

CALENDAR FOR THE ACADEMIC YEAR 2013
SPRING SEMESTER 2013 (April 1 - September 20)

2013

APRIL			
	2 (TUE)		Entrance Ceremony for New Students Orientation for New Students by Center for Academic Affairs Japanese Placement Test (only for students who wish to take Japanese language courses) Orientation for New Students by ICGGES
3 (WED) -	3 (WED)		Course Registration
	14 (SUN)		Classes begin
	12 (FRI)		Results of Course Registration Available on Loyola
15 (MON) -	16 (TUE)		Course Adjustment
17 (WED) -	19 (FRI)		Final Confirmation of Course Registration Available on Loyola
	23 (TUE)		Virtual Monday*
	30 (TUE)		
MAY			
	31 (FRI)		Leave of Absence Application Deadline
JUNE			
7 (FRI) -	12 (WED)		Withdrawal Period
JULY			
	6 (SAT)		Make-up Classes
	13 (SAT)		Make-up Classes
	15 (MON)		Classes to be held
	20 (SAT)		Make-up Classes
	23 (TUE)		Classes end
24 (WED) -	31 (WED)		Final Examinations
AUGUST			
1 (THU) -	Sep.27 (FRI)		Summer vacation
	27 (TUE)		Grades available on Loyola (for second year and graduating students)
27 (TUE) -	28 (WED)		Deadline for Request for Grade Review (for second year and graduating students)
SEPTEMBER			
	10 (TUE)		Announcement of Graduating Students on Loyola
	11 (WED)		Grades Available on Loyola
	20 (FRI)		Graduation Ceremony
	27 (FRI)		Deadline for Request for Grade Review (for 2013 Spring Courses)

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

2013

SEPTEMBER		
	21 (SAT)	Entrance Ceremony for New Students
		Orientation for New Students by Center for Academic Affairs
	22 (SUN)	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
OCTOBER		
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*
NOVEMBER		
	29 (FRI)	Leave of Absence Application Deadline
DECEMBER		
6 (FRI) -	13 (FRI)	Withdrawal Period
	21 (SAT)	Make-up Classes
22 (SUN) -	Jan.5 (SUN)	Winter Recess
2014		
JANUARY		
	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
FEBRUARY		
1 (SAT) -	Mar.31 (MON)	Spring Vacation
	27 (THU)	Grades Available on Loyola (for second year and graduating students)
27 (THU) -	Mar.3 (MON)	Deadline for Request for Grade Review (for second year and graduating students)
MARCH		
	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).

HOLIDAYS AND NO-CLASS DAYS

Spring Semester:

April 29 (Mon.)	Day of Showa (National Holiday)
May 3 (Fri.)	Constitution Day (National Holiday)
May 4 (Sat.)	Greenery Day (National Holiday)
May 6 (Mon.)	Public Holiday

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)

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.

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.

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

SOPHIA UNIVERSITY	1
GRADUATE PROGRAM IN GLOBAL ENVIRONMENTAL STUDIES OVERVIEW	2
GENERAL INFORMATION	5
REGULATIONS AND PROCEDURES	12
TUITION AND FEES, FINANCIAL ASSISTANCE	16
M.A. CURRICULUM	20
Course Schedule for 2013	21
M.A. Degree Requirements and Schedules	26
PH.D. CURRICULUM	31
Ph.D. in Global Environmental Studies	31
Ph.D. Degree Requirements and Schedules	35
STUDENT LIFE	37

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 GLOBAL ENVIRONMENTAL STUDIES OVERVIEW

The Graduate School of Global Environmental Studies (GSGES) was established in 2005 to focus specifically on environmental problems, an area which we consider as one of the greatest challenges facing humanity today. The curriculum combines social and natural sciences, in recognition of the fact that effective environmental studies spans a number of scholastic disciplines including law, policy, administration, economics, population, energy and engineering. The school is devoted to fostering graduates able to serve society effectively as business persons, professionals, consultants or scholars in the area of environmental protection, conservation and sustainability.

International Graduate Course

The International Graduate Course in Global Environmental Studies (IGCGES) commenced in September of 2011. IGCGES provides educational programs for students who intend to obtain degrees in English. No knowledge or proficiency in Japanese is needed as all seminars, lectures and guidance are conducted in English. The curriculum consists of three fields: 1) Economics and Business Administration for the Environment; 2) Law, Policies and Sociology for the Environment; 3) Science and Engineering for the Environment. One of the strategies of IGCGES is to enhance the capacity of students to contribute to the solving of current environmental issues through a variety of practical and discipline specific programs. Moreover, we intend to collaborate with the Graduate School of Science and Technology and Graduate School of Economics so as to create an integrated and interdisciplinary curriculum.

1. DEGREES

IGCGES offers two degrees: M.A. and Ph.D.—both of which are accredited by the Ministry of Education, Culture, Sports, Science and Technology (MEXT). Both the M.A. and Ph.D. degrees focus on the study of environmental issues and processes from both social science and natural science perspectives.

The ultimate aim of IGCGES is to develop highly effective human resources capable of tackling environmental and sustainability issues from the local to global levels of diverse situations and locations.

2. CURRICULUM

From the natural sciences to the humanities, students are free to choose classes suited to their interests, background and future career aspirations from a wide range of courses covering diverse aspects of global environmental issues. This flexibility means that students may in effect create their own curriculum chart and timetable. Another feature of the ICGGES curriculum is the small class sizes, with student numbers ranging from two to ten per seminar or lecture. This ensures that students will be able to receive devoted, passionate and student needs-focused instruction from experienced professors.

The M.A. degree has two tracks, with each track having different graduation requirements. Students in the credit track concentrate on obtaining course credits and must complete a graduation project report while those in the thesis track write an in-depth Master's thesis. All students enter the ICGGES on the credit track. After the first semester students can transfer to the thesis track contingent upon academic performance, availability of an advisor for the proposed topic, and successful defense of a thesis proposal.

Although the language of instruction is English, ICGGES students are permitted to take courses from the Japanese curriculum of the Graduate Program in Global Environmental Studies. These may be counted as official credits towards ICGGES degree requirements. All students in ICGGES are required to write their graduation project report or master's thesis in English.

Doctoral students will work on their dissertation under the guidance of a supervisor. While no formal course work is required, doctoral candidates are encouraged to participate in numerous workshops and other program activities and may, in consultation with their supervisor, attend regular courses.

3. RESOURCES

Sophia University's library system contains approximately one million volumes and 11,000 periodicals. The central library has open stacks for ease of use while specialized collections are found in smaller libraries and research institutes. The library system has an especially rich collection of books and journals in English related to the study of Japan. The library's digital resources include online searches of its holdings (OPAC), extensive databases, more than 20,000 electronic journals, e-journals and specialized search engines for journal and newspaper articles. Holdings from universities throughout Japan can also be obtained through an inter-library loan system.

ICGGES and GSGES graduate students have access to the GSGES study rooms, computer facilities and provides students with on-campus lockers for storing materials.

In addition, graduate students can use the university computer rooms, cafeterias, gymnasium and athletic fields, medical and counseling facilities. As with all urban universities in Japan, Sophia has several off campus dormitories and affiliated dormitories in and around the Tokyo area.

GENERAL INFORMATION

1. THE 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:

April 30th (Tue.)-virtual Monday//October 31st (Thu.)-virtual Friday//

January 15th (Wed.)-virtual Monday

2. 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.

3. 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.)

4. 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”.

5. 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.

6. 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

7. 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.

8. 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. One of the parents or a person who earns his/her living independently and who lives in a foreign country. (This option is only for non-Japanese students.)

9. 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.

10. BULLETIN BOARDS

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.

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 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.

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 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.

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	1F
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	IGCGES Office	03-3238-3550	No. 2	15F
Health Service	Health Center	03-3238-3394	Hoffman Hall	2F
Information & Communication Technology Computer-Room, Wired & Wireless LAN, Active!Mail	Media Center	http://ccweb.cc.sophia.ac.jp 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

REGULATION AND PROCEDURES

1. COURSE REGISTRATION PROCEDURES

A. Registration Schedule for Academic Year 2013

Events	Spring	Autumn
Course Registration	From April 3 (Wed.), 10:00 to April 14 (Sun.), 23:59	From September 21 (Sat.),10:00 to September 29 (Sun.), 23:59
Results of Course Registration Available	From April 15 (Mon.), 10:00 to April 16 (Tue.), 23:59	From September 30(Mon.),10:00 to October 1 (Tue.), 23:59
Course Adjustment	From April 17 (Wed.), 10:00 to April 19 (Fri.), 23:59	From October 2 (Wed.), 10:00 to October 4 (Fri.), 23:59
Final Confirmation of Course Registration Available	From April 23 (Tue.), 13:00	From October 8 (Tue.), 13:00
Withdrawal from Courses	From June 7 (Fri.), 10:00 to June 12 (Wed.), 21:00	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.

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 ICGES 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 ICGGES 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 ICGGES.

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 ICGGES. 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 2013 : May 31 (Fri.), 2013

Autumn 2013: November 29 (Fri.), 2013

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 advisor or GPGE Dean, 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 ICGES curriculum by the time of graduation and obtain a GPA of 3.8 or higher.
- 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 ICGES office. Students should submit the proposal form to the Dean 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 Item	2013	2012	2011	2010-	2013	2012	2011	2010-	
Entrance Fee	¥270,000	----	----	----	¥270,000	----	----	----	
Tuition Fee (per semester)	¥409,500	¥409,500	¥409,500	¥409,500	¥409,500	¥409,500	¥409,500	¥409,500	(1)
Building & Maintenance Fee (per semester)	¥90,000	¥90,000	¥90,000	¥90,000	¥90,000	¥90,000	¥90,000	¥90,000	
Laboratory & Research Fee (per semester)	¥28,500	¥28,500	¥28,500	----	¥28,500	¥28,500	¥28,500	----	(2)
Correspondence Fee (including Consumption Taxes) (per semester)	¥2,650	¥2,650	¥2,650	¥2,650	¥2,650	¥2,650	¥2,650	¥2,650	
Alumni Association Fee	¥20,000	----	----	----	¥20,000	----	----	----	(3)
Due for Sophia University Student Health Insurance Mutual Union (per year)	----	----	¥2,000	¥2,000	----	----	¥2,000	¥2,000	
Premium for Personal Accident Insurance for Students Pursuing Education and Research	¥1,400	----	¥800	¥800	¥2,100	----	----	¥800	(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

Issuance of bills and payment deadline

	Spring Semester	Autumn Semester
Bill Sent	April 11 (Thu.)	September 27 (Fri.)
Payment	April 26 (Fri.)	October 11 (Fri.)

Graduation postponement (three years or more in the Master's Program, four years or more in the Doctoral Program) <Commonly known as: thesis reduction>

If a student meets all of the following conditions, his/her tuition and fees will be automatically reduced.

a) He/she has been studying beyond the standard residence requirement.

(Two years in the Master's Program, three years in the Doctoral Program)

b) He/she has already satisfied the prescribed conditions stipulated in the graduate program except master's thesis or doctoral dissertation.

c) He/she is not taking any subjects that confer credits (including "Thesis Guidance" in the Master's Program).

For details, please consult the Center for Academic Affairs.

Fees to be Paid by Degree Students during Leave of Absence

Degree Students

For details, please consult the Center for Academic Affairs.

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 Student 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 the "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: undecided R: undecided

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: undecided R: undecided

B. Other Scholarships:

i. Sophia University Graduate School Research Subsidy Scholarship

This scholarship is available to Graduate School degree students so as to alleviate financial pressure on them. In the academic year 2012, 941 students were awarded ¥50,000 respectively. For details, please check the online bulletin board of the Center for Student Affairs on Loyola carefully.

ii. 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.

iii. 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 Global Environmental Studies

The diverse courses for the International Graduate Course in Global Environmental Studies are designed to provide students with a holistic understanding of the multiple and complex factors that have contributed to the global environmental crisis. Whether in the natural sciences or humanities, students are free to choose classes suited to their interests, background and future career aspirations from a wide range of courses covering diverse aspects of global environment issues. This flexibility means that students may in effect create their own curriculum chart and timetable. Another feature of the IGCES curriculum is the small class sizes, with student numbers ranging from two to as many as ten per seminar. This ensures that students will be able to receive devoted, compassionate and student needs focused instruction from experienced professors.

Students are required to take a total of 30 credits distributed as follows:

<u>Credit-track</u>	
Lecture Courses*	30 credits
Research Guidance**	0 credit
Graduation Project***	0 credit
<u>Thesis-track</u>	
Lecture Courses*	26 credits
Research Guidance**	0 credit
Master's Thesis***	0 credit
Thesis Seminar***	4 credits

*Up to 8 credits may be obtained from enrolling in courses in other graduate programs at Sophia University, and may be counted as lecture courses. Those who wish to take such courses should gain approval from the IGCES faculty, submit the application form to the Center for Academic Affairs and register for the courses via Loyola, during the registration period.

**Students must register for Research Guidance every semester, but for the students who entered in 2013 should register for it from the 2nd semester.

***Typically taken in the final semester.

Course List

Course No.	Course Title	Course Title (in Japanese)	Credit
D95514	Environmental Economics	環境経済学	2
D95532	Business and Environmental Management	ビジネス環境とマネジメント	2
D95534	Natural Resource and Ecological Management	資源・生態系マネジメント	2
D95533	Introduction to Environmental Accounting	環境会計入門	2
D95529	Statistical Methods in Environmental Studies	環境統計分析	2
D95515	Environment and Development in Developing Countries	環境と開発	2
D51520	Corporate Finance*	金融論特講	4
D95506	International Comparative Studies for Environmental Policies	環境政策の国際比較研究	2
D95527	Waste Management and Sound Material Cycle Society	循環型社会論	2
D95525	Global Environmental Policy	地球環境政策論	2
D95526	Integrative Environmental Policy	総合環境政策論	2
D95505	Environmental History	環境歴史学	2
D95518	Environmental Law	環境法	2
D95516	International Environmental Treaties	国際環境条約論	2
D95510	Environment and Sustainable Lifestyles	環境と持続のためのライフスタイル	2
D95512	Environmental Science and Technology	環境工学論	2
D95519	Environmental Assessment	環境アセスメント論	2
D95517	Environmental Planning	環境計画論	2
D95507	Global Environment Outlook	地球環境概論	2
D95513	Japanese Experiences in Environmental Management	日本の環境管理	2
D95528	Ocean and Environment	海洋と環境	2
MSCT7010	English for Science / Engineering I(1)**	科学技術英語 I (1)	2
MSGR7090	Environmental Chemistry**	環境化学	2
MSCT7030	English for Science / Engineering II (1)**	科学技術英語 II (1)	2
D95502	Research Seminar I	演習 I	4
D95501	Research Seminar II	演習 II	4
D95504	Thesis Seminar	論文演習	4
D95503	Research Guidance	研究指導	0
D95998	Master's Thesis	修士論文	0
D95997	Graduation Project	修士プロジェクト	0

*Offered by the Graduate Program in Economics

**Offered by the Graduate Program in Science & Technology

Faculty

FUJII, Yoshihiro Professor

Academic Degree	
B.A.	Osaka City University
Current Research Field	
Environmental Finance, CSR Management, EU Environmental Policy, Environmental Journalism	

HIRAO, Keiko Professor

Academic Degree	
B.A.	Nanzan University
M.A.	Sophia University
Ph.D.	University of Notre Dame
Current Research Field	
Sociology of Family, Sociology of Sustainability	

HUANG, Guangwei Professor

Academic Degree	
B.A.	Fudan University
M.A.	The University of Tokyo
Ph.D.	The University of Tokyo
Current Research Field	
Integrated Watershed Management, Lake Eutrophication, Sustainability Science	

ISOZAKI, Hiroji Professor

Academic Degree	
B.A.	Tokyo Metropolitan University
M.A.	Tokyo Metropolitan University
Current Research Field	
International Law	

KAWAKAMI, Tsuyoshi Professor

Academic Degree	
B.A.	Keio University
Current Research Field	
International Environmental Policy, Policy for Resource Circulating Society Society, Sustainable Development and Human Activity	

McDONALD, Anne Professor

Academic Degree	
B.A.	University of British Columbia
Current Research Field	
Socio - Environmental Policy, Environmental History	

OTSUBO, Kuninori Professor

Academic Degree	
B.A.	Shinshu University
M.A.	Shinshu University
Ph.D.	Kyoto University
Current Research Field	
Environmental Dynamics (Population Dynamics, Sediment Transport, Groundwater Resources)	

PUTHENKALAM, John Joseph Professor

Academic Degree	
M.A.	Bharatidasan University
M.A. M.Th.	Sophia University
M.Sc	Glasgow University
Ph.D.	Glasgow University
Current Research Field	
Economic Development and Environmental Protection of Developing Countries	

WASHIDA, Toyoaki Professor

Academic Degree	
B.A.	Nagoya University
M.A.	Kobe University
Ph.D.	Kobe University
Current Research Field	
Environmental Economics, Environmental Valuation, Environmental Game Theory, Applied General Equilibrium Model, Experimental Economics	

Course Schedule for 2013

Course No.	Registration Code	Course Title	Credits	Professor	Semester	Day	Time	Classroom	Remarks
<Lecture>									
D95516	MGGE740	INTERNATIONAL ENVIRONMENTAL TREATIES	2	KAWAKAMI Tsuyoshi (Coordinator)	Spring	Fri	11:00-12:30	3-533	
D95517	MGGE750	ENVIRONMENTAL PLANNING	2	HUANG Guangwei	Autumn	Wed	9:15-10:45	9-353	
D95518	MGGE760	ENVIRONMENTAL LAW	2	ISOZAKI Hiroji	Spring	Wed	11:00-12:30	9-356	
D95519	MGGE770	ENVIRONMENTAL ASSESSMENT	2	HUANG Guangwei	Spring	Mon	15:15-16:45	11-625	
D95526	MGGE780	INTEGRATIVE ENVIRONMENTAL POLICY	2	McDONALD Anne	Spring	Tue	11:00-12:30	2-1522	
D95532	MGGE760	BUSINESS AND ENVIRONMENTAL MANAGEMENT	2	To be announced	Spring	Tue	9:15-10:45	紀-111	
D95527	MGGE7820	WASTE MANAGEMENT AND SOUND MATERIAL CYCLE SOCIETY	2	KAWAKAMI Tsuyoshi	Spring	Fri	15:15-16:45	11-321	
D95513	MGGE7710	JAPANESE EXPERIENCES IN ENVIRONMENTAL MANAGEMENT	2	OTSUBO Kunimori (Coordinator)	Spring (Intensive)	To be announced			
D95534	MGGE7830	NATURAL RESOURCE AND ECOLOGICAL MANAGEMENT	2	To be announced	Spring	Thu	9:15-10:45	紀-111	
D95528	MGGE790	OCEAN AND ENVIRONMENT	2	BEHERA Swadhin Kumar	Spring (Intensive)	To be announced			
MSCT7010	MSCT7010	ENGLISH FOR SCI/ENGINEERING I (I)	2	IBACANI Dennis	Spring	Thu	11:00-12:30	3-536	S
D95515	MGGE730	ENVIRONMENT AND DEVELOPMENT IN DEVELOPING COUNTRIES	2	PUTHENKALAM John Joseph	Not offered	-	-	-	
D95533	MGGE7690	INTRODUCTION TO ENVIRONMENTAL ACCOUNTING	2	MURAL Hideki	Autumn	Fri	9:15-10:45	1-201	
D95506	MGGE7640	INTERNATIONAL COMPARATIVE STUDIES FOR ENVIRONMENTAL POLICIES	2	KAWAKAMI Tsuyoshi	Autumn	Fri	13:30-15:00	紀-B108	
D95507	MGGE7650	GLOBAL ENVIRONMENT OUTLOOK	2	HUANG Guangwei	Not offered	-	-	-	
D95525	MGGE7670	GLOBAL ENVIRONMENTAL POLICY	2	McDONALD Anne	Autumn	Tue	11:00-12:30	2-1522	
D95510	MGGE7680	ENVIRONMENT AND SUSTAINABLE LIFE STYLES	2	HIRAO Keiko	Autumn	Fri	11:00-12:30	9-256	
D95512	MGGE7700	ENVIRONMENTAL SCIENCE AND TECHNOLOGY	2	OTSUBO Kunimori	Autumn	Mon	15:15-16:45	11-625	
D95514	MGGE7720	ENVIRONMENTAL ECONOMICS	2	WASHIDA Toyooki	Not offered	-	-	-	
D95505	MGGE7810	ENVIRONMENTAL HISTORY	2	McDONALD Anne	Autumn	Wed	11:00-12:30	1-205	
D51520	MEEC7190	CORPORATE FINANCE	4	KAWANISHI Satoshi	Not offered	-	-	-	E
D95529	MGGE7940	STATISTICAL METHODS IN ENVIRONMENTAL STUDIES	2	To be announced	Autumn	Tue	9:15-10:45	COM-H	
MSGR7090	MSGR7100	ENVIRONMENTAL CHEMISTRY	2	HORIKOSHI Satoshi	Autumn	Mon	13:30-15:00	S	
MSCT7030	MSCT7030	ENGLISH FOR SCI/ENGINEERING II (I)	2	DILLERT Raif	Autumn	Thu	11:00-12:30	8-309	S
<Seminar>									
D95501	MGGE7900	RESEARCH SEMINAR II	4	McDONALD Anne	Spring	Mon	17:00-20:15	2-1522	
D95501	MGGE7910	RESEARCH SEMINAR II	4	HUANG Guangwei	Spring	Mon	17:00-20:15	Professor's office	
D95501	MGGE7920	RESEARCH SEMINAR II	4	To be announced	Spring	Tue	13:30-16:45	11-428	
D95502	MGGE7840	RESEARCH SEMINAR I	4	McDONALD Anne	Autumn	Tue	13:30-16:45	紀-103	
D95502	MGGE7860	RESEARCH SEMINAR I	4	HUANG Guangwei	Autumn	Tue	13:30-16:45	紀-101	
D95502	MGGE7880	RESEARCH SEMINAR I	4	To be announced	Autumn	To be announced			
D95504	MGGE2100	THESIS SEMINAR	4	HUANG Guangwei	Spring	Tue	13:30-16:45	紀-101	*
D95504	MGGE2110	THESIS SEMINAR	4	McDONALD Anne	Spring	Tue	13:30-16:45	紀-103	*
D95504	MGGE2120	THESIS SEMINAR	4	To be decided	Not offered	-	-	-	*
D95504	MGGE2130	THESIS SEMINAR	4	WASHIDA Toyooki	Spring	Thu	13:30-16:45	Professor's office	*
D95504	MGGE2140	THESIS SEMINAR	4	OTSUBO Kunimori	Not offered	-	-	-	*
D95504	MGGE2200	THESIS SEMINAR	4	HIRAO Keiko	Not offered	-	-	-	*

Course No.	Registration Code	Course Title	Credits	Professor	Semester	Day	Time	Classroom	Remarks
D95504	MGGE2210	THESIS SEMINAR	4	KAWAKAMI Tsuyoshi	Not offered	-	-	-	*
D95504	MGGE2220	THESIS SEMINAR	4	PUTHENKALAM John Joseph	Not offered	-	-	-	*
D95504	MGGE2150	THESIS SEMINAR	4	HUANG Guangwei	Not offered	-	-	-	*
D95504	MGGE2160	THESIS SEMINAR	4	McDONALD Anne	Not offered	-	-	-	*
D95504	MGGE2170	THESIS SEMINAR	4	To be decided	Not offered	-	-	-	*
D95504	MGGE2180	THESIS SEMINAR	4	WASHIDA Toyooki	Autumn	Tue	13:30-16:45	館2-107	*
D95504	MGGE2190	THESIS SEMINAR	4	To be announced	Autumn	Tue	13:30-16:45	館2-105	*
D95504	MGGE2250	THESIS SEMINAR	4	HIRAO Keiko	Not offered	-	-	-	*
D95504	MGGE2260	THESIS SEMINAR	4	KAWAKAMI Tsuyoshi	Not offered	-	-	-	*
D95504	MGGE2270	THESIS SEMINAR	4	PUTHENKALAM John Joseph	Not offered	-	-	-	*
< Research Guidance >									
D95503	MGGE1951	RESEARCH GUIDANCE	0	WASHIDA Toyooki	Spring	-	-	-	
D95503	MGGE1953	RESEARCH GUIDANCE	0	OTSUBO Kunitori	Spring	-	-	-	
D95503	MGGE1955	RESEARCH GUIDANCE	0	HIRAO Keiko	Spring	-	-	-	
D95503	MGGE1957	RESEARCH GUIDANCE	0	KAWAKAMI Tsuyoshi	Spring	-	-	-	
D95503	MGGE1959	RESEARCH GUIDANCE	0	PUTHENKALAM John Joseph	Spring	-	-	-	
D95503	MGGE1961	RESEARCH GUIDANCE	0	ISOZAKI Hiroji	Spring	-	-	-	**
D95503	MGGE1965	RESEARCH GUIDANCE	0	HUANG Guangwei	Spring	-	-	-	
D95503	MGGE1967	RESEARCH GUIDANCE	0	McDONALD Anne	Spring	-	-	-	
D95503	MGGE1952	RESEARCH GUIDANCE	0	WASHIDA Toyooki	Autumn	-	-	-	
D95503	MGGE1954	RESEARCH GUIDANCE	0	OTSUBO Kunitori	Autumn	-	-	-	
D95503	MGGE1956	RESEARCH GUIDANCE	0	HIRAO Keiko	Autumn	-	-	-	
D95503	MGGE1958	RESEARCH GUIDANCE	0	KAWAKAMI Tsuyoshi	Autumn	-	-	-	
D95503	MGGE1960	RESEARCH GUIDANCE	0	PUTHENKALAM John Joseph	Autumn	-	-	-	
D95503	MGGE1962	RESEARCH GUIDANCE	0	ISOZAKI Hiroji	Autumn	-	-	-	**
D95503	MGGE1966	RESEARCH GUIDANCE	0	HUANG Guangwei	Autumn	-	-	-	
D95503	MGGE1968	RESEARCH GUIDANCE	0	McDONALD Anne	Autumn	-	-	-	
< Master's Thesis >									
D95998	MGGE9510	MASTER'S THESIS	0	FACULTY	Spring	-	-	-	
D95998	MGGE9520	MASTER'S THESIS	0	FACULTY	Autumn	-	-	-	
< Graduation Project >									
D95997	MGGE9530	GRADUATION PROJECT	0	FACULTY	Not offered	-	-	-	
D95997	MGGE9540	GRADUATION PROJECT	0	FACULTY	Autumn	-	-	-	

Any changes in course schedule will be announced on Loyola online bulletin board. Please check carefully before registering.

E: offered by Graduate Program in Economics

S: offered by Graduate Program in Science & Technology

* Only for Thesis-track students

** Thesis-track students cannot take this course.

M.A. Degree Requirements and Schedule

1. M.A. Track

All Master's students begin their studies on the credit track. A student automatically remains on the credit track until graduation unless s/he decides to transfer to the thesis track. Students may enter into the thesis track contingent upon academic performance, availability of an advisor for the proposed topic, and successful defense of a thesis proposal. Students are permitted to change their track from credit track to thesis track only once. The procedures and deadline are announced at the end of the first semester. Also students who expect to graduate in less than four semesters must apply for "Early Graduation" one year before graduating.

2. Research Seminar and Thesis Seminar

Students who enter into the thesis-track are required to register for the Thesis Seminar and successfully complete the four credits that his or her supervisor provides in the final semester. The main contents of the seminar are guidance and supervision to complete a master's thesis. Students on the credit-track cannot register for the Thesis Seminar. All students can register for the Research Seminar (4 credits per seminar) irrespective of their track. The Research Seminar is not a requirement for any students. The maximum credits of Research Seminars that students can count as the required credits are four credits as "Lecture courses."

3. M.A. Credit-track

Graduation requirements for the M.A. Credit-track are: 1) accumulation of 30 credits: 2) continuous registration for "Research Guidance" (non-credit) until graduation and 3) submission of a graduation project. In the last semester of credit-track, students must register for "Graduation Project" (non-credit). Students enrolled as credit-track master's students are not required to take a thesis seminar. Please note that even if one enrolls in a thesis seminar, those credits may not be counted toward the requirements for graduation, when the student is taking the credit track.

a. Overview

The Credit-track emphasizes course work, with a final graduation project forming the final piece of student assessment. This project aims to allow a student to further his or her knowledge of a specific topic or issue encountered during the period of their study.

Unless the student requests another format, the project will take the form of a research paper. This research paper is produced in the student's final semester and is supervised and evaluated by the designated supervisor.

b. Selecting a Supervisor

All students are required to submit a "Selecting Supervisor" form to the desired academic supervisor, in addition to registering for "Research Guidance" via Loyola in the first semester.

c. Graduation Project Schedule (final semester)

Credit-track students are required to follow the below procedures when preparing for the graduation project. In order to satisfy submission regulations, you must consult with academic supervisor in addition to reading this bulletin.

Month 1: Develop research focus and scope by consulting with supervisor. By the end of the first month, students should have drafted a research plan, paper outline, bibliography and schedule.

Months 2-3: Conduct reading and research for the paper, then prepare a first draft.

Month 4: Submit the first draft to supervisor for assessment and comments. Based on comments, the student must revise the research paper accordingly. She/he must submit two copies of the final draft by the date stipulated on the academic calendar. One copy will be submitted directly to the supervisor, the other to the graduate program office.

d. Graduation Project Research Paper

- Research paper must be written in English.
- The research paper is typically 20 pages or more. Only original graphs and tables shall qualify for pagination or word count.
- Research paper to be written on A4 size paper. Typeface must be set to 12 point "century" at 25 lines per page, with one-side printing. Each page must contain sufficient margin to allow for binding.
- A separate sheet containing research paper title and a summary of approximately 400 words to be included at the end of the research paper.
- Research paper must include a title page. This should contain title, name of graduate school and program, student name and ID number.

4. M.A. Thesis-track

Graduation requirements for the M.A. Thesis-track are: 1) accumulation of 30 credits (including 4 credits of a thesis seminar; 2) continuous registration for “Research Guidance” (non-credit) until graduation; 3) submission of a master’s thesis. Students must register for the “Master’s Thesis” course (non-credit) in their last semester.

a. Overview

The thesis-track enables a student to pursue independent research under the supervision of a faculty member. The final result should be a paper that makes an original contribution to existing knowledge in a designated academic discipline.

b. Selecting a supervisor

Students are required to follow the below procedures when registering their supervisor for “Research Guidance”. The lists of Registration Codes of “Research Guidance” are on p.25.

	Autumn Enrollment	Spring Enrollment	
Semester 1	October	April	a) Select your desired academic supervisor from the list of faculty members. b) Register via Loyola for the “Research Guidance” conducted by your chosen academic supervisor. c) Submit a “Selecting Supervisor” form to the chosen academic supervisor.

c. Schedule for Thesis-track

Students are required to follow the below procedures when preparing for the M.A. thesis. In order to satisfy submission regulations, be sure to consult with academic supervisor, in addition to reading this Bulletin.

	Autumn Enrollment	Spring Enrollment	
Semester 1			a) Submit “Thesis Intention” form until a designated day. Evaluation criteria are: - overall quality - availability of an advisor - academic performance b) Notification of evaluation result before start of next semester

Semester 2	April	October	Submit “Thesis Title” form to supervisor. A tentative title is acceptable at this stage and it may be subsequently changed.
Semester 3	October	April	Submit “Thesis Title” form and research plan to supervisor. At this stage subsequent title changes are permitted.
Semester 4	April	October	a) Register via Loyola for the “Thesis Seminar” conducted by your chosen academic supervisor. b) Register for the “Master’s Thesis” via Loyola. c) Submit “Thesis Title” form and a thesis outline to supervisor. From this point on, title changes are not permitted.

e. The Thesis

- Students shall write their thesis in English.
- The thesis should be 17,000 words or more. Only original graphs and tables may be included in the pagination or word count.
- Thesis must be formatted on A4 size paper. Typeface must be set to 12 point “century” at 25 lines per page, with one-side printing. Each page must contain a sufficient margin to allow for binding.
- A separate sheet containing the thesis title and a summary of approximately 850 words is to be included at the end of the thesis.
- A title page must be included. This should contain thesis title, name of graduate school and program, student name and ID number.

5. Track Conversion

Students select their track at the beginning of the first year and register for the courses each semester via Loyola. Students are permitted to change their track only once. Track conversion is permitted based on the consideration of proposed subject and the suitability of proposed supervisor. The deadline for track conversion is the end of the first semester. If students change from Credit-track to Thesis-track they must write a graduation thesis in English, in addition to taking 4 credit thesis seminar.

6. Changing Supervisor

In the event where a student wishes to change academic supervisors s/he is required to obtain consent from both the current and replacement supervisor. Procedures for changing academic supervisor are as follows:

	Autumn Enrollment	Spring Enrollment	
Semester 2	April	October	Submit “Changing Supervisor” form to the new academic supervisor and register accordingly via Loyola for the “Research Guidance” conducted by new supervisor.
Semester 3	October	April	Submit “Changing Supervisor” form to the new academic supervisor and register accordingly via Loyola for the “Research Guidance” conducted by new supervisor.

* In the case of exceptional circumstances, a student may change their supervisor at a time other than specified above. To request this, please consult with the Chairperson or Dean.

7. For students who are planning to enter the Ph.D. program

Only those students with a master's thesis M.A. can apply to the ISGSGES Ph.D. program. M.A. thesis-track students who successfully complete their master's thesis can continue on to the Ph.D. program. Students intending to enter the ISGSGES Ph.D. program must choose the thesis-track, not credit-track.

8. Workshops for International Graduate Course in Global Environmental Studies

In order to develop oral presentation skills for academic work, workshops for ICGGES will be held. Participation is compulsory. Details are as follows:

- (1) Students must give a presentation based on their research subject in the 2nd semester of their first year. The theme of the presentation must be based upon what each student has registered at the first of each relevant semester.
- (2) Presentation time is 15 minutes per person and must be conducted in English.
- (3) Pending schedules faculty members are recommended to participate in the workshops. Students in the general course are encouraged to attend to facilitate dialogue and discussion among students in both programs.

PH.D. CURRICULUM

Ph.D. in Global Environmental Studies

The Ph.D. in Global Environmental Studies is designed for the advanced study of specific areas relating to the global environment. While the questions and lines of inquiry are interdisciplinary, research and writing agendas emphasize methods and concepts from various disciplines of economics, law, political science, sociology, natural science as well as engineering. The degree is intended to prepare persons for academic positions in research institutions, IGOs and NGOs engaged in the area of environmental issues, the public and private sector and requiring advanced knowledge pertaining to specific environmental and sustainability matters.

The ICGES Ph.D. program requires a three-year residency and is focused upon the production of a doctoral dissertation. While no formal course work is required, candidates are encouraged to participate in workshops and other program activities and may, in consultation with their dissertation supervisor, attend courses from the master's program. Ph.D. candidates must first pass several qualifying exams and then, upon successful defense of a dissertation prospectus, proceed to dissertation research and writing. To ensure solid guidance of dissertation research and production, entrance is limited to only a few candidates each year.

Registration Codes for Research Guidance

Name	Semester	Registration Code
HUANG Guangwei	Spring	DGGE3750
HIRAO Keiko	Spring	DGGE3650
ISOZAKI Hiroji	Spring	DGGE3710
KAWAKAMI Tsuyoshi	Spring	DGGE3670
McDONALD Anne	Spring	DGGE3730
OTSUBO Kuninori	Spring	DGGE3630
PUTHENKALAM John Joseph	Spring	DGGE3690
WASHIDA Toyoaki	Spring	DGGE3610
HUANG Guangwei	Autumn	DGGE3760
HIRAO Keiko	Autumn	DGGE3660
ISOZAKI Hiroji	Autumn	DGGE3720
KAWAKAMI Tsuyoshi	Autumn	DGGE3680
McDONALD Anne	Autumn	DGGE3740
OTSUBO Kuninori	Autumn	DGGE3640
PUTHENKALAM John Joseph	Autumn	DGGE3700
WASHIDA Toyoaki	Autumn	DGGE3620

Students must register for “Research Guidance” via Loyola each semester during their residency in GSGES.

Faculty

FUJII, Yoshihiro Professor

Academic Degree	
B.A.	Osaka City University
Current Research Field	
Environmental Finance, CSR Management, EU Environmental Policy, Environmental Journalism	

HIRAO, Keiko Professor

Academic Degree	
B.A.	Nanzan University
M.A.	Sophia University
Ph.D.	University of Notre Dame
Current Research Field	
Sociology of Family, Sociology of Sustainability	

HUANG, Guangwei Professor

Academic Degree	
B.A.	Fudan University
M.A.	The University of Tokyo
Ph.D	The University of Tokyo
Current Research Field	
Integrated Watershed Management, Lake Eutrophication, Sustainability Science	

ISOZAKI, Hiroji Professor

Academic Degree	
M.A.	Tokyo Metropolitan University
Current Research Field	
International Law	

KAWAKAMI, Tsuyoshi Professor

Academic Degree	
B.A.	Keio University
Current Research Field	
International Environmental Policy, Policy for Resource Circulating, Sustainable Development and Human Activity	

McDONALD, Anne Professor

Academic Degree	
B.A.	University of British Columbia
Current Research Field	
Socio - Environmental Policy, Environmental History	

OTSUBO, Kuninori Professor

Academic Degree	
B.A.	Shinshu University
M.A.	Shinshu University
Ph.D.	Kyoto University
Current Research Field	
Environmental Dynamics (Population Dynamics, Sediment Transport, Groundwater Resources)	

PUTHENKALAM, John Joseph Professor

Academic Degree	
M.A.	Bharatidasan University
M.A. M.Th.	Sophia University
M.Sc.	Glasgow University
Ph.D.	Glasgow University
Current Research Field	
Economic Development and Environmental Protection of Developing Countries	

WASHIDA, Toyoaki Professor

Academic Degree	
B.A.	Nagoya University
M.A.	Kobe University
Ph.D.	Kobe University
Current Research Field	
Environmental Economics, Environmental Valuation, Environmental Game Theory, Applied General Equilibrium Model, Experimental Economics	

Ph.D. Degree Requirements and Schedules

A doctoral student begins working towards the doctoral degree upon matriculation in GSGES. With successful acceptance of the dissertation draft, typically in the third semester, a student is considered as a doctoral candidate. The general requirements for completing the Ph.D. are a three-year residency and the writing of a thesis that is successfully defended and accepted by the dissertation committee. Note that doctorates are not awarded as a result of completing a specified number of courses or credits. The doctoral program consists of a combination of course seminars and individual study and research that meets the minimum requirements of the GSGES and is approved by the doctoral committee for each individual student.

A student is expected to be enrolled for a minimum of three years in GSGES, with the possibility of extensions being granted for a further two years. Therefore, the maximum amount of time that a student can be enrolled in the Ph.D. program is five years. A student may take a leave of absence for a maximum of five years (M.A. and Ph.D. in total) in order to complete the dissertation. A student who has completed all requirements except the dissertation can also request a "Withdrawal by Completion". The "Request for Leave of Absence" and "Request for Withdrawal by Completion" forms are available at the Academic Records Section, in the Center for Academic Affairs. In the case of applying for these options, a student should carefully consult with his or her supervisor.

Process for Attaining a Doctorate Degree

Step1: Submission of "Thesis Title" Form

A doctoral student must submit their doctoral thesis title to his or her supervisor at the beginning of the first year. A tentative title is acceptable and this maybe be changed at a later date.

Step 2: Presentation of Dissertation Plan

At the beginning of the second year, all doctoral students are required to present their dissertation plans prepared under the supervisor's guidance to other faculty members.

Step 3: Research and Writing (Dissertation Proposal Defense)

Students planning to complete the degree by the end of their third year must submit a draft of the dissertation paper to his or her supervisor by the end of the second year. Based on the draft, students will be required to give a presentation of their dissertation outline before an evaluation committee. Upon successful evaluation of the presentation and acceptance of the dissertation draft, a student will then officially qualify as a doctoral candidate and sets about researching and writing their dissertation. Students

must consult with their supervisor as they write their dissertation. Upon consultation with their supervisor the doctoral candidate may choose to leave for extended field work, among other dissertation related research activities.

Step 4. Dissertation Submission and Defense

The dissertation must be submitted by the end of the semester prior to that during which the candidate intends to defend the thesis, and at least four months before the intended defense date.

Student Life

1. Use of the Graduate Research Room

The research room for the International Graduate Course in Global Environmental Studies is located on the third floor of the library (L-312, internal dial 4715). The facility may be used by all master, doctorate and research students from the Global Environmental Studies department, and any other individual approved by the Dean. The room contains 16 computers, lockers for personal use, two shared printers and a collection of academic literature related to a diverse range of environmental issues (for reference use only).

Opening hours:

From 8 AM to 10 PM (closed during end of the year and New Year holidays, periods of power failure and university entrance examinations).

Method for obtaining room key:

The first person wishing to use the room on that particular day is required to obtain the key by presenting their student card at the front desk of the library on the first floor. In order to prevent theft, students are required to return the key to the front desk whenever the room is left unattended throughout the day. The last person to leave the room each day is also required to return the key to the counter on the first floor.

Tri-annual inspection of reference collection

Three times throughout the academic year (once in July, December and March) an inspection of the environmental literature collection will be conducted by a library staff member. Students are expected to cooperate in regards to this matter.

Notes regarding use of research room

- No eating and drinking is permitted in any location of the library, including the graduate research room. The bringing of sweets, drinks and coffee into the library is also prohibited.
- As of September 2011, students are permitted to secure their own desk for continued personal use throughout the year. Please observe this rule when using the room. Students are also asked to refrain from leaving books on desks and instead either take them home, or store them in lockers provided. Any items left on or below desks will be treated as rubbish and disposed of.
- Any rubbish is to be put into library bins.
- Students are expected to ensure that the study room remains clean and tidy.
- Please refrain from talking. Excessive noise distracts others student's study activities. Please use the study rooms on the first floor of the basement for times when conversation is required.
- In order to prevent theft, please ensure that valuables are not left unattended in the room and are carried at all times.
- Please assume responsibility in regards to the room key.

- When bringing items from the main library collection into the room, please ensure that they are checked out beforehand.
- The bringing of periodicals and items from the main library reference collection is prohibited.

2. Use of Personal Lockers

Lockers are provided to all students to ensure the cleanliness of the research room. Locker keys will be distributed at the beginning of each academic term. These keys must be returned before graduation (by the end of February for Spring entrants, and by the end of August for Autumn entrants).

3. Use of Computer Facilities (for Computers in the Graduate Research Room Only)

Computers are provided to facilitate study. Students should observe the following points when using:

1. Data will be erased from all computers once per week. In the event where large amounts of data are left on machines, login can become problematic.
2. The use of computers is limited to research purposes. In the event of breaching this rule, students may be penalized and denied further use of computer facilities.
3. Whenever printing out from the shared printers, please record student name, date and number of pages. Whenever it is found that printer usage has not been duly recorded as stipulated, a penalty may be incurred.
4. Multiple copies of the same item are not permitted when printing. For multiple copies, students are expected to use the photocopier. Breach of this rule may result in a one-month cancellation of computer account.
5. Whenever paper or printer toner replacements are required, students are requested to collect replacements from the Global Environmental Studies office located on the 15th floor of the No.2 building (2-1522). In the event of a paper jam and so on, students are expected to try and solve the situation or notify the office.

Switching on and off of machines

After use, students are expected to turn off both the LCD monitor and main tower, after logging out correctly from Windows.

Applications

Each machine is installed with general use Microsoft Office software such as Word, Excel, and PowerPoint. Machines are not configured to use e-mail applications such as Outlook, so students must use private web-mail services.

4. Connecting Personal Computers to the Network

It is possible for students to access the Internet with their own laptop/mobile electronic devices through Sophia Campus LAN Service (Sophia LAN). To connect them to Sophia LAN, please refer to the relevant brochures which may be obtained from the Media center, on the third floor of the No.2 building. For the information related to

Information & Communication Technology, please visit Media Center Website (<http://ccweb.cc.sophia.ac.jp>).

Connecting to the internal network

- 1) Launch web browser.
- 2) Enter the following address in the URL bar: <https://succgw.cc.sophia.ac.jp>
- 3) On the start page, enter your username, followed by "@sophia.ac.jp", as well as entering your password.
- 4) Once verified, you will be able to access the internal network.

Sending and receiving mail

Regarding the use of email accounts containing "@sophia.ac.jp", SSL encrypted emails may be sent and received via the Active Mail (webmail) portal. To access this, enter "<https://webmail.cc.sophia.ac.jp>" into the address bar of Internet browser, and enter relevant username (followed by "@sophia.ac.jp") and password.

5. About Moodle E-Learning System

Moodle is an Internet-based learning tool developed for conducting on-line classes. It may be accessed via the Internet from any location in the world, permitting students and staff to communicate and share files and various educational tools.

I. Logging in to Moodle

- Enter "<http://moodle.genv.sophia.ac.jp>" into address bar of Internet browser and click on "login" at the top-right.
- Enter username and password, and then click "login".
- When logging in for the first time, be sure to change your email address settings. The email address that is pre-registered in the system is for temporary use and must be updated. If failing to enter correct email address, it will become impossible to update, resulting in much inconvenience at a later date. To change email address settings:
 1. Click on your name on the top right corner.
 2. Update details.

II. Registering for courses

- Select "2013" from the course menu.
- Choose "IGCGES" from the sub-menu.
- Select the name of the faculty member whose course you wish to register for.
- Select the name of the course from the corresponding list.
- When registering for that course, select "yes".
- On the corresponding pages for each course, students may access course schedules, explanations and additional materials, as well as participate in class forums.

III. Basic operation of course

- About course page
To return to the list of courses, clicking on the "GESEL" button in the top left-hand corner. To logout from Moodle, click on the "logout" button at the top-right of the screen.

- Downloading course materials
Schedules, course materials, notes and outlines will be posted for each weekly topic. To download course materials, click on desired item in each course material list.
- To post on the forum
Generally speaking, "notice boards", "BBS" and so on are referred to as a *forum* on Moodle. Discussions and announcements between participants in each course may all take place on this forum. To contribute to a forum:
 - 1) Click on the "forum" button appearing on each weekly topic.
 - 2) Select the desired topic within that particular forum.
- Uploading assignments
When a faculty member has created an assignment task on Moodle, it is possible for students to submit their work via electronic upload as follows:
 - 1) Students should select the "assignment" button.
 - 2) Select "choose" and select file to be uploaded, and then select "upload file".

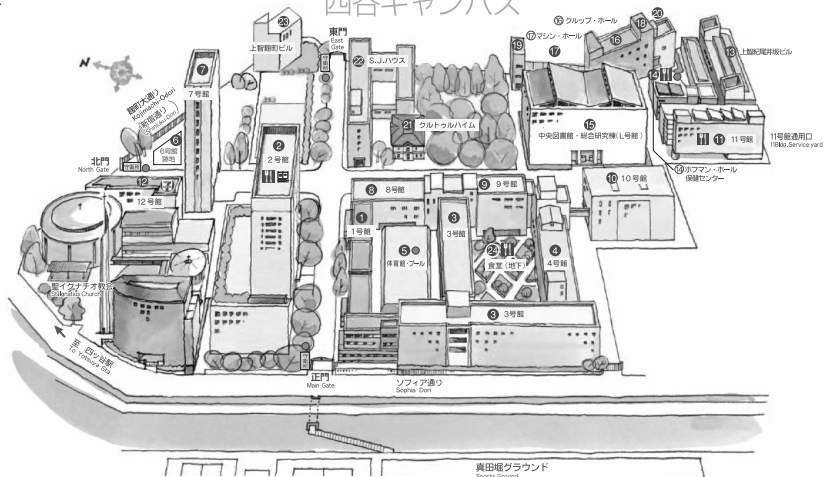
6. Use of Environmental Reference Collection

The collection of environmental publications available in the graduate research room is for internal reference use only, and no publications may be taken outside of the library. To ensure this, books will activate an alarm system if taken outside the main entrance. Before leaving the research room, all books used must be returned to shelves. In the event of a purchase request for a particular book, please apply through your supervisor or head of department.

7. About Student Scholarships

Each year in the spring, there will be an announcement about various student scholarships. For information regarding scholarships, please consult the Center for Student Affairs or check the bulletin board and university website.

Yotsuya Campus 四谷キャンパス



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|---------|-----------------|---------------|-------------------------|--------------------------------|---|
| ① 1号館 | Bldg. No.1 | ⑫ 12号館 | Bldg. No.12 | ⑳ S.J.ハウス | S.J. House |
| ② 2号館 | Bldg. No.2 | ㉑ 上智紀尾井坂ビル | Jochi Kioizaka Bldg. | ㉒ 上智麹町ビル | Jochi Kojimachi Building |
| ③ 3号館 | Bldg. No.3 | ㉓ ホフマン・ホール | Hoffmann Hall | ㉔ 購買 Maruzen Sophia Shop | ② 地下 (basement) |
| ④ 4号館 | Bldg. No.4 | ㉕ 保健センター | Health Center | ㉕ 食堂 Restaurant | ② 5階 (5F) ① 地下 (basement) ④ 4階 (4F) ㉖ 地下 (basement) |
| ⑤ 体育館 | Gymnasium | ㉖ 中央図書館 | Central Library | ㉗ AED (自動体外式除細動器) | 学内5カ所 Automated External Defibrillator |
| ⑥ 6号館跡地 | Bldg. No.6 site | ㉗ 総合研究棟 (L号館) | and Research Institutes | ㉘ コンビニエンスストア Convenience Store | ㉙ 地下 (basement) |
| ⑦ 7号館 | Bldg. No.7 | ㉘ クルップ・ホール | Krupp Hall | | |
| ⑧ 8号館 | Bldg. No.8 | ㉙ マシン・ホール | Machine Hall | | |
| ⑨ 9号館 | Bldg. No.9 | ㉚ パワーステーションⅠ | Power Station I | | |
| ⑩ 10号館 | Bldg. No.10 | ㉛ パワーステーションⅡ | Power Station II | | |
| ⑪ 11号館 | Bldg. No.11 | ㉜ パワーステーションⅢ | Power Station III | | |
| | | ㉝ クルトウルハイム | Kulturheim | | |

