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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
Global Liberal Arts, Contemporary Liberal Arts, etc.
- (b) To foster students' initiative and desire to study
First Year Seminar, Problem/Project Based Learning Seminar, etc.
- (c) To cultivate communication skills that contribute to character development
Health and Sports Science, Language and Culture, etc.
- (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.

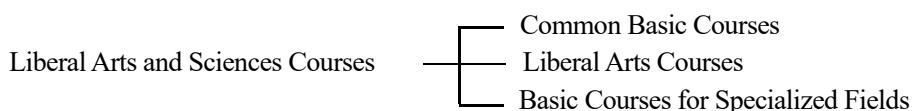
II . Aim of Liberal Arts and Sciences

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.

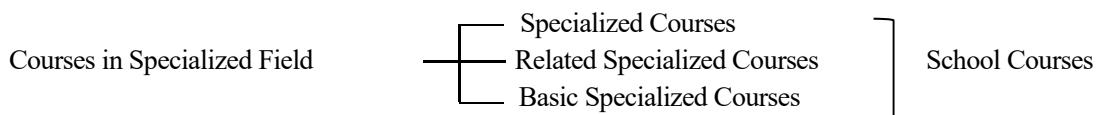
1. Course Category and Content

Liberal Arts and Sciences Courses at Nagoya University are divided into Common Basic Courses, Liberal Arts Courses, and Basics Courses for Specialized Fields in accordance with the philosophy and objectives of the program.

[Courses managed by ILAS (Institute of Liberal Arts and Sciences Administration) Office]



[Courses managed by individual Schools]



These courses are then further subdivided based on field, purpose, eligible students, and several other conditions.
The category and their contents are shown in the following table.

Course Category	Content		
Common Basic Courses		Courses in this category introduce the basic knowledge (general skills and the ability to identify and solve problems) that all students should acquire, regardless of their field of specialization. The purpose is to shift their learning attitude toward "independent and self-directed learning" and help them become "courageous intellectuals" who will build and lead a better future society.	
Introduction to Skills for Academic Success	These courses introduce students to university, what it means to study at a university, and what kind of knowledge they need to make learning at a university fulfilling. They forge the core upon which they will develop the attitude to be an independent learner.		
First Year Seminar	Through multifaceted intellectual training in a small-group seminar style, students learn the excitement of truth-seeking and cultivate the ability to research, think, write, and speak, which is essential for independent learning.		
Language and Culture	English	These courses improve students' communication skills in English, the common language of the academic world and essential for being active in the international community. Thus, students open a window to the rest of the world.	
	Second Foreign Languages	By studying foreign languages other than English, students increase understanding and develop an open mind towards a variety of different cultures. They build the foundation to use multiple foreign languages, which is essential for working together to build a better future society beyond national borders.	
	Japanese	International students acquire basic skills for independent learning during their study in Japan by improving their Japanese language skills and deepening their understanding of Japanese culture and society.	
Health and Sports Science	Lecture	These courses teach students about health and basic knowledge of lifelong sports and self-discipline.	
	Practicum	By engaging in sports, students develop basic skills for lifelong sports communication skills, leadership and teamwork building skills.	
Data Science	To master data analysis skills, which serve as a platform to create new value in society, students acquire basic knowledge and general analysis skills.		
Liberal Arts Courses		As well-educated "courageous intellectuals", students use their specialized knowledge to solve problems facing human society and build a happy future. To achieve this goal, students acquire the following important qualities: "an open-minded attitude to different disciplines and cultures", "an interest in a broad range of knowledge that transcends disciplines", and "a perspective that relativizes oneself and one's field of specialty".	
Global Liberal Arts	Encounters with foreign cultures serve as an opportunity for students to learn to recognize the diversity of values in the world and acquire knowledge of contemporary international relations and culture. Through these experiences, students build a foundation to grow into individuals who can play an active role in international society, with cultural and social tolerance and the ability to develop their own arguments.		
Contemporary Liberal Arts	Recognizing the issues facing modern society, students develop interdisciplinary and comprehensive skills to analyze them. They also develop skills to understand the relationship between their field of study and other fields, so that they can recognize the role that specialized knowledge plays in society. They also acquire a perspective that relativizes their own specialized field. Courses are divided into three sub-categories:		
•Humanities and Social Sciences			
•Natural Sciences			

	<ul style="list-style-type: none"> •Interdisciplinary/Integration of Arts and Sciences 	Humanities and Social Sciences, Natural Sciences, and Interdisciplinary/Integration of Arts and Sciences. Each school determines from which sub-categories students should take the courses.
	Problem/Project Based Learning Seminar	In the 3rd and 4th years of their undergraduate program, students in different fields and academic years form interdisciplinary teams and share self-led experiences. They think and work together to identify and solve problems. By taking part in these activities, students acquire leadership and teamwork skills, openness toward different fields of study, and the ability to solve problems by cooperating with diverse people.

Basic Courses for Specialized Fields	In these courses, students acquire the most basic knowledge and skills that will serve as a foundation to study specialized fields.
Basic Courses in Humanities and Social Sciences	Students develop the foundation needed to study specialized fields in the humanities and social sciences by learning basic knowledge and skills.
Basic Courses in Natural Sciences	Students develop the foundation needed to study specialized fields in the natural sciences by learning basic knowledge and skills.

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. The 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 "Schedule for Liberal Arts and Sciences (Fall Semester, AY2022)" right after the 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.

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

Roman numerals are used to denote terms.

Some courses are conducted on Semester basis, and some courses are conducted on Quarter basis. 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	
Oct-March	Apr-Sept	Oct-March	Apr-Sept	Oct-March	Apr-Sept	Oct-March	Apr-Sept
Fall Semester (Term G-I)	Spring Semester (Term G-II)	Fall Semester (Term G- III)	Spring Semester (Term G-IV)	Fall Semester (Term G-V)	Spring Semester (Term G-VI)	Fall Semester (Term G-VII)	Spring Semester (Term G-VIII)
Q1	Q2	Q1	Q2	Q1	Q2	Q1	Q2

3. Student Holidays

Days on which classes are not held are called student holidays. Nagoya University student holidays are as follows.

However, classes may be held on those days when necessary for educational reasons.

Regular student holidays:

<Short holidays>:

Weekends (Saturdays and Sundays), and National Holidays

<Long holidays>:

Summer vacation, Winter vacation, and Spring vacation

Special student holidays: Nagoya University Festival (Meidai-sai)

4. Class Times

At Nagoya University, classes normally continue for 90 minutes. However, classes for some courses such as physics labs, chemistry labs, and biology labs are 180 minutes long.

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.

180 minutes classes 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

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

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

Class Form (Style)	Details	For classes held once a week, the number of credits per semester	Course Category	
Lecture	Classes revolving around tuition provided by the instructor.	90 minutes class (treated as 2 hours) x 8 weeks = 1.0 credits	Introduction to Skills for Academic Success Data Science (Lecture)	
		90 minutes class (treated as 2 hours) x 15 weeks = 2.0 credits	Health and Sports Science: Lecture Global Liberal Arts Contemporary Liberal Arts Basic Courses in Humanities and Social Sciences	
			Basic Courses in Natural Sciences (not including lab work)	
			Data Science (Exercise) First Year Seminar Language and Culture Parts of Global Liberal Arts	
Seminar	Classes principally comprising study undertaken at the initiative of students and which operate with limited class sizes.	90 minutes class (treated as 2 hours) x 8 weeks = 1.0 credits	Problem / Project Based Learning Seminar	
		90 minutes class (treated as 2 hours) x 15 weeks = 1.0 or 2.0 credits		
Practical Training	Classes that principally involve students participating in hands-on practical activities, examining items or materials, or practicing techniques or special procedures.	90 minutes class (treated as 2 hours) x 15 weeks = 1.0 credits	Health and Sports Science: Practicum	
Experiments	Classes comprising lab work or the like.	180 minutes class (treated as 4 hours) x 15 weeks = 2.0 credits	Laboratory in Physics	
			Laboratory in Chemistry	
			Laboratory in Biology	

6. Upper Limits on the Number of Registered Credits(Cap System)

Upper limits on the number of registered credits (cap system) are set with the aim of ensuring students have sufficient time to study by encouraging them to carefully select the courses they will study and the number of credits so that they can truly learn the course content and take appropriate courses in each academic year. Each School and Department sets upper limits on the number of credits students may register for courses per year or semester.

Students who have acquired their prescribed credits with an excellent academic record may register for courses in excess of the upper limits on the number of credits.

The upper limits on the number of registered credits, conditions for raising the limits, and other matters are determined by each School. For details, see the Student Handbooks for each School.

In principle, the following courses are not counted in the upper limits on the number of credits for course registration. (The handling of this may vary by School and Department.)

- Intensive courses
- Credit exchangeable courses of other universities (including overseas and online universities)
- Courses for foreign language proficiency test certificates
- Courses for which credits were already acquired before admission
- Special courses

IV. Registration Procedures and Course Enrollment

Please follow the procedures below for course registration.

You may register for courses targeted for your year or lower years, but you may not register for courses targeted for upper years. Consult with List of Credit Requirements for your major to decide which courses to register for.

* You are supposed to register only for courses you intend to take. Please avoid selecting unnecessary courses since this causes problems for other students.

1. Registration Procedures

You should select the courses to take (Liberal Arts and Sciences courses and school specialized courses) before the semester begins. First year students should register for courses between October 4 (Tue) and October 11 (Tue) in 2022, and those in 2nd and higher year 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 [NU Portal, ILAS tab](#).

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

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

for School Specialized Courses: the school you belong to

The following courses have a different registration procedure:

⟨ First Year Seminar ⟩

In Wednesday 2nd period, five courses of “First Year Seminar” are held for all programs. Please refer to each syllabus and choose your preference and fill out “First Year Seminar Preference Sheet” which is available on [NU Portal, ILAS tab](#). Submit it to the ILAS Office via email (kyoikuin@adm.nagoya-u.ac.jp) by **September 27 (Tue 17:00)**.

Each class has an enrollment limit, so you may not be able to take your preferred class. Classes will be determined considering your preferences and enrollment limit, and the result of the application will be posted on [NU Portal, ILAS tab](#) on **Monday, October 3**. Please check the result and make sure to **do registration via the website by October 11 (Tue) 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 9 to register for Language and Culture courses. Also, be sure to read “Course Registration Procedures” carefully to register for the courses.

⟨ Global Liberal Arts / Contemporary Liberal Arts ⟩

Global Liberal Arts and Contemporary Liberal Arts are mainly for the second year. Taking CAP System (see III-6: Cap System) into consideration, in the first year, students are allowed to take these courses only if the number of registered credits is within the limit determined by your school.

• Content Courses Taught in Japanese (JMI Courses)

“Content Courses Taught in Japanese” are courses in “**Global Liberal Arts**” Course Category. They are general program courses taught in Japanese. If you earn credits by taking these courses, they will be included in required credits for graduation as “Global Liberal Arts” courses.

For details, please refer to “Course Registration Procedures” on the NU Portal, ILAS tab.

*In Fall Semester 2022, there are no “Content Courses Taught in Japanese”. From Spring Semester 2023, you will be able to take these 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 3rd & 4th digits of the student number is "16"]
September 13 (Wed) 9:00 a.m. - 22 (Fr) 6:00 p.m., 2017

For the students enrolled in before 2015
[The 3rd & 4th digits of the student number is "15" and fewer]
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-honbu.jimn.nagoya-u.ac.jp/gakumu/gakumoku/student/index.htm>

- For Inquiries regarding the NU ID and PW:
Visit "Information Media Office", 4 floor of School of Engineering Building 7
i-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

2. Course Enrollment Adjustments

Adjustments may be made for some courses 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) The registration and adjustment results can be confirmed on the “Confirmation of Registered Course” page on [NU Portal, ILAS tab.](#)

3. Registration Confirmation

Check the registered courses via the NU Portal, “Confirmation of Registered Course” during the confirmation period from October 25 (Tue).

*How to Access: Login to the NU portal → Click “Student Affairs” tab → Click “Course registration and grading (schedule etc.)” → Click “Confirmation of Registered Course”, then you can see the registered courses.

If you find any mistakes on your registered courses, contact the office in charge via e-mail; for Liberal Arts and Sciences courses, contact the ILAS Office (kyoikuin@adm.nagoya-u.ac.jp) and for specialized courses, ask the Student Affair Section in your school.

For details, please refer to “Course Registration Procedures” which is available on [NU Portal, ILAS tab.](#)

4. 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.

5. 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.

6. Retaking Courses and Supplementing Credits

Those who receive an "Fail (F)" or "Withdrawal (W)" for a course may need to 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 taking a course targeted for lower year students from a particular category. You should be aware that it may be difficult to retake a course due to schedule conflict with other required courses.

V. Important Notes on Language and Culture Course Registration

1. Required Courses and Credits for Language and Culture Courses

Students decide the courses to be taken according to their Japanese language proficiency at the time of enrollment in consultation with the instructors in charge of the courses. Japanese Placement Test will be administered in the beginning of the semester to help in this selection.

<Compulsory/Compulsory Elective Courses for JACS, SSLaw, SSEcon Program>

Compulsory	Compulsory Elective	
Japanese <u>10 credits</u>	+ · Japanese · English · Second Foreign Languages *	<u>10 credits</u> = <u>20 credits in total</u>

* Second Foreign Languages : German, French, Russian, Chinese, Spanish or Korean
* SSEcon students cannot choose their 1st language

You must take 10 credits as Compulsory Japanese courses, and the rest 10 credits should be taken from Compulsory Elective courses (Japanese, English or Second Foreign Languages.) Please be noted that SSEcon students cannot choose their 1st language. Also, Second Foreign Language courses will be held mixed with a lot of regular program students and taught in Japanese. If you take these courses, JLPT N1 level is recommended to have. If your current Japanese level is lower than N3 level, we strongly recommend to take Japanese or English courses rather than Second Foreign Language courses. In addition, if you choose a Second Foreign Language, you must obtain at least 4 credits in one of the following languages: German, French, Russian, Chinese, Spanish, and Korean. You are required to email your instructor in advance for permission to take the course.

<Compulsory/Compulsory Elective Courses for Sc, En, Ag program>

Compulsory	Compulsory Elective	
Japanese <u>8 credits</u>	+ · Japanese · English · Second Foreign Languages *	<u>6 credits</u> = <u>14 credits in total</u>

* Second Foreign Languages: German, French, Russian, Chinese, Spanish or Korean

You must take 8 credits as Compulsory Japanese courses, and the rest 6 credits should be taken from Compulsory Elective courses (Japanese, English or Second Foreign Languages) However, you must note that Second Foreign Language courses will be held mixed with a lot of regular program students and taught in Japanese. If you take these courses, JLPT N1 level is recommended to have. If your current Japanese level is lower than N3 level, we strongly recommend to take Japanese or English courses rather than Second Foreign Language courses. In addition, if you choose a Second Foreign Language, you must obtain at least 4 credits in one of the following languages: German, French, Russian, Chinese, Spanish, and Korean. You are required to email your instructor in advance for permission to take the course.

2. Recognition of Credits based on Proficiency Test Scores

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 and Recognized Credits

Students who achieve N2 or N1 level in the Japanese Language Proficiency Test (JLPT) will receive 6 credits as shown in the following table as Compulsory Courses in V-1. above.

Students who have been accredited must earn the remaining credits in Compulsory Courses.

Type of Proficiency Test	Level	Credits	Accredited Course Title
Japanese Language Proficiency Test (JLPT)	Level N1, Level N2	6 credits	Japanese 1 Japanese Notation 1 (Kanji 200)

* Credits will only be recognized based on the results of official and publicly offered tests.

* It is also possible to take 6 credits by taking Japanese language courses without applying for credit certification through the Japanese Language Proficiency Test (JLPT).

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

- (a) Those who have already acquired the required number of Japanese-related credits for graduation specified by the school shall not earn credits under this system.
- (b) 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)
- (c) The grade for the accredited courses will be "T". It is not subject to GPA calculation.
- (d) Japanese proficiency tests must have been taken or results must have been certified within two years from the application date.

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 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 2022: October 3 (Mon) – October 7 (Fri), 2022.

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](#) → Student Affairs → Course registration and grading → “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 Japanese and other foreign languages regardless of the necessity of the credits for graduation requirements or advancement.

VI. Examinations and Grading

1. Examinations

It is important to note the following points regarding examinations for Liberal Arts and Sciences 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. The disciplinary measure against students cheating on exams are invalidation of ALL credits for courses taken that semester, etc.

2. Make-up Examinations

Make-up exams are conducted for students who could not take some or all of the exams due to illness, injury or other unavoidable reasons and wish to take it. Those who pass the make-up examination will receive a grade.

- (1) Students who unable to take a final examination immediately need to contact (by email or NUCT) the course instructor to notify them.
- (2) If you want to take a make-up examination, you need to make an application through NUCT with a document (a) or (b) below that prove a reason why you couldn't take the final examination.
 - (a) In case of illness or injury → a medical certificate written by a doctor
 - (b) In other cases → a document which verifies the reasons why the student could not take the exam
- (3) 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.
- (4) The application period, date, time, and location of make-up examinations are announced on [NU Portal, ILAS tab](#).
- (5) 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 students who failed 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 August/September. At the end of the semester in which the course was conducted, you need to check a timetable for repeat examinations on [NU Portal, ILAS tab](#) 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) Students meet the following two conditions are eligible to take the repeat examination. Their student numbers will be posted on [NU Portal, ILAS tab](#).
 - i) Those who failed the course (graded "F") which offers a repeat examination.
 - ii) Those who reach the requirements set by the Institute of Liberal Arts and Sciences.
- (2) The date, time, and location of repeat examinations will be posted on [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
	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. Academic Misconducts

Cheating is representing someone else's work as yours, including copying and pasting from internet sources, copying another student's work, or copying from textbooks or other published sources without proper citation and reference.

Cheating in classes and examinations are NOT permitted. Don't cheat on quizzes, reports and final examinations. According to "*Nagoya University Student Disciplinary Rules*", students are subject to receive severe punishments (e.g. **expulsion**, **suspension**, or **warning** etc.) in the case of cheating and plagiarism during examinations. Plagiarism and cheating cause severe damage to your reputation and academic records.

If an academic misconduct has been identified, the student would lose all credits - for the course where the dishonest behavior was found, as well as all other courses - of that semester. In other words, you may have to repeat the whole academic year as a consequence.

-Definitions-

Plagiarism: Diversion of research details or passages of others without appropriate procedures

Fabrication: Falsification of data or experimental results

Manipulation: Improper expression of the details of research by adding operation to research samples, devices and/or research processes or by changing or omitting data or research outcomes.

Expulsion: Students are deprived of their status as a student

Suspension: Students are prohibited from attending university for a specified period of less than six months or for an indefinite period

Warning: Students are issued with a written caution and warned about their future conduct

Cheating is likely to occur when a final exam, report due date, or presentation of results is coming up, but students are not prepared enough for it. The desire to get a good grade or not to lose a credit leads to academic 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.
- Use of wearable device and plastic sheets for notes (Shitajiki) are prohibited during examinations.
- You must turn off your mobile phone and put it into your bag.
- When you write a report, do not copy and paste from the Internet or other sources, and do not **plagiarize** anybody's work.
- When you research or conduct an experiment, do not **fabricate** or **manipulate** data.

5. Grade Evaluation

(1) Grade Evaluation System

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.
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(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. 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 courses 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

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, a grade of "W"(Absent) does not affect the GPA. Therefore, the difference between a grade assessment of "F" and "W" (Withdrawal) is significant as it strongly affects your GPA performance.

(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.

Number of credits awarded at A+ for the semester \times 4.3
 + number of credits awarded at A for the semester \times 4.0
 + number of credits awarded at B for the semester \times 3.0
 + number of credits awarded at C for the semester \times 2.0
 + number of credits awarded at C- for the semester \times 1.0

Semester GPA = _____

Number of credits awarded at A+ for the semester
 + number of credits awarded at A for the semester
 + number of credits awarded at B for the semester
 + number of credits awarded at C for the semester
 + number of credits awarded at C- for the semester
 + number of credits awarded at F for the semester

Number of credits awarded at A+ \times 4.3
 + number of credits awarded at A \times 4.0
 + number of credits awarded at B \times 3.0
 + number of credits awarded at C \times 2.0
 + number of credits awarded at C- \times 1.0,
 during the student's entire enrollment at the University

Cumulative GPA = _____

Number of credits awarded at A+
 + number of credits awarded at A
 + number of credits awarded at B
 + number of credits awarded at C
 + number of credits awarded at C-
 + number of credits awarded at F,
 during the student's entire enrollment at the University

(3) Courses Subject to GPA Calculation

- All courses included in 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 the student initially received an F grade and then receives an A+, A, B, C or C- grade, the initial F grade will be replaced by the new grade in the calculation for Cumulative GPA.
 - When a student retakes a course for which the student 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, the retaken course grade is not included in the GPA calculation.
 - The above procedures do not 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. Course Withdrawal System

In terms of protecting student rights, Nagoya University has 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" (Withdrawal) for the course.

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 credit's 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. Handling of Classes and Examinations Regarding Natural Disasters

You can get information from these sites below:

- Japan Meteorological Agency (JMA), Aichi

https://www.jma.go.jp/bosai/warning/#area_type=class20s&area_code=2310000&lang=en
• Disaster Management Office, Nagoya University
[22guide_Eng.pdf\(nagoya-u.ac.jp\)](http://22guide_Eng.pdf(nagoya-u.ac.jp))

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 Keihō*) 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. If a Nankai Megathrust Earthquake Alert is Issued

When a large scale earthquake (*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 to cancel classes. In such case, notices will be posted on [Nagoya University website\(nagoya-u.ac.jp\)](#) and [NU Portal, ILAS tab](#).

5. Make-up Classes

When classes have been cancelled because of the circumstances described above, announcement of make-up classes will be uploaded on [NU Portal, ILAS tab](#).

VIII. 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. NU Portal (<https://portal.nagoya-u.ac.jp/>), ILAS tab

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

2. Nagoya University ILAS Official Twitter (mainly in Japanese)

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).

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 regarding natural disasters
- 3) Briefing sessions targeting mainly undergraduate 1st and 2nd grade students
- 4) Information on emergency

IX. 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 by acquiring the required number of credits.

Several 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.