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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.

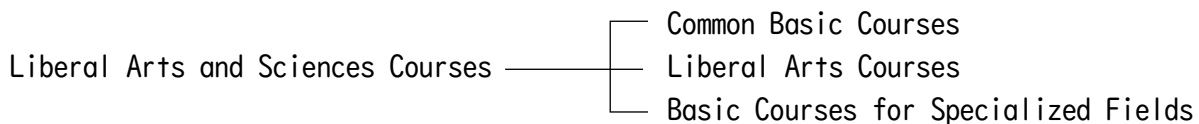
II. Aim of Liberal Arts and Sciences

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.

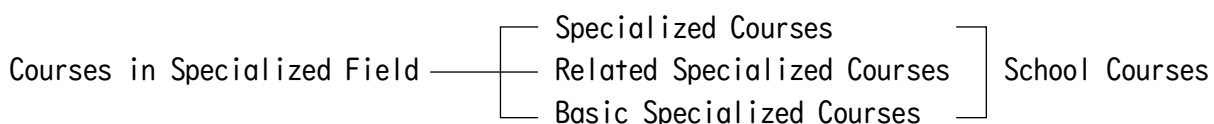
I. Course Category and Content

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.

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 <u>6 credits</u> •Second Foreign Language*	=	<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 students' 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.