

SPRING SEMESTER 2012 (April 1 — September 20)

Entrance Ceremony for New Students	April 3 (Tue.)
Orientation for New Students	April 4 (Wed.)
Classes	April 12 (Thu.) – July 23 (Mon.)
Days for Make-up Classes	July 7 (Sat.), 14 (Sat.) & 21 (Sat.)
Course Registration	April 12 (Thu.) – 18 (Wed.)
Result Available on Loyola	April 19 (Thu.) – 20 (Fri.)
Course Adjustment.....	April 21 (Sat.) – 23 (Mon.)
Final Confirmation of Course Registration Available on Loyola....	April 25 (Wed.)
Leave of Absence Application Deadline	May 31 (Thu.)
Withdrawal Period	June 8 (Fri.) – 13 (Wed.)
Final Examinations	July 24 (Tue.) – 31 (Tue.)
Summer Vacation.....	August 1 (Wed.) – September 27 (Thu.)
Grades available on Loyola (for graduating students).....	August 30 (Thu.)
Deadline for Request for Grade Confirmation (for graduating students)	August 30 (Thu.) – 31 (Fri.)
Announcement of Graduating Students	September 10 (Mon.)
Grades Available on Loyola	September 11 (Tue.)
Graduation Ceremony	September 20 (Thu.)
Deadline for Request for Grade Review	September 27 (Thu.)
(for 2012 Spring courses)	

※Early graduation application deadline will be announced later.

AUTUMN SEMESTER 2012 (September 21 — March 31, 2013)

Entrance Ceremony for New Degree Students.....	September 21 (Fri.)
Orientation for New Students	September 21 (Fri.)
Classes	September 28 (Fri.) – December 22 (Sat.) January 7(Mon.) – 24 (Thu.)
Days for Make-up Classes	December 22 (Sat.), January 12 (Sat.) & 19 (Sat.)
*Virtual Monday	January 15 (Tue.)
Course Registration.....	September 28 (Fri.) – October 4 (Thu.)
Result Available on Loyola.....	October 5 (Fri.) – 6 (Sat.)
Course Adjustment.....	October 7 (Sun.) – 8 (Mon.)
Final Confirmation of Course Registration Available on Loyola....	October 10 (Wed.)
Leave of Absence Application Deadline.....	November 30 (Fri.)
Withdrawal Period	December 9 (Sun.) – 14 (Fri.)
Winter Recess	December 23 (Sun.) – January 6 (Sun.)
Final Examinations	January 25 (Fri.) – February 1 (Fri.)
Spring Vacation	February 2 (Sat.) – March 31 (Sun.)
Grades available on Loyola (for graduating students).....	February 28 (Thu.)
Deadline for Request for Grade Confirmation (for graduating students).....	February 28 (Thu.) – March 1 (Fri.)
Announcement of Graduating Students	March 15 (Fri.)
Grades Available on Loyola	March 16 (Sat.)
Graduation Ceremony	March 26 (Tue.)
Deadline for Request for Grade Review.....	March 29 (Fri.)
(for 2012 Autumn courses)	

※Early graduation application deadline will be announced later.

* The virtual Monday is 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:

May 3 (Thu.)	Constitution Memorial Day (national holiday)
May 4 (Fri.)	Greenery Day (national holiday)
May 5 (Sat.)	Children's Day (national holiday)

*Although July 16 (Mon.) is a public holiday, class will be held.

Autumn Semester:

October 31 (Wed.)	School Holiday (no-class day)
November 1 (Thu.)	Foundation Day (school holiday)
November 2 (Fri.)	Memorial Service (no-class day)
November 3 (Sat.)	Culture Day (national holiday)
December 3 (Mon.)	St. Xavier's Day (school holiday)
January 14 (Mon.)	Adults' Day (national holiday)

*Although October 8 (Mon.) and November 23 (Fri.) are public holidays, classes will be held.

Any additional no-class days will be announced on Loyola online 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. The undergraduate program is highly competitive with about 25,000 students vying for 2,000 positions every year. Graduate education at Sophia has been recognized for excellence by the Ministry of Education, Culture, Sports, Science and Technology-Japan (MEXT) through Center of Excellence and Attractive Graduate Education 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 on-line 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 computing facilities, cafeterias, gymnasium and athletic fields, medical and counseling facilities. As with all urban universities in Japan, Sophia has limited dormitory space and students live off campus.

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 2012, “virtual Monday” will be held on Tuesday January 15th for the autumn semester.

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

Subscribers to the National Health Insurance system have only to bear 30% of medical expenses for any treatment covered by the insurance at clinics or hospitals (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. TRANSCRIPT AND OTHER CERTIFICATES

Requests for Certificates

Certificates issued
from the certificate issuance machine

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

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

Certificates issued by
the Academic Records Section

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

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

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

6. STUDENT IDENTIFICATION CARD (ID CARD)

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

1. When taking examinations
 2. When applying for any kinds of certificate such as Certificate of Enrollment, an Official Transcript, or a Student Travel Fare Discount Certificate
 3. When purchasing a student commuter pass or a student discount ticket
 4. When applying for scholarship
 5. When submitting Application Form for Medical Reimbursement
 6. When receiving the lost item
 7. When entering the Central Library
 8. When requested to show it by school officials or employees
- The card is invalid if the validity period has expired.

Reissuance of ID Card

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

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 2012" available at the International Liaison Office. Please note that among the documents submitted to the Immigration Bureau, there are forms that must be filled out by the Center for Academic Affairs which 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 “Certificate on Registered Matters” (登録原票記載事項証明書 Tourokugenpyo-kisaijikou-shoumeisho) or photocopies of both sides of your “Certificate of Alien Registration” to the Center for Academic Affairs, Academic Records Section. Note that various disadvantages regarding school life, such as 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. CHANGE OF GUARANTOR FOR SOPHIA UNIVERSITY, STUDENT’S NAME, OTHER CHANGES

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

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

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

Information will be announced on Loyola.

9. BULLETIN BOARDS

Notices concerning classes (for example cancelled classes, make-up classes, change of classrooms) and announcements for individual students, including urgent matters, will be posted on the Loyola 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.

10. CLASS CANCELLATIONS

Classes are normally held according to the academic calendar, but they may be cancelled 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 cancelled, 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 dose not come to class within 30 minutes of the starting time of classes. Please notify the center for Academic Affairs and follow the instructions.

11. ABSENCES DUE TO LAY JUDGE SERVICE

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

A. Scope of Policy

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

B. Accepted Grounds for Absence

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

C. Procedures

In general, students must contact the Center for Academic Affairs, receive a copy of the designated Notification of Absence due to Lay Judge Service form, and submit this form, along with a copy of the Notice of Date for Lay Judge Appointment sent in the mail from the court, to the faculty member(s) in charge of the class(es) from which the student is to be absent. The student must also show to the faculty member(s) the post-trial discharge certification documentation issued by the court.

D. Handling of Absences

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

- i). Classes 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 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.

Office Directory

	Office	Tel	Bldg	Floor
Course Registration / Class Information / Transfer Credits / Examination / Grades	Center for Academic Affairs	03-3238-3515	No. 2	1F
Request for Deferred Payment of Tuition & Fees Health Insurance Part-time Jobs Scholarships	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
Computer	Media Center	03-3238-3101	No. 2	3F
Counseling	Counseling Center	03-3238-3559	No. 10	3F
Teacher and Curator Certification	Center For Certification Programs	03-3238-3520	No. 2	1F

REGULATION AND PROCEDURES

1. COURSE REGISTRATION PROCEDURES

A. Registration Schedule for Academic Year 2012

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

B. Course 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 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

From 2012, the transcript will no longer be sent via mail. Students must confirm their grade via Loyola at the end of each semester. If any student believes there may have been a mistake with a grade, a request for 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 2012 Spring semester courses: September 27 (Thu.)

Note that the graduating students have to apply on August 30 (Thu.) or 31 (Fri.).

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

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 (1F of Bldg.No.2), Center for Academic Affairs.

Deadline for submitting the Request for Leave of Absence

Spring 2012 : May 31 (Thu.)

Autumn 2012: November 30 (Fri.)

An application form must be submitted to the Academic Records Section, Center for Academic Affairs, during the office hours by the deadline for each semester that a student is applying for 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 refer to p. 17, "Fees to be Paid by Degree Students during Leave of Absence."

8. WITHDRAWAL FROM THE UNIVERSITY

If a student wishes to withdraw from the university, he/she should, after consulting their advisor or GPGE Dean, submit a "Request for Withdrawal from the University Form" to the Academic Records Section, Center for Academic Affairs, together with his/her ID card. Student 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 semesters) can apply for Early Graduation if they are in good academic standing by the judgment of the faculty and satisfy the following:

- A. Submit an "Early Graduation Request" form.
- B. Complete at least 30 credits of courses from the IGCES 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 IGCES office. They should submit the proposal form to the IGCES by deadline.

TUITION AND FEES, FINANCIAL ASSISTANCE

1. TUITION AND OTHER FEES (FOR ACADEMIC YEAR 2012)

Program	Master's		Doctoral		Note
Entrance Year Item	2012	2011	2012	2011	
Entrance Fee	¥270,000	----	¥270,000	----	
Tuition Fee (per semester)	¥407,000	¥407,000	¥407,000	¥407,000	(1)
Building & Maintenance Fee (per semester)	¥90,000	¥90,000	¥90,000	¥90,000	
Laboratory & Research Fee (per semester)	¥27,000	¥27,000	¥27,000	¥27,000	(2)
Correspondence Fee (including Consumption Taxes) (per semester)	¥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	
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.
- (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 12 (Thu.)	September 28 (Fri.)
Payment	April 27 (Fri.)	October 15 (Mon.)

Graduation postponement (three years or more in the Master's Program, four years or more in the Doctoral Program) <Popular name: 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

Program	Master's		Doctoral		Note
	2012	2011	2012	2011	
Entrance Fee	¥270,000	----	¥270,000	----	
Tuition Fee (per semester)	¥135,670	¥135,670	¥135,670	¥135,670	(1)
Building & Maintenance Fee (per semester)	exempted	exempted	exempted	exempted	
Laboratory & Research Fee (per semester)	exempted	exempted	exempted	exempted	
Correspondence Fee (including Consumption Taxes) (per semester)	¥2,650	¥2,650	¥2,650	¥2,650	
Alumni Association Fee	¥20,000	----	¥20,000	----	
Due for Sophia University Student Health Insurance Mutual Union (per year)	----	¥2,000	----	¥2,000	
Premium for Personal Accident Insurance for Students Pursuing Education and Research	¥1,400	----	¥2,100	----	

Note:

(1) Two thirds of tuition fee will be exempted during a leave of absence.

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 (Former Name : Sophia Type II Scholarship)

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 web bulletin board on Loyola.

iii. Sophia University Benefactors' Scholarships (Former Name : Sophia Type III 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 2011), R: Past Result (in 2011)>

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: 1 student 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: No one accepted

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 web bulletin board 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 IGCGES 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 IGCGES faculty, submit the application form to the Center for Academic Affairs and register for the courses via Loyola, during the registration period.

**Taken every 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
D95522	Japanese Business and Environment	日本経済と環境	2
D95530	Ecological Economics	エコロジー経済学	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
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

One additional course in the field of Environmental Economics, Economic Development or Environment is to be offered in 2012.

*Offered by the Graduate Program of Economics

**Offered by the Graduate Program of 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	

HORIE, Tetsuya Assistant Professor

Academic Degree	
B.A.	Kobe University
M.A.	Kobe University
Ph.D.	University of Minnesota
Current Research Field	
Environmental, Resource & Ecological Economics, Biological Conservation, Invasive Species Management, Climate Change Energy Resources	

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	

IKEO, Shigeru Professor

Academic Degree	
B.A.	Sophia University
M.A.	Sophia University
Ph.D.	Sophia University
Current Research Field	
Solar Desalination, Water Hydraulic Power Transmission and Control	

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	

YAGISHITA, Masaharu Professor

Academic Degree	
B.A.	The University of Tokyo
Current Research Field	
Environmental Policy Dialogue	

Course Schedule for 2012

Course No.	Registration Code	Course Title	Credits	Professor	Semester	Day	Time	Classroom	Remarks
< Lecture >									
D9516	MGGE7740	INTERNATIONAL ENVIRONMENTAL TREATIES	2	KAWAKAMI Tsuyoshi (Coordinator)	Spring	Fri	11:00-12:30	紀-107	
D9517	MGGE7750	ENVIRONMENTAL PLANNING	2	HUANG Guangwei	Spring	Wed	9:15-10:45	9-358	
D9518	MGGE7760	ENVIRONMENTAL LAW	2	ISOZAKI Hiroji	Spring	Wed	11:00-12:30	紀-101	
D9519	MGGE7770	ENVIRONMENTAL ASSESSMENT	2	HUANG Guangwei	Spring	Tue	9:15-10:45	11-628	
D9520	MGGE7780	INTEGRATIVE ENVIRONMENTAL POLICY	2	MCDONALD Anne	Spring	Mon	11:00-12:30	E-209	
D9522	MGGE7800	JAPANESE BUSINESS AND ENVIRONMENT	2	HORIE Tetsuya	Spring	Thu	15:15-16:45	紀-111	
D9527	MGGE7820	WASTE MANAGEMENT AND SOUND MATERIAL CYCLE SOCIETY	2	KAWAKAMI Tsuyoshi	Spring	Fri	15:15-16:45	紀-103	
D9530	MGGE7930	ECOLOGICAL ECONOMICS	2	HORIE Tetsuya	Spring	Mon	9:15-10:45	1-201	
D9513	MGGE7710	JAPANESE EXPERIENCES IN ENVIRONMENTAL MANAGEMENT	2	OTSUBO Kuninori (Coordinator)	Spring (Intensive)	To be announced			
D9528	MGGE7790	OCEAN AND ENVIRONMENT	2	BEHERA Swadhin Kumar	Spring (Intensive)	To be announced			
D9515	MGGE7730	ENVIRONMENT AND DEVELOPMENT IN DEVELOPING COUNTRIES	2	PUTHENKALAM John Joseph	Autumn	Mon	11:00-12:30	Professor's Office	
D9506	MGGE7640	INTERNATIONAL COMPARATIVE STUDIES FOR ENVIRONMENTAL POLICES	2	KAWAKAMI Tsuyoshi	Autumn	Tue	11:00-12:30	3-223	
D9507	MGGE7650	GLOBAL ENVIRONMENT OUTLOOK	2	HUANG Guangwei	Autumn	Wed	9:15-10:45	10-B105B	
D9525	MGGE7670	GLOBAL ENVIRONMENTAL POLICY	2	MCDONALD Anne	Autumn	Thu	13:30-15:00	10-B105B	
D9510	MGGE7680	ENVIRONMENT AND SUSTAINABLE LIFE STYLES	2	HIRAO Keiko	Autumn	Fri	11:00-12:30	紀-107	
D9512	MGGE7700	ENVIRONMENTAL SCIENCE AND TECHNOLOGY	2	OTSUBO Kuninori	Autumn	Fri	15:15-16:45	1-302	
D9514	MGGE7720	ENVIRONMENTAL ECONOMICS	2	WASHIDA Toyooki	Autumn	Fri	13:30-15:00	紀-109	
D9505	MGGE7810	ENVIRONMENTAL HISTORY	2	MCDONALD Anne	Autumn	Wed	11:00-12:30	9-454	
D51520	MEEC7190	CORPORATE FINANCE	4	KAWANISHI Satoshi	Autumn	Mon	15:15-16:45	11-221	E
D9529	MGGE7940	STATISTICAL METHODS IN ENVIRONMENTAL STUDIES	2	HORIE Tetsuya	Autumn	Mon	9:15-10:45	1-201	
MSCT7030	MSCT7030	ENGLISH FOR SCI/ENGINEERING II (1)	2	HOWELL Frank	Autumn	Thu	11:00-12:30	4-183	S
< Seminar >									
D9501	MGGE7900	RESEARCH SEMINAR II	4	MCDONALD Anne	Spring	Tue	13:30-16:45	11-621	
D9501	MGGE7910	RESEARCH SEMINAR II	4	HUANG Guangwei	Spring	Tue	13:30-16:45	11-625	
D9501	MGGE7920	RESEARCH SEMINAR II	4	HORIE Tetsuya	Spring	Tue	13:30-16:45	11-624	
D9502	MGGE7840	RESEARCH SEMINAR I	4	MCDONALD Anne	Autumn	Tue	13:30-16:45	11-621	
D9502	MGGE7860	RESEARCH SEMINAR I	4	HUANG Guangwei	Autumn	Tue	13:30-16:45	11-625	
D9502	MGGE7880	RESEARCH SEMINAR I	4	HORIE Tetsuya	Autumn	Tue	13:30-16:45	11-624	
D9504	MGGE2100	THESIS SEMINAR	4	HUANG Guangwei	Not offered	-	-	-	*
D9504	MGGE2110	THESIS SEMINAR	4	MCDONALD Anne	Not offered	-	-	-	*
D9504	MGGE2120	THESIS SEMINAR	4	To be decided	Not offered	-	-	-	*
D9504	MGGE2130	THESIS SEMINAR	4	WASHIDA Toyooki	Not offered	-	-	-	*
D9504	MGGE2140	THESIS SEMINAR	4	OTSUBO HORIE	Not offered	-	-	-	* / ***
D9504	MGGE2200	THESIS SEMINAR	4	HIRAO Keiko	Not offered	-	-	-	*
D9504	MGGE2210	THESIS SEMINAR	4	KAWAKAMI Tsuyoshi	Not offered	-	-	-	*
D9504	MGGE2220	THESIS SEMINAR	4	PUTHENKALAM John Joseph	Not offered	-	-	-	*
D9504	MGGE2150	THESIS SEMINAR	4	HUANG Guangwei	Not offered	-	-	-	*

Course No.	Registration Code	Course Title	Credits	Professor	Semester	Day	Time	Classroom	Remarks
D95504	MGC2160	THESIS SEMINAR	4	McDONALD Anne	Not offered	-	-	-	*
D95504	MGC2170	THESIS SEMINAR	4	To be decided	Not offered	-	-	-	*
D95504	MGC2180	THESIS SEMINAR	4	WASHIDA Toyooki	Not offered	-	-	-	*
D95504	MGC2190	THESIS SEMINAR	4	OTSUBO • HORIE	Not offered	-	-	-	* / ***
D95504	MGC2250	THESIS SEMINAR	4	HIRAO Keiko	Not offered	-	-	-	*
D95504	MGC2260	THESIS SEMINAR	4	KAWAKAMI Tsuyoshi	Not offered	-	-	-	*
D95504	MGC2270	THESIS SEMINAR	4	PUTHENKALAM John Joseph	Not offered	-	-	-	*
< Research Guidance >									
D95503	MGC1951	RESEARCH GUIDANCE	0	WASHIDA Toyooki	Spring	-	-	-	
D95503	MGC1953	RESEARCH GUIDANCE	0	OTSUBO • HORIE	Spring	-	-	-	***
D95503	MGC1955	RESEARCH GUIDANCE	0	HIRAO Keiko	Spring	-	-	-	
D95503	MGC1957	RESEARCH GUIDANCE	0	KAWAKAMI Tsuyoshi	Spring	-	-	-	
D95503	MGC1959	RESEARCH GUIDANCE	0	PUTHENKALAM John Joseph	Not offered	-	-	-	
D95503	MGC1961	RESEARCH GUIDANCE	0	ISOZAKI Hiroji	Spring	-	-	-	**
D95503	MGC1963	RESEARCH GUIDANCE	0	To be decided	Spring	-	-	-	
D95503	MGC1965	RESEARCH GUIDANCE	0	HUANG Guangwei	Spring	-	-	-	
D95503	MGC1967	RESEARCH GUIDANCE	0	McDONALD Anne	Spring	-	-	-	
D95503	MGC1952	RESEARCH GUIDANCE	0	WASHIDA Toyooki	Autumn	-	-	-	
D95503	MGC1954	RESEARCH GUIDANCE	0	OTSUBO • HORIE	Autumn	-	-	-	***
D95503	MGC1956	RESEARCH GUIDANCE	0	HIRAO Keiko	Autumn	-	-	-	
D95503	MGC1958	RESEARCH GUIDANCE	0	KAWAKAMI Tsuyoshi	Autumn	-	-	-	
D95503	MGC1960	RESEARCH GUIDANCE	0	PUTHENKALAM John Joseph	Autumn	-	-	-	
D95503	MGC1962	RESEARCH GUIDANCE	0	ISOZAKI Hiroji	Autumn	-	-	-	**
D95503	MGC1964	RESEARCH GUIDANCE	0	To be decided	Autumn	-	-	-	
D95503	MGC1966	RESEARCH GUIDANCE	0	HUANG Guangwei	Autumn	-	-	-	
D95503	MGC1968	RESEARCH GUIDANCE	0	McDONALD Anne	Autumn	-	-	-	
< Master's Thesis >									
D95998	MGC9510	MASTER'S THESIS	0	FACULTY	Not offered	-	-	-	
D95998	MGC9520	MASTER'S THESIS	0	FACULTY	Not offered	-	-	-	
< Graduation Project >									
D95997	MGC9530	GRADUATION PROJECT	0	FACULTY	Not offered	-	-	-	
D95997	MGC9540	GRADUATION PROJECT	0	FACULTY	Not offered	-	-	-	

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 can not take this course.

*** Students who wish to choose courses taught by Prof. Otsubo or Assistant Prof. Horie must register for 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.

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. On the other hand, students can register for Research Seminar (four credits per seminar) regardless 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. Students who expect to graduate in less than four semesters must apply for "Early Graduation" in the first semester.

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 must revise the paper accordingly. S/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

- Students must write their paper in English.
- The paper is typically 20 pages or more. Only original graphs and tables shall qualify for pagination or word count.
- 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 paper title and a summary of approximately 400 words to be included at the end of report.
- 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 page 26.

	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 is typically 17,000 words or more. Only original graphs and tables may be included in the pagination or word count.
- Thesis to be presented 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 thesis title and a summary of approximately 850 words to be included at the end of the thesis.
- A title page must be included in the thesis. 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 by the end of the first semester. In the case where students change their track from Credit-track to Thesis-track students must write a graduation thesis, in addition to taking 4 credits of a thesis seminar course.

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 who successfully complete their master's thesis can continue on with Ph.D. program. Thus, these students intending to enter the 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. For the detail, see the below.

- (1) Student must give a presentation based on research subject once each semester from the second to the fourth semester. 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 about 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 can also attend.

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 ・ HORIE	Spring	DGGE3630
PUTHENKALAM JOHN JOSEPH	Not offered	DGGE3690
WASHIDA Toyoaki	Spring	DGGE3610
Staff	Not offered	DGGE3770
HUANG Guangwei	Autumn	DGGE3760
HIRAO Keiko	Autumn	DGGE3660
ISOZAKI Hiroji	Autumn	DGGE3720
KAWAKAMI Tsuyoshi	Autumn	DGGE3680
McDONALD ANNE	Autumn	DGGE3740
OTSUBO ・ HORIE	Autumn	DGGE3640
PUTHENKALAM JOHN JOSEPH	Autumn	DGGE3700
WASHIDA Toyoaki	Autumn	DGGE3620
Staff	Not offered	DGGE3780

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	

HORIE, Tetsuya Assistant Professor

Academic Degree	
B.A.	Kobe University
M.A.	Kobe University
Ph.D	University of Minnesota
Current Research Field	
Environmental, Resource & Ecological Economics, Biological Conservation, Invasive Management, Climate Change Energy Resources	

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	

IKEO, Shigeru Professor

Academic Degree	
B.A.	Sophia University
M.A.	Sophia University
Ph.D.	Sophia University
Current Research Field	
Solar Desalination, Water Hydraulic Power Transmission and Control	

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	

YAGISHITA, Masaharu Professor

Academic Degree	
B.A.	The University of Tokyo
Current Research Field	
Environmental Policy Dialogue	

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

Step 1: 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 may 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

A student wishing to receive the degree at 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. Upon successful acceptance of the dissertation draft, a student is considered as a doctoral candidate and sets about researching and writing the dissertation. Upon submission, a candidate must consult with their supervisor. The candidate may also choose, upon

consultation with their supervisor, 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 times:

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

Students wishing to bring their own notebook computer may access the Internet by connecting to the internal network. For further information please refer to the relevant brochures (*Connecting to the LAN Service*) which may be obtained from the Media center, on the third floor of the No. 2 building. A brief excerpt from this brochure is provided below:

Connecting to the internal network

- 1) Launch web browser.
- 2) Enter the following address in the URL bar: <https://sucgww.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 "2012" 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 notice board or Internet site.