

[FST] Faculty of Science and Technology



上智大学

SOPHIA UNIVERSITY

Bulletin of Information

2025-2026

2025 FACULTY OF SCIENCE AND TECHNOLOGY

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2025 GUIDE FOR ENGLISH-TAUGHT PROGRAMS (EXCEPT FOR FLA) ▶

 INTRODUCTION

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INTRODUCTION

INTRODUCTION ▶

 The Educational Ideals of Sophia University

The Educational Ideals of Sophia University

Based on Christian principles of education, Sophia University attests to the Jesuit Order's four-hundred-year-old interest in Japan. The aim of Sophia University is to prepare individuals coming from different countries to recognize the fundamental unity of the human race in the different cultural traditions of the world 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. Sophia University has grown from these modest beginnings to become one of Japan's foremost 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 both humankind's cultural and intellectual heritage and a concern for the problems facing the world today to the next generation through their scholarship and teaching.

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
	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 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
	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	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	Sun	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	Wed	No class day (St. Xavier's Day)
	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	Sun	[All students] Grades / Self-Evaluation available Autumn Semester / 3Q / 4Q Request for Grade Review (Mar. 15 - 22)
	16	Mon	Latest Official Transcripts available Certificate of Graduation for graduating students available (until Mar. 31)
	16	Mon	Notice sent to guarantors of students who will continue on after their 8th semester
	24	Tue	Graduation Ceremony
	31	Tue	Autumn Semester / 4Q ends

1. GUIDELINES

1. GUIDELINES



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-  2. Announcements and Notices
-  3. Guidance Programs
-  4. How to Contact Your Professor
-  5. Change of Address
-  6. When Public Transportation is Shut Down
-  7. Protection of Personal Information

1. Office Directory and FAQ

Q Which office should I go to with my questions?

A The following list shows offices and their services.

§ 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	12:30-15:30
AUT/3Q/4Q	September 21, 2025 - January 29, 2026	12:30-15:30	January 30 - March 31, 2026	

※ 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 Request for Withdrawal from the University Student ID Card Re-issuance Change of Address / Guarantor Re-admission Transfer of Faculty / Department	Center for Academic Affairs (Academic Records Section)	03-3238-3519	No. 2	1F
Student Advice Service, Extracurricular activities, Volunteer Activities Accident Insurance, Part-time jobs Applications for Nursery & Prayer Room, etc. Sophia Dormitories	Center for Student Affairs	03-3238-3525 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) Short-term Language Programs Short-term Study Abroad Programs Social Engagement Programs Study Abroad Insurance Monbukagakusho (MEXT) Scholarship Courses offered by the Center (e.g. Internship Courses), Summer Session	Center for Global Education and Discovery	03-3238-3521	No. 2	1F
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 Certificates / Official Transcript	Certificate Issuance Machine		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

Q How should I contact my professor?

A Check the faculty status of your professor, full-time or part-time, on the List of Instructors available on Loyola. Names marked with an asterisk “*” are adjunct instructors.

Q Where and when can I get information and advice on course enrollment?

A Academic Services of the Center for Academic Affairs provide information and advice on course enrollment (no telephone inquiries about course enrollment, grades, credits etc. are accepted). Please visit the office during the office hours on weekdays.

Q I went to the classroom listed on the timetable, but a different class was in session.

A The classroom may have been changed. Check the updated classroom information on My Sophia.

Q The class period has started, but the instructor is not in the classroom; what should I do?

A First, check on Loyola for cancelled classes.

If your class is not on the list of cancelled classes and the instructor does not come to class 30 minutes past the scheduled starting time, please notify the Center for Academic Affairs and follow their instructions.

Q I have to be absent from class for family bereavement; is there a notice for authorized absence I should hand in?

A Sophia University does not have a system for authorized absence from class or notices of pre-approved absence.

If you were absent from class for unavoidable reasons, please see your class instructor in person and explain the situation. The Center for Academic Affairs cannot relay your message of absence from class. When you return to the university, contact the teachers of the courses you are taking (if you were absent because of infectious diseases, see 2. ACADEMIC SERVICES > 1. Courses > Absence from Class Absence from Class). If you were absent during the Final Exams period, you may be allowed to take a make-up exam.

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 2. ACADEMIC SERVICES > 1. Courses > Absence from Class due to Selection as Lay Judge)

(2) When a student contracts an infectious disease (For details, refer to 2. ACADEMIC SERVICES > 1. Courses > Infectious Diseases)

(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〕).

Q I want to know the schedule of university holidays and final exams, etc.

A Please refer to the 2025 Calendar for the Academic Year.

2. Announcements and Notices

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 / Make-up 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.

3. Guidance Programs

The students are expected to decide on and to plan their own studies. There are various guidance programs held at the beginning of the semester to help them in course selection, registration and to give information on curriculum contents and study activities. Be sure to attend these. The following are the main guidance programs:

Students	Should attend these guidance programs:
First year students	New students guidance
Second year students and above	Current students guidance
Students intending to take teaching license course	Teaching license course orientation (April) Guidance session for new students of teaching license course (September)
Intending to take curator license course	Guidance session for new students of curator license course

Additional guidance programs may be offered as necessary; date and time of each program will be announced on My Sophia.

4. How to Contact Your Professor

The class professors are either full-time faculty of Sophia or adjunct instructor from other universities coming to teach a particular course. The procedures for contacting professor differ depending on whether they are full-time or part-time:

■ Full-time faculty:

Full time faculty have offices on campus and individual office hours for student appointments. If you need to make an appointment outside of office hours, contact your department office for instructions.

Also, there are class advisors and academic advisors for each undergraduate class or seminar. The students may seek their advice on studies, course enrollment, career options and any difficulties in student life.

- List of professors' offices and their office hours : My Sophia
- Other Department offices : My Sophia
- List of principal class professors / academic advisors of Departments: My Sophia

■ 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 releases their contact information is available at the Center for Academic Affairs (Academic Services). Students should bring their Student ID Cards and inquire in person.

For the protection of personal information, the office does not accept telephone inquiries.

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

■ If you do not know whether the professor you wish to contact is full-time or an adjunct instructor:

Please check the list of courses with names of class professors to see whether the professor is full-time or part-time.

The professors with an asterisk “*” in front of their names are adjunct instructors; those without an asterisk are full-time faculty.

5. Change of Address

If there are any changes in address of the student or the guarantor, enter data on Loyola from the “Change of address of students” menu.

If there is a change in address of a guarantor residing abroad, please submit the “Change of address” form to the Center for Academic Affairs; you cannot make the change on Loyola.

If there is a change in address of the student, receive a new “enrollment sticker” from the Center and paste it on the back of your Student ID Card.

6. When Public Transportation is Shut Down

When public transport services are shut down due to natural disasters such as typhoons and heavy rainfall or due to accidents or strikes and it is difficult to hold classes or final exams, special measures will be taken to cancel classes or change exam schedules. The special measures will be announced on the official university website, My Sophia, the official Facebook or the official X (formerly known as Twitter) page; the students are responsible for checking the websites for information.

7. Protection of Personal Information

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

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

2. ACADEMIC SERVICES

2. ACADEMIC SERVICES



-  1. Courses
-  2. University-Wide Policies Concerning Education
-  3. Credits and Courses
-  4. Numbering
-  5. Course Registration
-  5-1. Course Registration for Undergraduate Students
-  5-2. Course Registration for Graduate Students
-  6. Course Withdrawal
-  7. Examinations
-  8. Evaluation/Grades
-  9. Graduation Requirements and Self Evaluation
-  10. Credit Transfer and Approval
-  10-1. Credit Transfer and Approval for Undergraduate Students
-  10-2. Credit Transfer and Approval for Graduate Students
-  11. Certification Program (for undergraduate students)
-  12. Short-term Language Programs, Short-term Study Abroad Programs, Social Engagement Programs
-  13. Research Guidance and Master's Thesis Doctoral dissertation

1. Courses

1. Courses



-  Duration of Course
-  Duration of Semester and Quarter
-  Class Hours
-  Virtual Days
-  Classes on National Holidays
-  Course Offered Types
-  Classrooms
-  Textbooks
-  Class Cancellation
-  Make-up Classes
-  Absence from Class
-  Infectious Diseases
-  Absence from Class due to Selection as Lay Judge

Duration of Course

The duration of a course in one academic year is basically 35 weeks including the final exam period. For the first and last dates of courses and the final exam period, please check the 2025 Calendar for the Academic Year.

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	

Duration of Semester and Quarter

The duration of semesters is as follows:

Spring Semester: April 1 to September 20

- 1st Quarter: April 1 to June 3
- 2nd Quarter: June 4 to September 20

Autumn Semester: September 21 to March 31

- 3rd Quarter: September 21 to November 18
- 4th Quarter: November 19 to March 31

Class Hours

Class period	Hours
1	9 : 00~10 : 40
2	10 : 55~12 : 35
3	13 : 30~15 : 10
4	15 : 25~17 : 05
5	17 : 20~19 : 00
6	19 : 10~20 : 50



Exceptions to the above regular class days and hours are Intensive Courses held on Saturdays, vacations, Sundays or during make-up class periods. The dates, hours and classrooms for these courses are announced on My Sophia. (These courses are listed on the Course Schedule as “Intensive Courses”).

“Virtual Days”

“Virtual Days” are scheduled to make up for classes with an insufficient number of classes due to falling on certain national holidays. Classes are held on a day of the week different from that of the original schedule. For virtual days, please check the Calendar for the Academic Year.

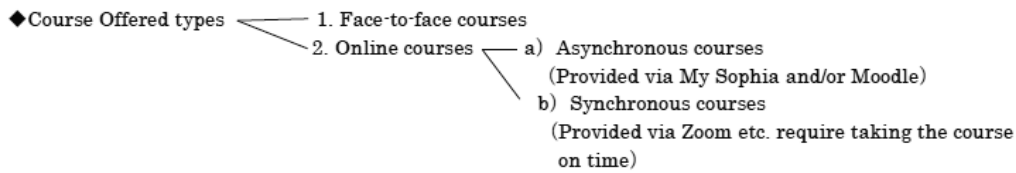
Classes on National Holidays

Classes may be held on national holidays to ensure that sufficient numbers of classes are held. For classes of the Academic Year held on national holidays, please check the Calendar for the Academic Year.

Course Offered Types

Course Offered types may be divided into ① face-to-face courses and ② online courses. Within the online courses, there are two types. First, asynchronous courses where course materials such as documents and videos are provided in advanced by the instructor via My Sophia, Moodle, etc., and students study independently. Second, synchronous courses where students interact with the instructor via zoom, etc. on a designated period. In addition, some courses will be a mixture of face-to-face and online courses. Each course type is indicated on the syllabus.

Especially for online courses, please check the My Sophia and Moodle in regular basis as the instructor may inform you with important details. Please also be sure to check the Loyola in advance for information on preparation for online courses.



Some course may be a mixture of ① and ② or ②-A and ②-B.

ⓘ (Example: Out of 14 weeks, 12 weeks will be face-to-face, and 2 weeks will be Asynchronous) For detail of how the course be offered, please check the syllabus.)

Classrooms

Classes are generally held in the classrooms shown on My Sophia. However, there may be temporary changes in classrooms or for the whole semester due to the number of attending students or installed equipment. At the beginning of a semester, there may be frequent classroom changes. Please make it a habit of checking the classroom on My Sophia before you go to your classes.

Changes of classrooms for the whole semester

The new classrooms and the dates of changes will be posted on the My Sophia Class Bulletin Board. Please also check the changes on My Sophia under "Course Schedule".

Temporary changes of classrooms

Please check on My Sophia under "Course Schedule."

Textbooks

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

Class Cancellation

If a class professor cannot hold classes for reasons such as official duties, official trips, academic meetings, or illness, the classes may be cancelled. Information on class cancellation will be announced on My Sophia when the class professor notifies the office. However, under unavoidable circumstances we may have to announce the cancellation on the day of the class, so please make sure to check My Sophia before you go to your classes every day.

If your class is not on the cancelled class list on Loyola but the professor does not appear in class 30minutes after the scheduled 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 in the Spring and Autumn Semesters, but they may be held on other days. In both cases, the classroom, date and time of make-up classes will be announced on Loyola. Please check My Sophia before you attend the make-up class. For Make-up classes, check the Calendar for the Academic Year. Note that the make-up classes are held in the same manner as regular classes as they are intended to make up for classes that were cancelled.

Absence from Class

Sophia University does not have a system for registering an authorized absence from class or a pre-approved absence. The Center for Academic Affairs cannot relay your message regarding an 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 instructor and explain the situation. However, if you are absent during the Final Exams period, you may be allowed to take a make-up exam (See 2. ACADEMIC SERVICES > 7. Examinations > Make-up Exams).

If you need to be absent for a long period of time due to illness or injury, consult the Department/ Graduate Program Chairperson or your class advisor on My Sophia.

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 by 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 Health and Wellbeing Center Health Services, and photocopies of the certificate to each of your class instructors.
※For absence during the final exam period, refer to 2. ACADEMIC SERVICES > 7. Examinations > 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

Absence from Class due to Selection as Lay Judge

The lay judge system introduced in recent years according to “Act on Criminal Trials Examined under Lay Judge System” allows students to decline to serve as lay judges. However, to respect the intentions of students selected wishing to serve as lay judges, students may serve through the following procedures:

Students who may apply:

Full-time undergraduate or graduate degree students at Sophia University and non-matriculated students (excluding auditing students).

Reasons justified for applying

1. Appearing at a courthouse as a lay judge candidate for appointment procedures
2. Attending a trial as a lay judge
3. To attend a court as an alternate lay judge member

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.

Absence from class

When the student follows the above procedures, the professor will process the absence as follows so that the student will not be at a disadvantage.

1. Classes: the student will not be considered “absent”; providing any alternative measures will be at the discretion of the professor.
2. In-class exam: the student will not be considered “absent”; providing any alternative measures will be at the discretion of the professor.
3. Final exams: the student may take a make-up exam; the student must follow the usual procedures and submit a request for make-up exam by the deadline (See 2. ACADEMIC SERVICES > 7. Examinations > Make-up Exams).

*For reference:

Students are eligible to be selected as lay judge candidates, but the law defines that they may decline to serve. The possible options related to court appearance are as follows: (Options for students)

- a) A student may follow the lay judge selection procedures and participate in court as a lay judge.
- b) A student may decline to serve because you have the student status.
- c) A student may decline to serve if summoned during the final exam period or any other specific month or day.

(Reasons justified for declining to serve)

- You have a reason for declining to serve justified for the whole year--namely your “student” status.
- You have a specific month in which it is extremely difficult to serve as a lay judge; during final exams.

- You have an important service in social life that cannot be performed on any other date.

2. University-Wide Policies Concerning Education

【Three Policies】

Sophia University has defined its education and research objectives for each Faculty/Department/Graduate Program.

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 mentioned above.

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

【Curriculum Map】

A Curriculum Map illustrates the connection of offered courses to the educational purposes. Based on the Diploma Policy, it shows what courses cultivate the expected skills and knowledge upon graduation. The Curriculum Map of each Faculty/Department/Graduate Program is shown on Loyola's Bulletin Board (University Bulletin Board). 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. The relationship of courses and the Diploma Policy is shown on the syllabus.

【Curriculum Tree】

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 relationship among courses. This allows students to gain an overall image of the courses they should take and the sequence in which they should be taken 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.

3. Credits and Courses

Credits

A certain number of credits are given for all courses; if you take the courses and pass the exams, you will earn the credits. The calculation method of credits varies depending on the type of course. The numbers of credits you may earn for the courses you register for are given in the “Bulletin of Information” in the sections for each Department/Graduate Program or in the sections of Zengaku Kyotsu Kamoku (General Studies courses) with lists of instructors.

The number of credits required for graduation varies depending on the Department/Graduate Program and Matriculation Year. You must check the requirements on the sections of your Department / Graduate Program “1. Courses and minimum number of credits required for graduation”, “2. Distribution of Required Credits”, or your Graduate Program.

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.

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

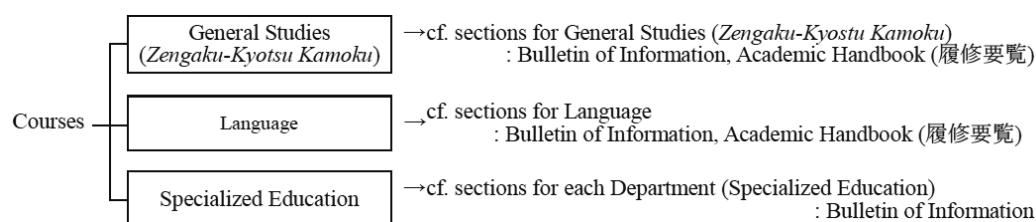


For experiments and practical training courses, the length of class time alone will satisfy the required length of study time for one credit, but preparation and review outside of the classroom will be needed to retain knowledge and understand class content.

The lengths of time shown in the table above are the lengths of time that 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.

Course Composition(for undergraduate students)

Courses are divided into three main groups; General Studies (Zengaku-Kyotsu-Kamoku) courses offered by all Faculties, Language Courses offered by the Center for Language Education and Research and Specialized Education courses offered by each Department.



Course Types

Courses are divided into four categories.

Compulsory courses	You must take these courses
Compulsory Elective	You may choose from several courses in this category to meet the credit requirements set by each Department/Graduate Program
Electives	You may select the courses
Optional courses	You may take courses that interest you academically or personally (credits will not be counted into graduation requirements)

The credit requirements vary by Department/Graduate Program. For more details see the sections for your Department / Graduate Program in “1. Courses and minimum number of credits required for graduation” and “2. Distribution of Required Credits” or your Graduate Program.

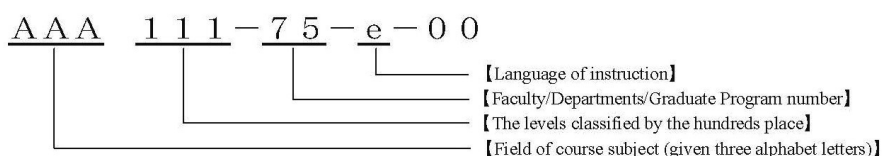
4. Numbering

Numbering is a system that classifies courses by giving appropriate numbers to show the level and order of learning and clearly indicates the curriculum system.

Numbering shows the academic fields of the course subject, the levels of learning, and the order in which courses should be taken. The Numbering system will be a useful guide to help students in planning course enrollment.

1) Courses to which Numbering applies: All courses

2) Basic policy of Numbering



【Field of course subject】

Field (Alphabet)	Field	Field (Alphabet)	Field
THE	Theology	INL	International Law
RES	Religious Studies	PIL	Private International Law
PHL	Philosophy	ENL	Environmental Law
ART	Art History/Visual Culture	POL	Political Science
CUL	Culture	ECN	Economics
LIT	Literature	MAN	Management
JLT	Japanese Literature	ACC	Accounting
JAL	Japanese Language Studies	MRK	Marketing
CLT	Chinese literature	MMI	Miscellaneous
ELT	English Literature	SOC	Sociology
GLT	German Literature	SSV	Social Service
FLT	French Literature	PSY	Psychology
LNG	Linguistics	EDU	Education
LGG	Linguistics (German)	IBE	International Business and Economics
LGF	Linguistics (French)	IBD	International Business and Development Studies
LGH	Linguistics (Hispanic)	GST	Global Studies
LGR	Linguistics (Russian)	IRS	International Relations
LGP	Linguistics (Portuguese)	ICP	International Cooperation
LGC	Linguistics (Communication Disorders)	ARS	Area Studies
LGE	Linguistics (TESOL)	ASA	Area Studies (Asia)
LGJ	Linguistics (TJFL)	AME	Area Studies (Middle East)
ENG	English	AAF	Area Studies (Africa)
GMN	German	ANA	Area Studies (North America)
FRN	French	ALA	Area Studies (Latin America)

HSP	Hispanic	AEU	Area Studies (Europe)
CHN	Chinese	ARE	Area Studies (Russia and Eurasia)
KOR	Korean	JST	Japanese Studies
RUS	Russian	SCT	Science and Technology
POR	Portuguese	MLS	Materials and Life Sciences
ITL	Italian	EAS	Engineering and Applied Sciences
IND	Indonesia	ICS	Information and Communication Sciences
TGL	Filipino	MEC	Mechanical Engineering
ARA	Arabic	EEE	Electrical and Electronics Engineering
THA	Thai	ACH	Applied Chemistry
PER	Persian	CHM	Chemistry
CAM	Combodian	MTH	Mathematics
BUR	Burmese	PHY	Physics
TUR	Turkish	BIO	Biology
VIE	Vietnamese	INF	Informatics
HIN	Hindi	GRS	Green Science
SWA	Swahili	GRE	Green Engineering
JPN	Japanese	GSE	Green Science and Engineering
LAT	Latin	COM	Computer Studies
HST	History	NRS	Nursing
GEO	Geography	ENV	Environmental Studies
ANT	Anthropology	HPE	Health and Physical Education
JRN	Journalism	SCH	Studies in Christian Humanism
CUI	Cultural Interaction	RPH	Religion/Philosophy
HUM	Humanities	ADS	Applied Data Science
LAW	Law in general	THP	Thinking Processes
JUR	Jurisprudence	CMF	Composite Fields Studies
PBL	Public Law	TCP	Teacher-training Course Program
CVL	Civil Law	CCP	Curator Course Program
CML	Commercial Law	SEP	Social Engagement Program
CPL	Civil Procedural Law	GRP	Graduation Project
CRL	Criminal Law	IDR	Independent Research
SCL	Social Law	SAC	Study Abroad Courses

【The levels classified by the hundreds place】

 for undergraduate students

Level	
100's	Introductory level courses
200's	Courses that lead from the Basic to Specialized level
300's	Specialized level or courses for specialized knowledge that connects to society
400's	Courses for specialized areas (advanced levels, seminars in specialized area)

for graduate students

Level	
500's	Introductory courses for the Master's degree
600's	Advanced courses for the Master's degree
	Thesis Guidance and courses for the Doctoral degree / Dissertation

The numbering policy of each Department / Graduate Program is given on the pages for each Department in the points to note for course enrollment.

【Faculty/Departments/Graduate Program number】

- Faculty of Science and Technology Courses: 75
- Department of Materials and Life Sciences: 76
- Department of Engineering and Applied Sciences: 77
- Department of Information and Communication Sciences: 78
- Department of Journalism 19
- Department of Education 81
- Department of Sociology 83
- Department of Economics 41
- Department of Management 42
- Department of Global Studies 21
- Graduate Program in Global Studies 65
- Graduate Program in Science and Technology 75
- Graduate Program in Education 81
- Graduate Program in Global Environmental studies 94

【Language of instruction】

- j: Japanese
- e: English

3) The numbering is shown in the column next to the course code on the List of Courses and Instructors.

5. Course Registration

5. Course Registration ▶

-  Course Registration Schedule
-  Course Registration
-  Repetition of a Course
-  Points to Note on Course Registration

Course Registration Schedule

Students must register for courses for Spring Semester (including 1st Quarter and 2nd Quarter) and Autumn Semester (including 3rd Quarter and 4th Quarter) on Loyola during the period set for course registration.

More information on procedures of Loyola and points to be noted about course registration are given in the “Loyola Handbook” online. Read it thoroughly to avoid registration errors.

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

	Academic event	Year level	Period	Notes
①	Course registration (Spring Semester, 1 st Quarter and 2 nd Quarter courses)	all students	April 1 (Tue) 10 : 00 ~ April 10 (Thu) by 23 : 59 (*Registration suspended from April 9 (Wed) 0 : 00 ~ April 9 (Wed) 18 : 00 for the process of lottery selection.)	To enroll in Spring Semester, 1 st Quarter and 2 nd Quarter courses (except for lottery courses) you must register on Loyola during this period.
②	Lottery entry	all students	April 1 (Tue) 10 : 00 ~ April 8 (Tue) by 23 : 59	To enroll in Spring Semester, 1 st Quarter and 2 nd Quarter lottery courses , you must submit your entries for lottery courses on Loyola during this period.
③	Results of lottery entry	all students	April 9 (Wed) 17 : 00 ~	May check lottery results of courses you entered for in period ②
④	Lottery course registration ※First-come-first-served basis (Spring Semester, 1 st Quarter and 2 nd Quarter courses)	all students	April 9 (Wed) 18 : 00 ~ April 10 (Thu) by 23 : 59	May make entries on Loyola, on a first-come-first-served basis, for courses that did not reach capacity.
⑤	Results of course registration available	all students	April 11 (Fri) 13 : 00 ~	May check results of course registration (registered for in periods ①, ② and ④) on Loyola
⑥	Course adjustment (Spring Semester, 1 st Quarter and 2 nd Quarter courses)	all students	April 12 (Sat) 10 : 00 ~ April 18 (Fri) by 23 : 59	May adjust results of course registration on Loyola
⑦	Final confirmation of course registration (Spring Semester and 1 st Quarter results)	all students	April 19 (Sat) 13 : 00 ~	Check results of course adjustments (made in periods ①, ②, ④ and ⑥) on Loyola
⑧	Withdrawal Period for 1 st Quarter courses	all students	May 1 (Thu) 10:00 ~ May 2 (Fri) by 23 : 59	For details, refer to “6. Course Withdrawal”
⑨	Extra course registration for 2 nd Quarter courses	all students	June 3 (Tue) 0:00 ~ June 9 (Mon) by 23 : 59	May add / cancel 2Q courses including lottery courses Some courses cannot be added during this period.
⑩	Withdrawal Period for courses in Spring Semester and 2 nd Quarter	all students	June 12 (Thu) 10 : 00 ~ June 16 (Mon) by 23 : 59	For details, refer to “6. Course Withdrawal”

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

	Academic event	Year level	Period	Notes
①	Course registration (Autumn Semester, 3 rd Quarter and 4 th Quarter courses)	all students	Sep 21 (Sun) 10 : 00 ~ Sep 28 (Sun) by 23 : 59 (*Registration suspended from Sep 26 (Fri) 10 : 00 ~ Sep 26 (Fri) 18 : 00 for the process of lottery selection.)	To enroll in Autumn Semester, 3 rd Quarter and 4 th Quarter courses (except for lottery courses) you must register on Loyola during this period.
②	Lottery entry	all students	Sep 21 (Sun) 10 : 00 ~ Sep 25 (Thu) by 23 : 59	To enroll in Autumn Semester, 3 rd Quarter and 4 th Quarter lottery courses, you must submit your entries for lottery courses on Loyola during this period.
③	Results of lottery entry	all students	Sep 26 (Fri) 17 : 00 ~	May check lottery results of courses you entered for in period ②
④	Lottery course registration ※First-come-first-served basis (Autumn Semester, 3 rd Quarter and 4 th Quarter courses)	all students	Sep 26 (Fri) 18 : 00 ~ Sep 28 (Sun) by 23 : 59	May submit entries on Loyola, on a first-come-first-served basis, for courses that did not reach capacity.
⑤	Results of course registration available	all students	Sep 29 (Mon) 13:00 ~	May check results of course registration (registered for in periods ①, ② and ④) on Loyola
⑥	Course adjustment (Autumn Semester, 3 rd Quarter and 4 th Quarter courses)	all students	Sep 30 (Tue) 10 : 00 ~ Oct 3 (Fri) by 23 : 59	May adjust results of course registration on Loyola
⑦	Final confirmation of course registration (Autumn Semester and 3 rd Quarter + 4 th Quarter results)	all students	Oct 5 (Sun) 13 : 00 ~	May check results of course adjustments (made in periods ①, ②, ④ and ⑥) on Loyola
⑧	Withdrawal Period for 3 rd Quarter courses	all students	Oct 14 (Tue) 10:00 ~ Oct 15 (Wed) by 23:59	For details, refer to “6. Course Withdrawal”
⑨	Extra course registration for 4 th Quarter courses	all students	Nov 18 (Tue) 0:00 ~ Nov 24 (Mon) by 23:59	May add / cancel 4Q courses including lottery courses Some courses cannot be added during this period.
⑩	Withdrawal Period for courses in Autumn semester and 4 th Quarter	all students	Nov 26 (Wed) 10 : 00 ~ Dec 2 (Tue) by 23 : 59	For details, refer to “6. Course Withdrawal”

Course Registration

Course registration is the procedure for students to select the courses they intend to take (attend) and register for the courses within a given period. There are two separate course registration periods for lottery courses and non-lottery courses (for registration periods, see 2. ACADEMIC SERVICES > 5. Course Registration).

If you make registration errors, you will not be allowed to take the courses you intended to and no grades or credits will be given; take extra caution when registering for courses. Please read the “Loyola Handbook” on Loyola thoroughly before registering.

To avoid registration errors, log in to Loyola again after the registration has been completed and check that all courses you wish to take are registered. It is recommended that students print out or save a copy of the registration screen.

Any notices or announcements on course registration will be posted on My Sophia.

Repetition of a Course

In general, if a student repeats the same course, it will not be approved as credit required for graduation.

There are some exceptions (see the course list for repeatable courses).

Repetition of the same course generally means courses with the same course code number.

For more information, refer to the sections for each Faculty/Department/Graduate Programs and for General Studies (Zengaku-Kyotsu Kamoku) courses.

Points to Note on Course Registration

- For Course Registration procedures, read carefully the “Loyola Handbook” (access also available from Loyola menu). New students should also read “Course Registration Quick Navi”.
- Course Registration on Loyola should be completed by the final deadline time on the last day of course registration. (Registration is completed when you click the “Complete Registration” button on the “Course Registration/ Registration Status Inquiry” screen). Note carefully that, your registration is not completed unless you click the “Complete Registration” button by the final deadline time. No special arrangements will be made for anyone who fails to register for courses due to problems with computers or communications environment on the final registration deadline day. Make sure to allow enough time to complete your registration.
- On the final day of registration, internet congestion is anticipated. Try to complete your registration earlier, if possible one day prior to the deadline. During the Course Registration period, you are allowed to make corrections (add/delete) any number of times even after you have clicked the “Complete Registration” button.
- After completing your course registration, make sure to check for any errors in registered courses during the registration period. When you click the “Complete Registration” button and you do not make any further changes before the final deadline time, this will be registered as final.
- We recommend that you print out the final screen of the “Course Registration/ Registration Status Inquiry” or copy and save the screen data. To print it out, click the “Complete Registration” button, log out once and then login again; print out this screen.
- Intensive courses are courses that are offered mainly outside the class periods. In the bulletin, these courses are listed as spring/autumn semester or 1Q-4Q courses and is indicated as “Intensive course” in the remark column. The registration period is the same as the registration period for each offering semester, however, courses that end before the course cancellation period cannot be cancelled. In addition, please note that whether the cancellation is allowed or not may differ depending on the course, so please check the notices on My Sophia for more information.

5-1. Course Registration for Undergraduate Students

5-1. Course Registration for Undergraduate Students ▶

- 📄 Limit on Number of Credits per Semester/Year
- 📄 Lottery Courses
- 📄 Enrollment in Courses Offered by the Faculty of Liberal Arts
- 📄 Summer Session in East Asian Studies

Limit on Number of Credits per Semester / Year

There is an upper limit on the number of credits a student may register for in a semester and in a year (maximum credit limit), so that the students will be able to have sufficient study hours to earn the credits and maintain the academic level of their studies.

Maximum credit limits differ depending on the Department.

※The maximum credit limit is the upper limit of credits a student may register. It includes courses attempted for which a student did not earn credits (courses the student withdrew from (W) and courses that were given a grade of F).



※When the sum of Spring Semester upper limit and Autumn Semester upper limit is greater than Annual maximum credit limit, you can register up to Annual limit only.

Example of maximum credit limit

Autumn	Spring	Annual
26	27	49

If a student registered 26 credits in the Autumn Semester

→ In Spring Semester, the student is allowed to register only up to the annual limit.

Annual maximum credit limit (49 credits) – Spring Semester (26 credits) = 23 credits

The above calculation is only an example. Please thoroughly read the pages of your Department to create your annual course enrollment plan.

Lottery Courses

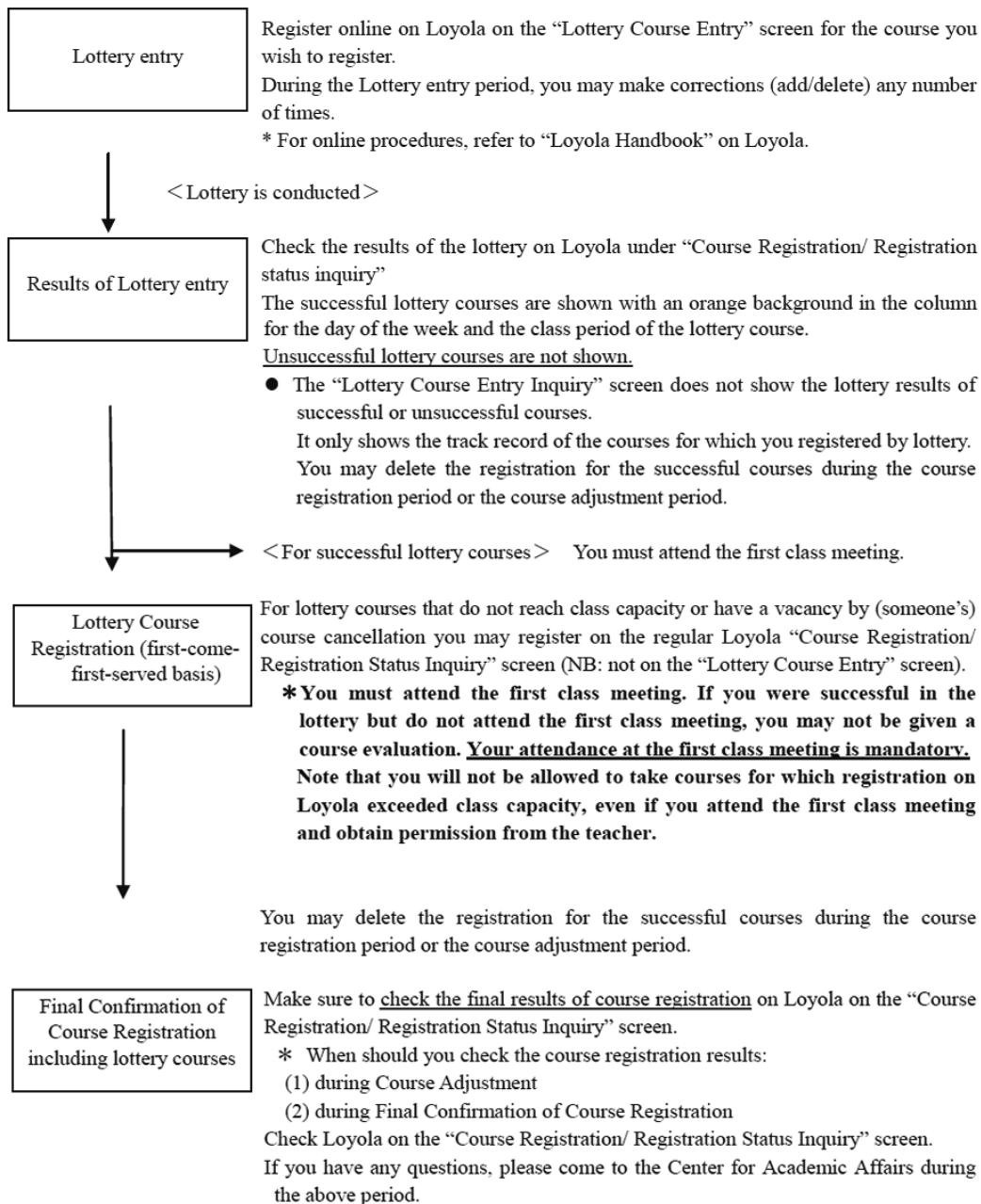
Lottery courses are courses with limited class capacities.

The class capacity is shown in the Notes column as “number of students” on the List of Courses and Instructors.

If you wish to take a lottery course, students must register on Loyola during the Lottery Registration of each semester and quarter.

The lottery is conducted by computer and the successful students will automatically be registered for the course. If you are selected for a lottery course, you may delete the registration for the successful course during the course registration period or the course adjustment period.

Registration procedures for lottery courses



*If errors occur in the lottery (ex. limit of maximum credits per year, etc.), the details of the errors are shown on the Lottery Course Entry screen.

*Limit on number credits



Freshman can only register 4 credits of University wide General Studies elective courses in one semester. Please note that no more than 4 credits (not number of courses) can be registered, either enough lottery selection and first-come-first served basis registration.

Enrollment in Courses Offered by the Faculty of Liberal Arts

【SPSF】 SPSF students may register for most courses offered by the Faculty of Liberal Arts on Loyola, except for FLA Core Program courses and Overview of Data Science.

【FST】 Students of the Faculty of Science and Technology, Program in English, may register for most of the 100 and 200 level courses offered by the Faculty of Liberal Arts on Loyola. However, students who wish to register for 300 and 400 level courses should submit “FLA Course Registration Form” to the Center for Academic Affairs, following the instructions below:

<Registration procedures>

1. During the Course Registration period, download “FLA Course Registration Form” and Course Schedule from the Loyola Bulletin Board (Academic Services) and make your course enrollment plan. To select the courses you wish to enroll in, check the syllabus on Loyola (check the prerequisites, repeatable/unrepeatable status and if the credits can be counted toward graduation requirement or not). Also make sure to check “Other departments’ students” and if “No”, the course can not be registered.
2. Fill out “FLA Course Registration Form” and submit to the Center for Academic Affairs during the registration period.
3. Confirm if the course(s) is(are) registered correctly on Loyola.

Important Notice

1. Following courses are compulsory for degree students of the Faculty of Liberal Arts. Students of other faculties and programs cannot register.
ENG110 : ACADEMIC ENGLISH SKILLS
ENG111 : ENGLISH COMPOSITION 1
ENG112 : ENGLISH COMPOSITION 2
ENG115 : PUBLIC SPEAKING
THP101 : THINKING PROCESSES
INF100 : OVERVIEW OF DATA SCIENCE
2. Students who wish to register the 400 level courses of ANT or SOC must have completed one or more of the following prerequisite courses.
ANT310, ANT317, ANT318, ANT319, ANT366, SOC312, SOC315, SOC316, SOC367
3. No addition or cancellation of courses will be accepted once the application form is submitted. If you wish to stop taking the course, you may withdraw from the course during the withdrawal period.
4. Lottery courses are prioritized for FLA students. Students of other faculties and programs may be able to register for only the courses with openings.
5. Courses registered on Loyola are given priority in course registration. Therefore, your registration requests will be invalid if there is a course conflicts between the courses registered via Loyola and your registration form.
6. The credits of the FLA course will be included in the limit on number of credits per semester or year. The course will not be registered if the number of credits would exceed the limit by registering a FLA course.

Summer Session in East Asian Studies

Students may take Summer Session in East Asian Studies courses offered by the Center for Global Education and Discovery. Summer Session courses are not counted into maximum credit limits per semester or year. More information on registration procedures and programs will be posted on My Sophia in April.

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

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

5-2. Course Registration for Graduate Students

Credit Approval for Courses offered by other Graduate Schools

As stated in Article 17 of the Sophia University Graduate School Regulations, students may take courses offered by other Graduate Schools with permission from their research advisor and the program chair and may apply to have the credits earned for those courses recognized as credits required for completion of their Graduate Program (credit transfer to complete requirements).

To have credits transferred in order to complete requirements, you will need to register via Loyola and also submit a form at the Center for Academic Affairs. If you wish to transfer credits, obtain the necessary application papers from the Center for Academic Affairs (Academic Services), and submit the completed application for the courses you wish to take to the Center during the office hours of the course registration period and/or course adjustment period(10:00~11:30, 12:30~15:30).

(For reference: Article 17, Graduate School Regulations)



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 may, up to a maximum of 8 credits, be deemed to be earned within the student's Graduate School.

Results of course registration are available online. Students must confirm the results via Loyola and make adjustment, if necessary, within the course adjustment period.

分野横断型科目

To register for大学院分野横断型科目「分野横断研究法：原理と技法」which is a lottery course conducted in Japanese, please follow the necessary registration process explained on「2025年度履修要覧 [ガイド・資料編]」.

To register for undergraduate courses

Graduate students may register for undergraduate courses (including Japanese language courses) during the course registration period. While students are allowed to take undergraduate courses with permission from their advisors, and by submitting an application form to the Center for Academic Affairs, credits from undergraduate courses can not be counted as credits for graduation. However, grades for undergraduate courses will be calculated into the student's GPA along with the grades from graduate courses. Courses offered in undergraduate programs with admittance through lottery are not open to graduate students.

Research Guidance

Registration for "Research Guidance" is managed at the Center for Academic Affairs based on notifications from each Program. (Students do not need to register themselves.)

Master's Thesis / Graduation Project

Registration must be done through the Loyola web-service during the registration period of the intended semester of graduation.

6. Course Withdrawal

6. Course Withdrawal

-  Withdrawal from Courses
-  Points to Note on Course Withdrawal
-  Request by “Course Withdrawal Request” Forms
-  Submission of Withdrawal of Graduation Project or Master’s Thesis (for graduate students)

Withdrawal from Courses

If a student decides after the registration period not to finish a course for which they have registered, the student should apply to withdraw from the course online (Loyola) during the course withdrawal period. A “W” means that the student has asked for and obtained permission to withdraw from the course. This mark will remain permanently on the student’s record, but will not appear on the official transcript. 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 “W” will not be calculated into the student’s GPA, but an “F” will.



*No withdrawals are allowed for compulsory courses including Research Guidance. In the case of withdrawing from Thesis Seminar, Master’s Thesis, or Graduation Project, a request for withdrawal must be submitted to the Center for Academic Affairs.

Withdrawal Period

Semester and Quarter	Period	Results of Withdrawal available
1st Quarter courses	May 1 (Thu) 10:00~ May 2 (Fri) 23:59	May 8 (Thu) 10:00~
Spring Semester courses and 2nd Quarter courses	June 12 (Thu) 10:00~ June 16 (Mon) 23:59	June 18 (Wed) 10:00
3rd Quarter courses	Oct 14 (Tue) 10:00~ Oct 15 (Wed) 23:59	Oct 17 (Fri) 10:00~
Autumn Semester courses and 4th Quarter courses	Nov 26 (Wed) 10:00~ Dec 2 (Tue) 23:59	Dec 5 (Fri) 10:00~

Points to Note on Course Withdrawal

- Courses from which you are not allowed to withdraw:
 - ① Compulsory courses (both General Education and Specialized Education courses)
 - ② Language courses (for exceptions, refer to 【Request by “Course Withdrawal Request”】)
 - ③ Teaching practice / curator practice courses
 - ④ Courses with class sessions that end before the Course Withdrawal period.
Note that some Departments have courses other than compulsory courses from which you are not allowed to withdraw or some have compulsory courses from which you are allowed to withdraw. Check the rules for each Department in “Points to note on course enrollment”.
- Seniors or Graduating students should check carefully whether they have registered for a total of credits and courses to satisfy all graduation requirements.
- Course withdrawals or cancellation of withdrawals are not allowed outside of the Course Withdrawal period. During the Course Withdrawal period, you may cancel course withdrawals on Loyola; after the designated period, no cancellations or additional course withdrawals are possible. If you wish to withdraw from a course, allow enough time to submit a request for withdrawal during the designated period. You may register again in the following or later academic years for the course from which you withdrew.
- You may withdraw from lottery courses
If you are successful in a lottery course but wish to withdraw from the course, you may do so on Loyola. (You are not allowed to withdraw from compulsory courses and some other courses.)
- Credits included in maximum credit limit (for undergraduate students)
The credits of courses you withdraw from are counted into the maximum credit limit for a semester or a year. If you register for courses offered in the Autumn Semester, be sure to include the credits in your enrollment plan within the maximum credit limit.
- Check courses withdrawn
No cancellations or additional course withdrawals will be accepted after the Course Withdrawal period. To avoid any errors in the withdrawal procedures, make sure to login to Loyola again to check after you complete your course withdrawal procedures. We recommend that you keep a copy of the screen.

Request by “Course Withdrawal Request” Forms

The 2024 “Course Withdrawal Request” forms will be given out and submission accepted during the following periods:

Semester and Quarter	Submission Period	Results available
1st Quarter	May 1 (Thu) 10:00 - May 2 (Fri) 15:30	May 8 (Thu) 10:00-
Spring Semester and 2nd Quarter	June 12 (Thu) 10:00 - June 16 (Mon) 15:30	June 18 (Wed) 10:00-
3rd Quarter	October 14 (Tue) 10:00-October 15 (Wed) 15:30	October 17 (Fri) 10:00-
Autumn Semester and 4th Quarter	November 26 (Wed) 10:00 - December 2 (Tue) 15:30	December 5 (Fri) 10:00-

If the results of your “Course Withdrawal Request” are not shown on Loyola during the given period, immediately inquire at the Center for Academic Affairs (Academic Services).

! *The office is open weekdays only; closed from 11:30 to 12:30.

Courses that require submission of Course Withdrawal Request

Specialized Education

【For FST students】

GRADUATION RESEARCH 1 • 2 / SEMINAR 1 • 2

【For SPSF students】

Department of Journalism: BACHELOR’S THESIS A

Department of Education: BACHELOR’S THESIS / BACHELOR’S GRADUATION PROJECT
Department of Global Studies: BACHELOR’S THESIS (INTERNATIONAL RELATIONS) 1 • 2

BACHELOR’S THESIS (AREA STUDIES) 1 • 2

! * The approval of the Department Chair is required for the above courses. Without the approval signature/seal of the Department Chair on the request form, it will not be accepted even if it is submitted during the submission period.

Foreign Language courses

Course withdrawals for foreign language courses will only be accepted by submitting “Course Withdrawal Request” in the following cases. However, we need to check in advance whether or not withdrawal is allowed for the particular course. Bring a printout of the Loyola Course Grades Inquiry screen during the submission period and inquire at the section for Foreign Language courses at the Center for Academic Affairs.

1. If students are changing the language to be taken as Compulsory electives courses.(only for Journalism)
2. If the total number of credits exceeds the languages requirement with the submission of “Application of Credits for Overseas Short-term Language Programs”.

! *In case of ①②, students will no longer be able to the language they withdraw from as Compulsory elective courses in the following semesters.

! *Case ② will only be accepted, if the application and the credits have been approved, Request form will not be accepted if students have yet to apply for or are awaiting approval.

Submission of Withdrawal of Graduation Project or Master's Thesis (for graduate students)

A student who has registered for Graduation Project or Master's Thesis in the semester that they intend to graduate may, for various reasons, decide later in the semester that they would like to submit the project or thesis in a subsequent semester. In such cases the student must submit, in lieu of the project or thesis, a letter to the Center for Academic Affairs indicating they intention not to submit a project or a thesis. The deadline for submitting the letter is the same as the submission deadline for the Graduation Project or Master's Thesis. For details, please refer to 2. ACADEMIC SERVICES > 13. Research Guidance and Master's Thesis Doctoral dissertation > Master's Thesis.

The grade of "W" will appear on the student's transcript for coursework in that semester. However, this grade will not be calculated into the student's GPA and will not appear on the official transcript that the student receives after graduation.

7. Examinations

7. Examinations



-  Types of Examinations
-  Announcement of Schedule of Final Exams (Written Exams)/Report Exams
-  Examinations (Written Exams) Policy
-  Cheating on Final Exams (written Exams) is Strictly Prohibited
-  If Public Transport Service is Shut Down
-  Make-up Exams
-  Cheating on Report Exams is Strictly Prohibited
-  Stance on Exams, Reports and Papers
-  Academic Research Ethics

Types of Examinations

Examinations are held during or at the end of term in Spring and Autumn Semesters in the following types:

Type of exam	Exam period / deadline of submission	Announcements	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 teacher	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 (see below for schedule)	Applicable	
Final papers	To be submitted by the deadline set at the end of the term	Announced on Loyola by the Center for Academic Affairs (see below for schedule)	Not applicable	General information is announced on the Loyola Bulletin Board; note that the class teacher may give additional instructions in class.

Announcement of Schedule of Final Exams (Written Exams)/Report Exams

Information on “Final Exams (written exams)” and “Report Exams” will be announced on Loyola by the Center for Academic Affairs as follows;

Information on In-class Exams will be announced as “Other Exams”

<Semester Courses>

	Schedule announced on:	Final Exams (written exams) period
Spring Semester	Thursday, July 10, 2025	Thursday, July 24, 2025 – Thursday, July 31, 2025 (July 31: spare day)
Autumn Semester	Thursday, Jan 8, 2026	Thursday, Jan 22, 2026 – Thursday, Jan 29, 2026 (Jan 29: spare day)

<Quarter Courses>

	Schedule announced on:	Final Exams (written exams) period
1st Quarter	Saturday, May 17, 2024	Saturday, May 31 and Saturday, June 7, 2025
2nd Quarter	Thursday, July 10, 2025	Thursday, July 24 – Thursday, July 31, 2024 (July 31: spare day)
3rd Quarter	Saturday, November 1, 2025	Saturday, Nov 15 and Saturday, Nov 22, 2025
4th Quarter	Thursday, Jan 8, 2026	Thursday, Jan 22 – Thursday, Jan 29, 2026 (Jan 29: spare day)

Examinations (Written Exams) Policy

Note the following for taking the exams:

- Check the exam room on Loyola. It is the student's responsibility to check and to be at the prescribed exam room (note that the exam room may be different from the room where classes are normally held).
- Mobile phones and wearable devices must be turned off and put inside a bag. It is not allowed to use such devices as clocks to check the time.
- If you are more than 20 minutes late for the exam, you are not allowed to take the exam regardless of the reasons. The scheduled exam hours will not be extended for any reason including delay of public transport service. Allow enough time to arrive on time to the exam.
- Students are not allowed to leave the class room for the first 30 minutes and the last 10 minutes of the exam.
- No student may leave the classroom unless he/she has submitted his/her answer sheet.
- If a student does not follow the instructions of the proctor or does not observe warnings to stop talking or any other misconduct, his/her exam shall be invalid.

Things to bring to the exam

1. Student ID Card: it must be placed on the desk. Without the Student ID Card, students will not be allowed to take the exam, regardless of the reasons.
※If you forget your Student ID Card, you may have a "Temporary Student ID Card" issued at the Automatic Certificate Issuance Machine located on 4th floor of Building No.2 (500yen fee charged valid for the day of issue only.). However, if you cannot be at the exam room with the "Temporary Student ID Card" within 20 minutes after the start of the exam, you will be considered late for the exam and will not be allowed to take the final exam.
2. Pens/pencils
3. Underlay Pad : Only if you need to use one; white or any similar color. Using a notebook or a book as an underlay is not permitted.

Answer sheets

- Students are given only one answer sheet. Papers other than the given answer sheet are not valid.
- If a student makes errors on the answer sheet and a new answer sheet is given, he/she must return the first answer sheet.
- Use a ballpoint or felt pen to fill in your Student ID Number and name. Answer sheets without student ID numbers or names are invalid

Cheating on Final Exams (written Exams) is Strictly Prohibited

Do not be tempted to cheat on written examinations. If a student is found cheating in an exam or violating an exam policy, the University will impose severe punishment. Honest performance is also expected at in-class exams held during class sessions. The following are some actions that would be considered cheating:

Disciplinary Standards Concerning Misconducts

Examples of Misconducts

1. Misconducts in Final Examinations (including Make-up Examinations)

1. Possessing mobile phones etc. in locations and/or in conditions that do not conform with the instructions.
*Mobile phones etc. includes, smartphones, PCs, mobile PCs, tablets, such electronic devices as smartwatches that have communications functions, wireless earphones, and such mobile recording devices as mobile music players.
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).
3. Failing to submit the exams and/or taking them away.
4. Referring to notes written on the desk, clothes, walls, and body etc., and/or taking the exam under such conditions.
5. Referring to other students' exam answers, and/or trying to refer to them.
6. Exchanging documents etc. that were permitted for reference during the exam to/from other students.
7. Such distracting conducts as chatting.
8. Seeing and/or showing exam answers with other students.
9. Exchanging the exam answers with other students, and/or with exam answers that were prepared ahead of the exam.
10. Taking the exam for another student, and /or asking another person to take the exam.
11. Misusing the student ID card.

2. Misconducts in In-class Examinations and Report Examinations (including Final Papers)

1. Misconduct in In-class exams that take place in lieu of Final exams. * For concrete examples, see 1. above.
2. Plagiarism in report exams that take place in lieu of final exams, including in final papers.
3. Writing reports or papers for another student, and/or asking someone else to write reports or papers.
4. To use a part of, or the entire report that has been submitted for another course (self plagiarism).
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).
6. Other misconduct that jeopardizes the fair and honest implementation of the report exam.

3. Failing to obey the instructions for the investigation related to all the items listed in 1. and 2. above.

Disciplinary Measures and Measures Concerning Enrolled Courses

In accordance with Article 60 of Sophia University Regulation, misconducts are punished by dismissal, suspension, or reprimand.

1. The grade “F” will be entered on the student’s record for the course in which the misconduct took place.
2. In case of suspension, the suspended period will not be counted in the residence requirement and graduation will be delayed.
3. In addition to the above, the student’s grades for the courses taken in the same semester may also become “F.”

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

Cheating in written exams involves more than the grade for that one course; it causes a far greater disadvantage for the student involved. Cheating in exams may be an impulse; do not give in to temptation--it has grave consequences. Double check the materials you are allowed to bring into an exam, if any, on Loyola before taking an exam

If Public Transport Service is Shut Down

Refer to 1. GUIDELINES > 6. When Public Transportation is Shut Down

Make-up Exams

If students were unable to take the Final Exams held during the final exams' week for the following reasons, they may be allowed to take make-up exams by submitting an "Application for Make-up Exams" (form available). To take the make-up exams, the students will need to submit an application for make-up exams during the given period, obtain permission, and pay the make-up exam fees.

No application for make-up examination for Courses that held in-class exams (outside the Final Exams period) is accepted.

1) Legitimate reasons for applying for make-up exams

The legitimate reasons include illness, injury, bereavement of third degree of kinship, disasters, delay in public transport service, and appointment to lay judge system. Job search or extra-curricular activities are not considered legitimate reasons. The application for make-up exams must be accompanied by the following supporting documents to prove that the student was unable to come on the day of the final exam(s).

2) Supporting documents and procedures

When applying for a make-up exam, the following certificate must be submitted. The application procedure must be completed within the specified period.

1. Illness, Injury	Medical certificate or permission to return to school issued by a physician (university designated form) ※ Payment receipts are not accepted
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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) Clear statement showing that the student was unable to come to the exam because of scheduled the 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 an incomplete and the student will not be able to apply for a make-up exam.

2. Bereavement of 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.



※ The 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. If the delay is less than 20 minutes, the student may take the exam and go directly to the exam classroom.

- ※ Only delays occurring on a student's normal commuting route between his/her home and the university will be accepted (not accepted if the route is other than from home).
- ※ The delay certificate must show a delay longer than the actual length of the student's delay. (e.g. if the student arrived 30 minutes past the scheduled exam starting time, the delay certificate must prove a delay of more than 30 minutes); applications for make-up exams will not be accepted if the student came to the university intending in the first place to arrive late for the exam.
- ※ If it is difficult to decide yourself, go first to the exam room and follow the instructions of the exam supervisor.

4.Natural disasters	Disaster victim certificate
5.Appointment to lay judge system	Letter of appointment

3) Make-up exam fee:

2,000 yen per subject

4) Make-up exam schedule:

The schedule of make-up exam application period and points to be noted will be announced before the Final Examinations on My Sophia Notification, "Class, Course Completion, Grades"; Any disadvantages that may arise from failure to check the notices on My Sophia will be the responsibility of the individual student.

Cheating on Report Exams is Strictly Prohibited

Never be tempted to cheat or commit any other misconduct in report exams. If a student is found cheating or committing any misconduct, the University will impose severe punishment.

[Cheating on report exams involves:]

- Using sentences (block quotations) quoted from books, materials, or internet websites in your report without citing the sources and pretending that you wrote the sentences. (Plagiarism)
- Using reports that another student (your senior or friend) wrote for the said course or a similar course in the past and presenting it as your own report.

[Misconduct in report exams involves:]

- Writing a report for a course and using the same report to submit for another course.

If the above misconduct is found in the report exam, your class teacher will give the grade F (fail) for the course and you may be summoned and given a severe warning. In addition, the University may apply the same punishment as in cheating on final exams. (cf. 2. ACADEMIC SERVICES > 7. Examinations > Cheating on Report Exams is Strictly Prohibited)

Cheating or misconduct in report exams sometimes occurs unintentionally and may well be avoided if a student takes a more cautious stance. Read the “Stance on Exams, Reports and Papers” thoroughly to prevent misconduct and comply with the policy of “Academic Honesty”.

Stance on Exams, Reports and Papers

◆ To promote “Academic Honesty” and to comply with its policy

As the name Sophia indicates, Sophia University respects wisdom in its ultimate form. We ask the students to cultivate an attitude of Academic Honesty based on the following two points; Sophia lays emphasis on its educational principles of respecting others and cooperating with others based on the concept of “For others, With others”.

1. Students should respect the research and source of information of their forerunners and contemporaries and conduct independent and in-depth study.
2. Students should make continued efforts to enhance their basic academic skills.

By observing these points, students will be able to avoid committing acts of academic dishonesty such as breaking research rules (falsifying and fabrication of data) simply because they wish to be academically creative, or giving off research results of others as your own, or also unintentional plagiarism. All these are acts opposed to Academic Honesty.

Final exams are conducted so that a student can check how much he/she has achieved in the studies (written exams or reports). We expect students to be as honest and sincere in the exams as they always are in class. Dishonest acts such as cheating on exams and falsifying reports shall be severely punished. We ask the students to act with respect for wisdom in various scenarios with the Sophian stance of respecting wisdom.

◆ Rules for quotations in reports and papers

To evaluate your class work and give grades, teachers may ask you to hand in reports or papers. When writing the 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, he/she 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 his/her 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 a misconduct.

If someone you know or a total stranger gives off the essay or paper you wrote as his/her own, what would your reaction be? Citing quotation 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 unintentional copying and pasting of materials from reference literature or websites are considered as plagiarism. If a student gives off papers written by another person as his/her own as stated in 3), this is an act of fraud. If you are found performing such act or data theft or found to have reused papers that you have wrote 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 academic fields; you should ask your instructor for the details. Generally the following information should be given. When quoting from:

- ◇ books: author, “title of book”, publisher, year of publication, pages quoted
- ◇ papers in journals: author, ‘title of paper’, “title of journal”, Vol. ○, No.△, year of publication, pages quoted
- ◇ website: creator, “name of site or article”, <URL <http://www.ooo.△△△>> 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.

- ◇ Example for quoting directly in your report/paper:
“(your sentences) the author, Jochi Taro, writes on this subject “(quoted sentences) the meaning of the existence of university should be viewed from three perspectives . . .” (author: Jochi Taro, year published 20xx, page quoted p.xxx)

The University level 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.

Academic Research Ethics (for graduate students)

In order to promote the sound development of academic research and harmonious coexistence with society, Sophia University has set following academic research ethics guidelines, and requires all its researchers to follow the highest standards of academic and research honesty.

Related internal guidelines

- Sophia University Guidelines for Academic Research Ethics
- Sophia University Guidelines for Prevention of Misconduct in Research Activities
- Sophia University Guidelines for Research on Human Subjects

Besides faculty members and research associates of the University, the Guidelines shall apply to anyone engaged in research activities at the University, including students in the graduate schools. To understand academic research ethics, all graduate students are required to take a standard online training course and submit the pledge.

All graduate students, like other researchers at Sophia, have academic freedom that entails respect for the autonomy of researchers in their research activities as well as their right to investigate the truth, but they are also expected to have the highest ethics when they engage in research activities.

Researchers shall not commit or be complicit in the committing of fabrication, falsification or plagiarism in any aspect of their research activities. In addition, they should increase awareness of research ethics, and make every effort to have a basic understanding of what will be considered plagiarism or falsification, and to prevent misconduct in their research activities. Students shall be thorough in the recording, storage and proper handling of data obtained in their research, and they shall also strive to create a research environment that forestalls misconduct.

The “Guidelines” are available on the Sophia University website. Please read and fully understand what is expected of each student pursuing academic research activities at Sophia.

Sophia University website HOME> Research >Academic Research Ethics
https://piloti.sophia.ac.jp/eng/research/research/ethics_R

8. Evaluation/Grades

8. Evaluation/Grades

▶

-  Evaluation Criteria
-  G.P.A. (Grade Point Average)
-  Release of Grades (Dates)
-  Request for Grade Review
-  Guidance for the Students Whose GPA is Less Than 0.5
-  Students with no Prospects of Academic Progress

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.

G.P.A. (Grade Point Average)

The Quality Point Index (=QPI: see above list) 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 (excluding courses with grades W, N, P, X) gives the grade point average (GPA). W (withdrawn from course), N (approved course), P (passing), X (failing) are not included in the calculation.

【GPA calculation formula】

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

Release of Grades (Dates)

The grades for Academic Year 2025 will be released as follows:

Courses	Undergraduate students	Graduate students	Release period	Released via
Cumulative grades including Spring Semester, 1st Quarter and 2nd Quarter	4th year	2nd year and Graduating students	Aug 22 (Fri) ~	Loyola “Grades Inquiry”
	3rd year	1st year	Sep 10 (Wed) ~	
	2nd year			
	1st year			
Cumulative grades including Autumn Semester, 3rd Quarter and 4th Quarter	4th year	2nd year and Graduating students	Feb 19 (Thu) ~	
	3rd year	1st year	Mar 15 (Sun) ~	
	2nd year			
	1st year			

Request for Grade Review

If a student believes there has been a mistake in the grades, he/she may submit a “Request for Grade Review” to the Center for Academic Affairs. No late requests will be accepted after the deadline.

Courses	Deadline for submission
2024 Spring Semester, 1st and 2nd Quarter courses	September 11 (Thu), 2025 15:30
2024 Autumn Semester, 3rd and 4th Quarter courses	March 22 (Sun), 2026 23:59



*For the graduating students, there is a separate application period set in each Semester. For the detailed schedule, please check My Sophia.

If you intend to submit the request, consider carefully your reasons in light of the course contents and the grading criteria of A to F; read and follow the instructions given out from Center of Academic Affairs.

The following reasons will not be acceptable for submitting a Request for Grade Review:

1. simply requesting for a re-evaluation and re-grading.
2. asking the teacher to be lenient (affects your prospective graduation or acquisition of teacher’s license etc.)
3. complaints based on comparison with other students (your friend had a grade B and you don’t understand why you have a C, etc.)
4. you do not question the grading itself, but ask for the reason (ask the teacher for feedback, comment, disclosure of exam scores, etc.)
5. you have only non-specific statements such as “I attended the classes”, “I took the exam” etc.

Guidance for the Students Whose GPA is Less Than 0.5(for undergraduate students)

According to Article 40 of University Regulations, students who fail to obtain 32 credits or more in two consecutive academic years shall be dismissed from the university.

To avoid such case, the department individually contacts the students whose GPA is less than 0.5 and give guidance at the end of the academic year.

This system is to give a chance to the students to look back their school life and study plan, and consult faculty staff on their future academic plan. In case the students do not show any improvement on their motivation after the guidance, the university may recommend withdrawal from the university.

For students with any academic problems or physical or mental distress, the university provides consultation throughout the year by not only faculty staff but also counselors and department staff. If you wish to consult, visit the university's official website → "Campus Life" → "Student Support" → "Student Consultation Services".

Students with no Prospects of Academic Progress(for undergraduate students)

Students who fail to earn a total of 32 credits or more in courses specified by the Departments in two consecutive years (NB) shall be dismissed from the university. For more information, refer to Regulations > Detailed Regulations on the Application of Article 40, Paragraph 1 of the General Regulations of Sophia University.

 (NB) Two consecutive years are as follows:

Faculty of Liberal Arts, Faculty of Science and Technology English Course, SPSF			
Four consecutive semesters excluding periods of leave of absence			
(Example) If student takes leave of absence in 4Q of the year prior to the preceding year and in 1Q of the current year.			
	Spring 1Q 2Q		Autumn 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 are the four semesters with the ● mark			

When calculating the credits, pay attention to the following:

- Credits are calculated by adding the credits obtained in two consecutive years. For students of the Faculty of Theology, Humanities Human Sciences, Law, Economics, Foreign Studies, Global Studies and Science and Technology (excluding English Course), the credits obtained in the academic year in which the leave of absence took place are not included in the calculation.
- 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 a 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.

N.B. Preferential Measures

Upon deliberation by the faculty meeting and with an approval of the President, a student who is in the third year or above, and who has taken less 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.

9. Graduation Requirements and Self Evaluation

9. Graduation Requirements and Self Evaluation

-  Graduation Requirements
-  Check Credits Required for Graduation
-  How to Check Credits Required for Graduation
-  Early Graduation

Graduation Requirements

<For undergraduate students>

Students enrolled in Sophia University must meet the following two requirements to earn credits and graduate from the university: if you fail to meet either of the requirements, you will not be able to graduate and will need to repeat a year or a semester.

1. To satisfy the residence requirement(4 years; may vary for transfer, re-entry, and second-degree admission students)
2. To take courses specified and obtain credits for graduation requirements(Courses and credits required for graduation vary depending on your department)

<For students in master's program>

Graduation requirements are as follows:

1. To satisfy the residence requirement (2 years except the period of leave of absence).
2. To take courses specified and obtain credits for graduation requirements (complete at least 30 credits in accordance with the requirements of each Graduate Program).
3. To take necessary research guidance and to pass the Master's Thesis screening and examination conducted by the Graduate Programs.

<For students in doctoral program>

Graduation requirements are as follows:

1. To satisfy the residence requirement (3 years except the period of leave of absence).
2. To take courses specified and obtain credits for graduation requirements.
3. To take necessary research guidance and to pass the Doctoral Dissertation screening and examination conducted by the Graduate Programs.

Check Credits Required for Graduation

1. Students are responsible for creating their course registration plans and meeting the above graduation requirements
2. Students also must check that the plan satisfies all graduation requirements. It is the sole responsibility of the students to follow the above processes.

The Center for Academic Affairs offers advisory services on course registration, but the office will not be responsible for checking graduation status and credit requirements or calculation for individual students. Students are responsible for checking whether or not they are able to graduate.

How to Check Credits Required for Graduation

This function is made available to assist the students in checking the number of required credits for graduation by themselves; however, this is a mere calculation of credits on the computer system and is not a service to ensure graduation.

1. Check the Bulletin of Information

The courses and credits required for graduation vary depending on your department and matriculation year. Please thoroughly read the sections for your Department and matriculation year in the Bulletin of Information on “Courses and minimum number of credits required for graduation”, “Distribution of Required Credits”, and “Notes on Taking Courses.” For each course you have taken, check the credits earned and to which category of credits they apply towards graduation.

2. Check the Loyola “Self evaluation” function

When you have checked the Bulletin of Information as shown in 1) above, please also check the Loyola “Self Evaluation” function as follows:

- “Self Evaluation” function:

On Loyola you may check your status of courses taken and credits earned for each category of graduation requirements by calculating the missing number of credits you need for graduating from the total of credits of courses you are currently taking and the credits you have earned so far.

This function makes it simple and easy for you to check the number of credits required for graduating; however, it is a calculation of credits on the computer system and is not a service to ensure graduation.

- “Self Evaluation” may not work for certain cases

Some Departments have complicated curriculum and the calculation/display may not work properly. For more details, please check the Loyola Bulletin Board (Academic Services) “Points to be noted on Self-Evaluation screen”.

- Self Evaluation function available period

The Self Evaluation function on Loyola is available for a designated period only. For the schedule of available periods in the 2025 Academic Year, check My Sophia.



*Please note it is not available during course registration periods or withdrawal periods (4th year students may use the self evaluation function during course registration periods).

Early Graduation

<for undergraduate students>

The basic residence requirement of Sophia University is 4 years. However, students (1) who are enrolled at Sophia for 3 years or more, (2) have completed the required courses for graduation with good academic performance and (3) who wish to graduate early, may request for approval for early graduation. Faculty meeting of the students affiliated faculty will review and decide upon applications for early graduation, which will be forwarded to the President for approval. For more information, please refer to the pages for FST and SPSF curriculum.

<for graduate students>

The basic residence requirements for the completion of graduate programs at Sophia University are as stated in the previous “Graduation Requirements” section above. Students who have achieved excellent academic results are eligible for a shortening of the required period of residence and an early completion, if they wish to do so and if approval is granted. At present, early completion is available for the programs listed below. For details, refer to the relevant pages for each program in the Bulletin of Information [Graduate School Programs].

1. Master’s Program in Theology, Graduate School of Theology
2. Master’s Program in Law, Graduate School of Law
3. Master’s Program in Economics/Master’s Program in Management, Graduate School of Economics
4. Master’s Program in Global Studies, Graduate School of Global Studies
5. Master’s Program in International Cooperation Studies, Graduate School of Global Studies
6. Master’s Program in Science and Technology / Doctoral Program in Science and Technology, Graduate School of Science and Technology
7. Master’s Program in Global Environmental Studies, Graduate School of Global Environmental Studies / Doctoral Program in Graduate School of Global Environmental Studies

10. Credit Transfer and Approval

Credit Transfer and Approval

Credits earned at other universities or colleges before entering Sophia University or credits earned at overseas universities during study abroad after entering Sophia may be transferred and approved as credits equivalent to those earned at Sophia.

The requirements and maximum limit of transfer credits will vary depending on the type of credit transfer. To have credits transferred, check the details before applying for credit transfer.

Requests for credit transfer will be processed among several offices and Departments before the final decision on the approval is made and this may take about a month after application. The decision on approval of credit transfer will affect your future course enrollment plan; apply well ahead to allow sufficient time for the approval procedure.

For procedures to transfer credits obtained during study abroad, read “Procedures for credit transfer and approval of study abroad credits”.

Grades of Courses with Transferred Credits

The credits transferred and approved will be marked “N (認定Nintei)” on your transcript of records. Except for compulsory courses, basically the courses with transferred credits will not be listed under the course titles, but will be summed up by course category (elective compulsory, elective, group xx).

The grades marked “N(認定Nintei)” will not be counted into “Maximum credit limits” per semester or year at course registration; such grades will also not be included in the GPA calculation.

Application Period for Credit Transfer and Approval

Depending on submission date of credit transfer application, the approved credits may be included in either “Spring Semester” or “Autumn Semester” and will be marked “N認定Nintei”.

January 21 (Tue), 2025 – July 18 (Fri), 2025: application submitted to Center for Academic Affairs
→ approved as credits for 2025 Spring Semester

July 21 (Mon), 2025 – January 19 (Mon), 2026: application submitted to the Center for Academic Affairs
→ approved as credits for 2025 Autumn Semester

10-1. Credit Transfer and Approval for Undergraduate Students

10-1. Credit Transfer and Approval for Undergraduate Students ▶

-  Transfer of Pre-matriculation Credits
-  Credit Transfer of Transfer Students
-  Credit Transfer for Teacher Certification Program
-  Graduate School Pre-admission Course Enrollment System
-  Credit Transfer by Student Exchange Agreement
-  Credit Transfer from Study Abroad

Transfer of Pre-matriculation Credits

Students who entered Sophia University as freshmen (or re-admitted students or second degree students) may apply for credit transfer for up to 30 credits earned at other universities, colleges, higher professional schools or Sophia School of Social Welfare prior to matriculation (must apply within 3 months after entering Sophia). However, credits previously approved as Sophia credits are excluded. For more information, inquire at the Center for Academic Affairs (Academic Services). Also read the “Bylaw on Transfer of Pre-matriculated Credits”.

Credit Transfer of Transfer Students

Transfer students may apply for transfer of credits earned at other universities to be approved and counted as equivalent to credits required for graduation at Sophia.

Maximum limit of credit transfer

1. Credit transfer will be approved in categories of General Studies (Zengaku-Kyotsu-Kamoku) and Specialized Education respectively up to the number of credits required for graduation set by each Department.
2. The maximum number of credits that can be transferred will be decided by each Department up to one half of the credits required for graduation set by the Department.

Also read the “Bylaw on Credit Transfer of Transfer Students”.

Credit Transfer for Teacher Certification Program

Transfer credits approved as credits earned at Sophia University may be approved as credits for the teacher certification program. If a student wishes to apply for credit transfer for the teacher certification program, inquire at the Center for Teaching and Curator Credentials.

Graduate School Pre-admission Course Enrollment System

Undergraduate students who show excellence in their academic performance may enroll in courses designated by each Graduate School in their senior year following a screening. On admission to Sophia University Graduate School, the credits earned in such courses will be approved as pre-admission credits up to the maximum number set by the Graduate School.

Credits earned through the system of course enrollment prior to admission to Graduate School will not be approved as credits required for undergraduate graduation.

The Graduate Schools/Programs that have a system of course enrollment prior to admission to Graduate School are as follows:

- Graduate School of Theology
- Graduate School of Humanities
- Graduate School of Human Sciences, Master's Program in Social Services
- Graduate School of Law, Juris Doctor Program
- Graduate School of Economics
- Graduate School of Global Environmental Studies
- Graduate School of Science and Technology
- Graduate School of Global Studies, Master's Program in International Relations
- Graduate Degree Program of Applied Data Science

For more information, please read “Bylaw on Graduate School Pre-admission Course Enrollment of Undergraduate Degree Students

Credit Transfer by Student Exchange Agreement

If a current student earns credits at another university in Japan affiliated by a student exchange agreement, the credits will be transferred and approved as credits equivalent to those earned at Sophia. There are two types of student exchange agreement: “in-country exchange type” and “credit transfer type”.

Credits earned by Sophia students at the Japanese Universities with an exchange agreement will be approved as credits earned at Sophia, up to 30 credits for “In-country exchange type” and 10 credits for “Credit transfer type”.

For more information on student exchange agreement, inquire at the Center for Academic Affairs (Academic Services)

Type	Exchange University	Maximum transfer credits	Form of exchange
In-country exchange	Elizabeth University of Music Nagasaki Junshin Catholic University Fuji Women's University Kwansei Gakuin University	30 credits	Exchange students continue to be enrolled at Sophia University (student status at Sophia will be “study abroad”); during exchange period, students will take courses and engage in research at the host university.
Credit transfer	Tokyo Junshin's University Tokyo College of Music The University of Sacred Heart, Tokyo International Christian University	10 credits	Students will be enrolled at Sophia and take courses at Sophia and at the same time take courses and engage in research at the host university.

Credit Transfer from Study Abroad

As a current student, if you earn credits on a student exchange program (study abroad at an overseas university under a student exchange agreement with Sophia) or on general study abroad (at a degree-awarding university approved by the Department Chair prior to studying), the credits will be transferred up to 30 credits and approved as credits equivalent to those earned at Sophia (must apply within 3 months after returning to Japan).

Calculation of credit transfer

1. Most universities including US

One class hour (in minutes) $\times$ number of classes in a week $\times$ course duration (number of weeks) $\div$ basic class hours at Sophia

2. Universities in Spain, Brazil etc.

Total class hours in a year $\times$ 60 (in minutes) $\div$ basic class hours at Sophia

Basic class hours at Sophia

Type of courses	Basic class hours
Lectures/seminars	675 min (1 Credit)
Languages/seminars	1,350 min (1 Credit)
Experiments	2,025 min (1 Credit)
Physical exercise	1,350min (1 Credit)

 Note that for credit transfer, you must have the class schedule which is the basis for the calculation.

 Approved credits “N” will not be counted into maximum credit limit per year. They will not be included in the GPA Calculation.

For more information, refer to the “Handbook for Study Abroad” issued by the Center for Global Education and Discovery.

10-2. Credit Transfer and Approval for Graduate Students

Transfer of Credit from Graduate Programs in Other Universities

Credits earned at other graduate schools in Japan and abroad prior to matriculation (including credits from pre-matriculation course enrollment at Sophia University [credits earned under the Graduate School Pre-admission Course Enrollment System by students who graduated from Sophia University]) may be transferred and approved as credits equivalent to those earned at graduate schools of Sophia University by following procedures for approval of pre-matriculation credits.

Credits earned while studying abroad (see 2. ACADEMIC SERVICES > 10-1. Credit Transfer and Approval for Undergraduate Students > Credit Transfer from Study Abroad) and credits from auditing of other universities under auditing agreement may also be transferred and approved as credits equivalent to those earned at graduate schools of Sophia University by following necessary procedures.

Note, however, that pursuant to Article 18 of the Graduate School Regulations, of the transferred and approved credits that had been earned as pre-matriculation credits, as an auditing student at other universities, or while studying abroad, only up to a total of 10 credits can be included in the credits required for approval of degree completion.

11. Certification Program (for undergraduate students)

- Teacher Certification (教職課程)
- Curator Certification (学芸員課程)
- Upon completion of the required coursework, you will be certified in the following areas.

All of these programs are offered only in Japanese. Students interested in either of the programs are required to have a good command of Japanese both in speaking and writing and attend special guidance sessions held by the Center for Teaching and Curator Credentials: the notices will be posted on My Sophia for the Center for Teaching and Curator Credentials. Please check the bulletin board for necessary information.

Data Science Program (Standard Course)

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] 1.全学共通科目”).

Upon completing 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. Completion 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, and students can take them in either language. They may retake the equivalent course for credits in the other language only if they failed 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 a digital format, known as “Open Badge,” but students can also request a paper certificate.

Neither the digital nor the 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 course instructor and the department that offers the course.
4. 【SPSF Students Only】 English-based courses in the Standard Course will count toward SPSF's GS (General Studies) electives.
5. 【SPSF Students Only】 SPSF students who wants to take Japanese-based courses for the Advanced Course should consult the Center for Academic Affairs by the end of the Course Registration Period. Even if permission is granted, such courses will not count toward SPSF's graduation requirements.

7. Inquiries

For program details and inquiries, contact the Center for Liberal Education & Learning (1st floor, Bldg. 2.)
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	University-wide GS	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	

12. Short-term Language Programs, Short-term Study Abroad Programs, Social Engagement Programs

12. Short-term Language Programs, Short-term Study Abroad Programs, Social Engagement Programs ▶

-  Credit from Short-term Language Programs
-  Credit from Short-term Study Abroad Programs
-  Credit Transfer of Social Engagement Programs and Internship Courses

Credit from Short-term Language Programs

The programs are intended for students to participate in language programs at affiliated universities overseas during university vacations and to earn foreign language credits (2 credits).

Note:



【1】 While students in the last semester before expected graduation are eligible to participate in the program, no credit will be awarded.

【2】 Programs taught in English will not be included in the graduation requirement.

The grades for the language courses will be either “P (pass)” or “X (fail)”.

Courses with grades “P” or “X” will not be included in the maximum credit limit per semester or year at course registration or in calculation of GPA.

For more information on language programs, refer to “Foreign Language Courses” “Academic Handbook (”履修要覧)” and “Handbook on Study Abroad” issued by the Center for Global Education and Discovery and also “Bylaws on Short-term Language Programs”.

Credit from Short-term Study Abroad Programs

These programs are intended for students to participate in programs at affiliated universities abroad during university vacations to transfer credits successfully earned, and to have them approved as credits at Sophia. Note: while students in the last semester before expected graduation are eligible to participate in the program, credit transfer will not be possible.

Participating students should have a certain level of language proficiency to study their major subjects taught in a foreign language.

There are two types of Short-term Study Abroad programs, and credits will be marked differently.

1. Credits earned at a university offering the approved program are transferred and approved.

→ Grades will be shown as “N Nintei” (認定)

2. Courses registered as courses offered at Sophia;

→ Grades will be shown as “P (pass)” or “X (fail)”.

Courses with grades “P”, “X” or “N” will not be included in the maximum credit limit per semester or year or in the calculation of GPA.

For more information on overseas short-term programs, see “Handbook on Study Abroad” issued by the Center for Global Education and Discovery and “Bylaws on Short-term Language Programs”

<List of Short-term Study Abroad Programs>



The following programs may be changed or cancelled without notice; check the updated information at the Center for Global Education and Discovery.

<List of Short-term Study Abroad Programs>

※The following programs may be changed or cancelled without notice; check the updated information at the Center for Global Education and Discovery.

(1) Credits transferrable to be approved as credits earned at Sophia

University	Language of instruction	Country	Program duration	Credits	Grades and credits
University of California, Los Angeles (UCLA)	English	USA	During summer vacation	Depends on courses taken by the participant	* May be approved as General Studies (<i>Zengaku Kyotsu Kamoku</i>) (Electives) or Specialized Education; will not be approved as language courses * Participants should consult the Department Chair before going abroad, and he/she will need to submit request for credit transfer upon return to Japan. * May be approved as credits for 2025 Autumn Semester; the grade given to successful participants will be "N" transfer approved (Nintei).
Ecole Supérieure des Sciences Commerciales d'Angers (ESSCA)	English	Hungary	During spring vacation	Depends on courses taken by the participant	* May be approved as General Studies (<i>Zengaku Kyotsu Kamoku</i>) (Electives) or Specialized Education; will not be approved as language courses * Participants should consult the Department Chair before going abroad, and he/she will need to submit request for credit transfer upon return to Japan. * May be approved as credits for 2026 Spring Semester; the grade given to successful participants will be "N" transfer approved (Nintei). * The program is based on an exchange agreement; the tuition is waived (participants are responsible to pay their air fare, accommodation and meals).

(2) Courses taken may be considered equivalent to courses offered at Sophia

University	Language of instruction	Country	Program duration	Credits	Grades/credits	Faculty/Dept. offering course
SOAS University of London	English	United Kingdom	During summer vacation	4	* May be counted as General Studies (<i>Zengaku Kyotsu Kamoku</i>) or Specialized Education course; will not be approved as language courses. * Credits will be given in 2025 Spring Semester and successful participants will receive grade "P".	Faculty of Foreign Studies
University of Oxford	English	United Kingdom	During summer vacation	2	* May be counted as General Studies (<i>Zengaku Kyotsu Kamoku</i>) (Electives) or Specialized Education course; will not be approved as language courses. * Credits will be given in 2025 Spring Semester and successful participants will receive grade "P".	Faculty of Foreign Studies
University of Victoria	English	Canada	During summer vacation	4	* May be counted as General Studies (<i>Zengaku Kyotsu Kamoku</i>) (Electives) or Specialized Education course; will not be approved as language courses. * Credits will be given in 2025 Spring Semester, and successful participants will receive grade "P".	Department of Management
Institut d'Etudes Politiques de Paris	English	France	During spring vacation	4	* May be counted as General Studies (<i>Zengaku Kyotsu Kamoku</i>) (Electives) or Specialized Education course; will not be approved as language courses. * Credits will be given in 2025 Autumn Semester and successful participants will receive grade "P".	Faculty of Foreign Studies

Credit Transfer of Social Engagement Programs and Internship Courses

Sophia University has various social engagement programs overseas during the semester and university vacations for which you can obtain and transfer credits.

【Social Engagement Programs】

Overseas programs, which include field works and service learning components, are available during university recess; the credits obtained for successfully completed courses may be transferred as Elective Courses of General Studies. However, if you intend to graduate at the end of the semester in which you will obtain such credits, you are eligible to participate in the program but no credits will be awarded.

The grades given in the programs will be either “P (pass)” or “X (fail)”.

Courses with grades “P” or “X” are not counted into the “maximum credit limit” per semester or year at CourseRegistration. They are also not included in calculation of GPA.

【Internship Courses】

Credits will be given by successfully completing an internship course, organized under a partnership agreement between Sophia and a company, an international organization, or an agency. For the internship availability and its program details (period, training site list, etc.), please contact the Center for Global Education and Discovery (1F, Building No.2) for details.

Internship courses are graded as “P” (pass) or “X” (fail), and will not be counted into the “maximum credit limit” per semester or year. They are also not included into the GPA calculation.

Expenses incurred for participating in the program will be a responsibility of each student. In addition, a program may be cancelled, or the program content may be changed for unavoidable reasons.

13. Research Guidance and Master’s Thesis Doctoral dissertation

13. Research Guidance and Master’s Thesis Doctoral dissertation ▶

-  Research Guidance
-  Doctoral Dissertation
-  Master’s Thesis

Research Guidance

Research Guidance refers to the research guidance (guidance for the preparation of dissertation, etc.) as set forth in Article 14, Paragraph 1 (Regulations>General Regulations of Sophia University Graduate Programs) of the Graduate School Regulations, which consists of the following:

【a】 Guidance on the preparation of dissertation, including conception, groundwork, and writing;

【b】 Guidance for meeting the requirements for submission of dissertations, theses or projects

according to each program;

【c】 Guidance on academic reports and submission to journals; and

Other guidance related to the preparation of a dissertation, thesis, project, etc.

Research Guidance Registration

Registration for “Research Guidance” is managed at the Center for Academic Affairs based on notifications from each program. (Students do not need to register themselves.)

For the Spring Semester, registration will take place at the end of May, and for the Autumn Semester, at the end of November. Please confirm that you have been registered for each semester.

Students who entered in or after academic year 2017 must successfully complete the designated number of courses required for program completion. However, even after successfully completing the required number of courses, registration for Research Guidance will continue automatically for the duration of the student’s enrollment, and grades will be given

Procedure

Students are to consult with their Adviser individually when determining the day and the hour of their Research Guidance. Students are exempt from Research Guidance registration while on an Exchange Program or a General Study Abroad Program. For more information, inquire at the Center for Academic Affairs (Academic Services).

Other

For matters on research guidance, refer to the Sophia University Graduate School Bylaws on Research Guidance.

Doctoral Dissertation

For eligibility to apply to submit a dissertation, methods of submission, review of dissertations, examinations, etc., refer to Regulations>Sophia University Degree Regulations. For submission of a doctoral dissertation, inquire at the Center for Academic Affairs (Academic Records).



Beginning in academic year 2013, doctoral dissertations are required to be published online in full text. If, for some compelling reason, the full text cannot be published, an abstract of 20,000 or more letters and characters in length must be published within one year from the date of conferment of the degree and with the review and approval of Sophia University.

Master's Thesis

Eligibility for submission

Students enrolled in a Master's Program at a graduate school of Sophia University who either have been enrolled for more than two years excluding the periods of leave of absence and have already earned necessary credits, or will have been enrolled for two years at the end of the academic year in which submission is planned and is expected to have earned necessary credits by the conclusion of the process of thesis review.

Master's Thesis Registration

Students who are planning to submit a master's thesis are required to register for a master's thesis, along with course registration, during the registration period of the semester in which the submission of master's thesis is planned.

Deadline and Place of Submission, Format, and Number of Copies

Inquire at the office of relevant graduate school or program.

Post-submission

The date, time, and place of review/examination for the master's thesis will be designated by the program office.

Of the submitted copies of theses, the program office will take one original copy from each thesis and collectively submit them to the Center for Academic Affairs at a later date. The original theses will then be bound and stored in the closed shelves of the central library of Sophia University and made available for users' reference upon request. Data on each thesis (title, author, year of degree conferral, graduate school/program) will be added to the database and published both internally and externally.

Full text of a thesis for which a degree has been conferred may be registered in the Sophia University's Repository for Academic Resources (Sophia-R) for publication.

Withdrawal (cancellation) from Graduation Project and Master's Thesis

1. Request for withdrawal (prescribed form) should be submitted, with approval from the program chairperson, to the Center for Academic Affairs (Academic Services) during the course withdrawal period.
2. Students who, due to circumstances, wish to cancel the submission of or to withdraw the already submitted graduation project or a thesis in the current semester after the closing of course withdrawal period but before the deadline for submission of thesis should prepare a request for withdrawal (free format) addressed to the Director of the Center for Academic Affairs stating the intention to withdraw from submission, obtain the approval (with a seal) of the program chairperson (Director, Area Coordinator) and academic supervisor, and submit it to the Center for Academic Affairs (Academic Services).
3. Withdrawal (cancellation) after the deadline for submission of thesis is not accepted. Only when the project or the thesis is submitted, but review or examination has not yet been conducted, and the student has a particular reason to want to withdraw the submission, there is a possibility that the student may submit a letter (free format) to the Center for Academic Affairs (Academic Services), with approval from the program chairperson or Director (for GPGS students) and academic supervisor or Area Coordinator (for GPGS students). In such a case, the student must specify the reason of withdrawal (cancellation) in the letter.

[Notes] –



-If a student withdraws from submission, the grade "W" will appear on the student's transcript for coursework.

- If the student fails to carry out the procedure for withdrawal, a master's thesis will be graded as "F" and will appear on the academic transcript.

3. ACADEMIC RECORDS

3. ACADEMIC RECORDS ▶

- 📄 1. Academic Records
- 📄 2. Certificates
- 📄 3. Change of Faculty / Department, Re-admission, Second Degree Admission

1. Academic Records

1. Academic Records

-  Student ID Number
-  Student ID Card
-  Residence Requirements
-  Repeating a Semester
-  Study Abroad
-  Leave of Absence
-  Resuming Studies
-  Suspension from the University
-  Withdrawal and Dismissal
-  Withdrawal from The Ph.D. Program after Completing all the Requirements except for Dissertation
-  Tuition and fees
-  Financial Assistance
-  Individual Information
-  For non-Japanese students (Residence status)

Student ID Number

All students are given an individual Student ID Number upon entering the University. The Student ID Number is necessary in all parts of student life; memorize your Student ID Number.

(Example) **A** **25** **11** **001**

Individual number given to student in the Department/Graduate Program
 Department/Graduate Program number (see List below)
 Matriculation year (*)
 Student status code ("A" means full-time undergraduate student, "B" means full-time Master, "C" means full-time Doctoral student.)



* Transfer, Second degree admission, and Re-entry students are given ID numbers of the relevant matriculation year and this may be different from the actual year of entrance.

List of Department/Graduate Program Numbers

Faculty	Department	Dept. No.	Graduate school	Program	Program No.
Theology	Theology	91	Theology	Master's program in theology	91
Humanities	Philosophy	11	Theology	Doctoral program in systematic theology	92
Humanities	History	14	Humanities	Master's (doctoral) program in philosophy	21
Humanities	Japanese Literature	15	Humanities	Master's (doctoral) program in history	23
Humanities	English Literature	16	Humanities	Master's (doctoral) program in Japanese literature	24
Humanities	German Literature	17	Humanities	Master's (doctoral) program in English and American literature	25
Humanities	French Literature	18	Humanities	Master's (doctoral) program in German literature	26
Humanities	Journalism	19	Humanities	Master's (doctoral) program in French literature	27
Human Sciences	Education	81	Humanities	Master's (doctoral) program in journalism	28
Human Sciences	Psychology	82	Humanities	Master's (doctoral) program in cultural interaction	30
Human Sciences	Sociology	83	Applied Religious studies	Master's (doctoral) program in death and life studies	35
Human Sciences	Social Welfare	84	Human Sciences	Master's (doctoral) program in education	81
Human Sciences	Nursing	85			
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Economics	Management	42			
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Liberal Arts	Liberal Arts (Spring Enrollment)	67
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Human Sciences	Master's program in Nursing	85
Law	Master's (doctoral) program in law	41
Economics	Master's (doctoral) program in economics	55
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Languages and Linguistics	Master's (doctoral) program in linguistics	61
Global Studies	Master's (doctoral) program in international relations	66
Global Studies	Master's (doctoral) program in area studies	67
Global Studies	Master's (doctoral) program in global studies (spring)	68
Global Studies	Master's (doctoral) program in global studies (autumn)	69
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Student 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. Note carefully that in the following cases services may not be provided without your Student ID Card.

Student ID Cards should not be lent or given to another person regardless of the reason. Return the Student ID card to the university when you lose your student status by withdrawal from university etc.

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, 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 Printer”
8. to show when requested by a faculty or staff of Sophia University

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.

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 Center for Academic Affairs, Academic Records Section.

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.



If you are unable to enter the main library or use the certificate issuance machine due to the IC chip or magnetic data error, please come to the Center for Academic Affairs. However, if the card is bent or damaged, it should be reissued.

Student ID card re-issuance

If your Student ID card is lost, damaged, or defective, you should go through the re-issuance 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).

Expiration date of student ID card

When students need to be enrolled over the expiration date of student ID card, the student ID card with extended validity will be mailed to the student mailing address at the end of March or the middle of

September.

Temporary student ID card

If you forget your student ID card during the 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 on the day of issuance)

Residence Requirements

<for undergraduate students>

The standard residence requirement is four full academic years for a Bachelor's degree except in cases of early graduation. Periods of leave of absence, suspension from the university, or study abroad exceeding one year are not counted toward the residence requirement. The maximum time allowed to complete all the requirements is eight full academic years for Bachelor's degree, excluding time spent on leave of absence from the university.

<for graduate students>

The standard residence requirement is two full academic years for a Master's degree and three full academic years for a Ph.D. degree. The maximum time allowed to complete all the requirements is four full academic years for a Master's degrees and five full academic years for a Ph.D. degree, excluding time spent on leave of absence from the university.

Students whose period of enrollment exceeds the basic residence requirement and meet certain conditions may be eligible for a reduction in tuition fees (Thesis Only Reduction). For details, inquire at the Center for Academic Affairs (Tuition and Fees).

Repeating a Semester

A student who fails to complete the graduation requirements in the four years (undergraduate students) or two years (Master's) or three years (Ph.D.) of study after entering the university will have to repeat a semester.

When a student needs to repeat a semester, a Student ID Card with an extended period of validity will be sent by postal mail to the student at the end of March or the middle of September.

Study Abroad

Sophia University has two types of study abroad programs, "Exchange Program" and "General Study Abroad Program". To join these programs, students should submit "Request for Study Abroad (留学願)". Also students can study abroad taking leave of absence or joining the short term programs held during summer and spring vacation. Depending on the types and period of study abroad, there are differences in the tuition, application materials, inclusion in the residence requirement, and transfer of credits. Students who wish to study abroad should apply after thoroughly reading the "Handbook for Study Abroad" issued by the Center for Global Education and Discovery and plan their study well in advance.

Eligibility

<for undergraduate students>

Students who plan to apply for the "Exchange Program" or the "General Study Abroad Program" should have finished at least 4 quarters and have obtained more than 32 credits at Sophia by the time they begin their study abroad program.

<for graduate students>

Graduate students who plan to apply for the "Exchange Program" or the "General Study Abroad Program" must have been enrolled for at least one year in a Graduate School of Sophia University by the time they begin their study abroad program. Students enrolled in a Master's Program must have earned at least 10 credits of required courses at Sophia University. However, in cases where a student's academic supervisor or the program chairperson grants permission, having judged from the viewpoint of research guidance that studying abroad would have a positive effect on the student's research or learning, such student is deemed eligible, provided they have been enrolled in a Graduate School of Sophia University for one semester and is registered for at least 10 credits of courses.

Period of Study Abroad

Students can join the "Exchange Program" for one semester or one year without taking a leave of absence. Those participating in the "General Study Abroad Program" can study abroad from one quarter. It is possible to extend the study abroad term to 2 years in maximum, but up to one year will be included into the residence requirement.

Deadline for submission of the "Request for Study Abroad (留学願)"

For the "Exchange Program", the Center for Global Education and Discovery will provide the submission deadline.

For the "General Study Abroad Program", students should submit the "Request for Study Abroad (留学願)" a month prior to start of study abroad AND the day before the start of the quarter.

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 Education and Discovery. 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 Abroad Program" 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.

The University-designated Overseas Travel Insurance and Crisis Management Service

Students traveling overseas as part of university-related programs, including the "General Study Abroad Program" and study abroad during the leave of absence are required to purchase the university-designated overseas travel insurance and crisis management service. For details, please inquire at the Center for Global Education and Discovery.

Report of Return to Japan

When students return from their study abroad, they should submit the “Report of Return to Japan (帰国届)” in 1 month. Students who joined the exchange program should submit the Exchange Report Form to the Center for Global Education and Discovery before submitting the Report of Return to Japan.

Transfer of Credits

Up to 30 credits for undergraduate students and 10 credits for graduate students, earned on university pre-approved study abroad can be transferred to (credits earned during overseas study by taking leave of absence do not apply here). For more information, please see p.50, “10. Credit Transfer and Approval” and “Handbook of Study Abroad” issued by the Center for Global Education and Discovery.

Leave of Absence

A student who wishes to take a leave of absence must consult the Department Chairperson or Class adviser for undergraduate students, Director or advisor for graduate students and submit the completed “Request for leave of absence” form (休学願). If the reason is illness, it must be accompanied by a doctor’s certificate.

In principle, students cannot cancel the request for 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.

If students take a leave of absence and study abroad, they are required to purchase, the university designated overseas travel insurance and crisis management service. For details, inquire at the Center for Global Education and Discovery.

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

Period of Leave of Absence

Leave of Absence may be requested per quarter. A leave of absence may not extend over two consecutive years or a total of 4 years for undergraduate students. (Article 32 University Regulations). The total time period spent on Leave of Absence may not exceed five years for Graduate students (In total two years for students in Master’s Program in Nursing, International Cooperation studies and Graduate degree program of Applied Data Science.).

Students who are taking a leave of absence cannot register 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 1st Quarter, can register courses held in 2nd, 3rd and 4th Quarters and Autumn semester, but cannot register courses held in 1st Quarter and Spring semester.

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 academic year or semester of the planned absence.

Any requests 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 a school holiday. The request for leave of absence may be submitted for two consecutive years of absence.

if you wish to switch from the "General Study Abroad Program" 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.

Tuition and fees

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

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 consult with the Academic Records Section.

Resuming Studies

When the period for Leave of Absence is over, student status returns automatically to resume studies, 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 intent to resume.)

1. leave of absence due to illness (attach supporting doctor's certificate 医師の診断書)
2. a student wishes to return to their studies earlier than scheduled; permission for leave of absence was obtained for 2 or more quarters but the student wishes to shorten the period or the "General Study Abroad Program" as the reasons for taking the leave or going on study abroad no longer exists (the period may not be shortened to less than one quarter).

Suspension from the University

A student who commits violations such as misconduct in examination shall be given severe penalties including suspension or dismissal according to Article 60 of University Regulations. (or Article 29 of Graduate Programs University Regulations.) The period of suspension is not counted in the residence requirement and such student will not be able to graduate from university in four years, the normal residence requirement. 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.

Withdrawal and Dismissal

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

Date of Withdrawal

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

Voluntary withdrawal

A student wishing to withdraw from university for certain reasons must consult the Chairperson or class teacher, 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 reasons.



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, courses and grades registered for the semester will be cancelled, but the tuition and fees for the semester must be paid in full.

Dismissal from the university

<for undergraduate students>

The following students shall be dismissed from the university:

1. Expiry of Period of Enrollment

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

2. Students to whom Article 40 of University Regulations applies

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

3. Failure to pay tuition and fees

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

4. Other reasons

Students to whom Article 60 and 61 of the University Regulations apply.

<for graduate students>

Students to whom Article 29 of Regulations of Sophia University Graduate Programs apply shall be dismissed from the university.

Withdrawal from The Ph.D. Program after Completing all the Requirements except for Dissertation(for graduate students)

If a student wishes to withdraw from the Ph.D. program after completing all the requirements except for the doctoral dissertation, a “Request for Withdrawal from the University” (退学願) should be submitted to the Center for Academic Affairs, Academic Records Section.

 Re-admission for doctoral dissertation (論文再入学).

For a student who has withdrawn after completing all requirements (満期退学), re-admission in order to undertake a doctoral dissertation review is a special case of re-admission. In this case, the student can only withdraw when one or more semester is remaining in the total five years allowed for completion of the degree. For details, consult with the Academic Records Section.

Tuition and fees

Please check the University website. Any student who does not receive the 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.

Financial Assistance

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 Loyola Bulletin board (Student life > Scholarship).

Detailed Information:

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

Individual Information

Change of address or phone number

When there are changes in students' or the guarantors' address or phone number, students should update the information through "Address registration" menu on Loyola. In case the guarantor's address is outside Japan, they should submit the "Address change sheet (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.

Change of student's name

If there is a change in 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 Number (My Number) is not required.

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

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 emergency. Please note some of the notices may not be sent to the guarantor living abroad.

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

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

Change of the guarantor

If students intend to change the guarantor, they need to submit the "Guarantor change sheet (保証人変更届)" to the Academic Records Section.

Change of nationality

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

For non-Japanese students (Residence status)

All non-Japanese students must have appropriate residence status.

It means “College Student” or other residence status such as “permanent resident”, “long term resident”, or “dependent”. A temporary visitor visa is not acceptable.

All non-Japanese students are required to notice their residence status and period of stay in Japan to Sophia university. When they renew the resident card, they should submit their resident card as soon as possible to the Academic Records Section. Failure of submission may cause various result like suspension of Loyola ID, termination of scholarship benefits, or other inconveniences.

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 people should carry the resident card at all times.

If students take leave of absence or withdraw from the university, they should change the residence status or go out from Japan.

Extension of period of stay under the “College Student” residence status

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

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

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 it will take 3 working days.

Register the changes in your status of residence at your residential municipal office within 14 days.



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

2. Certificates

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

Various certificates are issued either from the certificate issuance machine or at relevant offices. **Check the types of certificates** 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

Certificate Issuance machines are installed on:

Yotsuya Campus (4th floor, Bldg. No.2); Mejiro Seibo Campus (1st floor, Bldg. No.1)

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

* any changes due to school events will be announced

Please follow the voice instructions of the certificate issuance machine on how to operate the machine.

- A Student ID Card is required to have the certificates issued. The certificate issuance machine is available for current 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 is 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 and Wellbeing Center.

Certificates issued at the Office

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

Office in charge: Center for Academic Affairs (Academic Records Section); 1F, Bldg. No.2

1. Complete application forms available at the office.
2. Purchase the fee payment sticker from the vending machine and place it on the application form.
3. Submit application form with your Student ID Card to the office. Receipts will be issued to the applicant.
4. On the day of issue, show the Receipt at the office and receive the certificates.

3. Change of Faculty / Department, Re-admission, Second Degree Admission

3. Change of Faculty / Department, Re-admission, Second Degree Admission ▶

-  Change of Faculty / Department (for undergraduate students)
-  Re-admission
-  Second Degree Admission (for undergraduate students)

Change of Faculty / Department (for undergraduate students)

Students who wish to change to another Department and who satisfy the following requirements may do so by submitting a request. After submitting the request, the student will take an exam given by the intended Department.

Eligibility

1. Student has completed or is expected to complete at least four semesters of study at the time of the requested change (period of leave of absence is not included)
2. Student has a 2.6 GPA or higher for credits obtained in Language Courses (only compulsory courses) and General Studies (Zengaku kyotsu).

Note:



Transfer of Faculty/Department is limited to one time.

Transfer students and Re-admitted students cannot apply.

Regarding change of Faculty/Department to SPSF Departments, please refer to "For all SPSF students".

Re-admission

<for undergraduate students>

Re-admission is admission of a student who has withdrawn from Sophia University and wishes to enter the same Department he/she had previously enrolled.

Eligibility

Student must fall under one of the following:

1. Withdrawal under Article 39, University Regulations (Voluntary withdrawal; withdrew on or before March 31, 2025 for Autumn 2025 entry)
2. Withdrawal under Article 64, University Regulations (failure to pay tuition and fees; withdrew on or before March 31, 2025 for Autumn 2025 entry)
3. Withdrawal under Article 40, University Regulations (32-credit system; withdrew on or before September 20, 2024 for Autumn 2025 entry)
4. Withdrawal under Article 60, University Regulations (violation of Regulations; withdrew on or before September 20, 2024 for Autumn 2025 entry)
5. Withdrawal under Article 61, University Regulations (violation of Four articles of inappropriate enrollment; withdrew on or before September 20, 2024 for Autumn 2025 entry)

The following students cannot apply for re-entry:

1. Withdrawal under Article 38; period of enrollment exceeded the permitted number of years (8 years).
2. Students who withdrew again after re-admitted.

<for graduate students>

Re-admission is admission of a student who has withdrawn from Sophia University and wishes to enter the same program they had previously enrolled.

There are two types of re-admission to Graduate Schools, namely, “re-admission” and “re-admission for dissertation review as a katei hakase (course-based doctoral) candidate.” For details, inquire at the Center for Academic Affairs (Academic Records).

Re-admission

To be eligible, students must fall under one of the following for re-admission for Spring semester 2026:

1. Those who withdrew from Sophia University between September 20, 2022 and September 20, 2025 pursuant to article 28 of Graduate School Regulations.
2. Those who were dismissed between September 20, 2022 and September 20, 2025 because of the violation of article 29 (1) of Graduate School Regulations (fee payments in arrears and long overdue).
3. Those who were dismissed between September 20, 2022 and March 31, 2025 because of the violation of article 29 (3) of Graduate School Regulations (academic dishonesty).
4. Those who were dismissed between September 20, 2022 and March 31, 2025 because of the violation of article 29-2 of Graduate School Regulations (meeting one of the four conditions)



* Those who have withdrawn on or before March 31, 2014, are to inquire at the Center for Academic Affairs (Academic Records).

* Regarding call for re-admission for autumn semester (only for GPGS, Green Science and Engineering Division, GES), please inquire at the center for Academic Affairs.

Note : The following persons cannot apply for re-admission:

- 1) Those whose remaining period of permitted residence is less than six months
- 2) Those who withdrew again after being re-admitted

Re-admission for dissertation review as a Katei Hakase (course-based doctoral) candidate (for Doctoral Program Only)

To be eligible, students must fall under all of the following:

1. Those who withdrew from Sophia University by completion after September 20, 2022.
2. Those who have completed their doctoral dissertation.
3. To have more than one semester (six months) of remaining enrollment period (The maximum enrollment period of doctoral program is five years.)

Second Degree Admission (for undergraduate students)

Second Degree Admission is admission of students who have graduated (or are expected to graduate) from Sophia University and who wish to enter another Department for their second Bachelor's degree. For more information, inquire at the Center for Academic Affairs (Academic Records Section).



The application for Change of Faculty/Department, Re-entry, Second Degree Admission will be available from early May 2025 for Autumn 2025 entry / November 2025 for Spring 2026 entry.
For more details inquire at the Center for Academic Affairs (Academic Records Section).

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	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) Enrollment 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
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.

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