses.

3: Summer and winter sessions are included in the maximum number of registered credits per year (and are not included in the per-semester maximum).

(5) Courses for which students registered but did not earn credits are included in the tally of number of registered classes.

Year	Maximum number of registered credits					Range of maximum number of registered credits			
	Full Year	Spring		Fall		Included in the maximum	Not included in the maximum		
		Spring 1	Spring 2	Fall 1	Fall 2				
1st	48	30		30		- University-wide liberal arts courses - Specialized courses in the College of Intercultural Communication - Center for Japanese Language Education courses - Courses by other colleges - Courses registered under the Five-University Credit Transfer System (f-Campus)	- Certification courses (those with course codes starting with G*)		
		16	16	16	16				
2nd	48	34		30				- University-wide liberal arts courses - Specialized courses in the College of Intercultural Communication - Center for Japanese Language Education courses - Courses by other colleges - Courses registered under the Five-University Credit Transfer System (f-Campus)	- Certification courses (those with course codes starting with G*)
		18	18	16	16				
3rd	48	30		30		- University-wide liberal arts courses - Specialized courses in the College of Intercultural Communication - Center for Japanese Language Education courses - Courses by other colleges - Courses registered under the Five-University Credit Transfer System (f-Campus)	- Certification courses (those with course codes starting with G*)		
		16	16	16	16				
4th	48	30		30				- University-wide liberal arts courses - Specialized courses in the College of Intercultural Communication - Center for Japanese Language Education courses - Courses by other colleges - Courses registered under the Five-University Credit Transfer System (f-Campus)	- Certification courses (those with course codes starting with G*)
		16	16	16	16				

\*Credits earned through the credit approval system excluding “credits earned at other universities etc. after enrollment” are not included in the maximum number of registered credits.

Maximum number of registered credits of university-wide liberal arts courses

- The maximum number of registered credits for comprehensive courses is six for each semester for all years. Please refer to the list of courses in the R Guide as registration maximums are counted differently for certain courses, including those offered overseas.
- For language elective courses (English), the maximum number of credits that can be applied for qualification courses and non-qualification courses in the independent module is six each in one semester. Please refer to the list of courses in the R Guide for qualification courses and non-qualification courses. Overseas Cultural Studies Course and Short-Term English Study Programs (International Exchange Program) are not included in the six-credit maximum.



### **3 Retaking**

Taking a course with the same course title (including the number) and credits again in a different semester or academic year after students have already earned the credits is called retaking the course.

University-wide liberal arts courses

- (1) Compulsory language courses and English R cannot be retaken.
- (2) Comprehensive courses and language elective courses can be retaken in a different semester. In this case, the credits earned from taking a course for the first time can be counted as credits required to graduate, but credits earned from taking a course for the second time count as credits earned from optional courses and cannot be included in the credits required to graduate.

Specialized courses

Courses for which students have already earned credits cannot be retaken. However, “〇〇語 Lecture (Lecture in Language XX) A/B,” “諸言語特別演習 (*Shogengo Tokubetu Enshu*) A/B,” “Special Topics in ICC A/B/C,” “海外フィールドスタディ (*Kaigai Fiirudo Sutadhi*) A/B,” “海外インターンシップ (*Kaigai Intaansippu*) (CIC),” and “日本語コミュニケーションセミナー (*Nihongo Komyunikeshon Semina*) A/B/C/D” can be retaken, and credits earned from these retaken courses are included in the credits required to graduate.

### **4 Simultaneous Taking**

If several classes of the same course (with the same course title and credits) are offered in the same semester, taking them simultaneously is not allowed.

### **5 Taking Courses in the Same Period on the Same Day of the Week**

Students cannot take two or more courses in the same period on the same day of the week. Students cannot take courses for which classes are conducted in an intensive style if part of the schedule overlap with other courses in day and time.

### **6 Measures for Moving between Campuses**

Registration for consecutive classes offered on different campuses on the same day is not allowed in general. However, this does not apply if there is a lunch break between classes.

Please carefully check the time needed to move between campuses before course registration. The student is responsible if there is insufficient time.

## **7 Offered Courses**

While every course is offered every year in principle, please note that some courses may not be offered for certain reasons.

Also note that courses may be offered in different semesters depending on the academic year.

## **8 Taking Courses of Other Colleges**

### **1. Instructions**

(1) Registering for the courses of other colleges may not be possible depending on the assigned year, among other things, but irrespective of prerequisite regulations. In such cases, you will receive an error when attempting to register.

(2) Students cannot take any courses predesignated as those not allowed to be taken by students of other colleges even if they meet the assigned year. For relevant courses, please use the Course Registration System or check the bulletin boards of the colleges offering the courses (for classes held at the Niiza Campus, see the bulletin board in the Ikebukuro Campus's Academic Affairs Office).

### **2. Course registration and whether or not course registration is approved**

(1) Please refer to the Course Guidebook for each college for information on how to register for courses.

(2) Students will be granted permission to take courses from other colleges once registration for the course has been completed.

### **3. Handling earned credits**

If students take courses in other colleges and earn credits, the credits can be included in the credits required to graduate within the limit set by their department. (Check the course registration policies and procedure of your department.)

## 9 Courses Taken by Outbound Exchange Students and Students Studying Abroad at Approved Schools

Students who are scheduled to study abroad as outbound exchange students or study abroad at approved schools\* should promptly receive guidance on taking courses for the academic year of departure from and return to Japan from the Academic Affairs Office at their campus.

\*Studying abroad as an outbound exchange student refers to the following programs: 1. “Outbound Exchange Programs” based on an inter-university agreement, 2. Tuition non-exemption study abroad programs based on an inter-university agreement, and 3. Overseas Training/Study Abroad Programs based on an inter-departmental agreement. Study abroad at approved schools refers to 4. Studying abroad through a System for Studying Abroad at Approved Schools. Students studying abroad through the above programs 1–3 and program 4 above are referred to as outbound exchange students and as students studying abroad at approved schools, respectively.

Only courses taken at the university by outbound exchange students or students studying abroad at approved schools qualify for the special measures described below. Courses taken through other study abroad programs are excluded. Students taking 海外留学研修 (*Kaigai Ryugaku Kenshu*) C1/C2 qualify for 2. Connection of full-year courses.

### 1. Taking courses and earning credits for the academic year of departure

Students who start studying abroad just after the end of the University-specified exam period of the spring semester (or fall semester) can take spring semester (or fall semester) courses to earn credits for the academic year of their departure regardless of whether they choose “studying abroad while enrolled” or “studying abroad on leave of absence”.

### 2. Connection of full-year courses

For outbound exchange students or students studying abroad at approved schools, if taking full-year courses poses a problem due to differences in the academic year, full year courses taken in the spring semester of the academic year of departure can be connected to the same full-year course taken in the fall semester of the academic year of their return to Japan, and it will be deemed that the courses have been taken for a full year if the course is approved at a Faculty Meeting or at a Graduate School Faculty Meeting. Students who are scheduled to study abroad as outbound exchange students or study abroad at approved schools, and wish to connect full-year courses as above should obtain guidance on the procedures from the Academic Affairs Office at their campus.

## Notes

- (1) “Connection of full-year courses” is limited in principle to connecting to the course only in the academic year following return, not subsequent years.
- (2) “Connection of full-year courses” is not permitted for students who take a leave of absence due to personal reasons.

### **3. Course registration for the academic year of return to Japan**

(1) If students submit a Notification of Returning to Japan and complete course registration by the last day of May in the spring semester or the last day of October in the fall semester (or one day prior if the last day is not a working day for the office), they can take spring semester and full-year courses (fall semester courses for the fall semester) of the academic year in which they return to Japan (excluding spring semester 1 courses and fall semester 1 courses). However, it may not be possible to register for some courses, such as those covered by lottery registration, so please be sure to confirm this at the Academic Affairs Office at your campus.

Note: For lottery registration of courses that are part of the university-wide liberal arts courses, students can take only courses which have been switched to code registration courses.

☞ For further details, please refer to the recruitment guidelines for outbound exchange students published by the International Office.

## **10 System to Withdraw from Taking Compulsory Courses**

### **1. What is the System to Withdraw from Taking Compulsory Courses?**

If students who lack prerequisites due to leave of absence or their credit earning status are registered automatically for compulsory courses that should ideally be taken later, they may not receive the expected educational benefit from studying the courses. In such a case, taking compulsory courses in the preferred order or taking other courses may be more effective, so withdrawal from taking compulsory courses in the relevant academic year may be allowed at the student’s request if the college judges it necessary.

### **2. Eligible students**

Students of the College of Intercultural Communication

### **3. Applicable courses**

Compulsory Courses in the College of Intercultural Communication

#### **4. Application method**

Students who wish to withdraw from taking compulsory courses should gather on the days and at the places specified with a “Withdrawal from Taking Compulsory Courses Form” (available at the Academic Affairs Office at the Ikebukuro Campus). Before applying, review the R Guide for more information about gathering dates, times, and places. Please submit a “Withdrawal from Taking Compulsory Courses Form” after deciding which courses to withdraw from, under the instructions of the College of Intercultural Communication.

The College of Intercultural Communication screens withdrawal applications based on the submitted forms, and decides whether students are permitted to withdraw.

#### **5. Notification of results**

The results are notified individually after the College has evaluated the application. Registered courses for which withdrawal is approved are cancelled by the University.

#### **6. Additional registration of courses other than compulsory courses**

If withdrawal from compulsory courses is approved, the periods scheduled for them become free. Accordingly, students may register for other courses within the maximum number of registered credits and the university-wide course registration period.

#### **7. Mutatis mutandis application of this system**

This system may apply mutatis mutandis for automatically registered courses.

### **III-3. Course Registration Policies and Procedure (Credit**

#### **Approval)**

In addition to credits earned from taking standard courses, some credits can be approved as shown below. For more information, review the details of each system below. Note that the University Regulations set the maximum number of approved credits at 60 (refer to “Article 10-2, item 1 to Article 10-4, item 3 of Chapter 2 of Rikkyo University Regulations”). However, approved credits earned from transferring to the University or from changing colleges/departments during the third year, as well as credits earned before enrollment, are not included in this limit).

#### **1 Credit Approval through the Outbound Exchange Program**

Credits that students of the College of Intercultural Communication earned at overseas universities as outbound exchange students (studying abroad while enrolled) in the international exchange program are handled as follows:

☞ Refer to “Article 10-2, item 1 to Article 10-4, item 3 of Chapter 2 of Rikkyo University Regulations” for the maximum number of approved credits.

(1) If students studying abroad while enrolled wish to apply for approval of credits for courses taken at overseas universities, they should submit the following documents ①–⑥ to the Academic Affairs Office at the enrolled campus within one month of the completion of the student exchange program. Note that applications submitted more than one month after the completion of the outbound exchange program will not be accepted.

- ① Rikkyo University Outbound Exchange Program Credit Approval Application Form
- ② Academic transcript (original copy) issued by the overseas university or institution at which the student studied
- ③ School year calendar for the overseas university at which the student studied (document showing class start and end dates, exam periods, and no-school days)
- ④ Documents that indicate criteria for the assessment and grading of student work (documents indicating pass/fail criteria)
- ⑤ Documents detailing course content (e.g., course syllabi)

\* Credits cannot be approved for language courses that do not issue syllabi. For such courses, explain the situation to your course instructor and make sure to have them issue a syllabus (syllabi should indicate the course name, aims, content, performance evaluation criteria, textbooks used, and languages used and should be signed by the instructor).

\* Students looking to receive credits for a Language B course must submit a syllabus along with documents detailing the textbooks or other written materials used in the course.

⑥ Statement of total teaching hours for each course

\* If total teaching hours are not indicated on the syllabus, provide a document (e.g., course schedule, class schedule) showing the number of classes, class hours per class, and the days of the week classes are held. Final exam information is not required.

Based on the documents submitted, screening will be conducted by the College of Intercultural Communication and the Center for University-wide Curriculum. Some credits may not be approved depending on the result of this screening. Students must submit all the documents before the end of May to be considered for extended-term graduation in September. The deadline to apply for March graduation is October 31st.

\* Note that applications submitted remain valid even when the enrollment status of the student after the completion of the outbound exchange program is “on leave of absence”.

\* Note also that if students withdraw from school before credits they applied for are approved, their outstanding applications for Outbound Exchange Program Credit Approval become ineffective.

Application for Outbound Exchange Program Credit Approval by mail (registered mail)

If all the following conditions are applicable, students can apply for Outbound Exchange Program Credit Approval by mail (registered mail).

- ① students are continuing their research or studies at overseas universities after the completion of the outbound exchange program and are unable to return to Japan within one month,
- ② students report ① to the Academic Affairs Office at the enrolled campus prior to the completion of the outbound exchange program,
- ③ students keep in contact with the University, and
- ④ students accept the following conditions:
  - Applications must include all required documents and information
  - Applications for the Outbound Exchange Program Credit Approval may be invalid if the above documents or information are incomplete

(2) Credits are in principle calculated based on the following criteria.

Lectures: 11.25 hours = 1 credit

Language courses, practicums, physical education: 22.5 hours = 1 credit

At European universities using ECTS\*<sup>1</sup>, credits are worth one half of ECTS credits. Only universities in Spain calculate credits based on the number of course hours.

\*1 ECTS: European Credit Transfer System

(3) If students enroll in the inter-university outbound exchange program in their second or third year, some credits may be approved as credits of 海外留学研修 (*Kaigai Ryugaku Kenshu*) A or B, part of the Core Courses, which are Specialized Courses of the College of Intercultural Communication.

(4) Credits for courses approved as Specialized Courses of the College of Intercultural Communication can be included in credits required to graduate as studying abroad approval courses as part of Free Elective Courses.

(5) Courses approved as University-wide Liberal Arts Courses can be included in credits required to graduate according to categories of approved courses. For details, refer to course registration policies and procedure for university-wide liberal arts courses and for that department. The course category is decided on the basis of the content of the course at the overseas university.

(6) Courses for which credits are approved for studying abroad and “海外留学研修 (*Kaigai Ryugaku Kenshu*) A/B” will be designated as “認定 (*Nintei*)”.

## **2 Credit Approval through the System for Studying Abroad at Approved Schools**

Credits that students of the College of Intercultural Communication earn from taking courses at an overseas university while enrolled through the System for Studying Abroad at Approved Schools are handled on the basis of credit approval for outbound exchange students through the international exchange program.

## **3 Approval of Credits Earned before Enrollment**

### **Approval of credits earned at Rikkyo University or other academic institutions before enrollment**

Credits that students of the College of Intercultural Communication earned at Rikkyo University or other academic institutions before enrollment may be approved as described below:

#### (1) Application period and procedures

To apply for approval of credits earned before enrollment, submit the following documents ①–④ to the Academic Affairs Office at the enrolled campus by the designated date (However, for courses taken at Rikkyo University, submit document ① Credit Approval Application Form only.). Applications for approval of credits earned before enrollment are accepted only at the time of enrollment.

- ① The Credit Approval Application Form (distributed at the Academic Affairs Office at the enrolled campus and also downloadable from the website of the SPIRIT Academic Affairs Division webpage)



- ② Academic transcript issued by the overseas university or institution at which the student studied and earned credits
- ③ Documents detailing course content (e.g., course syllabi)
- ④ References for academic performance evaluation standards and statement of total teaching hours (if the school at which a student earned credits is a junior college, an advanced course of a technical college, or an overseas institution)

Based on the documents submitted, screening will be conducted by the relevant body such as the Center for the University-wide Curriculum or the College of Intercultural Communication. Faculty members may hold an interview with students as part of the screening. Some credits may not be approved depending on the result of this interview.

	Spring semester enrollees	Fall semester enrollees
Application period	See the website of the SPIRIT Academic Affairs Division	
Notification of result	Late April	Late September

\*If an interview is conducted, students will be noted individually.

## (2) Scope of credit approval

### University-wide Liberal Arts Courses

Any credits earned for courses approved as equivalent to University-wide Liberal Arts Courses will be approved. Only courses equivalent to comprehensive courses are eligible for credit approval, while courses equivalent to language courses are not eligible. However, credits for compulsory language courses can be approved in some cases through the separate course exemption system if students demonstrate an adequate level of capability and learning experience. Refer to “2. 必修科目に関する特別措置” within 全学共通科目 言語系科目 in the Japanese course registration handbook for details of the course exemption system.

### Specialized Courses

Any credits earned for courses approved as equivalent to Specialized Courses (excluding Communication Seminar courses) will be approved.

## (3) The maximum number of approved credits

The maximum number of approved credits earned before enrollment is set at 20 along with approved credits earned at other academic institutions after enrollment (Refer to “4 Approval of Credits Earned at Other Colleges after Enrollment”). (Credits earned before enrollment will be included in this limit whether or not they were earned at Rikkyo University.)

(4) Names and categories of approved courses

University-wide Liberal Arts Courses

If credits are approved as equivalent to those earned from University-wide Liberal Arts Courses, they are not displayed on the University transcript by the name of the course but are substituted for the designated course category based on their content.

Specialized Courses

If credits have been approved as equivalent to those earned for Specialized Courses (excluding Communication Seminar courses), they are substituted for the name of the course offered by Rikkyo University based on their content. The course categories for approved courses will be the same as that of the substituted courses.

(5) Calculation of the number of approved credits

The number of credits for approved courses will be same as that of the substituted courses.

(6) Handling credit for approved courses

Credit for approved courses may be included in credits required to graduate according to the approved course categories. In addition, credits for University-wide Liberal Arts Courses approved beyond the maximum number of approved credits for comprehensive courses are handled as optional course credits and are not counted in the free elective courses category.

(7) Record of academic results for approved courses

Grades for approved credits earned before enrollment are designated as “認定 (Nintei).”

## **4 Approval of Credits Earned at Other Colleges after Enrollment**

### **Approval of credits earned at other academic institutions after enrollment**

Students of the College of Intercultural Communication applying for the approval of credits earned at other academic institutions (such as universities or junior colleges other than Rikkyo University) after enrollment may receive approval in the following cases. Students in their first to third year are eligible to apply for such approval while students in their fourth year are not eligible.

Other academic institutions shall be limited to those that are stipulated in Chapter 2, Articles 10-2 and 10-3 of Rikkyo University Regulations. However, for the approval of credits earned at overseas universities etc., the credit approval systems for the Outbound Exchange Program and the System for Studying Abroad at Approved Schools are applied in place of these rules.

### (1) Application period and procedures

Applications for approval of credits earned at other universities etc. after enrollment must be made after obtaining academic results from the other institution. Applications prior to that are not accepted. Students can apply for credit approval only for the academic year in which they earned the credits. Credits earned in the previous academic year are not eligible for credit approval. However, for courses for which grades are announced after the academic year (April of the following academic year), students must apply by the day the spring semester classes of the following academic year start.

Submit the following documents ①–③ to the Academic Affairs Office at the enrolled campus by the designated date to apply.

- ① Credit Approval Application Form (distributed at the Academic Affairs Office at the enrolled campus)
- ② Academic transcript issued by the university or institution at which the student studied and earned credits
- ③ Documents detailing course content (e.g., course syllabi)

Based on the documents submitted, screening will be conducted by the relevant body such as the Center for the University-wide Curriculum or the College of Intercultural Communication. Faculty members may hold an interview with students as part of the screening. Some credits may not be approved depending on the result. Students are notified of the results as soon as the approval procedures are completed, and will be notified of the results for the courses whose performance evaluations are announced after the end of an academic year by the first day of the course registration correction period.

### (2) Scope of credit approval

#### University-wide Liberal Arts Courses

Any credits earned for courses approved as equivalent to University-wide Liberal Arts Courses will be approved. Only courses equivalent to comprehensive courses are eligible for credit approval, while courses equivalent to language courses are not eligible.

#### Specialized Courses

Any credits earned for courses approved as equivalent to Specialized Courses (excluding Communication Seminar courses) will be approved.

### (3) The maximum number of approved credits

The maximum number of approved credits earned at other academic institutions after enrollment and approved credits earned at Rikkyo University or other academic institutions before enrollment is set to 20. (Refer to “3 Approval of Credits Earned before Enrollment”).

(4) Names and categories of approved courses

University-wide Liberal Arts Courses

If credits are approved as equivalent to those earned from University-wide Liberal Arts Courses, they are not displayed on the University transcript by the name of the course but are substituted for the designated course category based on their content.

Specialized Courses

If credits have been approved as equivalent to those earned for Specialized Courses (excluding Communication Seminar courses), they are substituted for the name of the course offered by Rikkyo University based on their content. The course categories for approved courses will be the same as that of the substituted courses.

(5) Calculation of the number of approved credits

The number of credits for approved courses will be same as that of the substituted courses.

(6) Handling credit for approved courses

Credit for approved courses may be included in credits required to graduate according to the approved course categories. In addition, credits for University-wide Liberal Arts Courses approved beyond the maximum number of approved credits for comprehensive courses are handled as optional course credits and are not counted in the free elective courses category.

**In addition, bear in mind when planning courses that credits for any approved courses are included in the calculation of the maximum number of registered credits for the academic year in which the credits are earned.**

(7) Record of academic results for approved courses

Grades for approved credits earned at other academic institutions after enrollment are designated as “認定 (Nintei).”

## **IV. Learning Plan Creation and Advisors**

### **1 Learning Plan Creation**

One feature of university learning is that students create course plans on their own, choosing which courses to take, and obtain the credits required for graduation. For that reason, class schedules vary among students.

If a lecture takes one hour per week, for example, a student will need to spend twice that long on preparation and review in order to achieve learning goals. This naturally limits the number of course credits a student can take in a year and that is why there is a limit to the number of courses students can register for.

When creating a course plan, review the following methods for achieving your specific goal.

- (1) Review course taking rules → Read the Course Guidebook (this booklet)
- (2) Review schedules or registration procedures → Read the R Guide on the university website
- (3) Get information about courses → Check the Syllabus & Class Schedule Search System

Be sure to attend guidance sessions and bring the Course Guidebook with you. Class courses, earning credits, and course registration are explained during the sessions. The sessions available during enrollment include College Guidance, How to Read the Course Guidebook—Assistance by Seniors for First-year Students, and Course Counseling by Faculty Member.

Refer to the “New Student Orientation Schedule” for the guidance schedule for first-year students.

### **2 Academic Advisors and Office Hours**

#### **1. Academic advisers**

The Academic Adviser System is a system by which a full-time faculty member is assigned to each student in order to give advice and guidance, as well as provide information on overall learning at the University. If you have any concerns about or wish for advice on your learning, feel free to consult your academic adviser. Academic advisers are available for consultation any time during their office hours.

Details concerning academic advisers are made available in the R Guide and on the College of Intercultural Communication bulletin board in early April.

#### **2. Office hours**

“Office hours” is a system in which full-time faculty members\* are present in their individual offices at a fixed time every week during period of classes with the aim of answering questions about the classes they teach or giving general advice on studies. Students with questions about the contents of a

class can visit their instructors' offices during their office hours.

The office hours of individual faculty members are indicated in the R Guide and posted on the College of Intercultural Communication bulletin board in early April.

\*Note that the office hours of university-wide liberal arts language course adjunct lecturers are indicated in the R Guide and posted on the University-wide Liberal Arts Courses bulletin board at the beginning of each semester.

\*Note also that students can use the time after class to ask questions about classes taught by part-time lecturers.

## V. Course Registration

### 1 What is Course Registration?

Course Registration is the process of registering for courses that students plan to take in the academic year and is the starting point for every academic learning plan. Students should be aware that exams in the regular exam periods for university-wide liberal arts courses, specialized courses in the College of Intercultural Communication, and courses that are part of Certification Courses are all conducted from Period 1 to Period 5 during the same exam period. Please keep this in mind when making your course plan and registering.

Students are responsible for choosing which courses to take and for completing registration procedures within the prescribed period. A student cannot earn credits for a course for which he or she has not registered, even if the student attends classes or takes the exam for that course.

Students need to register for courses twice a year: in April for spring semester and full-year courses; and in September for fall semester courses. Please be sure to check the course registration status screen as it is updated after registration. Confirm there that registration is complete for the courses chosen.

Course registration periods

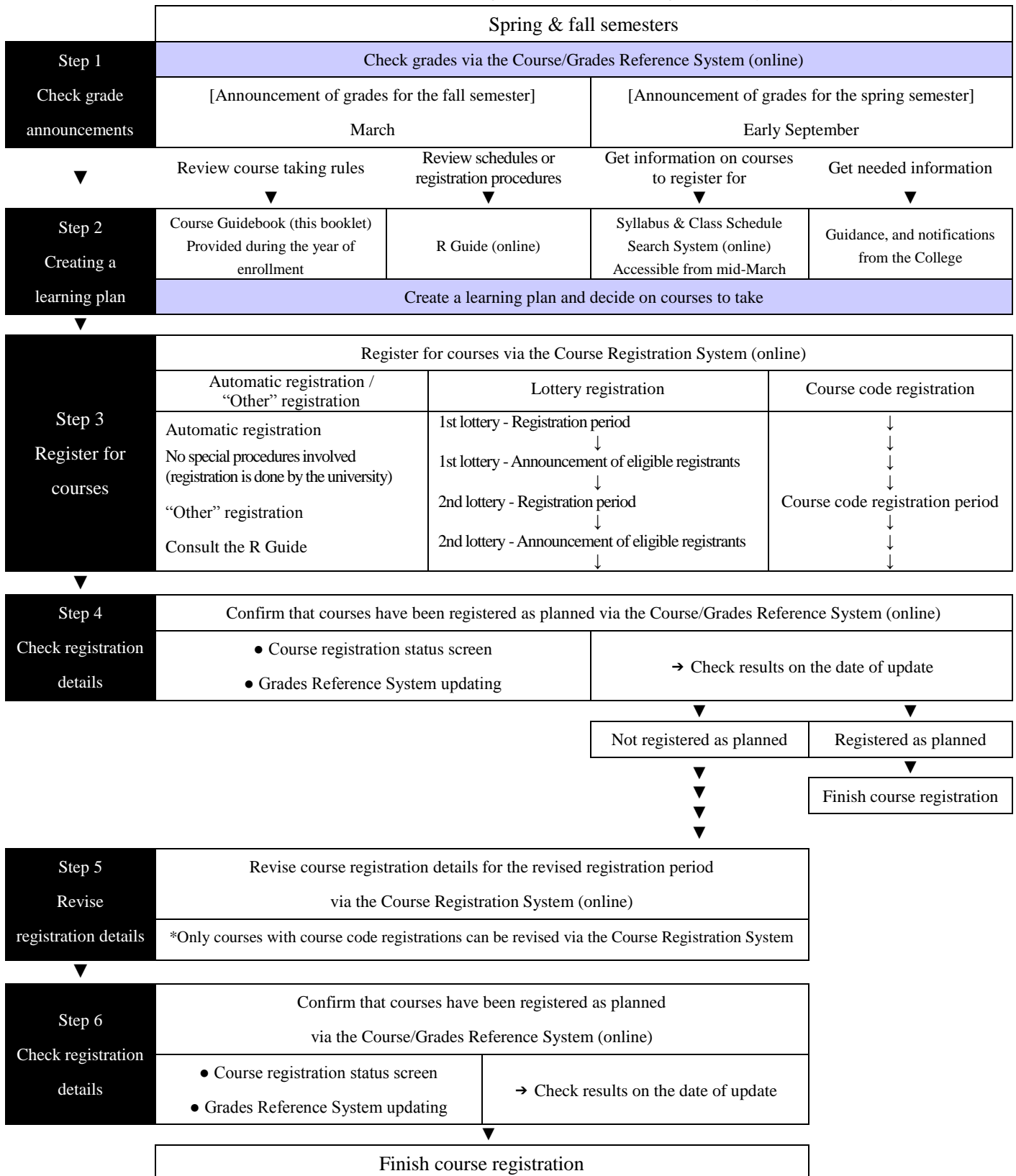
- Spring semester courses and full-year courses     ⇒ April
- Fall semester courses                                     ⇒ September

\*Consult the R Guide for registration dates and registration system availability.

\*Consult other information sources to learn the different course registration periods for Summer Session and Winter Session.

## 2 Course Registration Process

\*Review the R Guide for registration dates and registration system availability.





### 3 Course Registration Methods

There are various course registration methods depending on the course: automatic, “other,” lottery, and course code registration. Each method is different, so please be careful and follow instructions. Students should perform lottery registration and course code registration via the Course Registration System (<https://r.rikkyo.ac.jp>). This system can be accessed through on-campus computers or from home, etc., but be aware that it may not be compatible with all browsers or versions.

#### 1. Automatic registration

##### (1) Target courses

University-wide liberal arts language compulsory courses (check the information on compulsory courses that are within 全学共通科目言語系科目必修科目 in the Japanese course registration handbook) and courses for which “automatic registration” is indicated in the Registration Method column on the list of courses in the R Guide.

##### (2) Course registration and instructions

- ① The courses mentioned under ‘Target courses’ above are pre-registered by the University. No procedure for course registration is required.
- ② If students fail to earn credits for the compulsory courses and need to retake them, the courses are again automatically registered in the following academic year.

Note: Please refer to item “4. 指定年次・学期以後の単位修得方法（英語単位認定試験，英語 R” within 全学共通科目言語系科目必修科目 in the Japanese course registration handbook, for University-wide Liberal Arts Compulsory Language Courses, Language A (English).

- ③ Cancellation of courses that are automatically registered is not allowed.
- ④ If the same course is taught by more than one instructor, please check who is the relevant instructor on the course registration status screen before classes start.

#### 2. “Other” registration

##### (1) Target courses

Courses noted as “Other registration” in the Registration Method column on the list of courses in the R Guide.

##### (2) Course registration and instructions

- ① The University registers a student for a course once the student is accepted for it.
- ② Once accepted for a course, in principle students may not cancel that course.
- ③ Methods of submitting documents required for student screening for a course, submission periods, whether or not student screening is done for a course, and result announcing vary depending on the course. Please refer to the Other Registrations section of the R Guide.
- ④ Students may apply for a maximum of six credits per semester through “Other” registration and

lottery registration for university-wide liberal arts comprehensive courses. Refer to the list of courses in the R Guide as registration maximums are counted differently for certain courses, including those offered overseas.

### **3. Lottery registration**

#### (1) Target courses

Courses noted as “Lottery registration” in the Registration Method column on the list of courses in the R Guide.

#### (2) Course registration and instructions

- ① Whether or not students are eligible for a course is announced through the Course Registration System. The University registers a student for a course once the student is accepted for it.
- ② Courses which students are accepted for cannot be cancelled in general. (However, for university-wide liberal arts comprehensive courses, students can cancel/change courses which become courses under course code registration after the secondary application ends in the course code registration period and the course registration correction period.)
- ③ Applications for courses during the secondary application period are received only for courses for which the number of students did not reach the course capacity in the primary application period.
- ④ Students should not apply for courses under lottery registration on a day of the week or in a period that overlaps with courses they have already registered for such as compulsory courses for which they are planning to register after the lottery registration application period.
- ⑤ Students may apply for a maximum of six credits per semester in the primary application period of lottery registration for university-wide liberal arts comprehensive courses. In the secondary application period, the maximum is six credits, including credits for courses registered for in the primary application period.
- ⑥ For university-wide liberal arts language elective courses (English), the maximum number of credits that can be applied for among qualification courses and non-qualification courses in the independent module is six each per semester. Please refer to the list of courses in the R Guide for qualification courses and non-qualification courses.

Overseas Cultural Studies Course and Short-Term Training in the International Exchange Program are not included in the six-credit maximum.

Students can confirm or change the courses they have applied for as many times as they wish within the period of lottery registration.

#### **4. Course code registration**

##### (1) Target courses

###### University-wide Liberal Arts Courses

Comprehensive courses that did not reach their capacity (excluding certain specified courses) as a result of lottery registration. The maximum number of credits students can apply for per semester is six, including for courses registered via “Other” or lottery registration.

###### Specialized Courses of the College of Intercultural Communication

Courses noted as “course code registration” in the Registration Method column on the list of courses in the R Guide on the website.

Note: Courses taught by other universities taken through the Five-University Credit Transfer System cannot be registered for via course code registration.

##### (2) Course registration and instructions

- ① Although course code registration and lottery registration are conducted concurrently, course code registration for university-wide liberal arts courses is done after the announcement of registrants eligible for 2nd lottery registration. Courses that fall into the course code registration category are identified on the course registration system.
- ② If, for unavoidable reasons such as illness, students cannot register on the specified days, please be sure to contact the Academic Affairs Office at your campus before the days specified for instructions. In addition, if you have any questions, please consult the Academic Affairs Office at your campus in advance.
- ③ Once you have chosen the courses you wish to register for, please be sure to click the “Registration Content Transmission” button, then check registration information and any error messages.
- ④ Please complete registration and deal with any errors within the course code registration period. Refer to [Error Messages and Actions on Errors] if an error message is displayed.
- ⑤ To check if registration has been processed normally, please log in to the “Course Registration” screen again to confirm registration information within the course code registration period.
- ⑥ The “Course Registration” screen is only available during the course code registration period and course registration correction period.
- ⑦ The results of your course applications are displayed on the course registration inquiry screen after the course registration correction period. Please be sure to confirm your registration information on the screen.
- ⑧ Even if students register for no courses in the course code registration category, please access the screen and make sure that your contact information on file with the university is correct.

Students can confirm or change the courses registered under the course code registration category as many times as they wish within the course code registration period.

## 4 Confirming Registered Courses

### 1. How to confirm registered courses

The courses you have registered for can be reviewed on the course registration status screen. Students should check whether or not there are any errors in the information shown as this information will be officially registered unless students raise an issue with the office. Please check the Course Registration System for details concerning the update schedule.

In addition, students should also review update results on the grades reference screen, which shows credits calculated after course registration along with the courses which have been registered for. Please check the Grades Reference System for details concerning the update schedule.

Please note that the class schedule on Blackboard and SPIRIT Mobile (mobile V-Campus) cannot be used to officially confirm registered courses.

#### Information displayed on the course registration status screen and update dates

The course registration status screen can be used as proof with the Academic Affairs Office.

#### **Checking the Course Registration Status Screen**

On the course registration status screen, registered courses are displayed in order of the day of the week and period. Registrations for courses shown at the bottom as “error courses” will be invalidated and fail (excluding error messages “exceeding the maximum number of xx”).

If there is any error in the information displayed, or error messages such as “exceeding the maximum number of xx” appear, please refer to “5 Changing Course Registration and Confirming Changed Content in Course Code Registration” and follow the procedures within the specified period.

<How to view course registration status>

1. Access the Course Registration System.
2. Click “course registration status screen” on the menu (A (1)).
3. Click “Course registration status screen login” (A (2)).
4. When the login screen is displayed, log in with V-Campus ID (Student ID Number) and password (same as V-Campus. This is given to new students when Student ID Cards, etc. are issued.).
5. The course registration status screen is displayed. (B)

Menu

- Course registration for registration (by lottery/ registration of course codes)
- Course registration status screen (1) ↑ Click here
- Cancellation of courses
- Grade reporting

⇒ "Course registration status screen" login

(2) ↑ Click here

Check if courses registered for are all actually registered correctly

Be sure to scroll to the bottom of the page to check if there are any error messages

Important: Please be sure to check whether or not there is any error in the contents displayed on the course registration status screen and grades reference screen.

Note: Please take action if there are errors in course registration or error messages shown by the course registration system within the course registration correction period.

### 2. Completion of registration

If there is no need to change (courses scheduled to be taken are all registered correctly) after checking the course registration status screen, registration is complete.

### 3. Invalidated registration

If students do not change the course registration of courses displayed with an error message on the course registration status screen within the specified period, the registrations of those courses will be invalidated and course registration for that course will not be available during that academic year. Any record of taking such classes or any associated exams will therefore be invalid.

In addition, if students do not take corrective action in response to the error message “exceeding the maximum number of xx” within the specified period, the University will randomly cancel courses to bring the number of credits down to the maximum number.

× In principle, it is not possible to change course registration outside the course registration period or course registration correction period.

## **5 Changing Course Registration and Confirming Changed Content in Course Code Registration**

### **1. Changing course registration**

Courses that can be changed are limited to courses registered under the “course code registration” category. Additional courses under “course code registration” may also be added.

Please check the information shown on the course registration status screen and make any required changes to registered information on the course registration system during the course registration correction period.

Course registrations displayed as in error are not valid (except where the error message is “exceeding the maximum number of xx”).

### **2. Instructions on changing course registration**

(1) For course registrations that are displayed on the status screen as invalid, please check the reason for the error and take corrective action. Refer to [Error Messages and Actions on Errors] in the Course Registration Manual available through the Course Registration System.

(2) Please complete course changes during the course registration correction period and confirm that no errors exist.

Students can confirm or change courses registered under the course code registration category as many times as they wish during the course registration correction period.
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(3) In principle, it is not possible to change course registration after the course registration correction period. If students cannot change courses on the specified days, please be sure to contact the Academic Affairs Office on your campus before the days specified for instructions.

### **3. Checking the result of the changes in course registration**

(1) Students who change registered courses during the course registration correction period should check the course registration status screen to see if course registration has been changed correctly. Courses displayed on the course registration status screen are considered officially registered courses. Please be sure to check whether or not there is any error in the displayed content.

(2) If any errors displayed for a course registration are not corrected, the affected courses are regarded

as unregistered and canceled. In addition, if students do not change courses with the error message “exceeding the maximum number of xx,” the university will randomly cancel courses to bring the number of credits down to the permitted number. Please confirm the registered status at the time you complete changes on the course registration inquiry screen in the course registration system before the deadline at the end of the period for reporting such errors.

#### **4. Reporting period**

If students have any questions about the content of their course registration, they should direct them to the Academic Affairs Office at their campus during the reporting period. However, they cannot add new courses or cancel registered courses at this time. The annual schedule in the R Guide provides information about registration deadlines.

Please bring the following two items when reporting to the office.

- (1) A copy of the course registration status screen
- (2) A copy of the course registration inquiry screen in the course registration system

On the course registration inquiry screen, the registration status at the time when the student completed course registration is displayed until the reporting deadline of each semester.

#### **5. Invalidated registration**

If students failed to confirm the course registration status screen and the courses they deemed registered were not registered properly, the registration of the relevant courses will become invalid and they will not be able to take the courses in that semester or that academic year. Any record of taking such classes or any associated exams will therefore be invalid.

## **6 Course Cancellation System**

### **1. About the cancellation system**

This system allows students to cancel registered courses by applying for cancellation during the period specified by the university.

Students cannot attend classes, take exams, or earn credits for courses for which they applied to cancel their registration during the relevant semester. Further, registering for additional courses to make up for the number of credits cancelled is not possible.

### **2. Handling of courses that are cancelled**

Courses for which students request cancellation are handled as follows:

(1) Performance evaluation: These courses are not subject to evaluation, and “Q (course cancelled)” is displayed on the academic performance report. Neither the course title nor performance evaluation are noted on the transcript.

(2) Maximum number of registered courses: The courses are included in the maximum number of registered credits.

(3) Additional registration of courses: Additional registration of courses offered in the relevant semester is not allowed.

(4) GPA: These courses are not factored in.

### **3. Courses not subject to application for course cancellation**

Applications for course cancellation will not be accepted for the following registered courses. See the R Guide for course names for (4) and (5). However, this does not apply to university-wide liberal arts courses and specialized courses of the College of Intercultural Communication if, after screening, the College of Intercultural Communication deems the circumstances, such as long-term sick leave, to be unavoidable. Supporting documents must be submitted when presenting such circumstances.

(1) Compulsory courses

(2) Courses offered by other universities (example: f-Campus)

(3) Courses offered as intensive courses

(4) Courses for which the fees for conducting certain classes (practicums, etc.) are separately collected

(5) Specially specified courses

### **4. Application deadline**

(1) Application periods

Application periods vary depending on the courses a student wishes to cancel. Please apply during the specified periods.

When unable to apply during the specified period due to reasons such as hospitalization, contact the



Academic Affairs Office at your campus before the application deadline. When communication has been made with the student, a College Faculty Meeting will be held to conduct a screening. Supporting documents must be submitted when submitting Makeup Exam Request Forms.

(2) Application procedures

Please access the course cancellation application screen in the Course Registration System and apply to cancel the course.

Procedures

A list of courses eligible for cancellation will be shown. Click the “Cancel” button for courses you wish to cancel and confirm that “Applying for course cancellation” is shown in the “Course cancellation application status” column.

(3) Checking course cancellation results

The Grades Reference System can be used to check cancelled courses. Successfully cancelled courses are indicated by a “Q” in the evaluation column.

## VI. Exams and Grades

### 1 Exam Rules

Students taking exams for specialized courses in the College of Intercultural Communication should carefully read the “College of Intercultural Communication Specialized Course Exam Regulations” stated in the R Guide. Students taking exams for other colleges and certification courses should study the Course Guidebooks, R Guide, and bulletin boards of the colleges offering the courses.

#### 1. Types of exams and exam periods

##### (1) Regular exams

Regular exams are held in the designated period after lectures end.

##### ① Spring semester final exams: Exams for spring semester courses

\*Note: Written exams are not held for spring first semester courses.

##### ② Fall semester and academic year final exams: Exams for fall semester courses and full-year courses

\*Note: Written exams are not held for fall first semester courses.

\*Note that exams for full-year courses may be held at the end of spring semester as regular exams (mid-term exam).

##### ◎ University-wide regular exam periods have been determined as follows:

■ All exams for specialized courses, university-wide liberal arts courses, certification courses are held during the same regular exam periods.

■ Exams are held during five periods each day, and exams for all courses start at the same time in each period. (The finishing time of each period varies depending on the college offering the course or the course.)

Exams are not necessarily held on the same day of the week or in the same period as the class.

Students should carefully study the announcement of exam methods (See “2. Announcement of exam methods, 2 Exam Methods”).

Regular exam periods (university-wide)

Spring semester final	Fall semester and academic year final
Mid to late July	Late January to early February

##### (2) Exams in the final class at the end of the semester or academic year

Some exams are held in the final class at the end of the spring semester and at the end of the fall semester or in the final class at the end of the academic year.

\*Note: Written exams are not held for spring 1st semester courses and fall 1st semester courses.

### (3) Makeup exams

Makeup exams will be given to students who are unable to take exams in the final class at the end of the academic year, or during the regular exam period, due to extenuating circumstances such as hospitalization (makeup exams are limited to those announced as written or oral exams at the time of the announcement of exam methods (see “2 Announcement of exam methods, 2 Exam Methods”), and when the courses are specified as being eligible for makeup exams).

☞ Please see “6 Makeup Exams”.

### (4) Time conflict special exams

Substitute exam periods will be arranged for students who have two or more exams scheduled in the same exam period, and students who have insufficient time between exams held at the Ikebukuro and Niiza Campuses to travel between them.

☞ Please see “7 Time conflict special exams”.

### (5) English Credit Approval Test

The English Credit Approval Test is held on the designated dates with the aim of providing students who lack sufficient credits for Language A (English) compulsory courses of the university-wide liberal arts language courses. Details are outlined separately (see “4 指定年次・学期以後の単位修得方法—必修科目が不合格になったら” within 全学共通科目 言語系科目 in the Japanese course registration handbook).

#### Dates of English Credit Approval Test

Spring semester	Fall semester
Early June	Early November

## 2. Qualification to take exams, loss of qualification to take exams, and suspension from school

### (1) Qualification to take exams

Only students who are enrolled and have completed course registration for a course will be qualified to take the exam (or eligible to submit a report).

### (2) Loss of qualification to take exams

Students who fall into any of the following categories will lose their qualification to take the exam (or eligibility to submit a report), and if they take the exam, their exam papers or reports, etc. will be invalidated.

- ① Students who do not have their student ID card or temporary student ID card<sup>\*1</sup>
- ② Students who are on leave of absence or suspended from school for the relevant exam period
- ③ Students who do not meet the requirements for taking exams outlined beforehand by the instructor of the relevant course, such as attendance
- ④ Students who are studying abroad as outbound exchange students or at approved schools<sup>\*2</sup>

\*1: This applies only to exams announced as written exams or oral exams at the time of the announcement of exam methods (see “2. Announcement of exam methods, 2 Exam Methods”).

\*2: Students who are studying abroad as outbound exchange students or at approved schools during the semester will not be qualified to take the exam for any course held during that semester, regardless of whether or not they have returned to Japan.

(3) Not allowed to take exams due to suspension from school for an infectious disease.

Students who are suspended from school for the reasons given below cannot take exams announced as written exams or oral exams at the time of the announcement of exam methods (see “2. Announcement of exam methods, 2 Exam Methods”). If students wish to take makeup exams, they should apply to take them. If they take exams during the period of suspension from school, the results will be invalidated.

Please see “(1) Report exams, 2. Submission methods, 5 Reports” for the exams announced as report exams at the time of the announcement of exam methods (see “2. Announcement of exam methods, 2 Exam Methods”).

Students who are infected with a Class 1 or Class 2 designated school infectious disease (infectious diseases that require preventive measures by the school) specified by the School Health and Safety Act such as influenza or measles (see the SPIRIT Academic Affairs Division webpage for details on the applicable diseases).

## 2 Exam Methods

### 1. Exam Methods

(1) Exams are administered in written, report, or oral forms. There are courses, however, where performance will be evaluated by in-class points, not exams.

△ Although the performance evaluation method and criteria of each course vary according to the contents of the syllabus, they may have to be changed depending on conditions such as the number of students taking the course or classroom availability. Students should check the bulletin board of each college or the syllabus on the website for changes in the syllabus. Students must check “2. Announcement of Exam Methods” for details of exams (written, report, or oral exams) since this announcement makes clear the final instructions for exam methods.

△ If students are absent from written exams announced in the announcement of exam methods (see “2. Announcement of exam methods”) or if they do not submit reports for classes announced as having “report exams” (see “5 Reports”), the grade given will be “欠席 (Kesseki)” regardless of the exam’s or report’s percentage of overall evaluation stated in the syllabus.

(2) Among courses in which performance is evaluated by in-class points rather than exams, the exam

methods of some of these courses are not listed in the Exam Information Announcement. See “Information on Exams and Grades” in R Guide for details.

(3) The following tests are treated as in-class points.

- ① Written or oral quizzes, mid-term exam, and semester final tests (administered at the end of the semester, but not listed as written exams or oral exams in the Exam Information Announcement—see “2. Announcement of exam methods”) held at any time during the semester
- ② Reports assigned at any time during the semester or reports assigned at the end of the semester (those that are not announced as report exams in the Exam Information Announcement but are assigned at the end of the semester—see item “2. Announcement of exam methods”)
- ③ Oral exams held at any time during the semester or oral exams held at the end of the semester but that are not listed as oral exams in the Exam Information Announcement (see “2. Announcement of exam methods”)
- ④ All written tests and oral exams, etc. held for language courses within university-wide liberal arts courses are treated as in-class points.

## 2. Announcement of exam methods

Exam methods are announced according to the prescribed schedule on the bulletin boards (1F Entrance Hall, Building No. 11 on the Ikebukuro Campus and 2F, Building No. 1 on the Niiza Campus) and the SPIRIT Academic Affairs Division webpage.

### Announcement of exam methods

Spring 1st semester final	Mid-May
Spring semester final and spring 2nd semester final	Early July
Fall 1st semester final	Late October
Fall semester final, fall 2nd semester final, and academic year final	Mid-December

### 3 Written Exams

Written exams include those held in the regular exam period and in the final class at the end of the semester.

#### 1. Exam schedule and exam time

(1) Regular exams for specialized courses in the College of Intercultural Communication and within university-wide liberal arts courses last 70 minutes. Note this is different from regular class periods.

#### Exam time of written exams in the regular exam period

Time	1	2	3	4	5
Exam time	9:10 a.m. to 10:20 a.m.	11:00 a.m. to 12:10 p.m.	1:20 p.m. to 2:30 p.m.	3:10 p.m. to 4:20 p.m.	5:00 p.m. to 6:10 p.m.

\*Note 1: The exam time may change depending on the course.

\*Note 2: Students should consult the Course Guidebook of the relevant college etc. and the Exam Information Announcement for the exam times of courses offered by other colleges and courses in the certification programs.

#### Time of written exams in the final class at the end of the semester

Exams for courses offered by the College of Intercultural Communication are not held.

They are held within normal class hours (see “3 Class Schedule, II. Classes (Academic Life)”).

\*Note 1: The exam time may change depending on the course.

\*Note 2: Students should consult the Course Guidebook of the relevant college etc. and the Exam Information Announcement for the exam times of courses offered by other colleges and courses in the certification programs.

Incidents and unavoidable circumstances such as transportation delays may lead to delays in the start or end of exams. Students should keep this in mind when planning their schedule for exam days.

(2) Exam methods, etc.

- ① Exam methods, exam dates, exam schedules, and venues are announced on the bulletin boards (1F Entrance Hall, Building No. 11 on the Ikebukuro Campus and 2F, Building No. 1 on the Niiza Campus) and the SPIRIT Academic Affairs Division webpage. (See “2. Announcement of exam methods, 2 Exam Methods”.)
- ② A replacement date is scheduled during exam days. The “replacement date” is used when, for unavoidable reasons, such as a natural disaster, written exams cannot be conducted in the regular exam period or in the final class at the end of the semester. In that case, missed exams will be

rescheduled for the replacement date. If an exam is rescheduled for the replacement date, information will be posted in the Exam Information Announcement and on the university website as required. Be sure to check for exams scheduled on the replacement date.

- ③ Students must take exams in the designated classrooms.
- ④ Students should note that exams may be held in different classrooms than the classrooms where they take lectures.

## **2. Bring your student ID card to written exams**

- (1) Students who do not have their student ID card (or temporary student ID card) will not be allowed to sit their exams under any circumstances.
- (2) During an exam, the student ID card (or temporary student ID card) must be placed on the desk and be visible to the proctor.
- (3) If your card is lost or damaged or if the card is worn out and the photograph is unclear, apply for reissuance immediately at the Academic Affairs Office on your campus.
- (4) Students who do not bring their student ID card on the day of the exam will be issued with a temporary student ID card at the Academic Affairs Office on their campus.

Temporary student ID card Issuance fee: 500 yen. Valid for two days. No photo needed.

\*Note: Students who are unable to pay the fee on the day of the exam should contact the Academic Affairs Office on their campus.

## **3. Entering and leaving the exam room**

- (1) Students who take written exams for specialized courses in the College of Intercultural Communication in the regular exam period should enter the exam room no later than 10 minutes before the exam starts.
- (2) Students who take written exams for university-wide liberal arts courses in the regular exam period should enter the exam room no later than 10 minutes before the exam starts.
- (3) Students who take written exams in the final class at the end of the semester should enter the exam room by the time the exam starts.
- (4) Students who arrive late but within the first 15 minutes after the exam starts will be allowed to sit their exam with permission from the proctor.
- (5) Students who arrive late due to transportation delays but within the first 15 to 30 minutes after the exam starts may sit the exam with permission from the proctor if they present a certificate of delay from the relevant transport company.
- (6) For (5) above, students who do not have a certificate of delay issued by the railway or bus company may take the exam with permission from the proctor after completing an Application Form for

Examination Permit due to Transportation Delay at the exam venue. (Students must then present a certificate of delay by the date specified by the proctor.)

(7) Students will not be allowed to leave the exam room during the first 30 minutes after the exam starts. In addition, as a rule, they will not be allowed to leave the exam room during the last 10 minutes before the exam finishes.

(8) In the event of an emergency (e.g., significant transportation delays, an incident or an accident) on the day of the exam, students should immediately contact the Academic Affairs Office on their campus for instructions.

#### **4. Others**

(1) Students should use a pen or ballpoint pen when filling in the college, year, student ID number, and their name on the answer sheet and the exam attendance card unless otherwise specified.

(2) Answer sheets without a student ID number and name will be invalid.

(3) Students not registered for the relevant course are not qualified to take the exam. Students will have their exam results invalidated if they take an exam when not registered.

(4) Students should be sure to fill in their name and Student ID on the answer sheet and the exam attendance card, respond to the exam questions, and submit them.

(5) Using electronic devices such as mobile phones during an exam is strictly prohibited. The use of these items is not permitted even if the exam instructions state otherwise. Use of an electronic device as a watch or a calculator is also not permitted.

(6) Students should take writing implements out of their pen cases. Except for writing implements and the student ID card (or temporary student ID card), and any other items permitted for the relevant course, students should put all other items in their bags etc. and place them as instructed before the exam starts.

(7) Students are prohibited from talking with each other, or lending or borrowing items during exams.

#### **4 Oral Exams**

Oral exams are not held for courses offered by the College of Intercultural Communication.

Please check the announcement of exam methods announced on the bulletin boards (1F Entrance Hall, Building No. 11 on the Ikebukuro Campus and 2F, Building No. 1 on the Niiza Campus) and SPIRIT Academic Affairs Division website. (See “2. Announcement of exam methods, 2 Exam Methods”.)



## 5 Reports

Students should refer to the “Rules for Preparing Reports and Academic Papers”, mentioned below, for instructions when preparing reports.

### 1. Reports

(1) There are two types of reports.

① Reports that are listed as “report exams” in the Exam Information Announcement (see “2. Announcement of exam methods, 2 Exam Methods”) and are submitted in the report submission period

② Reports that are submitted in different ways and in different periods than the above ①, such as those submitted in the final class at the end of the semester

(2) Announcement of submission dates and times, submission location, and the topics of reports for (1)–① above

Submission dates and times, submission location, and the topics of reports are announced on the bulletin boards (1F Entrance Hall, Building No. 11 on the Ikebukuro Campus and 2F, Building No. 1 on the Niiza Campus) and the SPIRIT Academic Affairs Division webpage at the same time as exam methods. (See “2. Announcement of exam methods, 2 Exam Methods”.)

### 2. Submission methods

(1) Report exams

Students should submit the report with the specified report coversheet stapled to it and a report submission form attached by the deadline at the location designated in the Exam Information Announcement (see “2. Announcement of exam methods, 2 Exam Methods”).

① Please note that any report submitted after the designated date will not be accepted. (See the instructions below, “Notes on How to Submit a Report and Academic Papers, etc.”)

② You are not allowed to submit two or more reports for any course. If you submit two or more reports, only the first one submitted will be graded. Once submitted, a report will not be returned, so please carefully check the instructions given before submitting one.

③ Students should use A4 report papers unless otherwise specified.

④ The time when report coversheets and report submission forms (both are specified) are distributed is indicated in the Exam Information Announcement (see “2. Announcement of exam methods, 2 Exam Methods”).

Report coversheet	Size: A4 / Color: as specified by the college/school offering the course
Report submission form	Size: A5 / Color: the same color as the report coversheet

⑤ The coversheet and the submission form should bear the required information written in pen or

ballpoint pen.

- ⑥ The coversheet should be stapled to the report at two or more points.
- ⑦ Reports are graded according to the reference code indicated on the coversheet; ensure that there are no errors in the code and that the correct coversheet is attached to the report.
- ⑧ Reports without a student ID number or name on the coversheet will be considered invalid.
- ⑨ Students who have not completed the course registration for the course are not eligible to submit reports. Reports submitted by students not registered for the course will be considered invalid.
- ⑩ If you are sick or have other unavoidable reasons for being unable to submit a report, a designated person may submit it on your behalf (see the instructions below, “Notes on How to Submit a Report and Academic Papers, etc.”).
- ⑪ Students infected with a Class 1 or Class 2 designated school infectious disease should immediately contact the Academic Affairs Office on their campus for instructions (see the “Notes on How to Submit a Report and Academic Papers, etc.”).

\*In some cases online submissions are accepted. The details will be announced in the Exam Information Announcement, so be sure to check.

### Notes on How to Submit a Report and Academic Papers, etc.

Please note that any report and academic papers, etc. submitted after the designated date will not be accepted, so keep to the deadline. Be sure to leave enough time before submitting, taking into account possible delays such as with a train or other transportation. If you are unable to submit a report, academic papers, etc., please get someone to submit on your behalf. If you or a person acting on your behalf are unable to submit a report, academic papers, etc. on the due date for unavoidable reasons, please contact the Academic Affairs Office of your campus before the due date and time and follow their instructions. Unavoidable reasons include unforeseen accidents or a significant delay with transportation.

\*Note that these unavoidable reasons do not include malfunction of a device or equipment such as a printer.

**For students who are unable to come to school for the submission of a report, graduation thesis, or master's thesis due to designated school infectious diseases**

Please follow the instructions below:

1. If you are unable to come to school during the designated period to submit a report, ask someone else to submit your report on your behalf during the designated period as a general rule.

You are responsible for any failure to submit a report by the designated person.

2. If you are unable to find someone else to act on your behalf for 1. above, please contact the Academic Affairs Office of your campus before the due date and time and follow their instructions.

Your report, graduation thesis, or master's thesis may be accepted later if all of the following conditions are met:

- ① You meet condition 2, above.
- ② You submit either a medical certificate that shows the period for which you were infected and the date you were permitted to return to school, or our designated “Certificate of Recovery from Infectious Disease”, issued by a medical institution. In either case, you must be able to prove that you were unable to come to school on the due date due to a designated school infectious disease.
- ③ You submit the report, graduation thesis, or master's thesis during office hours on the first day you are allowed to return to school or the day after that (day on which the help desk is open).

The above “Notes on How to Submit a Report and Academic Papers, etc.” also applies to product 卒業研究 (*Sotsugyo Kenkyu*) and 卒業課題 (*Sotsugyo Kadai*) for the College of Intercultural Communication.

(2) Reports other than report exams

- ① The coversheet should be stapled to the report with the required information (name of course, name of the faculty member in charge of the course, college, year, student ID number, and name) on it.
- ② The above required information should also be given when submitting the report in electronic form.
- ③ For other submission requirements, follow the instructions of the faculty member in charge of the course.

## Rules for Preparing Reports and Academic Papers

In the course of your studies, you will have to write reports or academic papers in various classes. There are different types of reports, which include those you are required to write in class or instead of final exams, academic papers prepared for debates, and graduation theses. However, there are some common rules for reports and academic papers. One of them is that you must never pretend that you were the original writer of what others wrote by copying it.

This applies to original material, sentences or charts, from books, data from web sites, or your friends' reports. The same goes for texts for which the copyright is no longer in force and which are available without restriction. The characteristics of the original text is irrelevant. The important thing is that you must not pretend that other people's work is yours. This act of copying the work of others is called appropriation or plagiarism.

Obviously, this does not mean that you must never use research results other people have accumulated in your reports or academic papers. Clearly, you will learn a great deal from existing research results. So you may use ideas from other people's work and provide explanations using the sentences or charts they have produced.

There is, however, a rule for such use. The rule is that you must indicate clearly that you are using the work of others (ideas, writings, charts etc.) and whose work it is. If you neglect to do so, it will be considered appropriation or plagiarism whether you intended it or not.

The exact methods for doing this are taught in class, but the general rules are as follows:

- If you quote a sentence, enclose it in quotation marks to distinguish it from other text.
- Indicate the source of the quotation.

Example

- Books

Name of the author, *title of book*, publisher, date of publication, and page

- Journal articles or other articles

Name of writer, "title of paper", *name of journal*, volume number, date of publication, and page

- Websites

URL and date of acquisition

- Newspaper articles

Name of newspaper, morning or evening edition, issue number, and page

In addition to these, there are a wide variety of methods to indicate material in your report is from another source. For details on these and other issues, such as how much you should quote journal papers or reports, follow the instructions of your instructor.

Appropriation or Plagiarism is a very serious offense. A researcher who appropriates or plagiarizes may ruin his or her research career. University-wide, instructors have agreed to instruct students properly so that they do not appropriate or plagiarize when writing reports or academic papers, and to take strict measures against appropriation or plagiarism.

Reports or academic papers should not be prepared by copying, or copying and pasting other people's works or by just paraphrasing their ideas. They should be completed by discussing and arguing your own ideas while using various research results and data in compliance with the rules. Show respect for other people's work and observe the rules in preparing reports or academic papers.

## **6 Makeup Exams**

Makeup exams will be given to students who are unable to take the spring semester final exams, or fall semester and academic year final exams due to extenuating circumstances such as hospitalization and who submitted a “Makeup Exam Request Form” after screening.

Students should refer to Chapter 4 “Rules of Exams for Specialized Courses in the College of Intercultural Communication” of the R Guide.

### **1. Target courses**

Courses announced as written exams or oral exams at the time of the announcement of exam methods (see “2. Announcement of exam methods, 2 Exam Methods”), courses with exams in the final class at the end of the semester, and regular exams specified as makeup exam target courses are eligible for makeup exams.

\*Note 1: Courses that are not specified as makeup exam target courses at the time of the announcement of exam methods (see “2. Announcement of exam methods, 2 Exam Methods”) are not eligible for makeup exams.

\*Note 2: Other quizzes, mid-term exams, and final tests held voluntarily during a class by the instructor in charge of the course are not eligible for makeup exams. If students are absent on the day these tests are held, they should follow the instructions of the instructor in charge of the course.

### **2. Exam Request Form**

Submit a “Makeup Exam Request Form,” with a printout of your course registration status screen and the required documentation attached, to the Academic Affairs Office of your campus within one week from the day after the exam date (the same day of the week in the next week; if the office is closed, then submit it by the following day).

Makeup Exam Request Forms are available at the Academic Affairs Office on your campus (they can also be downloaded from the SPIRIT Academic Affairs Division webpage).

\*Note 1: Students unable to submit a Makeup Exam Request Form due to hospitalization etc. should contact the Academic Affairs Office on their campus for instructions during the submission period. Students diagnosed with a Class 1 or Class 2 designated school infectious disease, in particular, should contact the Academic Affairs Office on their campus immediately for instructions

\*Note 2: Students should submit a Makeup Exam Request Form for courses taken on a campus other than their own to the office of the campus offering the relevant course. This may not be the case if students apply for courses taken on their own campus at the same time, so contact the Academic Affairs Office on your campus in advance.

### 3. Announcement of eligible students, exam methods, and exam schedules

Eligible students, exam methods, and exam schedules are announced according to the prescribed schedule on the bulletin boards (1F Entrance Hall, Building No. 11 on the Ikebukuro Campus and 1F Academic Affairs Office notice board, Building No. 7 on the Niiza Campus) and the SPIRIT Academic Affairs Division webpage.

Announcement of eligible students, exam methods, and exam schedules

Spring semester final	Fall semester and academic year final
Late August	Mid-February

\*Note: The announcement is made on the bulletin board on the campus offering the course.

### 4. Makeup exam periods

Makeup exams are held in the prescribed periods.

Makeup exam periods

Makeup exam methods	Spring semester final	Fall semester and academic year final
Written exams Oral exams	Exam period: Early September	Exam period: Early March
Report exams	Submission period: Early September	Submission period: Early March

\*Note: Makeup exams are held on the campus offering the course.

### 5. Instructions on taking makeup exams (written exams)

Exam guidelines are the same as those explained in “3 Written Exams”. Please note that no special measures will be taken for students who fail to take makeup exams.

Required documentation: Documents to be attached to Makeup Exam Request Form

	Reasons for absence from exam	Certifying documents to be attached (Rikkyo University may prepare forms in certain circumstances.)
(1)	Students are hospitalized or unable to attend school for reasons equivalent to hospitalization (excluding minor diseases such as colds or diarrhea). Refer to the marginal notes* for compulsory courses and prerequisite courses.	Hospitalization Certificate issued by the institution at which the student was hospitalized* <sup>1)</sup>



(2)	Students are unable to attend school because they are infected with a Class 1 or Class 2 designated school infectious disease (those that the school must take preventive measures against) specified by the School Health and Safety Act such as influenza or measles. *2)	Medical Certificate <sup>*3)</sup> issued by a medical institution, with the infection period and the day when the student was allowed to attend school again stated on it, or the University-designated “Certificate of Recovery from Infectious Disease” <sup>*4)</sup> , completed by a medical institution
(3)	Absence due to mourning (limited to guarantor, spouse, and relatives by blood and marriage within the third degree of relationship) (excluding Buddhist services) <sup>*5)</sup>	Document signed and sealed by the student and his/her guarantor (free form, with the relationship to the student specified on it) and documentary proof (official certificate stating the death or a letter of thanks for attendance at the funeral, etc.)
(4)	Transportation delays of 30 minutes or longer	Certificate of delay issued by the railway or bus company
(5)	Students are unable to attend school due to a massive natural disaster	Disaster-victim certificate issued by the government or municipal offices
(6)	Practicum/experiences etc. that form part of the certification courses	Certificate of practicum/experience period
(7)	Exam for employment (limited to exams for which the dates cannot be changed; excluding seminars, joint seminars by several companies, and alumni/alumnae visits, etc.)	Certificate, issued by the institution for which a student took an exam, that proves the student took the exam (with the location of the exam for employment and the date written on it, and the seal of the company affixed)
(8)	Entrance exam for another university’s graduate school	Copy of admission ticket for exam
(9)	Participation in an official sporting competition as a national representative	Official document sent from the organizing body to the University
(10)	Requirement to serve as a lay judge during the saiban-in selection procedure or during a trial	“Notice of Selection Procedure Period (Summons)” containing proof of the court appearance date, obtained from the court if the student served as a lay judge during the saiban-in selection procedure,

		or “Certificate” showing the duration of the jury duty if selected as a juror
(11)	Reasons equivalent to those in (10) above*6)	

\*For compulsory courses and prerequisite courses, illness or injury shall be accepted as a reason for absence if a certificate is issued by a doctor.

Prerequisite courses are courses for which students are required to take credits in advance as a precondition of taking another course. For details, see the regulations of the college offering the course.

Notes:

- \*1) In the case of (1) above, a Hospitalization Certificate/Medical Certificate issued by a doctor will constitute proof of hospitalization, illness, or injury for the day the student was absent.
- \*2) In the case of (2) above, contact the Academic Affairs Office on your campus immediately for instructions. Please note that if a student takes an exam while infected with a disease, it will be invalidated.
- \*3) For a Medical Certificate issued by a doctor in the case of (2) above, if the medical institution which diagnosed the disease is not that which treated the disease, note that a student may not receive a “Certificate of the Infection Period” at the medical institution which treated the disease. If the student changes medical institutions, he/she should be sure to get a Medical Certificate stating the infection period, issued by the medical institution which diagnosed the disease. Having both a Medical Certificate received when the disease was diagnosed and a Medical Certificate stating both the date the student was declared free of illness and the date when the student was allowed to attend school, issued by the medical institution which treated the disease can replace a “Certificate of the Infection Period”.
- \*4) Students should download a “Certificate of Recovery from Infectious Disease” form in the SPIRIT Academic Affairs Division webpage if (2) above applies.
- \*5) Relatives by blood and marriage within the third degree of relationship are listed below.  
 Relatives by blood: parents, children, grandparents, brothers and sisters, grandchildren, great-grandparents, uncles/aunts, nieces/nephews, great-grandchildren  
 Relatives by marriage: parents of a spouse, spouses of children, children of a spouse (e.g. children from a spouse's previous marriages), grandparents of a spouse, brothers and sisters of a spouse, spouses of grandchildren, grandchildren of a spouse (e.g. grandchildren from a spouse's previous marriages), spouses of brothers and sisters, great-grandparents of a spouse, uncles/aunts of a spouse, nieces/nephews of a spouse, spouses of great-grandchildren, great-grandchildren of a

spouse (e.g. great-grandchildren from a spouse's previous marriages), spouses of nieces/nephews, and spouses of uncles/aunts

- \*6) Generally, screening is conducted to assess equivalent reasons, so contact the Academic Affairs Office on your campus in advance.

## 7 Time Conflict Special Exam

Exams are arranged for those with exam conflicts for example where students have two or more exams scheduled in the same exam period or have insufficient time between exams to travel between the Ikebukuro and Niiza Campuses. As a rule, students should take the exam for the course offered by the college/school other than their own in the regular exam period, and arrange to take the exam for their own college/school during the period for those with exam conflicts.

### 1. Exam Request Form

Students who wish to take an exam in the period for those with exam conflicts should submit an “Exam Conflict Request Form”, together with a printout of their course registration status screen, after the announcement of exam dates and times but one week before the start of the exam period to the Academic Affairs Office on their campus. However, in the event a schedule conflict arises due to a change in exam times, submit the “Exam Conflict Request Form” to the Academic Affairs Office of your campus within two days of taking the first exam (if the last day is not a working day for the office, submit it by the following day).

### 2. Announcement of eligible students, exam methods, and exam schedules

Eligible students, exam methods, and exam schedules are announced according to the prescribed schedule on the bulletin boards (1F Entrance Hall, Building No. 11 on the Ikebukuro Campus and 1F Academic Affairs Office notice board, Building No. 7 on the Niiza Campus) and the SPIRIT Academic Affairs Division webpage.

Announcement of eligible students, exam methods, and exam schedule

Spring semester final	Fall semester and academic year final
Late August	Mid-February

\*Note: The announcement is made on the bulletin board on the campus offering the course.

### 3. Exam periods

Time conflict special exams are held in the prescribed periods.

#### Exam periods for time conflict special exams

Exam methods for time conflict special exams	Spring semester final	Fall semester and academic year final
Written exams Oral exams	Exam period: Early September	Exam period: Early March
Report exams	Submission period: Early September	Submission period: Early March

\*Note: Time conflict special exams are held on the campus offering the course.

#### **4. Instructions on taking time conflict special exams (written exams)**

Exam guidelines are the same as those explained in “3 Written Exams”. Please note that no special measures will be taken for students who fail to take time conflict special exams.

## **8 Cheating**

The purpose of exams is to evaluate students' accomplishment after studying a particular course. Therefore, any behavior that works contrary to this purpose is regarded as cheating.

### **1. Order to leave the exam room**

If an act regarded as cheating is discovered during an exam, the student will be ordered to leave the exam room immediately.

### **2. Loss of qualification to take exams**

(1) Students who cheat during an exam will lose eligibility to take any subsequent exams or to submit reports for university-wide liberal arts courses and courses in other colleges, etc. for that semester, including the course in which the cheating took place.

(2) Students who cheat during the English Credit Approval Test will lose their eligibility to take any subsequent written exams in the relevant exam period (For exams held in June: until spring semester final exams finish; for exams held in November: until fall semester and academic year final exams finish) including any exams held on that same day, and will receive a failing grade for written exams in all courses.

### **3. Grades for the relevant exam period**

The grades of students who cheat in the relevant exam period will be as follows:

(1) For courses with written exams taken in the regular exam period and courses with written exams in the final class at the end of the semester, the student will receive a failing grade for all such courses including those for which the student has already taken the exam.

(2) If students cheat during the spring semester final, fall semester final, and academic year final exams, they will retrospectively lose the qualification to take the English Credit Approval Test held in June or November. This will lead to cancellation of any credits approved during this period even if the test was passed.

(3) For courses in which student performance is evaluated by means other than written exams in the regular exam period and written exams in the final class at the end of the semester (e.g. courses with report exams, in-class points evaluation, and oral exams) any grade given before the act of cheating will stand as earned.

#### **4. Determination of punishment**

(1) The punishment for a student who cheats is determined at a faculty meeting of the student's college.

(2) There are three kinds of punishment: reprimand, suspension, and dismissal. In principle, punishment for cheating will be suspension.

(3) After the punishment is determined, the student will lose eligibility to take all exams held subsequent to the cheating.

## 9 Grades

### 1. Evaluation

Grades for class courses will be based on the criteria shown in the table ‘Evaluation’ below. “S”, “A”, “B”, and “C” indicate a passing grade while “D” and “Absent” indicate a failing grade.

Note that evaluation for courses for which credits have been earned cannot be changed under any circumstances.

Evaluation

Grade		GP <sup>*1)</sup>	Evaluation criteria	Grade shown on the transcript
Pass	S (90–100 pts.)	4	Masters the required goals of the course to an excellent standard	S
	A (80–89 pts.)	3	Achieves the required goals of the course to a satisfactory standard	A
	B (70–79 pts.)	2	Learns key elements among the required goals of the course	B
	C (60–69 pts.)	1	Achieves a bare minimum knowledge of the goals required by the course	C
Fail	D (0–59 pts.)	0	Does not achieve minimum knowledge of goals required by the course	F
	欠席 ( <i>Kesseki</i> )	0	Evaluation not possible due to reasons such as absence from the exam <sup>*2)</sup>	
Course cancellation <sup>*3)</sup>	Q	—	Cancelled the course by the designated deadline <sup>*4)</sup>	Not shown

\*1) See “4. GPA”.

\*2) If students were absent from written exams or oral exams, or they did not submit the report for a course announced as a “report exam” (see “5 Reports”) in the Exam Information Announcement, the grade shall be “欠席 (*Kesseki*)” regardless of the percentage of the overall evaluation stated in the syllabus for the exam not taken or the report not submitted.

\*3) See “6 Course Cancellation System, V. Course Registration”

\*4) Including leave of absence and studying abroad before grades are given.

For some courses, grades are indicated as follows. (Not subject to GPA <sup>\*1)</sup> calculation)

A “合 (Gou) (Pass)” or “不合格 (Fugoukaku) (Fail)” grade will be given for the College of Intercultural Communication specialized courses of 海外インターンシップ (Kaigai Intanshippu) (CIC) and インターンシップ (Intanshippu).

Grade	Academic transcript
Pass	合 (Gou)
Fail	H
Approval	認 (Nin)

\*1) See “4. GPA”.

## 2. Announcement of grades

Grades are announced on the Grades Reference System on the following dates. The university does not reply to inquiries about grades by telephone or email. Students should consult the Grades Reference System for details such as the time of announcement.

### Announcement of grades

Spring semester courses	Students enrolled for the current academic year (including applicants for Extended-Term Graduation [graduation in September])	Early September
Fall semester courses	Students graduating in the current academic year (students enrolled for eight semesters or more)	End of February
	Students enrolled for the next academic year	Mid-March
Full-year courses	Students enrolled for the next academic year (announced by new year for the next academic year)	Late March

### Announcement of results of makeup exams and time conflict special exams

Spring semester courses	Students enrolled for the current academic year (including applicants for Extended-Term Graduation [graduation in September])	Late September
Fall semester courses	Students graduating in the current academic year (students enrolled for eight semesters or more)	Mid-March
	Students enrolled for the next academic year	

### 3. Request for a check of a performance evaluation

The Performance Evaluation Checking System provides an opportunity for students who have sufficient grounds to believe there was an error in grading to request a check to ensure that the performance evaluation is correct. Such a request cannot be made directly to the instructor. Those who wish to request a check should submit a Performance Evaluation Checking Request Form, describing in detail the reasons for the request to the Academic Affairs Office on their campus within the prescribed submission period.

\*Note: Performance Evaluation Checking Request Forms are available at the Academic Affairs Office of the campus students belong to.

Submission periods for Performance Evaluation Checking Request Forms

Spring semester courses	Applicants for Extended-Term Graduation (graduation in September)	Early September
	Students enrolled for the current academic year (excluding applicants for Extended-Term Graduation [graduation in September])	Early September
Fall semester courses	Students graduating in the current academic year (students enrolled for eight semesters or more)	End of February to early March
Full-year courses	Students enrolled for the next academic year (excluding students graduating in the current academic year)	Mid-March

Be sure to meet the deadline for application.

Students unable to submit a Performance Evaluation Checking Request Form during the designated period due to hospitalization etc., must be sure to contact the Academic Affairs Office on their campus for instructions during the submission period.

### 4. GPA

(1) GPA (Grade Point Average)

GPA is one of the methods of showing average grades for a particular period by giving points for grades achieved in eligible courses taken during that period and averaging them. The GPA is calculated on the basis of figures for all eligible courses, including those for which students receive a failing grade, by semester or academic year. It is an effective method for promoting studies as it helps students grasp their overall record and degree of achievement. Many universities overseas, including those in the US, have adopted this method. If students wish to study abroad or attend graduate school overseas, submission of their GPA is required.



(2) GPA calculation method

The GPA is calculated by the following formula.

\*Note: Figures are given rounded to two decimal places.

$$\frac{\text{No. of credits of "S"} \times 4 + \text{No. of credits of "A"} \times 3 + \text{No. of credits of "B"} \times 2 + \text{No. of credits of "C"} \times 1}{\text{No. of all credits registered for courses that are targets of GPA calculation (incl. "D" and "欠 (Ketsu)"})}$$

Note: We do not respond to inquiries about an individual student's GPA.

(3) Courses for which the GPA can be calculated

① Courses for which the GPA can be calculated

Courses with a grade indicated as "S", "A", "B", "C", "D", or "欠 (Ketsu)"

② Courses that are excluded from the GPA calculation

◇ Courses that have been dropped

◇ Courses for which credits have been approved (courses for which credits have been approved and indicated as "認 (Nin)" in the evaluation due to transferring in the third year or studying abroad, etc.)

◇ Courses in Certification Courses

◇ Courses with the grade indicated as "合 (Gou)" or "不 (Fu)"

(4) GPA indication format

◇ The final GPA, covering a student's whole period of study at the university is shown on his or her academic transcript.

◇ In the announcement of grades on the Grades Reference System mentioned in "2. Announcement of grades" on the previous page, the GPA is for each academic year and semester is shown as well as that for the total period of study.

\*Note: For full-year courses, the GPA is calculated together with fall semester courses.

## VII. Graduation-related Matters

### 1 Regulations Concerning Graduation and Degrees

The University confers bachelor's degrees to students who have been enrolled in the college for four or more years and have earned the designated number of credits. The degree to be conferred by the department or course of each college shall be as follows.

The graduation dates at the University are as follows:

- April enrollees: March 31 of the relevant academic year
- September enrollees: September 19 of the relevant academic year

\*Note: Periods when study was suspended due to leave of absence do not count towards the time enrolled. Please refer to “1 Enrollment Status”, in “VIII. Enrollment Status and Academic Fees” for details.

College	Department	Specialization (Degree Name)
College of Arts	Department of Christian Studies	Arts (Bachelor of Arts)
	Department of History	
	Department of Education	
	Department of Letters	Arts (Bachelor of Arts)
		Academics (Bachelor of Arts)
College of Economics	Department of Economics	Economics (Bachelor of Arts)
	Department of Accounting and Finance	
	Department of Economic Policy Studies	
College of Science	Department of Mathematics	Science (Bachelor of Science)
	Department of Physics	
	Department of Chemistry	
	Department of Life Science	
College of Sociology	Department of Sociology	Sociology (Bachelor of Arts)
	Department of Contemporary Culture and Society	
	Department of Communication and Media Studies	
College of Law and Politics	Department of Law	Law (Bachelor of Arts)
	Department of Politics	Politics (Bachelor of Arts)
	Department of International	Law (Bachelor of Arts)

	Business Law	
College of Tourism	Department of Tourism and Hospitality Management	Tourism (Bachelor of Arts)
	Department of Culture and Tourism Studies	
College of Community and Human Services	Department of Social Work	Community and Human Services (Bachelor of Arts)
	Department of Community Development	
	Department of Sport and Wellness	Sport and Wellness (Bachelor of Arts)
College of Business	Department of Business	Business (Bachelor of Arts)
	Department of Global Business	
College of Contemporary Psychology	Department of Psychology	Psychology (Bachelor of Arts)
	Department of Body Expression and Cinematic Arts	Body Expression and Cinematic Arts (Bachelor of Arts)
College of Intercultural Communication	Department of Intercultural Communication	Intercultural Communication (Bachelor of Arts)

\*For the College of Law and Politics, Department of Law, Legal Practices Course, a bachelor's degree is conferred to students who have been enrolled for three or more years, passed the prescribed exam, and achieved outstanding performance in the prescribed credits.

## **2 Maximum Year of Enrollment**

Students may take up to a maximum of eight years to complete the bachelor's degree program. Students cannot be enrolled longer than this. Those who change college/department during their second year may be take a further seven years from the change, and those who transfer to the University or change college/department/course during their third year may take a further six years following the change.

## **3 Announcement of Graduation**

The names of those who have graduated will be announced via the Grades Reference System on the dates below. Fourth year students who have been enrolled in the University for eight or more semesters should check their status here. Details such as the schedule of announcements and the like can also be checked via the Grades Reference System.

April enrollees: End of February

September enrollees: Early September

Inquiries are not accepted by telephone or email

## **4 Postponement of Graduation (Requested Repeat of Year)**

### **1. Application to Requested Repeat of Year**

If students wish to remain in the University to continue their studies (repeating a year) after earning the required credits to graduate, they can repeat the year by submitting the designated form (Application Form for Requested Repeat of Year) co-signed by a guarantor, during the designated application period, and upon receiving approval. Such students are not allowed to graduate until the end of the following academic year (September 19 of the following year for September enrollees). Note that in principle, this application cannot be withdrawn, so please submit it with care. Once the application is approved, students must pay the designated academic fees and other costs required for the relevant year in full. In addition, if students have applied for Extended-Term Graduation, and their application is accepted, their graduation dates are as follows. Refer to the next item “5 Extended-Term Graduation”.

- In case April enrollees apply for Extended-Term Graduation and are accepted: September 19 of the relevant academic year
- In case September enrollees apply for Extended-Term Graduation and are accepted: March 31 of the relevant academic year

### **2. Distribution of Application Form for Requested Repeat of Year**

**Distribution period** Check the R Guide for each college for details.

**Distribution offices** Academic Affairs Office (see “Communications from Academic Affairs Office”)

### **3. Submission of Application Form for Requested Repeat of Year and Announcement of**

#### **Approvals**

**Application period** Check the R Guide for each college for details.

\*Please note that applications submitted outside the specified period will not be accepted.

\*Please also note that in principle, this application cannot be withdrawn, so please submit it with care.

**Application location** Academic Affairs Office (refer to the beginning of this booklet)

**Announcement of approvals** Check the R Guide for each college for details.

Approval will be notified via the Grades Reference System.

Please consult the Grades Reference System for details of announcement times, etc.

## 5 Extended-Term Graduation

### 1. What is “Extended-Term Graduation”?

“Extended-Term Graduation (graduation in September) (graduation in March)”, is a system that allows students who have met all of the following six requirements to graduate on the graduation date below if they have passed the graduation screening process conducted by the college to which they belong.

- In case April enrollees apply for Extended-Term Graduation and are accepted: September 19 of the relevant academic year
- In case September enrollees apply for Extended-Term Graduation and are accepted: March 31 of the relevant academic year

#### Requirements for Extended-Term Graduation (graduation in September or March)

Students must

1. Have submitted the designated form (Extended-Term Graduation Application), co-signed by a guarantor, during the designated application period.
2. Be an undergraduate.
3. Have been enrolled in the University for eight or more semesters when applying.\*<sup>1</sup>
4. Have earned or be expected\*<sup>2</sup> to earn the credits required to graduate from the department they belong to when applying.
5. Be enrolled in the University in the semester when applying.\*<sup>3</sup>
6. Have paid “academic fees\*<sup>4</sup> and other required costs” for the relevant year in full or installment 1 when applying.

Note that in principle, this application cannot be withdrawn, so please submit it with care. If students have submitted an Extended-Term Graduation Application and it has been approved, “academic fees\*<sup>4</sup> and other payments” are one-half of the usual rate.

\*1: Periods of leave of absence are not counted towards enrolled years and semesters.

\*2: Students applying for Extended-Term Graduation (graduation in September) and Extended-Term Graduation (graduation in March) are expected to earn the credits required to graduate from the department they belong to by taking spring semester courses in the relevant academic year and fall semester courses in the relevant academic year, respectively.

\*3: Students must not be on leave of absence or suspended from school.

\*4: “Academic fees” refers to tuition (including semester enrollment fee) and experiment and practical training fees.

\*5: Please also note that if students are approved for Extended-Term Graduation, the University may issue a refund depending on the payment status at the time of approval. The student’s Extended-

Term Graduation Application will not be accepted if the amount of academic fees paid falls short of the amount required to apply for Extended-Term Graduation.

## **2. Distribution of Extended-Term Graduation Applications**

**Distribution period** Check the R Guide for each college for details.

**Distribution locations** Academic Affairs Office (see “Communications from the Academic Affairs Office”)

## **3. Submission of Application Form for Extended-Term Graduation and Announcement of Approvals**

**Application period** Check the R Guide for each college for details.

\*Please note that applications submitted outside the specified period will not be accepted.

\*Please also note that in principle, this application cannot be withdrawn, so please submit

it with care.

**Application locations** Academic Affairs Office (see “Communications from the Academic Affairs Office”)

**Announcement of approvals** Check the R Guide for each college for details.

Approval will be notified via the Grades Reference System.

Please consult the Grades Reference System for details of announcement times, etc.

## **4. Special Commencement**

Check the R Guide for each college for details. The time will be announced on the Grades Reference System on the same date approvals are announced.

## VIII. Enrollment Status and Academic Fees

### 1 Enrollment Status

#### 1. What is “Enrollment Status”?

Enrollment status is granted on admission to the University and is a student’s status as a member of Rikkyo University. It is lost when students graduate, withdraw, or are dismissed from the University.

#### 2. Enrollment and enrollment period

Enrollment refers to the status in which students are registered and exit in the university records. Because periods of leave of absence are not counted towards enrolled years, the enrollment period is the period of enrollment added to periods of leave of absence.

#### 3. Course period and maximum year of enrollment

The number of years required to graduate from the University is called the course period. Undergraduate students must be enrolled at the University for four or more years (two or more years when transferring to the University or changing college/department/course during the third year, and three or more years when changing college/department during the second year) and earn the required number of credits to graduate. However, students cannot be enrolled for longer than the maximum year of enrollment. The course period and the maximum year of enrollment are as follows:

	Course period	Maximum year of enrollment *1
Undergraduate students	4 years*2	8 years*2
Graduate students in master's courses and master’s programs	2 years	4 years
Graduate students in doctoral programs	3 years	6 years
Graduate students in professional degree program (Law School)	3 years	6 years

\*1: A period of leave of absence is not added to the maximum year of enrollment. See “2 Leave of Absence and Re-enrollment”.

\*2: Students who transfer to the University or change college/department/course must check with the Academic Affairs Office.

\*3: College of Law and Politics, Department of Law, Legal Practices Course students must check with the Academic Affairs Office.

#### 4. Number of enrolled years and number of enrolled semesters

To convert the course period for undergraduate students, (“enrolled at the University for four or more years”) into semesters (“enrolled at the University for eight or more semesters”), refer to the following table.

Year Semester <sup>*1</sup>	1st		2nd		3rd		4th	
	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
Enrolled semesters	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8

\*1: September enrollees should substitute “fall semester” for “spring semester” and “spring semester” for “fall semester”.

## 2 Leave of Absence and Re-enrollment

### 1. What is “Leave of Absence”?

If students cannot attend the University for two or more months due to illness or for other unavoidable reasons, they may take a leave of absence for the affected semester by submitting a Leave of Absence Request form co-signed by a guarantor, during the designated application period, and obtaining approval. The period of any leave of absence is not included in the calculation of number of enrolled years. Students may also be required to submit other documents to substantiate their request depending on the reason.

If taking a leave of absence for military service, exceptional measures may apply, so make sure to mention that the leave of absence is due to military service before taking a leave of absence.

Periods of leave of absence shall be as below, depending on when the request is submitted, regardless of the reason. If students take a leave of absence across two or more semesters, they need to submit a new request for each semester after the first, **before the deadline for submitting a leave of absence request in the previous semester.**

Check the R Guide for each college for details on the deadline for submitting a leave of absence request and period of leave for each semester.

### 2. Re-enrollment

Students who take a leave of absence will be automatically considered as re-enrollment after their period of leave ends, as below.

The dates of re-enrollment

- Re-enrollment date for Spring Semester leave of absence ⇒ September 20
- Re-enrollment date for Fall Semester leave of absence ⇒ April 1



### 3. Calculating semester and college year when taking leave of absence

Leave of absence period is not entered into the enrolled years or number of enrolled semesters.

However, regardless of the number of enrolled semesters, an undergraduate student will automatically advance to the fourth year.

Example: a student takes a leave of absence for one semester, the third semester, and returns to school in the fall semester of the second year

Year	1st		2nd		3rd		4th		4th <sup>*3</sup>	
	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
Enrolled semesters	Semester 1	Semester 2	Leave of absence	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8 <sup>*2</sup>	Semester 9 <sup>*1</sup>

\*1 and 2: Refer to “4. Dates of graduation” for the date of graduation.

\*3: If an undergraduate student is not able to graduate in the 4th year, they will be enrolled once more as a fourth-year student.

\*4: September enrollees should substitute “fall semester” for “spring semester” and “spring semester” for “fall semester”.

### 4. Dates of graduation

(1) April enrollees

In principle, students who take a leave of absence will also graduate on March 31. However, if students are enrolled for eight semesters or more in the spring semester, they can apply for Extended-Term Graduation and graduate on September 19 if approval is gained. Please refer to “5 Extended-Term Graduation” in “VII. Graduation-related Matters” for details.

Note that students cannot graduate or be approved for Extended-Term Graduation while on leave of absence.

Example: a student takes a leave of absence for one semester, the third semester, and returns to school in the fall semester of the second year

Year	1st		2nd		3rd		4th		4th	
	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
Enrolled semesters	Semester 1	Semester 2	Leave of absence	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8 <sup>*2</sup>	Semester 9 <sup>*1</sup>

\*1: The normal graduation date is the final day of the fall semester.

\*2: The graduation date if the student applies for and receives approval for Extended-Term Graduation is the final day of the spring semester.

(2) September enrollees

In principle, students who take a leave of absence will also graduate on September 19. However, if students are enrolled for eight semesters or more in the fall semester, they can apply for Extended-Term Graduation and graduate on March 31 if approval is gained. Please refer to “5 Extended-Term Graduation” in “VII. Graduation-related Matters” for details.

Note that students cannot graduate or be approved for Extended-Term Graduation while on leave of absence.

Example: a student takes a leave of absence for one semester, the third semester, and returns to school in the spring semester of the second year

Year	1st		2nd		3rd		4th		4th	
	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
Enrolled semesters	Semester 1	Semester 2	Leave of absence	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8 <sup>*2</sup>	Semester 9 <sup>*1</sup>

\*1: The normal graduation date is the final day of the spring semester.

\*2: The graduation date if the student applies for and receives approval for Extended-Term Graduation is the final day of the fall semester.

**5. Limits to the number of leaves of absence**

The number of times leave of absence may be taken is limited. Students cannot take more than that maximum number for any reason. At whatever point in a semester a leave of absence begins, it is counted as one time. Each semester in which all or part of a leave of absence takes place is counted as one leave of absence. So, if a leave of absence which covers two consecutive semesters is taken, it will be counted as two leaves of absence.

	Maximum permitted leaves of absence
Undergraduate students	8
Graduate students in master’s programs	4
Graduate students in doctoral programs	6
Graduate students in professional degree program (Law School)	4

\*Note 1: If a student transfers college/department/course, the number of leaves of absence already taken carries over to the new college/department/course.

\*Note 2: If a student re-enrolls in the University after withdrawing, the number of leaves of absence before withdrawal carries over.

\*Note 3: If a student passes the selective exam after graduation, completion, or withdrawal from the University and enrolls in the University (\*excluding re-enrollment in Note 2), previous leaves of absence are not carried over and so do not count as part of the limit.

## 6. Distribution and submission of leave of absence request

**Submission periods** Check the R Guide for each college for details.

**Distribution and submission locations** Academic Affairs Office (see “Communications from Academic Affairs Office”)

## 7. Leave permission notice

A leave permission notice will be sent by post to the student and guarantor if a leave of absence request that is submitted is approved by the faculty meeting of the student’s college. This notice should be checked to see whether leave has been permitted. For the payments of various expenses during the leave period including the semester enrollment fee (see “9. Academic fees for those on leave of absence”), follow the instructions in the notice that will be sent by post separately after the leave permission notice is sent.

## 8. Inquiry about School Attendance

An “Inquiry about School Attendance” is sent to students who are on leave of absence.\*<sup>1</sup> If students wish to continue their leave of absence or withdraw from the University, they must make sure to submit the Leave of Absence Request or Withdrawal Request enclosed with the Inquiry, whichever is appropriate, by the deadline. The deadline is stated in the enclosed letter. If students do not submit either request, please note that they will be automatically treated as re-enrollment on the date described in “2. Re-enrollment” after a leave of absence ends.

Semester of leave of absence	Time of sending Inquiry about School Attendance* <sup>2*3</sup>	Deadlines for reply to Inquiry about School Attendance	Documents to be submitted		
			Leave of absence	Withdrawal	Re-enrollment
Spring semester	End of July* <sup>5</sup>	Late August	Leave of Absence Request	Withdrawal Request	No procedure required
Fall semester	End of January* <sup>4</sup>	Mid-February			

\*1: Sent to a guarantor.

\*2: If taking a leave of absence for military service, exceptional measures may apply, so make sure to mention that the leave of absence is due to military service before taking a leave of absence.

\*3: An Inquiry about School Attendance will not be sent to students leaving to studying abroad as outbound exchange students or at approved schools immediately following a semester during which they took a voluntary leave of absence.

\*4: If academic fees and semester enrollment fee that are required for the relevant year have not been paid in part or full as of the end of January for an April enrollee, an Inquiry about School Attendance will be sent after the prescribed academic fees and semester enrollment fee required for the relevant year have been paid in full.

\*5: If academic fees and semester enrollment fee that are required for the relevant year have not

been paid in part or full as of the end of July for a September enrollee, an Inquiry about School Attendance will be sent after the prescribed academic fees and semester enrollment fee required for the relevant year have been paid in full.

### 9. Academic fees for those on leave of absence

If students have submitted a Leave of Absence Request and it has been approved, they are exempted from academic fees\*<sup>1</sup> excluding the semester enrollment fee for the semester during which they take the leave of absence. A semester enrollment fee of 60,000 yen is collected for each semester for which students take a leave of absence to cover assurance of continued enrollment and administrative costs, regardless of the college (department/course) or graduate school to which they belong. Note that if a leave of absence has been approved, the University may issue a refund depending on the payment status at the time of approval. If any payments of academic fees are owed at the time of the leave of absence, they will be deducted from the refund.

Semester of leave of absence* <sup>3</sup>	Academic fees		
	Spring semester	Fall semester	Relevant year
Spring semester	Semester enrollment fee (60,000 yen)	1/2 of annual academic fees (includes semester enrollment fee)* <sup>2</sup>	1/2 of annual academic fees (includes semester enrollment fee) + semester enrollment fee (60,000 yen)
Fall semester	1/2 of annual academic fees (includes semester enrollment fee)* <sup>2</sup>	Semester enrollment fee (60,000 yen)	
Spring & fall semesters	Semester enrollment fee (60,000 yen)	Semester enrollment fee (60,000 yen)	Semester enrollment fee (120,000 yen)

\*1: “Academic fees” refers to tuition (including semester enrollment fee) and experiment and practical training fees.

\*2: “1/2 of academic fees (includes semester enrollment fee)” means half the annual amount of academic fees.

\*3: September enrollees should substitute “fall semester” for “spring semester” and “spring semester” for “fall semester”.

\*4: Academic fees include a semester enrollment fee of either 120,000 yen (for a year) or 60,000 yen (for a half year).

\*5: For “other payments”, the designated amount is collected even if a student has been granted a leave of absence.

### **3 Withdrawal from School**

#### **1. What is “Withdrawal from school”?**

If students withdraw from school due to illness or for other reasons, they must receive approval by submitting the designated form (Withdrawal Request), co-signed by a guarantor, during the designated application period. (Please note that the Student ID Card should be returned). Students may also be required to submit other documents to substantiate their request depending on the reason.

#### **2. Submission periods and academic fees reduction**

If a student submits a Withdrawal Request and receives approval, academic fees and other payments are reduced as below, depending on when the Withdrawal Request is submitted: Note that if withdrawal from school has been approved, the University may issue a refund depending on the payment status at the time of approval. If payments of academic fees are owed at the time of withdrawal, the Withdrawal Request will not be accepted.

Check the R Guide for each college for details on the submission period and academic fees reduction amount.

#### **3. Distribution and submission locations for Withdrawal Requests**

Distribution and submission locations Academic Affairs Office (see “Communications from Academic Affairs Office”)

#### **4. Withdrawal permission notice**

A withdrawal permission notice will be sent by post to the student and guarantor if the withdrawal request is approved by the faculty meeting of the student’s college. Be sure to check to see whether withdrawal has been permitted. If there are procedures related to academic fees reduction, follow the instructions in the notice that will be sent by post separately after the withdrawal permission notice is sent.

### **4 Requested Repeat of Year (fourth year students only)**

Refer to “4 Postponement of Graduation (Requested Repeat of Year)” in “VII. Graduation-related Matters”.

### **5 Extended-Term Graduation**

Refer to “5 Extended-Term Graduation” in “VII. Graduation-related Matters” for Extended-Term Graduation.

## **6 Readmission**

### **1. What is “Readmission”?**

If students who withdraw from school due to illness or for other reasons wish to re-enroll, they may receive approval for readmission at the beginning of the academic year (April 1)\*<sup>1</sup> by submitting the designated form, co-signed by a guarantor. If students apply for readmission, they are required to submit the form between October 1 (or the next weekday of the month if the office is closed on October 1) and the last day of November\*<sup>2</sup> (or the last weekday of the month if the office is closed on the last day) of the academic year prior to readmission. Please inquire with the contact point below for details regarding the prescribed documents and procedures required for readmission.

\*1: September 20 for fall semester enrollees

\*2: Between March 1 (or the next weekday of the month if the office is closed on March 1) and the last day of April (or the last weekday of the month if the office is closed on the last day) of the academic year prior to readmission for fall semester enrollees

### **2. Contact regarding readmission**

Academic Affairs Office (see “Communications from Academic Affairs Office”)

## **7 Academic Fees**

### **1. Notices related to payment of academic fees**

April enrollees:

#### (1) Direct debits

Notification of the direct debit for academic fees is sent to guarantors, in principle, in mid-May.

Please ensure that funds are available to cover the first installment payment by the financial institution business day prior to the direct debit deadline. Notification of direct debit for the second installment will be sent in early September\*<sup>1</sup> to people have paid the first installment.

#### (2) Bank transfers

The payment will be made by bank transfer if an academic fees direct debit account is not registered. A transfer form for academic fees is sent to guarantors, in principle, in mid-May. The transfer form for the first installment will be enclosed, and the payment should be made by the deadline. A transfer form for the second installment will be sent in early September\*<sup>1</sup> to people have paid the first installment.

\*1: Delivery to students who are on leave of absence for the spring semester is delayed by about one month, with notice being sent in mid-October.

September enrollees:

(1) Direct debits

Notification of the direct debit for academic fees is sent to guarantors, in principle, in mid-October. Please ensure that funds are available to cover the first installment payment by the financial institution business day prior to the direct debit deadline. Notification of direct debit for the second installment will be sent in mid-May (scheduled) to people have paid the first installment.

(2) Bank transfers

The payment will be made by bank transfer if an academic fees direct debit account is not registered. A transfer form for academic fees is sent to guarantors, in principle, in mid-October. The transfer form for the first installment will be enclosed, and the payment should be made by the deadline. A transfer form for the second installment will be sent in mid-May (scheduled) to people have paid the first installment.

## **2. Deferred payment system**

If students cannot pay by the designated deadline due to economic circumstances or they are having difficulties in arranging for the funds, they should apply using the Application for Late Payment of Academic Fees and Other Payments from the University's SPIRIT Academic Fees and Scholarship webpage. If the application is approved, the payment deadline can be extended within a certain limit. Submission of the application will only be recognized within the prescribed period. For details, refer to guidance on academic fees that is sent from the Accounting Office of the Finance Division every semester.

## **3. Payment in arrears**

Any student who does not pay academic fees in full as designated will be dismissed from the University.

## IX. Rikkyo Minor Program

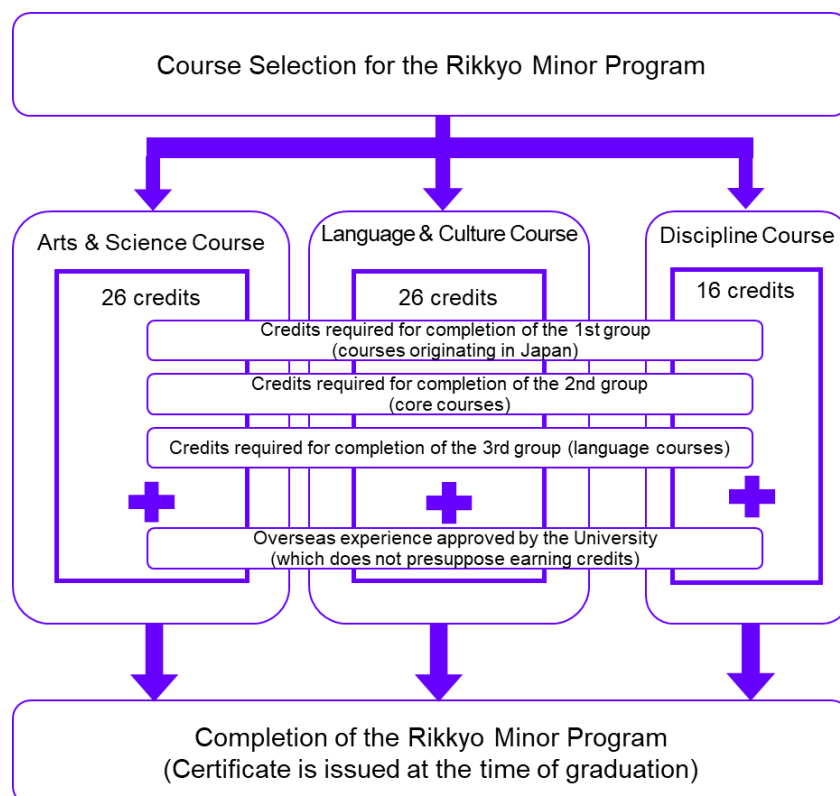
### 1 What is the Rikkyo Minor Program (G Minor Program)?

The Rikkyo Minor Program (hereinafter referred to as the “G Minor Program”) is a program designed for all undergraduate students of the University to acquire knowledge across several fields based on one central theme in addition to the specialization of the college/department or course to which students belong, and to cultivate the ability to consistently think about things from a multidimensional perspective. The overall objective is to “nurture cultivated persons with global mindset and specialized knowledge.”

Specific requirements are to have students systematically study a specified subject group that will culminate in an overseas experience (including studying abroad) selected by the student and have that overseas experience approved by the University. If students meet the designated requirements for completion, the University issues a certificate of completion.

**Consult the G Minor Program website (<http://s.rikkyo.ac.jp/rmp>) for more information.**

### 2 Overview of the G Minor Program





### **3 Requirements for Completing the G Minor Program**

#### **1. Requirements for completion**

While envisioning the overseas experience they are aiming at, students are required to follow the rules in taking courses linked by themes from a wide range of academic fields with the aim of putting their specialized knowledge into practice.

For completion, students must have their overseas experience approved by the University and earn the number of credits required by each theme from the 1st to 3rd course groups.

#### **2. The three groups of the G Minor Program and overseas experience**

The G Minor Program comprises three groups, namely the “1st group (courses originating in Japan),” “2nd group (core courses),” and “3rd group (language courses),” and an overseas experience.

Credits earned for both specialized courses and university-wide liberal arts courses can be included in the credits required to graduate as stipulated by the regulations of each department/course.

The number of credits required for completion of the three groups and the standards for approving overseas experience vary depending on the course or theme. Details of the requirements for completing each course will be posted on the web site of the G Minor Program.

### **4 G Minor Program Courses/Themes**

The G Minor Program has the following three courses, and each course has detailed themes.

Students can select courses/themes according to their learning interests or concerns.

\*When taking the same course more than once, only credits earned from taking a course for the first time will count towards G Minor Program completion; credits earned from taking a course for the second time will not.

#### **1. Arts & Science Course**

This course comprises the following eight themes and is based on “Cross-disciplinary Studies” from among the university-wide liberal arts comprehensive courses.

##### 1. Global Humanity

Reflect on how we live as human beings and learn to communicate Japanese culture and spirituality to others.

##### 2. Global Social Experience

Foster knowledge and skills for understanding and analyzing society from a global perspective.

##### 3. Global Art Experience

Refine global sensibilities through contact with art from around the world.

#### 4. Global Mind

Understand the body and mind scientifically and learn to communicate the Japanese mentality as a Japanese.

#### 5. Global Studies of Nature and Environment

Seek clues for solutions by examining the global connections and the spread of regional environmental problems.

#### 6. Global Citizenship

Deepen an awareness of being a citizen and learn to take action by engaging in volunteer activities.

#### 7. Global Sports

Deepen intercultural understanding through contact with the global philosophy and realities of sports culture.

#### 8. Global Studies of Region

Enrich the understanding of the world's cultures, languages, and societies and cultivate high-level cross-cultural communication skills.

## **2. Language & Culture Course**

Based on university-wide liberal arts language courses, this course is composed of Themes 1–3 centered on Language A (English) and Themes 4–8 centered on Language B, together with overseas experience, etc.

#### 1. Academic Studies in English

Build the English language skills and academic skills necessary for studying at universities in English-speaking countries.

#### 2. World Issues in English

Understand what is happening in the world in real time and learn to be able to discuss the issues in English.

#### 3. Communication in English

Learn to be able to express and communicate your opinions in English with confidence to people overseas.

#### 4. German Language & Culture

Develop German language skills and foster better understanding of the cultures and societies of German-speaking countries.

#### 5. French Language & Culture

Develop French language skills and foster better understanding of the cultures and societies of French-speaking countries.

#### 6. Spanish Language & Hispanic Culture

Develop Spanish language skills and foster better understanding of the cultures and societies of Spanish-speaking countries.

#### 7. Chinese Language & Culture

Develop Chinese language skills and foster better understanding of the cultures and societies of Chinese-speaking countries.

#### 8. Korean Language & Culture

Develop Korean language skills and foster better understanding of the cultures and societies of Korean-speaking countries.

### **3. Discipline Course**

This course mainly comprises courses offered by the college or internal institutions.

Consult the G Minor Program website for more information.

#### 1. Teaching Japanese as a Foreign Language

Understand the field of teaching Japanese as a foreign language.

#### 2. Data Science

Acquire the data science skills required for global human resources.

#### 3. Experience Opportunities in Japan for International Students

Deepen understanding of Japanese society and culture while building a career using their Japanese language skills.

#### 4. International Cooperation

Cultivate the knowledge, skills, and global mindset for responding to and solving global issues that must be tackled by the international community.

#### 5. Global Leadership

Develop leadership skills that are applicable regardless of personal authority or position and that are needed for global contexts.

## **5 Registration of G Minor Program Courses**

Students need to register courses in advance to complete the G Minor Program. Course registration is available from a student's first year on (those enrolling as 1st-year students prior to the 2018 academic year can register for courses in April of their second year), and a student can only register courses related to one theme. However, courses are subject to change.

Details of registration methods, etc. will be posted on the G Minor Program website.

\*Those enrolling as 1st-year students after the 2019 academic year are provisionally registered for

courses and themes. As provisionally-registered courses and themes differ with each college, confirm details and register using the G Minor Program system. Students wishing to change from a provisionally-registered course or theme to a registered course or theme, or wishing to delete a registration must complete the necessary procedures using the G Minor Program system.

## 6 Advance Screening of Overseas Experience/Procedures for Application for Approval

The standards for approving overseas experiences vary depending on the course or theme. Students need to follow the designated procedures for advance screening of overseas experiences and for obtaining approval after completion of an overseas experience. Procedure details are available on the G Minor Program website.

## 7 Issuance of the G Minor Program Completion Certificate

If students meet the requirements for completing the G Minor Program and that completion is approved, the University issues a G Minor Program completion certificate at the time of graduation.

## 8 Four-year Schedule/Model Case

Year/semester	1st year		2nd year	3rd year	4th year	Graduation	
	Spring semester	Fall semester					
	Introduction Phase		Development Phase		Completion Phase		
Course Group	Introduction to Academic Studies Academic Learning Methods		Cross-disciplinary Studies				Diploma
	Language compulsory courses		Language elective courses				
	Specialized courses						
	General Sports Studies						
G Minor Program	Check provisional registration Course registration			Course change (relevant students only)			G Minor Program completion certificate
	Gather information from the G Minor Program website or information sessions		Overseas experience		Application for overseas experience		

The above schedule and model case are just an example. Periods of course registration or overseas experience, etc. may vary among students.

\*G Minor Program information session dates and other information are available on the G Minor Program website.

## X. Five-University Credit Transfer System (“f-Campus”)

The ‘f-Campus’ is a credit transfer system between five universities: Gakushuin University, Gakushuin Women's College, Japan Women's University, Waseda University, and Rikkyo University. Visit the f-Campus website for the lists of offered courses, class schedules, syllabi, and academic calendars, etc. of the other colleges.

### 1 Course Registration

#### 1. Course qualification

College students in their second or later years (degree-seeking students only).

\*However, course registration is not available to transferee students in the year of transfer (this does not include students changing a college, department, or course of study).

#### 2. The number of credits which may be registered

Up to 12 credits in total annually may be taken at the other four universities combined. Note that the credits for the courses that are not in the final list of courses in the spring semester (i.e., the student was not accepted to register) are not included in the number of potential credits for the fall semester.

#### 3. Course registration and announcement of registration results

##### (1) Procedures for course registration

Course registration can only be completed via the website. Please see that f-Campus website for specific procedures.

##### (2) Course registration period

Timing	Courses available for registration	Registration periods	Announcement of results
Spring semester	Spring semester courses (including spring quarter and summer quarter courses*) + full-year courses + intensive courses	Refer to the R Guide (R Guide > About the f-Campus > Application dates)	
Fall semester	Fall semester courses (including fall quarter and Winter quarter courses*) + intensive courses		

\*Spring quarter, summer quarter, fall quarter, and winter quarter courses are given quarterly course names in the f-Campus system and are equivalent to Rikkyo University's spring first semester, spring second semester, fall first semester, and fall second semester courses. However, class periods are as designated on the academic calendar of the university offering each course.

##### (3) Announcement of registration results

Announcement will be made on the f-Campus website.

\*A lottery will be held if the number of applicants exceeds capacity.

#### **4. Registration cancellation**

Course registration cannot be cancelled once completed. If there is an overlap in course times with courses registered at the University, in principle, the courses at the other colleges are given priority and the courses at the University are cancelled. Courses requiring payment of practical training fees, etc. must still be paid even if a course is no longer attended.

#### **5. Notification of Student ID number for special auditing students at their registered university**

The Student ID number for special auditing students at the university at which they are registered are announced along with registration results on the f-Campus website. This ID number is necessary for class attendance sheets and exams, etc. at the other universities, so please keep a note of the number.

## **2 Classes**

Please refer to the f-Campus website or the bulletin board for notifications such as class cancellations or exams. Note that notification methods vary between universities.

If a transportation strike, weather warning, or other event occurs that may affect your classes, follow the guidelines of the universities at which the classes are held.

## **3 Exams, Grades, and Credit Approval**

If the time of the written exam for a course for which a student is registered at another university conflicts with that at the University, in principle, students should give priority to the exam at the other university, and make a time conflict special exam application for the course at the University within the designated period for exams with a time conflict. Please see “7 Time conflict special exam” in “VI. Exams and Grades”.

Even if a student cannot take this exam during the period specified by the University for such exams the University may be able to arrange for the student to take a makeup or other special exam.

Grades will be announced on the Grades Reference System along with other courses of the University.

Credits earned at the other universities can be approved as credits required to graduate in some cases, depending on the credit approval rules of the college to which students belong. Consult the course registration policies and procedure of each department for confirmation.

## **4 Academic Fees**

Students are not liable for tuition for courses taken at other universities under this agreement.

However, courses requiring payment of practical training fees, etc. must be paid by the student even if the course is no longer attended.

## **5 Others**

### **1. f-Campus Certificate**

Students who have been granted permission to take courses at another university as a result of course registration will receive an f-Campus Certificate from the Academic Affairs Office at their campus.

The f-Campus Certificate proves that a student is an f-Campus student at another university.

### **2. Use of facilities**

Under this agreement, special auditing students can use the libraries, school stores, and student cafeterias within the terms specified by the registered university while taking courses. However, books cannot be borrowed from libraries.

Please check details of the terms for other considerations including use of the libraries of each university.

Student services directly related to taking the approved courses may be used if permission is obtained. Other facilities such as computer classrooms, computer room (language laboratory system), sports facilities, and recreational facilities, cannot be used.

## **XI. Five-year Integrated Program**

### **1. Purpose**

(1) The Five-year Integrated Program is offered to College of Intercultural Communication students who have great potential and strong passion in terms of both academics and leadership. Aiming to satisfy a social need for such students, the program provides education difficult to achieve through a four-year college curriculum.

(2) While remaining College of Intercultural Communication students, students of this program can take courses in the Master's Program of the Graduate School of Intercultural Communication, and upon advancing to the graduate school, may complete a Master's Program in one year. \*The program uses curriculum launched in 2016.

(3) Students who enrolled in or after 2016 are eligible for this program.

### **2. Student capacity and courses**

(1) Student capacity: About 4 students

(2) Program courses

- ① Translation and Interpreting Professional Courses (for those who aim to be professional translators/interpreters)
- ② English Language Education Professional Courses (for those who aim to be junior-high/high school English language teachers in Japan)
- ③ Japanese Language Education Professional Courses (for those who aim to be Japanese language teachers in domestic/overseas higher education institutions)
- ④ International Cooperation Professional Course (for those who aim at working for International NGOs/international organizations)

\*Students should try to take specialized courses that are as closely related to their field of study as possible. Before applying, students are also encouraged to speak with an adviser in the area of expertise for the courses for which they wish to apply.

### **3. Requirements to apply**

Students must satisfy all of the conditions below to be eligible.

(1) Must be a third-year student of the College of Intercultural Communication. Students not meeting enrolled semester requirements due to leave of absence, overseas study, etc. must apply in the "sixth semester of enrollment."

(2) Must plan to advance to a Master's Program at the Graduate School of Intercultural Communication.

(3) Must have a GPA of 3.0 or above by the end of the spring semester of their third year (or fall



semester of their third year for September enrollees) and have earned 90 or more credits by the end of the spring semester of their third year (or fall semester of their third year for September enrollees).

(4) Must be able to submit IELTS or TOEFL iBT test scores (only scores received within two years prior to the first day of the month of application).

(5) Those enrolling in the Special Course in Translating and Interpreting must have received a score of 7.0 or higher on the IELTS or a score of 100 or higher on the TOEFL iBT. Non-native speakers of Japanese must also have acquired level 1 proficiency on the Japanese-Language Proficiency Test.

(6) Those applying for the Special Course in English Teaching must be taking courses in the teacher training course.

(7) Must plan to take 専門演習 (*Senmon Enshu*) 1–3 and 卒業研究 (*Sotsugyo Kenkyu*).

#### 4. Application timing and screening

Spring semester enrollees:

- |                                     |   |
|-------------------------------------|---|
| (1) Recruitment guidelines sent out | April of third year   |
| (2) Application begins              | December of third year  |
| (3) Submit application documents    | ① Application<br>② Letter of recommendation from advisor<br>③ Printed copy of grades reference screen<br>④ IELTS or TOEFL iBT score certificate |
| (4) Screening start                 | December of the third year  |
| (5) Screening method                | Document screening  |
| (6) Screening results announcement  | January of the third year   |

September enrollees:

- |                                     |   |
|-------------------------------------|---|
| (1) Recruitment guidelines sent out | September of third year   |
| (2) Application begins              | May of third year   |
| (3) Submit application documents    | ① Application<br>② Letter of recommendation from advisor<br>③ Printed copy of grades reference screen<br>④ IELTS or TOEFL iBT score certificate |
| (4) Screening start                 | May of the third year   |
| (5) Screening method                | Document screening  |
| (6) Screening results announcement  | July of the third year  |

#### 5. Required courses and credits

(1) Students must take 10 or more credits from the course in the Master's Program in Graduate

School of Intercultural Communication (hereinafter “graduate school courses”).

(2) Credits earned from graduate school courses taken in a student's fourth year at the College of Intercultural Communication are included in the maximum number of registered credits.

(3) Credits earned from graduate school courses taken in a student's fourth year at the College of Intercultural Communication are not included in credits required to graduate from the College of Intercultural Communication.

#### **6. College of Intercultural Communication graduation and graduate school program completion**

(1) College of Intercultural Communication graduation requirements and the Master’s Program in Graduate School of Intercultural Communication completion requirements both apply without change.

(2) Bachelor’s degrees will be conferred when College of Intercultural Communication graduation requirements are satisfied and master’s degrees will be conferred when the Master’s Program in Graduate School of Intercultural Communication completion requirements are satisfied.

#### **7. Advancing to the Graduate School of Intercultural Communication**

(1) The College of Intercultural Communication will conduct a “Special Student Screening for Graduate School” (oral test) in July of students’ fourth year in order to assess the prescribed graduate school courses completed and students' intent to advance to graduate school. The decision will then be made as to whether eligible students will be able to advance to the Master’s Program in Graduate School of Intercultural Communication (a screening fee will apply when taking the Special Student Screening for Graduate School test).

(2) If no justifiable reason exists, students may not decline advancement into the Master’s Program in Graduate School of Intercultural Communication.

## **Course Regulations, Policies and Procedure of the Department**

### **English Language Teacher Training Program and Other Training Programs**

#### **Course Regulations for Enrollees in 2020 and After (General and TBP)**

## 1 English Language Teacher Training

### 1. Obtaining an English Language Teacher Teaching Certificate

An English Language Teacher Teaching Certificate must be obtained in order to be a junior or senior high school English language teacher. Students intending to obtain an English Language Teacher Teaching Certificate should register for Certification Courses (a registration fee is required) and take the prescribed credits. Students may register for Certification Courses in the second year and after, but, in principle, it is preferable to register in the first year because 海外留学研修 (*Kaigai Ryugaku Kenshu*) A/B/C is taken in the fall semester of the second year. Students should ensure that they check the course guidebook on Certification Courses for details on how to obtain an English Language Teacher Teaching Certificate and the curriculum.

#### 2-1. Courses for Teaching Subjects for 2016–2018 Enrollees

To obtain a teaching certificate, students must earn the prescribed credits from Courses for Teaching Profession and Teaching Subjects, and Courses Stipulated under Article 66-6 of the Regulation for Enforcement of the Education Personnel Certification Act.

The listed Courses for Teaching Profession and Teaching Subjects offered in the Department of Intercultural Communication, College of Intercultural Communication are listed in the table below. However, students should ensure that they read the course guidebook for Certification Courses for details on course registration and credits taken as well as the Courses for Teaching Profession and Courses Stipulated in Article 66-6 of the Regulation for Enforcement of the Education Personnel Certification Act.

Note: For details of コンピュータ・リテラシー (*Kompyuta-Riterashi*), DLP students should refer to the [Department of Intercultural Communication \(General\) Course List and the Syllabus & Class Schedule Search System](#).

#### 2-2. Courses for Teaching Subjects and Teaching Method for Enrollees in 2019 and After

To obtain a teaching certificate, students must take the prescribed credits from Teacher Training Courses, Courses for Teaching Subjects and Teaching Method, and Courses Stipulated in Article 66-6 of the Regulation for Enforcement of the Education Personnel Certification Act.

The Courses for Teaching Subjects and Teaching Method offered in the Department of Intercultural Communication, College of Intercultural Communication are as in the table below. However, students

should ensure that they read the course guidebook for Certification Courses for details on course registration and credits taken as well as Teacher Training Courses and Courses Stipulated in Article 66-6 of the Regulation for Enforcement of the Education Personnel Certification Act.

Note: For details of コンピュータ・リテラシー (Kompyuta-Riterashi), DLP students should refer to the Department of Intercultural Communication (General) Course List and the Syllabus & Class Schedule Search System.

Note:

These courses are different for enrollees in 2016 to 2018 and enrollees in 2019 and after, so students should consult the respective table on the following pages.

Department of Intercultural Communication: Courses for Teaching Subjects  
(Both General and DLP Enrollees in 2016–2018)

Certification Course Category*		Course Name (General/DLP)
English language	Compulsory elective	英語学概論 (for General program students only)
		Introduction to the Study of English (for DLP students only)
		英語教育学
	Elective	英語コミュニケーション教育学
		外国語教育評価論 / (DLP) Measurement and Evaluation in Language Education
		第1言語習得理論
		第2言語習得理論 / (DLP) Theories of Second Language Acquisition
		Teaching English to Speakers of Other Languages: Basic Principles
コミュニケーション文法		
Motivation in Language Learning		
English literature	Compulsory	英語圏文学論
	Elective	間文化研究 A (for enrollees in 2017 and before only)
English communication	Compulsory elective	Seminar in English A
		Seminar in English B
	Elective	Seminar in English C
		Seminar in English D
		Seminar in English E
		Seminar in English F
コミュニケーションセミナー3A-R (英語) / (DLP) Communication Seminar 3A-R (English)		
Intercultural understanding	Compulsory	Cultural Exchange
	Elective	異文化コミュニケーション概論 (for General program students only)
		Introduction to Intercultural Communication (for DLP students only)
		多文化共生概論
		バイリンガリズム研究 / (DLP) Bilingualism
		語用論 / (DLP) Pragmatics
		グローバル社会とコミュニケーション
		社会言語学 / (DLP) Sociolinguistics
		多文化共生特論
		対人コミュニケーション論
		異文化コミュニケーション特論 A
		異文化コミュニケーション特論 B
		通訳翻訳と多文化社会 / (DLP) Translation and Interpreting in Multicultural Society
		異文化トレーニング演習
Language Policy and Multilingualism		
Intercultural Communication in the Language Classroom		

\*The course category may differ depending on the year, and the course category for the year in which the relevant course is taken will be applied.

Note: Consult the General/DLP Course List for your own year of enrollment for the course categories of the Department of Intercultural Communication.

Department of Intercultural Communication: Courses for Teaching Subjects and Teaching Method  
(Both General Program and DLP Enrollees in 2019 and After)

Certification Course Category*		Course Name (General/DLP)
Prerequisite courses for Teaching Practicum	Compulsory	英語教育学
		英語コミュニケーション教育学
Courses that should preferably be taken in the academic year before Teaching Practicum	Compulsory	Teaching English to Speakers of Other Languages: Basic Principles
		英語科教育研究
English language	Compulsory elective	英語学概論 (for General program students only)
		Introduction to the Study of English (for DLP students only)
	Elective	外国語教育評価論 / (DLP) Measurement and Evaluation in Language Education
		第1言語習得理論
		第2言語習得理論 / (DLP) Theories of Second Language Acquisition
		コミュニケーション文法
Motivation in Language Learning		
English literature	Compulsory	英語圏文学論
English communication	Compulsory elective	Seminar in English A
		Seminar in English B
	Elective	Seminar in English C
		Seminar in English D
		Seminar in English E
		Seminar in English F
コミュニケーションセミナー3A-R (英語) / (DLP) Communication Seminar 3A-R (English)		
Intercultural understanding	Compulsory	Cultural Exchange
	Elective	異文化コミュニケーション概論 (for General program students only)
		Introduction to Intercultural Communication (for DLP students only)
		多文化共生概論
		バイリンガリズム研究 / (DLP) Bilingualism
		語用論 / (DLP) Pragmatics
		グローバル社会とコミュニケーション
		社会言語学 / (DLP) Sociolinguistics
		多文化共生特論
		対人コミュニケーション論
		異文化コミュニケーション特論 A
		異文化コミュニケーション特論 B
		通訳翻訳と多文化社会 / (DLP) Translation and Interpreting in Multicultural Society
		異文化トレーニング演習
Language Policy and Multilingualism		
Intercultural Communication in the Language Classroom		

\*The course category may differ depending on the year, and the course category for the year in which the relevant course is taken will be applied.

Note: Consult the General/DLP Course List for your own year of enrollment for the course categories of the Department of Intercultural Communication.

## 2 Japanese Language Teacher Training Program

### 1. Program Objectives

The Japanese Language Teacher Training Program provides specialized education needed to become a Japanese teacher for people whose native language is not Japanese. The College issues a Certificate of Completion for Japanese Language Teacher Training Program upon graduation to students who have completed the program and earned credits for the prescribed courses.

At present, many people are studying Japanese as a foreign language in Japan and overseas. These students are very diverse, and not only include people involved in business, but also trainees and technical interns, university and graduate school students, returnees from overseas, and the children of foreigners posted to Japan for work. There is thus a great need for Japanese language teachers who can teach Japanese to these people.

Therefore, the Department established the Japanese Language Teacher Training Program with the aim of using its special features to develop human resources possessing Japanese language teaching skills with astute linguistic and international sensibilities as well as intercultural communication skills who can contribute broadly to the international community.

### 2. Courses Required for Program Completion

Students intending to complete the Japanese Language Teacher Training Program must earn credits for the courses in the table below.

	Course Name	Notes
Compulsory	言語・コミュニケーション研究入門 DLP: Overview of Language and Communication Studies	(Note 1)
	グローバル研究入門 DLP: Overview of Global Studies	(Note 1)
	日本語学概論 A	
	日本語学概論 B	
	日本語学特論	
	日本語教授法 A	
	日本語教授法 B	
	日本語教育実習	日本語教授法 A and 日本語教授法 B are prerequisites
	卒業研究 DLP: Senior Research and Thesis	(Note 2)
Compulsory elective (Note 3)	サービスラーニング A DLP: Service Learning A	
	サービスラーニング B DLP: Service Learning B	
	海外インターンシップ (CIC) DLP: Overseas Internship (CIC)	



Notes:

1. Applies to enrollees in 2020 and after
2. Limited to results accredited by the College. See “3. Points to Note in Creating a Learning Plan” for details.
3. Credits should be earned in at least one of the three courses in the table (applies to enrollees in 2019 and after)

### 3. Points to Note in Creating a Learning Plan

It is assumed that Japanese language teachers will be active in a variety of settings. Students should carefully consider where and how they would like to be involved in Japanese language education in the future in creating their learning plan.

#### (1) Course taking model

Students who aim to complete the Japanese Language Teacher Training Program should preferably take courses as shown below when registering for the courses required to complete the program.

First year, spring semester: 日本語学概論 (*Nihongogaku Gairon*) A

First year, fall semester: 日本語学概論 (*Nihongogaku Gairon*) B

Second year, spring semester: 日本語教授法 (*Nihongo Kyojuho*) A

Third year, spring semester: 日本語教授法 (*Nihongo Kyojuho*) B

Third year, fall semester: 日本語学特論 (*Nihongogaku Tokuron*), 日本語教育実習 (*Nihongo Kyoiku Jisshu*) (\*fourth year fall semester for September enrollees)

First year, fall semester–fourth year, fall semester: at least one of サービスラーニング(*Sabisu Ranningu*) A / Service Learning A; サービスラーニング(*Sabisu Ranningu*) B / Service Learning B; 海外インターンシップ (*Kaigai Intanshippu*) (CIC) / Overseas Internship (CIC)

#### (2) Other courses which should preferably be taken

言語研究調査法 (*Gengo Kenkyuchosaho*) / Research Methods in Language Studies; 社会言語学 (*Shakai Gengogaku*) / Sociolinguistics; 認知言語学 (*Ninchi Gengogaku*) / Cognitive Linguistics; 外国語教育評価論 (*Gaikokugo Kyoiku Hyokaron*) / Measurement and Evaluation in Language Education; “第2言語習得理論 (*Dainigengo Shutokuriron*) / Theories of Second Acquisition

#### (3) Accreditation of 卒業研究 (*Sotsugyo Kenkyu*)

\*For the DLP, replace 卒業研究 with Senior Research and Thesis.

To complete the program, the graduation research project results must be accredited by the college. (Depending on its content, the 卒業研究 may not be approved as credits for the Japanese Language Teacher Training Program.)

Students who seek for accreditation should fill in and submit a request for accreditation in the designated column of the title form for 卒業研究 (see R Guide for submission deadline) to receive provisional accreditation from the college (provisional accreditation may not be received depending

on the title of the 卒業研究). The result of provisional accreditation is published on the bulletin board of the College of Intercultural Communication in the month after the submission of the title form.

Students who have received provisional accreditation based on the research title and wish to receive accreditation for completion of the Japanese Language Teacher Training Program should take care to submit two copies (one for credit approval for the 卒業研究, and one for Japanese Language Teacher Training Program accreditation) when submitting their results of 卒業研究. Students should affix the Japanese Language Teacher Training Program Accreditation Application Form (available from the Ikebukuro Campus Academic Affairs Center) to the envelope of the copy for Japanese Language Teacher Training Program accreditation. The results of accreditation of the 卒業研究 are published in early March of the academic year of submission (early September for submission in the spring semester).

#### **4. Completion Certificate**

Upon graduation, a Certificate of Completion for Japanese Language Teaching Training Program is issued to students who earned credits in the prescribed courses (see 2. Courses Required for Program Completion).

#### **5. Becoming a Japanese Language Teacher**

An official certification system has not been established for Japanese language teachers, and students who wish to pursue a career in Japanese language education in the future can acquire basic knowledge by taking this program. However, it will be necessary to attend graduate school or to take the Japanese Language Teaching Competency Test (organized by Japan Educational Exchanges and Services), which is accredited by The Society for Teaching Japanese as a Foreign Language, in order to acquire more professional knowledge and skills.

### 3 Translator and Interpreter Training Program

#### 1. Program Objectives

The Translator and Interpreter Training Program aims to train world-class translators and interpreters through a curriculum aligned with international standards, including the International Organization for Standardization (ISO).

#### 2. Courses Required to Complete Program

Students intending to complete the Translator and Interpreter Training Program must earn credits for the courses in the table below. The conditions for completing the program are as below.

- Completion of all compulsory courses
- Completion of at least one elective course

	Course Name	Notes
Compulsory	通訳翻訳学概論 DLP: Introduction to Translation and Interpreting Studies	
	通訳入門 DLP: Introduction to Interpreting	
	逐次通訳 DLP: Consecutive Interpreting	通訳入門/Introduction to Interpreting is a prerequisite.
	同時通訳入門 DLP: Introduction to Simultaneous Interpreting	通訳入門/Introduction to Interpreting and 逐次通訳 /Consecutive Interpreting are prerequisites.
	翻訳入門 DLP: Introduction to Translation	
	翻訳応用実践 1 DLP: Intermediate Translation 1	翻訳入門/Introduction to Translation is a prerequisite.
	翻訳応用実践 2 DLP: Intermediate Translation 2	翻訳入門/Introduction to Translation and 翻訳応用実践 1/Intermediate Translation 1 are prerequisites.
	通訳翻訳実習 DLP: Translation and Interpreting Practicum	通訳入門/Introduction to Interpreting; 逐次通訳 /Consecutive Interpreting; 同時通訳入門 /Introduction to Simultaneous Interpreting (Note 1); 翻訳入門/Introduction to Translation, 翻訳応用実践 1/Intermediate Translation 1; and 翻訳応用実践 2/Intermediate Translation 2 (Note 1) are prerequisites
	卒業研究 DLP: Senior Research and Thesis	(Note 2)
Elective	通訳翻訳と多文化社会 DLP: Translation and Interpreting in Multicultural Society	
	通訳翻訳の歴史 DLP: History of Translation and Interpreting	
	通訳翻訳の理論と研究 DLP: Translation and Interpreting - Theories and Research	Discontinued in 2020 and after Will be included in completion requirements if completed in academic years 2016 to 2019

Notes:

1. 同時通訳入門/Introduction to Simultaneous Interpreting and 翻訳応用実践 2/Intermediate Translation 2 will be prerequisites to enrollees in 2020 and after.
2. Limited to results accredited by the College. See “3. Points to Note in Creating a Learning Plan” for details.

### 3. Points to Note in Creating a Learning Plan

- (1) Courses that should preferably be taken in addition to courses required to complete the program “国際協力・開発学概論 (*Kokusai Kyoryoku-Kaihatsugaku Gairon*) / Introduction to International Development and Cooperation; 国際協力・開発学特論 (*Kokusai Kyoryoku-Kaihatsugaku Tokuron*)”
- (2) Accreditation of 卒業研究 (*Sotsugyo Kenkyu*)

\*For the DLP, replace 卒業研究 with Senior Research and Thesis.

To complete the program, the graduation research project results must be accredited by the college. (Depending on its content, the graduation research project may not be approved as credits for the Interpreter/Translator Training Program.)

Students who seek for approval should fill in and submit a request for accreditation in the designated column of the title form for 卒業研究 (see R Guide for submission deadline) to receive provisional accreditation from the college (provisional accreditation may not be received depending on the title of the 卒業研究). The result of provisional accreditation is published on the bulletin board of the College of Intercultural Communication in the month after the submission of the title form.

Students who have received provisional accreditation based on the research title and wish to receive accreditation for completion of the Translator and Interpreter Training Program should take care to submit two copies (one for credit approval for the 卒業研究, and one for Translator and Interpreter Training Program accreditation) when submitting their results of 卒業研究. Students should affix the Translator and Interpreter Training Program Accreditation Application Form (available from the Ikebukuro Campus Academic Affairs Center) to the envelope of the copy for Translator and Interpreter Training Program accreditation. The results of accreditation of the 卒業研究 are published on the bulletin board of the College of Intercultural Communication in early March of the academic year of submission (early September for submission in the spring semester).

### 4. Completion Certificate

Upon graduation, a Certificate of Completion for Translator and Interpreter Training Program is issued to students who earned credits in the prescribed courses (see 2. Courses Required for Program Completion).

### Features of Specialized Courses

In an ever-changing world, the College of Intercultural Communication develops human resources with the ability to coexist with diverse and unfamiliar other people and create a sustainable future by thinking from multiple perspectives and taking a practical approach to problems with flexible thinking skills. To achieve this, first students take 基礎演習 (*Kiso Enshu*) A/B in the first and second years to learn the basic skills for studying at university. At the same time, students intensively improve their working knowledge of English and one other language in communication seminars with small-sized classes and identify the various issues surrounding intercultural communication in the practical 海外留学研修 (*Kaigai Ryugaku Kenshu*) to increase their thinking skills. Students also take core courses to learn the basic knowledge and ways of looking at and thinking about things in Language Studies, Communication Studies, Translation and Interpreting Studies, and Global Studies, which are the College's focus fields, which leads into specialized research. In the third and fourth years, students select the field they want to conduct specialized research into out of the four fields and use the knowledge, skills, and experience cultivated up to that point to conduct systematic and interdisciplinary studies. Students also deepen their learning while connecting theory to practice by taking courses such as インターンシップ (*Intanshippu*). In their fourth year, students conduct in-depth research for 卒業研究 (*Sotsugyo Kenkyu*) or 卒業課題 (*Sotsugyo Kadai*) and compile a thesis or a report as the culmination of their learning in the College of Intercultural Communication.

**Read carefully in conjunction with “Matters Concerning the College of Intercultural Communication.”**

September enrollees should refer to “10. September Enrollees” as well.

## 1 Registration Guide for Undergraduate Compulsory Courses

### 1. Registration Guide

- (1) Undergraduate compulsory courses must be taken in the assigned year.
- (2) Undergraduate compulsory courses are registered automatically, so there are no procedures related to course registration. The same applies when repeating courses.

The Department of Intercultural Communication designates 言語・コミュニケーション研究入門 (*Gengo-Komyunikeshon Kenkyu Nyumon*) and グローバル研究入門 (*Gurobaru Kenkyu Nyumon*) as courses that must be taken in the assigned semester. There are two course-taking patterns as below. The registered courses are displayed on the course registration status screen.

- ① First year, spring semester: 言語・コミュニケーション研究入門 + first year, fall semester: グローバル研究入門
- ② First year, spring semester: グローバル研究入門 + first year, fall semester: 言語・コミュニケーション研究入門

(3) Cancellation of course registration is not permitted. The same applies when repeating courses.

(4) When students are unable to earn credits in the assigned year, be aware that courses are divided into ① courses to be repeated in each semester in the following semester and after; and ② courses to be repeated in the semester in which they run in the following academic year and after. In either case, students are automatically registered until they are able to earn the credits.

① 基礎演習 (*Kiso Enshu*) A, 基礎演習 (*Kiso Enshu*) B, 言語・コミュニケーション研究入門, グローバル研究入門

② Cultural Exchange

Transitional Bilingual Program: Academic Skills A/B, Overview of Language and Communication, Overview of Global Studies

## 2-1 基礎演習 (*Kiso Enshu*) A/B / (Academic Skills A/B) (Undergraduate

### Compulsory Course: Academic Learning Methods)

(1) Course registration

The Department of Intercultural Communication does the class placement for 基礎演習 A and 基礎演習 B, and students are registered for the course in the designated class.

The class name is the alphabetical letter (a through f) in the course name. The class in which a student is registered is displayed on the course registration status screen. Only one class is run for 基礎演習 B in the spring semester and 基礎演習 A in the fall semester.

Transitional Bilingual Program: Academic Skills A is automatically registered in the spring semester of the first year, and Academic Skills B is automatically registered in the fall semester of the first year.

## 2-2 Cultural Exchange (Undergraduate Compulsory Course)

(1) When to take

The course is taken in the spring semester of the second year.

(2) Course registration

Students are registered for the course in the class designated by the Department of Intercultural Communication. The class in which a student is registered is displayed on the course registration status screen.

### 3 Registration Guide for Elective Courses

#### 1. Registration Guide

Elective courses consist of the course categories below. The number of credits for each category required to graduate is as below.

\* Note that the number of credits required to graduate are different for students who select 卒業研究 (Sotsugyo Kenkyu) and students who select 卒業課題 (Sotsugyo Kadai).

Course Category	Number of Credits Required to Graduate
Introduction to Academic Studies	4
Cross-disciplinary Studies and General Sports Studies (university-wide)	14
Core Courses	22
Basic Courses	12
Specialized Courses	22
① 卒業研究 (elective)	*①10
② 卒業課題 (elective)	②4

#### 2. Prerequisite Regulations

The courses with prerequisites are as below. Note that these courses cannot be taken without first completing the designated courses (prerequisite courses).

Course Name	Prerequisite Courses (courses for which credits are to be earned first)
海外インターンシップ (CIC)	日本語学概論 A・日本語学概論 B・日本語教授法 A・日本語教授法 B
日本語教育実習	日本語教授法 A・日本語教授法 B
逐次通訳	通訳入門
同時通訳入門	通訳入門・逐次通訳
翻訳応用実践 1	翻訳入門
翻訳応用実践 2	翻訳入門・翻訳応用実践 1
通訳翻訳実習	通訳入門・逐次通訳・同時通訳入門・翻訳入門・翻訳応用実践 1・翻訳応用実践 2
専門演習 1	基礎演習 A・基礎演習 B Transitional Bilingual Program: Academic Skills A/B
専門演習 2	専門演習 1
専門演習 3	専門演習 1・専門演習 2

卒業研究	専門演習 1・専門演習 2
Advanced Seminar in Intercultural Communication	Introduction to Intercultural Communication
Language and Identity	Introduction to Linguistics
International Organizations and Sustainability	Introduction to International Development and Cooperation
Gender and Communication	Introduction to Communication
Globalization and Media	Introduction to Media Communication

### 3. Courses with Automatic Registration \*September enrollees should refer to “10. September Enrollees”

The courses below are electives but are automatically registered. If the course is not completed in the academic year when it was automatically registered and will be taken in the following academic year or after, you should consult the relevant section on the following pages.

Course Name	Academic Year and Semester of Automatic Registration
College Life Planning A (Introduction to Academic Studies)	First year, spring semester
College Life Planning B (Introduction to Academic Studies)	First year, fall semester
CS1B (〇〇語)* <sup>1</sup>	First year, spring semester
CS2D (〇〇語)* <sup>1</sup>	First year, fall semester
CS3A-R (英語) or CS3B-R (〇〇語) *Same language as study abroad destination	Second year, spring semester
日本語コミュニケーション A/C	First year, spring semester
日本語コミュニケーション B/D	First year, fall semester

\*1 〇〇語: the same language as Language B for the university-wide liberal arts language courses

\*2 Only enrollees through the Entrance Exam for International Students are automatically registered in the first year.

## 4 College Life Planning (CLP) A/B (Introduction to Academic Studies)

### (1) Registration

CLP A is automatically registered in the spring semester of the first year, and CLP B is automatically registered in the fall semester of the first year.

### (2) Students in the second year and after who wish to register

If you have not completed CLP A or CLP B and want to take the courses, you will need to register the course code.



## 5-1 コミュニケーションセミナー (Komyunikeshon Semina) / CS (Core Course)

コミュニケーションセミナー (Communication Seminar, CS) are held in each language not previously studied (German, French, Spanish, Chinese, and Korean).

CS1B: spring semester course, CS2D: fall semester course

### 1. CS1B/2D (〇〇語) (XX-go)

#### (1) Language registered

The same language as Language B in the university-wide liberal arts language compulsory courses is registered.

International students are not eligible to take a language course that is their native language (see below for definition of native language).

Definition of native language: the language determined by nationality and in interviews with the faculty of the College of Intercultural Communication

\*Applies to international students (students who enrolled through the Entrance Exam for International Students) and September enrollees

#### (2) Course Registration

Students are automatically registered for CS1B in the class designated by the Department of Intercultural Communication in the spring semester of the first year.

Students are automatically registered for CS2D in the fall semester of the first year in a class on the same day of the week and in the same time period as CS1B.

The class in which a student is registered is displayed on the course registration status screen.

#### (3) Students who wish to take the course in the second year and after

CS1B and CS2D languages that have not been completed can be taken by registering the course code in the second year and after.

#### (4) Special cancellation system (CS1B and CS2D)

Registration for languages not previously studied may be cancelled for students with a certain background of study prior to enrollment based on grades, scores, and oral exams with the supervising faculty members for each language. (CS1B and CS2D are not automatically registered and no credits are granted.)

Students who wish to cancel registration should proceed after consulting R Guide on how to apply and the schedule and criteria for application.

It is recommended that students who cancel registration should register for 〇〇語 (XX-go) Lecture, the advanced courses for languages not previously studied. Thus, students who wish to take the advanced course should register the course code. CS1B and CS2D can only be registered as course codes from the spring semester of the first year for languages not selected as Language B when the

cancellation of CS1B and CS2D for the language selected as Language B for the university-wide liberal arts language compulsory courses has been approved. (CS1B and CS2D cannot be taken simultaneously for multiple languages in the same semester.)

Note that CS1B and CS2D cannot be taken in a language once cancellation has been approved.

(5) Students who enroll through the Entrance Exam for International Students

CS1B/2D are not automatically registered for students who have selected Japanese as Language B for the university-wide liberal arts language compulsory courses. CS1B/2D can be taken for languages not previously studied which are not a student's native language (see (1) Language Registered for the definition of native language). When a student wishes to take a non-native language course, the course code should be registered. (CS1B and CS2D of multiple languages cannot be taken simultaneously in the same semester.)

## 2. CS3A-R (英語) (*Eigo*), CS3B-R (〇〇語) (*XX-go*)

(1) Registration

These courses are taken in the spring semester of the second year. In principle, students are automatically registered for “CS3A-R (英語) (*Eigo*)” or “CS3B-R (ドイツ語, フランス語, スペイン語, 中国語, 朝鮮語) (*doitsu-go, furansu-go, supein-go, chugoku-go, chosen-go*)”, which is the same language as the language of the study abroad program selected for 海外留学研修 (*Kaigai Ryugaku Kenshu*) A/B/C. CS3A-R (英語) is automatically registered for students who will extend study abroad.

(2) Registered course and class placement (CS3A-R (英語))

The Department of Intercultural Communication determines the registered language as well as the class placement for CS3A-R (英語). Students should consult R Guide for registered courses and class announcements as well as schedules including changes and withdrawals before proceeding.

(3) Students who wish to take courses in the third year and after other than the above

① CS3A-R (英語)

Students should consult R Guide for how to apply and the schedule before proceeding.

② CS3B-R (〇〇語)

To register the course code, students should submit a notification via the Course Registration System during the course code registration period. International students are not eligible to take a language course that is their native language (see 1. CS1B/2D (〇〇語) (1) Language Registered for definition of native language.)

## 5-2 海外留学研修 (Kaigai Ryugaku Kenshu) A/B/C (Core Course)

海外留学研修 A/B/C is a key course in the curriculum of the College of Intercultural Communication, and must therefore be taken by all students in principle. In addition, attendance at study abroad program guidance and a range of preparatory programs beginning in the first year before studying abroad are part of the course, so students must attend all guidance and preparatory programs.

### 1. Study Abroad Period and Destination

#### (1) Period

In principle, the study abroad program is taken in the fall semester of the second year (spring semester of the third year for C2). The period depends on whether 海外留学研修 A, 海外留学研修 B or 海外留学研修 C is taken and the study abroad destination.

- 海外留学研修 A: scheduled for around 12–16 weeks
- 海外留学研修 B: scheduled for longer than 海外留学研修 A
- 海外留学研修 C1: around 12–16 weeks at a university with which the College has an inter-departmental agreement for student exchange
- 海外留学研修 C2: around 12–16 weeks at a university with which the College has an inter-departmental agreement for student exchange

#### (2) Destination

The study abroad destination is announced in the study abroad program guidance. International students cannot select a study abroad program in their home country.

### 2. Method for Determining Study Abroad Destination

The study abroad destination is determined through study abroad program guidance.

### 3. Study Abroad Guidance

Study abroad program guidance is held several times (in principle, fifth period on Tuesdays). Students should ensure that they attend all study abroad program guidance.

### 4. Course Registration and Points to Note

(1) In principle, taking 海外留学研修 is not permitted when Language B of the university-wide liberal arts language compulsory courses is not completed. Even when accepted for 海外留学研修 A/B/C, students will not be able to participate in the applicable language program when ○○語基礎 (XX-go Kiso) 1, the university-wide liberal arts language courses taken in the spring semester of the

first year, is not completed.

(2) When students wish to take part in the language program for a linguistic area that was not taken in Language B, they should submit their score for the applicable language and obtain the approval of the College.

(3) The University registers courses for those students who have been accepted, so there is no need for course registration procedures. Students should check that they have been registered correctly using the Course Registration Status Screen.

(4) Students who have been accepted cannot withdraw from participation unless there are good reasons impeding their participation, such as long-term convalescence. If noticed to the academic advisor prior to the participation, such withdrawal from participation may be permitted under the following conditions through the deliberation by the Department.

- ◆ Permission of academic advisor
- ◆ Consent of guarantor
- ◆ Medical certificate (submitted depending on the reason for withdrawal)

(5) When students who have been accepted wish to cancel the study abroad for unavoidable reasons after the commencement of the study abroad, cancellation of the study abroad may be permitted following deliberation by the Department. The handling of the registration for 海外留学研修 A/B/C in the relevant semester when cancellation is permitted, the registration for courses other than 海外留学研修 A/B/C, and the possibility of taking 海外留学研修 A/B/C in the following academic year will be as follows.

Timing of application to cancel 海外留学研修 A/B/C	Handling of registration for 海外留学研修 A/B/C	Registration for courses other than 海外留学研修 A/B/C	Possibility of taking 海外留学研修 A/B/C in the following academic year
Before the end of the course registration correction period (special measures)	Course will be cancelled	Course registration prescribed by the University Registration possible based on schedule	May be permitted based on application of the individual concerned
After the above until one week before the start of course cancellation	Course will be cancelled	Registration not possible	Not permitted
One week before the start of course cancellation and after	Registration cannot be cancelled and course cannot be cancelled	Registration not possible	Not permitted

(6) Students cannot take any courses other than 海外留学研修 A/B/C while taking 海外留学研修 A/B/C.

(7) 海外留学研修 cannot be repeated, regardless of whether credits were earned.

(8) When the course could not be taken in the second year, it may be permitted to take the course in

the third year based on the application of the individual concerned (cannot be taken in the fourth year).  
(9) Students cannot take 海外留学研修 in the third year and after when they have participated in outbound exchange based on inter-university agreement in the second year, regardless of whether credits were earned.

## 6 DLP Courses (Specialized Course)

Students should register the course code for courses listed as DLP Courses in the Notes column of the specialized courses list (specialized courses with DM400 numbers). However, as all classes are conducted in English, students should use the following levels of English proficiency as a guide for course registration.

TOEIC 700, TOEIC IP 700, TOEFL iBT 76, IELTS 6.0
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Use the following levels of English proficiency for DLP courses with four credits.

TOEIC 800, TOEIC IP 800, TOEFL iBT 88, IELTS 6.5
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## 7 Taking 卒業研究 (Sotsugyo Kenkyu) and 卒業課題 (Sotsugyo Kadai)

### 1. Objectives and Positioning

To graduate from the College of Intercultural Communication, students must take and earn credits in either 卒業研究 or 卒業課題. To take 卒業研究, students take 専門演習 (*Senmon Enshu*) 1 in their sixth semester of enrollment (in principle the fall semester of the third year), 専門演習 (*Senmon Enshu*) 2 in their seventh semester of enrollment, and 専門演習 (*Senmon Enshu*) 3 and 卒業研究 in their eighth semester of enrollment (total of 10 credits). The objective of 卒業研究 is to carry out in-depth research into a theme students select themselves and to ultimately compile this research into a deliverable such as a graduation thesis, and the College of Intercultural Communication recommends graduation based on 卒業研究.

When students wish to graduate in four years but cannot take 専門演習 1–3 and 卒業研究 for unavoidable reasons, such as studying abroad for a long period of time, they may take the 卒業課題 (total of four credits) instead. 卒業課題 is an educational program for graduating from the College of Intercultural Communication with the acquisition of suitable insight for going out into the world with a broad knowledge of the four fields covered by the College, and students can earn credits by completing specific tasks under the guidance of the supervising faculty members.

### 2. Taking 卒業研究 and 卒業課題 and the Number of Credits Required to Graduate

Students must complete either 卒業研究 or 卒業課題 in order to graduate.

In principle, it is preferable to complete 卒業研究. It should be noted that the number of credits required to graduate in the elective and free elective course categories will be different depending on which is taken.

It should also be noted that the requirements for completing the Japanese Language Teacher Training Program and the Translator and Interpreter Training Program cannot be fulfilled when 卒業課題 is taken.

Students taking 卒業研究

Category	Number of credits required to graduate	Course name	Number of credits
Elective (専門演習 & 卒業研究)	10	専門演習 1	2
		専門演習 2	2
		専門演習 3	2
		卒業研究	4
Free elective	At least <b>20</b>		

Students taking 卒業課題

Category	Number of credits required to graduate	Course name	Number of credits
Elective (卒業課題)	4	卒業課題 A	2
		卒業課題 B	2
Free elective	At least <b>26</b>		

## 7-1 専門演習 (*Senmon Enshu*) 1-3

### 1. 専門演習 1-3

(1) The objective in 専門演習 1 is to set a theme for 卒業研究 (*Sotsugyo Kenkyu*) by connecting students' individual perceptions of problems to academic themes, and the College provides the classes for learning the fundamentals needed to accomplish this (such as research methods).

(2) In 専門演習 2, students carry out literature surveys and research, etc. related to the theme set in 専門演習 1 and engage in thinking and discussion in order to dig deeper in terms of content.

(3) The objective in 専門演習 3 is to complete the writing of 卒業研究 as a summary of what has been learned up to that point, and students engage in individual guidance, presentations, and discussion needed to accomplish it.

## 2. Course Registration Policies and Procedure

- (1) Students take 専門演習 1 in the sixth semester of enrollment, 専門演習 2 in the seventh semester of enrollment, and 専門演習 3 in the eighth semester of enrollment. More than one 専門演習 cannot be taken in the same semester. Applications should be made in the fifth semester of enrollment, regardless of whether it is the spring or fall semester.
- (2) In principle, students continue to taking courses with the same supervising faculty member for 専門演習 1–3. A change in the supervising faculty member may be approved for 専門演習 2/3 when there is a clear reason. However, in principle, it is not possible to change in the middle of a semester. Students who wish to change should notify their academic advisor, the Chair of the Department, or the Dean of the College.
- (3) Students must complete 基礎演習 (*Kiso Enshu*) A and 基礎演習 (*Kiso Enshu*) B (Transitional Bilingual Program: Academic Skills A and Academic Skills B) in order to take 専門演習 1.
- (4) Students must complete 専門演習 1 in order to take 専門演習 2. Students must also complete 専門演習 2 in order to take 専門演習 3.
- (5) For 専門演習 3, students take the course with the same supervising faculty member in the same semester as the 卒業研究 (see 7-2 卒業研究 (*Sotsugyo Kenkyu*)).
- (6) 卒業研究 cannot be completed without completing 専門演習 3. Also, 専門演習 3 cannot be completed without completing 卒業研究.
- (7) When 専門演習 1–3 cannot be completed, students repeat the courses in the following semester and after. In principle, it is desirable to receive guidance from the same faculty member determined in the selection process, but where this is not possible due to the circumstances, the Department will designate a faculty member. In addition, when 専門演習 1–3 cannot be completed with the supervising faculty member determined in the selection process due to leave of absence, etc., the Department will designate a supervising faculty member.
- (8) When a leave of absence is taken, an application must be made during the application period of the previous semester for taking the course in the sixth semester of enrollment (includes cases when the application period is during the leave of absence).
- (9) April enrollees who will take 海外留学研修 (*Kaigai Ryugaku Kenshu*) A/B/C in the fall semester of the third year take 専門演習 1 in the spring semester of the third year (compulsory). When this applies, students should apply in March of the academic year before taking the course.
- (10) When taking part in outbound exchange or studying abroad at approved schools limited to studying abroad in the sixth and seventh semester of enrollment (scheduled to return to Japan by the end of May), students take 専門演習 1 in the fifth semester of enrollment (compulsory). Students should create a learning plan which takes account of the fact that they will not be able to graduate in four years in spite of studying abroad when 専門演習 1 was not completed in the fifth semester of enrollment because 専門演習 1–3 can only be taken one course at a time in each semester. When this

applies, an application should be made in March of the academic year before taking the course. When students wish to commence 専門演習 1 after returning to Japan, they should ensure that they notify the Academic Affairs Office, Ikebukuro Campus before studying abroad.

Students who will study abroad for one year starting in the spring semester which is the fifth semester take 専門演習 1 in the spring semester of the following academic year.

(11) It is only possible to change to 卒業課題 (*Sotsugyo Kadai*) starting the following semester in the sixth semester of enrollment when 専門演習 1 is taken. When students wish to change, they will take 卒業課題 starting in the seventh semester so should apply during the specified change application period in the semester before taking the course. Consult R Guide for details of the change application period and the procedure. Students are not permitted to change to 卒業課題 on any other occasion and cannot return to 専門演習 after changing. The completed 専門演習 1 will be counted as a free elective.

(12) When students wish to take 専門演習 1 in the seventh semester of enrollment and after, they should apply during the change application period in the sixth semester of enrollment. When no application is made, 卒業課題 will be automatically registered in the seventh semester of enrollment, and students will not be able to change to 卒業研究 (includes leave of absence and study abroad, etc.)

### **3. Screening Method**

In principle, students should make an appointment for an interview with the faculty member whose course they wish to take and apply within the designated period after filling in the required fields on the application form. Students should proceed after consulting R Guide for details on the screening schedule and how to apply.

### **4. Course Registration**

The University registers the courses based on the screening results. Students should check that courses have been registered correctly on the course registration status screen.

### **5. Points to Note on Screening**

(1) There are fixed numbers for 専門演習 1–3. Consult the notes column of the syllabus for the academic year of application for the fixed numbers.

(2) Students who did not apply during the designated period (includes students with a leave of absence) and students for whom a supervising faculty member was not determined should consult the Chair of the Department.



## 7-2 卒業研究 (Sotsugyo Kenkyu)

### 1. Course Registration Policies and Procedure

- (1) Registration for 卒業研究 is limited to one course.
- (2) 卒業研究 is taken in the same semester and with same supervising faculty member as 専門演習 3 (see 7-1 専門演習 (Senmon Enshu) 1-3).
- (3) 専門演習 3 cannot be completed without completing the 卒業研究. Also, 卒業研究 cannot be completed without completing 専門演習 3.
- (4) When 卒業研究 could not be completed, it is taken at the same time as 専門演習 3, which is repeated in the next semester and after.

### 2. Course Registration

- (1) The University registers the course based on the supervising faculty member for 専門演習 3. Students should check that courses have been registered correctly on the course registration status screen.
- (2) Registration for 卒業研究 is registered at the same time as 専門演習 3.

### 3. Schedule of 卒業研究

#### Third year

- Around early May: publication of application requirements for 専門演習 1
- Around mid-June: announcement of first round selection results for 専門演習 1
- Around mid-July: announcement of second round selection results for 専門演習 1

#### Fourth year

- Around mid-June: submission of research project title registration form
- Around mid-November: submission of research project title change form

\*Only for students to whom it applies (submitted only when there have been significant changes to the theme from the title registration form, consult supervising faculty member

- Around mid-December: submission of 卒業研究

Title registration form and change of title registration form

In principle, the title registration form is submitted during the semester when 専門演習 2 is taken and the change of title registration form is submitted during the semester when 卒業研究 and 専門演習 3 are taken. However, students who could not complete 専門演習 2 or 専門演習 3 should resubmit the title registration form during the period for the submission of the change of title registration form in the semester when 専門演習 3 is taken.

#### 4. Submission of 卒業研究

Consult R Guide for details, including the period for submission and where and how to submit.

#### 5. Schedule of 卒業研究 when taken in the Spring Semester

When 卒業研究 and 専門演習 3 are taken in the spring semester, the schedule is as below. The points to note when submitting the project are same as those during the usual period of submission.

- Around mid-November: submission of research project title registration form
- Around early June: submission of change in research project title change form
- Around late June: submission of 卒業研究

### 7-3 卒業課題 (Sotsugyou Kadai)

#### 1. Course Registration Policies and Procedure

(1) Students take 卒業課題 one course at a time starting in the seventh semester of enrollment (in principle, the spring semester of the fourth year for April enrollees and the fall semester of the fourth year for September enrollees) with a total of two courses (4 credits). 卒業課題 A and 卒業課題 B cannot be taken in the same semester.

(2) It is only possible to change to 卒業課題 starting in the next semester in the sixth semester of enrollment when 専門演習 (Senmon Enshu) 1 is taken. When students wish to change, 卒業課題 will be taken from the seventh semester of enrollment, so applications should be made during the change application period of the previous semester (see 2. Course Registration Policies and Procedure (11) under 7-1 専門演習 (Senmon Enshu) 1–3).

(3) For students who studied abroad through outbound exchange or at approved schools, only those students who returned to Japan and registered for the course by the end of May or the end of October in the seventh semester of enrollment can take 卒業課題 in the relevant semester. Before participating in the study abroad program, students should check with the Academic Affairs Office, Ikebukuro Campus whether it is possible to graduate in four years.

(4) When students earned the credits for 卒業課題 A offered in the spring semester but failed or did not take 卒業課題 B offered in the fall semester (when credits were not earned), 卒業課題 B may be offered in the spring semester of the following academic year upon application.

Students who wish to take the course should apply to a counter of the Academic Affairs Office by the application deadline below.

Even in this case, the theme of the graduation assignment theme application form will remain valid once submitted.

○ Application deadline: the day before the start of spring semester classes

(5) When students earned the credits for 卒業課題 B offered in the fall semester but failed or did not take 卒業課題 A offered in the spring semester (when credits were not earned), 卒業課題 A may be offered in the fall semester of the following academic year upon application.

Students who wish to take the course should apply to a counter of the Academic Affairs Office by the application deadline below.

Even in this case, the theme of the graduation assignment theme application form will remain valid once submitted.

○ Application deadline: the day before the start of fall semester classes

## **2. Course Registration**

(1) 卒業課題 A and 卒業課題 B are registered automatically when approved by the College. Students should check that courses have been registered correctly on the course registration status screen.

(2) Students who have been approved to take the course cannot cancel it.

## **3. Submission of 卒業課題**

(1) For 卒業課題, students research one of the four themes announced in each semester in the seventh semester of enrollment and one in the eighth semester of enrollment under the guidance of the supervising faculty member and earn two credits for each theme by completing and passing a task, such as a report. The themes for 卒業課題 are posted on the College bulletin board.

(2) Students who take 卒業課題 submit an application form listing their preferred themes by the designated date and time in the semester before the course is taken. The College finalizes the themes for 卒業課題 A and 卒業課題 B based on these preferences and registers the courses. Theme preferences that have been submitted cannot be changed in principle.

(3) The College determines the faculty member who will supervise the preparation of 卒業課題.

(4) The format for the 卒業課題 report is a text of at least 8,000 characters (in Japanese) for one theme.

(5) Consult R Guide for the deadline and location for submission of the 卒業課題 report.

## **4. Schedule**

### Third year

- Around late-November: announcement of 卒業課題 themes (College of Intercultural Communication bulletin board)
- Around late January–around mid-March: submission of graduation theme assignment application form to Academic Affairs Office, Ikebukuro Campus

<Fall semester applications>

\*Students whose seventh semester of enrollment will be in the fall semester

- Around early June: announcement of 卒業課題 themes (College of Intercultural Communication bulletin board)
- Around late July–around early September: submission of graduation theme assignment application form to Academic Affairs Office, Ikebukuro Campus

#### Fourth year

- Around late-June: submission of 卒業課題 A
- Around mid-December: submission of 卒業課題 B

## **8 Course Guideline for Free Elective Courses**

- (1) The number of credits required to graduate is at least 20 for students who select 卒業研究 (*Sotsugyo Kenkyu*) and at least 26 for students who select 卒業課題 (*Sotsugyo Kadai*).
- (2) Credits exceeding the number of credits required to graduate earned from elective courses, courses of other colleges, language free elective courses [university-wide liberal arts courses], and the f-Campus five-university credit transfer system can be counted toward the free elective credits required to graduate.
- (3) Credits earned from outbound exchange or at approved schools which are credits for courses that have received approval as studying abroad approval credits are studying abroad approval courses within free elective courses and can be counted toward the free elective credits required to graduate.

## **9 Transferring to the DLP**

### **1. What is the DLP?**

The Dual Language Pathway (DLP) is a four-year educational program in two languages: Japanese and English. Students registered for the DLP mainly complete the specialized courses required to graduate (except for CS1B/2D) in English and also prepare the 卒業研究 (*Sotsugyo Kenkyu*) in English. At the same time, the specialized courses offered by the College in Japanese may be taken based on the individual interests of students. General students can apply to transfer their registration to the DLP during the prescribed period in the second semester of enrollment when they meet certain requirements (see below for the transfer of registration requirements and application method).

## 2. Transferring to the DLP

Students who did not enroll through the Entrance Exam for International Courses (includes September enrollees) may transfer to the DLP by applying at the following times.

Transfers are not permitted at times other than those below, and cancellation of transfers and return to the general program after transferring is not permitted. Students who took a leave of absence before the third semester of enrollment cannot apply to transfer to the DLP.

Transfer from the third semester of enrollment (April enrollees: transfer in the spring semester of the second year, September enrollees: transfer in the fall semester of the second year)

## 3. Conditions for Continuation the DLP

In order to complete the DLP, it is necessary to meet the conditions for continuing the DLP in the following DLP continuation eligibility checkpoints (1) and (2). Students return to the general program when the conditions cannot be met. It should be noted that the applicable list of credits required to graduate and the course list changes when returning the general program and that the category in which completed credits are counted will change (see 4. Credits Required to Graduate and 5. Course Categories). Whether students will continue in the DLP will be announced on the bulletin board of the College of Intercultural Communication in late March for the spring semester and early September for the fall semester, so students should be sure to consult the bulletin board in conjunction with the Grades Reference System before starting course registration.

Conditions for continuing the DLP

DLP continuation eligibility checkpoints		DLP continuation conditions	When returning to general program from DLP
① As of end of third semester of enrollment	April enrollees: as of end of spring semester of the second year	Earn at least 60 credits from among credits required to graduate and mark GPA of at least 2.5	From the fall semester of the second year
	September enrollees: as of end of fall semester of the second year		From the spring semester of the second year
② As of end of sixth semester of enrollment	April enrollees: as of end of fall semester of the third year	Earn at least 100 credits from among credits required to graduate and mark GPA of at least 2.5	Only 卒業研究 can be selected from the spring semester of the fourth year
	September enrollees: as of end of spring semester of the third year		Only 卒業研究 can be selected from the fall semester of the fourth year

\*Conditions will be determined on an individual basis, with a focus on GPA, when students have undertaken an outbound exchange, etc. or a leave of absence, etc. before the sixth semester of enrollment.

#### 4. Credits Required to Graduate

When transferring to the DLP is permitted, the credits required to graduate will change. List of Credits Required to Graduate in the DLP Course Registration Policies and Procedure, Department of Intercultural Communication should be consulted for details. When unable to meet 3. Conditions for Continuation in the DLP and returning to the general program, the credits required to graduate in the general program (List of Credits Required to Graduate in the General Program for Enrollees in 2020 and After) must be satisfied.

#### 5. Same Name, Same Content Courses, and Course Categories

(1) Same name and same content courses

Courses with the same name in the general program and the DLP (e.g. Cultural Exchange) cannot be retaken once the credit has been earned.

The following courses have different names, but the content is the same for the general program and the DLP. Consequently, when students have completed one of the courses, they will not be able to take the other course. See the notes column in the specialized course list.

DLP course name	General program course name
<b>Undergraduate compulsory courses</b>	
Academic Skills A	基礎演習 A
Academic Skills B	基礎演習 B
Overview of Language and Communication Studies	言語・コミュニケーション研究入門
Overview of Global Studies	グローバル研究入門
Advanced Seminar 1	専門演習 1 (Electives: 専門演習・卒業研究)
Advanced Seminar 2	専門演習 2 (Electives: 専門演習・卒業研究)
Advanced Seminar 3	専門演習 3 (Electives: 専門演習・卒業研究)
Senior Research and Thesis	卒業研究 (Electives: 専門演習・卒業研究)
<b>Elective courses</b>	
<b>Core courses</b>	
Communication Seminar 1B (〇〇)*	コミュニケーションセミナー1B (〇〇語)*
Communication Seminar 2D (〇〇)*	コミュニケーションセミナー2D (〇〇語)*
Communication Seminar 3A-R (English)	コミュニケーションセミナー3A-R (英語)
Communication Seminar 3B-R (〇〇)*	コミュニケーションセミナー3B-R (〇〇語)*
Lecture in German A	ドイツ語 Lecture A
Lecture in German B	ドイツ語 Lecture B

Lecture in French A	フランス語 Lecture A
Lecture in French B	フランス語 Lecture B
Lecture in Spanish A	スペイン語 Lecture A
Lecture in Spanish B	スペイン語 Lecture B
Lecture in Chinese A	中国語 Lecture A
Lecture in Chinese B	中国語 Lecture B
Lecture in Korean A	朝鮮語 Lecture A
Lecture in Korean B	朝鮮語 Lecture B
Overseas Study Program A	海外留学研修 A
Overseas Study Program B	海外留学研修 B
Overseas Study Program C1	海外留学研修 C1
Overseas Study Program C2	海外留学研修 C2
Communication Seminar (Intensive) A	諸言語特別演習 A
Communication Seminar (Intensive) B	諸言語特別演習 B
Overseas Field Studies A	海外フィールドスタディ A
Overseas Field Studies B	海外フィールドスタディ B
Domestic Field Studies A	国内フィールドスタディ A
Domestic Field Studies B	国内フィールドスタディ B
Service Learning A	サービスラーニング A
Service Learning B	サービスラーニング B
Service Learning C	サービスラーニング C
Overseas Internship (CIC)	海外インターンシップ (CIC)
Internship	インターンシップ
Research Methods in Language Studies	言語研究調査法
Seminar in Intercultural Training	異文化トレーニング演習
Research Methods in Communication Studies	コミュニケーション研究調査法
Fieldwork	フィールドワーク
Core courses offered in the general program other than those above are counted as free electives in the DLP.	
Basic courses	
Introduction to Linguistics	言語学概論
Introduction to Translation and Interpreting Studies	通訳翻訳学概論
Introduction to Communication	コミュニケーション研究概論
Introduction to Intercultural Communication	異文化コミュニケーション概論

Introduction to Media Communication	メディアコミュニケーション概論
Introduction to Cultural Studies	カルチュラル・スタディーズ概論
Introduction to International Development and Cooperation	国際協力・開発学概論
Introduction to Cultural Anthropology	文化人類学概論
Introduction to the Study of English	英語学概論
Globalization and Gender	グローバル化とジェンダー
Basic courses offered in the general program other than those above are counted as free electives in the DLP.	
Specialized courses	
Psycholinguistics	心理言語学
Sociolinguistics	社会言語学
Cognitive Linguistics	認知言語学
Pragmatics	語用論
Theories of Second Language Acquisition	第2言語習得理論
Bilingualism	バイリンガリズム研究
Measurement and Evaluation in Language Education	外国語教育評価論
Introduction to Interpreting	通訳入門
Consecutive Interpreting	逐次通訳
Introduction to Simultaneous Interpreting	同時通訳入門
Introduction to Translation	翻訳入門
Intermediate Translation 1	翻訳応用実践 1
Intermediate Translation 2	翻訳応用実践 2
Translation and Interpreting Practicum	通訳翻訳実習
Translation and Interpreting in Multicultural Society	通訳翻訳と多文化社会
History of Translation and Interpreting	通訳翻訳の歴史

\* ○○: language not previously studied

## (2) Course Categories

After transferring to the DLP, the categories for already completed credits other than (1) same name and same content courses will change as shown below. When unable to meet the DLP continuation conditions and returning to the general program after transferring to the DLP, the category in which credits completed under the DLP are counted may also change as shown below. Students should note that there are courses for which the category in which they are counted is different in the general



program and the DLP. For the semester in which a student transferred to the DLP or to the general program, the announcement of results will be based on the original aggregation of credits. However, the Grades Reference System will re-aggregate and update results based on the credits required to graduate after the transfer on the day before the commencement of course registration in each semester. Therefore, students should be sure to consult the system when making plans to take courses.

Category	General → DLP	DLP → General
Undergraduate compulsory courses	No change in categories	専門演習 1 only an elective
Core courses	No change in categories*	No change in categories
Basic courses	No change in categories*	No change in categories

\* All courses not on the DLP Course List will be Free Elective Courses (e.g. 日本語学概論 A, etc.)

## 6. Eligibility for Applying to Transfer to the DLP and Applying Procedure

Students should proceed with applications after consulting R Guide on the eligibility for applying, applying procedure, and the schedule.

## 10 September Enrollees

### 1. Overview

In principle, September enrollees should consult Course Registration Policies and Procedure for Enrollees in 2020 and after (General). The following categories will apply to September enrollees as they are distinct from those for April enrollees. Students who wish to transfer to the DLP should refer to “9. Transferring to the DLP”, and students who wish to take the five-year integrated program should refer to “XI. Five-Year Integrated Program”.

### 10-1 Compulsory Courses and Elective Courses (Introduction to Academic Studies and Core Courses)

#### 1. Automatic Registration

The compulsory courses that the University automatically registers are as shown below. The list of courses taken may differ depending on courses taken in high school (Japanese courses or English courses). When DLP undergraduate compulsory courses or core courses have been taken, they are counted in the same course category as the credits required to graduate in the general program.

Automatically Registered Courses

High school course	Language B	First semester of enrollment (Fall semester)	Second semester of enrollment (Spring semester)	Third semester of enrollment (Fall semester)	Fourth semester of enrollment (Spring semester)	Fifth semester of enrollment (Fall semester)
Japanese course	Select from the following languages when enrolling: German, French, Spanish, Chinese, Korean (hereinafter entered as ○○ language)	<ul style="list-style-type: none"> <li>Language A: DBT, R&amp;W2, P</li> <li>基礎演習 A</li> <li>グローバル研究入門</li> <li>College Life Planning B</li> <li>日本語コミュニケーション B/D</li> </ul>	<ul style="list-style-type: none"> <li>Language A: DSC, R&amp;W1, e</li> <li>Language B: ○○語基礎 1</li> <li>言語・コミュニケーション入門</li> <li>基礎演習 B</li> <li>College Life Planning A</li> <li>CS1B (○○語)</li> <li>日本語コミュニケーション A/C</li> </ul>	<ul style="list-style-type: none"> <li>Language B : ○○語基礎 2</li> <li>CS2D (○○語)</li> </ul>	<ul style="list-style-type: none"> <li>Cultural Exchange</li> <li>CS3A-R (英語) または CS3B-R (○○語)*</li> <li>キャリア実践演習 A</li> </ul>	<ul style="list-style-type: none"> <li>キャリア実践演習 B</li> </ul>
	Japanese	<ul style="list-style-type: none"> <li>Language A: DBT,R&amp;W2,P</li> <li>Language B: 大学生の日本語 C, D</li> <li>基礎演習 A</li> <li>グローバル研究入門</li> <li>College Life Planning B</li> <li>日本語コミュニケーション B/D</li> </ul>	<ul style="list-style-type: none"> <li>Language A: DSC, R&amp;W1, e</li> <li>Language B: 大学生の日本語 A, B</li> <li>言語・コミュニケーション入門</li> <li>基礎演習 B</li> <li>College Life Planning A</li> <li>日本語コミュニケーション A/C</li> </ul>		<ul style="list-style-type: none"> <li>Cultural Exchange</li> <li>CS3A-R (英語) または CS3B-R (○○語)*</li> <li>キャリア実践演習 A</li> </ul>	<ul style="list-style-type: none"> <li>キャリア実践演習 B</li> </ul>
English course	Japanese	<ul style="list-style-type: none"> <li>Language A:DBT, 上級英語 (Jokyu Eigo) 2</li> <li>Language B: 大学生の日本語 (Daigakusei no Nihongo) C, D</li> <li>Overview of Global Studies</li> <li>Academic Skills B</li> <li>College Life Planning B</li> </ul>	<ul style="list-style-type: none"> <li>Language A: DSC, 上級英語 (Jokyu Eigo) 1</li> <li>Language B: 大学生の日本語 (Daigakusei no Nihongo) A, B</li> <li>Overview of Language and Communication Studies</li> <li>Academic Skills A</li> <li>College Life Planning A</li> </ul>		<ul style="list-style-type: none"> <li>Cultural Exchange</li> <li>CS3A-R (英語) または CS3B-R (○○語) (xx-go)*</li> <li>キャリア実践演習 (Kyaria Jissen Enshu) A</li> </ul>	<ul style="list-style-type: none"> <li>キャリア実践演習 (Kyaria Jissen Enshu) B</li> </ul>

\* For CS3A-R and CS3B-R, the same language is automatically registered for CS3A-R (英語) and CS3B-R (ドイツ語, フランス語, スペイン語, 中国語, 朝鮮語) as the language for the study abroad program selected in 海外留学研修 A/B/C. When 海外留学研修 A/B/C is not taken, CS3A-R (英語) is registered.

## 2. Repeating Undergraduate Compulsory Courses

Courses are automatically registered based on the course registration policies and procedure below.

(1) Japanese course

基礎演習 (*Kiso Enshu*) A/B, グローバル研究入門 (*Gurobaru Kenkyu Nyumon*), 言語・コミュニケーション研究入門 (*Gengo-Komyunikeshon Kenkyu Nyumon*)

⇒ Repeat the course(s) from the next semester

(2) English course

Academic Skills A/B, Overview of Global Studies, Overview of Language and Communication Studies

⇒ Repeat the courses in the semester offered from the next academic year\*

\*As undergraduate compulsory courses in English are only offered in with the spring or the fall semesters.

(3) Common to both courses

Cultural Exchange ⇒ Repeat the course in the semester offered from the next academic year\*

## 3. CS1B/2D (〇〇語) (〇〇-go) (Core Course)

Students who select “Japanese” as Language B for the university-wide liberal arts language courses are not automatically registered for CS1B/2D. It is possible to take a language not previously studied which is not a student’s native language from the spring semester of the first year of enrollment (however, multiple languages cannot be taken simultaneously for CS1B and CS2D in the same semester). CS1B should be registered using the course code registration in the April course registration period and CS2D should be registered using the course code registration in the September course registration period.

Definition of native language: the language determined by nationality and through interviews with the College of Intercultural Communication faculty members

\* Applicability: international students (students who enrolled through the Entrance Exam for International Students) and September enrollees

## 4. 海外留学研修 (*Kaigai Ryugaku Kenshu*) A/B/C (Core Course)

September enrollees can only take these courses in the fifth semester of enrollment (the fall semester of the third year). The method of registration is “Other” registration. Refer to 5-2 海外留学研修 A/B/C (Core Course) for other details. Consult the Office of the CIC Study Abroad Program (6th Floor, McKim Hall (Building No. 15)) for the guidance schedule and other details.

## 5. 日本語コミュニケーション (Nihongo Komyunikeshon) A/B/C/D (Core Course)

This course is for students whose native language is not Japanese to take Japanese as a second or third language. Japanese course students are automatically registered for 日本語コミュニケーション B and/or D in the fall semester of the first year and 日本語コミュニケーション A and/or C in the spring semester of the first year. English course students should apply using “Other” registration. Consult the Academic Affairs Office for details about the application schedule and procedure.

## 10-2 Elective Courses (Specialized Courses, 専門演習 (Senmon Enshu)/ 卒業研究 (Sotsugyo Kenkyu), 卒業課題 (Sotsugyo Kadai))

In principle, these courses are the same as in Course Registration Policies and Procedure of the Department for enrollees in 2020 and after (General).

When selecting 卒業研究, students commence 専門演習 1 in the sixth semester of enrollment (in principle, the spring semester of the third year) (application in the semester before taking the course). Consult 7-1 専門演習 1-3 for course registration policies and procedure and how to apply. When undertaking outbound exchange or study abroad at an approved school (limited to study abroad while enrolled) in the sixth and seventh semesters of enrollment (planning to return to Japan by the end of October), students take 専門演習 1 in the fifth semester of enrollment (compulsory). When 専門演習 1 was not completed in the fifth semester of enrollment, students should prepare a learning plan that takes into account the fact that they will no longer be able to graduate in four years despite studying abroad while enrolled because 専門演習 1-3 can only be taken one course at a time in each semester. When this applies, students should apply to the Academic Affairs Office, Ikebukuro Campus in the fourth semester of enrollment. When students wish to start taking 専門演習 1 after returning to Japan, they should be sure to report that fact to the Academic Affairs Office, Ikebukuro Campus before studying abroad.

It is only possible to transfer to 卒業課題 the following semester in the semester when 専門演習 1 is taken. Students who decided to take 卒業課題 will take 卒業課題 from the seventh semester of enrollment (in principle the fall semester of the fourth year). Consult 7-3 卒業課題 (Sotsugyo Kadai) for the course regulation policies and procedure.

Credits Required to Graduate for Enrollees in 2020 and After  
(General: Students Selecting 卒業研究 (Sotsugyo Kenkyu))

Compulsory/elective/free elective	Course category	Number of credits required to graduate		
Compulsory	Language Education Courses Language A (university-wide liberal arts courses)	6	20	
	Language Education Courses Language B (university-wide liberal arts courses)	4		
	Undergraduate compulsory courses (includes Academic Learning Methods)	10		
Elective	Introduction to Academic Studies* <sup>1</sup>	4	84*	At least 124
	Cross-disciplinary Studies (university-wide liberal arts courses)	14		
	General Sports Studies (university-wide liberal arts courses)			
	Core Courses* <sup>2</sup>	22		
	Basic Courses	12		
	Specialized Courses	22		
	専門演習・卒業研究	10*		
Free elective	Credits exceeding the number of credits required to graduate earned from elective courses	No limit	At least 20*	
	Courses of other colleges			
	Language free elective courses (university-wide liberal arts courses)			
	Five-university credit transfer system (f-Campus)			
	Study abroad approved courses			

\*1 In principle, CLP A/B is taken. Introduction to Academic Studies from university-wide liberal arts course may also be taken.

\*2 Includes Center for Japanese Language Education courses.

◆ Refer to the university-wide liberal arts courses section on course registration for university-wide liberal arts courses.

◆ Optional courses cannot be included in credits required to graduate.

Note: The number of credits required to graduate are different for students who select 卒業研究 and students who select 卒業課題, so students should check the list of credits required to graduate for their own selection.

Credits Required to Graduate for Enrollees in 2020 and After  
(General: Students Selecting 卒業課題 (Sotsugyo Kadai))

Compulsory/elective/free elective	Course category	Number of credits required to graduate		
Compulsory	Language Education Courses Language A (university-wide liberal arts courses)	6	20	
	Language Education Courses Language B (university-wide liberal arts courses)	4		
	Undergraduate compulsory courses (includes Academic Learning Methods)	10		
Elective	Introduction to Academic Studies* <sup>1</sup>	4	78*	At least 124
	Cross-disciplinary Studies (university-wide liberal arts courses)	14		
	General Sports Studies (university-wide liberal arts courses)			
	Core Courses* <sup>2</sup>	22		
	Basic Courses	12		
	Specialized Courses	22		
	卒業課題	4*		
Free elective	Credits exceeding the number of credits required to graduate earned from elective courses	No limit	At least 26*	
	Courses of other colleges			
	Language free elective courses (university-wide liberal arts courses)			
	Five-university credit transfer system (f-Campus)			
	Study abroad approval courses			

\*1 In principle, CLPA/B is taken. Introduction to Academic Studies from university-wide liberal arts course may also be taken.

\*2 Includes Center for Japanese Language Education courses.

◆ Refer to the university-wide liberal arts courses section on course registration for university-wide liberal arts courses.

◆ Optional courses cannot be included in credits required to graduate.

Note: The number of credits required to graduate (\*) are different for students who select 卒業研究 and students who select 卒業課題, so students should check the list of credits required to graduate for their own selection.

Department of Intercultural Communication (General)

Courses for Enrollment in 2020 and After

\* Consult the course lists in R Guide for instructors, semesters in which courses are offered, assigned years, and how to register, etc.

Course name	Credits	Course name	Credits	Course name	Credits
<b>Undergraduate compulsory courses</b>					
基礎演習 (Kiso Enshu) A	2	基礎演習 (Kiso Enshu) B	2	言語・コミュニケーション研究入門 (Gengo-Komyunikeshon Kenkyu Nyumon)	2
グローバル研究入門 (Gurobaru Kenkyu Nyumon)	2	Cultural Exchange	2		
<b>Elective courses</b>					
Introduction to Academic Studies					
College Life Planning A	2	College Life Planning B	2		
<b>Core courses</b>					
コミュニケーションセミナー1B (ドイツ語) (Komyunikeshon Semina 1B (Doitsu-go))	2	コミュニケーションセミナー1B (フランス語) (Komyunikeshon Semina 1B (Furansu-go))	2	コミュニケーションセミナー1B (スペイン語) (Komyunikeshon Semina 1B (Supein-go))	2
コミュニケーションセミナー1B (中国語) (Komyunikeshon Semina 1B (Chugoku-go))	2	コミュニケーションセミナー1B (朝鮮語) (Komyunikeshon Semina 1B (Chosen-go))	2	コミュニケーションセミナー2D (ドイツ語) (Komyunikeshon Semina 2D (Doitsu-go))	2
コミュニケーションセミナー2D (フランス語) (Komyunikeshon Semina 2D (Furansu-go))	2	コミュニケーションセミナー2D (スペイン語) (Komyunikeshon Semina 2D (Supein-go))	2	コミュニケーションセミナー2D (中国語) (Komyunikeshon Semina 2D (Chugoku-go))	2
コミュニケーションセミナー2D (朝鮮語) (Komyunikeshon Semina (Chosen-go)) 2D	2	コミュニケーションセミナー3A-R (英語) (Komyunikeshon Semina 3A-R (Eigo))	4	コミュニケーションセミナー3B-R (ドイツ語) (Komyunikeshon Semina 3B-R (Doitsu-go))	4
コミュニケーションセミナー3B-R (フランス語) (Komyunikeshon Semina 3B-R (Furansu-go))	4	コミュニケーションセミナー3B-R (スペイン語) (Komyunikeshon Semina 3B-R (Supein-go))	4	コミュニケーションセミナー3B-R (中国語) (Komyunikeshon Semina 3B-R (Chugoku-go))	4
コミュニケーションセミナー3B-R (朝鮮語) (Komyunikeshon Semina 3B-R (Chosen-go))	4	Seminar in English A	2	Seminar in English B	2
Seminar in English C	2	Seminar in English D	2	Seminar in English E	2
Seminar in English F	2	ドイツ語 Lecture (Doitsu-go Lecture) A	2	ドイツ語 Lecture (Doitsu-go Lecture) B	2
フランス語 Lecture (Furansu-go Lecture) A	2	フランス語 Lecture (Furansu-go Lecture) B	2	スペイン語 Lecture (Supein-go Lecture) A	2
スペイン語 Lecture (Supein-go Lecture) B	2	中国語 Lecture (Chugoku-go Lecture) A	2	中国語 Lecture (Chugoku-go Lecture) B	2

朝鮮語 Lecture (Chosen-go Lecture) A	2	朝鮮語 Lecture (Chosen-go Lecture) B	2	日本語コミュニケーション (Nihongo Komyunikeshon) A	2
日本語コミュニケーション (Nihongo Komyunikeshon) B	2	日本語コミュニケーション (Nihongo Komyunikeshon) C	2	日本語コミュニケーション (Nihongo Komyunikeshon) D	2
ビジネス日本語コミュニケーション演習 (Bijinesu Nihongo Komyunikeshon Enshu)	2	キャリア実践演習 (Kyaria Jissen Enshu) A	2	キャリア実践演習 (Kyaria Jissen Enshu) B	2
諸言語特別演習 (Shogengo Tokubetsu Enshu) A	2	諸言語特別演習 (Shogengo Tokubetsu Enshu) B	2	サービラーニング (Sabisu Rainingu) A	2
サービラーニング (Sabisu Rainingu) B	2	サービラーニング (Sabisu Rainingu) C	2	海外フィールドスタディ (Kaigai Firudo Sutadi) A	2
海外フィールドスタディ (Kaigai Firudo Sutadi) B	2	国内フィールドスタディ (Kokunai Firudo Sutadi) A	2	国内フィールドスタディ (Kokunai Firudo Sutadi) B	2
海外インターンシップ (Kaigai Intanshippu) (CIC)	2	インターンシップ (Intanshippu)	2	海外留学研修 (Kaigai Ryugaku Kenshu) A	12
海外留学研修 (Kaigai Ryugaku Kenshu) B	14	海外留学研修 (Kaigai Ryugaku Kenshu) C1	12	海外留学研修 (Kaigai Ryugaku Kenshu) C2	12
Japan Studies Program A	4	Japan Studies Program B	2	Japan Studies Program C	2
Japan Studies Program D	2	Japan Studies Program E	4	Japan Studies Program F	2
言語研究調査法 (Gengo Kenkyu Chosaho)	2	異文化トレーニング演習 (Ibunka Toreningu Enshu)	2	コミュニケーション研究調査法 (Komyunikeshon Kenkyu Chosaho)	2
フィールドワーク (Firudowaku)	2				
Basic courses					
言語学概論 (Gengogaku Gairon)	2	英語学概論 (Eigogaku Gairon)	2	日本語学概論 (Nihongogaku Gairon) A	2
日本語学概論 (Nihongogaku Gairon) B	2	通訳翻訳学概論 (Tsuyaku Honyakugaku Gairon)	2	コミュニケーション研究概論 (Komyunikeshon Kenkyu Gairon)	2
異文化コミュニケーション概論 (Ibunka Komyunikeshon Gairon)	2	メディアコミュニケーション概論 (Media Komyunikeshon Gairon)	2	国際協力・開発学概論 (Kokusai Kyoryoku-Kaihatsugaku Gairon)	2
文化人類学概論 (Bunkajinruigaku Gairon)	2	カルチュラル・スタディーズ概論 (Karuchuraru-Sutadizu Gairon)	2	グローバル化とジェンダー (Gurobaruka to Jenda)	2
国際協力・紛争研究概論 (Kokusai Kyoryoku-Funso Kenkyu Gairon)	2	人間環境概論 (Ningen Kankyo Gairon)	2	多文化共生概論 (Tabunkakyosei Gairon)	2
グローバル化と宗教 (Gurobaruka to Shukyo)	2	視覚芸術概論 (Shikaku Geijutsu Gairon)	2	音楽学概論 (Ongakugaku Gairon)	2
コンピュータ・リテラシー (Kompyuta-Riterashi)	2				



Specialized courses					
心理言語学 (Shinri Gengogaku)	2	社会言語学 (Shakai Gengogaku)	2	認知言語学 (Ninchi Gengogaku)	2
語用論 (Goyoron)	2	文化記号論 (Bunka Kigoron)	2	第1言語習得理論 (Daichi Gengo Shutoku Riron)	2
第2言語習得理論 (Daini Gengo Shutoku Riron)	2	バイリンガリズム研究 (Bairingarizumu Kenkyu)	2	英語教育学 (Eigo Kyoikugaku)	2
英語コミュニケーション教育学 (Eigo Komyunikeshon Kyoikugaku)	2	英語科教育研究 (Eigoka Kyoiku Kenkyu)	2	外国語教育評価論 (Gaikokugo Kyoiku Hyokaron)	2
日本語学特論 (Nihongogaku Tokuron)	2	日本語教授法 (Nihongo Kyojuhu) A	2	日本語教授法 (Nihongo Kyojuhu) B	2
日本語教育実習 (Nihongo Kyoikujisshu)	4	コミュニケーション文法 (Komyunikeshon Bumpo)	2	言語研究特論 (Gengo Kenkyu Tokuron)	2
通訳入門 (Tsuyaku Nyumon)	2	逐次通訳 (Chikuji Tsuyaku)	2	同時通訳入門 (Doji Tsuyaku Nyumon)	2
翻訳入門 (Honyaku Nyumon)	2	翻訳応用実践 (Honyaku Oyo Jissen) 1	2	翻訳応用実践 (Honyaku Oyo Jissen) 2	2
通訳翻訳実習 (Tsuyaku Honyaku Jisshu)	2	通訳翻訳と多文化社会 (Tsuyaku Honyaku to Tabunka Shakai)	2	通訳翻訳の歴史 (Tsuyaku Honyaku no Rekishi)	2
非言語コミュニケーション論 (Higengo Komyunikeshonron)	2	異文化コミュニケーション特論 (Ibunka Komyunikeshon Tokuron) A	2	異文化コミュニケーション特論 (Ibunka Komyunikeshon Tokuron) B	2
対人コミュニケーション論 (Taijin Komyunikeshonron)	2	集団コミュニケーション論 (Shudan Komyunikeshonron)	2	説得コミュニケーション論 (Settoku Komyunikeshonron)	2
グローバル社会とコミュニケーション (Gurobaru Shakai to Komyunikeshon)	2	コミュニケーション・テクノロジーと社会 (Komyunikeshon-Tekunoroji to Shakai)	2	コミュニケーション特論 (Komyunikeshon Tokuron)	2
グローバル文化研究特論 (Gurobaru Bunka Kenkyu Tokuron)	2	カルチュラル・スタディーズ特論 (Karuchuraru-Sutadizu Tokuron)	2	グローバル化と思想 (Gurobaruka to Shiso)	2
宗教と文化 (Shukyo to Bunka)	2	エスニシティとナショナリズム (Esumishiti to Nashonarizumu)	2	人と移動 (Hito to Ido)	2
言語文化論 (Gengo Bunkaron)	2	グローバル化と言語 (Gurobaruka to Gengo)	2	多文化共生特論 (Tabunkakyosei Tokuron)	2
国際協力・開発学特論 (Kokusai Kyoryoku-Kaihatsugaku Tokuron)	2	国際協力・紛争研究特論 (Kokusai Kyoryoku-Funso Kenkyu Tokuron)	2	自然共生特論 (Shizen Kyosei Tokuron)	2
人間環境特論 (Ningen Kankyo Tokuron)	2	間文化研究 (Kanbunka Kenkyu) A	2	間文化研究 (Kanbunka Kenkyu) B	2
音楽学特論 (Ongakugaku Tokuron)	2	視覚芸術特論 (Shikaku Geijutsu Tokuron)	2	英語圏文学論 (Eigoken Bunkaron)	2
グローバル研究調査法 (Gurobaru Kenkyu Chosaho)	2	Teaching English to Speakers of Other Languages: Basic Principles	2	Motivation in Language Learning	2
Intercultural Communication in the Language Classroom	2	Communication and Citizenship	2	Orientalism in Media	2

Transcultural Cinema	2	Contemporary Culture in Japan	2	Religion and Society in Asia	2
Japan in Asia	2	Ethnicity and Globalization in Japan	2	Multiculturalism in Japan	2
Language Policy and Multilingualism	2	Social Movements and Social Change	2	Advanced Seminar in Intercultural Communication	4
Language and Identity	4	International Organizations and Sustainability	4	Gender and Communication	4
Globalization and Media	4	Special Topics in ICC A	2	Special Topics in ICC B	2
Special Topics in ICC C	2				
専門演習・卒業研究 ( <i>Senmon Enshu/Sotsugyo Kenkyu</i> )					
専門演習 ( <i>Senmon Enshu</i> ) 1	2	専門演習 ( <i>Senmon Enshu</i> ) 2	2	専門演習 ( <i>Senmon Enshu</i> ) 3	2
卒業研究 ( <i>Sotsugyo Kenkyu</i> )	4				
卒業課題 ( <i>Sotsugyo Kadai</i> )					
卒業課題 ( <i>Sotsugyo Kadai</i> ) A	2	卒業課題 ( <i>Sotsugyo Kadai</i> ) B	2		

Credits Required to Graduate for Enrollees in 2020 and After  
(General TBP: Students Selecting 卒業研究 (Sotsugyo Kenkyu))

Compulsory/elective/free elective	Course category	Number of credits required to graduate		
Compulsory	Language Education Courses Language A (university-wide liberal arts courses)	6	20	
	Language Education Courses Language B (university-wide liberal arts courses)	4		
	Undergraduate compulsory courses (includes Academic Learning Methods)	10		
Elective	Introduction to Academic Studies* <sup>1</sup>	4	84*	At least 124
	Cross-disciplinary Studies (university-wide liberal arts courses)	14		
	General Sports Studies (university-wide liberal arts courses)			
	Core Courses* <sup>2</sup>	22		
	Basic Courses	12		
	Specialized Courses	22		
	専門演習・卒業研究	10*		
Free elective	Credits exceeding the number of credits required to graduate earned from elective courses	No limit	At least 20*	
	Courses of other colleges			
	Language free elective courses (university-wide liberal arts courses)			
	Five-university credit transfer system (f-Campus)			
	Study abroad approval courses			

\*1 In principle, CLPA/B is taken. Introduction to Academic Studies from university-wide liberal arts course may also be taken.

\*2 Includes Center for Japanese Language Education courses.

◆ Refer to the university-wide liberal arts courses section on course registration for university-wide liberal arts courses.

◆ Optional courses cannot be included in credits required to graduate.

Note: The number of credits required to graduate (\*) are different for students who select 卒業研究 and students who select 卒業課題, so students should check the list of credits required to graduate for their own selection.

Credits Required to Graduate for Enrollees in 2020 and After  
(General TBP: Students Selecting 卒業課題 (Sotsugyo Kadai))

Compulsory/elective/free elective	Course category	Number of credits required to graduate		
Compulsory	Language Education Courses Language A (university-wide liberal arts courses)	6	20	
	Language Education Courses Language B (university-wide liberal arts courses)	4		
	Undergraduate compulsory courses (includes Academic Learning Methods)	10		
Elective	Introduction to Academic Studies* <sup>1</sup>	4	78*	At least 124
	Cross-disciplinary Studies (university-wide liberal arts courses)	14		
	General Sports Studies (university-wide liberal arts courses)			
	Core Courses* <sup>2</sup>	22		
	Basic Courses	12		
	Specialized Courses	22		
	卒業課題	4*		
Free elective	Credits exceeding the number of credits required to graduate earned from elective courses	No limit	At least 26*	
	Courses of other colleges			
	Language free elective courses (university-wide liberal arts courses)			
	Five-university credit transfer system (f-Campus)			
	Study abroad approval courses			

\*1 In principle, CLPA/B is taken. Introduction to Academic Studies from university-wide liberal arts course may also be taken.

\*2 Includes Center for Japanese Language Education courses.

◆ Refer to the university-wide liberal arts courses section on course registration for university-wide liberal arts courses.

◆ Optional courses cannot be included in credits required to graduate.

Note: The number of credits required to graduate (\*) are different for students who select 卒業研究 and students who select 卒業課題, so students should check the list of credits required to graduate for their own selection.

Department of Intercultural Communication (General TBP)

Courses for Enrollment in 2020 and After

\* Consult the course lists in R Guide for instructors, semesters in which courses are offered, assigned years, and how to register, etc.

Course name	Credits	Course name	Credits	Course name	Credits
<b>Undergraduate compulsory courses</b>					
Academic Skills A	2	Academic Skills B	2	Overview of Language and Communication Studies	2
Overview of Global Studies	2	Cultural Exchange	2		
<b>Elective courses</b>					
<b>Introduction to Academic Studies</b>					
College Life Planning A	2	College Life Planning B	2		
<b>Core courses</b>					
コミュニケーションセミナー1B (ドイツ語) (Komyunikeshon Semina 1B (Doitsu-go))	2	コミュニケーションセミナー1B (フランス語) (Komyunikeshon Semina 1B (Furansu-go))	2	コミュニケーションセミナー1B (スペイン語) (Komyunikeshon Semina 1B (Supein-go))	2
コミュニケーションセミナー1B (中国語) (Komyunikeshon Semina 1B (Chugoku-go))	2	コミュニケーションセミナー1B (朝鮮語) (Komyunikeshon Semina 1B (Chosen-go))	2	コミュニケーションセミナー2D (ドイツ語) (Komyunikeshon Semina 2D (Doitsu-go))	2
コミュニケーションセミナー2D (フランス語) (Komyunikeshon Semina 2D (Furansu-go))	2	コミュニケーションセミナー2D (スペイン語) (Komyunikeshon Semina 2D (Supein-go))	2	コミュニケーションセミナー2D (中国語) (Komyunikeshon Semina 2D (Chugoku-go))	2
コミュニケーションセミナー2D (朝鮮語) (Komyunikeshon Semina 2D (Chosen-go))	2	コミュニケーションセミナー3A-R (英語) (Komyunikeshon Semina 3A-R (Eigo))	4	コミュニケーションセミナー3B-R (ドイツ語) (Komyunikeshon Semina 3B-R (Doitsu-go))	4
コミュニケーションセミナー3B-R (フランス語) (Komyunikeshon Semina 3B-R (Furansu-go))	4	コミュニケーションセミナー3B-R (スペイン語) (Komyunikeshon Semina 3B-R (Supein-go))	4	コミュニケーションセミナー3B-R (中国語) (Komyunikeshon Semina 3B-R (Chugoku-go))	4
コミュニケーションセミナー3B-R (朝鮮語) (Komyunikeshon Semina 3B-R (Chosen-go))	4	Seminar in English A	2	Seminar in English B	2
Seminar in English C	2	Seminar in English D	2	Seminar in English E	2
Seminar in English F	2	ドイツ語 Lecture (Doitsu-go Lecture) A	2	ドイツ語 Lecture (Doitsu-go Lecture) B	2
フランス語 Lecture (Furansu-go Lecture) A	2	フランス語 Lecture (Furansu-go Lecture) B	2	スペイン語 Lecture (Supein-go Lecture) A	2
スペイン語 Lecture (Supein-go Lecture) B	2	中国語 Lecture (Chugoku-go Lecture) A	2	中国語 Lecture (Chugoku-go Lecture) B	2
朝鮮語 Lecture (Chosen-go Lecture) A	2	朝鮮語 Lecture (Chosen-go Lecture) B	2	日本語コミュニケーション (Nihongo)	2

				Komyunikeshon) A	
日本語コミュニケーション (Nihongo Komyunikeshon) B	2	日本語コミュニケーション (Nihongo Komyunikeshon) C	2	日本語コミュニケーション (Nihongo Komyunikeshon) D	2
ビジネス日本語コミュニケーション演習 (Bijinesu Nihongo Komyunikeshon Enshu)	2	キャリア実践演習 (Kyaria Jissen Enshu) A	2	キャリア実践演習 (Kyaria Jissen Enshu) B	2
諸言語特別演習 (Shogengo Tokubetsu Enshu) A	2	諸言語特別演習 (Shogengo Tokubetsu Enshu) B	2	サービスラーニング (Sabisu Ranningu) A	2
サービスラーニング (Sabisu Ranningu) B	2	サービスラーニング (Sabisu Ranningu) C	2	海外フィールドスタディ (Kaigai Firudo Sutadi) A	2
海外フィールドスタディ (Kaigai Firudo Sutadi) B	2	国内フィールドスタディ (Kokunai Firudo Sutadi) A	2	国内フィールドスタディ (Kokunai Firudo Sutadi) B	2
海外インターンシップ (Kaigai Intanshippu) (CIC)	2	インターンシップ (Intanshippu)	2	海外留学研修 (Kaigai Ryugaku Kenshu) A	12
海外留学研修 (Kaigai Ryugaku Kenshu) B	14	海外留学研修 (Kaigai Ryugaku Kenshu) C1	12	海外留学研修 (Kaigai Ryugaku Kenshu) C2	12
Japan Studies Program A	4	Japan Studies Program B	2	Japan Studies Program C	2
Japan Studies Program D	2	Japan Studies Program E	4	Japan Studies Program F	2
言語研究調査法 (Gengo Kenkyu Chosaho)	2	異文化トレーニング演習 (Ibunka Toreningu Enshu)	2	コミュニケーション研究調査法 (Komyunikeshon Kenkyu Chosaho)	2
フィールドワーク (Firudowaku)	2				
Basic courses					
Introduction to Linguistics	2	Introduction to the Study of English	2	Introduction to Translation and Interpreting Studies	2
Introduction to Communication	2	Introduction to Intercultural Communication	2	Introduction to Media Communication	2
Introduction to International Development and Cooperation	2	Introduction to Cultural Anthropology	2	Introduction to Cultural Studies	2
Globalization and Gender	2	日本語学概論 (Nihongogaku Gairon) A	2	日本語学概論 (Nihongogaku Gairon) B	2
国際協力・紛争研究概論 (Kokusai Kyoryoku-Funso Kenkyu Gairon)	2	人間環境概論 (Ningen Kankyo Gairon)	2	多文化共生概論 (Tabunkakyosei Gairon)	2
グローバル化と宗教 (Gurobaruka to Shukyo)	2	視覚芸術概論 (Shikaku Geijutsu Gairon)	2	音楽学概論 (Ongakugaku Gairon)	2
コンピュータ・リテラシー (Kompyuta-Riterashi)	2				
Specialized courses					
心理言語学 (Shinri Gengogaku)	2	社会言語学 (Shakai Gengogaku)	2	認知言語学 (Ninchi Gengogaku)	2

語用論 (Goyoron)	2	文化記号論 (Bunka Kigoron)	2	第1言語習得理論 (Daiichi Gengo Shutoku Riron)	2
第2言語習得理論 (Daini Gengo Shutoku Riron)	2	バイリンガリズム研究 (Bairingarizumu Kenkyu)	2	英語教育学 (Eigo Kyoikugaku)	2
英語コミュニケーション教育学 (Eigo Komyunikeshon Kyoikugaku)	2	英語科教育研究 (Eigoka Kyoiku Kenkyu)	2	外国語教育評価論 (Gaikokugo Kyoiku Hyokaron)	2
日本語学特論 (Nihongogaku Tokuron)	2	日本語教授法 (Nihongo Kyojuho) A	2	日本語教授法 (Nihongo Kyojuho) B	2
日本語教育実習 (Nihongo Kyoiku Jisshu)	4	コミュニケーション文法 (Komyunikeshon Bumpo)	2	言語研究特論 (Gengo Kenkyu Tokuron)	2
通訳入門 (Tsuyaku Nyumon)	2	逐次通訳 (Chikuji Tsuyaku)	2	同時通訳入門 (Doji Tsuyaku Nyumon)	2
翻訳入門 (Honyaku Nyumon)	2	翻訳応用実践 (Honyaku Oyo Jissen) 1	2	翻訳応用実践 (Honyaku Oyo Jissen) 2	2
通訳翻訳実習 (Tsuyaku Honyaku Jisshu)	2	通訳翻訳と多文化社会 (Tsuyaku Honyaku to Tabunka Shakai)	2	通訳翻訳の歴史 (Tsuyaku Honyaku no Rekishi)	2
非言語コミュニケーション論 (Higengo Komyunikeshonron)	2	異文化コミュニケーション特論 (Ibunka Komyunikeshon Tokuron) A	2	異文化コミュニケーション特論 (Ibunka Komyunikeshon Tokuron) B	2
対人コミュニケーション論 (Taijin Komyunikeshonron)	2	集団コミュニケーション論 (Shudan Komyunikeshonron)	2	説得コミュニケーション論 (Settoku Komyunikeshonron)	2
グローバル社会とコミュニケーション (Gurobaru Shakai to Komyunikeshon)	2	コミュニケーション・テクノロジーと社会 (Komyunikeshon-Tekunoroji to Shakai)	2	コミュニケーション特論 (Komyunikeshon Tokuron)	2
グローバル文化研究特論 (Gurobaru Bunka Kenkyu Tokuron)	2	カルチュラル・スタディーズ特論 (Karuchuraru-Sutadizu Tokuron)	2	グローバル化と思想 (Gurobaruka to Shiso)	2
宗教と文化 (Shukyo to Bunka)	2	エスニシティとナショナリズム (Esumishiti to Nashonarizumu)	2	人と移動 (Hito to Ido)	2
言語文化論 (Gengo Bunkaron)	2	グローバル化と言語 (Gurobaruka to Gengo)	2	多文化共生特論 (Tabunkakyosei Tokuron)	2
国際協力・開発学特論 (Kokusai Kyoryoku-Kaihatsugaku Tokuron)	2	国際協力・紛争研究特論 (Kokusai Kyoryoku-Funso Kenkyu Tokuron)	2	自然共生特論 (Shizen Kyosei Tokuron)	2
人間環境特論 (Ningenkankyo Tokuron)	2	間文化研究 (Kanbunka Kenkyu) A	2	間文化研究 (Kanbunka Kenkyu) B	2
音楽学特論 (Ongakugaku Tokuron)	2	視覚芸術特論 (Shikaku Geijutsu Tokuron)	2	英語圏文学論 (Eigoken Bungakuron)	2
グローバル研究調査法 (Gurobaru Kenkyu Chosaho)	2	Teaching English to Speakers of Other Languages: Basic Principles	2	Motivation in Language Learning	2
Intercultural Communication in the Language Classroom	2	Communication and Citizenship	2	Orientalism in Media	2
Transcultural Cinema	2	Contemporary Culture in Japan	2	Religion and Society in Asia	2
Japan in Asia	2	Ethnicity and Globalization in Japan	2	Multiculturalism in Japan	2
Language Policy and Multilingualism	2	Social Movements and Social Change	2	Advanced Seminar in Intercultural Communication	4

Language and Identity	4	International Organizations and Sustainability	4	Gender and Communication	4
Globalization and Media	4	Special Topics in ICC A	2	Special Topics in ICC B	2
Special Topics in ICC C	2				
専門演習・卒業研究 (Senmon Enshu/Sotsugyo Kenkyu)					
専門演習 (Senmon Enshu) 1	2	専門演習 (Senmon Enshu) 2	2	専門演習 (Senmon Enshu) 3	2
卒業研究 (Sotsugyo Kenkyu)	4				
卒業課題 (Sotsugyo Kadai)					
卒業課題 (Sotsugyo Kadai) A	2	卒業課題 (Sotsugyo Kadai) B	2		



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