

**AY 2021**

**Liberal Arts and Sciences Course Registration Guide  
for International Programs Students**

Nagoya University

## Schedule for Liberal Arts and Sciences (Fall Semester, AY2021)

Semester	Date	Event	Notes
	October 1 (Fri)	Fall Entrance Ceremony	Fall Semester Make-up Days:
	October 4 (Mon)	First Day of Classes	Nov. 20 (Sat): For the Fall Quarter 1
	October 4 (Mon) - November 30 (Tue)	Fall Quarter 1	Jan. 22 (Sat): For the Fall Quarter 2
	October 4 (Mon) - 11 (Mon)	Course Registration Period*	
	October 25 (Mon) -	Registration Confirmation*	
	October 28 (Thur)	Earthquake Disaster Evacuation Drill	
	November 29 (Mon)	Class Day for Quarter 1 Wednesday Classes	
	December 1 (Wed) - February 8 (Tue)	Fall Quarter 2	
	December 25 (Sat)	Class Day for Quarter 2 Friday Classes	
	December 28 (Tue) - January 7 (Fri)	Winter Vacation	
	January 14 (Fri)	Preparation for Common Test for University Admissions	No Classes (Tentative)
	January 15 (Sat) - 16 (Sun)	Common Test for University Admissions	
	January 26 (Wed) - February 8 (Tue)	Final Examination Period	
	February 8 (Tue)	Last class day of Fall semester	
	February 16 (Wed) - 17 (Thu)	Make-up Examinations Period (Tentative)	
	February 18 (Fri)	Grade Confirmation*	
	February 18 (Fri) - 22 (Tue)	Application Period for Repeat Examinations (Tentative)	
	March 1 (Tue) - March 3 (Thu)	Repeat Examination period (Tentative)	

\* You are supposed to do course registration and confirmation online. For more information, please refer to the "Course Registration Procedures" on the Institute of Liberal Arts and Sciences (hereinafter referred to as "ILAS") website (<http://www.ilas.nagoya-u.ac.jp/>).

• Schedule for next Spring Semester will be available on the "ILAS" website in March, 2022.

• The ILAS Office window opens from 8:30 to 17:00 on Monday - Friday, except holidays. During vacation period, closed from 12:00 to 13:00.

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## I. Goals of Education

ILAS formulates educational courses aimed at realizing the following educational objectives:

- (a) To cultivate comprehensive decision-making and thinking abilities  
 Liberal Education Courses in Humanities and Social Sciences, Liberal Education Courses in Natural Sciences, Liberal Education Courses in Interdisciplinary Fields etc.
- (b) To foster students' initiative and desire to study  
 First Year Seminars, Open Courses etc.
- (c) To cultivate communication skills that contribute to character development  
 Health and Sports Science, Language and Culture Courses
- (d) To nurture an inquisitive mind and cultivate fundamental academic abilities that are required in all schools  
 Basic Courses in Humanities and Social Sciences, Basic Courses in Natural Sciences etc.

## II. Importance of Liberal Arts and Sciences

Aiming to produce intellectual graduates with highly creative, independent personalities through university education, the Liberal Arts and Sciences program provides necessary education through different courses in a University-wide fashion.

To make sure students can study basic courses in a wide range of academic fields, we have set up Basic General Education Courses (First Year Seminar, Language and Culture, Health and Sports Science), Basic Courses in Humanities and Social Sciences, and Basic Courses in Natural Sciences; furthermore, we have also set up Liberal Education Courses in Humanities and Social Sciences, Liberal Education Courses in Natural Sciences, Education Courses in Interdisciplinary Fields and Open Courses in order to develop broad-ranging decision-making skills.

### 1. Course Category



### 2. Course Category and Content

Liberal Arts and Sciences at Nagoya University are divided into Basic Courses and Liberal Education Courses in accordance with the philosophy and objectives of the program. These courses are then further subdivided based on field, purpose, eligible students, and a number of other conditions.

The category and their contents are shown in the following table.

Course Category		Content
Courses in Specialized Fields	Specialized Courses	The most important core courses in specialized fields taught at the various departments of each school (including graduation research).
	Related Specialized Courses	Courses closely related to Specialized Courses and which can enhance the educative results thereof.
	Basic Specialized Courses	Basic education courses directly related to specializations and critical for understanding Specialized Courses, Related Specialized Courses, and the like.
Basic Courses	Basic General Education Courses	Courses taken by the first year students that introduce them to university education, help them develop basic capabilities and the ability to independently engage in academic pursuits, acquiring the skills needed to work in either the humanities or the sciences.
	First Year Seminar	Courses designed to develop students' capabilities in the basic disciplines of reading, writing, and speaking through multidisciplinary intellectual training and to help students learn both how to pursue truth and how interesting such an activity can be.
	Language and Culture	Courses intended to boost capabilities in foreign languages as a tool for specialized academic pursuit, to enhance understanding of foreign cultures, and in doing so, to help students prepare themselves for international society.
	Health and Sports Science	Courses that promote communication and leadership abilities through sports by teaching students how to manage their own health, while training them in the basic skills required for a lifetime of physical activity.
	Basic Courses in Humanities and Social Sciences	Courses designed to promote an understanding of the study of humanities and social science and to foster independent decision-making capabilities.
	Basic Courses in Natural Sciences	Courses designed to promote an understanding of the study of natural science and to foster independent decision-making capabilities.
Liberal Education Courses	Liberal Education Courses in Humanities and Social Sciences	Courses that provide students with the skills required to analyze and understand phenomena in humanities and social sciences in an interdisciplinary, comprehensive fashion, promoting an understanding of their relationships to other fields of study.
	Liberal Education Courses in Natural Sciences	Courses providing students with the skills required to analyze and understand phenomena in the field of natural science in an interdisciplinary, comprehensive fashion that promotes an understanding of their relationships to other fields of study.
	Liberal Education Courses in Interdisciplinary Fields	Courses that help students of all specialties to develop well-balanced characters and comprehensive decision-making skills.
	Open Courses	Courses in specialized fields offered at the various schools that are open to students from other schools since they are considered important and respond to students' desire for independent and diverse learning.

### III. How Courses Are Conducted

#### 1. Academic Year and Semesters

The school year of International Programs at Nagoya University starts from October 1 and ends on September 30 of the next year. This year is divided into a Fall Semester (October 1 to March 31) and a Spring Semester (April 1 to September 30) and each semester consists of 15 weeks of instruction. For details of this semester’s schedule, see the back of the front cover.

It should be noted that these schedules may change for courses taught at specific schools due to circumstances affecting those schools only.

#### 2. Terms

Because the duration of study is normally four years, this period is divided into eight semesters. (Twelve for the Department of Medicine, School of Medicine).

Starting with the academic year a student enrolls in, academic years are labeled in the following manner.

Roman numerals are used to denote terms.

Each Semester consists of two Quarters; Fall Quarter 1 and Fall Quarter 2 for the Fall Semester, Spring Quarter 1 and Spring Quarter 2 for the Spring Semester.

First year		Second year		Third year		Fourth year	
Fall Semester	Spring Semester	Fall Semester	Spring Semester	Fall Semester	Spring Semester	Fall Semester	Spring Semester
Term G-I	Term G-II	Term G- III	Term G-IV	Term G-V	Term G-VI	Term G-VII	Term G-VIII

#### 3. Student-free Days

Days on which classes are not held are called student-free days. Nagoya University student-free days are as follows. However, classes may be held on those days when necessary for educational reasons.

Regular student-free days:

Single student-free day:

Saturdays, Sundays, and statutory holidays stipulated in the Act on National Holidays

Periods of more than one student-free day:

Summer vacation and Winter vacation

Special student-free day: Nagoya University Festival (Meidai-sai), etc.

#### 4. Class Times

At Nagoya University, classes normally continue for two hours (90 minutes of actual instruction). However, classes for some courses such as physics labs, chemistry labs, biology labs, and earth science labs are three hours long (135 minutes of actual instruction).

The time classes begin and end are given below. Classes are labeled in the following manner starting with the first class of the day. These times are fixed throughout the entire year. They apply to classes at all schools.

Three-hour classes (135 minutes of actual instruction) continue across two normal class times.

8:45 to 10:15	10:30 to 12:00	13:00 to 14:30	14:45 to 16:15	16:30 to 18:00
1st period	2nd period	3rd period	4th period	5th period

## 5. Courses and Credit System

Depending on the lesson style, courses can be categorized into the following types of courses.

At Nagoya University, meanwhile, credits are used as a means of quantitatively measuring a student's study, and in order to complete each year's curriculum, you must acquire the number of Liberal Arts and Sciences credits and school specialized course credits defined by standards established at each school.

Type of Courses	Content	Class Times / Number of Credits	Course Category
Lecture	Classes that mainly consist of lectures by instructor teaching the course.	2 hours (actual 90 minutes) x 15 weeks / 2.0 credits	Health and Sports Science: Lecture Basic Courses in Humanities and Social Sciences Basic Courses in Natural Sciences (not including lab work) Liberal Education Courses in Humanities and Social Sciences Liberal Education Courses in Natural Sciences Liberal Education Courses in Interdisciplinary Fields
	Classes that a limited number of students can enroll in and that consist mainly of student-driven study.	2 hours (actual 90 minutes) x 15 weeks / 1.0, 1.5 or 2.0 credits	First Year Seminars Language and Culture
Practical training	Classes that principally involve students participating in hands-on practical activities, examining items or materials, or practicing techniques or special procedures.	2 hours (actual 90 minutes) x 15 weeks / 1.0 credits	Health and Sports Science: Practicum
Laboratory	Classes comprising lab work or the like.	3 hours (actual 135 minutes) x 15 / weeks 1.5 credits	Laboratory in Physics Laboratory in Chemistry Laboratory in Biology Laboratory in Earth Science

## IV. Registration Procedures and Course Enrollment

Please follow the procedures below for course registration.

### 1. Registration Procedures

You should select the courses to take (Liberal Arts and Sciences courses and school specialized courses) before the semester begins. Those in Term G-I, 1<sup>st</sup> year, should do registration between October 4 (Mon) and October 11 (Mon) in 2021, and those in 2nd and higher grade should register for courses before the semester starts. Nagoya University portal (website) is used to do the registration. For more information, please read the manual “Course Registration Procedures” which is available on the ILAS website (<http://www.ilas.nagoya-u.ac.jp/>).

Those who have not completed the registration are not eligible to attend the classes nor to take the examinations.

Please note that the registration procedures are different depending on the courses.

The registration procedures will not be completed until you confirm whether the registration has been done correctly or not on the website after entering the data.

On the screen of “Confirmation of Registered Course”, all courses that you will take should be displayed. If you find any mistakes in the registration, immediately contact the following office; for Liberal Arts and Sciences courses, the ILAS Office and for School specialized courses, the School you belong to.

#### 〈 First Year Seminar A 〉

In Wednesday 2nd period, two classes of “First Year Seminar A” are held for those in School of Humanities, Law, Economics, and three classes for those in School of Science, Engineering, and Agricultural Sciences. Please refer to each syllabus and choose the one you would like to take. Fill out “First Year Seminar Preference Sheet” which is available on the ILAS website (<http://www.ilas.nagoya-u.ac.jp/>) and submit it to the ILAS Office via email ([kyoikuin@adm.nagoya-u.ac.jp](mailto:kyoikuin@adm.nagoya-u.ac.jp)) by **September 28 (Tue) 17:00**.

Each class has an enrollment limit, so you may not be able to take your preferred class. Classes will be determined randomly considering your preferences and the result of the application will be posted on the NU portal, ILAS tab on **Monday, October 4**. Please check the result and make sure to **do registration via the website by October 11 (Mon) 13:00**.



Once the class is assigned, it cannot be changed.

#### 〈 Language and Culture 〉

Please refer to the “V. Important Notes on Language and Culture Course Registration” on page 7 to register for Language and Culture courses. Also, be sure to read “Course Registration Procedures” carefully to register for the courses.



AY 2017, Fall Semester  
For G30 students enrolled in/before 2016

 **Course Registration Procedures** 

*You can complete most of the registration procedures anywhere you are able to connect to the Internet.*

**REGISTRATION SCHEDULES**

1. Course Registration  
**For the students enrolled in 2016** [The 3<sup>rd</sup> & 4<sup>th</sup> digits of the student number is "16"]  
 September 13 (Wed) 9:00 a.m. - 22 (Fri) 6:00 p.m., 2017

**For the students enrolled in/before 2015**  
 [The 3<sup>rd</sup> & 4<sup>th</sup> digits of the student number is "15" and lower]  
 September 14 (Thu) 9:00 a.m. - 25 (Mon) 6:00 p.m., 2017

2. Registration Confirmation  
 September 28 (Thu) 9:00 a.m. - October 10 (Tue) 6:30 p.m., 2017

3. Registration Revision (additions and deletions)  
 October 2 (Mon) 9:00 a.m. - 10 (Tue) 6:30 p.m., 2017

*\*For only course addition, student should submit a "Registration Application Form" to the instructor during the first week of classes. Then, students register the additional course by his/her self via the website.*

Course Registration must be completed during the designated period.  
You are strongly recommended to finish registration by a day before  
the deadline to avoid the busy network hour.

Registration Procedures URL: <https://portal.nagoya-u.ac.jp/>  
 Learning Management System - Student Manual - URL:  
<http://web-horbu.jimu.nagoya-u.ac.jp/gakumu/gakumubu/student/e/index.htm>  
 \*\*\*\*\*

- For Inquiries regarding the NU ID and PW:  
 Visit "Information Media Office", 4 floor of School of Engineering Building 7  
[ie-office@media.nagoya-u.ac.jp](mailto:ie-office@media.nagoya-u.ac.jp) \*It may take two days to get a response.
- For Inquiries regarding web-based system for Nagoya University Portal:  
 Visit "Student Affairs Information Section" [gakumu-support@adm.nagoya-u.ac.jp](mailto:gakumu-support@adm.nagoya-u.ac.jp)

## 2. Course Enrollment Adjustments

Adjustments may be made for some courses to improve course effectiveness for students in terms of resources, content and purpose and also to ensure that an appropriate number of students attendance, while taking into consideration the capacity of the lecture rooms and laboratories.

- (1) Conditions such as targeted undergraduate school and grade are designated for each course. Courses are finalized after adjustments are made for those who meet these conditions. However, class size is limited and you may not be assigned to your selected course.
- (2) In general, all designated students who want to take a course are allowed to do so.
- (3) For some Language and Culture courses, adjustments are made during the first class to determine which courses you will take.
- (4) The registration and adjustment results can be confirmed on the NU portal "Confirmation of Registered Course" page.

\* You are supposed to register only for courses you intend to take since courses are adjusted and set based on their selections. Please avoid selecting unnecessary courses since this causes problems for other students.

## 3. Class Enrollment

- (1) You must attend every class in principle.  
 You may lose your right to attend the course or to take the exam if you are frequently absent during the semester.
- (2) Instructors evaluate out-of-class work in different ways.  
 Even if you attend every class, the same measures indicated in (1) above may be taken if you do not complete designated out-of-class work.

## 4. Credits for Redundant Courses

In principle, the credits earned will only be counted once towards the credits required for graduation even if you take the same course twice and pass the examination on both occasions.

## 5. Retaking Courses and Supplementing Credits

Those who receive an "F" or "absent (W)" for a course must retake the course to make up for the lack of credits in order to meet the requirements for advancement or graduation set by each School. If you have insufficient numbers of credits, you can earn additional credits by either taking a course targeted for lower year students or a course at another School. You should be aware that it may be difficult to retake a course due to the schedule conflict with other required courses.

## **V. Important Notes on Language and Culture Course Registration**

### **1. Number of Required Credits for Language and Culture Courses**

As a rule, students in all programs must complete 12 credits from Japanese courses offered for 1st-year students. In addition, students in the "Japan-in-Asia Cultural Studies" Program and in the "Social Sciences Program" are required to complete 6 credits of English courses, while those in the School of Agricultural Sciences' Biological Sciences Program need to complete 2 credits of an English course.

### **2. Having Credits Recognized Based on Japanese Language Proficiency Test Levels**

Students who possess a certain level of Japanese Language Proficiency Test can have either 6 or 3 credits recognized based on the level of the test.

For their remaining credits, students must take at least 6 credits from courses in either (a) or (b) below. Those who have 3 credits recognized by the test have to take Japanese courses offered for 1<sup>st</sup> year students or Japanese courses in (b) below.

Students taking Third Foreign Language courses must acquire at least 6 credits in one language.

- (a) Language and Culture I or II of Third Foreign Language courses (German, French, Russian, Chinese, Spanish or Korean)
- (b) Japanese courses for International Programs students in their 2nd year or higher, or Japanese courses in Language and Culture II courses for Japanese Program.

### **3. Choosing Not to Have Credits Recognized Based on Japanese Language Proficiency Test Level**

Students who do not choose to have credits recognized based on Japanese Language Proficiency Test level but who are deemed to possess Japanese proficiency equivalent or superior to Level N2 of the JLPT according to the placement test, must take at least 6 credits of one of the Third Foreign Language courses and at least 6 credits of the Japanese courses in (b) below.

Students who choose not to take any Third Foreign Language course must take at least 12 credits of Japanese courses in (b) below.

Students who are deemed to possess Japanese proficiency equivalent to Level N3 of the JLPT must take Japanese courses offered for 1st year students or the Japanese courses in (b) below.

- (b) Japanese courses for International Programs students in their 2nd year or higher, or Japanese courses in Language and Culture II courses for Japanese Program.

### **4. English Course Registration**

Students in the Social Sciences Program and the School of Agricultural Sciences' Biological Sciences Program may take Third Foreign Language courses instead of English courses. Please comply with the requirements in your School's enrollment guidelines.

### **5. Maximum number of Credits Based on Proficiency Tests**

The number of credits that may be granted based on proficiency tests for both English and Japanese is 6.

Even if you, International Programs students apply for the credits of English language to be recognized based on proficiency test, the credits recognized will be considered as those of the Free Elective Courses and they are not counted as the credits required for graduation.

## VI. Examinations and Grading

### 1. Examinations

It is important to note the following points regarding examinations for Liberal Arts and Sciences courses (excluding Open courses).

- (1) Final examinations are held at the end of each semester.
- (2) In principle, final examinations are written tests, however, in some cases you need to submit a paper, take an oral test, or report on an experiment instead of taking a written test.
- (3) You must place your student ID card on the desk when taking an examination.
- (4) You will not be allowed to enter the examination room if you are late for 20 minutes or more.  
You are permitted to leave the examination room 30 minutes after the start of the examination, however, you are not allowed to leave the examination room from 5 minutes before the end of the exam.  
Those who leave the examination room should do so quietly so as to minimize disturbance to other students.
- (5) The examination time is determined by a standard electric clock or the proctor's watch set to the standard electric clock.
- (6) Cheating is prohibited on examinations.  
If you are caught cheating, the dean of the School you belong to will be notified through discussion by the ILAS. Disciplinary measures, **such as losing all credits for courses taken that semester**, will be decided upon at the School's faculty meeting based on the "Nagoya University Student Discipline Rules"
- (7) Examinations for Open Courses follow the instructions of individual Schools where the courses are offered.

### 2. Make-up Examinations

Make-up examinations refer to examinations offered for those who were unable to take all or some of final examinations due to illness or other unavoidable reasons. Those who pass the make-up examination will receive a grade.

- (1) Those who want to take a make-up examination need permission by submitting a request to the Director of the ILAS. Complete the designated items for all courses for which you wish to take make-up examinations on the request form for make-up examinations and follow the procedures below:
  - (a) If submitting the request due to illness, provide a medical certificate issued by a doctor.
  - (b) In other cases, provide one letter of explanation and a document to substantiate your explanation.  
Submit the filled request form for make-up examinations and document (a) or (b) to the ILAS Office.
- (2) Permission to take make-up examinations will be given only when the request form is fully filled out and the reason is deemed to be justifiable.
- (3) The application period, date, time, and location of make-up examinations are announced on NU Portal.
- (4) There are no additional make-up examinations for those who are unable to take the make-up examination.

### 3. Repeat Examinations

Repeat examinations are for those who failed one or some of the courses listed in Table 1 in the final examinations or make-up examinations for that semester but meet certain requirements.

Those who have passed the repeat examinations will receive credits for that semester.

Repeat examinations are given in March and in September. You need to check a timetable for repeat examinations since the timetable and classroom may be changed from the regular classes.

Those who have no evidence of having taken the course or those who were absent from the examination are not eligible to take the repeat examination.

- (1) Those who meet the following two conditions are eligible to take the repeat examination. Their names will be posted on NU portal, ILAS tab.
  - i) Those who failed the course (graded "F") which offers a repeat examination and reach the requirements set by the committee or subcommittee of the Institute of Liberal Arts and Sciences for each course.
  - ii) Those who meet specific requirements, which differ depending on the courses.

- (2) The date, time, and location of repeat examinations will be posted on the NU portal, ILAS tab.
- (3) Repeat examinations are 50 or 90 minutes long.
- (4) The grade for a repeat examination will be either "C-" or "F." Those who receive a "C-" will receive credits for that semester.
- (5) There is no make-up examination for those who were unable to take the repeat examination.
- (6) Re-repeat examinations will not to be conducted.

Table1. Courses for which the repeat examination are given

Basic Courses in Natural Sciences	Mathematics	Calculus I, Linear Algebra I, Calculus II, Linear Algebra II, Complex Analysis
	Physics	Fundamentals of Physics I, Fundamentals of Physics II, Fundamentals of Physics III, Fundamentals of Physics IV
	Chemistry	Fundamentals of Chemistry I, Fundamentals of Chemistry II
	Biology	Fundamentals of Biology I, Fundamentals of Biology II
	Earth Science	Fundamentals of Earth Science I, Fundamentals of Earth Science II

#### 4. Misconducts

Cheating in classes and examinations will not be permitted. Please don't cheat on quizzes, reports and final examinations. If you are caught cheating, all related facts will be examined by the ILAS, the dean of the School you belong to will be notified, and a faculty meeting of the school will be held to discuss the proper measures (e.g. in addition to be given the disciplinary action such as expulsion, suspension, or admonition etc.) based on "Nagoya University Student Discipline Rules". In addition, the credits of all the courses in the corresponding semester will be disqualified and you will remain in the same year.

Cheating is likely to occur when a final exam, report due date, or presentation of results is coming up, but students are not prepared for it. The desire to get a good grade or not to lose a credit leads to misconducts such as copying and pasting, cheating, and incomplete citations and references.

You should be aware that cheating is neglect of duty as a student and you are the one who suffers disadvantage.

Please bear in mind the following notes before taking classes /examinations.

- Items not permitted for the examination must not be placed on/in the desk or on the chair, and these items must be put into your bag and the bag must be closed and put on the floor.
- The use of wearable device and plastic sheets for notes (Shitajiki) are prohibited.
- Students must turn off their mobile phones and put them into their bags.
- When you write a report, do not copy and paste from the Internet and so on, and do not infringe anybody's copyright.
- When you research or conduct an experiment, do not fabricate or manipulate data.

#### 5. Grade Evaluation

Nagoya University has implemented a unified grade evaluation standard for undergraduate and graduate schools alike, beginning with students subject to the curriculum for students enrolled AY 2020 and onward.

Please check the Rules on Grade Evaluation and the GPA System at Nagoya University for details.

\*For students subject to the curriculum for students enrolled AY 2019 and earlier, the grade evaluation standards and GPA system used at the time of their enrollment will be applied. (The GPA system applies to undergraduates only.)

(1) Grade Evaluation

Grade evaluations will be under either a six-level evaluation system (A+, A, B, C, C-, F) or two-level evaluation system (P, NP). F or NP indicate that the course was not passed, and the student will receive no credit for the course.

[Grading Standards and Corresponding Letter Grades]

	Letter Grade	Pass/ No Pass	Grading Standards
Six-level evaluation standards	A+	Pass	Excellent performance demonstrating an excellent understanding of the subject matter, a foundation of extensive knowledge, and a skillful use of concepts and/or methods for accomplishing advanced tasks.
	A		Very good performance demonstrating an almost complete understanding of the subject matter, a foundation of knowledge, and an appropriate use of concepts and/or methods for accomplishing tasks.
	B		Good performance demonstrating a sufficient understanding of the subject matter and an ability to handle the problems and materials encountered in the subject.
	C		Adequate performance demonstrating a basic understanding of the subject matter, an ability to handle relatively simple problems, and adequate preparation for moving on to more advanced work in the field, but also demonstrating noticeable deficiencies.
	C-		Minimally acceptable performance demonstrating at least a partial understanding of the subject matter and some capacity to deal with simple problems, but also demonstrating deficiencies serious enough to make it inadvisable to proceed further in the field without additional work.
	F	No Pass	Failed to achieve minimally acceptable performance. This grade also signifies that the student must repeat the subject to receive credit.
Two-level evaluation standards	P	Pass	Passed. Passing grade for those courses designated as pass/fail courses for grading purposes.
	NP	No Pass	Not Passed. Failing grade for those courses designated as pass/fail courses for grading purposes.
Others	T	Pass	Transfer Credit. Credits transferred for courses taken at outside institutions or before enrollment.
	W	---	Withdrawal. Recorded when the student officially withdraws from the course or when the instructor has a legitimate reason for determining the student has no intention to continue the course (such as if the student did not turn in assignments or was absent from examinations). The instructor will not assign a grade.

## (2) Recording of Grades in Transcripts

On a transcript, completed courses that have been given a grade using the six-level evaluation system, two-level evaluation system, or given a T grade will be recorded, and courses given an F, NP or W grade will not be recorded.

On a course completion confirmation sheet, completed courses and courses from the semester in question where an F, NP or W grade was given will be recorded.

## (3) Standard method for converting marks-out-of-100 to letter-based evaluation

In some courses, a grade evaluation will be made with a mark out of 100 and converted into a letter grade according to the six-level evaluation standards. The standard method in such case is as follows. However, depending on the undergraduate/graduate school, individual course, etc., this chart may not apply, so please refer to course registration guidelines and course syllabuses for each undergraduate/graduate school and the Institute of Liberal Arts and Sciences.

Letter Grade	A+	A	B	C	C-	F
Mark out of 100	95 or above	80 or above, but below 95	70 or above, but below 80	65 or above, but below 70	60 or above, but below 65	below 60

## 6. GPA System

As part of our policy to promote the autonomous learning of students and to increase the international compatibility of grade evaluations, Nagoya University has implemented the Grade Point Average (GPA) System, which is the average of grades for registered courses, for undergraduate students subject to the curriculum for students enrolled AY 2011 and onward.

### (1) Letter Grades and Corresponding Grade Points

Grade Points (numerical values given to each grade letter; hereinafter referred to as "GP") are converted as follows. GP is applicable only to undergraduate students, and not to graduate students. Accordingly, GPAs are only calculated for undergraduate students.

Letter Grade	A+	A	B	C	C-	F
GP	4.3	4.0	3.0	2.0	1.0	0

### (2) GPA Types and Calculation Methods

There are two types of GPA: the GPA used as an indicator to show the state of learning and performance during the semester in question (hereinafter "Semester GPA"), and the GPA used as an indicator to show the state of learning and performance during the student's entire enrollment at the University (hereinafter "Cumulative GPA").

The formulae for calculating Semester GPA and Cumulative GPA are as follows. Calculated numbers shall be rounded to two decimal places.

$$\begin{aligned} & \text{Number of credits awarded at A+ for the semester} \times 4.3 \\ & + \text{number of credits awarded at A for the semester} \times 4.0 \\ & + \text{number of credits awarded at B for the semester} \times 3.0 \\ & + \text{number of credits awarded at C for the semester} \times 2.0 \\ & + \text{number of credits awarded at C- for the semester} \times 1.0 \end{aligned}$$

$$\text{Semester GPA} = \frac{\begin{aligned} &\text{Number of credits awarded at A+ for the semester} \\ &+ \text{number of credits awarded at A for the semester} \\ &+ \text{number of credits awarded at B for the semester} \\ &+ \text{number of credits awarded at C for the semester} \\ &+ \text{number of credits awarded at C- for the semester} \\ &+ \text{number of credits awarded at F for the semester} \\ \\ &\text{Number of credits awarded at A+} \times 4.3 \\ &+ \text{number of credits awarded at A} \times 4.0 \\ &+ \text{number of credits awarded at B} \times 3.0 \\ &+ \text{number of credits awarded at C} \times 2.0 \\ &+ \text{number of credits awarded at C-} \times 1.0, \\ &\text{during the student's entire enrollment at the University} \end{aligned}}{\text{Total number of credits awarded during the semester}}$$

$$\text{Cumulative GPA} = \frac{\begin{aligned} &\text{Number of credits awarded at A+} \\ &+ \text{number of credits awarded at A} \\ &+ \text{number of credits awarded at B} \\ &+ \text{number of credits awarded at C} \\ &+ \text{number of credits awarded at C-} \\ &+ \text{number of credits awarded at F,} \\ &\text{during the student's entire enrollment at the University} \end{aligned}}{\text{Total number of credits awarded during the student's entire enrollment at the University}}$$

### (3) Courses Subject to GPA Calculation

- All courses included in calculations carried out for the purposes of meeting graduation requirements are subject to GPA calculation.
- Courses that are unrelated to graduation requirements, such as optional courses and teacher-training courses, are not subject to GPA calculation.
- Courses receiving an evaluation of P, NP, T or W are not subject to GPA calculation.
- Handling of GPA in the Case of Retaken Courses
  - When a student retakes a course for which he or she initially received an F grade and then receives an A+, A, B, C or C- grade, the initial F grade is not be in the calculation for Cumulative GPA.
  - When a student retakes a course for which he or she initially received an F grade and then receives another F grade, these F grades shall not be included multiple times in the calculation for Cumulative GPA.
  - When a student receives a T grade according to credit recognition based on the results of certification examination for a course for which the student initially received an F grade, the F grade is not included in the calculation for Cumulative GPA.
  - When a student has already received credits for a course but then retakes the course and receives an A+, A, B, C, C- or F grade, the retaken course grade is not included in the GPA calculation.
  - In the cases described above, the above procedures do not necessarily apply to courses that students are allowed to take multiple times.

### (4) GPA Display

GPA is recorded on the end-of-semester course completion confirmation sheet in the form of Semester GPA and Cumulative GPA.

With regards to transcripts, GPAs will not be printed on transcripts printed out using the automatic certificate issuing machine. If you need your GPAs recorded on your transcript, please consult the Student Affairs Section at your

undergraduate/graduate school.

## **7. GPA (Grade Point Average) System and Handling of Grade Assessment (“Absent (W)” and “Fail (F)”)**

Nagoya University employs a GPA (Grade Point Average) system based on the six-step scale: A+, A, B, C, C-, and F. According to the GPA system, a grade of “F” (Fail) results in 0 points and, lowers the student’s GPA; however, an “Absent” is not reflected in the GPA. Therefore, the difference between a grade assessment of “F” and “W” (Absent) is significant as it strongly affects your GPA performance.

In terms of protecting student rights, Nagoya University has introduced a course withdrawal system. This system is to notify responsible instructors of a student’s intent to withdraw from a registered course. If you notify your intent for course withdrawal, you will be given “W” (Absent) for the course.

Detail for the course withdrawal, please refer to “Course Registration Procedures”. In principle, the submission period is the end of November for Fall Semester and the end of May for Spring Semester; however, each course may have own deadline depending on the circumstances so please make sure to confirm the deadline with the instructor in charge of the course.

※For specialized courses, please contact your School. Be aware that the course withdrawal system may vary depending on each School.

## **8. Recognition of Previously Earned Credits**

For those who graduated or withdrew from another university and have newly enrolled at Nagoya University for the freshmen year, the courses they took and credits earned before enrolling in Nagoya University may be accepted by Nagoya University.

Recognition of credits from other universities is made on an individual basis. For the courses and the number of credits to be recognized, please refer to the Student Handbook for your school since it depends on each school. In order to have previously earned credits recognized, please follow the necessary procedures based on the instructions of the school after enrolling in the school. The following documents are necessary for the credits recognition. It is recommended to obtain these documents in advance so that they can promptly be submitted.

(Documents to submit)

- (a) Transcripts and diploma (or certificate of withdrawal) for the university that you earned the credits at before enrolling in Nagoya University
- (b) Material such as course outline from the university that you graduated or withdrew from

(Where to submit)

Educational and Student Affairs Section of the school you are studying at (for the Humanities and Social Sciences schools, the particular school group of the Humanities and Social Sciences Educational Affairs Department; for the School of Engineering, the Educational Affairs Section of the Educational Affairs Division)

## **VII. Recognition of Credits based on Proficiency Test Scores**

This system has been designed for students having acquired a specific grade or score on an English proficiency test such as STEP Eiken or TOEIC, or on the Japanese Language Proficiency Test, and it allows the students to have this grade or score recognized in the form of English or Japanese credits for Language and Culture I.

This system, however, is not applied for the students enrolled to International Programs to have the credits of the English language recognized based on English proficiency tests, since English is the primary language for education in International Programs. Three or six credits of Japanese language will be awarded only if the proof is issued that he/she has passed either the Japanese Language Test N3 OR N2 or N1, respectively. Even if International Programs students were to apply for the credits of English language to be recognized following this system, the credits recognized will be considered as those of the Free Elective Courses, i.e. they are NOT counted as the credits to satisfy the graduation requirements.



The system's outline, application procedure for credit recognition, and other important details are described below. Please take the time to read this important information carefully.

### 1. List of Language Proficiency Tests eligible for Credit Recognition

- (a) The EIKEN Test in Practical English Proficiency (STEP Eiken)
  - Computer Based Testing (CBT)
  - Speaking - Computer Based Testing (S-CBT)
  - Speaking - Interview (S-Interview)
- (b) English Technical Writing Test
- (c) United Nations Associations Test of English
- (d) Test of English as a Foreign Language (TOEFL)
- (e) Test of English for International Communication (TOEIC)
- (f) Cambridge English Qualifications
- (g) International English Language Testing System (IELTS)
- (h) Japanese Language Proficiency Test

### 2. Recognized Credits

Three or six credits for Japanese courses can be awarded based on your achievements in Japanese Language Proficiency Test. Two English credits can be awarded based on your achievements in English Proficiency Test. The grade or score required in order to be awarded credits for each of the recognized examinations are set forth in the following table:

English proficiency tests must have been taken or results must have been certified within two years from the application date.

Types of Proficiency Test	2 credits	Accredited Course Title
The EIKEN Test in Practical English Proficiency (STEP Eiken) Computer Based Testing (CBT) Speaking - Computer Based Testing (S-CBT) Speaking - Interview (S-Interview)	Grade: 1	Academic English Basic  Academic English Intermediate
English Technical Writing Test	Professional Level A	Academic English Communication
United Nations Association's Test of English	Grade: Special A Grade: A	
Test of English as a Foreign Language (TOEFL <b>iBT</b> )	88 or over	
Test of English for International Communication (TOEIC)	787 or over	
Cambridge English Qualifications	C1 Advanced C2 Proficiency	
International English Language Testing System (IELTS)	7.0 or over	

Type of Proficiency Test	3 credits	6 credits	Accredited Course Title
Japanese Language Proficiency Test	Level N3		Integrated Japanese 1,2
		Level N1, Level N2	Integrated Japanese 1,2 Japanese Language Seminar(Communication) 1,2

\* For all of these proficiency tests, credits will only be recognized based on the results of official and publicly offered tests.

\* Notes: Each school operates different rules with regard to the counting of such grades towards graduation requirements. For more details, please inquire at your School.

- (a) The maximum number of credits that can be awarded based on proficiency test results is six for English and Japanese combined.
- (b) Those who have already acquired the required number of English-related credits for graduation specified by the School shall not earn credits under this system.
- (c) If a student who has been awarded 3 credits by achieving Level N3 of Japanese Language Proficiency Test pass the higher level test, he or she can be awarded an additional 3 credits from Nagoya University after completing necessary procedures.
- (d) If a student has been awarded credits based on the results of an English proficiency test and subsequently achieves results of a similar level in a different English proficiency test, he or she shall not be awarded additional credits.
- (e) Credits awarded under this system shall be included in the maximum of 60 credits that may be recognized by Nagoya University. (See Article 23-2 of the Nagoya University General Rules)
- (f) Those who wish to apply this program should meet either one of the following requirements:
  1. Those who have already earned N1, N2 or N3 of JLPT before entering Nagoya University.
  2. Those who got certified as the person to have an ability of N2 or N1 for JLPT at the result of the Placement Test. Furthermore, took and passed a test of JLPT in December of the same year.

### **3. Application for Recognition of Credits**

Students who acquired a necessary grade or scores on a proficiency test and wish to have it recognized for Japanese or English course credits are required to submit an application for credit recognition along with an official grade or score certificate. Detail of the procedure will be posted on NU portal, ILAS tab.

Application period for Fall Semester AY 2021: October 4 (Mon) – October 8 (Fri), 2021.

As for the application for recognition of credits in the Term G-II, the details will be notified during the relevant Term.

### **4. Credit Awarding Process**

Upon submission, your application will be reviewed by instructors in charge. No interview or oral examination is required at that time. When there is no problem on the application form, you can confirm the credits you obtained via the web (NU portal), “Grades Inquiry” for the semester you applied.

### **5. After Having Been Awarded Credits**

We encourage that students having been recognized those credits continue to study English and other foreign languages regardless of the necessity of the credits for graduation requirements or advancement such as by taking the courses of Language and Culture II which aims to cultivate higher language skills than Language and Culture I .

## **VIII. Handling of Classes and Examinations with Regard to Natural Disasters**

In the event of a typhoon, earthquake, or other natural disasters occurring or a warning of those has been issued, all classes and final examinations (including make-up and repeat examinations: referred to below as "classes") will be arranged as follows.

### **1. In the Event a Storm Warning Is Issued for Nagoya City due to a Typhoon**

If a storm warning (*Bofu Keiho*) is issued for Nagoya City because of an approaching typhoon, classes scheduled to begin after the warning is issued are canceled. If the warning is subsequently lifted, classes are held as outlined in the table below.

### <<Appended Table>>

Times when classes start after a storm warning has been lifted

Time when warning is lifted	Period when classes start
Before 6:45	From 1st Period
Between 6:45 and 11:00	From 3rd Period

### <<Important Points>>

- (1) If you are already on campus when a storm warning is issued, return home before the situation becomes dangerous.
- (2) If you are on your way to campus when a storm warning is issued, return home.
- (3) If you are in the middle of a class when a strong wind warning is issued, return home immediately after the class ends.

## 2. In the Event of an Earthquake or/and Fire

If an earthquake or/and fire occurs during classes, stay calm, judge the scale of the earthquake or/and fire and the surrounding situation, and try to protect your own safety. When the university's Disaster Control Headquarters or ILAS order instructors to stop all classes and to evacuate immediately, please follow the instructions and evacuate to the designated evacuation area.

## 3. When a “Nankai Trough Information” Has Been Issued

When a “Nankai Trough Information” is issued during classes, please stop classes immediately and evacuate to a designated place or go home following instructions from the University Disaster Control Headquarters. If you are on the way to school, please stay at a safe place.

## 4. When Other Kind of Disasters Occur or a Disaster is Likely to Occur

When it is deemed difficult to hold classes for other reasons, the ILAS will decide whether or not to cancel classes. In such case, notices will be posted on the website and the NU Portal.

## 5. Make-up Classes

When classes have been cancelled because of the circumstances described above, announcement of make-up classes will be upload on NU Portal.

## IX Ways for Students to Access Information

Ways for students to access information such as notifications are as follows. Please check them frequently so as not to overlook information.

### 1. ILAS Website

<https://www.ilas.nagoya-u.ac.jp/en/index.html>

- 1) Course registration for Liberal Arts and Sciences courses
- 2) Classroom change
- 3) Regarding reports/examinations of Liberal Arts and Sciences courses
- 4) Regarding tuition fee exemption/scholarship
- 5) Other important notices

### 2. Nagoya University ILAS Official Twitter (in Japanese only)

This official twitter is aimed to send information from ILAS. We do not reply to questions on the twitter, so if you have any inquiries please contact us via email ([kyoikuin@adm.nagoya-u.ac.jp](mailto:kyoikuin@adm.nagoya-u.ac.jp)).

[https://twitter.com/NagoyaUniv\\_ilas](https://twitter.com/NagoyaUniv_ilas) (<https://www.ilas.nagoya-u.ac.jp/>→twitter)

Account name: @NagoyaUniv\_ilas

ILAS official twitter announces following information:

- 1) Regarding Liberal Arts and Sciences courses (canceled classes, etc.)
- 2) Handling classes and examinations with regard to natural disasters
- 3) Briefing sessions targeting mainly undergraduate 1<sup>st</sup> and 2<sup>nd</sup> grade students
- 4) Information on emergency

## **X. Courses & Credits Required for Graduation or Advancement**

The official duration of study at Nagoya University is four years (or six in the case of the Department of Medicine at the School of Medicine), and students normally graduate within this period of time by acquiring the required number of credits.

A number of schools also operate advancement systems whereby students must obtain a specific number of credits for advancement to the next year (i.e., first to second, second to third, or third to fourth), being required to repeat the current academic year if you fail to do so. It should be noted that, separate from the above-mentioned official duration of study, the University also imposes a maximum duration of enrollment, at the end of which students will be expelled if they have not yet graduated. The duration of enrollment is twice the duration of study - for example, eight years for all students other than those of the Department of Medicine at the School of Medicine, and twelve years for students of that department.

Each school has its own policies regarding credit requirements for advancement or graduation and other aspects of curricula over the duration of study. In order to avoid serious errors when preparing your study plan, we recommend that you confirm in advance your school's graduation requirements, whether it operates an advancement system, and if it does, what requirements are imposed.

For reference, the following tables show each school's requirements in terms of credits for advancement and (or) graduation. Standards for courses in specialized fields depend on year of enrolment, department, and course. For details, refer to your school's Student Handbook.

(For AY 2021 Enrollees)

Graduation Requirements for Japan-in-Asia Cultural Studies (School of Humanities) Program

(1) Credits Required for Graduation

Course Category		Required Number of Credits	Course Requirements		
Liberal Arts and Sciences	First Year Seminar	First Year Seminar A	2		
		First Year Seminar B	2		
	Language and Culture	English	6	Must earn a total of 18 credits or more, including at least 18 credits in English, German, French, Russian, Chinese, Spanish, Korean and Japanese. However, requirements for completion shall be separately prescribed	
		Japanese	12		
	Health and Sports Sciences	Lecture	2		
		Practical	2		
	Basic Courses in Humanities and Social Sciences		8		
	Liberal Education Courses in Humanities and Social Sciences		4		
	Basic Courses in Natural Sciences		4		
	Liberal Education Courses in Natural Sciences		4		
Liberal Education Courses in Interdisciplinary Fields		2			
Sub-total		48			
School Specialized Courses	Compulsory Elective Courses		32		Japan-in-Asia Cultural Studies Program courses only
	Elective Courses		42		Non-Japan-in-Asia Cultural Studies Program courses allowed
	Graduation Thesis		10		
	Sub-total		84		
Total:		132			

(2) Required number of credits for advancement to the third grade

Course Category		Required Number of Credits	Course Requirements	
Liberal Arts and Sciences	First Year Seminar	First Year Seminar A	2	
		First Year Seminar B	2	
	Language and Culture	English	6	Must earn a total of 18 credits or more, including at least 18 credits in English, German, French, Russian, Chinese, Spanish, Korean and Japanese. However, requirements for completion shall be separately prescribed
		Japanese	12	
	Health and Sports Sciences	Lecture	2	
		Practical	2	
	Basic Courses in Humanities and Social Sciences		10	
	Basic Courses in Natural Sciences			
	Liberal Education Courses in Humanities and Social Sciences		6	
	Liberal Education Courses in Natural Sciences			
Liberal Education Courses in Interdisciplinary Fields				
Total		42		

## Language and Culture Course Enrollment Methods for Japan-in-Asia Cultural Studies Program Students

In addition to the enrollment requirements for Language and Culture courses stipulated in the Rules of the School, Japan-in Asia Cultural Studies Program students shall take Language and Culture courses in Liberal Arts and Sciences in accordance with the course enrollment requirements below.

1. As a rule, students must enroll in the following Language and Culture courses and obtain the necessary number of credits
  - (a) Japanese: 12 credits of Japanese courses for G30 International Program 1st year students
  - (b) English: 6 credits of English courses for G30 International Program students
  
2. Japanese course enrollment methods for students who have passed Level N1, N2 or N3 on the Japanese Language Proficiency Test
  - (1) Students who have passed Level N1 or N2 on the Japanese Language Proficiency Test

If you complete the prescribed procedures, you can have 6 credits of Japanese recognized. In this case, you will need to take the remaining 6 credits according to one of the methods below in lieu of taking courses in 1. (a) above.

    - (a) 6 credits of courses in \*i
    - (b) 6 credits of courses in one of the languages in \*iii
  - (2) Students who have passed Level N3 on the Japanese Language Proficiency Test

If you complete the prescribed procedures, you can have 3 credits of Japanese recognized. In this case, you will need to take the remaining 9 credits according to one of the methods below in lieu of taking courses in 1. (a) above.

    - (a) 3 credits of courses in \*i + 6 credits of courses in \*ii = 9 credits
    - (b) 3 credits of courses in \*i + 6 credits of courses in one of the languages in \*iii = 9 credits
    - (c) 9 credits of courses in \*ii
    - (d) 3 credits of courses in \*ii + 6 credits of courses in one of the languages in \*iii = 9 credits
  
3. Japanese course enrollment methods for students deemed to possess a certain level of Japanese proficiency based on the results of the Japanese placement test given upon admission but who do not apply for recognition of credits based on the Japanese Language Proficiency Test
  - (1) Students deemed to possess Japanese proficiency equivalent or superior to Level N2 on the Japanese Language Proficiency Test shall take 12 credits according to one of the methods below in lieu of taking courses in 1. (a) above.
    - (a) 12 credits of courses in \*i
    - (b) 6 credits of courses in \*ii + 6 credits of courses in one of the languages in \*iii = 12 credits
  - (2) Students deemed to possess Japanese proficiency equivalent or superior to Level N3 on the Japanese Language Proficiency Test can take Japanese courses in \*ii in lieu of those in 1. (a) above.
  
4. Students deemed to possess a certain level of English proficiency based on English proficiency test scores or interviews held at the time of admission may be permitted to enroll in other foreign language courses.

The results of English Proficiency Tests are recognized as credits after completing necessary procedures. However, those credits are recognized as optional credits and are NOT counted as graduation requirements. The maximum number of credits that can be approved by language proficiency tests are 6, even combining the credits of both English and Japanese.

\*i: Japanese courses for G30 International Program 1st year students

\*ii: Japanese courses for G30 International Program 2nd year students or higher, or Language and Culture II courses in Japanese

\*iii: Language and Culture I or II courses in German, French, Russian, Chinese, Spanish or Korean

(For AY 2021 Enrollees)

### Graduation Requirements for Social Sciences (School of Law) Program

(1) Credits Required for Graduation

Course Category		Required Number of Credits	Course Requirements		
Liberal Arts and Sciences	Language and Culture	Japanese	12 ~		
		English	6		
	Health and Sports Sciences	Lecture	36	Must earn a total of 18 credits or more, including at least 18 credits in English, German, French, Russian, Chinese, Spanish, Korean and Japanese. However, matters necessary for Requirements for completion shall be separately prescribed	
		Practical			
	Basic Courses in Natural Sciences			16~18	There is no limit on the number of Basic Courses in Natural Sciences that can be offered to fulfill graduation requirements. However, please pay attention to the conditions on each course.
	Liberal Education Courses in Humanities and Social Sciences				
	Liberal Education Courses in Natural Sciences				
	Liberal Education Courses in Interdisciplinary Fields				
	Open Courses				
	First Year Seminar	First Year Seminar A		2	96
First Year Seminar B		2			
Basic Courses in Humanities and Social Sciences		8~10		There is no limit on the number of Basic Courses in Humanities and Social Sciences that can be offered to fulfill graduation requirements. Also note that a maximum of 10 credits only from Basic Courses in Humanities and Social Science can be used towards graduation credit requirements.	
School Specialized Courses	Specialized Courses		82~84	Note: A maximum of 20 credits only from related specialized courses can be used towards graduation credit requirements.	
	Related Specialized Courses				
	Basic Specialized Courses				
	Sub-total				
Total:		132			



## Language and Culture Course Enrollment Methods for Social Sciences Program Students

In addition to the enrollment requirements for Language and Culture courses stipulated in the Rules of the School, Social Sciences Program students shall take Language and Culture courses in Liberal Arts and Sciences in accordance with the course enrollment requirements below.

1. As a rule, students must enroll in the following Language and Culture courses and obtain the necessary number of credits
  - (a) Japanese: 12 credits of Japanese courses for G30 International Program 1st year students
  - (b) English: 6 credits of English courses for G30 International Program students
  
2. Japanese course enrollment methods for students who have passed Level N1, N2 or N3 on the Japanese Language Proficiency Test
  - (1) Students who have passed Level N1 or N2 on the Japanese Language Proficiency Test  
If you complete the prescribed procedures, you can have 6 credits of Japanese recognized. In this case, you will need to take the remaining 6 credits according to one of the methods below in lieu of taking courses in 1. (a) above.
    - (a) 6 credits of courses in \*ii
    - (b) 6 credits of courses in one of the languages in \*iii
  - (2) Students who have passed Level N3 on the Japanese Language Proficiency Test  
If you complete the prescribed procedures, you can have 3 credits of Japanese recognized. In this case, you will need to take the remaining 9 credits according to one of the methods below in lieu of taking courses in 1. (a) above.
    - (a) 3 credits of courses in \*i + 6 credits of courses in \*ii = 9 credits
    - (b) 3 credits of courses in \*i + 6 credits of courses in one of the languages in \*iii = 9 credits
    - (c) 9 credits of courses in \*ii
    - (d) 3 credits of courses in \*ii + 6 credits of courses in one of the languages in \*iii = 9 credits
  
3. Japanese course enrollment methods for students deemed to possess a certain level of Japanese proficiency based on the results of the Japanese placement test given upon admission but who do not apply for recognition of credits based on the Japanese Language Proficiency Test
  - (1) Students deemed to possess Japanese proficiency equivalent or superior to Level N2 on the Japanese Language Proficiency Test shall take 12 credits according to one of the methods below in lieu of taking courses in 1. (a) above.
    - (a) 12 credits of courses in \*ii
    - (b) 6 credits of courses in \*ii + 6 credits of courses in one of the languages in \*iii = 12 credits
  - (2) Students deemed to possess Japanese proficiency equivalent or superior to Level N3 on the Japanese Language Proficiency Test can take Japanese courses in \*ii in lieu of those in 1. (a) above.
  
4. Students deemed to possess a certain level of English proficiency based on English proficiency test scores or interviews held at the time of admission may be permitted to enroll in other foreign language courses.

The results of English Proficiency Tests are recognized as credits after completing necessary procedures. However, those credits are recognized as optional credits and are NOT counted as graduation requirements. The maximum number of credits that can be approved by language proficiency tests are 6, even combining the credits of both English and Japanese.

\*i: Japanese courses for G30 International Program 1st year students

\*ii: Japanese courses for G30 International Program 2nd year students or higher, or Language and Culture II courses in Japanese

\*iii: Language and Culture I or II courses in German, French, Russian, Chinese, Spanish or Korean

(For AY 2021 Enrollees)

Graduation Requirements for Social Science(School of Economics) Program

(1) Credits Required for Graduation

Course Category		Required Number of Credits	Course Requirements	
Liberal Arts and Sciences	First Year Seminar	First Year Seminar A	2	
		First Year Seminar B	2	
	Language and Culture	English	6	Must earn a total of 18 credits or more, including at least 18 credits in English, German, French, Russian, Chinese, Spanish, Korean However, matters necessary for Requirements for completion shall be separately prescribed
		Japanese	12	
	Health and Sports Sciences	Lecture	2	
		Practical	2	
	Basic Courses in Humanities and Social Sciences		8	
	Liberal Education Courses in Humanities and Social Sciences		4	
	Basic Courses in Natural Sciences		] 8	
	Liberal Education Courses in Natural Sciences			
	Liberal Education Courses in Interdisciplinary Fields		] 2	
Open Courses				
Sub-total		48		
School Specialized Courses	Specialized Courses		] 56	
	Related Specialized Courses			
	Basic Specialized Courses		28	
	Sub-total		84	
Total:		132		

(2) Required number of credits for advancement.

In order to take the mandatory Graduation Thesis Research course in their specialist field, students must have obtained a total of 88 credits or more, including 32 credits or more from academic fields that count towards graduation credit requirements as well as 56 credits from specialist field subjects (including 2 each from Seminar on Economics I and Seminar on Economics II) by the beginning of the year the student has enrolled to start their Graduation Thesis Research.

## Language and Culture Course Enrollment Methods for Social Sciences Program Students

In addition to the enrollment requirements for Language and Culture courses stipulated in the Rules of the School, Social Sciences Program students shall take Language and Culture courses in Liberal Arts and Sciences in accordance with the course enrollment requirements below.

1. As a rule, students must enroll in the following Language and Culture courses and obtain the necessary number of credits
  - (a) Japanese: 12 credits of Japanese courses for G30 International Program 1st year students
  - (b) English: 6 credits of English courses for G30 International Program students
  
2. Japanese course enrollment methods for students who have passed Level N1, N2 or N3 on the Japanese Language Proficiency Test
  - (1) Students who have passed Level N1 or N2 on the Japanese Language Proficiency Test  
If you complete the prescribed procedures, you can have 6 credits of Japanese recognized. In this case, you will need to take the remaining 6 credits according to one of the methods below in lieu of taking courses in 1. (a) above.
    - (a) 6 credits of courses in \*ii
    - (b) 6 credits of courses in one of the languages in \*iii
  - (2) Students who have passed Level N3 on the Japanese Language Proficiency Test  
If you complete the prescribed procedures, you can have 3 credits of Japanese recognized. In this case, you will need to take the remaining 9 credits according to one of the methods below in lieu of taking courses in 1. (a) above.
    - (a) 3 credits of courses in \*i + 6 credits of courses in \*ii = 9 credits
    - (b) 3 credits of courses in \*i + 6 credits of courses in one of the languages in \*iii = 9 credits
    - (c) 9 credits of courses in \*ii
    - (d) 3 credits of courses in \*ii + 6 credits of courses in one of the languages in \*iii = 9 credits
  
3. Japanese course enrollment methods for students deemed to possess a certain level of Japanese proficiency based on the results of the Japanese placement test given upon admission but who do not apply for recognition of credits based on the Japanese Language Proficiency Test
  - (1) Students deemed to possess Japanese proficiency equivalent or superior to Level N2 on the Japanese Language Proficiency Test shall take 12 credits according to one of the methods below in lieu of taking courses in 1. (a) above.
    - (a) 12 credits of courses in \*ii
    - (b) 6 credits of courses in \*ii + 6 credits of courses in one of the languages in \*iii = 12 credits
  - (2) Students deemed to possess Japanese proficiency equivalent or superior to Level N3 on the Japanese Language Proficiency Test can take Japanese courses in \*ii in lieu of those in 1. (a) above.
  
4. Students deemed to possess a certain level of English proficiency based on English proficiency test scores or interviews held at the time of admission may be permitted to enroll in other foreign language courses.

The results of English Proficiency Tests are recognized as credits after completing necessary procedures. However, those credits are recognized as optional credits and are NOT counted as graduation requirements. The maximum number of credits that can be approved by language proficiency tests are 6, even combining the credits of both English and Japanese.

\*i: Japanese courses for G30 International Program 1st year students

\*ii: Japanese courses for G30 International Program 2nd year students or higher, or Language and Culture II courses in Japanese

\*iii: Language and Culture I or II courses in German, French, Russian, Chinese, Spanish or Korean

(For AY 2021 Enrollees)

## Graduation Requirements for Physics (School of Science) Program

### (1) Credits Required for Graduation

Course Category		Required Number of Credits	Course Requirements
Liberal Arts and Sciences	First Year Seminar	] 2	
	Language and Culture	12	Japanese, German, French, Russian, Chinese, Spanish, Korean. (However, matters necessary for Requirements for completion shall be separately prescribed.)
	Health and Sports Sciences	2	
	Lecture	2	
	Practical	2	
	Basic Courses in Humanities and Social Sciences	] 6	
	Liberal Education Courses in Humanities and Social Sciences	6	
	Basic Courses in Natural Sciences	19.5	Must earn a total of 6 credits or more in Calculus I and II, Linear Algebra I and II and Complex Analysis .  Must also earn a total of 6 credits in Fundamentals of Physics I and II and III and earn a total of 6 credits or more in Fundamentals of Chemistry I and II, Fundamentals of Biology I and II and Fundamentals of Earth Science I and II.  Must earn a total of 1.5 credits or more in Laboratory in Physics, Laboratory in Chemistry and Laboratory in Biology.
	Liberal Education Courses in Natural Sciences	2	
Liberal Education Courses in Interdisciplinary Fields	] 4	Must earn a total of at least 4 credits, including 2 credits in Liberal Education Courses in Natural Sciences.	
Open Courses	0		
Sub-total	47.5		
School Specialized Courses	Specialized Courses	61~51	
	Related Specialized Courses	0	
	Basic Specialized Courses	22.5~32.5	
	Sub-total	83.5	
Total:		131	

### (2) Required number of credits for advancement

Decision for advancement to the next year	Course Categories and Required Number of Credits	Students unable to advance to the next year
At the end of the first year	Must have earned at least 20 credits by the end of the first year.	① Remain in the first year. ② Must take no longer than 5 years to complete their first year. [Duration of enrollment (8 years)] minus [second to fourth years (3 years)] ③ Students unable to advance to the next year within the 5-year limit stated in ② above will be expelled from the school.

(For AY 2021 Enrollees)

## Graduation Requirements for Chemistry (School of Science) Program

### (1) Credits Required for Graduation

Course Category		Required Number of Credits	Course Requirements	
Liberal Arts and Sciences	First Year Seminar	First Year Seminar A First Year Seminar B	} 2	
	Language and Culture			12
	Health and Sports Sciences	Lecture	2	} 6
		Practical	2	
	Basic Courses in Humanities and Social Sciences		} 6	
	Liberal Education Courses in Humanities and Social Sciences			
	Basic Courses in Natural Sciences		19.5	Must earn a total of 18 credits or more in Calculus I and II, Linear Algebra I and II, Complex Analysis, Fundamentals of Physics I and II and III, Fundamentals of Chemistry I and II, Fundamentals of Biology I and II and Fundamentals of Earth Science I and II.  Must also earn a total of 1.5 credits or more in Laboratory in Physics, Laboratory in Chemistry and Laboratory in Biology.
	Liberal Education Courses in Natural Sciences		2	} 4
	Liberal Education Courses in Interdisciplinary Fields			
	Open Courses		0	
Sub-total		47.5		
School Specific Courses	Specialized Courses		40~44	
	Related Specialized Courses		0	
	Basic Specialized Courses		44~40	
	Sub-total		84	
Total:		131.5		

### (2) Required number of credits for advancement

Decision for advancement to the next year	Course Categories and Required Number of Credits	Students unable to advance to the next year
At the end of the first year	Must have earned at least 20 credits by the end of the first year.	① Remain in the first year. ② Must take no longer than 5 years to complete their first year. [Duration of enrollment (8 years)] minus [second to fourth years (3 years)] ③ Students unable to advance to the next year within the 5-year limit stated in ② above will be expelled from the school.

(For AY 2021 Enrollees)

Graduation Requirements for Biological Sciences (School of Science) Program

(1) Credits Required for Graduation

Course Category		Required Number of Credits	Course Requirements	
Liberal Arts and Sciences	First Year Seminar	First Year Seminar A First Year Seminar B	} 2	
	Language and Culture	12		Japanese, German, French, Russian, Chinese, Spanish, Korean. (However, matters necessary for Requirements for completion shall be separately prescribed.)
	Health and Sports Sciences	Lecture	2	
		Practical	2	
	Basic Courses in Humanities and Social Sciences		} 6	
	Liberal Education Courses in Humanities and Social Sciences			
	Basic Courses in Natural Sciences		16.5	Must earn a total of 15 credits or more in Calculus I and II, Linear Algebra I and II, Complex Analysis, Fundamentals of Physics I and II and III, Fundamentals of Chemistry I and II, Fundamentals of Biology I and II and Fundamentals of Earth Science I and II. Must also earn a total of 1.5 credits or more in Laboratory in Physics, Laboratory in Chemistry and Laboratory in Biology.
	Liberal Education Courses in Natural Sciences		} 4	Must earn a total of at least 4 credits, including 2 credits in Liberal Education Courses in Natural Sciences.
	Liberal Education Courses in Interdisciplinary Fields			
Open Courses		0		
Sub-total		44.5		
School Specific Courses	Specialized Courses		60	
	Related Specialized Courses		0	
	Basic Specialized Courses		28	
	Sub-total		88	
Total:		132.5		

(2) Required number of credits for advancement

Decision for advancement to the next year	Course Categories and Required Number of Credits	Students unable to advance to the next year
At the end of the first year	Must have earned at least 20 credits by the end of the first year.	① Remain in the first year. ② Must take no longer than 5 years to complete their first year. [Duration of enrollment (8 years)] minus [second to fourth years (3 years)] ③ Students unable to advance to the next year within the 5-year limit stated in ② above will be expelled from the school.

(For AY 2021 Enrollees)

## Graduation Requirements for Chemistry (School of Engineering) Programs

### (1) Credits Required for Graduation

Course Category		Chemistry Program			
		Department of Chemistry and Biotechnology			
		Compulsory Courses	Compulsory Elective Courses	Elective Courses	Total
School Specific Courses	Basic Specialized Courses Course Credits	28		35	63
	Required Number of Credits	28		16	44
	Specialized Courses Course Credits	8		20	28
	Graduation Research Required Number of Credits	10		18	10
	Related Specialized Courses Course Credits			6	6
	Required Number of Credits			3	3
	Sub-total Course Credits	36		61	97
	Graduation Research Required Number of Credits	10		37	10
Method of Completion		Compulsory Courses		at least 36 credits	
		Graduation Research		at least 10 credits	
		Elective Courses		at least 37 credits	
		Total		at least 83 credits	
Liberal Arts and Sciences	Basic General Education Courses First Year Seminar Language and Culture  Japanese, German, French, Russian, Chinese, Spanish, Korean		at least	16 credits	
			at least	2 credits	
			at least	12 credits	
			at least	12 credits	
	Health and Sports Sciences		at least	2 credits	
	Basic Courses in Humanities and Social Sciences Liberal Education Courses in Humanities and Social Sciences		at least 4 credits		
	Basic Courses in Natural Sciences Mathematics Fundamentals of Physics Fundamentals of Chemistry Fundamentals of Biology Science Fundamentals of Earth Science		at least 25 credits Mathematics: Must earn a total of at least 8 credits in Calculus I and II, Linear Algebra I and II and Complex Analysis. Physics: Must earn a total of 7.5 credits in Fundamentals of Physics I and II and III and Laboratory in Physics. Chemistry: Must earn a total of 5.5 credits in Fundamentals of Chemistry I and II and Laboratory in Chemistry. A total of 4 credits from Fundamentals of Biology I, II are compulsory.		
Liberal Education Courses in Natural Sciences		at least 4 credits			
Liberal Education in Interdisciplinary Fields		at least 2 credits			
Method of Completion		Total	at least 51 credits		
Required Number of Credits		at least 134 credits			

### (2) Required number of credits for advancement

Decision for advancement to the next year	Course Category	Required Number of Credits	Conditions etc.
At completion of first year	Basic Courses in Natural Sciences	5 courses	Must earn a total of 5 courses or more in Basic Courses in Natural Sciences
At completion of second year	<ul style="list-style-type: none"> <li>• Basic General Education Courses</li> <li>• Basic Courses in Humanities and Social Sciences</li> <li>• Liberal Education Courses in Humanities and Social Sciences</li> <li>• Basic Courses in Natural Sciences</li> <li>• Liberal Education Courses in Natural Sciences</li> <li>• Liberal Education in Interdisciplinary Fields</li> </ul>	41 credits	<p>(1) Basic General Education Courses: Must earn a total of 10.5 credits or more in Japanese, German, French, Russian, Chinese, Spanish, or Korean as a "Language and Culture".</p> <p>(2) Basic Courses in Natural Sciences: Must earn a total of 17.5 credits or more, including 1.5 credits in Laboratory in Physics.</p>

(For AY 2021 Enrollees)

## Graduation Requirements for Automotive Engineering (School of Engineering) Program

### (1) Credits Required for Graduation

Course Category		Automotive Engineering Program								
		Department of Mechanical and Aerospace Engineering				Department of Electrical Engineering, Electronics, and Information Engineering				
		Compulsory Courses	Compulsory Elective Courses	Elective Courses	Total	Compulsory Courses	Compulsory Elective Courses	Elective Courses	Total	
School Specific Courses	Basic Specialized Courses									
	Course Credits	34.5		12	46.5	36.5		12	48.5	
	Required Number of Credits	34.5		6	40.5	36.5		6	42.5	
	Specialized Courses									
	Course Credits	11		38	49	16		32	48	
	Graduation Research	10			10	10			10	
	Required Number of Credits	21		22	43	26		17.5	43.5	
	Related Specialized Courses									
Course Credits			10	10			10	10		
Required Number of Credits			5	5			4	4		
Sub-total										
Course Credits	45.5		60	105.5	52.5		54	106.5		
Graduation Research	10			10	10			10		
Required Number of Credits	55.5		33	88.5	62.5		27.5	90		
Method of Completion	Compulsory Courses			at least 45.5 credits		Compulsory Courses			at least 52.5 credits	
	Graduation Research			at least 10 credits		Graduation Research			at least 10 credits	
	Elective Courses			at least 33 credits		Elective Courses			at least 27.5 credits	
	Total			at least 88.5 credits		Total			at least 90 credits	
Liberal Arts and Sciences	Basic General Education Courses									
	First Year Seminar				at least 16 credits					
	Language and Culture				at least 2 credits					
	Japanese, German, French, Russian, Chinese, Spanish, Korean				at least 12 credits					
	Health and Sports Sciences				at least 12 credits					
					at least 2 credits					
	Basic Courses in Humanities and Social Sciences				at least 4 credits					
Liberal Education Courses in Humanities and Social Sciences				at least 21.5 credits						
Basic Courses in Natural Sciences				Mathematics: Must earn a total of 10 credits in Calculus I and II, Linear Algebra I and II and Complex Analysis. Physics: Must earn a total of 7.5 credits in Fundamentals of Physics I to III and Laboratory in Physics. Chemistry: Must earn a total of 4 credits in Fundamentals of Chemistry I and II.						
Mathematics										
Fundamentals of Physics										
Fundamentals of Chemistry										
Fundamentals of Biology Science										
Fundamentals of Earth Science										
Liberal Education Courses in Natural Sciences				at least 4 credits						
Liberal Education in Interdisciplinary Fields				at least 2 credits						
Method of Completion	Total			at least 47.5 credits		Total			at least 47.5 credits	
Required Number of Credits				at least 136 credits					at least 137.5 credits	

### (2) Required number of credits for advancement

Decision for advancement to the next year	Course Category	Required Number of Credits	Conditions etc.
At completion of first year	Basic Courses in Natural Sciences	5 courses	Must earn a total of 5 courses or more in Basic Courses in Natural Sciences
At completion of second year	<ul style="list-style-type: none"> <li>• Basic General Education Courses</li> <li>• Basic Courses in Humanities and Social Sciences</li> <li>• Liberal Education Courses in Humanities and Social Sciences</li> <li>• Basic Courses in Natural Sciences</li> <li>• Liberal Education Courses in Natural Sciences</li> <li>• Liberal Education in Interdisciplinary Fields</li> </ul>	41 credits	<p>(1) Basic General Education Courses: Must earn a total of 10.5 credits or more in Japanese, German, French, Russian, Chinese, Spanish, or Korean as a "Language and Culture".</p> <p>(2) Basic Courses in Natural Sciences: Must earn a total of 17.5 credits or more, including 1.5 credits in Laboratory in Physics.</p>



## Graduation Requirements for Biological Sciences (School of Agricultural Sciences) Program

## (1) Credits Required for Graduation

Course Category		Required Number of Credits	Course Requirements	
Liberal Arts and Sciences	First Year Seminar	First Year Seminar A	2	
		First Year Seminar B		
	Language and Culture	English	2	English
		Foreign language other than English	12	Japanese, German, French, Russian, Chinese, Spanish, Korean.
	Health and Sports Sciences	Lecture	2	
		Practical	2	
	Liberal Education Courses in Natural Sciences		10	
	Liberal Education Courses in Humanities and Social Sciences			
	Basic Courses in Humanities and Social Sciences			
Liberal Education Courses in Interdisciplinary Fields				
Basic Courses in Natural Sciences		18	Must earn a total of at least 18 basic courses in natural sciences credits in Calculus I and II, Linear Algebra I and II, Complex Analysis, Fundamentals of Physics I and II and III, Fundamentals of Chemistry I and II, Fundamentals of Biology I and II, Fundamentals of Earth Science I and II and Laboratory in Physics, Laboratory in Chemistry, Laboratory in Biology, including a total of at least 1.5 credits in Laboratory courses.	
Sub-total		48		
School Specialized Courses	Specialized Courses		72	Must earn at least 42 credits in mandatory and 30 credits in elective Specialty Subjects. The details of compulsory courses on each subjects are as follows. (Compulsory Courses) ③ Bioagricultural Science Course: Genetics I, II (2), Physiology and Developmental Biology (2), Biochemistry III (2), Cell Biology III (2) + Agricultural Sciences School: Bioagricultural Science Laboratory (10), + Introductory Seminar on the Major (2) + Graduation Research in Bioscience (20) (Compulsory Elective Courses) Must earn a total of 30 credits or more in courses which starts in second and third year.
	Basic Specialized Courses		16	Must earn at least 8 credits or more in mandatory and 8 credits in elective Basic Specialty Subjects.
	Sub-total		88	
	Total		136	

Note: A maximum of 6 credits only can be approved for Special Topics in Agricultural Sciences.

## (2) Required number of credits for advancement

Decision for advancement to the next year	Course Categories and Required Number of Credits	Students unable to advance to the next year
At completion of second year	Must have earned at least 70 credits upon the completion of second year. However, 42 or more Liberal Arts and Sciences course credits are included among the 70 credits.	① Staying in second year ② Students must take no longer than 6 years to complete their second year. (Duration of enrollment (8 years) – third to fourth year (2 years)) ③ Students who are unable to advance to the next year within the 6 year limit stated in above (2) will be withdrawn from studies.
At completion of third year	Must have obtained at least 110 credits upon the completion of third year. This must include a total of 14 credits in Language and Culture, 16 credits in Basic Specialized Courses, and 10 credits in Research Methods in Applied Biosciences.	① Stay in third year ② Students must take no longer than 7 years to complete the third year. (Duration of enrollment (8 years): fourth year (1 year)) ③ Students who are unable to advance to the next year within the 7-year limit stated above ② will be withdrawn from register.

Note: The 110 credits outlined here were totaled, from credits earned for advancement to the next year, with the maximum number of required credits by course category for the graduation credit requirements outlined in (1). Credits exceeding this amount will not be counted towards the required 110 credits.

## [Doubling up of courses]

In principal, even if a student takes the same course twice and passes the examination on both occasions, credits for only one of the courses will count towards graduation credit requirements.