

# GENERAL INFORMATION

## 1. THE ACADEMIC YEAR

There are two semesters, beginning in April and September. Each semester consists of 15 weeks of classes, including final examinations. To ensure that each course is held a sufficient number of hours to fulfill the regulations of MEXT, make-up class days for regular class days canceled for any reason may be scheduled at the end of the term prior to the examination period. For the academic year 2012, “virtual Monday” will be held on Tuesday, January 15 for the autumn semester.

## 2. LOYOLA WEB SERVICE

The Loyola web service for teachers and students enables students to:

- Register and withdraw from courses (there are some exceptions)

- Check their registration status and grades

- Check information concerning canceled classes, make-up classes, or notices on online bulletin board through PCs and mobile phones.

Please refer to the “Loyola Handbook” for detailed explanation on how to use Loyola.

## 3. CATEGORIES OF STUDENTS

### A. Degree Student

A degree student is one who is accepted as a candidate for a Master of Arts degree from the GPGS. New students are admitted in both spring and autumn semesters.

### B. Non-Degree Student

Non-degree students are those who enroll for one year to take courses and obtain credits but do not intend to earn a degree from the GPGS. This category includes graduate students who are pursuing a graduate degree at another university and wish to come to Japan either to do research for their thesis or undertake related course work. Non-degree student status is applicable only to international students who enroll as full-time students. The application deadline is the same for degree students.

### **C. Non-Matriculated Student (科目等履修生自由履修コース)**

Non-matriculated students are persons of any nationality who wish to take one or more courses of their choice, up to 10 credits in one year, but do not intend to earn a degree from the GPGS. In order to be eligible for this status, the student must have already completed an undergraduate degree and hold a valid visa for Japan.

Applications are accepted in late March for the spring semester, and in early September for the autumn semester.

### **4. NATIONAL HEALTH INSURANCE**

International students who will stay in Japan for more than one year are required to join this insurance system. The procedures are carried out at the local ward/city office. The premium must be paid. However, by declaring you have no income, it will be deducted. Please ask directly about the details to the local ward/city office.

Subscribers to the National Health Insurance system have only to bear 30% of medical expenses for any treatment covered by the insurance at clinics or hospitals (Expenses for medical treatment not covered by the insurance must be paid in full.)

### **5. PERSONAL ACCIDENT INSURANCE FOR STUDENTS PURSUING EDUCATION AND RESEARCH**

All degree students and exchange students must be affiliated with this insurance plan. This will cover physical injuries a student suffers during educational and research activities at the university (taking part in the regular curriculum, school events, extracurricular activities reported to the university, and while the insured is within the school facilities for other reasons) and during commuting to school and in transit between school facilities. For details, please refer to the “Handbook for Enrollment of Personal Accident Insurance for Students Pursuing Education and Research.”

## 6. TRANSCRIPT AND OTHER CERTIFICATES

### Requests for Certificates

Certificates that can be issued  
from the certificate issuance machine

Certificate of Enrollment [English and Japanese]	¥100
Official Transcript (current students)[English and Japanese]	¥200
Certificate of Prospective Graduation [English and Japanese]	¥100
Temporary ID card (for examination)	¥500

The above certificates are issued from the certificate issuance machine on the 3rd floor in Bldg. 2. Service hours of the machines are Monday through Friday, 9:00 to 17:00.

Certificates to be requested at  
the Academic Records Section

Visa Extension Application Form	¥100
Certificate of Graduation [English and Japanese]	¥300
Certificate of Enrollment [English and Japanese]	¥300
Official Transcript (past) [English and Japanese]	¥300
Official Personal Report (current students and graduates) [English and Japanese]	¥500

A request form is available at the Center for Academic Affairs. The above certificates are issued three to four days after the request is received. Office service hours are Monday through Friday, 9:30 to 11:30, and 12:30 to 17:00.

The university will not issue a transcript of a student's or graduate's record to any third party unless the student or graduate requests the Center to do so. When requesting a transcript, the student or graduate should indicate in writing the name and address of the recipient.

## 7. STUDENT IDENTIFICATION CARD (ID CARD)

The ID card identifies the holder as a student of Sophia University and should be in the student's possession at all times. Students must present their ID cards on the following occasions:

1. When taking examinations
2. When applying for any kind of certificate such as a Certificate of Enrollment, an Official Transcript, or a Student Travel Fare Discount Certificate

3. When purchasing a student commuter pass or a student discount ticket
4. When applying for a scholarship
5. When submitting an Application Form for Medical Reimbursement
6. When claiming a lost item
7. When entering the Central Library and borrowing books.
8. When requested to show it by school officials or employees

If the validity period has expired, the card is invalid.

### **Reissuance of ID Card**

If a student ID card is lost, or becomes dirty or damaged, the student should immediately notify the Center for Academic Affairs and apply for reissuance of the ID card. A new ID card will be issued in about one hour. A fee of ¥800 must be paid at the time of application.

### **8. EXTENSION OF PERIOD OF STAY AS “COLLEGE STUDENT” / CHANGE OF STATUS OF RESIDENCE TO “COLLEGE STUDENT”**

For procedures on extending period of stay or changing the status of residence, please refer to “The Handbook for International Students 2012” available at the International Liaison Office. Please note that among the documents submitted to the Immigration Bureau, there are forms that must be filled out by the Center for Academic Affairs, which takes about four days to be issued.

After your application for extension of period of stay or change of status of residence is approved, you must register the change in registered matters at the municipal office in the district of residence within 14 days. Please do not forget to submit your updated “Certificate on Registered Matters”

(登録原票記載事項証明書 Tourokugenpyo-kisaijikou-shoumeisho) or photocopies of both sides of your “Certificate of Alien Registration” to the Center for Academic Affairs, Academic Records Section. Note that various disadvantages regarding school life, such as loss of access to Loyola and/or receipt of scholarships may occur until it is confirmed that you have submitted one of the above documents.

## **9. CHANGE OF GUARANTOR FOR SOPHIA UNIVERSITY, STUDENT'S NAME, OTHER CHANGES**

If there is a change in the following information, students are required to notify the Center for Academic Affairs and fill out the appropriate form as soon as the change takes place: student's name, address, telephone number or guarantor's name, address, or telephone number. In the case of a change in the student's name, s/he will be required to attach the Juminhyo-no-Utsushi (住民票の写し,) issued at the local government office.

For non-Japanese students, in the case of change in the student's name, status of residence or period of stay, s/he will be required to submit the Certificate of Registered Matters (登録原票記載事項証明書) issued at the local government office or a photocopy of the Certificate of Alien Registration (外国人登録証明書) (one copy of each side). Failure to submit the Certificate may cause disadvantages to the student.

**\* New residency management system will start from July 9, 2012.**

Information will be announced on Loyola.

## **10. BULLETIN BOARDS**

Notices concerning classes (canceled classes, make-up classes, change of classrooms) and announcements for individual students, including urgent matters, will be posted on the Loyola online bulletin board. Some notices may also be posted on university bulletin boards. All students are strongly advised to check the Loyola and university bulletin boards regularly.

## **11. ABSENCES DUE TO LAY JUDGE SERVICE**

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

### **A. Scope of Policy**

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

### **B. Accepted Grounds for Absence**

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

### C. 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.

### D. Handling of Absences

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

- i). Classes will not be counted absent. Make-up opportunities will be determined by the faculty member.
- ii). Quizzes will not be counted absent. Make-up opportunities will be determined by the faculty member.
- iii). Examinations will not be counted absent. Student will be allowed to sit a make-up examination. The usual request for a make-up examination should be submitted in time.

## **12. WHEN PUBLIC TRANSPORTATION IS SHUT DOWN**

When the University decides that it is not possible to hold regular classes or final exams due to shutdown of transport services caused by natural disasters such as typhoons, heavy rainfalls, by accidents or strikes, classes may be cancelled and exams rescheduled to another day. Such cancellation and changes will be announced on University official website, Loyola or official Facebook. Please be sure to check them out.

## Office Directory

	Office	Tel	Bldg	Floor/Room
Course Registration / Class Information / Transfer Credits / Examination / Grades	Center for Academic Affairs	03-3238-3515	No. 2	1F
Student Counseling Extra-curricular Activities & Volunteering Scholarship & Fees Counseling Medical Fee Aid, Insurance, Dormitory, Part-time Jobs, etc. Childcare Room Applications	Center for Student Affairs	03-3238-3523	No. 2	1F
Lost & Found	Information Service Office	03-3238-3112	No. 2	1F
Student Travel Fare Discount Certificates Certificate of Attendance / Official Transcript	Vending Machine		No. 2	3F
Exchange Program (Incoming / Outgoing) Short-term Language Programs Short-term Study Abroad Programs Monbukagakusho Scholarship	International Liaison Office	03-3238-3521	No. 2	1F
Tuition and Fees	Center for Academic Affairs	03-3238-3195	No. 2	1F
Employment	Career Center	03-3238-3581	No. 2	1F
Admissions	Admissions Office	03-3238-3517	No. 2	1F
Request for Leave of Absence Request for Withdrawal from the University I.D. Card Reissuance Change of Address / Guarantor Re-admission Transfer of Faculty / Department	Center for Academic Affairs (Academic Records Section)	03-3238-3519	No. 2	1F
Appointment with GPGS Director	GPGS Office	03-3238-4004	No. 10	4F
Health Service	Health Center	03-3238-3394	Hoffman Hall	2F
Computer	Media Center	03-3238-3101	No. 2	3F
Counseling	Counseling Center	03-3238-3559	No. 10	3F
Teacher and Curator Certification	Center for Certification Programs	03-3238-3520	No. 2	1F