

REGULATION AND PROCEDURES

1. COURSE REGISTRATION PROCEDURES

A. Registration Schedule for Spring & Autumn Semester 2012

Events	Spring	Autumn
Course Advisory Meeting	April 11 (Wed.)	September 26 (Wed.)
Course Registration	From April 12 (Thu.), 10:00 to April 18 (Wed.), 21:00	From September 28 (Fri.), 10:00 to October 4 (Thu.), 21:00
Results of Course Registration Available	From April 19 (Thu.), 10:00 to April 20 (Fri.), 21:00	From October 5 (Fri.), 10:00 to October 6 (Sat.), 21:00
Course Adjustment	From April 21 (Sat.), 10:00 to April 23 (Mon.), 21:00	From October 7 (Sun.), 10:00 to October 8 (Mon.), 21:00
Final Confirmation of Course Registration Available	From April 25 (Wed.), 13:00	From October 10 (Wed.), 13:00
Withdrawal from Courses	From June 8 (Fri.), 10:00 to June 13 (Wed.), 21:00	From December 9 (Sun.), 10:00 to December 14 (Fri.), 21:00

B. Course Advisory Meeting

At the beginning of each semester, all graduate students will attend a meeting to help them chart their path through graduate study. Students will be introduced to the different theoretical and methodological specializations of each faculty member. In consultation with the faculty about their interests, background and plan of study, students will select their courses and will be assigned an advisor (the advisor can later be changed according to the topic of the student's graduation project or thesis). Each student should bring to this meeting all registration materials.

C. Limit on Number of Credits Per Semester

Graduate students may register for up to 12 credits of courses per semester. This includes undergraduate courses offered by the Faculty of Liberal Arts. While the 12-credit limit cannot be exceeded in a student's first semester it may be exceeded in subsequent semesters with the permission of the GPGS Director. This permission and the number of credits in excess of 12 credits is decided case-by-case by the Director on the basis of a student's GPA and graduation plans.

D. Course Registration

① Course registration is the procedure for the student to register for all courses s/he will take in a semester. Registration for Master's Thesis, Thesis Seminar*, Research Guidance*, and Graduation Project must also be done during this period via Loyola.

*Those who entered before 2010, must register for Thesis Guidance instead of Thesis Seminar and Research Guidance.

② Graduate students may register for undergraduate courses (including Japanese language courses) during the course registration period. Courses offered in undergraduate programs in which admittance is through lottery are not open to graduate students. While students are allowed to take undergraduate courses, these are not counted towards the 30 credits required for graduation. However, grades for undergraduate courses will be calculated into the student's GPA along with the grades from graduate courses.

E. Credit Approval for Non-GSGS (Graduate School of Global Studies) Courses

If students wish to take non-GSGS courses as Elective Courses, they must submit the "Credit Approval Form for Non-GSGS Courses" with the approval of their advisor and the GPGS Director. In addition to registering for non-GSGS courses via Loyola, the student must submit this form to the Center for Academic Affairs within the registration period or adjustment period to receive approval. Up to eight credits of courses offered by other (Sophia) graduate schools may be counted as Elective Courses in AG, BD or JS fields.

F. Results of Course Registration

Results of the course registration are available online. Students must confirm the result via Loyola and prepare for the Course Adjustment.

G. Course Adjustment

Students can change or add/cancel courses any number of times during this period via Loyola. As this is the final chance to register for courses, students are advised to check carefully.

H. Withdrawal from Courses

If a student decides after the Course Registration period not to finish a course for which s/he has registered, the student should apply to withdraw from the course through Loyola during the Course Withdrawal Period (in case of withdrawing from Thesis Guidance, Thesis Seminar, Master's Thesis, or Graduation Project, a request for withdrawal must be submitted to the Center for Academic Affairs). The student will receive a grade of "W" for the course that will not be calculated into the student's GPA. If a student discontinues attending a course and does not file a "Notice of Withdrawal" during the withdrawal period, s/he will receive an "F" for the course, a grade that will be calculated into the student's GPA. No withdrawals are allowed for Research Guidance.

I. Submission Withdrawal of Graduation Project and Master's Thesis

A student who has registered for Graduation Project or Master's Thesis in the semester that s/he intends to graduate may, for various reasons, decide later in the semester that s/he 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 her/his 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. 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.

2. GRADING

The following course marks are used for graduate courses: A (4.0), B (3.0), C (2.0), D (1.0), F (0.0), N and W (not calculated). The passing grades in the GPGS are "D" or above. An "F" grade is a failure for the course.

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. For procedures on withdrawal from courses, see above "Withdrawal from Courses."

"N" is used to indicate transfer credit for courses completed at other graduate programs. A maximum of 10 credits can be transferred from other institutions.

The designation as graduating "With Honors" may be awarded to a student who writes an outstanding thesis. The faculty will decide on honors designations after the thesis defense.

3. GRADE POINT AVERAGE (GPA)

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

4. GRADE REVIEW

From 2012, the transcript will no longer be sent via mail. Students must confirm their grade via Loyola at the end of each semester. If any student believes there may have been a mistake with a grade, a request for review of the grade can be submitted to the Center for Academic Affairs. Note that the purpose of this procedure is to confirm the accuracy of the grade recorded, not to petition for change of a grade. Final authority regarding grades rests with the instructor. No requests for grade review can be accepted after the deadline for submitting such requests.

Deadline for Grade Review:

2012 Spring courses: September 27 (Thu.)

2012 Autumn and year-long courses: March 29 (Fri.)

5. SUBMISSION OF MASTER’S THESIS / GRADUATION PROJECT / DOCTORAL DISSERTATION

A. Master’s Thesis

Registration for Master’s Thesis: Registration must be done through Loyola during the registration period of the intended semester of graduation.

Deadline of submission (first draft): June 13 for September 2012 graduation, December 12 for March 2013 graduation.

Deadline of submission (final draft): July 11 for September 2012 graduation, January 16 for March 2013 graduation.

Place to submit: GPGS Office

Thesis Defense: August 1 for September 2012 graduation, February 1 for March 2013 graduation. Time to be announced.

Note: Please pick up a “Master’s Thesis Submission Form” at the Center for Academic Affairs and submit the form with a Bookbinding Fee (修士論文製本) stamp available at the Center for Academic Affairs before submitting the thesis to the GPGS Office.

B. Graduation Project

Registration for Graduation Project: Registration must be done through Loyola during the registration period of the intended semester of graduation.

Submission deadline: July 11 for September 2012 graduation, January 16 for March 2013 graduation.

Place to submit: GPGS office. For detailed information, please see pp. 48–49.

C. Doctoral Dissertation

Please inquire at the Center for Academic Affairs.

6. TRANSFER OF CREDIT FROM OTHER UNIVERSITIES

The GPGS can accept up to 10 credits transferred from a student's previous work as a graduate student. Transfer of such credit must be approved by the faculty of the GPGS. Students are requested to apply for transfer of credits as soon as they enter the GPGS. Otherwise there might be difficulty graduating on time.

7. RESIDENCE

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

8. LEAVE OF ABSENCE

All graduate students are expected to take courses and attend classes every semester. Degree students who are unable to study during a particular term should apply for a leave of absence. The total time period spent on Leave of Absence may not exceed 5 years for the GPGS. The period spent on Leave of Absence does not count towards the residence requirement for graduation. Leave of Absence application forms and other information are available at the Academic Records Section (1F of Bldg. No. 2), Center for Academic Affairs.

Deadline for submitting the Request for Leave of Absence

Spring 2012: May 31 (Thu.)

Autumn 2012: November 30 (Fri.)

An application form must be submitted to the Academic Records Section, Center for

Academic Affairs, during the office hours by the deadline for each semester that a student is applying for leave. In the case of submission by mail, applications must be postmarked on or before the deadline date.

For fees during Leave of Absence, please refer to p. 20, "Fees to be Paid by Degree Students during Leave of Absence."

9. WITHDRAWAL FROM THE UNIVERSITY

If a student wishes to withdraw from the university, s/he should, after consulting the Mentor or GPGS Director, submit a "Request for Withdrawal from the University Form" to the Academic Records Section, Center for Academic Affairs, together with the student ID card. The withdrawing student must also pay in full all tuition and fees due up to that point.

10. WITHDRAWAL FROM THE PH.D. PROGRAM AFTER COMPLETING ALL THE REQUIREMENTS EXCEPT FOR DISSERTATION (博士後期課程満期退学)

If a student wishes to withdraw from the Ph.D. program after completing all the requirements except for his/her doctoral thesis, he/she can do so while retaining the right to submit the thesis in three years after the withdrawal. In order to do so, students have to get permission from the GPGS director and submit necessary forms to the GPGS office (consult with the office about the details).

11. EARLY GRADUATION

Students who wish to graduate early (i.e. in two or three semesters) can apply for Early Graduation if they are in good academic standing by the judgment of the faculty and satisfy the following:

- A. Submit an "Early Graduation Request" form.
- B. Complete at least 30 credits of courses from the GPGS curriculum by the time of graduation.
- C. Complete all requirements for either the M.A. credit track or M.A. thesis track.

"Application for Early Graduation" forms are available in the GPGS office. They should be submitted to the office by the first day of classes in the semester that the student intends to graduate. The faculty will review the application.