

## AUTUMN SEMESTER 2013 (September 21, 2013 - March 31, 2014)

2013

<b>SEPTEMBER</b>		
	21 (SAT)	Entrance Ceremony for New Students
	22 (SUN)	Orientation for New Students by Center for Academic Affairs
		Japanese Placement Test (only for students who wish to take Japanese language courses)
21 (SAT) -	29 (SUN)	Course Registration
	28 (SAT)	Classes begin
30 (MON)	Oct.1 (TUE)	Results of Course Registration Available on Loyola
<b>OCTOBER</b>		
2 (WED) -	4 (FRI)	Course Adjustment
	8 (TUE)	Final Confirmation of Course Registration Available on Loyola
	14 (MON)	Classes to be held
	31 (THU)	Virtual Friday*
<b>NOVEMBER</b>		
	29 (FRI)	Leave of Absence Application Deadline
<b>DECEMBER</b>		
6 (FRI) -	13 (FRI)	Withdrawal Period
	21 (SAT)	Make-up Classes
22 (SUN) -	Jan.5 (SUN)	Winter Recess
<b>2014</b>		
<b>JANUARY</b>		
	6 (MON)	Classes Resume
	11 (SAT)	Make-up Classes
	15 (WED)	Virtual Monday*
	18 (SAT)	Make-up Classes
	23 (THU)	Classes End
24 (FRI) -	31 (FRI)	Final Examinations
<b>FEBRUARY</b>		
1 (SAT) -	Mar.31 (MON)	Spring Vacation
<b>MARCH</b>		
	15 (SAT)	Announcement of Graduating Students on Loyola
	16 (SUN)	Grades Available on Loyola
	27 (THU)	Graduation Ceremony
	31 (MON)	Deadline for Request for Grade Review (for 2013 Autumn Courses)

\* Virtual days are scheduled so that each course is held a sufficient number of hours to fulfill the regulations set by the Ministry of Education, Culture, Sports, Science and Technology (MEXT).

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## HOLIDAYS AND NO-CLASS DAYS

Autumn Semester:

November 1 (Fri.)	Foundation Day (School Holiday)
November 2 (Sat.)	Memorial Service (No-Class Day)
November 4 (Mon.)	Public Holiday
December 3 (Tue.)	St. Xavier's Day (School Holiday)
January 13 (Mon.)	Adults' Day (National Holiday)

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## CLASS CANCELLATIONS

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

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

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## MAKE-UP CLASSES

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

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Class cancellations, make-up classes or any additional no-class days will be announced on the Loyola bulletin board.
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# SOPHIA UNIVERSITY

Sophia University was founded in 1913 by the Jesuits, a Catholic order renowned for excellence in education. From the beginning, the university founders stressed an internationally oriented curriculum and rigorous training in foreign languages. Sophia soon established itself as a leading institution for scholarship on foreign languages and literature in Japan. After World War II personnel and contributions flowed in from abroad, new departments were created, including the International Division offering courses in English, and women were enrolled. Links between its research institutes and similar centers throughout the world strengthened Sophia's international reputation, as did its English-language publications, including the quarterly journal *Monumenta Nipponica*, a leading journal of Japanese studies.

Today Sophia University is a major teaching and research university with 12,000 students, and teaching staff of 1,000 encompassing dozens of nationalities. Graduate education at Sophia has been recognized for excellence by the Ministry of Education, Culture, Sports, Science and Technology-Japan (MEXT) through several government-supported projects and awards. Advanced research and study is based in the numerous graduate programs and research institutes, and supported by a central and specialized libraries. Located in Tokyo's Chiyoda district near the National Diet and Imperial Palace, Sophia is easily accessible by train and subway.

# **GRADUATE PROGRAM IN SCIENCE AND TECHNOLOGY OVERVIEW**

The Graduate Program in Science and Technology (GPST) comprises one interdisciplinary graduate program with nine divisions.

The program aims to be both specialized to bring to light new scientific information and technological developments in all the relevant academic divisions and interdisciplinary, to foster a common regard for their effects on people, society, and the global environment.

The first stage of the program maintains consistency with undergraduate instruction by combining cross-disciplinary knowledge and a specialty with the goal of cultivating highly educated people who can contribute to people and society. The second stage aims to nurture researchers who can execute independent research in one or more academic fields.

## **Green Science and Engineering Division**

The Green Science and Engineering Division is a new division, which starts in the year 2013. It occupies a special position among the nine divisions.

First of all, the entire educational program, including lectures and thesis research guidance, is available in English. Also, there is an emphasis on environment and sustainability-related studies, which are important for the future of mankind.

To foster cross-disciplinary education, faculty members drawn from all eight other divisions (Mechanical Engineering, Electrical and Electronics Engineering, Applied Chemistry, Chemistry, Mathematics, Physics, Biological Science, Information Science) will be involved in the teaching. At the same time, students are expected to associate with a faculty member of one of the eight other regular divisions and join his/her research group to pursue advanced education for thesis research.

## **1. Degrees**

Master of Science in Green Science and Engineering or Doctor of Philosophy in Green Science and Engineering will be awarded upon completion of each program. They are all accredited by the Ministry of Education, Culture, Sports, Science and Technology in Japan (MEXT).

## **2. Courses related to law and humanities for students in the Graduate School of Science and Technology**

In accordance with the rules of the Graduate School of Sophia University, students are allowed to transfer up to 8 credits of classes obtained in other graduate schools of Sophia University deemed beneficial to their education and research by instructors to the required credits in their own schools. Courses with such transferable credits include law and humanities courses (including courses on Christian world view). Completion of these courses is recommended because recent rapid progress in science and technology has significantly affected various aspects of human life and has required students to acquire knowledge on various fields in addition to expertise as scientists and engineers.

## **3. Transfer of credit from other universities**

In accordance with the rules of the Graduate School of Sophia University, students are allowed to transfer up to 10 credits of classes obtained from a student's previous work as a graduate student. Please note that transfer of such credit must be approved by the faculty of the GPST.

## **4. Early Graduation**

Students who wish to graduate early (e.g. in 2 or 3 semesters) can apply for Early Graduation if they are in good academic standing by the judgment of the faculty and satisfy the requirements. Please consult the supervisor.

# GENERAL INFORMATION

## 1. OFFICE HOURS

Mon. – Fri. **Morning** 9:30~11:30 **Afternoon** 12:30~17:00

- \* Services are available only during the above office hours for providing information, accepting applications and required documents.
- \* Offices are closed on Saturdays, Sundays, and national holidays.
- \* Office hours during summer, winter vacations and on special circumstances are announced on Loyola Bulletin Board for Center for Academic Affairs( Academic Services).

## 2. ACADEMIC YEAR

There are two semesters, one beginning in April and the other in 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 cancelled due to holidays may be scheduled at the end of the term prior to the examination period. For the academic year 2013, “virtual day” are as follows:

October 31st (Thu.)-virtual Friday

January 15th (Wed.)-virtual Monday

## 3. LOYOLA WEB SERVICE

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

- i) Register and withdraw from courses (Note : there are some exceptions)
- ii) Check their registration status and grades
- iii) Check information concerning cancelled classes, make-up classes, or notices on the web bulletin board through PCs and mobile phones.

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

Notices concerning classes (cancelled 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.

All announcements from the university to students will be posted on the Loyola Bulletin Board. Any disadvantages that may arise from failure to check the Loyola bulletin board are the responsibility of individual students.

#### **4. HEALTH INSURANCE SYSTEM**

##### **National Health Insurance**

International students who will stay in Japan for more than three months 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 (Note : 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 covered with this insurance plan. This will cover insurance for physical injuries a student suffers during educational and research activities at the university (for example 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. TEACHERS LICENSE COURSE

**To obtain a Teachers Specialized Certificate:**

**Earn credits required for specified courses and submit collective application.**

**Read carefully and apply as follows:**

- a. What is a Teachers Specialized Certificate?

Teachers Specialized Certificate is a higher level of license students may apply for if they have obtained Junior high/ High School teachers Primary License and have completed Pre-doctorate (Master's ) Program. It is given only for the same category/ subject for which the Teachers Primary License is obtained. The Teachers Specialized Certificates you may apply for at Sophia Graduate School are listed in the "Appendix".

- b. Requirement for Teachers Specialized Certificate

Qualification Types of license	Basic requirements	Minimum number of credits required for each teaching subject
Teachers Specialized Certificate	Master's Degree	24 credits
	Enrolled at least one year in Graduate School and earned 30 credits or more (Teachers License Act, Article 5, Appended Table, Remarks 1, Section 2)	30 credits

- The courses required for obtaining Teachers Specialized Certificate are specified for each Teaching Subject License by each Graduate School/ Program. You must select from the list of specified courses and complete 24(30) credits. If you earn credits for courses not on the list of specified courses, the credits may be approved for your completion requirement but will not be considered for obtaining Teachers Specialized Certificate.
- Credits earned for courses offered by Undergraduate Faculties, other Graduate Programs, other universities or overseas universities may be approved for credit transfer but will not be considered for obtaining Teachers Specialized Certificate.**

c. Points to be noted for obtaining Teachers Specialized Certificate

1. If you have not obtained Teachers Primary License:

While being enrolled as a Graduate School student, you also need to enroll separately as non-degree student (Certification Course) and complete the credits required for Teachers Primary License and then, to obtain the Teachers Specialized Certificate, you also need to satisfy the requirements for Teachers Specialized Certificate as provided above (note that if you take undergraduate courses as a Graduate School student, the credits earned will not be approved for Teachers Primary License requirement).

2. If you already have a Teachers License and a teaching experience of three years or more at a Junior high/ High School:

According to Article 6 of Teachers License Act (Teachers Certification), you can obtain the Teachers Specialized Certificate by earning credits required (15 credits or more, generally) at Sophia University and taking the certification test held by prefectural governments. The number of minimum credits required varies with the years of teaching experience. For more information, inquire at each prefectural board of education.

d. Application for Teachers Specialized Certificate

Sophia University submits a collective application for Teachers License to Tokyo Metropolitan Government.

1. Collective application

Students eligible for collective application are those who have already obtained a Teachers Primary License for Junior high/High School or are expected to complete credits required for Class 1 license and are expected to obtain the Teachers Specialized Certificate at completion of Pre-doctorate Program ( Master's Program).

To obtain the License at completion of your Graduate Program, you need to apply for the collective application in July in your Second Year of Pre-doctorate (Master's) Program. However, if you will not complete the Program in the academic year, you should apply in the next or following academic years.

2. Individual application

If you do not qualify for the above collective application, you need to submit individual application. Individual application should be submitted to the prefectural board of education of “applicant’s residential area”.

※ For more information on individual application, please inquire at prefectural board of education.

“Appendix”

■ Types of applicable Teachers Specialized Certificate

Graduate School	Graduate Program	Type of Teachers License	Licensed subject
Science and Technology	Science and Technology	Junior High School Teachers Specialized Certificate	Mathematics
		Junior High School Teachers Specialized Certificate	Science
		High School Teachers Specialized Certificate	Mathematics
		High School Teachers Specialized Certificate	Science
		High School Teachers Specialized Certificate	Engineering Information

## 7. CERTIFICATES

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

### Certificates from the certificate issuance machine

Certificates	Fees	Day of issue	Notes
Certificate of Attendance (Japanese / English)	¥100	On the same day	Issuance machines are installed on: • 3rd floor, Bldg. No.2; • Mejiro Seibo Campus (in office center)  Service Hours: Mon. - Fri. 9:00 to 17:00 * any changes due to school events will be announced
Official Transcript (Japanese / English)	¥200		
Certificate of prospective graduation (Japanese / English)	¥100		
Student Discount Certificate (up to 10 per year)	free		
Medical Checkup Certificate (university designated form in Japanese only)	¥300		
Temporary Student ID Card (issued only during Final Exam period)	¥500		

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

\* A Student ID Card is required in order to have the certificate issued. The certificate issuance machine is available for current students only.

\* The Certificate of Prospective Graduation certifies that the final year student is eligible to graduate if the student has met all graduation requirements, but it does not mean that the University guarantees the student’s graduation.

\* For the password, inquire at the Center for Academic Affairs, Academic Records Section.

### Certificates issued at the office

Certificates	Fees	Day of issue
Certificate of prospective acquisition of teacher's license	¥400	Takes 3 working days from application date
Graduation / Degree Certificate (Japanese / English)	¥300	Application received → Day of issue • Mon/Tue → Fri
Certificates necessary for application of "Permission to change the status of residence" and "Permission to extend period of stay"	¥100	• Wed/Thu → following Mon • Fri → following Wed
Re-issue of Student ID Card	¥800	On the same day

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

Office hours: Mon.~Fri. 9:30 - 11:30, 12:30 - 17:00

\* Any changes due to school events will be announced on Loyola.

- 1) Complete application forms available at the office.
- 2) Purchase 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.

### 8. 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. Services may not be provided if you do not have your Student ID Card.

Student ID Cards should not be lent or given to another person whatever the reasons may be. Return the Student ID card to the university when you lose your student status by withdrawal from university.

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

- 1) to take the 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 show when requested by a faculty or member staff of Sophia University

## **9. 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 2013” 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 Academic Records Section, which take about 4 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 your residence within 14 days. Please do not forget to submit your updated photocopy of your “Resident Card” to the Academic Records Section. Note that various disadvantages regarding school life, such as Loyola access being stopped or non-receipt of Scholarships may occur until it is confirmed that you have submitted either of the above documents.

## **10. 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 a state of emergency.

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

1. One of the parents 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.)

## **11. CHANGE OF GUARANTOR FOR SOPHIA UNIVERSITY, STUDENT’S NAME, OTHER CHANGES**

If there are any changes in a student's or guarantor's address, renew the registered data on Loyola under the address registration menu. In case your guarantor's address is outside Japan, submit a notification by designated form available at the Academic Records Section. If a student's address is changed, receive a new enrollment sticker (Zaiseki-kakunin Seal) at the Academic Records Section.

If there is a change in the name of the student, submit a notification by designated form available at the Academic Records Section, attach a certificate of residence (住民票の写し) issued by the local government (stating the full name, gender, date of birth of the student; permanent address, family relation information is not required).

If a student intends to change his/her guarantor, submit a notification by designated form available at the Academic Records Section. Only non-Japanese students can have a guarantor who lives outside Japan.

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

Based on the "Act on Criminal Trials Examined under the Lay Judge System," students may decline to serve as lay judges under the lay judge system. However, in order to respect the wishes of students 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 missed due to lay judge duties will not be counted as absent. Make-up opportunities will be determined by the faculty member.
- ii). Quizzes will not be counted and make-up opportunities will be determined by the faculty member.
- iii). Examinations will not be counted and the student will be allowed to sit a make-up examination. The request for a make-up examination should be submitted in time by the student.

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

When the university decides that it is not possible to hold regular classes or final exams due to the shutdown of transport services caused by natural disasters such as typhoons, heavy rainfall, by accidents or strikes, classes may be canceled and exams rescheduled to another day. Such cancellation and changes will be announced on the university's official website, Loyola or official Facebook. Please be sure to refer to those websites.

### **14. INFECTIONS DISEASE**

When students contract an infectious disease defined by School Health and Safety Act, the students are not allowed to come to school for a certain period of time to prevent the spreading of the disease. Should you contract such disease, take the following steps:

If students contract a new infectious disease such as new strain of influenza, special measures may be taken; check announcements on Loyola and university official Website.

1. You must follow your physician's instructions and stay home until there is no risk of infection. Please call the Health Center to notify your situation.
2. Download the "Permission to return to school after completion of treatment of infectious disease" (感染症治癒後登校許可証明書) from university official website, and have it filled out by your physician. ( a form of 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 Center, and photocopies to each of your class teachers.

## Office Directory

	Office	Tel	Bldg	Floor
Course Registration / Class Information / Transfer Credits / Examination / Grades	Center for Academic Affairs	03-3238-3515	No. 2	1F
Student Counseling Extra - curricular Activities & Volunteering Scholarships & Fees Counseling 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	The Certificate Issuance Machines (in front of the Center for Academic Affairs)		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 Student and/or Guarantor address Re-admission Transfer of Faculty / Department	Center for Academic Affairs (Academic Records Section)	03-3238-3519	No. 2	1F
Appointment with Director	GPST Office	03-3238-3300	No. 4	5F
Health Service	Health Center	03-3238-3394	Hoffman Hall	2F
Information & Communication Technology Computer-Room, Wired & Wireless LAN, Active!Mail	Media Center	<a href="http://ccweb.cc.sophia.ac.jp">http://ccweb.cc.sophia.ac.jp</a> 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

## Personal Information

For policy on protection of personal information of Sophia School Corporation, visit the following site: [http://www.sophia.ac.jp/jpn/info/privacypolicy/joho\\_toriatsukai](http://www.sophia.ac.jp/jpn/info/privacypolicy/joho_toriatsukai)

# REGULATION AND PROCEDURES

## 1. COURSE REGISTRATION PROCEDURES

### A. Registration Schedule for Academic Year 2013

Events	Autumn
Course Registration	From September 21 (Sat.),10:00 to September 29 (Sun.), 23:59
Results of Course Registration Available	From September 30(Mon.),10:00 to October 1 (Tue.), 23:59
Course Adjustment	From October 2 (Wed.), 10:00 to October 4 (Fri.), 23:59
Final Confirmation of Course Registration Available	From October 8 (Tue.), 13:00
Withdrawal from Courses	From December 6 (Fri.), 10:00 to December 13(Fri.), 21:00

### B. Course Registration

All students must register for all courses s/he take in a semester. Registration for Master's Thesis, Thesis Seminar, Research Guidance, Graduation Project must be also done during this period via Loyola.

In addition to graduate courses, 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.

\* Courses offered by other Graduate Schools recognized as completion requirements (Credit transfer procedure)

As provided in Article 17 of Sophia University Graduate School Regulations, students may take courses offered by other Graduate Schools with permission from their thesis 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 completion requirements)

To have credits transferred to completion requirements, you need to apply for courses separately from the course registration on Loyola. If you wish to transfer credits, obtain the necessary application papers from Center for Academic Affairs (Academic Services), submit the application for the courses you wish to take to the Center for Academic Affairs (Academic Services) during the Course Registration Period and Additional Course Adjustment Period within the office hours (9:00~11:30, 12:30~17:00).

(For reference: Article 17, Graduate School Regulations)

The Graduate Schools may allow students to take courses offered by other Graduate Schools or Undergraduate Faculties, if the thesis advisors deem it beneficial for educational and research purposes.

2. The credits earned for courses as provided in the preceding clause, excluding those earned for undergraduate courses, may be recognized up to a maximum of eight credits as credits earned in the Graduate School.

### **C. Results of Course Registration**

Results of the course registration are available online. Please make sure to confirm your results via Loyola and if necessary prepare for the Course Adjustment.

### **D. Course Adjustment**

Students can change or add/cancel courses any number of times during this period via Loyola. Once the course registration period ends, you can no longer add/change courses, so please check carefully before the period ends.

### **E. 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 the case of withdrawing from Thesis Seminar, Master's Thesis, and Graduation Project, a request for withdrawal must be submitted at 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.

### **F. 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 letter submission 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, W and N. The passing grades in the GPST 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.

## **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**

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 grade review 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 the change of a grade. Final authority regarding grades rests with the lecturer. No requests for grade review can be accepted after the deadline for submitting such requests.

Deadline for Grade Review:

- For 2013 Spring semester courses: September 27 (Fri.), 2013

Note that the graduating students have to apply on August 27 (Tue.) or 28 (Wed.).

- For 2013 Autumn and year-long courses: March 31 (Mon.), 2014

## **5. TRANSFER OF CREDIT FROM OTHER UNIVERSITIES**

The GPST will accept up to 10 credits transferred from a student's previous work as a graduate student. Please note that transfer of such credit must be approved by the faculty of the GPST.

## **6. 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 M.A. degrees and five full academic years for Ph.D. degrees, excluding time spent on leave of absence from the university.

## **7. 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 GPST. 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, Center for Academic Affairs. (1F of Bldg.No.2)

Deadline for submitting the Request for Leave of Absence

Spring 2014 : May 30 (Fri.), 2014

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 a leave. For those students who post their request for leave of absence, applications must be postmarked on or before the deadline date.

For fees during Leave of Absence, please consult the Center for Academic Affairs.

## **8. WITHDRAWAL FROM THE UNIVERSITY**

If a student wishes to withdraw from the university, after consulting with their supervisor and chairperson of division, he/she should submit a "Request for Withdrawal from the University Form" to the Academic Records Section, Center for Academic Affairs, together with his/her ID card. Students who withdraw must also pay in full all tuition and fees due up to that point.

## **9. EARLY GRADUATION**

Students who wish to graduate early (eg. in 2 or 3 semesters) can apply for Early Graduation if they are in good academic standing by the judgment of the faculty and satisfy the following requirements:

- A. Submit an "Early Graduation Request" form.
- B. Complete at least 30 credits of courses from the GPST curriculum by the time of graduation and obtain a GPA of 3.8 or higher.

“Application for Early Graduation” forms are available in the GPST office. Students should submit the proposal form to their supervisor and chairperson of division one year before graduating.

# TUITION AND FEES, FINANCIAL ASSISTANCE

## 1. TUITION AND OTHER FEES (FOR ACADEMIC YEAR 2013)

Program	Master's	Doctoral	Note
Entrance Year	2013	2013	
Item			
Entrance Fee	¥270,000	¥270,000	
Tuition Fee (per semester)	¥525,500	¥525,500	(1)
Building & Maintenance Fee (per semester)	¥130,000	¥130,000	
Laboratory & Research Fee (per semester)	¥65,250	¥65,250	(2)
Correspondence Fee (including Consumption Taxes) (per semester)	¥2,650	¥2,650	
Alumni Association Fee	¥20,000	¥20,000	(3)
Premium for Personal Accident Insurance for Students Pursuing Education and Research	¥1,400	¥2,100	(4)

Note:

- (1) The tuition fee is revised annually in accordance with changes in personnel expenses and operating subsidies from the government.
- (2) The laboratory and research fee is revised annually in accordance with changes in the cost of utilities.

Each student will be charged Laboratory and Research Fee for four times.

- (3) All students who graduate from Sophia University are members of Sophia Alumni Association.
- (4) Coverage

Master's program: 2 year period    Doctoral program: 3 year period

## **2. FINANCIAL ASSISTANCE**

### **A. University Scholarship Programs**

Three types of scholarships are awarded to degree students on the basis of financial need and academic record.

#### **i. Sophia University New Students Scholarships**

Scholarships for new students are awarded to entering master's students and entering doctoral students each semester on the basis of a screening of documents submitted at the same time as the application for admission.

#### **ii. Sophia University Tuition Support Scholarships**

These scholarships are offered to superior degree students who experience financial difficulties in continuing graduate work. The grant varies from one-third to the full amount of tuition fees. Applications are accepted after entrance to the university. The notice for date of orientation, application period, etc. will be posted on the online bulletin board of the Center for Student Affairs on "Loyola".

#### **iii. Sophia University Benefactors' Scholarships**

These are privately funded scholarships, each having its own eligibility criteria as described below. For details, please check the bulletin boards of the Center for Student Affairs ("Loyola") carefully.

<Q: Qualification, A: Application Schedule, S: Stipend (in 2012), R: Past Result (in 2012)>

##### *Adachi Scholarship*

Q: Privately-funded international degree students (College Student visa status) from Southeast Asian and African countries, in good standing, facing financial difficulties and exhibits potential to contribute to international society

A: April and October

S: Full tuition fee and building and maintenance fee of the semester

R: 4 students awarded (spring semester), 2 students awarded (autumn semester)

##### *Scholarship for Asian International Students*

Q: Privately-funded international degree students (College Student visa status) from East and Southeast Asian countries, in good standing and exhibits potential to contribute to international society.

A: June

S: ¥121,000

R: 5 students awarded

*Century Scholarship*

Q: Privately-funded international degree students (College Student visa status) from Asian countries

A: June                                      S: ¥172,000 (book coupon)                                      R: 3 students awarded

*Teilhard de Chardin Scholarship*

Q: Post graduate students whose thesis best satisfies the ideals of Teilhard de Chardin

A: October                                      S: ¥100,000 ~ ¥200,000                                      R: 4 students awarded

*Daikin Scholarship*

Q: Privately-funded international degree student (College Student visa status) who submits the best essay on a designated theme

A: June                                      S: ¥300,000                                      R: 1 student awarded

*Sumitomo Corporation Scholarship*

Q: Privately-funded international degree student (College Student visa status) whose nationality is Vietnamese, in good standing and who exhibits potential to contribute to international society

A: October                                      S: ¥300,000                                      R: 1 student awarded

**B. Other Scholarships:**

**i. JASSO Scholarship Loan Programs (Nihon Gakusei-Shien-Kiko Scholarship)**

This is a loan scholarship program for Japanese nationals administered by Japan Student Services Organization (JASSO). The recipient has the responsibility of returning the loan after graduation. Applications are accepted after the student enters the university.

**ii. Scholarships offered by local governments and private organizations**

Many different programs are offered throughout the academic year for both Japanese and international students. Information will be announced on the online bulletin board of the Center for Student Affairs on “Loyola”.

For scholarship information, please inquire at:

Center for Student Affairs

Tel: 03-3238-3523

# **M.A. CURRICULUM**

## **M.A. in Green Science and Engineering Division**

### **1. Instruction**

- 1) To be eligible to receive a master's degree, students must complete at least 30 credits of coursework, submit a master's thesis, and pass oral and written exams. The required credits are as follows.

Compulsory elective courses: 2 credits

Elective courses: 28 credits

The elective courses should consist of the following.

- (1) 18 credits from courses provided by your division
- (2) 4 credits from courses provided by other divisions of the School in Science and Technology or general courses of the School in Science and Technology (excluding basic courses of the School of Science and Technology)
- (3) 6 credits from any of the above courses: courses provided by your division, courses provided by other divisions of the School in Science and Technology, basic courses of the School in Science and Technology, and general courses of the School in Science and Technology

Students are allowed to transfer up to 8 credits from the courses provided by other schools that have been approved by the supervisor to the 18 credits described in (1) above.

Seminars should be completed in the order of 1A, 1B, 2A, and 2B as a rule.

However, for courses overseen by the student's supervisor, the student is allowed to transfer credits from seminars provided by other divisions to seminars provided by his/her division after completing the required procedure. For details of this procedure, please contact the office of your division.

- 2) Students must complete the coursework of the Thesis Guidance course (required course) each semester.

## 2. Requirements for courses, credits, number of courses

Core curriculum	Credits	Number of courses	Notes
Total credits	30		
Compulsory elective courses	2		
- Master's Thesis Tutorial and Exercise 1A	1		
- Master's Thesis Tutorial and Exercise 1B	1		
- Master's Thesis Tutorial and Exercise 2A	1		
- Master's Thesis Tutorial and Exercise 2B	1		
Elective courses	28		
- Courses provided by your division	18		*1
- Courses provided by other divisions of the School in Science and Technology	4		*2
- Any courses provided by the School in Science and Technology	6		*3
Thesis Guidance			*4
Thesis			*5

\*1 Only for courses overseen by the student's supervisor, the student is allowed to transfer credits from seminars provided by other divisions to seminars provided by his/her division after completing the required procedure.

\*2 Basic courses of the School in Science and Technology are excluded. General courses of the School in Science and Technology are included.

\*3 Any courses including basic and general courses of the School in Science and Technology.

\*4 No credits given. Students must complete this coursework each semester.

\*5 Students must take the Thesis Guidance course and pass oral and written exams of their master's thesis (please register for this course within the registration period for the semester during which you will submit a master's thesis).

## 3. Course structure and credits

### <Basic Courses of the School in Science and Technology>

Course Title	Credits	
	Compulsory elective	Elective
Master's Thesis Tutorial and Exercise 1A	1	
Master's Thesis Tutorial and Exercise 1B	1	
Master's Thesis Tutorial and Exercise 2A	1	
Master's Thesis Tutorial and Exercise 2B	1	
English for Science/Engineering 1 (1)		1
English for Science/Engineering 1 (2)		1
English for Science/Engineering 2 (1)		1
English for Science/Engineering 2 (2)		1

**<General Courses of the School in Science and Technology>**

Course Title	Credits	
	Compulsory	Elective
Chemical Engineering		2
International Comparative Studies for Environmental Policies *1		2
Environment and Sustainable Lifestyles *1		2
Environmental Science and Technology *1		2
Environmental Planning *1		2

\*1 Courses provided by the Graduate School in Global Environmental Studies. These courses can be treated as courses provided by your school

**<Green Science and Engineering Division>**

Course Title	Credits	
	Compulsory	Elective
Green Science and Engineering 1		2
Green Science and Engineering 2		2
Green Science and Engineering 3		2
Green Science and Engineering 4		2
Advanced Mechanical Engineering 1		2
Advanced Mechanical Engineering 2		2
Advanced Electrical and Electronic Engineering 1		2
Advanced Electrical and Electronic Engineering 2		2
Environmental Chemistry		2
Advanced Materials		2
Theoretical Chemistry		2
Environmental Analytical Chemistry		2
Differential Equations for Natural Phenomena		2
Statistical Data Analysis		2
Environmental Atomic and Molecular Physics		2
Environmental Condensed Matter Physics		2
Environmental Basic Biology		2
Environmental Life Science		2
Computer Science		2
Applied Computer Science		2
Seminar in Green Science and Engineering 1A		2
Seminar in Green Science and Engineering 1B		2
Seminar in Green Science and Engineering 2A		2
Seminar in Green Science and Engineering 2B		2

#### 4. List of courses

##### <Basic Courses of the School in Science and Technology>

Course No.	Semester	Course Title	Credits	Instructor's name	Division	Notes
MSCT511E	Autumn	Master's Thesis Tutorial and Exercise 1A	1	Supervisor	Green Science and Engineering	*1
MSCT512E	Not offered	Master's Thesis Tutorial and Exercise 1B	1	Supervisor	Green Science and Engineering	*1
MSCT513E	Not offered	Master's Thesis Tutorial and Exercise 2A	1	Supervisor	Green Science and Engineering	*1
MSCT514E	Not offered	Master's Thesis Tutorial and Exercise 2B	1	Supervisor	Green Science and Engineering	*1
MSCT7030	Autumn	English for Science/Engineering 2(1)	2	DILLERT, Ralf	-	
MSCT7040	Autumn	English for Science/Engineering 2(2)	2	BACANI, Dennis	-	

\*1 Master's Thesis Tutorial and Exercise 1A and 2A, 1B and 2B are consolidated.

##### <General Courses of the School in Science and Technology>

Course No.	Semester	Course Title	Credits	Instructor's name	Notes
MSCT7220	Autumn	Chemical Engineering	2	DILLERT, Ralf	
MGGE7640	Autumn	International Comparative Studies for Environmental Policies	2	KAWAKAMI, Tsuyoshi	*1
MGGE7680	Autumn	Environment and Sustainable Lifestyles	2	HIRAO, Keiko	*1
MGGE7700	Autumn	Environmental Science and Technology	2	OTSUBO, Kuninori	*1
MGGE7750	Autumn	Environmental Planning	2	HUANG, Guangwei	*1

\*1 Courses provided by the Graduate School in Global Environmental Studies. These courses can be treated as courses provided by your school

##### <Green Science and Engineering Division>

Course No.	Semester	Course Title	Credits	Instructor's name	Notes
MSGR7010	Autumn	Green Science and Engineering 1	2	DANIELACHE, Sebastian	
MSGR7020	Not offered	Green Science and Engineering 2	2	undecided	
MSGR7030	Not offered	Green Science and Engineering 3	2	undecided	
MSGR7040	Not offered	Green Science and Engineering 4	2	undecided	

MSGR7050	Autumn	Advanced Mechanical Engineering 1	2	NAGASHIMA, Toshio (Coordinator)	
MSGR7060	Not offered	Advanced Mechanical Engineering 2	2	undecided	
MSGR7070	Autumn	Advanced Electrical and Electronic Engineering 1	2	SHIMOMURA, Kazuhiko (Coordinator)	
MSGR7080	Not offered	Advanced Electrical and Electronic Engineering 2	2	TAKAO, Tomoaki (Coordinator)	
MSGR7090	Autumn	Environmental Chemistry	2	HORIKOSHI, Satoshi	
MSGR7100	Not offered	Advanced Materials	2	ITATANI, Kiyoshi	
MSGR7110	Autumn	Theoretical Chemistry	2	NANBU, Shinkoh	
MSGR7120	Not offered	Environmental Analytical Chemistry	2	HAYASHITA, Takashi	
MSGR7130	Autumn	Differential Equations for Natural Phenomena	2	TAHARA, Hidetoshi	
MSGR7140	Not offered	Statistical Data Analysis	2	KATO, Takeshi	
MSGR7150	Autumn	Environmental Atomic and Molecular Physics	2	AZUMA, Yoshiro	
MSGR7160	Not offered	Environmental Condensed Matter Physics	2	undecided	
MSGR7170	Not offered	Environmental Basic Biology	2	YASUMASU, Shigeaki (Coordinator)	
MSGR7180	Not offered	Environmental Life Science	2	SASAKAWA, Nobuyuki (Coordinator)	
MSGR7190	Not offered	Computer Science	2	undecided	
MSGR7200	Not offered	Applied Computer Science	2	undecided	
MSGR1011	Autumn	Seminar in Green Science and Engineering 1A	2	Supervisor	*1
MSGR1022	Not offered	Seminar in Green Science and Engineering 1B	2	Supervisor	*1
MSGR2013	Not offered	Seminar in Green Science and Engineering 2A	2	Supervisor	*1
MSGR2024	Not offered	Seminar in Green Science and Engineering 2B	2	Supervisor	*1

\*1 Seminar in Green Science and Engineering 1A and 2A, 1B and 2B are consolidated.

## 5. Thesis guidance list

Course No.	Semester	Course Title	Instructor's name	Division	Notes
MSCTE011	Autumn	Thesis Guidance	Supervisor	Green Science and Engineering	
MSCTE012	Not offered	Thesis Guidance	Supervisor	Green Science and Engineering	
MSCT910E	Not offered	Thesis	Supervisor	Green Science and Engineering	
MSCT900E	Not offered	Thesis	Supervisor	Green Science and Engineering	

# Ph.D. CURRICULUM

## Ph.D. in Green Science and Engineering Division

### 1. Instruction

1) To be eligible to receive a Ph.D. degree, students must complete at least 2 credits of coursework, submit a Ph.D. dissertation, and pass oral and written exams. The required credits are as follows.

Compulsory courses: 2 credits

2) Students must complete the coursework of the Thesis Guidance course (required course) each semester.

### 2. Requirements for courses, credits, number of courses

Core curriculum	Credits	Number of courses	Notes
Total credits	2		
Compulsory courses	2		
-DR. Dissertation Tutorial and Exercise 3A	1		
-DR. Dissertation Tutorial and Exercise 3B	1		
-DR. Dissertation Tutorial and Exercise 4A	1		
-DR. Dissertation Tutorial and Exercise 4B	1		
-DR. Dissertation Tutorial and Exercise 5A	1		
-DR. Dissertation Tutorial and Exercise 5B	1		
Thesis Guidance			*1
Ph.D. Dissertation			*2

\*1 No credits given. Students must complete this coursework each semester.

\*2 Students must take the Thesis Guidance course and pass oral and written exams of their Ph.D.

dissertation (please register for this course within the registration period for the semester during which you will submit a Ph.D. dissertation).

### 3. Course structure and credits

Course Title	Credits	
	Compulsory elective	Elective
DR. Dissertation Tutorial and Exercise 3A	1	
DR. Dissertation Tutorial and Exercise 3B	1	
DR. Dissertation Tutorial and Exercise 4A	1	
DR. Dissertation Tutorial and Exercise 4B	1	
DR. Dissertation Tutorial and Exercise 5A	1	
DR. Dissertation Tutorial and Exercise 5B	1	
Thesis Guidance		

#### 4. List of courses

Course No.	Semester	Course Title	Credits	Instructor's name (*Part-time instructor)	Division	Notes
DSCTE001	Autumn	DR. Dissertation Tutorial and Exercise 3A	1	Supervisor	Green Science and Engineering	*1
DSCTE002	Not offered	DR. Dissertation Tutorial and Exercise 3B	1	Supervisor	Green Science and Engineering	*1
DSCTE003	Not offered	DR. Dissertation Tutorial and Exercise 4A	1	Supervisor	Green Science and Engineering	*1
DSCTE004	Not offered	DR. Dissertation Tutorial and Exercise 4B	1	Supervisor	Green Science and Engineering	*1
DSCTE005	Not offered	DR. Dissertation Tutorial and Exercise 5A	1	Supervisor	Green Science and Engineering	*1
DSCTE006	Not offered	DR. Dissertation Tutorial and Exercise 5B	1	Supervisor	Green Science and Engineering	*1

\*1 DR. Dissertation Tutorial and Exercise 3A and 4A and 5A, 3B and 4B and 5B are consolidated.

#### 5. Thesis guidance list

Course No.	Semester	Course Title	Instructor's name	Division	Notes
DSCTE701	Autumn	Thesis Guidance	Supervisor	Green Science and Engineering	
DSCTE702	Not offered	Thesis Guidance	Supervisor	Green Science and Engineering	

# Faculty Offices and Office Hours

Graduate School in Science and Technology

Dean's Office 4-590 (ex. 3300)

Name	Office	Office Hour	Note
Adachi, Tadashi	4-291	Mon - Fri at any time	by appointment
Arai, Takayuki	4-290	Mon - Fri at any time	by appointment
Azuma, Yoshiro	4-391B	Mon - Fri	
Bacani, Dennis Bravo	L-424A	at any time	by appointment
Bandai, Masaki	3-243A	Mon - Fri at any time	by appointment
Chiba, Atsuhiko	9-752A	Mon - Fri at any time	by appointment
Danielache, Sebastian Oscar	3-532	Mon - Fri	by e-mail appointment
Ema, Kazuhiro	3-345A	Mon - Fri	Except a lecture, meeting time
Endo, Akira	3-441A	Mon - Fri at any time	by appointment
Fujii, Mamiko	4-297	Mon - Fri at any time	by appointment
Fujita, Masahiro	4-474B	Mon - Fri at any time	by appointment
Fujiwara, Makoto	9-559A	Mon - Fri 10:00-17:00	or by appointment
Gomi, Yasushi	4-583A	at any time	by appointment
Gonsalves, Tad	9-558A	Mon - Fri 13:00-13:30	by appointment
Goto, Satoshi	4-584A	at any time	by e-mail appointment
Goto, Takayuki	3-335B	Mon - Fri 9:00-18:00	Except a lecture, meeting time
Hashimoto, Takeshi	3-439	Thu - Fri 14:00-18:00	or by appointment
Hayashi, Hitoshi	3-225	Mon - Fri	by appointment
Hayashi, Kensuke	9-758A	Mon 12:30-13:20	or by appointment
Dean Hayashita, Takashi	3-441B	Mon - Fri at any time	by appointment
Hirano, Tetsufumi	4-385B	Mon - Fri at any time	by e-mail appointment
Hirata, Hitoshi	4-587B	at any time	by e-mail appointment
Hisamori, Noriyuki	KH-426	Mon - Fri 11:00-17:00	by appointment
Horikoshi, Satoshi	9-556B	Mon - Fri at any time	by appointment
Hoshino, Masamitsu	4-385A	Mon - Fri	Except a lecture, meeting time
Ichianagi, Mitsuhsisa	3-138	Mon - Fri at any time	by e-mail appointment
Irohara, Takashi	KH-528	Tue 12:30-13:30	by appointment
Itatani, Kiyoshi	3-445B	Mon - Fri 10:00-17:00	by e-mail appointment
Ito, Kiyoshi	9-558B	Tue - Thu 12:40-13:20	by appointment
Kanzawa, Nobuyuki	3-433	Mon - Fri 10:00-17:00	Except a lecture, meeting time
Kato, Takeshi	4-585B	Thu 17:00-18:30	by appointment
Kawabata, Ryo	3-527A	at any time	by appointment
Kawaguchi, Mari	4-581	Mon - Fri at any time	by appointment
Kawanaka, Akira	4-273	Mon - Fri 12:30-13:30, Tue 13:30-15:00	
Kikawada, Yoshikazu	4-482	Mon - Fri	by appointment
Kikuchi, Akihiko	4-292	Mon - Fri at any time	by appointment
Kishino, Katsumi	3-235	Tue - Fri 12:30-13:30, Tue 16:00-18:00	by e-mail appointment
Kobayashi, Kenichiro	9-554A	Mon 16:00-17:00	or by appointment
Kondo, Jiro	4-383B	Mon - Fri 10:00-17:00	or by appointment
Kunugita, Hideyuki	3-342	Mon - Fri	Except a lecture, meeting time
Kuroe, Haruhiko	3-341A	Mon - Fri	Except a lecture, meeting time by e-mail appointment
Kuwahara, Hideki	4-381	Mon - Fri	Except a lecture, meeting time by appointment
Kuze, Nobuhiko	4-497	Mon - Fri 10:00-17:00	or by appointment
Makino, Osamu	9-754A	Tue - Fri at any time	by appointment
Masuyama, Yoshiro	4-491A	Mon - Fri at any time	by e-mail appointment
Miyamoto, Yuichiro	KH-526	at any time	by e-mail appointment
Miyatake, Masafumi	3-243B	Mon 16:30-18:45, Tue 13:00-14:00	or by appointment
Mizugai, Yoshihiro	3-340	Mon - Fri 13:30-20:00	
Muto, Yasuhiko	3-137A	Mon - Fri 11:00-17:00	by appointment
Nagao, Hirotaka	4-491B	Mon - Fri at any time	by appointment
Nagashima, Toshio	3-145A	Mon - Fri at any time	by e-mail appointment

Name	Office	Office Hour	Note
Nakamura, Kazuya	4-296	Mon - Fri at any time	by appointment
Nakaoka, Toshihiro	3-022B	Mon - Fri at any time	by e-mail appointment
Nakashima, Toshiki	4-583B	at any time	by appointment
Nakasuji, Maki	4-585A	at any time	by appointment
Nambu, Shinkoh	9-452A	Mon - Fri 10:00 - 17:00	or by appointment
Niikura, Takako	9-756A	Mon - Fri	by appointment
Nomura, Ichiro	8-210	Tue - Fri	by e-mail appointment
Odagiri, Takeshi	10-609	Mon - Fri 10:00 - 17:00	by appointment
Ogawa, Masakatsu	4-089A	Mon - Fri at any time	by appointment
Ohtsuki, Tomi	4-389A	Mon - Tue 13:00 - 15:00	
Oi, Takao	9-452B	Mon - Fri 09:30 - 17:00	by appointment
Okada, Kunihiro	4-387B	Mon - Fri	by e-mail appointment
Oshiro, Kanako	4-589B	at any time	by appointment
Rikukawa, Masahiro	4-481	Mon - Fri at any time	by e-mail appointment
Saito, Tamao	3-531	Mon - Fri 10:00 - 17:00	by e-mail appointment (tasaito@sophia.ac.jp)
Sakama, Hiroshi	3-341B	Mon - Fri at any time	by appointment
Sakamoto, Haruhisa	KH-329	Mon - Fri 13:30 - 17:00	by appointment
Sakamoto, Ori	10-616	Mon - Fri at any time	by appointment
Sasakawa, Nobuyuki	9-754B	Mon - Fri at any time	by appointment
Shen Tielong	3-137B	Mon - Fri 11:00 - 17:00	
Shibuya, Tomoharu	4-293	Mon - Fri at any time	by e-mail appointment
Shimizu, Shinji	KH-327	Mon - Fri 14:00 - 17:00	Except a lecture, meeting time by appointment
Shimomura, Kazuhiko	3-239A	Mon - Fri at any time	by appointment
Suemasu, Hiroshi	3-143B	Tue - Fri 11:00 - 17:00	
Sugiyama, Toru	3-331	Mon - Fri 10:00 - 17:00	Except a lecture, meeting time
Sumi, Chikayoshi	4-284C	Mon - Fri 13:00 - 13:30	by appointment
Suzuki, Hiroshi	MH-115E	Mon - Fri 11:00 - 17:00	
Suzuki, Noriyuki	4-489	Mon - Fri 10:00 - 17:00	Except a lecture, meeting time
Suzuki, Takashi	3-135B	Mon - Fri at any time	
Suzuki, Yumiko	3-435B	Mon - Fri 10:00 - 17:00	or by appointment
Tahara, Hidetoshi	4-591B	at any time	by appointment
Takahashi, Hiroshi	4-291	at any time	by appointment
Takahashi, Kazuo	4-495B	Mon - Fri 10:00 - 17:00	by appointment
Takai, Kenichi	KH-428	Mon - Fri 10:00 - 18:00	
Takao, Tomoaki	3-241A	Mon - Fri at any time	by e-mail appointment
Takaoka, Eiko	KH-530	Fri	by appointment
Takayanagi, Kazuo	4-383A	Mon - Fri 13:30 - 17:00	Except a lecture, meeting time by appointment
Takehara, Shoichiro	KH323	Mon - Fri at any time	by appointment
Takeoka, Yuko	4-485	Mon - Fri 10:00 - 17:00	by appointment
Tamiya, Toru	3-435A	Mon - Fri at any time	by appointment
Tamura, Yasuhisa	10-608	Mon 15:00 - 17:00, Tue (only Autumn Semester) 13:30 - 15:00	by appointment
Tanaka, Kunihiro	4-493	Mon - Fri 10:00 - 17:00	or by appointment
Tanaka, Mamoru	3-226	Mon - Fri 15:00 - 19:00	
Tanaka, Shoji	3-241B	Mon - Fri at any time	by appointment
Terumichi, Yoshiaki	3-143A	Mon - Fri at any time	by e-mail appointment (y-terumi@sophia.ac.jp)
Tsuji, Hajime	4-589A	Tue 12:30 - 13:30	
Tsukiji, Tetsuhiro	3-135A	Mon - Fri at any time	by appointment
Tsunogai, Hiroshi	4-576	Mon - Fri at any time	by appointment
Tsuzuki, Masao	4-584B	at any time	by appointment
Uchida, Hiroshi	3-446	Mon - Fri at any time	by e-mail appointment
Usuki, Toyonobu	4-474A	Mon - Fri at any time	
Waho, Takao	4-284A	at any time	by appointment
Watanabe, Mariko	3-133B	Mon - Fri at any time	by appointment
Yagai, Tsuyoshi	3-022B	Mon - Fri at any time	by appointment
Yairi, Ikuko	3-239B	at any time	by appointment
Yamanaka, Takao	3-237B	Mon - Fri 12:30 - 13:30	
Yasumasu, Shigeki	3-525	Mon - Fri at any time	by appointment