

[FLA] Faculty of Liberal Arts



上智大学
SOPHIA UNIVERSITY

Bulletin of Information
2025-2026

2025 [FLA] FACULTY OF LIBERAL ARTS

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Every effort is made to ensure the accuracy of the information contained herein. However, subsequent to the date of publication (March, 2025), circumstances may necessitate changes. The University reserves the right to make all such changes, including those in the program of study, courses of instruction, fees, and officers of administration and instruction, without notice.

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ACADEMIC CALENDAR

Academic Year 2025 Spring/1Q/2Q Calendar

Year/ Month	Date	Day	Academic Calendar
March	20	Thu	Deadline for Submission of 2024 Autumn semester / 3Q / 4Q Request for Grade Review
April	1	Tue	Spring semester / 1Q begins
	1	Tue	Entrance Ceremony for new students
	3	Thu	Japanese Placement Test
	3 - 7	Thu - Mon	Sophia Orientation Day
	3 - 12	Thu - Sat	Medical Checkup
	12	Sat	Spring semester and 1Q classes begin
	14	Mon	Certificate of Prospective Graduation (Japanese/English) will be available
			[Course registration / withdrawal period for Spring semester/1Q/2Q courses]
	1 - 10	Tue - Thu	Course registration period
	1 - 8	Tue - Tue	Lottery entry
	9	Wed	Results of Lottery entry available on Loyola
	9 - 10	Wed - Thu	Lottery course registration (first come first served basis)
	11	Fri	Results of course registration available on Loyola
	12 - 18	Sat - Fri	Course adjustment period
	18	Fri	Early graduation application for September graduation (*FLA students only)
	19	Sat	Final confirmation of course registration available on Loyola
	29	Tue	Classes held on national holiday
May	1 - 2	Thu - Fri	Withdrawal period for 1Q courses
	10	Sat	Leave of absence application deadline for Spring semester and 1Q
	17	Sat	Make-up classes
	17	Sat	1Q Final examination schedule available on Loyola
	31	Sat	Request for retroactive (previous semester) withdrawal from the university deadline 1Q Final examinations
June	3	Tue	1Q classes end
	4	Wed	2Q classes begin
	3 - 9	Tue - Mon	2Q extra course registration
	5, 12	Thu	Sophomore Guidance (*FLA students only)
	7	Sat	1Q Final examinations
	12 - 16	Thu - Mon	Withdrawal period for Spring semester and 2Q courses
	14, 21	Sat	Make-up classes
	30	Mon	Leave of absence application deadline for 2Q
July	2	Wed	Virtual Friday
	4	Fri	No class day
	10	Thu	Spring semester / 2Q Final examination schedule available on Loyola
	12	Sat	Make-up classes
	21	Mon	Classes held on national holiday
	23	Wed	Spring semester and 2Q classes end
	24 - 31	Thu - Thu	Spring semester / 2Q Final examinations period (Jul. 31: spare day)
August	1	Fri	Summer vacation (until Sep. 26) Intensive courses held (until Sep. 20)
	22	Fri	[Seniors and Graduating students] Grades / Self-Evaluation available (until Sep. 20) Spring semester / 1Q / 2Q Request for Grade Review (Aug. 22 - 25)
			*Make-up exams scheduled at the end of the month
September	10	Wed	Announcement of graduating students on Loyola [All students] Grades / Self-Evaluation available Spring Semester / 1Q / 2Q Request for Grade Review (Sep. 10 - 11)
	10	Wed	Latest Official Transcripts available Certificate of Graduation for graduating students available (until Sep. 20) Notice sent to guarantors of students who will continue on after their 8th semester
	19	Fri	Graduation Ceremony
	20	Sat	Spring semester / 2Q ends

Academic Year 2025 Autumn/3Q/4Q Calendar

Year/ Month	Date	Day	Academic Calendar
September	21	Sun	Autumn semester / 3Q begins Entrance Ceremony
	22	Mon	Japanese Placement Test
	24 - 25	Wed - Thu	Sophia Orientation Day
	TBA	TBA	Medical Checkup
	27	Sat	Autumn semester / 3Q classes begin
	29	Mon	Certificate of Prospective Graduation (Japanese/English) will be available
			[Course registration / withdrawal period for Autumn semester/3Q/4Q courses]
	21 - 28	Sun - Sun	Course registration period
	21 - 25	Sun - Thu	Lottery entry
	26	Fri	Results of Lottery entry available on Loyola
	26 - 28	Fri - Sun	Lottery course registration (first-come-first-served-basis)
	29	Mon	Results of course registration available on Loyola
	30 - Oct. 3	Tue - Fri	Course adjustment period
October	3	Fri	Early graduation application for Autumn graduation (*FLA students only)
	5	Sun	Final confirmation of course registration available on Loyola
	13	Mon	Classes held on national holiday
	14 - 15	Tue - Wed	Withdrawal period for 3Q courses
	25	Sat	Make-up classes
	31	Fri	Leave of absence application deadline for Autumn semester and 3Q
November	1	Sat	No class day (Foundation Day) 3Q Final examination schedule available on Loyola
	2	Sat	No class day
	4	Tue	No class day
	10	Mon	Request for retroactive (previous semester) withdrawal from the university deadline
	15, 22	Sat	3Q Final examinations
	18	Tue	3Q classes end
	19	Wed	4Q classes begin
	18 - 24	Tue - Mon	4Q extra course registration
	24	Mon	Classes held on national holiday
	26 - Dec. 2	Wed - Tue	Withdrawal period for Autumn semester and 4Q courses
December	3	Tue	No class day (St. Xavier's Day)
	4, 11	Thu	Sophomore Guidance (*FLA students only)
	13, 20	Sat	Make-up classes
	20	Sat	Leave of absence application deadline for 4Q
	22	Mon	Classes end for the calendar year
	23	Tue	Winter vacation (- Jan. 4)
January, 2026	5	Mon	Autumn semester and 4Q classes resume
	8	Thu	Autumn semester and 4Q Final examination schedule available on Loyola
	10	Sat	Make-up classes
	21	Wed	Autumn semester / 4Q classes end
	22 - 29	Thu - Thu	Autumn semester / 4Q Final examinations period (Jan. 29: spare day)
	30	Fri	Spring vacation begins (- Mar. 31)
February	19	Thu	[Seniors and Graduating students] Grades / Self-Evaluation available (- Mar. 31) Autumn Semester / 3Q / 4Q Request for Grade Review (Feb. 19 - 23)
			*Make-up exams scheduled around the latter half of the month
March	15	Sun	Announcement of graduating students on Loyola
	15	Sat	[All students] Grades / Self-Evaluation available Autumn Semester / 3Q / 4Q Request for Grade Review (Mar. 15 - 22)
	16	Mon	Latest Official Transcripts available
	16	Mon	Certificate of Graduation for graduating students available (until Mar. 31)
	24	Tue	Notice sent to guarantors of students who will continue on after their 8th semester
	31	Tue	Graduation Ceremony Autumn Semester / 4Q ends

INFORMATION

CLASS HOURS

- 1st Period : 9:00 – 10:40
- 2nd Period : 10:55 – 12:35
- 3rd Period : 13:30 – 15:10
- 4th Period : 15:25 – 17:05
- 5th Period : 17:20 – 19:00
- 6th Period : 19:10 – 20:50

CLASS CANCELLATIONS

Classes are normally held according to the academic calendar, but they may be canceled due to an academic conference, business trip or illness of a faculty member. Class cancellations are announced on My Sophia* when the instructor notifies the Center for Academic Affairs. An announcement may be posted on My Sophia on the same day a class is canceled, so please make it a habit to check My Sophia before each class. You may also check for class cancellations on the day of the class from your mobile phone.

If a faculty member does not come to class within 30 minutes of the starting time, please notify the Center for Academic Affairs and follow their instructions.

MAKE-UP CLASSES

Make-up classes are normally held on predetermined dates scheduled, but other days may also be arranged for make-up classes. In both cases, the days for make-up classes will be announced on My Sophia; please check the date, time, and classroom.

Class cancellations, make-up classes or any additional no-class days will be announced on the class schedule shown on My Sophia.



*My Sophia and Loyola Web Service: refer to § a130

§ 1 INTRODUCTION

The Educational Ideals of Sophia University

Based on Christian principles of education, Sophia University attests to the four hundred year-old interest of the Jesuit Order in Japan. The aim of Sophia University is to prepare individuals coming from different countries to recognize the different cultural traditions of the world and the fundamental unity of the human race, and to work for the concrete achievement of that unity. The roots of the university go back to 1549, when St. Francis Xavier, a Jesuit, landed in Kagoshima with the hope of starting a Catholic university which would introduce Western culture to Japan. In 1908, nearly 360 years later, three members of the Society of Jesus—the German Father Joseph Dahlmann, the French Father Henri Boucher, and the English Father James Rockliff—came to Japan with the mission of fulfilling St. Francis Xavier’s aspiration. As a result of their efforts, Sophia University was established in 1913, when the Japanese Ministry of Education gave the Jesuits permission to found a new educational institution under the Japanese name of Jōchi Gakuin. Sixteen students enrolled in the first class. From this modest beginning Sophia University has grown to be one of the foremost of Japan’s private universities, with a student body of over 12,000 undergraduate and graduate students and a teaching staff of more than one thousand. In the tradition of the international character of Sophia University’s founders, the faculty members represent approximately twenty different nationalities. They are committed to conveying to the next generation, through their scholarship and teaching, both humankind’s cultural and intellectual heritage and a concern for the problems facing the world today.

University-Wide Policies (Three Policies)

Sophia University defines its education and research objectives for each Faculty and Department as follows:

- Diploma Policy : a fundamental policy in accordance with the University’s educational ideals, clarifying skills and knowledge that students are expected to have acquired to be awarded a bachelor’s degree, and a guide for students when making their academic plans.
- Curriculum Policy: a policy to organize the curriculum and define ways of learning in order to meet the Diploma Policy.
- Admissions Policy: a guideline for admitting students based on our educational ideals and the two policies noted above.

Education and Research Objectives, Human Resource Development Objectives, and Diploma and Curriculum Policies are found in the Bulletin of each Faculty and Department. Please make sure to check that you understand the educational purposes and the structure of the faculty to which you belong.

The Faculty of Liberal Arts

The Faculty of Liberal Arts (FLA) continues in a new form the educational approach and goals established by its predecessor, the Faculty of Comparative Culture, which consisted of two departments: the Department of Comparative Culture, and the Department of Japanese Language & Studies.

The mission of the FLA and its Department of Liberal Arts is to prepare students of diverse backgrounds to take the lead in bridging differences and promoting understanding in the complex world of the twenty-first century. Through its broad interdisciplinary curriculum, centered on courses in the humanities, economics and business, and the social sciences, the Faculty seeks to expand students’ general knowledge, to help them to develop critical thinking, and to nurture a broad, humanistic mind-set. All courses are conducted in English, and Core Program courses in English composition, critical thinking, and public speaking help equip students of different linguistic backgrounds to perform at a

high academic level. Students are also strongly encouraged to study Japanese. The Sophia University Center for Language Education and Research (CLER) offers a variety of Japanese language courses, from basic levels to advanced courses, adapted to the needs of FLA students who enter with various levels of Japanese ability. Furthermore, courses on Japan distributed throughout the curriculum enable students to understand both present-day Japan and its traditions in a global context.

Graduates of the faculty will receive a Bachelor of Arts degree, 学士(国際教養), accredited by the Ministry of Education, Culture, Sports, Science and Technology (MEXT).

SECTION A: REGULATIONS AND PROCEDURES

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§ a100 GENERAL INFORMATION FOR FLA STUDENTS

§ a100 GENERAL INFORMATION FOR FLA STUDENTS ▶

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§ a110 The Academic Year

The Faculty of Liberal Arts follows the same calendar as the other faculties of the university. There are two semesters, beginning in April and September. Each semester consists of 14 weeks of classes, followed by a final examination week. Note that each semester is divided into Quarters.

Semester	Spring			Autumn		
	Class		Recess	Class		Recess
	14 wks			14 wks		
Quarter	1Q	2Q		3Q	4Q	
	Class	Class	Recess	Class	Class	Recess
	7 wks	7 wks		7 wks	7 wks	

§ a120 Categories of Students. / § a121 Degree Students

Degree students are those who intend to graduate from Sophia University. Degree students are admitted in both Spring and Autumn semesters.

§ a122 Non-Degree Students

Non-degree students are those who enroll by semester to take courses and obtain credits but do not intend to earn an academic degree from Sophia University. This status is applicable only to international students who enroll as full-time students. Non-degree students are admitted in both Spring and Autumn semesters.

Requirements for Maintaining Non-Degree Status

A non-degree student must register for the equivalent of at least 10 hours of instruction per week. If the student does not register for a sufficient number of courses or fails to meet the deadline for the payment of tuition and fees, they will lose their student status at the university.

Change of Student Status

It is not possible for a non-degree student to change their status to that of a degree student without reapplying for admission as a degree student.

§ a123 Non-Matriculated Students (科目等履修生自由履修コース)

Non-matriculated students are persons of any nationality who wish to take one or more courses of their choice, up to 30 credits in one year, but do not intend to earn a degree from Sophia University. In order to be eligible for this status, the student must hold a valid visa for residing in Japan.

§ a130 My Sophia and Loyola Web-service

All announcements from the university to students will be posted via internet on the My Sophia. Any disadvantages that may arise from failure to check the notices are the responsibility of individual students.

My Sophia is a smartphone app and website that students should check for university announcements, class schedules, and information on class cancellations, makeup classes, and room changes.

- Bulletin Boards (Individual notice, class bulletin board, Department/Faculty bulletin board, University bulletin boards, etc.)
- Questionnaires (excluding course questionnaires)
- Application
- Registered Class Schedules
- Class Cancellations / Makeup Classes / Room Change Information



The course schedule is linked to Loyola and the schedule of your registered courses for the week will be on display. Make sure to check if a badge shows up, for notices such class cancellations, make-up classes and classroom changes.

The Loyola Web-service (Loyola) is the official academic web portal of Sophia University. Loyola provides access to important information and services related to academic matters.

Using Loyola, students will be able to:

- Search course schedules and classrooms
- Register and withdraw from courses
- Check their registration status and grades
- Update registered personal data if there are any changes in the student's or guarantor's address
- Check and submit report assignments.
- Course questionnaires

Please refer to the “Loyola Handbook” (available online via Loyola) for detailed explanations on how to use Loyola.

All announcements on class information (cancelled classes, make-up classes, and temporary change of classrooms), messages to individual students and important urgent notices are posted on My Sophia.

§ a140 Textbooks

The textbooks and/or reference books necessary for classes will be listed on Loyola under “Curriculum Course Registration Info → Syllabus Inquiry”. These books are available through the Kinokuniya website at the start of the semester. For details, please see the Bulletin Board on My Sophia. If you are not required to have textbooks and/or reference books prepared before classes start, follow the instructions of the teacher on the first day of class.
















§ a150 Absence from Class

Sophia University does not have a system for registering an authorized absence from class or announcing a pre-approved absence. The Center for Academic Affairs cannot relay your message of absence. If you are absent from class due to unavoidable reasons such as bereavement, delay in public transport service, or illness, you need to contact your class teacher and explain the situation (refer also to § a560). However, if you are absent during the Final Exams period, you may be allowed to take a make-up exam (§ a450).

If you need to be absent for a long period of time due to illness or injury, consult the Department Chair or your Area Coordinator.

§ a200 DEGREE REQUIREMENTS

§ a200 DEGREE REQUIREMENTS ▶

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§ a210 Credit Requirements

A Bachelor of Arts degree is awarded to students who successfully complete the required number of credits according to the distribution specified in the Bulletin of Information for the year in which they were admitted.

A study time of 45 hours is required to earn one credit (based on government requirements of Standards for Establishment of Universities and Article 22 of Sophia University Regulations).

§ a211 Credits and Class Hours

Article 21 of the Standards for Establishment of Universities, in addition to the requirement that one course credit must be based upon at least 45 hours of study, stipulates that “in accordance with class methods ... credits will be calculated based on one credit consisting of classes conducted for a number of hours determined by a university, generally between 15 and 45 hours.” (This also applies to graduate schools).

In response to this, Sophia University establishes in Article 22 of its general regulations that one credit will be obtained through 15 to 30 hours of lectures and seminars, or through 30 to 45 hours of experiments, practical training, and skills practice.

In Japanese universities, “45 minutes of actual time” is regarded as “one hour of study time,” and the standard numbers of class hours required to earn one credit for each type of course are calculated as shown in the table below.

[Numbers of class hours required to obtain 1 credit]

Type of course	Standard number of class hours	Calculation
Lectures and seminars	15 hours (675 minutes)	1 hour (45 minutes) × 15 hours
Language courses	30 hours (1,350 minutes)	1 hour (45 minutes) × 30 hours
Experiments and practical training courses	45 hours (2,025 minutes)	1 hour (45 minutes) × 45 hours
Physical education courses	30 hours (1,350 minutes)	1 hour (45 minutes) × 30 hours

At Sophia University, one class (one period) lasts 100 minutes. The numbers of credits that can be obtained by taking, for example, one class (one period) per week for one semester (Spring/Autumn: 14 weeks) are as follows:

[The length of class time for one class (one period) per week per semester]

One period x 100 minutes x 14 weeks = 1,400 minutes

[Numbers of credits that can be obtained by taking one class (one period) per week for one semester (1,400 minutes)]

Type of course	Number of credits that can be obtained
Lectures and seminars	2 credits: 1,400 minutes of class time satisfies the standard length of class time for 2 credits, which is 675 minutes x 2 = 1,350 minutes
Language courses	1 credit: 1,400 minutes of class time satisfies the standard length of class time for 1 credit, which is 1,350 minutes
Experiments and practical training courses	0 credits: 2 periods or more per week are given because 1 period per week does not satisfy the standard length of class time for 1 credit, which is 2,025 minutes
Physical education courses	1 credit: 1,400 minutes of class time satisfies the standard length of class time for 1 credit, which is 1,350 minutes

Intensive courses and quarterly courses are also offered based on these calculations.

§ a212 Outside Classwork

45 hours of study (2,025 minutes: 45 minutes x 45 hours) is required to obtain one credit, but as explained in the previous section, the lengths of class time alone cannot satisfy this requirement. In addition to the lengths of class time (attendance in class), students at Sophia University are expected to fulfill the requirements for the necessary lengths of study time by doing outside classwork, such as preparation and review.

For example, when they take one class (one period) per week for one semester (Spring/Autumn: 14 weeks), the lengths of time required for outside classwork are as shown in the table below.

[Lengths of time for outside classwork when taking one class (one period) per week for one semester (Spring/Autumn: 14 weeks)]

Type of class	Number of credits that can be obtained	Length of time for outside classwork	Length of time for outside classwork per class session
Lectures and seminars	2 credits	2,025 minutes x 2 credits - 1,400 minutes = 2,650 minutes	Approx. 190 minutes
Language courses	1 credit	2,025 minutes - 1,400 minutes = 625 minutes	Approx. 45 minutes
Physical education courses	1 credit	2,025 minutes - 1,400 minutes = 625 minutes	Approx. 45 minutes



* For experiments and practical training courses, the length of class time alone will satisfy the required length of study time for one credit, but preparation and review outside of the classroom will be needed to retain knowledge and understand class content.

The lengths of time shown in the table above are considered standard, but this does not mean that credits will be obtained just by doing outside classwork for these lengths of time. In order to understand class content, acquire knowledge, and obtain credits, students are required to study on their own as long as necessary without being bound by what is shown in this table.

§ a220 Residence Requirements

Residence requirements refer to the period of time a student must be enrolled in the university. With the exception of students who qualify for early graduation, a student must be enrolled for a total of four years (eight semesters) in order to graduate. The time spent on leave of absence or suspension from the university will not be counted as part of the residence requirement.

A student's total period of residence at the university may not exceed eight years, excluding the period of time spent on leave of absence from the university.

§ a230 Area and Major / § a231 Deciding One's Area

Students accepted into the Faculty of Liberal Arts as first-year students will choose, at the end of the first semester of their sophomore year, a major within one of three areas (Comparative Culture, International Business and Economics, or Social Studies). In the case of Comparative Culture and Social Studies, students must also select a primary and secondary field within the area. Students are also urged at this time to decide which language is to be counted for their general language requirement.

During the first semester of the second year, students will be notified about the procedures for making the choices mentioned above. Guidance for choosing a major (Sophomore Guidance) will be held every semester. For dates, see the Calendar for the academic year 2025. Students admitted to the FLA as transfer students at the junior level must indicate their intended major, fields, and language at the time of entry.

Note: The Chair of the Department of Liberal Arts and new students' advisors are responsible for matters concerning first-year students and first-term sophomores. The Area Coordinators oversee matters concerning students who have declared an area and major.

§ a232 Change of Major

In order to change majors, students must first consult the Area Coordinator of the major to which they wish to transfer.

§ a240 Preparation for Graduation

It is the student's responsibility to make sure that they have fulfilled all the requirements for graduation. To check their progress toward meeting graduation requirements, FLA students should regularly use the Loyola online self-evaluation function. Any questions arising from the self-evaluation should be resolved with the Center for Academic Affairs before registration in a student's final semester. Please note, however, that the Center for Academic Affairs will not be responsible for checking and calculating credits for each individual. Refer to the online handbook concerning details for the self-evaluation function.

§ a250 Graduation, Early Graduation, Continuation of Residence / § a251 Early Graduation

To qualify for early graduation, a student must complete at least three years (six semesters) of study, complete all credits required for graduation, and have a cumulative GPA of 3.50 or above. The FLA faculty will review applications for early graduation and decide which will be forwarded to the President of the University for approval.

Application procedure:

1. If a student wants to graduate after completing six or seven semesters of study, they should submit an application form to the FLA office by the application deadline as follows:
Students who seek to graduate in September 2025:
April 18 (Fri), 2025
Students who seek to graduate in March 2026:
October 3 (Fri), 2025
2. The applicant must be able to complete the remaining credits required for graduation within the term following application for early graduation. Please note that the remaining maximum number of credits for which an upper-class student may register is 24 credits per semester.
3. The student must already have a GPA of 3.50 or higher at the time of application.
4. Transfer students are not eligible for early graduation.
5. If a student wants to withdraw their request for early graduation, they must notify the Chair of the FLA during the course withdrawal period for semester courses.

§ a252 Graduation

If a student meets the graduation requirements at the end of a semester (either March or September), the student will be graduating that semester. The announcement of graduating students will be made by posting the student ID numbers on My Sophia's Bulletin board and the Certificate of Graduation can be obtained from the Certificate Issuance Machine after the announcement of graduating students.

§ a253 Continuation of Residence

If a student does not meet the credit requirements for graduation at the end of their 8th semester (either in September or March), the university will send out a letter to the guarantor notifying the continuation of residence of the student. A student ID card with the renewed residence term will also be sent out to the student at the end of September or March.

§ a260 Transfer of Credits and Residency

Students who have studied at other universities before entering Sophia University may be eligible for transfer credits and residency time. There are two categories for transferring credits and residency.

§ a261 Transfer of Credits Earned before Entering as First-Year Students

Transfer of credits earned before/after entering Sophia from other institutions is governed by the following rules:

1. Credits earned from previous university/college before entering Sophia: up to a maximum of 30 credits
2. Credits earned at Sophia as an exchange or non-degree student before entering Sophia: up to a maximum of 30 credits
3. Credits earned from another university/college after entering Sophia through a study abroad program etc.: up to a maximum of 30 credits

However, the total number of transferred credits (1)+(2)+(3) may not exceed 74 credits.

Decisions about the transfer of credits will be made after consultation with the Chair. Students using this system may not transfer residency. However, students who meet all other requirements may apply for early graduation. (see § a260)

§ a262 Transfer of Credits and Residency for Students Admitted as Transfer Students

Transfer of credits earned before/after entering Sophia from other institutions is governed by the following rules:

1. Credits earned from previous university/college: up to a maximum of 62 credits earned prior to entering Sophia
2. Credits earned at Sophia as an exchange or non-degree student before entering Sophia: up to a maximum of 30 credits
3. Credits earned from another university/college after entering Sophia through a study abroad program etc.: up to a maximum of 30 credits

However, the total number of transferred credits (1)+(2)+(3) may not exceed 74 credits.

Decisions about the transfer of credits will be made after consultation with the student's Area Coordinator. As a general rule, a transfer student must have completed at least two years of university/college work as a regular student at another institution before entering Sophia. A transfer student may transfer a two-year period of time in residence at their previous university/college. Acceptance as a third-year student does not necessarily mean that the student will automatically graduate in two years.

§ a263 Application for Transfer of Credits

Students should apply for transfer of credits within three months of entering Sophia University. To apply, students should bring the following documents from their previous university/college:

1. official transcript (original in English)
2. grading system explanation
3. academic calendar
4. syllabus of each course, containing a brief course description and course schedule.

For (3) and (4), the description must be for the year that you registered for the courses.

§ a264 Transfer of Credits from Partner Institutions in Japan (学生交流協定)

If students are interested in earning credits from partner institutions in Japan, please refer to the 2025 Academic Handbook (2025年度履修要覧〔ガイド・資料編〕).

§ a300 COURSE REGISTRATION

§ a300 COURSE REGISTRATION ▶

-  § a310 Course Registration Procedure and Schedule
-  § a311 Course Information / Registration Materials
-  § a312 Individual Advising
-  § a313 Limit on Number of Credits per Semester
-  § a314 Course Conflict
-  § a320 Course Registration Period
-  § a321 Course Registration Online
-  § a330 Lottery Courses
-  § a340 FLA Core Program Courses
-  § a350 Courses Offered by Other Faculties and Programs
-  § a351-365 Types of Courses Offered by Other Faculties and Programs

§ a310 Course Registration Procedure and Schedule 2025

§ a300 COURSE REGISTRATION

§ a310 Course Registration Procedure and Schedule 2025

■ Schedule for 2025 Spring Semester, 1st Quarter and 2nd Quarter Course Registration

	Academic event	Period	Notes
①	Course registration [SPR] [1Q] [2Q]	April 1 (Tue) 10:00 - April 10 (Thu) by 23:59 *Registration suspended from April 9 (Wed) 00:00 - April 9 (Wed) 18:00 for the process of lottery selection.	To enroll in [SPR] [1Q] [2Q] courses (except for lottery courses) you must register on Loyola during this period.
②	Lottery entry [SPR] [1Q] [2Q]	April 1 (Tue) 10:00 - April 8 (Tue) by 23:59	To enroll in [SPR] [1Q] [2Q] lottery courses , you must submit your entries for lottery courses on Loyola during this period.
③	Individual advising	April 3 (Thu) 13:00 - 14:30	You may meet with an FLA advisor if you have questions about your major courses.
④	Results of lottery entry	April 9 (Wed) 17:00 -	You may check lottery results of courses you entered for in period ②.
⑤	Lottery course registration ※First-come-first-served basis [SPR] [1Q] [2Q]	April 9 (Wed) 18:00 - April 10 (Thu) by 23:59	You may make entries on Loyola, on a first-come-first-served basis, for courses that did not reach capacity.
⑥	Results of course registration available	April 11 (Fri) 13:00 -	You may check results of course registration (registered for in periods ①, ② and ⑤) on Loyola.
⑦	Course adjustment [SPR] [1Q] [2Q]	April 12 (Sat) 10:00 - April 18 (Fri) by 23:59	You may make adjustments to results of course registration on Loyola.
⑧	Final confirmation of course registration [SPR] [1Q] [2Q]	April 19 (Sat) 13:00 -	You may check results of course adjustments (made in periods ①, ②, ⑤ and ⑦) on Loyola.
⑨	Cancellation Period [SPR] [1Q] [2Q]	April 21 (Mon) - April 24 (Thu) by 15:30	For details, refer to § a364. *Only for students who entered before 2020.
⑩	Withdrawal Period [1Q]	May 1 (Thu) 10:00 - May 2 (Fri) by 23:59	For details, refer to § a365.
⑪	Extra course registration [2Q]	June 3 (Tue) 0:00 - June 9 (Mon) by 23:59	You may add / delete 2Q courses (including Lottery courses).
⑫	Withdrawal Period [SPR] [2Q]	June 12 (Thu) 10:00 - June 16 (Mon) by 23:59	For details, refer to § a365.

[SPR] for Spring Semester, [1Q] for 1st Quarter, [2Q] for 2nd Quarter

⑪Please note that there is no adjustment period or cancellation period beyond this point.

■ Schedule for 2025 Autumn Semester, 3rd Quarter and 4th Quarter course registration

	Academic event	Period	Notes
①	Course registration [AUT] [3Q] [4Q]	Sep 21 (Sun) 10:00 - Sep 28 (Sun) by 23:59 *Registration suspended from Sep 26 (Fri) 00:00 - Sep 26 (Fri) 18:00 for the process of lottery selection.	To enroll in [AUT] [3Q] [4Q] courses (except for lottery courses) you must register on Loyola during this period.
②	Lottery entry [AUT] [3Q] [4Q]	Sep 21 (Sun) 10:00 - Sep 25 (Thu) by 23:59	To enroll in [AUT] [3Q] [4Q] lottery courses, you must submit your entries for lottery courses on Loyola during this period.
③	Individual advising	Sept 22 (Mon) 13:00 - 14:30	You may meet with an FLA advisor if you have questions about your major courses.
④	Results of lottery entry	Sep 26 (Fri) 17:00 -	You may check lottery results of courses you entered for in period ②.
⑤	Lottery course registration ※First-come-first-served basis [AUT] [3Q] [4Q]	Sep 26 (Fri) 18:00 - Sep 28 (Sun) by 23:59	You may submit entries on Loyola, on a first-come-first-served basis, for courses that did not reach capacity.
⑥	Results of course registration available	Sep 29 (Mon) 13:00 -	You may check results of course registration (registered for in periods ①, ② and ⑤) on Loyola.
⑦	Course adjustment [AUT] [3Q] [4Q]	Sep 30 (Tue) 10:00 - Oct 3 (Fri) by 23:59	You may make adjustments to results of course registration on Loyola.
⑧	Final confirmation of course registration [AUT] [3Q] [4Q]	Oct 5 (Sun) 13:00 -	You may check results of course adjustments (made in periods ①, ②, ⑤ and ⑦) on Loyola.
⑨	Cancellation Period [AUT] [3Q] [4Q]	Oct 6 (Mon) - Oct 8 (Wed) by 15:30	For details, refer to § a364. *Only for students who entered before 2020.
⑩	Withdrawal Period [3Q]	Oct 14 (Tue) 10:00 - Oct 15 (Wed) by 23:59	For details, refer to § a365.
⑪	Extra course registration [4Q]	Nov 18 (Tue) 0:00 - Nov 24 (Mon) by 23:59	You may add / delete 4Q courses (including Lottery courses).
⑫	Withdrawal Period [AUT] [4Q]	Nov 26 (Wed) 10:00 - Dec 2 (Tue) by 23:59	For details, refer to § a365.

[AUT] for Autumn Semester, [3Q] for 3rd Quarter, [4Q] for 4th Quarter

⑪ Please note that there is no adjustment period or cancellation period beyond this point.

§ a311 Course Information / Registration Materials

The following materials are uploaded on My Sophia and University Web Piloti:

- FLA Bulletin of Information
- Sophia University Academic Handbook (履修要覧), available in Japanese.

The following material is available at the FLA office in Bldg. No. 10:

FLA Evaluation Form (for keeping track of credit requirements).

§ a312 Individual Advising

Individual advising will be offered by the FLA at the beginning of each semester. All students are urged to see an advisor. First-year students and first-term sophomores should consult the First-Year Advisor assigned to them when they entered the university. Students who have declared their major should consult the Area Coordinator. Dates for advising sessions will be posted on the My Sophia Bulletin board.

When consulting their Advisor or Area Coordinator about their individual programs, students should bring their transcript and academic record sheet.

§ a313 Limit on Number of Credits per Semester

First-year students may register for a maximum of 20 credits per semester. Sophomores and above may register for a maximum of 24 credits per semester. These upper limits include courses taken in other faculties and programs. Registration for more than 24 credits (or 20 credits in the case of first-year students) is not allowed. Junior and senior students seeking Curator Certification may register for additional credits as required for certification. They should consult the Center for Teaching and Curator Credentials.

§ a314 Course Conflict

A student may not register for two courses scheduled for the same day and hour. Students may not attend courses for which they have not officially registered.


§ a320 Course Registration Period

Students may register online (Loyola) for FLA courses and courses offered by other faculties and programs during the course registration period. During the course registration period, adjustments (add/delete) can be made any number of times except for lottery courses.

§ a321 Course Registration Online

【Note】

- Unless an exception is specified, you cannot register for the same course you have already received credits for. The same courses are, generally, courses that have the same course code. If you need to register for a course which has the same code, please inquire at the Center for Academic Affairs.
- For courses offered by other faculties and programs, refer to the 2025 Academic Handbook (2025年度履修要覧).
- For online course registration, you must complete registration by the closing time on the last day of the Course Registration Period. Registration is finalized only when you click the "complete registration" (登録完了) button on the Course Registration screen. Note carefully that your registration will not be finalized unless you click on the button (登録完了) before the closing time. Also note that heavy access is expected on the last day of the registration period. Try to finalize your registration by the day before the closing date.

【URL】 <https://scs.cl.sophia.ac.jp/campusweb/> 

§ a330 Lottery Courses

Lottery courses are courses with limited class capacity, which include Studies in Christian Humanism, General Education Courses and courses which are held in computer rooms. The class capacity is indicated in the Remarks column on the course list. To take lottery courses, students must apply for the courses during the Lottery entry period of each semester. The lottery is conducted by computer and only students selected in the lottery are registered automatically for the course. The lottery courses that are successfully registered may be cancelled during the course registration period and course adjustment period. Courses that are not at capacity will be available for registration during Lottery course registration on a first-come-first-served basis. For details, make sure to check My Sophia Bulletin board.

§ a340 FLA Core Program Courses

Students who are scheduled to take FLA Core Program courses are assigned to class sections at the beginning of each semester. These assignments cannot be changed; students must register for the sections to which they have been assigned.

Students must enroll in the FLA Core Program courses in sequence. If a student fails a Core Program course, they must repeat and pass that course before proceeding to the next level. Neither deletion nor withdrawal is allowed from FLA Core Program courses.

For details see § a364 and § a365.

§ a350 Courses Offered by Other Faculties and Programs


In addition to FLA courses, students may take courses offered by other faculties and programs as part of their graduation requirement. Except for compulsory courses such as Studies in Christian Humanism, “Liberal Arts of the Body” and some language courses (French, Spanish, Chinese and Japanese), most of the courses are conducted in Japanese.

To register for courses offered in Japanese, a student should ideally have a level of Japanese proficiency equivalent to the following requirements. Native speakers of Japanese should have attended more than 10 years of education in which Japanese was the primary language of instruction, or have demonstrated sufficient proficiency in Japanese by being placed in a class with a level higher than JPN343 as a result of taking the Japanese Placement Test administered by the university, or by passing JPN343 (Reading and Writing 3). Non-native speakers of Japanese should have demonstrated sufficient proficiency in Japanese by being placed in a class with a level higher than JPN322 as a result of taking the Japanese Placement Test, or by passing either JPN322 (Advanced Japanese 2) or JPN370 (Intensive Japanese 4).

Students are strongly advised to observe the criteria for Japanese language proficiency in taking courses conducted in Japanese. Students will be responsible for their own academic performance, including any difficulty resulting from issues related to Japanese language proficiency.

§ a351-365 Types of Courses Offered by Other Faculties and Programs

§ a351-365 Types of Courses Offered by Other Faculties and Programs ▶

-  § a351 University-wide General Studies Courses 全学共通科目(Zengaku kyōtsū kamoku)
-  § a352 Language Courses
-  § a353 Other Faculties' Specialized Education Courses
-  § a360 Results of Course Registration
-  § a361 Self Evaluation and Category Changes on Loyola
-  § a362 Course Adjustment
-  § a363 Final Confirmation of Course Registration
-  § a364 Cancellation Period
-  § a365 Withdrawal from Courses

§ a351 University-wide General Studies Courses 全学共通科目(Zengaku kyōtsū kamoku)

- University-wide General Studies Courses are not offered by the FLA.
These courses can be counted as General Studies electives only. The courses are listed in the 2025 Academic Handbook (2025年度履修要覧〔学部科目編〕).

[Note] Limit on Number of Credits



First-year students can only register for 4 credits (not the number of courses) of University-wide General Studies elective courses in one semester.

§ a352 Language Courses

- Japanese language courses.
- Language courses for FLA students (conducted in English).
- Language courses (conducted in Japanese).

§ a353 Other Faculties' Specialized Education Courses

If a student takes these courses as Specialized Education elective courses, up to 16 credits can be counted toward graduation requirements. Check the course syllabus to see whether those courses are open to FLA students.

§ a360 Results of Course Registration

Results of course registration will be available via Loyola. Please make sure to confirm the results and to prepare for course adjustment, if necessary.

§ a361 Self Evaluation and Category Changes on Loyola

Students must check their own accumulated credits and adjust the category of courses via Loyola. Seniors should confirm that their self evaluation is accurate, especially taking care that the category into which each course is placed will enable them to fulfill the requirements for graduation.

“Self evaluation” Function

This function enables students to check the courses completed and the credits earned for each category of graduation requirement. Students can use this function to calculate the number of credits still required for graduation based on the sum total of credits for current courses and the credits earned so far.

Self Evaluation Function Availability Period

The Self Evaluation function on Loyola is available for a designated period only. For the schedule of available periods during the Academic Year, check Loyola’s Information.

“Change of Category” Function

The Change of Category function allows students to change the category of courses to meet their graduation requirements.

There have been cases of students who do not realize until just before they expect to graduate that they are not eligible due to errors in calculating the credits required and credits taken.

Conversely, some students who had no intention to graduate were forced to graduate because they did not realize that they had already fulfilled the credit requirements due to misplacement of the credits.

To avoid such misunderstanding, students should use the Self Evaluation and Change of Category functions, as well as the Bulletin of Information, as students themselves are responsible for keeping track of their credits.

§ a362 Course Adjustment

Students can change or add courses (including Lottery courses with vacancies) any number of times during this period. As this is the final chance to register for courses, please be careful.

§ a363 Final Confirmation of Course Registration

Final confirmation of course registration will be available online. Please make sure that you check your registration on Loyola carefully. It is the student's responsibility to confirm that their registration is correct.

§ a364 Cancellation Period

[ONLY for students who entered before 2020]

If there are any errors in a student's course registration, they should apply for cancellation of course(s) before the end of the Cancellation period. Students are allowed to cancel with approval from the Chair. Note that only cancellations are allowed. **Under no circumstances may courses be added at this stage.** "Wellness, the Body and Cultures" and the FLA Core Program courses may NOT be cancelled.

In order to apply for cancellation, students should submit the request form to the Center for Academic Affairs during the Cancellation period. The form will be posted on the page of Academic Services under the University bulletin board on My Sophia just before the Cancellation period. Students should download the form, fill it out, and bring it to the FLA Office with a copy of their course registration schedule to obtain the Chair's approval. Please note that if you add 2Q or 4Q courses during the Extra Course Registration period, those courses may not be cancelled.















Students who entered in and after 2020 must finalize their course registration during the Course Adjustment period. After the Course Adjustment period, students will not be able to cancel courses.

§ a365 Withdrawal from Courses

If a student decides not to finish a course for which they have registered, the student should apply to withdraw from the course online (through Loyola) during the period of withdrawal. Please click the “withdrawal” button on the screen with your course registration schedule on Loyola to start the withdrawal process. A “W” means that the student has asked for and obtained permission to withdraw from a course. This mark will remain permanently on the student’s record, but will not appear on the student’s official transcript. Please note that students will be responsible for full payment of the tuition charged for such courses. If a student discontinues attending a course and does not complete withdrawal online during the withdrawal period, they will receive an “F” for the course. The grade of “F” will appear on the student’s official transcript. The grade of “W” will not be calculated into the student’s GPA, but an “F” will be. Students may not withdraw from compulsory courses such as “Studies in Christian Humanism: For Others, with Others”, “Liberal Arts of the Body”, and “Overview of Data Science”, from compulsory courses in the FLA Core Program, or from language courses. For regulations on withdrawal from language courses, see the ‘LANGUAGES’ section of the FLA curriculum.

§ a400 EXAMINATIONS

§ a400 EXAMINATIONS ▶

-  § a410 Types of Examinations
-  § a420 Final Examination Schedule
-  § a430 Examination Policy
-  § a440 Academic Dishonesty
-  § a441 Cheating, Plagiarism and Academic Dishonesty
-  § a442 Academic Honesty in Exams, Written Reports, and Papers
-  § a443 Rules for Quotations in Reports and Papers
-  § a450 Make-up Exams
-  § a451 Legitimate Reasons for Applying for Make-up Exams
-  § a452 Supporting Documents and Procedures
-  § a453 Make-up Exam Fee
-  § a454 Make-up Exam Schedule

§ a410 Types of Examinations

Examinations are held during or at the end of term in Spring and Autumn semesters, and are categorized into the following types:

Type of exam	Exam period / deadline of submission	Announcements of exam schedule, etc.	Make-up exam	Notes
In-class Examinations	Any time during class sessions (usually on the last day of class)	Given in class by the class instructor	Not applicable	Foreign language courses usually have in-class exams
Final Examinations (written tests)	During Final Exam period	Announced on Loyola by the Center for Academic Affairs	Applicable	
Final Papers	Report examinations / To be submitted by the deadline set at the end of the term	Announced on Loyola by the Center for Academic Affairs	Not applicable	General information is announced on My Sophia Bulletin board; note that the course instructor may give additional instructions in class.

§ a420 Final Examination Schedule

The final examination schedule will be announced on Loyola each semester two weeks before the first day of final examinations. Students are responsible for noting accurately the dates, times and classrooms of examinations for the courses in which they are enrolled. Final exams in the FLA are generally 90 minutes in length.

§ a430 Examination Policy

Note the following policies concerning examinations:

1. The student must take the examination in the prescribed classroom.
2. The student's ID card must be placed on the desk during the examination.
3. If a student does not have their ID card, they must obtain a Temporary ID Card (Fee: 500 yen) from the automatic certificate issuing machine on the 4th floor in Building 2. The Temporary ID Card is valid only for the day of issuance.
4. Students who come to the classroom more than 20 minutes after the beginning of the examination will not be allowed to enter under any circumstances. Also, no student may leave the classroom until 30 minutes after the beginning of the examination.
5. No student may leave the classroom unless they have submitted their answer sheet.
6. Mobile phones and wearable devices must be turned off and kept in the student's bag. They are not to be used for any reason during the exam.
7. As a rule, students are given only one answer sheet. If a student needs another answer sheet, they must return the first answer sheet.
8. If a student wishes to use an underlay pad for writing, it must be completely white or almost so. Using a notebook or other book as an underlay is not permitted.
9. A student's answers will be invalid under the following circumstances:
 - 9.1. a. When there is no name or no ID number written on the answer sheet.
 - 9.2. b. When any paper is submitted to the proctor other than the answer sheet handed out.
10. A student may be ordered to leave the classroom and have their answers invalidated under the following circumstances:
 - 10.1. When a student continues to talk unnecessarily or exhibits improper behavior even after being warned.
 - 10.2. When a student does not immediately follow the proctor's instructions.

§ a440 Academic Dishonesty


It is expected that all students will follow the highest standards of academic honesty.

§ a441 Cheating, Plagiarism and Academic Dishonesty

If a student is found cheating in an exam or violating an exam policy/rule, Sophia University will impose severe punishment. Honesty is also expected at in-class exams held during class sessions. Students must not cheat (plagiarize) or commit academic dishonesty with regard to written reports and papers. The following are some actions that are considered cheating (plagiarism):

Disciplinary Standards Concerning Academic Misconduct

Examples of Misconduct	Disciplinary Measures and Measures Concerning Enrolled Courses
<p>1. Misconduct in Final Examinations (including Make-up Examinations)</p> <p>1) Possessing mobile phones etc. in locations and/or in conditions that do not conform with the instructions. *Mobile phones etc. includes smartphones, PHSs, PCs, mobile PCs, tablets, such electronic devices as smart-watches that have communications functions, wireless earphones, and such mobile recording devices as mobile music players.</p> <p>2) Referring to documents and notes other than those explicitly permitted by the instructions, or referring to the devices listed in 1) above (this includes situations in which the student could have referred to such devices, regardless of whether they actually referred to them).</p> <p>3) Failing to submit the exams and/or taking them away.</p> <p>4) Referring to notes written on the desk, clothes, walls, body, etc., and/or taking the exam under such conditions.</p> <p>5) Referring to other students' exam answers, and/or trying to refer to them.</p> <p>6) Exchanging documents etc. that were permitted for reference during the exam to/from other students.</p> <p>7) Such distracting conduct as chatting.</p> <p>8) Seeing and/or showing exam answers with other students.</p> <p>9) Exchanging exam answers with other students, and/or using exam answers that were prepared ahead of the exam.</p> <p>10) Taking the exam for another student, and/or asking another person to take the exam.</p> <p>11) Misusing the student ID card.</p> <p>2. Misconduct in In-class Examinations and Report Examinations (including Final Papers)</p> <p>1) Misconduct in In-class exams that take place in lieu of Final exams. * For concrete examples, see 1. above.</p> <p>2) Plagiarism in report exams that take place in lieu of final exams, including in final papers.</p> <p>3) Writing reports or papers for another student, and/or asking someone else to write reports or papers.</p> <p>4) To use a part of, or the entire report that has been submitted for another course (self plagiarism).</p> <p>5) Using AI chatbots such as ChatGPT to prepare a part of, or the entire report or paper (except when prior permission is given by the course instructor).</p> <p>6) Other misconduct that jeopardizes the fair and honest implementation of the report exam.</p> <p>3. Failing to obey the instructions for the investigation related to all the items listed in 1. and 2. above.</p>	<p>In accordance with Article 60 of Sophia University Regulation, misconduct is punished by dismissal, suspension, or reprimand.</p> <p>1) The grade "F" will be entered on the student's record for the course in which the misconduct took place.</p> <p>2) In case of suspension, the suspended period will not be counted in the residence requirement and graduation will be delayed.</p> <p>3) In addition to the above, the student's grades for other courses taken in the same semester may also become "F."</p>

 Disciplinary measures take effect as from the day when the misconduct took place.

§ a442 Academic Honesty in Exams, Written Reports, and Papers

- Promoting and Complying with Academic Honesty

The name of our university, Sophia, embodies a deep respect for the pursuit of the highest wisdom. We ask students to comply with the Principles of Academic Honesty outlined below. This is in line with our motto of “For Others, with Others” that emphasizes respect for and cooperation with others.

1. **Students should respect the research and resources of forerunners and contemporaries and conduct independent and in-depth study.**
2. **Students should make continuous efforts to develop their academic skills.**

In a zealous attempt to be original, students may end up breaking research rules (falsifying and fabricating data) or misappropriating research results of others as their own. These acts of dishonesty may be unintentional, but they nonetheless go against the principles of academic honesty.

We ask students to comply with the Principles of Academic Honesty in final exams (written exams, written reports, and papers), which are conducted to confirm students’ academic achievements. Cheating, plagiarism, and academic dishonesty will be severely punished. We expect all students to maintain a deep respect for and love of wisdom and knowledge in all situations, and to comply with the Principles of Academic Honesty.

§ a443 Rules for Quotations in Reports and Papers

To evaluate your class work and assign grades, teachers may ask you to hand in reports or papers. When writing reports or papers, you will need to give your final comments and ideas on analysis. Your ideas and comments should not be limited to self-centered views, so you must learn from the various research conducted in the past and the present and build your research upon these. When writing reports and papers, the following points should be noted.

1) If the concepts and ideas, tables and charts that a student uses in the reports and papers are taken from literature, materials or websites, they must indicate the exact parts of the literature, materials or websites used.
2) If quoting directly from literature, materials, or websites, a student must show that they are quoted by placing the phrases in quotation marks, and cite the exact source.
3) Needless to say, a student must write their own reports and papers; you must never present reports written by friends, senior students, or family members as your own.
4) To use a part of, or the entire report that has been submitted for another course (self plagiarism) is also misconduct.

If someone you know or a total stranger represented an essay or paper you wrote as their own, what would your reaction be? Citing quotations and references protects the rights of the author, and it is simply a matter of academic manners and ethics for all involved in research and studies. If a student fails to observe the above 1), 2), and does not cite the quotation or show where the ideas were taken from in the literature or materials, the use of the written contents will be considered as data theft or plagiarism. Overseas, this “plagiarism” is strongly rebuked and even the unintentional copying and pasting of materials from reference literature or websites is considered as plagiarism. If a student represents papers written by another person as their own as stated in 3), this is an act of fraud. If you are found performing such an act or data theft or found to have reused papers that you have written for other courses and purposes, you will be subject to severe punishment and warnings similar to those when found cheating on written examinations. When using quotations or references, observe the following two important rules:

1. If you use quotations or references from books or websites in your report or paper, place footnotes and cite the sources. The styles of quotation citing are different in the various academic fields; you should ask your instructor for details. Generally, the following information should be given:
 - 1.1. books: author, “title of book”, publisher, year of publication, pages quoted
 - 1.2. papers in journals: author, ‘title of paper’, “title of journal”, Vol. ○, No.△, year of publication, pages quoted
 - 1.3. website: creator, “name of site or article”, date you visited the site: year, month, day (or latest updated on: year, month, day)
2. If you need to quote directly from materials written by someone else in your report or paper, put the quoted sentences in quotation marks to make it clear that the quoted sentences are not written by you.

Quotations must be cited accurately to show exactly who conducted the quoted research and what the results on which you base your research and analysis were. As shown, clear and accurate citing of quotations and references are expected in the practice of academic honesty.

§ a450 Make-up Exams

If a student is unable to take a final exam for one of the reasons specified in § a451, they may be allowed to take a make-up exam by submitting an “Application for Make-up Exams”. This application must be submitted during the given period, and the student will need to obtain permission and pay a make-up exam fee.

No application for a make-up examination is accepted for courses that hold in-class exams (that is, other than during the Final Exams period).

§ a451 Legitimate Reasons for Applying for Make-up Exams

Legitimate reasons include illness, bereavement involving someone with a third degree of kinship, disasters, delay in public transport service, and appointment to lay judge service. The application procedure must be completed within the specified period, and the Application for Make-up Exams must be accompanied by the following supporting documents noted in § a452 to prove that the student was unable to come on the day of the final exam(s).

§ a452 Supporting Documents and Procedures

When applying for a make-up exam, bring the necessary supporting document (see below) and a print-out of the Loyola final exam inquiry screen.

1. Illness	Medical certificate or permission to return to school issued by a physician. *Payment receipts from a clinic are not acceptable.
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The medical certificate must state all of the following:

- a) The name of the illness and a statement by the physician attesting that the student was not in a condition to take an exam on the day of the exam.
- b) A statement attesting that the student was unable to come to the exam because of a scheduled consultation or because the student was undergoing treatment.

If the student had to be absent over several days, the medical certificate must clearly show that these days include the consultation day or the treatment period.

If the medical certificate does not state both a) and b), it will be deemed incomplete, and the student will not be able to apply for a make-up exam.



*In case of an infectious disease, application for make-up exam(s) must also be filed during the designated application period for make-up exams. If a student is unable to come to campus due to infectious disease, they should contact the Center for Academic Affairs by telephone before the end of the application period.

2. Bereavement involving a third degree of kinship	Funeral service card/thank you card, etc. addressed to funeral guests.
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The cards must show the date of the exam the student was unable to take.



* Travel days will not be applicable to make-up exams.

3. Delay in public transport service	Delay certificates issued by the public transport service (indicating the date and the delayed time); a delay certificate printed out from the Internet is also acceptable.
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If the delay in public transport service was 20 minutes or more and a student arrived at the exam more than 20 minutes past the scheduled starting time, they may apply for a make-up exam. However, the application must be filed on the same day of the delay in public transport service. In cases where exams are held during 5th and/or 6th class periods, applications can be accepted by 11:30 am of the following day.



*The delay will be accepted only on a student's normal commuting route between their home and the university. The Center for Academic Affairs will check the address given on the "enrollment sticker" on the back of the Student ID Card before accepting the application for the make-up exam.



*The delay certificate must show a delay longer than the actual length of the student's delay (e.g. if a student arrived at the exam 30 minutes past the scheduled starting time, the delay certificate must prove a delay of more than 30 minutes). Application for a make-up exam will not be accepted if the student did not make an effort to arrive on time for the exam.



*A proxy application submitted by someone other than the student themselves will not be accepted for reasons of a delay in public transportation services.

If a student arrives late for the exam because of a delay in public transportation services, the student should take one of the following steps depending on the length of the delay:

1. If a student arrives within 20 minutes of the scheduled exam starting time, they are allowed to take the exam. In such cases, the student should go directly to the classroom and take the exam.
2. If a student arrives more than 20 minutes after the starting of the scheduled exam, they should immediately bring the delay certificate to the Center for Academic Affairs (Academic Services) on the 1st floor of Bldg. No.2., have the arrival time checked, submit the delay certificate and then apply for a make-up exam.

If the student is not sure where to go, they should go first to the exam room and follow the instructions of the exam supervisor.

If the reason for applying for a make-up exam is a natural disaster, selection for lay judge service, or some other reason, please inquire at the Center for Academic Affairs for more information on the application procedures.

§ a453 Make-up Exam Fee

Make-up exam fee is 2,000 yen per course

§ a454 Make-up Exam Schedule

A make-up exam schedule will be announced on My Sophia Bulletin board.

§ a500 GRADES

§ a500 GRADES ▶

- 📄 § a510 Grading
- 📄 § a520 Grade Point Average (GPA)
- 📄 § a530 Grade Review
- 📄 § a540 Repetition of a Course
- 📄 § a550 Honors
- 📄 § a560 Class Attendance


§ a510 Grading


Evaluation Criteria

Academic performance is evaluated by each instructor under their individual teaching and grading policies, drawing on exam results (written, oral, and practical), reports, class participation, and other relevant factors.

Grading and evaluation criteria are as follows:

		Grade	Scale	QPI (※)	Criteria
Evaluated	Pass	A	100~90	4.0	Achieved the course objectives to an exceptionally high level of mastery and demonstrated excellent performance
		B	89~80	3.0	Achieved the course objectives to a strong degree of mastery and demonstrated notable performance
		C	79~70	2.0	Achieved the course objectives and demonstrated satisfactory performance
		D	69~60	1.0	Barely achieved the course objectives and demonstrated the minimum level of performance required for passing
		P	—	—	Achieved the course objectives and demonstrated performance sufficient to be considered passing
	Fail	F	Below 59	0	Did not achieve the course objectives and did not show performance sufficient to be considered passing in courses whose passing grades are "A," "B," "C," or "D"
		X	—	—	Did not satisfy the requirements for a passing grade in pass/fail courses
Not Evaluated	Withdrawal	W	—	—	Withdrew from the course during the designated course withdrawal period
	Credits Approved	N	—	—	Transfer credits were accepted

 ※QPI = quality point index

 "W" will not appear on the official transcript.

The scale shown in the table above does not necessarily reflect raw exam scores or other direct marks. Instead, each instructor bases the final grade on the criteria and weightings described in the course syllabus. In addition, under the guidelines below, final grades may also factor in the class's overall performance distribution to maintain fairness across the university. Because of this approach, even if a student earns more than 90 points overall, it does not guarantee an "A."

To ensure fairness in university-wide evaluations, each course targets an average GPA between 2.0 and 3.0, and final grades may also factor in the class's overall performance distribution. However, this policy does not apply to lecture courses with 20 or fewer students, courses offered by the Center for Language Education and Research, seminars, practical training courses offered by the Center for Teaching and Curator Credentials, off-campus courses, supervised courses, or graduate-level courses.

§ a520 Grade Point Average (GPA)

Each grade is assigned a weight called the quality point index (QPI: e.g., A=4.0). The QPI multiplied by the number of credits for the course determines the quality points (QP) for that course. The sum of all the quality points divided by the total number of credits attempted (including the credits of a course for which an “F” is assigned) gives the grade point average (GPA).

N.B.

Grades received for courses offered by other faculties and programs will also be calculated into the student’s GPA.

【GPA calculation formula】

$$\frac{4.0 \times \text{credits with A} + 3.0 \times \text{credits with B} + 2.0 \times \text{credits with C} + 1.0 \times \text{credits with D}}{\text{The sum of all the registered course credits (excludes courses with W, N, P, X)}}$$

§ a530 Grade Review

Students must confirm their grades via Loyola at the end of the semester. If a student believes there has been a mistake in the grades, they may submit a request for grade review to the Center for Academic Affairs during office hours. Note that the purpose of this procedure is to confirm the accuracy of the grade recorded, not to petition for changing a grade. Final authority regarding grades rests with the instructor. No requests for grade review can be accepted after the deadline for submitting such requests.

Deadlines for Grade Review:

2025 Spring semester, 1Q, 2Q courses:

September 11 (Thu) 15:30, 2025

*For Seniors and graduating students (including early graduation):

August 22 (Fri) - August 25 (Mon) 15:30, 2025

2025 Autumn semester, 3Q, 4Q courses:

March 22 (Sun) 23:59, 2026

*For Seniors and graduating students (including early graduation):

February 19 (Thu) - February 23 (Mon), 2026



*Those who are in their 7th semester or Seniors not graduating that semester, may submit the grade review request during the designated periods in September or March depending on the offered semester/quarter.

§ a540 Repetition of a Course

Unless otherwise specified, a student may not repeat for credit a course in which they have received a passing grade. If a student repeats the same course, the previous record with the same content will not be deleted from the transcript. This applies as well to courses being offered under a new name or number.

§ a550 Honors

The Dean's List is published each semester. To qualify, a student must be a degree student and have a semester average of 3.5 or better out of a possible 4.0, and must have completed at least 16 credits during the semester concerned.















§ a560 Class Attendance

Students are expected to attend all classes except in cases of illness (See § a980 “Infectious Diseases”) or urgent necessity, for which written proof must be submitted to each instructor. Regardless of the excuse, absences do not exempt a student from quizzes, tests, examinations, or other written work required during the period of absence. The responsibility for making up such work rests wholly upon the student. A failing grade for missed or unsubmitted work will be assigned if the student does not fulfill their obligations within the time set by the instructor.

Look carefully at what is written on your syllabus about class attendance.

§ a600 CHANGE IN STUDENT STATUS

§ a600 CHANGE IN STUDENT STATUS ▶

-  § a610 Leave of Absence
-  § a611 Period of Leave of Absence
-  § a612 Deadline to Submit Request
-  § a613 Tuition and Fees during Leave of Absence
-  § a614 For Foreign Students with College Student Status of Residence
-  § a615 Resuming Studies
-  § a620 Suspension from the University
-  § a630 Withdrawal and Dismissal
-  § a631 Date of Withdrawal
-  § a632 Voluntary Withdrawal
-  § a633 Dismissal from the University
-  § a640 Change of Faculty/Department
-  § a650 Re-admission
-  § a660 Admission for a Second Degree

§ a610 Leave of Absence

A student who wishes to take a leave of absence must consult the Department Chair and submit a completed “Request for Leave of Absence” form (休学願). If the reason is illness, the form must be accompanied by a doctor’s certificate (診断書).

In principle, students cannot cancel the request for a leave of absence once it is submitted. Only when it is before the start of the quarter that the students wish to cancel the request, they may file for cancellation.

The period of leave of absence is not counted in the residence requirement and graduation will be delayed for the duration of the absence. A student who is taking a leave of absence cannot graduate in that quarter, even if all other graduation requirements are met.

§ a611 Period of Leave of Absence

A leave of absence may be requested quarter by quarter. A leave of absence may not extend more than two consecutive years or a total of 4 years (Article 32 University Regulations).

Students who are taking a leave of absence cannot register for courses. When the request for a leave of absence is granted after the course registration period, the courses held in that quarter or semester will be deleted automatically. For example, a student who takes a leave of absence in the 1Q can register for courses held in 2Q, 3Q and 4Q and Autumn semester, but cannot register for courses held in 1Q and Spring semester.

§ a612 Deadline to Submit Request

Period of Leave of Absence (Quarter)	Deadline to submit request
Spring semester (1Q & 2Q)	May 10 (Sat), 2025
April 1 - June 3 (1Q)	May 10 (Sat), 2025
June 4 - September 20 (2Q)	June 30 (Mon), 2025
Autumn semester (3Q & 4Q)	October 31 (Fri), 2025
September 21 - November 18 (3Q)	October 31 (Fri), 2025
November 19 - March 31 (4Q)	December 20 (Sat), 2025

A student who intends to take a planned leave of absence must submit the “Request for Leave of Absence” at least one month prior to the beginning of the quarter of the planned absence.

Any request submitted after the deadline will not be accepted for any reason. If the request is sent by postal mail, it must be postmarked on or before the deadline date. In the case of submission at the office, it must be submitted by 3:30 pm on the weekday prior to the deadline when the deadline is on weekends and holidays. The request for leave of absence may be submitted for two consecutive years of absence.

§ a613 Tuition and Fees during Leave of Absence

There will be a reduction of the tuition and fees during a leave of absence. For more details, inquire at the Academic Records Section: Tuition and Fees, the Center for Academic Affairs.

§ a614 For Foreign Students with College Student Status of Residence

Students with a “College Student” Status of Residence who take a leave of absence may lose their status of residence in Japan. For details, please refer to the information posted on My Sophia under Center for Academic Affairs, "Download Application Forms (International Students)".

§ a615 Resuming Studies

When the period for a leave of absence is over, student status returns automatically, so there is no need to submit an “Intent to Resume Studies” form (復学届). However, in the following cases, it is necessary to submit the “Intent to Resume Studies” form. (The deadline is the day before the beginning of the quarter that you intend to resume.)

1. Leave of absence due to illness (attach doctor’s certificate (診断書)).
2. A student wishing to return to studies earlier than scheduled: that is, when permission for the leave was obtained for 2 or more quarters but the student wishes to shorten the period of absence because the reason for taking the leave no longer exists (however, the period may not be shortened to less than one quarter).

§ a620 Suspension from the University

A student who commits violations such as examination misconduct shall be given severe penalties, including suspension or dismissal from Sophia University, according to Article 60 of University Regulations. The period of suspension is not counted in the residence requirement and such a student will not be able to graduate in four years, the normal residence requirement. The student will be able to return to university studies on the day following when the indefinite suspension is lifted or when the term of the definite suspension expires. There is no reduction in tuition for the period of suspension.

§ a630 Withdrawal and Dismissal

There are two types of withdrawal from the university: voluntary withdrawal and dismissal.

§ a631 Date of Withdrawal


Usually, the date of withdrawal is at the end of each semester (March 31 or September 20).


§ a632 Voluntary Withdrawal


A student wishing to withdraw from the university for certain reasons must consult the Department Chairperson, complete the "Request for Withdrawal from the University" (退学願) form and submit the request to the Center for Academic Affairs (Academic Records Section) with their Student ID Card, by the date they wish to withdraw. When students wish to withdraw retroactively at the end of the previous semester, they should submit a Request for Withdrawal from the University by the following date. (Retroactive withdrawal is not available for newly matriculated students in their first semester.)

Deadline for submission of "Request for Withdrawal from the University" retroactively

Date of withdrawal	Deadline of submission	Note
The end of Autumn semester 2024 (March 31, 2025)	May 31 (Sat), 2025	Not available for students who matriculated on April 1, 2025
The end of Spring semester 2025 (September 20, 2025)	November 10 (Mon), 2025	Not available for students who matriculated on September 21, 2025

 *Any requests submitted after the deadline will not be accepted for any reason.

 *If students who have already paid the tuition for the current semester are allowed to withdraw retroactively at the end of the previous semester, the tuition for the current semester will be refunded.

 *If students wish to withdraw on a date other than the end of the semester, they need to submit a "Request for Withdrawal from the University" by the date they wish to withdraw. However, although courses and grades registered for the semester will be cancelled, the tuition and fees for the semester must be paid in full.

§ a633 Dismissal from the University

The following students shall be dismissed from the university:

1) Expiry of Period of Enrollment

Students whose period of enrollment (excluding leave of absence period) exceeds 8 years.

2) Students to Whom Article 40 of the University Regulations Applies

Article 40: "Students who fail to obtain 32 credits or more, including subjects specified by undergraduate departments, in two consecutive academic years".

For students of the FLA, "two consecutive academic years" refers to four consecutive semesters, excluding the period(s) of leave of absence.

For re-admitted students and second degree students, only the number of enrollment years and credits obtained after they re-entered or were admitted as second degree students will be calculated.

For transfer students, the number of enrollment years and transfer credits which were approved at transfer admission will be included in the calculation. If a study abroad period exceeds one year, the period exceeding one year will be deemed a period of leave of absence.

Credits obtained during study abroad approved within the consecutive two years will be included in the calculation.

The department individually contacts students whose GPA is lower than 0.5 and gives guidance at the end of the academic year. This system is intended to give students a chance to look back on their school life and study plan, and consult faculty/staff on their future academic plans. In case students do not show any improvement in their motivation after such guidance, the university may recommend withdrawal from the university.

(NB) Two consecutive years are as follows:

*Four consecutive semesters excluding periods of leave of absence (if you take a leave of absence for one quarter, the entire semester including that quarter will be excluded).			
(Example) If a student takes a leave of absence in 4Q of the year prior to the preceding year and in 1Q of the current year.			
	Spring		Autumn
	1Q	2Q	3Q 4Q
Year prior to preceding year	● enrolled	● enrolled	enrolled leave of absence
Preceding year	● enrolled	● enrolled	● enrolled ● enrolled
Current year	leave of absence	enrolled	● enrolled ● enrolled
※two consecutive years = four semesters with the ● mark			

3) Failure to Pay Tuition Fees

Students who fail to pay tuition and fees before the set deadline.

4) Other Reasons

Students to whom Articles 60 and 61 of University Regulations apply.

N.B. Preferential Measures

Upon deliberation by the faculty and with the approval of the University President, a student who is in the third year or above, and who has taken fewer than 32 credits in four consecutive semesters excluding the period(s) of leave of absence, may be exempted from dismissal from the University by Article 40, if the total number of credits earned divided by the number of semesters of enrollment is more than 8 credits.

§ a640 Change of Faculty/Department

Students who wish to change to a department in another faculty and who satisfy the following requirements may do so by submitting the appropriate application form. After submitting the form, the student will take an exam given by the intended department.

Eligibility

1. The student has completed or is expected to complete at least four semesters of study at the time of the requested change (periods of leave of absence are not included).
2. The student has a 2.6 GPA or higher for credits obtained in Language Courses (only Compulsory courses) and General Studies (全学共通).
3. The student satisfies all requirements set by the department to which they wish to change.
4. There is adequate reason for the change.

Note: Transfer of Faculty / Department is limited to one time.
Transfer students and Re-admitted students may not apply.

§ a650 Re-admission

A degree student who has withdrawn or been dismissed from the university may re-enter the university upon approval of their application. However, if a re-admitted student withdraws or is dismissed a second time, or if the student was dismissed because their length of residence had reached the limit of eight years, they will not be allowed to apply for re-admission. Further information is available at the Academic Records Section.

§ a660 Admission for a Second Degree

Graduates of Sophia University may apply to enter another faculty or department. Further information is available at the Academic Records Section.

§ a700 STUDY ABROAD PROGRAMS

The University requires the Overseas Travel Alert issued by the Foreign Ministry of Japan (MOFA) to be lower than Level 1 for all students to join on-site study abroad. Please check the University website for the latest information about the study abroad/travel policy.

§ a700 STUDY ABROAD PROGRAMS

-  § a710 Exchange Program
-  § a711 General Study Abroad Program
-  § a712 Short-term Language Programs
-  § a713 Short-term Study Abroad Programs
-  § a714 Social Engagement Programs
-  § a715 The grade of credits approved through credit transfer

§ a710 Exchange Programs

Students participating in this program are regarded as simultaneously enrolled at Sophia University and a foreign institution. Degree students who wish to study at an exchange partner institution are permitted to do so only if the Department Chair determines that such a choice would be educationally beneficial for the student. The internal selection will be conducted at Sophia University approximately one year before the beginning of the exchange period. Students must first pass the internal selection process to be nominated to the "Exchange Program". Students studying abroad at a school with which Sophia University has a formal exchange agreement receive reciprocal treatment regarding credits and tuition. For details, see the "Handbook for Study Abroad" issued by the Center for Global Education and Discovery. Students can join the "Exchange Program" for one semester or one year without taking a leave of absence.

*Shortening or Withdrawing from Study Abroad



For the "Exchange Program", it is not permitted to shorten the period or withdraw, however, in cases where inevitable situations occur, contact the Center for Global Education and Discovery.

§ a711 General Study Abroad Program

Students who plan to study abroad on their own and wish to transfer the credits back to Sophia University must apply in advance to the "General Study Abroad Program". Credit transfer arrangements are the same as for the "Exchange Programs" students, but students must apply independently to an approved institution and complete all procedures. Also, in contrast to the "Exchange Program", students participating in the "General Study Abroad Program" must pay tuition and fees both to Sophia University and the overseas institution. For details, see "Handbook for Study Abroad."

Those participating in the "General Study Abroad Program" can study abroad for as little as one quarter. It is possible to extend the study abroad term to a maximum of 2 years, but no more than one year will be included into the residence requirement.

*Shortening of Withdrawing from Study Abroad



If you wish to shorten or withdraw from your "General Study Abroad Program", please submit the "Intent to resume studies form" to the Center for Academic Affairs by the day before the quarter in which you wish to return to the university. If you wish to switch from the "General Study Aboard Programs" to a leave of absence, you must also submit the "Intent to resume studies form" by the day before the quarter you wish to take a leave of absence and submit a leave of absence request by the deadline.

§ a712 Short-term Language Programs

Sophia University sends students to several language programs at designated overseas universities during the summer and spring recess. By participating in these programs and successfully completing the courses, students will be able to earn language credits that can be used for fulfilling Sophia University's graduation requirements. However, credits from programs designed to acquire English language skills will not count towards graduation requirements for FLA students.

§ a713 Short-term Study Abroad Programs

Sophia University sends students to several intensive programs on specialized subjects at designated overseas institutions during the summer and spring recess. By participating in one of these programs and successfully completing the courses, students earn credits that can be transferred, with the approval of their department, as specialized education or general studies credits.

§ a714 Social Engagement Programs

Sophia University sends students to several social engagement programs, which include fieldwork and service learning, during the summer and spring recess. By participating in one of these programs and successfully completing the courses, students earn credits that can be used for fulfilling Sophia University's graduation requirements.


§ a715 The grade of credits approved through credit transfer

Credits approved through credit transfer are indicated by the grade of "N" (approved). The grade of "N" (approved) is not included in the "maximum number of credits" for each semester. They are also not included in the GPA calculation.

For more information about credit transfer, please check the notice from the Center for Academic Affairs on My Sophia and the Handbook for Study Abroad distributed by the Center for Global Education and Discovery.

§ a750 CERTIFICATION PROGRAMS

§ a750 CERTIFICATION PROGRAMS ▶

 § a751 Teacher Certification and Curator Certification

 § a752 Data Science Program (Standard Course)

§ a751 Teacher Certification and Curator Certification

【For students admitted before Academic Year 2018】

Pending completion of the required course work, FLA degree students may obtain certification in the following areas:

- Teacher Certification (教職課程/Kyōshoku katei)
- Curator Certification (学芸員課程/Gakugei-in katei)

These programs are taught only in Japanese.

Students interested in these programs should attend the special guidance meeting held by the Center for Teaching and Curator Credentials (notices will be posted on My Sophia. Information may be obtained at the Center for Teaching and Curator Credentials.

Credits in courses with course numbers (科目コード/Kamoku kōdo) starting with 62 taken by FLA degree students in the programs for Teacher Certification and Curator Certification may not be counted as fulfilling the credits required for graduation.

The tuition for courses starting with 62 will be waived.

【For students admitted from Academic Year 2019】

Pending completion of the required course work, FLA degree students may obtain certification in the following area:

- Curator Certification (学芸員課程/Gakugei-in katei)

This program is taught only in Japanese.

Students interested in this program should attend the special guidance meeting held by the Center for Teaching and Curator Credentials (notices will be posted on the My Sophia). Information may be obtained at the Center for Teaching and Curator Credentials.

Credits in courses with course numbers (科目コード/Kamoku kōdo) starting with 62 taken by FLA degree students in the program for Curator Certification may not be counted as fulfilling the credits required for graduation. The tuition for courses starting with 62 will be waived.

Students who enter in and after 2020 will be charged a fixed tuition fee rate. This means that there will not be any alteration in the tuition fees they pay even if they take courses with registration codes starting with 62.

FLA degree students cannot obtain a Teacher Certification (教職課程/Kyōshoku katei) certificate.

§ a752 Data Science Program (Standard Course)

【For students admitted from Academic Year 2022】

1. About the Data Science Program

This program provides opportunities for students to learn the basic application skills of mathematics, data science, artificial intelligence (AI), and ethics, which are essential nowadays. The program consists of a group of University-wide General Studies courses and is structured into two levels: Standard Course and Advanced Course. (Currently, the “Standard Course” is the only program that can be completed solely with English-taught courses. For details on “Advanced Course,” see “履修要覧 [学部科目編] 全学共通科目”).

Upon completion of the requirements for each level, students can request a certificate and digital badge.

2. Program Eligibility

All undergraduate students, regardless of their department.

3. Learning Outcomes [Standard Course]

Students will learn the basic knowledge, skills, and ethics of mathematics, data science, and AI. They will further develop the basic application skills in their respective specialized fields.

4. Program Requirements [Standard Course]

Students must meet the following two criteria to complete the program:

1. Complete the university-wide compulsory course "Overview of Data Science."
2. Complete all three required courses.* Refer to the required course list below.



Note: Courses required for the Standard Course are offered in both English and Japanese. Students may take these courses in either language but can repeat the equivalent course in different languages for credits only if they earn a grade of F in the previous attempt(s).

The following courses are equivalent but offered in different languages:

- ・“データサイエンスとデータエンジニアリングの基礎” and “Fundamentals of Data Science and Engineering”;
- ・“人工知能基礎” and “Fundamentals of Artificial Intelligence”;
- ・“データサイエンスと人工知能の実践” and “Programming in Data Science and Artificial Intelligence”.

5. Certificate of Completion

Students who want to request a certificate of completion should contact the Center for Liberal Education & Learning (1st floor, Bldg. 2) via University email. In principle, the certificate will be issued in the digital format, known as “Open Badge,” but students can also request a paper certificate.

Neither the digital nor paper certificate will be issued unless students files a request to the Center for Liberal Education & Learning.

6. Notes on Program Enrollment and Course Registration

1. There is no prior registration or selection required for this program. Once students complete the requirements specified above, they may request a certificate of completion.

2. Students who want to study in this program must register for each course by themselves. No special registration measures will be provided, such as priority registration for lottery courses.
3. No special measures will be provided during the semester in which students are registered for the required courses. Students are fully responsible for following instructions from the teacher and the department that offers the course.
4. For FLA students admitted before 2024, while the Standard Course requires 6 credits in addition to the Overview of Data Science, only 4 of these 6 credits can count toward General Studies(GS) Electives. As a result, the remaining 2 credits will not count toward FLA graduation requirements.

7. Inquiries

For further details, contact the Center for Liberal Education & Learning (Bldg. No.2, 1F)

Email : sophia-geo-co@sophia.ac.jp




List of Designated Courses

[Standard Course] (Applicable for students outside the Department of Information and Communication Sciences, Faculty of Science and Technology.)

Course Name	Credits	Offering Department	Notes
Overview of Data Science	2	Faculty of Liberal Arts	Compulsory
Fundamentals of Data Science and Engineering	2	University-wide GS	
Fundamentals of Artificial Intelligence	2	University-wide GS	
Programming in Data Science and Artificial Intelligence	2	University-wide GS	

§ a800 TUITION AND FEES

§ a800 TUITION AND FEES ▶

-  § a810 Issuance of Bills and Payment Deadlines
-  § a811 For Students Admitted before Academic Year 2020
-  § a812 For Students Admitted from Academic Year 2020

§ a810 Issuance of Bills and Payment Deadlines

For details, please check the university website.

Any student who does not receive a bill within one week after its issuance should notify the Center for Academic Affairs.

Failure to complete payment will result in dismissal from Sophia University. Students who are experiencing financial difficulties should consult with the Center for Student Affairs about scholarships and other information.

§ a811 For Students Admitted before Academic Year 2020

Calculation of Tuition and Fees

After final confirmation of course registration in April and September, an adjusted bill will be issued, which will include all tuition and fees required for the term in question. Once registered for a course, a student is responsible for payment unless they cancel the course during the Course Adjustment period or Cancellation period. Students are responsible for paying for any course from which they withdraw during the Withdrawal period.

Tuition for Courses Registered During the Extra Course Registration Period

If a student registers for courses during the extra course registration period, a tuition bill for these courses will be sent.

Waived Tuition and Fees

The tuition for courses listed below will be waived.


















- Credits in course numbers starting with 62 (courses in the programs for certification as junior and senior high school teachers or for curators)

§ a812 For Students Admitted from Academic Year 2020

The amount of tuition and fees will be reduced if the student has fulfilled the residence requirements, excluding the period of leave of absence or suspension from the University, and has fewer than 12 credits to graduation. For details, please consult with the Center for Academic Affairs.

§ a900 ANNOUNCEMENTS FROM UNIVERSITY OFFICES

§ a900 ANNOUNCEMENTS FROM UNIVERSITY OFFICES ▶

-  § a910 Bulletin Boards
-  § a920 How to Contact Your Professors
-  § a930 Certificates
-  § a940 Student Identification Card (ID Card)
-  § a950 Change of Address or Telephone Number
-  § a951 Change of Student's Name
-  § a952 Guarantor
-  § a953 Change of Guarantor
-  § a954 Change of Nationality
-  § a960 For Non-Japanese Students (Residence Status)
-  § a961 Residence Status of "College Student"
-  § a962 Extension of Period of Stay Under the "College Student" Residence Status
-  § a963 Change of Residence Status to "College Student"
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§ a910 Bulletin Boards

Notices concerning classes (cancelled classes, make-up classes, change of classrooms, and exam schedules) and announcements for individual students, including urgent matters, will be posted on Class Bulletin Board on My Sophia. Some notices may also be posted on the University bulletin boards. All students are strongly advised to check My Sophia regularly.

§ a920 How to Contact Your Professors

Class professors are either full-time faculty of Sophia University or part-time lecturers from other universities coming to teach a particular course. If a student wishes to contact a professor, they should do the following:

1. Full-time faculty:

Full time faculty members have offices on campus and individual office hours for student appointments. If you need to make an appointment outside of office hours, contact the FLA professor directly by e-mail or the Department office if the professor is from another Faculty.

Also, there are class advisors and academic advisors for all undergraduate classes and seminars.

Students may seek advice on studies, course enrollment, career options and any other matters related to their life as a student.

List of professors' offices and their office hours	My Sophia
Department offices	My Sophia
List of class advisors/academic advisors in other departments	My Sophia
E-mail addresses of FLA professors	FLA website

2. Adjunct instructors:

Part-time lecturers/adjunct instructors do not have offices on campus; contact them before or after classes. Some instructors may release their personal e-mail addresses to students.

Information on whether or not an instructor provides their contact address, and if so, the address itself, is available at the Center for Academic Affairs (Academic Services). Students should bring their [Student ID Card](#) and inquire in person.

For protection of personal information, the Center for Academic Affairs does not accept telephone inquiries.

The Center for Academic Affairs does not relay messages from students to their professors.

3. If you do not know whether the professor you wish to contact is a full-time faculty or an adjunct instructor / part-time professor:

Please check the list of courses with names of class professors (Academic Handbook履修要覧) to see whether they are full-time or part-time. Professors with an asterisk “*” in front of their names are adjunct instructors; those without an asterisk are full-time faculty.

For FLA courses, please see the § b310 FLA COURSE LISTS. Professors with Ⓐ in the course remarks are adjunct instructors.

§ a930 Certificates

The operation of certificate issuance machines is scheduled to change during AY2025.

Various certificates can be obtained either from the certificate issuance machine or at relevant offices. Check the type of certificate you need and apply as follows:

Certificates from the Certificate Issuance Machine

Certificates	Fees	Day of issue
Certificate of Attendance (Japanese/English)	¥200	On the same day
Official Transcript (Japanese/English)	¥200	On the same day
Certificate of Prospective Graduation (Japanese/English)	¥200	On the same day
Certificate of Graduation (Japanese/English)	¥300	On the same day
Student Discount Certificate	free	On the same day
Medical Checkup Certificate (university designated form in Japanese only)	¥300	On the same day
Temporary Student ID Card (issued only during Final Exam period)	¥500	On the same day

Issuance machines are installed on:

4th floor, Bldg. No.2

Service Hours:

Mon. - Fri. 9:00 to 17:00

*any changes will be announced

For operating procedures, please follow the voice instructions of the certificate issuance machine.

- A student ID Card is required in order to issue certificates. The certificate issuance machine is available for currently registered students only.
- The Certificate of Prospective Graduation certifies that the student is eligible to graduate if the student has met all graduation requirements, but it does not mean that Sophia University guarantees the student's graduation. It can be issued from the first day of class (Spring Semester: April 12/ Autumn Semester: September 27) of your 7th semester. The Certificate of Prospective Graduation will not be issued during a leave of absence.
- The Certificate of Graduation will be issued from September 10 to 19, 2025 for Spring semester and March 16 to 31, 2026 for Autumn semester, to those whose graduation has officially been announced.
- The Medical Checkup Certificate will not be issued to a student who has not undergone the medical checkup provided by the Health Center.

Certificates Issued at the Center for Academic Affairs

Certificates	Fees	Day of issue
Certificates necessary for application of "Permission to change the status of residence" and "Permission to extend period of stay"	¥200	3 working days from the application date

Certificate of payment of tuition and fees	¥300	3 working days from the application date
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Office in charge: Center for Academic Affairs, Academic Records Section; 1F, Bldg. No.2

1. Complete the application form available at the Center for Academic Affairs.
2. Purchase the fee payment sticker from the vending machine and place it on the application form.
3. Submit the application form with your Student ID Card to the office. A receipt will be issued to the applicant.
4. On the day of issue, show the receipt at the office and receive the certificate.

§ a940 Student Identification Card (ID Card)

The Student ID Card certifies that you are a student of Sophia University. Carry it with you at all times as you may be asked to show it in various situations both on and off campus. Services may not be provided if you do not have your Student ID Card.

Student ID Cards should not be lent out or given to another person for any reason. Return the Student ID Card to the University when you withdraw from Sophia University.

You will need the Student ID Card in the following cases:

1. to take exams
2. to use the certificate issuance machine and obtain a certificate or student travel fare discount certificate
3. to enter the university main library and to borrow library books
4. to buy your commuting pass
5. to show at the request of officials when you are on trains, etc. using a commuting pass or student discount ticket
6. to submit various application forms at the office
7. to use on-demand printer “Dokodemo Print”
8. to show when requested by a faculty member or staff of Sophia University.

1. Valid Enrollment Sticker

The Student ID Card is valid only with a current Enrollment Sticker (在籍確認シール) affixed on the back. If the expected graduation date is postponed, the address or the commuting routes are changed, or the commuter pass issuance records are filled, please obtain an enrollment sticker and replace it yourself.

2. Changes in the Data of Student ID Card

If there are any changes or errors in the data (name, date of birth, etc.) on the Student ID Card, notify the Academic Records Section.

3. IC & magnetic student ID card

Student ID cards have a built-in IC chip, so please handle them carefully and do not get them dirty or bend them. Also, bringing a magnet or other magnetic object near the magnetic stripe (black band) may damage the magnetic data. Please keep the card away from magnets such as smartphone cases or bag clasps.

4. Student ID card re-issuance

If your Student ID card is lost, damaged, or defective, you should go through the reissuance procedure. Please purchase a fee payment sticker (2,000 yen) and fill out the "Request for Re-issue of Student ID Card (学生証再発行願)" form at the Center for Academic Affairs. (Reissued on the same day)

5. Temporary student ID card

If you forget your student ID card during Final examination period, please issue a temporary student ID card at the Certificate Issuance Machine. Temporary student ID cards can only be issued during final examination periods. Please note that temporary student ID cards cannot be issued for in-class exams.

Issuance fee: 500 yen (Valid only for the issued day)

§ a950 Change of Address or Telephone Number

When there are changes in a student's or guarantor's address or telephone number, students should update the information through the "Address registration" menu on Loyola. In case the guarantor's address is outside Japan, students should submit the "Address change form" (住所変更届) to the Academic Records Section. This option is only for non-Japanese students. When students change their own address, they need to obtain a new enrollment sticker (在籍確認シール) at the Academic Records Section.

§ a951 Change of Student's Name

If there is a change in a student's name, they should submit a "Name change form" (氏名変更届) available at the Academic Records Section, and attach a Certificate of Residence (住民票の写し) issued by the local government stating the student's full name and date of birth. Permanent address, family relation information, and individual numbers (My Number) are not required.

If you wish to use a name other than your name given on Koseki (戸籍 the name on your jyuminyou 住民票), please contact the Center for Academic Affairs.

§ a952 Guarantor

Sophia University requires all students to have a guarantor. Sophia University sends important notices regarding academic affairs and school newsletters to the guarantor's address, or may contact the guarantor in the case of an emergency. Please note that some of the notices may not be sent to a guarantor living abroad.

A guarantor should be one of the following (listed in order of priority):

1. A parent who lives in Japan
2. A person who lives in Japan and earns their living independently
3. A person who earns their living independently and who lives in a foreign country (this option is only for non-Japanese students).

§ a953 Change of Guarantor

If students intend to change their guarantor, they need to submit the “Guarantor change form” (保証人変更届) to the Academic Records Section.

§ a954 Change of Nationality

If there is a change in a student's nationality, they should submit a Certificate of Residence (住民票の写し) issued by the local government, which includes the full name and date of birth for all students, and nationality, status of stay, period of stay and resident card number for non-Japanese students.

§ a960 For Non-Japanese Students (Residence Status)

All non-Japanese students must have appropriate residence status. This means “College Student” or other residence status such as “permanent resident”, “long-term resident”, or “dependent”. A temporary visitor visa is not acceptable. Non-Japanese students are required to notify their residence status and period of stay in Japan to Sophia University. When such students renew their resident card, they should submit their newest resident card to the Center for Academic Affairs as soon as possible. Failure of submission may incur suspension of the use of Loyola, My Sophia, termination of scholarship benefits, or other inconveniences.

§ a961 Residence Status of “College Student”

Residence permission is the permission for non-Japanese residing legally in Japan for the mid- to long-term who have resident status under the Immigration Control Act (mid- to long-term residents). Students who study at a university in Japan may obtain “College Student” status. Non-Japanese students should carry their resident card at all times.

To qualify for status as a “College Student”, students are required to register for at least 3 regular courses (i.e., at least 10 hours of class time per week). If students who hold college student status take a leave of absence or withdraw from the University, they should change their residence status or leave Japan.

§ a962 Extension of Period of Stay Under the “College Student” Residence Status

When students holding “College Student” status intend to extend their period of stay, they should fill out the application for extension of period of stay “For applicant, part 1-3”. The “For organization, part 1-2” must be filled out by the Academic Records Section. The issuing fee is 200 yen and will take 3 working days.

Students can apply for an extension from 3 months prior to the expiration date at the Immigration Bureau. Please be aware that staying in Japan beyond the period of stay is illegal and may be punished.

§ a963 Change of Residence Status to “College Student”

When students intend to change their residence status to “College Student”, they should fill out the application for change of status “For applicant, part 1-3”. The “For organization, part 1-2” must be filled out by the Academic Records Section. The issuing fee is 200 yen and will take 3 working days. Register the changes in your status of residence at your residential municipal office within 14 days. For details regarding residence status for non-Japanese students, please refer to the "Download Application Forms (International Students)" under Center for Academic Affairs on My Sophia.

§ a970 When Public Transport Service is Shut Down

When the University decides that it is not possible to hold regular classes or final exams due to the shutdown of transport services caused by, for example, accidents or strikes, or natural disasters such as typhoons or heavy rainfall, classes will be canceled and exams rescheduled to another day. Such cancellations and changes will be announced through the University's official website, My Sophia or via the University's official Facebook and Twitter accounts. Be sure to check one of these sites.


§ a980 Infectious Diseases

When students contract an infectious disease as defined by the School Health and Safety Act (influenza, COVID-19, measles, whooping cough, rubella, mumps, chicken pox, etc.), they are not allowed to come to school for a certain period of time to prevent the spread of the disease.

If students contract a new infectious disease, special measures may be taken; please check announcements on My Sophia and Web Piloti.

Should you contract such a disease, take the following steps:

1. You must follow your physician's instructions and stay home until there is no risk of infection. Please notify the Health and Wellbeing Center Health Services of your situation via My Sophia. Please fill in the questionnaire "Survey on Infectious Diseases (including COVID-19)".
2. Download the "Doctor's permission to return to campus (Toko Kyoka Sho)" (感染症治癒後登校許可証明書) from the university website and have it filled out by your physician (a form from any medical organization may be used if it states the period the student is not allowed to go to school).
3. When you return to school, submit the above original certificate to the Health and Wellbeing Center Health Services, and photocopies of the certificate to each of your class instructors.

 For absences during the final exam period, refer to "§ a450 Make-up Exams".

For more details and latest updates, check the university website:

<https://piloti.sophia.ac.jp/eng/soudan/healthcenter/infectious-diseases/>



Contact:

Health and Wellbeing Center Health Services 03-3238-3394

§ a990 Absences Due to Lay Judge Service

Based on the “Act on Criminal Trials Examined under the Lay Judge System,” students may decline to serve as lay judges under the lay judge system. However, in order to respect the wishes of students who consent to being appointed as lay judges, absences due to lay judge service (including any attendant procedures) will be treated as follows.

Scope of Policy

This policy applies to degree-seeking undergraduate and graduate students as well as non-matriculated students. This policy does not apply to auditing students.

Accepted Grounds for Absence

- a. Appearing at a courthouse as a lay judge candidate for appointment procedures.
- b. Attending a trial as a lay judge.
- c. Sitting in on trial proceedings as an alternate lay judge.

Procedures

In general, students must contact the Center for Academic Affairs, receive a copy of the designated Notification of Absence due to Lay Judge Service form, and submit this form, along with a copy of the Notice of Date for Lay Judge Appointment sent in the mail from the court, to the faculty member(s) in charge of the class(es) from which the student is to be absent. The student must also show to the faculty member(s) the post-trial discharge certification documentation issued by the court.

§ a991 Handling of Absences

Provided that the student has given notice of absence by means of the designated forms noted above, faculty will observe the following considerations to avoid causing detriment to the student.





- a. Classes missed will not be counted as absences.
- b. For in-class exams, make-up opportunities will be determined by the faculty member.
- c. For final exams held during the final exam week, the student may apply for a make-up exam. The student must follow the procedures for filing a make-up application and submit the necessary documents by the deadline (see § a450 Make-up Exam for details).

However, in the following three cases, if a student makes a request and report in the prescribed format determined for each case, the faculty will consider it so as not to disadvantage the student:

1. When a student is appointed as a lay judge (For details, refer to page 50 "Absences Due to Lay Judge Service")
2. When a student contracts an infectious disease (For details, refer to page 49 "Infectious disease")
3. When a student participates in a practice for certificate programs such as Teaching Practice, School Nursing Practice, Volunteer Experience program, and Museum Curator-Field Work (For details, refer to 履修要覧〔教職・学芸員課程編〕).








SECTION B: FLA CURRICULUM

SECTION B: FLA CURRICULUM

-  § b010 CURRICULUM INFORMATION
-  § b100 CURRICULUM FOR STUDENTS
-  [§ b161, b162] IMPORTANT CONSTRAINTS FOR MEETING GRADUATION REQUIREMENTS
-  § b300 COURSE LISTS

§ b010 CURRICULUM INFORMATION

§ b010 CURRICULUM INFORMATION ▶

-  § b011 Course numbering
-  § b012 Pedagogical Philosophy
-  § b013 Educational Purpose
-  § b014 Diploma Policy
-  § b015 Curriculum Policy
-  § b016 Curriculum Map
-  § b017 Curriculum Tree

§ b011 Course numbering

100-level courses:

Designed for beginning students. These include FLA Core Program courses, General Studies Courses for beginning students, and beginning language courses.

200-level courses:

Introductory courses to the various disciplines; designed for first- and second-year students. Every academic discipline has its own language of analysis, and these courses are intended to introduce students to the basic analytical concepts and language of a specific field. Students should begin their study of a discipline with the 200-level course or courses in that field.

300-level courses:

Courses that concentrate on more specialized areas within a discipline, providing in-depth knowledge of a particular sub-field. These courses are designed for second- and third-year students.

400-level courses:

Advanced or Specialized Courses within a discipline; designed for third- and fourth-year students. A 400-level course will often require more independent research or an extensive research paper.

Prerequisites:

Check the syllabus before registering for a course.

Course syllabi are available on the Loyola web-service before the registration period. In the syllabus students will find clear information about prerequisites. Prerequisites written in the Bulletin are enforced in the Loyola web-service. They will not allow a student to register for a course for which they have not completed the prerequisites. Informal prerequisites will allow students to register for a course. If they do not meet the prerequisites, faculty members will ask students to cancel the course (except if faculty members have given them special permission). If students do not cancel (or withdraw), they may receive an F grade for the course.

Course Codes

FIELD(Alphabet)	FIELD
ANT	Anthropology
ART	Art History/Visual Culture
COM	Computer Studies
ENG	English
ENV	Environmental Studies
GEO	Geography
HST	History
IBE	International Business and Economics
INF	Data Science
LIT	Literature
MTH	Mathematics
POL	Political Science

RPH	Religion/Philosophy
SOC	Sociology
THP	Thinking Processes

§ b012 Pedagogical Philosophy

The Faculty of Liberal Arts [FLA] provides an all-English liberal arts education in the fields of Comparative Culture, International Business and Economics, and Social Studies. While offering courses in such fields as well as cross-disciplinary courses, so as to allow a more organic, comprehensive understanding of the field, the FLA also aims to help students achieve advanced language proficiency and intellectual criticality and flexibility in order to act as mediators between different cultures and countries. Through academic training and research, the FLA contributes to the understanding of current affairs in today's globalized world and also to the solving of the various social issues we face.

§ b013 Educational Purpose

The purpose of the FLA education is to nurture students' cosmopolitan outlook, their language ability, and flexibility in thinking in order to act as bridges between different cultures within the context of globalization.

§ b014 Diploma Policy

The Faculty of Liberal Arts sets standards for the skills and knowledge students should acquire before graduation as described below. Those who have fulfilled the requirements will be awarded a diploma.

1. A well-rounded interdisciplinary education and a highly-developed ability to think and communicate in English.
2. The intellectual capacity to approach particular issues from both highly specialized and broad general perspectives.
3. The capability to integrate themselves in multi-cultural environments and participate in communal activities to contribute to the better understanding of various important socio-cultural issues.

§ b015 Curriculum Policy

In accordance with the Diploma Policy, the Faculty of Liberal Arts constructs its curriculum with courses aligned with the following purposes.

1. To develop the ability to think critically about a wide range of social and cultural issues, and to become proficient in discussing such matters in English. The Core Program is specifically designed to train students in these foundational skills.
2. To extend their capacity to understand the multiplicity of societies and cultures in the world by taking a range of courses in the three distribution categories: Society and Culture, Cultural Traditions, Politics and Economy.
3. To acquire specialized knowledge in one of the three majors (Comparative Culture, International Business and Economics, Social Studies) while continuing to take courses from neighboring areas. By studying courses in various disciplines, students will obtain a broad and flexible perspective on important issues in today's world.



Note: The English translations for § b012 to § b015 are provided for information, and the Japanese versions that are released on the university website remain the sole official versions. If there is any discrepancy between the two versions, the Japanese original should take precedence.

§ b016 Curriculum Map

A Curriculum Map illustrates the connection between offered courses and their educational purposes. Based on the Diploma Policy, it shows which courses cultivate the skills and knowledge expected upon graduation. The Curriculum Map of each Faculty and Department is shown on My Sophia. Please check to see how your registered courses relate to the Diploma Policy and use the information as a guide when making your academic plans. From 2020, the relationship of courses and the Diploma Policy is also shown on the syllabus.

§ b017 Curriculum Tree

A Curriculum Tree diagrams sequential and systematic relationships among course groups in association with the Diploma Policy. Inclusion of the Diploma Policy, Curriculum Map and numbering factors in one diagram offers a comprehensive view of the sequential and systematic relationships among courses. This allows students to gain an overall image of the courses they should take and the sequence in which they should take them in order to be awarded a degree. It is a tool for “visualizing learning outcomes” and to communicate what abilities students should acquire upon graduation.

§ b100 CURRICULUM FOR STUDENTS










§ b100 CURRICULUM FOR STUDENTS ▶

- 📄 § b101 GENERAL GUIDELINES
- 📄 § b110 UNIVERSITY-WIDE GENERAL STUDIES REQUIREMENTS
- 📄 § b120 CATEGORIES AND LIST OF COURSES
- 📄 § b130 LANGUAGE COURSES
- 📄 § b140 FLA SPECIALIZED EDUCATION
- 📄 § b150 FLA MAJOR COURSES
- 📄 § b160 SELF EVALUATION

§ b101 GENERAL GUIDELINES

§ b101 GENERAL GUIDELINES



-  § b101 GENERAL GUIDELINES
-  § b102 GENERAL GUIDELINES: Compulsory Courses
-  § b103 GENERAL GUIDELINES: Compulsory Elective Courses
-  § b104 GENERAL GUIDELINES: Elective Courses
-  § b105 GENERAL GUIDELINES: Courses in Studies in Christian Humanism
-  § b106 GENERAL GUIDELINES: Liberal Arts of the Body/Health and Physical Education (HPE)
-  § b107 GENERAL GUIDELINES: Overview of Data Science
-  § b108 GENERAL GUIDELINES: General Studies Elective Subjects
-  § b109 GENERAL GUIDELINES: FLA undergraduate Academic Advising System

§ b101 GENERAL GUIDELINES

TOTAL CREDITS REQUIRED FOR GRADUATION

TOTAL CREDITS REQUIRED FOR GRADUATION	124 credits
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The Curriculum is divided into three parts:

UNIVERSITY-WIDE GENERAL STUDIES (GS)
(全学共通科目 / Zengaku Kyōtsū Kamoku)

COMPULSORY LANGUAGE COURSES (LA)
(語学科目 / Gogaku Kamoku)

FLA SPECIALIZED EDUCATION (SE)
(学科科目 / Gakka Kamoku)

UNIVERSITY-WIDE GENERAL STUDIES (GS)

UNIVERSITY-WIDE GENERAL STUDIES (GS)	22 credits (- 2023) 26 credits (2024 -)
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1. Compulsory Subject (必修科目 / Hisshū Kamoku)

*Students admitted in and after 2022

Studies in Christian Humanism: For Others, With Others	1 credit
Liberal Arts of the Body	1 credit
Overview of Data Science	2 credits

*Students admitted before 2022

Health and Physical Education	2 credits
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2. Compulsory Elective Subject (選択必修科目 / Sentaku Hisshū Kamoku)

*Students admitted in and after 2022

Studies in Christian Humanism	2 credits
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*Students admitted before 2022

Studies in Christian Humanism	4 credits
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3. General Studies Elective Subjects (選択科目 / Sentaku Kamoku)

*Students admitted in and after 2024

FLA Distribution Courses	12 credits
FLA Distribution Courses FLA General Courses University-wide General Courses Advanced General Education Courses	8 credits

*Students admitted in 2020-2023

FLA Distribution Courses	12 credits
FLA Distribution Courses FLA General Courses University-wide General Courses Advanced General Education Courses	4 credits

*Students admitted before 2020

FLA Distribution Courses	12 credits
Advanced General Education Courses	2 credits
FLA General Courses or University-wide General Courses or Advanced General Education Courses	2 credits

COMPULSORY LANGUAGE COURSES (LA)

COMPULSORY LANGUAGE COURSES (LA)	8 credits (~2023) 4 credits (2024~)
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*Students who entered in and after 2024

Language Courses	4 credits
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*Students who entered before 2024

Language Courses	8 credits
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FLA SPECIALIZED EDUCATION (SE)

FLA SPECIALIZED EDUCATION (SE)	94 credits
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1. Faculty of Liberal Arts Core Program (compulsory subjects)

English Composition 1	4 credits
English Composition 2	4 credits
Thinking Processes	4 credits
Public Speaking	4 credits

2. Faculty of Liberal Arts Major Courses (compulsory electives)

Major Courses

48 credits

3. Faculty of Liberal Arts Specialized Education Electives

Specialized Education Electives (SE Electives)

30 credits

§ b102 GENERAL GUIDELINES: Compulsory Courses

FLA students must take compulsory courses in order to meet the requirements of their program. Students are placed in a particular section of the course and cannot change that section. Usually, students cannot withdraw from these courses.

§ b103 GENERAL GUIDELINES: Compulsory Elective Courses

FLA students may select these courses from the list of compulsory courses included in the FLA Bulletin of Information.

§ b104 GENERAL GUIDELINES: Elective Courses

FLA students can choose from a wide range of courses in this category. Students must read the Bulletin of Information carefully before choosing these courses. Elective courses are divided into different categories and there are limits to the number of courses students can choose in each category in order to meet the requirements of the FLA program.

§ b105 GENERAL GUIDELINES: Courses in Studies in Christian Humanism

In order to better understand Sophia University's founding spirit, undergraduate students must fulfill a University-wide requirement by taking Studies in Christian Humanism (キリスト教人間学/ Kirisuto Kyō Ningengaku) courses. FLA students must complete the courses to meet the requirements of their program, and students must choose courses offered in English.

More information about these courses can be found in § b111. Course syllabi can be accessed from Loyola. Withdrawal is not allowed for "Studies in Christian Humanism: For Others, With Others". Questions about Christian Humanism courses can be directed to the Center for Liberal Education and Learning (Bldg. No.2, 1F).

§ b106 GENERAL GUIDELINES: Liberal Arts of the Body/Health and Physical Education (HPE)

In order to understand our humanity from the perspective of the body, Sophia University offers a compulsory course "Liberal Arts of the Body" for all first-year students. All FLA students will be assigned to a section of "Liberal Arts of the Body", and "Wellness, the Body and Culture" for those students admitted before 2022. Courses are offered in English. More information about the course can be found in § b112. Withdrawal is not allowed for this course.

§ b107 GENERAL GUIDELINES: Overview of Data Science

"Overview of Data Science" (2 cr.) is compulsory for students admitted in 2022 and after. Students are to take this course in the second semester of the first year. There are multiple sections in a semester, but each student is assigned to a specific section at the start of the semester. Students must check My Sophia for class announcements and register for the section to which they are assigned. Withdrawal is not allowed for this course.

§ b108 GENERAL GUIDELINES: General Studies Elective Subjects

The courses offered by the Faculty of Liberal Arts as part of the General Studies program provide an introduction to major themes and approaches to study in various key areas of human knowledge. More information about those courses can be found on My Sophia. See also § b116.

§ b109 GENERAL GUIDELINES: FLA undergraduate Academic Advising System

The FLA Undergraduate Academic Advising System was developed over the years to help students prepare for their first year of studies, develop plans for choosing a major, understand and complete graduation requirements and avoid administrative problems.


This system is a complement to other advising resources offered by Sophia University.

This system is divided into three stages:

- First-Year students and first-term sophomores. During that period the New Student Advisors are available to guide students. Important events such as the Orientation Day and student advising sessions at the beginning of each semester are provided for student guidance.
- Sophomores choosing their majors. During that period, the Area Coordinators are available to guide students. Events such as information sessions for choosing a major and completing self-evaluations (Sophomore Guidance) are provided to students.
- Juniors and Seniors. During that period the Area Coordinators can advise students.


§ b110 UNIVERSITY-WIDE GENERAL STUDIES REQUIREMENTS

§ b110 UNIVERSITY-WIDE GENERAL STUDIES REQUIREMENTS ▶

 § b110 UNIVERSITY-WIDE GENERAL STUDIES REQUIREMENTS FOR STUDENTS ADMITTED IN OR AFTER 2022

 § b111 STUDIES IN CHRISTIAN HUMANISM

 § b112 LIBERAL ARTS OF THE BODY

 § b113 UNIVERSITY-WIDE GENERAL STUDIES REQUIREMENTS FOR STUDENTS ADMITTED BEFORE 2022

§ b110 UNIVERSITY-WIDE GENERAL STUDIES REQUIREMENTS FOR STUDENTS ADMITTED IN OR AFTER 2022

University-wide General Studies are designed for students to acquire the abilities necessary for various studies. In addition to learning the spirit of "Christian Humanism" that underlies all Sophia University education, students will cultivate the ability to identify issues, formulate questions, and solve problems from multiple perspectives using a wide range of knowledge. The purpose is to create a foundation for students to continue learning throughout their lives and to contribute to realization of a better world as people who live "for others, with others."

Students are expected to take these courses throughout their undergraduate studies in order to expand the depth and the breadth of their learning.

§ b111 STUDIES IN CHRISTIAN HUMANISM

Studies in Christian Humanism: For Others, With Others (Compulsory Course)

Students must take “Studies in Christian Humanism: For Others, With Others” in their first semester. The class and the registration code will be posted on the My Sophia. Students must check the announcement and register for the class they are assigned to during the course registration period.

The classes and the registration codes for “Studies in Christian Humanism: For Others, With Others” and “Liberal Arts of the Body” will be posted on My Sophia by the date noted below:

Spring: April 4th (Fri)

Autumn: September 25th (Thu)



Students who fail “Studies in Christian Humanism: For Others, With Others (Compulsory Course)” in their first year must re-take the course in their second year or later. They should register for the "Repeater" course during the lottery registration period and must choose from all the English-taught classes available.

Studies in Christian Humanism (Compulsory Elective Courses)

Studies in Christian Humanism (Compulsory Elective Courses) must be taken in the third semester. Please note that these are lottery courses, and students should register for these courses during the lottery registration period.

Information about “Studies in Christian Humanism” courses:

The “Studies in Christian Humanism” courses for FLA students are placed in Block B and F. FLA students who entered in the Spring semester must take a course in Block B, and those who entered in the Autumn semester must take one in Block F. Courses in Block B and F are offered once a week on Tuesday during 5th period.



Students who fail “Studies in Christian Humanism (Compulsory Elective Courses)” must re-take the course in their third year or later. They should register for the course during the lottery registration period and must choose from either Block B or F.

§ b112 LIBERAL ARTS OF THE BODY

Students must take “Liberal Arts of the Body” in their first semester. The class and the registration code will be posted on My Sophia. Students must check the announcement and register for the assigned classes during the course registration period.

The classes and the registration codes for “Studies in Christian Humanism: For Others, With Others” and “Liberal Arts of the Body” will be posted on My Sophia by the date noted below:

Spring: April 4th (Fri)

Autumn: September 25th (Thu)

Students who are unable to attend the designated "Liberal Arts of the Body" due to mental or physical health issues or other reasons must visit the Center for Liberal Education and Learning Office (Bldg. No.2, 1F) or contact the office by email (sophia-geo-co@sophia.ac.jp) before the class starts to make an appointment to consult with the instructor. Please bring a medical certificate (a copy is acceptable) with you to the interview.





Students who fail “Liberal Arts of the Body” in their first year must retake the course in their second year or later. They should register for the "Repeater" course during the lottery registration period and must choose from all the English-taught classes available.

§ b113 UNIVERSITY-WIDE GENERAL STUDIES REQUIREMENTS FOR STUDENTS ADMITTED BEFORE 2022

§ b113 UNIVERSITY-WIDE GENERAL STUDIES REQUIREMENTS FOR STUDENTS ADMITTED BEFORE 2022 ▶

 § b114 STUDIES IN CHRISTIAN HUMANISM

 § b115 HEALTH AND PHYSICAL EDUCATION (HPE)

 § b116 GENERAL STUDIES ELECTIVE COURSES (GS)

§ b114 STUDIES IN CHRISTIAN HUMANISM

• Studies in Christian Humanism (Compulsory Elective Courses)

“Studies in Christian Humanism” courses are 2 credit courses. FLA students need to take two of these courses for a total of 4 credits to meet the graduation requirements. Normally, students must take one course in their first semester and another in their second semester. Students placed in the “Academic English Skills” section of the Core Program are advised to start taking these courses in their second semester. Students who have not yet earned credits for “Studies in Christian Humanism” course must re-take the course from Block B or F classes offered. They are lottery courses, and students should register during the lottery registration period.



If a student earns more than the required credits for Studies in Christian Humanism Courses, they will be regarded as General Studies Elective Courses.

• Information about “Studies in Christian Humanism” courses:

The “Studies in Christian Humanism” courses for FLA students are placed in Block B and F. Courses are offered once a week on Tuesday during 5th period. Questions about Christian Humanism courses can be directed to the Center for Liberal Education and Learning.

• Registration for “Studies in Christian Humanism” courses:

These courses are lottery courses. Students should register for the course during the lottery registration period. For information about lottery courses, check the ‘Course Registration Quick Navi’ brochure published by the Center for Academic Affairs or the “registration” section of the Loyola student handbook.

List of Courses for FLA students:

List of Courses for FLA students:

Block	Registration CD	Semester	Course Title	Credits
B	GSCH0040	Spring	STUDIES IN CHRISTIAN HUMANISM: PHILOSOPHY OF THE HUMAN PERSON	2
	GSCH0330	Spring	STUDIES IN CHRISTIAN HUMANISM: BIBLICAL FOUNDATIONS AND CONTEMPORARY APPLICATIONS	2
F	GSCH0130	Autumn	STUDIES IN CHRISTIAN HUMANISM: PHILOSOPHY OF RELIGIOUS LANGUAGE	2
	GSCH0280	Autumn	STUDIES IN CHRISTIAN HUMANISM: PHILOSOPHY OF HUMAN RIGHTS AND HUMAN DIGNITY	2
	GSCH0331	Autumn	STUDIES IN CHRISTIAN HUMANISM: BIBLICAL FOUNDATIONS AND CONTEMPORARY APPLICATIONS	2

§ b115 HEALTH AND PHYSICAL EDUCATION (HPE)

Students who have not earned credits for "Wellness, the Body and Culture" must take "Wellness, the Body and Culture" (*Asynchronous classes).

 *Asynchronous classes are delivered in video lectures, slides, or other asynchronous formats.

Students admitted before 2022 may take this course in either Spring or Autumn.

Spring semester: Saturdays, 6th period

Autumn semester: Saturdays, 6th period

§ b116 GENERAL STUDIES ELECTIVE COURSES (GS)

All students in the Faculty of Liberal Arts must take GS Elective Courses as part of the University-Wide General Studies program.

Students admitted in and after 2024

- A minimum of **12 credits** from at least 2 of the 3 categories of FLA Distribution Courses (see § b121)
- Of the remaining **8 credits**, students may choose from

(a) Any of the three categories of FLA Distribution Courses

(b) FLA General Courses (see § b122)

(c) Any courses listed in the University-Wide General Studies Courses (全学共通科目) including from the category “Advanced General Education Course” (高学年向け科目)

Students admitted in 2020 - 2023

- A minimum of **12 credits** from at least 2 of the 3 categories of FLA Distribution Courses (see § b121)
- Of the remaining **4 credits**, students may choose from

(d) Any of the three categories of FLA Distribution Courses

(e) FLA General Courses (see § b122)

(f) Any courses listed in the University-Wide General Studies Courses (全学共通科目) including from the category “Advanced General Education Course” (高学年向け教養科目/高学年向け科目)

Students admitted before 2020

- A minimum of **12 credits** from at least 2 of the 3 categories of FLA Distribution Courses (see § b121)
- A minimum of **2 credits** from the category “Advanced General Education Course” (高学年向け教養科目/ Kougakunen Kyōyō Kamoku see § b123)
- Of the remaining **2 credits**, students may take courses from FLA Distribution Courses or FLA General Courses (see § b122) or University-Wide General Studies Courses (全学共通科目/Zengaku Kyōtsū Kamoku) or Advanced General Education courses




Note that some FLA courses are listed under both General Studies and Specialized Education categories, and may be chosen to fulfill requirements in either category. However, the same course may not be used to fulfill requirements in both categories simultaneously.

§ b120 CATEGORIES AND LIST OF COURSES

§ b120 CATEGORIES AND LIST OF COURSES ▶

 § b121 FLA DISTRIBUTION COURSES

 § b122 FLA GENERAL COURSES

 § b123 ADVANCED GENERAL EDUCATION COURSES

§ b121 FLA DISTRIBUTION COURSES

Society and Culture: The courses in this category introduce students to the experiences of different human societies, from ancient times to the present. They look at the development of institutional, intellectual, and social patterns that continue to influence our way of thinking and acting today.

HST251	Development of Japanese Civilization 1
HST252	Development of Japanese Civilization 2
HST261	History of Chinese Civilization
SOC201	Introduction to Sociology
SOC225	Introduction to Japanese Society
SOC226	The Good Life: From Self to Society
ANT202	Introduction to Cultural and Social Anthropology
ANT203	Nature and Culture
ANT220	Anthropology of Japan



*ANT230 taken before 2018 may be counted for this category.

*SOC210 taken before 2020 may be counted for this category.

Cultural Traditions: From the very beginning humans have sought to communicate their ideas about themselves, their societies, and the world. The courses in this category introduce written and artistic expressions of human creativity. They provide students with experience in the analysis and interpretation of particular literary texts, philosophical concepts, works of art, systems of belief and symbolic structures.

ART201	Introduction to Art History/Visual Culture 1
ART250	Introduction to Art History/Visual Culture 2
LIT201	Literary Genres
LIT231	Introduction to Japanese Literature
RPH201	Introduction to Philosophy
RPH202	Fundamentals of Religion



*LNG210 taken before 2018 may be counted for this category.

*LIT203 taken in 2022 may be counted for this category.

Politics and Economy: Political and economic factors play a major role in shaping the world in which we live. The courses in this category introduce students to some of the major approaches for investigating the nature and impact of such factors.

IBE200	Principles of Microeconomics
IBE201	Principles of Macroeconomics
POL201	Theories and Themes of Contemporary Politics
POL205	Introduction to International Relations
POL210	Introduction to Comparative Politics
POL215	Controversies in Globalization
MTH111	Mathematics and Statistics for Business and Economics

§ b122 FLA GENERAL COURSES

COM221	Computer Studies 1*
COM222	Computer Studies 2*
ENV131	Environmental Issues 1
GEO202	Geography
MTH101	College Mathematics



*The courses with an asterisk are 2 credits each.

*COM223 and GEO201 taken before 2022 may be counted for this category.

§ b123 ADVANCED GENERAL EDUCATION COURSES

Students may choose any courses in the category “Advanced General Education Course”, offered in English or Japanese, including the ones listed below.

Notes on Advanced General Education Courses for FLA Students

- All Students admitted before 2020 must take at least 2 credits of “Advanced General Education Course”, as a part of GS Electives.
- Students may take the Advanced General Education Course from the fifth semester (i.e. their first semester in the junior year).
- Students can count up to 4 credits of Advanced General Education Courses as GS Elective courses.
- All the Advanced General Education Courses are lottery courses. Students must enter during the lottery entry period.
- There are two types in Advanced General Education courses; courses held during regular semesters or quarters and intensive courses held in nonregular schedules.
- For lottery courses of “Advanced General Education Course”, students will not get accepted into more than one course per semester.
- If a student earns more than the required credits for Advanced General Education Courses, they will be regarded as General Studies Elective Courses.
- For courses conducted in Japanese which can be counted as graduation requirements, refer to My Sophia 履修要覧[学部科目編] 全学共通科目.

Courses conducted in English only and Internship Courses

Advanced General Education Courses for FLA Students				
Courses conducted in English only				
Registration CD	Semester offered	Course Title	Credits	Remarks
GSS30461	Spring	IMAGINED AFRICA AND BEYOND	2	[120]
GSP30110	Spring	KEY GLOBAL ECONOMIES	2	[100]
GSE30090	Spring	TECHNOLOGY & INNOVATION - CAREER DEVELOPMENT-	2	Intensive Course
GST30020	Spring	NEGOTIATION WORKSHOP	2	[60]
GSS30462	Autumn	IMAGINED AFRICA AND BEYOND	2	[120]
GSP30060	Autumn	UNDERSTANDING PICTUREBOOKS	2	[100]
GSS30380	Autumn	INVITATION TO GLOBAL ENVIRONMENTAL STUDIES	2	[120]
GSS30220	Autumn	FOREIGN AND SECURITY POLICY OF JAPAN	2	[100]
GSP30200	Not Offered	THE RACIAL HISTORY OF TRANSPACIFIC LITERATURE	2	[100]
GSS30340	Not Offered	INTEGRAL ECOLOGY AND CHALLENGES OF ENVIRONMENTAL PROTECTION IN AFRICA	2	[100]
GSC30130	Not Offered	FAITH AND REASON: THE NATURE AND DESTINY OF THE HUMAN PERSON	2	[100]
GSC30140	Not Offered	FREEDOM AND LEADERSHIP: IGNATIAN SPIRITUALITY FOR LIFE	2	[100]

*[] = Lottery Courses. Number in brackets is the capacity.

• Center for Global Education & Discovery offers the following “Internship Courses” as intensive courses. While positions for non-Japanese speakers may be available, students must consult with the Center for details.









Internship Courses				
Registration CD	Semester Offered	Course Title	Credits	Day & Time
GSEN3151	Spring	GLOBAL INTERNSHIPS (LONG-TERM)	6	※
GSEN3530	Spring	UD TRUCKS INTERNSHIP PROGRAM -A DOOR TO A WORLD LEADER IN SUSTAINABLE TRANSPORT SOLUTIONS (SENIOR/JUNIOR)	2	Intensive course
GSEN3180	Spring	GLOBAL INTERNSHIPS FOR SENIOR/JUNIOR (SHORT-TERM)	2	Intensive course
GSEN3150	Autumn	GLOBAL INTERNSHIPS (LONG-TERM)	6	※
GSEN3181	Autumn	GLOBAL INTERNSHIPS FOR SENIOR/JUNIOR (SHORT-TERM)	2	Intensive course
GSEN3540	Autumn	SOPHIA GED GLOBAL INTERNSHIP	6	※

Notes on Internship Courses:

- “GLOBAL INTERNSHIPS (LONG-TERM)”, and “SOPHIA GED GLOBAL INTERNSHIP” are held during regular semesters. Therefore, students who participate in these courses are required to adjust their course schedule not to overlap.
- Pre-screening will be conducted for all Internship courses.
- Contact the Center for Global Education and Discovery (Bldg. No.2, 1F) for details regarding internship courses.

§ b130 LANGUAGE COURSES

§ b130 LANGUAGE COURSES ▶

-  § b130 LANGUAGE COURSES
-  § b131 IMPORTANT RULES FOR LANGUAGE COURSES
-  § b132 COURSE REGISTRATION FOR CHINESE, FRENCH, and SPANISH
-  § b133 COURSE REGISTRATION FOR JAPANESE
-  § b134 COURSE REGISTRATION FOR OTHER LANGUAGES
-  § b135 PLACEMENT AT HIGHER LANGUAGE LEVEL
-  § b136 OPTIONAL COURSES
-  § b137 ATTENDANCE POLICY FOR LANGUAGE COURSES

§ b130 LANGUAGE COURSES

THE STUDY OF FOREIGN LANGUAGES

Language courses are offered by the Center for Language Education and Research (CLER) located on the 5th Floor in Building 6.

English being the medium of instruction in the Faculty of Liberal Arts, FLA students are reminded that English does not fall into the category of foreign languages. FLA students may not take English courses offered by CLER.

LANGUAGE REQUIREMENT FOR GRADUATION

【For students admitted in and after 2024】

In order to fulfill the language requirement, FLA students must earn 4 credits in ONE LANGUAGE selected from the languages offered by CLER. Courses offered are as follows:

- Japanese (English medium instruction)
- Chinese, French, Spanish (English medium instruction)
- German, Italian, Korean, Russian, Portuguese, Latin, Indonesian, Tagalog, Arabic, Thai, Persian, Cambodian, Burmese, Turkish, Vietnamese, Hindi, Swahili (Japanese medium instruction)

Students who take Intensive Japanese course (8 credits) should note that credits assigned to the course cannot be divided (e.g. 4 credits out of 8 credits can be counted for Compulsory Language, but the remaining 4 credits cannot be used to fulfill the requirement for other categories.)

Students have the option to count all 8 credits under SE Electives and take 4 credits of another language or different level of Japanese courses to fulfill the compulsory language requirement.

【For students admitted before 2024】

In order to fulfill the language requirement, FLA students must earn 8 credits in ONE LANGUAGE selected from the languages offered by CLER. Courses offered are as follows:

- Japanese (English medium instruction)
- Chinese, French, Spanish (English medium instruction)
- German, Italian, Korean, Russian, Portuguese, Latin, Indonesian, Tagalog, Arabic (Japanese medium instruction)



※Starting from 2025, students cannot start taking Tagalog as a Compulsory Language, as the courses only offer a total of 6 credits, which cannot fulfill the required 8 credits.

【For all students】

In addition to fulfilling the credit language requirement, students who choose to study any foreign language courses offered by CLER (except Japanese, basic/intermediate courses of Chinese, French, and Spanish offered for students in other departments) may count up to 12 credits as FLA SPECIALIZED EDUCATION ELECTIVES (SE ELECTIVES). Please check § b136 about credits for Kentei taisaku courses (検定対策) .

Students who choose to study Japanese can count up to 30 credits in Japanese language as SE electives. FLA students cannot include language courses as GS ELECTIVES.

§ b131 IMPORTANT RULES FOR LANGUAGE COURSES

Most of the language courses offered by the Center for Language Education and Research (CLER) are lottery courses (see § a330 for general information about lottery courses). For lottery courses, make sure that students register only for the language they need to fulfill their language requirement during the lottery entry period(see § b330 for information about which courses are lottery courses).

“First foreign language” refers to a language **other than English and Japanese** that students study at the university for the first time. Thus, when students have either studied or used the particular language prior to the enrollment of the course and their proficiency in the language exceeds the course goals and learning objectives, students will not be able to register for the course. If students register without permission for a course which does not match their ability, the registration will be terminated even during the semester.

Under the following circumstances listed below, students who wish to register for a particular language course must apply for the “Placement Test” (refer to § b135) in order to be placed into a course appropriate to their proficiency. The “Placement Test” will be held at the beginning of each semester. Students who fail to take the test will not be able to register for the language course during that particular semester. For information on language courses that do not hold the “Placement Test”(Russian, Portuguese, Asian and African Languages), be sure to check the information posted on My Sophia, From University “Language / LLC” before the course registration period of each semester.

This applies to students who have:

- studied the language before enrolling in university
- a family member who is a speaker of the language, and they are exposed to the language on a daily basis
- either lived or studied in a place where the language is used
- have experience of using the language for reasons not stated above

*Students are allowed to take up to 2 credits per language each semester. This limitation does not apply to advanced courses, optional courses, Short-term Language Programs during spring/summer vacation and Japanese offered by the CLER.

*The chosen language must be taken in the correct sequence. (Russian, Portuguese, Latin, Asian and African language courses start from Spring Semester.)

*In principle, no withdrawals are allowed for language courses taken to fulfill the language requirement. Once students withdraw from such a class, they will not be allowed to choose that language to fulfill the language requirement. Withdrawal is allowed for language taken under SE electives.

*When students take advanced courses, they can start from any advanced courses except for Japanese.

*For students admitted before 2024, Arabic, Indonesian, Latin, Portuguese, Russian and Tagalog must be taken from the basic level to fulfill the 8-credit requirement. (For more information, please refer to the pages on the Gogaku Kamoku (語学科目) in “2025 Academic Handbook (履修要覧 [学部科目編])”).

*For students admitted in and after 2024, Thai, Persian, Cambodian, Burmese, Turkish, Vietnamese, Hindi, and Swahili must be taken from the basic level to fulfill the 4-credit requirement. (For more information, please refer to the pages on the Gogaku Kamoku(語学科目) in “2025 Academic Handbook (履修要覧 [学部科目編])”).


*Students who choose a language they have studied previously and placed in an advanced course may encounter difficulties in completing the required credits in one language.

*In principle, language courses cannot be taken repeatedly unless otherwise mentioned. Chinese, French, German, Italian, Korean, and Spanish (上級科目ADVANCED A to H) and French (上級科目ADVANCED

A to O) 1 credit advanced courses can be taken repeatedly as long as the courses are taught by different teachers. However, ADVANCED [INTEGRATED SKILLS] cannot be taken more than once. This rule applies to the students who are placed in higher-level courses to fulfill the language requirement as well.

§ b132 COURSE REGISTRATION FOR CHINESE, FRENCH, and SPANISH

- For basic and intermediate courses, students should take courses offered for FLA students and should not take courses offered for students in other departments. French and Spanish advanced courses are offered for students of all faculties.
- For French and Spanish, students have the option of taking 1 credit advanced courses (上級科目 ADVANCED A to H or A to O) in addition to ADVANCED (INTEGRATED SKILLS) A to D. Please refer to the pages on the Gogaku Kamoku(語学科目) in “2025 Academic Handbook (履修要覧〔学部科目編〕 /Rishū Yōran)” for more information.

 As for Chinese, only 1 credit advanced courses (上級科目 ADVANCED A to H) are offered.

§ b133 COURSE REGISTRATION FOR JAPANESE

FLA students are encouraged to study Japanese.

FLA students who wish to register for Japanese language courses should take the “Japanese Placement Test” (JPT) offered by CLER. Students will be assigned to the appropriate level and course according to the results of the test. Please note if students fail to take the test, they cannot take the Japanese course this semester.



Students who have taken the JPT or any Japanese Language Courses at Sophia University before cannot take the JPT again. In these cases, register for the designated course on Loyola.

Students who have never studied Japanese do not need to take the JPT. Instead of taking the JPT, submit the application for JPN111 (JAPANESE 1) to the CLER office by the deadline. Students will be assigned to one of the sections of JPN111. If students fail to register for it, they cannot take the Japanese course in the relevant semester.



Students who fall into one of the following cases and wish to take JPN111 this semester should also submit the application again to be assigned to one of the classes.

- students who submitted the application for JPN111 (JAPANESE 1) to the CLER office in or before the previous semester but did not register for the designated class
- students who registered for JPN111 but withdrew from the course
- students who failed JPN111

For details regarding the Japanese language program and course registration for Japanese, please refer to “Japanese Language Program” brochure issued by CLER. Also check My Sophia, From University “Language / LLC” for information.

§ b134 COURSE REGISTRATION FOR OTHER LANGUAGES

Please refer to the pages on the Gogaku Kamoku(語学科目) in “2025 Academic Handbook (履修要覧〔学部科目編〕/Rishū Yōran)” for more information.



Starting from 2025, students admitted before 2024 will no longer be able to take Tagalog as a new compulsory language course because the credit will not add up to the required 8 credits.

§ b135 PLACEMENT AT HIGHER LANGUAGE LEVEL

Chinese, French, German, Italian, Korean, Spanish

Students who have previously studied or used the language of the course they are registering for must take the Placement Test. If they have studied the language in a Short-term Language Program during spring/summer vacation and wish to take a language course at a higher level, they must take the Placement Test.

As the number of “Advanced” courses is limited, students who wish to take courses at this level may experience conflicts in their class schedule, which may prevent them from earning enough credits necessary for graduation. Students should make sure to confirm the language credits necessary for graduation and plan accordingly.

Take the Placement Test

- The Placement Test will be conducted at the beginning of each semester. Students must take a course at the level they were placed in as a result of the test.
- The information for the Placement Test will be posted on My Sophia, From University “Language / LLC” before the course registration period of each semester.
- How the test will be conducted will differ depending on the language the students take.
- Once students are placed in a level after the test, they are not able to change the level. Also, students may not take the Placement Test with the purpose of being placed in a level lower than the current level.

Russian, Portuguese, Latin, Persian, Turkish, Asian and African Languages

Students who have studied or used the language prior to enrollment must refer to the information posted on the My Sophia, From University “Language / LLC” before the course registration period of each semester. With permission from the instructor in charge of the course, students may enroll in an intermediate level course. Students who have obtained permission to take intermediate level courses must visit the Center for Academic Affairs during the registration period. The number of courses offered for some languages in the intermediate levels may not amount to the required number of credits for graduation, so students should make sure to check the corresponding language section for information on the number of credits offered. If students’ proficiency in the language exceeds the course goals and learning objectives, students will not be able to register for the course.

§ b136 OPTIONAL COURSES

- Culture courses (文化), Language and Culture courses (ことばと文化) and Seminar courses (演習) of Chinese, French, German, Italian, Korean, and Spanish (Japanese medium instruction) cannot be counted for fulfilling the language requirement as these are optional courses. Culture courses (文化), Language and Culture courses (ことばと文化) and Seminar courses (演習) can be counted as additional courses in SE electives, up to 12 credits. To take the optional courses for Chinese, French, and Spanish, students are required to take a placement test in the beginning of the semester.
- For students who entered before 2020, Kentei taisaku courses (検定対策) cannot be included in graduation requirement.
- For students who entered in and after 2020, up to 2 credits of Kentei taisaku courses (検定対策) can also be counted as additional courses in SE electives, up to 12 credits.
- For more information, please refer to the pages on the Gogaku Kamoku(語学科目) in “2025 Academic Handbook (履修要覧〔学部科目編〕)”.

§ b137 ATTENDANCE POLICY FOR LANGUAGE COURSES

In language courses offered by the CLER, students are required to attend the following number of classes as listed below. Class attendance is essential for students' learning and is considered a minimum condition for gaining credits for the course. A final grade will be considered based on the evaluation criteria stated in the syllabus of each course, only if the number of required attendance has been met. Meeting the attendance requirement does not guarantee passing course units. The number of required attendance is a minimum condition and any absences and/or tardies will affect the students' grade. Attendance will be counted from the first class meeting. When students attend a class in the first week but decide to withdraw from the course and register for a course with a different registration code, the attendance from the previous course(s) will not be transferred to the newly registered course. The CLER does not allow absences except for the "Special Consideration" cases described below. Therefore, job hunting, any events related to seminar or extracurricular activities, transportation delays and bereavement leaves are not included. Students should attend classes regularly in case of any sudden illnesses or any reasons other than the "Special Consideration" cases.



For Attendance Policy of Japanese Language Courses, please refer to the "Japanese Language Program" brochure posted on My Sophia, Language / LLC.

Twice-a-week courses

Total number of class sessions: **28 per semester**

Number of attendance required: At least 23 per semester

Once-a-week courses

Total number of class sessions: **14 per semester**

Number of attendance required: At least 11 per semester

Special Consideration

In any of the following conditions, neither your attendance nor absence will be counted. If applicable, please ask your instructor if you can receive this special treatment.

For up to three weeks, the special treatment will apply. As for the period of absence that goes beyond three weeks, regardless of the reasons you may have, the special treatment will not apply. In addition, if the absence is due to more than two circumstances stated below and exceeds three weeks, special consideration will not cover those additional days. Please ask your instructor about the required number of attendance when the special consideration is granted. If your instructor gives you an assignment to make up for your absence, the submission of the assignment becomes the prerequisite for receiving the special consideration. The following apply to the special treatment.

1. A case of illness or injury where you submit a medical certificate indicating the necessary period of sick or injury leave (*1)
2. When you join the annual Jo-Nan competition and submit an official certificate of participation
3. When you have been officially assigned to lay judge (裁判員/Saiban-in/) and must assume the duty
4. When you submit a letter that confirms your attendance at teaching practice, volunteer experience study (介護等体験/Kaigotou Taiken/), or museum practice

The letter should be written by you, indicating the exact dates of your practice period. Refer to the regulations set by the Center for Teaching and Curator Credentials (教職・学芸員課程センター).



(*1) If it is impossible to specify periods of sickness or injury leave in your documentation for any reason, you should bring the relevant medical certificate and consult the CLER Office (Floor 5, Bldg. 6) as soon as possible. The

deadlines for consultation at the CLER Office are;
Wednesday, July 23 (Spring semester) / Wednesday, January 21 (Autumn semester)

Late Arrival


Any students who fail to arrive within the first 30 minutes of a class will be regarded as being absent, even if they attend the rest of the class.

§ b140 FLA SPECIALIZED EDUCATION

§ b140 FLA SPECIALIZED EDUCATION ▶

 § b141 FLA CORE PROGRAM

 § b142 MAJOR COURSES

 § b143 FLA SPECIALIZED EDUCATION ELECTIVES (SE Electives)

§ b141 FLA CORE PROGRAM

The following courses are compulsory for all students enrolled in the Faculty of Liberal Arts and must be taken during the first and second year.

ENG111	English Composition 1	4 cr
ENG112	English Composition 2	4 cr
ENG115	Public Speaking	4 cr
THP101	Thinking Processes	4 cr

English Placement Tests and Course Assignments

Incoming students will be given English placement tests and, on the basis of the results, will be assigned to English Composition 1 or given a waiver for the course and placed in Composition 2. A few students might have their composition courses waived.

- Some students are placed in English Composition 2, and waived from English Composition 1. In this case, they need to take four extra credits toward the category of Specialized Education Electives (SE Electives) in order to fulfill the graduation requirement.
- Some Students (usually transfer students) are waived from a part of/all Core Program courses. In these cases, they need to earn the equivalent number of credits toward SE Electives to fulfill the graduation requirement.
- Students who do not demonstrate the English skills necessary to take English Composition 1 will first be required to take the Academic English Skills course (4 cr). This course will count towards graduation as SE Electives.

Course Registration for FLA Core Program Courses

- Students who are scheduled to take FLA Core Program courses are assigned to class sections at the start of each semester. These assignments cannot be changed. Students must register for the sections to which they have been assigned.
- Students must enroll in the FLA Core Program courses in sequence. If students fail a Core Program course, they must repeat and pass the course before proceeding to the next level.
- Neither cancellation nor withdrawal is allowed from FLA Core Program courses, including Academic English Skills course.

§ b142 MAJOR COURSES

The Department of Liberal Arts offers three majors:

Comparative Culture

International Business and Economics

Social Studies

In general, students must choose a major at the end of their third semester and meet its requirements. Each major requires students to complete 48 credits. For details, see § b150.

§ b143 FLA SPECIALIZED EDUCATION ELECTIVES (SE Electives)

Students should take as SE Electives a total number of 30 credits chosen from the Specialized Education courses offered by the FLA or other faculties and programs of the university.

1. **Students may count up to a maximum of 8 credits of SE Electives from courses included on the list of FLA Distribution Courses and FLA General Courses (200 level or lower). Academic English Skills is not included in this 8 credit limit.**
2. **Students may count up to 16 credits of SE Electives from any levels of courses offered by other faculties and programs of the university (including 学全科目/ Gakuzen Kamoku taken before 2018).** If a student chooses to study a language, the credits taken in that language course will not be included in the 16-credit limit. Regulations for the language requirements apply. For more detail see § b130 - b136.
3. There are constraints on the number of credits in language courses that may be counted as FLA SE Electives (see § b130 - b136).
4. Students may count credits of the Summer Session taken before 2018 as SE Electives. The credits of Summer Session in East Asian Studies taken in or after 2018 can be counted as SE Electives, up to 6 credits.
5. University-Wide General Studies Courses (全学共通科目/Zengaku Kyōtsū Kamoku) offered by the University-Wide General Studies Program (see Academic Handbook/履修要覧〔学部科目編〕) may not be counted as SE Electives. However, the following courses can be counted.
 - A maximum of 6 credits of “Summer Session in East Asian Studies” courses taken in or after 2018 (see § c101)
6. University-Wide Advanced General Education Courses may not be counted as SE Electives.
7. Credits in courses with course numbers (科目コード) starting with 62 taken in the programs for certification of junior and high school teachers (教職課程) or as curators (学芸員課程) (see 履修要覧〔教職・学芸員課程編〕) may not be counted as fulfilling the credits required for graduation. Tuition for these courses will be waived.
8. Credits in courses with course numbers (科目コード) starting with GCP taken in the programs for Global Competency Programs may not be counted as fulfilling the credits required for graduation. The tuition for these courses will be waived.

§ b150 FLA MAJOR COURSES

§ b150 FLA MAJOR COURSES ▶

- 📄 § b151 COMPARATIVE CULTURE
- 📄 § b152 INTERNATIONAL BUSINESS AND ECONOMICS
- 📄 § b153 SOCIAL STUDIES

§ b151 COMPARATIVE CULTURE

The Comparative Culture major emphasizes interdisciplinary approaches to knowledge within three fields: art history/visual culture (ART), literature (LIT), and religion/philosophy (RPH). Students take 48 credits in the major distributed among a primary field and secondary field. The primary field consists of 28 credits in one of the above three fields. The secondary field consists of 20 credits taken in another field.

ART HISTORY/ VISUAL CULTURE (ART)

The field of art history and visual culture focuses on the acquisition of visual literacy across different media, from fine arts such as painting and sculpture to more contemporary media such as film and digital works, as well as ephemeral images including prints and propaganda. Art offers a rich source of knowledge concerning the human condition, providing visual records of human emotions, thought, ideals, and aspirations, as well as evidence of the social and political conditions under which people have lived, past and present.

LIT324 offered by the literature field is cross-listed as an art history/visual culture course, and students may count this as an elective course for the art history/visual culture field. This applies also to those who have taken the course before 2022.

The following courses offered by the Faculty of Foreign Studies are cross-listed as FLA art history/visual culture (ART) field courses. Students may include up to 8 credits from these courses as Elective courses for the art history/visual culture field, if they were cross-listed in the year when they were taken (from 2022 onwards). For details on these courses, refer to the Academic Handbook (履修要覧 [学部科目編]), and course syllabi on Loyola. Some of these cross-listed courses may have prerequisites and/or require the instructor's permission due to the limited enrollment places. Furthermore, students may not be able to take courses that have undergone a number or title change, if they have taken them previously under the former number or title.

Courses offered by the Faculty of Foreign Studies that are cross-listed as FLA art history/visual culture (ART) field courses:

Registration Code	Course Title	Credit	Dept. Offered
FHS68300	Introduction to Spanish Art History 西美術史概論	2	外国語学部
FHS68400	Topics in Spanish Art History 西美術史特論	2	外国語学部
FES66800	Film Studies	4	外国語学部英語学科
FES71400	European Cinema 1	2	外国語学部
FES71500	European Cinema 2	2	外国語学部
FES70000	Contemporary World Cinema	2	外国語学部

LITERATURE (LIT)

The field of literature offers courses in the literature of Japan, China, Britain, the United States, and continental Europe. Comparative study of the diverse literary expressions of these countries and cultures will deepen student's appreciation of the vastness of the human imagination while training them in close textual analysis, critical theory, and cultural discourse.

RELIGION/ PHILOSOPHY (RPH)

The field of comparative studies in religion/philosophy is centered on understanding the ways in which people of various historical periods and cultures have conceived, imagined, and lived out their lives in

the world. Courses focus on understanding the philosophical and religious orientations of human communities as expressed in systems of thought, texts, the arts, rituals, and ethical practices.

Requirements for the Primary Field	Compulsory Courses One 200-level Course One 400-level Course Elective Comparative Culture Courses	Credit	Total
		4 4 20	28
Requirements for the Secondary Field	Compulsory Course One 200-level Course Elective Comparative Culture Courses	4 16	20
Total			48

The following course offered by the FLA Social Studies Area is cross-listed as FLA religion/philosophy courses. Students may include this course as Elective courses for the religion/philosophy field.

Course Code	Course Title	Credit
POL301	Classical Western Political Theory	4

From 2019, HST445 is not offered. HST445 taken before 2019 may still be counted as an elective course for the religion/philosophy field.

§ b152 INTERNATIONAL BUSINESS AND ECONOMICS

Courses offered in this major emphasize both the development of tools of theoretical and empirical analysis and the application of these tools to the understanding of specific economic phenomena and managerial problems. The major stresses the international dimensions of both business and economics. Within this global context, special attention is given to Japanese business and economic studies.

Students majoring in International Business and Economics must complete 48 credits of IBE courses, including five 300-level courses and three 400-level courses.

International Business and Economics	Compulsory Courses	Credit	Total
	IBE200	4	48
	IBE201	4	
	Five 300-level IBE Courses	20	
	Three 400-level IBE Courses	12	
	Elective IBE Courses	8	
Total			48

The following courses offered by the Faculty of Economics are cross-listed as FLA International Business and Economics courses. Students may include up to 8 credits from these courses as Elective IBE Courses, if they were cross-listed in the year when they were taken. For details on these courses refer to the Academic Handbook (履修要覧〔学部科目編〕), and course syllabi on Loyola. Some of these cross-listed courses may have prerequisites and/or require the instructor's permission due to limited enrollment places. Furthermore, students may not be able to take courses that have undergone a number or title change, if they have taken them previously under the former number or title.

Registration Code	Course Title	Credit	Dept. offered
EEC55300	Econometrics 1 計量経済学I	2	経済学科
EEC55400	Econometrics 2 計量経済学II	2	経済学科
EMG53300	Retail Marketing 小売マーケティング	2	経済学科
EEC62100	Asian Economy 1 アジア開発経済論	2	経済学科
EMG54200	Auditing 1 監査論I	2	経営学科
EMG54210	Auditing 2 監査論II	2	経営学科

The following course taken before 2020 may still be counted for this category.

Registration Code	Course Title	Credits	Dept. offered
EMG53400	Direct Marketing ダイレクト・マーケティング	2	経営学科

The following course taken before 2018 may still be counted for this category.

Registration Code	Course Title	Credits	Dept. offered
EMG53600	Logistics ロジスティクス	4	経営学科

§ b153 SOCIAL STUDIES

The Social Studies major provides students with historical, comparative, and theoretical insights into the processes that constitute civilizations and social orders. Courses consider how particular societies and cultures have changed over time, patterns of similarity and difference across events and places, and how these patterns and processes have been interpreted and depicted in popular and scholarly imagination.

The Social Studies major has three fields: anthropology-sociology, history, and political science. Students take 48 credits in the major distributed among a primary field and secondary field. The primary field consists of 36 credits in one of the above three fields. The secondary field consists of 12 credits taken in another field. The distribution of compulsory courses varies among the different fields.

ANTHROPOLOGY-SOCIOLOGY

Anthropology and sociology focus on how social orders are constituted. Although they are distinct academic disciplines, there is considerable overlap in their intellectual traditions and concerns. They are offered as an integrated field that focuses on culture and society in the making of individual identities, behavior patterns, and social institutions.

As Primary Field	Compulsory Courses One 200-level Anthropology/Sociology Course One 400-level Anthropology/Sociology Course Elective Anthropology/Sociology Courses	Credit	Total
		4	36
		4	
		28	
As Secondary Field	Compulsory Course One 200-level Anthropology/Sociology Course Elective Anthropology/Sociology Courses	Credit	Total
		4	12
		8	
Total			48

Prerequisite: Students should take one of the following courses before taking a 400-level ANT/SOC course: ANT310, ANT317, ANT318, ANT319, ANT366, SOC315, SOC316, SOC367.

SOC312 taken before 2024 may still be counted as a Methods Course.

IBE340 offered by the FLA International Business and Economics Area is cross-listed as an anthropology/sociology course. Students may include this course as a methods course or as an elective course for the Anthropology/Sociology field.

HISTORY

History creates narratives and interpretations of the past with an eye toward understanding the present. This process involves asking complex questions about the experiences of humans over time. The courses encourage students to think critically about the patterns and processes that have created the modern world, with particular attention paid to the interconnectivity and transnational dimensions of East Asian history.

As Primary Field	Compulsory Courses One 200-level History Course One 400-level History Course Elective History Courses	Credit	Total
		4 4 28	36

As Secondary Field	Compulsory Course One 200-level History Course Elective History Courses	Credit	Total
		4 8	12
Total			48

The following courses offered by the Faculty of Humanities and the Faculty of Foreign Studies are cross-listed as FLA history courses. Students may include up to 8 credits from these courses as elective history courses, if they were cross-listed in the year when they were taken. For details on these courses refer to the appropriate department descriptions in the Academic Handbook (履修要覧〔学部科目編〕) and course syllabi on Loyola. Some of these cross-listed courses may have prerequisites and/or require the instructor's permission due to limited enrollment places. Furthermore, students may not be able to take courses that have undergone a number or title change, if they have taken them previously under the former number or title.

Registration Code	Course Title	Credits	Dept. Offered
HHT56710	Lecture in History (Confucian Ethics in Choson) 歴史学特講(朝鮮伝統社会と儒教倫理)	2	史学科
HHT55710	Lecture in History (Modern Japan) 歴史学特講(日本近代史)	2	史学科
FES76700	Topics in American History	2	外国語学部

POLITICAL SCIENCE

Political Science focuses on the study of the state, government, and politics. It is particularly concerned with questions such as how power and authority are exercised and how that exercise leads to conflict or to the promotion of peaceful relations among social actors and states.

As Primary Field	Compulsory Courses One 200-level Political Science Course One 400-level Political Science Course Elective Political Science Courses	Credit	Total
		4 4 28	36

As Secondary Field	Compulsory Course One 200-level Political Science Course Elective Political Science Courses	Credit	total
		4 8	12
Total			48

§ b160 SELF EVALUATION

Students are responsible for checking if they have received enough credits for graduation.

Students are responsible for checking the FLA Bulletin of Information and see if they are fulfilling the requirements towards graduation.

The Self evaluation system of the Loyola is one of the many tools offered to FLA students to check if they are taking the right courses for fulfilling all the requirements towards graduation.

[§ b161, b162] IMPORTANT CONSTRAINTS FOR MEETING GRADUATION REQUIREMENTS

[§ b161, b162] IMPORTANT CONSTRAINTS FOR MEETING GRADUATION REQUIREMENTS ▶

- § b161 GS ELECTIVES
- § b162 FLA SE ELECTIVES

§ b161 GS ELECTIVES

12 credits of GS Electives from at least 2 of the 3 categories of FLA Distribution Courses At least 2 credits of Advanced General Education Course (students admitted before 2020)

§ b162 FLA SE ELECTIVES

No Constraints:

- Summer Session in Asian Studies credits taken before 2018
- FLA 300-400 level courses

Constraints:

- No more than 8 credits of FLA Distribution Courses and FLA General Courses (100-200 level courses)
- No more than 16 credits of courses offered by other faculties and programs of the university.
- No more than 6 credits of Summer Session in East Asian Studies and Japanese Language taken in or after 2018
- No more than 30 credits of Japanese
- No more than 12 credits in (a) foreign language(s) except Japanese.

Forbidden

- No course offered by the University-wide General Studies Program. However, a maximum of 6 credits of Summer Session in East Asian Studies taken in or after 2018 can be counted as SE Electives.
- No course starting with 62
- No Advanced General Education Courses
- No Studies in Christian Humanism

§ b300 COURSE LISTS

§ b310 FLA COURSE LISTS

§ b310 FLA Course List

- (A) : Adjunct Instructor
 (I) : Every Other Year
 (R) : Can be repeated for graduation credit with the instructor's permission
 (L) [] : Lottery Course. Number in brackets is the capacity
 (J) : Check the Syllabus of these courses on Loyola to see if they are offered in English or in Japanese
 (P) : This course has a prerequisite. Please check the syllabus.
 ☆ : These courses cannot be taken by students who took the courses with their former number or title.
 (C) : Students should take one of the following courses before taking a 400-level ANT/SOC course :
 ANT310, ANT317 ANT318, ANT319, ANT366, SOC312, SOC315, SOC316, SOC367

- E : Offered by Faculty of Economics
 F : Offered by Faculty of Foreign Studies
 H : Offered by Faculty of Humanities

Courses with blank in "Semester offered" are not offered in 2025.

For descriptions of the courses listed below, please refer to course syllabi on Loyola.

SPR : Spring
 AUT : Autumn
 blank : not offered in 2025

GENERAL STUDIES

Registration Code	Course Code	Course Title	Credit	Semester Offered	Instructor	Student Year	Remarks
ACOM221A	COM221	COMPUTER STUDIES 1	2	AUT	YORK James	1•2•3•4	(A)(I)[40]
ACOM221B	COM221	COMPUTER STUDIES 1	2	SPR	YORK James	1•2•3•4	(A)(I)[40]
ACOM222A	COM222	COMPUTER STUDIES 2	2	SPR	YORK James	1•2•3•4	(A)(I)[40]
ACOM222B	COM222	COMPUTER STUDIES 2	2	AUT	YORK James	1•2•3•4	(A)(I)[40]
AENV1310	ENV131	ENVIRONMENTAL ISSUES 1	4	AUT	CAVASIN Nathalie	1•2•3•4	(A)
AGEO2020	GEO202	GEOGRAPHY	4	SPR	CAVASIN Nathalie	1•2•3•4	(A)
AMTH1010	MTH101	COLLEGE MATHEMATICS	4	SPR	SCHUSTER Alfons	1•2•3•4	(A)
AMTH1111	MTH111	MATHEMATICS AND STATISTICS FOR BUSINESS AND ECONOMICS	4	SPR	HASEBE Takuya	1•2•3•4	
AMTH1112	MTH111	MATHEMATICS AND STATISTICS FOR BUSINESS AND ECONOMICS	4	AUT	STAFF	1•2•3•4	(A)(I)[60]
AINF1001	INF100	OVERVIEW OF DATA SCIENCE	2	AUT	HASEBE Takuya	1	*

Registration Code	Course Code	Course Title	Credit	Semester Offered	Instructor	Student Year	Remarks
AINF1002	INF100	OVERVIEW OF DATA SCIENCE	2	AUT	HASEBE Takuya	1	*
AINF1003	INF100	OVERVIEW OF DATA SCIENCE	2	AUT	SCHWIER Corrine	1	(A)*
AINF100A	INF100	OVERVIEW OF DATA SCIENCE	2	SPR	SCHWIER Corrine	1	(A)*
AINF100B	INF100	OVERVIEW OF DATA SCIENCE	2	SPR	SCHWIER Corrine	1	(A)*
AINF100C	INF100	OVERVIEW OF DATA SCIENCE	2	SPR	GELUSO Joe	1	(A)*

*Only FLA Degree Student can take these courses.

SPECIALIZED EDUCATION

FLA CORE PROGRAM (Only FLA Degree Student can take these courses)

AENG1101	ENG110	ACADEMIC ENGLISH SKILLS	4	AUT	OKADA Hanako	1	
AENG1102	ENG110	ACADEMIC ENGLISH SKILLS	4			1	
AENG110A	ENG110	ACADEMIC ENGLISH SKILLS	4	SPR	HARWOOD Chris	1	
AENG110B	ENG110	ACADEMIC ENGLISH SKILLS	4			1	
AENG1111	ENG111	ENGLISH COMPOSITION 1	4	AUT	NAGASAWA Helen	1	(A)
AENG1112	ENG111	ENGLISH COMPOSITION 1	4	AUT	KUWAYAMA Shunsuke	1	(A)
AENG1113	ENG111	ENGLISH COMPOSITION 1	4	AUT	NAGASAWA Helen	1	(A)
AENG1114	ENG111	ENGLISH COMPOSITION 1	4	AUT	TANAKA Akiko	1	(A)
AENG1115	ENG111	ENGLISH COMPOSITION 1	4	AUT	TANAKA Akiko	1	(A)
AENG1116	ENG111	ENGLISH COMPOSITION 1	4			1	(A)
AENG1117	ENG111	ENGLISH COMPOSITION 1	4			1	(A)
AENG111A	ENG111	ENGLISH COMPOSITION 1	4	SPR	NAGASAWA Helen	1	(A)
AENG111B	ENG111	ENGLISH COMPOSITION 1	4	SPR	NAGASAWA Helen	1	(A)
AENG111C	ENG111	ENGLISH COMPOSITION 1	4	SPR	KUWAYAMA Shunsuke	1	(A)
AENG111D	ENG111	ENGLISH COMPOSITION 1	4	SPR	KUWAYAMA Shunsuke	1	(A)
AENG111E	ENG111	ENGLISH COMPOSITION 1	4	SPR	TANAKA Akiko	1	(A)
AENG111F	ENG111	ENGLISH COMPOSITION 1	4	SPR	TANAKA Akiko	1	(A)
AENG111G	ENG111	ENGLISH COMPOSITION 1	4			1	
AENG1121	ENG112	ENGLISH COMPOSITION 2	4	AUT	FLINN Cameron	1	(A)
AENG1122	ENG112	ENGLISH COMPOSITION 2	4	AUT	FLINN Cameron	1	(A)
AENG1123	ENG112	ENGLISH COMPOSITION 2	4	AUT	KUWAYAMA Shunsuke	1	(A)
AENG1124	ENG112	ENGLISH COMPOSITION 2	4	AUT	GOMAN Nicholas	1	(A)
AENG1125	ENG112	ENGLISH COMPOSITION 2	4	AUT	GOMAN Nicholas	1	(A)
AENG1126	ENG112	ENGLISH COMPOSITION 2	4	AUT	FOGAL Gary	1	

Registration Code	Course Code	Course Title	Credit	Semester Offered	Instructor	Student Year	Remarks
AENG112A	ENG112	ENGLISH COMPOSITION 2	4	SPR	FLINN Cameron	1	Ⓐ
AENG112B	ENG112	ENGLISH COMPOSITION 2	4	SPR	FLINN Cameron	1	Ⓐ
AENG112C	ENG112	ENGLISH COMPOSITION 2	4	SPR	GOMAN Nicholas	1	Ⓐ
AENG112D	ENG112	ENGLISH COMPOSITION 2	4	SPR	GOMAN Nicholas	1	Ⓐ
AENG112E	ENG112	ENGLISH COMPOSITION 2	4	SPR	FOGAL Gary	1	
AENG112F	ENG112	ENGLISH COMPOSITION 2	4			1	
AENG1151	ENG115	PUBLIC SPEAKING	4	AUT	GRIFFITHS David	2	Ⓐ
AENG1152	ENG115	PUBLIC SPEAKING	4	AUT	FOGAL Gary	2	
AENG1153	ENG115	PUBLIC SPEAKING	4	AUT	GRIFFITHS David	2	Ⓐ
AENG1154	ENG115	PUBLIC SPEAKING	4	AUT	HEAGNEY Brian	2	Ⓐ
AENG1155	ENG115	PUBLIC SPEAKING	4	AUT	HEAGNEY Brian	2	Ⓐ
AENG1156	ENG115	PUBLIC SPEAKING	4	AUT	FOGAL Gary	2	
AENG115A	ENG115	PUBLIC SPEAKING	4	SPR	OKADA Hanako	2	
AENG115B	ENG115	PUBLIC SPEAKING	4	SPR	OKADA Hanako	2	
AENG115C	ENG115	PUBLIC SPEAKING	4	SPR	HEAGNEY Brian	2	Ⓐ
AENG115D	ENG115	PUBLIC SPEAKING	4	SPR	GRIFFITHS David	2	Ⓐ
AENG115E	ENG115	PUBLIC SPEAKING	4	SPR	HEAGNEY Brian	2	Ⓐ
AENG115F	ENG115	PUBLIC SPEAKING	4	SPR	GRIFFITHS David	2	Ⓐ
ATHP1011	THP101	THINKING PROCESSES	4	AUT	THOMPSON Mathew	1	
ATHP1012	THP101	THINKING PROCESSES	4	AUT	DROTT Edward	1	
ATHP1013	THP101	THINKING PROCESSES	4	AUT	HARWOOD Chris	1	
ATHP1014	THP101	THINKING PROCESSES	4	AUT	OKADA Hanako	1	
ATHP1015	THP101	THINKING PROCESSES	4	AUT	HARWOOD Chris	1	
ATHP1016	THP101	THINKING PROCESSES	4	AUT	KODAKA Maiko	1	
ATHP101A	THP101	THINKING PROCESSES	4	SPR	STRECHER Mathew	1	
ATHP101B	THP101	THINKING PROCESSES	4	SPR	HOLTZMAN Hannah	1	
ATHP101C	THP101	THINKING PROCESSES	4	SPR	OKITA Kiyokazu	1	
ATHP101D	THP101	THINKING PROCESSES	4	SPR	HARWOOD Chris	1	
ATHP101E	THP101	THINKING PROCESSES	4	SPR	FOGAL Gary	1	
ATHP101F	THP101	THINKING PROCESSES	4	SPR	HARWOOD Chris	1	

Registration Code	Course Code	Course Title	Credit	Semester Offered	Instructor	Student Year	Remarks
COMPARATIVE CULTURE							
AART2010	ART201	INTRODUCTION TO ART HISTORY / VISUAL CULTURE 1	4	AUT	MURAI Noriko	1·2·3	
AART2500	ART250	INTRODUCTION TO ART HISTORY / VISUAL CULTURE 2	4	SPR	CHAN Yen-Yi	1·2·3	
AART3030	ART303	TOPICS IN JAPANESE ART	4		CHAN Yen-Yi	2·3·4	①
AART3040	ART304	POPULAR CULTURE STUDIES	4			2·3·4	Ⓐ
AART3060	ART306	MEDIA STUDIES	4	AUT	KODAKA Maiko	2·3·4	①
AART3070	ART307	INTRODUCTION TO FILM AND MEDIA STUDIES	4	SPR	HOLTZMAN Hannah	2·3·4	
AART3080	ART308	STUDIES IN FILM AND MEDIA STUDIES	4		HOLTZMAN Hannah	2·3·4	①
AART3210	ART321	SURVEY OF JAPANESE ART 1	4	AUT	CHAN Yen-Yi	2·3·4	
AART3520	ART352	STUDIES IN VISUAL CULTURE	4	AUT	TAKII Naoko	2·3·4	Ⓐ
AART3710	ART371	JAPANESE ART IN CROSS-CULTURAL CONTEXT	4		MURAI Noriko	2·3·4	①
AART3760	ART376	STUDIES IN MODERN JAPANESE ART HISTORY	4		MURAI Noriko	2·3·4	
AART4020	ART402	SEMINAR IN EAST ASIAN ART HISTORY	4	SPR	CHAN Yen-Yi	3·4	Ⓡ
AART4110	ART411	SEMINAR IN VISUAL CULTURE	4	SPR	KODAKA Maiko	3·4	
AART4660	ART466	SEMINAR IN FILM AND MEDIA STUDIES	4	AUT	HOLTZMAN Hannah	3·4	
AART4820	ART482	SEMINAR IN JAPANESE ART HISTORY	4	SPR	STAFF	3·4	Ⓡ
FHS68300	558880	INTRODUCTION TO SPANISH ART HISTORY	2	SPR	MATSUBARA Noriko	2·3·4	F①
FHS68400	558890	TOPICS IN SPANISH ART HISTORY	2	AUT	MATSUBARA Noriko	2·3·4	F①Ⓡ①
FES66800	501383	FILM STUDIES	4		WILLIAMS John	2·3·4	F①④[40]
FES71400	501356	EUROPEAN CINEMA 1	2		WILLIAMS John	2·3·4	F①④[40]
FES71500	501357	EUROPEAN CINEMA 2	2		WILLIAMS John	2·3·4	F①Ⓡ④[40]
FES70000	690306	CONTEMPORARY WORLD CINEMA	2	AUT	LEE Heidi	1·2	F①④[100]
ALIT2010	LIT201	LITERARY GENRES	4	AUT	KONO Shion	1·2·3	
ALIT2310	LIT231	INTRODUCTION TO JAPANESE LITERATURE	4	SPR	THOMPSON Mathew	1·2·3	
ALIT3000	LIT300	WESTERN LITERATURE	4	SPR	KONO Shion	2·3·4	
ALIT3070	LIT307	CONTEMPORARY JAPANESE LITERATURE	4	AUT	NIEHAUS Kevin	2·3·4	①
ALIT3080	LIT308	REMEMBERING THE WAR IN JAPANESE LITERATURE	4		YIU Angela	2·3·4	①
ALIT3130	LIT313	LITERARY NONFICTION	4		STRECHER Mathew	2·3·4	①
ALIT3220	LIT322	CONTEMPORARY LITERATURE	4	AUT	STRECHER Mathew	2·3·4	
ALIT3240	LIT324	LITERATURE AND FILM	4		KONO Shion	2·3·4	①

Registration Code	Course Code	Course Title	Credit	Semester Offered	Instructor	Student Year	Remarks
ALIT3310	LIT331	SURVEY OF JAPANESE LITERATURE 1	4		THOMPSON Mathew	2•3•4	
ALIT3370	LIT337	MODERN JAPANESE FICTION	4		YIU Angela	2•3•4	
ALIT3440	LIT344	COMPARATIVE LITERATURE	4	SPR	HWEIDI Munia	2•3•4	Ⓐ
ALIT3520	LIT352	WORLD LITERATURE: A LITERARY JOURNEY	4	AUT	KONO Shion	2•3•4	①
ALIT3530	LIT353	WRITING ABOUT LOVE: PAST AND PRESENT	4	SPR	THOMPSON Mathew	2•3•4	①
ALIT3720	LIT372	COMPARATIVE PERSPECTIVES IN JAPANESE LITERATURE	4	AUT	HWEIDI Munia	2•3•4	Ⓐ
ALIT3730	LIT373	MODERN CHINESE LITERATURE	4		YIU Angela	2•3•4	①
ALIT4040	LIT404	HISTORY OF POPULAR LITERATURE IN JAPAN	4		STRECHER Matthew	3•4	①
ALIT4050	LIT405	SEMINAR IN MODERN LITERATURE	4		YIU Angela	3•4	①*
ALIT4450	LIT445	SAMURAI IN LITERATURE AND HISTORY	4		THOMPSON Mathew	3•4	①
ALIT4620	LIT462	ROLEPLAYING TEXTS AND IDEAS	4	AUT	THOMPSON Mathew	3•4	①Ⓔ
ALIT4700	LIT470	SEMINAR IN WORLD LITERATURE	4	SPR	KONO Shion	3•4	①
ARPH2010	RPH201	INTRODUCTION TO PHILOSOPHY	4	AUT	FRISCHHUT Akiko	1•2•3	
ARPH2020	RPH202	FUNDAMENTALS OF RELIGION	4	SPR	MURAKAMI Tatsuo	1•2•3	
ARPH3030	RPH303	THE ENCOUNTER OF RELIGIONS IN THE MODERN WORLD	4	AUT	MURAKAMI Tatsuo	2•3•4	①
ARPH3040	RPH304	SOUTH ASIAN AESTHETICS	4	SPR	OKITA Kiyokazu	2•3•4	
ARPH3050	RPH305	THE ETHICS OF FOOD	4	SPR	FRISCHHUT Akiko	2•3•4	①
ARPH3060	RPH306	INTRODUCTION TO ETHICS	4		FRISCHHUT Akiko	2•3•4	①☆Formerly RPH391
ARPH3170	RPH317	INTRODUCTION TO INDIAN PHILOSOPHY	4	AUT	OKITA Kiyokazu	2•3•4	①☆Formerly RPH392
ARPH3350	RPH335	RELIGION, CONFLICT AND VIOLENCE	4	AUT	MURAKAMI Tatsuo	2•3•4	
ARPH3410	RPH341	JAPANESE RELIGIONS	4		DROTT Edward	2•3•4	
ARPH3610	RPH361	BUDDHIST TRADITIONS	4	SPR	DROTT Edward	2•3•4	①
ARPH4010	RPH401	INDIGENOUS RELIGION	4	SPR	MURAKAMI Tatsuo	3•4	
ARPH4040	RPH404	PHILOSOPHY OF AI	4		FRISCHHUT Akiko	3•4	①
ARPH4110	RPH411	RELIGION AND THE BODY	4	AUT	DROTT Edward	3•4	
ARPH4200	RPH420	MIND AND WORLD	4	SPR	FRISCHHUT Akiko	3•4	
ARPH4820	RPH482	RELIGION AND CULTURE OF INDIA	4		OKITA Kiyokazu	3•4	

*From 2020, students who have taken LIT405 will not be able to take the course repeatedly.

Registration Code	Course Code	Course Title	Credit	Semester Offered	Instructor	Student Year	Remarks
INTERNATIONAL BUSINESS AND ECONOMICS							
AIBE2001	IBE200	PRINCIPLES OF MICROECONOMICS	4	SPR	ASANO Akihito	1•2•3	*
AIBE2002	IBE200	PRINCIPLES OF MICROECONOMICS	4	AUT	ASANO Akihito	1•2•3	*
AIBE2011	IBE201	PRINCIPLES OF MACROECONOMICS	4	SPR	SAKANE Michiru	1•2•3	*
AIBE2012	IBE201	PRINCIPLES OF MACROECONOMICS	4	AUT	ISAKA Naoto	1•2•3	*
AIBE3000	IBE300	PRINCIPLES OF MANAGEMENT	4	SPR	BUGADOR Roderick	2•3•4	Ⓔ
AIBE3030	IBE303	MANAGEMENT INFORMATION SYSTEMS	4	AUT	MOUSAVI JAHAN ABADI Seyed Mohammad	2•3•4	Ⓐ⓪[40] Prioritized for (1)IBE Major and (2)FLA Degree Students
AIBE3050	IBE305	INTRODUCTION TO ACCOUNTING	4	AUT	UENISHI Junko	2•3•4	
AIBE3060	IBE306	MANAGEMENT ACCOUNTING	4		UENISHI Junko	2•3•4	Ⓟ
AIBE3070	IBE307	ECONOMIC ANALYSIS OF LABOR MARKETS	4	AUT	HASEBE Takuya	2•3•4	Ⓟ ☆Formerly IBE332
AIBE3100	IBE310	FINANCIAL MANAGEMENT	4	SPR	ISAKA Naoto	2•3•4	Ⓟ
AIBE3110	IBE311	INTERMEDIATE MICROECONOMICS	4	AUT	ASANO Akihito	2•3•4	Ⓟ
AIBE3130	IBE313	STRATEGIC MANAGEMENT	4	AUT	KHOJASTEY Yacob	2•3•4	Ⓟ
AIBE3150	IBE315	MARKETING	4		DE MAEYER Peter	2•3•4	
AIBE3170	IBE317	ECONOMIC ISSUES IN THE DEVELOPING WORLD	4		FUENTES CORDOBA Gabriel	2•3•4	①Ⓟ Students who have already taken IBE333 cannot take this course.
AIBE3200	IBE320	HUMAN RESOURCE MANAGEMENT	4	AUT	SUZUKI Masanori	2•3•4	⓪Ⓟ
AIBE3220	IBE322	INTERNATIONAL TRADE	4	SPR	ASANO Akihito	2•3•4	Ⓟ
AIBE3230	IBE323	INTERNATIONAL FINANCE	4	AUT	SAKANE Michiru	2•3•4	Ⓟ
AIBE3260	IBE326	MONEY AND BANKING	4	SPR	ISAKA Naoto	2•3•4	
AIBE3330	IBE333	DEVELOPMENT ECONOMICS	4		FUENTES CORDOBA Gabriel	2•3•4	Ⓟ
AIBE3400	IBE340	ECONOMIC STATISTICS	4	AUT	STAFF	2•3•4	⓪⓪[66]Ⓟ Prioritized for (1) IBE Major and (2) FLA Degree Students
AIBE3450	IBE345	NGO MANAGEMENT	4	SPR	POWER Lauren	2•3•4	Ⓐ
AIBE3530	IBE353	INTERNATIONAL BUSINESS	4	SPR	KHOJASTEY Yacob	2•3•4	
AIBE3560	IBE356	CONSUMER BEHAVIOR	4	AUT	DE MAEYER Peter	2•3•4	Ⓟ

Registration Code	Course Code	Course Title	Credit	Semester Offered	Instructor	Student Year	Remarks
AIBE3570	IBE357	PRODUCT DEVELOPMENT	4	AUT	DE MAEYER Peter	2•3•4	②④[50] Prioritized for (1) IBE Major and (2) FLA Degree Students
AIBE3580	IBE358	MARKET RESEARCH AND ANALYTICS	4	SPR	HOSSAIN Forhad	2•3•4	
AIBE3590	IBE359	DIGITAL BUSINESS STRATEGY	4	AUT	HOSSAIN Forhad	2•3•4	
AIBE4050	IBE405	QUANTITATIVE APPROACHES TO MANAGEMENT	4	AUT	KHOJASTEY Yacob	3•4	①②④[55] Prioritized for (1) IBE Major and (2) FLA Degree Students
AIBE4060	IBE406	BUSINESS INTELLIGENCE	4	SPR	MOUSAVI JAHAN ABADI Seyed Mohammad	3•4	③④[40] Prioritized for (1) IBE Major and (2) FLA Degree Students
AIBE4100	IBE410	ENTREPRENEURSHIP	4	SPR	HOSSAIN Forhad	3•4	
AIBE4300	IBE430	ECONOMIC SURVEY OF CONTEMPORARY JAPAN	4		SAKANE Michiru	3•4	②
AIBE4340	IBE434	ADVANCED MACROECONOMICS	4	AUT	SAKANE Michiru	3•4	①②
AIBE4350	IBE435	SEMINAR IN BUSINESS	4			3•4	①②
AIBE4450	IBE445	MANAGEMENT IN JAPAN	4	SPR	SPENCE David	3•4	②③
AIBE4550	IBE455	HUMAN RESOURCE MANAGEMENT IN JAPAN	4	SPR	YAMAMOTO Shinya	3•4	③
AIBE4570	IBE457	VENTURE MANAGEMENT	4	AUT	CHANG Andrew	3•4	③
AIBE4580	IBE458	OPERATIONS MANAGEMENT	4	SPR	KHOJASTEY Yacob	3•4	②
AIBE4650	IBE465	MARKETING IN A DIGITAL WORLD	4		DE MAEYER Peter	3•4	①②
AIBE4670	IBE467	ECONOMICS OF POVERTY	4		FUENTES CORDOBA Gabriel	3•4	②
AIBE4710	IBE471	ECONOMICS OF HEALTH AND HEALTH CARE POLICY	4		HASEBE Takuya	3•4	①②
AIBE4770	IBE477	STRATEGIC THINKING	4		ASANO Akihito	3•4	①②
AIBE4860	IBE486	TOPICS IN FINANCE	4	AUT	ISAKA Naoto	3•4	①②
AIBE4910	IBE491	ISSUES IN ACCOUNTING	4		UENISHI Junko	3•4	①②
AIBE4920	IBE492	FINANCIAL ACCOUNTING	4	AUT	UENISHI Junko	3•4	②
EEC55300	407404	ECONOMETRICS 1	2	SPR	DEJIMA Takahisa	2•3•4	E ①
EEC55400	407405	ECONOMETRICS 2	2	AUT	DEJIMA Takahisa	2•3•4	E ① ②
EEC62100	467920	ASIAN ECONOMY 1	2	AUT	PUTHENKALAM John Joseph	2•3•4	E ①
EMG53300	433301	RETAIL MARKETING	2		ARAI Noriko	2•3•4	E ① ②[180]

Registration Code	Course Code	Course Title	Credit	Semester Offered	Instructor	Student Year	Remarks
EMG54200	438410	AUDITING 1	2	SPR	MACHIDA Yoshihiro	2•3•4	E ① ③ ④ [180]
EMG54210	438420	AUDITING 2	2	AUT	MACHIDA Yoshihiro	2•3•4	E ① ③ ④ ⑤ [100]

*Students in the Department of Economics and SPSF (Department of Economics) cannot take these courses.

SOCIAL STUDIES

AANT2020	ANT202	INTRODUCTION TO CULTURAL AND SOCIAL ANTHROPOLOGY	4	SPR	KIM Dodom	1•2•3	
AANT2030	ANT203	NATURE AND CULTURE	4	AUT	WATANABE Takehiro	1•2•3	
AANT2200	ANT220	ANTHROPOLOGY OF JAPAN	4		SLATER David	1•2•3	
AANT3060	ANT306	JAPANESE CIVIL SOCIETY ENGAGEMENT	4	SPR	ROSSITTO Sarajan	2•3•4	③ *
AANT3090	ANT309	JAPAN RESEARCH	4	AUT	SLATER David	2•3•4	①
AANT3100	ANT310	RESEARCH METHODS IN ANTHROPOLOGY	4			2•3•4	①
AANT3170	ANT317	FIELD METHODS IN CULTURAL ANTHROPOLOGY	4	SPR	WATANABE Takehiro	2•3•4	
AANT3180	ANT318	DIGITAL ORAL NARRATIVES 1	4		SLATER David	2•3•4	① ☆ Formerly ANT315
AANT3190	ANT319	DIGITAL ORAL NARRATIVES 2	4	SPR	SLATER David	2•3•4	① ☆ Formerly ANT316
AANT3220	ANT322	ANTHROPOLOGY OF CAPITALISM	4		WATANABE Takehiro	2•3•4	①
AANT3660	ANT366	ETHNOGRAPHIC MODES OF INQUIRY	4	AUT	KIM Dodom	2•3•4	
AANT3670	ANT367	EXPLORING JAPAN THROUGH ANTHROPOLOGY	4	AUT	DAHLBERG-SEARS	2•3•4	③
AANT4470	ANT447	ANTHROPOLOGY PRACTICUM 1	4	AUT	SLATER David	3•4	① ②
AANT4480	ANT448	ANTHROPOLOGY PRACTICUM 2	4		SLATER David	3•4	① ②
AANT4610	ANT461	NATURE AND SOCIETY	4	SPR	WATANABE Takehiro	3•4	②
AANT4620	ANT462	ADVANCED READINGS IN ANTHROPOLOGY	4	AUT	KIM Dodom	3•4	②
ASOC2010	SOC201	INTRODUCTION TO SOCIOLOGY	4	SPR	KIM Ilju	1•2•3	
ASOC2250	SOC225	INTRODUCTION TO JAPANESE SOCIETY	4	SPR	MINAGAWA Yuka	1•2•3	
ASOC2260	SOC226	THE GOOD LIFE : FROM SELF TO SOCIETY	4	AUT	FARRER James	1•2•3	
ASOC3090	SOC309	FOOD AND SOCIETY	4	SPR	FARRER James	2•3•4	①② ☆ Formerly SOC310
ASOC3150	SOC315	SURVEY METHODS	4			2•3•4	①
ASOC3160	SOC316	QUALITATIVE RESEARCH METHODS	4	SPR	FARRER James	2•3•4	
ASOC3200	SOC320	SOCIAL ISSUES IN JAPAN	4	SPR	POWER Lauren	2•3•4	③
ASOC3210	SOC321	MIGRATION AND SOCIETY	4	AUT	KIM Ilju	2•3•4	①
ASOC3370	SOC337	POPULATION AND SOCIETY	4	SPR	MINAGAWA Yuka	2•3•4	
ASOC3670	SOC367	QUALITATIVE INTERVIEWING AND ANALYSIS	4	AUT	KIM Ilju	2•3•4	
ASOC4010	SOC401	SOCIOLOGY OF HEALTH AND AGING	4	AUT	MINAGAWA Yuka	3•4	② ☆ Formerly SOC470

Registration Code	Course Code	Course Title	Credit	Semester Offered	Instructor	Student Year	Remarks
ASOC4370	SOC437	URBAN SOCIOLOGY: FOODWAYS AND FOOD	4	SPR	FARRER James	3•4	㊟
ASOC4380	SOC438	GENDER AND MIGRATION	4	AUT	KIM Ilju	3•4	㊟
AHST2510	HST251	DEVELOPMENT OF JAPANESE CIVILIZATION 1	4	AUT	GRAMLICH-OKA Bettina	1•2•3	
AHST2520	HST252	DEVELOPMENT OF JAPANESE CIVILIZATION 2	4	SPR	SAALER Sven	1•2•3	
AHST2610	HST261	HISTORY OF CHINESE CIVILIZATION	4	SPR	HESS Christian	1•2•3	
AHST3020	HST302	TOPICS IN HISTORY 1	4	SPR	GRAMLICH-OKA Bettina	2•3•4	①
AHST3030	HST303	TOPICS IN HISTORY 2	4	AUT	HESS Christian	2•3•4	①
AHST3520	HST352	WOMEN IN JAPANESE HISTORY	4	SPR	GRAMLICH-OKA Bettina	2•3•4	
AHST3530	HST353	MODERN JAPAN	4	AUT	SUZUKI Michiko	2•3•4	㊟
AHST3540	HST354	HISTORY OF JAPANESE FOREIGN RELATIONS	4		SAALER Sven	2•3•4	①
AHST3710	HST371	GLOBAL HISTORY	4	SPR	BIONTINO Julian	2•3•4	㊟
AHST3720	HST372	MODERN CHINESE HISTORY	4	AUT	HESS Christian	2•3•4	★Formerly HST367
AHST4530	HST453	SEMINAR IN MODERN JAPANESE HISTORY 1	4	AUT	SAALER Sven	3•4	
AHST4540	HST454	SEMINAR IN JAPANESE HISTORY	4	AUT	GRAMLICH-OKA Bettina	3•4	
AHST4580	HST458	ISSUES IN PREMODERN JAPANESE HISTORY	4	SPR	LINNEPE Andre	3•4	㊟
AHST4630	HST463	ISSUES IN CHINESE HISTORY	4	SPR	HESS Christian	3•4	
AHST4660	HST466	MODERN KOREAN HISTORY	4	SPR	CAPRIO Mark	3•4	㊟
AHST4710	HST471	THE EURO-ASIAN ENCOUNTER	4	AUT	RUSNEAC Collin	3•4	㊟
AHST4730	HST473	ISSUES IN EAST ASIAN HISTORY	4	AUT	BYTHEWAY Simon	3•4	㊟
HHT56710	170500	LECTURE IN HISTORY (CONFUCIAN ETHICS IN CHOSON ERA)	2	AUT	KIM KWANGRAE	2•3•4	H ㊟ ㊟ ①
HHT55710	170470	LECTURE IN HISTORY (MODERN JAPAN)	2	SPR	OKADA Taihei	2•3•4	H ㊟ ㊟
FES76700	501367	TOPICS IN AMERICAN HISTORY	2		TAKEDA Ayuko	2•3•4	F ① ㊟ ㊟ [50]
APOL2010	POL201	THEORIES AND THEMES OF CONTEMPORARY	4	AUT	NAKANO Koichi	1•2•3	
APOL2050	POL205	INTRODUCTION TO INTERNATIONAL RELATIONS	4	SPR	ANNO Tadashi	1•2•3	
APOL2100	POL210	INTRODUCTION TO COMPARATIVE POLITICS	4	SPR	ITO Takeshi	1•2•3	
APOL2150	POL215	CONTROVERSIES IN GLOBALIZATION	4	SPR	BURRETT Tina	1•2•3	
APOL3010	POL301	CLASSICAL WESTERN POLITICAL THEORY	4	AUT	NAKANO Koichi	2•3•4	①
APOL3030	POL303	JAPANESE FOREIGN AND SECURITY POLICY	4	SPR	ANNO Tadashi	2•3•4	
APOL3050	POL305	MODERN WESTERN POLITICAL THEORY	4		NAKANO Koichi	2•3•4	①
APOL3070	POL307	POLITICAL ECOLOGY	2	SPR	ITO Takeshi	2•3•4	
APOL3090	POL309	MEANINGFUL LIFE: ART, DIGITAL, AND FIELD-	2	SPR	ITO Takeshi &	2•3•4	
APOL3100	POL310	EUROPEAN POLITICS	4	AUT	BURRETT Tina	2•3•4	

Registration Code	Course Code	Course Title	Credit	Semester Offered	Instructor	Student Year	Remarks
APOL3160	POL316	NONPROFIT NGOS IN COMPARATIVE CONTEXTS	4	AUT	ROSSITTO Sarajejan	2•3•4	㊟
APOL3210	POL321	JAPANESE GOVERNMENT AND POLITICS	4		NAKANO Koichi	2•3•4	
APOL3540	POL354	GLOBAL POLITICAL ECONOMY	4	AUT	BURRETT Tina	2•3•4	①
APOL3550	POL355	ENVIRONMENTAL POLITICS OF AGRICULTURE	4		ITO Takeshi	2•3•4	①
APOL4050	POL405	SEMINAR IN POLITICAL SCIENCE	4	AUT	IONESCU Magdalena	3•4	㊟
APOL4070	POL407	AGRARIAN SOCIETIES	4	AUT	ITO Takeshi	3•4	①
APOL4080	POL408	POLITICAL LEADERSHIP	4	SPR	BURRETT Tina	3•4	①
APOL4090	POL409	PROPAGANDA AND PUBLIC OPINION	4		BURRETT Tina	3•4	①
APOL4100	POL410	POLITICS OF AUTHORITARIAN STATES	4		ANNO Tadashi	3•4	①
APOL4140	POL414	NATIONALISM, CITIZENSHIP AND DEMOCRACY IN	4	AUT	ANNO Tadashi	3•4	①
APOL4220	POL422	COMPARATIVE POLITICS OF ADVANCED INDUSTRIAL DEMOCRACIES	4		NAKANO Koichi	3•4	①
APOL4270	POL427	INTERNATIONAL RELATIONS THEORY	4	AUT	ANNO Tadashi	3•4	①
APOL4410	POL441	POLITICAL ECONOMY OF DEVELOPMENT	4		ITO Takeshi	3•4	①

*There will be an in-class lottery at the first class.

3+2 Program with the Graduate Institute of Geneva

ASAC4080	SAC408	3+2 PROGRAM WITH THE GRADUATE INSTITUTE OF GENEVA	8		Chair	4	
ASAC4100	SAC410	3+2 PROGRAM WITH THE GRADUATE INSTITUTE OF GENEVA	10		Chair	4	

*These courses are exclusive to those who enroll in the 3+2 Program at the Graduate Institute of Geneva

§ b320 LANGUAGE COURSES (Except Japanese)

LANGUAGE COURSES (Except Japanese) OFFERED BY THE CENTER FOR LANGUAGE EDUCATION AND RESEARCH

Registration CD	Course CD	Course Title	Cr.	Semester Offered	Instructor	Student Year	Numbering	Remarks
ACHN1011	CHN101	BASIC CHINESE 1	2	SPR	ZHANG Tong/CHAN Kin Shing*	1-2-3-4	CHN180-01m00	[26]
ACHN1012	CHN101	BASIC CHINESE 1	2	AUT	ZHANG Tong/CHAN Kin Shing*	1-2-3-4	CHN180-01m00	[26]
ACHN1021	CHN102	BASIC CHINESE 2	2	SPR	HUANG Wanting/LIAN Hong*	1-2-3-4	CHN190-01m00	[26]
ACHN1022	CHN102	BASIC CHINESE 2	2	AUT	HUANG Wanting/LIAN Hong*	1-2-3-4	CHN190-01m00	[26]
ACHN1031	CHN103	INTERMEDIATE CHINESE 1	2	SPR	CHAN Kin Shing*/ZHOU Feng*	1-2-3-4	CHN280-01m00	[26]
ACHN1032	CHN103	INTERMEDIATE CHINESE 1	2	AUT	CHAN Kin Shing*/ZHOU Feng*	1-2-3-4	CHN280-01m00	[26]
ACHN1041	CHN104	INTERMEDIATE CHINESE 2	2	SPR	ZHOU Feng*/CHAN Kin Shing*	1-2-3-4	CHN290-01m00	[26]
ACHN1042	CHN104	INTERMEDIATE CHINESE 2	2	AUT	ZHOU Feng*/CHAN Kin Shing*	1-2-3-4	CHN290-01m00	[26]
LCHN3030	850760	ADVANCED CHINESE A	1	Not Offered		1-2-3-4	CHN301-01m00	①
LCHN3040	850761	ADVANCED CHINESE B	1	Not Offered		1-2-3-4	CHN302-01m00	①
LCHN3050	850762	ADVANCED CHINESE C	1	Not Offered		1-2-3-4	CHN303-01m00	①
LCHN3060	850763	ADVANCED CHINESE D	1	Not Offered		1-2-3-4	CHN304-01m00	①
LCHN3070	850764	ADVANCED CHINESE E	1	SPR	HUANG Wanting	1-2-3-4	CHN305-01m00	①
LCHN3080	850765	ADVANCED CHINESE F	1	AUT	HUANG Wanting	1-2-3-4	CHN306-01m00	①
LCHN3090	850766	ADVANCED CHINESE G	1	SPR	ZHANG Tong	1-2-3-4	CHN307-01m00	①
LCHN3100	850767	ADVANCED CHINESE H	1	AUT	ZHANG Tong	1-2-3-4	CHN308-01m00	①
AFRN1012	FRN101	BASIC FRENCH 1	2	AUT	MAILLEUX Coline/ENARD Marc*	1-2-3-4	FRN180-01m00	[26]
AFRN101B	FRN101	BASIC FRENCH 1	2	SPR	DELMAIRE Gilles*	1-2-3-4	FRN180-01m00	[26]
AFRN1021	FRN102	BASIC FRENCH 2	2	SPR	DELMAIRE Gilles*	1-2-3-4	FRN190-01m00	
AFRN102B	FRN102	BASIC FRENCH 2	2	AUT	MAILLEUX Coline/ENARD Marc*	1-2-3-4	FRN190-01m00	
AFRN1032	FRN103	INTERMEDIATE FRENCH 1	2	AUT	DELMAIRE Gilles*	1-2-3-4	FRN280-01m00	
AFRN103B	FRN103	INTERMEDIATE FRENCH 1	2	SPR	MAILLEUX Coline/ENARD Marc*	1-2-3-4	FRN280-01m00	
AFRN1041	FRN104	INTERMEDIATE FRENCH 2	2	SPR	MAILLEUX Coline/ENARD Marc*	1-2-3-4	FRN290-01m00	
AFRN104B	FRN104	INTERMEDIATE FRENCH 2	2	AUT	DELMAIRE Gilles*	1-2-3-4	FRN290-01m00	
AFRN2210	FRN221	ADVANCED FRENCH (INTEGRATED SKILLS) A-1	1	Not Offered		1-2-3-4	FRN317-01m00	①
AFRN2220	FRN222	ADVANCED FRENCH (INTEGRATED SKILLS) A-2	1	Not Offered		1-2-3-4	FRN317-01m00	①
AFRN2230	FRN223	ADVANCED FRENCH (INTEGRATED SKILLS) B-1	1	Not Offered		1-2-3-4	FRN318-01m00	①
AFRN2240	FRN224	ADVANCED FRENCH (INTEGRATED SKILLS) B-2	1	Not Offered		1-2-3-4	FRN318-01m00	①
AFRN2250	FRN225	ADVANCED FRENCH (INTEGRATED SKILLS) C-1	1	SPR	SATO Laura*	1-2-3-4	FRN319-01m00	①
AFRN2260	FRN226	ADVANCED FRENCH (INTEGRATED SKILLS) C-2	1	SPR	LE ROUX Brendan*	1-2-3-4	FRN319-01m00	①
AFRN2270	FRN227	ADVANCED FRENCH (INTEGRATED SKILLS) D-1	1	AUT	SATO Laura*	1-2-3-4	FRN320-01m00	①
AFRN2280	FRN228	ADVANCED FRENCH (INTEGRATED SKILLS) D-2	1	AUT	LE ROUX Brendan*	1-2-3-4	FRN320-01m00	①
LFRN3810	850486	ADVANCED FRENCH A	1	AUT	KITAMURA Ayako	1-2-3-4	FRN301-01m00	
LFRN3820	850487	ADVANCED FRENCH B	1	SPR	POUPI Damien*	1-2-3-4	FRN302-01m00	
LFRN3830	850488	ADVANCED FRENCH C	1	AUT	POUPI Damien*	1-2-3-4	FRN303-01m00	
LFRN3840	850489	ADVANCED FRENCH D	1	Not Offered		1-2-3-4	FRN304-01m00	
LFRN3850	850490	ADVANCED FRENCH E	1	Not Offered		1-2-3-4	FRN305-01m00	
LFRN3860	850491	ADVANCED FRENCH F	1	Not Offered		1-2-3-4	FRN306-01m00	

Registration CD	Course CD	Course Title	Cr.	Semester Offered	Instructor	Student Year	Numbering	Remarks
LFRN3870	850492	ADVANCED FRENCH G	1	Not Offered		1-2-3-4	FRN307-01m00	
LFRN3880	850493	ADVANCED FRENCH H	1	Not Offered		1-2-3-4	FRN308-01m00	
LFRN3910	850494	ADVANCED FRENCH I	1	Not Offered		1-2-3-4	FRN309-01m00	
LFRN3920	850495	ADVANCED FRENCH J	1	Not Offered		1-2-3-4	FRN310-01m00	
LFRN3930	850496	ADVANCED FRENCH K	1	Not Offered		1-2-3-4	FRN311-01m00	
LFRN3940	850497	ADVANCED FRENCH L	1	Not Offered		1-2-3-4	FRN312-01m00	
LFRN3950	850498	ADVANCED FRENCH M	1	SPR	MAILLEUX Coline	1-2-3-4	FRN313-01m00	
LFRN3960	850499	ADVANCED FRENCH N	1	AUT	MAILLEUX Coline	1-2-3-4	FRN314-01m00	
LFRN3970	850500	ADVANCED FRENCH O	1	SPR	KITAMURA Ayako	1-2-3-4	FRN315-01m00	
ASPN1011	SPN101	BASIC SPANISH 1	2	SPR	HIROYASU Yoshimi/GARCÍA Carmen*	1-2-3-4	HSP180-01m00	[26]
ASPN101A	SPN101	BASIC SPANISH 1	2	SPR	QUIROS Ignacio/PÉREZ Federico*	1-2-3-4	HSP180-01m00	[26]
ASPN101B	SPN101	BASIC SPANISH 1	2	AUT	CERRA Pedro*/GARCÍA Carmen*	1-2-3-4	HSP180-01m00	[26]
ASPN1022	SPN102	BASIC SPANISH 2	2	AUT	HIROYASU Yoshimi/GARCÍA Carmen*	1-2-3-4	HSP190-01m00	[26]
ASPN102A	SPN102	BASIC SPANISH 2	2	SPR	PERAL GIGANTE Álvaro*/ALASTRUEY Txabi*	1-2-3-4	HSP190-01m00	
ASPN102B	SPN102	BASIC SPANISH 2	2	AUT	QUIROS Ignacio/PÉREZ Federico*	1-2-3-4	HSP190-01m00	[26]
ASPN1031	SPN103	INTERMEDIATE SPANISH 1	2	SPR	QUIROS Ignacio/DONCEL Salomón*	1-2-3-4	HSP280-01m00	[26]
ASPN103A	SPN103	INTERMEDIATE SPANISH 1	2	AUT	ALASTRUEY Txabi*/PERAL GIGANTE Álvaro*	1-2-3-4	HSP280-01m00	
ASPN1042	SPN104	INTERMEDIATE SPANISH 2	2	AUT	QUIROS Ignacio/GARZÓN Bravo Fran*	1-2-3-4	HSP290-01m00	[26]
ASPN104B	SPN104	INTERMEDIATE SPANISH 2	2	SPR	GARCÍA Carmen*/CERRA Pedro*	1-2-3-4	HSP290-01m00	
ASPN2110	SPN211	ADVANCED SPANISH (INTEGRATED SKILLS) A	2	Not Offered		1-2-3-4	HSP317-01m00	①
ASPN2120	SPN212	ADVANCED SPANISH (INTEGRATED SKILLS) B	2	Not Offered		1-2-3-4	HSP318-01m00	①
ASPN2130	SPN213	ADVANCED SPANISH (INTEGRATED SKILLS) C	2	SPR	PERAL GIGANTE Álvaro*/KREJCOVA Jolana*	1-2-3-4	HSP319-01m00	①
ASPN2140	SPN214	ADVANCED SPANISH (INTEGRATED SKILLS) D	2	AUT	GARZÓN Bravo Fran*/PERAL GIGANTE Álvaro*	1-2-3-4	HSP319-01m00	①
LSPN3410	850569	ADVANCED SPANISH A	1	Not Offered		1-2-3-4	HSP301-01m00	①
LSPN3420	850570	ADVANCED SPANISH B	1	Not Offered		1-2-3-4	HSP302-01m00	①
LSPN3430	850571	ADVANCED SPANISH C	1	Not Offered		1-2-3-4	HSP303-01m00	①
LSPN3440	850572	ADVANCED SPANISH D	1	Not Offered		1-2-3-4	HSP304-01m00	①
LSPN3450	850573	ADVANCED SPANISH E	1	SPR	HIROYASU Yoshimi	1-2-3-4	HSP305-01m00	①
LSPN3460	850574	ADVANCED SPANISH F	1	AUT	HIROYASU Yoshimi	1-2-3-4	HSP306-01m00	①
LSPN3470	850575	ADVANCED SPANISH G	1	SPR	MARTÍNEZ Silvia*	1-2-3-4	HSP307-01m00	①
LSPN3480	850576	ADVANCED SPANISH H	1	AUT	DONCEL Salomón*	1-2-3-4	HSP308-01m00	①

[] = Lottery course. Number in brackets is the capacity.

Instructor's name with * = adjunct instructor

① = Offered every other year

For descriptions of the courses listed above, please refer to course syllabi on Loyola.

§ b330 JAPANESE LANGUAGE PROGRAM (JLP)

JAPANESE LANGUAGE PROGRAM (JLP)

The Center for Language Education and Research (CLER) offers multiple tracks and levels of Japanese language courses.

The type of course a student initially enrolls in will depend on his/her language background.

Placement into the JLP will be determined by the "Japanese placement test". Further information about the JLP can be found in the brochure "Japanese Language Program."

LANGUAGE COURSES (Japanese) OFFERED BY THE CENTER FOR LANGUAGE EDUCATION AND RESEARCH

Registration CD	Course CD	Course Title	Cr.	Semester Offered	Instructor	Student Year	Numbering	Remarks
※1	JPN111	JAPANESE 1	4	SPR	STAFF	1-2-3-4	JPN111-01e00	
※1	JPN111	JAPANESE 1	4	AUT	STAFF	1-2-3-4	JPN111-01e00	
※1	JPN150	JAPANESE M1	4	SPR	STAFF	1-2-3-4	JPN150-01e00	
※1	JPN150	JAPANESE M1	4	AUT	STAFF	1-2-3-4	JPN150-01e00	
※1	JPN112	JAPANESE 2	4	SPR	STAFF	1-2-3-4	JPN112-01e00	
※1	JPN112	JAPANESE 2	4	AUT	STAFF	1-2-3-4	JPN112-01e00	
※1	JPN200	JAPANESE M2	4	SPR	STAFF	1-2-3-4	JPN200-01j00	
※1	JPN200	JAPANESE M2	4	AUT	STAFF	1-2-3-4	JPN200-01j00	
※1	JPN211	JAPANESE 3	4	SPR	STAFF	1-2-3-4	JPN211-01j00	
※1	JPN211	JAPANESE 3	4	AUT	STAFF	1-2-3-4	JPN211-01j00	
※1	JPN250	JAPANESE M3	4	SPR	STAFF	1-2-3-4	JPN250-01j00	
※1	JPN250	JAPANESE M3	4	AUT	STAFF	1-2-3-4	JPN250-01j00	
※1	JPN212	JAPANESE 4	4	SPR	STAFF	1-2-3-4	JPN212-01j00	
※1	JPN212	JAPANESE 4	4	AUT	STAFF	1-2-3-4	JPN212-01j00	
※1	JPN321	ADVANCED JAPANESE 1	4	SPR	STAFF	1-2-3-4	JPN321-01j00	
※1	JPN321	ADVANCED JAPANESE 1	4	AUT	STAFF	1-2-3-4	JPN321-01j00	
※1	JPN322	ADVANCED JAPANESE 2	4	SPR	STAFF	1-2-3-4	JPN322-01j00	
※1	JPN322	ADVANCED JAPANESE 2	4	AUT	STAFF	1-2-3-4	JPN322-01j00	
※1	JPN311	BUSINESS JAPANESE 1	2	SPR	STAFF	1-2-3-4	JPN311-01j00	※2
※1	JPN311	BUSINESS JAPANESE 1	2	AUT	STAFF	1-2-3-4	JPN311-01j00	※2
※1	JPN312	BUSINESS JAPANESE 2	2	SPR	STAFF	1-2-3-4	JPN312-01j00	※2
※1	JPN312	BUSINESS JAPANESE 2	2	AUT	STAFF	1-2-3-4	JPN312-01j00	※2
※1	JPN315	BUSINESS JAPANESE (PREPARATION FOR INTERNSHIP)	1	SPR	STAFF	1-2-3-4	JPN315-01j00	※2
※1	JPN180	INTENSIVE JAPANESE 1	8	SPR	STAFF	1-2-3-4	JPN180-01e00	
※1	JPN180	INTENSIVE JAPANESE 1	8	AUT	STAFF	1-2-3-4	JPN180-01e00	
※1	JPN270	INTENSIVE JAPANESE 2	8	SPR	STAFF	1-2-3-4	JPN270-01j00	
※1	JPN270	INTENSIVE JAPANESE 2	8	AUT	STAFF	1-2-3-4	JPN270-01j00	
※1	JPN280	INTENSIVE JAPANESE 3	8	SPR	STAFF	1-2-3-4	JPN280-01j00	
※1	JPN280	INTENSIVE JAPANESE 3	8	AUT	STAFF	1-2-3-4	JPN280-01j00	
※1	JPN370	INTENSIVE JAPANESE 4	8	SPR	STAFF	1-2-3-4	JPN370-01j00	
※1	JPN370	INTENSIVE JAPANESE 4	8	AUT	STAFF	1-2-3-4	JPN370-01j00	

Registration CD	Course CD	Course Title	Cr.	Semester Offered	Instructor	Student Year	Numbering	Remarks
AJPN341A	JPN341	READING & WRITING 1	2	SPR	NAGASAWA Itsuki	1-2-3-4	JPN341-01j00	
AJPN341I	JPN341	READING & WRITING 1	2	AUT	NAGASAWA Itsuki	1-2-3-4	JPN341-01j00	
AJPN342A	JPN342	READING & WRITING 2	2	SPR	NAGASU Mika	1-2-3-4	JPN342-01j00	
AJPN342I	JPN342	READING & WRITING 2	2	AUT	NAGASU Mika	1-2-3-4	JPN342-01j00	
AJPN343A	JPN343	READING & WRITING 3	2	SPR	TSUKADA Yuko*	1-2-3-4	JPN343-01j00	
AJPN343I	JPN343	READING & WRITING 3	2	AUT	TSUKADA Yuko*	1-2-3-4	JPN343-01j00	
AJPN345A	JPN345	JAPANESE LITERACY	2	SPR	NOGUCHI Kiyoshi	1-2-3-4	JPN345-01j00	
AJPN345I	JPN345	JAPANESE LITERACY	2	AUT	NOGUCHI Kiyoshi	1-2-3-4	JPN345-01j00	
AJPN407I	JPN407	TRANS JPN TO ENG :THEORY&PRAC	4	SPR	SUMIMOTO Tokihisa*	1-2-3-4	JPN407-01j00	
AJPN407I	JPN407	TRANS JPN TO ENG :THEORY&PRAC	4	AUT	SUMIMOTO Tokihisa*	1-2-3-4	JPN407-01j00	
AJPN4080	JPN408	TRANS ENG TO JPN :THEORY&PRAC	4	AUT	KATORI Yoshihisa*	1-2-3-4	JPN408-01j00	
AJPN431A	JPN431	ACADEMIC JAPANESE 1-1	2	SPR	URAWA Chie*	1-2-3-4	JPN431-01j00	
AJPN431B	JPN431	ACADEMIC JAPANESE 1-1	2	SPR	URAWA Chie*	1-2-3-4	JPN431-01j00	
AJPN431C	JPN431	ACADEMIC JAPANESE 1-1	2	SPR	XU Yan*	1-2-3-4	JPN431-01j00	
AJPN432A	JPN432	ACADEMIC JAPANESE 1-2	2	AUT	XU Yan*	1-2-3-4	JPN432-01j00	
AJPN432B	JPN432	ACADEMIC JAPANESE 1-2	2	AUT	URAWA Chie*	1-2-3-4	JPN432-01j00	
AJPN4410	JPN441	ACADEMIC JAPANESE 2-1	2	SPR	SERA Tokiko	1-2-3-4	JPN441-01j00	
AJPN4420	JPN442	ACADEMIC JAPANESE 2-2	2	AUT	SERA Tokiko	1-2-3-4	JPN442-01j00	

Instructor's name with * = adjunct instructor


※1: Please check the JPT result and timetable on Loyola.

※2: These courses can only be counted as SE Electives.

For descriptions of the courses listed above, please refer to course syllabi on Loyola.

SECTION C: SOPHIA SHORT-TERM PROGRAMS

§ c100 SHORT-TERM PROGRAMS

https://piloti.sophia.ac.jp/eng/studyabroad/short-term/summer_asia/ 

§ c101 SUMMER SESSION IN EAST ASIAN STUDIES

Since its foundation in 1961, Sophia University's Summer Session has provided students with the opportunity to study about Japan and explore the country's relation with Asia and the rest of the world. Participants choose intensive courses from a list including Japanese language, history, literature, society, culture, economics, etc.

For general information about the Summer Session in East Asian Studies, please refer to the university website above, or consult the Center for Global Education and Discovery.

Up to 2 credits earned in the East Asian Studies Program of Summer Session can be counted as University-Wide General Studies Courses and up to 6 credits can be counted as Specialized Education Electives. Credits earned in the Summer Session before 2018 can be counted as Specialized Education Electives without restrictions of number of credits.

More information on registration procedures and programs will be posted on My Sophia.

SECTION D: INFORMATION ON OFFICES

§ d100 General Information and Office Directory

SECTION D: INFORMATION ON OFFICES ▶

- 📄 § d110 Lost and Found
- 📄 § d120 Parking Facilities
- 📄 § d130 Scholarships and Financial Aid Programs
- 📄 § d140 Health and Insurance
- 📄 § d150 Medical Checkup
- 📄 § d160 Other Information
- 📄 § d170 Office Directory
- 📄 § d180 Personal Information

§ d110 Lost and Found

A lost-and-found service is provided at the Office of Environment and Facility Management (Bldg. No.2, 1F). If a student loses or finds an article, it should be reported to this office.

§ d120 Parking Facilities

The University has no parking facilities for students on campus. Students are advised not to drive any vehicle to the university. Tokyo municipal law strictly prohibits the parking of cars, motorcycles or bicycles on public streets around campus.

§ d130 Scholarships and Financial Aid Programs

University scholarships and other scholarships offered by public or private institutions are available for Japanese and international degree students. Detailed information is posted under “Scholarship Information” on the university website and on My Sophia.

Detailed Information:

<https://piloti.sophia.ac.jp/eng/scholarships1/> 

§ d140 Health and Insurance

National Health Insurance System

International students who intend to stay in Japan for more than three months are required to join this insurance system. Students should enroll in the insurance plan at their local ward/city office.

Personal Accident Insurance for Students Pursuing Education and Research

All degree students and exchange students must be enrolled in this insurance plan. This plan covers physical injuries a student suffers during prescribed educational and research activities at the University and on the way to school and in transit between school facilities.

§ d150 Medical Checkup

All new degree students must have a medical checkup at the beginning of their first semester followed by checkups every year in April. The dates and place for the medical checkup will be announced on My Sophia.

§ d160 Other Information

Sophia University Academic Excellence Awards

These awards are available to undergraduate sophomores, juniors, and seniors who achieve high academic performance. Grantees are decided upon recommendation from the Dean of each faculty.

Housing

Sophia University has several off-campus dormitories for students.

For more details, see following web site:

<https://piloti.sophia.ac.jp/eng/housing>

Counseling Services

Individual and group counseling is available from professional counselors to help students resolve any problems they may encounter during their college life (e.g. academic concerns, career options, student life, relationship issues, and mental and emotional health). Counseling is available in Japanese, English and Chinese, and the services are free of charge. Disclosed information is kept confidential. All Sophia University students are invited to utilize the counseling services. To see a counselor, please make an appointment either in person or by phone. Counseling Services is located on 3F, Bldg. 10.

Catholic Jesuit Center

Catholic Jesuit Center is an open space for all students, faculty and staff members. The Center provides and supports activities based on Christian and Jesuit Spirituality to all, regardless of their background or belonging. The Center also offers Mass everyday in Japanese and once a week (on Tuesdays) in English.

§ d170 Office Directory

Office hours of the Center for Academic Affairs and the List of Administrative Offices

§ d170 OFFICE DIRECTORY

Office hours of the Center for Academic Affairs

	During class & exam period	Office Hour	During holidays	Office Hour
SRP/1Q/2Q	April 1 - July 31, 2025	10:00-11:30	August 1 - September 20, 2025	
AUT/3Q/4Q	September 21, 2025 - January 29, 2026	12:30-15:30	January 30 - March 31, 2026	12:30-15:30

※ Services are available only during the above office hours for providing information and accepting applications and required documents.

※ Offices are closed on Saturdays, Sundays, national and university holidays.

※ Office hours during summer and winter recess and in special circumstances are announced on the Loyola Bulletin Board for the Center for Academic Affairs (Academic Services).

	Office	Tel	Bldg	Floor
Course Registration / Class Information / Transfer Credits / Examination / Grades	Center for Academic Affairs (Academic Services Section)	03-3238-3515	No. 2	1F
Tuition and Fees		03-3238-3195	No. 2	1F
Request for Leave of Absence	Center for Academic Affairs (Academic Records Section)	03-3238-3519	No. 2	1F
Request for Withdrawal from the University				
Student ID Card Re-issuance				
Change of Address / Guarantor				
Re-admission	Center for Student Affairs	03-3238-3525	No. 2	1F
Transfer of Faculty / Department				
Student Advice Service, Extracurricular activities, Volunteer Activities				
Accident Insurance, Part-time jobs				
Applications for Nursery & Prayer Room, etc.				
Sophia Dormitories	Center for Student Affairs	03-3238-4621	No. 2	1F
Financial Support (Scholarships)		03-3238-3523		
Financial Support (JASSO)		03-3238-3886		
Lost & found	Office of Environment and Facility Management	03-3238-3112	No. 2	1F
Exchange Programs (Inbound / Outbound)	Center for Global Education and Discovery	03-3238-3521	No. 2	1F
Short-term Language Programs				
Short-term Study Abroad Programs				
Social Engagement Programs				
Study Abroad Insurance				
Monbukagakusho (MEXT) Scholarship	Center for Global Education and Discovery	03-3238-3521	No. 2	1F
Courses offered by the Center (e.g. Internship Courses), Summer Session				
Job search activities / Internship / Seminars	Career Center	03-3238-3581	No. 2	1F
Campus Ministry / Jesuit Education	Catholic Jesuit Center	03-3238-4161	No. 2	1F
Teacher and Curator Certification Programs	Center for Teaching and Curator Credentials	03-3238-3520	No. 2	2F
Systems available through the Sophia ICT account (Integrated Authentication system) including Loyola, My Sophia, email, Moodle, Zoom, etc. PC classrooms, Wi-Fi and VPN. *Inquires on how to use Loyola, contact the Center for Academic Affairs	ICT Office: https://ccweb.cc.sophia.ac.jp/en/	03-3238-3101	No. 2	3F
Student Travel Fare Discount Certificates	Certificate Issuance Machine		No. 2	4F
Certificates / Official Transcript			No. 2	4F
Studies in Christian Humanism / Embodied Wisdom / The Art of Thinking and Expression / Data Science / Issues, Perspectives and Positionality	Center for Liberal Education and Learning	03-3238-4600	No. 2	1F
Language Courses / Placement Test / AC-TEAP / Individual Advising for Language Courses / E-learning program for studying English	Center for Language Education and Research	03-3238-3699	No. 6	5F
Language Learning Commons (LLC)	Japanese Language Learning Support	03-3238-4094	No. 6	1F
Health Support	Health and Wellbeing Center Health Services	03-3238-3394	Hoffmann Hall	2F
Support for Students with Disabilities Contact: with_others-co@sophia.ac.jp	Health and Wellbeing Center Coordinator for Students with Special Needs	03-3238-4088	—	—
Counseling	Counseling Services	03-3238-3559	No. 10	3F
Appointment with Dean / Chair / Director	FLA / GPGS Office	03-3238-4004	No. 10	4F
Admissions	Admissions Office	03-3238-3167	No. 12	1F
Resources	Library	03-3238-3510	Central Library	1F



Services are available only during the noted office hours for providing information, and accepting applications and required documents.



Offices are closed on Saturdays, Sundays, national and university holidays.



Office hours during summer and winter recess and in special circumstances are announced on the My Sophia.

§ d180 Personal Information

For policy on the protection of personal information of Sophia School Corporation, visit the following site:

<https://piloti.sophia.ac.jp/eng/info/privacypolicy/>

SECTION E: REGULATIONS

REGULATIONS	▶
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General Regulations of Sophia University

Amended: April 1, 2024

Chapter 1. Establishment Objectives and Missions

Article 1. Sophia University (“the University”) is founded by the Society of Jesus, and its legal establisher is the Sophia School Corporation.

Article 2. Following the tradition of Catholicism, founded on Christian humanism and as a center of academic excellence, the University shall pursue fundamental truths, impart broad knowledge and advanced expertise in the arts and sciences, and build character through the development of intellectual, moral, and applied capabilities, with the objectives of cultivating talented leaders for society and contributing to the advancement of culture and the welfare of humankind.

Article 3. In order to raise the standards of the University’s education and research and achieve its objectives and social missions, the University shall conduct self-assessment and evaluation of its education and research activities, and shall constantly strive to improve and enhance the quality of its education and research activities.

2. Matters concerning the guarantee of the quality of education and research activities shall be stipulated separately.

3. The implementation structures and methods of self-assessment and evaluation shall be stipulated separately.

4. The University shall undergo evaluation by third-party evaluation bodies in accordance with the preceding three paragraphs.

5. The University shall conduct Faculty Development activities in order to furnish organized support for the improvements in areas such as teaching methods and class management, and for the acquisition and enhancement of knowledge, skills, and capabilities related to educational practice.

6. The implementation structures and methods of Faculty Development activities shall be stipulated separately.

Chapter 2. University Organization

Article 4. The University shall have the following Faculties and Departments as the basic components of its educational and research organization.

Faculty of Theology: Department of Theology

Faculty of Humanities: Department of Philosophy, Department of History, Department of Japanese Literature, Department of English Literature, Department of German Literature, Department of French Literature, Department of Journalism

Faculty of Human Sciences: Department of Education, Department of Psychology, Department of Sociology, Department of Social Services, Department of Nursing

Faculty of Law: Department of Law, Department of International Legal Studies, Department of Legal Studies of the Global Environment

Faculty of Economics: Department of Economics, Department of Management

Faculty of Foreign Studies: Department of English Studies, Department of German Studies, Department of French Studies, Department of Hispanic Studies, Department of Russian Studies, Department of Luso-Brazilian Studies

Faculty of Global Studies: Department of Global Studies

Faculty of Liberal Arts: Department of Liberal Arts

Faculty of Science and Technology: Department of Materials and Life Sciences, Department of Engineering and Applied Sciences, Department of Information and Communication Sciences

2. Minor courses, research labs, groups and other structures may be established taking into account the types of study undertaken by students. Matters concerning the listed establishments shall be stipulated separately.

3. Center for Liberal Education and Learning shall be established in order to facilitate the planning, organization and administration of educational programs across all faculties. Matters concerning the Center for Liberal Education and Learning shall be stipulated separately.

4. Center for Language Education and Research shall be established in order to implement language education programs common across all faculties. Matters concerning the Center for Language Education and Research shall be stipulated separately.

5. Center for Global Education and Discovery shall be established in order to advance the globalization of the University’s education. Matters concerning the Center for Global Education and Discovery shall be stipulated separately.

6. In addition to the common objectives stipulated in Article 2, education and research objectives and human resource development objectives for each of the Faculties and Departments named in the preceding paragraph 1 shall be stipulated separately pursuant to each Faculty’s own purposes of establishment.

Article 5. The University shall have Graduate Programs.

2. General regulations for the Graduate Programs shall be stipulated separately.

Article 6. The University shall have a library, research institutes, centers, and other affiliated educational and research organizations. Matters concerning these bodies shall be stipulated separately.

Chapter 3. Enrollment Capacity

Article 7. First-year enrollment quotas, transfer enrollment quotas, and overall enrollment capacities shall be as set forth below.

Faculty	Department	First-year enrollment quota	Transfer enrollment quota	Overall enrollment capacity
Faculty of Theology	Department of Theology	50	8	196
Faculty of Humanities	Department of Philosophy	60	-	240
	Department of History	70	-	280
	Department of Japanese Literature	60	-	240
	Department of English Literature	100	-	400
	Department of German Literature	50	-	200
	Department of French Literature	50	-	200
	Department of Journalism	120	-	480
	Total	510	-	2,040
Faculty of Human Sciences	Department of Education	60	-	240
	Department of Psychology	55	-	220
	Department of Sociology	60	-	240
	Department of Social Services	60	-	240
	Department of Nursing	70	-	280
	Total	305	-	1,220
Faculty of Law	Department of Law	160	-	640
	Department of International Legal Studies	100	-	400
	Department of Legal Studies of the Global Environment	70	-	280
	Total	330	-	1,320
Faculty of Economics	Department of Economics	165	-	660
	Department of Management	165	-	660
	Total	330	-	1,320
Faculty of Foreign Studies	Department of English Studies	180	-	720
	Department of German Studies	60	-	240
	Department of French Studies	70	-	280
	Department of Hispanic Studies	70	-	280
	Department of Russian Studies	60	-	240
	Department of Luso-Brazilian Studies	60	-	240
	Total	500	-	2,000
Faculty of Global Studies	Department of Global Studies	220	-	880
Faculty of Liberal Arts	Department of Liberal Arts	186	-	744
Faculty of Science and Technology	Department of Materials and Life Sciences	137	-	524
	Department of Engineering and Applied Sciences	137	-	524
	Department of Information and Communication Sciences	136	-	532
	Total	410	-	1,580
Overall Total		2,841	8	11,300

2. The transfer enrollment quota stipulated in the preceding article for the Faculty of Theology shall be a quota for third-year entry.

Chapter 4. Faculty and Staff Organization

Article 8. The University shall have a President.

2. The President shall represent the University, and oversee all aspects of university affairs.

3. Vice Presidents shall be appointed to assist the President and manage university affairs as directed.

Article 9. Faculty and administrative staff shall be appointed under the President.

Article 10. The University's managerial organization shall be stipulated separately.

Chapter 5. Deans' Meeting and Faculty Meetings

Article 11. The University shall have a Deans' Meeting whose purpose is the betterment of education and research in the University as a whole.

2. The membership and operation of the Deans' Meeting shall be determined separately.

Article 12. Each Faculty and the Center for Language Education and Research shall have a Faculty Meeting.

2. Faculty Meetings shall be composed of the following full-time faculty members.

(1) Professors

(2) Associate Professors

(3) Lecturers

3. Faculty Meetings shall furnish opinions to inform decision-making by the President on the following matters.

(1) Student admissions and graduations

(2) Conferment of academic degrees

(3) Important matters concerning education and research other than those in preceding two clauses, in regard to which the President stipulates that it is necessary to hear the opinions of Faculty Meetings.

4. In addition to the matters prescribed in the preceding paragraph, Faculty Meetings shall deliberate on matters concerning education and research in the organizations in which they are established, and furnish opinions in response to requests by the President.

5. Matters concerning the operation of each Faculty Meeting shall be stipulated separately by the applicable Faculty Meeting.

6. Faculty Meetings may involve other full-time faculty members in their deliberations pursuant to separate provision.

Chapter 6. Residence Requirement, Academic Year, Semesters, and Holidays

Article 13. The standard term for completion of academic programs shall be four years, unless otherwise stipulated in these General Regulations.

Article 14. The academic year shall commence on April 1 and conclude on March 31 of the following year.

Article 15. The semesters shall divide the school year into Spring Semester and Autumn Semester, the beginning and the end of each semester are as follows:

Spring Semester: April 1 to September 20

Autumn Semester: September 21 to March 31 of the following year

2. The semesters determined in the preceding paragraph shall be further divided into two periods (called "quarters" below), with the First Quarter and Second Quarter in the Spring Semester and the Third Quarter and Fourth Quarter in the Autumn Semester.

3. The beginning and the end of the quarters determined in the preceding paragraph shall be determined by the University President, apart from what is determined in paragraph 1.

Article 16 [Deleted]

Article 17. Classes and courses shall not be held on the following holidays. However, the start and end dates of the vacation periods stipulated in (6) through (8) below shall be stipulated separately depending on each year.

(1) Saturdays

(2) Sundays

(3) National holidays prescribed in the National Holidays Act (No. 178, 1948)

(4) Foundation Day (November 1)

(5) St. Xavier's Day (December 3)

(6) Spring Vacation

(7) Summer Vacation

(8) Winter Vacation

2. The President may nominate holidays other than those in the preceding paragraph on an ad hoc basis as necessary.

3. The President may require classes or courses (including make-up classes and intensive courses) to be held on any of the holidays stipulated in paragraph 1 as necessary.

Article 18 [Deleted]

Chapter 7. Courses and Credits

Article 19. The types of curricular courses shall be University-wide General Studies Courses, Language Courses, and Specialized Education Courses. Each of these shall be classified as compulsory, elective, or optional.

2. The structure of courses shall be determined separately.

3. The President may establish courses on an ad hoc basis in addition to those stipulated in the preceding paragraph.

Article 19-2. Courses shall be conducted by lectures, seminars, experiments, practical or training courses, or with some combination of the above.

2. As determined separately by the Ministry of Education, Culture, Sports, Science and Technology, courses of the preceding paragraph may be taken which utilize numerous media to a great degree or are held in places other than designated classrooms.

3. The upper limit of credits that may be obtained according to the course methods of the preceding paragraph is 60 credits.

4. The courses in paragraph 1 (including those designated in paragraph 2) may be taken in countries outside Japan.

Article 20. Students enrolled in a course shall be granted the number of credits specified for the course if they attend classes and pass an examination.

2. Credits granted for courses shall be stipulated separately.

Article 21 [Deleted]

Article 22. The number of credits granted for a course shall be calculated in accordance with the following standards based on class hours, with a regular course requiring a total of 45 hours of study per credit.

(1) For lecture and seminar courses, one credit shall be awarded for 15 to 30 class hours.

(2) For laboratory, fieldwork, and practicum courses, one credit shall be awarded for 30 to 45 class hours.

2. Notwithstanding the provisions of the preceding paragraph, the number of credits granted for completion of Graduation Thesis, Graduation Research and similar courses may be stipulated in light of the volume of study they entail, provided that the grant of credit is judged appropriate following an evaluation of the learning outcomes thereof.

3. The number of class hours constituting the basis for calculation of one credit shall be determined by the President.

Chapter 8. Enrollment, Transfer, Change of Faculty/Department, Leave of Absence, Study Abroad, Withdrawal, and Re-Enrollment

Article 23. The enrollment date shall be at the start of the semester.

2. The semester allowed for enrollment shall be determined separately by each Faculty or Department.

Article 24. The University shall, pursuant to a selection process, admit the enrollment of applicants who meet any of the following conditions.

(1) Graduation from a senior high school or secondary school

(2) Completion of 12 years of school education under a regular curriculum

(3) Completion of a 12-year school education curriculum outside Japan, or equivalent thereto designated by the Minister of Education, Culture, Sports, Science and Technology

(4) Completion of a curriculum at an educational facility outside Japan with certification from the Minister of Education, Culture, Sports, Science and Technology that the said curriculum is equivalent to that operated at a senior high school in Japan

(5) Nomination by the Minister of Education, Culture, Sports, Science and Technology

(6) Successful completion of an exam for the Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates, conducted pursuant to the rules for Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates

(7) Recognition by the University of academic proficiency equivalent to a graduate of a senior high school in Japan, where the applicant is of an appropriate age.

2. Admission for enrollment shall be determined by the President.

Article 25. Those wishing to enroll in the University must pay the prescribed entrance examination fee and apply by the designated date using the admission application form accompanied by the following documents.

(1) A report or academic transcript issued by the head of the senior high school attended by the applicant; a passing certificate and transcript of results for those passing a qualifying examination; an IB Diploma and Transcript of Results for those completing the International Baccalaureate

(2) Other necessary documentation

2. Entrance examination fees once paid shall not be refunded.

Article 26. Applicants for enrollment under the preceding article shall be selected pursuant to stipulations made separately.

Article 27. Applicants admitted for enrollment in accordance with the preceding article must submit the following documents, accompanied by enrollment fees, by the designated date.

(1) Pledge co-signed by the Guarantor

(2) Copy of Resident Register issued by a local government authority

(3) Certificate of graduation (completion) from senior high school or other educational institution attended

(4) Other necessary documentation

Article 28. A Guarantor must be a self-supporting adult residing in Japan capable of assuming complete responsibility for the enrollee personally and for all tuition and student fees payable thereby, and should, in principle, be the enrollee's father or mother. However, non-Japanese nationals may be permitted to have a Guarantor who resides outside Japan.

Article 29. Matters concerning the re-enrollment of those who have graduated or withdrawn from the University shall be stipulated separately.

Article 30. Those seeking transfer to the University from other universities (including universities outside Japan, junior colleges, and other academic institutions) may be admitted pursuant to a selection process.
2. Matters concerning candidates for transfer shall be stipulated separately.

Article 31. Those seeking change of Faculty/Department may be permitted to do so pursuant to a selection process.
2. Matters concerning change of Faculty/Department shall be stipulated separately.

Article 32. Those seeking leave of absence from studies due to illness or other unavoidable grounds must submit a leave of absence request detailing their grounds and obtain the permission of the President. Applications for leave of absence on the grounds of illness must be accompanied by a certificate from a medical practitioner.
2. Leave of absence shall be taken in periods of one quarter, and shall not exceed 2 years consecutively or 4 years cumulatively.
3. Those on leave of absence shall be reinstated when the permitted leave of absence period expires. However, if the leave of absence was permitted on the grounds of illness, an application for reinstatement in the prescribed format must be submitted, accompanied by a certificate from a medical practitioner.
4. Those whose grounds for leave of absence lapse during the leave of absence period and who seek reinstatement must submit an application for reinstatement.

Article 33. The President may permit those wishing to study abroad at a university outside Japan with which the University has a partnership agreement, or which is empowered to confer academic degrees, to undertake such study abroad if it is assessed and found to be educationally beneficial for them.
2. Matters concerning study abroad shall be stipulated separately.
3. Recognition and transfer of credits earned during study abroad shall be stipulated separately.

Article 34. When judged by the University to be educationally beneficial, credits earned by currently-enrolled students in curricular courses offered at other universities and junior colleges (including those earned while studying abroad), and credits from studies stipulated separately by the Minister of Education, Culture, Sports, Science, and Technology and judged equivalent to curricular courses offered at the University, may, up to a maximum of 40 credits, be deemed to be earned within the University.
2. When judged by the University to be educationally beneficial, credits earned by students prior to enrollment in the University in curricular courses offered at other universities and junior colleges, and credits from studies stipulated separately by the Minister of Education, Culture, Sports, Science, and Technology and judged equivalent to curricular courses offered at the University, may, up to a maximum of 30 credits, be deemed to be earned within the University, except for cases of transfer enrollment.
3. The total number of credits deemed to be earned within the University pursuant to the preceding two paragraphs shall not exceed 60.
4. For the purposes of paragraphs 1 and 2, credits earned at the Sophia School of Social Welfare may be deemed to be earned within the University.
5. Separate stipulation shall be made for recognition of credits earned at other universities, junior colleges, and the Sophia School of Social Welfare.

Article 35 [Deleted]

Article 36 [Deleted]

Article 37 [Deleted]

Article 38. Active enrollment in the University apart from years taken for leave of absence shall not exceed 8 years.
2. Despite the condition of paragraph 1, the period of active enrollment of all those who are in accord with all of the following numbers shall not exceed 8 years and 3 months.
(1) Those who have been enrolled for 7 years and 9 months in the University at the end of the semester determined in Article 15.
(2) Those who have not completed necessary conditions for graduation as determined in Articles 13 and 57.

Article 38-2. For purposes of calculation of the period of Academic Residence according to the conditions of Article 13 and Leave of Absence according to the conditions of Article 32, the quarter determined in paragraph 2 of Article 15 shall be calculated as 3 months.

Article 39. Those seeking to withdraw from the University must submit a request for withdrawal in the prescribed format together with their student identification card, and obtain the permission of the President.
2. Those applying for withdrawal must pay all tuition and other fees payable up to the time of withdrawal.

Article 40. The President shall determine withdrawal of those who for 2 consecutive years are unable to earn 32 or more credits including those of curricular courses designated by their Faculty/Department.

Chapter 9. Registering and Taking Courses

Article 41. A total of 26 credits must be earned in General Studies courses, including compulsory 8 credits.
2. [Deleted]
3. Notwithstanding paragraph 1, a total of 22 credits must be earned, including compulsory 8 credits in the Department of English Literature of the Faculty of Humanities and the Department of English Studies of the Faculty of Foreign Studies. A total of 26 credits must be earned, including compulsory 4 credits in the Faculty of Liberal Arts.

4. Credits earned in non-compulsory General Studies courses may be assigned as Departmental course credits, if considered educationally necessary for the Department and pursuant to the decision of the President. However, in all Faculties other than the Faculty of Liberal Arts, the maximum number of credits that may be so assigned is 12 credits.

5. Credits earned in specified Departmental courses may be assigned as credits earned in non-compulsory General Studies courses. However, in all Faculties other than the Faculty of Liberal Arts, the maximum number of credits that may be so assigned is 4 credits.

Article 41-2. In Language Education courses, 4 credits in foreign language (English) courses shall be compulsory. However, in the Department of English Literature of the Faculty of Humanities and the Department of English Studies of the Faculty of Foreign Studies, 8 credits and in the Faculty of Liberal Arts, 4 credits in foreign language courses shall be compulsory.

2. Credits earned in non-compulsory Language Education courses may be assigned as non-compulsory General Studies course credits. However, in all Faculties other than the Faculty of Liberal Arts, the maximum number of credits that may be so assigned is 8 credits.

3. Credits earned in non-compulsory Language Education courses may be assigned as Departmental course credits, if considered educationally necessary for the Department and pursuant to the decision of the President.

Article 41-3. Courses offered in the Graduate Schools may be taken pursuant to separate stipulations, if educationally necessary for the Department and within the limits specified by the Graduate School concerned. Credits earned thereby may not be counted towards credits required for graduation.

Article 42. A number of credits must be earned in Departmental courses equal to or exceeding the minimum standard prescribed by the Department concerned.

2. The minimum standard in the preceding paragraph must be at least 94 credits including compulsory and elective courses.

3. For the purposes of the preceding paragraph, credits earned in Departmental courses offered in other Departments may be substituted for credits prescribed by the Department within the limits specified by the Department concerned.

Article 43 [Deleted]

Article 44 [Deleted]

Article 45. Those seeking to obtain a school teaching qualification must take teacher training program prescribed courses and earn credits therein as stipulated separately, consistent with the Teachers License Act (No. 147 of 1949) and the Ordinance for Enforcement of the Teachers License Act (Ministry of Education, Science, Sports and Culture Ordinance No. 26 of 1954).

2. The types of teacher's licenses obtainable depending on the Faculty/Department of the University are stipulated in Annex 2.

Article 46. Credits earned in courses pertaining to teacher training (excluding teaching practice) may be counted as elective Departmental course credits in compliance with prior stipulations made by the Faculty/Department concerned.

Article 47. Those wishing to obtain a museum curator qualification must take museum curator training program prescribed courses and earn credits therein as stipulated separately.

2. Credits earned in courses pertaining to museum curator training (excluding museum curator field work) may be counted as elective Departmental course credits in compliance with prior stipulations made by the Faculty/Department concerned.

Article 48 [Deleted]

Article 49. The Graduation Thesis must be submitted by the due date in compliance with prior stipulations made by the Faculty/Department concerned.

Article 50. Registration within the prescribed period shall be necessary in order to take a curricular course.

Article 51 [Deleted]

Chapter 10. Examinations and Graduation

Article 52. Semester final examinations shall be held in periods stipulated by the University.

Article 53 [Deleted]

Article 54. Those judged to have been unable to take a semester final examination due to illness or other unavoidable grounds, may take a make-up examination after paying a make-up examination fee stipulated separately.

Article 55. Grades in curricular courses shall be expressed using the notation, in descending order, of A (100-90 points), B (89-80 points), C (79-70 points), D (69-60 points), F (59 points and under), P, X, and I, whereby A, B, C, D, and P are passing grades, F and X are failing grades, and I denotes incomplete grading.

2. Notwithstanding the preceding paragraph, withdrawn courses shall be graded as W, and deemed courses as N.

3. A Grade Point Average ("GPA") system shall be employed as a measure of overall academic performance based on the grade notation in paragraph 1.

4. GPA under the preceding paragraph shall be calculated by converting each grade of A to numerical value of 4.0, B to 3.0, C to 2.0, D to 1.0 and F to 0, multiplying the number of credits earned in the course with the graded value of that course, and dividing the total of the products thereof by the total number of registered credits (excluding courses graded as W, N, P, X, and I).

Article 56 [Deleted]

Article 57. The President shall authorize graduation of those who have satisfied the standard term of completion as set forth in Article 13 and earned the prescribed course credits required for graduation.

2. Graduation dates shall be March 31 and September 20 each year.

3. A minimum of 124 credits shall be required for graduation, with requirements in each Faculty/Department as shown below.

Faculty	Department	General Studies Courses		Language Courses	Departmental Courses		Total
		Compulsory	Elective	Compulsory	Compulsory	Elective	
Faculty of Theology	Department of Theology	8	18	4	30	64	124
Faculty of Humanities	Department of Philosophy	8	18	4	28	66	124
	Department of History	8	18	4	14	80	124
	Department of Japanese Literature	8	18	4	28	66	124
	Department of English Literature	8	14	8	44	50	124
	Department of German Literature	8	18	4	42	52	124
	Department of French Literature	8	18	4	42	52	124
	Department of Journalism	8	18	4	14	80	124
Faculty of Human Sciences	Department of Education	8	18	4	23	71	124
	Department of Psychology	8	18	4	34	60	124
	Department of Sociology	8	18	4	22	72	124
	Department of Social Services	8	18	4	26	68	124
	Department of Nursing	8	18	4	90	8	128
Faculty of Law	Department of Law	8	18	4	24	72	126
	Department of International Legal Studies	8	18	4	25	72	127
	Department of Legal Studies of the Global Environment	8	18	4	26	70	126
Faculty of Economics	Department of Economics	8	18	4	8	86	124
	Department of Management	8	18	4	4	90	124
Faculty of Foreign Studies	Department of English Studies	8	14	8	16	78	124
	Department of German Studies	8	18	4	32	62	124
	Department of French Studies	8	18	4	32	62	124
	Department of Hispanic Studies	8	18	4	32	62	124
	Department of Russian Studies	8	18	4	30	64	124
	Department of Luso-Brazilian Studies	8	18	4	34	60	124
Faculty of Global Studies	Department of Global Studies	8	18	4	12	82	124
Faculty of Liberal Arts	Department of Liberal Arts	4	22	4	16	78	124
Faculty of Science and Technology	Department of Materials and Life Sciences	8	18	4	29	65	124
	Department of Engineering and Applied Sciences	8	18	4	26	68	124
	Department of Information and Communication Sciences	8	18	4	34	60	124

Article 57-2. The President may authorize the graduation of those who have been enrolled in the University for 3 years or more, earned the credits stipulated in paragraph 1 of the preceding article with outstanding academic results, and wish to graduate without fulfilling the standard term of completion stipulated in Article 13 ("early graduation").

2. The availability of early graduation and necessary matters pertaining thereto shall be stipulated separately by each Faculty and/or Department.

3. Paragraph 2 of the preceding article shall apply correspondingly to early graduation.

Article 58. The President shall confer the degree of Bachelor on those authorized to graduate pursuant to the provisions of the preceding two articles.

2. Degrees shall state the following fields of specialization for each Faculty and Department.

Faculty	Department	Specialization
Faculty of Theology	Department of Theology	Theology
Faculty of Humanities	Department of Philosophy	Philosophy
	Department of History	History
	Department of Japanese Literature	Literature
	Department of English Literature	Literature
	Department of German Literature	Literature
	Department of French Literature	Literature
	Department of Journalism	Journalism
Faculty of Human Sciences	Department of Education	Education
	Department of Psychology	Psychology
	Department of Sociology	Sociology
	Department of Social Services	Social Services
	Department of Nursing	Nursing
Faculty of Law	Department of Law	Law
	Department of International Legal Studies	Law
	Department of Legal Studies of the Global Environment	Law
Faculty of Economics	Department of Economics	Economics
	Department of Management	Management
Faculty of Foreign Studies	Department of English Studies	Foreign Studies
	Department of German Studies	Foreign Studies
	Department of French Studies	Foreign Studies
	Department of Hispanic Studies	Foreign Studies
	Department of Russian Studies	Foreign Studies
	Department of Luso-Brazilian Studies	Foreign Studies
Faculty of Global Studies	Department of Global Studies	International Relations Area Studies
Faculty of Liberal Arts	Department of Liberal Arts	Liberal Arts
Faculty of Science and Technology	Department of Materials and Life Sciences	Materials and Life Sciences
	Department of Engineering and Applied Sciences	Engineering and Applied Sciences
	Department of Information and Communication Sciences	Information and Communication Sciences

Chapter 11. Awards and Punishments

Article 59. The President shall, pursuant to selection, confer awards on students with outstanding personal qualities and academic performance.

Article 60. Those engaging in conduct judged to be contrary to their obligations as students of the University shall be punished by withdrawal, suspension, or reprimand, depending on the severity of the conduct concerned.

2. Punishments under the preceding paragraph shall be executed by the President.

3. Matters necessary for students' punishment other than those stipulated in the preceding two paragraphs shall be stipulated separately.

Article 61. Those to whom any of the following apply shall be withdrawn by decision of the President.

(1) Judged to have manifestly delinquent character and conduct with no prospect of improvement

(2) Disrupted order within the University

(3) Manifestly damaged the reputation of the University

(4) Judged to be unsuitable for other reasons to remain enrolled at the University

2. Matters necessary for student withdrawal other than those stipulated in the preceding paragraph shall be stipulated separately.

Chapter 12. Fees for Enrollment, Class Tuition, and so on

Article 62. The fees required for enrollment as stipulated in Article 27 shall be determined separately.

Article 63. Students must pay in full the tuition and student fees that are separately determined by the prescribed dates.

Article 64. Those failing to pay tuition and student fees by the prescribed dates under the preceding article shall be withdrawn from the University.

Article 65. Tuition and student fees payable in cases such as leave of absence and study abroad shall be determined separately.

Article 66. Tuition and other student fees once paid shall not be refunded.

Chapter 13. Scholarships

Article 67. The University may offer grants and loans for study-related expenses, and/or waive payment of tuition in part or full.
2. Matters concerning scholarship programs shall be stipulated separately.

Article 68. Selected current students and alumni may be sent on study abroad as scholarship students.

Chapter 14. Exchange Students, Domestic Exchange Students, Non-Matriculated Students, Auditing Students

Article 69. The University may accept exchange students in accordance with student exchange agreements with universities outside Japan.

Article 70. The University may accept domestic exchange students in accordance with credit exchange agreements with universities within Japan.

Article 71. The University may accept and award credits to students who are not enrolled at the University but have taken one or more curricular courses ("non-matriculated students").

2. Acceptance of and award of credit to non-matriculated students shall be stipulated separately.

Article 72. Those who apply to audit one or more curricular courses prescribed by the University may be permitted to do so as auditing students, pursuant to selection provided that such auditing constitutes no impediment to regular classes.

2. Matters concerning auditing shall be stipulated separately.

Chapter 15 [Deleted]

Article 73 [Deleted]

Article 74 [Deleted]

Article 75 [Deleted]

Article 76 [Deleted]

Chapter 16. Student Life Guidance, Extracurricular Education, and Health Management

Article 77. The University shall establish organizations for the purpose of individual and group guidance on student life and education outside the formal curriculum.

Article 78. The University shall have a Health and Wellbeing Center for the purpose of managing the health of students, faculty and administrative staff.

2. Matters concerning the Health and Wellbeing Center shall be stipulated separately.

Article 79. Students must undergo a health examination at the Health and Wellbeing Center each academic year.

Article 80. Students may use the Health and Wellbeing Center in cases of illness and injury.

Chapter 17. Student Dormitories

Article 81. The University shall have affiliated student dormitories to educate students through communal living consistent with the University's educational ideals.

2. Matters concerning student dormitories shall be stipulated separately.

Chapter 18. Public Lectures, Seminars, etc.

Article 82. The University may hold public lectures, seminars, and other events for cultural enrichment, adult education, and other research and educational purposes.

2. Matters concerning events under the preceding paragraph shall be stipulated separately.

Chapter 19. Course of Midwifery

(Establishment)

Article 83

The University shall have a Course of Midwifery (the “Advanced Course”).

(Purposes and qualifications)

Article 84

1. The purpose of the Advanced Course shall be to teach and research the latest knowledge and techniques in the field of midwifery in accordance with the educational ideals of the University and building on basic nursing education in the four-year university system, and thereby to cultivate midwives capable of contributing to the advancement of maternal and child health.

2. The following qualifications shall be obtainable in the Advanced Course.

Eligibility for the National Examination for Midwives

(Enrollment capacity)

Article 85

The Advanced Course’s enrollment capacity shall be as follows.

First-year enrollment quota: 10 students

Overall enrollment capacity: 10 students

(Course Director)

Article 86

The Advanced Course shall have a Course Director.

(Standard course term)

Article 87

The standard course term for the Advanced-Course shall be 1 year.

(Maximum enrollment period)

Article 88

Students cannot be enrolled in the Advanced Course for more than 2 years.

(Eligibility for enrollment)

Article 89

Eligibility to enroll in the Advanced Course may be granted to holders of a Registered Nurse License or an eligibility qualification for the National Examination for Registered Nurses who meet any of the following conditions.

(1) Graduation from a Japanese university undergraduate program

(2) Receipt of a Japanese Bachelor’s (gakushi) degree

(3) Completion of a 16-year formal education curriculum outside Japan

(4) Completion within Japan of a 16-year formal education curriculum of a country other than Japan by taking distance education courses offered by a school in the same country

(5) Completion within Japan of a university program that is recognized as such in the educational system of a country other than Japan (only where completion of the program is deemed to amount to completion of a 16-year formal education curriculum of the said country) and designated separately by the Minister of Education, Culture, Sports, Science and Technology

(6) Completion at a specialized training college (senshu gakko) of an advanced program (only where that program fulfils the criteria prescribed by the Minister of Education, Culture, Sports, Science and Technology including standard completion term of at least 4 years) which is designated separately by the said Minister on or after the date prescribed by the said Minister

(7) Designation by the Minister of Education, Culture, Sports, Science and Technology (Ministry of Education, Science and Culture Public Notice No. 5 of 1953)

(Application for enrollment)

Article 90

1. Those wishing to enroll must pay the prescribed entrance examination fee and submit the documents specified by the University by the designated date. The date and method of submission, and types of documents to be submitted, shall be prescribed separately.

2. Entrance examination fees once paid shall not be refunded.

(Enrollment procedures and enrollment approval)

Article 91

Applicants admitted for enrollment in accordance with the preceding article must submit a Pledge and other documents specified by the University, accompanied by fees required for enrollment, by the designated date.

(Educational programs and course progression)

Article 92

The curricular courses, credits, and methods of course progression in the Advanced Course are prescribed separately.

(Leave of absence period)

Article 93

1. A leave of absence from the Advanced Course shall not exceed one year in duration.

2. Periods of leave of absence shall not be included in the enrollment period in Article 88.

(Completion)

Article 94

1. The President, following deliberation by the Faculty Meeting, shall authorize graduation of those who have been enrolled for at least 1 year and have earned at least 35 credits in accordance with separate provisions.
2. The President shall confer a completion certificate on those authorized to complete pursuant to the preceding paragraph.
3. The completion date shall be March 31 each year.

(Enrollment fee, tuition, and other fees in the Advanced Course)

Article 95

The fees required for enrollment as stipulated in Article 91 shall be determined separately.

(Corresponding application of provisions)

Article 96

In addition to the stipulations of this Chapter, the following provisions shall apply correspondingly to the Advanced Course:

Article 14, Article 15, Article 17, Article 20, Article 22, Article 23, Article 28, paragraphs 1, 3, and 4 of Article 32, Article 39, Articles 50, 52, 54 and 55, Chapter 11, Articles 63 through 67, Chapter 16, Chapter 17

Chapter 20: Miscellaneous Provisions

Article 97

Detailed provisions shall be stipulated separately in the event that they are necessary for the implementation of the matters set forth in these General Regulations.

Supplementary Provision

These regulations are effective from April 1, 1948.

Supplementary Provisions

1. These amended regulations are effective from April 1, 2024.
2. The pre-amendment version of Articles 41, 41-2 and 57 shall continue to apply to students enrolled prior to these amendments.
[Amendments to overall enrollment capacity in the Faculty of Theology, Faculty of Science and Technology]
[Amendments to the number of General Studies course credits required for graduation in the Faculty of Liberal Arts]
[Amendments to the number of Foreign Language course credits required for graduation in the Faculty of Liberal Arts]
[Amendments to the List of Required Credits for Graduation in Faculties and Departments]

Note: The English translation is provided for information. The original Japanese version remains the sole official version. If there is any discrepancy between the two versions, the Japanese original should take precedence.

Detailed Regulations on the Application of Article 40, Paragraph 1 of the General Regulations of Sophia University

Established: January 1, 2013

Amended: April 1, 2021

(Purpose)

Article 1. The purpose of these detailed regulations is to set forth necessary matters concerning the application of Article 40, Paragraph 1 of the General Regulations of Sophia University (the “General Regulations”).

(Two consecutive years)

Article 2. The “2 consecutive years” in Article 40, Paragraph 1 of the General Regulations means an enrollment period of 2 academic years in a row. However, for students who take leave of absence, the above period shall exclude the academic year which includes the leave of absence period, and shall instead mean the academic years preceding and following the leave of absence period.

2. For the Faculty of Liberal Arts, the English course in the Faculty of Science and Technology and SPSF of each faculty, the “2 consecutive years” in Article 40, Paragraph 1 of the General Regulations means a period of 4 consecutive semesters excluding the semester in which the student takes leave of absence.

(Curricular courses designated by Faculty/Department)

Article 3. The “curricular courses designated by their Faculty/Department” in Article 40, Paragraph 1 of the General Regulations means the Specialized Education Courses which are designated as mandatory for certain scholastic years under the educational policy of the Faculty/Department.

(Calculation of credits)

Article 4. The number of credits shall be calculated by adding up the credits earned during a period of 2 consecutive years. Any credits earned during an academic year which includes a leave of absence period shall be excluded from the credit calculation.

2. For students who are re-enrolled or enrolled with a bachelor’s degree, the period of enrollment and the number of credits earned after their re-enrollment or enrollment shall be used for the credit calculation.

3. For transfer students, the number of credits approved for transfer shall be included in the credit calculation.

4. For students who study abroad for a period exceeding 1 year, the exceeding period shall be treated as a period of leave of absence in the credit calculation.

5. The number of credits approved for study abroad and other various reasons shall be included in the credit calculation.

(Special measures)

Article 5. When a student in the third or higher year has earned less than 32 credits over a period of 2 consecutive years, if the number of credits calculated by dividing the number of credits earned by the number of their enrollment years is 16 credits or more, the President may seek opinions at a Faculty Meeting for measures to keep the student enrolled. In such case, the academic year which includes the leave of absence period shall not be included in the student’s enrollment period, but the number of credits earned shall be included. However, for the Faculty of Liberal Arts, the English course in the Faculty of Science and Technology and SPSF of each faculty, the student may stay enrolled on the condition that the number of credits calculated by dividing the number of credits earned by the number of semesters enrolled is 8 credits or more.

2. If a student who has passed a change of Faculty/Department examination is subject to withdrawal, the President may seek opinions at a Faculty Meeting to exempt the student from application of Article 40, Paragraph 1 of the General Regulations.

3. An academic year which includes a period of suspension shall be included in the 2 consecutive years in principle. However, for a special reason, the President may take special measures in consideration of the results of discussions between the head of the Center for Academic Affairs and the Dean of the Faculty to which the student belongs. The President may also take similar measures on students who fail to earn credits due to a reprimand for misconduct.

4. For illness or other special reasons, the President may take special measures in consideration of the results of discussions between the head of the Center for Academic Affairs and the Dean of the Faculty to which the student belongs.

(Revision and repeal)

Article 6. These detailed regulations may be revised or repealed through procedures established by the Sophia School Corporation.

Supplementary Provision

These detailed regulations are effective from April 1, 2021, and applicable from September 21, 2020.

Note: The English translation is provided for information. The original Japanese version remains the sole official version. If there is any discrepancy between the two versions, the Japanese original should take precedence.

General Regulations of Sophia University Graduate Programs

Amended: April 1, 2024

Chapter 1. General Provisions

(Establishment)

Article 1. In accordance with Article 5 of the General Regulations of Sophia University, Sophia University shall have graduate programs which shall be called the “Sophia University Graduate Programs” (and referred to as “the Graduate Programs” in these regulations).

(Programs)

Article 2. The Graduate Programs shall comprise Pre-doctoral Programs, Doctoral Programs, and Professional Graduate Degree Programs.

(Standard completion periods)

Article 3. The standard term of completion for Doctoral Programs shall be 5 years, and the standard term of completion for Master’s Programs shall be 2 years.

2. Doctoral Programs shall be divided into a first term of 2 years and a second term of 3 years, with the former known as the Pre-doctoral Program and the latter as the Doctoral Program.
3. Notwithstanding the preceding paragraph, those who due to work commitments wish to complete the educational curriculum methodically in a specified period exceeding the standard term of completion may, following application and pursuant to the President’s decision, be permitted to undertake the Pre-doctoral Program or the Master’s Program over a period of 3 years as Long-term Enrollment Students.
4. Matters concerning Long-term Enrollment Students under paragraph 3 shall be stipulated separately.
5. Pre-doctoral Programs shall be treated as Master’s Programs.
6. The standard term of completion for the Graduate School of Law’s Juris Doctor Program (Law School) shall be 3 years. However, those judged to have the requisite basic academic knowledge in legal studies (prior law graduates) may be deemed to have earned up to a maximum of 30 course credits in the Juris Doctor Program, and have their required period of enrolment in the Program reduced by a period corresponding to the number of credits thus deemed and not exceeding one year.

(Maximum period of enrolment)

Article 3-2. Enrolment in the Graduate Programs shall be limited to a maximum of 9 years excluding periods of leave of absence, and shall not exceed 4 years in Pre-doctoral Programs and Master’s Programs and 5 years in Doctoral Programs.

2. Notwithstanding the provisions of the preceding paragraph, for those corresponding to all of the following items, enrolment in the Graduate Programs shall not exceed 4 years and 3 months in a Pre-doctoral or Master’s Program and 5 years and 3 months in a Doctoral Program:
 - (1) As of the end of the semester stipulated in Article 33-2, those who have been enrolled in a Pre-doctoral or Master’s Program for 3 years and 9 months or a Doctoral Program for 4 years and 9 months.
 - (2) Those who do not meet the required criteria for graduation stipulated in Articles 21 and 21-2.
3. Professional Graduate Degree Programs shall be subject to stipulations made separately.

(Method for calculating a quarter)

Article 3-3 For purposes of the calculation of the years for completion specified in Article 3, a quarter shall be calculated as 3 months for the period of enrollment specified in Article 3-2 and the period of leave of absence specified in Article 28.

(Purposes)

- Article 4. The purpose of the Graduate Programs shall be to cultivate capabilities founded on Christian humanism following the tradition of Catholicism.
2. The purpose of Doctoral Programs shall be to cultivate the advanced research capabilities, and rich scholarly insights that underpin such capabilities, necessary to pursue independent research activity as scholars in specialized fields and/or to engage in other highly specialized vocations.
 3. The purpose of Pre-doctoral Programs and Master’s Programs shall be to confer profound scholarly insights from broad perspectives and cultivate research capabilities in specialized fields and/or the advanced capabilities necessary to engage in vocations demanding a high degree of specialization.
 4. The purpose of Professional Graduate Degree Programs shall be to foster in-depth scholarly insights and outstanding capabilities required to undertake vocations demanding a high degree of specialization.

(Guarantee of the quality of education and research activities)

Article 4-2. In order to raise the standards of education and research and achieve their aims and social missions, the Graduate Programs shall conduct self-assessment and evaluation of their education and research activities, and shall constantly strive to improve and enhance the quality of their education and research activities.

2. Matters concerning the guarantee of the quality of education and research activities shall be stipulated separately.
3. Implementation structures and methods of self-assessment and evaluation shall be stipulated separately.
4. The Graduate Programs shall undergo evaluation by third-party evaluation bodies in accordance with the preceding three paragraphs.

(Faculty development)

Article 4-3. The Graduate Programs shall pursue organized research and training on curricular objectives, educational contents and methods, and shall conduct evaluation of individual educational and research activities with a view to improving the educational and research supervision capabilities of faculty members.

2. Separate stipulations shall be made concerning Faculty Development implementation structures and methods for evaluation of individual educational and research activities.

(Graduate Schools and Programs)

Article 5. The Graduate Schools shall comprise the Schools set forth in the left column of the table below, and each of these Schools shall have the Programs (as stipulated in Article 5-2, Basic Organization for Implementation of Inter-Graduate Curriculum (referred as “Basic Inter-Graduate Curriculum” in these regulations)) set forth in the middle column of the same table.

School	Program	Type
Graduate School of Theology	Theology	Pre-doctoral Program
	Systematic Theology	Doctoral Program
Graduate School of Humanities	Philosophy	
	History	
	Japanese Literature	
	English and American Literature	
	German Literature	
	French Literature	
	Journalism	
	Cultural Interaction	
Graduate School of Applied Religious Studies	Death and Life Studies	
Graduate School of Human Sciences	Education	
	Psychology	
	Sociology	
	Social Services	
	Nursing	Master’s Program
Graduate School of Law	Law	
	Juris Doctor (Law School)	Professional Graduate Degree
Graduate School of Economics	Economics	
	Management	
Graduate School of Languages and Linguistics	Linguistics	
Graduate School of Global Studies	International Relations	
	Area Studies	
	Global Studies	
	International Cooperation Studies	Master’s Program
Graduate School of Science and Technology	Science and Technology	
Graduate School of Global Environmental Studies	Global Environmental Studies	
Graduate Degree Program of Applied Data Science	-	Master’s Program

2. The Graduate Degree Program of Applied Data Science is a Master’s Program conducted in close cooperation with the Graduate School of Economics, the Graduate School of Science and Technology, and the Graduate School of Global Environmental Studies as the Basic Inter-Graduate Curriculum stipulated in Article 5-2.
3. In addition to the common objectives stipulated in Article 4, education and research objectives and human resource development objectives for each of the Graduate Schools named in the preceding paragraph shall be stipulated separately in Annex 1 pursuant to each Graduate School’s own purposes of establishment.
4. Matters other than those provided in the preceding paragraph shall be subject to the detailed rules and regulations stipulated by each Graduate School.

(Basic Organization for Implementation of Inter-Graduate Curriculum)

Article 5-2 When it is recognized to be particularly necessary to implement curriculum pertaining to cross-disciplinary fields, and when it is recognized that there are no obstacles to education and research, two or more Graduate Programs offered in the

University (excluding those established pursuant to the provisions of this Article; the same shall apply hereinafter) may be aligned. This Basic Inter-Graduate Curriculum shall be established as an organization equivalent to Graduate Programs using the faculty members and part of the facilities possessed by two or more Graduate Programs as a basic organization to implement curricula related to cross-disciplinary fields.

2. The Basic Inter-Graduate Curriculum shall not have its own division.

(Enrollment capacity)

Article 6. Enrollment capacity for each Graduate School shall be as set forth in the table below.

Graduate School	Program	Pre-doctoral Program (Master's)		Doctoral Program		Professional Graduate Degree		Enrollment Capacity
		First-year enrollment quota	Overall enrollment capacity	First-year enrollment quota	Overall enrollment capacity	First-year enrollment quota	Overall enrollment capacity	Total
Graduate School of Theology	Theology	20	40					40
	Systematic Theology			4	12			12
	Total	20	40	4	12			52
Graduate School of Humanities	Philosophy	10	20	3	9			29
	History	10	20	3	9			29
	Japanese Literature	10	20	3	9			29
	English and American Literature	10	20	3	9			29
	German Literature	10	20	3	9			29
	French Literature	10	20	3	9			29
	Journalism	10	20	3	9			29
	Cultural Interaction	16	32	3	9			41
	Total	86	172	24	72			244
Graduate School of Applied Religious Studies	Death and Life Studies	10	20	3	9			29
Graduate School of Human Sciences	Education	10	20	5	15			35
	Psychology	20	40	5	15			55
	Sociology	10	20	3	9			29
	Social Services	10	20	3	9			29
	Nursing	9	18	-	-			18
	Total	59	118	16	48			166
Graduate School of Law	Law	20	40	4	12			52
	Juris Doctor (Law School)					40	120	120
	Total	20	40	4	12	40	120	172
Graduate School of Economics	Economics	15	30	2	6			36
	Management	15	30	2	6			36
	Total	30	60	4	12			72
Graduate School of Languages and Linguistics	Linguistics	33	66	5	15			81
Graduate School of Global Studies	International Relations	15	30	6	18			48
	Area Studies	15	30	5	15			45
	Global Studies	30	60	3	9			69
	International Cooperation Studies	10	20					20
	Total	70	140	14	42			182

Graduate School of Science and Technology		250 【50】	500 【100】	20	60			560 【100】
Graduate School of Global Environmental Studies	Global Environmental Studies	60	120	10	30			150
Graduate Degree Program of Applied Data Science	-	【50】	【100】					【100】
Total		638	1276	104	312	40	120	1708

Note

Numbers in brackets indicate the admission capacity of Graduate Programs that are aligned as the Basic Inter-Graduate Curriculum stipulated in Article 5-2.

Chapter 2. Graduate School Committee and Graduate Programs Committee

(Graduate School Committee)

Article 7. The Graduate School shall have a Graduate School Committee.

2. Except where stipulated expressly in these regulations, matters regarding the Graduate School Committee shall be stipulated separately.

Article 8. [Deleted]

Article 9. [Deleted]

(Matters for consideration by the Graduate School Committee)

Article 10. The Graduate School Board shall furnish opinions to inform decision-making by the President on the following matters concerning the Graduate Programs as a whole.

- (1) Matters concerning conferment of academic degrees
- (2) Other matters stipulated necessary by the President

(Graduate Program Committees)

Article 11. Each Graduate Program shall have a separate Graduate Program Committee.

2. In the basic organization stipulated in Article 5-2, there shall be a Graduate Degree Program Acting Committee as an administrative organization equivalent to the Graduate Program Committee, and in the these regulations “Graduate Program Committee” shall include the Graduate Degree Program Acting Committee.

3. [Deleted]

4. The Graduate Program Committee shall be composed of the faculty members employed pursuant to the Selection Criteria and Assessment Procedures for faculty members involved in the Graduate Program stipulated separately.

5. The Chair of each individual Graduate Program Committee shall be the Director of the Graduate Program. The Chair of the Graduate Degree Program Acting Committee shall be the Director of the Acting Committee.

6. Individual Graduate School Committees shall furnish opinions to inform decision-making by the President on the following matters.

- (1) Student admissions and completions of programs
- (2) Conferment of academic degrees
- (3) Important matters concerning education and research other than those in preceding two clauses, in regard to which the President stipulates it is necessary to hear the opinions of the individual Graduate School Committees.

7. In addition to the matters prescribed in the preceding paragraph, individual Graduate School Committees shall deliberate on matters concerning education and research in their respective Graduate Schools, and furnish opinions in response to requests by the President.

8. Matters concerning each individual Graduate School Committee shall be stipulated separately by that Committee.

(Divisions)

Article 12. The Graduate Programs shall each have divisions to conduct education and research in their fields of specialization, and each division shall have a Chairperson, excluding the Basic Inter-Graduate Curriculum stipulated in Article 5-2, paragraph 1.

2. Matters concerning each division shall be stipulated separately by the respective Programs.

(Advisor to the Director of Graduate Degree Program Acting Committee)

Article 12-2 The Graduate Degree Program shall have an Advisor to the Director of Graduate Degree Program Acting Committee.

2. The Advisor to the Director of the Graduate Degree Program is equivalent to the Division Chairperson in Article 12, paragraph 1.

(Administrative organizations)

Article 13. The Graduate Programs shall have administrative organizations necessary to process their administrative work.

Chapter 3. Educational Methods

(Educational methods)

Article 14. Education in the Graduate Programs shall be conducted through the teaching of curricular courses and the provision of guidance in the production of degree dissertations (“research guidance”). Courses shall be conducted by lectures, seminars, experiments, practical or training courses, or with some combination of the above. However, the provision of guidance in the production of degree dissertations is excluded in the Graduate School of Law’s Juris Doctor Program (Law School).

2. If considered by a Graduate School to be educationally necessary, education may be conducted by suitable means such as the provision of teaching and/or research guidance in evening sessions or other special times or periods.
3. Curricular courses shall be organized as determined separately.
4. The specifics of research guidance shall be determined separately.
5. Courses stipulated in paragraph 1 determined separately by the Minister of Education, Culture, Sports, Science and Technology, may be taken which utilize numerous media to a great degree or are held in places other than designated classrooms.
6. Courses stipulated in paragraphs 1 and 5 above may be taken in countries outside Japan.

(Standards for course credit calculation)

Article 15. The provisions of the General Regulations of Sophia University shall apply correspondingly to the calculation of course credits in the Graduate Schools.

(Faculty advisors)

- Article 16. Each Program and Basic Inter-Graduate Curriculum shall nominate one full-time faculty member as faculty advisor, who shall provide direction regarding course registration and research guidance for each of its students. However, this does not apply in the Graduate School of Law's Juris Doctor Program (Law School).
2. Of the full-time faculty members of a Program or Basic Inter-Graduate Curriculum, faculty members with the qualifications prescribed in the Selection Criteria and Assessment Procedures for Faculty Members involved in Graduate Programs shall be assigned as faculty advisors.

(Taking courses)

- Article 17. When judged by the faculty advisor to be educationally beneficial, a Graduate School may allow a student to take a course offered in another Graduate School or undergraduate Faculty.
2. Credits earned pursuant to the provisions of the preceding paragraph, excluding those earned from undergraduate courses, may be deemed to be earned within the student's Graduate School up to a maximum of 8 credits.

(Credit transfer)

- Article 18. When considered by the Graduate School to be educationally beneficial, a student may be allowed to take courses offered in graduate schools at other universities (including universities outside Japan) and credits earned thereby may, up to a maximum of 10 credits, be deemed to be earned within the student's Graduate Programs.
2. When considered by a Graduate School to be educationally beneficial, credits earned by a student in the Graduate Programs or in other Graduate Schools prior to admission to the current Graduate Programs (including credits earned previously in the Graduate Programs and as a non-matriculated student) may, up to a maximum of 10 credits, be deemed to be earned within the student's Graduate Programs.
 3. The total number of credits deemed to be earned within the student's Graduate School pursuant to the preceding two paragraphs shall not exceed 10 credits.
 4. Notwithstanding the preceding paragraph, the number of credits earned at other Graduate Schools pursuant to paragraphs 18.1 and 18.2 and deemed to be earned within the Graduate School of Law's Juris Doctor Program (Law School) shall not exceed 46 credits.

(Commissioned or joint research guidance)

- Article 19. When considered educationally beneficial, students of a Graduate School may be allowed to receive necessary research guidance at another Graduate School or research institute (including those outside Japan), or in the limited case of students of a doctoral program, jointly with another Graduate School or research institute following discussion with the school or institute concerned. However, the period for which Pre-doctoral Program students receive such research guidance shall not exceed one year.
2. Separate stipulation shall be made for matters concerning study abroad at a university-based graduate school or research institute outside Japan as prescribed in paragraphs 1 and 2 of the preceding article.

(Teacher's licenses)

- Article 20. Those seeking to obtain a school teaching qualification must take the prescribed courses and credits, consistent with the Teachers License Act (No. 147 of 1949) and the Ordinance for Enforcement of the Teachers License Act (Ministry of Education, Science, Sports and Culture Ordinance No. 26 of 1954).
2. The types of teacher's licenses obtainable in the Graduate Programs are stipulated in Annex 2.

Chapter 4. Requirements for Program Completion

(Requirements for completion of Master's Programs and Pre-doctoral Programs Courses)

- Article 21. The requirements for completion of Master's Programs and Pre-doctoral Programs shall be enrollment of at least 2 years in the Graduate Programs, completion of at least 30 credits, and passing of a Master's Dissertation screening and examination conducted by the Graduate Programs. In this case, research guidance may include commissioned research guidance as determined in Article 19.
2. For the purposes of the preceding paragraph, when considered appropriate in light of the aims of the Program concerned, a screening of research outputs on a specified topic may be substituted for the Master's Thesis screening.

3. Notwithstanding the provisions of paragraph 1, a period of enrollment of at least one year in the Graduate Programs shall suffice as the enrollment period requirement for those demonstrating outstanding performance

(Requirements for completion of Doctoral Programs)

Article 21-2. All of the following requirements shall be met for the completion of Doctoral Programs.

- (1) Enrolment in the Graduate Programs for at least 5 years (including, for those who have completed a Master's Program, Pre-doctoral Program, or Professional Graduate Degree Program following enrollment of at least 2 years, the standard term of completion for the Program concerned);
 - (2) Completion of at least 30 credits (including any credits earned in a Master's Program, Pre-doctoral Program, or Professional Graduate Degree Program);
 - (3) Passing of a Doctoral Dissertation screening and examination conducted by the Graduate Programs after undergoing the necessary research guidance. In this case, research guidance may include commissioned or joint research guidance as stipulated in Article 19.
2. Notwithstanding the provisions of item 1 of the preceding paragraph, a period of enrollment in the Graduate Programs of at least 3 years (including, for those who have completed a Master's Program, Pre-doctoral Program, or Professional Graduate Degree Program following enrollment of at least 2 years, the 2 years of enrolment in the Program concerned) shall suffice as the enrollment period requirement for those demonstrating outstanding research performance.
3. Notwithstanding the provisions of paragraph 1, item 1, a period of enrolment in the Graduate Programs of at least 3 years added to the period enrolled in a Master's Program or Pre-doctoral Program shall suffice as the enrolment period requirement for those completing a Master's Program or Pre-doctoral Program pursuant to item 3 of the preceding article. However, a period of enrollment in the Graduate Programs of at least 2 years added shall suffice as the enrollment period requirement for those demonstrating outstanding research performance during their period of enrollment.
4. Notwithstanding the provisions of paragraph 1, items 1 and 2, the requirements for completion of Doctoral Programs by those considered eligible for admission to Graduate Programs by virtue of academic ability equivalent to or higher than the holder of a Master's degree, as provided in Article 70-2 of the Ordinance for Enforcement of the School Education Act (Ministry of Education, Science, Sports and Culture Ordinance No. 11 of 1947), shall be enrollment in the Graduate Programs of at least 3 years and acquisition of the required credits for courses designated by the enrolled Graduate School ("Designated Courses"). However, a period of enrollment in the Graduate Programs of at least one year shall suffice as the enrollment period requirement for those demonstrating outstanding research performance who have acquired the designated course credits.

(Requirements for completion of Professional Graduate Degree Programs)

Article 21-3. The requirements for completion of the Graduate School of Law's Juris Doctor Program (Law School) shall be enrollment of at least 3 years, achievement of the required academic grades at each year level, and completion of at least 100 credits. However, the requirements for those judged to have the requisite basic academic knowledge in legal studies (prior law graduates) shall be enrollment of at least 2 years, achievement of the prescribed academic grades at each year level, and completion of at least 64 credits.

2. The credits to be earned and academic grades required at each year level shall be determined separately.

(Approval of completion)

Article 21-4. The President shall approve program completion by those who have fulfilled the requirements prescribed in Article 3.

2. The completion date shall be March 31 or September 20 each year.

3. Notwithstanding the provision of paragraph 2, the Graduate School of Law's Juris Doctor Program (Law School) may follow their completion date stipulated separately.

Article 22. Methods of screening degree dissertations shall be stipulated separately.

Article 23. Methods of degree examination shall be stipulated separately.

Chapter 5. Academic Degrees

(Conferment of degrees)

Article 24. The President shall confer on those completing Programs the degree of Doctor, Master or Juris Doctor in accordance with the Program completed.

2. The specifics of academic degrees shall be subject to the stipulations of the Sophia University Academic Degree Regulations.

(Names of disciplines to be stated on degrees)

Article 25. The names of degrees awarded in Graduate Schools/Graduate Programs are as follows:

Graduate School	Program	Master's Discipline	Doctoral Discipline
Graduate School of Theology	Theology	Theology	
	Systematic Theology		Theology
Graduate School of Humanities	Philosophy	Philosophy	Philosophy
	History	History	History
	Japanese Literature	Japanese Literature	Japanese Literature

	English and American Literature	English and American Literature	English and American Literature
	German Literature	German Literature	German Literature
	French Literature	French Literature	French Literature
	Journalism	Journalism	Journalism
	Cultural Interaction	Cultural Interaction	Cultural Interaction
Graduate School of Applied Religious Studies	Death and Life Studies	Death and Life Studies	Applied Religious Studies
Graduate School of Human Sciences	Education	Education	Education
	Psychology	Psychology	Psychology
	Sociology	Sociology	Sociology
	Social Services	Social Services	Social Services
	Nursing	Nursing	
Graduate School of Law	Law	Law	Law
	Juris Doctor (Law School)	Juris Doctor	
Graduate School of Economics	Economics	Economics	Economics
	Management	Business Administration	Management
Graduate School of Languages and Linguistics	Linguistics	Linguistics	Linguistics
Graduate School of Global Studies	International Relations	International Relations	International Relations
	Area Studies	Area Studies	Area Studies
	Global Studies	Japanese Studies	Japanese Studies
		International Business and Development Studies	
		Global Studies	Global Studies
	International Cooperation Studies	International Cooperation Studies	
Graduate School of Science and Technology	Science and Technology	Mechanical Engineering	Mechanical Engineering
		Electrical and Electronics Engineering	Electrical and Electronics Engineering
		Applied Chemistry	Applied Chemistry
		Chemistry	Chemistry
		Mathematics	Mathematics
		Physics	Physics
		Biological Science	Biological Science
		Information Science	Information Science
		Green Science and Engineering	Green Science and Engineering
Graduate School of Global Environmental Studies	Global Environmental Studies	Environmental Studies	Environmental Studies
Graduate Degree Program of Applied Science		Applied Science	

2. Notwithstanding the provisions of the preceding paragraph, if considered necessary by a Graduate School, the term “Doctor of Philosophy” (PhD) may be substituted for a Doctoral Program discipline name prescribed in the preceding paragraph.

Chapter 6. Enrollment, Progression, Advanced Entry, Leave of Absence, Withdrawal, and Re-Enrollment

(Enrollment eligibility)

Article 26. Those meeting any of the following conditions may be eligible to enroll in the Pre-doctoral Programs, Master’s Programs, and Professional Graduate Degree Programs.

- (1) Graduation from a Japanese university undergraduate program;
- (2) Receipt of a Japanese Bachelor’s (gakushi) degree;
- (3) Completion of a 16-year formal education curriculum outside Japan;
- (4) Completion in Japan of correspondence courses conducted through an educational institution outside Japan that are equivalent to a 16-year curriculum of that institution.
- (5) Completion inside Japan of a curriculum offered by an educational institution designated by the Minister of Education, Culture, Sports, Science and Technology to be equivalent to one outside Japan.

- (6) Acquisition of the equivalent of a Bachelor's degree by completion of an academic course of at least three years at a university or other educational institution outside Japan.
 - (7) Completion on or beyond the date determined by the Minister of Education Culture, Sports, Science and Technology of the specialized curriculum of an advanced vocational school (limited to curriculums of at least four years that meet the criteria stipulated by the Minister of Education Culture, Sports, Science and Technology) that is separately designated by the Minister of Education Culture, Sports, Science and Technology
 - (8) Nomination by the Minister of Education, Culture, Sports, Science and Technology.
 - (9) Enrollment of at least three years in a university undergraduate program and recognition by the Sophia University Graduate Programs of completion of a prescribed number of credits with outstanding academic performance.
 - (10) Other recognition by the Sophia University Graduate Programs, pursuant to an individual assessment of enrollment eligibility, of academic ability equivalent to or higher than a graduate of a Japanese university, and attainment of the age of 22 years.
2. Eligibility for progression or advanced entry to the Doctoral Programs may be granted to holders of a Japanese Master's (shūshi) degree or Professional Graduate (senmonshoku) degree, and those recognized as having academic ability equivalent to or higher than a holder of a Japanese Master's degree.
 3. For the purposes of the preceding paragraph, those meeting any of the following conditions shall be recognized as having academic ability equivalent to or higher than a holder of a Japanese Master's degree.
 - (1) Acquisition outside Japan of an academic degree equivalent to a Japanese Master's degree or Professional Graduate degree
 - (2) Acquisition of a degree equivalent to a Master's degree or Professional Graduate degree by taking courses of correspondence courses offered by an educational institution outside Japan
 - (3) Acquisition of a degree equivalent to a Master's degree or Professional Graduate degree by the completion inside Japan of the curriculum of an educational institution from outside Japan that is located inside Japan which the Graduate School Authority of the Minister of Education, Culture, Sports, Science and Technology designates as equivalent to a Graduate-level educational institution.
 - (4) Acquisition of a degree equivalent to a Master's degree by completing the curriculum at the United Nations University
 - (5) Possession of academic abilities equivalent to a holder of a Master's Degree at Sophia University based on research experience of at least two years at a university, research institute, etc. after graduation from a university or other educational institution.
 - (6) Nomination by the Minister of Education, Culture, Sports, Science and Technology
 - (7) Other recognition by the Graduate Programs, pursuant to an individual assessment of enrollment eligibility, of academic ability equivalent to or higher than a holder of a Japanese Master's degree, and attainment of the age of 24 years
 4. Permission for the enrollment, progression, and advanced entry prescribed in paragraphs 1 and 2 shall be determined by the President

(Entrance examination)

Article 27. Entrance examinations shall be conducted in accordance with the stipulations of each Graduate School for those applying to enroll in a Master's Program or Professional Graduate Degree Program or to progress or gain advanced entry to a Doctoral Program.

2. Foreign students may be permitted to enroll pursuant to special selection.

(Applications for leave of absence, reinstatement, and withdrawal)

Article 28. Those seeking leave of absence or withdrawal must submit an application form in the prescribed format and obtain the permission of the President.

2. Leave of absence shall be taken in quarter units, as stipulated in Article 33-2, paragraph 2, and shall not exceed 5 years cumulatively in Doctoral Programs. However, in Master's Programs and Professional Graduate Degree Programs the maximum shall be 2 years.
3. Those on leave of absence shall be reinstated when the permitted leave of absence period expires. However, if the leave of absence was permitted on the grounds of illness, an application for reinstatement in the prescribed format must be submitted, accompanied by a certificate from a medical practitioner.
4. Those whose grounds for leave of absence lapse during the leave of absence period and who seek reinstatement must submit an application for reinstatement in the prescribed format.

(Retention)

Article 28-2. Those unable to earn the required credits or to attain the required academic grades in any year level in the Graduate School of Law's Juris Doctor Program (Law School) shall be held back in the same year level. Separate stipulation shall be made regarding the required credits and academic grades at each year level for these purposes.

(Withdrawal and punishments)

Article 29. Those to whom any of the following apply shall be withdrawn by decision of the President.

- (1) Failed to pay tuition and/or other fees
- (2) Exceeded the maximum periods of enrollment stipulated in Article 3-2
- (3) Judged to have no prospect of successful completion. However, the grounds for such judgment shall be stipulated separately by each Graduate School.

Article 29-2. Those engaging in conduct judged to be contrary to their obligations as students of the University shall be punished by withdrawal, suspension, or reprimand, depending on the severity of the conduct concerned.

2. Those to whom any of the following apply shall be withdrawn.

- (1) Judged to have manifestly delinquent character and conduct with no prospect of improvement
- (2) Disrupted order within the University
- (3) Manifestly damaged the reputation of the University
- (4) Judged for other reasons to be unsuitable to remain enrolled at the University

3. Punishments under the preceding two paragraphs shall be executed by the President.
4. Matters necessary for student punishment other than those stipulated in the preceding three paragraphs shall be stipulated separately.

(Re-enrollment)

Article 30. Those seeking to re-enroll after withdrawal from the Graduate Programs must submit an application in the prescribed format and obtain the permission of the President.

2. The President may grant permission for re-enrollment following an application therefor.

(Enrollment date)

Article 31. The enrollment date in the Graduate Programs shall be at the beginning of a semester.

2. The semester of enrollment shall be stipulated separately by each Graduate School.

(Enrollment periods)

Article 32 [Deleted]

Chapter 7. Academic Year, Semesters, and Holidays

(Academic year, semesters, and holidays)

Article 33. The academic year shall commence on April 1 and conclude on March 31 of the following year.

Article 33-2 The semesters shall divide the school year into Spring Semester and Autumn Semester, the beginning and the end of which are as follows:

Spring Semester: April 1 to September 20

Autumn Semester: September 21 to March 31

2. The semesters determined in the preceding paragraph shall be further divided into two periods (called “quarters” below), with the First Quarter and Second Quarter in the Spring Semester and the Third Quarter and Fourth Quarter in the Autumn Semester.
3. The beginning and end of the quarters determined in the preceding paragraph shall be determined by the President, apart from what is determined in paragraph 1.

Article 33-3. Classes and courses shall not be held on the following holidays. However, the start and end dates of the vacation periods stipulated in (5) through (7) below shall be stipulated separately depending on each year.

(1) Sundays

(2) National holidays prescribed in the National Holidays Act (No. 178, 1948)

(3) Foundation Day (November 1)

(4) St. Xavier’s Day (December 3)

(5) Spring Vacation

(6) Summer Vacation

(7) Winter Vacation

2. The President may nominate holidays other than those in the preceding paragraph on an ad hoc basis as necessary.
3. The President may require classes or courses (including make-up classes and intensive courses) to be held on any of the holidays stipulated in paragraph 1 as necessary.

Chapter 8. Exchange Students, Auditing Students under Auditing Agreement, Auditing Students, and Research Students

(Exchange students)

Article 34. The Graduate Programs may accept exchange students in accordance with student exchange agreements with graduate schools outside Japan.

(Auditing students under auditing agreement)

Article 35. The Graduate Programs may accept auditing students under auditing agreement in accordance with credit exchange agreements with graduate schools within Japan.

(Auditing students)

Article 36. Those applying to audit specified courses in the Graduate Programs may, pursuant to selection, be permitted to do so as auditing students.

2. Matters concerning auditing students shall be stipulated separately.

(Non-matriculated students)

Article 36-2. The Graduate Programs may grant credit to those taking one or more curricular courses not for the purpose of obtaining an academic degree (“non-matriculated students”).

2. Matters concerning non-matriculated students shall be stipulated separately.

(Research students)

Article 37. Those applying to undertake research on specific topics in the Graduate School may, pursuant to selection, be permitted to do so as research students.

2. Matters concerning research students shall be stipulated separately.

Chapter 9. Enrollment fees, tuition and student fees

(Enrollment procedures)

Article 38. Applicants admitted for enrollment, progression, or advanced entry to the Graduate Programs must submit the prescribed documents and pay the fees required for enrollment by the designated date as stipulated separately.

(Tuition and student fees)

Article 39. Students of the Graduate Programs must pay the tuition and student fees in full by the prescribed dates as stipulated separately.

2. Tuition and student fees payable in cases such as leave of absence and study abroad are stipulated separately.

Chapter 10. Other Matters

(Corresponding application of provisions)

Article 40. The provisions of the General Regulations of Sophia University (with the exception of Article 19-2, paragraph 3) shall apply correspondingly to matters for which no provision is made in these regulations.

(Establishment of Clinical Psychology Consultation Office)

Article 41 The University shall have a Clinical Psychology Consultation Office.

Supplementary Provisions

These amended regulations are effective from April 1, 2024.

[Disestablishment of Doctoral Program in Philosophy of Graduate School of Philosophy]

[Changes to enrollment capacity]

Note: The English translation is provided for information. The original Japanese version remains the sole official version. If there is any discrepancy between the two versions, the Japanese original should take precedence.

Sophia University Degree Regulations

Established: April 1, 1968
Amended: April 1, 2023

(Purpose)

Article 1. The purpose of these regulations is to set forth necessary matters concerning academic degrees conferred by Sophia University (the “University”) in accordance with the Degree Regulations (Ordinance of the Ministry of Education, Science, Sports and Culture No. 9 of 1953), the General Regulations of Sophia University Graduate Programs and the General Regulations of Sophia University.

(Types of degrees)

Article 2. Academic degrees conferred by the President of Sophia University shall be Doctoral, Master’s, Professional Graduate and Bachelor’s Degrees.

(Doctoral Degree)

Article 3. The Doctoral Degree shall be conferred to those who have advanced research capabilities, and rich scholarly insights that underpin such capabilities, necessary to pursue independent research activity as scholars in specialized fields and/or to engage in other highly specialized vocations.

(Master’s Degree)

Article 4. The Master’s Degree shall be conferred to those who have acquired profound scholarly insights from board perspectives and obtained research capabilities in specialized fields and/or the advanced capabilities necessary to engage in vocations demanding a high degree of specialization.

(Professional Graduate Degree)

Article 4-2. The Professional Graduate Degree shall be conferred to those who have in-depth scholarly insights and outstanding capabilities required to undertake vocations demanding a high degree of specialization.

(Requirements for conferment of Doctoral Degree)

Article 5. The Doctoral Degree shall be conferred to those who have completed the Doctoral Programs stipulated in Article 21-2 of the General Regulations of Sophia University Graduate Programs.

Article 6. In addition to those stipulated in the previous article, the Doctoral Degree shall be conferred to those who have passed a doctoral dissertation screening conducted by the University’s Graduate Programs, and who have been confirmed in an interview to have academic ability equivalent to or higher than those who have completed the University’s Graduate Programs.

(Requirements for conferment of Master’s Degree)

Article 7. The Master’s Degree shall be conferred to those who have completed the Master’s and Pre-Doctoral Programs stipulated in Article 21 of the General Regulations of Sophia University Graduate Programs.

(Requirements for conferment of Bachelor’s Degree)

Article 7-2. The Bachelor’s Degree shall be conferred to those who have graduated from the University as stipulated in Article 57 of the General Regulations of Sophia University.

(Requirements for conferment of Professional Graduate Degree)

Article 7-3. The Law’s Juris Doctoral (Professional Graduate) Degree shall be conferred to those who have completed the Professional Graduate Degree Programs stipulated in Article 21-3 of the General Regulations of Sophia University Graduate Programs.

(Submission of degree theses/dissertations)

Article 8. Students eligible to apply for a doctoral dissertation screening under Article 5 shall be those who are considered by the Graduate School Committee as able to complete the Graduate Programs on the date of completion stipulated in the General Regulations of Sophia University Graduate Programs, and who can stay enrolled until the date of completion.

Article 9. Students eligible to apply for a Master’s thesis screening under Article 7 shall be those who are considered by the Graduate School Committee as able to complete the Graduate Programs on the date of completion stipulated in the General Regulations of Sophia University Graduate Programs, and who can stay enrolled until the date of completion.

(Application procedures and required documents)

Article 10. Students who are enrolled in the second term of the Doctoral Programs (the “Doctoral Program”) and wish to receive a Doctoral Degree shall submit a Dissertation Screening Request to the President, together with three copies each of their dissertation list, dissertation, dissertation summary and curriculum vitae.

2. Students who wish to apply for a Doctoral Degree under Article 6 shall submit to the President a Degree Application specifying the field of major, together with three copies each of their dissertation list, dissertation, dissertation summary and curriculum vitae.

3. Students who wish to receive a Master’s Degree shall submit to the President a specified Degree Thesis Submission Form, with their thesis attached thereto. In such case, the number of thesis copies and the submission deadline shall be as determined by each Graduate School.

4. The thesis/dissertation to be submitted under any of the three preceding paragraphs shall be just one main thesis; provided, however, that other theses may be attached for reference.

(Acceptance of applications)

Article 11. The administrative procedures for degree thesis/dissertation application shall be handled by the Center for Academic Affairs of the Bureau of Academic Affairs.

2. Acceptance of degree applications under Article 6 shall be determined by the President.

3. Once the degree thesis/dissertation is accepted under the preceding paragraph, the applicant shall pay the screening fee as shall be stipulated separately.

4. Notwithstanding the preceding paragraph, the applicant shall be exempted from the screening fee if the applicant:

- (1) is a full-time teacher at any of the schools founded by the Sophia School Corporation; or
- (2) was enrolled in the Doctoral Program of the University’s Graduated Programs for 3 years or longer, earned the

- prescribed credits, and applied for an academic degree within one year after receiving necessary research guidance and leaving the University.
5. The degree thesis/dissertation accepted and the screening fee paid shall not be returned to the applicant.
(Thesis/Dissertation Screening Committee)
- Article 12. For a degree thesis/dissertation that has been accepted, the Graduate Program Committee shall set up the Thesis/Dissertation Screening Committee.
2. The Thesis/Dissertation Screening Committee shall comprise one Chief Examiner and two or more Deputy Examiners.
 3. The Chief Examiner shall be selected from among the Graduate Program faculty members belonging to the Graduate School who are deemed to satisfy qualification requirements as faculty advisors. The Chief Examiner shall serve as the Chairperson of the Thesis/Dissertation Screening Committee.
 4. The Deputy Examiners shall be selected from among the Graduate Program faculty members belonging to the Graduate School.
 5. Notwithstanding the preceding paragraph, to the extent that the Graduate School Committee deems it necessary for thesis/dissertation screening, the Thesis/Dissertation Screening Committee may, following deliberation by the Graduate School Committee, invite as a Deputy Examiner a faculty member of any other Graduate School or Faculty of the University, or a faculty member of any other Graduate School, research institute or the like.
 6. Notwithstanding the preceding five paragraphs, in case of joint research guidance conducted with foreign graduate schools, research institutes or the like ("Foreign Graduate Schools") under Article 19 of the General Regulations of Sophia University Graduate Programs, the Graduate School Committee shall set up a joint Thesis/Dissertation Screening Committee with the Foreign Graduate School. In such case, the composition of the Thesis/Dissertation Screening Committee and the method of selecting the Chief Examiner and Deputy Examiners shall be as stipulated by relevant agreements concerning the joint dissertation guidance scheme with Foreign Graduate Schools.
(Thesis/Dissertation Screening)
- Article 12-2. The Thesis/Dissertation Screening Committee shall perform screening and examination of theses/dissertations as stipulated in Articles 21 and 21-2 of the General Regulations of Sophia University Graduate Programs, and shall perform thesis/dissertation screening and confirm academic ability as stipulated in Article 6 of the same regulations (the "Interview").
2. The Thesis/Dissertation Screening Committee may have the student submit models, samples and other documentation if it deems necessary to do so for thesis/dissertation screening.
(Examination)
- Article 13. The examination stipulated in Articles 21 and 21-2 of the General Regulations of Sophia University Graduate Programs shall be performed to test the student's academic major and foreign language capabilities.
2. For a Doctoral Degree applicant, the examination stipulated in the preceding paragraph shall be opened to the public, with the name of the applicant, the name of the degree applied for, the subject of the dissertation, the date, time and place of the examination, and the names of the members of the Thesis/Dissertation Screening Committee put up on the University's bulletin board.
 3. The academic major test shall be performed orally and mostly about the thesis/dissertation and a broad range of related subjects.
 4. For the foreign language test, an applicant shall select one language for a Master's Degree, and two languages for a Doctoral Degree.
 5. Notwithstanding the preceding paragraph, an applicant for a Doctoral Degree may select only one language with the approval of the Graduate Program Committee.
 6. Notwithstanding Paragraph 4 hereof, an applicant may be exempted from the foreign language test to the extent that the Graduate Program Committee deems it unnecessary to conduct such test in view of the type of the degree applied for and the characteristics of the thesis/dissertation.
(Interview)
- Article 14. The confirmation of academic ability (the Interview) as stipulated in Article 6 shall be performed on academic major and foreign language capabilities.
2. For a Doctoral Degree applicant, the Interview stipulated in the preceding paragraph shall be opened to the public, with the name of the applicant, the name of the degree applied for, the subject of the dissertation, the date, time and place of the Interview, and the names of the members of the Thesis/Dissertation Screening Committee put up on the University's bulletin board.
 3. The Interview on academic major shall be conducted to see if the applicant has the academic ability equivalent to or higher than a student who has completed the Doctoral Program of the University's Graduate Programs and is entitled to receive a Doctoral Degree.
 4. For the Interview on foreign languages, an applicant shall select two languages.
 5. Notwithstanding the preceding paragraph, the applicant may select only one language with the approval of the Graduate School Committee.
 6. If an applicant for a Doctoral Degree under Article 6 has been enrolled in the Doctoral Program of the University's Graduate Programs for 3 years or longer, earned the prescribed credits, and received necessary research guidance and left the University, the applicant may be exempted from the academic ability confirmation process following deliberation by the Graduate School Committee.
(Screening period)
- Article 15. The screening and examination on a dissertation or the confirmation of the applicant's academic ability shall be completed within 1 year from acceptance of their application for an academic degree. However, for any special reason, the said period may be extended following deliberation by the Graduate School Committee.
2. Any applicant for a Doctoral Degree under Article 5 may not take leave of absence or study abroad during the screening period.
 3. The provisions of Paragraphs 1 and 2 hereof shall apply to applicants for a Master's Degree under Article 7.
(Screening and reporting by the Graduate program Committee)

- Article 16. After the thesis/dissertation screening and examination or the confirmation of academic ability have been completed, the Graduate Program Committee shall deliberate on whether to approve conferment of the academic degree to the applicant based on a written report from the Thesis/Dissertation Screening Committee, and shall provide a report on the approved conferment to the Graduate School Committee.
2. The screening stipulated in the preceding paragraph shall require the approval of at least two-thirds of the Graduate Program Committee members in attendance, representing at least two-thirds of all the committee members. However, any members who cannot attend such meeting of the Graduate Program Committee due to public duties or business trips shall not be counted in the total number.
- (Offering opinions)
- Article 17. The Graduate School Committee may offer its opinions to the President on the conferment of academic degrees based on reports from the Graduate Program Committee.
2. To offer opinions pursuant to the preceding paragraph, the Graduate School Committee shall require the approval of at least two-thirds of its members in attendance, representing two-thirds of all the members. Such opinions shall be offered prior to the date of completion of the Graduate Programs stipulated in the General Regulations of Sophia University Graduate Programs.
- (Conferment of Degrees)
- Article 18. The President shall seek opinions from the Graduate School Committee and approve the conferment of academic degrees before conferring them and issuing diplomas.
2. The date of conferment of academic degrees stipulated in Articles 5 and 7 shall be the date of completion stipulated in the General Regulations of Sophia University Graduate Programs.
- (Publication of dissertation summary, etc.)
- Article 19. Upon conferment of a Doctoral Degree, the University shall publish the summary of the dissertation and the summary of the results of the dissertation screening by use of the Internet within 3 months after the conferment of such Doctoral Degree.
- (Publication of Degree Theses/Dissertations)
- Article 20. A Doctoral Degree recipient shall publish the entire text of the dissertation relating to the conferment of the Doctoral Degree within 1 year after the conferment, unless the dissertation has already been published in printed form before the conferment of the Doctoral Degree.
2. Notwithstanding the preceding paragraph, if there is any unavoidable reason, the recipient may publish the summary of the dissertation relating to the conferment of the Doctoral Degree in printed form in place of the entire text thereof, with the approval of the University. In such case, the University shall make the entire text of the dissertation available for inspection upon request.
3. Any dissertation that shall be published under the preceding two paragraphs shall expressly indicate that it is a dissertation screened by Sophia University.
- (Degree Titles)
- Article 21. When a degree recipient uses the title of their degree, “Sophia University” shall be added thereto.
2. The titles of academic degrees shall be as indicated in Annex 1 under Article 58, Paragraph 2 of the General Regulations of Sophia University.
3. The titles of academic degrees shall be as indicated in Annex 2 under Article 25, Paragraph 1 of the General Regulations of Sophia University Graduate Programs.
4. Notwithstanding the preceding paragraph, the title “Doctor of Philosophy” (PhD) may be added to the degree title under Article 25, Paragraph 2 of the General Regulations of Sophia University Graduate Programs.
- (Revocation of degree conferment)
- Article 22. The President shall seek opinions from the Graduate School Committee, and may revoke the conferment of any academic degree, have the student return their diploma to the University and disclose such revocation, if:
- (1) the degree recipient is found to have received the degree by any unauthorized means; or
 - (2) the degree recipient commits an act which shall bring discredit on the honor.
2. When the Graduate School Committee offers opinions under the preceding paragraph, it shall require the approval of at least two-thirds of committee members in attendance, representing at least two-thirds of all the members. In such case, the provisory clause of Article 16, Paragraph 2 shall apply mutatis mutandis.
- (Reporting of degree conferment)
- Article 23. The President shall provide a report to the Minister of Education, Culture, Sports, Science and Technology on the conferment of Doctoral Degrees in accordance with Article 12 of the Degree Regulations.
- (Diploma and Document Forms)
- Article 24. The forms of the diploma and documentation required for degree application shall be the forms of Appendix.

Supplementary Provision

These amended regulations are effective from April 1, 2023.

Note: The English translation is provided for information. The original Japanese version remains the sole official version. If there are any discrepancy between the two versions, the Japanese original should take precedence.

叡智が世界をつなぐ

Sophia — Bringing the World Together