

AY 2023

Liberal Arts and Sciences Course Guide for
International Programs Students

(Students' Guide for G30 Students)

Nagoya University

Revises may be made, so check the latest version on

[NU Portal, ILAS tab](#) from time to time.

Schedule for Liberal Arts and Sciences (Fall Semester, AY2023)

Semester	Date	Event	Notes
	October 1 (Sun)	Fall Entrance Ceremony	Fall Semester Make-up Days:
	October 2 (Mon)	First of class day of Fall semester	Nov. 11 (Sat): For the Fall Quarter 1
	October 2(Mon) - November 26 (Sun)	Fall Quarter 1	Dec. 23 (Sat): For the Fall Quarter 2
	October 3 (Tue) - 11 (Wed)	Course Registration Period*	
	October 14 (Sat)	Class Day for Fall Quarter 1 Thursday Classes	
	October 25 (Wed)	Registration Confirmation*	
	October 25 (Wed)	Earthquake Disaster Evacuation Drill	
	October 28 (Sat)	Class Day for Fall Quarter 1 Monday Classes	
	November 18 (Sat)	Class Day for Fall Quarter 1 Friday Classes	
	November 27 (Mon) - February 2 (Fri)	Fall Quarter 2	
	December 28 (Tus) - January 7 (Sun)	Winter Vacation	
	January 10 (Wed)	Class Day for Fall Quarter 2 Friday Classes	
	January 12 (Fri)	No Classes(Preparation for Common Test for University Admissions) (Tentative)	No Classes (Tentative)
	January 13 (Sat) - 14 (Sun)	Common Test for University Admissions	
	January 22 (Mon) - February 2 (Fri)	Final Examinations and Class Period	
	February 2 (Fri)	Last class day of Fall semester	
	February 14 (web) - 15 (Thu)	Make-up Examinations Period (Tentative)	
	February 19 (Mon)	Grade Confirmation*	
	February 29 (Thu) - March 4 (Mon)	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 NU Portal, ILAS tab (<https://portal.nagoya-u.ac.jp/app/group/student/academics/ilas>).

· Schedule for next Spring Semester will be available on NU Portal, ILAS tab. in March, 2024.

· 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**
Global Liberal Arts, Contemporary Liberal 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.

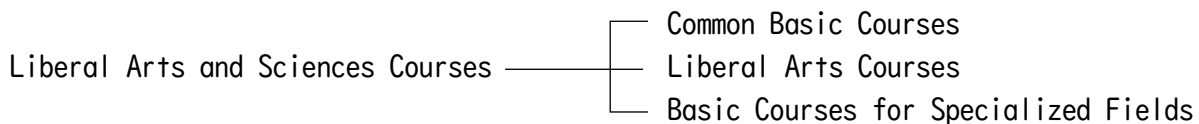
II. Aim of Liberal Arts and Sciences

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.

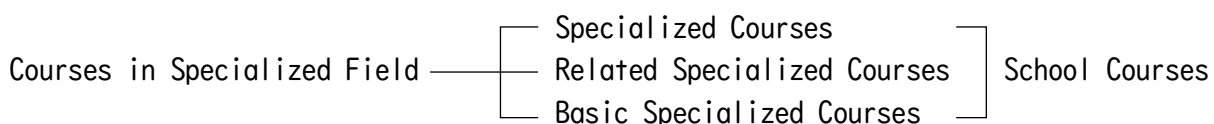
I. Course Category and Content

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]



Liberal Arts and Sciences 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.

Liberal Arts and Sciences Course Categories and Content

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. (Note 1)
Problem / Project Based Learning Seminar		In the 3rd and 4th years of their undergraduate program, after deciding what major they will pursue, 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.

Note | Courses are divided into three sub-categories: Humanities and Social Sciences, Natural Sciences, and Interdisciplinary/Integrated Arts and Sciences. Students can specify which courses they should take according to their department. Some courses (including some undergraduate specialized courses that were previously designated as "open courses") are to be taken in the 3rd and 4th years of undergraduate school, after achieving a prerequisite level of specialized study.

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 comprises 15 weeks of instruction. For details of this semester's schedule, see "Schedule for Liberal Arts and Sciences (Fall Semester, AY2023)" right after the cover.

It should be noted that these schedules for courses provided by specific schools may be subject to change depending on circumstances of 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, some are offered on Quarter basis. Each Semester comprises 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	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 are 90 minutes long. 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 are designed as two 90-minute classes.

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
Exercise	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 8 weeks = 1.0 credits	Data Science (Exercise)
			First Year Seminar
		90 minutes class (treated as 2 hours) x 15 weeks = 1.0 or 2.0 credits	Language and Culture
			Some courses of Global Liberal Arts
			Problem / Project Based Learning Seminar

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. Setting of 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 refer to Course Registration Procedures on [NU Portal, ILAS tab](#)

1. Class Enrollment

(1) Students must attend every class in principle.

Students may lose their right to attend the course or to take the exam if students are frequently absent during the semester.

(2) Instructors evaluate out-of-class work in different ways.

Even if students attend every class, the same measures indicated in (1) above may be taken if students do not complete designated out-of-class work

2. Credits for Redundant Courses

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

both occasions.

3. 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 students have insufficient numbers of credits, they can earn additional credits by taking a course targeted for lower year students from a particular category. Students should be aware that it may be difficult to retake a course due to schedule conflict with other required courses.

V. Examinations and Grading

I. 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 students need to submit a paper, take an oral test, or report on an experiment instead of taking a written test.
- (3) Students must place their student ID card on the desk when taking an examination.
- (4) Students will not be allowed to enter the examination room if they are late for 20 minutes or more.

Students are permitted to leave the examination room 30 minutes after the start of the examination, however, they 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) If students want to take a make-up examination, they should obtain permission from the Director of ILAS. They need to submit an application with a document (a) or (b) below.
 - (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
- (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, ILAS tab](#).

- (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 students who failed the courses listed in Table I in the final examinations or make-up examinations for that semester but meet certain requirements.

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

Repeat examinations are given in March and in September.

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. (The course instructor decides the duration)
- (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.

Table I. 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 oneself, including copying and pasting from internet sources, copying another students’ 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 students’ 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, they 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. Students should be aware that cheating is neglect of duty as a student, and they 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 a student's 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.
- Students must turn off their mobile phone and put it into their bag.
- When students write a report, do not copy and paste from the Internet or other sources, and do not **plagiarize** anybody's work.
- When students 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.

(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 students’ 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 students’ 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 students’ 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.

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

(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.

Transcripts will include student's Cumulative GPA.

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 students notify their intent for course withdrawal by the specified method of the course instructor in charge, they may receive a "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 respective 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 respective school's Student Handbook 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 students earned the credits at before enrolling in Nagoya University
- (b) Material such as course outline from the university that students graduated or withdrew from

(Where to submit)

Educational and Student Affairs Section of the school students 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)

VI. Handling of Classes and Examinations Regarding Natural Disasters

Students 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
[23guide_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 That a "Storm (Gale) Warning" or Another Special Warning for Nagoya City is Issued by the Japanese Meteorological Agency

If a storm warning (*Bofu Keiho*) or Another Special Warning is issued for Nagoya City by the Japanese Meteorological Agency, classes, etc 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 am	From 1st Period
Between 6:45 and 11:00 am	From 3rd Period

<<Important Points>>

- (1) If students are already on campus when a storm warning is issued, return home before the situation gets worse.
- (2) If students are on their way to campus when a storm warning is issued, return home.
- (3) If students are in the middle of a class when a strong wind warning is issued, return home immediately after the class ends.
- (4) In principle, the online classes are not cancelled. However, please check the status of class on the course website such as TACT.

2. In the Event of an Earthquake or Fire

If an earthquake or/and fire occurs during classes, stay calm, assess the scale of the disaster and the surrounding situation, and try to protect 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. In the event that Nankai Trough Earthquake Extra Information is released

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 students are on the way to school, please stay at a safe place.

4. In the event of any other disasters or risk of disaster

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\(nagoya-u.ac.jp\)](https://www.nagoya-u.ac.jp) and [NU Portal, ILAS tab, News](#).

5. Make-up Classes

When classes have been cancelled because of the circumstances described above, announcement of make-up classes will be uploaded on individual course sites such as TACT.

VI. 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](#), News

- 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 X (formerly Twitter) (mainly in Japanese)

This official X (formerly Twitter) is aimed to send information from ILAS. We do not reply to questions on the X, so if students have any inquiries please contact us via Inquiry Form on ILAS Website (top of ILAS page "[Click here to contact us](#)").

https://twitter.com/NagoyaUniv_ilas (<https://www.ilas.nagoya-u.ac.jp/>→X)

Account name: @NagoyaUniv_ilas

ILAS official X (formerly 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

VIII. 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 they 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 student's study plan, we recommend that they confirm in advance their 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 their school's Student Handbook.

(For AY 2023 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	Introduction to skills for academic success	1	Must earn a total of at least 10 credits from one or more Course Categories. For details, refer to IX. (p.30).		
	First Year Seminar	2			
	Language and Culture	Japanese		10	
		Japanese/ English/ Second Foreign Languages		10	
	Health and Sports Sciences	Lecture		2	
		Practicum		2	
	Data Science	Lecture		1	
		Exercise		0	Data Science Exercise A can be taken as an Optional Course.
	Global Liberal Arts Courses			4	Must earn a total of at least 4 credits, including 2 credits in Contemporary Liberal Arts in Natural Sciences and Interdisciplinary/Integration of Arts and Sciences.
	Contemporary Liberal Arts in Natural Sciences and Interdisciplinary/Integration of Arts and Sciences				
Problem/Project Based Learning Seminar					
Basic Courses in Humanities and Social Sciences		8			
Sub-total		40			
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		124			

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

Course Category		Required Number of Credits	Course Requirements	
Liberal Arts and Sciences	Introduction to skills for academic success	1	Must earn a total of at least 10 credits from one or more Course Categories. For details, refer to V. (p.9).	
	First Year Seminar	2		
	Language and Culture	Japanese		10
		Japanese/ English/ Second Foreign Languages		10
	Health and Sports Sciences			4
	Data Science	Lecture		1
	Global Liberal Arts Courses			2
	Contemporary Liberal Arts in Natural Sciences and Interdisciplinary/Integration of Arts and Sciences			
	Problem/Project Based Learning Seminar			
	Basic Courses in Humanities and Social Sciences			6
Total		36		

(3) The upper limit on the number of credits that can be registered

The upper limit on the number of registered credits and the conditions for relaxing of the limit, etc. are decided by each school, so inquire at respective school for details.

(For AY 2023 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	Introduction to skills for academic success	12~14		
	First Year Seminar			
	Data Science Lecture			
	Basic Courses in Humanities and Social Sciences			
	Language and Culture	Japanese	10	※Political Studies are not included in graduation credits Must earn a total of at least 10 credits from one or more Course Categories. For details, refer to IX. (p.30). If taking a Data Science Course, Data Science Exercise A is required to be chosen. Must earn at least 2 credits from Contemporary Liberal Arts in Natural Sciences or Interdisciplinary/Integration of Arts and Sciences.
		Japanese/ English/ Second Foreign Languages	10	
	Health and Sports Sciences	Lecture		
		Practicum		
	Data Science	Exercise		
	Global Liberal Arts Courses			
Contemporary Liberal Arts in Natural Sciences and Interdisciplinary/Integration of Arts and Sciences		2		
Problem/Project Based Learning Seminar				
Sub-total		40~42		
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		124		

(2) The upper limit on the number of credits that can be registered

The upper limit on the number of registered credits and the conditions for relaxing of the limit, etc. are decided by each school, so inquire at respective school for details.

(For AY 2023 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	Introduction to skills for academic success	1	Must earn a total of at least 10 credits from one or more Course Categories (except your 1st language). For details, refer to IX. (p.30).		
	First Year Seminar	2			
	Language and Culture	Japanese		10	
		Japanese/ English/ Second Foreign Languages		10	
	Health and Sports Sciences	Lecture		2	
		Practicum		2	
	Data Science	Lecture		1	
		Exercise		1	
	Global Liberal Arts Courses	2		4	Must earn a total of at least 4 credits, including 2 credits in Contemporary Liberal Arts in Natural Sciences and Interdisciplinary/Integration of Arts and Sciences.
	Contemporary Liberal Arts in Natural Sciences and Interdisciplinary/Integration of Arts and Sciences				
Problem/Project Based Learning Seminar					
Basic Courses in Humanities and Social Sciences	8				
Sub-total		41			
School Specialized Courses	Basic Specialized Courses	28	56		
	Specialized Courses (Compulsory)	8			
	Specialized Courses (Compulsory Electives)	24~			
	Related Specialized Courses	0~			
	Sub-total			84	
Total		125			

(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 84 credits or more, including 28 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.

(3) The upper limit on the number of credits that can be registered

The upper limit on the number of registered credits and the conditions for relaxing of the limit, etc. are decided by each school, so inquire at respective school for details.

(For AY 2023 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	Introduction to skills for academic success	1	Must earn a total of at least 6 credits from one or more Course Categories. For details, refer to IX. (p.30).		
	First Year Seminar	2			
	Language and Culture	Japanese		8	
		Japanese/ English/ Second Foreign Languages		6	
	Health and Sports Sciences	Lecture		2	
		Practicum		2	
	Data Science	Lecture		1	
		Exercise		1	Data Science Exercise B is required to be taken.
	Global Liberal Arts Courses	2		4	Must earn a total of at least 4 credits, including 2 credits in Contemporary Liberal Arts in Humanities and Social Sciences and Interdisciplinary/Integration of Arts and Sciences.
	Contemporary Liberal Arts in Humanities and Social Sciences and Interdisciplinary/Integration of Arts and Sciences				
Problem/Project Based Learning Seminar					
Basic Courses in Natural Sciences	20	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 2 credits or more in Laboratory in Physics, Laboratory in Chemistry and Laboratory in Biology.			
Sub-total		47			
School Specialized Courses	Specialized Courses	61~51			
	Related Specialized Courses	0			
	Basic Specialized Courses	22.5~32.5			
	Sub-total		83.5		
Total		130.5			

(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.

(3) The upper limit on the number of credits that can be registered

The upper limit on the number of registered credits and the conditions for relaxing of the limit, etc. are decided by each school, so inquire at respective school for details.

(For AY 2023 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	Introduction to skills for academic success	1		
	First Year Seminar	2		
	Language and Culture	Japanese		8
		Japanese/ English/ Second Foreign Languages	6	Must earn a total of at least 6 credits from one or more Course Categories. For details, refer to IX. (p.30).
	Health and Sports Sciences	Lecture	2	
		Practicum	2	
	Data Science	Lecture	1	Data Science Exercise B is required to be taken.
		Exercise	1	
	Global Liberal Arts Courses	4	2	Must earn a total of at least 4 credits, including 2 credits in Contemporary Liberal Arts in Humanities and Social Sciences and Interdisciplinary/Integration of Arts and Sciences.
	Contemporary Liberal Arts in Humanities and Social Sciences and Interdisciplinary/Integration of Arts and Sciences			
Problem/Project Based Learning Seminar				
Basic Courses in Natural Sciences	20	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 2 credits or more in Laboratory in Physics, Laboratory in Chemistry and Laboratory in Biology.		
Sub-total		47		
School Specialized Courses	Specialized Courses	40~44		
	Related Specialized Courses	0		
	Basic Specialized Courses	44~40		
	Sub-total		84	
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.

(3) The upper limit on the number of credits that can be registered

The upper limit on the number of registered credits and the conditions for relaxing of the limit, etc. are decided by each school, so inquire at respective school for details.

(For AY 2023 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	Introduction to skills for academic success	1	Must earn a total of at least 6 credits from one or more Course Categories. For details, refer to IX. (p.30).		
	First Year Seminar	2			
	Language and Culture	Japanese		8	
		Japanese/ English/ Second Foreign Languages		6	
	Health and Sports Sciences	Lecture		2	
		Practicum		2	
	Data Science	Lecture		1	
		Exercise		1	Data Science Exercise B is required to be taken.
	Global Liberal Arts Courses	2		4	Must earn a total of at least 4 credits, including 2 credits in Contemporary Liberal Arts in Humanities and Social Sciences and Interdisciplinary/Integration of Arts and Sciences.
	Contemporary Liberal Arts in Humanities and Social Sciences and Interdisciplinary/Integration of Arts and Sciences				
Problem/Project Based Learning Seminar					
Basic Courses in Natural Sciences	18	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 2 credits or more in Laboratory in Physics, Laboratory in Chemistry and Laboratory in Biology.			
Sub-total		45			
School Specialized Courses	Specialized Courses	60			
	Related Specialized Courses	0			
	Basic Specialized Courses	28			
	Sub-total		88		
Total		133			

(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.

(3) The upper limit on the number of credits that can be registered

The upper limit on the number of registered credits and the conditions for relaxing of the limit, etc. are decided by each school, so inquire at respective school for details.

(For AY 2023 Enrollees)

Graduation Requirements for Chemistry (School of Engineering) Programs

(I) Credits Required for Graduation

Course Category		Chemistry Program						
		Department of Chemistry and Biotechnology						
		Compulsory Courses	Compulsory Elective Courses	Elective Courses	Total			
School Specialized Courses	Basic Specialized Courses							
	Course Credits		28		32	60		
	Required Number of Credits		28		16	44		
	Specialized Courses							
	Course Credits		8		20	28		
	Graduation Research		10			10		
	Required Number of Credits		18		18	36		
	Related Specialized Courses							
	Course Credits				6	6		
	Required Number of Credits				2	2		
	Sub-total							
	Course Credits		36		58	94		
	Graduation Research		10			10		
	Required Number of Credits		46		36	82		
Method of Completion		Compulsory Courses		at least 36 credits				
		Graduation Research		at least 10 credits				
		Elective Courses		at least 36 credits				
		Total		at least 82 credits				
Course Category		Required Number of Credits	Course Requirements					
Liberal Arts and Sciences	Introduction to skills for academic success		1					
	First Year Seminar		2					
	Language and Culture	Japanese	8					
		Japanese/ English/ Second Foreign Languages	6	Must earn a total of at least 6 credits from one or more Course Categories. For details, refer to IX. (p.30).				
	Health and Sports Sciences	Lecture	2					
		Practicum						
	Data Science	Lecture	1					
		Exercise	1				Data Science Exercise B is required to be taken.	
	Global Liberal Arts Courses		2				4	Must earn a total of at least 4 credits, including 2 credits in Contemporary Liberal Arts in Humanities and Social Sciences and Interdisciplinary/Integration of Arts and Sciences.
	Contemporary Liberal Arts in Humanities and Social Sciences and Interdisciplinary/Integration of Arts and Sciences							
	Problem/Project Based Learning Seminar							
Basic Courses in Natural Sciences		26	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 8 credits in Fundamentals of Physics I and II and III and Laboratory in Physics. Chemistry: Must earn a total of 6 credits in Fundamentals of Chemistry I and II and Laboratory in Chemistry. Biology: Must earn a total of 4 credits in Fundamentals of Biology I and II.					
Method of Completion		Total	at least 51 credits					
Required Number of Credits		at least 133 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 second year	Common Basic Courses Liberal Arts Courses Basic Courses for Specialized Fields	40 credits	1. Common Basic Courses Must earn a total of at least 12 "Language and Culture" credits from Japanese, English or Second Foreign Languages. ※Please note that if you choose Second Foreign Languages for Compulsory Elective (Japanese/ English/ Second Foreign Languages) credits, you must obtain at least 4 credits in each language from German, French, Russian, Chinese, Spanish, or Korean for graduation. 2. Basic Courses in Natural Sciences Must earn at least 18 credits from Basic Courses in Natural Sciences (*from the courses required for graduation above).

(3) The upper limit on the number of credits that can be registered

The upper limit on the number of registered credits and the conditions for relaxing of the limit, etc. are decided by each school, so inquire at respective school for details.

(For AY 2023 Enrollees)

Graduation Requirements for Automotive Engineering (School of Engineering, Department of Mechanical and Aerospace Engineering) Programs

(I) Credits Required for Graduation

Course Category		Automotive Engineering Program					
		Department of Mechanical and Aerospace Engineering					
		Compulsory Courses	Compulsory Elective Courses	Elective Courses	Total		
School Specialized Courses	Basic Specialized Courses						
	Course Credits	34.5		11	45.5		
	Required Number of Credits	34.5		6	40.5		
	Specialized Courses						
	Course Credits	11		38	49		
	Graduation Research	10			10		
	Required Number of Credits	21		22	43		
	Related Specialized Courses						
	Course Credits			10	10		
	Required Number of Credits			5	5		
	Sub-total						
	Course Credits	45.5		59	104.5		
	Graduation Research	10			10		
	Required Number of Credits	55.5		33	88.5		
Method of Completion		Compulsory Courses		at least 45.5 credits			
		Graduation Research		at least 10 credits			
		Elective Courses		at least 33 credits			
		Total		at least 88.5 credits			
Course Category		Required Number of Credits	Course Requirements				
Liberal Arts and Sciences	Introduction to skills for academic success		1				
	First Year Seminar		2				
	Language and Culture	Japanese	8				
		Japanese/ English/ Second Foreign Languages	6	Must earn a total of at least 6 credits from one or more Course Categories. For details, refer to IX. (p.30).			
	Health and Sports Sciences	Lecture	2				
		Practicum					
	Data Science	Lecture	1				
		Exercise	1				Data Science Exercise B is required to be taken.
	Global Liberal Arts Courses		2	4	Must earn a total of at least 4 credits, including 2 credits in Contemporary Liberal Arts in Humanities and Social Sciences and Interdisciplinary/Integration of Arts and Sciences.		
	Contemporary Liberal Arts in Humanities and Social Sciences and Interdisciplinary/Integration of Arts and Sciences						
	Problem/Project Based Learning Seminar						
Basic Courses in Natural Sciences		22	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 8 credits in Fundamentals of Physics I and II and III and Laboratory in Physics. Chemistry: Must earn a total of 4 credits in Fundamentals of Chemistry I and II.				
Method of Completion		Total	at least 47 credits				
Required Number of Credits		at least 135.5 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 second year	Common Basic Courses Liberal Arts Courses Basic Courses for Specialized Fields	40 credits	<p>1. Common Basic Courses Must earn a total of at least 12 "Language and Culture" credits from Japanese, English or Second Foreign Languages. ※Please note that If you choose Second Foreign Languages for Compulsory Elective (Japanese/ English/ Second Foreign Languages) credits, you must obtain at least 4 credits in each language from German, French, Russian, Chinese, Spanish, or Korean for graduation.</p> <p>2. Basic Courses in Natural Sciences Must earn at least 18 credits from Basic Courses in Natural Sciences (*from the courses required for graduation above).</p>

(3) The upper limit on the number of credits that can be registered

The upper limit on the number of registered credits and the conditions for relaxing of the limit, etc. are decided by each school, so inquire at respective school for details.

(For AY 2023 Enrollees)

Graduation Requirements for Automotive Engineering (School of Engineering, Department of Electrical Engineering, Electronics, and Information Engineering) Programs

(I) Credits Required for Graduation

Course Category		Automotive Engineering Program Department of Electrical Engineering, Electronics, and Information Engineering							
		Compulsory Courses	Compulsory Elective Courses	Elective Courses	Total				
		School Specialized Courses	Basic Specialized Courses						
Course Credits	36.5			11	47.5				
Required Number of Credits	36.5			6	42.5				
Specialized Courses									
Course Credits	16			32	48				
Graduation Research	10				10				
Required Number of Credits	26			17.5	43.5				
Related Specialized Courses									
Course Credits				10	10				
Required Number of Credits				4	4				
Sub-total									
Course Credits	52.5			53	105.5				
Graduation Research	10				10				
Required Number of Credits	62.5			27.5	90				
Method of Completion		Compulsory Courses		at least 52.5 credits					
		Graduation Research		at least 10 credits					
		Elective Courses		at least 27.5 credits					
		Total		at least 90 credits					
Course Category		Required Number of Credits	Course Requirements						
Liberal Arts and Sciences	Introduction to skills for academic success		1						
	First Year Seminar		2						
	Language and Culture	Japanese	8						
		Japanese/ English/ Second Foreign Languages	6				Must earn a total of at least 6 credits from one or more Course Categories. For details, refer to IX. (p.30).		
	Health and Sports Sciences	Lecture	2						
		Practicum							
	Data Science	Lecture	1				Data Science Exercise B is required to be taken.		
		Exercise	1						
	Global Liberal Arts Courses		2	4	Must earn a total of at least 4 credits, including 2 credits in Contemporary Liberal Arts in Humanities and Social Sciences and Interdisciplinary/Integration of Arts and Sciences.				
	Contemporary Liberal Arts in Humanities and Social Sciences and Interdisciplinary/Integration of Arts and Sciences								
	Problem/Project Based Learning Seminar								
Basic Courses in Natural Sciences		22	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 8 credits in Fundamentals of Physics I and II and III and Laboratory in Physics. Chemistry: Must earn a total of 4 credits in Fundamentals of Chemistry I and II.						
Method of Completion		Total	at least 47 credits						
Required Number of Credits		at least 137 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 second year	Common Basic Courses Liberal Arts Courses Basic Courses for Specialized Fields	40 credits	<p>1. Common Basic Courses Must earn a total of at least 12 "Language and Culture" credits from Japanese, English or Second Foreign Languages. ※Please note that if you choose Second Foreign Languages for Compulsory Elective (Japanese/ English/ Second Foreign Languages) credits, you must obtain at least 4 credits in each language from German, French, Russian, Chinese, Spanish, or Korean for graduation.</p> <p>2. Basic Courses in Natural Sciences Must earn at least 18 credits from Basic Courses in Natural Sciences (*from the courses required for graduation above).</p>

(3) The upper limit on the number of credits that can be registered

The upper limit on the number of registered credits and the conditions for relaxing of the limit, etc. are decided by each school, so inquire at respective school for details.

(For AY 2023 Enrollees)

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

(I) Credits Required for Graduation

Course Category		Required Number of Credits	Course Requirements	
Liberal Arts and Sciences	Introduction to skills for academic success	1		
	First Year Seminar	2		
	Language and Culture	Japanese		8
		Japanese/ English/ Second Foreign Languages	6	Must earn a total of at least 6 credits from one or more Course Categories. For details, refer to IX. (p.30).
	Health and Sports Sciences	Lecture	2	
		Practicum	2	
	Data Science	Lecture	1	
		Exercise	1	Choose from Data Science Exercise A or Data Science Exercise B (Python Course).
	Global Liberal Arts Courses	2	4	Must earn a total of at least 4 credits, including 2 credits in Contemporary Liberal Arts in Humanities and Social Sciences and Interdisciplinary/Integration of Arts and Sciences.
	Contemporary Liberal Arts in Humanities and Social Sciences and Interdisciplinary/Integration of Arts and Sciences			
Problem/Project Based Learning Seminar				
Basic Courses in Natural Sciences	20	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 2 credits in Laboratory courses.		
Sub-total		47		
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 subject are as follows. (Compulsory Courses) ③Bioagricultural Science Course: Genetics I, II(2), Physiology and Developmental Biology(2), Biochemistry III(2) ,Cell Biology III(2) + Agricultural Sciences School : Bioagricultural Science Laboratory I and II(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		135		

(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, 41 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 Staying in third year ② Students must take no longer than 7 years to complete their third year. [Duration of enrollment (8 years): fourth year (1 years)] ③ Students who are unable to advance to the next year within the 7-year limit stated in 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.

(3) The upper limit on the number of credits that can be registered

The upper limit on the number of registered credits and the conditions for relaxing of the limit, etc. are decided by each school, so inquire at respective school for details.

IX. Important Notes on Each Class Subject and Course Registration

1. First Year Seminar

On Wednesday 2nd period, five courses of “First Year Seminar” are offered for all programs. Students should refer to syllabus and register their preferences during Course Registration periods.

Unfortunately, students’ preferences can’t be guaranteed due to each class has an enrollment limit. But it will be considered when assigning them to a seminar class.

It should be noted that students are not able to change the seminar class, once the class is assigned.

2. Language and Culture

Please refer to the “(I) Required Courses and Credits for Language and Culture Courses” as below to register for Language and Culture courses. Also, be sure to read “Course Registration Procedures” carefully to register for the courses.

(I) 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 conducted before enrolling in Nagoya University to help in this selection

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

Compulsory

Japanese 10 credits

Compulsory Elective

• Japanese
• English
• Second Foreign Language* 10 credits = 20 credits in total

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

Students need to earn 10 credits as Compulsory Japanese courses, and the rest 10 credits are required to be earned from Compulsory Elective courses (Japanese, English or Second Foreign Languages). These compulsory elective credits may be earned combining courses in multiple categories (e.g., Japanese and English, Japanese and Second Foreign Language, English and Second Foreign Language). Please be noted that SSEcon students cannot choose their 1st language. Also, to be awarded as compulsory elective credits, Second Foreign Language courses need to be taken at least 4 credits in one language. Please also note that Second Foreign Language courses will be conducted with a lot of regular program students and taught in Japanese. If students take these courses, Japanese proficiency to understand the classes is required. If students’ current Japanese level is lower than N3 level, we strongly recommend taking Japanese or English courses rather than Second Foreign Language courses.

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

Compulsory

Compulsory Elective

Japanese <u>8 credits</u>	+	• Japanese • English • Second Foreign Language* <u>6 credits</u>	=	<u>14 credits in total</u>
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* Second Foreign Languages: German, French, Russian, Chinese, Spanish, or Korean

Students need to earn 8 credits as Compulsory Japanese courses, and the rest 6 credits should be taken from Compulsory Elective courses (Japanese, English or Second Foreign Languages). These compulsory elective credits may be earned combining courses in multiple categories (e.g., Japanese and English, Japanese and Second Foreign Language, English and Second Foreign Language). Also, to be awarded as compulsory elective credits, Second Foreign Language courses need to be taken at least 4 credits in one language.

Please also note that Second Foreign Language courses will be conducted with a lot of regular program students and taught in Japanese. If students take these courses, Japanese language proficiency to understand the classes is required. If a student's current Japanese level is lower than N3 level, we strongly recommend taking Japanese or English courses rather than Second Foreign Language courses.

(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-I. 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 I Japanese Notation I (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 the respective school.

- (a) Credits cannot be earned under this system for courses for which credits have already been earned.
- (b) Credits awarded under this system shall be included in the maximum of 60 credits that may be recognized by Nagoya University. (See Article 23-3 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 2023: October 2 (Mon) – October 6 (Fri), 2023.

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, students' 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, students can confirm the credits they obtained via the web ([NU Portal](#) →Student Affairs →Course registration and grading→ “Grades Inquiry”) for the semester they 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.

6. 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 their 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. Credits earned from these courses 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](#).

Content Courses Taught in Japanese are courses for 2nd and higher year students. Those who are enrolling in 2023 will not be able to take these courses. Thus, students entering in 2023 are able to register them in the 2nd year.

Academic Calendar for AY 2023

※Remarks marked in red are only for the courses of Liberal Arts and Sciences.

Spring Semester

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Events, etc.
4	3	4	5	6	7	8	9	4/1-10 New Student Orientation
	10	11 ①	12 ①	13 ①	14 ①	15 ②	16	4/4 English Placement Test
	17 ①	18 ②	19 ③	20 ②	21 ②	22 ③	23	4/5 Spring Entrance Ceremony
	24 ②	25 ④	26 ④	27 ③	28 ③	29	30	4/6 English Placement Test 4/11-6/4 Spring Quarter 1 4/15 Class Day for Spring Quarter 1 Wednesday Classes 4/22 Class Day for Spring Quarter 1 Tuesday Classes
5	1 ③	2 ④	③	④	⑤	6	7	5/1 Nagoya University's Anniversary
	8 ④	9 ⑤	10 ⑤	11 ⑤	12 ④	13 ⑤	14	5/2 Class Day for Spring Quarter 1 Thursday Classes
	15 ⑤	16 ⑥	17 ⑥	18 ⑥	19 ⑥	20 ⑥	21	5/13 Class Day for Spring Quarter 1 Friday Classes
	22 ⑦	23 ⑦	24 ⑦	25 ⑦	26 ⑦	27	28	5/20 Class Day for Spring Quarter 1 Monday Classes
	29 ⑧	30 ⑧	31 ⑧					5/27 Make-up Class Day for Spring Quarter 1
6	5 ①	6 ①	7 ①	8 ①	9	10	11	(6/8 PM-6/11 University Festival "MEIDAI-SAI")
	12 ②	13 ①	14 ②	15 ②	16 ②	17	18	6/5~8/1 Spring Quarter 2
	19 ③	20 ②	21 ③	22 ③	23 ③	24	25	6/6 Class Day for Spring Quarter 2 Friday Classes
	26 ④	27 ③	28 ④	29 ④	30 ④			6/17 Class Day for Spring Quarter 2 Thursday PM Classes
7	3 ⑤	4 ④	5 ⑤	6 ⑤	7 ⑤	8	9	7/15 Make-up Class Day for Spring Quarter 2
	10 ⑥	11 ⑤	12 ⑥	13 ⑥	14 ⑥	15	16	
	①⑦	18 ⑥	19 ⑦	20 ⑦	21 ⑦	22	23	7/19~8/1 Final Examinations and Class Period
	24 ⑦	25 ⑦	26 ⑧	27 ⑧	28 ⑧	29	30	
8		1 ⑧	2	3	4	5	6	8/2~8/7 No Classes
	7	8	9	10	①①	12	13	8/8~9/30 Summer Vacation
	14	15	16	17	18	19	20	8/7・8 Open Campus
	21	22	23	24	25	26	27	8/22-23 Make-up Examinations (Tentative)
9					1	2	3	8/30~9/1 Repeat Examinations (Tentative)
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	9/21~29 New G30 Student Orientation 9/27
	①⑧	19	20	21	22	②③	24	Fall Graduation Ceremony

Fall Semester

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Events, etc.
10	2 ①	3 ①	4 ①	5 ①	6 ①	7	8	10/1 Fall Entrance Ceremony
	①⑨	10 ②	11 ②	12 ②	13 ②	14 ③	15	10/2~11/26 Fall Quarter 1
	16 ②	17 ③	18 ③	19 ④	20 ③	21	22	10/14 Class Day for Fall Quarter 1 Thursday Classes
	23 ③	24 ④	25 ④	26 ⑤	27 ④	28 ④	29	10/25 Earthquake Disaster Evacuation Drill
	30 ⑤	31 ⑤						10/28 Class Day for Fall Quarter 1 Monday Classes
11			1 ⑤	2 ⑥	③	4	5	11/11 Make-up Class Day for Fall Quarter 1
	6 ⑥	7 ⑥	8 ⑥	9 ⑦	10 ⑤	①①	12	11/18 Class Day for Fall Quarter 1 Friday Classes
	13 ⑦	14 ⑦	15 ⑦	16 ⑧	17 ⑥	18 ⑦	19	11/27~2/2 Fall Quarter 2
	20 ⑧	21 ⑧	22 ⑧	②③	24 ⑧	25	26	
	27 ⑩	28 ⑩	29 ⑩	30 ⑩				
12	4 ②	5 ②	6 ②	7 ②	8 ②	9	10	12/9 TOEFL ITP (Undergraduate:3rd-year)
	11 ③	12 ③	13 ③	14 ③	15 ③	16	17	12/16 TOEFL ITP (Undergraduate:1st-year)
	18 ④	19 ④	20 ④	21 ④	22 ④	23	24	12/23 Make-up Class Day for Fall Quarter 2
	25 ⑤	26 ⑤	27 ⑤	28	29	30	31	12/28~1/7 Winter Vacation
1	①①	2	3	4	5	6	7	1/9 Criterion (Undergraduate:1st-year)
	①⑧	9	10 ⑤	11 ⑤	12	13	14	1/10 Class Day for Fall Quarter 2 Friday Classes
	15 ⑥	16 ⑥	17 ⑥	18 ⑥	19 ⑥	20	21	1/12 No Classes (Preparation for Common Test for University Admissions)
	22 ⑦	23 ⑦	24 ⑦	25 ⑦	26 ⑦	27	28	1/13・14 Common Test for University Admissions 1/22~2/2 Final Examinations and Class Period
2				1 ⑧	2 ⑧	3	4	2/14-15 Make-up Examinations (Tentative)
	5	6	7	8	9	10	①①	
	①②	13	14	15	16	17	18	
	19	20	21	22	②③	24	25	
3					1	2	3	2/29~3/4 Repeat Examinations (Tentative)
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	3/25 Spring Graduation Ceremony
	①⑧	19	②⑩	21	22	23	24	
	25	26	27	28	29	30	31	

※ The circled numbers to the right of the date on the calendar indicate eight classes have been secured for each quarter. Note that based on the decision by each department or instructor, there may be cases where the number of classes indicated by circled numbers will not be held accordingly. (classes may be held during applicable class hours or during 5th period, etc.) In addition, the administration office response including office availability may vary by department when a make-up class day falls on Saturday, Sunday or a holiday.

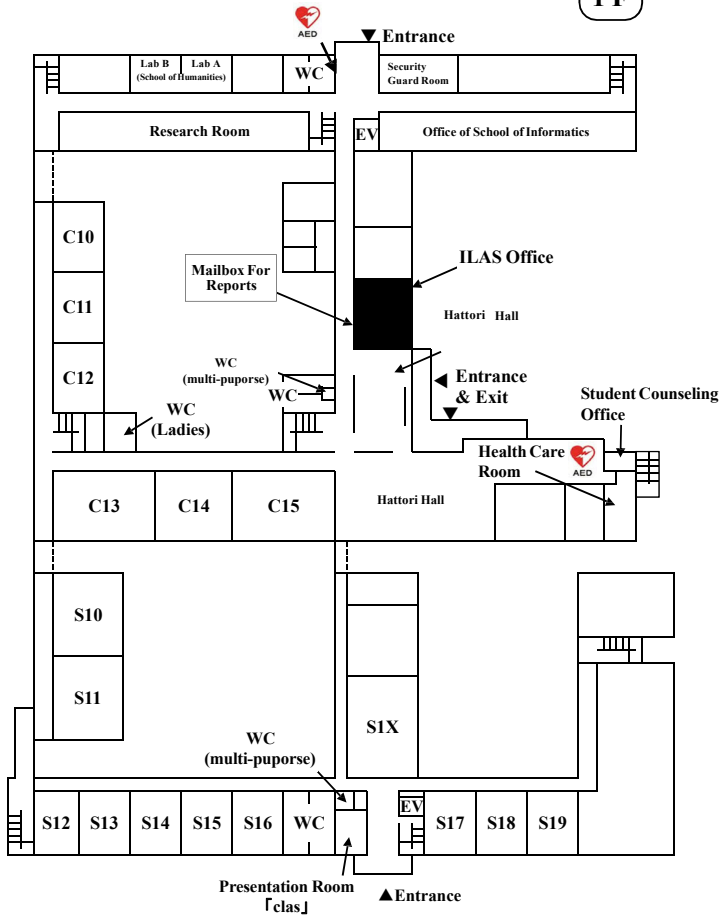
※ The dates enclosed in squares represent make-up class days.

※ The dates enclosed in circles represent national holidays or substitute holidays.
 [Spring Semester] Showa Day: APR 29, Constitution Memorial Day: MAY 3, Greenery Day: MAY 4, Children's Day: MAY 5, Marine Day: JUL 17, Mountain Day: AUG 11, Respect for the Aged Day: SEP 18, Autumnal Equinox Day: SEP 23

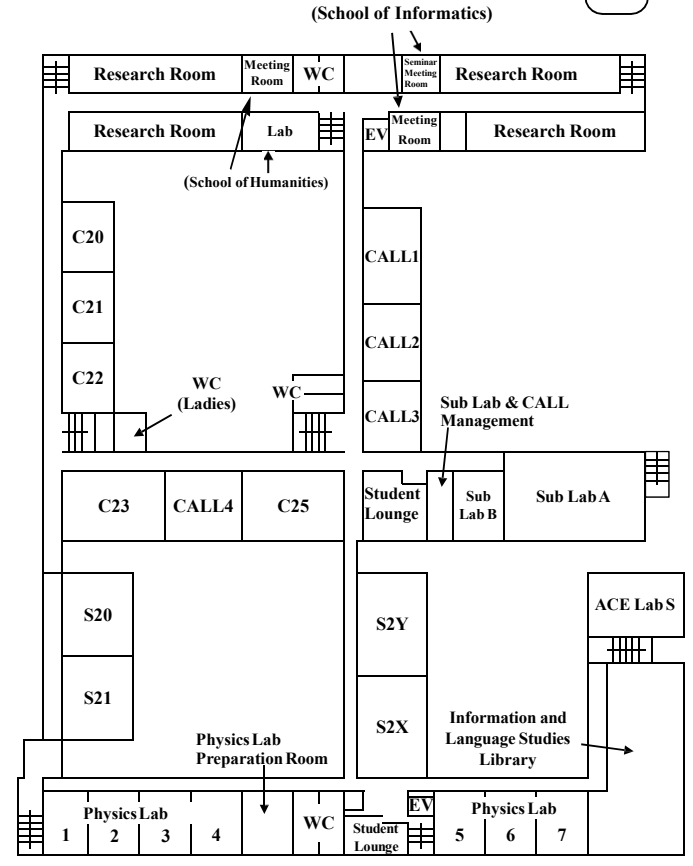
[Fall Semester] Health-Sports Day: OCT 9, Culture Day: NOV 3, Labour Thanksgiving Day: NOV 23, New Year's Day: JAN 1, Coming-of-age Day: JAN 8, National Foundation Day: FEB 11, Substitute Holiday: FEB 12, The Emperor's Birthday: FEB 23, Vernal Equinox Day: MAR 20



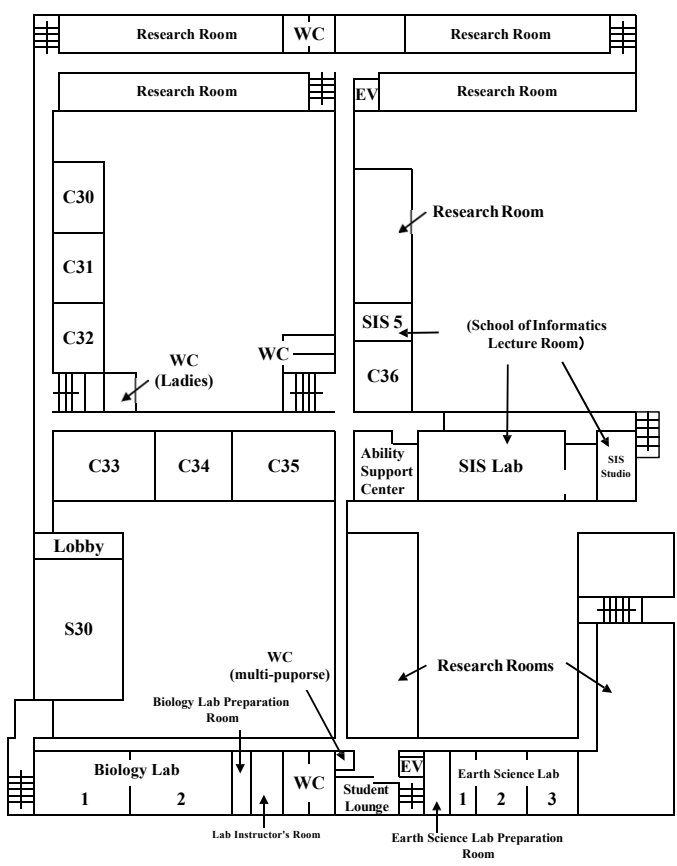
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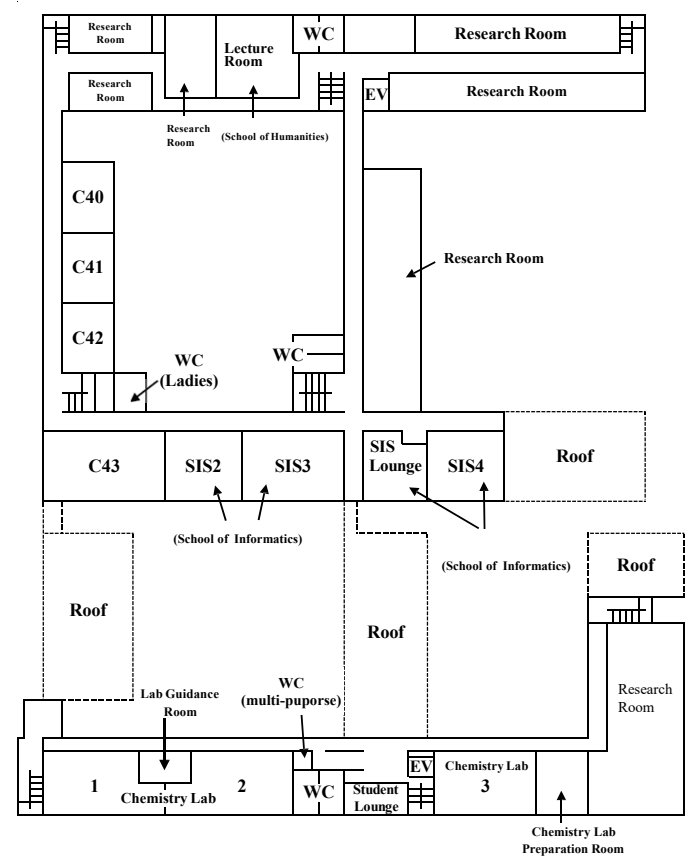
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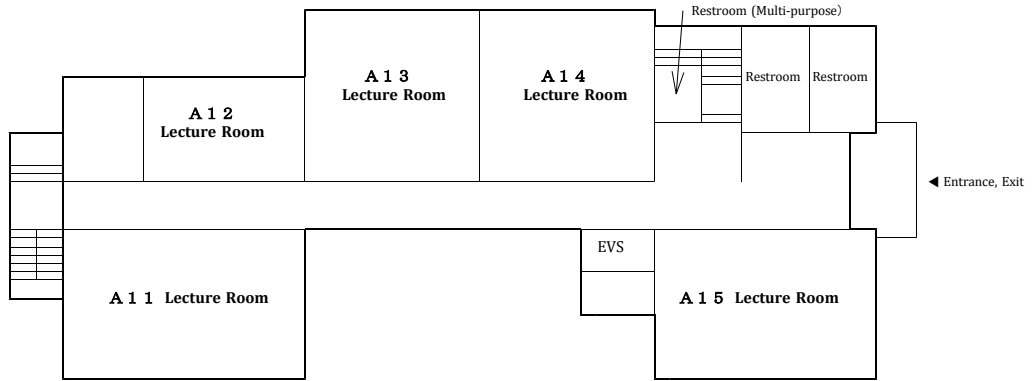


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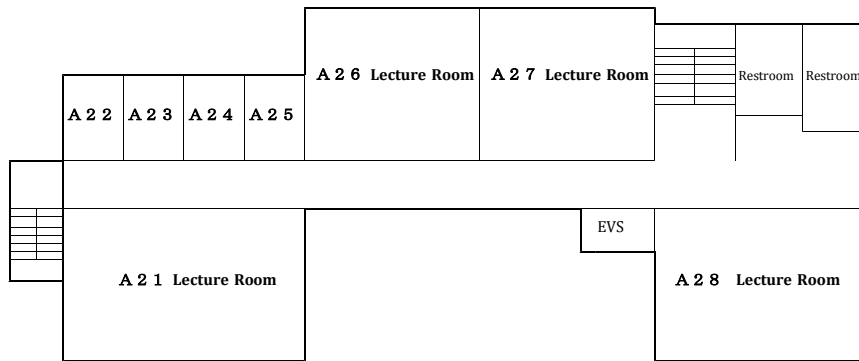


< Liberal Arts and Sciences Building A >

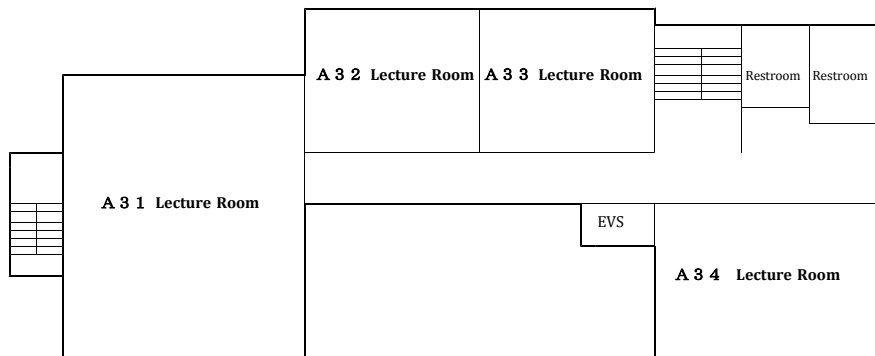
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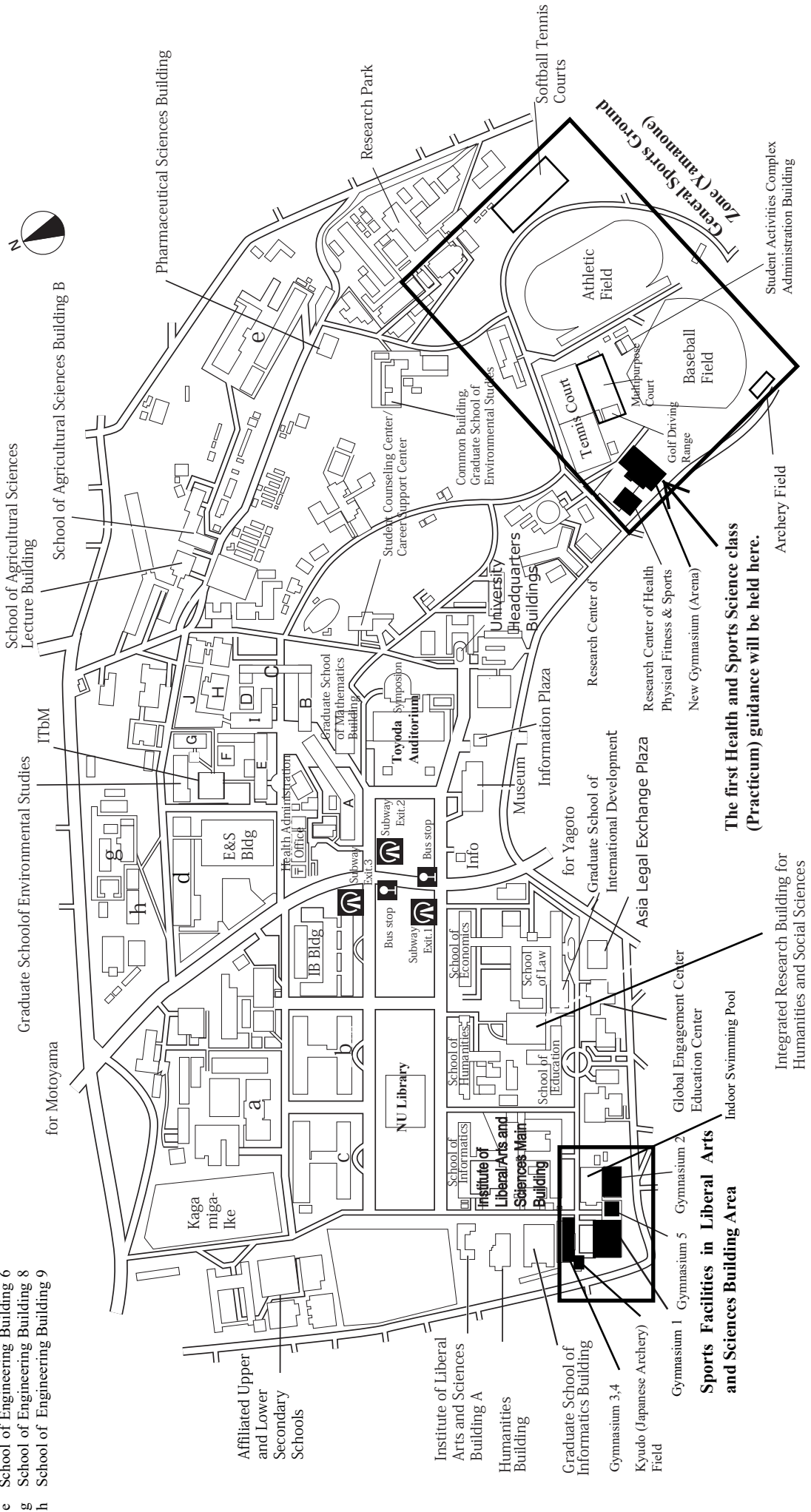
3 F



Exercise Facilities Map

- A School of Science Building A
- B School of Science Building B
- C School of Science Building C
- D School of Science Building D
- E School of Science Building E
- F School of Science Building F
- G School of Science Building G
- H Science Hall
- I Science South Building
- J Science and Agricultural Building

- a School of Engineering Building 1
- b School of Engineering Building 2
- c School of Engineering Building 3
- d School of Engineering Building 5
- e School of Engineering Building 6
- g School of Engineering Building 8
- h School of Engineering Building 9

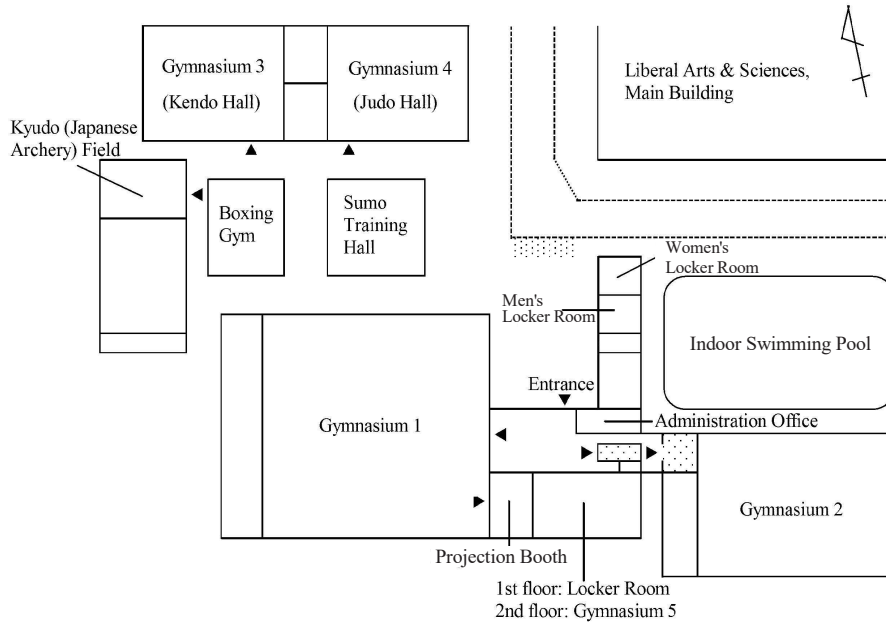


The first Health and Sports Science class (Practicum) guidance will be held here.

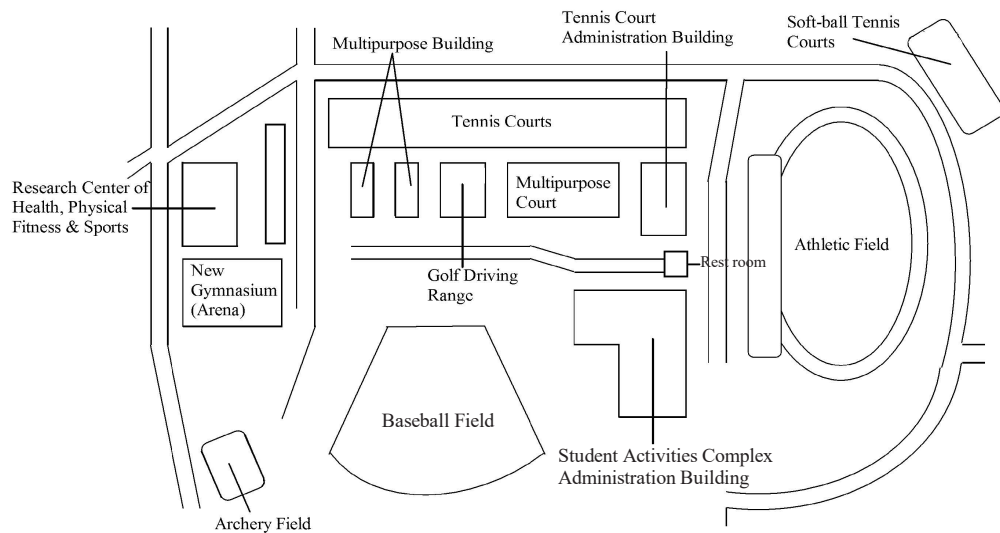
Sports Facilities in Liberal Arts and Sciences Building Area

Integrated Research Building for Humanities and Social Sciences

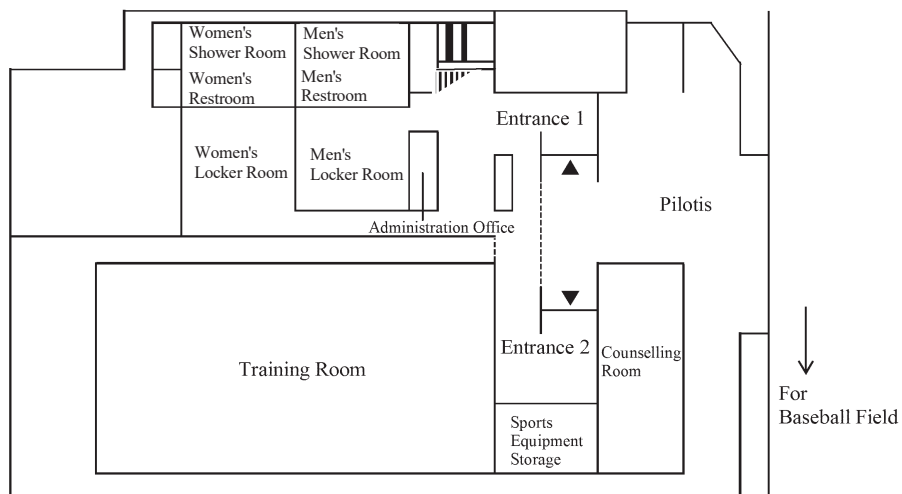
<Sports Facilities in Liberal Arts and Sciences Building Area>



<Gymnasium in General Sports Ground Zone(Yamanoue)>



<New Gymnasium (Arena) in General Sports Ground Zone(Yamanoue)>

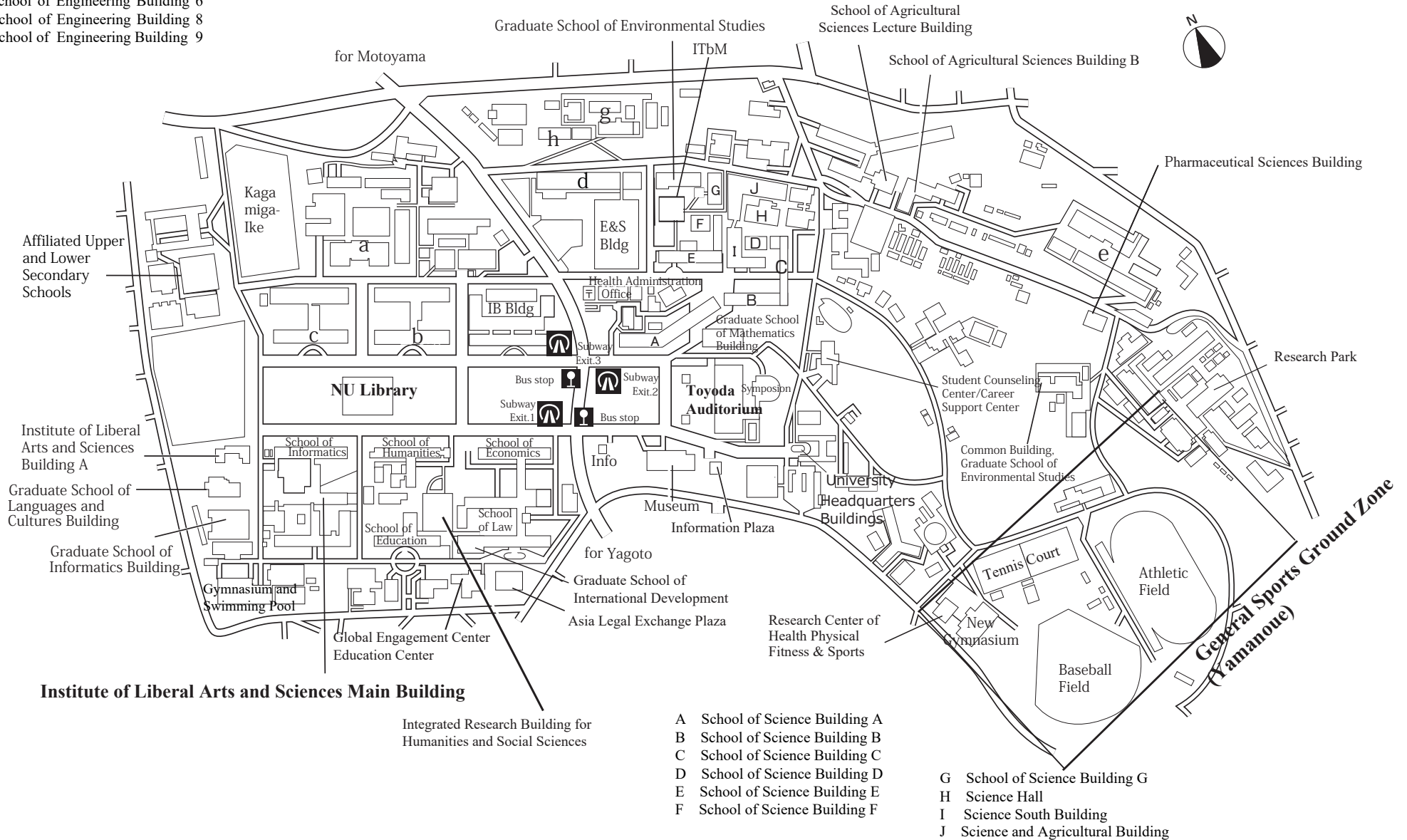


1st floor, New Gymnasium

Campus Map Higashiyama Campus

- a School of Engineering Building 1
- b School of Engineering Building 2
- c School of Engineering Building 3
- d School of Engineering Building 5
- e School of Engineering Building 6
- g School of Engineering Building 8
- h School of Engineering Building 9

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INSTITUTE OF LIBERAL ARTS AND SCIENCES MAJOR EARTHQUAKE RESPONSE MANUAL

The Institute of Liberal Arts and Sciences carries out Emergency Drills throughout the year.

In case a major earthquake occurs in the Tokai region in the near future, it will be essential that more than 2000 students who are taking classes in the Liberal Arts and Sciences Building evacuate quickly and safely to the outside.

In preparation for earthquakes and unforeseen disasters, the Institute of Liberal Arts and Sciences wishes students and staff to remain calm and act appropriately in emergency situations and to respond safely and quickly during evacuation; with this aim in mind, disaster preparedness, evacuation and guidance drills are carried out in the Liberal Arts and Sciences Building throughout the year.

We kindly ask for your understanding and continued cooperation in the drills.

Director of the Institute of Liberal Arts and Sciences

Nagoya University Safety Confirmation System (ANPIC)

Register your email address for emergency contact on the Nagoya University Portal!

You can find the register page proceeding in order from the NU portal, the ICT service, and Mail.

<https://cert.nagoya-u.ac.jp/MailRegChk/MailAddrInput?lang=en>

In times of disaster, inform the University of your safety information!

If a disaster occurs, an email to your registered address will be sent from ANPIC (no-reply@jecc.jp).

Follow the instructions to enter your safety status.

Institute of Liberal Arts and Sciences Major Earthquake Response Manual

《 Nagoya University Emergency Earthquake Early Warning System 》

When a seismic intensity 5 lower or more is predicted at the Higashiyama Campus, a warning will be issued several seconds before violent tremors occur.

Earthquake Early Warning

A message will be broadcast.

Following the sound of the NHK chimes, you will hear the instruction "Mi no anzen wo kakuho shite kudasai (ensure your safety)".



When you hear an Earthquake Early Warning

There will not be much time before violent tremors begin. Stay away from objects that could easily break or collapse, and seek adequate shelter and protection with the minimum of fuss.

Extinguish Fires

Safe Position

Securing Exits



Nagoya University Disaster Management Office has created, "What to do in a major earthquake!"

[Classroom]

If desks and chairs are fixed to the floor, remain in your seat and hold on to the desk.

If they are not fixed, protect your head with bags etc.

[Stairs]

Go to a landing and adopt a safe position.



No earthquake occurs

There may be an occasion when no earthquake occurs even after a warning. Even when you suspect a false alarm, please follow media information, and **remain vigilant until a formal announcement is made.**



An earthquake occurs

"Initial Response Manual for Earthquakes"

- Continued on Next Page -

Initial Response Manual for Earthquakes (Liberal Arts and Sciences Building)

When an earthquake occurs

- 1. Protect Yourself First!**
Protect your head from falling objects with bags, books, etc., and wait quietly for the tremors to die down.
- 2. Keep the Emergency Exits Clear!**
If there is time, open the exit door and ensure that corridors are clear.
- 3. Quickly Extinguish Any Fires!**
When using a flame during an experiment, etc., put it out. Move away from any chemicals.



1-2 minutes after earthquake occurs (once tremors have died down)

- 1. Check if Everyone in the Room is Safe!**
Confirm that no-one is trapped under shelves, etc.
Check whether anyone is injured.
- 2. Check the Building Conditions!**
Check whether the building is not leaning over, and whether the walls are not cracked or crumbling.
- 3. Turn Off Any Laboratory Equipment!**
- 4. Check for Fires!**
If a fire has broken out, stay calm and start extinguishing it at its early stage while maintaining your own safety.



3 minutes after earthquake occurs

- 1. Help People in the Neighboring Classrooms!**
Confirm that no-one is trapped under shelves, etc. in other rooms.
- 2. Beware of Aftershocks!**
Depending on building conditions, there may be a danger of collapse in an aftershock. In such a case, evacuate to the designated evacuation area, which is the playground on the west side of the Central Library. While the period of construction of the Tokai Platform, evacuate to this area included the neighboring street.

If evacuation is necessary

If an evacuation is deemed necessary due to the state of the building, **instructions will be given via internal broadcast**; there may also be other circumstances in which instructors will consider it necessary to evacuate.

Evacuation

Evacuate **according to the instructor's directions**. Customarily **be aware of routes from your classroom to the emergency exit**.

1. Evacuate calmly.
2. **Provide priority support to people with special needs.**
※ It is important to familiarize you and others with the evacuation method of wheelchair users.
3. Leave large possessions behind when you evacuate.
4. **Do not use elevators.**
5. **Try not to halt** during evacuation.
6. Keep the "Four Don'ts" in mind:
Don't **push**, Don't **run**, Don't **talk**, Don't **go back**



Check (instructor's responsibility)

1. Ensure that everyone has evacuated the classroom.
2. Check the evacuation status of neighboring classrooms.
3. Check toilet rooms.

Guide students to the designated disaster evacuation area

Temporary refuge

1. Once outside, students should wait at **their designated disaster evacuation area**.
2. Do not return to the classroom until safety is secured.
3. Aftershocks may cause external walls and other objects to fall. Stay a sufficient distance from buildings.
4. Follow guidance/instructions from the University.