

2026 Course Guidebook

College of Intercultural Communication Graduate School of Intercultural Communication

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



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

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

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

Communications from Academic Affairs Office

1. Bulletin Boards

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

Notices and messages from Academic Affairs Office are mainly posted on the Academic Affairs bulletin board (Web) on RIKKYO PORTAL. If students have any questions about messages, they should contact the Academic Affairs Office.

Types of Bulletin board	Contents	Locations
Academic Affairs Bulletin Board <ul style="list-style-type: none"> ● College, Graduate ● University -Wide Liberal Arts Courses ● Certification Courses ● Exams, etc. 	Messages to students from their respective Colleges or Graduate Schools concerning college specific subjects/courses	 https://portal.rikkyo.ac.jp/academic_affairs/bulletin_board
Information Board	<ul style="list-style-type: none"> • Notices of class cancellations on all campuses, and of classroom changes (for the upcoming 2 weeks) • Messages summoning students 	Ikebukuro Campus (1st floor of Bldgs. 5, 8, and 14) <hr/> Niiza Campus (1st floor of Bldg. 1, 2nd floor of Bldg. 4)

2. Academic Affairs-related Online Services

RIKKYO PORTAL Academic Affairs Office page

- **Bulletin Board**
- **Notice from Academic Affairs:** Assorted notification (emergency measures, special measures)
- **Classes:** Academic Calendar, R Guide (Course Guidebook), Syllabus & Class Schedule Search System, Class Schedule PDF., and Class Cancellations etc.,
- **Course registration / Grade:** Course Registration System, Grade Reference System
- **Certificates / Procedure:** Reissue of Student ID card, Change of Address and Name, Leave of Absence / Withdrawal etc.



https://portal.rikkyo.ac.jp/academic_affairs

R Guide, course guidebook, and academic affairs-related guides

Be sure to check along with this manual.

Information related to course registration and academic affairs for each college and graduate school

- Bulletin Board
- Academic Calendar
- Taking Courses: Registration, cancellation, withdrawing, graduation paper, master thesis and other procedures, Curriculum revision, Course list, University-Wide Liberal Arts Course, f-Campus, and Rikkyo Minor Program etc.
- Exam / Grade Information
- School infectious diseases
- Schedule related to student enrollment: Leave of absence, Withdrawal, and Graduation.
- Academic adviser and Office hours etc.
- Regulations and Information <Guide to Offices for Academic Affairs, Guide for V-Campus, and On-Campus PC class room>, List of Instructors
- Academic Affairs Office Official X (Formerly Twitter)



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

RIKKYO Mobile

You can check various notifications, lecture information (class cancellations, classroom changes, etc.), MY schedule, bus timetables (Niiza Campus), status of PC rentals, Rikkyo OPAC, and more from a smartphone or similar device.

*Note that there may be a delay with the updating of information.



<https://portal.rikkyo.ac.jp/mc/mobile>

立教時間 Rikkyo Jikan

Rikkyo Jikan is a system designed to support students' education in the RIKKYO Learning Style. Students can set goals and accumulate their daily experiences and what they have learned, as well as other things they may have noticed throughout university life, from enrollment to graduation. At any time, students can look back on their growth while confirming their goals and action plans.



<https://portfolio.rikkyo.ac.jp/login>

Learning Management System (Canvas LMS)

The LMS is a web site corresponding to the classes that faculty members prepare on the web to enhance their classes. Students can download and print materials, and submit assignments if they are assigned by the instructor.



<https://canvas.rikkyo.bownet.cloud/login>

3. Emergency Contacts

If the University determines that an approaching typhoon etc. will make it difficult to conduct classes as usual, it takes special measures such as class cancellations. Consult Rikkyo Emergency Information, RIKKYO PORTAL Top page or bulletin boards for details of any special measures.

Rikkyo Emergency Information

<https://sites.google.com/rikkyo.ac.jp/emergency>

RIKKYO PORTAL TOP page "Information"

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

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

* Information on the University's counter services and use of facilities is provided on the website and bulletin boards of each office.

4. Guide to Offices for Academic Affairs

College /Graduate School etc.		Contact	Venue ^{※1}	Business hours ^{※2} (During the Class period)
<ul style="list-style-type: none"> • College of Arts, Economics, Science, Sociology, Law and Politics, Business, Intercultural Communications, and Environmental Studies. • Global Liberal Arts Program • Graduate school of Christian Studies, Business Administration, Social Design Studies, and Artificial Intelligence and Science 		Academic Affairs Office at Ikebukuro Campus	Ikebukuro Campus 1st floor, Tucker Hall	Mon. to Fri. 9:00 a.m.-5:00 p.m. Saturday 9:00 a.m.-12:30 p.m.
<ul style="list-style-type: none"> • College /Graduate school of Tourism, Community and Human services and Contemporary Psychology, Sport and Wellness 		Academic Affairs Office at Niiza Campus	Niiza Campus 1st floor, Building No.7	
<ul style="list-style-type: none"> • Certification Course for Teacher Training, Curator, Librarian and Social Education Supervisor 	Practical Training, Nursing care practicum	Certification Course Office	Ikebukuro Campus 1st floor, Building No.2 Niiza Campus 1st floor, Building No.7	Mon. to Fri. 9:00 a.m.-5:00 p.m. Saturday Closed
	Other than above	Academic Affairs Office	Ikebukuro Campus 1st floor, Tucker Hall Niiza Campus 1st floor, Building No.7	Mon. to Fri. 9:00 a.m.-5:00 p.m. Saturday 9:00 a.m.-12:30 p.m.

※ 1 Temporary contact offices may be set up in locations other than the above due to disasters, etc.

※ 2 The special business hours will be announced by website and bulletin board.

5. How to use the course guidebook

This book is distributed at the time of enrollment and used until graduation (completion). Make sure to take care of the book, as it will not be reissued.

Any changes to schedules or with the academic year, as well as any changes or corrections that have occurred since publication, are included in the R Guide.

Be sure to check the R Guide along with this guidebook (see the previous page for URLs, etc.).

If anything is unclear with regard to this guidebook, please check at the Academic Affairs Office as soon as possible.

Communications from Academic Affairs Office	2
Matters Concerning the College of Intercultural Communication	9
Introduction	10
Degree Conferral Policy	12
I. Curriculum Structure (RIKKYO Learning Style).....	14
1 Curriculum Structure (RIKKYO Learning Style).....	14
2 Course Numbering.....	15
3 Curriculum and Notifications of Changes	20
II. Classes (Academic Life)	21
1 Student ID Card	21
2 Semesters and Classes	22
3 Class Schedule.....	23
4 Class Format.....	23
5 Class Cancellations.....	24
6 Makeup Classes	25
7 Absence from Classes.....	25
8 Procedure in the Event of Students Contracting a Designated School Infectious Disease	25
9 Procedures in Cases Related to the Lay Judge Duty.....	27
III-1. Course Regulations (Credits)	29
1 Credit System.....	29
2 Credits Required to Graduate.....	29
III-2. Course Regulations (Instructions on Taking Courses).....	30
1 Allotted Year.....	30
2 Maximum Number of Registered Credits.....	30
3 Retaking.....	32
4 Simultaneous Taking	32
5 Taking Courses in the Same Period on the Same Day of the Week.....	32
6 Measures for Moving between Campuses	32
7 Offered Courses	33
8 Taking Courses of Any Colleges.....	33
9 Courses Taken by Outbound Exchange Students and Students Studying Abroad at Approved Schools	34
10 System to Withdraw from Taking Compulsory Courses.....	36
III-3. Course Regulations (Credit Approval)	37
1 Credit Approval through the Outbound Exchange Program	37
2 Credit Approval through the Study Abroad during Leave of Absence System	39
3 Credit Approval through the System for Studying Abroad at Approved Schools.....	39
4 Approval of Credits Earned before Enrollment	39
5 Approval of Credits Earned at Other Colleges after Enrollment	41
IV. How to Create a Learning Plan and Advisors	44
1 How to Create a Learning Plan	44
2 Academic Advisors and Office Hours	44
V. Course Registration.....	45
1 What is Course Registration?.....	45
2 Course Registration Process	46
3 Course Registration Methods	47
4 Confirming Registered Courses.....	50

5	Changing Course Registration and Confirming Changed Content in Course Code Registration	52
6	Course Cancellation System	54
VI	Exams and Grades.....	56
1	Exam Rules	56
2	Exam Methods	58
3	Written Exams	59
4	Oral Exams	62
5	Reports.....	62
6	Makeup Exams	68
7	Time Conflict Special Exam.....	72
8	Cheating.....	73
9	Grades.....	75
VII	Graduation-related Matters.....	79
1	Regulations Concerning Graduation and Degrees.....	79
2	Maximum Year of Enrollment	80
3	Announcement of Graduation.....	80
4	Postponement of Graduation (Requested Repeat of Year)	81
5	Extended-Term Graduation.....	81
VIII	Enrollment Status, and Tuition & Fees.....	83
1	Enrollment Status.....	83
2	Leave of Absence and Re-enrollment	84
3	Withdrawal	89
4	Requested Repeat of Year (fourth year students only).....	89
5	Extended-Term Graduation.....	90
6	Readmission.....	90
7	Tuition and Fees	90
IX	The Rikkyo Minor Program	91
1	Overview of the Rikkyo Minor Program (G Minor Program).....	91
2	Overall Perspective of the G Minor Program	91
4	Registration of G Minor Program Courses.....	92
5	G Minor Program Courses/Themes	93
6	Advance Screening of Overseas Experience/ Procedures for Approval Application.....	95
7	Four-year Schedule/Model Case	96
X	Four-University Credit Transfer System (“f-Campus”)	97
1	Course Registration.....	97
2	Classes	98
3	Exams, Academic Results, and Credit Approval	98
4	Tuition and Fees	99
5	Other	99
XI	Five-year Integrated Program.....	100
	University-wide Liberal Arts Courses	103
	Guide to University-wide Liberal Arts Courses	104
	About the Comprehensive Courses.....	108
1	What Are Comprehensive Courses?.....	108
2	Course Groups.....	109
3	Course Titles.....	117
4	Instructions on Taking Courses	122
	About Language Courses.....	125
1	What Are Language Courses?.....	125
2	Special Measures for Compulsory Courses.....	127

3	Special Measures for Free Elective Courses	128
	Compulsory Courses.....	129
1	English.....	129
2	German, French, Spanish, Chinese, Korean, Russian (Excludes students in the College of Science, Business, and the Department of Social Work in the College of Community and Human Services)	133
3-1 Japanese (for international students only in colleges other than the German Literature Course and the French Literature Course, Department of Letters, international students of College of Law and Politics Global Program of the Department of International Business Law*).....	136
3-2	..Japanese (for Peace program students, international students of College of Law and Politics Global Program of the Department of International Business Law*).....	138
3-3 Japanese (for NEXUS program students)	139
4	Methods of Earning Credits after the Designated Year or Semester-If Students Fail Compulsory Courses (English).....	140
5-1Methods of Earning Credits after the Designated Year or Semester-If Students Fail Compulsory Courses (German, French, Spanish, Chinese, Korean, Russian, Japanese)	145
5-2 Methods of Earning Credits after the Designated Year or Semester—If Students Fail to Complete Compulsory Courses (*) (German, French, Spanish, Chinese, Korean, Russian, Japanese).....	151
	Free Elective Courses	153
1	Instructions for Taking Free Elective Courses	153
2	English.....	154
3	German, French, Spanish, Chinese, Korean, Russian	155
4	Japanese Sign Language, Portuguese, Indonesian, Thai, Tagalog, Vietnamese	155
5	List of Free Elective Courses	155
	Course Regulations, Policies and Procedure of the Department.....	159
	English Language Teacher Training Program and Other Training Programs.....	160
	Department of Intercultural Communications	167
	Course Regulations	167
	Department of Intercultural Communications	200
	Course Regulations	200

Matters Concerning the College of Intercultural Communication

Introduction & Degree Conferral Policy

- I. Curriculum Structure (RIKKYO Learning Style)**
- II. Classes (Academic Life)**
- III-1. Course Regulations (Credits)**
- III-2. Course Regulations (Instructions on Taking Courses)**
- III-3. Course Regulations (Credit Approval)**
- IV. How to Create a Learning Plan and Academic Advisors**
- V. Course Registration**
- VI. Exams and Grades**
- VII. Graduation-related Matters**
- VIII. Enrollment Status, Academic Fees**
- IX. Rikkyo Minor Program**
- X. Four-University Credit Transfer System (“f-Campus”)**
- XI. Five-year Integrated Program**

Introduction

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

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

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

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

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

Moreover, the Dual Language Pathway (DLP) is a program in which students take specialized courses required for graduation mainly in English (except for CS1/2). There are conditions for participating in the DLP and for course registration, so those who are interested should read the relevant section of this Course Guidebook carefully.

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

Dean, College of Intercultural Communication

Degree Conferral Policy

Educational Goals

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

College of Intercultural Communication Policy on Conferment of Degree

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

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

Additionally, through university-wide liberal arts courses,

9. By learning Language A, students will be able to communicate appropriately according to the situation based on the fundamental skills of listening, speaking, reading, and writing. Students

will also be able to understand and respond to diverse cultures, not only the cultures of the English-speaking world, based on international knowledge gained through English. NEXUS program students will develop the advanced Japanese proficiency required for university study alongside Language B, while also acquiring practical Japanese skills for real-world communication. ICGL students will study Japanese as Language A in addition to Language B and will be able to communicate appropriately according to the situation based on the fundamental skills of listening, speaking, reading, and writing.

10. By learning Language B, students will be able to communicate in daily life based on the fundamental skills of listening, speaking, reading, and writing. Students will also be able to understand and respond to diverse cultures, not only the cultures of the countries where Language B is spoken, through the multidimensional perspective which is gained through the process of language learning. International students will cultivate an advanced command of Japanese required for university study as well as learning the practical Japanese skills that will allow real world communication. ICGL students will study Japanese as Language B in addition to Language A, and will be able to communicate appropriately according to the situation based on the fundamental skills of listening, speaking, reading, and writing.
11. Through Introduction to Academic Studies, students will come into contact with some of Rikkyo University's founding principles and develop a self-directed approach to learning, acquiring a multitude of skills through their experience of attending lecture courses at university.
12. Through Cross-disciplinary Studies, students will understand the diversity and productiveness of academic knowledge and cultivate a flexible intellect for interpreting the world through multifaceted viewpoints by bringing together the results of other academic disciplines. Through general sports studies, students will gain an understanding of scientific knowledge for promoting mental and physical health, maintain and improve their physical fitness through the practice of sport, and cultivate the habit of exercise.

Policy for Curriculum Development

※Please refer to the Rikkyo University website

(https://www.rikkyo.ac.jp/about/disclosure/educational_policy/). The relevant page also includes the “Relationship between Learning Outcomes and Courses (Curriculum Map).”

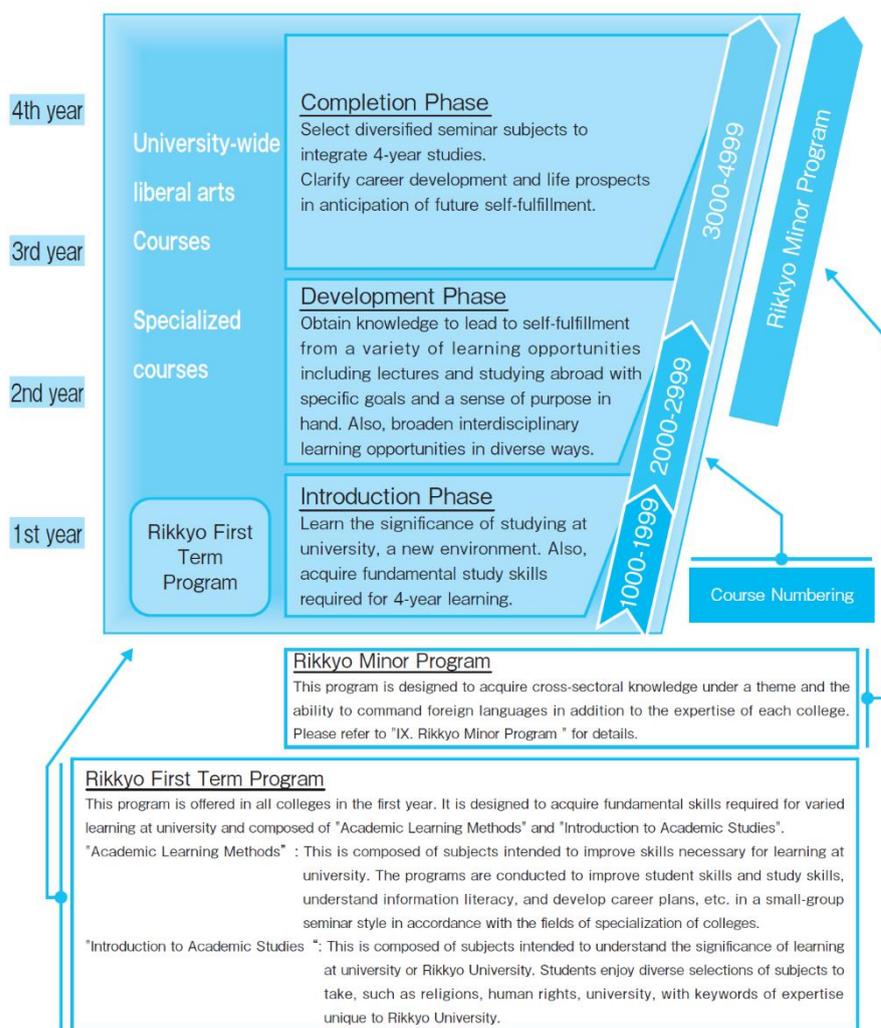
I. Curriculum Structure (RIKKYO Learning Style)

1 Curriculum Structure (RIKKYO Learning Style)

Students must be enrolled at a college of the University for 4 or more years (2 or more years when transferring to the University or changing college/department/course in the 3rd year, and 3 or more years when changing college/ department in the 2nd year) and earn the specified number of credits to graduate from the University. For details, please refer to the list of credits required for graduation from each department/course.

The curriculum of the University is designed to encourage learning in three phases – an “Introduction Phase,” a “Development Phase,” and a “Completion Phase” – for university-wide liberal arts courses and specialized courses at all colleges.

In addition, course numbers is set for each subject to indicate which academic period is appropriate for studying. The university provides an e-portfolio “Rikkyo Jikan” (a system that allows students online confirmation of learning progress according to their own vision) to all students. This will allow you to accumulate what you have learned in your student life, including extracurricular activities, as well as teaching lessons, and confirm your goals at any time to reflect on your own growth.



2 Course Numbering

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

1. Composition of course numbers

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

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

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

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

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

2. Numbering of university-wide liberal arts courses

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

University-wide liberal arts courses		Code
Language	English	LNE
	German	LNG
	French	LNF
	Spanish	LNS
	Chinese	LNC
	Korean	LNK
	Russian	LNR
	Japanese	LNJ
	Portuguese (Brazil)	LNP
	Japanese Sign Language	LNH
	Indonesian	LNW
	Thai	LNW
	Tagalog	LNW
Vietnamese	LNW	
Comprehensive	CMP	

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

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

◆ 1000s column (level)

Language courses are classified as below:

Code	Definition of language courses
0000	Remedial Courses: Not offered.
1000	Introduction Phase Courses: [English/ Language B] Language Compulsory classes (including courses to be retaken), [Language B] Language free electives: courses in Study Abroad Preparation Courses
2000	Development Phase Courses: [English], Language free electives: Courses in the Global Communication Category and Global Studies Category. [Language B], Language free electives: courses in Project Courses.
3000	Completion Phase Courses: [English], Language free electives: courses in the Global Career Category. [Language B], Language free electives: Courses in the Career Courses and Academic Courses

◆ 100s column (course field)

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

◆ 10s column (class style)

Language courses are classified according to class style as below:

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

◆ 1s column (language used)

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

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

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

◆ 1,000s (level)

Comprehensive courses are classified as below:

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

◆ 100s (course field)

Comprehensive courses are classified as below:

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

◆ 10s (class style)

Comprehensive courses are classified according to class styles as below:

Numbers	Class styles
00	Introduction to Academic Studies, and lecture course excluding the following
10	Collaboration course
20	Sports Program, Sports Studies
30	Comprehensive Studies course conducted in foreign languages
40	Seminar course, Seminars for Students of Rikkyo University, Seminars for Senior Students of Rikkyo University, Seminar for Senior Students of Rikkyo Service Learning
50	Practicum course

◆ 1s (language used)

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

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

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

Department, etc.	Code
Department of Intercultural Communication	ICC

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

◆ 1000s (level codes)

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

◆ 100s (course field)

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

◆ 10s (course category)

Numbers	
10	Compulsory courses
20	Core courses
30	Basic courses
40	Specialized courses
50	DLP • ICGL compulsory courses
60	DLP • ICGL basic courses
70	DLP • ICGL specialized courses
80	PEACE elective courses

◆ 1s (language used)

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

3 Curriculum and Notifications of Changes

1. Curriculum

For curriculums of colleges, departments, etc., make sure to check with the “Course Regulations and Curriculum” as well.

Refer to the course list in the R Guide for the instructors in charge of subjects and the semesters in which classes are held for each academic year.

2. Curriculum Revisions and Changes

If parts of the curriculum are revised or changed, details will be provided in the R Guide.

Be sure to check at the beginning of each academic year.

II. Classes (Academic Life)

1 Student ID Card

1. Student ID card

The Student ID Card is proof that a student is enrolled at Rikkyo University. The Student ID Card is proof that a student is enrolled at Rikkyo University. It is made of and comes with 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 5	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 the identity of a student. Lending or giving your Student ID Card to anyone is strictly prohibited; violators are course 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 immediately if your Student ID Card is lost or damaged, or if the picture becomes unclear due to deterioration.

A Student ID Card will be reissued (reissuance fee: 2,000 yen*) within two days (excluding days on which offices are closed).

Note: If the picture becomes unclear due to deterioration, the Student ID Card is replaced without charge.

2 Semesters and Classes

Semesters

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

In addition, there are quarter (spring 1, spring 2, fall 1, fall 2), which each semester divided into the first and second halves.

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.
Fixed term full-year 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 semester 1 courses	Classes conducted in the first half of the spring semester.
Spring semester 2 courses	Classes conducted in the second half of the spring semester.
Spring semester fixed term courses	Classes conducted for a fixed term in the spring semester by each college or department.
Summer Session	Classes conducted at defined period outside the spring semester period. (Registration is later than usual)
Fall semester courses	
Fall semester courses	Classes conducted for the whole of the fall semester
Fall semester 1 courses	Classes conducted in the first half of the fall semester.
Fall semester 2 courses	Classes conducted in the second half of the fall semester.
Fall semester fixed term courses	Classes conducted for a fixed term in the fall semester by each college or department.
Winter session	Classes conducted at defined period outside the fall semester period. (Registration period is later than usual)

3 Class Schedule

The University's class schedule is as follows:

Period and class schedule

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

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

Period G5	6:30 p.m. to 8:10 p.m.	Period G6	8:15 p.m. to 9:55 p.m.
-----------	------------------------	-----------	------------------------

4 Class Format

The class format for each course shall be determined by the college, etc. providing the course based on university policy. The class format is described in the syllabus, so students should check when they are creating their course plans. In addition, regarding the number of credits acquired through remote classes, extra credits over 60 cannot be included in the college's credits required for graduation. Whether or not the credits are included in the 60-credit limit for remote classes is specified for each class format. Students should check the following list. Because there may be changes in categorizations and notes, refer to "About the classes" in the R Guide for the latest information.

Class format classifications (As of AY2026)

Category	Class format	Notes			
		Number of classes (Face-to-face: Online)	Specified Day/period	Classroom allocated	Remote classes maximum of 60 credits
Face-to-face course	① Face-to-face (all classes face-to-face)	14 times: 0 times	Yes	Yes	Not included
	② Face-to-face (partially online)	7 or more classes: 7 classes or fewer			
Online course	③ Online (all classes online)	0 classes: 14 classes		In principle, none	Included
	④ Online (partially face-to-face)	6 classes or fewer: 8 or more classes			
On-demand course	⑤ On-demand (All classes on-demand)	0 times: 14 times (On-demand)	None	None	
High-flex course	⑥ High-flex (Concurrent face-to-face and online classes)	Students themselves choose the class format for each class session	Yes	Yes	
Mixed-type	① Face-to-face (all classes face-to-face)	14 times: 0 times	Yes	Yes	Not included
	③ Online (all classes online)	0 classes: 14 classes		In principle, none	Included

(1) Quarterly courses

Quarterly courses shall consist of ① all seven classes taught face-to face, ② four or more classes taught face-to face and three or less classes online, ③ all seven classes online, ④ three or less classes taught face-to face and four or more classes online, or ⑤ all seven classes in on-demand format.

(2) Classroom allocated

In the case of class format with “Yes” in the classroom allocated, a classroom is allocated as a place to conduct face-to-face classes and to take online classes. For classrooms that have been allotted to courses, check the syllabus and the course registration status screen.

In the case of class format with “Non” or “In principle, none”, no classrooms will be allotted per course. Students who take classes on campus should use the classrooms for online classes at each campus. Refer to “About the classes” in the R Guide regarding online classrooms for the academic year.

(3) Remote classes maximum of 60 credits

The upper limit applies to credits required to graduate from colleges. Certification Courses (courses beginning with G***) and graduate courses are not subject to the "60-credit limit for remote classes". If undergraduate students take graduate school courses and their credits are included in the requirements for college graduation, they will be subject to the 60-credit limit for remote classes depending on class formats, just like for college courses.

(4) Other precautions

- Hy Flex courses (courses taught face-to-face and online at the same time) are subject to only Certification Courses (courses beginning with G****) and graduate school courses.
- The mixed type refers to, as a variation of class formats, in which ① face-to-face classes (all classes face-to-face) and ③ online classes (all classes online) are offered simultaneously. It is subject to only free elective courses in the comprehensive courses and the language courses of the university-wide liberal arts courses. Students shall select one of the courses (class format) in advance and register to take the course, then take the course in the class format selected throughout the semester.
- When taking online courses, ensure a sufficient internet connection and take the courses in a quiet environment. Refer to “About the Classes” in the R Guide for details.

5 Class Cancellations

Class cancellations mean that a class is not offered on the day and period when the class is usually held. Classes may be cancelled in unavoidable circumstances involving the University or 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: 1st floor of Bldgs. 5, 8, and 14

Niiza Campus: 1st floor of Bldgs. 1 and 2nd floor of Bldg. 4

Information on class cancellations

Information on class cancellations can be found on the RIKKYO Mobile system and RIKKYO PORTAL Academic Affairs Office page (website).

- 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: 1st floor of Tucker Hall / Niiza: 1st floor of Bldg.7) and follow their instructions.
- If a major earthquake alert is issued or a typhoon is expected, refer to the inside page of the cover and the guidelines at the end of this booklet for class cancellation procedures.

6 Makeup Classes

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

Makeup classes can occur (1) on a predetermined makeup class day (specifically on or after 3rd period on specific Saturdays), or (2) when set by an instructor on Saturday from 3rd period onward or on Monday through Friday from 5th period onward during the class period except for (1).

For the schedule regarding (1), details can be checked in the “Annual Schedule” section of the R Guide.

In the case of (2), follow the instructions given by the instructor.

If a makeup class is being held, an announcement will be made approximately one week before the makeup class day on the RIKKYO PORTAL Academic Affairs Office page (website) under “Bulletin Board”.

7 Absence from Classes

Students are not exempted from attending classes except for the following reasons: designated school infectious diseases, or requirement to serve on saiban-in (lay judge) duty during the saiban-in selection procedure or during a trial. (There is no system of “authorized absence”).

8 Procedure in the Event of Students Contracting a Designated School Infectious Disease

Students who have contracted a designated school infectious disease (listed below) are instructed to stop attending school and immediately contact the Academic Affairs Office.

*Be sure to check the latest information on R Guide.

1. Applicable diseases

Category	Disease name
Class 1	<p>Ebola hemorrhagic fever, Crimean-Congo hemorrhagic fever, smallpox, South American hemorrhagic fever, Plague, Marburg virus, Lassa fever, Poliomyelitis, Diphtheria, Severe acute respiratory syndrome (SARS), Middle East Respiratory Syndrome Coronavirus (MERS), Specified Avian influenza</p> <p>*In addition to the above, pandemic influenza, designated infectious diseases, and new infectious diseases stipulated in Article 6, Paragraphs 7 through 9 of the Act on the Prevention of Infectious Diseases and Medical Care for Patients with Infectious Disease.</p>
Class 2	<p>Influenza (excluding Specified Avian influenza), whooping cough, Measles, Epidemic parotitis virus, Rubella, Chicken pox, Pharyngoconjunctival, Tuberculosis, Meningococcal meningitis, New corona virus infection (COVID-19)</p>
Class 3	<p>Cholera, Bacterial dysentery, Hemorrhagic coliform infection of the intestinal tract, Typhoid fever, Paratyphoid, Epidemic keratoconjunctivitis, Acute hemorrhagic conjunctivitis, Other infectious diseases (Only if the student is instructed by a doctor to refrain from attending school and the school doctor determines that action is necessary as a Class 3 infectious disease from the viewpoint of preventing the spread of infection in the event of a serious outbreak on campus)</p> <p>*The school doctor’s decision will be based on the submitted “Certificate of Permission to Attend School (University Format)” or a “Medical Certificate”.</p>

2. Handling absences from classes

Students absences from class due to contracting one of the above diseases, designated under the School Health and Safety Act as a school infectious disease, will be handled as below.

- (1) Students absent from class due to the diseases, which designated School Health and Safety Act as school infectious diseases, will be exempted from absence by the prescribed procedure.
- (2) The procedure for applying for Exemption is as follows. Procedures must be performed after a visit to a medical institution. The results of a commercial antigen test kit, etc. cannot be used to prove the school suspension period, and therefore cannot be applied for.
 - ① No later than 7 days from the date when the student recovered (or the following day if the deadline falls upon the office closing day), the student must present to the relevant Academic Affairs Office a “Certificate of Permission to Attend School”^{*1,3} prescribed by the University on which the medical institution has written or a “Medical Certificate”^{*2,3} issued by the medical institution stating the school suspension period and date when the student is able to attend class.

*1 A “Certificate of Permission to Attend School” form can be downloaded from the RIKKYO PORTAL Academic Affairs Office page (website). Please read and follow the instructions on the “Certificate of Permission to Attend School” carefully when visiting a medical institution.

*2 If the medical institution which diagnosed the disease is not that which treated the disease, the student may not receive a “Certificate of the school suspension 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.

*3 As for the “Certificate of Permission to Attend School” or a “Medical Certificate”, please submit the one issued on the date after healing. However, for influenza (excluding specific avian influenza) and new coronavirus infections, applications may also be accepted with a “Certificate of Permission to Attend School” or a “Medical Certificate” by medical institution issued at the time of the initial consultation.

- ② Applicants should receive a document addressed to the course instructor at the academic affairs office and submit it to the instructors of the classes which the student is registered for and was absent from during the class hours.

3. Handling absences from classes

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

9 Procedures in Cases Related to the Lay Judge Duty

1. Handling absences from classes

Absences by students who have attended court to serve on jury duty during jury selection procedure or during a trial should be handled as follows:

- (1) Students absent from class who have attended 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 Application procedure.
- (2) Application procedure

① If selected as a lay judge

The student must complete and submit a “Student absence for lay judge duty” form (available from the Academic Administration Office) and present it to the Academic Administration Office along with a “Certificate”* showing the duration of the lay judge duty and a printout of the course registration status screen within 7 days from the day after the trial ends. If the deadline is not a working day for the office, it will be postponed to the next working day.

* A “Certificate” can be obtained from the court.

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

The student must complete and submit the form “Student absence for lay judge duty” (available from the Academic Administration Office) and present it to the Academic Administration Office along with a “Notice of Selection Procedure Period (Summons)” containing proof* of the court appearance date and a printout of the enrollment 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 for lay judge duty” form stamped by the Academic Administration Office to the instructors supervising the classes from which they were absent, during class hours.

2. Handling absences from exams

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

III-1. Course Regulations (Credits)

1 Credit System

(1) Credit system

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

(2) How to calculate credits

The standard number of hours of study required to earn one credit is 45 hours. However, the number of hours of study varies depending on the course type and is determined on a course-by-course basis within the following guidelines. Confirm the number of credits for each course in the Course List.

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

2 Credits Required to Graduate

- (1) The number of credits required for graduation shall be determined by colleges and departments. Note that it varies depending on the year of enrollment.
 - ☞ Refer to the Course Regulations and Table of Credits Required to Graduate for the year of enrollment.
- (2) Courses designated as “optional courses” cannot be included in the credits required for graduation.
 - ☞ There are two types of optional courses: ① courses designated as optional courses, and ② courses not initially designated as optional courses but which are not included in the credits required for graduation based on Course Regulations as a result of taking a course more than once or taking courses designated as Teacher Training Courses.
- (3) Up to 60 credits earned in courses taught more than half of all classes via remote learning may be included in the graduation requirements (60 credit limit for remote learning), but credits in excess of 60 credits are optional and cannot be included in the count of credits required to graduate.

You can check the number of the credits for remote learning courses you have earned or are taking on the Grades Reference System.

 - ☞ The target courses for the 60-credit limit for remote learning are determined by the class format. As for class format, refer to “II. Classes (Academic Life); 4 Class format.

III-2. Course Regulations (Instructions on Taking Courses)

1 Allotted Year

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

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

Courses assigned to students in the 2nd and 3rd year	海外留学研修 (<i>Kaigai Ryugaku Kenshu</i>) A/B/C
--	---

(3) Students in the lower years are not allowed to take courses designated for upper years. However, this does not apply to courses with certain eligibility requirements.

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

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

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

2 Maximum Number of Registered Credits

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

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

(3) The limits per semester (spring semester/fall semester) are shown in the chart. Students should keep in mind the number of credits taken up by compulsory courses in each semester and the balance between spring and fall semesters when making a course plan. In addition, please note that there is a maximum limit for quarterly courses (spring semester 1, spring semester 2, fall semester 1, and fall semester 2).

(4) ①For credits obtained from full year courses, half of the number of the credits are included in the maximum number of registered credits of each semester (spring semester/fall semester), and if students take quarterly courses (spring 1, spring 2, fall 1, fall 2), one-fourth of the number of the credits are included in the maximum number of registered credits of each quarter.

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

③For credits obtained from summer session and winter session are included in the maximum number of registered credits for the year (excluded in the maximum number of registered credits for a semester).

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

Year	Maximum number of registered credits				
	Full Year	Spring		Fall	
		Spring 1	Spring 2	Fall 1	Fall 2
1st	48	30		30	
		16	16	16	16
2nd	48	34		30	
		18	18	16	16
3rd	48	30		30	
		16	16	16	16
4th	48	30		30	
		16	16	16	16

*September entrants: The annual maximum number of registered credits applies to the fall semester of the current academic year and the spring semester of the following academic year.

*April entrants: The annual maximum number of registered credits applies to the spring and fall semesters of the current academic year.

*Courses offered by Certification Courses (those with course codes starting with "G") are not included in the maximum number of registered credits.

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

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

- The maximum number of registered credits for comprehensive courses is 6 for each semester for all years. However, there are cases where the registration limit count may differ depending on the courses conducted overseas, so check the R Guide course list.

3 Retaking

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

University-wide liberal arts courses

- (1) Compulsory language courses and “English R” cannot be retaken.
- (2) Comprehensive courses and free elective language courses can be retaken in a different semester.

In this case, the credits earned from taking a course for the first time can be counted as credits required to graduate, but credits earned from taking a course for the second time regarded credits from optional courses and cannot be included in the credits required for graduation.

Specialized courses

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

4 Simultaneous Taking

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

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

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

6 Measures for Moving between Campuses

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

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

7 Offered Courses

Each course is offered every year in principle, but please note that some courses may not be offered for certain reasons. Please note that the offering course semester may be changed by year.

8 Taking Courses of Any Colleges

1. Instructions

(1) If wishing to take courses from any colleges (excluding University-wide and Global Liberal Arts Program courses), students should carefully check the syllabus of the course and the course list for their admission year, which is published in the R Guide of the relevant college.

* The syllabus for any college's course can be found in the Syllabus and Class Schedule Search System.

* Follow the designated year listed in the course list. However, prerequisite requirements are not considered.

(2) Some courses may not be available to students from other colleges. Be sure to check the "nonpermitted subjects for other undergraduate students" section in the Course Registration System.

(3) Students cannot take courses that are not available to students from other colleges or where the designated year listed in the course list does not match

*Be aware that trying to register for these courses will result in an error.

2. Course registration/ whether or not course registration is approved

(1) Regarding the course registration method, please confirm the R Guide of the relevant college.

(2) Students are officially allowed to take registered courses in other colleges after completing the course registration.

3. Handling earned credits

The credits earned for courses of other college may be used as requirement for graduation within the scope of the College of Intercultural Communication. (Check the course registration policies and procedure of your department.)

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

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

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

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

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

Students cannot take subjects (including online subjects) at the University and earn credits while studying abroad while enrolled or studying abroad on leave of absence, but courses offered the semester before the study abroad begins are permitted as follows. Note that the courses that can be taken and have credits earned will differ depending on the start date for the study abroad.

- (1) If the study abroad start date is after the end of the exam period for the spring semester (or fall semester) as specified by the University:
Regardless of whether you choose studying abroad while enrolled or studying abroad on leave of absence, you can take spring semester 1 and 2 (or fall semester 1 and 2) and spring semester (or fall semester) courses offered in the year of departure and earn credits. For information on registering for full year courses, see “2. Continuation of full year courses”.
- (2) If the study abroad start date is from the day following the last day of the exam period for spring semester 1 (or fall semester 1) as specified by the University to the last day of the exam period for the spring semester (or fall semester):
If you are studying abroad while enrolled, you can take spring semester 1 (or fall semester 1) courses offered in the year of departure and earn credits (you cannot take courses offered in spring semester 2 or the spring semester (fall semester 2 or the fall semester)). Students who wish to take spring semester 1 (or fall semester 1) courses should receive an explanation on the procedure, etc., at the Academic Affairs Office of their campus as soon as possible after they

decide to study abroad.

* Check the R Guide for exam periods.

* Check the R Guide course list and syllabi for information on when courses are offered.

☞ For further details, refer to the recruitment guidelines for outbound exchange students issued by the International Center.

2. Connection of full-year courses

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

Notes

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

☞ For further details, refer to the recruitment guidelines for outbound exchange students issued by the International Center.

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

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

※Note1: Course registration for the academic year of return to Japan is based on the assumption that the student has submitted a Notification of Returning to Japan.

※Note2: For lottery registration of courses that are part of the University-wide Liberal Arts Courses, students can take only courses which have been switched to code registration courses.

- (2) The following are not applicable to this program.

For students who choose to “study abroad while enrolled”, even if their study abroad period ends in June or later, they may be allowed to take “graduation thesis (production)” and “graduation thesis (production) supervised seminars” for the full year course on a special basis they complete their study abroad period and submit their notification of return before the start of classes in the fall semester and receive permission from the college.

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

10 System to Withdraw from Taking Compulsory Courses

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

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

2. Eligible students

Students of the College of Intercultural Communication

3. Applicable courses

Compulsory Courses in the College of Intercultural Communication

4. Application method

Students who wish to withdraw from taking compulsory courses should check the bulletin board and R Guide, and follow the instructions provided by the College to complete the necessary procedures. The College of Intercultural Communication screens withdrawal applications based on the submitted forms, and decides whether students are permitted to withdraw.

5. Notification of results

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

6. Additional registration of courses other than compulsory courses

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

7. Mutatis mutandis application of this system

This system may apply mutatis mutandis for automatically registered courses.

III-3. Course Regulations (Credit Approval)

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

1 Credit Approval through the Outbound Exchange Program

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

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

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

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

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

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

⑥ Statement of total teaching hours for each course

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

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

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

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

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

Lectures: 11.25 hours = 1 credit

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

At European universities using ECTS^{*1}, credits are worth one half of ECTS credits. Only universities in Spain calculate credits based on the number of course hours.

*1 ECTS: European Credit Transfer System

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

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

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

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

2 Credit Approval through the Study Abroad during Leave of Absence System

The credits earned at the host university by students who choose to take a leave of absence to study abroad based on an inter-university agreement, study abroad as part of the “Study Abroad Program without Tuition Waiver” based on inter-university agreements, and study abroad programs at accredited universities, based on inter-university agreements, may be recognized as follows upon submission of transcripts to the International Center and deliberation by the Center for University-wide Curriculum.

Course title for certification: Long-term Study Abroad Accredited Course

Course Category: University-wide liberal arts subjects “Cross-disciplinary studies”

Approved Credits: 2 credits regardless of the number of credits earned at the host university (Only if the student has earned credits)

Handling of credits: Optional (Voluntary) courses

(Not counted toward requirements for graduation) Grade display for approved courses: “Approval”.

3 Credit Approval through the System for Studying Abroad at Approved Schools

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

4 Approval of Credits Earned before Enrollment

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

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

(1) Application period and procedures

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

- ① The Credit Approval Application Form (distributed at the Academic Affairs Office at the enrolled campus and also downloadable from New Student Orientation Web site)
- ② Academic transcript issued by the academic institutions at which the student has earned credits
- ③ Description of course contents, e.g. syllabi
- ④ References for academic performance evaluation standards and statement of total teaching hours (if the school at which a student earned credits is a junior college, an advanced course of a technical college, or an overseas institution)

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

	Spring semester enrollees	Fall semester enrollees
Application period	See New Student Orientation Web site	
Notification of result	Late April	Late September

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

(2) Scope of credit approval

University-wide Liberal Arts Courses

Any credits earned for courses approved as equivalent to University-wide Liberal Arts Courses will be approved. Only courses equivalent to comprehensive courses are eligible for credit approval, while courses equivalent to language courses are not eligible. However, credits for compulsory language courses can be approved in some cases through the separate course exemption system if students demonstrate an adequate level of capability and learning experience. Refer to “2. Special Measures for compulsory courses, Language Courses, University-wide Liberal Arts Courses” for details of the course exemption system.

Specialized Courses

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

(3) The maximum number of approved credits

The maximum number of approved credits earned before enrollment is set at 20 along with approved credits earned at other academic institutions after enrollment (Refer to “5 Approval of Credits Earned at Other Colleges after Enrollment”). (Credits earned before enrollment will be included in this limit whether or not they were earned at Rikkyo University.)

(4) Names and categories of approved courses

University-wide Liberal Arts Courses

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

Specialized Courses

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

(5) Calculation of the number of approved credits

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

(6) Handling credit for approved courses

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

(7) Record of academic results for approved courses

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

5 Approval of Credits Earned at Other Colleges after Enrollment

Approval of credits earned at other academic institutions after enrollment

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

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

(1) Application period and procedures

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

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

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

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

(2) Scope of credit approval

University-wide Liberal Arts Courses

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

Specialized Courses

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

(3) The maximum number of approved credits

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

(4) Names and categories of approved courses

University-wide Liberal Arts Courses

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

Specialized Courses

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

(5) Calculation of the number of approved credits

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

(6) Handling credit for approved courses

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

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

(7) Record of academic results for approved courses

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

IV. How to Create a Learning Plan and Advisors

1 How to Create a Learning Plan

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

In order to raise the outcome of learning, for example, it is necessary to allocate 2 hours to prepare and review per 1 hour of lecture. Naturally, this means that there is a limit to the number of course credit that can handle in a year. Therefore, the upper limit is set for the course registration.

For course planning, the following methods should be referred to for each goal with regard to planning which courses to take.

- (1) Confirm the rules of the course→ Read the Course Guidebook (this book).
- (2) Check the schedule and registration method→ Check the R Guide.
- (3) Get information on a course→ Check the Syllabus & Class Schedule Search System.

Be sure to bring a Course Guidebook to the guidance session. Class courses, earning credits, and course registration etc. are explained in each guidance.

2 Academic Advisors and Office Hours

1. Academic advisers

The Academic Advisor System is a system by which a full-time faculty member is assigned to each student in order to give advice and guidance, and provide information on overall learning at the University. Academic advisors provide good resources for students, so if you have any concerns about or wish for advice on your learning, feel free to consult your academic advisor.

From the fall semester of the 3rd year after Global Studies field selection, full-time faculty in the selected field will become sub-academic advisors. The consultation time of the academic advisor shall be the time of office hours of each advisor.

2. Office hours

“Office hours” is a system in which full-time faculty members※ are standby at a fixed time during class hours every week with the aim of answering questions about the classes they teach, or giving general advice on studies. If students have questions about the contents of a class, they can meet their instructors during their office hours.

The office hours of individual faculty members are posted on the R Guide.

※Note that the office hours of University-wide Liberal Arts Language Course adjunct lecturers are posted on the R Guide at the beginning of each semester.

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

V. Course Registration

1 What is Course Registration?

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

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

Students need to register for courses twice a year: in April for spring semester and full-year courses; and in September for fall semester courses. Please confirm that your registration is complete on the course registration status screen. After the confirmation, if you do not have to change courses, the registration is completed.

Course registration periods

<Course registration period/ target courses>

April	Spring semester, spring 1st semester, spring 2nd semester, full-year, and other courses specified for registration for the spring semester
September	Fall semester, fall 1st semester, and fall 2nd semester courses

※Check the R Guide for each registration schedule and registration system operation time.

※For Summer Session and Winter Session, other registration periods apply. Please check R Guide.

2 Course Registration Process

*Review the R Guide for each registration schedule and system operation time.



3 Course Registration Methods

There are various course registration methods depending on the course: automatic, “other,” lottery, and course code registration. Methods differ each other, so please be careful and follow instructions. Students should perform lottery registration and course code registration on the course registration system (URL: <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

Compulsory language courses (Check the information on compulsory courses that are within the University-wide Liberal Arts Language Courses.)

Courses with “automatic registration” as noted in the remarks column of the Course list of R Guide

.

(2) Course registration and instructions

- ① The courses are pre-registered by the University. No procedure for course registration is required.
- ② If students are unable to earn credits for the compulsory courses that have been automatically registered in the assigned year, and the courses are automatically registered to retake in the following academic year.

Note: For compulsory language courses, please refer to section “4. and 5. Methods of Earning Credits after the Specified Year or Semester” that are within the University-wide Liberal Arts Language Courses..

- 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” in the remarks column of the Course list of R Guide.

(2) Course registration and instructions

- ① The University registers a student on a course as soon as the student is accepted on the course.
- ② Once accepted for a course, in principle students may not cancel that course.
- ③ Methods of submitting documents, required for screening/selection for a course, during the submission period, whether there is selection or not for a course, and the announcement of results vary depending on the course. Please refer to R Guide “List of other registration”
- ④ The maximum number of credits to be applied for “other” registration and lottery registration of comprehensive course is 6 each semester. However, the method for counting the upper limit of registration may differ for classes held overseas, etc., so please check the R Guide course listings.

3. Lottery Registration

(1) Target courses

Courses with “lottery registration” indicated in the remarks column of the Course list of R Guide.

(2) Course registration and instructions

- ① Whether students are accepted or not on a course is announced on the course registration system, the University registers a student on a course once the students is accepted on it.
- ② Courses which students are accepted cannot be cancelled in general (However, for University-wide Liberal Arts Comprehensive Courses, students can cancel/change courses which become courses under course code registration after the secondary application ends in the course code registration period and the course change period).
- ③ Applications for courses during the secondary application period are received only for courses for which the number of students did not reach the course capacity in the primary application period.
- ④ Students should not apply for courses under course code registration on a day of the week or in a period that overlaps with courses they have already registered for such as compulsory courses or courses for which they are planning to register after the lottery registration application period.
- ⑤ The maximum number of credits applied for in the primary application period of lottery registration for University-wide Liberal Arts Courses (comprehensive courses) is 6 in each semester. In the secondary application period, it is 6 credits including the number of credits for courses registered for in the primary application period.

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

4. Course code registration

(1) Target courses

University-wide Liberal Arts Courses

Comprehensive courses that did not reach their capacity (※excluding certain specified courses) as a result of lottery registration. The maximum number of application credits is 6 credits each semester including “Other” registration and lottery registration.

Specialized Courses of the College of Intercultural Communication

Courses with “course code registration” as noted in the remarks column of the Course list of R Guide.

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

(2) Course registration and instructions

- ① Applications for course code registration and lottery registration must be submitted in the same period. The course code registration period for university-wide liberal arts comprehensive courses starts after announcement of secondary permitted people. Courses that fall into the course code registration category are identified on the course registration system.
- ② If, for unavoidable reasons such as hospitalization, students cannot register on the specified days, please be sure to contact the Academic Affairs Office on your campus before the days specified for instructions. In addition, if you have any questions, please consult the Academic Affairs Office on your campus in advance.
- ③ Once you have chosen the courses you wish to register for, please be sure to click the “Transmit Registration” button, and check the registered content and any error messages.
- ④ Please complete registration and deal with any errors within the course code registration period. Refer to [Error Messages and Actions on Errors] if an error message is displayed.
- ⑤ To check if registration has been processed normally, please log in to the “Course Registration” screen again to confirm the registered content, within the course code registration period.
- ⑥ The “Course Registration” screen is only available during the course code registration period and course change periods.
- ⑦ The results of your course applications are displayed on the “course registration inquiry screen” after the course change period, so please be sure to confirm your registrations on this screen
- ⑧ In case that students need not to register any course, please access the screen and after confirming that your contact information reported to the university is correct, click the “Transmit Registration” button within the course code registration period.

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 confirmed on the course registration status screen. Students should check whether or not there are any errors in the displayed content, which will be officially registered.

Please check the schedule for updating through the course registration status screen.

In addition, students should also confirm the updated result on the grades reference screen, which shows credits recalculated after course registration along with the courses which have been registered for. Please check the grades reference system for details of the updating schedule.

Please note that the class schedule on other than the course registration status screen cannot be used to officially confirm registered courses.

Contents displayed on the course registration status screen and dates of updating

The course registration status screen can be used as evidence 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 class period. Registrations of courses displayed at the bottom as “error courses” is invalid and has failed (excluding error messages “exceeding the maximum number of xx”).

If there is any error in displayed content, 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 display>

1. Access the course registration screen.
2. Click the “Course registration status screen” on the menu (A (1)).
3. Click the [⇒ “Course registration / Grade reference system” 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. is issued.).
5. The course registration status screen is displayed. (B)

A

⇒ "Course registration status screen" login

② ↑ここをクリック
(2) ↑ Click here

Menu

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

B

Check if courses registered for are all actually registered correctly

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

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

Note: Please take action if there are errors in course registration or error messages on the course registration system within the course change 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 class attendance or the taking of exams for such a course will also be invalidated.

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.

× Changing course registration outside the course change period is not possible.

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 content displayed on the course registration status screen and make any required changes to the registered content on the course registration system (course code registration) during the course change 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 which 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].
- (2) Please complete course changes during the course change period and confirm that errors do not repeat.

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

- (3) Any change after the course change period is not possible. If, for unavoidable reasons such as hospitalization, 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 change 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 deemed the officially registered courses of a student who has changed course registration. 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 ask them during the reporting periods. However, they cannot add new courses or cancel registered courses at this time. Check R Guide Annual Schedule for reporting deadline.

Please present 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 registered 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. Therefore, any record of taking such classes or any associated exams will be invalid.

6 Course Cancellation System

1. What is the course cancellation system?

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

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

2. Handling of courses that are cancelled

Courses for which courses are cancelled are handled as follows:

- (1) Performance evaluation: The courses are not subject to evaluation. Neither the course title nor performance evaluation are written on the transcript.
- (2) Maximum number of registered credits: The courses are included in the count to the maximum number of registered credits.
- (3) Additional registration: Additional registration for courses offered in the relevant semester is not allowed.
- (4) GPA: The courses are not included to this calculation.

3. Courses not subject to application for course cancellation

Out of the registered courses, applications for course cancellation will not be accepted for the following courses. For course titles of (4)(5), Check R Guide. However, this does not apply to University-wide liberal arts courses and specialized courses in the College of Intercultural Communication only if they are found to be legitimate after examination due to reasons such as long-term medical treatment. When presenting the circumstances, submit proof of fact.

- (1) Compulsory courses.
- (2) Courses offered by other universities (example: f-Campus etc.).
- (3) Courses offered in intensive lecture style.
- (4) Courses for which the costs of conducting the class, such as practicums, are separately collected.
- (5) Specially specified courses

4. Application deadline

- (1) Application periods

Application periods vary depending on the courses a student wishes to cancel. Please apply in the prescribed period.

If students cannot apply during the application period due to hospitalization etc., contact the Academic Affairs Office before the application deadlines. When communication has been made with

the student, the College of Intercultural Communication conducts a screening. Submit documents that can confirm the facts in accordance with the submission of the application for makeup examination.

(2) Application procedures

Please access the course cancellation application screen in the course registration system and apply to cancel the course.

Procedures

Courses for which applications for cancellation may be made are displayed, so please click the “Cancel” button for courses you wish to cancel and check if “Applying for course cancellation” is displayed in the “Course cancellation application status” column.

(3) Confirming the results of course cancellation

Cancelled courses can be confirmed on the Grades reference system on the following dates. “Q” is displayed in the evaluation column of the course for which course cancellation was successfully processed.

VI Exams and Grades

1 Exam Rules

At Rikkyo University, the curriculum is established based on the policy on conferment of Degrees, and grade evaluations are carried out in each course. Exams are an important part of the measures in terms of reflecting the study outcomes in student grades. In order to ensure fairness among students and evaluate grades impartially, the university's exam system is carried out in accordance with relevant regulations. Be sure to confirm the exam system in the course guidebook (this booklet), the R Guide ("Classes/Enrollment Status/Exams"), and the Exam Method Announcement (See "2. Announcement of exam methods, 2 Exam Methods"). Any disadvantages resulting from not checking this information is the responsibility of the student, so please develop the habit of checking them. The matters indicated in the course guidebook (this booklet), the R Guide, and the Exam Method Announcement shall be deemed to have been informed to all students. Please also read the "Rikkyo University General Regulations for the Conduct of Examination" in the R Guide for more information on exams. Students taking exams for any colleges and certification programs courses should study the course guidebooks, R Guide and bulletin boards of the colleges offering the courses.

1. Types of exams and exam periods

(1) Regular exams

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

① Spring semester final exams: Exams for spring semester courses

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

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

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

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

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

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

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

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

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

Regular exam periods (university-wide)

Spring semester final	Fall semester final and academic year end
Mid- End of July	End of January - Early February

(2) Exams in the last class at the end of the semester

Some exams are held in the last class at the end of the spring semester and at the end of the fall semester or in the last 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 were unable to take the Regular Exams held as the spring semester final exams or fall semester and academic year final exams due to reasons (see the Appended Table) specified by the university (makeup exams are limited to those announced as written exams at the time of the announcement of exam methods (see “2 Announcement of exam methods, 2 Exam Methods”), and when the courses are specified as being eligible for makeup exams).

☞ Please see “6 Makeup Exams”.

(4) Time conflict special exams

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

☞ Please see “7 Time conflict special exams”.

(5) English Credit Approval Test

The English Credit Approval Test is held on the following dates with the aim of providing students who lack sufficient credits for compulsory courses, Language A. Details are outlined separately (see “4. Methods of Earning Credits after the designated year or semester-If Students Fail Compulsory Courses (English)”, University-wide Liberal Arts language Courses).

Schedule of English Credit Approval Test

Spring semester	Fall semester
Early June	Early November

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

(1) Qualification to take exams

Only students who are enrolled and have completed course registration for a course will be qualified to take the exam (including submission of reports).

(2) Loss of qualification to take exams

Students who fall into any of the following categories will lose their qualification to take the exam (including submission of reports), 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, 2 Exam Methods”).

*2: Students who are assigned to study abroad or approved schools are ineligible to take all courses offered during the semester, regardless of when they return.

(3) Prohibition to take exams due to suspension from school for an infectious disease.

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

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

Students who are infected with a 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 (Refer to R Guide for details on school infections that are targeted).

2 Exam Methods

1. Exam Methods

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

△ The performance evaluation method and criteria of each course vary according to the contents of the syllabus. However, they may have to be changed depending on conditions such as the number of students taking the course or classroom availability. Students should check the bulletin board of each college or the syllabus on the website for changes in the syllabus.

△ Students must check “2. Announcement of Exam Methods” for details of exams (written or report-based) since this announcement is 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-based exams” (see “5 Reports”), the grade given will be “absent” regardless of the exam’s or report’s percentage of overall evaluation stated in the syllabus.

- (2) Some courses will not be listed in the Exam Method Announcement since that course is evaluated by other means than exams. For details, check the syllabus of the course on our website.
- (3) The following tests are treated as in-class points.
 - ① Written or oral quizzes, mid-term tests, and semester final tests (administered at the end of the semester, but not listed as written exams in the Exam Methods 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 reports in the Exam Methods 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
 - 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 will be announced on the Exam Methods Announcement bulletin board on the prescribed schedule. The announcement of exam methods shall be posted on the Web, and the place of posting shall be the “Exam” page of the Academic Affairs Division bulletin board.

Announcement of exam methods

Spring 1st semester final	Mid-May
Spring semester final and spring 2nd semester final	Early July
Fall 1st semester final	Early November
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 last class at the end of the semester.

1. Exam schedule and exam time

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

Exam time of written exams in the regular exam period

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

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

*Note 2: Students should consult the course guidebook of the relevant college etc. and the Exam Method Announcement for the exam times of courses offered by each college, university-wide subjects and courses in the certification programs.

Time of written exams in the last class at the end of the semester

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

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

*Note 2: Students should consult the course guidebook of the relevant college etc. and the Exam Method Announcement for the exam times of courses offered by each college, university-wide subjects, 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 Exam Methods Announcement. (See “2. Announcement of exam methods, 2 Exam Methods”.)
- ② The backup days are scheduled during exam days. The backup day is used when, for unavoidable reasons, such as a natural disaster, written exams cannot be conducted in the regular exam period or in the last class at the end of the semester. In that case, missed exams will be rescheduled for the backup day. If an exam is rescheduled for the backup day, information will be posted on the notice board and on the RIKKYO PORTAL Academic Affairs Office page. Be sure to check for exams scheduled on the backup day.
- 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. Bringing 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 inquire the Academic

Affairs Office on their campus.

3. Entering and leaving the exam room

- (1) Students who take written exams for specialized courses in the College of Intercultural Communication in the regular exam period should enter the exam room no later than 10 minutes before the exam starts.
- (2) Students who take written exams for University-Wide Liberal Arts Courses in the regular exam period should assemble in the hallway in front of the exam room at least 15 minutes before the exam starts and be seated in the seat designated at the entrance of the exam room.
- (3) Students who take written exams in the last class at the end of the semester should enter the exam room by the time the exam starts.
- (4) Students who arrive late but within the first 15 minutes after the exam starts will be allowed to sit their exam with permission from the proctor.
- (5) Students who arrive late due to transportation delays but within the first 15 to 30 minutes after the exam starts may sit the exam with permission from the proctor if they present a certificate of delay from the relevant railway or bus company.
- (6) For (5) above, students who do not have a valid certificate of delay issued by the relevant railway or bus company may take the exam with permission from the proctor after completing an Application for Examination Permit due to Transportation Delay Form at the exam venue. (Students must then present a valid certificate of delay by the date specified by the proctor.)
- (7) Students will not be allowed to leave the exam room during the first 30 minutes after the exam starts. In addition, as a rule, they will not be allowed to leave the exam room during the last 10 minutes before the exam finishes.

4. Others

- (1) Answer sheets without a student ID number and name will be invalid.
- (2) Students not registered for the relevant course are not qualified to take the exam. If student take the exam, the result will be “invalid”.
- (3) The Answer Sheet, the Exam Attendance Form, and the exam paper of the course for which a student took an exam should be sure to fill in their name and Student ID and submit them.
- (4) Using computer, electronic dictionaries, smart phones, mobile phones, and wearable devices during an exam is strictly prohibited. Use of an electronic device as a watch or a calculator is also not permitted.
- (5) Students should take writing implements out of their pen cases. Except for writing implements, erasers, glasses, a watch, and the student ID card (or temporary student ID card), a label removed water bottle for hydration, 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.
- (6) Students are prohibited from talking with each other, or lending or borrowing items during exams.

4 Oral Exams

There are two types of oral examinations.

- ① Oral examinations conducted for graduation theses, master's theses, etc.

Students should check the relevant pages of the graduation thesis, master's thesis, etc. and the R Guide.

- ② Oral examinations (other than ① above) held at final classes or at any other time during the semester. Students should follow the instructions of the course instructor.

5 Reports

Students should refer to the "Rules for Preparing Reports and Academic Papers", to be hereinafter described, 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 Methods Announcement (see "2. Announcement of exam methods, 2 Exam Methods") and are submitted in the report submission period

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

- (2) Date and time of submission, submission location (online system), and topics for the report in (1)-① above.

Submission date, location (online system), and topic shall be announced simultaneously with the exam method on the Exam Methods Announcement.

- (3) The date, time, place, and other details for submitting the reports in (1)-② above should be in accordance with the directions of the course instructor.

2. Submission methods

- (1) Report exams

Students should submit the report by the deadline at the location (online system) designated in the Exam Methods Announcement (see "2. Announcement of exam methods, 2 Exam Methods").

Please be sure to confirm the details of the exam method on the exam methods announcement.

- ① Please note that any report submitted after the designated date will not be accepted. (To be hereinafter described, "Notes on Submission of Reports, Academic Papers, Etc.")

*Late submissions for reasons such as communication issues (e.g., Internet connection failure), issues with electronic equipment (e.g., slow processing speed), garbled text, or file corruption will also not be accepted.

- ② Students who have not completed the course registration for a course are not eligible to submit reports.
- ③ Please note that no other method of submission will be accepted.

Notes on Submission of Reports, Academic Papers, etc.

■ Online Submission

Reports, academic papers, etc., will not be accepted after the designated submission deadline, so be punctual and keep to the deadline. Attempting to submit your documents after the submission period due to communication issues (such as being unable to connect to the Internet) or problems with equipment (such as slow processing speeds) will not be permitted. As such, ensure you have sufficient time to submit your documents. However, on the day of the deadline, if you are unable to submit the report, academic paper, etc., by the deadline due to unforeseen or unavoidable circumstances, contact the Academic Affairs Office of your campus before the deadline and follow their instructions. Unforeseen or unavoidable circumstances include accidents, etc.

*Note that these unforeseen or unavoidable circumstances do not include the malfunction of devices or equipment (such as a PC), communication issues, loss of data, etc.

Submission of Reports, Papers, etc. by Students Suspended from School due to School Infectious Diseases

Even if you are unable to come to school, submission can be carried out from home, etc., so no alternative measures will be allowed. Make sure to submit your report, academic paper, etc., within the submission period.

■ Physical (paper) Submission

Reports, academic papers, etc., will not be accepted after the designated submission deadline, so be punctual and keep to the deadline. Ensure you have sufficient time to submit your documents, taking into account possible delays in transportation, etc. If you are unable to submit the documents yourself, find someone reliable who will submit them on your behalf. However, on the day of the deadline, if you or the person you have entrusted are unable to submit academic paper, etc., by the deadline due to unforeseen or unavoidable circumstances, contact the Academic Affairs Office of your campus before the deadline and follow their instructions. Unforeseen or unavoidable circumstances include accidents, major delays in transportation, etc.

*Note that these unforeseen or unavoidable circumstances do not include the malfunction of devices or equipment such as printers.

Submission of Graduation Thesis, and Master's Thesis by Students Suspended from School Due to School Infections

If any of the above apply to you, follow the instructions below.

1. If you are unable to come to school during the designated submission period, **ask someone to act as your representative and submit the documents on your behalf within the designated submission period.** You are responsible for any deficiencies/failures on the part of the representative.

2. If you are unable to find someone to act on your behalf in the case of 1., contact the Academic Affairs Office of your campus before the deadline and follow their instructions.

<Submission may be allowed at a later date if all of the following are met>

① You meet condition 2., above.

② You should present to the Academic Affairs Office a “Certificate of Permission to Attend School” prescribed by the University on which the medical institution has written or a “Medical Certificate” issued by the medical institution stating the school suspension period and date when the student is able to attend class. In either case, you must be able to prove that you were unable to come to school on the due date due to a school infectious disease.

③ You submit the report, academic paper, etc., on the first working day after the day you are allowed to return to school.

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

(2) Reports other than report-based exams

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

Rules for Preparing Reports and Academic Papers

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

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

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

There is, however, a rule for such use. The rule is that **you must indicate clearly that you are using the work of others (ideas, writings, charts etc.) and whose work it is.** If you neglect to do so, it will be considered "**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*, publisher, 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.

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

Reports or academic papers should not be prepared by copying, or cutting 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 may be permitted after screening to students who were unable to take the Regular Exams held as the spring semester final exams or fall semester and academic year final exams due to reasons (see the Appended Table) specified by the university, and who can prove the fact by attached certification documents specified by the university and have submitted a “Makeup Exam Request Form.”

From the viewpoint of ensuring fairness among students and evaluating grades impartially, those who wish to take makeup exams are required to properly go through the strict makeup exam request procedure, without omission under their own responsibility. Students who fail to do so properly, shall not be permitted to take makeup exams under any circumstances.

The applicant shall be responsible for any inadequacies, deficiencies, or errors in the request procedure regardless of the reason. Therefore, due care shall be taken to prevent the request from being rejected. The university will not respond to any inquiries regarding the fact that the request was rejected and the makeup exams were not permitted

👉 Please refer to the “Rikkyo University General Regulations for the Conduct of Examination” in the R Guide.

1. Target courses

The following courses are eligible for makeup exam. That is, the course specified as makeup exam target courses in both exams in the last class at the end of the semester and the regular exams. These courses are specified as makeup exam target courses at the time of announcement of exam methods (see “2. Announcement of exam methods, 2 Exam Methods”).

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

*Note 2: Other small tests (e.g., quizzes), mid-term tests, and final tests held voluntarily 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. Application Procedures

Submit a “Makeup Exam Request Form,” with a printout of your class registration page and the required documentation attached, to the Academic Affairs Office of your campus within one week from the day after the exam date (including the same day of the week in the next week; If the deadline is a day on which the office is closed, submit it by the day on which the office is open again).

Makeup Exam Request Forms are available at the Academic Affairs Office on your campus.

(Makeup Exam Request Forms can be downloaded from the RIKKYO PORTAL website of the Academic Affairs Division.)

*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 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 on the bulletin boards. The announcement of exam methods shall be posted on the Web, and the place of posting shall be the “Exam Bulletin Board” in the Academic Affairs Bulletin Board.

Announcement of eligible students, exam methods, and exam schedules

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

*Note: The announcement on the bulletin board will be made at the each campus where the course is offered.

4. Makeup exam periods

Makeup exams are held in the prescribed periods.

Makeup exam periods

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

*Note: Makeup exams will be held at the campus where the course is offered.

5. Instructions on taking makeup exams (written exams)

<Appended Table: Reasons for Applying Makeup Exam, and Required Supporting Documents for requesting Makeup Exam>

Regarding the items marked with an asterisk (*) under “Required Supporting Documents,” please be sure to check the Exam Method Announcement bulletin board for further detailed explanations.

	Reasons for Applying Makeup Exam	Required Supporting Documents
(1)	The student is unable to attend school due to hospitalization, or illness/injury (including severe menstrual pain) which requires a doctor's medical certification.	The sheet of hospital admission plan or doctor's medical certification confirming inability to attend school on the day of exam. For the medical certification, the details of hospitalization, illness or injury should be filled in by the doctor as the reason for not attending the day of exam. *
(2)	The student is unable to attend school because they are infected with a 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.	“Medical Certificate” stating the school suspension period and date when the student is able to attend class, issued by the medical institution or “Certificate of Permission to Attend School” prescribed by the University on which the medical institution has written. *1), *2) *
(3)	Condolence (excluding memorial service) limited to guarantor, spouse, and relatives by blood and marriage within the third degree of relationship. (Including reasonable travel time and travel day necessary to attend the funeral or similar ceremony.)	"Statement of Circumstances" prepared by the student and documentation verifying the fact (e.g., public certificate of death, funeral attendance card, etc.). *
(4)	Transportation delays of 30 minutes or longer	Certificate of delay issued by the railway or bus company*
(5)	Inability to attend school due to a serious incident, accident, or disaster: ① The student was involved in an incident or an accident. ② The student who was unable to attend school due to encountering an incident or an accident, such as being questioned by police or performing life-saving actions. ③ The student's residence was damaged, or the student was evacuated or engaged in	"Statement of Circumstances" prepared by the student, and documents prepared by government agencies, medical institutions, insurance companies, railway companies, etc., which provide objective evidence of the facts. (Applies to all ①, ②, and ③). *

	recovery work due to a natural disaster or fire.	
(6)	Practicum/experiences etc. that form part of the certification programs	Certificate of practicum/experience period*
(7)	Job Hunting Examination (Interview or written test) where the examination schedule cannot be rearranged (Including reasonable travel time and travel day necessary to take the exam) * ³⁾	Certificate, issued by the institution for which a student took an exam, that proves the student took the exam. (Certificate requires the location of the job hunting examination, the date, and the seal of the company affixed) *
(8)	Graduate school entrance examinations (including Rikkyo University Graduate School entrance examinations) the student take	Copy of Exam card
(9)	<p>Participation in a competition, etc., as an athlete who represent the country or an equivalent region.</p> <p>① Participation or accompaniment (including reasonable associated travel periods) in a competition and related training activities (including training camps) as an athlete representing Japan, requested by an organization affiliated with the Japanese Olympic Committee (JOC) (including regular, affiliated, and approved members) or the Japanese Paralympic Committee (JPC).</p> <p>② For a request from an organization other than a JOC-affiliated body (including those related to cultural activities) that is deemed appropriate by the University to be recognized as a national representative activity before the start of the regular examination period, the rules for ① shall apply mutatis mutandis.</p>	<p>① Documents issued by the sending organization indicating selection as a member of the Japanese national team. If the document's information is insufficient to determine the eligibility for the makeup examination, "Statement of Circumstances" from the candidate shall be requested.</p> <p>② The same documents as ① apply. (Will be instructed during the prior consultation.) *</p>

	③ For the student selected as an athlete who represent a country or region other than Japan, we shall apply the rules for ① and ② mutatis mutandis.	
(10)	Requirement to serve as a lay judge during the saiban-in selection procedure or during a trial	“Notice of Selection Procedure Period (Summons)” containing proof of the court appearance date, obtained from the court if the student served as a lay judge during the saiban-in selection procedure, or “Certificate” showing the duration of the jury duty if selected as a juror
(11)	In addition to the above items (1) to (10), reasons temporarily added by the University (Where applicable, these will be indicated in the Exam Method Announcement bulletin board.)	

Notes:

*1) If you fall under the above item (2), the use of the university’s prescribed “Certificate of Permission to Attend School” is strongly recommended.

A Medical Certificate may be rejected if the content is insufficient.

*2) The “Certificate of Permission to Attend School” can be downloaded from the Academic Affairs Office page on the RIKKYO PORTAL.

*3) Internships, seminars, company information sessions, and Alumni visit are NOT eligible.

7 Time Conflict Special Exam

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

1. Application Procedures

Students who wish to take an exam in the period for those with exam conflicts should submit an

“Exam Conflict Application Form”, together with a printout of their class registration page, 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 Application Form” to the Academic Affairs Office of your campus within two days of taking the first exam (If the deadline is a day on which the office is closed, submit it by the day on which the office is open again).

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

Eligible students, exam methods, and exam schedule are announced on the bulletin board at the prescribed schedule. The announcement of exam methods shall be posted on the Web, and the place of posting shall be the “Exam Bulletin Board” in the Academic Affairs Bulletin Board.

<Announcement of eligible students, exam methods, and exam schedule>

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

*Note: The announcement on the bulletin board will be made at each campus where the course is offered.

3. Exam periods

Time conflict special exams are held in the prescribed periods.

<Time Conflict Special Exams>

Exam Methods	Spring semester final	Fall semester final and academic year end
Written Exam	Exam Period: Early September	Exam Period: Early March
Report Exam	Submission Period: Early September	Submission Period: Early March

*Note: Time conflict special exams will be held at the campus where the course is offered.

4. Instructions on taking time conflict special exams

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

If an act regarded as cheating is discovered during an exam, the proctor and the college which the

course held will give the student who occur the cheating the following instructions, stopping the exam, waiting on the seat and/or exiting from the exam room.

The student who occurs the cheating must abide the instructions.

2. Loss of qualification to take exams

- (1) Students who cheat during an exam will lose eligibility to take any subsequent exams or to submit reports for university-wide liberal arts courses and courses in any colleges, etc. for that semester, including the course in which the cheating took place.
- (2) Students who cheat during the English Credit Approval Test will lose their eligibility to take any subsequent written exams in the relevant exam period (For exams held in June: until spring semester final exams finish/ For exams held in November: until fall semester final and academic year final exams finish) including any exams held on that same day, and will receive a failing grade for written exams in all courses.

3. Grades for the relevant exam period

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

- (1) For courses with written exams taken in the regular exam period and courses with written exams in the last class at the end of the semester, the student will receive a failing grade for all such courses including those for which the student has already taken the exam.
- (2) If students cheat during Regular Exam period of the spring semester final exam, they will retrospectively lose the qualification to take the English Credit Approval Test (CAT) held in June. Also, during the fall semester final and academic year final exams, they will retrospectively lose the qualification to take the CAT held in November.

This will lead to cancellation of any credits approved during this period even if the test was passed.

- (3) The “In-class points” evaluated courses will stand as earned. In case of Oral Exams, they will stand only held the oral exams before the certification of the cheating. In case of Report Exams, they will stand only submitted them on the specified website before the time when the exam of the course in which the cheating occurred.

4. Determination of punishment

- (1) The University shall discipline students who occur the cheating at the Regular exam according to the article 56 of University Regulations.
- (2) The University may use three types of disciplinary measures: reprimands, suspensions and dismissals according to the article 56-2 of University Regulations.
- (3) The discipline of the students who occur cheating shall be made by the president with, in turn, the Faculty Meeting to which the student belongs according to the article 57 of University Regulations.

9 Grades

1. Evaluation

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

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

<Evaluation>

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

*1) See “4. GPA”.

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

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

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

For some courses, grades are indicated as follows. (Not subject to GPA^{*1)} calculation)

A “Pass” or “Fail” grade will be given for the College of Intercultural Communication specialized courses of 海外日本語教育インターンシップ (*Kaigai Nihongokyoiku Intanshippu*), インターンシップ (*Intanshippu*), and キャリア形成実習 (*Kyaria Keisei Jisshu*) .

Grade	Academic transcript
Pass	P
Fail	H
Approval	G

*1) See “4. GPA”.

2. Announcement of grades

Grades are announced on the Grades Reference System on predetermined 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 academic year (including applicants for extended-term graduation [graduation in September])	Early September
Fall semester courses	Graduating students (Students enrolled for 8 semesters or more)	End of February
	Students enrolled for next academic year	Mid-March
Year-long courses	Students enrolled for next academic year (Announced by new year for next academic year)	Late March

<Announcement of results of makeup exams and time conflict special exams>

Spring semester courses	Students enrolled for the academic year (including applicants for extended-term graduation [graduation in September])	Late September
Fall semester courses	Graduating students (Students enrolled for 8 semesters or more)	Mid-March
Full-year courses	Students enrolled for next academic year	

3. Request for a check of a performance evaluation

The Performance Evaluation Checking System is to confirm the result of grading with the course instructor if there are sufficient reasons for students to believe that the grading is incorrect. It is not a request to reconsider the grade or to explain how your individual evaluation was made. Those who wish to apply this system, fill out a Performance Evaluation Checking Request Form with detailed reasons and submit it within the prescribed application period. For application methods, please refer to “About the Grade Reference System” in the Grades Reference System (<https://r.rikkyo.ac.jp/>) after the announcement of grades for the corresponding semester.

* Any changes will be announced on the RIKKYO PORTAL Academic Affairs page.

<Application Period for Performance Evaluation Check>

Spring semester courses	Applicants for extended-term graduation (graduation in September)	Early September
	Students enrolled for the academic year (excluding applicants for extended-term graduation [graduation in September])	Early September
Fall semester courses Full-year courses	Graduating students (Students enrolled for 8 semesters or more)	End of February to Early March
	Students enrolled for next academic year (excluding students graduating in the academic year)	Mid-March

*For more details on the application period, please refer to R Guide.
Be sure to meet the deadline for application.

4. GPA

(1) GPA (Grade Point Average)

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

(2) GPA calculation method

The GPA is calculated by the following formula.

*Note: Figures are rounded at third decimal places and displaced to second decimal places.

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

Note: The Academic Affairs Office do not respond to inquiries about an individual student's GPA.

(3) Courses for which the GPA can be calculated

① Courses for which the GPA can be calculated

Courses with a grade indicated as "S", "A", "B", "C", "D", or "Absent"

② Courses that are excluded from the GPA calculation

◇ Courses that have been dropped

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

◇ Courses in Certification Courses

◇ Courses with the grade indicated as "Pass" or "Fail"

(4) GPA indication format

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

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

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

VII. Graduation-related Matters

1 Regulations Concerning Graduation and Degrees

Bachelor's degrees are awarded to students who have studied in the same college for four years or more and have acquired all required credits.

The names of the majors for bachelor's degrees awarded in each college/department/program are as follows.

(April Entrants) March 31 of the relevant academic year

(September Entrants) September 19 of the relevant academic year.

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

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

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

*For those in the Legal Course of the College of Law and Politics, bachelor's degrees shall be awarded to students who have been enrolled for at least three years, have passed all required exams, and have acquired all required credits with excellent grades.

2 Maximum Year of Enrollment

Students may take up to a maximum of 8 years to complete the bachelors degree program. Students cannot attend the university beyond this.

In addition, 6 years for those who change college, change department, change course of study, or transfer from another university in their 3rd year, and 7 years for these who changed college or changed department in their 2nd year.

3 Announcement of Graduation

1. Announcement of Graduation

Pass or fail for graduation will be announced via the Grade Reference System on the following dates. Senior students who have attended the University for 8 or more semesters should check their status by themselves. Details, such as the schedule of announcements etc., can also be checked via the Grade Reference System.

(April Entrants) End of February

(September Entrants) Early September

* Note: Inquiries by telephone or email are not accepted.

2. Degree Conferral Ceremony

Refer to the university website for details regarding the Degree Conferral Ceremony. Information on the distribution of diplomas and certificates will be announced on the Grade Reference System on the day of the graduation results announcement.

4 Postponement of Graduation (Requested Repeat of Year)

1. Requested Repeat of Year

If students wish to remain in the University to continue their studies (repeating a year) after earning the required credits for graduation, they can repeat the year by submitting the designated form (Application Form to Requested Repeat of Year) co-signed by a guarantor, during the designated application period, and upon receiving approval. Such students are not allowed to graduate until March 31 (September Entrants, September 19) of the following year. Note that in principle, this application cannot be withdrawn. Once the application is approved, students must pay the designated tuition, fees and other costs required for the relevant year in full. However, if students have applied for extended-term graduation, and their application is accepted, they are to graduate on following date of the relevant academic year. Refer to the next item “5 Extended-Term Graduation”.

(April Entrants) September 19 of the relevant academic year.

(September Entrants) March 31 of the relevant academic year

2. Distribution, Submissions of Application Form to Requested Repeat of Year and Announcement of Approvals

Please refer to the R Guide for each college and the “Various Procedures” page on the RIKKYO PORTAL Academic Affairs Office website linked from the R Guide for information on the distribution period, distribution method, distribution location, application period, application method, application location, approval announcement date, and announcement method for the Requested Repeat of Year.

5 Extended-Term Graduation

1. Overview of “Extended-term Graduation” (graduation in September / March).

“Extended-term Graduation (graduation in September/ March)”, is a system that allows the students who have met all of the following 6 requirements to graduate on following dates of the relevant academic year, if they have passed the graduation screening process conducted by the college to which they belong

(April Entrants) September 19 of the relevant academic year.

(September Entrants) March 31 of the relevant academic year.

Requirements for Extended-Term graduation (graduation in September/ March)

Students must:

1. Have submitted the designated form (Extended-Term Graduation Application), co-signed by a guarantor, during the designated application period.
2. Be an undergraduate.
3. Have attended the University for 8 or more semesters when applying. ^{*1*2}
4. Have earned or be expected^{*3} to earn the credits required to graduate from the department they belong to when applying.
5. Be enrolled in the University in the semester when applying. ^{*4}
6. Have paid full “tuition and fees^{*5} and other required costs” for the semester in which be enrolled in the relevant year in full when applying.

Please note that in principle, this application cannot be withdrawn. If students have submitted a Extended-term Graduation Application and it has been approved, “tuition and fees^{*4} and other required costs” are one-half^{*5} of the usual rate.

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

*2: For those in the Legal Course of the College of Law and Politics, bachelor’s degrees shall be awarded to students who have been enrolled for at least three years, have passed all required exams, and have acquired all required credits with excellent grades

*3: Students applying for extended-term graduation (graduation in September/ March) are expected to earn the credits required for graduation from the department or program they belong to by taking spring/ fall semester subjects in the relevant academic year.

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

*5: “Tuition and fees” refers to tuition (incl. enrollment fee), supplemental educational fees, and experiment and practical training fees.

*6: One-half refers to one-half of the amount of tuition and fees and other required costs to be paid for one year (the amount of experiment and practical training fees is determined for the semester in which the student is enrolled).

※ The student’s Extended-term Graduation Application will not be accepted if the amount of tuition and fees paid falls short of the amount required to apply for Extended-term graduation.

2. Distribution, Submission of Extended-term Graduation Applications and Announcement of Approvals

Please refer to the R Guide for each college and the “Various Procedures” page on the RIKKYO PORTAL Academic Affairs Office website linked from the R Guide for information on the distribution period, distribution method, distribution location, application period, application method, application location, approval announcement date, and announcement method for the Extended-term Graduation request.

VIII. Enrollment Status, and Tuition & Fees

1 Enrollment Status

1. What is “Enrollment Status”?

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

2. Enrollment and enrollment period

Enrollment means that the student is registered in the university records. The duration of enrollment is called as “Enrollment period”. If a student takes a leave of absence, it will not count as part of the number of years attended; however, the enrollment period will be the semesters in which the student take classes (is at school) and does not take classes (is taking a leave of absence).

3. Course period and maximum year of enrollment

The number of years required for graduation from the University is called the course period. Undergraduates must be enrolled at the University for 4 or more years (2 or more years when transferring to the University or changing college/department/course during the 3rd year, and 3 or more years when changing college/department during the 2nd year) and earn the required number of credits to graduate. However, students cannot be enrolled for longer than the maximum number of enrolled years. The course period and the maximum number of enrolled years are as follows:

	Course period	Maximum year of enrollment *1
Undergraduates	4 years*2*3	8 years*2
Graduates in master's courses and master's programs	2 years	4 years
Graduate students in doctoral programs	3 years	6 years

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

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

*3: For students enrolled in the Legal Study course of the College of Law and Politics, check with the Academic Affairs Office.

4. Number of enrolled years and number of enrolled semesters

To convert the course period for undergraduates, (“enrolled at the University for 4 or more years”) into semesters (“enrolled at the University for 8 or more semesters”), refer to the following table.

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

* For students entering in September, replace “spring semester” with “fall semester” and “fall semester” with “spring semester.”

2 Leave of Absence and Re-enrollment

1. What is “Leave of Absence”?

If students cannot attend the University for 2 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 cosigned 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.

Special exemptions may be made for students who take leave of absence for military service. If you will take a leave of absence due to military obligations, make sure to notify the university in advance.

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 2 or more semesters, they need to submit a new request for each semester after the first, before the end of the period of leave in the previous semester.

Check the R Guide of each college for details regarding leave of absence’s length and request periods for each semester.

2. Re-enrollment

Students who take a leave of absence will be automatically considered as returning to school after their period of leave ends, as below.

The dates of re-enrollment

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

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

Leave of absence period is not entered the school years or semesters. However, if students use the leave of absence system, regardless of the number of semesters enrolled, undergraduate students are automatically advanced to the 4th year.

Example: a student takes a leave of absence for 1 semester, (the 3rd semester), and returns to school in the fall semester of the 2nd year

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

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

*3: If undergraduate students fail to graduate in the 4th year, they will be reenrolled as a 4th year student.

※For students entering in September, replace “spring semester” with “fall semester” and “fall semester” with “spring semester”.

4. Dates of graduation

(1) April Entrants

In principle, students who take a leave of absence graduate on March 31 as usual. If students meet the conditions of enrollment period and others, however, they can graduate on September 19 by applying for extended-term graduation and approved. Please refer to “5 Extended-Term Graduation” in “VII. Graduation-related Matters” for details.

Note that students cannot (extended-term) graduate while on leave of absence.

Example: A student takes a leave of absence for the 3rd semester and returns to school in the fall semester of the 2nd year

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

*1: Normal graduation date is the last day of fall semester.

*2: The graduation date if the student applies for and receives approval for extended-term Graduation is the last day of the spring semester.

(2) September Entrants

In principle, students who take a leave of absence graduate on March 31 as usual. If students meet the conditions of enrollment period and others, however, they can graduate on September 19 by applying for extended-term graduation and approved. Please refer to “5 Extended-Term Graduation” in “VII. Graduation-related Matters” for details.

Note that students cannot (extended-term) graduate while on leave of absence.

Example: A student takes a leave of absence for the 3rd semester and returns to school in the fall semester of the 2nd year

Year Semester	1st		2nd		3rd		4th		4th	
	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
Enrolled semesters	Semester 1	Semester 2	Leave of absence	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8 ^{*2}	Semester 9 ^{*1}

*1: Normal graduation date is the last day of the spring semester.

*2: The graduation date if the student applies for and receives approval for extended-term Graduation is the last 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 or for two semesters with at least one semester in between, the number of absence will be two.

	Maximum permitted leaves of absence
Undergraduates	8
Graduates in master’s programs	4
Graduates in doctoral programs	6

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

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

*Note 3: If a student passes the entrance exam after graduation, completion, or withdrawal (exclude re-enrolls) from the University, 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

Please refer to the R Guide of each college and the “Various Procedures” page of the RIKKYO PORTAL Academic Affairs Office website linked from the R Guide for information on the distribution period, distribution method, distribution location, submission period, submission method, and submission location of the Leave of Absence request.

7. Leave permission notice

If student submit a Request for leave of absence and are approved by each faculty meetings, notice of leave of absence is sent to student and guarantor by mail. Please confirm the permission by this mail. Regarding to the payment during absence (refer “9. Tuition and fees for those on leave of absence”), notice will be sent after sending notice of leave of absence notification accordingly. Please make sure the notice and follow the instruction.

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, 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 returning to school 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 returning Inquiry about School Attendance	Documents to be submitted		
			Leave of absence	Withdrawal	Returning to school
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: Special exemptions will be made for students who take leave of absence for military service. If you will take a leave of absence due to military obligations, make sure to notify the university in advance.

*3: Students who have finished taking a leave of absence for personal reasons and then immediately go abroad as an exchange student or for other approved programs will not be sent an inquiry about school attendance.

*4: In the case of April entrants who have not yet paid all or part of their tuition and enrollment fees as of the end of January, the inquiry about school attendance will be sent after the full amount of the prescribed tuition and fees for that year has been paid.

*5: In the case of September entrants who have not yet paid all or part of their tuition and enrollment fees as of the end of July, the inquiry about school attendance will be sent after the full amount of the prescribed tuition and fees for that year has been paid.

9. Tuition and 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 tuition and fees excluding the enrollment fee and other required costs for the semester during which they take the leave of absence. An enrollment fee of 60,000 yen is collected for each semester for which students take a leave of absence to cover assurance of continued enrollment and administrative costs, regardless of the college (department/course) to which they belong. Please also note that if a student is granted a leave of absence, the University may adjust any refund depending on the student's payments to date. If any payments for tuition or fees are owed at the time of the leave of absence, they will be deducted from the refund.

For details, please refer to the "Tuition and Fees for Leave of Absence or Withdrawal" page on the RIKKYO PORTAL "Academic Fees and Other Payments" website (<http://s.rikkyo.ac.jp/kyutaigaku>).

3 Withdrawal

1. What is “Withdrawal”?

If students withdraw from school due to illness or for other reasons, they must receive approval by submitting the designated form (Withdrawal Request), cosigned 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 documents to substantiate their request depending on the reason, so please follow relevant instructions.

2. Submission periods and academic fees reduction

If a student submits a Withdrawal Request and receives approval, tuition and fees*¹ and other required costs are reduced as below, depending on when the Withdrawal Request is submitted. If a student’s withdrawal request is approved, the University may issue a refund depending on the status of his or her payments at the time of approval. If payments for tuition or fees are owed at the time of withdrawal, the Withdrawal Request will not be approved.

For details on the submission period and tuition reduction/exemption amount, please refer to the “Tuition and Fees for Leave of Absence or Withdrawal” page on the RIKKYO PORTAL “Academic Fees and Other Payments” website (<http://s.rikkyo.ac.jp/kyutaigaku>)

3. Submission for Request for Withdrawal

Please refer to the R Guide of each college and the “Various Procedures” page of the RIKKYO PORTAL Academic Affairs Office website linked from the R Guide for information on the distribution period, distribution method, distribution location, submission period, submission method, and submission location of the Withdrawal request

4. Notice of withdrawal Permission

If student submit a Withdrawal Requests and are approved by each faculty meetings, notice of withdrawal permission is sent to student and guarantor by mail. Please confirm the permission by this mail. In the case of procedures concerning reduction and exemption of tuition fees, follow the instructions as they will be notified separately by mail after shipping the withdrawal permission notice.

4 Requested Repeat of Year (fourth year students only)

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

5 Extended-Term Graduation

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

6 Readmission

1. Overview of “Readmission”

If students who withdrew from school due to illness or for other reasons wish to readmission, they may receive approval for readmission at the beginning of the academic year (April 1)*¹ by submitting the designated form, cosigned by a guarantor. If students apply for readmission, they are required to submit the form between October 1 and the late November deadline*² of the academic year prior to readmission.

*1: For September entrants, September 20.

*2: For September entrants, they are required to submit it between March 1 and the late April deadline of the academic year prior to readmission.

2. Offices where inquiries about readmission should be made

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

7 Tuition and Fees

1. Notices related to payment of tuition and fees

For details on Notices related to payment of tuition and fees, please refer to the “Payment Schedule” page on the RIKKYO PORTAL “Academic Fees and Other Payments” website (<http://s.rikkyo.ac.jp/schedule>).

2. Late payment system

If students cannot pay by the specified deadline due to special economic circumstances, or he/she has difficulty in securing funding, they should submit an “Request for Late Payment of Tuition and Fees”, found on the RIKKYO PORTAL tuition and scholarship page, to the Accounting Office of the Finance Division in advance. If the “Request for Late Payment of Tuition and Fees” is accepted, the payment deadline can be extended within a certain limit. For details, refer to the “Information regarding tuition and fees” sending from Accounting Office of the Finance Division, or “Payment Schedule” page on the RIKKYO PORTAL “Academic Fees and Other Payments” website (<http://s.rikkyo.ac.jp/schedule>)

3. Payment arrears

Any student who does not pay tuition and fees in full as designated will be expelled from the University.

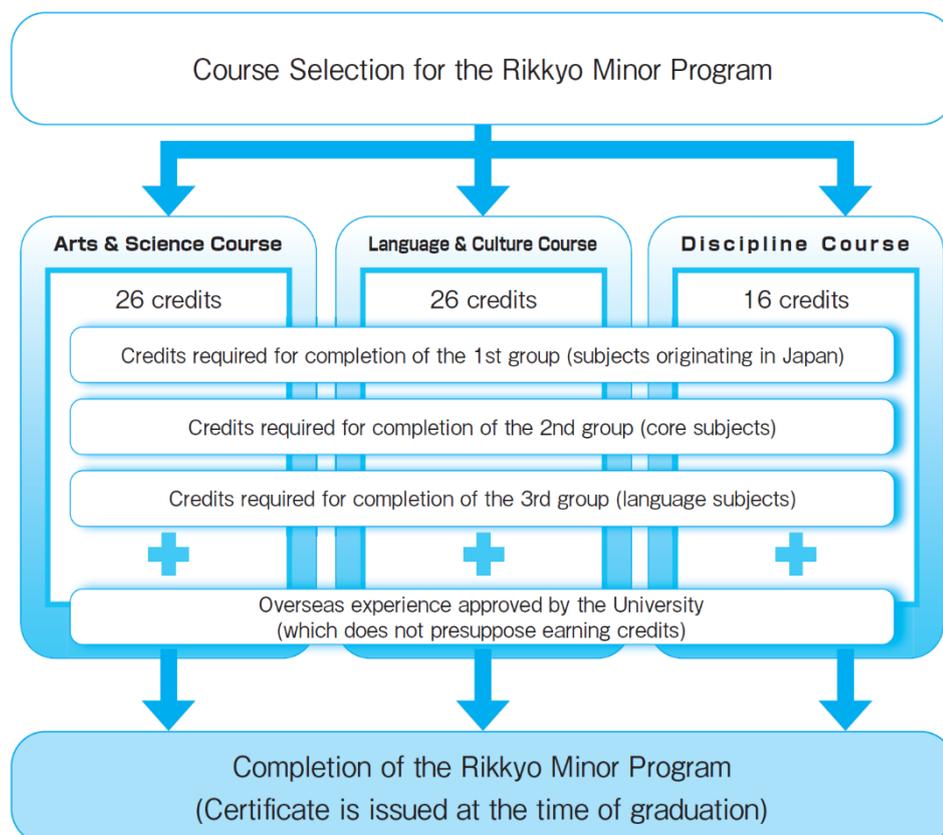
IX. The Rikkyo Minor Program

1 Overview of the Rikkyo Minor Program (G Minor Program)

The Rikkyo Minor Program (hereinafter referred to as the “G Minor Program”) is a program designed for all college students of the University to acquire knowledge across several fields based on one central theme in addition to the specialization of the college/department or course to which students belong, and to cultivate the ability to consistently think about things from a multidimensional perspective. The overall objective is to “cultivate global persons with specialized knowledge.” Specific requirements are to systematically take the specified course groups leading to an overseas experience (including studying abroad) selected by the student, to have that overseas experience approved by the University, and to provide an activity report on it. If students meet the designated requirements for completion, the University issues a certificate of completion.

About the details, refer to the website of G Minor Program (<https://portal.rikkyo.ac.jp/rmp/about>).

2 Overall Perspective of the G Minor Program



3 Requirements for Completing the G Minor Program

1. Requirements for Completion

Students are required to follow the rules in taking courses linked by themes from a wide range of academic fields with the aim of putting their specialized knowledge into practice.

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

Credits earned for both specialized courses and University-wide Liberal Arts Courses can be included in the credits required for graduation as stipulated by the regulations of each college/course.

2. The 3 groups of the G Minor Program and overseas experience

The G Minor program is composed of 3 groups —“1st Group (courses originating in Japan)” “2nd Group (core courses)” “3rd Group (language courses)” — plus overseas experience.

The number of credits required for completion of the 3 groups and the standards for approving overseas experience vary depending on the course or theme. For details of the requirements for completing each course, refer to the website of the G Minor Program.

3. Issuance of Certification of Completion

Completion of the requirements for the G minor program has been approved, students will receive a certificate of completion from the university at the time of graduation

4 Registration of G Minor Program Courses

1. Course Registration

Students need to register courses in advance to complete the G Minor Program. Applications for registration are accepted from the 1st year. Only one course can be registered. The course/theme can be changeable.

Details of registration methods, etc., refer to the G Minor Program website

2. Temporary Registration and Definitive Registration

Course / theme is provisionally registered for the 1st-year students enrolled in 2019AY or later. Since the course / theme temporarily registered varies depending on colleges, confirm it from the G Minor Program System and register it. Also, if you want to change the course / theme, or if you want to delete the registration, you must do the procedure from the G Minor Program System by yourself

5 G Minor Program Courses/Themes

The G Minor Program has the following 3 courses, and each course has detailed themes. Students can select courses/themes according to their learning interests and concerns.

*When students complete the same course twice or more, the course that they completed for the first time will be counted as the necessary credits for completion of the G Minor Program. The credits earned from the second-time course and after will not be included in the credits necessary for the completion.

1. Arts & Science Course

Centered on “Cross-disciplinary Studies” from among the university-wide liberal arts comprehensive courses, this course offers the following 8 themes.

1. Global Humanity

This theme is designed to allow students to recognize the way to live as a human being and send messages about Japanese culture and spirituality.

2. Global Social Experience

This theme is designed to enable students to acquire knowledge and skills to understand and analyze society from a global perspective.

3. Global Art Experience

The theme is designed to enable students to polish a global sense through contact with the world’s arts.

4. Global Mind

This theme is intended to enable students to understand the body and soul scientifically and speak about mentality as a Japanese.

5. Global Studies of Nature and Environment

This theme is designed to educate students to seek clues to solutions through looking into the global connection and spread of regional environmental problems.

6. Global Citizenship

The theme is intended to enable students to deepen their awareness of being a citizen and take action through experiencing volunteer activities.

7. Global Sports

The theme is designed to make students deepen their understanding of different cultures through contact with the global philosophy and reality of sports culture.

8. Global Studies of Region

This theme is designed to allow students to deepen their understanding of cultures, languages and societies in the world and cultivate the high-level communication skill with different cultures.

2. Language & Culture Course

This course is composed of ones centered on the University-wide Liberal Arts Courses related to languages as well as overseas experience. Themes 1 to 3 centered on Language A (English) and themes 4 to 9 centered on Language B are prepared.

1. Academic Studies in English

This theme is designed to enable students to acquire skills in the English language and academic skills necessary for studying at university in English-speaking countries.

2. World Issues in English

The theme is intended to enable students to understand what is happening in the world real-time and discuss them.

3. Communication in English

This theme is designed to enable students to confidently express their opinions to people overseas in English and send messages.

4. German Language & Culture

The themes are designed to enable students to polish their skills in their chosen language and deepen their understanding of in German-speaking culture and society.

5. French Language & Culture

The themes are designed to enable students to polish their skills in their chosen language and deepen their understanding of in French-speaking culture and society.

6. Spanish Language & Culture

The themes are designed to enable students to polish their skills in their chosen language and deepen their understanding of in Spanish-speaking culture and society.

7. Chinese Language & Culture

The themes are designed to enable students to polish their skills in their chosen language and deepen their understanding of in Chinese-speaking culture and society.

8. Korean Language & Culture

The themes are designed to enable students to polish their skills in their chosen language and deepen their understanding of in Korean-speaking culture and society.

9. Russian Language & Culture

The themes are designed to enable students to polish their skills in their chosen language and deepen their understanding of in Russian-speaking culture and society.

3. Discipline Course:

The course is mainly composed of courses offered by colleges or internal institutions. For details, refer to the G Minor Program website.

1. Teaching Japanese as a Foreign Language (Japanese Pedagogy)

Let's experience the world of Japanese language education as a foreign language!

2. Data Science

The theme is intended for students to learn the ability to utilize data that is demanded from global talent.

3. Experience Opportunities in Japan for International Students (Japanese and Careers for International Students)

Understanding of Japanese culture and society, and career development utilizing Japanese language skills.

4. International Cooperation (International Cooperation Human Resource Development)

Acquire the knowledge, abilities, and global mindset that allow the students to respond to and solve global issues that should be addressed by the international community.

5. Global Leadership (RIKKYO GLP)

Acquire the leadership skills required in a global environment, which can be exercised regardless of authority or position.

6. Japanese Studies in English Program

Deepen understanding of Japanese culture and society, develop proficient language and communication skills and cross-cultural understanding, and acquire the elementary attainments to become an internationally minded people who connects Japan and the world.

6 Advance Screening of Overseas Experience/ Procedures for Approval Application

The standards for approving overseas experience vary depending on the course or theme. Students need to follow the designated procedures for obtaining approval after completion of overseas experience. For details of these procedures, refer to the G Minor Program website.

7 Four-year Schedule/Model Case

year/ semester	1st year		2nd year	3rd year	4th year	Graduation ceremony	
	Spring semester	Fall semester					
	Introduction Phase		Development Phase		Completion Phase		
Course Group	-Introduction to Academic Studies -Academic Learning Methods		Cross-disciplinary Studies				Diploma
	Compulsory Language subjects/Free elective Language subjects		Free elective Language subjects				
	Specialized subjects						
	General Sports Studies						
G Minor Program	Confirmation of temporary registration		Course registration (course changes are possible)				G Minor Program completion certificate
	Systematic enrollment in courses and themes for which students have registered						
	Overseas experience				Submission/approval of overseas experience reports		

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

* Dates etc. of Information Sessions providing about the G Minor Program will be posted on the G Minor Program website in due course.

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

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

1 Course Registration

1. Course qualification

Undergraduate students who have been enrolled for two or more years (degree-seeking students only).

* However, those who have been admitted to the university as a transfer student (excluding those changing college, changing department, or changing course of study) cannot register for classes for the academic year they transferred and were enrolled.

2. The number of credits which may be registered

Up to 12 credits in total annually may be taken at the other three colleges combined.

Note that the credits for the subjects that are not in the final list of subjects in the spring semester (i.e., the student was not accepted to register) are not counted for the upper limit at the fall semester registration.

3. Course registration and announcement of registration results

(1) Procedures for course registration

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

(2) Course registration period

Period	Applicable Course	Registration Period	Result Announcement
April	Spring semester course (including spring quarter course, summer quarter course※) full year course intensive course	Check with R Guide (R Guide > Four-University Credit Transfer System > Application Schedule)	
September	Fall semester course (including fall quarter course, winter quarter course※) intensive course		

※Spring quarter course, summer quarter course, fall quarter course and winter quarter course is the designated name of quarter course on f-Campus system. They are as of Rikkyo's spring1, 2 and fall1, 2 separately. Class period is depended on each University.

(3) Announcement of registration results

Results will be posted on f-Campus website.

* If the number of applicants exceeds the capacity limit, a lottery is conducted.

4. Cancellation of registration

Course registration cannot be cancelled once completed. If there is an overlap in course times with courses registered at the University, in principle, the courses at the other colleges are given priority and the courses at the University are cancelled. If the course requires the training expense, payment should be done even if students abandon the course.

5. Course Cancellation System

Students are not allowed to apply for course cancellation for f-Campus courses.

6. Notification of Student ID number for special audit students at their registered college

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

2 Classes

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

If there is a transportation strike, weather warning or the like which may affect your classes, follow the guidelines of the universities at which the classes are held.

3 Exams, Academic Results, and Credit Approval

If the time of the written exam for a course for which a student is registered at another university conflicts with that at the University, in principle, students should give priority to the exam at the other university, and make a special exam application for the course at the University within the designated period for exams with a time-conflict. Please see "7 Special Exam for those with Exam Conflicts" in "VI. Exams and Academic Results".

Even if a student cannot take this exam during the period specified by the University for such exams the University may be able to arrange for the student to take a makeup or other special exam. Academic results will be announced on the grade reference system along with other courses of the University.

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

4 Tuition and Fees

Students are not liable for tuition fees for courses taken at other universities under this agreement. However, they must pay any expenses for practical training fees required for the courses.

Students are required to pay tuition and fees even they quit the courses.

5 Other

1. f-Campus Certificate

Students who have been granted permission to take courses and have registered for courses at the other university receive an f-Campus Certificate from the Academic Affairs office. The f-Campus Certificate proves that the student is studying at one of the other universities through the f-Campus system.

2. Use of facilities

Under this agreement, special audit students can use the libraries, school stores, and student cafeterias within the terms specified by the registered university while taking courses.

Library facilities are available, but books cannot be checked out. Please check details of the terms for other considerations including use of the libraries of each university.

Student services directly related to taking the approved courses may be used if permission is obtained. Other facilities such as computer classrooms, language lab self-study rooms, sports facilities, and resort facilities, cannot be used.

Moreover, the availability of facilities is subject to change depending on social conditions, so please check the f-Campus website for the latest information.

XI Five-year Integrated Program

1. Purpose

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

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

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

2. Student capacity and courses

(1) Student capacity: About 4 students

(2) Program courses

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

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

3. Requirements to apply

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

- (1) Must be a third-year student of the College of Intercultural Communication. Students not meeting enrolled semester requirements due to leave of absence, overseas study, etc. must apply in the “sixth semester of enrollment.”
- (2) Must plan to advance to a Master's Program at the Graduate School of Intercultural Communication.
- (3) Must have a GPA of 3.0 or above by the end of the spring semester of their third year (or fall semester of their third year for September enrollees) and have earned 90 or more credits by

the end of the spring semester of their third year (or fall semester of their third year for September enrollees).

- (4) Must be able to submit an English proficiency test score as specified in the application guidelines (limited to scores obtained after enrollment in the university). Native speakers of English and ICGL students are excluded from this requirement. Please refer to the R Guide for the application guidelines.
- (5) Must plan to take 専門演習 (*Senmon Enshu*) 1–3 (Advanced Seminar 1-3) and 卒業研究 (*Sotsugyo Kenkyu*) (Senior and Research Thesis) .

※Please refer to the application guidelines in the R Guide for the requirements of each course.

4. Application timing and screening

Spring semester enrollees:

- | | |
|-------------------------------------|----------------------------|
| (1) Recruitment guidelines sent out | April of the third year |
| (2) Application begins | December of the third year |
| (3) Screening start | December of the third year |
| (4) Screening method | Document screening |
| (5) Screening results announcement | January of the third year |

September enrollees:

- | | |
|-------------------------------------|---------------------------|
| (1) Recruitment guidelines sent out | October of the third year |
| (2) Application begins | May of the third year |
| (3) Screening start | May of the third year |
| (4) Screening method | Document screening |
| (5) Screening results announcement | July of the third year |

5. Required courses and credits

- (1) Students must take 10 or more credits from the course in the Master's Program in Graduate School of Intercultural Communication (hereinafter "graduate school courses").
- (2) Credits earned from graduate school courses taken in a student's fourth year at the College of Intercultural Communication are included in the maximum number of registered credits.
- (3) Credits earned from graduate school courses taken in a student's fourth year at the College of Intercultural Communication are not included in credits required to graduate from the College of Intercultural Communication.

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

- (1) College of Intercultural Communication graduation requirements and the Master's Program in Graduate School of Intercultural Communication completion requirements both apply without change.

- (2) Bachelor's degrees will be conferred when College of Intercultural Communication graduation requirements are satisfied and master's degrees will be conferred when the Master's Program in Graduate School of Intercultural Communication completion requirements are satisfied.

7. Advancing to the Graduate School of Intercultural Communication

- (1) The College of Intercultural Communication will conduct a "Special Student Screening for Graduate School" (oral test) in July of students' fourth year (or February of their fourth year for September enrollees) in order to assess the prescribed graduate school courses completed and students' intent to advance to graduate school. The decision will then be made as to whether eligible students will be able to advance to the Master's Program in Graduate School of Intercultural Communication (a screening fee will apply when taking the Special Student Screening for Graduate School test).
- (2) Students who are not expected to graduate from their undergraduate college within four years, or who are not expected to complete the prescribed graduate school courses during their fourth year as required, are not eligible to apply for the "Special Student Screening for Graduate School."
- (3) In the event that a student graduates but fails to complete the prescribed graduate school courses, they may still advance to the Master's Program in the Graduate School of Intercultural Communication. However, the period of enrollment required to complete the Master's Program will be the same as that for regular enrollees (at least two years of residency will be required).
- (4) If no justifiable reason exists, students may not decline advancement into the Master's Program in Graduate School of Intercultural Communication.

University-wide Liberal Arts Courses

For first year students enrolled in AY2016 and thereafter

- **Guide to University-wide Liberal Arts Courses**

Guide to University-wide Liberal Arts Courses

For first year students enrolled in AY2016 and thereafter

Curriculum Structure (RIKKYO Learning Style)

The curriculum at Rikkyo University is designed to support a particular style of learning called the Rikkyo Learning Style. This design ensures that throughout their four years students consistently and systematically take a range of subjects. The aim is to nurture “cultivated persons with specialized knowledge.” The University-wide Liberal Arts Courses is an integral part of this curriculum.

The University-wide Liberal Arts Courses is made up of three components: Compulsory Language Courses, Elective Comprehensive Courses, Free Elective Language Courses. (Courses that from part of this Courses are indicated by “university-wide” in parentheses after the names of the relevant subject groups in the tables showing the credits required for graduation by each college.) The purpose of the courses is to help students acquire the knowledge that all Rikkyo students, whatever their college, should have. Such knowledge will form a sound base for the acquisition of specialist knowledge whatever their discipline, provide an essential tool to support them in the world of work, in whatever field they choose, and can contribute towards the acquisition of a minor to complement their area of specialization. These courses provide a knowledge and wisdom that students will be able to draw on as they overcome various hardships in life, and enable them to contribute to society as highly capable working adults.

University-wide Liberal Arts Courses are broadly classified into the following subject groups.

Language courses

Language Education Subjects A: Compulsory English Courses※

Advanced English, English Discussion, English Debate. Reading and Writing in English, English Presentation, English e-learning

※Japanese for some students. (PEACE Program students, international students of College of Law and Politics Global Program of the Department of International Business Law and NEXUS Program students excluding GLAP students.)

Language Education Subjects B: An elective language, as a compulsory subject

German, French, Spanish, Chinese, Korean, Russian (excludes students in the College of Science, Business, and Department of Social Work in College of Community and Human Services.), Japanese (only for international students)

Language Free Elective Subjects: Elementary to advanced language courses

English, German, French, Spanish, Chinese, Korean, Russian, Japanese (only for international students), Japanese Sign Language, Portuguese, Indonesian, Thai, Tagalog, Vietnamese

Comprehensive Courses

Introduction to Academic Studies (elective)

As a rule, first-year students take these courses in the spring semester. The classes are designed to prepare students for university life.

Cross-Disciplinary Studies (elective)

First-year students start taking these courses from the fall semester. This subject group provides a core of knowledge and skills that form the foundation for the acquisition of specialized knowledge.

General Sports Studies (elective)

First-year students may start taking these courses in the spring semester. This subject group is designed to help students master exercise for maintaining health.

The timing of taking courses for September enrollment students differs from April enrollment students.
The text should be replaced as follows.
1st year spring semester → 1st year fall semester
1st year fall semester → 1st year spring semester
*NEXUS Program students (except in the College of Intercultural Communication) do not need the above-described replacement.

The Rikkyo Learning Style curriculum is designed to help students achieve the goals they set upon enrolment within four years, and to ensure that they can take the courses they need at the right time so that they are fully prepared to go out into the world with clear goals. We expect students to utilize the University-wide Liberal Arts Courses module to make themselves well-rounded people who also have a deep knowledge of their specialization. This program aims to empower students in whatever field they choose in life.

Here we offer more detailed advice.

First-year students should enroll in the “Introduction to Academic Studies” courses along with the more specialized courses called “Academic Learning Methods” in their first semester. In addition to courses closely related to their specialization, students should actively commit to taking courses in other areas. Students should take courses in the “Cross-Disciplinary Studies” component with purpose when they become aware of subjects or issues that they would like to pursue in more depth even they are in after the second year. Students should also acquire the ability and knowledge needed to keep fit through the “General Sports Studies” component. Students taking English as a “Language Education Subjects A” are encouraged to improve their English language skills through required and free elective courses. Students must take the English language proficiency test offered in the spring semester and in the fall semester at no cost every year. “The Language Education Subjects B” is useful for developing the ability to understand and use new languages, as well as for deepening the understanding of the characteristics of Japanese and English, which are important intellectual foundations. There is also a subsidy system for students to pay for examinations to measure their level of learning.

All students who entered the University from the first year after AY2019 are tentatively enrolled in the “Rikkyo Minor Program” in their first year. Please switch to formal registration and take systematic courses on a specific theme, as we would like to see all students complete the “Rikkyo Minor

Program”. With its language programs and comprehensive courses, the University-wide Liberal Arts Courses module offers a wealth of study opportunities. Taking these courses will help students acquire meaningful knowledge that will prepare them to perform well in the globalized settings of the future. Students should read the information in the following items carefully, and, with the advice above in mind, develop themselves into a “cultivated person with specialized knowledge”, one who is capable of working purposefully in the world, and of pursuing the aim of growing into the individual he or she hopes to and should become.

Center for the University-wide Curriculum:

The Center for the University-wide Curriculum administers the “University-wide Liberal Arts Courses” and the “Rikkyo Minor Program”. It runs the university-wide curriculum through the cooperation of all the Rikkyo colleges, which share ideas and faculty members in order to design and fulfil its goals. All the colleges work together to plan and offer the University-wide Liberal Arts Courses. So, students will find many courses conducted by faculty members from different colleges available to them. This indicates that the entire faculty has something to offer which they believe all Rikkyo students can and should benefit from regardless of their academic area. In other words, every subject has something to offer every student.

Comprehensive Courses

For first year students enrolled in AY2016 and thereafter

- **About the Comprehensive Courses**
 1. What Are Comprehensive Courses?
 2. Courses Groups
 3. Course Titles
 4. Instructions on Taking Courses

About the Comprehensive Courses

For first year students enrolled in AY2016 and thereafter

1 What Are Comprehensive Courses?

The Comprehensive Courses component is divided into three subject groups: “Introduction to Academic Studies”, “Cross-Disciplinary Studies”, and “General Sports Studies”. Students are required to take courses of their choosing according to which of the Phases they are in, Introduction, Development, or Completion. Students are encouraged and expected to familiarize themselves with the whole scope of offerings and the overall structure of the Comprehensive Courses component, as well as with the objectives and features of each of the subject groups before they plan which courses they wish to take.

If, from an early stage of their university life, students concentrate excessively on studying specialized subjects, they may neglect to build the physical strength needed for young adults, miss opportunities to enrich their emotional intelligence, or have their academic vision restricted to the extent that their growth plateaus even in the area of their expertise. The Comprehensive Courses component of the University-wide Liberal Arts Courses was designed specifically to enable students to avoid these undesirable outcomes. The courses in this component offer students opportunities to study an extremely diverse range of subjects, thereby helping them broaden both the range of their learning and the range of activities they engage in, thus extending the horizons of their campus life.

Before they take introductory specialized courses in small classes in their colleges, new students need to understand that the rote learning they engaged in until the end of high school is completely different from academic learning, which is designed to help them acquire the ability to think independently. The course group, “Introduction to Academic Studies”, has been developed as part of the Comprehensive Courses component in order to facilitate this new understanding of and approach to study. The courses in this group aim to help students acquire a proactive attitude to learning, and teaches them the skills needed to support this approach, for example the taking of notes during lectures, and which themselves develop the ability to think. To this end, the classes are designed to encourage active participation in various ways.

Students may start taking courses in the “Introduction to Academic Studies” and “General Sports Studies” (described later) groups of subjects from the spring semester of their first year. Students may start taking courses in the “Cross-Disciplinary Studies” group from the fall semester of their first year. The courses in the “Cross-Disciplinary Studies” group are classified into the following six categories: “Study of Humankind”, “Social Perspectives”, “Invitation to Arts and Culture”, “Focus on Mind and Body”, “Understanding Nature”, and “Fields of Knowledge”. The “Fields of Knowledge” courses are designed to help students become actively involved in volunteer

activities and/or various hands-on activities overseas while they are in school. The classes in the “Cross-Disciplinary Studies” subject group vary in style. Most of the “Fields of Knowledge” courses, as well as “Seminars for students of Rikkyo University”, are conducted in a small group, while others are lectures that may be conducted by more than one faculty member. The “collaboration courses”, mentioned later, are also taught by multiple faculty members. The University also offers classes called “F Course” conducted in a foreign language. Since this great variety of choices may make it difficult for students to systematically select courses, the University offers the option of the “Rikkyo Minor Program” that requires participation in a study abroad or overseas volunteer program. Each theme of “Arts & Science Course” of “Rikkyo Minor Program” is composed of comprehensive courses. Please refer to the courses registered in each theme for a systematic course of study.

The timing of taking courses for September enrollment students differs from April enrollment students. The text should be replaced as follows.

1st year spring semester → 1st year fall semester

1st year fall semester → 1st year spring semester

*NEXUS Program students (except in the College of Intercultural Communication) do not need the above-described replacement.

2 Course Groups

NOTE:

Curricula and course registration policies and procedure vary considerably according to the academic year the students enrolled at the University. Students should ascertain which curriculum and course registration policies and procedures apply to them before registering for courses.

1. Introduction to Academic Studies

The courses in this course group aim to encourage students to gain a clear sense of identity as Rikkyo students through the pursuit of the meaning of learning at Rikkyo, thereby helping them make a good start to their academic studies.

“Introduction to Academic Studies” is a course group designed to help students get a good start to their academic studies at Rikkyo University. First-year students are expected to take these courses in the spring semester. Based on its school philosophy, the University offers courses that focus on human rights and globalization issues, as well as Comprehensive Courses that cover multiple subject areas, including culture, thought, society, literature, art, health, sports, and nature. Most of these courses are lectures, and, as a rule, students take written exams for grading.

The courses also require students to understand the gist of lectures, to form their own opinions on the content, and to write reaction papers and essays that present those views. Consequently, students acquire

those skills needed to complete academic courses (i.e., skills different from those required in high school) during the spring semester of their first year at the University. With this aim in mind, many of the lectures use an interactive approach in which faculty members critique students' reaction papers and provide advice. The final written exams aim to help students understand how their academic achievement is measured, thereby encouraging them to develop a proactive learning style. In other words, the courses in this course group, "Introduction to Academic Studies", are offered as hands-on experience of the basics of learning at Rikkyo University. Taking these courses should raise students' awareness of what it means to be a Rikkyo student, and so help them make a good start to their university life.

The timing of taking courses for September enrollment students differs from April enrollment students. The text should be replaced as follows.

1st year spring semester → 1st year fall semester

1st year fall semester → 1st year spring semester

*NEXUS Program students (except in the College of Intercultural Communication) do not need the above-described replacement.

2. Cross-Disciplinary Studies

Students who have mastered the basic approach to learning at Rikkyo University through the "Introduction to Academic Studies" should then be exposed to a wide range of academic disciplines by taking courses in the "Cross-Disciplinary Studies" course group. This component consists of the following: 1. Study of Humankind 2. Social Perspectives 3. Invitation to Arts and Culture 4. Focus on Mind and Body 5. Understanding Nature 6. Fields of Knowledge. The character of these courses varies depending on the college or body that administers them. This is to provide students with opportunities to study subjects in a range of academic disciplines different from their specialization over their four years here, thereby helping them acquire "cross-disciplinary" knowledge, ways of thinking, and awareness of issues.

1. Study of Humankind

In this group, students explore human knowledge through humankind's ideas/philosophies, cultures and languages. The classes center on either reading a broad range of literature from the past, or gathering information about, different events occurring in modern society to provide materials which stimulate students to develop their own opinions.

In the courses on Christianity, a belief system which underpins Rikkyo University's founding principles, students learn about biblical teachings and other related subjects as a way to delve into how the religion views humanity and what thoughts it is built upon. The courses on philosophy and thought, on humankind's search for the meaning of existence, help students sharpen their insight through reading classical writings. The history courses require students to read a range of works to help them

deepen their understanding of history as a discipline built upon research into historical records kept by people at the time.

In addition to these classes that focus primarily on literature from the past, there are courses on modern regional cultures that have developed in unique ways in different parts of the world, as well as courses intended to help students gain deeper insight into contemporary educational or human rights issues. All these courses are designed both to nurture the spirit of visiting the old to learn something new and to satisfy students' curiosity about the very newest forms of knowledge.

Taking these courses in a wide range of subjects should enable students to reflect on what "education" people need today and to form their own solid opinions.

2. Social Perspective

In this group, students explore human acts from a social perspective. The aim is to analyze how individuals become involved in society and connected with others, using methodologies developed in the fields of politics, law, economics, business administration, and sociology as clues. In recent years, politics, the economy, and even our day-to-day living are replete with complex systems, and it has become increasingly difficult to see the real nature of such systems.

The "Social Perspective" that this category imparts is a mindset that can learn from the history we humans have created and through that lens perceive where it is we are going. That is, it is an attempt to look at matters not only in the light of the past and present but also with reference to the future. Students will also learn a great deal about the compelling issues we face, including those related to information and ethics, peacemaking, human rights, and the environment. Taking these courses should enable students to view and examine society from different perspectives.

3. Invitation to Arts and Cultures

In this group, students study a wide range of works that humankind had created, including literature, fine art, pieces of music, plays, movies, and architectural works. These classes are characterized by an intellectual and emotional engagement with various genres of artistic expression, through which students explore the dynamic relationship between creators and audiences, as well as the complex social contexts and surround artistic works.

The courses in this subject group aim to teach more than knowledge of the process of creation or performance of a work. They require students to understand the historical background against which the works were created, as well as the theories behind particular artistic genres, and thus to sharpen their own insight into these works. To further deepen their appreciation of these works, students are also expected to find out about the realities³ of the lives of people who lived in the society where the works were created. Furthermore, they are required to examine representations from different angles, for example through movies, plays, or fine arts. These courses are designed to meet a wide variety of

student's needs. Consequently, they are a suitable element for the Cross-Disciplinary Studies component. Taking these variety of courses will provide a solid foundation for students with aspirations to create and appreciate cultural and artistic works.

4. Focus on Mind and Body

In this group, students study issues related to “mind” and “body” and how they influence each other. Students will deepen their understanding of the issues by looking at them from the perspectives of psychology, the media, health science, and sports science.

People living in today's society lead daily lives under many different types of stress. In this context, we need to pay close attention to physical and mental well-being, which are the key to an enhanced quality of life. Even those who are physically fit may suffer from mental symptoms, but such symptoms can sometimes be alleviated through regular habits and exercise that help restore the balance of the autonomic nervous system. This indicates how closely mind and body are connected.

In the field of psychology and media, the courses explore topics related to mind and body from the viewpoints of cognition, behavior, development, and mental health, and in the field of health and sports from the perspectives of medicine, sociology, kinesiology, and nutrition. They also look into the theory of screen images and body theory.

Through these diverse courses, students are encouraged to explore and deepen their understanding of the issues surrounding the mind and body from various viewpoints.

5. Understanding Nature

In this group, students have opportunities to reflect on the scientific knowledge that humanity has gained throughout history and on how that knowledge is intimately related to our lives today.

Ever since they appeared on earth, humans have asked these simple questions: “How does the world we live in work?”, “What are the foundations of the world?”, “What laws govern the world?”, and “Why is this world full of diverse life forms?” To find scientific answers to these questions, we have developed “natural philosophy”, and still continue to develop philosophies that will answer these questions. As a consequence of this endeavor, we now have a better understanding of what is happening in the world of nature, and our world view is undergoing a considerable change.

Keeping this context in mind, students learn about the following in this subject group: “mathematics that explains the laws of nature” and “the world that mathematics illustrates”; “the mechanism of the universe” as a way to answer the question of how the world works; “chemical structures and the reactions of familiar substances” and “basic laws of physics” that govern these structures; “basic principles of material transformation”; “genes and life” that are central to life phenomena, and “the history of life”; and “the behavioral mechanisms of living things,” “the diversity of life”, “relations between humanity and nature,” and “the science of the human mind and body.”

Today, the need to “understand nature” is not limited to people who work in the fields of science or engineering. Various materials and technologies that humanity has created significantly influence people’s day-to-day living. We can no longer afford to remain ignorant of what these influences are. And, it has also become increasingly important for us to understand the workings of nature.

6. Fields of Knowledge

In this group, students develop their problem-solving skills through on- and off-campus activities, and get an overview of the process by which knowledge is acquired through hands-on experience. This course group has been created as part of Rikkyo University’s efforts to fulfil its mission and address issues in society through university-wide projects. They are structured to go beyond the traditional rules of “Comprehensive Course” so that students who engage in various practical activities off campus-both overseas and domestic-can incorporate such activities into their academic study. As a rule, all students, regardless of which of the college they are in, may take courses in the “Cross-Disciplinary Studies” component from the fall semester of their first year. However, courses in the “Fields of Knowledge” group may have specific conditions depending on college and/or year, and may also have prerequisites, or require certain levels of foreign language skills, because many of the there may be restrictions such as specific college and/or year, prerequisites, or limitations based on language proficiency, and other criteria.

3. General Sports Studies

The objectives of General Sports Studies are as follows:

- 1) Promote understanding of the scientific knowledge used to maintain and improve health, thereby helping students become healthy, get enough exercise, and gain more stamina.
- 2) Enable students to understand the cultural aspects of sports. Sports are part of culture that has developed and spread across languages and national borders. They play a significant role in the basic education students need to become a globally minded person, and are an important means of international exchange. General Sports Studies courses also help students understand this cultural aspect of sports. Furthermore, sports help students develop communication skills, well-balanced rational minds, and the good judgement that they need as individuals living in modern society.

Sports Programs

“Sports Programs” are 1-credit subjects. These Programs are designed to help students improve the skills needed for particular sports and learn how to enjoy them. The courses center on practice of the necessary skills combined with lectures on how to maintain and improve health and fitness, such as “exercise and nutrition” and “training methods.” Students also learn about sportspersonship and how to establish communication.

Sports Studies

“Sports Studies” are 2-credit courses. In addition to the objectives of the Sports Programs above, these courses devote one third of the class to general lectures on sports. Instructors require students to complete reports and tests on these topics as a way to help them deepen their understanding. Students also learn methodologies that are effective for maintaining and improving health.

The “Cross-Disciplinary Studies” component consists of diverse course groups so that students can get a broad view or overall grasp of a wide-range of academic disciplines. The aim is to help them gain a wide spectrum of knowledge covering different areas of specialization, and thus develop the ability to make balanced and integrated judgements.

The “Cross-Disciplinary Studies” component offers the courses presented in the above course groups, but also offers another unique type of course. (These courses are marked with “F,” or “J,” according to the type of course in the R Guide's list of university-wide liberal arts subjects. Students are strongly recommended to refer to this list as they plan which courses to take.)

▶ Comprehensive courses conducted in foreign languages (F courses)

The F courses are Comprehensive course conducted in foreign languages (primarily English). In order to communicate with people from all over the world, it is not enough to simply learn language, but it is also necessary to know the circumstances of other countries and to be able to communicate the circumstances of Japan in a foreign language. There are three levels of F courses (introduction, intermediate, and advanced). Introduction is held in the “Introduction to Academic Studies”, and the language used in class is mainly Japanese in principle, English materials are used to experience learning in English. Intermediate and advanced level is held in the “Cross-Disciplinary Studies”, all in foreign languages. Some courses are conducted in foreign languages other than English. If the class is conducted in English, the class assumes that the intermediate level students have English skills equivalent to TOEIC®L&R 550 and the advanced level students have English skills equivalent to TOEIC®L&R 700. Requirements for other foreign languages shall be specified separately. This course is useful not only for students who are interested in intercultural communication and Japanese studies, but also for students who are planning to study abroad.

▶ Japanese studies courses conducted in Japanese (J courses)

Offered as part of the Cross-Disciplinary Studies group, the J courses focus on imparting in-depth knowledge of Japanese history, politics, society, literature, law, and other relevant fields. Students in these courses learn anew about Japanese culture, society, and nature and acquire a deeper knowledge of their own country in order to become globally competent individuals (educated person).

▶ Collaboration courses

In the Collaboration courses, faculty members from different specialized fields work together to provide interdisciplinary approaches to specific subjects, approaching them from various angles, thereby encouraging students to have in-depth discussions, in which they can intellectually inspire one another. Currently, universities tend to introduce specialist classes along with language courses at an early stage in students' academic programs. This is natural, considering that the content of specialized education is becoming more and more advanced every day, but this tends to cause students to miss out on opportunities to cultivate comprehensive thinking skills that are typical of university students, which is why comprehensive subjects were created to compensate for this. These Collaboration courses are positioned as courses that embody the educational goals of the Comprehensive Courses on their own. At Rikkyo University, faculty members from different academic disciplines have exchanged their expertise in informal conversations in faculty rooms, and, in recent years, younger researchers have begun to work closely together on "interdisciplinary research which is flourishing overseas". These cooperative research efforts and academic exchanges have led to the development of the concept behind and the implementation of these Collaboration courses. While the faculty members and guest speakers who conduct the classes must be researchers with backgrounds in specific fields, when the subjects are not too technical or are familiar to students, experienced working adults, the University's staff members, and alumni also come to the classes and actively participate in lively discussions. Students tend to gain knowledge only in fragments from the Internet, and should thus, we believe, benefit greatly from physically participating in serious discussions between people from different specialized fields. The Collaboration courses are classified into course groups 1-5 according to the theme they deal with.

▶ Seminars for Students of Rikkyo University

Seminars for Students of Rikkyo University are small classes in which students are encouraged to actively participate in discussions with other students and faculty members. These seminars, conducted by full-time faculty members, deal with a wide range of subjects from across the 5 categories in the Cross-Disciplinary Studies component. (Excluding "Seminars for senior students of Rikkyo University".)

In these courses, students from different Rikkyo colleges and in different years discuss one subject from different perspectives. In doing so, they acquire a broad view that dissolves the boundaries between their specialty and other specialties, learn to respect people with different stances to their own, and hone the skills needed to make their point logically and clearly. Students in these seminars should not only develop the basic skills required in any academic

discipline (e.g., listening, research, thinking, writing, and presentation skills) but also have the chance to further explore their interests.

The subjects that “Seminars for Senior Students of Rikkyo University” deal with are not as interdisciplinary. 3rd- and 4th-year students are encouraged to take these courses. Although these advanced seminars are available to 1st- and 2nd-year students, it is recommended that students take these courses during the Completion Phase of their university life.

▶ GLP Courses (Global Leadership Program)

The GLP course is a program to develop leadership skills in a systematic and phased approach through small-group project-based learning.

In GL101, which is offered as a “Spirit of Learning” course, students work in small teams to solve problems given by companies, etc., and become aware of leadership styles that make the most of their own strengths. The GLP courses, which are offered as a “Cross Disciplinary Course”, include courses for leadership development using questioning skills, courses for leadership development of others, and courses offered in English to hone leadership skills with international students and others.

▶ RSL Course (Rikkyo Service Learning)

There are two main types of RSL courses: lecture-based courses and practice-based courses. In the lecture courses, students learn about themes such as “how to learn at university,” “citizenship,” and “public problem solving” from both theoretical and case study perspectives. In practice-based courses, students actually go out into the field, both in Japan and overseas, and deepen their learning by relating their “experience” to knowledge and theory about the theme of each course. An environment is provided in which students can experience social issues in the field, where opinions differ from person to person, and learn from each other about these cases in a professional manner.

▶ Rikkyo University Mathematics and Data Science Education Program

The Rikkyo University Mathematics and Data Science Education Program is an on-demand learning program designed to provide systematic education in mathematical and data sciences, from foundational to applied levels.

The program consists of two courses—Introductory and Applied. Students who complete the Applied Course will be awarded a Certificate of Completion.

Rikkyo University plans to apply for approval under the MDASH (Approved Program for Mathematics, Data Science and AI Smart Higher Education) certification system administered by the Ministry of Education, Culture, Sports, Science and Technology (MEXT).

3 Course Titles

NOTE:

Following course list is as of April of the year of admission. Please check the R Guide for the latest course list which includes the instructor, semester, semester of dividend, and registration method.

From the next year on, please check the R Guide's list of university-wide liberal arts subjects and the list of comprehensive courses held in previous years.

Course Title	Credits	Course Title	Credits	Course Title	Credits
Introduction to Academic Studies					
Christianity in World History	2	Christianity and Philosophy	2	Christianity and Art	2
Christianity and Music	2	Christianity and Literature	2	Religions in Global Society	2
Religions in Contemporary Society 1	2	Religions in Contemporary Society 2	2	Humanities (Literature)	2
Humanities (Philosophy, Pedagogy)	2	Humanities (History)	2	Stepping into the World of Art	2
Global Economy and Society	2	Society as a Field of learning	2	Understanding of media studies	2
Understanding of Sociology	2	World of Law and Politics	2	Introduction to Business Administration	2
Modern Society and Tourism	2	Aspects of Modern Society	2	Quest for Natural Science	2
Learning from physical science	2	Learning from Contemporary Psychology	2	Peace Building in Asia	2
Peace Building in a Global Society	2	A Guide to Service Learning and Civic Engagement	2	Human Rights and Gender	2
Student Life Management	2	History of Rikkyo University	2	Genealogy of Universities and Colleges in Occidental Christianity	2
Career Design	2	Religions and Diversity: Convivial Wisdom of Christianity	2	Harmony and Creation: Kalonology of Christianity	2
Eros and Agape: Ethics and Philosophy of Christianity	2	GL101	2	University Education in the World	2
Opening the Door to the Liberal Arts	2	Multiculturalism in Society and Universities	4	Image Studies	2
Economy and Society	2	Basic Skills for Business Communication	2	Understanding Intercultural Communication	2
Why Do We Learn Foreign Languages?	2	Introduction to Environmental Studies	2		
Cross-Disciplinary Studies					
1. Study of Human Kind					
Biblical Anthropology	2	Biblical Archaeology	2	Gender and Christianity	2
World of Islam	2	World of Buddhism	2	Japanese Religions	2
What is religion?	2	Contemporary Society and Humanity	2	Door to Philosophy	2
How to Think Logically	2	Education and Humanity	2	Door to History	2
Door to Area Studies	2	Door to Education	2	World of the Multiple Cultures	2
Introduction to Anthropology	2	Japanese Culture and Its Spirit	2	Root of Human Rights	2
Sign languages and human rights	2	Braille as a Gateway to Human Rights	2	Culture and Language in Asia	2

Culture and Language in Europe	2	Culture and Language in Latin America	2	Culture and Language in Russia & Eastern Europe	2
Culture and Language in the Middle East	2	Culture and Language in Africa	2	Culture and Language In Italy	2
Culture in the German-speaking sphere	2	Culture in the French-speaking sphere	2	Culture in the Spanish-speaking sphere	2
Culture in the Chinese-speaking sphere	2	Culture in the Korean-speaking sphere	2	Japanese Ethnology	2
Seminars for Students of Rikkyo University 1	2	Seminars for Senior Students of Rikkyo University 1	2	Sleep and Culture	2
Volunteer Studies	2	World History	4	The role of words in contemporary society	2
Gender, Religion and Society	2	Philosophical Dialogue in RIKKYO	2	Religions In Asia	2
Multiculturalism in Society and Japan	4	Peace and Human Rights 1	1	Peace and Human Rights 2	1
International Humanities 1	2	International Humanities 2	2	Introduction to Gender Studies	2
Intercultural Communication in a Multicultural Society	2	St.Paul's school and Paul Rusch	2	Understanding International Development through Children's Rights	2
2. Social Perspective					
Introduction to Economics	2	The World Economy and Japan	2	Statistical Analysis of Society and Economy	2
Business Indices, Disparities and Statistics	2	Japanese Constitutional Law	2	Law and Society	2
Politics and Society	2	Law and Politics in Global Society	2	Fundamentals of Contemporary Business	2
Enterprise and Society	2	Contemporary Society and Environment	2	Information Ethics	2
Modern Japanese society and human rights	2	Media and Human	2	Culture and Society	2
Understanding Contemporary Society	2	The dignity of life and Welfare	2	Design for the community	2
Introduction to Tourism Studies	2	Exploring Global Citizenship in Rikkyo Service Learning	2	Learning from the Past to Understand the World Today	2
Dialogue Studies	2	University and Modern Society	2	Reconsidering Japan's "Multicultural" Policy	2
Russia in the World	2	Palestine Issues Past and Present	2	International Situation: from a historical point of view	2
Society in the German-speaking sphere	2	Society in the French-speaking sphere	2	Society in the Spanish-speaking sphere	2
Society in the Chinese-speaking sphere	2	Society in the Korean-speaking sphere	2	Modern Japanese History 1	2
Modern Japanese History 2	2	Japanese Politics and Economy 1	2	Japanese Politics and Economy 2	2
Japanese Relations in Asia 1	2	Japanese Relations in Asia 2	2	Japanese Society 1	2
Japanese Society 2	2	Tokyo Studies	2	Political Sociology	4
Economic Thought	4	University in Modern Society	2	Career and University Education in the Global World	2
Saitama Studies	2	Introduction to the social survey	2	Social Survey Methodology	2
Introduction to the Statistics: Descriptive Statistics	2	Introduction to the Statistics: Statistics Inferences	2	Introduction to Multivariate Analysis	2
Introduction to Statistics 1	2	Introduction to Statistics 2	2	Introduction to Data Science	2

Applied Data Science	2	Seminars for Senior Students of Rikkyo University 2	2	Seminars for Students of Rikkyo University 2	2
Seminar for Senior Students of Rikkyo Service Learning	2	Introduction to the challenges of modern society and how we engage it	2	Humans and the Environment	2
Exploring Intercultural Communication A	2	Exploring Intercultural Communication B	2	Exploring Intercultural Communication C	2
Humans and Other Animals	2	The Dignity of Life and Welfare	2	Food Cultures and the Acceptance of Japanese Food in the World	2
Selected Topics in Intercultural Communication A	2	Introduction to the Social Survey	2	Introduction to Multivariate Analysis	2
Introduction to International Communication	2	Selected Topics in Intercultural Communication B	2	Introduction to Sociology	2
Business Communication	2	Introduction to Tourism Studies	2	Learning and Teaching Today 1	1
Learning and Teaching Today 2	1	Global and Japanese Political Economy 1	2	Global and Japanese Political Economy 2	2
Knowledge and Society 1	1	Knowledge and Society 2	1	Japanese Society and Culture 1	2
Japanese Society and Culture 2	2	SDGs × AI × Economy × Law	2	Sustainability Theory and Practice	2
Multidimensional Studies of Family Business	2	World of Popular Theatre	2	From Rikkyo to CEO: The Histories of Alumni Leaders	2
The Power to Change the World	2	Sports from Ethical, Legal, and Social Perspectives	2	Fukushima Nuclear Accident and Sustainable Society	2
Re-Building a Sustainable System of Public Service Delivery	2	Seoul Studies: Exploring the Global City	2	Local People's Perspectives in Social Development	2
3. Invitation to Art and Cultures					
Door to Literature	2	Culture and Representation	2	History of Art	2
Art and Society	2	History of Music	2	Music and Society	2
Seminar: Art Theory	2	Seminar: Music Theory	2	Christian Art	2
Christian Music	2	Visual Arts of Japan	2	Traditional Music in Japan	2
City and Art	2	Architecture and Its Culture	2	Theory of Dance	2
Visual Expression and Society	2	Bodily Expression and Philosophy	2	Japanese Theater	2
Literature in the German-speaking sphere	2	Literature in the French-speaking sphere	2	Literature in the Spanish-speaking sphere	2
Literature in the Chinese-speaking sphere	2	Literature in the Korean-speaking sphere	2	Japanese Culture 1	2
Japanese Culture 2	2	Japanese Arts A	2	Japanese Arts B	2
Literature and Society	4	Culture and Fine Arts	4	Seminars for Students of Rikkyo University 3	2
Seminars for Senior Students of Rikkyo University 3	2	The Psychology of Literature 1	1	The Psychology of Literature 2	1
Exploring Children's Literature	2	Techniques for reading and enjoying a picture book in English	2	International Humanities 3	2
World of Entertainment "Engei"	2	Tourism and Literature	2	Topics in Humanities and Arts	2
4. Focus on Mind and Body					
Recognition, Behavior and Body	2	Science of Mind	2	Psychology of Personality	2
Psychology of Human Relations	2	Mental Health	2	Body and Performance	2
Theory of Stress Management	2	Healing Sciences	2	Sports Science	2

Health Science	2	Sciences of Nutrition	2	Science of Anti-Aging	2
Sport and Media	2	Sport and Society	2	Sports and Culture	2
Leisure and Recreation in Modern Society	2	Learning from the Outdoors	2	Japanese Mind	2
Health and Wellness	4	Seminars for Students of Rikkyo University 4	2	Seminars for Senior Students of Rikkyo University 4	2
Individual Differences in Psychology	2	Wisdom for a Healthy Life (Introduction to the Health Humanities)	2	Understanding Speech Sounds 1	1
Understanding Speech Sounds 2	1	Sports and data analytics	2	Applied Data Science with the focus on Sport and Wellness	2
5. Understanding Nature					
World of Mathematics	2	Astronomical Science	2	Life Science	2
Science of Matter	2	Chemistry of Familiar Materials	2	Chemistry and Nature	2
Chemistry and Society	2	Ethology	2	Origin of Life	2
Understanding of the Earth	2	Information Science A	2	Information Science B	2
Nature conservation	2	Biodiversity	2	Future of Environment	2
Co-existence between environment and mankind	2	Biology of Brain	2	Forefront of made-to-order medicine	2
Universities And Science Technology	2	Science and the Environment	2	Nature of the Earth	4
Seminars for Students of Rikkyo University 5	2	Considering the Earth's Future from the Perspective of Space	2	Understanding of Agricultural Science	2
Importance of Global Plant Health	2	Ecology: Environment and Sustainability 1	1	Ecology: Environment and Sustainability 2	1
Carbon Neutrality human resources development course	2	Topics in Environment	2	Topics in Natural Science	2
Science Studies	2				
6. The Fields of Knowledge					
GL102	2	GL103	2	GL104	2
GL111	2	GL201	2	GL202	2
The United Nations Youth Volunteer	12	Overseas Work Experience 1	1	Overseas Work Experience 2	2
Rikuzentakata Project	2	Global Work Experience via Online	1	Rikkyo Service Learning on Global Scale Fields (Philippines)	2
Rikkyo Service Learning on Community Fields (Ikebukuro)	2	Rikkyo Service Learning on Community Fields (Saitama)	2	Rikkyo Service Learning on Scale Fields (Minami-uonuma)	2
Rikkyo Service Learning on Scale Fields (Rikuzentakata)	2	Rikkyo Service Learning on Local Fields (an inclusive society)	2	Rikkyo Service Learning on Glocal Fields A	2
Rikkyo Service Learning on Glocal Fields B	2	Career Development in Japan for International Collaboration	2	ACE Partner University Online Course (SNU)	2
ACE Partner University Online Course (PKU)	2	ACE Partner University Online Course (NUS)	2	ACE Partner University Online Course (RIK)	2
Global Career Development	2				
General Sports Studies					
Sports Program					
Sports Program 1	1	Sports Program 2	1	Sports Program 3	1
Sports Program 4	1				

Sports Study					
Sports Study 1	2	Sports Study 2	2	Sports Study 3	2
Sports Study 4	2	Sports Study e	2		

4 Instructions on Taking Courses

1. Taking courses in the Cross-Disciplinary Studies course groups

Students may start taking courses in the Cross-Disciplinary Studies course groups in the fall semester of their 1st year. September entrants may do so in the spring semester following their first fall semester.

2. Maximum number of registered credits

All students, regardless of which year they are in, may earn up to six credits each semester, spring and fall, from courses in the “Introduction to Academic Studies”, “Cross-Disciplinary Studies”, and/or “General Sports Studies” groups, except when they take the United Nations Youth Volunteer course. Note that the credits students fail to earn from courses they have registered for count toward the maximum number of registered credits. For credits obtained from summer session and winter session are included in the maximum number of registered credits for the year (excluded in the maximum number of registered credits for a semester). Refer to R Guide for details.

4th-year students may not take courses in which the classes are conducted mainly after the final day of classes in the fall semester. For details, check the syllabus and the list of university-wide liberal arts subjects in the R Guide.

3. Retaking the same course(s)

Students may retake any of the courses in the course groups “Introduction to Academic Studies”, “Cross-Disciplinary Studies”, and “General Sports Studies” in different semesters. If they do, only the credits earned from the course first taken count toward the credits required to graduate. Any credits earned from a previously taken course are considered equivalent to those obtained from optional subjects. In other words, the credits do not count toward credits required to graduate. These credits are included on the student’s official transcript that shows all grades obtained for all the courses he or she has taken.

“The same course” means a course with the same title (including the number) and credits as those of the course taken before. Hence, courses with partially different titles are not considered the same, even if they are conducted by the same instructor. This means that courses with the same title are considered the same even if their instructors, subtitles, and what they cover are different. If a student takes such courses repeatedly, only the credits from the course first taken count toward the credits required to graduate.

e.g., Law and Politics in Global Society: Politics in Contemporary China (Kurata, 2 credits)	}	The same course
Law and Politics in Global Society: The World of Law (Takahashi, 2 credits)		
Sports Study 4: Nature Camp (Nigorikawa, 2 credits)	}	The same course
Sports Study 4: Skiing A (Nigorikawa, 2 credits)		
Religion in Contemporary Society 1:	}	The different course (numbers are different)
Bioethics, Christianity, and Japanese Society (Yanagihori, 2 credits)		
Religion in Contemporary Society 2:		
Classical and Literary Works (Abe, 2 credits)		

4. Course credits excluded from graduation requirements

“The Worlds of Law and Politics” in the “Introduction to Academic Studies” group, “Law and Society” and “Politics and Society” in “2. Social Perspectives” in “Cross-Disciplinary Studies” do not count toward the credits required to graduate for students in the College of Law and Politics. Also note that they cannot take “Japanese Constitutional Law”. Students in the College of Sociology cannot take “Social Survey

Methodology” and “Introduction to the social survey” in “2. Social Perspectives” in “cross-Disciplinary Studies”. Students in the College of Business cannot take “GL101” and “GL104” within “6 Fields of Knowledge” of the cross-disciplinary studies subject group. Students in the College of Environmental studies cannot take “GL101” within “6 Fields of knowledge” of the cross-disciplinary studies subject group.

Language Courses

For first year students enrolled in AY2024 and thereafter

- **About the Language Courses**

1. What Are Language Courses?
2. Special Measures for Compulsory Courses
3. Special Measures for Free Elective Courses

- **Compulsory Courses**

1. English
2. German, French, Spanish, Chinese, Korean, Russian (Excludes students in the College of Science, Business, and Department of Social Work)
- 3-1. Japanese (for international students only except those in the German Literature Course and the French Literature Course in The Department of Letters, international students of College of Law and Politics Global Program of the Department of International Business Law)
- 3-2. Japanese (for PEACE program students, international students of College of Law and Politics Global Program of the Department of International Business Law)
- 3-3. Japanese (for NEXUS Program students)
4. Methods of Earning Credits after the Designated Year or Semester-If Students Fail Compulsory Courses (English)
- 5-1. Methods of Earning Credits after the Designated Year or Semester-If Students Fail Compulsory Courses (German, French, Spanish, Chinese, Korean, Russian, Japanese)
- 5-2. Methods of Earning Credits after the Designated Year or Semester-If Students Fail to Complete Compulsory Courses (German, French, Spanish, Chinese, Korean, Russian, Japanese)

- **Free Elective Courses**

1. Instructions for Taking Free Elective Courses
2. English
3. German, French, Spanish, Chinese, Korean, Russian
4. Japanese Sign Language, Portuguese, Indonesian, Thai, Tagalog, Vietnamese
5. List of Free Elective Courses

About Language Courses

For first year students enrolled in AY2024 and thereafter

1 What Are Language Courses?

Features of the Language Courses

The Language Courses teach students, in small classes, basic language skills, namely listening, speaking, reading, and writing, thereby teaching them to communicate in the target language in professional and day- to-day cross-cultural settings.

In today's increasingly globalized society, tolerance toward people from different cultural backgrounds and the interpersonal skills needed to foster mutual understanding are essential. Learning foreign languages serves as the foundation for developing such tolerance and skills. In principle, Rikkyo students choose two foreign languages as compulsory courses. One of the languages is English, which is an indispensable language in today's international environment, and a part of people's daily lives. Learning one more foreign languages gives students opportunities to learn about cultures, societies, and ways of thinking developed by people in non-English speaking countries or regions, which raises students' awareness that the world consists of many different cultures. Consequently, students learn to look at the world from diverse perspectives. *PEACE Program students (except for some students), international students of College of Law and Politics Global Program of the Department of International Business Law and NEXUS Program students are required to take only Japanese as compulsory courses.

The Language Courses as part of the University-wide Liberal Arts Courses are classified into compulsory courses and free elective courses.

The English as a compulsory course train students to use basic language skills working on the base that most students acquired in junior and senior high school. On the other hand, free elective courses help students study more advanced English to understand what is happening in multicultural societies and to acquire the skills needed to participate in discussions and articulate their opinions in English. Students choose their second foreign language from German, French, Spanish, Chinese, Korean, Russian, and Japanese according to their interest and their plans for the future. Note that the Russian courses are offered to students except for those in the College of Science, Business, and the Department of Social Work in College of Community and Human Services, and the Japanese courses only to international students NOT majoring in the German or French Literature courses offered by the Department of Letters in the College of Arts. Most students have never studied a second foreign language of their choosing before. Hence, these classes build a foundation in the new language. Free elective courses in these second foreign languages are open to students who wish to study at more advanced levels.

The Rikkyo Minor Program offers "Language & Culture Courses" in English and other foreign

languages (There are multiple courses in English). Students who wish to take more advanced courses in languages and cultures may complete the “Language & Culture Course” that the Rikkyo Minor Program offers by taking designated courses from the diverse free elective courses and earning more credits than specified.

1. Languages A and B as compulsory courses

Students are required to take the Language A “English” courses during their first year, and the Language B courses in “German, French, Spanish, Chinese, Korean, or Russian (two languages in total). Note that Russian courses are offered to students except for those in the College of Science, Business, and the Department of Social Work in College of Community and Human Services, and the Japanese courses only to international students NOT majoring in the German or French Literature courses offered by the Department of Letters in the College of Arts”. (Also note that some of the Colleges, Departments, or Courses may specify which of the languages students need to take, or students may not be able to select courses in some of the second foreign language courses depending on their Colleges, Departments, or Courses.) As for Language B, students have already submitted a request at the time of the enrollment procedure and should follow the notification on the course registration status screen. As also stated in the guidelines for enrollment procedures, students are not allowed to take their native language as Language B. With regard to German, French, Spanish, Chinese, Korean, and Russian (except for College of Science, Business, and Department of Social Work of the College of Community and Human Services), students who already have a certain history of study (previous learners) and make a request may have all credits for the compulsory courses recognized based on certification exam scores, and they may be exempted from taking courses..

Students who fall under any of the categories (1) to (3) below must inform the Academic Affairs Office at their main campus in person before the start of Spring Semester.

- (1) Students who selected a foreign language other than English for the University’s entrance examination.
- (2) Students who have studied a foreign language other than English as their primary second language in junior and/or senior high school, or overseas.
- (3) Students who have passed the entrance examinations for international students and are non-native English speakers, and have never studied English.

2. Free Elective Courses

Free elective courses are available for students who want to learn more in addition to compulsory courses. Free elective courses are available in the following categories in each language so that students can meet the diverse objectives of continuing to learn the language, including their area of specialization, interests, and future goals.

Credits acquired in accordance with 1 Instructions for Taking Free Elective Courses shall be recognized as credits required to graduate within the scope of the regulations of each college.

① English

Three categories are provided: global communication, global studies, and global careers.

② Language B

Four courses are provided: preparation for study abroad, project, careers, and academic.

2 Special Measures for Compulsory Courses

1. Students who have studied German, French, Spanish, Chinese, Korean, Russian

(note: Russian courses are offered to students except for those in the College of Science, Business, and the College of Community and Human Services, Department of Social Work)

Those who take German, French, Spanish, Chinese, Korean, or Russian (except for the College of Science, Business, and the Department of Social Work in the College of Community and Human Services) as compulsory courses and who already have a certain history of study may have all credits for the compulsory courses approved based on certification exam scores (the student will receive the grade “approved”), and they may be exempted from taking courses. Those who wish to apply should check the method, schedule, application criteria, etc. for the application procedure in the R Guide and undergo the assessment. In principle, exempted students shall take Free Elective Course Language Courses (including a third language).

Students with learning experience (around beginner completion level) of German, French, Spanish, Chinese, Korean, or Russian (except for the College of Science, Business, and Department of Social Work in the College of Community and Human Services) who were not allowed to take the language course despite the fact that they had wished to take the language course upon the language selection at the time of enrollment may be allowed to change the language.

2. Transfer students to the College of Arts from different Rikkyo Departments or Colleges (as majors)

If a 3rd-year student has transferred to the major in German or French Literature offered by the Department of Letters in the College of Arts from one of Rikkyo’s other departments or colleges, and if the student has not completed the 4 credits of the Language B course required for the major, the University grants incomplete credits for the Language B and exempts him or her from taking the courses in that language. In this case, the student will receive the grade “approved.”

3. International students

As a general rule, international students (those who have enrolled taking the Entrance Exam for International Students)* take English as their Language A, and Japanese as their Language B (excluding courses in French and German literature for the College of Arts, Department of Letters). However, depending on the result of the Japanese placement test, languages other than Japanese, such as German, French, Spanish, Chinese, Korean, or Russian (excludes students in the College of

Science, Business, and the College of Community and Human Services, Department of Social Work) can be selected for Language B. Students who select a language other than Japanese as their Language B and wish to take special measures regarding compulsory courses as those who have completed the Language B (not allowed for native speakers) can refer to Section 1. of 2 Special Measures regarding Compulsory Courses.

*International students of College of Law and Politics Global Program of the Department of International Business Law are required to take only Japanese as compulsory course (Language A, Language B) and cannot select a language other than Japanese.

4. Compulsory course withdrawal system for German, French, Spanish, Chinese, Korean, and Russian.

Students who have failed to complete any credit in the compulsory courses in the spring semester of the first year may have difficulty in studying the compulsory courses in the fall semester, making studying ineffective. In this case, it may be effective to take the compulsory courses sequentially. Therefore, students who did not earn any credits in compulsory courses during the spring semester of the first year may be permitted to withdraw from the compulsory courses to be taken in the fall semester of the first year, based on their request. This request will be permitted if the Center for the University-wide Curriculum deems it necessary. If the students are permitted to withdraw from the compulsory courses, they are required to complete credits for all the required first-year courses in classes for repeaters during or after the second year. Credits for subjects from which students have been permitted to withdraw are not included in the maximum number of registered credits. Students who wish to withdraw from compulsory courses should check the R Guide and undergo the procedure during the prescribed period.

However, this system does not apply to students in the Course in German Literature or Course in French Literature of the Department of Letters, College of Arts.

3 Special Measures for Free Elective Courses

1. Language B

Students who are exempt from taking the compulsory Language B (with credit granted approval) are eligible to take free elective courses starting from their 1st year at the University.

2. Registration for free elective courses

Students who are allowed to take free elective courses from their 1st year at the University for the reason shown in 1. above, must request registration in early April and early September. Please check the R Guide for detailed information.

Compulsory Courses

For first year students enrolled in AY2024 and thereafter

1 English

1. Curriculum overview

Contemporary society requires that people have the ability to correctly understand what is happening in an ever-changing world and the cultural and social environments they have grown up in, and to develop the skills necessary to offer their views and opinions based on this understanding.

Furthermore, in a globalized society, it is important to cultivate the skills to analyze and accept diverse cultures in the world without bias. The objective of the compulsory English courses is to help students develop well-balanced, integrated communication skills suited for this globalized society.

To achieve this objective, the courses are designed to significantly improve students' English skills in presenting their views (i.e., speaking and writing skills) and in effectively gathering information (i.e., reading and listening skills), skills needed to form opinions which they can present in international settings. One of the classes aimed at developing speaking skills is English Discussion. In a small class consisting of about ten members, students learn how to exchange their opinions in English. Each class begins with practicing functions for expressing their ideas, and then moves on to further exercises that enable them to present their opinions about the given subject at the last part of the class. The second is "English Debate", in which both the positive and negative sides of various topics are discussed, improving not only logical thinking, critical thinking, and information gathering skills, but also the ability to engage in constructive discussions with others. The other class is English Presentation. This course focuses on developing students' presentation skills, including how to structure their presentations, so that they become able to voice their opinions about social issues, cross-cultural understanding, and various other subjects. English Reading & Writing combines speaking and writing skills for the expression of ideas and reading and listening skills for the absorption of information in English. The course teaches students to correctly understand what constitutes well-written text and how to logically structure their ideas in accordance with rules for academic writing. Finally, with "English e-learning", the ability to read and listen effectively is trained using a computer by learning according to the interests and pace of each individual, and the abilities to both receive and transmit information are improved through regular group learning.

Advanced courses are available to students with high levels of English skills. The advanced English Discussion course teaches students to efficiently discuss abstract subjects using debating skills. "English Debate" gives students the ability to consider and discuss in more depth themes of more advanced content. In Advanced English 1 (Reading & Writing), students learn how to write academic essays in English. In Advanced English 2 (English in Projects), they work on assignments connected to academic issues to build the foundation needed for studying an academic discipline in English.

The compulsory English courses teach students how to obtain, discuss, reflect on, and deliver information on social and academic issues in English while acquiring all-round language skills.

Students are also expected to become capable of critically analyzing social and academic themes from different angles and understanding them in a well-balanced way.

Students will be grouped into Levels 1 to 4 based on the English score they hold. Level 1 is the most advanced class. As a rule, all classes are conducted in English.

Read the course syllabus for details of these courses.

Class Descriptions (For first year Students enrolled in AY 2020 and thereafter)

(1) English Discussion (English DSC) (spring semester)

The objective of the class is to offer students opportunities to state their opinions in a learning environment shared with around 10 classmates, focusing on improving their speaking skills. Students learn the basic functions they need to know for a constructive discussion. During the second half of each class, students use the functions they have just learned to develop the discussion so that they become capable of offering their ideas in appropriate English.

(2) English Debate (English DBT) (fall semester)

Around 20 students per class, focusing primarily on debate activities. The goal is to develop the ability to think logically and critically, to gather and use information, to discuss constructively with others, and to make rational decisions, all by separating and discussing the negative and positive sides of specific topics.

(3) English Reading & Writing (English R & W1 (R), English R & W2 (W)) (spring and fall semesters)

Around 20 students per class, the class aims to strengthen both reading and writing while integrating them. In the spring semester, students will be trained in basic reading skills while writing essays in multiple genres to develop basic English writing skills needed in university.

In the fall semester, students will further develop the content of the spring semester to cultivate more advanced reading and writing skills. Students will attempt to achieve a goal corresponding to their English ability.

(4) English e-Learning (English e) (spring semester)

The class, consists of approximately 120 to 160 students, offers an online tutorial English language study program aimed at improving students' reading and listening skills. Students are classified according to their ability. In this course, Students learn at their own pace, identify their own strengths and weaknesses, and develop a habit of independently continuing their English language studies. In addition, by conducting group learning on a regular basis, reception and transmission skills required in the business world will be enhanced.

(5) English Presentation (English P) (fall semester)

The class focuses on presentation activities with about 20 students per class. Students will develop integrated English proficiency in speaking, listening, vocabulary, and reading while acquiring various skills necessary for making effective presentations, such as structure of presentation, effective use of charts, and communication skills.

(6) Advanced English 1 (Reading & Writing) (Advanced Eng. 1) (spring semester)

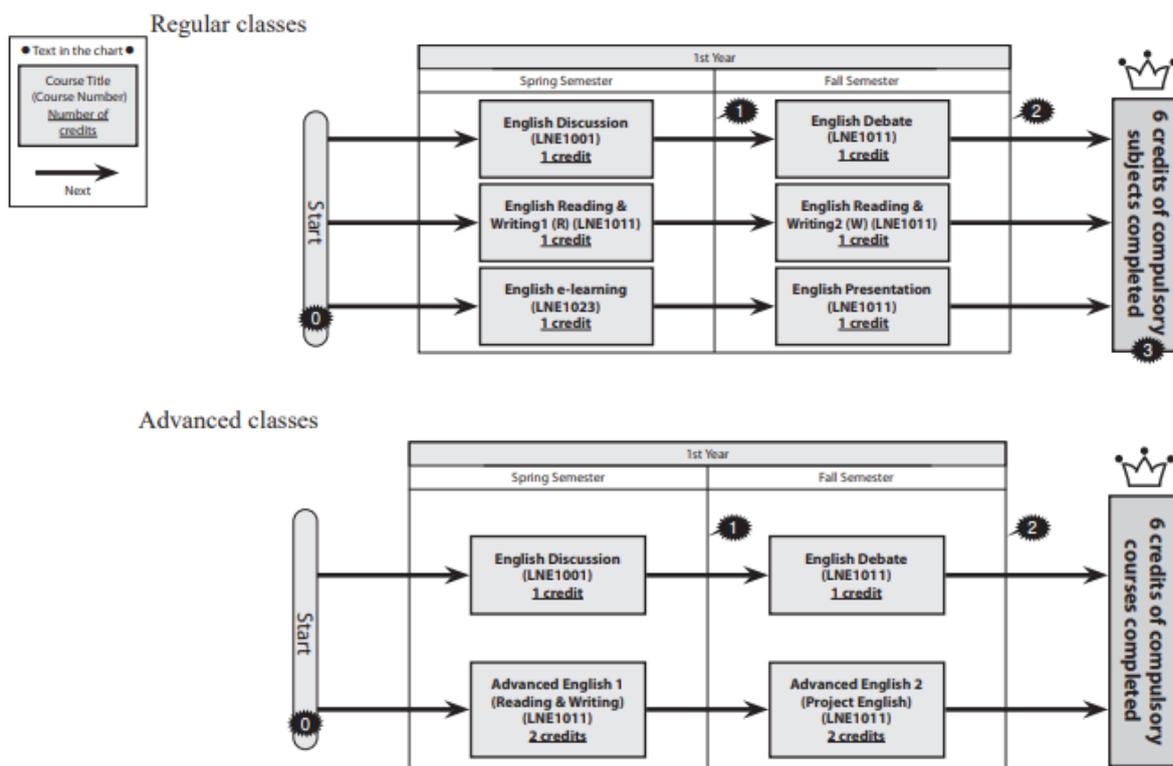
This is a semi-weekly intensive class. It deals with more academic subjects than those in the lower level courses with the aim of developing students' reading and writing skills as the foundation for writing full-length research papers. Students select their own subjects and collect the necessary information to practice writing academic papers.

(7) Advanced English 2 (English in Project) (Advanced Eng. 2) (fall semester)

This is a semi-weekly intensive class. Students work in a group to set an academic goal, and then collect information, read materials in English, gather data, and have group discussions to achieve their goal. They work closely with the members of their group to complete the tasks and make presentations. Each student will also write a research paper drawing on the writing skills acquired in the spring semester.

2. Course charts

A1



0 Announcement of assigned classes * Check the R Guide for detailed information.

- Classes are assigned based on the English score held by the enrolled student. Assigned classes will be announced on the course registration status screen in early April.
- Classes cannot be changed.

1 About fall semester courses for 1st-year students * Check the R Guide for detailed information.

- Classes, days of the week, and periods will be announced on the course registration status screen in early September.

*Please note that the days and periods of the English Debate classes may change from the English Discussion classes offered in the spring semester.

1st-year students who have failed any of the spring semester courses

- 1st-year students who have failed in any of the spring semester courses must take the fall semester course for 1st-year students.

2 Students who have received a failed grade in any of the courses for 1st-year students

- Students who have received a D in any of the courses for 1st-year students must take the English Credit Approval Test or the English class for repeaters (English R) in the spring semester of their

2nd year or thereafter. Students who have taken the English Credit Approval Test or English R but failed to earn the credits must retake the test or repeat the class again in the following semester(s) until they complete all required credits.

English language proficiency test

Students are eligible to take the English Proficiency Test as a test to assess their English ability and the effects of their studies to date. 1st-year students are required to take this test unless exceptions are made.

2 German, French, Spanish, Chinese, Korean, Russian (Excludes students in the College of Science, Business, and the Department of Social Work in the College of Community and Human Services)

1. Curriculum

The compulsory courses in German, French, Spanish, Chinese, Korean, or Russian are structured roughly as follows, according to the course level. Refer to the syllabus for details as there are some differences between languages. “[Language]” in the course titles below shall be replaced with the language the student has selected, that is, German, French, Spanish, Chinese, Korean, or Russian.

Registration Method	Course Title(English)	Subtitle	Type	Credit(s)	Semester	Assigned Year	Course Number
Automatic registration	[Language] 1	[Language] expressions	Output activities	1	Spring	1	LNG1013: German
	[Language] A	[Language] Basics	Input activities	1	Spring	1	LNF1013: French LNS1013: Spanish
	[Language] 2	[Language] expressions	Output activities	1	Fall	1	LNC1013: Chinese LNK1013: Korean
	[Language] B	[Language] Basics	Input activities	1	Fall	1	LNR1013: Russian

Course overview

Course Title (English)	Course Definition
[Language] 1	With a study environment of about 20 students per class, the purpose is to develop each student's ability to express themselves in [Language] (CEFR (*) A1 level). Students learn elementary vocabulary and phrases and become able to respond to daily interactions. In addition, they aim to express themselves on personal topics such as introducing themselves.
[Language] A	With a study environment of about 40 students per class, the purpose is to acquire grammatical knowledge and elementary vocabulary and phrases of [Language]. Students develop a comprehensive understanding of [Language] so that they can read texts and listen at the CEFR A1 level.
[Language] 2	With a study environment of about 20 students per class, the purpose is to develop each student's ability to express themselves in [Language] (at around the CEFR A2 level). Students acquire basic vocabulary and phrases, and use previously acquired knowledge to respond to daily interactions involving multiple people. In addition, they aim to be able to express their opinions on familiar topics.
[Language] B	With a study environment of about 40 students per class, the purpose is to acquire grammatical knowledge and basic vocabulary and phrases of [Language]. Students develop a comprehensive understanding of [Language] so that they can read texts and listen at about the CEFR A2 level.

(*) The Common European Framework of Reference for Languages

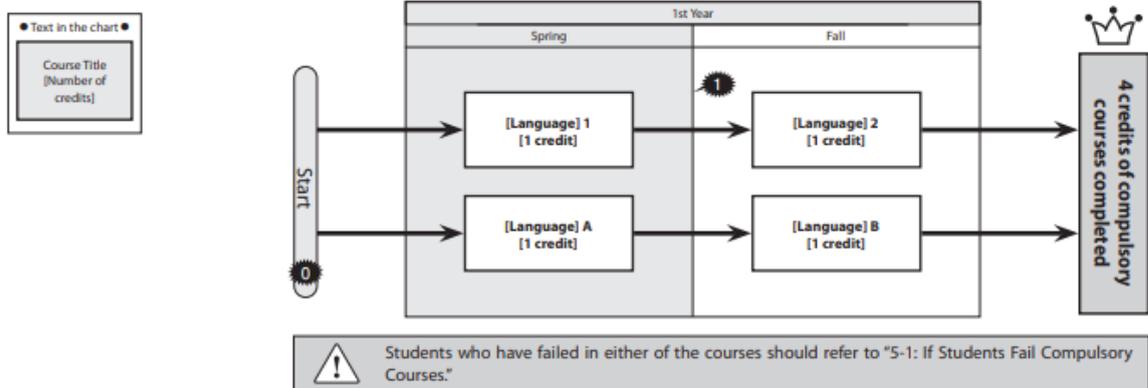
2. Course registration chart

B1

*For students in the Course in German Literature or Course in French Literature of the Department of Letters, College of Arts, please refer to Chart **B2**.

The courses taken in each semester and the number of credits for these courses are shown below.

“[Language]” in the course titles below shall be replaced with the language the student has selected, that is, German, French, Spanish, Chinese, Korean, or Russian.



0 Language selection and spring semester classes for 1st-year students

- The language and classes to be taken should be checked on the course registration status screen.
- The language and classes cannot be changed.

1 About fall semester classes for 1st-year students

- In the fall semester, Students will take “[Language] 2” and “[Language] B” in the same class as the spring semester regardless of whether credits were gained in the spring semester course.
- The language and classes cannot be changed.

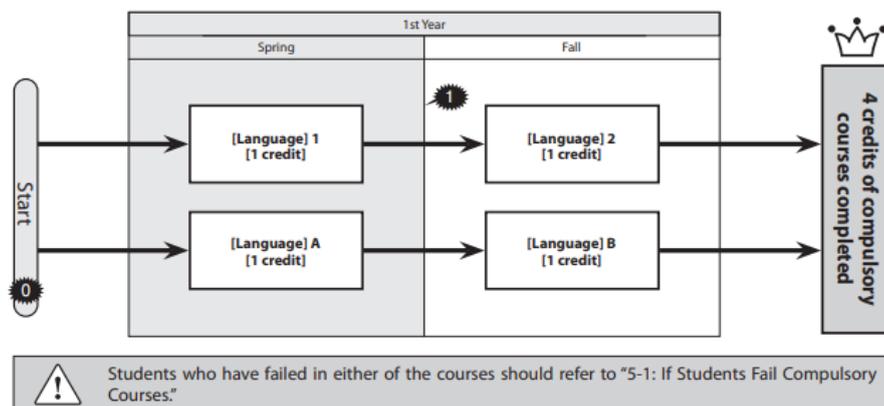
 If there are 1st year compulsory courses that have not been taken due to a leave of absence, refer to “5-2: If Students Fail to Complete Compulsory Courses.”

B2

Students in the Course in German Literature or Course in French Literature of the Department of Letters, College of Arts

The courses taken in each semester and the number of credits for these courses are shown below.

“[Language]” in the course titles below shall be replaced with the language the student has selected, that is, German, or French.



0 Language selection and spring semester classes for 1st-year students

- The language and classes to be taken should be checked on the course registration status screen.
- The language and classes cannot be changed.

1 About fall semester classes for 1st-year students

- Students cannot take “[Language] 2” unless they pass “[Language] 1”. Students cannot take “[Language] B” unless they pass “[Language] A”.
- Those who have passed “[Language] 1” shall take “[Language] 2” with the same class number as the spring semester. Those who have passed “[Language] A” shall take “[Language] B” with the same class number as in the spring semester.
- The language and classes cannot be changed.

3-1 Japanese (for international students only in colleges other than the German Literature Course and the French Literature Course, Department of Letters, international students of College of Law and Politics Global Program of the Department of International Business Law*)

*Students in the PEACE program of the Global Liberal Arts Program, and students in the Global Liberal Arts Program whose application for these Japanese language courses has been approved, are eligible to take them.

1. Curriculum

The table below shows how the Japanese classes taken as compulsory courses are structured according to level. Read the course syllabus for details.

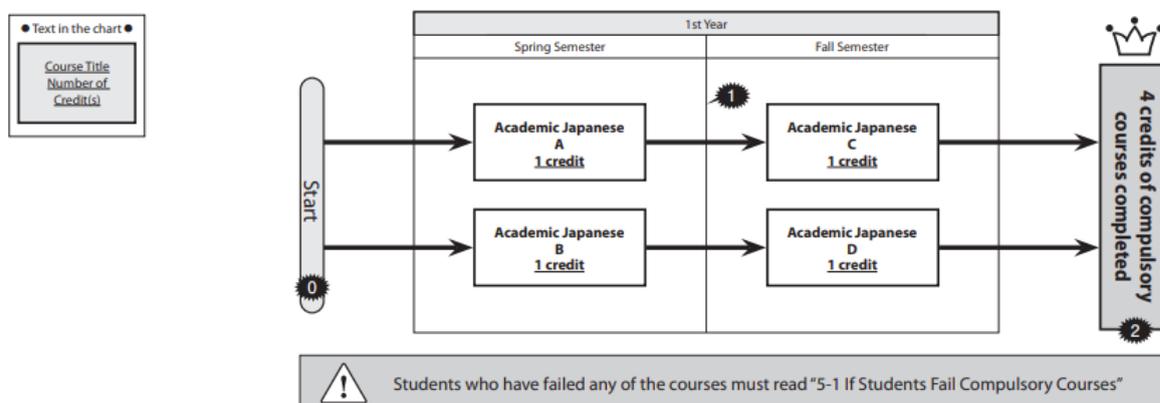
Registration Method	Course Title	Credit(s)	Semester	Assigned year	Course Number
Automatic registration	Academic Japanese A	1	Spring	1	LNJ1010* ¹
	Academic Japanese B	1	Spring	1	
	Academic Japanese C	1	Fall	1	
	Academic Japanese D	1	Fall	1	

*1 Course number LNJ1013 applies to “Academic Japanese” taken by students in the Global Liberal Arts Program.

2. Course Charts



The chart below shows the courses taken in each semester, and the content and credits of these courses.



0 Language selection and spring semester classes for 1st-year students

- Students will be put in classes according to their scores on the Japanese language placement test which take place at the time of School entry. Refer to the R Guide for class announcement dates and confirmation methods.
- The language and classes cannot be changed.

1 About fall semester courses for 1st-year students

- At the start of the fall semester, students study “Academic Japanese C” and “Academic Japanese D” in the classes assigned according to their scores on the Japanese language placement test. Go to the course registration status screen for information about automatically registered classes.

1st-year students who have failed any of the spring semester courses

- 1st-year students who have failed a spring semester course must still take the fall semester course for 1st-year students in the assigned classes.

2 About free elective courses

- Students may take free elective courses while taking the compulsory courses or after completing the credits for the compulsory courses.
- * 1st-year students who enrolled at the University in the fall semester take the fall semester course during their first semester, and the spring semester course during their second semester.

3-2 Japanese (for Peace program students, international students of College of Law and Politics Global Program of the Department of International Business Law*)

* For students in Global Course, Department of International Business Law, college of Law, and Department of Intercultural Communication, college of Intercultural Communication.

1. Curriculum

The table below shows how the Japanese classes taken as compulsory courses are structured. Refer to the course syllabus for details.

*○: Japanese levels 1, 2, or 3 and so on...

<Language A>

Registration Method	Course Title	Credit(s)	Semester	Assigned year	Course Number
Automatic registration	PEACE Japanese○A	1	Spring/Fall	1	LNJ1013
	PEACE Japanese○B	1	Spring/Fall	1	
	PEACE Japanese○C	1	Spring/Fall	1	

<Language B>

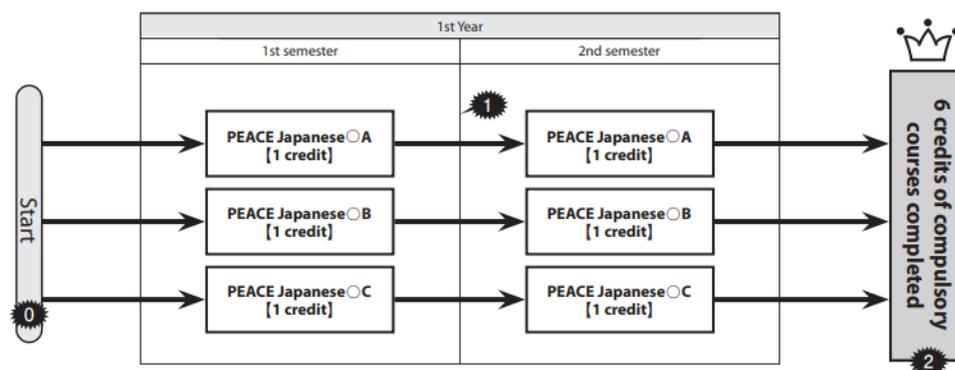
Registration Method	Course Title	Credit(s)	Semester	Assigned year	Course Number
Automatic registration	PEACE Japanese○D	1	Spring/Fall	1	LNJ1013
	PEACE Japanese○E	1	Spring/Fall	1	

2. Course Charts

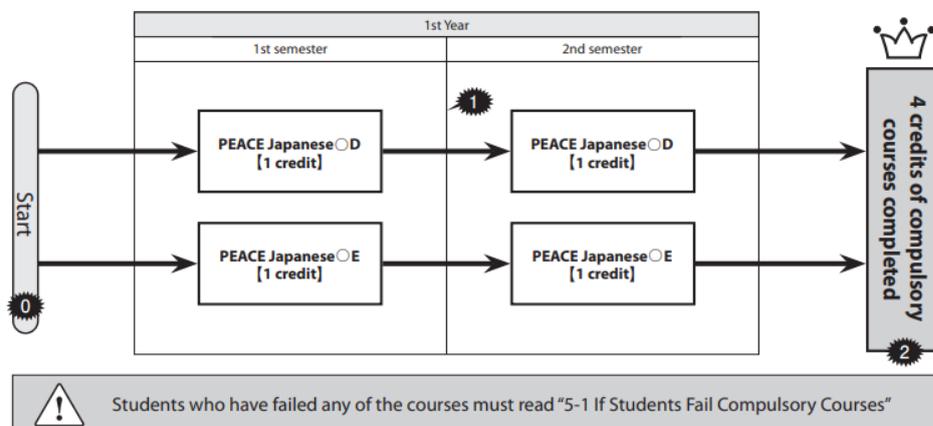
J2

*○: Japanese levels 1, 2, or 3 and so on...

Language A



Language B



0 Language selection and first semester classes for 1st-year students (Fall semester for students entering in the fall semester, Spring semester for students entering in the spring semester)

- Students will be put in classes according to their scores on the Japanese language placement test which take place at the time of School entry. In principle, students take level 1 or 2 classes. Refer to the R Guide for class announcement dates and confirmation methods.
- The classes cannot be changed.

1 About second semester courses for 1st-year students (Fall semester for students entering in the fall semester, Spring semester for students entering in the spring semester)

- At the start of the second semester, students take a class that is a level higher than the class they took in the first semester. Check the course registration status screen for the classes that are automatically registered.

1st-year students who have failed any of the first semester courses

- 1st-year students who have failed a first semester course must still take the second semester course for 1st-year students in the assigned classes

2 About free elective courses

- Students may take free elective courses after completing the credits for the compulsory courses.

3-3 Japanese (for NEXUS program students)

13

- For details about the course of study for NEXUS program students, please refer to the "NEXUS Course Guidebook" distributed to NEXUS program students upon admission.

4 Methods of Earning Credits after the Designated Year or Semester-If Students Fail Compulsory Courses (English)

English 1. Students must choose either of the options below in their 2nd year or later to meet the credit requirements.

- (1) Take the English Credit Approval Test to complete their credits. See **1 English Credit Approval Test.**
- (2) Take English R (the English class for repeaters) to complete their credits. See **2 Taking English R (the English class for repeaters).**



Students who have failed a compulsory English course and wish to take the English Credit Approval Test or "English R" must keep in mind that the number of time is differ, so that the number of credits earned from the test and course differ.

1 English Credit Approval Test

Students may take the English Credit Approval Test to complete their credits for the compulsory English course(s) they have failed. It is held regularly on dates specified by the Center for the University-wide Curriculum.

Students eligible for the test must attend the information session for the English Credit Approval Test. Check the R Guide for details.

If a student has not met the credit requirements because of a leave of absence he or she took, the credits earned from passing the test cannot make up for the unearned credits for the compulsory courses.

1. Eligible students

The following students are eligible to take the English Credit Approval Test:

- (1) Students who have not completed 6 credits for the compulsory English courses.
- (2) Students in their 2nd or later years
- (3) Students who have finished the specified units (Assignments I and II) of Rikkyo English Online (REO) during the designated period.
- (4) Students who have not registered for the "English R" offered in that semester

* Students who take a leave of absence during the semester are not included. If you have taken the test, it will be invalid.

2. About the English Credit Approval Test Schedule

The English Credit Approval Test is held biannually in June and November. The test consists of two parts. Each part presents different questions. Check the R Guide for details.

Note: The test does not require course registration. It does not count toward the maximum number of registered credits specified by Colleges.

Event	Held in June	Held in November
Information Session	Mid-to-late March	Mid-to-late July
Announcement of test date and teaching site	Early April Bulletin board for the University wide liberal arts courses	Early September Bulletin board for the University wide liberal arts courses
Preparation periods *The preparation periods differs between the Colleges.	Assignment I: Early April to early May Assignment II: Mid May to early June	Assignment I: Early September to Early October Assignment II: Early October to late October
Announcement of eligible students	Early June Bulletin board for the University wide liberal arts courses	Early November Bulletin board for the University wide liberal arts courses
Test dates	Mid June English Credit Approval Test A English Credit Approval Test B	Early November English Credit Approval Test C English Credit Approval Test D
Announcement of successful applicants	Early July Bulletin board for the University wide liberal arts courses	Early December Bulletin board for the University wide liberal arts courses
Inclusion in official transcript	Students enrolled and applicants for special graduation: Early September	Students enrolled: Early April Students eligible for graduation: After the graduation ceremony

*The schedule in the table above shows the schedule for the year of admission. Be sure to check the R Guide for details on the schedule for the English Credit Approval Test.

3.Credits and grades

Students earn 1 credit per test they have successfully passed. The test does not correspond to a specific course. Students may take the two English Credit Approval Tests in each semester (1 credit per test, 2 credits in total) held on the same day, regardless of the number of remaining credits they must complete. However, note that students may earn only the remaining credits needed to meet the credit requirements by passing the test. The course title shown on the students' results reference screens and certificates after they pass the test will be "English Credit Approval Test A/B/C/D (1 credit)" ("A/B/C/D," indicates which test was taken). The grade awarded will be "C."

4.Eligibility Requirements for the English Credit Approval Test

To ensure eligibility for the English Credit Approval Test, students must finish the specified units (Assignments I and II) in the course materials uploaded to Rikkyo English Online (REO) by the given deadlines.

Two preparation periods per semester are scheduled for the test. Students who completed all units of the assignments by the specified dates will be eligible to take the test. Check the REO page for the specified units and the assignment completion deadlines at the beginning of the semester.

5.Procedures for Taking the Test

Students who wish to take the test must present their student ID card at the testing site on the test

date. Check the bulletin board for the University-wide Liberal Arts Courses for the date, time, and testing site.

6. Test Format

Reading and listening test to evaluate students' overall skills, including grammar and vocabulary. Students answer in mark sheet form. The test is not open-book.

The questions in the test are based on the units specified in the "Super English" course materials uploaded on REO. (See 4. Eligibility Requirements for the English Credit Approval Test for details.)

7. Instructions on Taking the Test

- (1) On the test date, be sure to bring your student ID card, an HB pencil, an eraser, and a pen (a ball-point pen will also do).
- (2) Arrive on time. Students who arrive within 15 minutes after the test begins must receive permission from the proctor to enter the room. Note that a student who arrives up to 30 minutes late after the test begins may be admitted if the tardiness is due to the late arrival of transportation and the student presents a train delay certificate issued by the transit company.
- (3) A temporary student ID card will be issued for students who have forgotten to bring their IDs on the test date. Request one and pay 500 yen at the Academic Affairs Office on campus. Allow enough time for temporary ID issue before the test begins.

8. Makeup exam

No make-up exam is given for the English Credit Approval Test.

9. Cheating

- (1) 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.
- (2) If an act regarded as cheating is discovered during an exam, the proctor and the Center for University-wide Curriculum will give the student who occur the cheating the following instructions, stopping the exam, waiting on the seat and/or exiting from the exam room. The student who occurs the cheating must abide the instructions.
- (3) Students who cheat during the English Credit Approval Test will lose their eligibility to take any subsequent written exams in the relevant exam period (For exams held in June: until spring semester final exams finish/ For exams held in November: until fall semester final and academic year final exams finish) including any exams held on that same day, and will receive a failing grade for written exams in all courses.
- (4) If students cheat during Regular Exam period of the spring semester final exam, they will

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

- (5) The grades of students who have cheated during regular exam period will stand as earned for the “In-class points” evaluated courses. In case of Oral Exams, they will stand only held the oral exams before the certification of the cheating. In case of Report Exams, they will stand only submitted them on the specified website before the time when the exam of the course in which the cheating occurred.
- (6) The University shall discipline students who occur the cheating at the Regular exam according to the article 56 of University Regulations.
- (7) The University may use three types of disciplinary measures: reprimands, suspensions and dismissals according to the article 56-2 of University Regulations.
- (8) The discipline of the students who occur cheating shall be made by the president with, in turn, the Faculty Meeting to which the student belongs according to the article 57 of University Regulations.

2 Taking English R (the English class for repeaters)

Students may take “English R” (the English class for repeaters) to complete the credits for compulsory English courses. The objective of English R is to help students acquire basic English skills. Students may take this class only once, and will earn 1 credit by completing the course. Note that students taking English R are not eligible to take the English Credit Approval Test given in the same semester.

1. Eligible students

Students who meet all of the following criteria are eligible to take the English Credit Approval Test:

- (1) Students who have not completed 6 credits of compulsory English courses
- (2) Students in their 2nd or later years
- (3) Students who attended the information session.

2. Overview of Procedure and Schedule

Check the R Guide for the information session, course registration, the announcement of the result and other related information.

3. Instructions for taking English R

- (1) Course registration and permission

Students who wish to take English R must attend the information session. Please check the R Guide

for detailed information. Forms submitted after the deadline will not be accepted.

(2) Performance evaluation method and criteria

See the course syllabus.

(3) Credits and grades

Note that students taking “English R” are not eligible to take the English Credit Approval Test given in the same semester. “English R” can be taken only once, and thus the maximum number of English course credits that can be earned when English R is taken is 1. The course title shown on the students’ grades reference screens and certificates after they successfully complete the course will be “English R (1 credit).” The grade received will be “C.” Students who need to complete 2 or more credits must take the English Credit Approval Test during the next semester or thereafter to meet the credit requirements.

(4) Retaking

Students who have already received credit for “English R” may not take this class again.

(5) Maximum number of registered credits

Registration for “English R” is classified as “Other registration,” and the credits for the course count toward the maximum number of registered credits.

(6) Registration cancellation and change of class

Registration for “English R” may not be canceled and students’ classes may not be changed under any circumstances.

5-1 Methods of Earning Credits after the Designated Year or Semester-If Students Fail Compulsory Courses (German, French, Spanish, Chinese, Korean, Russian, Japanese)

If students have failed in German, French, Spanish, Chinese, Korean, Russian, or Japanese course, they must repeat the course in the designated class of the failed course to complete the unearned credits. Note the following:

- Before the start of classes, the student's class to be repeated and the instructor are announced on the course registration status screen.
- The table below shows the courses that may be repeated in each semester. For details of how to take the courses, refer to the repeated course chart symbols **X1** to **X8**.
- If students have failed in 1st year spring semester courses and applied the compulsory course withdrawal system in the fall semester of the first year, they must sequentially take the classes for repeaters during or after the spring semester of the second year, as described in **X1** to **X4**. For the compulsory course withdrawal system, refer to 2 Special measures for Compulsory Courses, 4. Compulsory course withdrawal system for German, French, Spanish, Chinese, Korean, and Russian.”

Language B *Except students in the Course in German Literature or Course in French Literature of the Department of Letters, College of Arts

Year and Semester Course	1st Year		2nd Year		3rd Year		4th Year		Students who have failed (Repeated course chart symbol)
	Spring Semester	Fall Semester							
[Language] 1	⊙	×	●	●	●	●	●	●	X1
[Language] A	⊙	×	●	●	●	●	●	●	X2
[Language] 2*	×	⊙	●	●	●	●	●	●	X3
[Language] B*	×	⊙	●	●	●	●	●	●	X4

⊙ : Assigned year/semester ● : Class for repeaters is specified and automatically registered
 × : Not offered

***Students who have failed in [Language] 1 in addition to [Language] 2 must pass the class for repeaters for [Language] 1 to repeat the class for repeaters for [Language] 2.**

***Students who have failed in [Language] A in addition to [Language] B must pass the class for repeaters for [Language] A to repeat the class for repeaters for [Language] B.**

Students will receive a grade of “Pass” if they pass the class they repeat.

Language B * Students in the Course in German Literature or Course in French Literature of the Department of Letters, College of Arts

Year and Semester Course	1st Year		2nd Year		3rd Year		4th Year		Students who have failed (Repeated course chart symbol)
	Spring Semester	Fall Semester							
[Language] 1	○	×	●	×	●	×	●	×	X5
[Language] A	○	×	●	×	●	×	●	×	
[Language] 2*	×	○	×	●	×	●	×	●	X6
[Language] B*	×	○	×	●	×	●	×	●	

○ : Assigned year/semester ● : Class for repeaters is specified and automatically registered
 × : Not offered

***Students cannot take [Language] 2 unless they pass [Language] 1.**
***Students cannot take [Language] B unless they pass [Language] A.**

Japanese

Year and Semester Course	1st Year		2nd Year		3rd Year		4th Year		Students who have failed (Repeated course chart symbol)
	Spring Semester	Fall Semester							
Academic Japanese A	○	×	●	×	●	×	●	×	X7
Academic Japanese B	○	×	●	×	●	×	●	×	
Academic Japanese C	×	○	×	●	×	●	×	●	
Academic Japanese D	×	○	×	●	×	●	×	●	

○ : Assigned year/semester ● : Class for repeaters is specified and automatically registered
 × : Not offered

***Regardless of whether passing or failing "Academic Japanese A or B", students can take "Academic Japanese C and D".**

PEACE

Year and Semester Course	1st Year to 4th Year		Students who have failed (Repeated course chart symbol)
	Fall semester*	Spring semester*	
PEACE Japanese ○ A	○	●	X8
PEACE Japanese ○ B	○	●	
PEACE Japanese ○ C	○	●	
PEACE Japanese ○ D	○	●	
PEACE Japanese ○ E	○	●	

*For students enrolled in April, the fall semester is replaced with the spring semester, and the spring semester with the fall semester.

*○ : Japanese level (e.g., 1, 2, 3...)

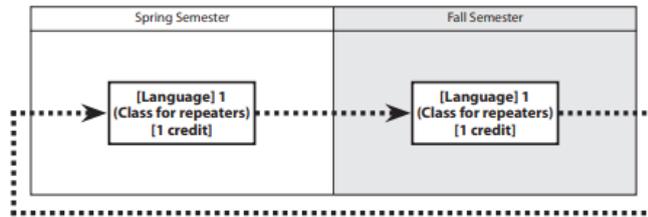
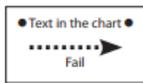
○ : Assigned year/semester

● : Class for repeaters is specified and automatically registered

× : Not offered

X1 Students who have failed in "[Language] 1"

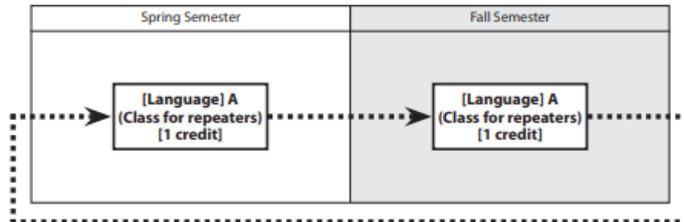
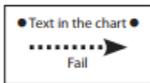
*Except for students in the Course in German Literature or Course in French Literature of the Department of Letters, College of Arts, and all students taking Japanese.



- Students who have failed in “[Language] 1” must repeat the course in a class for repeaters in the spring semester of their 2nd year or thereafter. If they fail again, they must repeat the course again in the same manner in the following semester.
- “[Language] 1” in a class for repeaters is an online class. For how to take the class, check the syllabus before the class starts.
- The class which students must repeat is specified and automatically registered. Check the course registration status screen before the class starts.

X2 Students who have failed in “[Language] A”

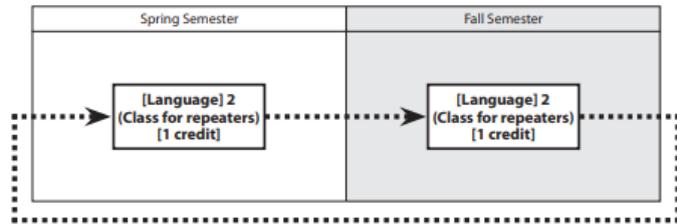
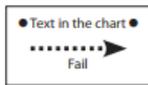
*Except for students in the Course in German Literature or Course in French Literature of the Department of Letters, College of Arts, and all students taking Japanese.



- Students who have failed in “[Language] A” must repeat the course in a class for repeaters in the spring semester of their 2nd year or thereafter. If they fail again, they must repeat the course again in the same manner in the following semester.
- “[Language] A” in a class for repeaters is an on-demand class. For how to take the class, check the syllabus before the class starts.
- The class which students must repeat is specified and automatically registered. Check the course registration status screen before the class starts.

X3 Students who have failed in “[Language] 2”

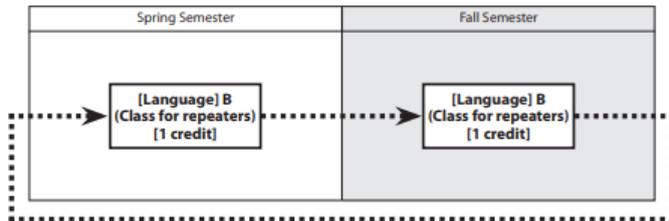
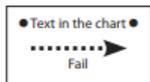
*Except for students in the Course in German Literature or Course in French Literature of the Department of Letters, College of Arts, and all students taking Japanese.



- Students who have failed in “[Language] 2” must repeat the course in a class for repeaters in the spring semester of their 2nd year or thereafter. If they fail again, they must repeat the course again in the same manner in the following semester. However, if students also fail in “[Language] 1”, they cannot take “[Language] 2” until they pass “[Language] 1”.
- “[Language] 2” in a class for repeaters is an online class. For how to take the class, check the syllabus before the class starts.
- The class which students must repeat is specified and automatically registered. Check the course registration status screen before the class starts.

X4 Students who have failed in “[Language] B”

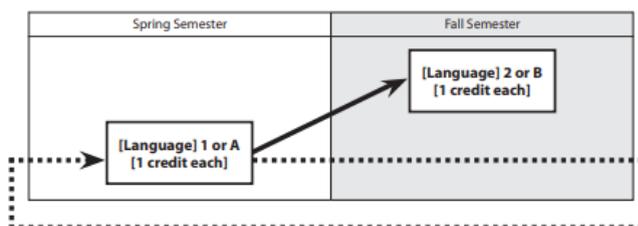
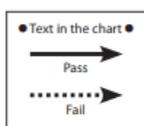
*Except for students in the Course in German Literature or Course in French Literature of the Department of Letters, College of Arts, and all students taking Japanese.



- Students who have failed in “[Language] B” must repeat the course in a class for repeaters in the spring semester of their 2nd year or thereafter. If they fail again, they must repeat the course again in the same manner in the following semester. However, if students also fail in “[Language] A”, they cannot take “[Language] B” until they pass “[Language] A”.
- “[Language] B” in a class for repeaters is an on-demand class. For how to take the class, check the syllabus before the class starts.
- The classes which students must repeat are specified and automatically registered. Check the course registration status screen before the class starts.

X5 Students who have failed in “[Language] 1” or “[Language] A”

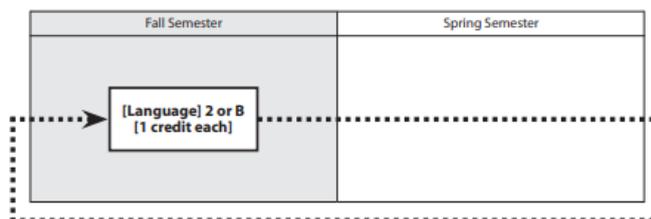
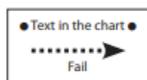
Students in the Course in German Literature or Course in French Literature of the Department of Letters, College of Arts



- Students who have failed in “[Language] 1” must repeat the course offered for 1st year students in the spring semester of the following academic year. If they fail again, they must repeat the course in the same manner. They cannot take “[Language] 2” offered in the fall semester until they pass it.
- Students who have failed in “[Language] A” must repeat the course offered for 1st year students in the spring semester of the following academic year. If they fail again, they must repeat the course in the same manner. They cannot take “[Language] B” offered in the fall semester until they pass it.
- The class which students must repeat is specified and automatically registered. Check the course registration status screen before the class starts.

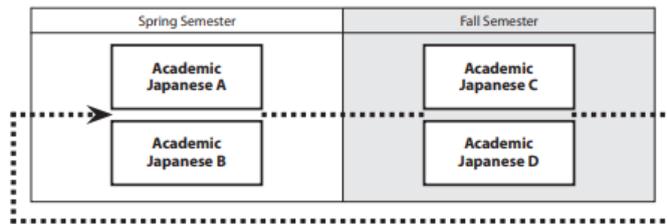
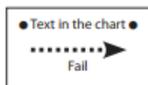
X6 Students who have failed in “[Language] 2” or “[Language] B”

Students in the Course in German Literature or Course in French Literature of the Department of Letters, College of Arts



- Students who have failed in “[Language] 2” must repeat the course offered for 1st year students in the fall semester of the following academic year. If they fail again, they must repeat the course in the same manner.
- Students who have failed in “[Language] B” must repeat the course offered for 1st year students in the fall semester of the following academic year. If they fail again, they must repeat the course in the same manner.
- The class which students must repeat is specified and automatically registered. Check the course registration status screen before the class starts.

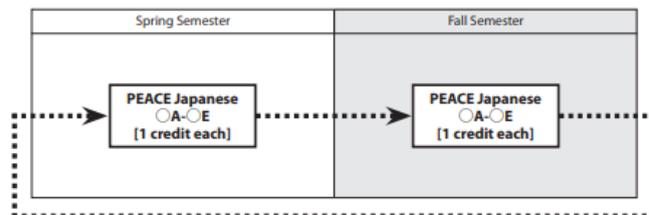
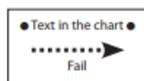
X7 Students who have failed in “Academic Japanese”



- Students who have failed in “Academic Japanese A” must repeat the course offered for 1st year students in the spring semester of the following academic year. Students who have failed in “Academic Japanese B” must repeat the course offered for 1st year students in the spring semester of the following academic year. If students fail in “Academic Japanese A” or “Academic Japanese B” again, they must repeat the course in the same manner. Regardless of whether passing or failing, students can take “Academic Japanese C” and “Academic Japanese D” in the fall semester.
- Students who have failed in “Academic Japanese C” must repeat the course offered for 1st year students in the fall semester of the following academic year. Students who have failed in “Academic Japanese D” must repeat the course offered for 1st year students in the fall semester of the following academic year. If students fail in “Academic Japanese C” or “Academic Japanese D” again, they must repeat the course in the same manner.
- The class which students must repeat is specified and automatically registered. Check the course registration status screen before the class starts.

X8 Students who have failed in “PEACE Japanese ○A – ○E”

*○: Japanese level (e.g., 1, 2, 3...)



- If students fail in “PEACE Japanese ○A”, they must retake “PEACE Japanese ○A” of the same level in the following semester. If students fail in “PEACE Japanese ○B”, they must retake “PEACE Japanese ○B” of the same level in the following semester. If students fail in “PEACE Japanese ○C”, they must retake “PEACE Japanese ○C” of the same level in the following semester. If students fail in “PEACE Japanese ○D”, they must retake “PEACE Japanese ○D” of the same level in the following semester. If students fail in “PEACE Japanese ○E”, they must retake “PEACE Japanese ○E” of the same level in the following semester. If students fail in any of these courses, they must repeat the course of the same level in the following semester. They cannot take the course one level higher until they pass the current level.
- The class which students must repeat is specified and automatically registered. Check the course registration status screen before the class starts.

5-2 Methods of Earning Credits after the Designated Year or Semester—If Students Fail to Complete Compulsory Courses (*) (German, French, Spanish, Chinese, Korean, Russian, Japanese)

*Incomplete: Indicates that the student has not completed compulsory courses in the assigned year due to a leave of absence.

1. German, French, Spanish, Chinese, Korean, Russian

***Except students in the Course in German Literature or Course in French Literature of the Department of Letters, College of Arts**

- If students take a leave of absence in the spring semester of the first year and fail to complete “[Language] 1” and “[Language] A”, “[Language] 2” and “[Language] B” will not be registered in the fall semester of the first year. Students must take “[Language] 1” and “[Language] A” offered for 1st year students in the spring semester of the second year, and “[Language] 2” and “[Language] B” offered for 1st year students in the fall semester of the second year. If students continue to take a leave of absence after the second year and fail to complete the courses, the courses will be carried over to the following academic year. If students take “[Language] 1” and “[Language] A” offered for 1st year students in the spring semester of the second year or later as those who have failed to complete the courses, but fail in both courses, they can apply for the compulsory course withdrawal system. For the details, refer to “2 Special measures for Compulsory Courses, 4. Compulsory course withdrawal system for German, French, Spanish, Chinese, Korean, and Russian.”
- If students take a leave of absence only in the fall semester of the first year and fail to complete “[Language] 2” and “[Language] B”, they must take “[Language] 2” and “[Language] B” offered for 1st year students during the fall semester of the second year. If students continue to take a leave of absence after the second year and fail to complete the courses, the courses will be carried over to the following academic year.
- The classes which students must take are specified and automatically registered. Check the course registration status screen before the class starts.

2. Students in the Course in German Literature or Course in French Literature of the Department of Letters, College of Arts

- If students take a leave of absence in the spring semester of the first year and fail to complete “[Language] 1” and “[Language] A”, “[Language] 2” and “[Language] B” will not be registered in the fall semester of the first year. Students must take “[Language] 1” and “[Language] A” offered for 1st year students in the spring semester of the second year, and “[Language] 2” and “[Language] B” offered for 1st year students in the fall semester of the second year. If students continue to take a leave of absence after the second year and fail to complete the courses, the courses will be carried over to the following academic year.
- If students take a leave of absence only in the fall semester of the first year and fail to complete

“[Language] 2” and “[Language] B”, they must take “[Language] 2” and “[Language] B” offered for 1st year students during the fall semester of the second year. If students continue to take a leave of absence after the second year and fail to complete the courses, the courses will be carried over to the following academic year.

- The classes which students must take are specified and automatically registered. Check the course registration status screen before the class starts.

3. Japanese (Academic Japanese)

- If students take a leave of absence in the spring semester of the first year and fail to complete “Academic Japanese A” and “Academic Japanese B”, they must take “Academic Japanese A” and “Academic Japanese B” offered for 1st year students in the spring semester of the second year. If students continue to take a leave of absence after the second year and fail to complete the courses, the courses will be carried over to the following academic year.
- If students take a leave of absence in the fall semester of the first year and fail to complete “Academic Japanese C” and “Academic Japanese D”, they must take “Academic Japanese C” and “Academic Japanese D” offered for 1st year students in the fall semester of the second year. If students continue to take a leave of absence after the second year and fail to complete the courses, the courses will be carried over to the following academic year.
- The classes which students must take are specified and automatically registered. Check the course registration status screen before the class starts.

4. Japanese (PEACE Japanese)

- If students take a leave of absence in the first semester of the first year and fail to complete “PEACE Japanese A – E”, they must take “PEACE Japanese A – E” in the following semester at the level that they planned to take in the first semester. In the following semester, they must take “PEACE Japanese A – E” at one level higher.
- The classes which students must take are specified and automatically registered. Check the course registration status screen before the class starts.

Free Elective Courses

For first year students enrolled in AY2024 and thereafter

1 Instructions for Taking Free Elective Courses

1. Taking free elective courses

Some free elective courses specify course prerequisites or accept only selected students. Read the “List of Courses” in the R Guide carefully when planning which courses to take. Since it is not allowed to cancel the course, make sure to confirm the level of each course before making a course plan.

2. Retaking the same course

Students may register only one of the same courses in one semester. They may repeat the course in different semesters. In such a case, students receive credits for the course only once. That is, only the credits for the course first taken count toward the credits required for graduation, provided that it has been completed according to the regulations of the student’s College.

“The same course” means a course with the same title (including the number and the name of in parentheses) and credits as those of the course taken before. Hence, courses with partially different titles are not considered the same, even if they are conducted by the same instructor. This means that courses with the same title are considered the same even if their instructors and what they cover are different.

e.g. “CLIL Seminars: History” (Instructor A) and “CLIL Seminars: Art” (Instructor A) are different courses. “Comprehensive German 1” (Instructor A) and “Comprehensive German 2” (Instructor A) are different courses. “Seminars in French 1” (Instructor A) and “Seminars in French 1” (Instructor B) are the same course.

3. Credits for the completion of free elective courses

(1) Credits obtained through completion of free elective language courses do not count as credits for compulsory Language A or B.

(2) Credits completed in accordance with the rules about retaking a course count toward credits required for graduation, provided that they have been completed according to the regulations of the student’s College.

(3) Studying abroad approval courses are follows, and counted to Free Elective Courses.

English

- Courses Taken Abroad (English Elective ●)” (● stands for credits)

German, French, Spanish, Chinese, Korean, Russian, Portuguese, Indonesian, Thai, Tagalog, and Vietnamese

- “Courses Taken Abroad (~ Elective P●)” (~ stands for language, ● stands for credits)

(4) The Rikkyo Minor Program

The completion of the Rikkyo Minor Program is recognized based on the application of

students who have taken the language course designated in each course and theme and acquired the prescribed number of credits or more. For more information, refer to the section “IX. Rikkyo Minor Program.”

4. Score Requirements for registering free elective language courses

For details, check the list of university-wide liberal arts courses in the R Guide.

5. Prerequisite regulations

In general, there are no prerequisite subject* for free elective language courses. However, there are prerequisite subjects for Japanese Sign Language courses, so those who wish to take these courses should check the course list in the R Guide for details.

* Prerequisite subject is a course that requires students to earn credits in advance to take the course.

2 English

1. Curriculum

Free Elective Language Courses (English)			*The number in parentheses after the compulsory course titles show the number of credits. All free elective courses are 2 credits per course.
Year / Semester	1st Year Spring Semester	1st Year Fall Semester	2nd - 4th Year
Compulsory Courses	English Discussion (1) English Reading & Writing 1 (1) English e-learning (1) or Advanced English 1 (2)	English Debate (1) English Reading & Writing 2 (1) English Presentation (1) or Advanced English 2 (2)	
Free Elective Courses	Global Communication Category		
	Study Abroad Preparation Courses		
	[Recommended level: CEFR A2 or higher] Overseas Cultural Studies Course [Recommended level: CEFR A2 or equivalent] Study Abroad Preparation: TOEFL 1 (Basic), Study Abroad Preparation: IELTS 1 (Basic), Intercultural Studies [Recommended level: CEFR B1 or equivalent] Study Abroad Preparation: TOEFL 2 (Intermediate), Study Abroad Preparation: IELTS 2 (Intermediate) [Recommended level: CEFR B2 or equivalent] Study Abroad Preparation: TOEFL 3 (Advanced), Study Abroad Preparation: IELTS 3 (Advanced)		
	Skills Courses		
	Cannot be taken in the spring semester of the first year	[Recommended level: CEFR A2 or equivalent] Reading for Pleasure, Current News through English Media, Multimodal Communication in English, Self-directed and Reflective Language Learning [Recommended level: CEFR B1 or equivalent] Academic Communication	
	Global Studies Category		
	Liberal Arts Courses		
	Cannot be taken in the spring semester of the first year	[Recommended level: CEFR B1 or equivalent] Introduction to Global Studies A/B/C: ○○ [Recommended level: CEFR B2 or equivalent] CLIL Seminars: ○○	
	Global Career Category		
	Career Preparation Courses		
Cannot be taken in the first year		[Recommended level: CEFR B1 or equivalent] Communication for Global Business, Collaborative Business Projects	

* Approximations of basic scores for English qualification or certification examinations corresponding to each CEFR level are as follows:
 • Equivalent to CEFR A2: EIKEN Grade Pre-2 or 2, GTEC scores 690-959, TOEFL iBT scores less than 42, IELTS less than 4.0
 • Equivalent to CEFR B1: EIKEN Grade 2 or Pre-1, GTEC scores 960-1189, TOEFL iBT scores 42-71, IELTS 4.0-5.0
 • Equivalent to CEFR B2: EIKEN Grade Pre-1 or 1, GTEC scores 1190-1349, TOEFL iBT scores 72-94, IELTS 5.5-6.5

2. English language proficiency test

Students enrolled at the University in the year are eligible to take the English proficiency test. The score can be used to check one’s English level when they apply for the free elective language courses. Additional details will be announced in the R Guide.

3 German, French, Spanish, Chinese, Korean, Russian

1. Curriculum

Free Elective Courses (German, French, Spanish, Chinese, Korean)		*The number in parentheses after the course title show the number of credits. ○ is the number. Replace "[Language]" with "German," "French," "Spanish," "Chinese," or "Korean," respectively.	
1st Year Spring Semester	1st Year Fall Semester	(2nd Year -) Spring Semester *1	(2nd Year -) Fall Semester *1
Free Elective Courses			
Study Abroad Preparation Courses			
<ul style="list-style-type: none"> • Overseas [Language] Language and Cultural Studies Course (Spring Semester) (2) (Intensive) • Overseas [Language] Language and Cultural Studies Course (Fall Semester) (2) (Intensive) • Comprehensive [Language] ○ (2) 			
Compulsory Language B		Project Courses	
<ul style="list-style-type: none"> • [Language] 1 (1) • [Language] A (1) 	<ul style="list-style-type: none"> • [Language] 2 (1) • [Language] B (1) 	<ul style="list-style-type: none"> • Seminars in [Language] ○ (2) 	<ul style="list-style-type: none"> • Introductory [Language] (2) *2
		Career Courses	
		<ul style="list-style-type: none"> • Career [Language] ○ (2) 	<ul style="list-style-type: none"> • [Language] Training ○ (2)
		Academic Courses	
		<ul style="list-style-type: none"> • Academic [Language] ○ (2) 	<ul style="list-style-type: none"> • [Language] CLIL Seminars ○ (2)

*1 If a student is granted a waiver for a compulsory course, they may be able to take the course from their first year. Follow the instructions of the Academic Affairs Office.

*2 Introductory courses for students who wish to study a third or fourth language

Free Elective Courses (Russian)		*The number in parentheses after the course title show the number of units.	
1st Year Spring Semester	1st Year Fall Semester	(2nd Year -) Spring Semester *1	(2nd Year -) Fall Semester *1
Free Elective Courses			
Study Abroad Preparation Courses			
<ul style="list-style-type: none"> • Comprehensive Russian ○ (2) 			
Compulsory Language B		Project Courses	
<ul style="list-style-type: none"> • Russian 1 (1) • Russian A (1) 	<ul style="list-style-type: none"> • Russian 2 (1) • Russian B (1) 	<ul style="list-style-type: none"> • Seminars in Russian ○ (2) 	<ul style="list-style-type: none"> • Introductory Russian (2) *2

*1 If a student is granted a waiver for a compulsory course, they may be able to take the course from their first year. Follow the instructions of the Academic Affairs Office.

*2 Introductory courses for students who wish to study a third or fourth language

2. Taking courses in students' native language

With the exception of a few courses*, native speakers are not allowed to take the courses, and cannot be expected to earn credits. Language Program determines whether or not you are a native speaker. If you are not sure whether you are a native speaker of the language you wish to take, please contact the Academic Affairs Office. Please refer to the R Guide for more information.

*“ ~CLIL Seminars ○ ” will be open to native speakers.

4 Japanese

This applies to students admitted through Entrance Exam for International Students. Please refer to R Guide for details about the courses.

5 Japanese Sign Language, Portuguese, Indonesian, Thai, Tagalog, Vietnamese

For students who wish to learn third and fourth languages, introductory courses in languages other than those offered as compulsory courses are also available. Students can continue learning Japanese Sign Language or Portuguese after acquiring an elementary level.

6 List of Free Elective Courses

Following course list is as April of the year of admission. Please check the R Guide for the latest course

list which includes the instructor, semester, semester of dividend, and registration method.

Course Title	Credit(s)	Course Title	Credit(s)	Course Title	Credit(s)
English					
Reading for Pleasure	2	CLIL Seminars: International Relations and Politics	2	CLIL Seminars: Language Learning	2
Current News through English Media	2	CLIL Seminars: Globalization and Business	2	Communication for Global Business	2
Multimodal Communication in English	2	CLIL Seminars: Advertising and the Media	2	Collaborative Business Projects	2
Self-directed and Reflective Language Learning	2	CLIL Seminars: History	2	Overseas Cultural Studies Course	2
Academic Communication	2	CLIL Seminars: Art	2	Victoria ESL (summer) 2	2
Intercultural Studies	2	CLIL Seminars: Movies	2	Victoria ESL (spring) 2	2
Study Abroad Preparation: TOEFL 1 (Basic)	2	CLIL Seminars: SDGS	2	Hawaii ESL (summer) 1	1
Study Abroad Preparation: TOEFL 2 (Intermediate)	2	CLIL Seminars: Ecology	2	Hawaii ESL (spring) 1	1
Study Abroad Preparation: TOEFL 3 (Advanced)	2	CLIL Seminars: Intercultural Communication	2	Dublin ESL (summer) 3	3
Study Abroad Preparation: IELTS 1 (Basic)	2	CLIL Seminars: Tourism	2	Dublin ESL (spring) 3	3
Study Abroad Preparation: IELTS 2 (Intermediate)	2	CLIL Seminars: Health and Wellness	2	Griffith ESL (spring) 3	3
Study Abroad Preparation: IELTS 3 (Advanced)	2	CLIL Seminars: Gender Issues	2	Short-term English Program	1
Introduction to Global Studies A: Humanities	2	CLIL Seminars: Japanology	2		
Introduction to Global Studies B: Social Science	2	CLIL Seminars: Psychology	2		
Introduction to Global Studies C: Natural Science	2	CLIL Seminars: Literature	2		
German					
Comprehensive German 1	2	Seminars in German 4	2	German Training 3	2
Comprehensive German 2	2	Seminars in German 5	2	German Training 4	2
Comprehensive German 3	2	Seminars in German 6	2	Academic German 1	2
Comprehensive German 4	2	Introductory German	2	Academic German 2	2
Comprehensive German 5	2	Career German 1	2	Academic German 3	2
Comprehensive German 6	2	Career German 2	2	Academic German 4	2
Comprehensive German 7	2	Career German 3	2	German CLIL Seminars 1	2
Seminars in German 1	2	Career German 4	2	German CLIL Seminars 2	2
Seminars in German 2	2	German Training 1	2	Overseas German Language and Cultural Studies Course (Spring Semester)	2
Seminars in German 3	2	German Training 2	2	Overseas German Language and Cultural Studies Course (Fall Semester)	2
French					
Comprehensive French 1	2	Comprehensive French 11	2	Career French 3	2
Comprehensive French 2	2	Seminars in French 1	2	French Training 1	2
Comprehensive French 3	2	Seminars in French 2	2	Academic French 1	2
Comprehensive French 4	2	Seminars in French 3	2	French CLIL Seminars 1	2
Comprehensive French 5	2	Seminars in French 4	2	French CLIL Seminars 2	2
Comprehensive French 6	2	Seminars in French 5	2	Advanced French Writing 1 (Upper	2

				Level)	
Comprehensive French 7	2	Seminars in French 6	2	Advanced French Writing 2 (Upper Level)	2
Comprehensive French 8	2	Introductory French	2	Overseas French Language and Cultural Studies Course (Fall Semester)	2
Comprehensive French 9	2	Career French 1	2		
Comprehensive French 10	2	Career French 2	2		
Spanish					
Comprehensive Spanish 1	2	Seminars in Spanish 3	2	Spanish Training 1	2
Comprehensive Spanish 2	2	Seminars in Spanish 4	2	Spanish Training 2	2
Comprehensive Spanish 3	2	Seminars in Spanish 5	2	Spanish Training 3	2
Comprehensive Spanish 4	2	Seminars in Spanish 6	2	Academic Spanish 1	2
Comprehensive Spanish 5	2	Seminars in Spanish 7	2	Academic Spanish 2	2
Comprehensive Spanish 6	2	Introductory Spanish	2	Spanish CLIL Seminars	2
Seminars in Spanish 1	2	Career Spanish 1	2	Overseas Spanish Language and Cultural Studies Course (Fall Semester)	2
Seminars in Spanish 2	2	Career Spanish 2	2		
Chinese					
Comprehensive Chinese 1	2	Career Chinese 2	2	Advanced Chinese Communication 1 (Upper Level)	2
Comprehensive Chinese 2	2	Career Chinese 3	2	Advanced Chinese Communication 2 (Upper Level)	2
Comprehensive Chinese 3	2	Chinese Training 1	2	Advanced Chinese Writing 1 (Upper Level)	2
Seminars in Chinese 1	2	Chinese Training 2	2	Advanced Chinese Writing 2 (Upper Level)	2
Seminars in Chinese 2	2	Chinese Training 3	2	Advanced Chinese Listening & Reading 1 (Upper Level)	2
Seminars in Chinese 3	2	Academic Chinese 1	2	Advanced Chinese Listening & Reading 2 (Upper Level)	2
Seminars in Chinese 4	2	Academic Chinese 2	2	Overseas Chinese Language and Cultural Studies Course (Spring Semester)	2
Introductory Chinese	2	Chinese CLIL Seminars 1	2	Overseas Chinese Language and Cultural Studies Course (Fall Semester)	2
Career Chinese 1	2	Chinese CLIL Seminars 2	2		
Korean					
Comprehensive Korean 1	2	Seminars in Korean 4	2	Academic Korean 2	2
Comprehensive Korean 2	2	Introductory Korean	2	Korean CLIL Seminars 1	2
Comprehensive Korean 3	2	Career Korean 1	2	Korean CLIL Seminars 2	2
Comprehensive Korean 4	2	Career Korean 2	2	Advanced Korean 1 (Upper Level)	2
Seminars in Korean 1	2	Career Korean 3	2	Advanced Korean 2 (Upper Level)	2
Seminars in Korean 2	2	Career Korean 4	2	Overseas Korean Language and Cultural Studies Course (Spring Semester)	2
Seminars in Korean 3	2	Academic Korean 1	2		

Russian					
Comprehensive Russian 1	2	Comprehensive Russian 4	2	Seminars in Russian 1	2
Comprehensive Russian 2	2	Comprehensive Russian 5	2	Seminars in Russian 2	2
Comprehensive Russian 3	2	Introductory Russian	2	Seminars in Russian 3	2
Japanese					
Japanese Society and Culture A	2	Language and Society in Japan B	2	Japanese for Careers B	2
Japanese Society and Culture B	2	Academic Japanese: Reading Research Papers	2	Business Japanese: Listening and Discussion A	2
Japanese Society and Culture C	2	Academic Japanese: Writing Research Papers	2	Business Japanese: Listening and Discussion B	2
Language and Society in Japan A	2	Japanese for Careers A	2	Business Japanese: Reading and Writing	2
Japanese Sign Language					
Elementary Japanese Sign Language 1	2	Intermediate Japanese Sign Language 1	2		
Elementary Japanese Sign Language 2	2	Intermediate Japanese Sign Language 2	2		
Portuguese (Brazil)					
Portuguese (Brazil) 1	2	Portuguese (Brazil) 2	2		
Indonesian					
Introductory Indonesian	2				
Thai					
Introductory Thai	2				
Tagalog					
Introductory Tagalog	2				
Vietnamese					
Introductory Vietnamese	2				

Course Regulations, Policies and Procedure of the Department

English Language Teacher Training Program and Other Training Programs Course

Regulations for Enrollees in 2024 and After (General and TBP)

Regulations for Enrollees in 2024 and After (DLP)

Regulations for Enrollees in 2022 and After (ICGL)

English Language Teacher Training Program and Other Training Programs

For first year students enrolled in AY2016 and thereafter

1 English Language Teacher Training

1. Obtaining an English Language Teacher Teaching Certificate

An English Language Teacher Teaching Certificate must be obtained in order to be a junior or senior high school English language teacher. Students intending to obtain an English Language Teacher Teaching Certificate should register for Certification Courses (a registration fee is required) and take the prescribed credits. Students may register for Certification Courses in the second year and after, but, in principle, it is preferable to register in the first year because 海外留学研修 (Overseas Study Program) A/B/C is taken in the fall semester of the second year. Students should ensure that they check the course guidebook on Certification Courses for details on how to obtain an English Language Teacher Teaching Certificate and the curriculum.

2. Courses for Teaching Subjects and Teaching Method for Enrollees in 2019 and After

To obtain a teaching certificate, students must take the prescribed credits from Teacher Training Courses, Courses for Teaching Subjects and Teaching Method, and Courses Stipulated in Article 66-6 of the Regulation for Enforcement of the Education Personnel Certification Act.

The Courses for Teaching Subjects and Teaching Method offered in the Department of Intercultural Communication, College of Intercultural Communication are as in the table below. However, students should ensure that they read the course guidebook for Certification Courses for details on course registration and credits taken as well as Teacher Training Courses and Courses Stipulated in Article 66-6 of the Regulation for Enforcement of the Education Personnel Certification Act.

Note: For details of コンピュータ・リテラシー (Kompyuta-Riterashi), DLP students should refer to the Department of Intercultural Communication (General) Course List and the Syllabus & Class Schedule Search System.

Department of Intercultural Communication: Courses for Teaching Subjects and Teaching Method
(Both General Program and DLP Enrollees in 2019 and After)

Certification Course Category*		Course Name (General/DLP)
Prerequisite courses for Teaching Practicum	Compulsory	英語教育学
		英語コミュニケーション教育学
Courses that should preferably be taken in the academic year before Teaching Practicum	Compulsory	Teaching English to Speakers of Other Languages: Basic Principles
		英語科教育研究
English language	Compulsory elective	英語学概論 (for General program students only)
		Introduction to the Study of English (for DLP/ICGL students only)
	Elective	外国語教育評価論 / (DLP/ICGL) Measurement and Evaluation in Language Education
		第1言語習得理論
		第2言語習得理論 / (DLP/ICGL) Theories of Second Language Acquisition
		コミュニケーション文法
Motivation in Language Learning		
English literature	Compulsory	英語圏文学論
English communication	Compulsory elective	Seminar in English A
		Seminar in English B
	Elective	Seminar in English C
		Seminar in English D
		Seminar in English E
		Seminar in English F
コミュニケーションセミナー3A-R (英語) / (DLP) Communication Seminar 3A-R (English)		
Intercultural understanding	Compulsory	Cultural Exchange
	Elective	異文化コミュニケーション概論 (for General program students only)
		Introduction to Intercultural Communication (for DLP/ICGL students only)
		多文化共生概論
		バイリンガリズム研究 / (DLP/ICGL) Bilingualism
		語用論 / (DLP/ICGL) Pragmatics
		グローバル社会とコミュニケーション
		社会言語学 / (DLP/ICGL) Sociolinguistics
		多文化共生特論
		対人コミュニケーション論
		異文化コミュニケーション特論
		異文化トレーニング演習
		Language Policy and Multilingualism
Intercultural Communication in the Language Classroom		

*The course category may differ depending on the year, and the course category for the year in which the relevant course is taken will be applied.

Note: Consult the General/DLP/ICGL Course List for your own year of enrollment for the course categories of the Department of Intercultural Communication.

2 Japanese Language Teacher Training Program

1. Program Objectives

The Japanese Language Teacher Training Program provides specialized education needed to become a Japanese teacher for people whose native language is not Japanese. The College issues a Certificate of Completion for Japanese Language Teacher Training Program upon graduation to students who have completed the program and earned credits for the prescribed courses.

At present, many people are studying Japanese as a foreign language in Japan and overseas. These students are very diverse, and not only include people involved in business, but also trainees and technical interns, university and graduate school students, returnees from overseas, and the children of foreigners posted to Japan for work. There is thus a great need for Japanese language teachers who can teach Japanese to these people.

Therefore, the Department established the Japanese Language Teacher Training Program with the aim of using its special features to develop human resources possessing Japanese language teaching skills with astute linguistic and international sensibilities as well as intercultural communication skills who can contribute broadly to the international community.

2. Courses Required for Program Completion

Students intending to complete the Japanese Language Teacher Training Program must earn credits for the courses in the table below.

	Course Name	Notes
Compulsory	異文化コミュニケーション研究入門/ Overview of Intercultural Communication Studies	
	Cultural Exchange	
	日本語学概論A	
	日本語学概論B	
	日本語学特論	
	日本語教授法A	
	日本語教授法B	
	日本語教育実習	日本語教授法A and 日本語教授法B are prerequisites
	専門演習/ Advanced Seminar	
	卒業研究/Senior Research and Thesis	(Note 1)
Compulsory elective (Note2)	サービラーニングA/ Service Learning A	
	サービラーニングB/ Service Learning B	
	海外日本語教育実践/ Overseas Japanese Language Teaching Practicum	日本語学概論A is prerequisites.
	海外日本語教育インターンシップ/ Overseas Japanese Language Education Internship	日本語学概論A, 日本語学概論B, 日本語教授法A, and 日本語教授法B are prerequisites.

Notes:

1. Limited to results accredited by the College. See “3. Points to Note in Creating a Learning Plan” for details.
2. Credits should be earned in at least one of the four courses in the table.

3. Points to Note in Creating a Learning Plan

It is assumed that Japanese language teachers will be active in a variety of settings. Students should carefully consider where and how they would like to be involved in Japanese language education in the future in creating their learning plan.

(1) Course taking model

Students who aim to complete the Japanese Language Teacher Training Program should preferably take courses as shown below when registering for the courses required to complete the program.

First year, spring semester: 日本語学概論 (*Nihongogaku Gairon*) A

First year, fall semester: 日本語学概論 (*Nihongogaku Gairon*) B

Second year, spring semester: 日本語教授法 (*Nihongo Kyojuho*) A

Third year, spring semester: 日本語教授法 (*Nihongo Kyojuho*) B

Third year, fall semester: 日本語学特論 (*Nihongogaku Tokuron*), 日本語教育実習 (*Nihongo Kyoiku Jisshu*) (*fourth year fall semester for September enrollees)

First year, fall semester–fourth year, fall semester:

at least one of サービスラーニング(*Sabisu Raningu*) A / Service Learning A; サービスラーニング(*Sabisu Raningu*) B / Service Learning B; 海外日本語教育実践 (*Kaigai Nihongo Kyoiku Jissenn*) /

Overseas Japanese Language Teaching Practicum; 海外日本語教育インターンシップ(*Kaigai Nihongo Kyoiku Intanshippu*) / Overseas Japanese Language Education Internship.

(2) Other courses which should preferably be taken

言語研究調査法 (*Gengo Kenkyuchosaho*) / Research Methods in Language Studies; 社会言語学 (*Shakai Gengogaku*) / Sociolinguistics; 認知言語学 (*Ninchi Gengogaku*) / Cognitive Linguistics; 外国語教育評価論 (*Gaikokugo Kyoiku Hyokaron*) / Measurement and Evaluation in Language Education; “第2言語習得理論 (*Dainigengo Shutokuriron*) / Theories of Second Acquisition

(3) Accreditation of 卒業研究 (*Sotsugyo Kenkyu*)

*For the DLP/ICGL, replace 卒業研究 with Senior Research and Thesis.

To complete the program, the graduation research project results must be accredited by the college. (Depending on its content, the 卒業研究 may not be approved as credits for the Japanese Language Teacher Training Program.)

Students who seek for accreditation should fill in and submit a request for accreditation in the designated column of the title form for 卒業研究 (see R Guide for submission deadline) to receive

provisional accreditation from the college (provisional accreditation may not be received depending on the title of the 卒業研究). The result of provisional accreditation is published on the bulletin board of the College of Intercultural Communication in the month after the submission of the title form.

Students who have received provisional accreditation based on the research title and wish to receive accreditation for completion of the Japanese Language Teacher Training Program should take care to submit two copies (one for credit approval for the 卒業研究, and one for Japanese Language Teacher Training Program accreditation) when submitting their results of 卒業研究. Students should affix the Japanese Language Teacher Training Program Accreditation Application Form (available from the Ikebukuro Campus Academic Affairs Center) to the envelope of the copy for Japanese Language Teacher Training Program accreditation. The results of accreditation of the 卒業研究 are published in early March of the academic year of submission (early September for submission in the spring semester).

4. Completion Certificate

Upon graduation, a Certificate of Completion for Japanese Language Teaching Training Program is issued to students who earned credits in the prescribed courses (see 2. Courses Required for Program Completion).

5. Becoming a Japanese Language Teacher

Students who wish to pursue a career in Japanese language education in the future can acquire basic knowledge by taking this program. By completing this program, students will be eligible for the transitional measures (keika-sochi) implemented by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) regarding the acquisition of the "Registered Japanese Language Teacher" certification. Please refer to the MEXT website for further details. In order to further improve one's knowledge and skills as a professional, it is also necessary to pursue further studies at the graduate level.

3 Translator and Interpreter Training Program

1. Program Objectives

The Translator and Interpreter Training Program aims to train world-class translators and interpreters through a curriculum aligned with international standards, including the International Organization for Standardization (ISO).

2. Courses Required for Program Completion

- Students intending to complete the Translator and Interpreter Training Program must earn credits for the courses in the table below.

	Course Name	Notes
Compulsory	通訳翻訳学概論/ Introduction to Translation and Interpreting Studies	
	通訳翻訳特論/ Topics in Translation and Interpreting	
	通訳入門/ Introduction to Interpreting	
	逐次通訳/ Consecutive Interpreting	通訳入門/Introduction to Interpreting is a prerequisite.
	同時通訳入門/ Introduction to Simultaneous Interpreting	通訳入門/Introduction to Interpreting and 逐次通訳 /Consecutive Interpreting are prerequisites.
	翻訳入門/ Introduction to Translation	
	翻訳応用実践 1/ Intermediate Translation 1	翻訳入門/Introduction to Translation is a prerequisite.
	翻訳応用実践 2/ Intermediate Translation 2	翻訳入門/Introduction to Translation and 翻訳応用実践 1/Intermediate Translation 1 are prerequisites.
	通訳翻訳実習/ Translation and Interpreting Practicum	通訳入門/Introduction to Interpreting; 逐次通訳 /Consecutive Interpreting; 同時通訳入門 /Introduction to Simultaneous Interpreting; 翻訳入門/Introduction to Translation, 翻訳応用実践 1/Intermediate Translation 1; and 翻訳応用実践 2/Intermediate Translation 2 are prerequisites
	卒業研究/ Senior Research and Thesis	(Note 1)

Notes:

1. Limited to results accredited by the College. See “3. Points to Note in Creating a Learning Plan” for details.

3. Points to Note in Creating a Learning Plan

(1) Courses that should preferably be taken in addition to courses required to complete the program “国際協力・開発学概論 (*Kokusai Kyoryoku-Kaihatsugaku Gairon*) / Introduction to International Development and Cooperation; 国際協力・開発学特論 (*Kokusai Kyoryoku-Kaihatsugaku Tokuron*)”

(2) Accreditation of 卒業研究 (*Sotsugyo Kenkyu*)

*For the DLP/ICGL, replace 卒業研究 with Senior Research and Thesis.

To complete the program, the graduation research project results must be accredited by the college. (Depending on its content, the graduation research project may not be approved as credits for the Interpreter/Translator Training Program.)

Students who seek for approval should fill in and submit a request for accreditation in the designated column of the title form for 卒業研究 (see R Guide for submission deadline) to receive provisional accreditation from the college (provisional accreditation may not be received depending on the title of the 卒業研究). The result of provisional accreditation is published on the bulletin board of the College of Intercultural Communication in the month after the submission of the title form.

Students who have received provisional accreditation based on the research title and wish to receive accreditation for completion of the Translator and Interpreter Training Program should take care to submit two copies (one for credit approval for the 卒業研究, and one for Translator and Interpreter Training Program accreditation) when submitting their results of 卒業研究. Students should affix the Translator and Interpreter Training Program Accreditation Application Form (available from the Ikebukuro Campus Academic Affairs Center) to the envelope of the copy for Translator and Interpreter Training Program accreditation. The results of accreditation of the 卒業研究 are published on the bulletin board of the College of Intercultural Communication in early March of the academic year of submission (early September for submission in the spring semester).

4. Completion Certificate

Upon graduation, a Certificate of Completion for Translator and Interpreter Training Program is issued to students who earned credits in the prescribed courses (see 2. Courses Required for Program Completion).

Department of Intercultural Communications

Course Regulations

Enrollees in 2024 and After (General/ Transitional Bilingual Program)

Features of Specialized Courses

In an ever-changing world, the College of Intercultural Communication develops human resources with the ability to coexist with diverse and unfamiliar other people and create a sustainable future by thinking from multiple perspectives and taking a practical approach to problems with flexible thinking skills. To achieve this, first students take 基礎演習 (*Kiso Enshu*) A/B in the first and second years to learn the basic skills for studying at university. At the same time, students intensively improve their working knowledge of English and one other language in communication seminars with small-sized classes and identify the various issues surrounding intercultural communication in the practical 海外留学研修 (*Kaigai Ryugaku Kenshu*) to increase their thinking skills. Students also take core courses to learn the basic knowledge and ways of looking at and thinking about things in Language Studies, Communication Studies, Translation and Interpreting Studies, and Global Studies, which are the College's focus fields, which leads into specialized research. In the third and fourth years, students select the field they want to conduct specialized research into out of the four fields and use the knowledge, skills, and experience cultivated up to that point to conduct systematic and interdisciplinary studies. Students also deepen their learning while connecting theory to practice by taking courses such as インターンシップ (*Intanshippu*). In their fourth year, students conduct in-depth research for 卒業研究 (*Sotsugyo Kenkyu*) or 卒業課題 (*Sotsugyo Kadai*) and compile a thesis or a report as the culmination of their learning in the College of Intercultural Communication.

Read carefully in conjunction with “Matters Concerning the College of Intercultural Communication.”

September enrollees should refer to “10. September Enrollees” as well.

1 Registration Guide for Undergraduate Compulsory Courses

1. Registration Guide

- (1) Undergraduate compulsory courses must be taken in the assigned year.
- (2) Undergraduate compulsory courses are registered automatically, so there are no procedures related to course registration. The same applies when repeating courses.

The Department of Intercultural Communication designates 異文化コミュニケーション研究入門 as courses that must be taken in the assigned semester. There are two course-taking patterns as below.

The registered courses are displayed on the course registration status screen.

- ① First year, spring semester: 異文化コミュニケーション研究入門
- ② First year, spring semester: 異文化コミュニケーション研究入門

(3) Cancellation of course registration is not permitted. The same applies when repeating courses.

(4) When students are unable to earn credits in the assigned year, be aware that courses are divided into ① courses to be repeated in each semester in the following semester and after; and ② courses to be repeated in the semester in which they run in the following academic year and after. In either case, students are automatically registered until they are able to earn the credits.

① 基礎演習 (*Kiso Enshu*) A, 基礎演習 (*Kiso Enshu*) B, 異文化コミュニケーション研究入門

Transitional Bilingual Program: Academic Skills A/B

② Cultural Exchange

Transitional Bilingual Program: Overview of Intercultural Communication Studies

2-1 基礎演習 (*Kiso Enshu*) A/B / (Academic Skills A/B) (Undergraduate Compulsory Course:

Academic Learning Methods)

(1) Course registration

The Department of Intercultural Communication does the class placement for 基礎演習 A and 基礎演習 B, and students are registered for the course in the designated class.

The class name is the alphabetical letter (a through h) in the course name. The class in which a student is registered is displayed on the course registration status screen. Only one class is run for 基礎演習 B in the spring semester and 基礎演習 A in the fall semester.

Transitional Bilingual Program: Academic Skills A is automatically registered in the spring semester of the first year, and Academic Skills B is automatically registered in the fall semester of the first year.

2-2 Cultural Exchange (Undergraduate Compulsory Course)

(1) When to take

The course is taken in the spring semester of the second year.

(2) Course registration

Students are registered for the course in the class designated by the Department of Intercultural Communication. The class in which a student is registered is displayed on the course registration status screen.

3 Registration Guide for Elective Courses

1. Registration Guide

Elective courses consist of the course categories below. The number of credits for each category required to graduate is as below.

* Note that the number of credits required to graduate are different for students who select 卒業研究 (Sotsugyo Kenkyu) and students who select 卒業課題 (Sotsugyo Kadai).

Course Category	Number of Credits Required to Graduate
Introduction to Academic Studies	4
Cross-disciplinary Studies and General Sports Studies (university-wide)	14
Core Courses	20
Basic Courses	12
Specialized Courses	26
① 卒業研究 (elective)	*①10
② 卒業課題 (elective)	②4

2. Prerequisite Regulations

The courses with prerequisites are as below. Note that these courses cannot be taken without first completing the designated courses (prerequisite courses).

Course Name	Prerequisite Courses (courses for which credits are to be earned first)
海外日本語教育実践	日本語学概論A
海外日本語教育インターンシップ	日本語学概論A・日本語学概論B・日本語教授法A・日本語教授法B
日本語教育実習	日本語教授法A・日本語教授法B
逐次通訳	通訳入門
同時通訳入門	通訳入門・逐次通訳
翻訳応用実践 1	翻訳入門
翻訳応用実践 2	翻訳入門・翻訳応用実践 1
通訳翻訳実習	通訳入門・逐次通訳・同時通訳入門・翻訳入門・翻訳応用実践 1・翻訳応用実践 2
専門演習 1	基礎演習A・基礎演習B Transitional Bilingual Program: Academic Skills A/B
専門演習 2	専門演習 1
専門演習 3	専門演習 1・専門演習 2

卒業研究	専門演習 1・専門演習 2
------	---------------

3. Courses with Automatic Registration *September enrollees should refer to “10. September Enrollees”

The courses below are electives but are automatically registered. If the course is not completed in the academic year when it was automatically registered and will be taken in the following academic year or after, you should consult the relevant section on the following pages.

Course Name	Academic Year and Semester of Automatic Registration
College Life Planning A (Introduction to Academic Studies) *1	First year, spring semester
College Life Planning B (Introduction to Academic Studies) *1	First year, fall semester
CS1 (〇〇語)*2	First year, spring semester
CS2 (〇〇語)*2	First year, fall semester
CS3A-R (英語) or CS3B-R (〇〇語) *Same language as study abroad destination	Second year, spring semester
日本語コミュニケーション A/C*3	First year, spring semester
日本語コミュニケーション B/D*3	First year, fall semester

*1 NEXUS Program students will be automatically registered for 多文化共生社会と大学 (Introduction to Academic Studies.)

*2 〇〇語: the same language as Language B for the university-wide liberal arts language courses

*3 Only enrollees through the Entrance Exam for International Students are automatically registered in the first year. Other students wishing to take this course should refer to the R Guide.

4. College Life Planning (CLP) A/B (Introduction to Academic Studies)

(1) Registration

CLP A is automatically registered in the spring semester of the first year, and CLP B is automatically registered in the fall semester of the first year.

(2) Students in the second year and after who wish to register

If you have not completed CLP A or CLP B and want to take the courses, you will need to register the course code.

5-1 コミュニケーションセミナー(*Komyunikeshon Semina*) / CS (Core Course)

コミュニケーションセミナー (Communication Seminar, CS) are held in each language not previously studied (German, French, Spanish, Chinese, Korean, and Russian).

CS1: spring semester course, CS2: fall semester course

1. CS1/2 (〇〇語) (*XX-go*)

(1) Language registered

The same language as Language B in the university-wide liberal arts language compulsory courses is registered.

International students are not eligible to take a language course that is their native language (see below for definition of native language).

Definition of native language: the language determined by nationality and in interviews with the faculty of the College of Intercultural Communication

*Applies to students admitted through the Entrance Exam for International Students, students admitted through the Recommendation Exam for Designated Schools Overseas, NEXUS Program students, and PEACE Program (ICGL) students

(2) Course Registration

Students are automatically registered for CS1 in the class designated by the Department of Intercultural Communication in the spring semester of the first year.

Students are automatically registered for CS2 in the fall semester of the first year in a class on the same day of the week and in the same time period as CS1.

The class in which a student is registered is displayed on the course registration status screen.

(3) Students who wish to take the course in the second year and after

CS1 and CS2 languages that have not been completed can be taken by registering the course code in the second year and after.

(4) Special cancellation system (CS1 and CS2)

Registration for elective languages may be cancelled for students with a certain background of study prior to enrollment based on grades, scores, and oral exams with the supervising faculty members for each language. (CS1 and CS2 are not automatically registered and no credits are granted.)

Students who wish to cancel registration should proceed after consulting R Guide on how to apply and the schedule and criteria for application.

It is recommended that students who cancel registration should register for 〇〇語 (*XX-go*) Lecture, the advanced courses for elective languages. Thus, students who wish to take the advanced course should register the course. CS1 and CS2 can only be registered as course codes from the spring semester of the first year for languages not selected as Language B when the cancellation of CS1 and CS2 for the

language selected as Language B for the university-wide liberal arts language compulsory courses has been approved. (CS1 and CS2 cannot be taken simultaneously for multiple languages in the same semester.)

Note that CS1 and CS2 cannot be taken in a language once cancellation has been approved.

(5) Students who enroll through the Entrance Exam for International Students, NEXUS program students CS1/2 are not automatically registered for students who have selected Japanese as Language B for the university-wide liberal arts language compulsory courses. CS1/2 can be taken for elective languages which are not a student's native language (see (1) Language Registered for the definition of native language). When a student wishes to take a non-native language course, the course code should be registered. (CS1 and CS2 of multiple languages cannot be taken simultaneously in the same semester.)

2. CS3A-R (英語) (*Eigo*), CS3B-R (〇〇語) (*XX-go*)

(1) Registration

These courses are taken in the spring semester of the second year. In principle, students are automatically registered for “CS3A-R (英語) (*Eigo*)” or “CS3B-R (ドイツ語, フランス語, スペイン語, 中国語, 朝鮮語) (*doitsu-go, furansu-go, supein-go, chugoku-go, chosen-go*)”, which is the same language as the language of the study abroad program selected for 海外留学研修 (*Kaigai Ryugaku Kenshu*) A/B/C. CS3A-R (英語) is automatically registered for students who will extend study abroad.

(2) Registered course and class placement (CS3A-R (英語))

The Department of Intercultural Communication determines the registered language as well as the class placement for CS3A-R (英語). Students should consult R Guide for registered courses and class announcements as well as schedules including changes and withdrawals before proceeding.

(3) Students who wish to take courses in the third year and after other than the above

① CS3A-R (英語)

Students should consult R Guide for how to apply and the schedule before proceeding.

② CS3B-R (〇〇語)

To register the course code, students should submit a notification via the Course Registration System during the course code registration period. International students are not eligible to take a language course that is their native language (see 1. CS1/2 (〇〇語) (1) Language Registered for definition of native language.)

5-2 海外留学研修 (Kaigai Ryugaku Kenshu) A/B/C (Core Course)

海外留学研修A/B/C is a key course in the curriculum of the College of Intercultural Communication, and must therefore be taken by all students in principle. In addition, attendance at study abroad program guidance and a range of preparatory programs beginning in the first year before studying abroad are part of the course, so students must attend all guidance and preparatory programs.

1. Study Abroad Period and Destination

(1) Period

In principle, the study abroad program is taken in the fall semester of the second year (spring semester of the third year for C2). The period depends on whether 海外留学研修A, 海外留学研修 B or 海外留学研修C is taken and the study abroad destination.

- 海外留学研修A: scheduled for around 12–16 weeks
- 海外留学研修B: scheduled for longer than 海外留学研修A
- 海外留学研修C1: around 12–16 weeks at a university with which the College has an inter-departmental agreement for student exchange
- 海外留学研修C2: around 12–16 weeks at a university with which the College has an inter-departmental agreement for student exchange

(2) Destination

The study abroad destination is announced in the study abroad program guidance. Students admitted through the Entrance Exam for International Students, students admitted through the Recommendation Exam for Designated Schools Overseas, NEXUS Program students, and PEACE Program (ICGL) students cannot select a study abroad program in their home country.

2. Method for Determining Study Abroad Destination

The study abroad destination is determined through study abroad program guidance.

3. Study Abroad Guidance

Study abroad program guidance is held several times. Details regarding dates and times will be provided by the Office of the CIC Study Abroad Programs. Students should ensure that they attend all study abroad program guidance.

4. Course Registration and Points to Note

- (1) In principle, taking 海外留学研修 may be not permitted when Language B of the university-wide liberal arts language compulsory courses is not completed. Even when accepted for 海外留学研修 A/B/C, students will not be able to apply for the language program when 〇〇語 (XX-go)

1, 〇〇語 (XX-go) 2, the university-wide liberal arts language courses taken in the spring semester of the first year, is not completed.

(2) When students wish to take part in the language program for a linguistic area that was not taken in Language B, they should submit their score for the applicable language and obtain the approval of the College.

(3) The University registers courses for those students who have been accepted, so there is no need for course registration procedures. Students should check that they have been registered correctly using the Course Registration Status Screen.

(4) Students who have been accepted cannot withdraw from participation unless there are valid reasons impeding their participation, such as long-term convalescence. If noticed to the academic advisor prior to the participation, such withdrawal from participation may be permitted under the following conditions through the deliberation by the Department.

- ◆ Permission of academic advisor
- ◆ Consent of guarantor
- ◆ Medical certificate (submitted depending on the reason for withdrawal)

(5) When students who have been accepted wish to cancel the study abroad for unavoidable reasons after the commencement of the study abroad, cancellation of the study abroad may be permitted following deliberation by the Department. The handling of the registration for 海外留学研修 A/B/C in the relevant semester when cancellation is permitted, the registration for courses other than 海外留学研修 A/B/C, and the possibility of taking 海外留学研修 A/B/C in the following academic year will be as follows.

Timing of application to cancel 海外留学研修 A/B/C	Handling of registration for 海外留学研修 A/B/C	Registration for courses other than 海外留学研修 A/B/C	Possibility of taking 海外留学研修 A/B/C in the following academic year
Before the end of the course registration correction period (special measures)	Course will be cancelled	Course registration prescribed by the University Registration possible based on schedule	May be permitted based on application of the individual concerned
After the above until one week before the start of course cancellation	Course will be cancelled	Registration not possible	Not permitted
One week before the start of course cancellation and after	Registration cannot be cancelled and course cannot be cancelled	Registration not possible	Not permitted

(6) Students cannot take any courses other than 海外留学研修 A/B/C while taking 海外留学研修 A/B/C. However, students who take 海外留学研修 A/B/C in the Spring Semester and return to Japan by the end of May are permitted to take 留学、学びのデザイン、キャリア, fix termed courses offered by the College of Intercultural Communication, and other courses designated by the College during that semester. For details, please refer to the R Guide.

(7) 海外留学研修 cannot be repeated, regardless of whether credits were earned.

- (8) When the course could not be taken in the second year, it may be permitted to take the course in the third year based on the application of the individual concerned (cannot be taken in the fourth year).
- (9) Students cannot take 海外留学研修 in the third year and after when they have participated in outbound exchange based on inter-university agreement in the second year, regardless of whether credits were earned.

5-3 留学,学びのデザイン,キャリア (*Ryugaku manabinodezain kyaria*)

“留学,学びのデザイン,キャリア (*Ryugaku manabinodezain kyaria*)” is a post-study abroad course intended for third- and fourth-year students. The course aims to provide students with an opportunity to reflect on their learning experiences during their study abroad program and to connect those experiences to their academic pursuits after returning to Japan and to their future careers. Students are strongly encouraged to enroll in this course after their study abroad program.

The semester of enrollment and the registration procedures vary depending on the type and timing of the study abroad program. For details, be sure to check the R Guide and the announcements issued by the Office of the CIC Study Abroad Programs.

6 DLP Courses (Specialized Course)

Students should register the course code for courses listed as DLP Courses in the Notes column of the specialized courses list (specialized courses with DM400 numbers). However, as all classes are conducted in English, students should use the following levels of English proficiency as a guide for course registration.

TOEIC® L&R 700, TOEIC® L&R IP 700, TOEFL iBT® 80/4.5, IELTS™ 6.0
--

Use the following levels of English proficiency for DLP courses with four credits.

TOEIC® L&R 800, TOEIC® L&R IP 800, TOEFL iBT® 80/4.5, IELTS™ 6.5
--

7 Taking 卒業研究 (*Sotsugyo Kenkyu*) and 卒業課題 (*Sotsugyo Kadai*)

1. Objectives and Positioning

To graduate from the College of Intercultural Communication, students must take and earn credits in either 卒業研究 or 卒業課題. To take 卒業研究, students take 専門演習 (*Senmon Enshu*) 1 in their sixth semester of enrollment (in principle the fall semester of the third year), 専門演習 (*Senmon Enshu*) 2 in their seventh semester of enrollment, and 専門演習 (*Senmon Enshu*) 3 and 卒業研究 in their eighth semester of enrollment (total of 10 credits). The objective of 卒業研究 is to carry out in-depth research into a theme students select themselves and to ultimately compile this research into a deliverable such as a graduation thesis, and the College of Intercultural Communication recommends graduation based on 卒業研究.

When students wish to graduate in four years but cannot take 専門演習 1–3 and 卒業研究 for unavoidable reasons, such as studying abroad for a long period of time, they may take the 卒業課題 (total of four credits) instead. 卒業課題 is an educational program for graduating from the College of Intercultural Communication with the acquisition of suitable insight for going out into the world with

a broad knowledge of the four fields covered by the College, and students can earn credits by completing specific tasks under the guidance of the supervising faculty members.

2. Taking 卒業研究 and 卒業課題 and the Number of Credits Required to Graduate

Students must complete either 卒業研究 or 卒業課題 in order to graduate.

In principle, it is preferable to complete 卒業研究. It should be noted that the number of credits required to graduate in the elective and free elective course categories will be different depending on which is taken.

It should also be noted that the requirements for completing the Japanese Language Teacher Training Program and the Translator and Interpreter Training Program cannot be fulfilled when 卒業課題 is taken.

Students taking 卒業研究

Category	Number of credits required to graduate	Course name	Number of credits
Elective (専門演習 & 卒業研究)	10	専門演習 1	2
		専門演習 2	2
		専門演習 3	2
		卒業研究	4
Free elective	At least 20		

Students taking 卒業課題

Category	Number of credits required to graduate	Course name	Number of credits
Elective (卒業課題)	4	卒業課題A	2
		卒業課題B	2
Free elective	At least 26		

7-1 専門演習 (Senmon Enshu) 1-3

1. 専門演習 1-3

- (1) The objective in 専門演習 1 is to set a theme for 卒業研究 (Sotsugyo Kenkyu) by connecting students' individual perceptions of problems to academic themes, and the College provides the classes for learning the fundamentals needed to accomplish this (such as research methods).
- (2) In 専門演習 2, students carry out literature surveys and research, etc. related to the theme set in 専門演習 1 and engage in thinking and discussion in order to dig deeper in terms of content.
- (3) The objective in 専門演習 3 is to complete the writing of 卒業研究 as a summary of what has been learned up to that point, and students engage in individual guidance, presentations, and

discussion needed to accomplish it.

2. Course Registration Policies and Procedure

- (1) Students take 専門演習 1 in the sixth semester of enrollment, 専門演習 2 in the seventh semester of enrollment, and 専門演習3 in the eighth semester of enrollment. More than one 専門演習 cannot be taken in the same semester. Applications should be made in the fifth semester of enrollment, regardless of whether it is the spring or fall semester.
- (2) In principle, students continue to taking courses with the same supervising faculty member for 専門演習 1–3. A change in the supervising faculty member may be approved for 専門演習 2/3 when there is a clear reason. However, in principle, it is not possible to change in the middle of a semester. Students who wish to change should notify their academic advisor, the Chair of the Department, or the Dean of the College.
- (3) Students must complete 基礎演習 (*Kiso Enshu*) A and 基礎演習 (*Kiso Enshu*) B (Transitional Bilingual Program: Academic Skills A and Academic Skills B) in order to take 専門演習 1.
- (4) Students must complete 専門演習 1 in order to take 専門演習 2. Students must also complete 専門演習 2 in order to take 専門演習 3.
- (5) For 専門演習 3, students take the course with the same supervising faculty member in the same semester as the 卒業研究 (see 7-2 卒業研究 (*Sotsugyo Kenkyu*)).
- (6) 卒業研究 cannot be completed without completing 専門演習 3. Also, 専門演習 3 cannot be completed without completing 卒業研究.
- (7) When 専門演習 1–3 cannot be completed, students repeat the courses in the following semester and after. In principle, it is desirable to receive guidance from the same faculty member determined in the selection process, but where this is not possible due to the circumstances, the Department will designate a faculty member. In addition, when 専門演習 1–3 cannot be completed with the supervising faculty member determined in the selection process due to leave of absence, etc., the Department will designate a supervising faculty member.
- (8) When a leave of absence is taken, an application must be made during the application period of the previous semester for taking the course in the sixth semester of enrollment (includes cases when the application period is during the leave of absence).
- (9) April enrollees who will take 海外留学研修 (*Kaigai Ryugaku Kenshu*) A/B/C in the fall semester of the third year take 専門演習 1 in the spring semester of the third year. When this applies, students should apply in the fall semester of the academic year before taking the course.
- (10) When taking part in outbound exchange or studying abroad at approved schools limited to studying abroad in the sixth and seventh semester of enrollment (scheduled to return to Japan by the end of May), students take 専門演習 1 in the fifth semester of enrollment. Students should create a learning plan which takes account of the fact that they will not be able to graduate in four years in spite of studying abroad when 専門演習 1 was not

completed in the fifth semester of enrollment because 専門演習 1–3 can only be taken one course at a time in each semester. When this applies, an application should be made in the fall semester of the academic year before taking the course. When students wish to commence 専門演習 1 after returning to Japan, they should ensure that they notify the Academic Affairs Office, Ikebukuro Campus before studying abroad.

Students who will study abroad for one year starting in the spring semester which is the fifth semester take 専門演習 1 in the spring semester of the following academic year.

(11) It is only possible to change to 卒業課題 (*Sotsugyo Kadai*) starting the following semester in the sixth semester of enrollment when 専門演習 1 is taken. When students wish to change, they will take 卒業課題 starting in the seventh semester so should apply during the specified change application period in the semester before taking the course. Consult R Guide for details of the change application period and the procedure. Students are not permitted to change to 卒業課題 on any other occasion and cannot return to 専門演習 after changing. The completed 専門演習 1 will be counted as a free elective.

(12) When students wish to take 専門演習 1 in the seventh semester of enrollment and after, they should apply during the application period in the sixth semester of enrollment. When no application is made, 卒業課題 will be automatically registered in the seventh semester of enrollment, and students will not be able to change to 卒業研究 (includes leave of absence and study abroad, etc.)

3. Screening Method

Students should refer to R Guide for details on the screening schedule and how to apply.

4. Course Registration

The University registers the courses based on the screening results. Students should check that courses have been registered correctly on the course registration status screen.

5. Points to Note on Screening

- (1) There are fixed numbers for 専門演習 1–3. Consult the syllabus for the academic year of application for the fixed numbers.
- (2) Students who did not apply during the designated period (includes students with a leave of absence) and students for whom a supervising faculty member was not determined should consult the Chair of the Department.

7-2 卒業研究 (Sotsugyo Kenkyu)

1. Course Registration Policies and Procedure

- (1) Registration for 卒業研究 is limited to one course.
- (2) 卒業研究 is taken in the same semester and with same supervising faculty member as 専門演習 3 (see 7-1 専門演習 (Senmon Enshu) 1-3).
- (3) 専門演習 3 cannot be completed without completing the 卒業研究. Also, 卒業研究 cannot be completed without completing 専門演習 3.
- (4) When 卒業研究 could not be completed, it is taken at the same time as 専門演習 3, which is repeated in the next semester and after.

2. Course Registration

- (1) The University registers the course based on the supervising faculty member for 専門演習 3. Students should check that courses have been registered correctly on the course registration status screen.
- (2) Registration for 卒業研究 is registered at the same time as 専門演習 3.

3. Schedule of 卒業研究

Third year

- Around early May: publication of application requirements for 専門演習 1
- Around mid-June: announcement of first round selection results for 専門演習 1
- Around mid-July: announcement of second round selection results for 専門演習 1
- Around early August: announcement of third round selection results for 専門演習 1

Fourth year

- Around early June: submission of research project title registration form
- Around early November: submission of research project title change form

*Only for students to whom it applies (submitted only when there have been significant changes to the theme from the title registration form, consult supervising faculty member)

- Around mid-December: submission of 卒業研究

Title registration form and change of title registration form

In principle, the title registration form is submitted during the semester when 専門演習 2 is taken and the change of title registration form is submitted during the semester when 卒業研究 and 専門演習 3 are taken. However, students who could not complete 専門演習 2 or 専門演習 3 should resubmit the title registration form during the period for the submission of the change of title registration form in the semester when 専門演習 3 is taken.

4. Submission of 卒業研究

Consult R Guide for details, including the period for submission and where and how to submit.

5. Schedule of 卒業研究 when taken in the Spring Semester

When 卒業研究 and 専門演習 3 are taken in the spring semester, the schedule is as below. The points to note when submitting the project are same as those during the usual period of submission.

- Around early November: submission of research project title registration form
- Around early June: submission of change in research project title change form
- Around late June: submission of 卒業研究

7-3 卒業課題 (Sotsugyou Kadai)

1. Course Registration Policies and Procedure

- (1) Students take 卒業課題A in the seventh semester of enrollment (in principle, the spring semester of the fourth year for April enrollees and the fall semester of the fourth year for September enrollees) and 卒業課題B in the eighth semester of enrollment. 卒業課題A and 卒業課題 B cannot be taken in the same semester.
- (2) It is only possible to change to 卒業課題 starting in the next semester in the sixth semester of enrollment when 専門演習 (Senmon Enshu) 1 is taken. When students wish to change, 卒業課題 will be taken from the seventh semester of enrollment, so applications should be made during the change application period of the previous semester (see 2. Course Registration Policies and Procedure (11) under 7-1 専門演習 (Senmon Enshu) 1–3).
- (3) For students who studied abroad through outbound exchange or at approved schools, only those students who returned to Japan and registered for the course by the end of May or the end of October in the seventh semester of enrollment can take 卒業課題 in the relevant semester. Before participating in the study abroad program, students should check with the Academic Affairs Office, Ikebukuro Campus whether it is possible to graduate in four years.

2. Course Registration

- (1) 卒業課題 A and 卒業課題 B are registered automatically when approved by the College. Students should check that courses have been registered correctly on the course registration status screen.
- (2) Students who have been approved to take the course cannot cancel it.

3. Submission of 卒業課題

- (1) For 卒業課題, students research one of the four themes announced in each semester in the seventh semester of enrollment and one in the eighth semester of enrollment under the guidance of the supervising faculty member and earn two credits for each theme by completing and passing a task, such as a report. The themes for 卒業課題 are posted on the College bulletin board.
- (2) Students who take 卒業課題 submit an application form listing their preferred themes by the designated date and time in the semester before the course is taken. The College finalizes the themes for 卒業課題 A and 卒業課題 B based on these preferences and registers the courses. Theme preferences that have been submitted cannot be changed in principle.
- (3) The College determines the faculty member who will supervise the preparation of 卒業課題.
- (4) The format for the 卒業課題 report is a text of at least 8,000 characters in Japanese (3200 words in English) for one theme.
- (5) Consult R Guide for the deadline and location for submission of the 卒業課題 report.

4. Schedule

Third year

- Around late-November: announcement of 卒業課題 themes (College of Intercultural Communication bulletin board)
- Around late January–around mid-March: submission of graduation theme assignment application form

<Fall semester applications>

*Students whose seventh semester of enrollment will be in the fall semester

- Around early June: announcement of 卒業課題 themes (College of Intercultural Communication bulletin board)
- Around late July–around early September: submission of graduation theme assignment application form

Fourth year

- Around late-June: submission of 卒業課題A
- Around mid-December: submission of 卒業課題 B

8 Course Guideline for Free Elective Courses

- (1) The number of credits required to graduate is at least 20 for students who select 卒業研究 (*Sotsugyo Kenkyu*) and at least 26 for students who select 卒業課題 (*Sotsugyo Kadai*).
- (2) Credits exceeding the number of credits required to graduate earned from elective courses, courses of other colleges, language free elective courses [university-wide liberal arts courses], and the f-

Campus four-university credit transfer system can be counted toward the free elective credits required to graduate.

- (3) Credits earned from outbound exchange or at approved schools which are credits for courses that have received approval as studying abroad approval credits are studying abroad approval courses within free elective courses and can be counted toward the free elective credits required to graduate.

9 Transferring to the DLP

1. What is the DLP?

The Dual Language Pathway (DLP) is a four-year educational program in two languages: Japanese and English. Students registered for the DLP mainly complete the specialized courses required to graduate (except for CS1/2) in English and also prepare the 卒業研究 (*Sotsugyo Kenkyu*) in English. At the same time, the specialized courses offered by the College in Japanese may be taken based on the individual interests of students. General students can apply to transfer their registration to the DLP during the prescribed period in the second semester of enrollment when they meet certain requirements (see below for the transfer of registration requirements and application method).

2. Transferring to the DLP

Students who did not enroll through the Entrance Exam for International Courses (includes September enrollees) may transfer to the DLP by applying at the following times.

Transfers are not permitted at times other than those below, and cancellation of transfers and return to the general program after transferring is not permitted. Students who took a leave of absence before the third semester of enrollment cannot apply to transfer to the DLP.

Transfer from the third semester of enrollment (April enrollees: transfer in the spring semester of the second year, September enrollees: transfer in the fall semester of the second year)

3. Conditions for Continuation the DLP

In order to complete the DLP, it is necessary to meet the conditions for continuing the DLP in the following DLP continuation eligibility checkpoints (1) and (2). Students return to the general program when the conditions cannot be met. It should be noted that the applicable list of credits required to graduate and the course list changes when returning the general program and that the category in which completed credits are counted will change (see 4. Credits Required to Graduate and 5. Course Categories). Whether students will continue in the DLP will be announced on the bulletin board of the College of Intercultural Communication in late March for the spring semester and early September for the fall semester, so students should be sure to consult the bulletin board in conjunction with the Grades Reference System before starting course registration.

Conditions for continuing the DLP

DLP continuation eligibility checkpoints		DLP continuation conditions	When returning to general program from DLP
① As of end of third semester of enrollment	April enrollees: as of end of spring semester of the second year	Earn at least 60 credits from among credits required to graduate and mark GPA of at least 2.5	From the fall semester of the second year
	September enrollees: as of end of fall semester of the second year		From the spring semester of the second year
② As of end of sixth semester of enrollment	April enrollees: as of end of fall semester of the third year	Earn at least 100 credits from among credits required to graduate and mark GPA of at least 2.5	From the spring semester of the fourth year
	September enrollees: as of end of spring semester of the third year		From the fall semester of the fourth year

*Conditions will be determined on an individual basis, with a focus on GPA, when students have undertaken an outbound exchange, etc. or a leave of absence, etc. before the sixth semester of enrollment.

4. Credits Required to Graduate

When transferring to the DLP is permitted, the credits required to graduate will change. List of Credits Required to Graduate in the DLP Course Registration Policies and Procedure, Department of Intercultural Communication should be consulted for details. When unable to meet 3. Conditions for Continuation in the DLP and returning to the general program, the credits required to graduate in the general program (List of Credits Required to Graduate in the General Program for Enrollees in 2024 and After) must be satisfied.

5. Same Name, Same Content Courses, and Course Categories

(1) Same name and same content courses

Courses with the same name in the general program and the DLP (e.g., Cultural Exchange) cannot be retaken once the credit has been earned.

The following courses have different names, but the content is the same for the general program and the DLP. Consequently, when students have completed one of the courses, they will not be able to take the other course. See the notes column in the specialized course list.

DLP course name	General program course name
Undergraduate compulsory courses	
Academic Skills A	基礎演習A
Academic Skills B	基礎演習B
Overview of Intercultural Communication Studies	異文化コミュニケーション研究入門

Elective courses	
Core courses	
Communication Seminar 1 (〇〇)*	コミュニケーションセミナー1 (〇〇語)*
Communication Seminar 2 (〇〇)*	コミュニケーションセミナー2 (〇〇語)*
Communication Seminar 3A-R (English)	コミュニケーションセミナー3A-R (英語)
Communication Seminar 3B-R (〇〇)*	コミュニケーションセミナー3B-R (〇〇語)*
Lecture in German A	ドイツ語 Lecture A
Lecture in German B	ドイツ語 Lecture B
Lecture in French A	フランス語 Lecture A
Lecture in French B	フランス語 Lecture B
Lecture in Spanish A	スペイン語 Lecture A
Lecture in Spanish B	スペイン語 Lecture B
Lecture in Chinese A	中国語 Lecture A
Lecture in Chinese B	中国語 Lecture B
Lecture in Korean A	朝鮮語 Lecture A
Lecture in Korean B	朝鮮語 Lecture B
Overseas Study Program A	海外留学研修A
Overseas Study Program B	海外留学研修B
Overseas Study Program C1	海外留学研修C1
Overseas Study Program C2	海外留学研修C2
Study Abroad, Study Planning, and Career Development	留学、学びのデザイン、キャリア
Communication Seminar (Intensive) A	諸言語特別演習A
Communication Seminar (Intensive) B	諸言語特別演習B
Overseas Field Studies A	海外フィールドスタディ A
Overseas Field Studies B	海外フィールドスタディ B
Domestic Field Studies A	国内フィールドスタディ A
Domestic Field Studies B	国内フィールドスタディ B
Service Learning A	サービスラーニング A
Service Learning B	サービスラーニング B
Service Learning C	サービスラーニング C
Overseas Japanese Language Teaching Practicum	海外日本語教育実践
Overseas Japanese Language Education Internship	海外日本語教育インターンシップ
Internship	インターンシップ
Research Methods in Language Studies	言語研究調査法
Seminar in Intercultural Training	異文化トレーニング演習

Research Methods in Communication Studies	コミュニケーション研究調査法
Fieldwork	フィールドワーク
Japanese Communication A/B/C/D	日本語コミュニケーションA/B/C/D
Seminar in Japanese Language Business Communication	ビジネス日本語コミュニケーション演習
Core courses offered in the general program other than those above are counted as free electives in the DLP.	
Basic courses	
Introduction to Linguistics	言語学概論
Introduction to Translation and Interpreting Studies	通訳翻訳学概論
Introduction to Communication	コミュニケーション研究概論
Introduction to Intercultural Communication	異文化コミュニケーション概論
Introduction to Media Communication	メディアコミュニケーション概論
Introduction to Cultural Studies	カルチュラル・スタディーズ概論
Introduction to International Development and Cooperation	国際協力・開発学概論
Introduction to Cultural Anthropology	文化人類学概論
Introduction to the Study of English	英語学概論
Globalization and Gender	グローバル化とジェンダー
Basic courses offered in the general program other than those above are counted as free electives in the DLP.	
Specialized courses	
Psycholinguistics	心理言語学
Sociolinguistics	社会言語学
Cognitive Linguistics	認知言語学
Pragmatics	語用論
Theories of Second Language Acquisition	第2言語習得理論
Bilingualism	バイリンガリズム研究
Measurement and Evaluation in Language Education	外国語教育評価論
Introduction to Interpreting	通訳入門
Consecutive Interpreting	逐次通訳
Introduction to Simultaneous Interpreting	同時通訳入門
Introduction to Translation	翻訳入門
Intermediate Translation 1	翻訳応用実践 1
Intermediate Translation 2	翻訳応用実践 2
Translation and Interpreting Practicum	通訳翻訳実習
Topics in Translation and Interpreting	通訳翻訳特論

Advanced Seminar/ Senior Research and Thesis	
Advanced Seminar 1	専門演習 1
Advanced Seminar 2	専門演習 2
Advanced Seminar 3	専門演習 3
Senior Research and Thesis	卒業研究
Senior Project	
Senior Project	卒業課題

* ○○: language not previously studied

(2) Course Categories

After transferring to the DLP, the categories for already completed credits other than (1) same name and same content courses will change as shown below. When unable to meet the DLP continuation conditions and returning to the general program after transferring to the DLP, the category in which credits completed under the DLP are counted may also change as shown below. Students should note that there are courses for which the category in which they are counted is different in the general program and the DLP. For the semester in which a student transferred to the DLP or to the general program, the announcement of results will be based on the original aggregation of credits. However, the Grades Reference System will re-aggregate and update results based on the credits required to graduate after the transfer on the day before the commencement of course registration in each semester. Therefore, students should be sure to consult the system when making plans to take courses.

Category	General → DLP	DLP → General
Undergraduate compulsory courses	No change in categories	No change in categories
Core courses	No change in categories*	No change in categories
Basic courses	No change in categories*	No change in categories

* All courses not on the DLP Course List will be Free Elective Courses (e.g. 日本語学概論 A, etc.)

6. Eligibility for Applying to Transfer to the DLP and Applying Procedure

Students should proceed with applications after consulting R Guide on the eligibility for applying, applying procedure, and the schedule.

10 September Enrollees (Including NEXUS Program students)

1. Overview

In principle, September enrollees should consult Course Registration Policies and Procedure for Enrollees in 2024 and after (General). The following categories will apply to September enrollees as they are distinct from those for April enrollees. Students who wish to transfer to the DLP should refer to “9. Transferring to the DLP”, and students who wish to take the five-year integrated program should refer to “XI. Five-Year Integrated Program”.

10-1 Compulsory Courses and Elective Courses (Introduction to Academic Studies and Core Courses)

1. Automatic Registration

The compulsory courses that the University automatically registers are as shown below. The list of courses taken may differ depending on courses taken in high school (Japanese courses or English courses). When DLP undergraduate compulsory courses or core courses have been taken, they are counted in the same course category as the credits required to graduate in the general program.

< Students admitted through the Recommendation Exam for Designated Schools Overseas >

High school course	Language B	First semester of enrollment (Fall semester)	Second semester of enrollment (Spring semester)	Third semester of enrollment (Fall semester)	Fourth semester of enrollment (Spring semester)	Fifth semester of enrollment (Fall semester)
Japanese Course	Japanese	<ul style="list-style-type: none"> Language A: DBT, R&W2, P Language B: 大学生の日本語C, D 基礎演習 A 異文化コミュニケーション研究入門 College Life Planning B 日本語コミュニケーション B/D 	<ul style="list-style-type: none"> Language A: DSC, R&W1, e Language B: 大学生の日本語A, B 基礎演習 B College Life Planning A 日本語コミュニケーション A/C 		<ul style="list-style-type: none"> Cultural Exchange CS3A-R (英語) またはCS3B-R (〇語)* キャリア実践演習 A 	・キャリア実践演習 B
	Select from the following languages when enrolling: German, French, Spanish, Chinese, Korean, Russian (hereinafter entered as 〇〇 language)	<ul style="list-style-type: none"> Language A: DBT, R&W2, P 基礎演習 A 異文化コミュニケーション研究入門 College Life Planning B 日本語コミュニケーション B/D 	<ul style="list-style-type: none"> Language A: DSC, R&W1, e Language B: 〇〇語1・A 基礎演習 B College Life Planning A CS1 (〇〇語) 日本語コミュニケーション A/C 	<ul style="list-style-type: none"> Language B: 〇〇語2・B CS2 (〇〇語) 	<ul style="list-style-type: none"> Cultural Exchange CS3A-R (英語) またはCS3B-R (〇〇語)* キャリア実践演習 A 	・キャリア実践演習 B
English Course	Japanese	<ul style="list-style-type: none"> Language A: DBT, 上級英語2 Language B: 大学生の日本語C, D Academic Skills A College Life Planning B 	<ul style="list-style-type: none"> Language A: DSC, 上級英語1 Language B: 大学生の日本語A, B Overview of Intercultural Communication Studies Academic Skills B College Life Planning A 		<ul style="list-style-type: none"> Cultural Exchange CS3A-R (英語) またはCS3B-R (〇〇語)* キャリア実践演習 A 	・キャリア実践演習 B

<NEXUS Program student>

First semester of enrollment (Fall semester)	Second semester of enrollment (Spring semester)	Third semester of enrollment (Fall semester)	Fourth semester of enrollment (Spring semester)	Fifth semester of enrollment (Fall semester)
<ul style="list-style-type: none"> Language A: Japanese Language B: Japanese 	<ul style="list-style-type: none"> Overview of Intercultural Communication Studies Academic Skills B 	<ul style="list-style-type: none"> 日本語コミュニケーション B/D 	<ul style="list-style-type: none"> Cultural Exchange CS3A-R (英語) ま 	・キャリア実践演習 B

・多文化共生社会と大学 ・ Academic Skills A	・日本語コミュニケーション A/C		たはCS3B-R (〇〇語)* ・キャリア実践演習 A	
------------------------------------	-------------------	--	--------------------------------	--

* For CS3A-R and CS3B-R, the same language is automatically registered for CS3A-R (英語) and CS3B-R (ドイツ語, フランス語, スペイン語, 中国語, 朝鮮語) as the language for the study abroad program selected in 海外留学研修A/B/C. When 海外留学研修A/B/C is not taken, CS3A-R (英語) is registered.

2. Repeating Undergraduate Compulsory Courses

Courses are automatically registered based on the course registration policies and procedure below.

(1) Japanese course

基礎演習 (*Kiso Enshu*) A/B, 異文化コミュニケーション研究入門

⇒ Repeat the course(s) from the next semester

(2) English course/NEXUS Program

Academic Skills A/B,

⇒ Repeat the course(s) from the next semester

Overview of Intercultural Communication Studies

⇒ Repeat the courses in the semester offered from the next academic year

(3) Common to both courses

Cultural Exchange ⇒ Repeat the course in the semester offered from the next academic year

3. CS1/2 (〇〇語) (Core Course)

Students who select “Japanese” as Language B for the university-wide liberal arts language courses are not automatically registered for CS1/2. It is possible to take a language not previously studied which is not a student’s native language from the spring semester of the first year of enrollment (however, multiple languages cannot be taken simultaneously for CS1 and CS2 in the same semester). CS1 should be registered using the course code registration in the April course registration period and CS2 should be registered using the course code registration in the September course registration period.

Definition of native language: the language determined by nationality and in interviews with the faculty of the College of Intercultural Communication

*Applies to students admitted through the Entrance Exam for International Students, students admitted through the Recommendation Exam for Designated Schools Overseas, NEXUS Program students, and PEACE Program (ICGL) students

4. 海外留学研修A/B/C (Core Course)

September enrollees can only take these courses in the fifth semester of enrollment (the fall semester of the third year). The method of registration is “Other” registration. Refer to 5-2 海外留学研修A/B/C (Core Course) for other details. Consult the Office of the CIC Study Abroad Program (6th Floor,

McKim Hall (Building No. 15)) for the guidance schedule and other details.

5. 日本語コミュニケーションA/B/C/D (Core Course)

This course is for students whose native language is not Japanese to take Japanese as a second or third language. Japanese course students and NEXUS Program students are automatically registered for 日本語コミュニケーション B and/or D in the fall semester of the first year and 日本語コミュニケーション A and/or C in the spring semester of the first year. English course students should apply using “Other” registration. Consult the Academic Affairs Office for details about the application schedule and procedure.

10-2 Elective Courses (Specialized Courses, 専門演習/卒業研究, 卒業課題)

In principle, these courses are the same as in Course Registration Policies and Procedure of the Department for enrollees in 2024 and after (General).

Students in the English Course must take Basic Courses as DLP courses. Please submit a notification through the registration system during the course code registration period.

When selecting 卒業研究, students commence 専門演習 1 in the sixth semester of enrollment (in principle, the spring semester of the third year) (application in the semester before taking the course). Consult 7-1 専門演習 1-3 for course registration policies and procedure and how to apply. When undertaking outbound exchange or study abroad at an approved school (limited to study abroad while enrolled) in the sixth and seventh semesters of enrollment (planning to return to Japan by the end of October), students can take 専門演習 1 in the fifth semester of enrollment. When 専門演習 1 was not completed in the fifth semester of enrollment, students should prepare a learning plan that takes into account the fact that they will no longer be able to graduate in four years despite studying abroad while enrolled because 専門演習 1-3 can only be taken one course at a time in each semester. When this applies, students should apply to the Academic Affairs Office, Ikebukuro Campus in the fourth semester of enrollment. When students wish to start taking 専門演習 1 after returning to Japan, they should be sure to report that fact to the Academic Affairs Office, Ikebukuro Campus before studying abroad.

It is only possible to transfer to 卒業課題 the following semester in the semester when 専門演習 1 is taken. Students who decided to take 卒業課題 will take 卒業課題 from the seventh semester of enrollment (in principle the fall semester of the fourth year). Consult 7-3 卒業課題 (*Sotsugyo Kadai*) for the course regulation policies and procedure.

Credits Required to Graduate for Enrollees in 2024 and After
(General: Students Selecting 卒業研究 (Sotsugyo Kenkyu))

Compulsory/elective/free elective	Course category	Number of credits required to graduate		
Compulsory	Language Education Courses Language A (university-wide liberal arts courses)	6	18	
	Language Education Courses Language B (university-wide liberal arts courses)	4		
	Undergraduate compulsory courses (includes Academic Learning Methods)	8		
Elective	Introduction to Academic Studies* ¹	4	86*	At least 124
	Cross-disciplinary Studies (university-wide liberal arts courses)	14		
	General Sports Studies (university-wide liberal arts courses)			
	Core Courses* ²	20		
	Basic Courses	12		
	Specialized Courses	26		
	専門演習・卒業研究	10*		
Free elective	Credits exceeding the number of credits required to graduate earned from elective courses	No limit	At least 20*	
	Courses of other colleges			
	Language free elective courses (university-wide liberal arts courses)			
	Four-university credit transfer system (f-Campus)			
	Study abroad approved courses			

*1 In principle, CLP A/B is taken. Introduction to Academic Studies from university-wide liberal arts course may also be taken.

*2 Includes Center for Japanese Language Education courses.

- ◆ To take university-wide liberal arts courses, please refer to the university-wide liberal arts courses pages.
- ◆ Optional courses cannot be counted toward the number of credits required to graduate.
- ◆ Up to 60 credits acquired from courses in which all or some classes were held remotely can be counted toward the number of credits required to graduate. Any credits in excess of 60 will be considered as optional courses and will not count toward the number of credits required to graduate.

As for class format, refer to “II. Classes (Academic Life) ;4 Class format.”

Note: The number of credits required to graduate are different for students who select 卒業研究 and students who select 卒業課題, so students should check the list of credits required to graduate for their own selection.

Credits Required to Graduate for Enrollees in 2024 and After

(General: Students Selecting 卒業課題 (Sotsugyo Kadai))

Compulsory/elective/free elective	Course category	Number of credits required to graduate		
Compulsory	Language Education Courses Language A (university-wide liberal arts courses)	6	18	
	Language Education Courses Language B (university-wide liberal arts courses)	4		
	Undergraduate compulsory courses (includes Academic Learning Methods)	8		
Elective	Introduction to Academic Studies* ¹	4	80*	At least 124
	Cross-disciplinary Studies (university-wide liberal arts courses)	14		
	General Sports Studies (university-wide liberal arts courses)			
	Core Courses* ²	20		
	Basic Courses	12		
	Specialized Courses	26		
	卒業課題	4*		
Free elective	Credits exceeding the number of credits required to graduate earned from elective courses	No limit	At least 26*	
	Courses of other colleges			
	Language free elective courses (university-wide liberal arts courses)			
	Four-university credit transfer system (f-Campus)			
	Study abroad approval courses			

*1 In principle, CLPA/B is taken. Introduction to Academic Studies from university-wide liberal arts course may also be taken.

*2 Includes Center for Japanese Language Education courses.

- ◆ To take university-wide liberal arts courses, please refer to the university-wide liberal arts courses pages.
- ◆ Optional courses cannot be counted toward the number of credits required to graduate.
- ◆ Up to 60 credits acquired from courses in which all or some classes were held remotely can be counted toward the number of credits required to graduate. Any credits in excess of 60 will be considered as optional courses and will not count toward the number of credits required to graduate.

As for class format, refer to “II. Classes (Academic Life) ;4 Class format.”

Note: The number of credits required to graduate (*) are different for students who select 卒業研究 and students who select 卒業課題, so students should check the list of credits required to graduate for their own selection.

Department of Intercultural Communication (General)

Courses for Enrollment in 2024 and After

* Consult the course lists in R Guide for instructors, semesters in which courses are offered, assigned years, and how to register, etc.

Course name	Credits	Course name	Credits	Course name	Credits
Undergraduate compulsory courses					
基礎演習A	2	基礎演習B	2	異文化コミュニケーション研究入門	2
Cultural Exchange	2				
Elective courses					
Introduction to Academic Studies					
College Life Planning A	2	College Life Planning B	2		
Core courses					
コミュニケーションセミナー1 (ドイツ語)	2	コミュニケーションセミナー1 (フランス語)	2	コミュニケーションセミナー1 (スペイン語)	2
コミュニケーションセミナー1 (中国語)	2	コミュニケーションセミナー1 (朝鮮語)	2	コミュニケーションセミナー1 (ロシア語)	2
コミュニケーションセミナー2 (ドイツ語)	2	コミュニケーションセミナー2 (フランス語)	2	コミュニケーションセミナー2 (スペイン語)	2
コミュニケーションセミナー2 (中国語)	2	コミュニケーションセミナー2 (朝鮮語)	2	コミュニケーションセミナー2 (ロシア語)	2
コミュニケーションセミナー3A-R (英語)	2	コミュニケーションセミナー3B-R (ドイツ語)	4	コミュニケーションセミナー3B-R (フランス語)	4
コミュニケーションセミナー3B-R (スペイン語)	4	コミュニケーションセミナー3B-R (中国語)	4	コミュニケーションセミナー3B-R (朝鮮語)	4
Seminar in English A	2	Seminar in English B	2	Seminar in English C	2
Seminar in English D	2	Seminar in English E	2	Seminar in English F	2
Seminar in English G	2	Seminar in English H	2	ドイツ語Lecture A	2
ドイツ語Lecture B	2	フランス語Lecture A	2	フランス語Lecture B	2
スペイン語Lecture A	2	スペイン語Lecture B	2	中国語Lecture A	2
中国語Lecture B	2	朝鮮語Lecture A	2	朝鮮語Lecture B	2
日本語コミュニケーションA	2	日本語コミュニケーションB	2	日本語コミュニケーションC	2
日本語コミュニケーションD	2	ビジネス日本語コミュニケーション演習	2	キャリア実践演習A	2
キャリア実践演習B	2	諸言語特別演習A	2	諸言語特別演習B	2
サービスマーケティングA	2	サービスマーケティングB	2	サービスマーケティングC	2
海外フィールドスタディA	2	海外フィールドスタディB	2	国内フィールドスタディA	2
国内フィールドスタディB	2	海外日本語教育実践	2	海外日本語教育インターンシップ	2
キャリア形成実習	2	インターンシップ	2	海外留学研修A	12
海外留学研修B	14	海外留学研修C1	12	海外留学研修C2	12
Study Abroad in Asia A	12	Study Abroad in Asia B	12	留学、学びのデザイン、キャリア	2

Japan Studies Program A	4	Japan Studies Program B	2	Japan Studies Program C	2
Japan Studies Program D	2	Japan Studies Program E	4	Japan Studies Program F	2
言語研究調査法	2	異文化トレーニング演習	2	コミュニケーション研究調査法	2
フィールドワーク	2				
Basic courses					
言語学概論	2	英語学概論	2	日本語学概論A	2
日本語学概論B	2	通訳翻訳学概論	2	コミュニケーション研究概論	2
異文化コミュニケーション概論	2	メディアコミュニケーション概論	2	国際協力・開発学概論	2
文化人類学概論	2	カルチュラル・スタディーズ概論	2	グローバル化とジェンダー	2
国際協力・紛争研究概論	2	人間環境概論	2	多文化共生概論	2
グローバル化と宗教	2	視覚芸術概論	2	音楽学概論	2
コンピュータ・リテラシー	2				
Specialized courses					
心理言語学	2	社会言語学	2	認知言語学	2
語用論	2	文化記号論	2	第1言語習得理論	2
第2言語習得理論	2	バイリンガリズム研究	2	英語教育学	2
英語コミュニケーション教育学	2	英語科教育研究	2	外国語教育評価論	2
日本語学特論	2	日本語教授法A	2	日本語教授法B	2
日本語教育実習	4	コミュニケーション文法	2	言語研究特論	2
通訳入門	2	逐次通訳	2	同時通訳入門	2
翻訳入門	2	翻訳応用実践1	2	翻訳応用実践2	2
通訳翻訳実習	2	通訳翻訳学特論	2	非言語コミュニケーション論	2
異文化コミュニケーション特論	2	対人コミュニケーション論	2	集団コミュニケーション論	2
説得コミュニケーション論	2	グローバル社会とコミュニケーション	2	コミュニケーション・テクノロジーと社会	2
コミュニケーション特論	2	グローバル文化研究特論	2	カルチュラル・スタディーズ特論	2
グローバル化と思想	2	宗教と文化	2	エスニシティとナショナリズム	2
人と移動	2	言語文化論	2	グローバル化と言語	2
多文化共生特論	2	国際協力・開発学特論	2	国際協力・紛争研究特論	2
子どもの貧困	2	国際協力とビジネス	2	自然共生特論	2
人間環境特論	2	間文化研究	2	音楽学特論	2
視覚芸術特論	2	英語圏文学論	2	グローバル研究調査法	2
Teaching English to Speakers of Other Languages: Basic Principles	2	Motivation in Language Learning	2	Intercultural Communication in the Language Classroom	2
Communication and Citizenship	2	Transcultural Cinema	2	Contemporary Culture in Japan	2
Religion and Society in Asia	2	Japan in Asia	2	Ethnicity and Globalization in Japan	2
Multiculturalism in Japan	2	Language Policy and Multilingualism	2	Social Movements and Social Change	2

Advanced Seminar: Intercultural Communication	4	Advanced Seminar: Language and Identity	4	Advanced Seminar: International Cooperation	4
Advanced Seminar: Gender and Communication	4	Advanced Seminar: Globalization and Media	4	Special Topics in ICC	2
専門演習・卒業研究					
専門演習1	2	専門演習2	2	専門演習3	2
卒業研究	4				
卒業課題					
卒業課題A	2	卒業課題B	2		

Credits Required to Graduate for Enrollees in 2024 and After
(General TBP: Students Selecting 卒業研究 (Sotsugyo Kenkyu))

Compulsory/elective/free elective	Course category	Number of credits required to graduate		
Compulsory	Language Education Courses Language A (university-wide liberal arts courses)	6	18	
	Language Education Courses Language B (university-wide liberal arts courses)	4		
	Undergraduate compulsory courses (includes Academic Learning Methods)	8		
Elective	Introduction to Academic Studies* ¹	4	86*	At least 124
	Cross-disciplinary Studies (university-wide liberal arts courses)	14		
	General Sports Studies (university-wide liberal arts courses)			
	Core Courses* ²	20		
	Basic Courses	12		
	Specialized Courses	26		
	専門演習・卒業研究	10*		
Free elective	Credits exceeding the number of credits required to graduate earned from elective courses	No limit	At least 20*	
	Courses of other colleges			
	Language free elective courses (university-wide liberal arts courses)			
	Four-university credit transfer system (f-Campus)			
	Study abroad approval courses			

*1 In principle, CLPA/B is taken. Introduction to Academic Studies from university-wide liberal arts course may also be taken.

*2 Includes Center for Japanese Language Education courses.

- ◆ To take university-wide liberal arts courses, please refer to the university-wide liberal arts courses pages.
- ◆ Optional courses cannot be counted toward the number of credits required to graduate.
- ◆ Up to 60 credits acquired from courses in which all or some classes were held remotely can be counted toward the number of credits required to graduate. Any credits in excess of 60 will be considered as optional courses and will not count toward the number of credits required to graduate.

As for class format, refer to “II. Classes (Academic Life) ;4 Class format.”

Note: The number of credits required to graduate (*) are different for students who select 卒業研究 and students who select 卒業課題, so students should check the list of credits required to graduate for their own selection.

Credits Required to Graduate for Enrollees in 2024 and After
(General TBP: Students Selecting 卒業課題 (Sotsugyo Kadai))

Compulsory/elective/free elective	Course category	Number of credits required to graduate		
Compulsory	Language Education Courses Language A (university-wide liberal arts courses)	6	18	
	Language Education Courses Language B (university-wide liberal arts courses)	4		
	Undergraduate compulsory courses (includes Academic Learning Methods)	8		
Elective	Introduction to Academic Studies* ¹	4	80*	At least 124
	Cross-disciplinary Studies (university-wide liberal arts courses)	14		
	General Sports Studies (university-wide liberal arts courses)			
	Core Courses* ²	20		
	Basic Courses	12		
	Specialized Courses	26		
	卒業課題	4*		
Free elective	Credits exceeding the number of credits required to graduate earned from elective courses	No limit	At least 26*	
	Courses of other colleges			
	Language free elective courses (university-wide liberal arts courses)			
	Four-university credit transfer system (f-Campus)			
	Study abroad approval courses			

*1 In principle, CLPA/B is taken. Introduction to Academic Studies from university-wide liberal arts course may also be taken.

*2 Includes Center for Japanese Language Education courses.

- ◆ To take university-wide liberal arts courses, please refer to the university-wide liberal arts courses pages.
- ◆ Optional courses cannot be counted toward the number of credits required to graduate.
- ◆ Up to 60 credits acquired from courses in which all or some classes were held remotely can be counted toward the number of credits required to graduate. Any credits in excess of 60 will be considered as optional courses and will not count toward the number of credits required to graduate.

As for class format, refer to “II. Classes (Academic Life) ;4 Class format.”

Note: The number of credits required to graduate (*) are different for students who select 卒業研究 and students who select 卒業課題, so students should check the list of credits required to graduate for their own selection.

Department of Intercultural Communication (General TBP)

Courses for Enrollment in 2024 and After

* Consult the course lists in R Guide for instructors, semesters in which courses are offered, assigned years, and how to register, etc.

Course name	Credits	Course name	Credits	Course name	Credits
Undergraduate compulsory courses					
Academic Skills A	2	Academic Skills B	2	Overview of Intercultural Communication Studies	2
Cultural Exchange	2				
Elective courses					
Introduction to Academic Studies					
College Life Planning A	2	College Life Planning B	2		
Core courses					
コミュニケーションセミナー1 (ドイツ語)	2	コミュニケーションセミナー1 (フランス語)	2	コミュニケーションセミナー1 (スペイン語)	2
コミュニケーションセミナー1 (中国語)	2	コミュニケーションセミナー1 (朝鮮語)	2	コミュニケーションセミナー1 (ロシア語)	2
コミュニケーションセミナー2 (ドイツ語)	2	コミュニケーションセミナー2 (フランス語)	2	コミュニケーションセミナー2 (スペイン語)	2
コミュニケーションセミナー2 (中国語)	2	コミュニケーションセミナー2 (朝鮮語)	2	コミュニケーションセミナー2 (ロシア語)	2
コミュニケーションセミナー3A-R (英語)	2	コミュニケーションセミナー3B-R (ドイツ語)	4	コミュニケーションセミナー3B-R (フランス語)	4
コミュニケーションセミナー3B-R (スペイン語)	4	コミュニケーションセミナー3B-R (中国語)	4	コミュニケーションセミナー3B-R (朝鮮語)	4
Seminar in English A	2	Seminar in English B	2	Seminar in English C	2
Seminar in English D	2	Seminar in English E	2	Seminar in English F	2
Seminar in English G	2	Seminar in English H	2	ドイツ語Lecture A	2
ドイツ語Lecture B	2	フランス語Lecture A	2	フランス語Lecture B	2
スペイン語Lecture A	2	スペイン語Lecture B	2	中国語Lecture A	2
中国語Lecture B	2	朝鮮語Lecture A	2	朝鮮語Lecture B	2
日本語コミュニケーションA	2	日本語コミュニケーションB	2	日本語コミュニケーションC	2
日本語コミュニケーションD	2	ビジネス日本語コミュニケーション演習	2	キャリア実践演習A	2
キャリア実践演習B	2	諸言語特別演習A	2	諸言語特別演習B	2
サービラーニングA	2	サービラーニングB	2	サービラーニングC	2
海外フィールドスタディA	2	海外フィールドスタディB	2	国内フィールドスタディA	2
国内フィールドスタディB	2	海外日本語教育実践	2	海外日本語教育インターンシップ	2
キャリア形成実習	2	インターンシップ	2	海外留学研修A	12
海外留学研修B	14	海外留学研修C1	12	海外留学研修C2	12
Study Abroad in Asia A	12	Study Abroad in Asia B	12	留学、学びのデザイン、キャリア	2
Japan Studies Program A	4	Japan Studies Program B	2	Japan Studies Program C	2

Japan Studies Program D	2	Japan Studies Program E	4	Japan Studies Program F	2
言語研究調査法	2	異文化トレーニング演習	2	コミュニケーション研究調査法	2
フィールドワーク	2				
Basic courses					
Introduction to Linguistics	2	Introduction to the Study of English	2	Introduction to Translation and Interpreting Studies	2
Introduction to Communication	2	Introduction to Intercultural Communication	2	Introduction to Media Communication	2
Introduction to International Development and Cooperation	2	Introduction to Cultural Anthropology	2	Introduction to Cultural Studies	2
Globalization and Gender	2	日本語学概論A	2	日本語学概論B	2
国際協力・紛争研究概論	2	人間環境概論	2	多文化共生概論	2
グローバル化と宗教	2	視覚芸術概論	2	音楽学概論	2
コンピュータ・リテラシー	2				
Specialized courses					
心理言語学	2	社会言語学	2	認知言語学	2
語用論	2	文化記号論	2	第1言語習得理論	2
第2言語習得理論	2	バイリンガリズム研究	2	英語教育学	2
英語コミュニケーション教育学	2	英語科教育研究	2	外国語教育評価論	2
日本語学特論	2	日本語教授法A	2	日本語教授法B	2
日本語教育実習	4	コミュニケーション文法	2	言語研究特論	2
通訳入門	2	逐次通訳	2	同時通訳入門	2
翻訳入門	2	翻訳応用実践1	2	翻訳応用実践2	2
通訳翻訳実習	2	通訳翻訳学特論	2	非言語コミュニケーション論	2
異文化コミュニケーション特論	2	対人コミュニケーション論	2	集団コミュニケーション論	2
説得コミュニケーション論	2	グローバル社会とコミュニケーション	2	コミュニケーション・テクノロジーと社会	2
コミュニケーション特論	2	グローバル文化研究特論	2	カルチュラル・スタディーズ特論	2
グローバル化と思想	2	宗教と文化	2	エスニシティとナショナリズム	2
人と移動	2	言語文化論	2	グローバル化と言語	2
多文化共生特論	2	国際協力・開発学特論	2	国際協力・紛争研究特論	2
子どもの貧困	2	国際協力とビジネス	2	自然共生特論	2
人間環境特論	2	間文化研究	2	音楽学特論	2
視覚芸術特論	2	英語圏文学論	2	グローバル研究調査法	2
Teaching English to Speakers of Other Languages: Basic Principles	2	Motivation in Language Learning	2	Intercultural Communication in the Language Classroom	2
Communication and Citizenship	2	Transcultural Cinema	2	Contemporary Culture in Japan	2
Religion and Society in Asia	2	Japan in Asia	2	Ethnicity and Globalization in Japan	2
Multiculturalism in Japan	2	Language Policy and Multilingualism	2	Social Movements and Social Change	2
Advanced Seminar: Intercultural	4	Advanced Seminar: Language and Identity	4	Advanced Seminar: International	4

Communication				Cooperation	
Advanced Seminar: Gender and Communication	4	Advanced Seminar: Globalization and Media	4	Special Topics in ICC	2
専門演習・卒業研究					
専門演習1	2	専門演習2	2	専門演習3	2
卒業研究	4				
卒業課題					
卒業課題A	2	卒業課題B	2		

Department of Intercultural Communications

Course Regulations

Enrollees in 2024 and After (DLP)

Features of Specialized Courses

In an ever-changing world, the College of Intercultural Communication develops human resources with the ability to coexist with diverse and unfamiliar other people and create a sustainable future by thinking from multiple perspectives and taking a practical approach to problems with flexible thinking skills. To achieve this, first students take Academic Skills A/B in the first and second years to learn the basic skills for studying at university. At the same time, students intensively improve their working knowledge of English and one other language in communication seminars with small-sized classes and identify the various issues surrounding intercultural communication in the practical overseas study program to increase their thinking skills. Students also take core courses to learn the basic knowledge and ways of looking at and thinking about things in Language Studies, Communication Studies, Translation and Interpreting Studies, and Global Studies, which are the College's focus fields, which leads into specialized research. In the third and fourth years, students select the field they want to conduct specialized research into out of the four fields and use the knowledge, skills, and experience cultivated up to that point to conduct systematic and inter- disciplinary studies. Students also deepen their learning while connecting theory to practice by taking courses such as インターンシップ (*Intanshippu*). In their fourth year, students conduct in-depth research for Senior Research and Thesis or Senior Project and compile a thesis or a report as the culmination of their learning in the College of Intercultural Communication.

Before registering for classes, please read Matters Concerning the College of Intercultural Communication alongside this.

Also, if you plan to take classes that are not included in the DLP program, read the relevant items in the Department of Intercultural Communication Course Registration Policies and Procedure Guide for Students who Enrolled in AY2024 or Later (General/Transitional Bilingual Program).

September enrollees should refer to “7. September Enrollees” as well.

1 Registration Guide for Undergraduate Compulsory Courses

1. Registration Guide

- (1) Undergraduate compulsory courses must be taken in the assigned year.
- (2) Undergraduate compulsory courses are registered automatically, so there are no procedures related to course registration. The same applies when repeating courses.
- (3) Cancellation of course registration is not permitted. The same applies when repeating courses.
- (4) When students are unable to earn credits in the assigned year, be aware that courses are divided into ① courses to be repeated in each semester in the following semester and after; and ② courses to be repeated in the semester in which they run in the following academic year and after. In either case, students are automatically registered until they are able to earn the credits. It is not permitted to take courses offered in the General course.

① Academic Skills A/B

② Overview of Intercultural Communication Studies, Cultural Exchange

2-1 Academic Skills A/B (Undergraduate Compulsory Course: Academic Learning Methods)

(1) Course registration

Academic Skills A is automatically registered in the spring semester of the first year, and Academic Skills B is automatically registered in the fall semester of the first year.

(2) About the registration of ベーシックセミナーA/B

ベーシックセミナーA is automatically registered in the autumn semester of the first year.

Students who transfer to the DLP Course in their second year will be automatically registered for Basic Seminar A in the spring semester of their second year if designated by the College. If these students do not take Overseas Study Program in the fall semester of their second year, they will be automatically registered for Basic Seminar B if designated by the College. Both ベーシックセミナー and Basic Seminar will be counted as free elective Courses.

(3) Course Registration

Students will be automatically registered according to the following schedule:

DLP students	Students transferring from General Course (If designated by the College)
Fall semester (1st year) ベーシックセミナーA	Spring Semester (2nd year) Basic Seminar A Fall Semester (2nd year) Basic Seminar B

(4) Special Course Cancellation System

If you do not wish to take ベーシックセミナー, cancellation may be permitted following an interview with the College. For the application schedule and procedural details, please check the R Guide.

2-2 Cultural Exchange (Undergraduate Compulsory Course)

(1) When to take

The course is taken in the spring semester of the second year.

(2) Course registration

Students are registered for the course in the class designated by the Department of Intercultural Communication. The class in which a student is registered is displayed on the course registration status screen.

3 Registration Guide for Elective Courses

1. Registration Guide

Elective courses consist of the course categories below. The number of credits for each category required to graduate is as below.

* Note that the number of credits required to graduate are different for students who select 卒業研究 (*Sotsugyo Kenkyu*) and students who select 卒業課題 (*Sotsugyo Kadai*).

Course Category	Number of Credits Required to Graduate
Introduction to Academic Studies	4
Cross-disciplinary Studies and General Sports Studies (university-wide)	14
Core Courses	20
Basic Courses	12
Specialized Courses	26
① 卒業研究 (elective)	*①10
② 卒業課題 (elective)	②4

2. Prerequisite Regulations

The courses with prerequisites are as below. Note that these courses cannot be taken without first

completing the designated courses (prerequisite courses).

Course Name	Prerequisite Courses (courses for which credits are to be earned first)
Overseas Japanese Language Teaching Practicum	日本語学概論A
Overseas Japanese Language Education Internship	日本語学概論A・日本語学概論B・日本語教授法A・日本語教授法B
Consecutive Interpreting	Introduction to Interpreting
Introduction to Simultaneous Interpreting	Introduction to Interpreting, Consecutive Interpreting
Intermediate Translation 1	Introduction to Translation
Intermediate Translation 2	Introduction to Translation, Intermediate Translation 1
Translation and Interpreting Practicum	Introduction to Interpreting, Consecutive Interpreting, Introduction to Simultaneous Interpreting, Introduction to Translation, Intermediate Translation 1, Intermediate Translation 2
Advanced Seminar 1	Academic Skills A, Academic Skills B
Advanced Seminar 2	Advanced Seminar 1
Advanced Seminar 3	Advanced Seminar 1, Advanced Seminar 2
Senior Research and Thesis	Advanced Seminar 1, Advanced Seminar 2

3. Courses with Automatic Registration *September enrollees should refer to “10. September Enrollees”

The courses below are electives but are automatically registered. If the course is not completed in the academic year when it was automatically registered and will be taken in the following academic year or after, you should consult the relevant section on the following pages.

Course Name	Academic Year and Semester of Automatic Registration
College Life Planning A (Introduction to Academic Studies)	First year, spring semester
College Life Planning B (Introduction to Academic Studies)	First year, fall semester
CS1 (〇〇)*	First year, spring semester
CS2 (〇〇)*	First year, fall semester
CS3A-R (English) or CS3B-R (〇〇) *Same language as study abroad destination	Second year, spring semester

* ○○: the same language as Language B for the university-wide liberal arts language courses

4. Courses not Offered in DLP

Any courses taken that are not listed in the DLP course list will be counted as Free elective courses (this includes students who have transferred from the General Course). However, courses designated as having "identical content" or being "identical courses" between the DLP and General Course in section "6. Identical Courses (2) Major Courses" will be counted toward the categories defined in the DLP course list on R Guide.

5. PEACE Elective Courses

Students are eligible to take PEACE elective courses offered in the ICGL course list. These PEACE elective courses will be counted as Free elective courses.

6. Identical Content and Identical Courses

Courses listed in the "Notes" section of the DLP course list as having "identical content to General [Course Name]" or being the "identical course to General [Course Name]" will be counted toward the categories defined under the DLP. In both patterns ① and ② below, students must take the DLP version of the course (where [Course Name] represents the specific course name).

① Basic Courses

The DLP course (English) and the General course (Japanese) are offered as separate classes in their respective languages, held at either different or the same periods (excluding "Introduction to Interpreting and Translation Studies"). Students are not permitted to take the General Course version of courses designated as having "identical content."

② Specialized Courses

A single class is held for both DLP and General Course students at the same day and period. The DLP course and the General Course refer to the exact same course.

4-1 College Life Planning (CLP) A/B (Introduction to Academic Studies)

(1) Registration

CLP A is automatically registered in the spring semester of the first year, and CLP B is automatically registered in the fall semester of the first year.

(2) Students in the second year and after who wish to register

If you have not completed CLP A or CLP B and want to take the courses, you will need to register the course code.

4-2 Communication Seminar (CS) Course (Core Course)

Communication Seminar (CS) are held in each language not previously studied (German, French, Spanish, Chinese, Korean, and Russian).

CS1: spring semester course, CS2: fall semester course

1. CS1/2 (OO)

(1) Language registered

The same language as Language B in the university-wide liberal arts language compulsory courses is registered. International students are not eligible to take a language course that is their native language (see below for definition of native language).

Definition of native language: the language determined by nationality and in interviews with the faculty of the College of Intercultural Communication

*Applies to students admitted through the Entrance Exam for International Students, students admitted through the Recommendation Exam for Designated Schools Overseas, NEXUS Program students, and PEACE Program (ICGL) students

(2) Course Registration

Students are automatically registered for CS1 in the class designated by the Department of Intercultural Communication in the spring semester of the first year.

Students are automatically registered for CS2 in the fall semester of the first year in a class on the same day of the week and in the same time period as CS1.

The class in which a student is registered is displayed on the course registration status screen.

(3) Students who wish to take the course in the second year and after

CS1 and CS2 languages that have not been completed can be taken by registering the course code in the second year and after.

(4) Special cancellation system (CS1 and CS2)

Registration for elective languages may be cancelled for students with a certain background of study prior to enrollment based on grades, scores, and oral exams with the supervising faculty members for each language. (CS1 and CS2 are not automatically registered and no credits are granted.)

Students who wish to cancel registration should proceed after consulting R Guide on how to apply and the schedule and criteria for application.

It is recommended that students who cancel registration should register for Lecture in ○○, the advanced courses for elective languages. Thus, students who wish to take the advanced course should register the course. CS1 and CS2 can only be registered as course codes from the spring semester of the first year for languages not selected as Language B when the cancellation of CS1 and CS2 for the language selected as Language B for the university-wide liberal arts language compulsory courses has been approved. (CS1 and CS2 cannot be taken simultaneously for multiple languages in the same semester.) Note that CS1 and CS2 cannot be taken in a language once cancellation has been approved.

2. CS3A-R (English), CS3B-R (○○)

(1) Registration

These courses are taken in the spring semester of the second year. In principle, students are automatically registered for CS3A-R (English) or CS3B-R (German, French, Spanish, Chinese, Korean), which is the same language as the language of the study abroad program selected for Overseas Study Program A/B/C. CS3A-R (English) is automatically registered for students who will extend study abroad.

(2) Registered course and class placement (CS3A-R (English))

The Department of Intercultural Communication determines the registered language as well as the class placement for CS3A-R (English). Students should consult R Guide for registered courses and class announcements as well as schedules including changes and withdrawals before proceeding.

(3) Students who wish to take courses in the third year and after other than the above

① CS3A-R (English)

Students should consult R Guide for how to apply and the schedule before proceeding.

② CS3B-R (○○)

To register the course code, students should submit a notification via the Course Registration System during the course code registration period. International students are not eligible to take a language course that is their native language (see 1. CS1/2 (○○) (1) Language Registered for definition of native language.)

4-3 Overseas Study Program A/B/C (Core Course)

Overseas Study Program A/B/C is a key course in the curriculum of the College of Intercultural

Communication, and must therefore be taken by all students in principle. In addition, attendance at study abroad program guidance and a range of preparatory programs beginning in the first year before studying abroad are part of the course, so students must attend all guidance and preparatory programs.

1. Study Abroad Period and Destination

(1) Period

In principle, the study abroad program is taken in the fall semester of the second year (spring semester of the third year for C2). The period depends on whether Overseas Study Program A, Overseas Study Program B or Overseas Study Program C is taken and the study abroad destination.

- Overseas Study Program A: scheduled for around 12–16 weeks
- Overseas Study Program B: scheduled for longer than Overseas Study Program B
- Overseas Study Program C1: around 12–16 weeks at a university with which the College has an inter- departmental agreement for student exchange
- Overseas Study Program C2: around 12–16 weeks at a university with which the College has an inter- departmental agreement for student exchange

(2) Destination

The study abroad destination is announced in the study abroad program guidance. Students admitted through the Entrance Exam for International Students, students admitted through the Recommendation Exam for Designated Schools Overseas, NEXUS Program students, and PEACE Program (ICGL) students cannot select a study abroad program in their home country.

2. Method for Determining Study Abroad Destination

The study abroad destination is determined through study abroad program guidance.

3. Study Abroad Guidance

Study abroad program guidance is held several times. Details regarding dates and times will be provided by the Office of the CIC Study Abroad Programs. Students should ensure that they attend all study abroad program guidance.

4. Course Registration and Points to Note

- (1) In principle, taking Overseas Study Program may be not permitted when Language B of the university-wide liberal arts language compulsory courses is not completed. Even when accepted for Overseas Study Program A/B/C, students will not be able to apply for the language program when 〇〇語 (XX-go) 1, 〇〇語 (XX-go) A, the university-wide liberal arts language courses taken in

the spring semester of the first year, is not completed.

- (2) When students wish to take part in the language program for a linguistic area that was not taken in Language B, they should submit their score for the applicable language and obtain the approval of the College.
- (3) The University registers courses for those students who have been accepted, so there is no need for course registration procedures. Students should check that they have been registered correctly using the Course Registration Status Screen.
- (4) Students who have been accepted cannot withdraw from participation unless there are valid reasons impeding their participation, such as long-term convalescence. If noticed to the academic advisor prior to the participation, such withdrawal from participation may be permitted under the following conditions through the deliberation by the Department.
 - ◆ Permission of academic advisor
 - ◆ Consent of guarantor
 - ◆ Medical certificate (submitted depending on the reason for withdrawal)
- (5) When students who have been accepted wish to cancel the study abroad for unavoidable reasons after the commencement of the study abroad, cancellation of the study abroad may be permitted following deliberation by the Department. The handling of the registration for Overseas Study Program A/B/C in the relevant semester when cancellation is permitted, the registration for courses other than Overseas Study Program A/B/C, and the possibility of taking Overseas Study Program A/B/C in the following academic year will be as follows.

Timing of application to cancel Overseas Study Program A/B/C	Handling of registration for Overseas Study Program A/B/C	Registration for courses other than Overseas Study Program A/B/C	Possibility of taking Overseas Study Program A/B/C in the following academic year
Before the end of the course registration correction period (special measures)	Course will be cancelled	Course registration prescribed by the University Registration possible based on schedule	May be permitted based on application of the individual concerned
After the above until one week before the start of course cancellation	Course will be cancelled	Registration not possible	Not permitted
One week before the start of course cancellation and after	Registration cannot be cancelled and course cannot be cancelled	Registration not possible	Not permitted

- (6) Students cannot take any courses other than Overseas Study Program A/B/C while taking Overseas Study Program A/B/C. However, students who take Overseas Study Program A/B/C in the Spring Semester and return to Japan by the end of May are permitted to take 留学、学びのデザイン、キャリア, fix termed courses offered by the College of Intercultural Communication, and other courses designated by the College during that semester. For details, please refer to the R Guide.
- (7) Overseas Study Program cannot be repeated, regardless of whether credits were earned.
- (8) When the course could not be taken in the second year, it may be permitted to take the course in the third year based on the application of the individual concerned (cannot be taken in the fourth year).
- (9) Students cannot take Overseas Study Program in the third year and after when they have participated in outbound exchange based on inter-university agreement in the second year, regardless of whether credits were earned.

5 Senior Research and Thesis and Senior Project

1. Objectives and Positioning

To graduate from the College of Intercultural Communication, students must take and earn credits in either Senior Research and Thesis or Senior Project. To take Senior Research and Thesis, students take Advanced Seminar 1 in their sixth semester of enrollment (in principle the fall semester of the third year), Advanced Seminar 2 in their seventh semester of enrollment, and Advanced Seminar 3 and Senior Research and Thesis in their eighth semester of enrollment (total of 10 credits). The objective of Senior Research and Thesis is to carry out in-depth research into a theme students select themselves and to ultimately compile this research into a deliverable such as a graduation thesis, and the College of Intercultural Communication recommends graduation based on Senior Research and Thesis.

When students wish to graduate in four years but cannot take Advanced Seminar 1–3 and Senior Research and Thesis for unavoidable reasons, such as studying abroad for a long period of time, they may take the Senior Project (total of four credits) instead. Senior Project is an educational program for graduating from the College of Intercultural Communication with the acquisition of suitable insight for going out into the world with a broad knowledge of the four fields covered by the College, and students can earn credits by completing specific tasks under the guidance of the supervising faculty members.

2. Taking Senior Research and Thesis and Senior Project and the Number of Credits Required to Graduate

Students must complete either Senior Research and Thesis or Senior Project in order to graduate.

In principle, it is preferable to complete Senior Research and Thesis. It should be noted that the number of credits required to graduate in the elective and free elective course categories will be different depending on which is taken.

It should also be noted that the requirements for completing the Japanese Language Teacher Training Program and the Translator and Interpreter Training Program cannot be fulfilled when Senior Project is taken.

Students taking Senior Research and Thesis

Category	Number of credits required to graduate	Course name	Number of credits
Elective (Advanced Seminar & Senior Research and Thesis)	10	Advanced Seminar 1	2
		Advanced Seminar 2	2
		Advanced Seminar 3	2
		Senior Research and Thesis	4
Free elective	At least 20		

Students taking Senior Project

Category	Number of credits required to graduate	Course name	Number of credits
Elective (Senior Project)	4	Senior ProjectA	2
		Senior ProjectB	2
Free elective	At least 26		

5-1 Advanced Seminar 1–3

1. Advanced Seminar 1–3

- (1) The objective in Advanced Seminar 1 is to set a theme for Senior Research and Thesis by connecting students' individual perceptions of problems to academic themes, and the College provides the classes for learning the fundamentals needed to accomplish this (such as research methods).
- (2) In Advanced Seminar 2, students carry out literature surveys and research, etc. related to the theme set in Advanced Seminar 1 and engage in thinking and discussion in order to dig deeper in terms of content.
- (3) The objective in Advanced Seminar 3 is to complete the writing of Senior Research and Thesis as a summary of what has been learned up to that point, and students engage in individual guidance, presentations, and discussion needed to accomplish it.

The language for writing Senior Research and Thesis shall be English. When applying for Advanced Seminar 1, students must confirm whether the desired seminar supports the writing of a Senior Research and Thesis in English before submitting their application.

2. Course Registration Policies and Procedure

- (1) Students take Advanced Seminar 1 in the sixth semester of enrollment, Advanced Seminar 2 in the seventh semester of enrollment, and Advanced Seminar 3 in the eighth semester of enrollment. More than one Advanced Seminar cannot be taken in the same semester. Applications should be made in the fifth semester of enrollment, regardless of whether it is the spring or fall semester.
- (2) In principle, students continue to taking courses with the same supervising faculty member for Advanced Seminar 1–3. A change in the supervising faculty member may be approved for Advanced Seminar 2/3 when there is a clear reason. However, in principle, it is not possible to change in the middle of a semester. Students who wish to change should notify their academic advisor, the Chair of the Department, or the Dean of the College.
- (3) Students must complete Academic Skills A and Academic Skills B in order to take Advanced Seminar 1.
- (4) Students must complete Advanced Seminar 1 in order to take Advanced Seminar 2. Students must also complete Advanced Seminar 2 in order to take Advanced Seminar 3.
- (5) For Advanced Seminar 3, students take the course with the same supervising faculty member in the same semester as the Senior Research and Thesis.
- (6) Senior Research and Thesis cannot be completed without completing Advanced Seminar 3. Also, Advanced Seminar 3 cannot be completed without completing Senior Research and Thesis.
- (7) When Advanced Seminar 1–3 cannot be completed, students repeat the courses in the following semester and after. In principle, it is desirable to receive guidance from the same faculty member determined in the selection process, but where this is not possible due to the circumstances, the Department will designate a faculty member. In addition, when Advanced Seminar 1–3 cannot be completed with the supervising faculty member determined in the selection process due to leave of absence, etc., the Department will designate a supervising faculty member.
- (8) When a leave of absence is taken, an application must be made during the application period of the previous semester for taking the course in the sixth semester of enrollment (includes cases when the application period is during the leave of absence).
- (9) April enrollees who will take Overseas Study Program A/B/C in the fall semester of the third year take Advanced Seminar 1 in the spring semester of the third year. When this applies, students should apply in the fall semester of the academic year before taking the course.
- (10) When taking part in outbound exchange or studying abroad at approved schools limited to studying abroad in the sixth and seventh semester of enrollment (scheduled to return to Japan by the end of May), students take Advanced Seminar 1 in the fifth semester of enrollment. Students should create a learning plan which takes account of the fact that they will not be able to graduate in four years in spite of studying abroad when Advanced Seminar 1 was not completed in the fifth semester of enrollment because Advanced Seminar 1–3 can only be taken one course at a time in each semester. When this applies, an application should be made in the fall semester of the academic year before taking the course. When students wish to commence Advanced Seminar

1 after returning to Japan, they should ensure that they notify the Academic Affairs Office, Ikebukuro Campus before studying abroad.

Students who will study abroad for one year starting in the spring semester which is the fifth semester take Advanced Seminar 1 in the spring semester of the following academic year.

- (11) It is only possible to change to Senior Project starting the following semester in the sixth semester of enrollment when Advanced Seminar 1 is taken. When students wish to change, they will take Senior Project starting in the seventh semester so should apply during the specified change application period in the semester before taking the course. Consult R Guide for details of the change application period and the procedure. Students are not permitted to change to Senior Project on any other occasion and cannot return to Advanced Seminar after changing. The completed Advanced Seminar 1 will be counted as a free elective.
- (12) When students wish to take Advanced Seminar 1 in the seventh semester of enrollment and after, they should apply during the application period in the sixth semester of enrollment. When no application is made, Senior Project will be automatically registered in the seventh semester of enrollment, and students will not be able to change to Senior Research and Thesis (includes leave of absence and study abroad, etc.)

3. Screening Method

Students should refer to R Guide for details on the screening schedule and how to apply.

4. Course Registration

The University registers the courses based on the screening results. Students should check that courses have been registered correctly on the course registration status screen.

5. Points to Note on Screening

- (1) There are fixed numbers for Advanced Seminar 1–3. Consult the syllabus for the academic year of application for the fixed numbers.
- (2) Students who did not apply during the designated period (includes students with a leave of absence) and students for whom a supervising faculty member was not determined should consult the Chair of the Department during their fifth semester of enrollment.

5-2 Senior Research and Thesis

1. Course Registration Policies and Procedure

- (1) Registration for Senior Research and Thesis is limited to one course.
- (2) Senior Research and Thesis is taken in the same semester and with same supervising faculty member as Advanced Seminar 3 (see 5-1 Advanced Seminar 1–3).
- (3) Advanced Seminar 3 cannot be completed without completing the Senior Research and Thesis.

Also, Senior Research and Thesis cannot be completed without completing Advanced Seminar 3.

- (4) When Senior Research and Thesis could not be completed, it is taken at the same time as Advanced Seminar 3, which is repeated in the next semester and after.

2. Course Registration

- (1) The University registers the course based on the supervising faculty member for Advanced Seminar 3. Students should check that courses have been registered correctly on the course registration status screen.
- (2) Registration for Senior Research and Thesis is registered at the same time as Advanced Seminar 3.

3. Schedule of Senior Research and Thesis

Third year

- Around early May: publication of application requirements for Advanced Seminar 1
- Around mid-June: announcement of first round selection results for Advanced Seminar 1
- Around mid-July: announcement of second round selection results for Advanced Seminar 1
- Around early August: announcement of third round selection results for Advanced Seminar 1

Fourth year

- Around early June: submission of research project title registration form
- Around early November: submission of research project title change form

*Only for students to whom it applies (submitted only when there have been significant changes to the theme from the title registration form, consult supervising faculty member)

- Around mid-December: submission of Senior Research and Thesis

Title registration form and change of title registration form

In principle, the title registration form is submitted during the semester when Advanced Seminar 2 is taken and the change of title registration form is submitted during the semester when Senior Research and Thesis and Advanced Seminar 3 are taken. However, students who could not complete Advanced Seminar 2 or Advanced Seminar 3 should resubmit the title registration form during the period for the submission of the change of title registration form in the semester when Advanced Seminar 3 is taken.

4. Submission of Senior Research and Thesis

Consult R Guide for details, including the period for submission and where and how to submit.

5. Schedule of Senior Research and Thesis when taken in the Spring Semester

When Senior Research and Thesis and Advanced Seminar 3 are taken in the spring semester, the schedule is as below. The points to note when submitting the project are same as those during the usual period of submission.

- Around early November: submission of research project title registration form
- Around early June: submission of change in research project title change form
- Around late June: submission of Senior Research and Thesis

5-3 Senior Project

1. Course Registration Policies and Procedure

- (1) Students take Senior Project A in the seventh semester of enrollment (in principle, the spring semester of the fourth year for April enrollees and the fall semester of the fourth year for September enrollees) and Senior Project B in the eighth semester of enrollment. Senior Project A and Senior Project B cannot be taken in the same semester.
- (2) It is only possible to change to Senior Project starting in the next semester in the sixth semester of enrollment when Advanced Seminar 1 is taken. When students wish to change, Senior Project will be taken from the seventh semester of enrollment, so applications should be made during the change application period of the previous semester (see 2. Course Registration Policies and Procedure (11) under 7-1 Advanced Seminar 1–3).

2. Course Registration

- (1) Senior Project A and Senior Project B are registered automatically when approved by the College. Students should check that courses have been registered correctly on the course registration status screen.
- (2) Students who have been approved to take the course cannot cancel it.

3. Submission of Senior Project

- (1) For Senior Project, students research one of the four themes announced in each semester in the seventh semester of enrollment and one in the eighth semester of enrollment under the guidance of the supervising faculty member and earn two credits for each theme by completing and passing a task, such as a report. The themes for Senior Project are posted on the College bulletin board.
- (2) Students who take Senior Project submit an application form listing their preferred themes by the designated date and time in the semester before the course is taken. The College finalizes the themes for Senior Project A and Senior Project B based on these preferences and registers the courses. Theme preferences that have been submitted cannot be changed in principle.
- (3) The College determines the faculty member who will supervise the preparation of Senior Project.
- (4) The format for the Senior Project report is a text of at least 3200 words in English for one theme. The language for writing Senior Project shall be English.
- (5) Consult R Guide for the deadline and location for submission of the Senior Project report.

4. Schedule

Third year

- Around late-November: announcement of Senior Project themes (College of Intercultural Communication bulletin board)
- Around late January–around mid-March: submission of graduation theme assignment application form

<Fall semester applications>

*Students whose seventh semester of enrollment will be in the fall semester

- Around early June: announcement of Senior Project themes (College of Intercultural Communication bulletin board)
- Around late July–around early September: submission of graduation theme assignment application form

Fourth year

- Around late-June: submission of Senior Project A
- Around mid-December: submission of Senior Project B

6 Course Guideline for Free Elective Courses

- (1) The number of credits required to graduate is at least 20 for students who select Senior Research and Thesis and at least 26 for students who select Senior Project.
- (2) Credits exceeding the number of credits required to graduate earned from elective courses, courses of other colleges, language free elective courses [university-wide liberal arts courses], and the f-Campus four-university credit transfer system can be counted toward the free elective credits required to graduate.
- (3) Credits earned from outbound exchange or at approved schools which are credits for courses that have received approval as studying abroad approval credits are studying abroad approval courses within free elective courses and can be counted toward the free elective credits required to graduate.

7 September Enrollees

1. Overview

In principle, September enrollees should consult Course Registration Policies and Procedure for Enrollees in 2024 and after (DLP). The following categories will apply to September enrollees as they

are distinct from those for April enrollees. Students who wish to take the five-year integrated program should refer to “XI. Five-Year Integrated Program”.

7-1 Compulsory Courses and Elective Courses (Introduction to Academic Studies and Core Courses)

1. Automatic Registration

The compulsory courses that the University automatically registers are as shown below.

First semester of enrollment (Fall semester)	Second semester of enrollment (Spring semester)	Third semester of enrollment (Fall semester)	Fourth semester of enrollment (Spring semester)
<ul style="list-style-type: none"> •Language A: DBT, R&W2, P •Academic Skills A •College Life Planning B 	<ul style="list-style-type: none"> •Language A: DSC, R&W1, e •Language B: ○○語1・A •Overview of Intercultural Communication Studies •Academic Skills B •College Life Planning A •CS1(○○) 	<ul style="list-style-type: none"> •Language B : ○○語2・B •CS2(○○) •ペーシクセミナーA 	<ul style="list-style-type: none"> •Cultural Exchange •CS3A-R (English) またはCS3B-R(○○)*

* For CS3A-R and CS3B-R, the same language is automatically registered for CS3A-R (English) and CS3B-R (German, French, Spanish, Chinese, Korean) as the language for the study abroad program selected in Overseas Study Program A/B/C. When Overseas Study Program A/B/C is not taken, CS3A-R (English) is registered.

2. CS1/2 (○○) (Core Course)

The same language as Language B in the university-wide liberal arts language compulsory courses is registered. Students are automatically registered for CS1 in the class designated by the Department of Intercultural Communication in the spring semester of the first year. Students are automatically registered for CS2 in the fall semester of the second year in a class on the same day of the week and in the same time period as CS1. The class in which a student is registered is displayed on the course registration status screen.

3. Overseas Study Program A/B/C (Core Course)

September enrollees can only take these courses in the fifth semester of enrollment (the fall semester of the third year). The method of registration is “Other” registration. Refer to 4-3 Overseas Study Program A/B/C (Core Course) for other details. Consult the Office of the CIC Study Abroad Program (6th Floor, McKim Hall (Building No. 15)) for the guidance schedule and other details.

7-2 Elective Courses (Specialized Courses, 専門演習/卒業研究, 卒業課題)

In principle, these courses are the same as in Course Registration Policies and Procedure of the Department for enrollees in 2024 and after (DLP).

When selecting Senior Research and Thesis, students commence Advanced Seminar 1 in the sixth semester of enrollment (in principle, the spring semester of the third year) (application in the

semester before taking the course). Consult 5-1 Advanced Seminar 1–3 for course registration policies and procedure and how to apply. When undertaking outbound exchange or study abroad at an approved school (limited to study abroad while enrolled) in the sixth and seventh semesters of enrollment (planning to return to Japan by the end of October), students can take Advanced Seminar 1 in the fifth semester of enrollment. When Advanced Seminar 1 was not completed in the fifth semester of enrollment, students should prepare a learning plan that takes into account the fact that they will no longer be able to graduate in four years despite studying abroad while enrolled because Advanced Seminar 1–3 can only be taken one course at a time in each semester. When this applies, students should apply to the Academic Affairs Office, Ikebukuro Campus in the fourth semester of enrollment. When students wish to start taking Advanced Seminar 1 after returning to Japan, they should be sure to report that fact to the Academic Affairs Office, Ikebukuro Campus before studying abroad.

It is only possible to transfer to Senior Project the following semester in the semester when Advanced Seminar 1 is taken. Students who decided to take Senior Project will take Senior Project from the seventh semester of enrollment (in principle the fall semester of the fourth year). Consult 5-3 Senior Project for the course regulation policies and procedure.

Credits Required to Graduate for Enrollees in 2024 and After
(DLP: Students Selecting Senior Research and Thesis)

Compulsory/elective/free elective	Course category	Number of credits required to graduate				
Compulsory	Language Education Courses Language A (university-wide liberal arts courses)	6	18			
	Language Education Courses Language B (university-wide liberal arts courses)	4				
	Undergraduate compulsory courses (includes Academic Learning Methods)	8				
Elective	Introduction to Academic Studies*1	4	86*	At least 124		
	Cross-disciplinary Studies (university-wide liberal arts courses)	14				
	General Sports Studies (university-wide liberal arts courses)					
	Core Courses	20				
	Basic Courses	12				
	Specialized Courses	DLP Courses			At least 16	26
		General Courses			0~10	
	Advanced Seminar and Senior Research and Thesis	10				
Free elective	Credits exceeding the number of credits required to graduate earned from elective courses	No limit	At least 20*			
	Courses of other colleges					
	Language free elective courses (university-wide liberal arts courses)					
	Four-university credit transfer system (f-Campus)					
	Study abroad approval courses					

*1 In principle, CLPA/B is taken. Introduction to Academic Studies from university-wide liberal arts course may also be taken.

- ◆ To take university-wide liberal arts courses, please refer to the university-wide liberal arts courses pages.
- ◆ Optional courses cannot be counted toward the number of credits required to graduate.
- ◆ Up to 60 credits acquired from courses in which all or some classes were held remotely can be counted toward the number of credits required to graduate. Any credits in excess of 60 will be considered as optional courses and will not count toward the number of credits required to graduate.

As for class format, refer to “II. Classes (Academic Life) ;4 Class format.”

Note: The number of credits required to graduate are different for students who select 卒業研究 and students who select 卒業課題, so students should check the list of credits required to graduate for their own selection.

Credits Required to Graduate for Enrollees in 2024 and After
(DLP: Students Selecting Senior Project)

Compulsory/elective/free elective	Course category		Number of credits required to graduate			
Compulsory	Language Education Courses Language A (university-wide liberal arts courses)		6		18	
	Language Education Courses Language B (university-wide liberal arts courses)		4			
	Undergraduate compulsory courses (includes Academic Learning Methods)		8			
Elective	Introduction to Academic Studies ^{*1}		4		86*	
	Cross-disciplinary Studies (university-wide liberal arts courses)		14			
	General Sports Studies (university-wide liberal arts courses)					
	Core Courses		20			
	Basic Courses		12			
	Specialized Courses	DLP Courses	At least 16	26		
		General Courses	0~10			
Senior Project		4		At least 124		
Free elective	Credits exceeding the number of credits required to graduate earned from elective courses		No limit			
	Courses of other colleges					
	Language free elective courses (university-wide liberal arts courses)					
	Four-university credit transfer system (f-Campus)					
	Study abroad approval courses					
		At least 26*				

*1 In principle, CLPA/B is taken. Introduction to Academic Studies from university-wide liberal arts course may also be taken.

- ◆ To take university-wide liberal arts courses, please refer to the university-wide liberal arts courses pages.
- ◆ Optional courses cannot be counted toward the number of credits required to graduate.
- ◆ Up to 60 credits acquired from courses in which all or some classes were held remotely can be counted toward the number of credits required to graduate. Any credits in excess of 60 will be considered as optional courses and will not count toward the number of credits required to graduate.

As for class format, refer to “II. Classes (Academic Life) ;4 Class format.”

Note: The number of credits required to graduate are different for students who select 卒業研究 and students who select 卒業課題, so students should check the list of credits required to graduate for their own selection.

Department of Intercultural Communication (DLP) Courses for
Enrollment in 2024 and After

* Consult the course lists in R Guide for instructors, semesters in which courses are offered, assigned years, and how to register, etc.

Course name	Credits	Course name	Credits	Course name	Credits
Undergraduate compulsory courses					
Academic Skills A	2	Academic Skills B	2	Overview of Intercultural Communication Studies	2
Cultural Exchange	2				
Elective courses					
Introduction to Academic Studies					
College Life Planning A	2	College Life Planning B	2		
Core courses					
Communication Seminar 1 (German)	2	Communication Seminar 1 (French)	2	Communication Seminar 1 (Spanish)	2
Communication Seminar 1 (Chinese)	2	Communication Seminar 1 (Korean)	2	Communication Seminar 1 (Russian)	2
Communication Seminar 2 (German)	2	Communication Seminar 2 (French)	2	Communication Seminar 2 (Spanish)	2
Communication Seminar 2 (Chinese)	2	Communication Seminar 2 (Korean)	2	Communication Seminar 2 (Russian)	2
Communication Seminar 3A-R (English)	2	Communication Seminar 3B-R (German)	4	Communication Seminar 3B-R (French)	4
Communication Seminar 3B-R (Spanish)	4	Communication Seminar 3B-R (Chinese)	4	Communication Seminar 3B-R (Korean)	4
Seminar in English A	2	Seminar in English B	2	Seminar in English C	2
Seminar in English D	2	Seminar in English E	2	Seminar in English F	2
Seminar in English G	2	Seminar in English H	2	Lecture in German A	2
Lecture in German B	2	Lecture in French A	2	Lecture in French B	2
Lecture in Spanish A	2	Lecture in Spanish B	2	Lecture in Chinese A	2
Lecture in Chinese B	2	Lecture in Korean A	2	Lecture in Korean B	2
Overseas Study Program A	12	Overseas Study Program B	14	Overseas Study Program C1	12
Overseas Study Program C2	12	Study Abroad in Asia A	12	Study Abroad in Asia B	12
Study Abroad, Study Planning, and Career Development	2	Communication Seminar (Intensive) A	2	Communication Seminar (Intensive) B	2
Service Learning A	2	Service Learning B	2	Service Learning C	2
Overseas Field Studies A	2	Overseas Field Studies B	2	Domestic Field Studies A	2
Domestic Field Studies B	2	Overseas Japanese Language Teaching Practicum	2	Overseas Japanese Language Education Internship	2
Career Development Practicum	2	Internship	2	Japan Studies Program A	4
Japan Studies Program E	4	Japan Studies Program F	2	Research Methods in Language Studies	2
Seminar in Intercultural Training	2	Research Methods in Communication Studies	2	Fieldwork	2
Japanese Communication A	2	Japanese Communication B	2	Japanese Communication C	2

Japanese Communication D	2	Seminar in Japanese Language Business Communication	2		
Basic courses					
Introduction to Linguistics	2	Introduction to the Study of English	2	Introduction to Translation and Interpreting Studies	2
Introduction to Communication	2	Introduction to Intercultural Communication	2	Introduction to Media Communication	2
Introduction to International Development and Cooperation	2	Introduction to Cultural Anthropology	2	Introduction to Cultural Studies	2
Globalization and Gender	2				
Specialized courses A: DLP					
Psycholinguistics	2	Sociolinguistics	2	Cognitive Linguistics	2
Pragmatics	2	Theories of Second Language Acquisition	2	Bilingualism	2
Measurement and Evaluation in Language Education	2	Teaching English to Speakers of Other Languages: Basic Principles	2	Motivation in Language Learning	2
Intercultural Communication in the Language Classroom	2	Introduction to Interpreting	2	Consecutive Interpreting	2
Introduction to Simultaneous Interpreting	2	Introduction to Translation	2	Intermediate Translation 1	2
Intermediate Translation 2	2	Translation and Interpreting Practicum	2	Topics in Translation and Interpreting	2
Communication and Citizenship	2	Transcultural Cinema	2	Contemporary Culture in Japan	2
Religion and Society in Asia	2	Japan in Asia	2	Ethnicity and Globalization in Japan	2
Multiculturalism in Japan	2	Language Policy and Multilingualism	2	Social Movements and Social Change	2
Advanced Seminar: Intercultural Communication	4	Advanced Seminar: Language and Identity	4	Advanced Seminar: International Cooperation	4
Advanced Seminar: Gender and Communication	4	Advanced Seminar: Globalization and Media	4	Special Topics in ICC	2
Specialized courses B: General					
文化記号論	2	第1言語習得理論	2	英語教育学	2
英語コミュニケーション教育学	2	英語科教育研究	2	日本語学特論	2
日本語教授法A	2	日本語教授法B	2	日本語教育実習	4
コミュニケーション文法	2	言語研究特論	2	非言語コミュニケーション論	2
異文化コミュニケーション特論	2	対人コミュニケーション論	2	集団コミュニケーション論	2
説得コミュニケーション論	2	グローバル社会とコミュニケーション	2	コミュニケーション・テクノロジーと社会	2
コミュニケーション特論	2	グローバル文化研究特論	2	カルチュラル・スタディーズ特論	2
グローバル化と思想	2	宗教と文化	2	エスニシティとナショナリズム	2
人と移動	2	言語文化論	2	グローバル化と言語	2
多文化共生特論	2	国際協力・開発学特論	2	国際協力・紛争研究特論	2
子どもの貧困	2	国際協力とビジネス	2	自然共生特論	2
人間環境特論	2	間文化研究	2	音楽学特論	2
視覚芸術特論	2	英語圏文学論	2	グローバル研究調査法	2
専門演習・卒業研究					
Advanced Seminar 1	2	Advanced Seminar 2	2	Advanced Seminar 3	2

Senior Research and Thesis	4				
卒業課題					
Senior Project A	2	Senior Project B	2		
Free Courses					
Basic Seminar A	2	ベーシックセミナーA	2	ベーシックセミナーB	2
Basic Seminar B					

