

Introduction

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INTRODUCTION

The Educational Ideals of Sophia University

Based on Christian principles of education, Sophia University attests to the four-hundred-year-old interest of the Jesuit Order in Japan. Its aim is to prepare men and women coming from different countries to recognize in the different cultural traditions of the world the fundamental unity of the human race and to work for the concrete achievement of that unity. The roots of the university go back to 1549, when St. Francis Xavier, a Jesuit, landed in Kagoshima with the hope of starting a Catholic university which would introduce Western culture to Japan. In 1908, nearly 360 years later, three members of the Society of Jesus—the German Father Joseph Dahlmann, the French Father Henri Boucher, and the English Father James Rockliff—came to Japan with the mission of fulfilling St. Francis Xavier’s aspiration. As a result of their efforts, Sophia University was established in 1913, when the Japanese Ministry of Education gave the Jesuits permission to found a new educational institution under the Japanese name of Jōchi Gakuin. Sixteen students enrolled in the first class. From this modest beginning Sophia University has grown to be one of the foremost of Japan’s private universities with a student body of over 12,000 undergraduate and graduate students and a teaching staff of more than one thousand. In the tradition of the international character of Sophia’s founders, the faculty members represent twenty different nationalities; they are committed to conveying to the next generation through their scholarship and teaching both humankind’s cultural and intellectual heritage and a concern for the problems facing the world today.

A Message to Students of Faculty of Science and Technology

Welcome to our undergraduate programs.

In 2012, two new undergraduate programs taught entirely in English were added: The Green Science Program, which is offered by the Department of Materials and Life Sciences, and the Green Engineering Program, which is offered by the Department of Engineering and Applied Sciences.

Class sizes are kept to a minimum to enable students to communicate closely with professors as they pursue the field of their choice in science and technology, beginning with the basics, such as Mathematics, Physics, Chemistry, and Biology, and then continuing on to more advanced studies, such as Environmental Chemistry, Environmental Biotechnology, Clean Energy, and Environmental System Analyses.

As the campus is also home to liberal arts programs, students can enroll in non-science courses that would help enrich their cultural background and give them a broader perspective as they take on the challenge of pursuing environmental issues.

In addition, the Graduate School of Science and Technology introduced an international program taught in English, the Green Science and Engineering Division, in September 2013.

We invite you to become a science and technology specialist and participate on the global stage as a Sophia University graduate.

Tetsuhiro TSUKIJI
Dean of the Faculty of Science and Technology
Sophia University


Common Guidelines




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Common Guidelines

● 2015 Yotsuya Campus Academic Calendar

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● Frequently Asked Questions

Q Which offices should I go to with my questions?

A The following list shows offices and their services ; for the locations of offices, see p.12

Information and advice on course enrollment, grades, classes, credits, Loyola password	Center for Academic Affairs (Academic Services) (1st floor, Bldg. No.2)
Certificates, Student ID Card, change of address, tuition and fees	Center for Academic Affairs (Academic Records) (1st floor, Bldg. No.2)
Clubs/circles, part-time jobs, volunteer activities, extracurricular activities, scholarships, accommodations, nursery, assistance for students with disabilities	Center for Student Affairs (1st floor, Bldg. No.2)
Student exchange programs, Overseas short-term programs, International exchange programs, counseling for studying abroad	Center for Global Discovery (1st floor, Bldg. No.2)
Teaching license, Curator license courses	Center for Teaching & Curator Credentials (1st floor, Bldg. No.2)
PC Login password, how to use PC room, moodle and Wi-Fi, E mail	Media Center (3rd floor, Bldg. No.2) http://ccweb.cc.sophia.ac.jp
Lost and found	Office of Property (1st floor, Bldg. No.2)
Job search activities, internship, seminars	Career Center (1st floor, Bldg. No.2)
First aid, health consultation, medical exam certificate	Health Center (2nd floor, Hoffmann Hall) (in front of Bldg. No.11 entrance)
Problems and difficulties in the student life and mental health concerns	Counseling Center (3rd floor, Bldg. No.10)

Q How should I contact my teachers?

A Check the faculty status of your teacher, full-time or part-time, on the List of Instructors (履修要覧); Names marked with an asterisk “*” are part-time lecturers.

Full-time faculty: Check their offices on the List of Offices of Instructors/Departments on p.82, 履修要覧 and inquire in person; personal e-mail addresses of full-time teachers are not released.

Part-time lecturers: They do not have offices at Sophia. Please bring your Student ID Card and ask at the Center for Academic Affairs (Academic Services), whether or not the teachers have their contact addresses made available for students.

Q Where and when can I get information and advice on course enrollment?

A Academic Services of the Center for Academic Affairs provide information and advice on course enrollment (no telephone inquiries about course enrollment, grades, credits etc. are possible). Please visit the office during the office hours on weekdays, 9:30 to 11:30, 12:30 to 17:00.

Q I went to the classroom listed on the timetable, but a different class was in session.

A The classroom may have been changed. Check the updated classroom information on Loyola, “Class Bulletin Board” and “Course Schedule”.

Q The class period has started, but the instructor is not at the classroom; what should I do?

A First, check on Loyola for cancelled classes.

If your class is not on the list of cancelled classes, and the instructor does not come to class 30 minutes past the scheduled starting time, please notify Center for Academic Affairs and follow their instructions.

Q I have to be absent from class for family bereavement; is there a notice for authorized absence I should hand in?

A Sophia University does not have any system for authorized absence from class or notice of pre-approved absence.

If you were absent from class due to unavoidable reasons, please see your class instructor in person and explain the situation yourself. The Center for Academic Affairs cannot relay your message to the instructor; when you return to university, contact your class teachers of the courses you are taking (if you were absent because of infectious illness, see p.18). If you were absent during Final Exams period, you may be eligible for a make-up exam (p.31~).

Q I want to know the schedule of university holidays and final exams, etc.

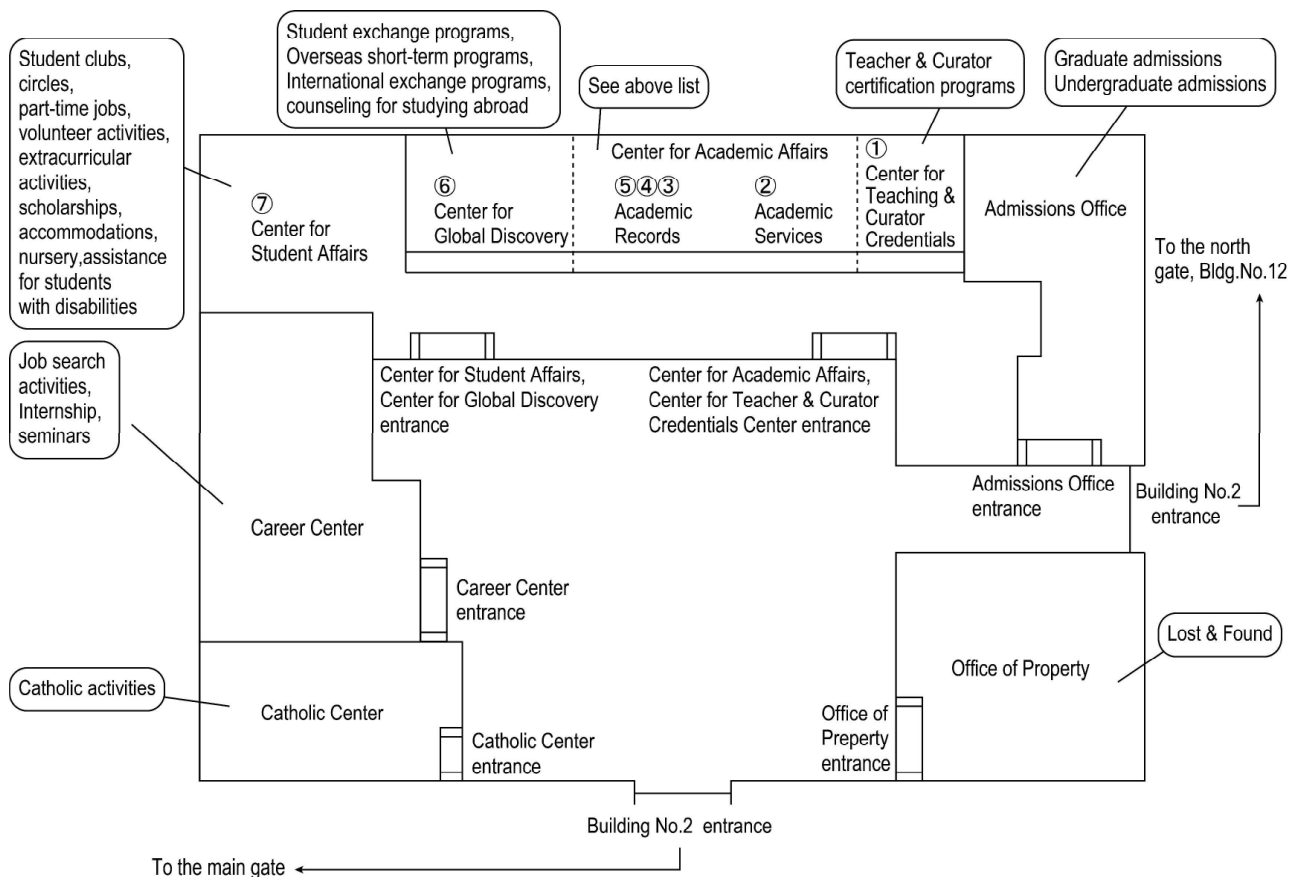
A Please refer to 2015 the Yotsuya Campus Academic Calendar (p.6)

● Office sections you should direct your inquiries to:

The following list shows the various sections of Center for Academic Affairs and their services:

Inquiries on:	Section/desk numbers
Teacher's license, curator certification program	Center for Teaching and Curator Credentials desk No.①
Course registration, grades, classes, credits	Center for Academic Affairs (Academic Services) No.② sections for each Department
Certificates, Student ID Card, change of address, leave of absence, study abroad etc.	Center for Academic Affairs (Academic Records) No.③~④
Tuition and fees	Center for Academic Affairs (Tuition & fees) No.⑤

(※) In general, students should visit the offices for inquiries; telephone inquiries are not accepted particularly on course enrollment, grades etc.



● Office Hours

Mon.- Fri.	Morning 9 : 30~11 : 30	Afternoon 12 : 30~17 : 00
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- ※ Services are available only during the above office hours for providing information, accepting applications and required documents.
- ※ Offices are closed on Saturdays, Sundays and national holidays.
- ※ Office hours during summer, winter vacations and on special circumstances are announced on Loyola Bulletin Board for the Center for Academic Affairs (Academic Services)

● Announcements and Notices on Loyola

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

All announcements on class information (cancelled classes, make-up classes, temporary change of classrooms, notices on exams and reports), messages to individual students or important urgent notices are posted on Loyola. Please check Loyola Bulletin Board everyday for the updated information from the university. Written announcements may also be made through the bulletin boards located on Yotsuya Campus. Please check the locations of the campus bulletin boards on end sheet.

<Loyola Bulletin Board> Important announcements are posted; check everyday!

Bulletin Boards	Information posted
Class Bulletin Board	Change of classrooms, notices from class teachers ※For cancelled classes, make-up classes, see “Bulletin Board (Cancel & Make up class/ Classroom Changes) →Cancel/ Make-up classes/ Temporary Changes of Classroom Inquiry” Students can only check information of the courses they registered for.
Individual notice	Messages to individual students from various offices; if paged, respond immediately
University Bulletin Board	Information on events related to Sophia; announcements from the university
Faculty and department office	Announcements from each Department /Program
Bulletin Board for Center for Academic Affairs (Academic Services)	Important announcements on course registration, changes of curriculum etc.
Bulletin Board for Center for Academic Affairs (Academic Records, Tuition)	Announcements regarding academic records, tuition and fees, certificates etc.

<Other information available on Loyola>

Information	Menu for inquiry
Check my classroom	Curriculum, Course Registration Info → Course Schedule → Inquiry on Course Schedule (Undergraduate)
Check the cancelled class, make-up class, temporary change of classroom	Bulletin Board (Cancel & Make up class/ Classroom Changes) → Cancel/ Make-up classes/ Temporary Changes of Classroom Inquiry
Check the syllabus	Curriculum, Course Registration Info →Syllabus Inquiry
Register for courses; check the data I entered for course registration	Curriculum, Course Registration Info →Course registration — Course Registration, status of course registration Inquiry
Check my grades	Grades →Grade Inquiry
Use self-evaluation function	Grades →Self Evaluation
Check Final Exam schedule, report assignment	Final Exams →Final Exams Timetable Inquiry (for students)
Learn various functions of Loyola and how to operate them.	HOME →Loyola Handbook (for students)

● Guidance programs

At University, students are expected to decide and to plan their own studies. There are various guidance programs held at the beginning of the academic year (April) to help them in course selection, registration and to give information on curriculum contents and study activities. Be sure to attend. The following are the main guidance programs:

Students	Should attend the guidance programs:
First year students	New Students Guidance
Second year students and above	Current students guidance
Intending to take teaching license course	Teaching license course orientation (April) Guidance session for new students of teaching license course (September)
Intending to take curator license course	Guidance session for new students of curator license course

Additional guidance programs may be offered as necessary; date and time of each program will be announced on Loyola.

● How to contact your teachers

The class teachers are either full-time faculty of Sophia or part-time lecturers from other universities coming to teach the particular course. If a student wishes to contact his/her teachers, the following are the ways depending on whether they are full-time or part-time:

■ Full-time faculty:

Full time faculties have offices on campus and individual office hours for student appointments. If you need to make an appointment outside of office hours, contact your Department office for instructions.

Also, there are class advisor for each undergraduate class or seminar. The students may seek their advice on studies, course enrollment, career options and any difficulties in student life.

- | | |
|--|---|
| • List of teachers' offices and their office hours | : 履修要覧 |
| • Department offices | : 履修要覧 (listed first on pages of each Department) |
| • List of class advisors of Departments | : 履修要覧 |

■ Part-time lecturers

Part-time lecturers do not have offices on campus; contact them before or after classes. Some teachers may release their personal e-mail addresses to students.

Information on whether or not a teacher releases contact address, and if so, the address itself, are available at Center for Academic Affairs (Academic Services). Students should bring Student ID Card and inquire in person.

For protection of personal information, office does not accept telephone inquiries.

The Center for Academic Affairs does not relay messages from students to their teachers.

■ If you do not know whether the teacher you wish to contact is full-time or part-time teacher:

Please check the list of courses with names of class teachers (履修要覧) to see whether the teacher is full-time / part-time.

The teachers with an asterisk “*” in front of their names are part-time lecturers; those without an asterisk are full-time faculty.

● Notice of change of address

If there are any changes in address of the student or the guarantor, either enter data on Loyola from menu “Change of address of students” or notify the Center for Academic Affairs (Academic Records/Certificates) by submitting the “Change of address” form available at the Center.

If there is a change in address of a guarantor residing abroad, please submit “Change of address” form to the Center; you cannot make the change on Loyola.

If there is a change in address of the student, receive a new “enrollment sticker” from the Center and paste it on the back of you Student ID Card.

● When public transport service is shut down

When public transport service is shut down due to natural disasters such as typhoon, heavy rain falls by accidents or strikes, and it is difficult to hold classes or final exams, special measures will be taken to cancel classes or change exam schedules. The special measures will be announced on university official website, Loyola or official Facebook page; the students are responsible for checking the websites for information.

● Personal Information

For policy on protection of personal information of Sophia School Corporation, visit the following site:

<http://www.sophia.ac.jp/eng/info/privacypolicy>

Academic Services

(Course Registration/ Grades/Classes)

1. Courses	... P.16	Exams/ Cheating in Report Exams is forbidden/ Stance on Exams, Reports, Papers.	
Duration of Courses / Duration of Semester/ Class Hours / "Virtual Days" / Classes on National Holidays / Classrooms/ Textbooks/ Class Cancellation/Make-up Classes/Absence from Class/ Infectious Disease/ Absence from Class due to Selection as Lay Judge/			
2. Credits and Courses	...P.19	8. Evaluation / Grades	...P.35
Credits/Course Composition/ Course Types		Evaluation Criteria/ GPA/ Grades Release Dates/ Request for Grade Review/ Students with no prospect of academic progress	
3. Course Numbering	...P.20	9. Graduation Requirements and Self Evaluation/Change of Category	...P.37
4. Course Registration	...P.22	Graduation Requirements/ Check credits required for graduation/ Self-Evaluation/Change of Category	
Course Registration Schedule/ Course Registration / Maximum credit limit/ Repetition of Courses/ Lottery Courses/ Points to note on Course Registration		10. Credit Transfer and Approval	...P.39
5. Enrollment in courses offered by Faculty of Liberal Arts	...P.27	Credit Transfer and Approval/ Grades of Courses with Transferred Credits/ Transfer of Pre-matriculation Credits/ Credit Transfer of Transfer Students/ Credit Transfer for Teacher Certification Program/ System of Graduate School Pre-admission Course Enrollment/ Credit Transfer by Student Exchange Agreement/ Credit Transfer from Study Abroad/	
Required documents/ Application Procedure for Course Enrollment/ Summer Session		11. Overseas Short-term Language Programs/Short-term Study Abroad Programs/ Hands-on-training programs	...P.42
6. Course Withdrawal	... P.28	Credit Transfer of Overseas Short-term Language Program/ Credit Transfer of Overseas Short-term Training Program/Credit Transfer by Hands -on-training Programs	
Points to note on Course Withdrawal/ Request by "Course Withdrawal Request"			
7. Examinations	...P.30		
Types of exam/ Announcement of Schedule of Final Exams (written tests)/ Report Exams/ Policy of Final Exams (written tests)/ Cheating in Final Exams (written tests) is forbidden/ If public transport service is shut down/ Make-up			

1. Courses

● Duration of Course

The duration of course in one academic year is basically 35 weeks including the final exam period. For the first and last dates of courses and the final exam period, please check on p.6~9, “2015 Yotsuya Campus Academic Calendar”.

● Duration of Semester

The duration of semesters is as follows:

Spring Semester: April 1 to September 20
Autumn Semester: September 21 to March 31

● Class Hours

Class period	Hours
0	8 : 15 ~ 9 : 00
1	9 : 15 ~ 10 : 45
2	11 : 00 ~ 12 : 30
3	13 : 30 ~ 15 : 00
4	15 : 15 ~ 16 : 45
5	17 : 00 ~ 18 : 30
6	18 : 45 ~ 20 : 15

※ Exceptions to the above regular class days and hours are Intensive Courses held on Saturdays, vacations, Sundays or during make-up class period. The dates, hours and classrooms for these courses are announced on Loyola Bulletin Board (Academic Services) or “Class Bulletin Board”. (These courses are listed on the Course Schedule as “Intensive Course”)

● “Virtual Days”

“Virtual Days” are scheduled to make up for classes with insufficient number of classes as they fall on certain day of week of national holidays; classes are held on a day of week different from that of the original schedule. For the virtual days in academic year 2015, please check 2015 Academic Calendar (p.6~).

● Classes on national holidays

Classes may be held on national holidays to ensure that sufficient numbers of classes are held. For classes of 2015 Academic Year held on national holidays, please check on 2015 Academic Calendar (p.6~).

● Classrooms

Classes are basically held in classrooms shown on Loyola. However, there may be changes in classrooms, temporary and for the whole semester due to the number of attending students or installed equipment. At the beginning of a semester, there may be frequent classroom changes. Please make it a habit to check the classroom on Loyola before you go to your classes.

■ Changes of classrooms for the whole semester

The new classrooms and the dates of changes will be posted on Loyola Class Bulletin Board.

Please also check the changes on Loyola “Curriculum / Course Registration” → “Course Schedule” or “Bulletin board / Cancel & Make Up Classes” → “Class cancellation & Make Up Class”

■ Temporary changes of classrooms

Please check on Loyola “Cancel & Make up class”

● Textbooks

The textbooks necessary for classes and reference books will be listed on Loyola “Curriculum Course Registration Info→Syllabus Inquiry”. If you are not required to have them prepared before classes start, follow the instructions of the teacher on the first day of class. The textbooks and reference books are available at on-campus bookstore, Maruzen Sophia shop (B1 floor, Bldg. No.2). At the beginning of the semester special booth for selling textbooks will be installed.

● Class Cancellation

If a class teacher cannot hold classes for reasons such as official duty, official trip, academic meeting, or illness, the classes may be cancelled. Information on class cancellation will be announced on Loyola when the class teacher notifies the office. However, under unavoidable circumstances, we may have to announce on the day of class, so please make sure to check Loyola before you go to your classes every day.

If your class is not on the cancelled class list on Loyola, but the teacher does not appear in class 30 minutes after the scheduled starting time, please notify the Center for Academic Affairs and follow the instructions.

● Make-up Classes

In general, make-up classes are held on make-up class days specified in Spring and Autumn Semesters, but they may be held on days other than the scheduled days. In both cases, the classroom, date and time of make-up classes will be announced on Loyola. Please check Loyola before you attend the make-up class.

For the 2015 Make-up Days, check the 2015 Academic Calendar (p.6~). Note that the make-up classes are held in the same manner as regular classes as they are intended to make up for classes that were cancelled.

● Absence from Class

Sophia University does not have any system for authorized absence from class or notice of pre-approved absence. The Center for Academic Affairs cannot relay your message of absence If you were absent from class due to unavoidable reasons such as bereavement, delay in public transport service, illness, extracurricular activities, job search, you need to see your class teacher in person and explain the situation. However, if you are absent during Final Exams period, you may be allowed to take a make-up exam (p.31~).

If you need to be absent over a long period of time due to illness or injury, contact the Department Chairperson or your class advisor (p. 82~).

● Infectious disease

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

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

1. You must follow your physician's instructions and stay home until there is no risk of infection. Please call the Health Center to notify your situation.
2. Download the "Permission to return to school after completion of treatment of infectious disease" (感染症治療後登校許可証明書) from university official website, and have it filled out by your physician. (a form of any medical organization may be used if it states the period the student is not allowed to go to school.)
※ If you cannot download the form, ask for the form at the Health Center.
3. When you return to school, submit the above original certificate to Health Center, and photocopies to each of your class teachers.
※ For absence during the final exam period, refer to "Make-up exams" on p.31

● Absence from Class due to Selection as Lay Judge

The lay judge system introduced in recent years according to "Act on Criminal Trials Examined under Lay Judge System" allows students to decline to serve as lay judges. However, to respect the intentions of students selected wishing to serve as lay judges, students may serve under following procedures:

1. Students who may apply:
Full-time undergraduate or graduate degree students of Sophia University and non-matriculated students (excluding auditing students).
2. Reasons justified for applying
 - 1) To report to the court for selection procedures of lay judge candidates
 - 2) To serve as lay judge in a court
 - 3) To attend a court as supplementary members of lay judges
3. Procedures
In general, students should visit the Center for Academic Affairs (Academic Services) in advance; pick up the request form for absence from class due to selection as lay judge; fill out and submit the request form and a copy of the letter sent from the courthouse "Notice of day for selection procedures (summons)" to your class teacher and ask to be excused from that class; when you complete your service as lay judge, report to your class teacher by submitting the certifying document issued by the court.
4. Absence from class
When the student follows the above procedures, the teacher will process the absence as follows so that the student will not be at a disadvantage.
 - 1) Classes: student will not be considered "absent"; providing any alternative measures will be the discretion of the teacher.
 - 2) In-class exam: student will not be considered "absent"; providing any alternative measures will be the discretion of the teacher.
 - 3) Final exams: student may take make-up exam; must follow the usual procedures and submit a request for make-up exam by the deadline (p. 31~).

* For reference:

Students may be selected as lay judge candidates but the law defines that they may decline to serve. The possible options related to court appearance are as follows:

(Options for students)

- a) You may follow the selection procedures of lay judge and participate in court as a lay judge.
- b) You may decline to serve because you have the student status.
- c) You may decline to serve if summoned during final exam period or any other specific month or day

(Reasons justified for declining to serve)

- You have a reason for declining to serve justified for the whole year.: namely the status of "student".
- You have a specific month in which it is extremely difficult to serve as lay judge; during final exams
- You have an important service in social life that cannot be performed on any other date.

2. Credits and courses

● Credits

All courses are given a certain number of credits; if you take the courses and pass the exams, you will earn the credits. The calculation method of credits varies depending on the type of course. The numbers of credits you may earn for the course you register for are given in the “Bulletin of Information” on sections for each Department or sections of *Zengaku Kyotsu Kamoku* (General Studies courses) with list of instructors.

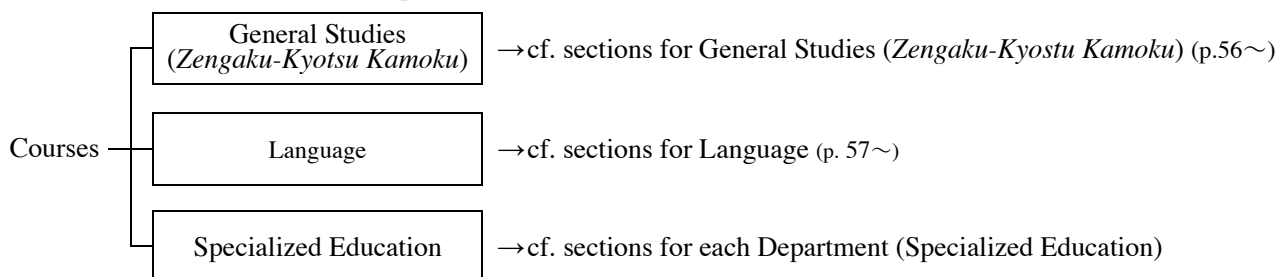
The number of credits required for graduation varies depending on the Department and Matriculation Year. You must check the requirements on the sections of your Department “1. Courses and minimum number of credits required for graduation”, “2. Standard course distribution list”.

Based on government requirements of Standards for Establishment of Universities and Article 22 of Sophia University Regulations, “a study of 45 hours is required to earn one course credit”. This means that students are required to study a number of hours other than the actual class hours.

● Course Composition

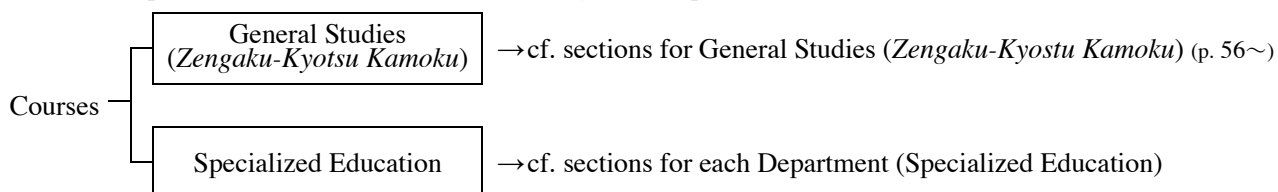
【For students who entered from 2014】

Courses are divided into three main groups; General Studies (*Zengaku-Kyotsu-Kamoku*) courses offered by all Faculties, Language Courses offered by the Center for Language Education and Research and Specialized Education courses offered by each Department.



【For students who entered before 2013】

Courses are divided into two main groups; General Studies (*Zengaku-Kyotsu-Kamoku*) courses offered by all Faculties and Specialized Education courses offered by each Department.



● Course Types

General Studies (*Zengaku-Kyotsu Kamoku*) and Specialized Education are divided into four categories

Compulsory courses	You must take these courses
Elective Compulsory	You may choose several courses from this category to meet the credit requirements set by each Department
Electives	You may select the courses
Optional courses	You may take courses that interest you academically or personally (credits will not be counted into graduation requirements)

The credit requirements vary by each department. For more details check the sections for your Department on “1. Courses and minimum number of credits required for graduation” and “2. Standard course distribution list”

3. Course Numbering

The Numbering system is introduced for all Faculties from Academic Year 2014.

Numbering is a system that classifies courses by giving appropriate numbers to show the level and order of learning and clearly indicates the curriculum system.

Numbering shows the fields of the course subject, the levels of learning, and the order in which courses should be taken. Numbering system will be a useful guide to help students in planning course enrollment.

- 1) Courses to which Numbering applies : All undergraduate courses
- 2) Basic policy of Numbering

↓ shows the field of course subject (given three alphabet letters)

AAA 111

↑ the hundreds place shows the level of learning of the course

【Levels classified by the hundreds place】

100's: Introductory level courses

200's: Courses that lead from Basic to Specialized level

300's: Specialized level or courses for specialized knowledge that connects to society

400's: Courses for specialized area (advanced level, seminar in specialized area)

- The numbering policy of each Department is given on the pages for each Department in the points to note for course enrollment.

- 3) Numbering is shown in the column next to the course code on the List of Courses and Instructors.

※ Sample

Course code	Numbering	Course title	Cr	Semester	Instructor	Year in school	Remarks
BGS50100	GBG200	グローバル化と政治学	2	Spring	岸 川 毅	1・2	[190]
BGS50200	GBG201	グローバル化と経済学1	2	Spring	* 東 三 鈴	1・2	[190]
BGS50201	GBG202	グローバル化と経済学2	2	Autumn	* 東 三 鈴	1・2	[190]

Field (alphabet)	Field
NSC	NATURAL SCIENCE
MTH	MATHEMATICS
PHY	PHYSICS
CHM	CHEMISTRY
BIO	BIOLOGY
INF	INFORMATICS
EEE	ELECTRICAL
MEC	MECHANICAL ENGINEERING
EAS	ENGINEERING AND APPLIED SCIENCES
MLS	MATERIAL AND SCIENCES
ICS	INFORMATION AND COMMUNICATION SCIENCES

4. Course Registration

Students must register for courses for Spring and Autumn Semesters on Loyola during the period set for course registration.

More information on procedures of Loyola and points to be noted about course registration are given on “Loyola Handbook” online. Read thoroughly to avoid registration errors.

■ Schedule for 2015 Spring Semester Course Registration

	Academic event	Year level	Period	Notes
①	Course registration (Spring Semester)	2nd, 3rd, 4th year	April 2 (Thu) 10 : 00 ~ April 13 (Mon) by 21 : 00	To enroll in Spring Semester (except for lottery courses) you must register during this period on Loyola.
		1st year	April 3 (Fri) 10 : 00 ~ April 13 (Mon) by 21 : 00	
②	Lottery course registration (First)	2nd, 3rd, 4th year	April 2 (Thu) 10 : 00 ~ April 7 (Tue) by 18 : 00	To enroll in Spring Semester lottery courses, you must make your entries for lottery courses during this period on Loyola.
		1st year	April 3 (Fri) 10 : 00 ~ April 7 (Tue) by 18 : 00	
③	Results of lottery course registration (First)	all students	April 8 (Wed) 13 : 00~	May check lottery results of courses you entered for in period ②
④	Lottery course registration (Second)	all students	April 8 (Wed) 13 : 00~ April 9 (Thu) by 18 : 00	May make your entries for courses that did not reach capacity at the first lottery
⑤	Results of lottery course registration (Second)	all students	April 10 (Fri) 13 : 00~	May check the lottery results of pre-registered courses (registered for in periods ④) on Loyola
⑥	Lottery course registration (Third) 【Language Courses Only】	all students	April 10 (Fri) 13 : 00~ April 10 (Fri) by 21 : 00	【Only Language Courses】 May make your entries for courses that did not reach capacity at the Second lottery
⑦	Results of lottery course registration (Third) 【Language Courses Only】	all students	April 11 (Sat) 13 : 00~	May check the lottery results of pre-registered courses (registered for in periods ⑥) on Loyola
⑧	Lottery course registration ※First-come-first-served basis	all students	April 11(Sat) 13 : 00~ April 13(Mon) by 21 : 00	May make entries on Loyola, first-come-first-served basis, for courses that did not reach capacity at the first to third lotteries.
⑨	Results of course registration available	all students	April 14(Tue) 10 : 00~ 21 : 00	May check results of course registration (registered for in periods ①, ②, ④, ⑥, ⑧) on Loyola
⑩	Course adjustment	all students	April 15 (Wed) 10 : 00~ April 17 (Fri) by 21 : 00	May make adjustments to results of course registration on Loyola
⑪	Final confirmation of course registration (Spring Semester final results)	all students	April 21 (Tue) 13 : 00~	Check results of course adjustments (made in periods ①, ②, ④, ⑥, ⑧, ⑩) on Loyola

■ Schedule for 2015 Autumn Semester course registration (tentative)

	Academic event	Year level	Period	Notes
①	Course registration (Autumn Semester)	2nd, 3rd, 4th year	Sept 21 (Mon) 10 : 00~ Sept 30 (Wed) by 21 : 00	To enroll in Autumn Semester courses (except for lottery courses) you must register during this period on Loyola.
		1st year	Sept 22 (Tue) 10:00~ Sept 30 (Wed) by 21:00	
②	Lottery course registration (First)	2nd, 3rd, 4th year	Sept 21 (Mon) 10 : 00~ Sept 26 (Sat) by 18 : 00	To enroll in Autumn Semester lottery courses, you must make your entries for lottery courses during this period on Loyola. In the second lottery course registration period, you cannot make entries for courses that reached capacity at the first lottery.
		1st year	Sept 22 (Tue) 10 : 00~ Sept 26 (Sat) by 18 : 00	
③	Results of lottery course registration (First)	all students	Sept 27 (Sun) 13 : 00~	May check lottery results of courses you entered for in period ②
④	Lottery course registration (Second)	all students	Sept 27 (Sun) 13 : 00~ Sept 28 (Mon) by 18 : 00	May make your entries for courses that did not reach capacity at the first lottery
⑤	Results of lottery course registration (Second)	all students	Sept 29 (Tue) 13 : 00~	May check the lottery results of pre-registered courses (registered for in periods ④) on Loyola
⑥	Lottery course registration ※First-come-first-served basis	all students	Sept 29 (Tue) 13 : 00~ Sept 30 (Wed) by 21 : 00	May make entries on Loyola, first-come-first-served basis, for courses that did not reach capacity following first and second lotteries.

	Academic event	Year level	Period	Notes
⑦	Results of course registration available	all students	Oct 1(Thu) 10 : 00~ Oct 2 (Fri) by 21 : 00	May check results of course registration (registered for in periods ①, ②, ④, ⑥) on Loyola
⑧	Course adjustment	all students	Oct 3 (Sat) 10 : 00~ Oct 5(Mon) by 21 : 00	May make adjustments to results of course registration on Loyola
⑨	Final confirmation of course registration (Autumn Semester final results)	all students	Oct 7 (Wed) 13 : 00~	May check results of course adjustments (made in periods ①, ②, ④, ⑥, ⑧) on Loyola

● Course registration

Course registration is the procedure for students to select the courses they intend to take (attend) and register for the courses within a given period. There are two separate course registration periods for lottery courses and courses other than lottery courses (for registration periods, see p. 22)

If you make registration errors, you will not be allowed to take the courses you intended to and no grades or credits will be given; take extra caution when registering for courses. Please read thoroughly "Loyola Handbook" on Loyola before registering.

To avoid registration errors, login again to Loyola after the registration has been completed and check that the courses you wish to take are registered. It is recommend that the students print out and keep a copy of the registration screen.

Any notices or announcements on course registration will be posted on Loyola Bulletin Board (Academic Services)

● Limit on number of credits to be registered

The number of credits a student may register for in a semester and in a year has an upper limit (maximum credit limit), so that the students will be able to have sufficient study hours to earn the credits and maintain academic level of their study.

Maximum credit limits vary depending on the Department and matriculation year; please check on the "Notes on Taking Courses" of your Department.

- ※ Maximum credit limit is the upper limit of credits a student may register for. It includes courses attempted for which he/she did not earn credits (courses the student withdrew from (W) and courses that were given a grade of F).
- ※ When Spring Semester maximum credit limit + Autumn Semester maximum credit limit > Annual maximum credit limit, if you register for credits for Spring Semester and Autumn Semester within the maximum credit limits respectively, the annual maximum credit limit should not be exceeded.

■ Example of calculating maximum credit limit

Spring	Autumn	Annual
26	26	44

If a student registered in the Spring Semester for 26 credits

→ In Autumn Semester the student is allowed to register for only up to: the following if this is the case.

Annual maximum credit limit (44 credits) – Spring Semester (26 credits) = 18 credits

The above calculation is an example only. Please read thoroughly the pages of your Department to create your annual course enrollment plan

● Repetition of a Course

If a student repeats the same course it will not be approved as credit required for graduation.

Repetition of same course means basically courses with the same course code number.

In general, it is not allowed to take a course for which a student has already earned credits, but there are some exceptions. Consult with the Center for Academic Affairs (Academic services) when you need to take the same course.

For more information, refer to the sections for each Faculty/Department and for General Studies (*Zengaku-Kyotsu Kamoku*) courses.

● Lottery Courses

Lottery courses are courses with limited class capacity.

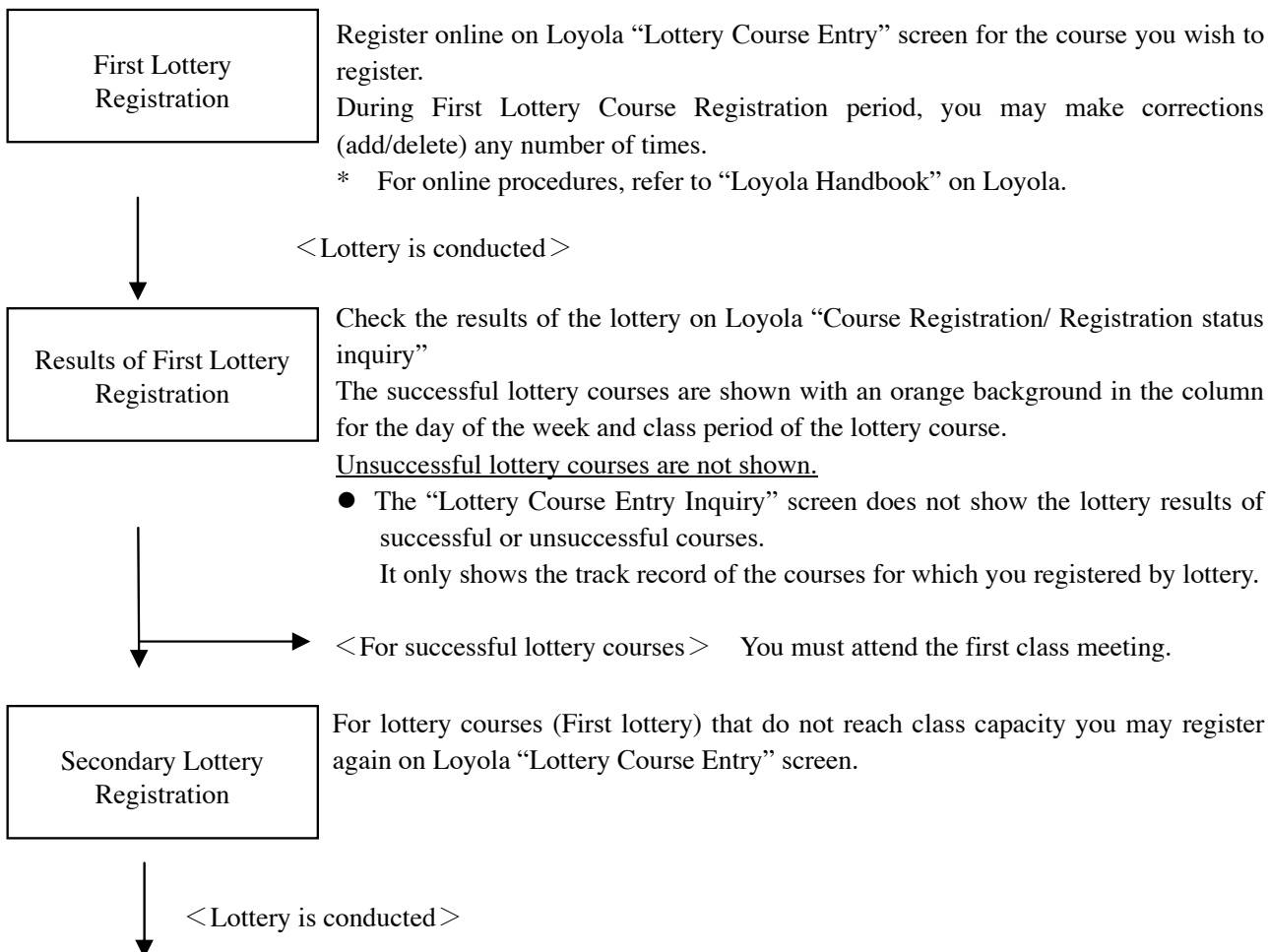
The class capacity is shown in the Notes column as “number of students” on the List of Courses and Instructors.

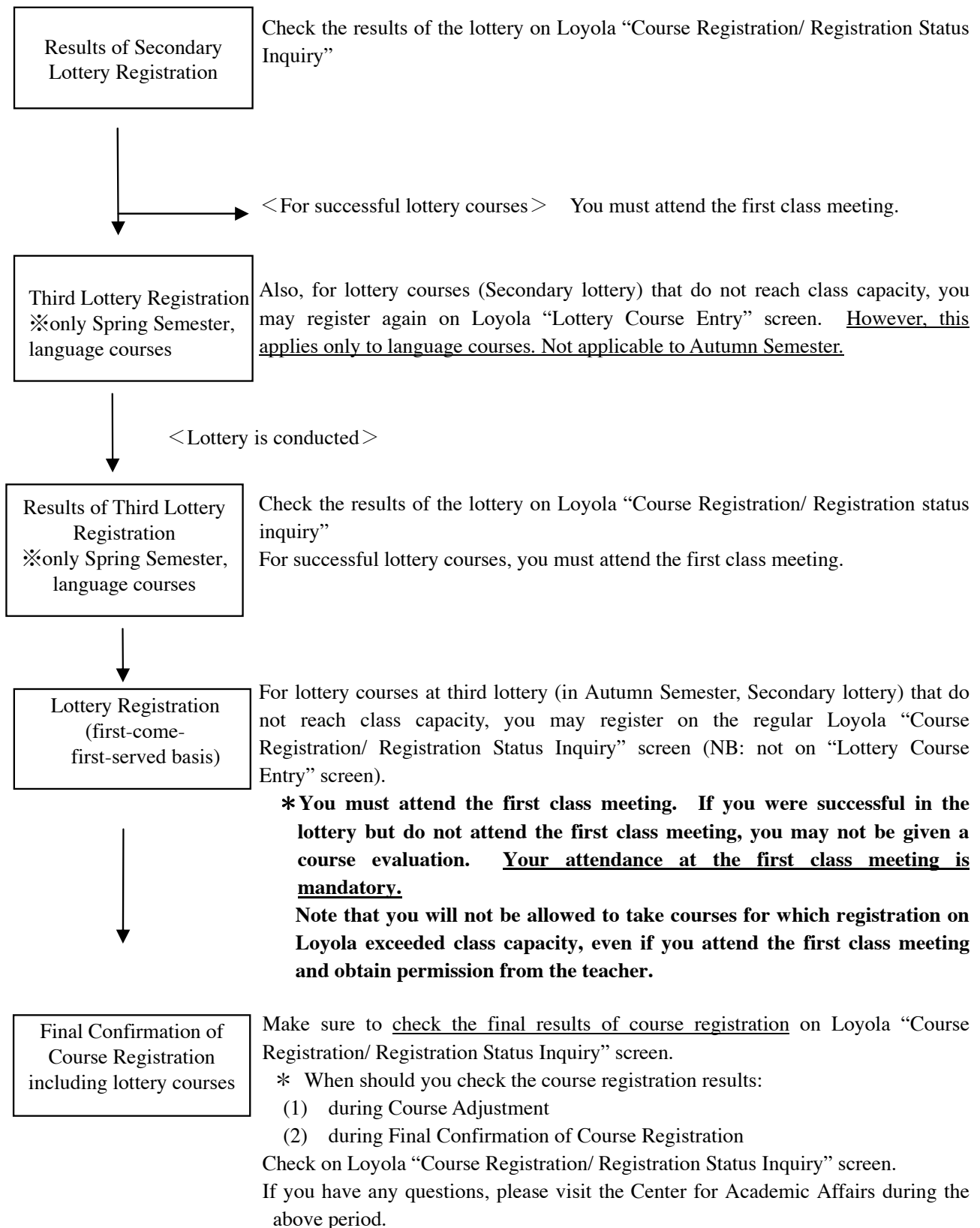
If you wish to take a lottery course, you need to make an entry on Loyola during the Lottery Registration of each Semester.

The lottery is conducted by computers and the successful students will automatically be registered for the course.

If you are selected for a lottery course, you cannot delete the registration for the successful course. However, if the successful lottery course is not a compulsory course, you may withdraw from the course during Course Withdrawal period.

■ Registration procedures for lottery courses





■ Points to note on Lottery Course Registration

- During the First and Secondary Lottery Registration periods, you may make corrections to your registration any number of times until the lottery results are announced. You are not allowed to delete successful lottery courses during Course Registration period. The results of lottery (first-come-first-served basis) are reflected immediately on course registration screen, so once you register for such lottery courses, you are not allowed to

delete the course even during Registration period.

- If you wish to cancel your course registration, withdraw from the course during Course Withdrawal periods in June or December. Note, however, you are not allowed to withdraw from compulsory courses or other courses to which withdrawal is not applicable. Credits of courses withdrawn are counted into the maximum credit limit per year, so plan your registration very carefully. For more information on Course Withdrawal, refer to p.28.
- If errors occur at the lottery, the details of the errors are shown on Lottery Course Entry screen.

● Points to note on Course Registration

- Point to note on Course Registration procedures
- For procedures of Course Registration, read carefully “Loyola Handbook” (access also available from Loyola menu). New students should also read “Course Registration Quick Navi”.
- Course Registration on Loyola should be completed by the final deadline time on the last day of course registration. (Registration is completed when you click on “Complete Registration” button on the “Course Registration/ Registration Status Inquiry” screen). Note carefully, if you are logged in during course registration period, your registration is not completed unless you click on “Complete Registration” button by the final deadline time. No special arrangements will be made for anyone who fails to register for courses due to problems with computers or communication environment on the final deadline day of registration. Make sure to allow enough time to complete your registration.
- On the final day of registration, internet congestion is anticipated. Try to complete your registration earlier, if possible one day prior to deadline. During Course Registration period, you are allowed to make corrections (add/delete) any number of times even after you clicked on “Complete Registration” button. Note, however, you cannot make corrections or delete successful lottery courses and courses you registered by first-come-first-served basis.
- After completing your course registration, make sure to check for any errors in registered courses during registration period. When you click on “Complete Registration” button and you do not make any further changes before the final deadline time, this will be registered as final.
- We recommend you to print out the final screen of “Course Registration/ Registration Status Inquiry” or copy and save the screen data. To print out, click on “Complete Registration” button, log out once and then login again; print out this screen.

5. Enrollment in courses offered by Faculty of Liberal Arts

Students of Faculty of Science and Technology, Program in English, may register on Loyola for courses offered by Faculty of Liberal Arts. (Courses of Level 100 or 200)

For courses you cannot register on Loyola, take the following procedures:

Required documents : Registration Request Form

<Registration procedures>

① During the Course Registration period, download Registration Request Form and Course Schedule from Loyola Bulletin Board (Academic Services) and make your course enrollment plan. To select the courses you wish to enroll in, check the syllabus on Loyola.

* Note: the following courses are compulsory courses for degree students of Faculty of Liberal Arts and are not available for enrollment by students of other Faculties.

ENG001	BASIC SKILLS (WRITING)	ENG002	BASIC SKILLS (READING)
ENG111	ENGLISH COMPOSITION 1	ENG112	ENGLISH COMPOSITION 2
ENG115	PUBLIC SPEAKING	THP101	THINKING PROCESS

② Fill out the Registration Request Form and submit it during Course Registration or Course Adjustment periods to Center for Academic Affairs (Academic Services).

You cannot register for these courses on Loyola. (For information on registration schedule, check on Loyola Bulletin Board of Center for Academic Affairs (Academic Services).) Pay particular attention to the following:

* Note carefully, once you submit the Registration Request Form, you cannot withdraw the request. To cancel a course for which you submitted a Registration Request Form, you need to request for course withdrawal during the given period.

③ Priority for the lottery courses offered by Faculty of Liberal Arts is given to degree students of Faculty of Liberal Arts (Level 300 or 400). These courses will be available to students of other Faculties only when the courses do not reach enrollment limit. If these courses reach enrollment limit and subsequently are not available for registration, we will contact the student individually.

Courses registered on Loyola are given priority in course registration. Therefore, your registration requests for courses will be invalid if there is a course conflict between courses registered via Loyola and your registration request form. Your registration will also become invalid, if you register for Faculty of Liberal Arts courses and your registration exceeds the maximum credit limit per year.

● Summer Session

Students may take Summer Session courses offered by Faculty of Liberal Arts. The course registration period is , June 15(Mon) to June 19 (Fri), 2015. Summer Session courses are not counted into maximum credit limits per semester or year. More information on registration procedures and programs will be posted on Loyola Bulletin Board (Academic Services) in early June.

Summer Session courses charge separate tuition and fees.

6. Course Withdrawal

● Points to note on Course Withdrawal

■ Courses from which you are not allowed to withdraw:

- ① Compulsory courses (both General Education and Specialized Education courses)
- ② General Foreign Language courses (for exceptions, refer to 【Request by “Course Withdrawal Request”】)
- ③ Teaching practice / curator practice courses
- ④ Courses with class sessions that end before the Course Withdrawal period.

Note that some Departments have courses other than compulsory courses from which you are not allowed to withdraw or some have compulsory courses from which you are allowed to withdraw.

Check the rules for each Department in “Points to note on course enrollment”

■ Seniors should check carefully whether they have registered for necessary courses to satisfy all graduation requirements.

■ Course withdrawals or cancellation of withdrawals are not allowed outside of the Course Withdrawal period.

During the Course Withdrawal period, you may cancel course withdrawals on Loyola; after the designated period is over, no cancellations or additional course withdrawals are accepted. If you wish to withdraw from a course, allow enough time to submit request for withdrawal during the designated period. You may register again in the following or later academic years for the course from which you withdrew.

■ You may withdraw from lottery courses

If you are successful in a lottery course, but wish to withdraw from the course, you may do so on Loyola. (You are not allowed to withdraw from compulsory courses and some other courses)

■ Credits included in maximum credit limit

The credits of courses you withdraw from are counted into the maximum credit limit for a semester or a year.

If you register for courses offered in Autumn Semester, be sure to include the credits to your enrollment plan within the maximum credit limit.

■ Check courses withdrawn

No cancellations or additional course withdrawals will be accepted when the Course Withdrawal period is over. To avoid any errors in the withdrawal procedures, make sure to login to Loyola again to check after you complete your course withdrawal procedures. We recommend you to keep a copy of the screenshot.

● Request by “Course Withdrawal Request”

The 2015 “Course Withdrawal Request” forms will be given out and submission accepted during the following period:

Forms given out	Submission Period	Results available	Courses applicable
Spring Semester “Course Withdrawal Request” forms	June 8 (Mon) 9 : 30 ~ June 11 (Thu) 17 : 00	June 13 (Sat) 10 : 00 ~	Spring Semester courses (excluding compulsory courses)
Autumn Semester “Course Withdrawal Request” forms	Dec. 7 (Mon) 9 : 30 ~ Dec. 11 (Fri) 17 : 00	Dec. 15 (Tue) 10 : 00 ~	Autumn Semester courses (excluding compulsory courses)

If the results of “Course Withdrawal Request” are not reflected on Loyola during the given period, immediately inquire at the Center for Academic Affairs (Academic Services).

※The office is open weekdays only; closed from 11:30 to 12:30.

■ Courses that require submission of Course Withdrawal Request**Specialized Education****GRADUATION RESEARCH 1 • 2**

* The approval of the Department Chair is required for the above courses. Without the approval signature/stamp of the Department Chair on the request form, it will not be accepted even though it is submitted during the submission period.

Foreign Language courses

Course withdrawals for general foreign language courses will only be accepted in the following cases. However, we need to check in advance whether or not withdrawal is allowed for the particular course. Bring the printout of Loyola Course Grades Inquiry screen during submission period and inquire at the section for Foreign Language courses at the Center for Academic Affairs.

- ① Specialized elective courses
 - ② Courses that do not affect graduation requirements
 - ③ To change the language you wish to take (Once you withdraw from a language course, you will not be allowed to enroll in courses for that language in subsequent semesters)
 - ④ When the total number of credits you obtain exceed the requirements as a result of Credit Transfer Approval for Oversea Short-term Language courses
- * Even if you transfer the credits, you will still need to submit a course withdrawal form.

* You do not need approvals of course instructor or Department Chair.

7. Examinations

● Types of examination

Examinations are held during or at the end Spring and Autumn Semesters in the following types:

Type of exam	Exam period / deadline of submission	Announcements of schedule etc.	Make-up exam	Notes
In-class Examinations	Any time during class sessions (usually on last day of class)	Given in class by the class teacher	Not applicable	General Foreign Language courses usually have in-class exams
Final Examinations (written tests)	During Final Exam period	Announced on Loyola by the Center for Academic Affairs (see below for schedule)	Applicable	
Report Examinations	To be submitted by the deadline set at end of the term		—	General information is announced on Loyola Bulletin Board; note that the class teacher may give additional instructions in class.

● Announcement of Schedule of Final Exams (written tests)/Report Exams

Information on “Final Exams (written tests)” and “Report Exams” will be announced on Loyola by the Center for Academic Affairs as follows;

Information on In-class Exams will be announced as “Other Exams”

	Schedule announced on:	Final Exams (written tests) period
Spring Semester	Thursday, July 9, 2015	Thursday, July 23, 2015 – Wednesday, July 29, Monday, Aug 3, 2015
Autumn Semester	Friday, Jan 8, 2016	Monday, Jan 25, 2016 – Monday, Feb.1, 2016

● Policy of Final Examinations (written tests)

■ Note the following for taking the exams:

- Check the exam room on Loyola; it is the student’s responsibility to check and to be at the prescribed exam room (Note that the room in which classes are normally held and the exam room may differ). Mobile phones and PHS must be turned off and put inside the bag. It is not allowed to use such devices as clocks to check the time.
- If you are more than 20 minutes late for the exam, you are not allowed to take the exam, whatever the reasons may be.
The scheduled exam hours will not be extended for any reasons including delay of public transport service. Allow enough time to arrive early on the day of the exam.
- Students are not allowed to leave the classroom for the first 30 minutes and the last 10 minutes of the exam.
- No student may leave the classroom unless he/she has submitted his/her answer sheet.
- If a student does not follow instructions of the proctor or does not observe warnings to stop talking or any other misconduct, his/her exam shall be invalid.

■ Things to bring to the exam

- 1) Student ID Card: it must be placed on the desk. Without the Student ID Card, students will not be allowed to take the exam, whatever the reasons may be.
 - ※ If you forget your Student ID Card, you may have a “Temporary Student ID Card” issued at the Automatic Certificate Issuance Machine located on 3rd floor of Building No.2 (500 yen fee charged valid for the day of issue only.). However, if you cannot come to the exam room with the “Temporary Student ID Card” within 20 minutes after the start of the exam, you will be considered late for exam and will not be allowed to take the final exam.
- 2) Pens/pencils
- 3) Pencil board : Only if you need to use one; white or any similar color. Using a notebook or a book as an underlay is not permitted.

■ Answer sheets

- As a rule, student are given only one answer sheet. Papers other than the given answer sheet are not valid.
- If a student makes errors on the answer sheet and a new answer sheet is given, he/she must return the first answer sheet.
- Use a ballpoint or felt pen to fill out Student ID Number and your name. Answer sheets without student ID number or name are invalid

● Cheating in Final Exams (written tests) is strictly prohibited

Do not be tempted to cheat in written examinations. If a student is found cheating in an exam or violating an exam policy, the University will impose severe punishment. Honest performance is also expected at in-class exams held during class sessions. The following are some actions that would be considered as cheating:

[Cheating in written examination involves]

- bringing in and using materials not permitted. (cheat sheet etc.)
- exchanging answer sheets with other students; bringing in answer sheets written prior to the exam
- taking the exam for another student or have another student take the exam for you.
- Using mobile phones or other communication devices (You may not use it, even as a watch to check the time)
- other actions that violate the rules for administering exams

Students found cheating in written exams during Final Exam period shall be subject to the following severe punishments

- ① Depending on the degree of misconduct, student shall be given penalties of suspension, dismissal from university or admonitory warning
- ② Student will receive grade F (fail) for the course he/she cheated in the exam. Further, as penalty, the grades of all other exams the student took during the final exam period shall be F (fail).
- ③ Notice will be posted on the campus bulletin board about the students who were found cheating.

[Penalties for Suspension]

- The suspended period will not be counted in the residence requirement; so, the student will not be able to graduate in 4 years (the basic residence requirement).
- Scholarships will be cancelled. Also the student's qualification for study-abroad, overseas short-term language/Study Abroad program, nominations to university-organized programs may be cancelled.

Cheating in written exams involves more than the grade for that one course; it causes a far greater disadvantage for the student involved. Cheating in exams may be an impulse; do not give in to temptation; it has grave consequences. Double check on Loyola before taking an exam the materials you are allowed to bring in, if any, to the exam.

● If public transport service is shut down

Refer to "When public transport service is shut down" (p.14) in "Common Guidelines".

● Make-up exams

If students were unable to take the Final Exams held during the final exam week for the following reasons, they may be allowed to take make-up exams by submitting "Application for Make-up Exams" (form available). To take the make-up exams, the students will need to submit application for make-up exams during the given period, obtain permission, and pay the make-up exam fees.

No application for make-up examination for Courses that held in-class exams(other than Final Exams period)is accepted.

1) Legitimate reasons for applying for make-up exams

Normally, the legitimate reasons include illness, family emergency of third degree of kinship, disasters, delay in public transport service, and appointment of lay judge system. The application for Make-up Exams must be accompanied by the following supporting documents to prove that the student was unable to come on the day of the final exam(s). The application procedure must be completed within the specified period.

2) Supporting documents and procedures

When applying for a make-up exam, bring the necessary supporting document (see below) and the print-out of Loyola final exam inquiry screen.

1. "Illness"	Medical certificate or permission to return to school issued by a physician(University designated form) ※ Payment receipts are not accepted
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The medical certificate must state all of the following:

- The name of illness and the physician's observation to prove that the student was not in a condition to take an exam on the day of the exam.
- Clear statement showing that the student was unable to come to the exam because it was the consultation day or during treatment period.
 - ※ If the student had to be absent over several days, the medical certificate must clearly show that these days include the consultation day or the treatment period.

If the medical certificate does not state both a) and b), it will be deemed incomplete document and the student will not be able to apply for a make-up exam.

*In case of an infectious disease, application for the make-up exam(s) must also be filed during the designated application period for the make-up exams. If a student is unable to come to campus due to the infectious disease, please contact Center for Academic Affairs before the end of the application period.

2. "Bereavement of third degree of kinship"	Funeral service card/thank you card etc. addressed to funeral guests
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The cards must show the date of the exam the student was unable to take.

※ The travel days will not be applicable to make-up exams.

3. "Delay in public transport service"	Delay certificates issued by the public transport service (indicating the date and the delayed time); a delay certificate printed out from the Internet is also accepted.
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If the delay in public transport service was 20 minutes or more and a student arrived at the exam more than 20 minutes past the scheduled starting time, he/she may apply for a make-up exam.

Note that, application is allowed only on the day of the delay in public transport service.

※ Note: application for make-up exams will not be accepted on the day following the exam day or later.

NB If a student is unable to come to the university on the day of the delay for unavoidable reasons, shutdown of public transport service, or long distance commuting, a "tentative application" must be made by telephone to the Center for Academic Affairs, section for Make-up Exams (Tel: 03-3238-3515) before 17:00 on the day of the delay (for exams held on 5-6th class periods, before the end of the exam time). If the student fails to make the "tentative application" during the above period, or if a proper application is not made following the "tentative application" during specified period, he/she will not be allowed to apply for a make-up exam whatever the reasons may be.

- ※ The delay will be considered only on a student's normal commuting route between his/her home and the university (not accepted if the route is other than from home). The Center for Academic Affairs will check the address given on the "commuting route certificate seal" on the back of the Student ID Card before accepting the application for the make-up exam.
- ※ The delay certificate must show a delay longer than the actual length of the student's delay. (e.g. if the student arrived 30 minutes past the scheduled exam starting time, the delay certificate must prove a delay of more than 30 minutes); application for make-up exam will not be accepted if he/she came to university assuming in the first place to arrive late to the exam.
- ※ Proxy application submitted by someone other than the student himself/herself will not be accepted for reasons of delay in public transport service.

<< If a student comes late to the exam because of delay in public transport service, the student should take one of the following steps depending on the length of the delay >>

- ◎ If a student arrives within 20 minutes of the scheduled exam starting time:
If the delay is less than 20 minutes, he/she is allowed to take the exam; go straight to the classroom and take the exam.
- ◎ If a student arrives more than 20 minutes after the scheduled exam:
Bring the Delay Certificate and go immediately to the Center for Academic Affairs (Academic Services) on 1st floor, Bldg. No.2; have the arrival time checked; submit the Delay Certificate and the student may apply for the Make-up Exam.
★ If it is difficult to decide yourself, go first to the exam room and follow the instructions of the exam supervisor.

If the reason for applying for make-up exam is "natural disaster", "selection by citizen judge system" or other, please inquire at the Center for Academic Affairs, Make-up Exam section, for more information on the application procedures.

(3) Make-up exam fee: 2,000 yen per course

(4) Make-up exam schedule ※Check the exact dates on Loyola Bulletin Board for the Center for Academic Affairs (Academic Services).

	2015 Spring Semester	2015 Autumn Semester
Make-up exam application period (submission period of Application for Make-up Exam)	During the Spring Semester Final Exams (late July)	During the Autumn Semester Final Exams (late January to early February)
Payment period of Make-up Exam fee	Late July to early August	Late January to early February
Announcement of Make-up Exams schedule (Loyola)	Late August	Mid- February
Dates of Make-up Exams	Late August to early September ※Students cannot choose make-up exam dates	Mid-February to late February ※Students cannot choose make-up exam dates

The schedule of make-up exam application period and points to be noted will be announced before the Final Examinations on Loyola; Any disadvantages that may arise from failure to check the Loyola bulletin boards will be the responsibility of an individual student. Be certain to check the announcements.

● Cheating in report exams is strictly prohibited

Never be tempted to cheat or commit any other misconduct in report exams. If a student is found cheating or committing any misconduct, the University will impose severe punishment.

[Cheating in report exams involves:]

- Using sentences (block quotations) quoted from books, materials, internet website in your report without citing the sources and pretending that you wrote the sentences.
- Using reports that another student (your senior or friend) wrote for the said course or a similar course in the past and giving it off as your own report.

[Misconduct in report exams involves:]

- Writing a report for a course and using the same report to submit for another course.

If the above misconducts are found in the report exam, your class teacher will give the grade F (fail) for the course and you may be summoned and given severe warning. In addition the University may apply the same punishment as in cheating in final exams. (cf. p.31 cheating in Final Exams)

Cheating or misconduct in report exams sometimes occur unintentionally and may well be avoided if a student takes more cautious stance. Read thoroughly the “Stance on Exams, Reports and Papers” to prevent misconducts and comply with the policy of “Academic Honesty”

● Stance on Exams, Reports and Papers

◆ To promote “Academic Honesty” and to comply with its policy

As the name Sophia indicates, Sophia University respects wisdom in its ultimate form. We ask the students to cultivate an attitude of Academic Honesty based on the following two points; Sophia lays emphasis on its educational principle of respecting others and cooperating with others based on the concept of “Men and Women for Others, with Others”.

- | |
|--|
| (1) Students should respect the research and source of information of their forerunners and contemporaries and conduct independent and in-depth study. |
| (2) Students should make continued effort to enhance their basic academic skills. |

By observing these points, students will be able to avoid committing acts of academic dishonesty, such as breaking research rules (falsifying and fabrication of data) simply because they wish to be academically creative, or giving off research results of others as your own, or also unintentional plagiarism. All these are acts opposed to Academic Honesty.

Final exams are intended for a student to check how much the student has achieved in his/her studies (written exams or reports). We expect students to be honest and sincere in the exams as they always are in class. Dishonest acts such as cheating in exams and falsifying reports shall be severely punished. We ask the students to act with respect for wisdom in various scenes with the Sophian stance of respecting wisdom.

◆ Rules for quotations in reports and papers

To evaluate your class work and give grades, teachers may ask you to hand in reports or papers. When writing the reports or papers, you will need to give your final comments and ideas on analysis. Your ideas and comments should not be limited to self-centered views, so you must learn from the various researches conducted in the past and the present, and build your research upon these. For writing reports and papers, the following points should be noted.

1) If the concepts and ideas, tables and charts that a student uses in the reports and papers are taken from literature, materials or websites, he/she must indicate the exact parts of the literature, materials or websites used.

2) If quoting directly from literature, materials, websites, a student must show that they are quoted by placing the phrases in quotation marks, and cite the exact source.

3) Needless to say, a student must write his/her own reports and papers; you must never give off reports written by friends, senior students, family members as your own

If someone you know or a total stranger gives off the essay or paper you wrote as his/her own, what would your reaction be? Citing quotation and references protects the rights of the author, and it is simply a matter of academic manners and ethics for all involved in research and studies.

If a student fails to observe the above 1), 2), and does not cite the quotation or show where the ideas were taken from in the literature or materials, the use of the written contents will be considered as data theft or plagiarism. Overseas, this “plagiarism” is strongly rebuked and even careless copying and pasting of materials from reference literature or websites are considered as plagiarism. If a student gives off papers written by another person as his/her own as stated in 3), this is an act of fraud. If you are found performing such act or data theft, you will be subject to severe punishment and warnings similar to those when found cheating in written examinations. When using quotations or reference, observe the following two important rules:

- ▼ (1) If you use quotations or references from books or websites in your report or paper, place footnotes and cite the sources. The styles of quotation citing are different in academic fields; you should ask your instructor for the details. Generally the following information should be given. When quoting from:
 - ◇ books: author, “title of book”, publisher, year of publication, pages quoted
 - ◇ papers in journals: author, ‘title of paper’, “title of journal”, Vol. ○, No.△, year of publication, pages quoted
 - ◇ website: creator, “name of site or article”, <URL http://www.○○○.△△△>
date you visited the site: year, month, day (or latest updated on-year, month, day)
- ▼ (2) In your report or paper, if you need to quote directly from materials written by someone else, put the quoted sentences in quotation marks to make it clear that the quoted sentences are not written by you.
 - ◇ Example for quoting directly in your report/paper:
“(your sentences) the author, Jochi Taro, writes on this subject “(quoted sentences) the meaning of the existence of university should be viewed from three perspectives . . .” (author: Jochi Taro, year published 20xx, page quoted p.xxx)

At senior high schools it may have been sufficient to simply name the reference literature, materials, or website, but university level quotations must be cited accurately to show exactly who conducted the quoted research and what the results were on which you base your research and analysis. As shown, clear and accurate citing of quotations and references are demanded to practice Academic Honesty.

8. Evaluation / Grading

● Evaluation Criteria

Academic performance is evaluated by the class teachers according to their teaching and evaluation policy based on results of exams (written, oral, practical), reports and class attendance.

Grading and evaluation criteria are as follows:

		grade	points	QPI	criteria
evaluated	pass	A	100~90	4.0	EXCELLENT
		B	89~80	3.0	GOOD
		C	79~70	2.0	SATISFACTORY
		D	69~60	1.0	PASSING
	fail	F	59 or below	0	FAILURE (did not show results satisfying passing level in a course with passing grades of "A", "B", "C", "D")
		X	——	—	NOT PASSING (did not show results satisfying passing level in a course with passing grade of "P")
not evaluated	Withdrawal course	W	——	—	Withdrew from course during designated course withdrawal period
	Transfer credits approved	N	——	—	TRANSFERRED FROM OTHER UNIVERSITIES (Approved as credits equivalent to those earned at Sophia)

● G.P.A. (Grade Point Average)

The Quality Point Index (=QPI: see above list) 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 (excludes courses with grades W, N, P, X, I) gives the grade point average (GPA). W (withdrawn from course), N (approved course), P (passing), X (failing) are not included in the calculation.

【GPA calculation formula】

$$\frac{4.0 \times \text{credits with A} + 3.0 \times \text{credits with B} + 2.0 \times \text{credits with C} + 1.0 \times \text{credits with D}}{\text{The sum of all the registered courses (excludes courses with W, N, P, X)}}$$

● Grades Release Dates

The grades for Academic Year 2015 will be released as follows:

Courses	Year in school	Release period	Released via
Cumulative grades including Spring Semester	4th year	Aug 26 (Wed) ~	Loyola "Grades Inquiry"
	3rd year	Sep 11 (Fri) ~	
	2nd year	Sep 12 (Sat) ~	
	1st year	Sep 13 (Sun) ~	
Cumulative grades including Autumn Semester	4th year	Feb 25 (Thu) ~	
	3rd year	Mar 16 (Wed) ~	
	2nd year	Mar 17 (Thu) ~	
	1st year	Mar 18 (Fri) ~	

● Request for Grade Review

If a student has any doubts about the correctness of the grade, he/she may submit a “Request for Grade Review” by the following deadline. The request form is available at the Center for Academic Affairs. Any late request will not be accepted.

For the seniors, there is a separate application period set in each Semester. For the schedule check the Loyola Bulletin Board (Academic Services).

Courses	Deadline for submission
2015 Spring Semester courses	Language Courses : Sept. 22, 2015 (Tue) until 17:00 Other Courses: Sept. 25, 2015 (Fri) until 17:00
2015 Autumn Semester courses	March 31, 2016 (Tue) until 17:00

If you intend to submit the request, consider carefully your reasons in light of the course contents and the grading criteria of A to F; read and follow the instructions given out from Center of Academic Affairs.

The following reasons will not be acceptable for submitting Request for Grade Review:

- ① simply requesting for a re-evaluation and re-grading.
- ② asking the teacher to be lenient (affects your prospective graduation or acquisition of teacher’s license etc.)
- ③ complaints based on comparison with other students (your friend had a grade B and you don’t understand why you have a C, etc.)
- ④ you do not question the grading itself, but ask for the reason (ask the teacher for feedback, comment, disclosure of exam scores, etc.)
- ⑤ you have no specific statements such as “I have attended the classes”, “I took the exam” etc.

● Students with no prospects of academic progress

Students who are unable to earn a total of 32 credits or more including courses specified by the Departments in two consecutive years (NB) shall be dismissed from university. For more information, refer to 履修要覽 administrative bylaws, Section 1, Article 40, University Regulations.

(NB) Two consecutive years are as follows:

Faculty of Theology, Humanities, Human Sciences, Law, Economics, Foreign Studies, Science and Technology (excluding English Course)	Faculty of Liberal Arts, Faculty of Science and Technology English Course																								
Two consecutive years, in which a student is enrolled; if a student takes leave of absence, the academic year in which the leave is taken will not be included, the academic years before and after the leave.	Four consecutive semesters excluding the period of leave of absence																								
(Example) If student takes leave of absence in Spring Semester of the previous academic year.	(Example) If student takes leave of absence in Spring Semester of the previous academic year.																								
<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th></th> <th>Spring Semester</th> <th>Autumn Semester</th> </tr> </thead> <tbody> <tr> <td>● Year prior to preceding year</td> <td>enrolled</td> <td>enrolled</td> </tr> <tr> <td>Preceding year</td> <td>leave of absence</td> <td>enrolled</td> </tr> <tr> <td>● Current year</td> <td>enrolled</td> <td>enrolled</td> </tr> </tbody> </table>		Spring Semester	Autumn Semester	● Year prior to preceding year	enrolled	enrolled	Preceding year	leave of absence	enrolled	● Current year	enrolled	enrolled	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th></th> <th>Spring Semester</th> <th>Autumn Semester</th> </tr> </thead> <tbody> <tr> <td>Year prior to preceding year</td> <td>enrolled</td> <td>● enrolled</td> </tr> <tr> <td>Preceding year</td> <td>leave of absence</td> <td>● enrolled</td> </tr> <tr> <td>Current year</td> <td>● enrolled</td> <td>● enrolled</td> </tr> </tbody> </table>		Spring Semester	Autumn Semester	Year prior to preceding year	enrolled	● enrolled	Preceding year	leave of absence	● enrolled	Current year	● enrolled	● enrolled
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● Year prior to preceding year	enrolled	enrolled																							
Preceding year	leave of absence	enrolled																							
● Current year	enrolled	enrolled																							
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Year prior to preceding year	enrolled	● enrolled																							
Preceding year	leave of absence	● enrolled																							
Current year	● enrolled	● enrolled																							
※two consecutive years are the academic years with ● mark	※two consecutive years are the four semesters with ● mark																								

When calculating the credits, pay attention to the following:

- Credits are calculated by adding the credits obtained in two consecutive years. For students of Faculty of Theology, Humanities Human Sciences, Law, Economics, Foreign Studies, Science and Technology (excluding English Course), the credits obtained in academic year in which the leave of absence took place are not included in the calculation.
- For re-admitted students and second degree students, the number of enrollment years and credits obtained after they re-entered or were admitted as second degree student will be calculated.
- For transferred students, the number of enrollment years and transfer credits which were approved at transfer admission will be included in the calculation.
- If a study abroad period exceeds one year, the period exceeding a year will be deemed as period of leave of absence.
- Credits obtained during study abroad approved within the consecutive two years will be included in the calculation.

9. Graduation Requirements, Self-Evaluation

● Graduation Requirements

Students enrolled in Sophia University must meet the following two requirements to earn credits and graduate from university: if you fail to meet either of the requirements, you will not be able to graduate and will need to repeat a year or a semester.

- 1 : To satisfy the residence requirement
(4 years; may vary for transfer, re-entry, second-degree admission students)
- 2 : To take courses specified and obtain credits for graduation requirements
(Courses and credits required for graduation vary depending on your Department and the year in which you were admitted)

● Check credits required for graduation

(1) Students are responsible for creating their course registration plan and to meet the above graduation requirements (2) students also must check that the plan satisfies all graduation requirements. It is the sole responsibility of the students to follow the above processes.

The Center for Academic Affairs offers advisory service on course registration, but the office will not be responsible for checking on graduation status and credit requirements or calculation for individual student. Students are responsible for checking whether or not they are able to graduate.

● How to check credits required for graduation

- 1) Check on Bulletin of Information
The courses and credits required for graduation vary depending on your Department and matriculation year. Please read thoroughly the sections for your Department and matriculation year in the Bulletin of Information on “Courses and minimum number of credits required for graduation”, “Standard course distribution list”, “Notes on Taking Courses ”; check for each course you have taken and the credits earned to which category of credits required for graduation they apply.
 - 2) Utilize Loyola “Self evaluation” function
When you have checked on the Bulletin of Information as shown in 1) above, please also check on Loyola “Self Evaluation” function as follows:
 - “Self Evaluation” function:
You may check on Loyola your status of courses taken and credits earned for each category of graduation requirements by calculating the missing number of credits you need for graduating from the sum total of credits of courses you are currently taking and the credits you have earned so far.
This function makes it simple and easy for you to check the number of credits required for graduating; however, it is a calculation of credits on the computer system and it is not a service to ensure graduation.
 - “Self Evaluation” may not work for certain cases
Some Departments have complicated curriculum and the calculation/display may not work properly. For more details, please check on Loyola Bulletin Board (Academic Services) “Points to be noted on Self-Evaluation screen”.
 - Self Evaluation function available period
Self Evaluation function on Loyola is available for a designated period only. For the schedule of available periods of 2015 Academic Year, check the Loyola Bulletin Board (Academic Services).
- * Please note it is not available during course registration period or withdrawal period (4th year students may use the self evaluation function during course registration period).

● Abolition of “Change of Category” on Loyola (Important)

Effective from Academic year 2014, the “Change of category” system has been abolished. For courses offered in Academic Year 2014 and later, you will specify the course category at the time of course registration. With the abolition of “Change of category” the following points should be noted:

[For students who entered before 2013]

■ Courses you have already taken in Academic Year 2014 or before;

For these courses you cannot change the category on Loyola. If you wish to make changes in category, you need to submit a designated request form to Center for Academic Affairs.

■ Courses you will take in Spring Semester of Academic Year 2015 or later:

No changes of category are allowed.

※ Change of category allows you to change the category of courses to meet the graduation requirements; it applies to courses you may select to take as either “General Studies” or “Specialized Education” course. Categories here are the two major groups of courses, “General Studies” and “Specialized Education”. Change of category cannot be used to postpone graduation.

※ The courses to which Change of category may be applied are pre-determined. The following shows the main courses. (Other courses for which change of category may be applied vary by Departments; refer to the pages for each Department)

Courses	Category selected at course registration:	Category may be changed to:
General Studies Distribution (Gakuzen)	Specialized Education courses (Other Faculties/ Departments) [Other— Courses offered also for students of other Faculties/ Departments]	General Studies (General Studies Distribution courses) [General Studies — Electives — General Studies Distribution courses]
Foreign Language	General Studies [General Studies — Foreign Language courses — e.g. English]	Specialized Education courses [Specialized Education — Foreign Language courses — e.g. English]

※ For Faculty of Liberal Arts, the above rules do not apply. For more information, check Loyola Bulletin Board (Academic Services)

In recent years, there are cases of students who realize just before their graduation period that they are not eligible to graduate due to serious misunderstandings of credits required for graduation (or the credits they have taken).

To avoid such situations, make sure to carefully plan your course enrollment, using Self-Evaluation function and Bulletin of Information. If you have any questions, inquire as soon as possible at the Center for Academic Affairs.

10. Credit Transfer and Approval

● Credit Transfer and Approval

Credits earned at other universities or colleges before entering Sophia University or credits earned at overseas universities during study abroad after entering Sophia may be transferred and approved as credits equivalent to those earned at Sophia.

The requirements and maximum limit of transfer credits will vary depending on the type of credit transfer. To have credits transferred, check the details before applying for credit transfer.

The request for credit transfer will be processed among several offices and Departments before the final decision of the approval is made and this may take about a month after application. The decision on approval of credit transfer will affect your future course enrollment plan; apply well ahead to allow sufficient time for the approval procedure.

For procedures to transfer credits obtained during study abroad, read “Procedures for credit transfer and approval of study abroad credits”.

● Grades of Courses with Transferred Credits

The credits transferred and approved will be marked “N (認定 *Nintei*)” on your transcript of records.

Except for compulsory courses, basically the courses with transferred credits will not be listed under the course titles, but will be summed up by course category (elective compulsory, elective, group xx).

The grades marked “N(認定 *Nintei*)” will not be counted into “Maximum credit limits” per semester or year at course registration; such grades will not be included in the GPA calculation.

● Application Period for Credit Transfer and Approval

Depending on submission date of credit transfer application, the approved credits may be included in either “Spring Semester” or “Autumn Semester” and will be marked “N (認定 *Nintei*)”

February 2 (Mon), 2015 – July 31 (Fri), 2015: application submitted to Center for Academic Affairs
→ approved as credits for 2015 Spring Semester

August 3 (Mon), 2015 – January 29 (Fri), 2016: application submitted to Center for Academic Affairs
→ approved as credits for 2015 Autumn Semester

● Transfer of Pre-matriculation Credits

Students who entered Sophia University as freshman (or re-admitted student, second degree student) may apply for credit transfer up to 30 credits earned at other universities, colleges, higher professional schools or Sophia School of Social Welfare prior to matriculation (must apply within 3 months after entering Sophia). However, the credits previously approved as Sophia credits are excluded. For more information, inquire at the Center for Academic Affairs (Academic Services). Also read the “Bylaw on Transfer of Pre-matriculated Credits”.

● Credit Transfer of Transfer Students

Transfer students may apply for transfer of credits earned at other universities to be approved and counted as equivalent to credits required for graduation at Sophia.

■ Maximum limit of credit transfer

- 1) Credit transfer will be approved in categories of General Studies (*Zengaku-Kyotsu-Kamoku*) and Specialized Education respectively up to number of credits required for graduation set by each Department.
- 2) The maximum number of credits that can be transferred will be decided by each Department up to one half of credits required for graduation set by the Department.

Also read the “Bylaw on Credit Transfer of Transfer Students”.

● Credit Transfer for Teacher Certification Program

Transfer credits approved as credits earned at Sophia University may be approved as credits for teacher certification program. If a student wishes to apply for credit transfer for teacher certification program, inquire at Center for Teaching and Curator Credentials.

● Graduate School Pre-admission Course Enrollment System

Undergraduate students who show excellence in their academic performance may enroll in courses designated by each Graduate School in their senior year following a screening. On admission to Sophia University Graduate School, the credits earned in such courses will be approved as pre-admission credits up to a maximum number set by the Graduate School.

The credits earned by system of course enrollment prior to admission to Graduate School will not be approved as credits required for undergraduate graduation.

The Graduate Schools/Programs that have the system of course enrollment prior to admission to Graduate School are as follows:

- Graduate School of Theology
- Graduate School of Humanities, Master's Program in French Literature
- Graduate School of Human Sciences, Master's Program in Social Services
- Graduate School of Economics
- Graduate School of Global Environmental Studies (for Autumn Semester courses only)
- Graduate School of Science and Technology

For more information, please read "Bylaw on Graduate School Pre-admission Course Enrollment of Undergraduate Degree Students"

● Credit Transfer by Student Exchange Agreement

If a current student earns credits at another university in Japan affiliated by student exchange agreement, the credits will be transferred and approved as credits equivalent to those earned at Sophia.

Student exchange agreement has two types "In-country exchange type" and "Credit transfer type".

Credits earned by Sophia students at the Japanese Universities with exchange agreement will be approved as credits earned at Sophia, up to 30 credits for "In-country exchange type" and 10 credits for "Credit transfer type".

For more information on student exchange agreement, inquire at the Center for Academic Affairs (Academic Services)

Also read "Bylaw on Student Exchange Agreement with Universities both in and outside"

Type	Exchange University	Maximum transfer credits	Form of exchange
In-country exchange	Seisen Jogakuin College Elizabeth University of Music Nagasaki Junshin Catholic University Fuji Women's University	30 credits	Exchange students continue to be enrolled at Sophia University (student status at Sophia will be "study abroad"); during exchange period, students will take courses and engage in research at the host university.
Credit transfer	Tokyo Junshin Women's College Tokyo College of Music The University of Sacred Heart, Tokyo	10 credits	Students will be enrolled at Sophia and take courses at Sophia and at the same time take courses and engage in research at the host university.

● Credit Transfer from Study Abroad

As a current student, if you earn credits on student exchange program (study abroad at an overseas university under student exchange agreement with Sophia) or on general study abroad (at a degree-awarding university approved by Department Chair prior to the study), the credits will be transferred up to 30 credits and approved as credits equivalent to those earned at Sophia (must apply within 3 months after return to Japan).

■ Calculation of credit transfer

(1) Most universities including US

One class hours (in minutes) \times number of classes in a week \times course duration (number of weeks) \div basic class hours at Sophia

(2) Universities in Spain, Brazil etc.

Total class hours in a year \times 60 (in minutes) \div basic class hours at Sophia

Basic class hours at Sophia

Type of courses	Basic class hours
Lectures/seminars	675 min (1 Credit)
Languages/seminars	1,350 min (1 Credit)
Experiments	2,025 min (1 Credit)
Physical exercise	1,350min (1 Credit)

* Note that for credit transfer, you must have the class schedule which is the basis for calculation.

※ Approved credits “N” will not be counted into maximum credit limit per year. It will not be included in calculation of GPA.

For more information, refer to “Handbook for Study Abroad” issued by Center for Global Discovery.

11. Overseas short-term language program/ overseas short-term Study Abroad programs/ Practical program

● Credit Transfer of Overseas Short-term Language Program

This program is intended for students to participate in language programs at affiliated universities overseas during university vacations and to transfer credits successfully earned and have them approved as foreign language credits (2 credits). Note however that students who wish to transfer the credits earned in the program to the last semester before expected graduation, are eligible to participate in the program but credit transfer will not be possible.

The grades for the language courses will be either “P (pass)” or “X (fail)”.

Courses with grades “P” or “X” will not be included in the maximum credit limit per semester or year at course registration and will not be included in calculation of GPA.

For more information on language programs, refer to “Foreign Language Courses” (履修要覧) and “Handbook on Study Abroad” issued by International Liaison Office and also “Bylaw on Overseas Short-term Language Programs”

● Credit Transfer of Overseas Short-term Study Abroad Training Programs

The programs are intended for students to participate in programs at affiliated universities abroad during university vacations and to transfer credits successfully earned and have them approved as credits of Sophia. Note however that students who wish to transfer the credits earned in the program to the last semester before expected graduation, are eligible to participate in the program but credit transfer will not be possible.

Participating students should have a certain level of language proficiency to study their major subjects taught in a foreign language.

Overseas Short-term Study Abroad programs have two types of programs and transferred credits will be marked differently.

- 1) Credits earned at a university offering the approved program are transferred and approved.
→ Grades will be shown as “N (認定 *Nintei*)”
- 2) Courses registered as courses offered at Sophia;
→ Grades will be shown as “P (pass)” or “X (fail)”.

Courses with grades “P”, “X” or “N” will not be included in the maximum credit limit per semester or year at course registration and will not be included in the calculation of GPA.

For more information on overseas short-term training program, see “Handbook on Study Abroad” issued by Center for Global Discovery and also “Bylaw on Overseas Short-term Language Programs”

<List of Overseas Short-Term Study Abroad Programs>

※ The following programs may be changed or cancelled without notice; check the updated information at International Liaison Office.

(1) Credits transferrable to be approved as credits earned at Sophia

University	Language of instruction	Country	Program duration	Credits	Grades and credits
University of California, Los Angeles (UCLA)	English	USA	During summer vacation	Depends on courses taken by the participant	<ul style="list-style-type: none"> * may be approved as General Studies (<i>Zengaku Kyotsu Kamoku</i>) (Electives) or Specialized Education; will not be approved as language courses * participant should consult the Department Chair before going abroad, and he/she will need to submit request for credit transfer on return to Japan. * may be approved as credits for 2015 Autumn Semester; the grade given to successful participant will be “N” transfer approved (Nintei).
Ecole Supérieure des Sciences Commerciales d'Angers	English	Hungary	During spring vacation	Depends on courses taken by the participant	<ul style="list-style-type: none"> * may be approved as General Studies (<i>Zengaku Kyotsu Kamoku</i>) (Electives) or Specialized Education; will not be approved as language courses * participant should consult the Department Chair before going abroad, and he/she will need to submit request for credit transfer on return to Japan. * may be approved as credits for 2016 Spring Semester; the grade given to successful participant will be “N” transfer approved (Nintei). * The program is based on exchange agreement; the tuition is waived. (participants are responsible to pay their air fare, accommodation and meals). If students of Faculty of Liberal Arts participate and obtain credits that are approved, they will pay the tuition equivalent to the transferred credits.

(2) Courses taken may be considered equivalent to courses offered at Sophia

University	Language of instruction	Country	Program duration	Credits	Grades/credits	Faculty/Dept. offering course
University of California, Davis	English	USA	During summer vacation	2	<ul style="list-style-type: none"> * may be counted as elective Course of Science and Technology Shared Course Group I; will not be approved as credits required for graduation. * credits will be given in 2015 Spring Semester and successful participants will receive grade P. 	Faculty of Science and Technology Common Programs
University of Cambridge, Lucy Cavendish College	English	United Kingdom	During summer vacation	4	<ul style="list-style-type: none"> * may be counted as General Studies (<i>Zengaku Kyotsu Kamoku</i>) (Electives) or Specialized Education course; will not be approved as language courses. * credits will be given in 2015 Spring Semester and successful participants will receive grade P. 	Dept. of English Studies, Faculty of Foreign Studies
Oxford University, Exeter College	English	United Kingdom	During summer vacation	2	<ul style="list-style-type: none"> * may be counted as General Studies (<i>Zengaku Kyotsu Kamoku</i>) (Electives) or Specialized Education course; will not be approved as language courses. * credits will be given in 2015 Spring Semester and successful participants will receive grade P. 	Dept. of English Studies, Faculty of Foreign Studies
University of North Carolina at Charlotte	English	USA	During spring vacation	2	<ul style="list-style-type: none"> * may be counted as elective Course of Science and Technology Common Programs Group I; will not be approved as credits required for graduation.. * credits will be given in 2015 Autumn Semester and successful participants will receive grade P. 	Faculty of Science and Technology Common Programs
Institut d'Etudes Politiques de Paris	English	France	During Spring vacation	4	<ul style="list-style-type: none"> * may be counted as General Studies (<i>Zengaku Kyotsu Kamoku</i>) (Electives) or Specialized Education course; will not be approved as language courses. * credits will be given in 2015 Autumn Semester and successful participants will receive grade P. 	Dept. of French Studies, Faculty of Foreign Studies

● Credit Transfer by Hands-on-training programs

Sophia University has various overseas programs including on-site training courses during the semester and university recess, for which you can obtain and transfer credits.

【Overseas Short-term Training Courses】

Overseas programs including on-site training courses are available during university recess; the credits obtained for successfully completed courses may be transferred as Elective Courses of General Studies. However, if you intend to graduate at the end of the semester in which you will obtain such credits, you are eligible to participate in the program but no credits will be awarded. The grades given in the programs will be either “P (pass)” or “X (fail)”.

Courses with grades “P” or “X” are not counted into the “maximum credit limit” per semester or year at Course Registration. Also, they are not included in calculation of GPA.

Note that you need to plan your enrollment carefully as this course involves overseas tour for which you will be responsible to pay and the course itself may be cancelled if the number of tour participants does not reach the minimum participant requirement.

【United Nations Youth Volunteer Program】

After selection in university and prior training, you will participate in hands-on programs at United Nations and related organizations during Autumn Semester. You will not be able to enroll in any other courses in the Semester you will be dispatched as volunteer. If you complete the training courses prior to and after your volunteer program, you will be evaluated and receive a grade between A and F.

For more information (etc, course list), please ask at the Center for Academic Affairs (Academic Services)

Academic Records (Notifications/Certificates)

1. Academic Records

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Student ID No. / Student ID Card / Period of enrollment /
Repeating a semester/ Leave of absence / Resuming studies /
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2. Certificates

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Certificates from the Certificate Issuance Machine
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Application / Transfer of credits

4. Change of Faculty/Department/Re-entry/Second degree admission

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Change of Faculty /Department
Re-entry/Second degree admission

5. Early Graduation

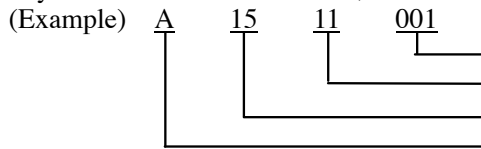
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Early Graduation

1. Academic Records

● Student ID Number

All students are given an individual Student ID Number on entering the University. The Student ID Number is necessary in all scenes of student life; memorize your Student ID Number.



Individual number given to student in the Department

Department number (see List below)

Matriculation year (*)

Student status code (A is for full-time undergraduate student)

* Transfer, Second degree admission, Re-entry students are given ID numbers of the relevant matriculation year and this may be different from the actual year of entrance.

■ List of Department Numbers

Faculty	Department	Dept. No.
Theology	Theology	91
Humanities	Philosophy	11
	History	14
	Japanese Literature	15
	English Literature	16
	German Literature	17
	French Literature	18
	Journalism	19
	Human Sciences	Education
Psychology		82
Sociology		83
Social Welfare		84
Nursing		85
Law	Law	31
	International Legal Studies	32
	Legal Studies of the Global Environment	33
Economics	Economics	41
	Management	42

Faculty	Department	Dept. No.
Foreign Studies	English Studies	51
	German Studies	52
	French Studies	53
	Hispanic Studies	54
	Russian Studies	55
	Luso-Brazilian Studies	56
Global Studies	Global Studies	21
Liberal Arts	Liberal Arts (Spring Enrollment)	67
	Liberal Arts (Autumn Enrollment)	68
Science and Technology	Materials & Life Science	76
	Engineering & Applied Science	77
	Information & Communication Science	78
	Electric & Electronic Engineering	72

● Student ID Card

The Student ID Card certifies that you are a student of Sophia University. **Carry it with you at all times** as you may be asked to show it in various situations both on and off campus. Note carefully in the following cases; services may not be provided if you do not have your Student ID Card.

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

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

- 1) to take the exams
- 2) to use the certificate issuance machine and obtain a certificate or student travel fare discount certificate
- 3) to enter the university main library, to borrow library books
- 4) to buy your commuting pass
- 5) to show at the request of officials when you are on trains etc. using commuting pass or student discount ticket
- 6) to see a doctor at affiliated clinics contracted with Sophia University Student Health Insurance Mutual Union (applies to students who entered in September 2011 or before)
- 7) to show when requested by a faculty or staff of Sophia University

■ Valid Enrollment Sticker

Student ID Card is valid only with a current Enrollment Sticker (Zaiseki – kakunin Seal) affixed on the back. The Sticker is valid for one year; **change to a valid current sticker at the beginning of each academic year.** Notify Center for Academic Affairs, Academic Records Section, if there are any changes in your address and commuting route or when there is no vacant column left in the commuting pass issue record.

■ Changes in the data of Student ID Card

If there are any changes or errors in the data (name, date of birth etc) on the Student ID Card, notify the Center for Academic Affairs, Academic Records Section.

■ Lost, damaged or broken Student ID Card

Request for a re-issue at the Center for Academic Affairs, Academic Records Section; purchase fee payment sticker (1,000yen) and place it on the designated form of “Request for re-issue of Student ID Card” (学生証再発行願).

● Period of enrollment

Permitted period of enrollment at Sophia University is 8 years. Period of leave of absence will not be counted in period of enrollment (Article 38, University Regulations). The required period to complete study courses (residence requirement) at Sophia University is 4 years except in cases of early graduation. The periods of leave of absence, suspension from university, or study abroad exceeding one year are not counted in the residence requirement (Article 13, Article 57-2, University Regulations).

● Repeating a semester

A student who fails to complete the graduation requirements in the four years of study after entering university will have to repeat a semester.

When a student needs to repeat a year, a Student ID Card with extended period of validity will be sent by postal mail to the student at the end of March or the middle of September.

● Leave of absence

A student who wishes to take a leave of absence due to reasons beyond control must consult the Department Chairperson or class teacher and submit the completed form of “Request for leave of absence” (休学願 designated form); if the reason is illness, it must be accompanied by a supporting doctor’s certificate.

The period of leave of absence is not counted in the residence requirement and graduation will be delayed for the duration of absence. Also, it is not allowed to graduate in the semester in which the student is taking a leave of absence, even if all graduation requirements are met.

■ Period of Leave of Absence

Leave of Absence may be requested **per semester** (Spring/Autumn semester). Leave of Absence may not extend over two continued years or a total of 4 years (Article 32 University Regulations).

■ Deadline to submit request

	Period of Leave of absence	Deadline to submit request
Spring Semester 2015	April 1 – Sept. 20	May 29 (Fri)
Autumn Semester 2015	Sept. 21 – March 31	Nov. 30 (Mon)

A student who intends to take a planned leave of absence must submit the “Request for Leave of Absence” at the latest one month prior to the beginning of the academic year or semester of the planned absence.

Any request submitted after the deadline will not be accepted for whatever reasons. If the request is sent by postal mail, it must be postmarked on or before the deadline date. The request for leave of absence may be submitted for two consecutive years of absence.

■ Tuition and fees

There will be a reduction of the tuition and fees during leave of absence. For more details, inquire at the Center for Academic Affairs (Tuition and Fees).

● Resuming Studies

When the period for Leave of Absence is over, student status returns automatically to resume studies, so there is no need to submit an “Intent to resume studies” form (復学届). However, in the following cases, it is necessary to submit the “Intent to resume studies” form before the day prior to the beginning of the intended semester.

- 1) leave of absence due to illness (attach supporting doctor's certificate 医師の診断書)
- 2) a student wishes to return to studies earlier than scheduled; permission for leave of absence is obtained for 2 or more semesters but student wishes to shorten the period of absence as the reason for taking the leave no longer exists (the period may not be shortened to less than one semester)

● Suspension from University

A student who commits violations such as misconduct in examination shall be given severe penalties including suspension or withdrawal from university according to Article 60 of University Regulations. The period of suspension is not counted in the residence requirement and such student will not be able to graduate from university in four years, the normal residence requirement. Student will be able to return to university studies on the day following when the indefinite suspension is lifted or when the term of the definite suspension expires.

● Withdrawal and Dismissal

There are two types of withdrawal from university; voluntary withdrawal and involuntary withdrawal dismissal.

■ Date of Withdrawal

The date of withdrawal shall be the end of the semester (September 20 or March 31).

■ Voluntary withdrawal

A student wishing to withdraw from university for certain reasons must consult the Department Chairperson or class teacher, complete the “Request to withdraw from university” (退学願) and submit it to the Center for Academic Affairs (Academic Records Section) with the Student ID Card, in principle before the intended date of withdrawal.

Students who intend to withdraw from university must have paid all tuition and fees for the period prior to the withdrawal.

■ Dismissal from the university

The following students shall be dismissed from the university:

- 1) Expiry of Period of Enrollment
Students whose period of enrollment (excluding leave of absence period) exceeds 8 years.
- 2) Students to whom Article 40 of University Regulations applies
Students who fail to obtain 32 credits or more including subjects specified by undergraduate departments in two consecutive academic years.
- 3) Failure to pay tuition and fees
Students who fail to pay the tuition and fees before the set deadline.
- 4) Other reasons
Students to whom Article 60 and 61 of University Regulations apply.

● Other cases

If there are any changes in the following, submit a notification to the Center for Academic Affairs (Academic Records Section)

■ Changes in the address

If there are any changes in address of the student or the guarantor, either enter data on Loyola from menu “Change of address of students” or notify Center for Academic Affairs (Academic Records Section) by submitting the “Change of address” form available at the Center.

If there is a change in address of a guarantor residing abroad, please submit “Change of address” form to the Center. Only students of non-Japanese nationality may specify a guarantor residing outside Japan.

If there is a change in address of the student, receive a new “enrollment sticker” from the Center and paste it on the back of your Student ID Card.

■ Changes in the name of student

If there are any changes in the name of the student, submit a notification by designated form available at the Center, attaching a certificate of residence (住民票の写し) (stating the full name, gender, date of birth of the student; permanent address, family relation is not required).

■ Changes in guarantor

If a student intends to change his/her guarantor, submit a notification by designated form available at the office.

Only students of non-Japanese nationality may specify a guarantor residing outside Japan.

■ Status of Residence

Students coming from abroad to study at Sophia must have as their status of residence "college student" or other appropriate status such as "permanent resident", "long term resident", or "dependent". A temporary visitor visa is not acceptable.

To qualify for status as a "college student", students are required to register for at least 4 regular courses (i.e., at least 10 hours of class time per week).

■ 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 ‘Sophians’ Guide 2015’. 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 is approved;

1. Please register the change in registered matters at the municipal office in the district of residence and within 14 days.
2. Please submit the photocopy of the updated "Resident Card" to the Center for Academic Affairs, Academic Records Section as soon as possible.

※ Various disadvantages regarding school life, such as Loyola access being stopped or non-receipt of scholarships may occur until the submission as above is confirmed.

2. Certificates

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

● Certificates from the certificate issuance machine (NB 1)

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

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

(NB1) Student ID Card is required to have the certificate issued. The certificate issuance machine is available for current students only.

(NB2) The Certificate of Prospective Graduation certifies that the student has met all graduation requirements and is eligible to graduate, but it does not mean that the University guarantees the student's graduation.

(NB3) For the password, inquire at the Center for Academic Affairs (Academic Records Section).

● Certificates issued at the office

Certificates	Fees	Day of issue
Certificate of prospective acquisition of teacher's license	¥400	Takes 3 working days from day of application
Graduation / Degree Certificate (Japanese / English)	¥300	Application received → Day of issue · Mon/Tue → Fri · Wed/Thu → following Mon · Fri → following Wed
Certificates necessary for application of "Permission to change the status of residence" and "Permission to extend period of stay"	¥200	
Certificate of payment of tuition and fees	¥300	
Official Personal Report	¥500	
Re-issue of Student ID Card	¥1,000	On the same day

Office in charge: Center for Academic Affairs (Academic Records Section); 1F, Bldg. No.2
 Office hours: Mon. thru Fri. 9:30 - 11:30, 12:30 - 17:00

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

- 1) Complete application forms available at the office.
- 2) Purchase fee payment sticker from the vending machine and place it on the application form.
- 3) Submit application form with your Student ID Card to the office. Receipts will be issued to the applicant.
- 4) On the day of issue, show the Receipt at the office and receive the certificates.

3. Study Abroad

Depending on the types and period of study abroad, there are differences in the tuition, application papers, inclusion to the residence requirement, and transfer of credits. Students who wish to study abroad should read thoroughly the “Handbook for Study Abroad” issued by the Center for Global Discovery, plan their study well and then apply.

● Application

For application of general study abroad, submit “Request for Study Abroad” (留学願) to the Center for Academic Affairs (Academic Records Section).

For application of exchange study abroad, follow instructions of Center for Global Discovery.

When you return from a study abroad, submit promptly the “Report of Return to Japan” (帰国届) to the Center for Academic Affairs (Academic Records Section).

● Transfer of Credits

The credits earned during study abroad can be transferred to credits earned at the University up to 30 credits (credits earned during overseas study by taking leave of absence do not apply here). For more information, please see p.39“10. Transfer and recognition of credits” and the “Handbook of Study Abroad” issued by Center for Global Discovery.

4. Change of Faculty/Department, Re-entry, Second Degree Admission

● Change of Faculty/Department

Students who wish to change to another Department of the Faculty he/she is currently enrolled in or to a Department of another Faculty and who satisfy the following requirements may do so by submitting a request. After submitting the request, the student will take an exam given by each Department.

■ Eligibility

- 1) Student has completed or is expected to complete at least four semesters of study at the time of the requested change (period of leave of absence is not included).
- 2) Student has a 2.6 GPA or higher for credits obtained in Foreign Language Courses (only required courses) and General Studies (Zengaku kyotsu). (Only General Studies Courses for students who entered in 2013 and before).
- 3) Student satisfies all requirements set by the Department he/she wishes to change to.
- 4) There is adequate cause for the change.

Note: *Transfer of Faculty/Department is just one time.

*Transfer student or Re-admitted student cannot apply.

● Re-entry

Re-entry is admission of students who have withdrawn from Sophia University and wish to enter again the Faculty/Department he/she has been previously enrolled in.

■ Eligibility

Student must fall under one of the following:

- 1) Withdrawal under Article 39, University Regulations (Voluntary withdrawal; withdrew on or before September 20, 2015)
- 2) Withdrawal under Article 64, University Regulations (failure to pay tuition and fees; withdrew on or before September 20, 2015)
- 3) Withdrawal under Article 40, University Regulations (32-credit system; withdrew on or before March 31, 2015)
- 4) Withdrawal under Article 60, University Regulations (violation of Regulations; withdrew on or before March 31, 2015)
- 5) Withdrawal under Article 61, University Regulations (violation of Four articles of inappropriate enrollment; withdrew on or before March 31, 2015)

The following students cannot apply for re-entry:

- 1) Withdrawal under Article 38; period of enrollment exceeded the permitted number of years (8 years).
- 2) Students who withdrew again after re-entering university.

■ Application period

Early to mid- January 2016

● Second degree admission

Second Degree Admission is admission of students who have graduated (or are expected to graduate) from Sophia University and who wish to enter another Department of the Faculty he/she graduated/will graduate from or a Department of another Faculty for their second Bachelor degree. When application is submitted, each Department will hold its own examination.

Please note that the Departments students may apply for depend on the Department's space availability and may vary by academic year.

For more information, inquire at the Center for Academic Affairs (Academic Records Section).

※ The guidelines for Change of Faculty/Department, Re-entry, Second Degree Admission will be available from December 2015.

For more details, inquire at the Center for Academic Affairs (Academic Records Section).

5. Early Graduation

● Early Graduation

The basic residence requirement of Sophia University is 4 years. However, students (1) who are enrolled at Sophia for 3 years or more, (2) have completed the required courses for graduation with good academic performance and (3) who wish to graduate early, may request for approval of early graduation upon discussions of the Faculty Meeting of the relevant Faculty. For more information, please refer to p.64~.

General Studies

Studies in Christian Humanism

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Language (Academic Skills)

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Health and Physical Education

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General Studies Elective Courses

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GENERAL STUDIES

Studies in Christian Humanism

Two courses in the category “Studies in Christian Humanism” (キリスト教人間学) for a total of 4 credits are compulsory for all students who are enrolled in the Faculty of Science and Technology. Normally, students must take one course in their first semester and another the second semester.

offered in the spring semester (2015)

Philosophy of The Human Person	2cr
Foundations : Time and Sacred Rhythms	2cr
Understanding the Interior Dimensions of Humanity	2cr
Philosophy of Love	2cr

offered in the autumn semester (2015)

Philosophy of the Human Person	2cr
Philosophy of Human Nature	2cr
Foundations: Territory & Sacred Space	2cr
Understanding the Interior Dimensions of Humanity	2cr

Please note that places in these courses will be chosen by lottery, so students should register for these courses during the **lottery registration period**. For details, See page 22～.

Language (Academic Skills)

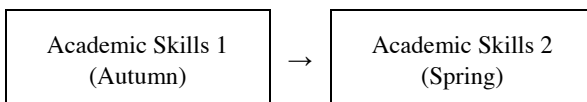
■ Course details

The objective of Academic Skills courses is to prepare students to study the academic subjects required in their fields of specialization. They comprise study skills, including critical thinking, presentation, and discussion skills, as well as academic writing and organization skills.

■ Registration Rules

【For students who entered from 2014】

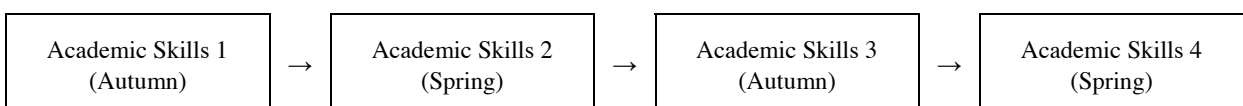
- Academic Skills must be taken in the following sequence:



- * Students cannot register for the next course if they have not passed the previous course.
(If students have not passed AS1, they cannot register for AS2. They have to re-register for AS1 in the following Autumn semester.)
- * Students cannot register the same course which they have already passed.
- Students must take all courses and complete 4 credits. (2 credits / course)
- Academic Skills are counted as Compulsory Language.
- No withdrawals are allowed for these courses.
- Students should register for these courses during the registration period.
- Students are strictly required to attend more than 23 classes per semester to pass the courses. (※1)
- Any student who fails to arrive within the first 30 minutes of a class will be regarded as being absent, even if he/she attends the rest of the class.

【For students who entered before 2013】

- Academic Skills must be taken in the following sequence:



- * Students cannot register for the next course if they have not passed the previous course.
(If students have not passed AS1, they cannot register for AS2. They have to re-register for AS1 in the following Autumn semester.)
- * Students cannot register the same course which they have already passed.
- Students must take all courses and complete 8 credits. (2 credits / course)
- Academic Skills are counted as Compulsory Language (General Studies).
- No withdrawals are allowed for these courses.
- Students should register for these courses during the registration period.
- Students are strictly required to attend more than 23 classes per semester to pass the courses. (※1)
- Any student who fails to arrive within the first 30 minutes of a class will be regarded as being absent, even if he/she attends the rest of the class.

(※1)Special Consideration on Attendance

In any of the following conditions, neither attendance nor absence will be counted.
If applicable, please ask your instructor if you can receive this special treatment.

1. When you join the annual Jo-Nan competition or SOFEX and submit an official certificate of participation.
2. When you have been officially assigned jury duty (saiban-in) and must assume the duty.
3. When you submit a certificate that confirms your attendance at teaching practice, volunteer experience study (kaigo tou taiken), or museum practice.
4. A case of illness or injury where you submit a medical certificate indicating the necessary period of sick or injury leave.

It should be noted that absence for three weeks and over will not be considered a case that deserves the special consideration, irrespective of reasons. In addition, if the absence is due to more than two circumstances stated above and exceeds three weeks, the special consideration will not cover those additional days. If your instructor gives you an assignment to make up for the absence, the submission of the assignment becomes the prerequisite for receiving the special treatment.

Health and Physical Education

“Wellness, the Body and Culture” (ウエルネスと身体), 2 credits, is compulsory for all students. This course should be taken in autumn semester. The course will be offered in English. Students will be assigned to the appropriate class. An adapted course for students with disabilities will be offered in spring semester (see Loyola and 履修要覧). Withdrawal is not allowed for compulsory H.P.E. courses.

General Studies Elective Courses

【For students who entered from 2014】

Students may take courses for 18 credits from programs offered by Faculty of Liberal Arts. They must choose the courses either from 100~200 level courses offered by FLA or Japanese Language Program. Note that only up to 8 credits are approved for courses from Japanese Language Program. Students may also take any courses listed in the university-wide General Studies course as Zengaku kyotsu kamoku (全学共通科目). (cf.履修要覧)

* In addition, you must take courses for 2 credits from Advanced General Education courses listed in the university-wide General Studies courses in junior / senior. (cf. 履修要覧)

【For students who entered before 2013】

Students may take courses for 16 credits from programs offered by Faculty of Liberal Arts. They must choose the courses either from 100~200 level courses offered by FLA or Japanese Language Program. Note that only up to 8 credits are approved for courses from Japanese Language Program. Students may also take any courses listed in the university-wide General Studies program as Zengaku kyotsu kamoku (全学共通科目) (cf.履修要覧).

■ List of Courses

HST251	Development of Japanese Civilization 1	
HST252	Development of Japanese Civilization 2	
HST261	History of Chinese Civilization	
SOC201	Introduction to Sociology	
SOC210	Introduction to Social Theory	
SOC222	Introduction to Contemporary Chinese Society	
SOC225	Introduction to Japanese Society	
ANT202	Introduction to Cultural and Social Anthropology	
ANT220	Anthropology of Japan	
ANT230	Culture and Identity	
ART201	Introduction to Art History/Visual Culture 1	
ART250	Introduction to Art History/Visual Culture 2	
LIT201	Literary Genres	
LIT231	Introduction to Japanese Literature	
LIT260	Women's Literature from Meiji to the Present	* LIT 260 and 270 will be offered only in 2015
LIT270	The Karma of Love in Classical Japanese Literature	

RPH201	Introduction to Philosophy
RPH202	Fundamentals of Religion
LNG210	Introduction to Linguistics
IBE200	Principles of Microeconomics
IBE201	Principles of Macroeconomics
POL201	Theories and Themes of Contemporary Politics
POL205	Introduction to International Relations
POL210	Introduction to Comparative Politics
POL215	Controversies in Globalization
MTH111	Mathematics and Statistics for Business and Economics
COM211	Computer Studies 1*
COM212	Computer Studies 2*
COM213	Computer Studies 3*
COM214	Computer Studies 4*
ENV131	Environmental Issues 1
GEO201	Human Geography
GEO202	Geography
MTH101	College Mathematics

*N.B. The courses with asterisk carry 2 credits each.

■ SAIMS Program Courses

☆ The Sophia AIMS Program (SAIMS) is a trans-disciplinary program focused on "Human Development", and the main theme is "Human Ecology: Diversity and Connectivity of Society and Nature". Students from ASEAN and Japan will study together in a program that combines the disciplinary frameworks of natural sciences, social sciences, and humanities. All courses are conducted in English (TOEFL iBT79 or its equivalent level is required. The submission of a language score is required for the "Human Ecology: Rivers").

Course No.	Numbering	Course title	Cr.	Semester offered	Instructor	Remarks
099714	GCE207	INTRODUCTION TO TRANS-DISCIPLINARY HUMAN DEVELOPMENT	2	SPR.	Coodinator SUGIMURA, Miki	※1
099714	GCE207	INTRODUCTION TO TRANS-DISCIPLINARY HUMAN DEVELOPMENT	2	AUT.	Coodinator SUGIMURA, Miki	※1
099713	GCE301	HUMAN ECOLOGY: RIVERS	2	SPR.	ITO Takeshi WATANABE, Takehiro	※ 2,3 Intensive Course
099710	GCE208	CONSERVATION	2	SPR.	SUGIURA, Mikiko	
099710	GCE208	CONSERVATION	2	AUT.	SUGIURA, Mikiko	
099715	GCL301	URBAN ECOLOGY	2	SPR.	BOONTHARM Davis	※3
099715	GCL301	URBAN ECOLOGY	2	AUT.	BOONTHARM Davis	※3
099717	GCE209	ENVIRONMENTAL CHANGE AND HUMAN DEVELOPMENT (CITY,CONTINUTY AND CHAGE)	2	SPR.	BOONTHARM Davis	
099717	GCE209	ENVIRONMENTAL CHANGE AND HUMAN DEVELOPMENT (CITY,CONTINUTY AND CHAGE)	2	AUT.	BOONTHARM Davis	
099712	GCL205	ENVIRONMENTAL SCIENCE	2	SPR.	SUGIURA, Mikiko	※4
099712	GCL205	ENVIRONMENTAL SCIENCE	2	AUT.	SUGIURA, Mikiko	※4
099716	GCE210	SUSTAINABLE DEVELOPMENT	2	SPR.	SUGIURA, Mikiko	※4
099716	GCE210	SUSTAINABLE DEVELOPMENT	2	AUT.	SUGIURA, Mikiko	※4
099711	GCE302	A CRITICAL APPROACH TO SUSTAINABLE CITY	2	SPR.	BOONTHARM Davis	※1,4
099711	GCE302	A CRITICAL APPROACH TO SUSTAINABLE CITY	2	AUT.	BOONTHARM Davis	※1,4

Note1: The SAIMS program participants are required to take this course before or after studying abroad under the SAIMS Program (in spring or autumn semester).

Note2: The submission of TOEFL official score 79 (iBT) or above is required (FLA and Green Science /Engineering students are exempt). All applicants are required to submit an essay (800-1,000 words) on why you would like to take this course, and will be screened based on the submitted documents by the instructors. As this course focuses on a field trip, it is strongly recommended to take at least one of the following courses: "Nature & Society" (ANT461 every Spring), "Environmental Politics of Agriculture (POL 355 offered in Autumn 2015) , "Agrarian Societies (POL 407) or "Political Economy of Development (POL 441) offered in the Faculty of Liberal Arts. For more details, please refer to HUMAN ECOLOGY:RIVERS website (<https://humanecologysophia.wordpress.com/>) or consult with the Center for Global Discovery.

Note 3: These are not Advanced General Education Subjects.

Note 4: Green Science and Green Engineering students (FST English Course Students) can include these courses into their Departmental Specialized Education.

<Japanese Language Program>

Center for Language Education and Research offers various levels of Japanese language courses. Students who need to use Japanese in daily life or wish to employ Japanese language proficiency in a workplace after graduation are encouraged to take Japanese language courses. For details, please refer to the booklet “JAPANESE LANGUAGE PROGRAM”.

Faculty of Science and Technology Curriculum

For all English Course Students

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Bachelor's Program in Green Science

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Bachelor's Program in Green Engineering

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Course List

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Faculty of Science and Technology Curriculum

For all English Course Students

1. Organization of the Faculty of Science and Technology

The Faculty of Science and Technology aims to provide students with “crossdisciplinary knowledge” that integrates “science” and “technology”. With its motto being “human and environmental support,” the Faculty seeks to produce graduates who are able to take active steps toward realizing human societies that thrive in harmony with nature. It aims to nurture in students the ability to adapt to today’s knowledge-based societies. To this end, the Faculty is made up of the following three departments:

1. Department of Materials and Life Sciences
2. Department of Engineering and Applied Sciences
3. Department of Information and Communication Sciences

Each department offers a variety of unique educational programs. The Department of Materials and Life Sciences aspires to impart to students “new and innovative ways to view materials that are in harmony with nature”; the Department of Engineering and Applied Sciences endeavors to teach students “ways to create materials and devices that will greatly benefit both global and human environments”; and the Department of Information and Communication Sciences seeks to offer students “an in-depth understanding of human and society through information”.

To meet the diverse needs of internationalization, the Faculty added two new programs taught entirely in English as part of its regular curriculum in September 2012. The Green Science Program offered by the Department of Materials and Life Sciences and the Green Engineering Program offered by the Department of Engineering and Applied Sciences each have an enrollment capacity of 15 students. Students enrolled in those programs are required to complete all classes, take examinations, submit reports, undergo research guidance, and submit their undergraduate thesis in English.

In this Faculty, classes are divided into General Studies (Zengaku Kyotsu Kamoku) and Specialized Education (Gakka Kamoku). Students must take classes that satisfy all of the requirements for their particular programs. However, since the university is a place where students gain academic knowledge by studying, it is important for students to play an active role in planning the content of their own study programs and take full responsibility for their own learning.

2. General Studies (Zengaku Kyotsu Kamoku)

General Studies (Zengaku Kyotsu Kamoku) differ from Specialized Education (Gakka Kamoku) in that they aim to bestow students with the ability to gain knowledge from a wide range of perspectives. In order to do so, students are expected to take subjects in humanities, social sciences, and natural sciences. Particularly, in today’s world in which industrial technology has such a widespread and important influence over the lives of human beings, it is important for students studying in the Faculty of Science and Technology to gain a solid understanding and ability to make sound judgments with respect to human society, and the environments surrounding us. Such knowledge will help them utilize their expertise in fulfilling their social responsibilities in the future. Therefore, we hope that students will take an open-minded approach when enrolling in General Studies (Zengaku Kyotsu Kamoku) so that their overall learning experience will be both positive and meaningful.

1) Foreign Languages

For students studying science and technology at the university level, there is an increasing need to acquire the ability to read textbooks and other documents as well as to present the results of their research in foreign languages. Furthermore, once they graduate, foreign languages will play an even more important

part in their lives, no matter what career path they choose to specialize in. This stems from the international nature of science and technology, and the tendency will increase in the future. However, foreign languages are not only important for practical reasons, but they will also help students to develop a rich body of knowledge and ways of thinking, which are essential qualities for scientists and technological experts.

This university serves as a bridge among countries, with teams of excellent instructors to provide students with foreign language guidance. We invite students to take full advantage of the opportunities provided by this superlative learning environment. In order to have no regrets in the future, we encourage students to master foreign languages while they are at university and their memory is still sharp.

“Academic Skills” are compulsory subjects. Please see p.57.

In addition, for those wishing to take a Japanese language classes, up to 8 credits can be included toward their graduation requirements for an elective course in General Studies (Zengaku Kyotsu Kamoku).

2) Health and Physical Education

Needless to say, maintaining and improving health is important. This is particularly important for students in the Faculty of Science and Technology. Not only they have to conduct numerous experiments and attend seminars at the university, but also career after graduation in the industry and laboratories may require a high degree of physical and mental strength. Therefore, students should not only enroll in “Wellness, the Body and Culture” course among the health and physical education options, but also participate in extracurricular sports activities (in a manner that does not hamper their academic performance) to improve their overall physical strength and maintain a healthy lifestyle.

3. Specialized Education (Gakka Kamoku)

There are four types of Specialized Education (Gakka Kamoku): 1) Faculty of Science and Technology Common Subject Group I and II (which are required for all students in the Faculty of Science and Technology), 2) Core Courses that form the main course groups of each department and 3) Specialized Courses offered by each department. Among these are compulsory courses, compulsory elective courses, elective courses, and optional courses. The optional courses refer to those subjects in which credits are not counted toward graduation.

For the Faculty of Science and Technology General Subject Group I and II, students are not permitted to enroll in courses other than those included in the English course (i.e., courses in Japanese). However, for the Core courses and Specialized courses, students are permitted to enroll in courses other than those from the English Course.

1) Faculty of Science and Technology General Subject Group I

The Faculty of Science and Technology Common Subject Group I includes introductory courses related to science and technology that aim to broaden students’ knowledge of these fields.

This group includes “English for Science and Engineering”.

2) Faculty of Science and Technology General Subject Group II

This group contains courses that students are required to take in preparation for Core Courses and Specialized Courses.

Students can transfer surplus credits from compulsory elective courses to elective courses in the Faculty of Science and Technology Common Subject Group II.

3) Department Core Courses

Department Core Courses are the groups of courses that form the core curriculum for each department, including experiments, seminars, and graduation research.

Experiment-based courses are merged with courses that are taught in Japanese by experienced teaching staff or international teaching assistants. Seminars and graduation research are supervised by faculties who accept the students.

4) Department Specialized Courses

Regarding elective courses among department courses, the number of credits that students are able to allocate from the elective English courses in other departments in Faculty of Science and Technology is up

to half of the credits required for graduation.

4. Graduate School

The graduate school at this university offer master's degree programs and doctoral degree programs. Master's degree programs are of two years duration; upon completion students will earn a master's degree. Given that science and technology includes many different fields, the graduate school provides students with a highly specialized education that is based on the knowledge acquired in their undergraduate studies. With advances in science and technology, there is an increasing demand for people to earn masters or doctoral degrees. In addition, reducing the length of study for postgraduate degrees is under consideration. Therefore, we invite students currently enrolled in undergraduate programs to consider continuing their studies at the postgraduate level.

5. Qualifications

By taking the required courses and graduating from one of the departments in this faculty, students can obtain a number of qualifications which may serve as the prerequisite for test(s) and/or obtaining licenses. Please refer to the Japanese version of the Bulletin of information (履修要覧) for more details of the main qualifications.

6. Faculty of Science and Technology Early Graduation System

Early graduation refers to students who have spent three and half years or more at the university (excluding periods of leave of absence from the university) fulfilled for the prescribed procedures, and graduate upon completion of seven semesters year (hereafter 4th year March graduation).

1) Qualifications and Procedures for Requesting Early Graduation

- ①-1. Students who have met the following conditions upon completion of their 2nd year are eligible to register for early graduation:
 - (1) Have obtained 30 credits or more that count toward graduation from General Studies (Zengaku Kyotsu Kamoku), including all compulsory subjects in the 1st year;
 - (2) Have obtained 60 credits or more that count toward graduation from Specialized Education (Gakka Kamoku), including all compulsory subjects up in the 2nd year;
 - (3) Have a GPA in both university-wide subjects and departmental subjects of 3.65 or above.
- ①-2. The procedures for requesting early graduation are as follows:
 - (1) Have a member of the teaching staff act as an academic supervisor in the beginning of the 3rd year and, in addition to registering for Graduation Research I, submit an Application for Registration of Request for Early Graduation.
 - (2) Receive official approval on the Application for Registration of Request for Early Graduation from the above-mentioned academic supervisor for Graduation Research I.
- ①-3. Following registration for early graduation as well as receiving supervision from their academic supervisor, students must provide occasional reports to their academic supervisor about their academic progress and receive appropriate guidance.

2) Predication for Early Graduation

Students who meet all of the following conditions are eligible to make a request for early graduation:

- (1) The student in question wishes to graduate early and has registered a request for early graduation;
- (2) At the time of early graduation, the student has obtained credits in all of the prescribed subjects required for graduation;
- (3) At the time of early graduation, the student has a GPA in both university-wide subjects and departmental subjects of 3.65 or above in grade transcript.

3) Withdrawal of Registration of Request for Early Graduation, and Changes to the Graduation Period

Students who wish to change the period in which they want to graduate following registration of a request for early graduation or who want to withdraw the request itself are required to complete the following procedures:

- (1) For changes to the period of desired graduation, the student must receive official approval from their academic supervisor on Notice of Changes to Period of Request for Early Graduation and submit it to the Chairperson of the department by the submission deadline for procedures.
- (2) For withdrawals of requests for early graduation, the student must receive official approval from their academic supervisor on Notice of Withdrawal of Registration of Request for Early Graduation and submit it to the Chairperson of the department by the submission deadline for procedures.

[Procedure] * Please refer to Loyola bulletin board for distribution of documents and other details.

Documents to be submitted	Submission period	
Application for early graduation registration	3rd year, from October 1 to October 31 (except university non-business days and holidays)	
Notification of change of early graduation date	Until the 3rd year spring semester registration period	
Withdrawal of application for early graduation registration	In the case of withdrawal of early graduation application after completing six semesters	Until 3rd year spring semester course withdrawal period
	In the case of withdrawal of early graduation application after completing seven semesters	Until 4th year autumn semester course withdrawal period

Department of Materials and Life Sciences

Bachelor's Program in Green Science

1. Courses and Minimum Number of Credits required for Graduation

【For students who entered from 2014】

General Studies (Zengaku Kyotsu Kamoku)

Compulsory: 2 credits (Health and Physical Education: 2 credits)

Compulsory electives: 4 credits (Studies in Christian Humanism)

Electives: 20 credits (include Advanced General Education Courses: 2 credits)

Language

Compulsory: 4 credits (English)

Specialized Education (Gakka Kamoku)

Compulsory: 31 credits

Compulsory electives: 11 credits

Electives: 52 credits

Total: 124 credits are required for graduation.

【For students who entered before 2013】

General Studies (Zengaku Kyotsu Kamoku)

Compulsory: 10 credits (Health and Physical Education: 2 credits, Foreign Languages: 8 credits (English))

Compulsory electives: 4 credits (Studies in Christian Humanism)

Electives: 16 credits

Specialized Education (Gakka Kamoku)

Compulsory: 31 credits

Compulsory electives: 11 credits

Electives: 52 credits

Total: 124 credits are required for graduation.

2. Details of Credits Necessary for Graduation

Please see p.71~72

3. Details to Note When Choosing courses

Specialized Education (Gakka Kamoku)

(1) Classification of Specialized Education (Gakka Kamoku)

Faculty of Science and Technology General Subject Group I:

These are fundamental courses taken by all students in the Faculty of Science and Technology. Courses in this group consist of compulsory courses (18 credits) and compulsory elective courses (English for Science and Engineering (2 credits)).

Faculty of Science and Technology General Subject Group II:

This group is a continuation from Group I, which consists of common subjects that form the foundations for studying specialized courses. While these courses are taken by all students in the Faculty of Science and Technology, some courses are particularly relevant for each department. Therefore, a number of subjects are designated as compulsory elective courses by the department. To graduate, students need 26 credits from this particular group, which includes 6 credits from the compulsory elective courses.

Department Core Courses:

Courses in this group form the educational core in each department and include experiments, exercises, seminars, and graduation research. Some of the experiment-based and practical courses are compulsory elective courses while others are compulsory courses. Combined, 16 credits from this group must be completed.

Department Specialized Courses:

These specialized courses offered by each department are elective. Students are required to take 32 credits from these courses in order to graduate.

(2) Credits required for Graduation

To graduate, students are required to have obtained a total of 94 credits from Specialized Education (Gakka Kamoku): 31 credits from compulsory courses, 11 credits from compulsory elective courses, and 52 credits from elective courses.

(3) English for Science and Engineering

Students are required to take the compulsory elective course “ENGL. FOR SCI/ENGINEERING” from the Faculty of Science and Technology Common Subject Group I.

(4) Faculty of Science and Technology Common Subject Group II

Students must complete 6 credits or more from the compulsory elective courses in this group specified by their department. If students obtain more than 6 credits, they can count these extra credits toward the Faculty of Science and Technology Common Subject Group II elective courses. Combined with excess credits from compulsory elective courses, students must take 20 credits from the elective courses in this group.

(5) Experiment-based and Practical Subjects from Department Core Courses

Students must obtain 13 credits from the compulsory courses in the Department Core Courses group.

In addition, they must take 3 or more credits combined with compulsory elective courses from the Department Core Courses group other than English Courses.

(6) Department Specialized Courses

32 credits or more must be completed from elective courses.

3) Requirements for Registering Graduation Research

(1) To take Graduation Research I, the total number of remaining credits out of the minimum number of credits from subjects required for graduation (124 credits) must be 20 credits or below, including the 2 credits for Graduation Research I and II.

(2) To take Graduation Research II, students must have completed Graduation Research I.

(3) Normally, students take Graduation Research I in the autumn semester of the 4th year. However, those who meet the above conditions and wish to take it in the spring semester should inform their department.

4) Limit on the Number of credits per Year/Semester

The following limitations apply to the number of credits that can be registered in each academic year and semester.

(Note 1) Even if students are within the limits for registering credits in the Autumn and Spring semesters, the total number of credits registered in both semesters cannot exceed the annual limit.

(Note 2) Those who have registered for the Teacher Certification Program are permitted to register for additional courses exceeding the limit of the semester after they have registered for the program, which is up to 6 credits in each semester (10 credits each year) from their 2nd year.

(Note 3) Credits for Japanese Courses offered during Spring/Summer Recess will not be included in the maximum credit limit per Year/Semester (for FST English course students only).

(Credits)

1 st Year			2 nd Year			3 rd Year			4 th Year			Total
Aut	Spr	Annual Limit	Aut	Spr	Annual Limit	Aut	Spr	Annual Limit	Aut	Spr	Annual Limit	
26	27	49	27	26	49	25	27	49	26	27	49	196

【For students who entered from 2014】 Department of Material and Life Sciences (Green Science)

○General Studies (Zengaku Kyotsu Kamoku) (26credits)

	1st Year		2nd Year		3rd Year		4th Year		
	Autumn Semester course title	Spring Semester course title	Autumn Semester course title	Spring Semester course title	Autumn Semester course title	Spring Semester course title	Autumn Semester course title	Spring Semester course title	
Compulsory	2cr Health and Physical Education	2							
Compulsory Elective	4cr Studies in Christian Humanism	4							
Elective	Japanese 100-200 level courses offered by FLA (p.58~59) General Studies Elective Courses							Advanced General Education Subjects	
								2	

○Language (4credits)

	1st Year		2nd Year		3rd Year		4th Year	
	Autumn Semester course title	Spring Semester course title	Autumn Semester course title	Spring Semester course title	Autumn Semester course title	Spring Semester course title	Autumn Semester course title	Spring Semester course title
Compulsory	4cr Academic Skills 1	2	Academic Skills 2	2				

○Specialized Education (Gakka Kamoku) (94credits)

	1st Year		2nd Year		3rd Year		4th Year			
	Autumn Semester course title	Spring Semester course title	Autumn Semester course title	Spring Semester course title	Autumn Semester course title	Spring Semester course title	Autumn Semester course title	Spring Semester course title		
Faculty of Science and Technology General Subject Group I	Compulsory 18cr	OVERVIEW OF SCIENCE & TECHNOLOGY	2							
		INTRO. TO SCIENCE & TECHNOLOGY	2							
		MATHEMATICS A (LINEAR ALGEBRA)	2	BASIC INFORMATICS	2					
		MATHEMATICS B (CALCULUS)	2							
Faculty of Science and Technology General Subject Group II	Compulsory Elective 2cr	MATHEMATICS EXERCISE 1	1							
		BASIC PHYSICS	2							
		BASIC CHEMISTRY	2							
		BASIC BIOLOGY	2							
Faculty of Science and Technology General Subject Group II	Compulsory Elective 6cr	EXPERIMENTS & EXERCISE OF BASIC SCIENCE	1							
		ENGL. FOR SCI/ENGINEERING (ENVIRONMENT)	2							
		MOLECULAR BIOLOGY	2							
		LIFE CYCLE ASSESSMENT	2							
Faculty of Science and Technology General Subject Group II	Elective 20cr	BIOORGANIC CHEMISTRY (ANALYTICAL CHEMISTRY)	2							
		ORGANIC CHEMISTRY	2							
		20 credits must be taken from the FST General Subject Group II elective courses. (Surplus credits from compulsory elective courses can be counted as elective courses.)								
Department Core Courses	Compulsory 13cr	MATERIALS AND LIFE SCIENCES (PHYSICS)	2	MATERIALS AND LIFE SCIENCES LAB. B	1	MATERIALS AND LIFE SCIENCES LAB. C	1	SEMINAR 1 (GRADUATION RESEARCH 1)	1	
		MATERIALS AND LIFE SCIENCES (CHEMISTRY)	2							
		MATERIALS AND LIFE SCIENCES (BIOLOGY)	2							
Department Specialized Courses	Compulsory Elective 3cr			CHEMISTRY LAB. 1	1	CHEMISTRY LAB. 2	1	SEMINAR 2 (GRADUATION RESEARCH 2)	1	
				BIOLOGY LAB. 1	1	PHYSICAL CHEMISTRY LAB.	1			
				日本語のコア選択必修科目	1-2	BIOLOGY LAB.2	1	BIOLOGY LAB.3	1	
Department Specialized Courses	Elective 32cr	32 credits must be taken from Department Specialized Courses. (Students can include up to 16 credits from the Department Specialized courses of other departments of FST and Japanese program of your department.)								

【For students who entered before 2013】 Department of Material and Life Sciences (Green Science)

O General Studies (Zengaku Kyotsu Kamoku) (30credits)

	1st Year		2nd Year		3rd Year		4th Year	
	Autumn Semester course title	Spring Semester course title	Autumn Semester course title	Spring Semester course title	Autumn Semester course title	Spring Semester course title	Autumn Semester course title	Spring Semester course title
Compulsory	2cr Health and Physical Education	2						
Compulsory Elective	4cr Studies in Christian Humanism	4						
Elective	Japanese 16cr 100-200 level courses offered by FLA (p.58~59) General Studies Elective Courses							
Foreign Language Compulsory	8cr Academic Skills 1	2	Academic Skills 2	2	Academic Skills 3	2	Academic Skills 4	2

O Specialized Education (Gakka Kamoku) (94credits)

	1st Year		2nd Year		3rd Year		4th Year	
	Autumn Semester course title	Spring Semester course title	Autumn Semester course title	Spring Semester course title	Autumn Semester course title	Spring Semester course title	Autumn Semester course title	Spring Semester course title
Faculty of Science and Technology General Subject Group I	Compulsory 18cr	OVERVIEW OF SCIENCE & TECHNOLOGY	2	MATHEMATICS A (LINEAR ALGEBRA)	2	BASIC INFORMATICS	2	
		INTRO. TO SCIENCE & TECHNOLOGY	2	MATHEMATICS B (CALCULUS)	2			
Faculty of Science and Technology General Subject Group II	Compulsory Elective 2cr					ENGL. FOR SCI./ENGINEERING (ENVIRONMENT)	2	
						MOLECULAR BIOLOGY	2	
Faculty of Science and Technology General Subject Group II	Compulsory Elective 6cr					LIFE CYCLE ASSESSMENT	2	
						INORGANIC CHEMISTRY (ANALYTICAL CHEMISTRY)	2	
Department Core Courses	Compulsory 13cr					ORGANIC CHEMISTRY	2	
Department Specialized Courses	Compulsory Elective 32cr							
Department Specialized Courses	Elective							

20 credits must be taken from the FST General Subject Group II elective courses.
(Surplus credits from compulsory elective courses can be counted as elective courses.)

32 credits must be taken from Department Specialized Courses.

(Students can include up to 16 credits from the Department Specialized courses of other departments of FST and Japanese program of your department.)

Department of Engineering and Applied Sciences

Bachelor's Program in Green Engineering

1. Courses and Minimum Number of Credits required for Graduation

【For students who entered from 2014】

General Studies (Zengaku Kyotsu Kamoku)

Compulsory: 2 credits (Health and Physical Education: 2 credits)

Compulsory electives: 4 credits (Studies in Christian Humanism)

Electives: 20 credits (include Advanced General Education Courses: 2 credits)

Language

Compulsory: 4 credits (English)

Specialized Education (Gakka Kamoku):

Compulsory: 28 credits

Compulsory electives: 23 credits

Electives: 43 credits

Total: 124 credits are required for graduation.

【For students who entered before 2013】

General Studies (Zengaku Kyotsu Kamoku)

Compulsory: 10 credits (Health and Physical Education: 2 credits, Foreign Languages: 8 credits (English))

Compulsory electives: 4 credits (Studies in Christian Humanism)

Electives: 16 credits

Specialized Education (Gakka Kamoku):

Compulsory: 28 credits

Compulsory electives: 23 credits

Electives: 43 credits

Total: 124 credits are required for graduation.

2. Details of Credits Necessary for Graduation

Please see p.76 -77

3. Details to Note when Choosing courses

Specialized Education (Gakka Kamoku)

(1) Classification of Specialized Education (Gakka Kamoku)

Faculty of Science and Technology General Subject Group I:

These are fundamental courses taken by all students in the Faculty of Science and Technology. Courses in this group consist of compulsory courses (18 credits) and compulsory elective courses (English for Science and Engineering (2 credits)).

Faculty of Science and Technology General Subject Group II:

This group is a continuation from Group I, which consists of common subjects that form the foundations for studying specialized courses. While these courses are taken by all students in the Faculty of Science and Technology, some courses are particularly relevant for each department. Therefore, a number of subjects are designated as compulsory elective courses by the department. To graduate, students need 25 credits from this particular group, which includes 14 credits from compulsory elective courses.

Department Core Courses:

Courses in this group form the core elements of study in each department and include experiments, exercises, seminars, and graduation research. Some experiment-based and practical courses are compulsory elective courses while others are compulsory courses. Combined, 17 credits from this group must be completed.

Department Specialized Courses:

These specialized courses offered by each department are elective. Students are required to obtain 32 credits from these courses in order to graduate.

(2) Credits required for Graduation

To graduate, students are required to have a total of 94 credits from Specialized Education (Gakka Kamoku): 28 credits from compulsory courses, 23 credits from compulsory elective courses, and 43 credits from elective courses.

(3) English for Science and Engineering

Students are required to take the compulsory elective course “ENGL. FOR SCI/ENGINEERING” from the Faculty of Science and Technology General Subject Group I.

(4) Faculty of Science and Technology General Subject Group II

Students must complete 14 credits or more from the compulsory elective courses in this group specified by their department. If students obtain more than 14 credits, they can count as credits toward the Faculty of Science and Technology General Subject Group II elective courses. Combined with excess credits from compulsory elective courses, students must take 11 credits from the elective courses in this group.

(5) Experiment-based and Practical Subjects from Department Core Courses

Students must obtain 10 credits from the compulsory courses in the Department Core Courses group.

In addition, they must take 7 or more credits combined with compulsory elective courses from the Department Core Courses group other than English Courses.

(6) Department Specialized Courses

32 credits or more must be completed from elective courses.

3) Requirements for Registering Graduation Research

(1) To take Graduation Research I, the total number of remaining credits out of the minimum number of credits from subjects required for graduation (124 credits) must be 20 credits or below, including 2 credits from Graduation Research I and II.

(2) To take Graduation Research II, students must have completed Graduation Research I.

(3) Normally, students take Graduation Research I in the autumn semester of the 4th year. However, those who meet the above conditions and wish to take it in the spring semester should inform their department.

4) Limit on the Number of credits per Year/Semester

The following limitations apply to the number of credits that can be registered in each academic year and semester.

(Note 1) Even if students are within the limits for registering credits in the Autumn and Spring semesters, the total number of credits registered in both semesters cannot exceed the annual limit.

(Note 2) Those who have registered for the Teacher Certification Program are permitted to register for additional courses exceeding the limit of the semester after they have registered for the program, which is up to 6 credits in each semester (10 credits per year) from their 2nd year.

(Note 3) Credits for Japanese Courses offered during Spring/Summer Recess will not be included in the maximum credit limit per Year/Semester (for FST English course students only).

(Credits)

1 st Year			2 nd Year			3 rd Year			4 th Year			Total
Aut	Spr	Annual Limit	Aut	Spr	Annual Limit	Aut	Spr	Annual Limit	Aut	Spr	Annual Limit	
26	27	49	27	26	49	25	27	49	26	27	49	196

【For students who entered from 2014】 Department of Engineering and Applied Sciences (Green Engineering)

○General Studies (Zengaku Kyotsu Kamoku) (26credits)

	1st Year		2nd Year		3rd Year		4th Year	
	Autumn Semester course title	Spring Semester course title	Autumn Semester course title	Spring Semester course title	Autumn Semester course title	Spring Semester course title	Autumn Semester course title	Spring Semester course title
Compulsory	2cr Health and Physical Education	2						
Compulsory Elective	4cr Studies in Christian Humanism	4						
Elective	Japanese 100~200 level courses offered by FLA (p.58~59) General Studies Elective Courses							
Advanced General Education Subjects								
2								

○Language (4credits)

	1st Year		2nd Year		3rd Year		4th Year	
	Autumn Semester course title	Spring Semester course title	Autumn Semester course title	Spring Semester course title	Autumn Semester course title	Spring Semester course title	Autumn Semester course title	Spring Semester course title
Compulsory	4cr Academic Skills 1	2	Academic Skills 2	2				

○Specialized Education (Gakka Kamoku) (94credits)

	1st Year		2nd Year		3rd Year		4th Year	
	Autumn Semester course title	Spring Semester course title	Autumn Semester course title	Spring Semester course title	Autumn Semester course title	Spring Semester course title	Autumn Semester course title	Spring Semester course title
Faculty of Science and Technology General Subject Group I	Overview of Science & Technology	2	Mathematics A (Linear Algebra)	2				
	Intro. to Science & Technology	2	Mathematics B (Calculus)	2				
Compulsory	18cr		BASIC INFORMATICS		2			
			Mathematics Exercise 1	1				
Compulsory Elective	2cr		ENGL. FOR SCI/ENGINEERING (ENVIRONMENT)		2			
			Mathematics by Calculus of Several Variables	2	Fourier & Laplace Transforms	2		
Faculty of Science and Technology General Subject Group II	14cr		BASIC DIFFERENTIAL EQUATIONS		2		2	
			Global, Regional and Local Environmental Issues	2	Geoscience	2		
Elective	11cr		THERMODYNAMICS		2		2	
			Atomic & Molecular Sciences	2	Life Cycle Assessment	2		
Department Core Courses	10cr		ENGINEERING AND APPLIED SCIENCES LAB. 1		1		1	
			Engineering and Applied Sciences 1	2	Engineering and Applied Sciences Lab. 2	1	Graduation Research 1	1
Compulsory Elective	7cr		GREEN ENGINEERING LAB. 1		1		1	
			Topics of Green Engineering 1	2	Green Engineering Lab. 2	1	Green Engineering Lab. 3	1
Department Specialized Courses	32cr		TOPICS OF GREEN ENGINEERING 2		2		2	
			日本語のコア選択必修科目	1~2				

32 credits must be taken from Department Specialized Courses.
(Students can include up to 16 credits from the Department Specialized courses of other departments of FST and Japanese program of your department.)

【For students who entered before 2013】 Department of Engineering and Applied Sciences (Green Engineering)

○General Studies (Zengaku Kyotsu Kamoku) (30credits)

	1st Year		2nd Year		3rd Year		4th Year	
	Autumn Semester course title	Spring Semester course title	Autumn Semester course title	Spring Semester course title	Autumn Semester course title	Spring Semester course title	Autumn Semester course title	Spring Semester course title
Compulsory	2cr	Health and Physical Education	2					
Compulsory Elective	4cr	Studies in Christian Humanism	4					
Elective	16cr	100~200 level courses offered by FLA (p.58~59)						
Foreign Language Compulsory	8cr	Academic Skills 1	2	Academic Skills 2	2	Academic Skills 3	2	Academic Skills 4

○Specialized Education (Gakka Kamoku) (94credits)

	1st Year		2nd Year		3rd Year		4th Year	
	Autumn Semester course title	Spring Semester course title	Autumn Semester course title	Spring Semester course title	Autumn Semester course title	Spring Semester course title	Autumn Semester course title	Spring Semester course title
Faculty of Science and Technology General Subject Group I	OVERVIEW OF SCIENCE & TECHNOLOGY		2	MATHEMATICS A (LINEAR ALGEBRA)	2	BASIC INFORMATICS	2	
	INTRO. TO SCIENCE & TECHNOLOGY		2	MATHEMATICS B (CALCULUS)	2			
Compulsory	18cr	BASIC PHYSICS		2				
Compulsory Elective	2cr	BASIC CHEMISTRY		2				
	2cr	BASIC BIOLOGY		2				
Faculty of Science and Technology General Subject Group II	EXPERIMENTS & EXERCISE OF BASIC SCIENCE		1					
	2cr	ENGL. FOR SCI/ENGINEERING (ENVIRONMENT)		2				
Faculty of Science and Technology General Subject Group II	MATHEMATICS BY CALCULUS OF SEVERAL VARIABLES		2	MATHEMATICS C (STATISTICAL DATA ANALYSIS)	2	FOURIER & LAPLACE TRANSFORMS	2	
	14cr	BASIC DIFFERENTIAL EQUATIONS		2	MOLECULAR BIOLOGY	2	GEOSCIENCE	
Elective	11cr	GLOBAL, REGIONAL, AND LOCAL ENVIRONMENTAL ISSUES		2	THERMODYNAMICS	2		
		LIFE CYCLE ASSESSMENT		2	ATOMIC & MOLECULAR SCIENCES	2		
Department Core Courses	10cr	ENGINEERING AND APPLIED SCIENCES 1		2	ENGINEERING AND APPLIED SCIENCES LAB. 2	1	GRADUATION RESEARCH 1	
Department Specialized Courses	7cr	ENGINEERING AND APPLIED SCIENCES 2		2	GREEN ENGINEERING LAB. 1	1	GREEN ENGINEERING LAB. 3	
		ENGINEERING AND APPLIED SCIENCES 3		2	TOPICS OF GREEN ENGINEERING 1	2		
Department Specialized Courses	32cr	ENGINEERING AND APPLIED SCIENCES LAB. 1		1	TOPICS OF GREEN ENGINEERING 2	2		
					日本語のコア選必修科目	1~2		

32 credits must be taken from Department Specialized Courses.
(Students can include up to 16 credits from the Department Specialized courses of other departments of FST and Japanese program of your department.)

Course List

Common Subjects in the Faculty of Science and Technology

	Course No.	Numbering	Course title	Cr.	Semester offered	Instructor	Remarks
Faculty of Science and Technology Common Subject Group I	SCT1010E	NSC101	OVERVIEW OF SCIENCE & TECHNOLOGY	2	AUT	undecided	
	SCT1140E	NSC112	INTRO. TO SCIENCE & TECHNOLOGY	2	AUT	DZIEMINSKA, Edyta	
	SCT1150E	MTH111	MATHEMATICS A(LINEAR ALGEBRA)	2	SPR	TRIHAN, Fabien Benoit	
	SCT1160E	MTH131	MATHEMATICS B(CALCULUS)	2	SPR	TRIHAN, Fabien Benoit	
	SCT1170E	MTH191	MATHEMATICS EXERCISE 1	1	SPR	TRIHAN, Fabien Benoit	
	SCT1180E	PHY101	BASIC PHYSICS	2	SPR	AZUMA, Yoshiro	
	SCT1190E	CHM101	BASIC CHEMISTRY	2	SPR	DANIELACHE, Sebastian	
	SCT1200E	BIO101	BASIC BIOLOGY	2	SPR	NIKURA, Takako	
	SCT2030E	INF101	BASIC INFORMATICS	2	AUT	TAKAOKA, Eiko	
	SCT1210E	NSC191	EXPERIMENTS & EXERCISE OF BASIC SCIENCE	1	SPR	DANIELACHE / SUZUKI	
	SCT5130E	NSC207	ENGL. FOR SCI / ENGINEERING (ENVIRONMENT)	2	SPR	DANIELACHE, Sebastian	
Faculty of Science and Technology Common Subject Group II	SCT6690E	MTH241	MATHEMATICS C1 (STATISTICAL DATA ANALYSIS)	2	SPR	KATO, Takeshi	[19]
	SCT6650E	BIO111	MOLECULAR BIOLOGY	2	SPR	FUJIWARA / SUZUKI	
	SCT6700E	MTH132	MATHEMATICS B2 (CALCULUS OF SEVERAL VARIABLES)	2	AUT	SHINODA, Kenichi	
	SCT6710E	MTH133	BASIC DIFFERENTIAL EQUATIONS	2	AUT	ARAI, Mamiko	
	SCT6660E	CHM111	INORGANIC CHEMISTRY (ANALYTICAL CHEMISTRY)	2	SPR	MATSUMOTO, Kazuko	
	SCT6800E	CHM112	ORGANIC CHEMISTRY	2	SPR	SUZUKI, Yumiko	
	SCT6810E	CHM213	PHYSICAL CHEMISTRY	2	AUT	ODAGIRI, Takeshi	
	SCT6730E	MTH232	FOURIER & LAPLACE TRANSFORMS	2	AUT	ARAI, Mamiko	
	SCT6740E	PHY208	THERMODYNAMICS	2	SPR	ADACHI, Tadashi	
	SCT6750E	BIO251	CELL BIOLOGY	2	AUT	HAYASHI, Kensuke	
	SCT6760E	PHY209	INTRODUCTION TO QUANTUM MECHANICS	2	AUT	HIRANO, Tetsufumi	
	SCT6770E	PHY202	ATOMIC & MOLECULAR SCIENCES	2	SPR	KOIKE, Fumihiro	
	SCT6780E	CHM223	GEOSCIENCE	2	AUT	DANIELACHE, Sebastian	
	SCT6680E	PHY203	LIFE CYCLE ASSESSMENT	2	SPR	SAKAMA, Hiroshi	
	SCT6790E	NSC201	GLOBAL, REGIONAL AND LOCAL ENVIRONMENTAL ISSUES	2	AUT	HUANG, Guangwei	
	SCT6830E	BIO231	FUNDAMENTAL BIOCHEMISTRY	2	SPR	KONDO, Jiro	

[]=Lottery Courses. Number in brackets is the capacity.

Course List

Department of Materials and Life Sciences (Green Science)

	Course No.	Numbering	Course title	Cr.	Semester offered	Instructor	Remarks
Department Core Courses	SML2040E	PHY102	MATERIALS AND LIFE SCIENCES (PHYSICS)	2	AUT	AZUMA, Yoshiro	
	SML2050E	CHM102	MATERIALS AND LIFE SCIENCES (CHEMISTRY)	2	AUT	DANIELACHE, Sebastian	
	SML2060E	BIO102	MATERIALS AND LIFE SCIENCES (BIOLOGY)	2	AUT	undecided	
	SML2070E	MLS191	MATERIALS AND LIFE SCIENCES LAB. A	1	AUT	DANIELACHE, Sebastian	
	SML2080E	MLS291	MATERIALS AND LIFE SCIENCES LAB. B	1	SPR	HORIKOSHI / OI / TAKEOKA	
	SML3030E	MLS292	MATERIALS AND LIFE SCIENCES LAB. C	1	AUT	ENDO / RIKUKAWA / HOSHINO	Aut(first half)
	SML5130E	CHM291	CHEMISTRY LAB. 1	1	AUT	UCHIDA / ITATANI / NAGAO	
	SML5140E	CHM391	CHEMISTRY LAB. 2	1	SPR	USUKI / SUZUKI / MASUYAMA	
	SML5150E	MLS392	PHYSICAL CHEMISTRY LAB.	1	SPR	TANAKA / TAKAHASHI / OKADA	
	SML5210E	BIO291	BIOLOGY LAB. 1	1	AUT	undecided	Aut(later half)
	SML5220E	BIO391	BIOLOGY LAB. 2	1	not offered	-	
	SML5230E	BIO392	BIOLOGY LAB. 3	1	not offered	-	
	SML4030E	MLS301	SEMINAR 1	1	AUT	-	
	SML4040E	MLS302	SEMINAR 2	1	not offered	-	
	SML4050E	MLS401	GRADUATION RESEARCH 1	1	AUT	-	
	SML4060E	MLS402	GRADUATION RESEARCH 2	1	not offered	-	
Department Specialized Courses	SML6490E	PHY303	ATOMIC AND MOLECULAR SPECTROSCOPY	2	AUT	AZUMA, Yoshiro	
	SML6500E	CHM306	INSTRUMENTAL ANALYSIS	2	AUT	MATSUMOTO, Kazuko	
	SML6510E	CHM307	ORGANIC AND NATURAL PRODUCT CHEMISTRY	2	SPR	USUKI, Toyonobu	
	SML6520E	CHH308	ENVIRONMENTAL ANALYTICAL CHEMISTRY	2	SPR	DANIELACHE, Sebastian	
	SML6530E	CHM309	GREEN CHEMISTRY	2	SPR	HORIKOSHI, Satoshi	
	SML6660E	PHY301	RADIATION PHYSICS AND CHEMISTRY	2	SPR	ODAGIRI, Takeshi	
	SML6550E	CHM322	CATALYSIS CHEMISTRY	2	AUT	SUZUKI, Noriyuki	
	SML6560E	CHM319	CERAMICS & GLASS MATERIALS	2	AUT	ITATANI, Kiyoshi	
	SML6570E	PHY302	THEORY-AIDED MOLECULAR DESIGN	2	not offered	NANBU, Shinkoh	
	SML6580E	PHY305	QUANTUM REACTION DYNAMICS	2	AUT	HOSHINO, Masamitsu	
	SML6600E	BIO399	TOPICS OF GREEN SCIENCE 1	2	AUT	PALMER, Helen	
	SML6610E	CHM323	TOPICS OF GREEN SCIENCE 2	2	SPR	LEAR, Martin J.	
	SML6620E	-	TOPICS OF GREEN SCIENCE 3	2	AUT	undecided	
	SML6590E	BIO323	TOPICS OF PLANT SCIENCE	2	SPR	SUZUKI / FUJIWARA	
	SML6630E	CHM301	STRUCTURAL CHEMISTRY	2	AUT	KUZE, Nobuhiko	
	SML6640E	CHM304	ION EXCHANGE IN ENVIRONMENTAL CHEMISTRY	2	SPR	HAYASHITA, Takashi	
	099712	GCL205	ENVIRONMENTAL SCIENCE	2	SPR / AUT	SUGIURA, Mikiko	
	099716	GCE210	SUSTAINABLE DEVELOPMENT	2	SPR / AUT	SUGIURA, Mikiko	
099711	GCE302	A CRITICAL APPROACH TO SUSTAINABLE CITY	2	SPR / AUT	BOONTHARM Davisi		

Course List

Department of Engineering and Applied Sciences (Green Engineering)

	Course No.	Numbering	Course title	Cr.	Semester offered	Instructor	Remarks
Department Core Courses	SEA2040E	MEC181	ENGINEERING AND APPLIED SCIENCES 1	2	AUT	SUEMASU, Hiroshi	
	SEA2050E	PHY102	ENGINEERING AND APPLIED SCIENCES 2	2	AUT	AZUMA, Yoshiro	
	SEA2060E	EEE202	ENGINEERING AND APPLIED SCIENCES 3	2	AUT	undecided	
	SEA2070E	EAS191	ENGINEERING AND APPLIED SCIENCES LAB. 1	1	AUT	SUZUKI / TAKAYANAGI / SUEMASU / TSUKIJI / HISAMORI / KISHINO / NAKAMURA / DZIEMINSKA	
	SEA2080E	EAS291	ENGINEERING AND APPLIED SCIENCES LAB. 2	1	SPR	KIKUCHI / WATANABE / TAKEHARA / MUTO / TAKAI / KISHINO / SHIMOMURA / NAKAMURA / DZIEMINSKA	
	SEA5140E	PHY395	GREEN ENGINEERING LAB. 1	1	AUT	MIZUGAI / KUNUGITA / KUROE / ADACHI	
	SEA5150E	MEC391	GREEN ENGINEERING LAB. 2	1	SPR	SAKAMOTO / NAGASHIMA / SHEN / TAKEHARA / ICHIYANAGI / SUZUKI	
	SEA5160E	EEE395	GREEN ENGINEERING LAB. 3	1	AUT	MIYATAKE / TAKAO / NOMURA / SAKAMOTO	
	SEA5170E	EAS301	TOPICS OF GREEN ENGINEERING 1	2	AUT	DZIEMINSKA, Edyta	
	SEA5180E	EAS302	TOPICS OF GREEN ENGINEERING 2	2	AUT	undecided	
	SEA4030E	EAS401	GRADUATION RESEARCH 1	1	AUT	-	
SEA4040E	EAS402	GRADUATION RESEARCH 2	1	not offered	-		
Department Specialized Courses	SEA6520E	MEC331	THERMAL ENERGY CONVERSION	2	AUT	SUZUKI, Takashi	
	SEA6530E	MEC321	FLUID ENERGY CONVERSION	2	SPR	WATANABE, Mariko	
	SEA6540E	MEC352	ENERGY & MATERIALS	2	AUT	TAKAI, Kenichi	
	SEA6550E	EEE327	NUCLEAR ENERGY ENGINEERING	2	AUT	YAMASHITA / SHINOHARA / TORATA / IKUTA / KONISHI / MIYATAKE / YAGAI / SAKAMOTO	
	SEA6560E	PHY308	INTRODUCTION TO MATERIAL SCIENCES	2	SPR	GOTO, Takayuki	
	SEA6640E	EEE323	ELECTRICAL DRIVES AND CONTROLS	2	SPR	MIYATAKE, Masafumi	
	SEA6580E	EEE326	ELECTRIC POWER SYSTEM ENGINEERING	2	AUT	undecided	
	SEA6590E	EEE328	CLEAN ENERGY	2	SPR	YAGAI, Tsuyoshi	
	SEA6600E	EAS321	SIMULATION ENGINEERING	2	AUT	GONSALVES, Tad	
	SEA6610E	EAS421	COMMUNICATION AND NETWORK ENGINEERING	2	SPR	BANDAI / OGAWA / HAYASHI / TAKAHASHI	
	SEA6620E	EAS411	TOPICS OF GREEN ENGINEERING 3	2	AUT	undecided	
	SEA6650E	EAS412	AIRCRAFT DESIGN WITH MECHANIC OF FLIGHT	2	SPR	DZIEMINSKA, Edyta	
	099712	GCL205	ENVIRONMENTAL SCIENCE	2	SPR / AUT	SUGIURA, Mikiko	
	099716	GCE210	SUSTAINABLE DEVELOPMENT	2	SPR / AUT	SUGIURA, Mikiko	
099711	GCE302	A CRITICAL APPROACH TO SUSTAINABLE CITY	2	SPR / AUT	BOONTHARM Davisi		

General Information

Faculty Offices and Office Hours

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Campus Map

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Faculty Offices and Office Hours

Faculty of Science and Technology

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

Department of Materials and Life Science

Chairperson's Office 3-431 (ex. 3360)

	Azuma, Yoshiro	4-391B	Mon-Fri 17:00-18:00	
	Chiba, Atsuhiko	9-752A	Mon-Fri 10:00-17:00	by appointment
	Danielache, Sebastian Oscar	3-331	Mon, Wed, Thu 11:00-13:30 Fri 12:30-13:30	by e-mail appointment (sebastian.d@sophia.ac.jp)
	Endo, Akira	3-441A	Tue 12:30-13:30	or by appointment
	Fujita, Masahiro	4-373A	Mon-Fri 10:00-17:00	or by appointment
	Fujiwara, Makoto	9-559A	Mon-Fri 10:00-17:00	or by appointment
	Hashimoto, Takeshi	3-439	Thu, Fri 14:00-18:00	or by appointment
	Hayashi, Kensuke	9-758A	Mon 12:30-13:20	or by appointment
	Hayashita, Takashi	3-441B	Thu, Fri 8:00-9:00	or by appointment
	Horikoshi, Satoshi	4-191	Mon-Fri 12:30-13:30	by appointment
	Hoshino, Masamitsu	4-385A	Wed 10:00-12:30, 13:30-15:00	or by e-mail appointment
	Itatani, Kiyoshi	3-445B	Mon-Fri 10:00-17:00	by e-mail appointment
	Kanzawa, Nobuyuki	3-433	Mon-Fri 10:00-17:00	except a lecture, meeting time
	Kawaguchi, Mari	4-581	Mon-Fri 10:00-17:00	by e-mail appointment
	Kikawada, Yoshikazu	4-482	Fri 12:30-13:30	or by e-mail appointment
	Kobayashi, Kenichiro	9-554A	Mon 16:00-17:00	or by appointment
	Kondo, Jiro	4-383B	Mon-Fri 10:00-17:00	or by appointment
	Kuze, Nobuhiko	4-497	Mon-Fri 10:00-17:00	or by appointment
	Makino, Osamu	9-754A	Mon 15:30-16:30	by e-mail appointment
	Masuyama, Yoshiro	4-491A	Mon 15:30-18:00	by e-mail appointment
	Nagao, Hirotaka	4-491B	Mon-Fri 10:00-17:00	by appointment
	Nanbu, Shinkoh	9-452A	Fri 11:00-18:00	or by appointment
	Odagiri, Takeshi	4-291A	Mon-Fri 10:00-17:00	by appointment
Chairperson	Oi, Takao	9-452B	Mon-Fri 9:30-17:00	by appointment
	Okada, Kunihiro	4-387B	Mon-Fri 12:40-13:20	by appointment
	Rikukawa, Masahiro	4-481	Mon, Thu 12:30-13:30	or by e-mail appointment
	Saito, Tamao	3-531	Mon-Fri 10:00-17:00	by e-mail appointment (tasaito@sophia.ac.jp)
	Suzuki, Nobuhiro	4-582	Mon, Wed, Thu 11:00-12:30	by e-mail appointment
	Suzuki, Noriyuki	4-489	Mon-Fri 10:00-17:00	by e-mail appointment
	Suzuki, Yumiko	3-435B	Mon-Fri 10:00-17:00	or by appointment
	Takahashi, Kazuo	4-495B	Mon-Fri 10:00-17:00	by appointment
	Takeoka, Yuko	4-485	Mon-Fri 10:00-16:30	by e-mail appointment (except a lecture)
	Tanaka, Kunihiro	4-493	Mon-Fri 10:00-17:00	or by appointment
	Uchida, Hiroshi	3-446	Fri 11:00-12:00	by e-mail appointment
	Usuki, Toyonobu	4-474A	Tue 10:00-12:00	by e-mail appointment
	Yasumasu, Shigeki	3-525	Mon-Fri 10:00-17:00	by appointment

Department of Engineering and Applied Science

Chairperson's Office 3-131 (ex. 3310)

	Adachi, Tadashi	4-291B	Thu 17:00-18:00	or by e-mail appointment
	Dzieminska, Edyta	3-231	Mon-Fri 9:30-17:00	by e-mail appointment
	Ema, Kazuhiro	3-345A	Wed, Thu 11:00-12:30	or by e-mail appointment
	Goto, Takayuki	3-335B	Mon-Fri 16:00-18:00	except a lecture, meeting time
	Hirano, Tetsufumi	4-385B	Mon 9:15-10:45	or by e-mail appointment
	Hisamori, Noriyuki	KH-426	Mon-Fri 11:00-17:00	
	Ichiyanagi, Mitsuhisa	3-138	Mon-Fri 11:00-17:00	by e-mail appointment

	Kikuchi, Akihiko	4-292	Tue, Wed, Thu 12:30-13:30	or by e-mail appointment
	Kishino, Katsumi	3-235	Tue, Fri 12:30-13:30, Tue 16:00-18:00	by e-mail appointment
	Kunugita, Hideyuki	3-342	Wed 13:30-14:30	by e-mail appointment
	Kuroe, Haruhiko	3-341A	Mon-Fri 11:00-12:30, 13:30-15:00	except a lecture, meeting time by e-mail appointment
	Kuwahara, Hideki	4-381	Fri 17:00-18:00	or by e-mail appointment
	Miyatake, Masafumi	3-243B	Tue 13:00-15:20 Thu 12:15-13:15	or by appointment
	Mizugai, Yoshihiro	3-340	Tue-Thu 11:00-13:30	or by e-mail appointment
	Muto, Yasuhiko	3-137A	Mon-Fri 11:00-17:00	by appointment
	Nagashima, Toshio	3-145A	Mon 12:30-13:30	or by e-mail appointment
	Nakamura, Kazuya	4-296	Mon-Fri 11:00-17:00	by e-mail appointment
	Nakaoka, Toshihiro	3-023	Mon-Fri 10:00-17:00	by e-mail appointment
	Nomura, Ichiro	3-245A	Mon-Fri 10:00-12:30, 13:30-17:00	by e-mail appointment
	Ohtsuki, Tomi	4-389A	Fri 11:00-13:30	by e-mail appointment
	Sakama, Hiroshi	3-341B	Mon-Fri 12:30-13:30	by appointment
	Sakamoto, Haruhisa	KH-329	Mon-Fri 13:30-19:00	by e-mail appointment (h-sakamo@sophia.ac.jp)
	Sakamoto, Oriie	3-241B	Wed 11:00-12:30	or by appointment
	Shimomura, Kazuhiko	3-239A	Mon-Fri 10:00-17:00	
	Shen, Tielong	3-137B	Mon-Fri 11:00-17:00	
	Suemasu, Hiroshi	3-143B	Tue-Fri 11:00-17:00	
	Suzuki, Hiroshi	MH-115E	Mon-Fri 11:00-17:00	
	Suzuki, Takashi	3-135B	Mon-Fri 9:00-18:00	by e-mail appointment
Chairperson	Takai, Kenichi	KH-428	Mon-Fri 10:00-18:00	
	Takao, Tomoaki	3-241A	Mon-Fri 12:30-13:30	by e-mail appointment
	Takayanagi, Kazuo	4-383A	Mon-Fri 13:30-17:00	except a lecture, meeting time by appointment
	Takehara, Shoichiro	KH-326	Mon, Tue, Wed 12:30-15:00	except a lecture, meeting time by appointment
	Tanaka, Hidetake	KH-327	Mon-Fri 13:30-17:00	by appointment
	Terumichi, Yoshiaki	3-143A	Tue 12:30-13:30	or by e-mail appointment (y-terumi@sophia.ac.jp)
Dean	Tsukiji, Tetsuhiro	3-135A	Wed 12:30-13:30	or by e-mail appointment
	Watanabe, Mariko	3-133B	Thu 16:00-17:00	by appointment
	Yagai, Tsuyoshi	4-190	Mon-Fri 11:00-17:00	by e-mail appointment

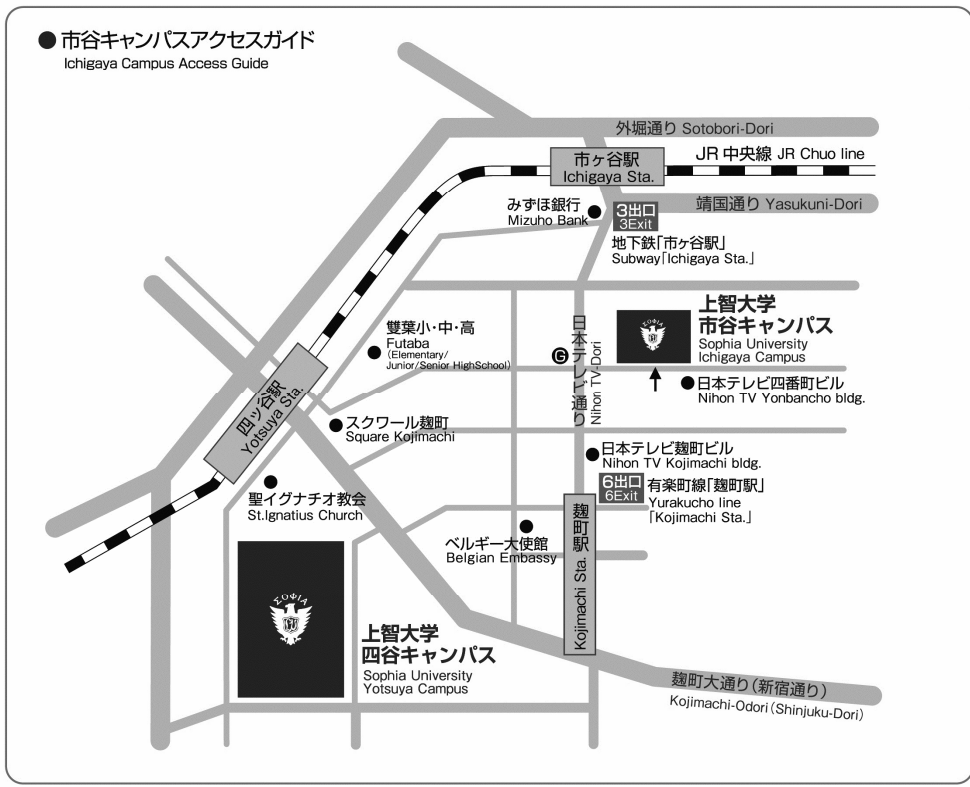
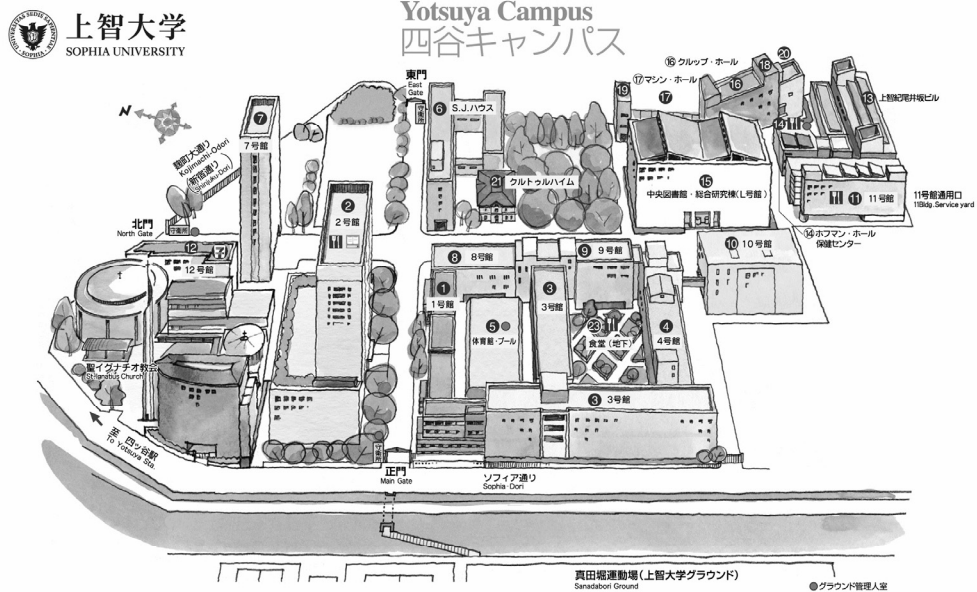
Department of Information and Communication Science
Chairperson's Office I-107A (ex. 3320)

	Arai, Takayuki	4-290	Mon 11:00-12:00	or by e-mail appointment
	Bandai, Masaki	I-301B	Fri 12:30-13:30	or by e-mail appointment
	Fujii, Mamiko	I-120A	Mon 12:00-13:00	or by e-mail appointment
	Furuya, Shinichi	I-208A	Thu 12:30-13:30	or by e-mail appointment
	Gomi, Yasushi	I-407	(Spring) Fri 12:30-13:30 (Autumn) Mon 12:30-13:30	by appointment
	Gonsalves, Tad	I-209B	Mon-Fri 13:00-13:30	by appointment
	Goto, Satoshi	I-401B	Tue 9:15-10:45	by e-mail appointment
	Hayashi, Hitoshi	I-118B	Fri 12:40-13:10	by appointment
	Hirata, Hitoshi	I-403	Fri 13:30-15:00	or by e-mail appointment
	Irohara, Takashi	KH-528	Tue 12:30-13:30	by e-mail appointment
	Ito, Kiyoshi	I-207B	Tue, Fri 12:40-13:20	by appointment
	Kato, Takeshi	I-412	Thu 17:00-18:30	by appointment
	Kawabata, Ryo	I-208B	(Spring) Mon 13:30-14:30 (Autumn) Mon 15:45-16:30	or by e-mail appointment
	Kawanaka, Akira	I-310	Mon, Wed-Fri 12:30-13:30	by e-mail appointment
	Miyamoto, Yuichiro	I-308B	Fri 12:30-13:30	by e-mail appointment
Chairperson	Nakashima, Toshiki	I-410	Tue 12:30-13:30	by appointment
	Nakasuji, Maki	I-414	Fri 10:00-11:00	or by e-mail appointment

Niikura, Takako	9-756A	Fri 12:30-13:30	or by e-mail appointment
Ogawa, Masakatsu	I-307B	Fri 12:30-13:30	by appointment
Ooshiro, Kanako	I-416	Mon 9:15-12:30	or by e-mail appointment
Sasakawa, Nobuyuki	9-756B	Fri 12:30-13:30	or by e-mail appointment
Shibuya, Tomoharu	I-405	Mon 12:00-13:00	or by e-mail appointment
Sumi, Chikayoshi	I-017C	Mon-Fri 13:00-13:30	by appointment
Tahara, Hidetoshi	I-408	Fri 12:00-13:00	by appointment
Takahashi, Hiroshi	I-110	Mon, Tue, Wed 8:00-14:00	or by e-mail appointment
Takaoka, Eiko	I-303	(Spring) Wed 17:00-18:00 (Autumn) Thu 11:00-12:00	by appointment
Tamura, Yasuhisa	I-309B	Thu, Fri 12:30-13:30	by e-mail appointment
Tanaka, Shoji	I-302	Mon-Fri 12:30-13:30	by e-mail appointment
Trihan, Fabien	I-418	Fri 12:30-13:30	by e-mail appointment
Tsuji, Hajime	I-409	Tue 12:30-13:30	by appointment
Tsunogai, Hiroshi	I-406	Thu 12:30-13:30	or by e-mail appointment
Tsuzuki, Masao	I-411	Fri 12:30-13:30	by appointment
Waho, Takao	4-284A	Fri 15:15-16:45	by appointment
Yairi, Ikuko	I-401C	Mon 13:30-16:45	by appointment
Yamanaka, Takao	I-202	Mon-Fri 12:30-13:30	by e-mail appointment

※"I" means Ichigaya Campus Main Building

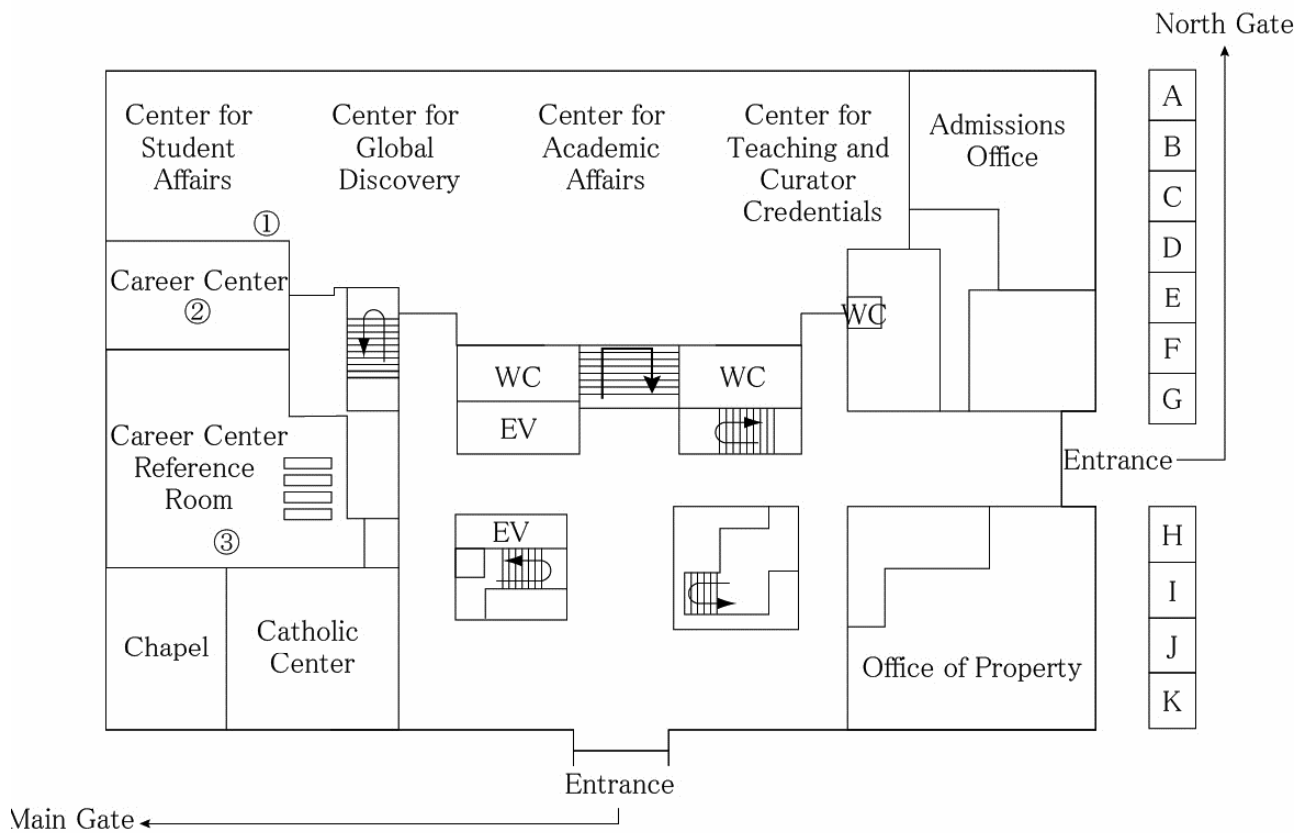
Campus Map



Yotsuya Campus

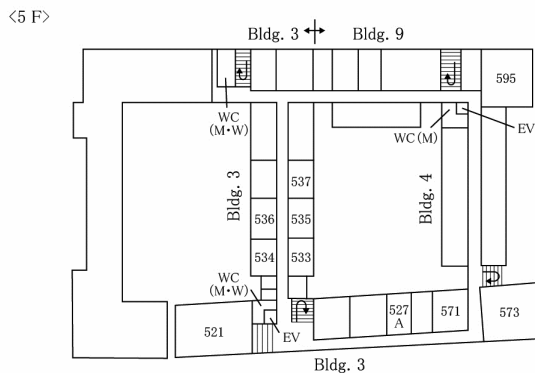
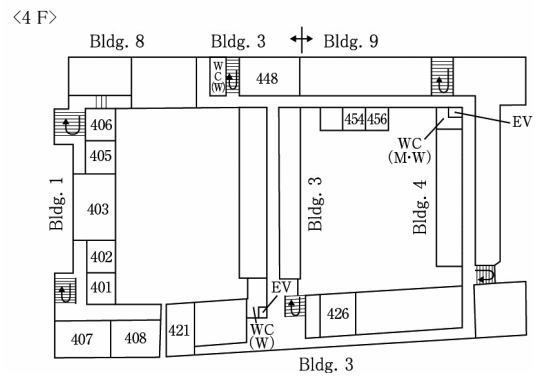
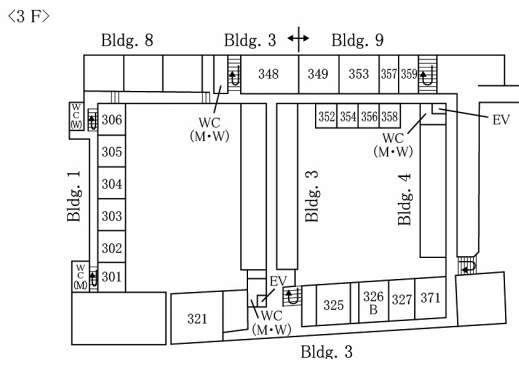
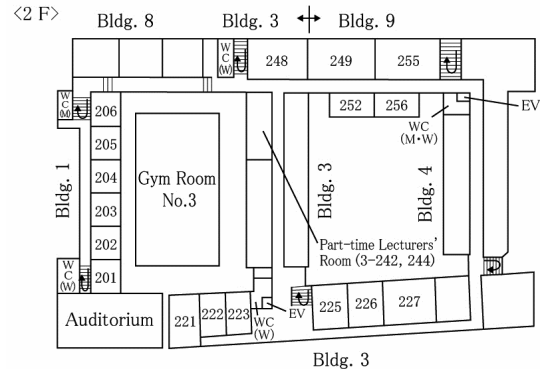
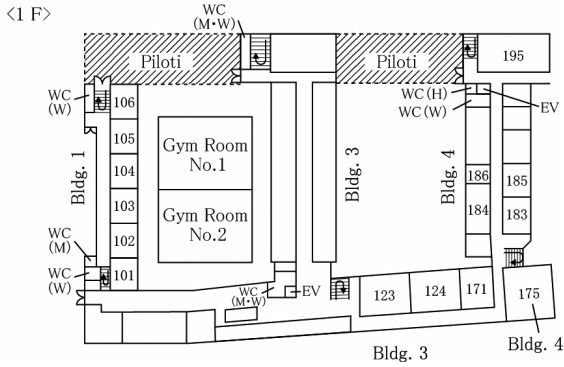
Location of Bulletin Boards in Building No.2 1F

Announcements from the university offices to students are posted on the Loyola online bulletin board. Information which is not appropriate for posting on Loyola will be posted on the bulletin boards outside Building No 2.



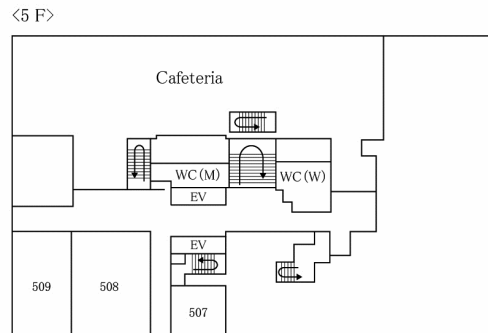
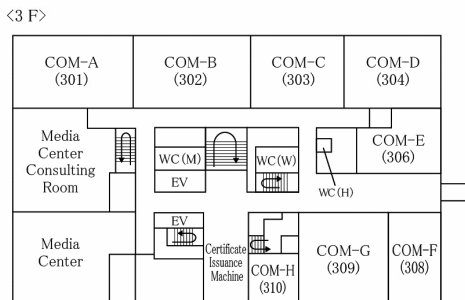
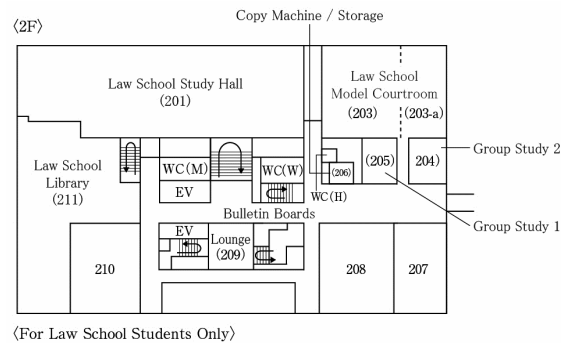
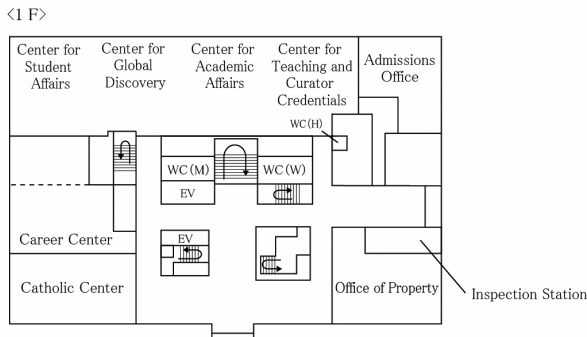
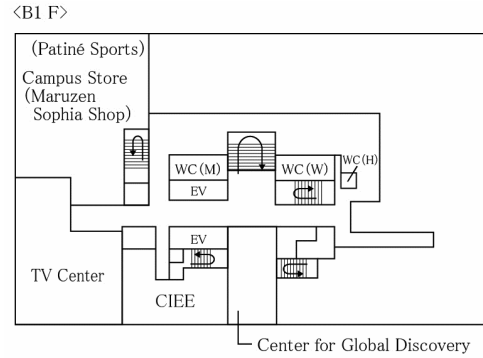
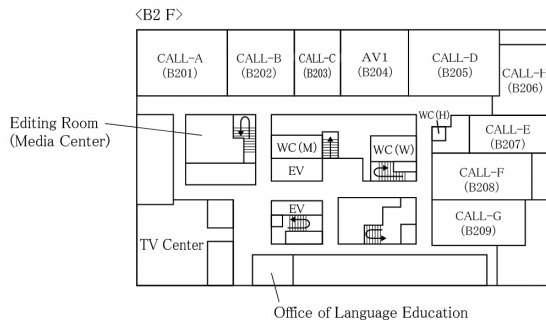
Yotsuya Campus

Building No.1,3,4,8,9



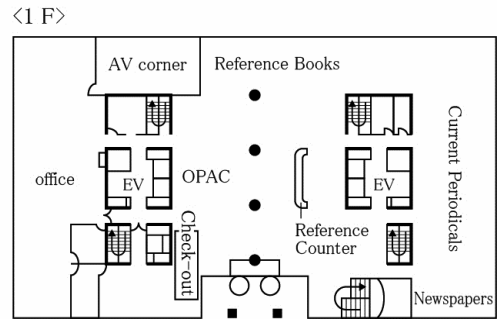
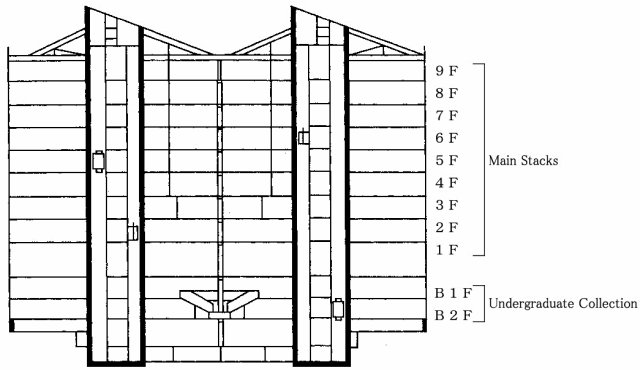
Yotsuya Campus

Building No.2

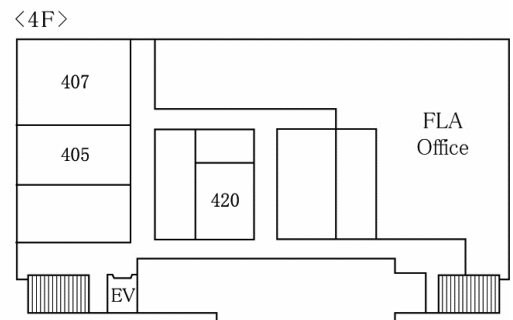
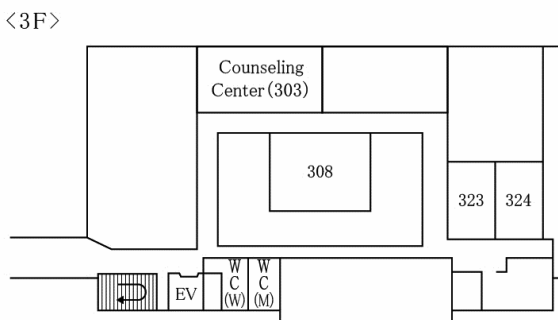
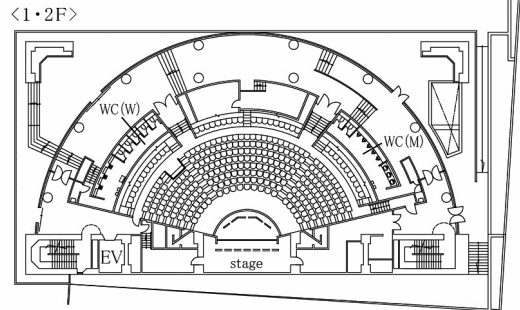
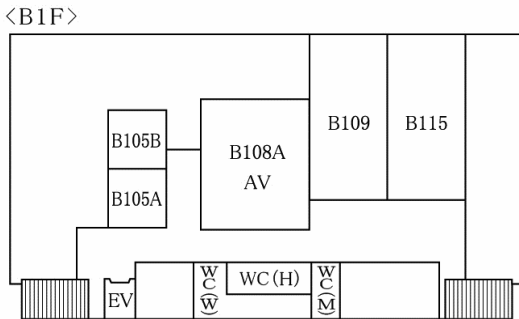


Yotsuya Campus

Central Library (Building L)

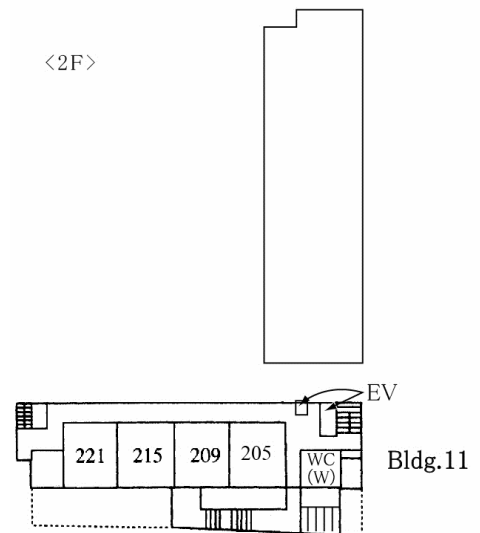
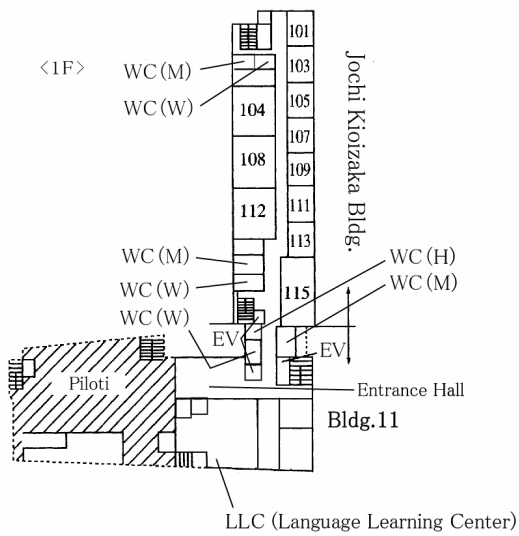
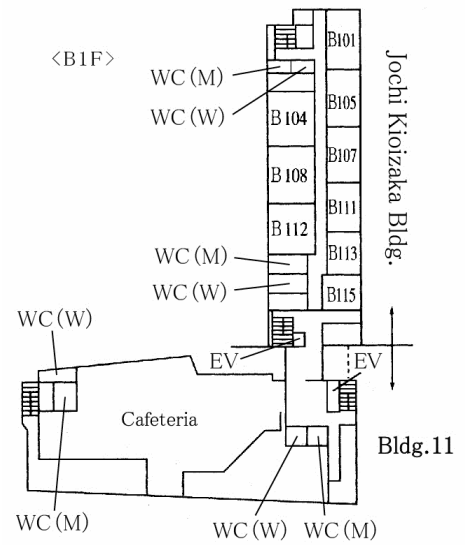
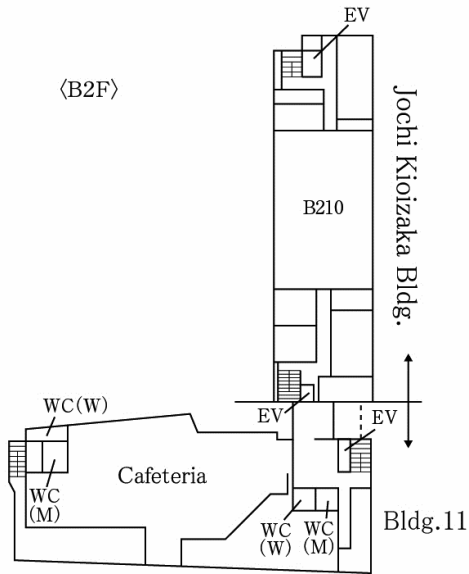


Building No. 10



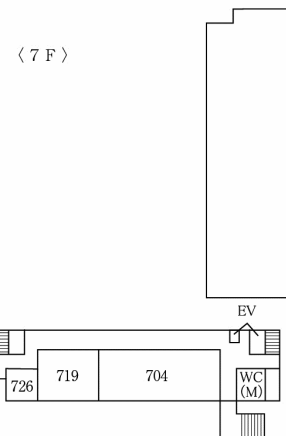
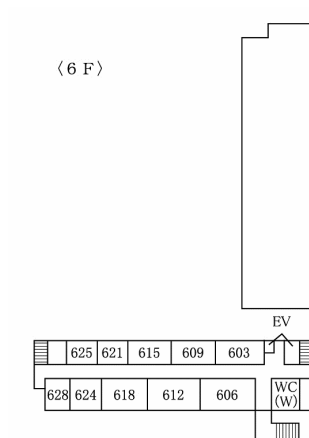
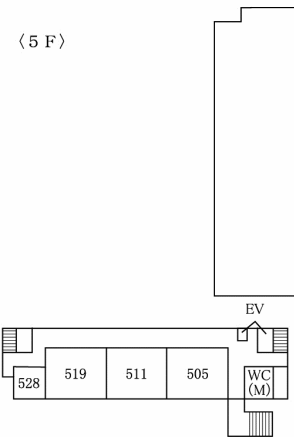
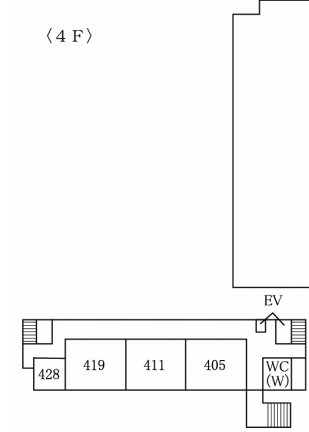
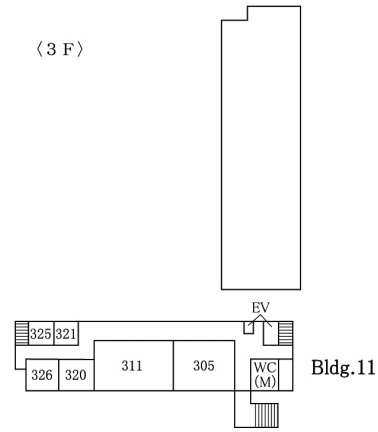
Yotsuya Campus

Building No.11 & Jochi Kioizaka Building



Yotsuya Campus

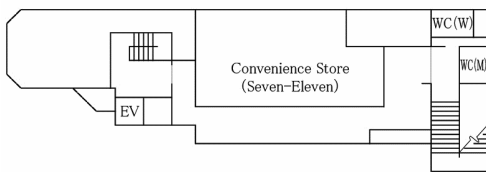
Building No.11 & Jochi Kioizaka Building



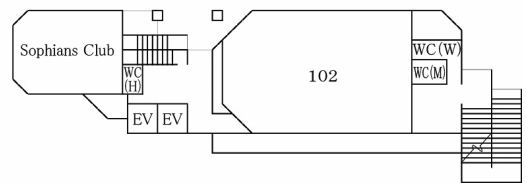
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Building No.12

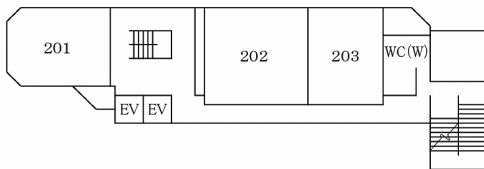
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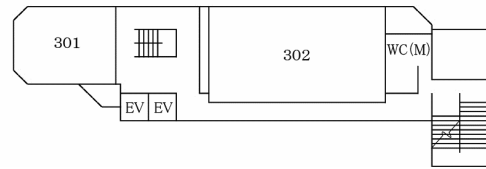
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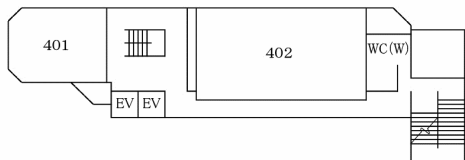
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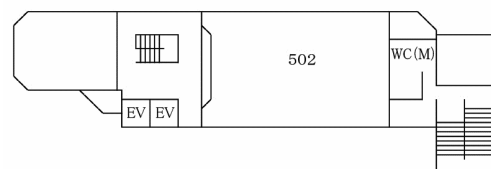
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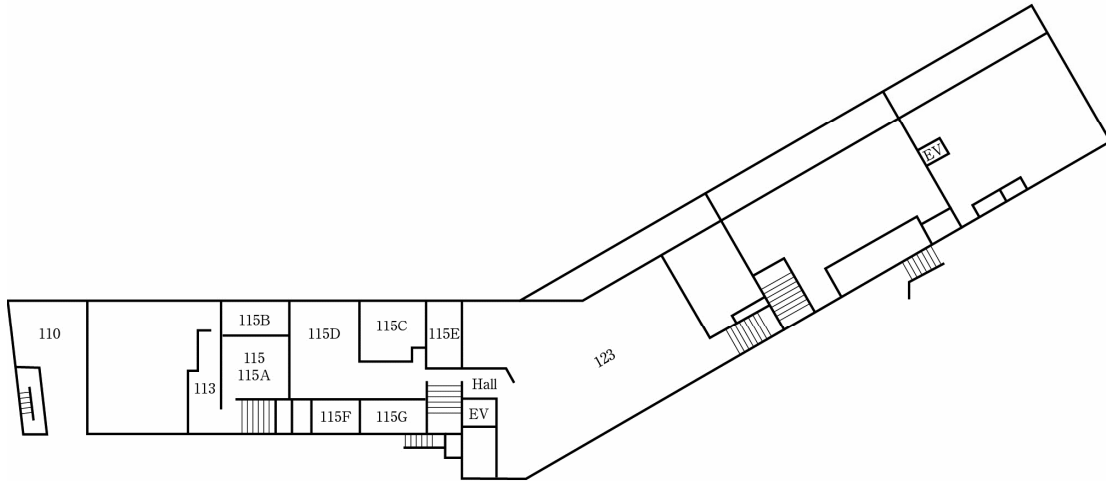


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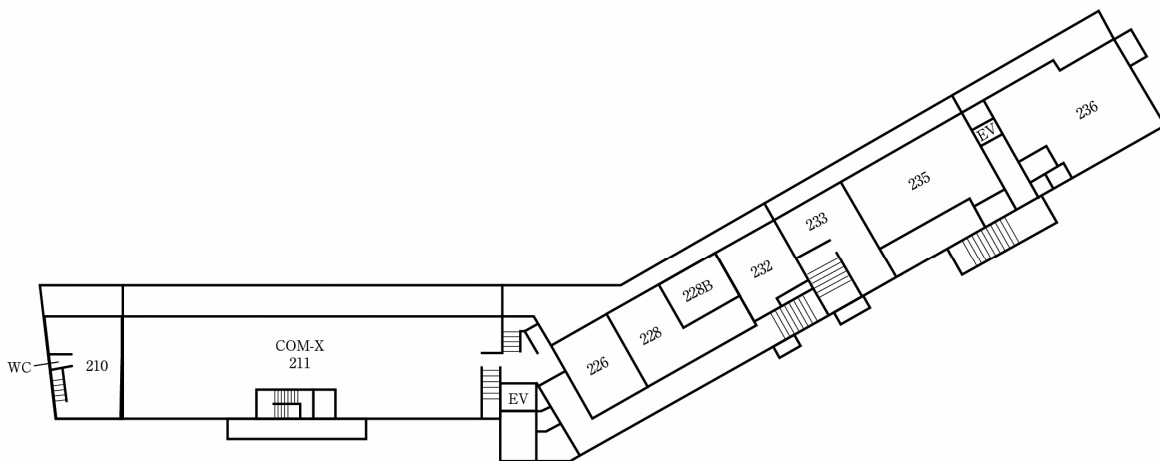


Yotsuya Campus

Krupp Hall / Machine Hall



1F



2F