

**Matters Concerning the Graduate School
of Intercultural Communication**

Introduction

Contributing to a Multicultural and Multilingual Society through Research in Language Studies, Translation & Interpreting Studies, Intercultural Communication Studies, and Global Studies

In today's multicultural and multilingual societies, which are increasingly interconnected on a global scale, communication between people with different cultural backgrounds as well as between people and the "non-human" environment is integral to promoting peace and sustainable multicultural societies. From this perspective, we recognize not only the existence of diverse cultures around the world as a challenging yet productive, cherishable heterogeneity, but also the natural environment as an "other" and explore ways for the human being to live together with other species and the nature. Thus, in the Graduate School of Intercultural Communication, we are exploring a new, broad, global framework of intercultural communication that may lead to the realization of sustainable multicultural, multilingual, and multispecies coexistence, and students can learn about intercultural communication studies, broadly construed, from a variety of perspectives, with varying foci on language, culture, international cooperation, and sustainable development.

In view of such a goal, this graduate school focuses on the following four fields of study: language studies, translation & interpreting studies, intercultural communication studies, and global studies. By studying these four fields in an integrated manner from various perspectives, we aim to develop a new framework for studying intercultural communication that will contribute to building a sustainable future. In addition, starting in the 2016 academic year we have introduced September enrollment, in addition to conventional April enrollment, to meet the diverse needs of students, domestic or international. We have also introduced the TESOL-J Program that provides students with intensive training in the knowledge and skills necessary to teach English in Japan.

In recent years, the aspects and scope of intercultural communication, or "interculturality," have become increasingly diverse and comprehensive, to such an extent that intercultural communication, however construed, cannot be limited to international interactions but takes place at all levels of society including in domestic companies, public institutions, educational institutions, the media, and local communities. And so, at this graduate school, we aim to foster highly skilled and academically well-trained professionals who can contribute to a variety of fields in the contemporary world and act on their own initiative, based on the interdisciplinary knowledge of broadly construed intercultural communication studies. The aforementioned four fields in this graduate school aim to help our graduate students cultivate the ability theoretically to analyze the sociocultural backgrounds and constituents of intercultural problems and, at the same time, put theory into practice and also reconstruct the theory in view of various fields of practice that unfold in today's society. Both in the master's program and the doctoral program, we aim to develop action- or practice-oriented researchers

equipped with not just disciplinary expertise, but also a cross-disciplinary, multifaceted perspective, who can actively interact with the field and thus generate and develop new knowledge based on their rich field experience.

As you take courses offered by the Graduate School of Intercultural Communication, we ask you to understand our educational goals and mission described above, carefully read the Course Guidebook, and participate actively in class. We have academic advising and office hour systems to offer tailored advice and support on learning and research. Please take full advantage of these systems to create an environment that enables you to devote yourself to research and make the most of your graduate school experience.

Dean, Graduate School of Intercultural Communication

Graduate School of Intercultural Communication

1) Educational and research objectives

The mission of the Graduate School of Intercultural Communication is to provide advanced education and research experience for graduate students in the field of intercultural communication and thereby to cultivate their character in line with Christianity and prepare them to contribute to the development of culture.

2) Degree conferral policy

Master's Program

A master's degree will be conferred to students who are enrolled in the Master's Program for at least two years (four semesters), take classes and obtain the prescribed number of credits, receive research guidance, submit a master's thesis or research project, and pass the final examination for the master's degree. Graduates of this program will be able to gain proficiency in the following skills:

1. Understand and appropriately use theoretical and empirical knowledge of intercultural communication studies and related areas (intercultural communication studies, language studies, translation and interpreting studies, and global studies).
2. Set up an academic research agenda with a critical awareness of the issues that confront contemporary society in terms of the diversification of cultures, languages, and values, with the aim of understanding and solving them and realizing a multicultural society.
3. Use appropriate theories and methods to study a research problem.
4. Conduct research that contributes to a multicultural and multilingual society, and appropriately explain the results of that research both orally and in written form.
5. Play an active role as high-level professionals in domestic and international government agencies, NPOs and NGOs, research and educational institutions with appropriate use of specialized knowledge and professional skills while displaying high levels of ethical sensitivity.

Doctoral Program

A doctoral degree will be conferred to students who are enrolled in the Doctoral Program for at least three years (six semesters), take classes and obtain the prescribed number of credits, receive research guidance, submit a doctoral dissertation, and pass the final examination for the doctoral degree. However, for those who have achieved outstanding research results, one year of enrollment in the doctoral program is sufficient, as determined by the Faculty Meeting of the Graduate School of Intercultural Communication. Those who have completed the doctoral program will have the ability to work as an independent researcher in the field of intercultural communication and respect different values and ethical principles in their field and academic life. Further, they will be equipped with one

or more of the following skills:

1. The ability as a socially engaged researcher to take up unexplored issues and use their analytical skills to create new knowledge.
2. The ability to serve as a researcher with comprehensive vision and advanced research skills (with an emphasis on cutting-edge research) including survey, experiment, and field research across the four fields of intercultural communication studies, language studies, global studies, and translation and interpreting studies.
3. The ability to serve as an educator or researcher in a university or other educational or research institutions.
4. The ability to play an active role as a high-level professional in domestic and international government agencies, NPOs and NGOs, research and educational institutions with appropriate use of specialized knowledge and professional skills while displaying high levels of ethical sensitivity.

3) Curriculum organization and implementation policy

Master's Program

The curriculum is organized in accordance with the following policy in order for students to acquire the skills described in the degree conferral policy. The learning outcomes of this curriculum are evaluated according to the evaluation criteria for each course and master's thesis examination criteria.

1. To enable students to understand and appropriately use theoretical and empirical knowledge of intercultural communication studies and related areas (intercultural communication studies, language studies, global studies, and translation and interpreting studies), in addition to the 基礎論 (*Kisoron*) and 研究基礎論 (*Kenkyu Kisoron*) introductory courses in each area of specialization, there are core elective courses (6 credits required for completion) and specialized elective courses (14 credits required for completion).
2. To enable students to have a critical awareness of the issues that confront contemporary society in terms of the diversification of cultures, languages, and values, with the aim of understanding and solving them and realizing a multicultural society, we offer a wide range of specialized elective courses. Students can also take elective courses offered by the other graduate schools at Rikkyo University and Rikkyo Institute for Peace and Community Studies. In addition, in order to help students to develop appropriate research topics, lead and sub-academic advisors will be designated from the first year, with 研究指導演習 (*Kenkyu Shido Enshu*; Master's Thesis Seminar) (4 credits) in the first year and 修士論文指導演習 (*Shushi Ronbun Shido Enshu*; Master's Thesis Supervision) (4 credits) in the second year, of which 6 credits are required.
3. To help students to acquire appropriate theories and methods to study a research problem, we offer courses such as 調査研究方法論 (*Chosa Kenkyu Hohoron*) as specialized elective courses.

4. To enable students to conduct research that contributes to a multicultural and multilingual society, and appropriately explain the results of that research both orally and in written form, we offer 修士論文指導演習 as compulsory courses in the second year. Students go through several steps in the process of preparing their master's thesis: A mid-term report meeting in the third semester, the submission of the preliminary version of the thesis two months before final submission, and the submission of the final version. A final examination (oral defense) is conducted after the submission of a master's thesis.
5. We have established programs and curriculum to train students to become high-level professionals in domestic and international government agencies, NPOs and NGOs, research and educational institutions with appropriate use of specialized knowledge and professional skills while displaying high levels of ethical sensitivity. A model curriculum is provided for students who wish to become English or Japanese language teachers or specialists in international cooperation. The Conference Interpreter Training Program and the Translation Professional Training Program offer compulsory courses (seven in each program) and elective courses, and students who have completed the programs will receive a graduate certificate. Students who have passed a prescribed set of courses for the TESOL-J Program will receive a graduate certificate as well.

Doctoral Program

In this program, the curriculum is organized as follows in accordance with the degree conferral policy to enable students to conduct research independently as a socially engaged researcher to take up unexplored issues and use their analytical skills to create new knowledge. The learning outcomes of this curriculum are evaluated according to the evaluation criteria for each course, a doctoral dissertation review, and a final exam.

1. To enable students to act as a socially engaged researcher to take up unexplored issues and use analytical skills to create new knowledge, we have established a research guidance system from the first year, in which students are required to take a 研究指導 (*Kenkyu Shido*; Tutorial Session) (A–D) under the supervision of lead and sub-academic advisors.
2. To enable students to serve as a researcher with comprehensive vision and advanced research skills (with an emphasis on cutting-edge research) including survey, experiment, and field research across the four fields of intercultural communication studies, language studies, global studies, and translation and interpreting studies, we offer related field research courses (6 credits required for completion) that allow students to take courses related to their research fields.
3. To enable students to serve as an educator or researcher in a university or other educational or research institutions, students will write a doctoral dissertation under the supervision of lead and

sub-academic advisors. Submission of a written research plan and research report is required every year, and a progress report meeting is held. The submission of a doctoral dissertation is conditional on the publication of two or more peer-reviewed papers, a minimum of one presentation at an academic conference, and other publications or presentations. Applicants who wish to submit a doctoral dissertation must submit an application for a preliminary doctoral dissertation, and submit a preliminary doctoral dissertation that has reached 99% completion stage.

4. To enable students to play an active role as a high-level professional in domestic and international government agencies, NPOs and NGOs, research and educational institutions with appropriate use of specialized knowledge and professional skills while displaying high levels of ethical sensitivity, students may take courses in the Master's Program and other courses after consultation with their academic advisor.

The matters regarding earning credit and taking courses do not apply to students enrolled in the Doctoral Program before the 2019 academic year.

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 for the college and graduate school	Languages

For example, 研究指導演習 (*Kenkyu Shido Enshu*) A has the number “ICC6513”.

For other graduate school course numbers, please refer to the course guidebook of the relevant graduate school.

2 Explanation of letters and number section

- ① The three letters that indicate the college/department or graduate school offering the courses are:
Graduate School of Intercultural Communication ICC
- ② The four numbers that indicate the levels, areas of study, languages of instruction, and other pertinent information are:

◆ 1,000s (level codes)

No.	Specialized courses
5000	Master's Program: Core Courses
6000	Master's Program: Advanced Courses and Research Guidance
7000	Doctoral Program (Including Research Guidance)
9000	Others

◆ 100s (areas of study)

No.	Areas of study
100	Language Studies
200	Translation & Interpreting Studies
300	Intercultural Communication Studies
400	Global Studies
500	Interdisciplinary areas (including Research Guidance)
700	Others

◆ 10s (course categories)

No.	Course categories
10	Compulsory course
30	Core elective courses
40	Specialized elective courses

◆ 1s (languages of instruction)

No.	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 the graduate school curriculum, check the pages for “Course Registration Policies and Procedures and Other Items of Note.” For course instructors and semesters offering courses for each academic year, see course listings in the R Guide.

2. Curriculum Revisions and Changes

Details concerning changes in (part of) the curriculum can be found in the R Guide on the university website.

All students should make sure to check these at the beginning of every academic year.

Classes (Study Life, Course Planning, and Office Hours)

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 to 10:30	10:45 to 12:25	13:25 to 15:05	15:20 to 17:00	17:10 to 18:50	18:55 to 20:35

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

Period G5	18:30 to 20:10	Period G6	20:15 to 21:55
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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
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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.

Courses taught on Ikebukuro Campus: Below the information board in Building No. 8 (Ikebukuro Campus)

Courses taught on Niiza Campus: 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

	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^{*1} 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^{*2} 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

For matters related to regular exams, see "VII. Exams and Grades" for the Master's Program and see "V. Exams and Grades" for the Doctoral Program.

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) The application procedure is as follows.

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 must be applied for and issued by the court at which you are appearing.

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

For matters related to regular exams, see “VII. Exams and Grades” for the Master's Program and see “V. Exams and Grades” for the Doctoral Program.

9 Creating a Study Plan

Students should create a plan of study with careful consideration and register for classes without error. As students draft a study plan, they should attend guidance sessions held by the graduate school and seek advice on the selection of courses whenever necessary.

Guidance

Be sure to attend guidance sessions as they provide information about courses, credits, and course registration. Bring the course guidebook to the sessions. For the guidance schedule for first-year students, refer to the “New Student Orientation Schedule.”

10 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 Graduate School of Intercultural Communication bulletin board in early April.

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

**Master's Program in Graduate School of
Intercultural Communication**

Course Registration Policies and Procedures and Relevant Notes

I. Degree Conferral

1. Conditions for Degree Conferral

A degree will be conferred to students who are enrolled in the Master's Program for at least two years, take classes and obtain the prescribed number of credits, receive research guidance, submit a master's thesis or research project, and pass the final examination for the master's degree.

TESOL-J Early Completion System

A master's degree will be conferred to students who are enrolled in the Master's Program for at least one year, take classes and obtain the prescribed number of credits, receive research guidance, submit a Master's Capstone Project as a substitute of a master's thesis, and pass the final examination for the Master's Capstone Project.

*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 "X. Enrollment Status and Academic Fees" for details.

2. Name of Degree Granted

The master's degree to be conferred by the graduate school shall be as follows:

Master of Arts in Intercultural Communication Studies

II. Basic Tutorial Session Schedule

1. Basic Schedule

April enrollees

Month	Event
First year	
Early April	Enrollment guidance
	Determine lead and sub-academic advisors
	Meet with lead and sub-academic advisors
Late July	Meet with lead and sub-academic advisors
Late September to early October	Meet with lead and sub-academic advisors
Late January to early February	Meet with lead and sub-academic advisors
March	Determine lead and sub-academic advisors for the next academic year
Second year	
Early April	Meet with lead and sub-academic advisors
Early to mid-June	Master's thesis/research project: submission of the "master's thesis/research project title" form
Mid-June	Master's thesis/research project: interim report meeting
Late July	Meet with lead and sub-academic advisors
Late September to early October	Meet with lead and sub-academic advisors
Mid-November	Master's thesis/research project: preliminary submission
Mid- to late November	Master's thesis/research project: preliminary review
Early to mid-January	Master's thesis/research project: final submission
Late January to early February	Master's thesis/research project: review/final exam (oral exam)
Late February	Meet with lead and sub-academic advisors
	Evaluation decisions for master's theses/research projects
Late March	Degree conferral ceremony for graduate schools (conferral of master's degree)

September enrollees

Month	Event
First year	
Mid-September	Enrollment guidance
	Determine lead and sub-academic advisors
Late September	Meet with lead and sub-academic advisors
Late January to early February	Meet with lead and sub-academic advisors
Late April	Meet with lead and sub-academic advisors
Late July	Meet with lead and sub-academic advisors
	Determine lead and sub-academic advisors for the next academic year
Second year	
Mid-September	Meet with lead and sub-academic advisors
Early to mid-November	Master's thesis/research project: submission of the "master's thesis/research project title" form
Mid-December	Master's thesis/research project: interim report meeting
Late January to early February	Meet with lead and sub-academic advisors
Late April	Meet with lead and sub-academic advisors
Mid-May	Master's thesis/research project: preliminary submission
Mid- to late May	Master's thesis/research project: preliminary review
Late June	Master's thesis/research project: final submission
Early to mid-July	Master's thesis/research project: review/final exam (oral exam)
Late July	Meet with lead and sub-academic advisors
Early September	Evaluation decisions for master's theses/research projects
Mid-September	Degree conferral ceremony for graduate schools (conferral of master's degree)

III. Course Registration Policies and Procedure (Credits Required for Completion)

1 Credits Required for Completion

1. Credit system

The number of credits is a numerical representation of the amount of learning. The number of credits differs for each course and is calculated by taking into account the educational effects of each course and the amount of study required outside of class hours.

The number of credits is determined as follows for the Master’s Program in Intercultural Communication:

One class (100-minute) per week for a semester is worth 2 credits.

2. Number of Credits Required for Completion

Students must earn credits as shown in the table below to complete the Master’s Program in Intercultural Communication.

Course category		Credit required for completion	
Compulsory courses		6	6
Elective courses	Core elective courses	6	20
	Specialized elective courses	14	
Free elective courses	Compulsory course (credits earned in excess of the number of credits required for completion)	2	4 or more
	Elective (credits earned in excess of the number of credits required for completion)	Unrestricted	
	Courses provided by the other graduate schools at Rikkyo University		
	Courses provided by Rikkyo Institute for Peace and Community Studies		
	Credit approval courses through studying abroad in the outbound exchange programs or studying abroad at approved schools		
Master’s courses completed prior to admission at another university’s graduate school (for students enrolled before the 2017 academic year)			
Total		30 or more	

- ◆ Courses designated as optional courses cannot be included in the credits required for completion. 研究指導演習 (*Kenkyu Shido Enshu*; Master's Thesis Seminar) A/B and 修士論文指導演習 (*Shushi Ronbun Shido Enshu*; Master's Thesis Supervision) A/B taught by sub-academic advisors are optional courses.
- ◆ For September enrollees whose application for the early completion of TESOL-J has been approved, courses other than those required for the completion of TESOL-J (see “3. Courses Required for Completion (1)” in “XI. TESOL-J”) will be optional and cannot be included in the credits required for completion.

3. 研究指導演習 (*Kenkyu Shido Enshu*; Master's Thesis Seminar) A/B and 修士論文指導演習 (*Shushi Ronbun Shido Enshu*; Master's Thesis Supervision) A/B

- (1) Each semester, students are registered for 研究指導演習 A/B and 修士論文指導演習 A/B for the lead academic advisor and the sub-academic advisor decided by the Graduate School.
- (2) Although the lead academic advisor's courses are included in compulsory courses, the sub-academic advisor's courses are optional.
- (3) Students cannot take 研究指導演習 A/B or 修士論文指導演習 A/B during periods of study abroad (including studying abroad while enrolled).

4. Change of Academic Advisor

- (1) In principle, a student cannot change his/her academic advisor in the middle of an academic year. However, a change in the middle of an academic year may be approved if recognized by the academic advisor or the director of the master's program.
- (2) In principle, the faculty member who was appointed as an academic advisor in the first year will continue to be the academic advisor of the master's thesis in the second year and beyond (from the third semester of enrollment) unless a student changes his or her field of study,

2 Course Guidelines for Each Course Category

1. Compulsory Courses

The following courses are compulsory courses.

Course name	Number of credits	Allotted year	Semester offering courses
研究指導演習 A	2	First year	Spring semester
研究指導演習 B	2	First year	Fall semester
修士論文指導演習 A	2	Second year	Spring semester
修士論文指導演習 B	2	Second year	Fall semester
Master's Capstone Project*	4	First year	Spring & fall semesters

◆ 研究指導演習 (*Kenkyu Shido Enshu*; Master's Thesis Seminar) A/B or 修士論文指導演習 (*Shushi Ronbun Shido Enshu*; Master's Thesis Supervision) A/B the lead academic advisor's courses are included in the credits required for completion as compulsory courses, and the sub-academic advisor's courses are all optional.

◆ Up to two credits will be counted toward free elective courses if the number of credits earned exceeds the required number.

*Master's Capstone Project is open only to students who have been approved by the Graduate School for the plans to shorten the course terms for the purpose of completing TESOL-J (refer to "XII. Master's Capstone Project").

2. Elective Courses

Elective courses consist of two categories: core elective courses and specialized elective courses. Students must acquire the required number of credits from each category for a total of 20 credits (refer to "2. Number of Credits Required for Completion").

3. Free Elective Courses

Students must acquire 4 or more credits from free elective courses as follows.

(1) Credits earned in excess of the number of credits required for completion of compulsory courses and elective courses for this program. However, the maximum number of credits for compulsory courses is two.

(2) Courses provided by the other graduate schools at Rikkyo University and Rikkyo Institute for Peace and Community Studies, and credit approval courses through the outbound exchange programs or studying abroad at approved schools.

4. Retaking Courses

Courses for which students have already earned credits cannot be retaken.

However, students may retake 研究指導演習 A/B and 修士論文指導演習 A/B. In this case, regardless of whether or not courses are taught by lead or sub-academic advisors, credits earned after the second time will not be counted toward the credit completion requirement (refer to "1.

Compulsory Courses" for details on the handling of lead and sub-academic advisors' courses for 研究指導演習 A/B and 修士論文指導演習 A/B).

5. Prerequisite Requirements

Courses with prerequisite requirements are as follows. Please note that students must meet the designated prerequisites before taking these courses.

Course name	Prerequisite courses (courses that must be completed in advance)
会議通訳 1	会議通訳入門
会議通訳 2 ^{*1}	会議通訳入門 and 会議通訳 1
通訳実習 ^{*2}	会議通訳入門, 会議通訳 1, and 会議通訳 2
翻訳演習 1	翻訳の原理と方法
翻訳演習 2 ^{*1}	翻訳の原理と方法 and 翻訳演習 1
翻訳実習 ^{*2}	翻訳の原理と方法, 翻訳演習 1, and 翻訳演習 2

*1 You cannot take this course unless you get a grade of B or above for the prerequisite courses 会議通訳 (*Kaigi Tsuyaku*) 1 or 翻訳演習 (*Honyaku Enshu*) 1 (for students entering in the 2018 academic year or later).

*2 Applies to students who enrolled in the 2020 academic year or later.

6. Courses Provided by the Other Graduate Schools and Colleges at Rikkyo University, and Accredited Courses

(1) Courses provided by the other graduate schools and colleges at Rikkyo University and accredited courses

Course	Earned credits	Handling of earned credits
Courses provided by the other graduate schools and Rikkyo Institute for Peace and Community Studies Credit approval courses through studying abroad in the outbound exchange program or studying abroad at approved schools	4 credits or more	Free elective courses
Specialized courses in the College of Intercultural Communication University-wide liberal arts courses Courses provided by the other colleges	/	Optional courses

- ① The approval of an academic advisor is required to take a free elective course as described above.
- ② A student wishing to take courses in other colleges or graduate schools must obtain permission from the respective colleges or graduate schools.

③ To participate in seminars in the College of Intercultural Communication, a student must obtain permission from the instructors.

④ Students cannot register for courses (VT***) that were offered for this program before 2015.

(2) Course registration for college courses

Register for college courses by referring to “V. Course Registration” for the college.

(3) Notes on registering for courses provided by the other graduate schools or other colleges at Rikkyo University

① If a student wishes to take courses in other graduate schools or colleges, the student should check the list of courses not open to students in other graduate schools or colleges to confirm whether or not registration is possible. For the syllabi for courses in other graduate schools and other colleges, please refer to the syllabus at the Academic Affairs Office on the Ikebukuro Campus or the Rikkyo University website.

Note: The courses restricted to those students who enrolled in this graduate school before 2015 cannot be taken.

② Students will be granted permission to take courses from other graduate schools and other colleges once the course registration has been completed.

IV. Course Registration Policies and Procedures (Credit Approval)

1. Credit Approval

Credits earned in the master's program of another university's graduate school before being admitted to this program or credits earned in another graduate school through the outbound exchange programs or studying abroad at approved schools may be recognized as credits required for completion. Approved credits will be counted as a free elective course (for students enrolled before the 2017 academic year). Credits will be transferred to the graduate school's course titles based on the details of the courses for which the student has applied for accreditation (for students enrolled since the 2018 academic year). Credits for courses that have been approved will be credited to the transferred courses. Credit transfer procedures are the same as those for undergraduate students, so please refer to "III-3. Course Registration Policies and Procedure (Credit Approval), 3 Approval of Credits Earned before Enrollment" of the college and the SPIRIT Academic Affairs Division webpage for details including the application period and consult with the Academic Affairs Office at the Ikebukuro Campus. Refer to Article 15 of Chapter 2 and Article 28 of Chapter 5 of Rikkyo University Graduate School Regulations for the maximum number of approved credits.

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 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

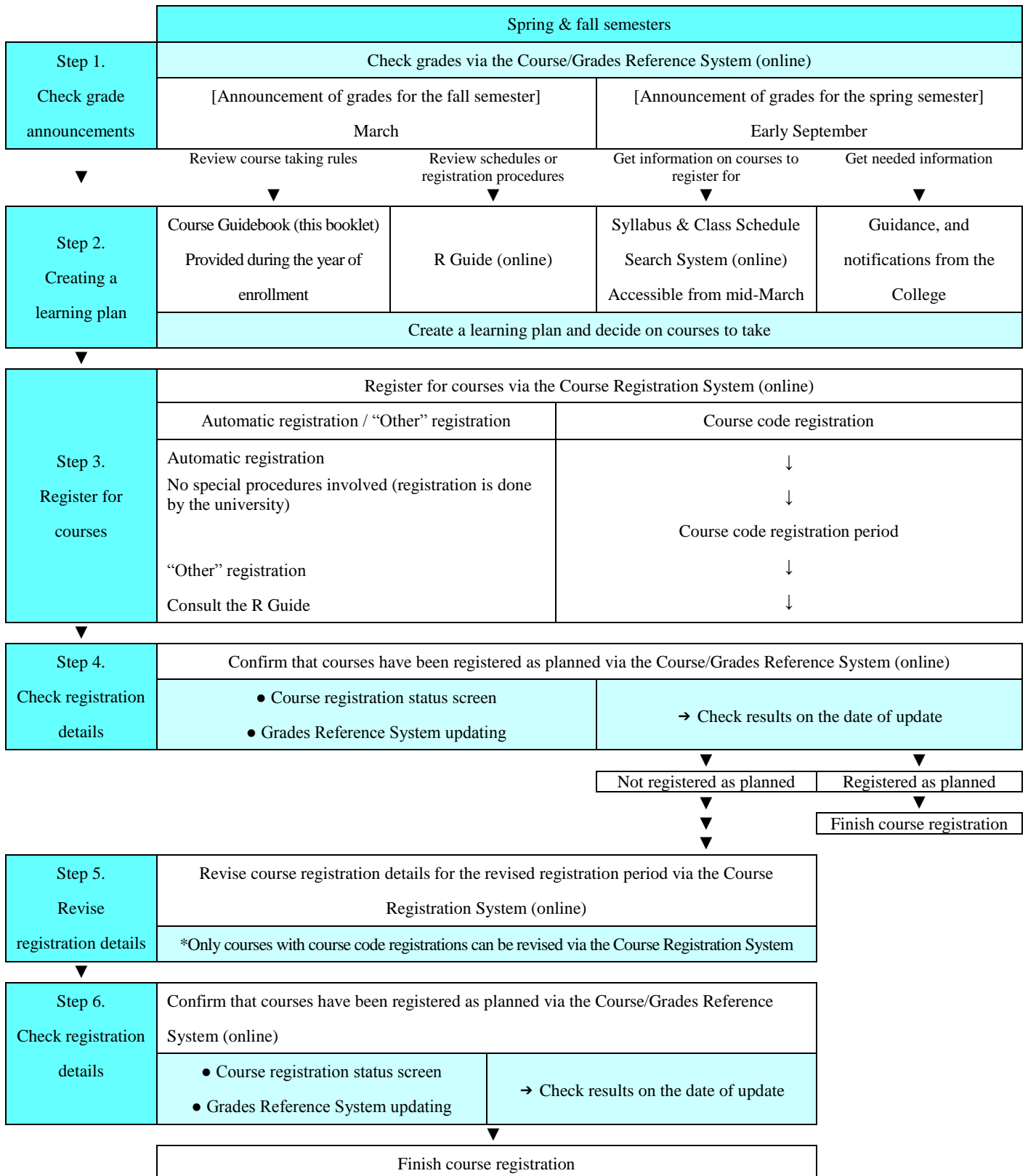
- Spring semester courses and full-year courses ⇒ April
- Fall semester courses ⇒ September

*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” registration, and course code registration. Each method is different, so please be careful and follow instructions. Students should perform 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

Courses noted as “Automatic registration” 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.
- 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.

3. Course code registration

(1) Target courses

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

(2) Course registration and instructions

- ① 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.
- ② 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.
- ③ 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.
- ④ 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.
- ⑤ The “Course Registration” screen is only available during the course code registration period and course registration correction period.
- ⑥ 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.
- ⑦ 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.

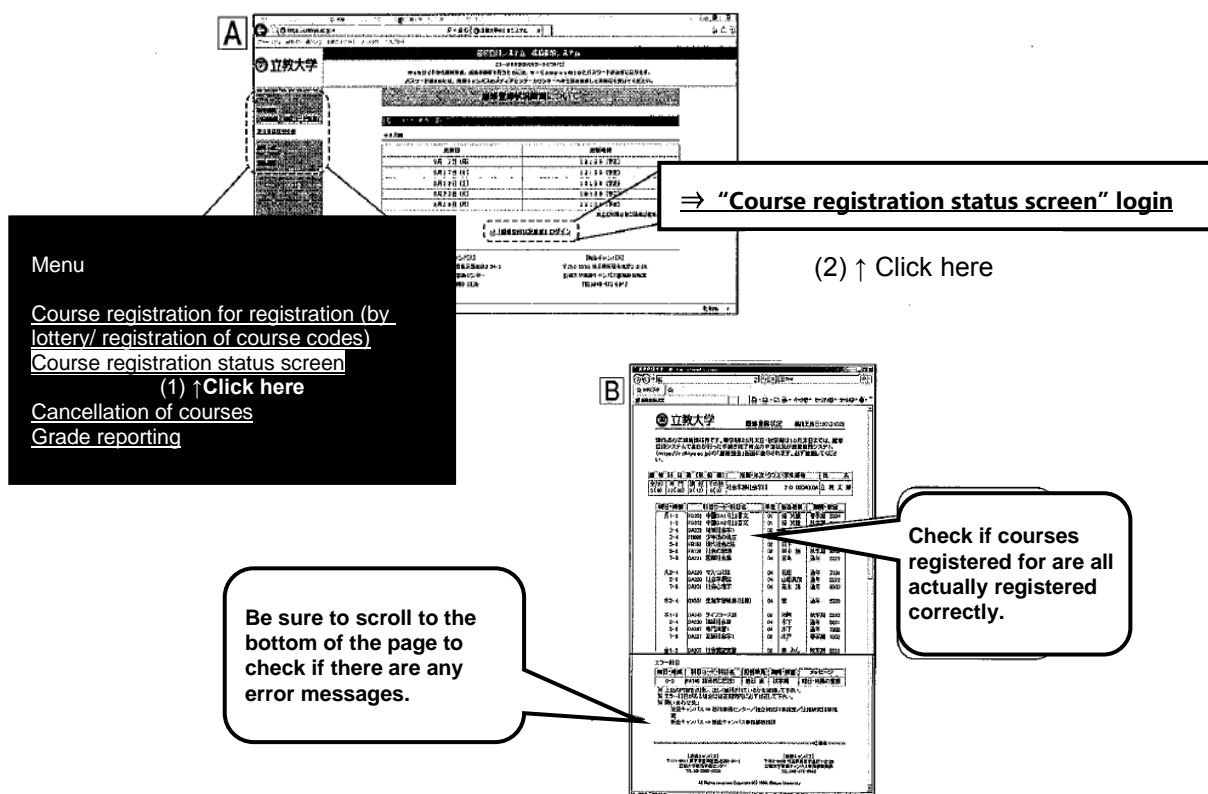
Checking the Course Registration Status Screen

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).



⚠ 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.

(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 the that academic year. Any record of taking such classes or any associated exams will therefore be invalid.

VI. Conference Interpreter Training Program and Translation Professional Training Program

1. Purpose of the Programs

Through a curriculum based on international standards such as those of the International Organization for Standardization (ISO), the programs aim to train professional conference interpreters and translation professionals with advanced professional skills, work ethics, and knowledge of theory and research as world-class professionals.

The following certificates will be issued upon completion of each program.

- Graduate Certificate in Conference Interpreting
- Graduate Certificate in Professional Translation

2. Courses Required for Completion

Students wishing to complete the programs must acquire credits in the courses listed below. Students must meet all of the following requirements in ① and ② for completion.

- ① Complete all compulsory courses
- ② Students must take at least two electives out of four in each program.

Course name	Remarks
通訳翻訳研究基礎論	Compulsory course for the Conference Interpreter Training Program Compulsory course for the Translation Professional Training Program
通訳翻訳研究特殊講義 A	Elective for the Conference Interpreter Training Program Elective for the Translation Professional Training Program Offered every other year
通訳翻訳研究特殊講義 B	Elective for the Conference Interpreter Training Program Elective for the Translation Professional Training Program Offered every other year
通訳翻訳研究特殊講義 C	Elective for the Conference Interpreter Training Program Elective for the Translation Professional Training Program Offered every other year
通訳翻訳理論	Compulsory course for the Conference Interpreter Training Program Compulsory course for the Translation Professional Training Program
通訳翻訳教育論	Elective for the Conference Interpreter Training Program Elective for the Translation Professional Training Program Offered every other year

通訳翻訳テクノロジー論	Compulsory course for the Conference Interpreter Training Program Compulsory course for the Translation Professional Training Program
会議通訳入門	“Other” registration Compulsory course for the Conference Interpreter Training Program
会議通訳 1	会議通訳入門 is a prerequisite. Compulsory course for the Conference Interpreter Training Program
会議通訳 2	会議通訳入門 and 会議通訳 1 are prerequisites. Compulsory course for the Conference Interpreter Training Program
通訳実習	会議通訳入門, 会議通訳 1 and 会議通訳 2* are prerequisites. Compulsory course for the Conference Interpreter Training Program
翻訳の原理と方法	“Other” registration Compulsory course for the Translation Professional Training Program
翻訳演習 1	翻訳の原理と方法 is a prerequisite. Compulsory course for the Translation Professional Training Program
翻訳演習 2	翻訳の原理と方法 and 翻訳演習 1 are prerequisites. Compulsory course for the Translation Professional Training Program
翻訳実習	翻訳の原理と方法, 翻訳演習 1 and 翻訳演習 2* are prerequisites. Compulsory course for the Translation Professional Training Program

* Applies to students who enrolled in the 2020 academic year or later.

3. Graduate Certificate

The Graduate Certificate in Conference Interpreting or the Graduate Certificate in Professional Translation will be issued for students who have completed the credits for the prescribed courses (see “2. Courses Required for Completion” above).

VII. Exams and Grades

1 Exam Rules

The examination rules for students taking exams for Graduate School of Intercultural Communication courses are based on the “Rules of Exams for Specialized Courses in the College of Intercultural Communication” stated in the R Guide, so please read these rules carefully. Students taking exams for other graduate schools, other colleges, and certification courses should refer to the Course Guidebooks, R Guide, and bulletin boards of the graduate schools or colleges offering the courses.

1. Types of exams and exam periods

(1) Regular exams

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

① Spring semester final exams: Exams for spring semester courses

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

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

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

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

- ◎ University-wide regular exam periods have been determined as follows:
 - All exams for graduate courses, college courses, and, 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 regularly scheduled class periods. Students should read the announcement of exam methods carefully (See “2. Announcement of exam methods” in “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 semester or 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” in “2 Exam Methods”), and when the courses are specified as being eligible for makeup exams).

☞ Please see “6 Makeup Exams”.

(4) Special exams in case of scheduling conflicts

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”.

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*¹
- 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*²

*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” in “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

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” in “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 “(2) Report exams, 2. Submission methods” in “5 Reports” for the exams announced as report exams at the time of the announcement of exam methods (see “2. Announcement of exam methods” in “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 graduate school 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 Graduate School of Intercultural Communication 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 graduate school, etc. and the Exam Information Announcement for the exam times of courses offered by other graduate schools, 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 Graduate School of Intercultural Communication are not held.

They are held within normal class hours (see “3 Class Schedule” in “Classes” under “Matters

Concerning the Graduate School of Intercultural Communication”).

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

*Note 2: Students should consult the Course Guidebook of the relevant graduate school, etc. and the Exam Information Announcement for the exam times of courses offered by other graduate schools, 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” under “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 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 in the final class at the end of the semester should enter the exam room by the time the exam starts.
- (3) 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.
- (4) 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.
- (5) For (4) 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.)
- (6) 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.
- (7) 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

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” in “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” in “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” in “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” in “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” in “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 students are sick or have other unavoidable reasons for being unable to submit a report, a designated person may submit it on their 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, a research paper, etc., get someone to submit on your behalf. If you or a person acting on your behalf are unable to submit a report, a research paper, etc. on the due date for unavoidable reasons, 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

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, 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).

(2) Reports other than report exams

- ① The coversheet should be stapled to the report with the required information (course, course instructor, graduate school and program, year, student ID number, and student 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 course instructor.

Rules for Preparing Reports and Academic Papers

In the course of your studies, you will have to write reports or research 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, papers prepared for class discussions, and graduation theses. However, there are some common rules for reports and research 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 are 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 research 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

For a book: Name of the author, *title of book*, date of publication, and page

For a journal or other article: Name of writer, "title of paper", *name of journal*, volume number, date of publication, and page

For a website: URL and date of acquisition

For a newspaper article: 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 research 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. Applicable courses

Courses announced as written exams or oral exams at the time of the announcement of exam methods (see “2. Announcement of exam methods” in “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” in “2 Exam Methods”) are not eligible for makeup exams.

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

2. Makeup 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

Implementation method	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 (the 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.	Hospitalization Certificate issued by the institution at which the student was hospitalized ^{*1)}
(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 ^{*3)} 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” ^{*4)} , 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) ^{*5)}	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 <i>saiban-in</i> 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 <i>saiban-in</i> 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, illness or injury shall be accepted as a reason for absence if a certificate is issued by a doctor.

- *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 Special Exam in Case of Scheduling Conflicts

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 a graduate school or colleges other than their own in the regular exam period, and arrange to take the exam for their own graduate 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 method	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 special exams (written exams) due to scheduling conflicts

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 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

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

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) 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 graduate school.
- (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

- (1) 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 "欠席 (*Kesseki*)" indicate a failing grade. Note that evaluation for courses for which credits have been earned cannot be changed under any circumstances.
- (2) For the preliminary review, the credit academic paper, and the final exam, only pass/fail is determined.

Evaluation

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

- *1) 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.

For some courses, grades are indicated as follows:

Grade	Academic transcript
Pass	合 (<i>Gou</i>)
Fail	Not shown
Approval	認 (<i>Nin</i>)
Q*1	Not shown

*1 Leave of absence and studying abroad before grades are given

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 special completion [graduation in September])	Early September
Fall semester courses	Students with notification of completion in the current academic year (students enrolled for four 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 special completion [graduation in September])	Late September
Fall semester courses	Students with notification of completion in the current academic year (students enrolled for four semesters or more)	Mid-March
Full-year courses	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 period below.

*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	Students eligible for notification of completion Applicants for special completion [graduation in September]	Early September
	Students enrolled for the current academic year (excluding applicants for special completion [graduation in September])	Early September
Fall semester courses	Students with notification of completion in the current academic year (students enrolled for four semesters or more)* ¹ Applicants for special completion	End of February to early March
Full-year courses	Students enrolled for the next academic year (excluding students with notification of completion in the current academic year)	Mid-March

*1 Students enrolled for two semesters or more for the Five-year Integrated Program

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.

VIII. Master's Thesis/Research Project

The master's thesis/research project course number is "ICC6783".

1. Master's thesis/research project submission

(1) A master's thesis or research project must be submitted by a student who has been enrolled in a master's program for at least two years and have earned or will earn the required credits (in or beyond their fourth semester after enrollment).

(2) Students in or beyond their third year (in or beyond their fifth semester after enrollment) should check Regulations for Processing Fees for Degree Thesis Review, Article 2, Paragraph 2 when submitting their master's thesis or research project.

2. Master's thesis

Students who have chosen a master's thesis must submit a master's thesis and pass the thesis review and the final exam (oral examination) within a specified time frame after making an interim report at the interim report meeting.

3. Research project

In this program, instead of a master's thesis, students are required to conduct research on a specific subject, report the results of that research, and complete the course by passing the review.

In the research project, each student chooses a theme of interest related to his or her academic field of study in the graduate school, completes a certain amount of research and analysis, and submits a proposal or report in the form of a written report. Specifically, this includes translation, development of teaching materials (including video materials), learning support programs, records of classroom practices, field research, and case studies.

Students who have chosen a research project must submit a research project (report) and pass the research project review and the final exam (oral examination) within the specified period after making an interim report at the interim report meeting.

4. "Master's Thesis/Research Project Title" form

Those who plan to submit a master's thesis or research project in the current academic year (for those who are in their third semester of school or later) must submit a "Master's Thesis/Research Project Title" form (available at the Academic Affairs Office on the Ikebukuro Campus) by the submission deadline. Check the R Guide for the submission period and method.

A change in the title may be made only once. A change in the title must be made through a submission form submitted at the time of master's thesis or research project (preliminary submission).

5. Interim report meeting

Those who plan to submit a master's thesis or research project in the current academic year (for those who are in their third semester of school or later) must make an interim report at the interim report meeting.

Those who have not made an interim report will not be allowed to submit a master's thesis or a research project within the academic year.

6. Master's thesis/research project: tentative submission and preliminary review

In order to encourage well-planned writing, those who plan to submit a master's thesis or research project in the current academic year (in or beyond their fourth semester after enrollment) are required to tentatively submit their master's thesis or research project for a preliminary review. The lead and sub-academic advisors will serve as referees, and the result will be either "Pass" or "Fail".

Those who have not made a submission or who have failed the preliminary review will not be allowed to submit a master's thesis or a research project within the academic year.

In the event that a student who has passed the preliminary review does not submit a master's thesis or project research within the same academic year, he or she must undergo another preliminary review in the academic year in which it is to be submitted.

7. Master's thesis/research project: submission (final submission)

Those who have passed a preliminary review are required to submit a master's thesis or research project (final submission).

Check the R Guide for details including the submission period, location, and method.

8. Master's thesis/research project: review/final exam

(1) In principle, three faculty members in addition to the master's thesis lead and sub-academic advisors will participate in the final exam for those who have submitted a master's thesis/research project.

(2) The master's degree review and final exam are held in late January or early February.

9. Evaluation criteria

After submission of the request for accreditation, an interim report meeting, provisional submission, and preliminary review, a thesis or research project that is of sufficient quality and quantity to confer the degree may be submitted for review and the final exam. The items to be reviewed are as follows.

Master's thesis

1. The research theme is clear and original.
2. The content and methods of the research are appropriate.
3. The paper must be properly organized and the thesis must be clear.
4. Information used from other sources is clearly and correctly cited.
5. Ethical issues have been addressed throughout the course of the research.

Research project

1. The theme of the research project is clearly related to the fields of study the graduate school focuses on.
2. The student adequately understands the background and current status of the theme.
3. The content and methods of the research project are appropriate.
4. The results submitted are effective in developing and improving the student's chosen field of study.
5. Ethical issues have been addressed throughout the course of the research project.

10. Master's thesis/research project: submission schedule for special completion (graduation in September)

Students who are eligible for special completion and wish to complete their master's thesis or research project in the spring semester may submit their master's thesis or research project according to the following schedule. The points to note for master's thesis/ research project are the same as those for submission during the regular submission period.

	Schedule
Request for accreditation submission	Around mid-November
Interim report meeting	Around mid-December
Tentative submission	Around mid-May
Preliminary review	Mid-May to late May
Final submission	Around late June
Degree review and final exam	Around early July

• September enrollees

For details on the submission of master's theses/project research for September enrollees, read as if they were to be submitted on the later date of the semester for April enrollees. For the schedule, see "II. Basic Tutorial Session Schedule (for September Enrollees)".

11. Submission of a master's thesis in the case of a leave of absence for those who are in their third semester of school or later

In the event of a leave of absence for those who are in their third semester of school or later, the submission of a master's thesis/project research is as follows. Check with your academic advisor and the Academic Affairs Office at the Ikebukuro Campus for details.

- If you take a leave of absence in the third semester:

From the following semester, students shall submit a request for accreditation, interim report, tentative submission of the master's thesis or research project, and final submission of the master's thesis or research project (it takes two semesters to complete the course).

- If you take a leave of absence in the fourth semester or later:

Upon re-enrollment, the academic advisor will conduct an interview, and based on the results, the faculty meeting of the graduate school will decide on one of the following schedules.

(1) From the following semester, students shall submit a tentative submission of the master's thesis or research project and final submission of the master's thesis or research project (it takes one semester to complete the course). However, the student must have completed the request for accreditation and interim report in the semester before taking a leave of absence.

(2) From the following semester, students shall submit a request for accreditation, interim report, tentative submission of the master's thesis or research project, and final submission of the master's thesis or research project (it takes two semesters to complete the course).

IX. Matters concerning Completion

1. Completion date

The completion date at the University are as follows.

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

2. Announcement of completion

The names of those who have completed the Master's program will be announced via the Grades Reference System on the dates below. Students should check their completion status here. Students should consult the Grades Reference System for details such as the time of announcement.

April enrollees: End of February

September enrollees: Early September

Inquiries are not accepted by telephone or email.

3. Special completion

Special completion (September completion) (March completion) is a system that allows students who satisfy the following six conditions to complete their studies with the following completion date if they pass the final judgment of their graduate school.

- In case April enrollees apply for special completion and are accepted: September 19 of the relevant academic year
- In case Semester enrollees apply for special completion and are accepted: March 31 of the relevant academic year

Application requirements for special completion (September completion) (March completion)

1. The student has submitted the designated form (Special Completion Application), co-signed by a guarantor, during a designated application period
2. The student is a graduate student in a master's course or master's program
3. The student is in or beyond their fourth semester after enrollment at the time of application^{*1}

However, students in the following programs or courses are eligible to apply for special completion in their second semester or beyond: Special Entry Program for the Graduate School of Economics, the Graduate School of Law and Politics, the Graduate School of Tourism, the Graduate School of Community and Human Services, 5-year Integrated Program and IDD Program for the Graduate School of Business, 5-year Integrated Program and TESOL-J for the Graduate School of Intercultural Communication, and Bishop Williams Course, Graduate School of Christian Studies

4. The student has met or is expected^{*2} to meet the requirements for completion of the graduate school at the time of application
5. The student is enrolled in the University in the semester when applying^{*3}
6. The student has paid academic fees^{*4} 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. For the students whose application for special completion has been approved, academic fees ^{*4} and other required costs are one-half of the usual rate.

- *1: Periods of leave of absence are not counted towards enrolled years and semesters.
- *2: Students are expected to fulfill the requirements for completion of their graduate school during the spring semester (fall semester for September entrants) of the academic year.
- *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 special completion, the University may issue a refund depending on the payment status at the time of approval. The student's Special Completion Application will not be accepted if the amount of academic fees paid falls short of the amount required to apply for special completion.

4. Distribution of Special Completion Applications

Distribution period

Check the R Guide for each graduate school for details.

Distribution location

Academic Affairs Office (see "Communications from the Academic Affairs Office")

5. Submission of Special Completion Applications and Announcement of Approvals

Acceptance period Check the R Guide for each graduate school for details.

*Applications submitted outside a specified period will not be accepted.

*In principle, this application cannot be withdrawn, so please submit it with care.

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

Announcement of approvals Check the R Guide for each graduate school for details.

Approval will be notified via the Grades Reference System

Students should consult the Grades Reference System for details such as the time of announcement.

6. Degree conferral ceremony

Check the R Guide for each graduate school for details.

The time will be announced on the Grades Reference System on the same date approvals are announced.

7. Accelerated completion (early completion)

This is a system in which students may shorten the standard term of study to complete the program in accordance with the provisions (those who have made outstanding research achievements) of Article 5 of the Graduate School Regulations.

Conditions for accelerated completion (early completion)

1. September enrollees who enrolled in order to complete TESOL-J (and who have been recommended by a university graduate school approved by their Rikkyo University graduate school) are eligible.

2. Evaluation will be conducted at the following two stages.

(1) At the end of the first semester in school

Evaluation will be conducted on completing all fall semester courses required for the completion of TESOL-J in their first semester of enrollment.

(2) At the time of completion of the graduate school

Evaluation will be conducted on the results of the research (Master’s Capstone Project).

X. 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 complete, withdraw, or are dismissed from the University.

2. Enrollment and enrollment period

Enrollment refers to the status in which students are registered and exist 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 (standard number of years) required to complete studies at the University is called the course period. In order to complete the master’s program (master’s course), students must be enrolled in the program for 2 years or more, earn the required credits, and fulfill the completion requirements*³ set by each graduate school. 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. There is no system applicable to graduate students.

*3: Check “I. Degree Conferral” for each graduate school for details.

4. Number of enrolled years and number of enrolled semesters

To convert the course period for master’s program (master’s course) students, (“enrolled at the University for two or more years”) into semesters (“enrolled at the University for four or more semesters”), refer to the following table.

This table also applies to degrees set by the Graduate Schools.

Year	1st		2nd	
Semester ^{*1}	Spring	Fall	Spring	Fall
Enrolled semesters	Semester 1	Semester 2	Semester 3	Semester 4

*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 included in the number of enrolled years and semesters. However, students will advance to the next year automatically regardless of the number of enrolled semesters. ^{*4}

Example: a master’s program 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	
Semester ^{*3}	Spring	Fall	Spring	Fall	Spring	Fall
Enrolled semesters	Semester 1	Semester 2	Leave of absence	Semester 3	Semester 4 ^{*2}	Semester 5 ^{*1}

*1 and 2: Refer to “4. Dates of completion”.

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

*4: The Law School has an advancement system, so students will not advance automatically.

4. Dates of completion

(1) April enrollees

In principle, students who take a leave of absence will also complete the course on March 31. However, if students are enrolled for four semesters or more in the spring semester, they can apply for special completion as of September 19 if approval is gained. Please refer to “Matters concerning completion” for details. Note that students cannot be approved for completion or special completion while on leave of absence.

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

Year	1st		2nd		3rd	
Semester	Spring	Fall	Spring	Fall	Spring	Fall
Enrolled semesters	Semester 1	Leave of absence	Semester 2	Semester 3	Semester 4 ^{*2}	Semester 5 ^{*1}

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

*2: The completion date if the student applies for and receives approval for special completion is the final day of the spring semester.

(2) September enrollees

In principle, students who take a leave of absence will also complete the course on September 19. However, if students are enrolled for four semesters or more in the fall semester, they can apply for special completion as of March 31 if approval is gained. Please refer to “Matters concerning completion” for details.

Note that students cannot be approved for completion or special completion while on leave of absence.

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

Year	1st		2nd		3rd	
Semester	Fall	Spring	Fall	Spring	Fall	Spring
Enrolled semesters	Semester 1	Leave of absence	Semester 2	Semester 3	Semester 4 ^{*2}	Semester 5 ^{*1}

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

*2: The completion date if the student applies for and receives approval for special completion 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 times
Graduate students in master’s courses and master’s programs	4 times
Graduate students in doctoral programs	6 times
Graduate students in professional degree program (Law School)	4 times

*1: If a student transfers college/department/course, the number of leaves of absence already taken carries over to the new college/department/course. There is no system applicable to the graduate school.

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

*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 graduate school 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 graduate school. 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.*1 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*2*3	Deadlines for reply to Inquiry about School Attendance	Documents to be submitted		
			Leave of absence	Withdrawal	Re-enrollment
Spring semester	End of July*5	Late August	Leave of Absence Request	Withdrawal Request	No procedure required
Fall semester	End of January*4	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*1 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 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*3	Academic fees		
	Spring semester	Fall semester	Relevant year
Spring semester	Semester enrollment fee (60,000 yen)	1/2 of annual academic fees (incl. semester enrollment fee)*2	1/2 of annual academic fees (incl. semester enrollment fee) + semester enrollment fee (60,000 yen)
Fall semester	1/2 of annual academic fees (incl. semester enrollment fee)*2	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”)
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4. Withdrawal 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 graduate school. 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. Special completion

Please refer to “IX. Matters concerning Completion” for details.

5 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)^{*1} 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^{*2} (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”)

6 Academic Fees

1. Notices related to payment of academic fees

Spring semester 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*1 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*1 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.

Fall semester 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.

XI. TESOL-J

1. Explanation of TESOL-J

TESOL-J is a program for mastering the knowledge and skills required to teach English as a second language in Japan by learning various theories, attending seminars about education and practicing techniques related to foreign language education. TESOL-J completion certificates are issued to April and September enrollees through the TESOL-J admissions category who have earned credits in the prescribed courses upon their successful completion of the program. Credit completion certificates are issued to enrollees through an admissions category other than TESOL-J who have earned credits in the prescribed courses.

2. One-Year Program

(1) Eligibility/Requirements

Only September enrollees who enrolled in order to complete TESOL-J (and who have been recommended by a university graduate school approved by their Rikkyo University graduate school) may apply for the One-Year Program*. Other students are not eligible for the One-Year Program.

The condition for the One-Year Program is to complete all fall semester courses on the table in 3. Courses Required for Completion (1) in the first semester after enrollment.

* Other students are not eligible for the One-Year Program, but may otherwise fulfill the requirements for completing TESOL-J (see 3. Courses Required for Completion (2)).

(2) Students not allowed to plan on entry into the One-Year Program as described in (4) are not allowed to submit Master's Capstone Projects, and must submit master's theses after staying enrolled in the master's program for at least two years.

(3) Students in or beyond their third year (in or beyond their fifth semester after enrollment) should check Regulations for Processing Fees for Degree Thesis Review, Article 2, Paragraph 2 when submitting their Master's Capstone Projects.

(4) Application Period

Students who wish to complete TESOL-J in the One-Year Program must submit applications during their first semester after enrollment as shown below, and must have their plan to finish early approved.

Note that students who submit their applications late are not eligible for the One-Year Program.

One-Year Program Application Period	From Tuesday, January 7, 2020 at 9:00 to Thursday, January 9 at 17:30 Academic Affairs Center, Ikebukuro Campus
Selection Result Notification	Thursday, March 19, 2020 on the GSIC Bulletin Board

*Students other than September enrollees who enrolled in order to complete TESOL-J (and who have

been recommended by a university graduate school approved by their Rikkyo University graduate school) may not apply for the One-Year Program.

(5) Submission Materials

Applicants should staple the following materials together and submit them within the application period described in (4).

- ① Application form (seal/signature of lead and sub-academic supervisors required)
- ② Master’s Capstone Project research plans (check with academic supervisors for the format)

(6) One-Year Program Applicant Selection Results

Students allowed to plan on entry into the One-Year Program:

These students are automatically registered for Master’s Capstone Project in their second semester after enrollment. In addition, these students are allowed to complete the program early by earning credit in all courses in “3. Courses Required for Completion (1) Students on the One-Year Program to Complete TESOL-J”. For details on submitting Master’s Capstone Projects, students should see “XII. Master’s Capstone Project”.

Students not allowed to plan for entry into the One-Year Program:

These students may not take Master’s Capstone Project. Students who wish to complete TESOL-J should see “3. Courses Required for Completion (2)” and register for courses on their own.

3. Courses Required for Completion

Students attempting to complete TESOL-J are required to earn credit in courses on the following table according to one of the two patterns (starred courses have different eligibility requirements).

(1) Students on the One-Year Program to Complete TESOL-J

Course	Notes
研究指導演習 A	Automatic registration
研究指導演習 B	Automatic registration
Master’s Capstone Project*	Only students allowed to plan for early completion can register; automatic registration
Japanese Education System and English Language Education in Japan	
Teaching English Speaking/Listening to Japanese Students	
Teaching English Reading/Writing to Japanese Students	
Japanese Culture: From Observation to Assimilation	
Teaching EFL to Japanese School Children	
Pedagogical English Grammar to Japanese Students	
Teaching English Vocabulary to Japanese	

Students: Learning, Teaching and Use	
Teaching Practicum	
Psychology of the Language Learner	
Content and Language Integrated Learning	
Curriculum and Syllabus Design	

(2) All Other Students

Course	Notes
研究指導演習 A	Automatic registration
研究指導演習 B	Automatic registration
修士論文指導演習 A*	Automatic registration
修士論文指導演習 B*	Automatic registration
Japanese Education System and English Language Education in Japan	
Teaching English Speaking/Listening to Japanese Students	
Teaching English Reading/Writing to Japanese Students	
Japanese Culture: From Observation to Assimilation	
Teaching EFL to Japanese School Children	
Pedagogical English Grammar to Japanese Students	
Teaching English Vocabulary to Japanese Students: Learning, Teaching and Use	
Teaching Practicum*	
Psychology of the Language Learner	
Content and Language Integrated Learning	
Curriculum and Syllabus Design	

4. Issuance of Graduate Certificates (to Students Not on the One-Year Program)

TESOL-J completion certificates will be issued upon completion to students who earn credit in the prescribed courses in “3. Courses Required for Completion (2)”.

Credit completion certificates will be issued to students who enrolled through an admissions category other than TESOL-J who earn credit in the prescribed courses and who applied for certificates themselves. These students should apply to the Academic Affairs Center during the prescribed application period.

XII. Master's Capstone Project (Only for Students Who Plan on Entry into the One-Year Program to Complete TESOL-J)

1. Explanation of Master's Capstone Project

The Master's Capstone Project is a course offered to students planning on entry into the One-Year Program as a culmination of the TESOL-J Program, and is an opportunity for those students to exhibit the skills and knowledge they have acquired in the Graduate Program in Intercultural Communication master's program. In the Master's Capstone Project, students work on creating actual classes based on their understanding of the main theories and teaching methods of foreign language education, and organize their findings in final reports to serve as their graduate program output in lieu of master's theses. Students should take care to check the separate guidelines for this graduate program for details about this course.

2. Master's Capstone Project Submission

September enrollees who enrolled in order to complete TESOL-J (and who have been recommended by a university graduate school approved by their Rikkyo University graduate school), whose applications for the One-Year Program have been accepted, and who have been enrolled in the master's program for at least one year and have completed or expect to complete the prescribed credits (students in or beyond their second semester after enrollment) will submit Master's Capstone Projects.

3. Master's Capstone Project Themes

Students consult with the course instructor to determine their project theme based on the research plans submitted with the application for the One-Year Program.

4. Procedure Leading to Review

Each student who submits a project report that includes syllabuses, course materials, teaching plans and other elements of creating actual classes then take the Master's Capstone Project final exam. Three faculty members, including the lead and sub-academic supervisors, take part in the final exam as reviewers. The reviewers review the project based on the project report and the presentation at the final exam.

*Students should contact the Academic Affairs Center if they wish to complete TESOL-J using the special completion timing arrangements.

5. Evaluation (Degree Review Criteria)

Project reports are evaluated using the following criteria.

1. The issue to be researched is significant in relation to the practice of foreign language education.
2. The student appropriately understands the background and current status of the issue.
3. The approach to solutions and achievements is suitable for the foreign language education field.
4. The output that is submitted contributes to enhancing or improving the practice of foreign language education.
5. Ethical considerations have been taken in the course of the research.

6. Yearly Schedule

Basic Tutorial Session Schedule for Academic Year 2016-17 for Students Who Plan on Entry into the One-Year Program to Complete TESOL-J

Timing	Event
Mid-September	Enrollment guidance Determine lead and sub-academic supervisors
Late September	Meet with lead and sub-academic supervisors
Mid-January	Apply for entry into the One-Year Program (submit research plans)
Late January to early February	Meet with lead and sub-academic supervisors
Late March	Notification of results of One-Year Program applications
Late April	Meet with lead and sub-academic supervisors)
Early July	Submit project report
Mid- to late July	Project report review/final exam (oral exam)
Late July	Meet with lead and sub-academic supervisors
Early September	Pass/Fail determination
Mid-September	Degree conferral ceremony for graduate schools (conferral of master's degree)

XIII. Rikkyo Institute for Peace and Community Studies Courses

Rikkyo Institute for Peace and Community Studies (below, the “Institute”) was established in March 2004 as a center for researching the conditions for peace by expanding the scope of conventional peace studies and exploring the ideal of a sustainable community based on the principles of safety, justice and human rights. The Institute also offers master’s level courses to provide graduate students with the opportunity to learn about international relations, human security, sustainable development, civil society cooperation, migration and multicultural conviviality in an interconnected manner, by developing expertise, a broad perspective, and an interest in real world problems.

For details, refer to Rikkyo Institute for Peace and Community Studies’ website (<http://www.rikkyo.ac.jp/research/institute/ipcs/>). Courses offered by the Institute are treated as courses offered by other departments and graduate schools, except those offered in the student's own department.

1. Course registration method

Registration must be conducted in accordance with the method specified by the graduate school.

2. Handling of earned credits

According to the course registration policies and procedures of the graduate school you belong to.

3. Others

- (1) The faculty and contents of courses offered by the Institute may be subject to change depending on the year.
- (2) Graduate students interested in peace and community-related research are encouraged to participate in seminars and forums held separately by the Institute to deepen their research.

List of Courses for the Master's Program in Intercultural Communication, Graduate School of Intercultural Communication

Applies to students who enrolled in the 2016 academic year or later

Note: For course instructors, semesters offering courses, the scheduled academic year, and the registration method, see course lists in the R Guide.

Course name	Credit	Course name	Credit	Course name	Credit
Compulsory courses					
研究指導演習 (Kenkyu Shido Enshu; Master's Thesis Seminar) A	2	研究指導演習 (Kenkyu Shido Enshu; Master's Thesis Seminar) B	2	修士論文指導演習 (Shushi Rombun Shido Enshu; Master's Thesis Supervision) A	2
修士論文指導演習 (Shushi Rombun Shido Enshu; Master's Thesis Supervision) B	2	Master's Capstone Project *Only for students approved for TESOL-J early completion	2		
Elective courses					
Core elective courses					
言語教育研究基礎論 (Gengo Kyoiku Kenkyu Kisoron)	2	言語コミュニケーション研究基礎論 (Gengo Komyunikeshon Kenkyu Kisoron)	2	通訳翻訳研究基礎論 (Tsuyaku Honyaku Kenkyu Kisoron)	2
コミュニケーション研究基礎論 (Komyukeshon Kenkyu Kisoron)	2	異文化コミュニケーション研究基礎論 (Ibunka Komyunikeshon Kenkyu Kisoron)	2	グローバル文化研究基礎論 (Gurobaru Bunka Kenkyu Kisoron)	2
国際協力・人類学基礎論 (Kokusai Kyoryoku-Jinruigaku Kisoron)	2	調査研究方法論 (Chosa Kenkyu Hohoron) A	2	調査研究方法論 (Chosa Kenkyu Hohoron) B	2
Japanese Education System and English Language Education in Japan	2	Teaching English Speaking/Listening to Japanese Students	2	Teaching English Reading/Writing to Japanese Students	2
Specialized elective courses					
言語コミュニケーション研究特殊講義 (Gengo Komyunikeshon Kenkyu Tokushu Kogi) A	2	言語コミュニケーション研究特殊講義 (Gengo Komyunikeshon Kenkyu Tokushu Kogi) B	2	言語コミュニケーション研究特殊講義 (Gengo Komyunikeshon Kenkyu Tokushu Kogi) C	2
言語コミュニケーション理論 (Gengo Komyunikeshon Riron)	2	言語教育研究特殊講義 (Gengo Kyoiku Kenkyu Tokushu Kogi) A	2	言語教育研究特殊講義 (Gengo Kyoiku Kenkyu Tokushu Kogi) B	2
言語教育研究特殊講義 (Gengo Kyoiku Kenkyu Tokushu Kogi) C	2	言語教育理論 (Gengo Kyoiku Riron) A	2	言語教育理論 (Gengo Kyoiku Riron) B	2
Japanese Culture: From Observation to Assimilation	2	Teaching EFL to Japanese School Children	2	Pedagogical English Grammar to Japanese Students	2
Teaching English Vocabulary to Japanese Students: Learning, Teaching and Use	2	Psychology of the Language Learner	2	Content and Language Integrated Learning	2

Curriculum and Syllabus Design	2	Teaching Practicum	2	通訳翻訳研究特殊講義 (Tsuyaku Honyaku Kenkyu Tokushu Kogi) A	2
通訳翻訳研究特殊講義 (Tsuyaku Honyaku Kenkyu Tokushu Kogi) B	2	通訳翻訳研究特殊講義 (Tsuyaku Honyaku Kenkyu Tokushu Kogi) C	2	通訳翻訳理論 (Tsuyaku Honyaku Riron)	2
通訳翻訳教育論 (Tsuyaku Honyaku Kyoiku-ron)	2	通訳翻訳テクノロジー論 (Tsuyaku Honyaku Tekunoroji-ron)	2	会議通訳入門 (Kaigi Tsuyaku Nyumon)	2
会議通訳 (Kaigi Tsuyaku) 1	2	会議通訳 (Kaigi Tsuyaku) 2	2	通訳実習 (Tsuyaku Jisshuu)	2
翻訳の原理と方法 (Honyaku no Genri to Hoho)	2	翻訳演習 (Honyaku Enshu) 1	2	翻訳演習 (Honyaku Enshu) 2	2
翻訳実習 (Honyaku Jisshuu)	2	異文化コミュニケーション研究特殊講義 (Ibunka Komyunikeshon Kenkyu Tokushu Kogi) A	2	異文化コミュニケーション研究特殊講義 (Ibunka Komyunikeshon Kenkyu Tokushu Kogi) B	2
異文化コミュニケーション研究特殊講義 (Ibunka Komyunikeshon Kenkyu Tokushu Kogi) C	2	異文化コミュニケーション理論 (Ibunka Komyunikeshon Riron)	2	コミュニケーション研究特殊講義 (Komyunikeshon Kenkyu Tokushu Kogi) A	2
コミュニケーション研究特殊講義 (Komyunikeshon Kenkyu Tokushu Kogi) B	2	コミュニケーション研究特殊講義 (Komyunikeshon Tokushu Kogi) C	2	コミュニケーション理論 (Komyunikeshon Riron)	2
人類学特論 (Jinruigaku Tokuron)	2	人類学特殊講義 (Jinruigaku Tokushu Kogi) A	2	グローバル文化研究特論 (Gurobaru Bunka Kenkyu Tokuron) A	2
人類学特殊講義 (Jinruigaku Tokushu Kogi) B	2	グローバル文化研究特論 (Gurobaru Bunka Kenkyu Tokuron) B	2	文化研究特論 (Bunka Kenkyu Tokuron)	2
国際協力特殊講義 (Kokusai Kyoryoku Tokushu Kogi) A	2	国際協力特殊講義 (Kokusai Kyoryoku Tokushu Kogi) B	2	国際協力特論 (Kokusai Kyoryoku Tokuron)	2
文化研究特殊講義 (Bunka Kenkyu Tokushu Kogi) A	2	文化研究特殊講義 (Bunka Kenkyu Tokushu Kogi) B	2	文化研究特殊講義 (Bunka Kenkyu Tokushu Kogi) C	2
文化研究特殊講義 (Bunka Kenkyu Tokushu Kogi) D	2	文化研究特殊講義 (Bunka Kenkyu Tokushu Kogi) E	2	文化研究特殊講義 (Bunka Kenkyu Tokushu Kogi) F	2
Japanese Communication Style *Abolished from academic year 2020	2	Japanese Learners and Learning English in Japan *Abolished from academic year 2020	2	Class Observation *Abolished from academic year 2020	2
Japanese in Educational Settings: Classroom and Kyomuka *Abolished from academic year 2020	2	サステナビリティ・コミュニケーション研究特殊講義 (Sasutenabirithi-Komyunikeshon Kenkyu Tokushu Kogi) *Abolished from academic year 2020	2	国際協力・開発学研究理論 (Kokusai Kyoryoku-Kaihatsugaku Kenkyu Riron) *Abolished from academic year 2020	2