

# 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 could be considered as one of the greatest challenges facing humanity today. The curriculum combines social and natural sciences, in recognition of the fact that effective environmental study 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, specialists or scholars in the area of environmental protection.

## **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 without mastering Japanese, with all courses 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 and 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 via 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 a webbed and interdisciplinary curriculum.

## **1. DEGREES**

IGCGES offers two degrees: M.A. and Ph.D.—both of which are accredited by MEXT (Ministry of Education, Culture, Sports, Science and Technology). 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 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 attractive feature of the ICGGES curriculum is the small class sizes, with student numbers ranging anywhere from several to as many as ten per seminar. This ensures that students will be able to receive devoted and sympathetic instruction from experienced professors in the field.

The master's degree has two tracks, with each track having different graduation requirements. Students in the credit track complete a graduation project while those in the thesis track write a Master's thesis. All students enter the ICGGES on the credit track, with subsequently entering into the thesis track contingent upon academic performance, availability of a mentor 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.

Doctoral students will work on their dissertation under the guidance of a supervisor. While no formal course work is required, doctoral candidates 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, 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.

GSGES possesses its own 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 most students live off campus.

# GENERAL INFORMATION

## 1. THE ACADEMIC YEAR

There are two semesters, beginning in April and September. Each semester consists of 15 weeks of classes, including final examinations. To ensure that each course is held a sufficient number of hours to fulfill the regulations of the 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 2011, “virtual Monday” will be held on Friday, October 28, for the autumn semester.

## 2. LOYOLA WEB SERVICE

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

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

- Check their registration status and grades

- Check information concerning 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 on how to use Loyola.

## 3. HEALTH INSURANCE SYSTEM

### A. National Health Insurance

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

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

### B. Sophia University Student Health Insurance Mutual Union

All degree students are affiliated with this Union at the time of entrance to Sophia University. The Union will reimburse 80% (65% for dental treatment) of the expenses uncovered by the health insurance (excluding expenses for medical treatment not covered by the Health Insurance system in Japan). Please refer to “The Handbook for International Students” (issued by the International Liaison Office) for details.

#### 4. PERSONAL ACCIDENT INSURANCE FOR STUDENTS PURSUING EDUCATION AND RESEARCH

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

#### 5. MAIL

Students are allowed to use Sophia University as a mailing address for one month after they register as new students.

※ In principle, all notices including individual notice from the University are posted on Loyola Bulletin Board (see 2).

#### 6. TRANSCRIPT AND OTHER CERTIFICATES

##### Requests for Certificates

Certificates that can be issued from the certificate issuance machine

Certificate of Attendance [English and Japanese]	¥100
Official Transcript (current students)[English and Japanese]	¥200
Certificate of Prospective Graduation [English and Japanese]	¥100

The above certificates are issued from the certificate issuance machine in front of the Center for Academic Affairs, Bldg. 2, 1F, and in the Student Lounge, Bldg. 11, 1F. Service hours of the machines are Monday through Friday, 9:00 to 17:00.

Certificates to be requested at the Academic Records Section

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

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

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

## **7. STUDENT IDENTIFICATION CARD (ID CARD)**

The ID card identifies 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 registering for courses
2. When taking examinations
3. When applying for any kind of certificate such as Certificate of Attendance or Official Transcript
4. When applying for a Tsūgaku Shōmeisho (通学証明書) for a commuter's pass or student discount certificate
5. When entering the Central Library
6. When using or borrowing university facilities or equipment
7. When requested to show it by school officials or employees
8. When purchasing a student commuter pass
9. When applying for medical services at a hospital designated by the university

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

### **Reissuance of ID Card**

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

## **8. Extension of a College Student Visa / change of status of residence**

For procedures on extending a College Student Visa or changing the status of residence, please refer to "The Handbook for International Students 2011" available at the International Liaison Office. Please note that among the documents submitted to the Immigration Bureau, there are forms that must be filled out by the Center for Academic Affairs, which takes about 4 days to be issued.

After your application for visa extension or change of status of residence is approved, you must register the change in registered matters at the municipal office in the district of residence within 14 days. Please do not forget to submit your updated “Certificate on Registered Matters” (登録原票記載事項証明書 Tourokugenpyo-kisaijikou-shoumeisho) or photocopies of both sides of your “Certificate of Alien Registration” to the Center for Academic Affairs, Academic Record 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.

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

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

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

## **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 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.

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

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

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

This policy applies to degree-seeking undergraduate and graduate students as well



as non-matriculated students. This policy does not apply to auditing students.

B. Accepted Grounds for Absence

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

C. Procedures

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

D. Handling of Absences

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

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

## Office Directory

	Office	Tel	Bldg	Floor/Room
Course Registration / Class Information / Transfer Credits / Examination / Grades	Center for Academic Affairs	03-3238-3515	No. 2	1F
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	Vending Machine (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	03-3238-4018	No. 2	1F
Request for Leave of Absence Request for Withdrawal from the University I.D. Card Reissuance Change of Address / Guarantor Re-admission Transfer of Faculty / Department	Center for Academic Affairs (Academic Records Section)	03-3238-3519	No. 2	1F
Appointment with 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	Room 303
Teacher and Curator Certification	Center For Certification Programs	03-3238-3520	No. 4	Room 186

# REGULATION AND PROCEDURES

## 1. COURSE REGISTRATION PROCEDURES

### A. Registration Schedule for Autumn Semester 2011

Events	Autumn
Course Registration	From September 30 (Fri.), 10:00 to October 6 (Thu.), 21:00
Results of Course Registration Available	From October 7 (Fri.), 10:00
Course Adjustment	From October 9 (Sun.), 10:00 to October 10 (Mon.), 21:00
Final Confirmation of Course Registration Available	From October 12 (Wed.), 13:00
Withdrawal from Courses	From December 10 (Sat.), 10:00 to December 15 (Thu.), 21:00

### B. Course Registration

Course registration is the procedure for the student to register for all courses s/he will take in a semester. Registration for Master's Thesis, Thesis Seminar, Research Guidance, 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. Make sure to confirm your result via Loyola and prepare for the Course Adjustment.

### D. Course Adjustment

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

### 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 Guidance, Thesis Seminar, Research Guidance, Master's Thesis, 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. If a student discontinues attending a course and does not file a "Notice of Withdrawal" during the withdrawal period, s/he will receive an "F" for the course, a grade that will be calculated into the student's GPA.

### **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, I, N and W. 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 CONFIRMATION**

If a student believes there may have been a mistake in a grade recorded on the transcript sent him/her at the end of each semester, s/he may submit a request for confirmation of the grade to the Center for Academic Affairs. Note that the purpose of this procedure is to confirm the accuracy of the grade recorded, not to petition for change of a grade. Final authority regarding grades rests with the instructor. No requests for grade confirmation can be accepted after the deadline for submitting such requests.

Deadline for Grade Confirmation:

2011 Autumn and year-long courses: to be announced on Loyola

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

The ICGGES can accept up to 10 credits transferred from a student's previous work as a graduate student. Transfer of such credit must be approved by the faculty of the 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 the M.A. degrees and five full academic years for the Ph.D. degree, 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. Leave of Absence application forms and other information are available at the Academic Records Section (1F of Bldg.No.2), Center for Academic Affairs. For fees during Leave of Absence, please refer to p. 17, "Fees to be Paid during Leave of Absence." The period spent on Leave of Absence does not count towards the residence requirement for graduation.

Deadline for submitting the Request for Leave of Absence

Autumn 2011: November 30 (Wed.)

An application form must be submitted to the Academic Records Section, Center for Academic Affairs, during the office hours by the deadline for each semester that a student is applying for leave. In case of mail, applications must be postmarked on or before the deadline date.

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

If a student wishes to withdraw from the university, s/he should, after consulting the Mentor or GPGE Director, submit a "Request for Withdrawal from the University Form" to the Academic Records Section, Center for Academic Affairs, together with his/her ID card. The withdrawing student 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 ICGGES 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 ICGGES office. They should submit the proposal form to the ICGGES by the last day of the first semester.

# TUITION AND FEES, FINANCIAL ASSISTANCE

## 1. TUITION AND OTHER FEES (FOR ACADEMIC YEAR 2011)

Program		Master's			Doctoral				Note
Item	Entrance Year	2011	2010	2009-2006	2011	2010	2009	2008-2007	
Entrance Fee		¥270,000	----	----	¥270,000	----	----	----	
Tuition Fee (per semester)		¥399,500	¥399,500	¥399,500	¥399,500	¥399,500	¥399,500	¥399,500	(1)
Building & Maintenance Fee (per semester)		¥90,000	¥90,000	¥90,000	¥90,000	¥90,000	¥90,000	¥90,000	
Laboratory & Research Fee (per semester)		¥26,500	¥26,500	----	¥26,500	¥26,500	----	----	(2)
Correspondence Fee (including Consumption Taxes) (per semester)		¥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)		¥2,500	¥2,000	¥2,000	¥2,500	¥2,000	¥2,000	¥2,000	(4)
Premium for Personal Accident Insurance for Students Pursuing Education and Research		¥1,400	----	¥800	¥2,100	----	----	¥800	(5)

Note:

- (1) The tuition fee is revised annually in accordance with changes in personnel expenses and operating subsidy 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) Due for Sophia University Student Health Insurance Mutual Union is ¥2,000 per year from the second year.
- (5) Coverage
  - Master's program: 2 year period
  - Doctoral program: 3 year period.

Issuance of bills and payment deadline

In the first semester, bills are not sent to the students, because all the tuition and fees are already paid as “the Fees due prior to University Entrance”.

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 the following conditions, his/her tuition and fees will be automatically reduced.

- a) S/he has been studying beyond the standard residence requirement.  
(Two years in the Master's Program, three years in the Doctoral Program)
- b) S/he has already satisfied the prescribed conditions stipulated in the graduate program except master's thesis, graduation project or doctoral dissertation.
- c) S/he 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
Item	Entrance Year	2011	2010	2009-2006	2011	2010	2009	2008-2007	
Entrance Fee		¥270,000	----	----	¥270,000	----	----	----	
Tuition Fee (per semester)		¥133,170	¥133,170	¥133,170	¥133,170	¥133,170	¥133,170	¥133,170	(1)
Building & Maintenance Fee (per semester)		exempted	exempted	exempted	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	¥2,650	¥2,650	¥2,650	
Alumni Association Fee		¥20,000	----	----	¥20,000	----	----	----	
Due for Sophia University Student Health Insurance Mutual Union (per year)		¥2,500	¥2,000	¥2,000	¥2,500	¥2,000	¥2,000	¥2,000	
Premium for Personal Accident Insurance for Students Pursuing Education and Research		¥1,400	----	¥800	¥2,100	----	----	¥800	

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. New Student Scholarship**

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 Type II Scholarship**

This scholarship is 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 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 2010), R: Past Result (in 2010)>

#### *Adachi Scholarship*

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

A: April and October

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

R: 2 students accepted (spring semester), 1 student accepted (autumn semester)

### *Scholarship for International Students*

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

A: June                                      S: ¥121,000                                      R: 5 students accepted

### *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 accepted

### *Teilhard de Chardin Scholarship*

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

A: October                                      S: ¥100,000 ~ 300,000                                      R: 5 students accepted

### *Daikin Scholarship*

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

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

### *Sumitomo Corporation Scholarship*

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

A: October                                      S: ¥300,000                                      R: 1 student 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 Lovola.

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 numerous 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 attractive feature of the ICGES curriculum is the small class sizes, with student numbers ranging anywhere from several to as many as ten per seminar. This ensures that students will be able to receive devoted and sympathetic instruction from experienced professors in the field.

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 ICGES 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.

## Courses in English

Course No.	Course Title	Course Title ( Japanese)	Credit
D95514	Environment Economics	環境経済学	2
D95522	Japanese Business and Environment	日本の環境経営	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
D95524	Waste Management and Resource Circulating Society	循環型社会論	2
D95509	Global Environment Policies	地球環境政策論	2
D95520	Integrative Environment Policies	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
D95029	Ocean and Environment	海洋と環境	2
MSCT7030	English for Science / Engineering**	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

Three additional courses from the fields of Environmental Economics, Economic Development and Environment are 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	

**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	

**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	

**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	

**KITO, Hiroshi** Professor

Academic Degree	
B.A.	Keio University
M.A.	Keio University
Current Research Field	
Historical Demography, Environmental History	

**OHWADA, Takiyoshi** Professor

Academic Degree	
B.A.	Sophia University
M.A.	Sophia University
Ph.D.	Sophia University
Current Research Field	
Environmental Sociology, Environmental Policy Science	

**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, Toyooki** 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 Dialog	

**McDONALD Anne** Professor

Academic Degree	
B.A.	The University of British Columbia
Current Research Field	
Environmental History	



## **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 she or he subsequently enters the thesis track. Students may enter into the thesis track contingent upon academic performance, availability of a mentor for the proposed topic, and successful defense of a thesis proposal.

### **2. Research Seminar and Thesis Seminar**

Students who enter into the Thesis-track are required to register for Thesis Seminar and to have 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 thesis. Students on the Credit-track cannot register for the Thesis Seminar. On the other hand, students can register for Research Seminar (four credits for each seminar) regardless of their track. The Research Seminar is not required for any student. 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 their last semester, students should be sure to register for "Graduation Project" (non-credit). Students enrolled as Credit-track are not required to take a thesis seminar. Please note that even if enrolling 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 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

Submit a "Selecting Supervisor" form to the desired academic supervisor in addition to registering for "Research Guidance" via LOYOLA in the first semester.

#### c. Typical Graduation Project Schedule (final semester)

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

*Month 1:* Student to 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:* Student to conduct reading and research for the paper, then preparing a first draft.

*Month 4:* Student to submit the first draft to supervisor for comments and appraisal and then revise the paper accordingly. He or she is then to submit two copies of the final draft by the date stipulated on the academic calendar. One copy will be submitted directly to the supervisor, with the other to the graduate program office.

#### d. The Research Paper

- Students shall write their paper in English.
- The paper is typically 20 pages or more in English. Only original graphs and tables shall qualify for pagination or word count.
- Paper 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 sufficient margin to allow for binding.
- A separate sheet containing paper title and a summary of approximately 400 words to be inserted on last page.
- 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 and 3) submission of a master’s thesis. Students should ensure to 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 30.

	Autumn Enrollment	Spring Enrollment	
Semester 1	October	April	a) Select your desired academic supervisor from the list . 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. Typical 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

			<ul style="list-style-type: none"> <li>- availability of a mentor</li> <li>- academic performance</li> </ul> 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	<ul style="list-style-type: none"> <li>a) Register via Loyola for the “Thesis Seminar” conducted by your chosen academic supervisor.</li> <li>b) Register for the “Master’s Thesis” via LOYOLA.</li> <li>c) Submit “Thesis Title” form and a thesis outline to supervisor. From this point on, title changes are not permitted.</li> </ul>

#### 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 sufficient margin to allow for binding.
- A separate sheet containing thesis title and a summary of approximately 850 words to be inserted on last page.
- 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. Changing Supervisor**

In the event where a student wishes to change academic supervisors he or she is required to obtain consent from both the current and replacement supervisor. Procedures for changing 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 the supervisor at a time other than specified above. To request this, consult with the Chairperson (or Dean).

#### **6. For students who are planning to enter the Ph.D. program**

Although students in the credit track can obtain a M.A. degree without proposing the master's thesis, students who wish to enter the Ph.D. Program of this graduate school are required to have written a master's thesis. Therefore, those who wish to enter the Ph.D. program have to choose the thesis track.

**Course Schedule for Autumn 2011**

Course No.	Registration Code	Course Title	Credits	Professor	Day	Time	classroom	Remarks
<<Lecture>>								
D95505	MGGE7810	ENVIRONMENTAL HISTORY	2	MCDONALD Anne	Wed	11:00-12:30	紀-109	
D95506	MGGE7640	INTERNATIONAL COMPARATIVE STUDIES FOR ENVIRONMENTAL POLICIES	2	KAWAKAMI Tsuyoshi	Tue	11:00-12:30	9-359	
D95507	MGGE7650	GLOBAL ENVIRONMENT OUTLOOK	2	HUANG Guangwei	Wed	9:15-10:45	10-B109	
D95509	MGGE7670	GLOBAL ENVIRONMENTAL POLICIES	2	MCDONALD Anne	Mon	11:00-12:30	紀-115	
D95510	MGGE7680	ENVIRONMENT AND SUSTAINABLE LIFE STYLES	2	HIRAO Keiko	Fri	11:00-12:30	11-325	
D95512	MGGE7700	ENVIRONMENTAL SCIENCE AND TECHNOLOGY	2	OTSUBO Kuminori	Fri	15:15-16:45	11-325	
D95514	MGGE7720	ENVIRONMENT ECONOMICS	2	WASHIDA Toyoaki	Fri	13:30-15:00	紀-107	
D51520	MEEC7190	CORPORATE FINANCE	4	KAWANISHI Satoshi	Mon Thu	15:15-16:45 15:15-16:45	11-305 4-185	E
MSC77030	MISC77030	ENGLISH FOR SCI/ENGINEERING 2 (1)	2	HOWELL Frank	Thu	11:00-12:30	紀-B115	S
<<Seminar>>								
D95502	MGGE7840	RESEARCH SEMINAR 1	4	MCDONALD Anne	Tue	13:30-16:45	11-621	
D95502	MGGE7860	RESEARCH SEMINAR 1	4	HUANG Guangwei	Tue	13:30-16:45	紀-107	
<<Research Guidance>>								
D95503	MGGE1952	RESEARCH GUIDANCE	0	WASHIDA Toyoaki	-	-	-	*
D95503	MGGE1954	RESEARCH GUIDANCE	0	OTSUBO Kuminori	-	-	-	*
D95503	MGGE1956	RESEARCH GUIDANCE	0	HIRAO Keiko	-	-	-	
D95503	MGGE1958	RESEARCH GUIDANCE	0	KAWAKAMI Tsuyoshi	-	-	-	
D95503	MGGE1960	RESEARCH GUIDANCE	0	PUTHENKALAM John Joseph	-	-	-	Not offered in 2011.
D95503	MGGE1962	RESEARCH GUIDANCE	0	ISOZAKI Hiroji	-	-	-	
D95503	MGGE1966	RESEARCH GUIDANCE	0	HUANG Guangwei	-	-	-	*
D95503	MGGE1968	RESEARCH GUIDANCE	0	MCDONALD Anne	-	-	-	*
<<Master's Thesis>>								
D95998	MGGE9520	MASTER'S THESIS	0	FACULTY	-	-	-	Not offered in 2011.
<<Graduation Project>>								
D95997	MGGE9540	MASTER'S THESIS	0	FACULTY	-	-	-	Not offered in 2011.

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

\* Thesis-track students are required to register for the "Research Guidance" conducted by one of these professors.

# **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 and NGOs engaged in the area of environmental issues, and for companies 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

Name	Semester	Registration Code
HUANG Guangwei	Spring	-
HIRAO Keiko	Spring	-
ISOZAKI Hiroji	Spring	-
KAWAKAMI Tsuyoshi	Spring	-
McDONALD ANNE	Spring	-
OTSUBO Kuninori	Spring	-
PUTHENKALAM JOHN JOSEPH	Spring	-
WASHIDA Toyoaki	Spring	-
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	Not Offered
WASHIDA Toyoaki	Autumn	DGGE3620

Students should register for “Research Guidance” 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	

#### **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	



**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	

**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	

**KITO, Hiroshi** Professor

Academic Degree	
B.A.	Keio University
M.A.	Keio University
Current Research Field	
Historical Demography, Environmental History	

**OHWADA, Takiyoshi** Professor

Academic Degree	
B.A.	Sophia University
M.A.	Sophia University
Ph.D.	Sophia University
Current Research Field	
Environmental Sociology, Environmental Policy Science	

**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 Dialog	

**McDONALD Anne** Professor

Academic Degree	
B.A.	The University of British Columbia
Current Research Field	
Environmental History	

## **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. Also, a student can 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 should 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 and so on.

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 throughout 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 in order 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 15<sup>th</sup> 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://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 "2011" 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 spring, there will be an announcement about various student scholarships. Any student not receiving another scholarship is eligible to apply, so be sure to consult the bulletin boards and apply accordingly. For information regarding other scholarships, consult the Center for Student Affairs notice board or Internet site.