2025

Graduate School of Global Governance
Syllabus

Meiji University

明 治 大 学 校 歌

明治大学校歌

児玉花外　作詩

山田耕筰　作曲

一

白雲なびく駿河台
眉秀でたる若人が
撞くや時代の暁の鐘
文化の潮みちびきて
遂げし維新の栄になふ
明治その名ぞ吾等が母校
明治その名ぞ吾等が母校

二

権利自由の揺籃の
歴史は古く今もなほ
強き光に輝けり
独立自治の旗翳し
高き理想の道を行く
我等が健児の意気をば知るや
我等が健児の意気をば知るや

三

霊峰不二を仰ぎつつ
刻苦研鑽他念なき
我等に燃ゆる希望あり
いでや東亜の一角に
時代の夢を破るべく
正義の鐘を打ちて鳴らさむ
正義の鐘を打ちて鳴らさむ

C o n t e n t s

Academic Calendar of 2025 (Graduate School)

〈Spring Semester〉

Renewing the sticker on the back of the Student ID Card	April 1 (Tue) 〜 8 (Tue)
Entrance Ceremony	April 7 (Mon)
Class begins	April 10 (Thu)
Course registration period	April 16 (Wed) 〜 18 (Fri)
Personal class schedule will be released	April 19 (Sat)
Error correction period of Course registration	April 21 (Mon) 〜 24 (Thu)
Classes held on holidays	April 29 (Tue) [Showa Day]
Temporary closing (class suspension) day	May 1 (Thu), May 2 (Fri)
Classes held on holidays	July 21 (Mon) [Marine Day]
Final classes for the Spring semester	July 22 (Tue)
Summer Break	August 1 (Fri) 〜 September 19 (Fri)
Fall Graduation Ceremony	September 19 (Fri)

＊Schedules may change due to unexpected circumstances.

〈Fall Semester〉

Class begins	September 20 (Sat)
Course registration period (For incoming students from the fall semester) Error correction period of course registration	September 20 (Sat) 〜 26 (Fri)
Personal class schedule will be released	September 20 (Sat)
Classes held on holidays	September 23 (Tue) [Autumnal Equinox Day] October 13 (Mon) [Sports Day]
University Festival Week (Classes are not held during this week.)	October 29 (Wed) 〜 November 4 (Tue)
University Foundation Memorial Holiday	November 1 (Sat)
University Festival	November 1 (Sat) 〜 3 (Mon)
Classes held on holidays	November 24 (Mon) [Substitute Holiday]
Temporary closing (class suspension) day	December 23 (Tue), December 24 (Wed)
Winter break	December 25 (Thu) 〜 January 7 (Wed)
University Foundation Day	January 17 (Sat)
Final classes for the Fall semester	January 23 (Fri)
Spring Break	February 4 (Wed) 〜 March 31 (Tue)
Graduation Ceremony	March 26 (Thu)
Commencement Ceremony for Doctoral Students	March 27 (Fri)

＊Schedules may change due to unexpected circumstances.

〈Timetable〉
Undergraduate/Graduate
Law School/Graduate School of Professional Accountancy

Period	Time
1st Period	9：00〜10：40
2nd Period	10：50〜12：30
3rd Period	13：30〜15：10
4th Period	15：20〜17：00
5th Period	17：10〜18：50
6th Period	19：00〜20：40

〈Timetable（Weekday)〉
Graduate School of Governance Studies/Graduate School of Global Business

Period	Time
1st Period	9：00〜10：30
2nd Period	10：40〜12：10
3rd Period	13：00〜14：30
4th Period	14：40〜16：10
5th Period	16：20〜17：50
6th Period	18：55〜20：25
7th Period	20：30〜22：00

【Admission Policy】

The doctoral program at the Graduate School of Global Governance aims at producing researchers who succeed internationally as well as outstanding professionals at government agencies, international organizations, and NGOs at both international and local levels. Toward these goals, the school welcomes applicants with the following backgrounds and potentials:

1. Professional experience and knowledge in one of the following three areas: public policy, international development policy, and community management. Motivation and enthusiasm in developing the knowledge and skills for becoming a pioneering professional or scholar.
2. Readiness to tackle global issues and willingness to contribute to the development of global society through academic research.

We conduct a general entrance examination to screen applicants based on Admission policy. Furthermore, applicants are required to satisfy the following criteria, including the knowledge in specialized fields:

1. Professional experience and knowledge in one of the following three areas: public policy, international development policy, and community management. The ability of undertaking a research in his/her specializing field.
2. A broad perspective and the ability to apply analytical methods in order to be able to work on advanced academic researches and ever-globalizing societies.
3. Good command of English for undertaking an advanced research project.

【Curriculum Policy】

The doctoral program at the Graduate School of Global Governance contributes to the development of academic disciplines on global issues. The school stresses the "governance" perspectives, such as the question about the role of government, business, and civil society in solving public problems. Toward the goal, we provide the following three programs:

1. Public Policy Program: The program is designed to cover the area of public policy by identifying issues in formulating, implementing and evaluating policies.
2. International Development Policy Program: Drawing on the studies on international development and environment, the program is designed for nurturing a better understanding of global issues such as sustainable development and poverty from a variety of perspectives on social systems.
3. Community Management Program: The program examines global issues with a close look at actual local problems and provides courses on processes for policy-making, implementation, and evaluation for resolving them.

In each program, students can develop the knowledge and skills necessary for becoming an internationally competent professional or scholar through academic trainings and international research projects guided by internationally experienced acclaimed supervisors.

【Diploma Policy】

At the Graduate School of Global Governance, Meiji University, those who succeed in fulfilling the requirements stipulated by the school and demonstrating the following characteristics and abilities in coursework and their dissertation will be awarded a Doctoral Degree (Ph.D. in Global Governance):

1. Ability of pursuing innovative and creative research and education independently at a university or research institute as a scholar or an educator.
2. Ability of performing highly-professional activities at government agencies, international organizations, and NGOs.
3. Ability of conducting research on strategies for public policy challenges—such as resolving global environmental issues, narrowing the gap between rich and poor, securing human rights, and promoting democracy—with a perspective on global public policy.

Degree Requirements for Ph.D. Program

Please refer to the following website and review the Guideline for Graduate School of Global Governance Degree Requirements for the Ph.D. Program applicable to your admitted year.

https://www.meiji.ac.jp/cip/english/graduate/gsgg/copy_of_examination.html

Academic Requirements

1. Students must receive necessary supervision from their supervisor.
2. Thesis Writing A~F (total of 12 credits) is compulsory.
3. Other than Thesis Writing, at least 4 credits must be taken from elective courses according to supervisor's request.
4. Students are also allowed to register subjects from other graduate schools and subjects from inter-departmental courses. However, these subjects are not included into total required credits.

Meiji University Course Numbering

Meiji University has introduced a subject numbering system into syllabus from fiscal year 2020.

Purpose of Introducing Course Numbering
The purpose is to help students learn in a structured way by classifying all the subjects offered at Meiji University depending on the academic field, level, etc., numbering each subject, and showing academic significance of each subject. In addition, the course numbering is intended to be a tool to facilitate cooperation with overseas universities.

Outline and Structure of Meiji University Course Numbering
All the subjects offered at Meiji University will be numbered based on the following definition of the course numbering code.

＜Definition of Course Numbering Code＞

(XX)	**ABC**	**1**	**1**	**1**	**J**
①	②	③	④	⑤	⑥

① Classification Code by Host Faculty
The host institution（undergraduate school, graduate school, commonalities, etc.）offering the subject is shown in two alphabetic characters.

② General Classification Code by Academic Field
This is a general classification of the academic field, and each academic field is shown in three alphabetic characters.

③ Level Code
The level of classes to be taught is shown in one numeric character.

④ Specific Classification Code by Academic Field
This is a more detailed classification of each academic field classified as a general classification by Meiji University, and is shown in one numeric character as a specific classification.

⑤ Class Type Code
The form of classes is shown in one numeric character.

⑥ Language Code
The language used in classes is shown in one alphabetic character.

*To see the details and course numbers in each Graduate School, check website or Oh-o! Meiji system.

Course List

Courses	Semester	Lecture	Seminar	Credits	Lecturer	Page
Public Policy Program						
Governance Studies	Spring	◯		2	IZUMO AKIKO	11
Intergovernmental Relations	Fall	◯		2		12
Public Finance and Social Welfare	Spring	◯		2	TANAKA HIDEAKI	13
Governance and Financial Management	Fall	◯		2		14
Public Management Strategy	Spring	◯		2	NISHIDE JUNRO	15
Management of Public Institutes	Fall	◯		2		16
Urban Spatial Policy	Spring	◯		2	MATSUURA MASAHIRO	17
Governance and Democracy	Fall	◯		2		18
Local Governance	Spring	◯		2	KIMURA SHUNSUKE	19
Local Government Functions	Fall	◯		2		20
E-government and Public Service	Spring	◯		2	YUASA HARUMICHI	21
E-government and Participation	Fall	◯		2		22
International Development Policy Program						
Governance of Global Economy	Spring	◯		2	KATO, RYUTA RAY	23
Economic Development Policy Analysis	Fall	◯		2		24
Environmental Policy	Spring	◯		2	TSUJI MASAMI	25
Environment and Development	Fall	◯		2		26
Global Governance − Theory	Spring	◯		2	SASAOKA YUICHI	27
Global Governance − Institutions	Fall	◯		2		28
Community Management Program						
Social Development Policy	Spring	◯		2	MINAMOTO YURIKO	29
Social Development Theory	Fall	◯		2		30
NGO/NPO Policy	Spring	◯		2	NAGAHATA MAKOTO	31
NGO/NPO Management	Fall	◯		2		32
National Security and Intelligence	Spring	◯		2	KOBAYASHI YOSHIKI	33
Terrorism and Counterterrorism	Fall	◯		2		34

Courses	Semester	Lecture	Seminar	Credits	Lecturer	Page
Research Supervision						
Thesis Writing A	Spring		○	2	IZUMO AKIKO	35
Thesis Writing B	Fall		○	2		36
Thesis Writing A	Spring		○	2	TANAKA HIDEAKI	37
Thesis Writing B	Fall		○	2		38
Thesis Writing A	Spring		○	2	NISHIDE JUNRO	39
Thesis Writing B	Fall		○	2		40
Thesis Writing A	Spring		○	2	MATSUURA MASAHIRO	41
Thesis Writing B	Fall		○	2		42
Thesis Writing A	Spring		○	2	KIMURA SHUNSUKE	43
Thesis Writing B	Fall		○	2		44
Thesis Writing A	Spring		○	2	YUASA HARUMICHI	45
Thesis Writing B	Fall		○	2		46
Thesis Writing C	Spring		○	2		47
Thesis Writing D	Fall		○	2		48
Thesis Writing E	Spring		○	2		49
Thesis Writing F	Fall		○	2		50
Thesis Writing A	Spring		○	2	KATO, RYUTA RAY	51
Thesis Writing B	Fall		○	2		52
Thesis Writing A	Spring		○	2	NAGAHATA MAKOTO	53
Thesis Writing B	Fall		○	2		54

Course	Governance Studies		Course Numbering Code		（GG) POL721E
Campus	Surugadai	Semester	Spring	Credits	2
Lecturer	［Professor］ IZUMO AKIKO, Ph.D.				

Course description and attainment target

The purpose of this class is to explain and clarify the theories and practices of ``governance" in international context. The goal is to be able to understand and analyze public and administrative policy making processes and policies from the perspective of governance. Governance employs the contextual realities of the co-ordination of multiple actors and institutions. Multilevel government institutions, private for-profit corporations, bureaucracies, nonprofit organizations, resident communities, and voluntary groups are all actors in the dynamic of governance.
〈Objectives〉
1) We read and discuss some articles regarding the basic theories of governance.
2) Based on an understanding of the literature, we apply the theory to some political and public cases.
3) Analyzing public actors' interactions among multi-level organizations and institutions.

Course content

Week 1 Introduction
　Icebreaking, Purpose of this class, Requirements and expectations, Questionnaire on the relationship between your experience and governance
Week 2 Governance theories
　What kind of practice gave rise to governance and how was it theorized? Is there a theoretical conflict? What are the characteristics of the theory?
Week 3 Evolution of governance theories
　How did the theory of governance spread around the world? Is the theory changing? How has governance theory changed our lives?
Week 4 Political context of governance
　What is the democratizing impact of governance networks? How does interactive political leadership, derived from governance theory, change the policy process?
Week 5 Interorganizational network
　How has collaboration between organizations progressed? What methods promote collaboration between organizations?
Week 6 Subnational public-private partnership
　How has the public-private relationship in contracts changed? How are public and private organizations responding to new contract issues?
Week 7 Intermediate discussion
　How does ``governance to governance" affect administrative operations?
Week 8 Ethics and Networks
　How networks affect the ethics of civil servants?
Week 9 Network governance
　What can we analyze by applying network theory to management?
Week 10 Multi-level Governance Reform
　How has governance affected intergovernmental relations? How does the horizontal relationship between governments restructure the provision of public services?
Week 11 Environmental Change and Disaster Response
　How to analyze the policy process related to environmental change in governance theory?
Week 12 Participation and Democracy
　How has governance theory changed the relationship between governments and residents through participation and accountability? Did changes in the public services delivery methods by governance increase the effectiveness of services?
Week 13 Global Governance, Globalization and Networks
　What is the role of networks of national regulators in addressing collective action problems? How to coordinate regulations in different sectors in globalization.
Week 14 Conclusive discussions toward the writing of the final paper
　Analyzing the cases applied through governance theory from comparative perspectives.
　International comparison of changes caused by governance theory.

Remarks

There are no prerequisites for this course. When registering, please participate in the first class as much as possible.

Content of preparation

You are expected to
1) make some presentations to summarize reading materials and suggest issues to be discussed as well as your opinions based on the understanding of the materials,
2) participate in discussions according to the themes of the day, the presenter's issues and opinions; discussion will include a cross-national comparison,
3) submit a final research paper on the study of governance in which you will manipulate the concepts of governance of this class along with practices of your experience
　of case studies. The format will be a minimum of ten pages in length, excluding exhibits and cover sheet, double-spaced, citing all sources clearly.
〈Grading criteria for the final research paper〉
-relevance and appropriateness of concept analysis
-synthesis of information
-logic and justification of your own view

Textbooks

Handouts will be distributed or students may download them on their own.

Suggested readings

We will read the following materials according to the content of the lecture (It may be added or replaced).
Hirst, P. (2000). Democracy and Governance, in J. Pierre (ed.), Debating Governance: Authority. Oxford: Oxford University Press, 123-152.
Hoogh, L. and G. Marks. (2003). ``Unraveling the Central State, but How? Types of Multi-level Governance," American Political Science Review 97(2): 233-151.
Choi, J.-W. (2007). Governance structure and administrative corruption in Japan: An organizational network approach. Public Administration Review, 67(5), 930-942.
Provan, K. G., and P. Kenis. (2008). ``Modes of Network Governance: Structure, Management, and Effectiveness," Journal of Public Administration Research and Theory 18(2): 129-252.
Eberlein, B., and A. L. Newman. (2008). ``Escaping the International Governance Dilemma? Incorporated Transgovernmental Networks in the European Union," Governance 21(1): 21-52.
Osborne, S. P. (2010). ``The (New) Public Governance: A Suitable Case for Treatment?" in S. P. Osborne (ed.), The New Public Governance? New York: Routledge, 1-16.
Torfing, J., B. G. Peters, J. Pierre, and E. Sorenson. (2012). ``The Governance Debate and the Rise of Interactive Governance," in J. Torfing, B.G. Peters, J. Pierre, and E. Sorenson (eds.), Interactive Governance: Advancing the Paradigm. Oxford: Oxford University Press, 9-32.
Levin, K., B. Cashore, S. Bernstein, and G. Auld. (2012). ``Overcoming the Tragedy of Super Wicked Problems: Constraining Our Future Selves to Ameliorate Global Climate Change," Policy Science 45(2): 123-152.
Klijn, E. H., and J. Koppenjan. (2015). ``Managing Substantive Complexities in Governance Networks," in Governance Networks in the Public Sector. London: Routledge, 125-151.
Aoki, N. (2015). Wide-area collaboration in the aftermath of the March 11 disasters in Japan: Implications for responsible disaster management. International Review of Administrative Sciences, 81(1), 196-213.

How to provide Feedback to assignments

Oral comments will be provided each time the presentations are made in class. Comments on the term report will be provided using the 'Oh-o! Meiji' comment function.

Grading Policy

Each student is expected to positively participate in class discussions (20％), make one or two presentation (s) (30％), and submit a research paper at the end of the term (50％).

Other

Course	Intergovernmental Relations		Course Numbering Code		(GG) POL721E
Campus	Surugadai	Semester	Fall	Credits	2
Lecturer	[Professor] IZUMO AKIKO, Ph.D.				

Course description and attainment target

The purpose of this lecture is to outline the model for intergovernmental relations and recent changes in Japan in an international comparison and describe the history and characteristics of Japan's intergovernmental relations from a comparative perspective. Central and local government relations, which form the core of intergovernmental relations, are classified as the Anglo-American and continental types. However, in recent years, with the development of the welfare state, interdependence has increased.
⟨Objectives⟩
1. Understand the characteristics of and changes in Japan's intergovernmental relations from both theoretical and practical perspectives.
2. Develop the ability to consider issues related to vertical intergovernmental relations.
3. Develop the ability to understand and discuss changes and issues in intergovernmental relations, including international comparisons.

Course content

Week 1 Introduction
  Icebreaker, Purpose of this class, Requirements, and Expectations.
  Questionnaire on the relationship between your experience and intergovernmental relations
Week 2 International comparison of intergovernmental relations: (1)
  Unitary system and federal system
Week 3 International comparison of intergovernmental relations: (2)
  Anglo-Saxon type and continental type
Week 4 International comparison of intergovernmental relations: (3)
  Metropolitan system
Week 5 Model of intergovernmental relations: (1)
  Discussion from P. E. Peterson
Week 6 Model of intergovernmental relations: (2)
  Horizontal political competition model and vertical administrative control model
Week 7 Intermediate discussion
  Analyzing the cases applied through intergovernmental relations from a comparative perspective
Week 8 Vertical intergovernmental relations: Case (1)
  Welfare state and local government's independence
Week 9 Vertical intergovernmental relations: Case (2)
  Decentralization reform
Week 10 Vertical intergovernmental relations: Case (3)
  Interdependence in education policy
Week 11 Horizontal intergovernmental relations: Case (1)
  Disaster countermeasures through broad cooperation
Week 12 Horizontal intergovernmental relations: Case (2)
  Wide area exchange of technical human resources in the public service
Week 13 Horizontal intergovernmental relations: Case (3)
  Cross-referencing regarding policies between local governments
Week 14 Conclusive discussions toward writing the final paper
  How will intergovernmental relations change when cooperation between local governments is promoted?

Remarks

There are no prerequisites for this course. When registering, please participate in the first class as much as possible.

Content of preparation

You are expected to
1) make some presentations to summarize reading materials and suggest issues to be discussed as well as your opinions based on the understanding of the materials,
2) participate in discussions according to the themes of the day, the presenter's issues and opinions; discussion will include a cross-national comparison,
3) submit a final research paper on the study of governance in which you will manipulate the concepts of governance of this class along with practices of your experience of case studies. The format will be a minimum of ten pages in length, excluding exhibits and cover sheet, double-spaced, citing all sources clearly.
⟨Grading criteria for the final research paper⟩
-relevance and appropriateness of concept analysis
-synthesis of information
-logic and justification of your own view

Textbooks

Handouts will be distributed or students may download them on their own.

Suggested readings

We will read the following materials according to the content of the lecture (It may be added or replaced).
Turner, M. (eds.) (1999). Central-Local Relations in Asia-Pacific, Macmillan Press.
Donald F. Kettl. (2000) ``The Transformation of Governance: Globalization, Devolution, and the Role of Government." Public Administration Review. 60(6): 488-497.
Liesbet Hooghe; Gary Marks. (2003) Unraveling the Central State, but How? Types of Multi-Level Governance. The American Political Science Review. 97(2): 233-243.
Ann O' M. Bowman and George A. Krause. (2003). ``Power Shift: Measuring Policy Centralization in U.S. Intergovernmental Relations, 1947-1998." American Politics Research. 31(5): 301-325.
Hamilton, D.K. and Stenberg C.W. (2018). Intergovernmental Relations in Transition: Reflections and Directions. Routledge.
Rhodes, R. A. W. (2020). Control and Power in Central-local Government Relations. (Routledge Revivals).

How to provide Feedback to assignments

Oral comments will be provided each time the presentations are made in class. Comments on the term report will be provided using the 'Oh-o! Meiji' comment function.

Grading Policy

Each student is expected to positively participate in class discussions (20%), make one or two presentation (s) (30%), and submit a research paper at the end of the term (50%).

Other

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Course	Public Finance and Social Welfare		Course Numbering Code		(GG) POL721E
Campus	Surugadai	Semester	Spring	Credits	2
Lecturer	[Professor]　TANAKA HIDEAKI, Ph.D.				

Course description and attainment target

This course is intended to provide the academic foundation for doctoral students on public finance and social welfare and also give them practical training in academic research and communication skills. In this course the students are required to read a lot of academic papers and summarize them, then write a survey paper based on their academic interest. This is because a survey of previous research and study is significantly important for doctoral thesis. Major topics are the role of government, market failure and government failure, tax policy, social welfare and equity, pension, health care, education, labor market, fiscal policy and fiscal consolidation. All in all, this course focuses on the role of government and examines its rationality and adequacy.

Course content

Class 1: Introduction
Class 2-3: Tax policy and reforms
Class 4: Discussion based on students' presentations on tax policy
Class 5-7: Idea of ``Welfare State'' and specific welfare programs such as pension, health and income securities
Class 8: Discussion based on students' presentations on social welfare
Class 9-10: Education, labor issues and human resource policy
Class 11: Discussion based on students' presentations on education and humane resource
Class 12-13: Fiscal policy and fiscal consolidation
Class 14: Discussion based on students' presentations on fiscal policy and fiscal consolidation

Remarks

The course content above is just illustrative, so it will be reorganized depending on the students' dissertation topics and interests.

Content of preparation

Students are expected to read a lot of papers which are relevant to their interests in advance.

Textbooks

Jonathan Gruber, 2005, Public Finance and Public Policy, Worth Publishers
John Cullis and Philip Jones, 2009, Public Finance and Public Choice: Analytical Perspectives, Third edition, Oxford University Press
Holley H. Ulbrich, 2011, Public Finance in Theory and Practice, Second edition, Routledge
Nathalie Morel et al., 2012, Towards A Social Investment Welfare State?, Policy Press
Francis G. Castles et al., 2012, The Oxford Handbook of the Welfare State, Oxford University Press
Nicholas Barr, 2012, Economic of the Welfare State, Fifth edition, Oxford University Press
Carlo Cottarelli, Philip Gerson and Abdelhak Senhadji, 2014, Post-Crisis Fiscal Policy, The MIT Press
L'udovit Odor, 2017, Rethinking Fiscal Policy after the Crisis, Cambridge University Press

Suggested readings

Detailed reading list will be provided.

How to provide Feedback to assignments

Suggestions and advices on presentation and survey paper are provided from time to time.

Grading Policy

Presentation (50%) and survey paper (50%)

Other

Course	Governance and Financial Management	Course Numbering Code	(GG) POL711E
Campus	Surugadai	Semester	Fall	Credits	2
Lecturer	[Professor]　TANAKA HIDEAKI, Ph.D.		

Course description and attainment target

This course is intended to provide the academic foundation for doctoral students on governance and financial management and also give them practical training in academic research and communication skills. In this course the students are required to read a lot of academic papers and summarize them, then write a survey paper based on their academic interest. This is because a survey of previous research and study is significantly important for doctoral thesis. Major topics are idea and measurement of public governance, New Public Management, budgetary institutions, fiscal rules and medium-term fiscal framework, state-owned enterprises, privatization and public-private partnership, accounting, internal control and other management techniques. Across the world, recent reforms have seen the transfer of management authority from central government to line agencies, and budget and accounting systems adopt more commercially focused models. The course will also examine these reforms, and discuss the transformation of public sector and public governance in the wider sense.

Course content

Week 1: Introduction
Week 2-3: Idea and definitions of governance
Week 4: Discussion based on students' presentations on governance
Week 5-6: Fiscal rules and medium-term fiscal framework
Week 7: Discussion based on students' presentations on fiscal rules and MTFF
Week 8-10: Agency, SOEs, privatization and PPP
Week 11: Discussion based on students' presentations on agency, SOEs, and privatization
Week 12-13: Public sector reforms
Week 14: Discussion based on students' presentations on public sector reforms

Remarks

The course content above is just illustrative, so it will be reorganized depending on the students' dissertation topics and interests.

Content of preparation

Students are expected to read a lot of papers in advance.

Textbooks

Lester M. Salamon, 2002, The Tools of Government: A Guide to the New Governance, Oxford University Press
B Guy Peters and Jon Pierre, 2003, Handbook of Public Administration, SAGE Publications
Ewan Ferlie, Laurence E. Lynn Jr and Christopher Pollitt, 2005, The Oxford Handbook of Public Management, Oxford University Press
R.A.W.Rhodes, Sara A. Binder and Bert A. Rockman, 2006, The Oxford Handbook of Political Institutions, Oxford University Press
Michael Moran, Martin Rein and Robert E.Goodin, 2006, The Oxford Handbook of Public Policy, Oxford University Press
Richard Allen, Richard Hemming and Barry H. Potter, 2013, The International Handbook of Public Financial Management, Palgrave Macmillan
Salvatore Schiavo-Campo, 2017, Government Budgeting and Expenditure Management: Principles and International Practice, Routledge
OECD, 2019, Budgeting and Public Expenditures in OECD Countries 2019

Suggested readings

Detailed reading list will be provided.

How to provide Feedback to assignments

Suggestions and advices on presentation and survey paper are provided from time to time.

Grading Policy

Presentation (50％) and survey paper (50％)

Other

Course	Public Management Strategy		Course Numbering Code		(GG) POL721E
Campus	Surugadai	Semester	Spring	Credits	2
Lecturer	[Professor]　NISHIDE JUNRO, Ph.D.				

Course description and attainment target

This course aims to give students insights on the theories and practical knowhow of strategic planning and management in public sector with focus on logic model building in policy formulation process. Students will be given actual examples of government strategies for critical analyses and experience formulating strategies for current specific policy issues to be tackled.

Course content

Week 1: Introduction
Week 2-3: Theories of management strategies
Week 4-5: Structure and elements of strategic plans
Week 6-7: Case studies on government strategic plans
Week 8-9: Discussion based on students' presentations on government strategic plans
Week 10-13: Practical exercises in formulating strategic plans
Week 14: Discussion based on students' exercises and presentations

Remarks

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Content of preparation

Reading assignments will be given for each session.

Textbooks

Copies of reading materials will be distributed in the class.

Suggested readings

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How to provide Feedback to assignments

Lecture assignments will be discussed during the next lecture.

Grading Policy

Presentation (50％) and term paper (50％)

Other

Course	Management of Public Institutes		Course Numbering Code		(GG) POL721E
Campus	Surugadai	Semester	Fall	Credits	2
Lecturer	[Professor]　NISHIDE JUNRO, Ph.D.				

Course description and attainment target

This course focuses on major issues to be resolved in organization management in Japanese public sector. To improve the productivity, attempts have been made to reform management systems in government organizations in Japan. Students will be given case materials based on actual incidents observed in government agencies for discussion to understand how to apply theories to practices in public management.

Course content

Week 1: Introduction
Week 2-3: Advantages and disadvantages of Japanese management in public sector
Week 4-6: Theory and Practices on government organization management
Week 7-10: Discussion based on students' presentations on organization management
Week 11-13: Case studies on government personnel management
Week 14: Discussion based on students' presentations

Remarks
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Content of preparation

Reading assignments will be given for each session.

Textbooks

Copies of reading materials will be distributed in the class.

Suggested readings
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How to provide Feedback to assignments

Lecture assignments will be discussed during the next lecture.

Grading Policy

Presentation (50%) and term paper (50%)

Other

Course	Urban Spatial Policy		Course Numbering Code		(GG) POL721E
Campus	Surugadai	Semester	Spring	Credits	2
Lecturer	[Professor] MATSUURA MASAHIRO, Ph.D.				

Course description and attainment target

This is a supervised reading course on urban spacial policy. Students are assigned to review each piece of literature on urban and regional planning and spatial policy and discuss the theory in the class.

Course content

Week 1: Introduction
Week 2-13: Supervised reading and discussions
Students will be asked to present a short summary of the piece and raise a few discussion points. The following is a list of suggested reading materials, although the materials will be determined in the introductory session in order to incorporate the students' interests.
- Susskind L. and Ozawa C (1984) "Mediated Negotiation in the Public Sector: Planner as Mediator" In Journal of planning education and research 4:1 pp. 5-15.
- Susskind, Lawrence and Cruikshank, Jeffrey (1987) Breaking the Impasse. New York, NY: Basic Books.
- Peattie, L (1968) Reflections on Advocacy Planning. Journal of the American Institute of Planners, 34(2), pp. 80-89.
- Sorensen, A. (2002) The making of urban Japan : cities and planning from Edo to the twenty-first century. New York, NY: Routledge.
- Forester, J. (1989) Planning in the Face of Power. Thousand Oaks, CA: Sage.
- Forester, J. (1999) The Deliberative Practitioner: Encouraging participatory planning processes. Cambridge, MA: MIT.
- Forester, J. and Stitzel, D. (1989) Beyond Neutrality: the possibilities of activist mediation in public sector conflicts. Negotiation Journal, 5(3), pp. 251-264.
- Innes, J. and Booher, D. (2010) Planning with complexity: An introduction to collaborative rationality for public policy.
- Gans, H. (1982) The Urban Villagers: Group and Class in the Life of Italian-Americans. New York, NY: Free Press.
- Jacobs, Jane (1961) The Death and Life of Great American Cities. NY: Random House.
Week 14: Wrap up

Remarks

None.

Content of preparation

Students are asked to read one piece of literature every week and present its summary.

Textbooks

None.

Suggested readings

None.

How to provide Feedback to assignments

Instructor will provide feedbacks in the class immediately after the student's presentations and discussions.

Grading Policy

Evaluation will be made based on the quality of presentations and discussions in the class.

Other

Course	Governance and Democracy	Course Numbering Code	(GG) POL711E
Campus	Surugadai	Semester	Fall	Credits	2
Lecturer	[Professor]　MATSUURA MASAHIRO, Ph.D.				

Course description and attainment target

This is a supervised reading course for doctoral candidate in public policy. In this course, students are asked to review one piece of literature on the theory of democracy and governance. Students will master the fundamentals of democratic governance.

Course content

We will review the following materials during the course according to the interests of enrolled students:

Week 1: [Introduction] Instructor will provide an overview of the course.

Week 2: [Public dispute resolution] Carpenter, S. L., & Kennedy, W. J. D. (1988). Managing Public Disputes: A practical guide to handling conflict and reaching agreements. San Francisco, CA: Jossey-Bass. Chapter 2 (No need to review case studies in the chapter)

Week 3: [Consensus building processes] Susskind, L. (1999). ``A Short Guide to Consensus Building'' (pp. 3-57) In Susskind, L., McKearnan, S. and Thomas-Larmer, J. (Eds.) The Consensus-Building Handbook. Thousand Oaks, CA: Sage.

Week 4: [Consensus building processes] Susskind, L. and Cruikshank, J. (1987). Breaking the Impasse. New York, NY: Basic Books. Chapter 3.

Week 5: [Conflict management system design] Ury, W., Brett, J., and Goldberg, S. (1988). Getting Disputes Resolved: Designing Systems to Cut the Costs of Conflict. San Francisco, CA: Jossey-Bass.

Week 6: [Reflective practice] Forester, J. (1999). The Deliberative Practitioner: Encouraging participatory planning processes. Cambridge, MA: MIT.

Week 7: [Controversy] Sch?n, D. and Rein, M. (1994). Frame Reflection: toward the resolution of intractable policy controversies. New York: Basic Books Chapter 2.

Week 8: [Ladder] Arnstein, S (1969). A Ladder of Citizen Participation. Journal of the American Institute of Planners, 35, pp.216-224.

Week 9: [Advocacy planning] Peattie, L. (1968). Reflections on Advocacy Planning, Journal of the American Planning Association, 34(2), pp. 80-88

Week 10: [Civic discovery] Reich, R. (ed.) (1988). The Power of Public Ideas. Cambridge, MA: Harvard Univ. Chapter 6.

Week 11: [Deliberative democracy] Guttman, A. and Thompson, D. (1996). Democracy and Disagreement. Cambridge, MA: Belknap. Chapter 2.

Week 12: [Strong democracy] Barber, B. (1984). Strong Democracy: Participatory politics for a new age. Berkeley, CA: University of California. Chapter 9.

Week 13: [Politics of participation] Hendriks, C. (2006). When the Forum Meets Interest Politics: Strategic Uses of Public Deliberation. Politics and Society. 34(4), pp. 571-602.

Week 14: [Wrap-up] Summarizing our lessons through the course.

Remarks

None.

Content of preparation

Enrolled students should review the assigned segments of literature every week before the class and be able to provide thoughtful comments regarding their applicability to the analysis of public policy.

Textbooks

None.

Suggested readings

None.

How to provide Feedback to assignments

Instructor will provide feedbacks in the class immediately after the student's presentations and discussions.

Grading Policy

Grading will be made according to the student's participation in the class discussion.

Other

None.

Course	Local Governance		Course Numbering Code		(GG) POL721E
Campus	Surugadai	Semester	Spring	Credits	2
Lecturer	［Professor］　KIMURA SHUNSUKE, Ph.D.				

Course description and attainment target

This course intends to let the student acquire broad and in-depth knowledge by comparing different structures of Local Governance.

Course content

Week 1 Outline of Inter-governmental Relations
Week 2 History of Local Goernance 1: Basic local public authorities
Week 3 History of Local Goernance 2: Broader local public authorities
Week 4 Current Situation 1: Current issues of Inter-governmental Relations
Week 5 Current Situation 2: Head of Chief executives
Week 6 Current Situation 3: Local Assembly
Week 7 Current Situation 4: Check and balance Sytem of Local Goernance
Week 8 Current Situation 5: Amalgmation of Japan
Week 9 Challenges 1: Decentralization
Week 10 Challenges 2: Outcome of the Amalgamation
Week 11 Challenges 3: Disparities among local public authorities
Week 12 Challenges 4: Revitalizing of regions
Week 13 Challenges 5: Comparative study of Inter-governmental Relations
Week 14 Challenges 6: General Overview
The above schedule is tentative.

Remarks

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Content of preparation

The participants should inform themselves the basic information of governance of their own countries and Japan.

Textbooks

A.Text
　Shunsuke KIMURA "Regional Administration in Japan" Routledge,2017.

B. Lecturer's Works1 (Click to view.)
　Ⅰ. Local Finance
　'Local Finance in Japan'（pp.7732-7738）,"Global Encyclopedia" Springer,2023; Print
　　https://link.springer.com/referenceworkentry/10.1007/978-3-030-66252-3_3788#Sec12752
　'Local Tax System'
　　https://hermes-ir.lib.hit-u.ac.jp/rs/bitstream/10086/27101/1/HJlaw0430000170.pdf

　Ⅱ. Decentralization
　'Decentralization in Three Asian Nations'
　　http://hdl.handle.net/10291/21148

　Ⅲ. Water Management
　'Challenges of Japan's Water Governance in a Shrinking Society'
　　http://hdl.handle.net/10291/22621

　'Water Supply Consolidation Prospect -Accomplishments and Challenges of Water Supply Enterprise Associations'-
　　http://hdl.handle.net/10291/21436

Suggested readings

Lecturer's Works2 (Click to view.)
C. Lecturer's related works　（Click to view.)
　'Outlook for Facility Management in Urban Local Governments'
　　http://hdl.handle.net/10291/20443
　'Perceptional Changes to Urban Policies'
　　http://hdl.handle.net/10291/21060
　'What are the Keys for Sustainable Cities in Japanese Case?'
　　http://hdl.handle.net/10291/21061
　'Considering our Infrastructure in a Depopulating Society -from Different Perspectives-'
　　http://hdl.handle.net/10291/21146
　Ⅴ. Intermunicipal Cooperation and Municipal amalgamation
　"Regional Administration in Japan", Routledge, 2017; Single Author.
　　https://www.routledge.com/Regional-Administration-in-Japan-Departure-from-uniformity/Kimura/p/book/9780815361527
　"Regional Waste Management – Inter-municipal Cooperation", ERIA, 2020.
　　Regional Waste Management – Inter-municipal Cooperation and Public and Private Partnership - Publications : ERIA
　Ⅵ. Local ADMINISTRATION
　'Local Administration'
　　http://www.meiji.ac.jp/mugs2/faculty/6t5h7p00000ph8bo-att/a1507898679152.pdf
　'Check-and Balance System'
　　https://hermes-ir.lib.hit-u.ac.jp/rs/bitstream/10086/26441/1/HJlaw0420000250.pdf
　Ⅶ. E-government
　"Democratic and Electronic Changes in Local Public Action in Europe: REvolution or E-volution?", IFJD, 2022.
　　https://www.librairie-arcanes.fr/livre/20367611-democratic-and-electronic-changes-in-local-publ--stephane-guerard-marig-doucy-magali-dreyfus--ifjd
　Ⅷ. Pandemic and Administrative Law
　'Special Act concerning the New Coronavirus Measures', "Public Organization Review, Springer, 2023.
　　https://rdcu.be/da2Ln

How to provide Feedback to assignments

An overall review will be provided at a later date.

Grading Policy

Class Discussion　30%
Report　　　　　70%

Other

Course	Local Government Functions		Course Numbering Code		(GG) POL721E
Campus	Surugadai	Semester	Fall	Credits	2
Lecturer	[Professor]　KIMURA SHUNSUKE, Ph.D.				

Course description and attainment target

This course intends, by studying Local Government Functions, to let the student acquire sufficiently broad and in depth knowledge for carrying out necessary research works leading to one's Ph.D. thesis.

Course content

Week 1 Structure of the State 1: Characteristics of the Unitary States
Week 2 Structure of the State 2: Characteristics of the Federal States
Week 3 Inter-governmental Relation 1: Vertical Relation (Central Government and Local Governments: Legal phase)
Week 4 Inter-governmental Relation 2: Vertical Relation (Central Government and Local Governments: Financial phase)
Week 5 Inter-governmental Relation 3: Horizontal Relation (Inter-Prefectural cooperation)
Week 6 Inter-governmental Relation 4: Horizontal Relation (Inter-Communal cooperation)
Week 7 Challenges of Local Government Function in Japan 1: Financial Rehabilitation
Week 8 Challenges of Local Government Function in Japan 2: Decentralization
Week 9 Challenges of Local Government Function in Japan 3: Counter-measure to the depopulation
Week 10 Challenges of Local Government Function in Japan 4: Legal policy making
Week 11 Challenges of Local Government Function in Japan 5: Financial policy making
Week 12 Challenges of Local Government Function in Japan 6: Local Tax policy making
Week 13 Challenges of Local Government Function in Japan 7: Human resource policy making
Week 14 General Overview
The above schedule is tentative.

Remarks

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Content of preparation

The participants should inform themselves the basic information of local government Functions of their own countries and Japan.

Textbooks

A.Text
  "Regional Administration in Japan" Routledge,2017.

B. Lecturer's related works　（Click to view.）
 Ⅰ. Local Finance
  'Local Finance in Japan'（pp.7732-7738）,"Global Encyclopedia" Springer,2023; Print
  https://link.springer.com/referenceworkentry/10.1007/978-3-030-66252-3_3788#Sec12752
  'Local Tax System'
  https://hermes-ir.lib.hit-u.ac.jp/rs/bitstream/10086/27101/1/HJlaw0430000170.pdf

 Ⅱ. Decentralization
  'Decentralization in Three Asian Nations'
  http://hdl.handle.net/10291/21148

 Ⅲ. Water Management
  'Challenges of Japan's Water Governance in a Shrinking Society'
  http://hdl.handle.net/10291/22621

  'Water Supply Consolidation Prospect -Accomplishments and Challenges of Water Supply Enterprise Associations'-
  http://hdl.handle.net/10291/21436

Suggested readings

C. Lecturer's related works　（Click to view.）
 'Outlook for Facility Management in Urban Local Governments'
  http://hdl.handle.net/10291/20443
 'Perceptional Changes to Urban Policies'
  http://hdl.handle.net/10291/21060
 'What are the Keys for Sustainable Cities in Japanese Case?'
  http://hdl.handle.net/10291/21061
 'Considering our Infrastructure in a Depopulating Society -from Different Perspectives-'
  http://hdl.handle.net/10291/21146
 Ⅴ. Intermunicipal Cooperation and Municipal amalgamation
  "Regional Administration in Japan", Routledge, 2017; Single Author.
  https://www.routledge.com/Regional-Administration-in-Japan-Departure-from-uniformity/Kimura/p/book/9780815361527
  "Regional Waste Management – Inter-municipal Cooperation", ERIA, 2020.
   Regional Waste Management – Inter-municipal Cooperation and Public and Private Partnership - Publications : ERIA
 Ⅵ. Local ADMINISTRATION
  'Local Administration'
  http://www.meiji.ac.jp/mugs2/faculty/6t5h7p00000ph8bo-att/a1507898679152.pdf
  'Check-and Balance System'
  https://hermes-ir.lib.hit-u.ac.jp/rs/bitstream/10086/26441/1/HJlaw0420000250.pdf
 Ⅶ. E-government
  "Democratic and Electronic Changes in Local Public Action in Europe: REvolution or E-volution?", IFJD, 2022.
   https://www.librairie-arcanes.fr/livre/20367611-democratic-and-electronic-changes-in-local-publ--stephane-guerard-marig-doucy-magali-dreyfus--ifjd
 Ⅷ. Pandemic and Administrative Law
  'Special Act concerning the New Coronavirus Measures', "Public Organization Review, Springer, 2023.
  https://rdcu.be/da2Ln

How to provide Feedback to assignments

An overall review will be provided at a later date.

Grading Policy

Class Discussion　30%
Report　　　　　70%

Other

Course	E-government and Public Service			Course Numbering Code		(GG) POL721E
Campus	Surugadai		Semester	Spring	Credits	2
Lecturer	[Professor]　YUASA HARUMICHI					

Course description and attainment target

This class is conducted in reading text style.
The goal of this class is to read classic textbooks on e-government and understand the theory of e-government.
Students are required to read and understand the designated chapters of the textbook in advance and report the contents in class.
Students are required to acquire the ability to critically examine and logically construct their own doctoral dissertations through the work.

Course content

W1　　Introduction to the text.
W2　　Report on the content of the designated chapter and discussion 1
W3　　Report on the content of the designated chapter and discussion 2
W4　　Report on the content of the designated chapter and discussion 3
W5　　Report on the content of the designated chapter and discussion 4
W6　　Report on the content of the designated chapter and discussion 5
W7　　Report on the content of the designated chapter and discussion 6
W8　　Report on the content of the designated chapter and discussion 7
W9　　Report on the content of the designated chapter and discussion 8
W10　　Report on the content of the designated chapter and discussion 9
W11　　Report on the content of the designated chapter and discussion 10
W12　　Report on the content of the designated chapter and discussion 11
W13　　Report on the content of the designated chapter and discussion 12
W14　　Report on the content of the designated chapter and discussion 13

Remarks

Students who have experience of working for local governments are welcomed, but not limited.

Content of preparation

Students are required to read and understand the designated chapters of the textbook in advance and report the contents in class.

Textbooks

Lesle Budd and Lisa Harris. eds., *e-Governance: Managing or Governing?*, Routledge.

Suggested readings

Harold Stein, Public Administration and Policy Development.

How to provide Feedback to assignments

Oral comments at class.

Grading Policy

Presentation (50%) and Contribution to the discussions (50%)

Other

Course	E-government and Participation		Course Numbering Code		(GG) POL721E
Campus	Surugadai	Semester	Fall	Credits	2
Lecturer	[Professor]　YUASA HARUMICHI				

Course description and attainment target

This class is conducted in reading text style.

The goal of this class is to read classic textbooks on e-government and understand the theory of e-government.

Students are required to read and understand the designated chapters of the textbook in advance and report the contents in class.

Students are required to acquire the ability to critically examine and logically construct their own doctoral dissertations through the work.

Course content

W1　Introduction to the text
W2　Report on the content of the designated chapter and discussion 1
W3　Report on the content of the designated chapter and discussion 2
W4　Report on the content of the designated chapter and discussion 3
W5　Report on the content of the designated chapter and discussion 4
W6　Report on the content of the designated chapter and discussion 5
W7　Report on the content of the designated chapter and discussion 6
W8　Report on the content of the designated chapter and discussion 7
W9　Report on the content of the designated chapter and discussion 8
W10　Report on the content of the designated chapter and discussion 9
W11　Report on the content of the designated chapter and discussion 10
W12　Report on the content of the designated chapter and discussion 11
W13　Report on the content of the designated chapter and discussion 12
W14　Report on the content of the designated chapter and discussion 13

Remarks

Students who have experience of working for local governments are welcomed, but not limited.

Content of preparation

Students are required to read and understand the designated chapters of the textbook in advance and report the contents in class.

Textbooks

Peter M. Shance ed., *Democracy Online*, Routledge.

Suggested readings

How to provide Feedback to assignments

Oral comments at class.

Grading Policy

Presentation (50%) and Contribution to the discussions (50%)

Other

Course	Governance of Global Economy		Course Numbering Code	(GG) ECN751E
Campus	Surugadai	Semester	Spring	Credits	2
Lecturer	[Professor] KATO, RYUTA RAY, Ph.D.			

Course description and attainment target
This course provides students with analytical methods at the research level in economics. The course covers both theoretical and numerical methods. The aim of this course is to provide students with strong analytical background to let them understand research papers in academic journals in economics.

Course content
Week 1: Course review
Week 2: Theoretical Framework in Microeconomics 1
Week 3: Theoretical Framework in Microeconomics 2
Week 4: Theoretical Framework in Microeconomics 3
Week 5: Theoretical Framework in Macroeconomics 1
Week 6: Theoretical Framework in Macroeconomics 2
Week 7: Theoretical Framework in Macroeconomics 3
Week 8: Data Analysis: Statistics and Econometrics 1
Week 9: Data Analysis: Statistics and Econometrics 2
Week 10: Data Analysis: Statistics and Econometrics 3
Week 11: Applications 1
Week 12: Applications 2
Week 13: Applications 3
Week 14: Review of methods

Remarks
Advanced economics at the PhD course level will be studied.

Content of preparation
Reading assignments and data will be given, and students are asked to go through given materials before sessions.

Textbooks
While any textbook is not specified, several reading materials are provided.

Suggested readings
Some references will be introduced in the session.

How to provide Feedback to assignments
Answers or an example of answers is uploaded so that students can download it. Comments are given back to students who submitted.

Grading Policy
Class contribution (50%) and presentation in the session (50%)

Other

Course	Economic Development Policy Analysis	Course Numbering Code		(GG) ECN751E
Campus	Surugadai	Semester	Fall	Credits	2
Lecturer	［Professor］　KATO, RYUTA RAY, Ph.D.			

Course description and attainment target

Numerical models used in economics are introduced in this course. In particular, static and dynamic computable general equilibrium (CGE) models are introduced. This course covers the framework of the models and numerical methods. In the numerical sessions, computing with FORTRAN programing is introduced. The dynamic stochastic general equilibrium (DSGE) model is also examined.

Course content

Week 1: Course review
Week 2: Static CGE model 1
Week 3: Static CGE model 2
Week 4: Static CGE model 3
Week 5: Static CGE model 4
Week 6: Static CGE model 5
Week 7: Dynamic CGE model 1
Week 8: Dynamic CGE model 2
Week 9: Dynamic CGE model 3
Week 10: Dynamic CGE model 4
Week 11: Dynamic CGE model 5
Week 11: DSGE model 1
Week 12: DSGE model 2
Week 13: DSGE model 3
Week 14: Review of methods

Remarks

Advanced numerical macroeconomics models will be introduced.

Content of preparation

Reading assignments and data will be given, and students are asked to go through given materials before sessions.

Textbooks

While any textbook is not specified, several reading materials are provided.

Suggested readings

Some references will be introduced in the session.

How to provide Feedback to assignments

Answers or an example of answers is uploaded so that students can download it. Comments are given back to students who submitted.

Grading Policy

Class contribution (50%) and presentation in the session (50%)

Other

Course	Environmental Policy	Course Numbering Code	(GG) POL741E
Campus	Surugadai	Semester	Spring	Credits	2
Lecturer	[Professor]　TSUJI MASAMI, Ph.D.		

Course description and attainment target

In this course, environmental policy approaches will be reviewed. Then application of such approaches in specific environmental issues will be discussed. After learning these approaches in various environmental issues, each student will give a presentation for class discussion.

The objectives of this course are learning the nature of those issues and approaches and obtaining skills for considering/developing appropriate policy measures depending on the issues.

Course content

Week 1: Introduction
Week 2: Policy approach 1: Regulations
Week 3: Policy approach 2: Economic approach (1)
Week 4: Policy approach 3: Economic approach (2)
Week 5: Policy approach 4: Voluntary approach
Week 6: Policy approach 5: Information approach
Week 7: Policy approach 6: Framework approach
Week 8: Policy approach 7: Project/program approach and support approach
Week 9: Environmental issue 1: Climate change
Week 10: Environmental issue 2: Air pollution
Week 11: Environmental issue 3: Water resources and pollution
Week 12: Environmental issue 4: Natural environment and biodiversity
Week 13: Environmental issue 5: Sound material-cycle society
Week 14: Individual presentations and class discussion

Remarks

None.

Content of preparation

Before each class, materials will be provided through Oh-o! Meiji. Students are expected to read them for preparation. In Week 14, students will give a presentation on a specific environmental policy issue for class discussion.

Textbooks

Relevant materials will be provided before each class.

Suggested readings

Ministry of the Environment, Japan (2019). The Basic Environment Plan.
(https://www.env.go.jp/policy/kihon_keikaku/plan/plan_5/attach/ref_en-01.pdf)
(https://www.env.go.jp/policy/kihon_keikaku/plan/plan_5/attach/ref_en-02.pdf)

How to provide Feedback to assignments

Regular feedback will be given through Oh-o! Meiji. For the presentation in Week 14, direct feedback will be given at the class.

Grading Policy

Participation in discussion (50%)
In-class presentation (50%)

Other

None

Course	Environment and Development	Course Numbering Code	(GG) POL741E
Campus	Surugadai	Semester	Fall	Credits	2
Lecturer	[Professor]　TSUJI MASAMI, Ph.D.		

Course description and attainment target

In this course, various aspects on the environment and development will be reviewed, including (i) Sustainable Development Goals (SDGs), (ii) environmental and social safeguards, and (iii) role and actions of international financing institutions (IFIs) and other stakeholders. Based on the review, each student will give a presentation for class discussion.

The objective of this course is to learn how both environmental conservation and economic development can be materialized in tandem.

Course content

Week 1: Introduction
Week 2: United Nations and 2030 Agenda for Sustainable Development
Week 3: Official Development Assistance
Week 4: Environmental and social safeguards 1: Overview
Week 5: Environmental and social safeguards 2: Procedures I
Week 6: Environmental and social safeguards 3: Procedures II
Week 7: Environmental and social safeguards 4: Physical and chemical elements
Week 8: Environmental and social safeguards 5: Natural environment
Week 9: Environmental and social safeguards 6: Social aspects
Week 10: Environmental and social safeguards 7: Accountability mechanism
Week 11: Environmental and social safeguards 8: Laws, policies, guidelines
Week 12: International conventions
Week 13: Various stakeholders
Week 14: Individual presentations and class discussion

Remarks

None.

Content of preparation

Before each class, materials will be provided through Oh-o! Meiji. Students are expected to read them for preparation.
In Week 14, students will give a presentation on an issue of the environment and development for class discussion.

Textbooks

Relevant materials will be provided before each class.

Suggested readings

United Nations (2015). Transforming our world: the 2030 Agenda for Sustainable Development
(https://sustainabledevelopment.un.org/post2015/transformingourworld/publication)
World Bank (2017). Environmental and Social Framework
(https://www.worldbank.org/en/projects-operations/environmental-and-social-framework)
Asian Development Bank (2024). Environmental and Social Framework
(https://www.adb.org/sites/default/files/linked-documents/esf-complete-set.pdf)

How to provide Feedback to assignments

Regular feedback will be given through Oh-o! Meiji. For the presentation in Week 14, direct feedback will be given at the class.

Grading Policy

Participation in discussion (50%)
In-class presentation (50%)

Other

None

Course	Global Governance - Theory		Course Numbering Code		(GG) POL721E
Campus	Surugadai	Semester	Spring	Credits	2
Lecturer	[Professor]　SASAOKA YUICHI, Ph.D.				

Course description and attainment target

This course provides an overview of the structure and functions of global governance (GG), especially its theory related to historical foundations and directions. The class is supposed to examine several aspects of globalization: (i) the limitation of the interstate system; (ii) the benefits and challenges of internet technology (IT); and (iii) cultural activization linked with anti-globalization and populism trends. New approaches of GG need to simultaneously cope with these dimensions.

Regarding aspect (i), sub-regional and macro regional actors can be recognized as "control mechanisms" that are empowered in the economically advanced, free regions, while state actors are only dominant players in the state-controlled regions. In terms of aspect (ii), global governance goes along with the progress of IT, and effective regulation systems need to be established in some important areas such as finance, security and military. IT can connect people, companies, governments and NGOs to any entity. The progress of IT and its usage have been synchronized with the rapid expansion of private sectors and civil society. On the other hand, state power elites and machinery try to control people's opinion and information by using IT systems. Fake news and manipulation of information are very common in all the countries. Regarding aspect (iii), global governance is expected to accommodate antagonistic cultures stimulated by the advanced IT environments. Through new endeavors, there may be a chance for people to reach mutual understanding and soothe their anger and fear, if being free from information control and manipulation.

In this class, the targets are two-fold: (1) to understand global governance, globalization and comparative regionalism; and (2) to master basic analytical perspectives related to global society with historical backgrounds.

Course content

This is just an example. Upon the request and after the consultation, it can be varied.

Week 1 Culture, Norm, Identity System
Week 2 Nation State and its Inter-state system
Week 3 Nationalism, Patriotism, and Cosmopolitanism
Week 4 Liberal International Order by Ikenberry
Week 5 Colonialism and Post-colonialism
Week 6 Democracy and Populism
Week 7 Empire and Hegemonic State
Week 8 Modernity by A. Giddens
Week 9 The clash of Civilization by S. Huntington
Week 10 The End of History by F. Fukushima
Week 11 Global Civil Society by J. Rosenau
Week 12 The Role of the International Organization by I. Hard
Week 13 Regionalism by A. Acharya
Week 14 Back to the Three Tiers of the Governance Structure/ What Factors Promote World History

Note: Three tier structure of Governance is globalization, inter-state system, and culture in each place.

Remarks

Students are expected to read and think thoroughly the materials and often bring in the materials by themselves. There is no fixed textbook, but weekly there are reading assignment, and after reading them, students and faculty have a conversation. Active participation is surely required. Main academic discipline is International Relations (Global Governance) and political science while related fields are sociological liberalism, IPE, comparative regionalism, political economy, and multi-culturalism.

Content of preparation

Like prerequisites, students are expected to read the materials in advance and often bring in some by themselves. In some classes, the advisor suggests the materials and provides the copy of the materials, and in other classes, students need to find them by their interest.

Textbooks

To be announced on the first day after the consultation.

Suggested readings

Amitav Acharya (2016) Why Govern? Rethinking Demand and Progress in Gloal Governance. Cambridge University Press.
Fukuyama, F (1992) The End of History and the Last man, International Creative Management.
Held, D. and A. McGrew (2002) Globalization/AntiGlobalization, Polity Press
Huntington, S (2002) The Clash of Civilizations and the Remaking of World Order, Free Press
Giddens, A (1990) The Consequences of Modernity, Stanford University Press.
Kaldor, M (2003) Global Civil Society: An Answer to War, Polity Press.
Rosenau, J. and E-O. Czempiel (eds.) (1992) Governance without Government: Systems of Rule in World Politics, Cambridge University Press.
John Ikenberry, Mastanduno, & Wohlforth (2011) International Relations Theory and the Consequences of Unipolarity, Cambridge
Kevin Gray & Craig Murphy (2014) Rising Powers and The Future of Global Governance, Routledge
Larry Diamond (2019) Saving Democracy from Russian Rage, Chinese Ambition, and American Complacency, Penguin Press.
Michael Bratton & Nicholas van de Walle (1997) Democratic Experiments in Africa, Cambridge University Press.
Nic Cheeseman (2015) Democracy in Africa, Cambridge University Press.
Barry Buzan & Yongjin Zhang (2014) Contesting International Society in East Asia, Cambridge Univ Press.
Steven Levitsky & Daniel Ziblatt (2018) How Democracies Die - What History Reveals About Our Future, Penguin Books.
Daniel Trottier & Christian Fuchs (eds.) (2015) Social Media, Politics and the State, Routledge
Ben Wagner (2016) Global Free Expression - Governing the Boundaries of Internet Content, Springer
John Tomlinson (1999) Globalization and Culture, The University of Chicago Press

How to provide Feedback to assignments

This class content is tailor made, but basically students need to learn the outline of International Relations and its part related to globalization, and Global Governance theory, especially. Students are required to read many books and articles, as is often the case with the Ph.D. The student explains the content and impression on the book, advisor asks the questions, then they have discussions each time. Also, students ask questions on the topic, and the advisor answers. About the final memo, students submit a short paper (4-5 pages) in relation to the conversation they held, and the advisor gives back comments.

Grading Policy

Class contribution, and completion of required readings prior to the class are expected. If needs to assess the student's capacity and efforts, several page memo may be required. Grading criteria: class participation and discussion (80%) and final memo (20%).

Other

Course	Global Governance - Institutions		Course Numbering Code		(GG) POL721E
Campus	Surugadai	Semester	Fall	Credits	2
Lecturer	[Professor]　SASAOKA YUICHI, Ph.D.				

Course description and attainment target

This course provides an overview of the structure and functions of global governance, especially multilateral institutions and regional institutions, which cover not only current issues but also historical perspectives. There are a lot of networks and partnerships on the global issues today. Global governance can be regarded as a new trend after the Cold War, but multilateral and regional institutions were originated from the inter-state system, which was considered one of the modern systems. This observation reminds you that nation state system alone cannot cope with numerous new challenges we face in today's world.

The United Nations (UN) has acted on important missions in recent decades, but its limitations are pointed out and criticized. It has contributed to setting up the GNP and other standardized economic indicators commonly used in the world and formulating and adopting international development goals like the SDGs to facilitate mainstream development thinking and collaboration (Weiss, 2011) frameworks. It also functions as a forum in which many opinions are exchanged. Like UNCTAD, developing countries' voices can be heard and consolidated. Each specialized agency implements sectoral and thematic activities, and many of them are useful for human life, especially for people in developing countries, women and children. These contributions cannot be realized without the presence of the UN. However, it is often said that the role of the UN has been declining. There are insufficient compliance mechanisms to impose UN agreements on member countries regarding many issues, including limited budgets, distorted staff allocations, and a lack of cooperation among partners and important stakeholders. Another important aspect is regionalism. Regionalism is related to not only regional institutions such as EU and ASEAN, but also social dynamics called regionalization. This class should cover various regional dynamics issues upon the student's requests.

Course content

This is a tentative plan, and it will be finalized after the consultation with students.

Week 1 Globalization, Poverty and Inequality
Week 2 Identifying Intergovernmental Organization
Week 3 Relationship between International Organization and Regional Organization
Week 4 Colonial and post-colonial perspectives
Week 5 Global Civil Society/Media
Week 6 Why States Act Through Formal International Organization
Week 7 The Role of UN
Week 8 UN Security Council
Week 9 UN Peace Keeping Operation
Week 10 Responsibility to Protect and Intervention issues
Week 11 GATT-WTO and IMF and World Bank
Week 12 Regioal Organizations
Week 13 Regionalism Trends and Comparative Regionalism
Week 14 G20 and expanded BRICS

Remarks

Students are expected to read a lot of materials before attending the class and often bring in materials by themselves. The class is dialogue and discussions based on sharing the basic knowledge.

Content of preparation

Like prerequisies, students are expected to read the materials in advance and bring in by themselves.

Textbooks

Sasaoka, Tayo and Uesu (eds.) (2023) Perspectives on the State Borders in Globalized Africa, Routledge paperback.
Rosenau and Czempiel (eds.) (1992) Governance without Government: Order and Change in World Politics, Cambridge University Press.
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Acemoglu and Robinson (2013) Why Nations Fail: the Origins of Power, Prosperity, and Poverty, Crown Currency paperback.
Cooper, Hughes and Lombaerde (eds.) (2008) Regionalisation and Global Governance - The Taming of Globalisation? Routledge
Farrell, Hettne and Langenhove (2005) Global Politics of Regionalism - Theory and Practice Pluto Press
Haass (2021) The World: A brief introduction, Penguin.
Levitsky (2019) How Democracies Die: what History Reveals about Our Future, Penguin paperback .
Shaw and Fanta (eds.) (2013) Comparative Regionalisms for Development in the 21st Century: Insights from the Global South, Routledge.
Weiss and Thakur（2010）Global Governance and the UN, Indiana Univ. Press
Weiss and Wilkinson (2018) International Organization and Global Governance
Winseck and Pike (2007) Communication and Empire - Media, Markets and Globalization, 1860-1930, Duke University Press.

Suggested readings

Acharya (2014) The End of American World Order, Polity Press.
Acharya and Johnston (eds.) Crafting Cooperation, Cambridge University Press,.
Choudovsky（2003) The Globalization of Poverty and the World Order, Global Outlook.
Diehl and Frederking (eds.) (2010) The Politics of Global Governance - International Organizations in an Interdependent World, fourth edition, Lynne Rienner Publishers
Perkmann and Sum (2002) Globalization, Regionalization and Cross-Border Regions, Palgrave macmillan.
Risse and Borzel (eds.) (2018) The Oxford Handbook of Governance and Limited Statehood.
Singh and Bourgouin (eds.) (2013) Resource Governance and Developmental states in the Global South: Critical International and Political Economic Perspectives, Palgrave macmillan.
Wallerstein (2006) European Universalism: The Rhetoric of Power, The New Press.

How to provide Feedback to assignments

In the class, students and the advisor make conversation without stopping. Students are advised to take notes, sometimes. That is basic style of class style. Sometimes students are asked to submit the memo based on the topics of conversation. About ordinary and final memos, lecturer gives them back with comments.

Grading Policy

Class contribution, and completion of required readings prior to the class are expected. The most important thing is discussions or dialogue. Grading criteria: Class participation and discussion (80%) and memos (20%)

Other

Course	Social Development Policy	Course Numbering Code	(GG) POL741E
Campus	Surugadai	Semester	Spring	Credits	2
Lecturer	[Professor]　MINAMOTO YURIKO, Ph.D.		

Course description and attainment target

This course will focus on conceptualization of social development from policy perspectives. Notions of what constitutes social development have moved from the marginal position of economic development to the mainstream in a globalization era, when sustainable development comes to the fore of development. This implies the need to look at various dimensions of economic and social development policies to capture the concept of social development with more comprehensive, holistic and cross-sector social issues. The course aims at learning how public policy can deal with social development issues and introducing evaluation approach to verify impact of the intervention.

Course content

Week 1 Introduction: Course overview
Week 2 Policy process and its analysis
Week 3 Policy for social development: Local, national and global dimensions (1)
Week 4 Policy for social development: Local, national and global dimensions (2)
Week 5 Community development policy (1)
Week 6 Community development policy (2)
Week 7 Evaluation theory in social development context (1)
Week 8 Evaluation theory in social development context (2)
Week 9 Impact of social development interventions on society (1)
Week 10 Impact of social development interventions on society (2)
Week 11 Utilization of evaluation methodology for academic research
Week 12 Presentation by students (1)
Week 13 Presentation by students (2)
Week 14 Summing up: how social development concept can be incorporated into policy practice

Remarks

N/A

Content of preparation

Reading assignments will be announced before the class. The students are expected to be ready for the discussions based on the reading materials in the class.

Textbooks

N/A

Suggested readings

Hall. A. and Midgley. J. (2004) *Social Policy for Development*, Sage, London
Ractliffe, P. and Newman, I. (2011) *Promoting Social Cohesion-Implications for Policy and Evaluation*, The Policy Press
Gertler, P. Martinez, S., Premand, P., Rawlings L., and Vermeersch, C. (2011) *Impact Evaluation in Practice*, The World Bank

How to provide Feedback to assignments

Feedback to presentation reports will be provided during the class discussion.

Grading Policy

Contribution to the discussion: 30%
Term paper: 70%

Other

Course	Social Development Theory		Course Numbering Code		(GG) POL741E
Campus	Surugadai	Semester	Fall	Credits	2
Lecturer	[Professor] MINAMOTO YURIKO, Ph.D.				

Course description and attainment target

This course aims at reconsidering social development from theory perspectives and its application in a real world. Moving from the margin to the mainstream of development in globalization era, social development has been discussed through various theories such as Human Development, Participatory Governance, Social Inclusion and Social Capital. Through reading the leading articles of those theories, the students will be able to capture the concept of social development and develop their own analytical frameworks for academic research.

Course content

Week 1 Introduction: Course overview
Week 2 Historical insight of social development (1) 1960 ～ 1970
Week 3 Historical insight of social development (2) 1980 ～ 2000
Week 4 Historical insight of social development (3) 2000 ～ present
Week 5 Human development theory
Week 6 Human development theory and Capability Approach by Sen
Week 7 Participatory governance (1)
Week 8 Participatory governance (2)
Week 9 Social capital in social development (1)
Week 10 Social capital in social development (2)
Week 11 Social development theories and practice (1): Case study
Week 12 Social development theories and practice (2): Case study
Week 13 Presentation by students
Week 14 Summing up: what comes next after putting theories together?

Remarks

N/A

Content of preparation

Reading assignments will be announced before the class. The students are expected to be ready for the discussions based on the reading materials in the class.

Textbooks

Copies of reading materials will be distributed in the class.

Suggested readings

Midgely, J. (1995) *Social Development*, Sage
Sen, A. (1999) *Development as Freedom*, Anchor Books
Krishna, A. (2002), *Active Social Capital- Tracing the Roots of Development and Democracy*, Columbia University Press

How to provide Feedback to assignments

Feedback to presentation reports will be provided during the class discussion.

Grading Policy

Contribution to the discussion: 30%
Term paper: 70%

Other

Course	NGO/NPO Policy		Course Numbering Code		(GG) POL791E
Campus	Surugadai	Semester	Spring	Credits	2
Lecturer	[Professor]　NAGAHATA MAKOTO				

Course description and attainment target

In the modernized society, traditional local communities lost their original functions for managing common property resources and mutual help among members. Nation state and capitalist economy took over major roles for providing necessary services to the people. However, ``limitation of public sector'' and "failure of market" has become obvious feature of the globalized societies, and the role of private non-profit sector is being recognized widely. In this course, it will be discussed how the central/local government can cope with those emerging forces of citizens organizations, NGOs or NPOs in different countries including Japan. Various policies on ``collaboration'', ``partnership'', and ``co-production'' and their implementation will also be studied.

The objectives of the course are; to realize importance of the third sector in the society from various perspectives, to know various policies towards the third sector in the developed / developing countries. and to acquire advanced knowledge on collaboration, partnership and co-production.

Course content

Week 1: Background of NGOs/NPOs - Local community, nation state, and market economy
Week 2: Basics of NGOs/NPOs - its characteristic, strength, and weakness
Week 3: Comparative study on NGO/NPO policy - 1) Cases of Japan 1
Week 4: Comparative study on NGO/NPO policy - 2) Cases of Japan 2
Week 5: Comparative study on NGO/NPO policy - 3) Cases of developed countries 1
Week 6: Comparative study on NGO/NPO policy - 4) Cases of developed countries 2
Week 7: Comparative study on NGO/NPO policy - 5) Cases of developing countries 1
Week 8: Comparative study on NGO/NPO policy - 6) Cases of developing countries 2
Week 9: Policy of collaboration, partnership, and co-production 1
Week 10: Policy of collaboration, partnership, and co-production 2
Week 11: NPO/NGOs and local communities 1
Week 12: NPO/NGOs and local communities 2
Week 13: NPO/NGOs and private sectors 1
Week 14: NPO/NGOs and private sectors 2

Remarks

The details of the course contents are basically decided through discussion with the participating students reflecting his/her field of interest.

Content of preparation

Participating student is required to explore concrete examples of government policy on private voluntary (non-profit) sector.

Textbooks

To be introduced in the class when necessary

Suggested readings

To be introduced according to the students' interest

How to provide Feedback to assignments

Whenever a student submitted a report assigned in the class, the instructor will give feedback at the following classes.

Grading Policy

Discussion and presentation in the class (50%), reports (50%)

Other

Course	NGO/NPO Management		Course Numbering Code		(GG) POL791E
Campus	Surugadai	Semester	Fall	Credits	2
Lecturer	[Professor]　NAGAHATA MAKOTO				

Course description and attainment target

In the modernized society, traditional local communities lost their original functions for managing common property resources and mutual help among members. Nation state and capitalist economy took over major roles for providing necessary services to the people. However, ``limitation of public sector'' and ``failure of market'' has become obvious feature of the globalized societies, and the role of private non-profit sector is being recognized widely. In this course, various factors of NGO/NPO institutional management will be studied through comparative perspectives. Although the role of private non-profit sector is vital for the society, it is not easy to understand its specific feature of management matters. Financial management, human resource management, and collaborative management will be discussed through various case studies.
The objectives of the course are; to know historical and global background of the third sector, to acquire basic knowledge on financial and Human Resource Management of the third sector, and to be equipped with skills of facilitation and public relations necessary for the third sector.

Course content

Week 1: Basics of NGO/NPO - Historical background and global perspective
Week 2: Financial management - 1) Donation
Week 3: Financial management - 2) Business income
Week 4: Financial management - 3) Project with government
Week 5: HR management - 1) Volunteer management
Week 6: HR management - 2) Staff management
Week 7: HR management - 3) Collaborative management
Week 8: Relations with beneficiaries - 1) How to be facilitative
Week 9: Relations with beneficiaries - 2) How to be participative
Week 10: Relations with public sector - 1) Co-production
Week 11: Relations with public sector - 2) Advocacy
Week 12: Relations with private sector - 1) CSR
Week 13: Relations with private sector - 2) Business
Week 14: Future perspective: issues of NGO/NPO management

Remarks

The details of the course contents are basically decided through discussion with the participating students reflecting his/her field of interest.

Content of preparation

The participating student is expected to explore concrete examples of NGOs in either developed/developing countries.

Textbooks

To be introduced in the class when necessary

Suggested readings

To be introduced according to the students' interest

How to provide Feedback to assignments

Whenever a student submitted a report assigned in the class, the instructor will give feedback at the following classes.

Grading Policy

Discussion and presentation in the class (50％), reports (50％)

Other

Course	National Security and Intelligence		Course Numbering Code		(GG) POL731E
Campus	Surugadai	Semester	Spring	Credits	2
Lecturer	[Professor]　KOBAYASHI YOSHIKI, Ph.D.				

Course description and attainment target

<COURSE OBJECTIVE>
- The objective of this course is to enable students to <u>critically consider practical issues related to intelligence systems related to national security, based on academic theories</u> such as national security studies, decision-making theory, and leadership theory.
- In other words, each student will develop the ability to discover and solve issues related to the national intelligence system based on <u>integrating academic theories and practice</u>.
- "Intelligence" in this course could be defined as follows;
(1) Products of knowledge processed and analyzed from information, which is provided to policy-makers to help their decision-making on national security matters,
(2) Governmental procedure and mechanism to produce such products.
<ATTAINMENT TARGETS>
- By the end of this course, students will be able to -
（1）understand and explain basic theoretical concepts and terms in intelligence studies,
（2）understand and explain critical questions about intelligence studies for scholars and practitioners,
（3）understand and explain the backgrounds behind daily media reports on intelligence matters based on theoretical frameworks and
（4）make policy recommendations on practical issues related to intelligence based on appropriate academic approaches and theoretical frameworks.
<TEACHING METHODOLOGIES>
- The course consists of lectures by the instructor and class discussions with students. Students should participate in class discussions while the instructor delivers a brief lecture on the designated topics based on the textbook.

Course content

<INTRODUCTION>
(01) Syllabus
- This session provides an overview of the class, the overall schedule, and the evaluation method based on the syllabus.
<BASIC THEORIES>
(02) Intelligence: Definition & Functions 1 (Lowenthal Chapter 1 & 4)
- This session examines the basic concept of "intelligence," including its definition.
(03) Intelligence: Definition & Functions 2 (Lowenthal Chapter 1 & 4)
- This session continues the discussion from the previous session on the definition and functions of intelligence.
(04) Intelligence Process (Lowenthal Chapter 1 & 4)
- This session provides an overview of the concepts of the "intelligence process" and "intelligence cycle."
(05) Intelligence Community (Lowenthal Chapter 2, 3 & 14)
- This session provides an overview of the US intelligence community.
(06) Collection (Lowenthal Chapter 5)
- This session examines the theoretical issues of several intelligence collection methodologies, including OSINT, HUMINT, SIGINT, and GEOINT.
(07) Analysis (Lowenthal Chapter 6)
- This session examines the theoretical issues of intelligence analysis at the individual and organizational levels.
(08) Other Functions – Covert Action and Counterintelligence (Lowenthal Chapter 7, 8 & 13)
- This session examines the theoretical issues of the intelligence functions outside the regular intelligence cycle, including covert actions and counterintelligence.
(09) Democratic Oversight of Intelligence Community (Lowenthal Chapter 10)
- This session examines the theoretical issues of democratic control over the intelligence community.
<MID-TERM PRESENTATIONS>
(10) Students' mid-term presentations on research proposals
<ADVANCED THEORETICAL ISSUES>
(11) New Issues of Intelligence (Lowenthal Chapter 11 & 12)
- This session provides an overview of the new issues on intelligence after the end of the Cold War, including terrorism, weapons of mass destruction, economy, health & environment, cyber, etc.
(12) Intelligence Services in Different Countries (Lowenthal Chapter 14)
- This session examines the characteristics of information communities in major countries outside the USA from a theoretical perspective.
<WRAP-UP AND FINAL PRESENTATIONS>
(13) Wrap-up and Conclusions
(14) Students' Final Presens

Remarks

- No prerequisite knowledge or experiences are required.
- Since intelligence is a critical part of governmental national security functions, students interested in national security and public safety are encouraged to participate. However, the course also will welcome students who lack a strong background or knowledge of these areas but are willing to study proactively.

Content of preparation

<READING ASSIGNMENTS>
- All students should complete reading assignments (in particular, assigned chapters of the below-mentioned textbooks) before each class, preparing for class discussions on designated topics.
<NEWS DISCUSSIONS>
- We spend the first 15-20 minutes in each class for casual conversations on current news topics related to national security or international politics.
- Each class's presenter and first commentator will be designated in advance.
- Please be aware that this practice is a part of the grading and evaluation.
<CLASS NOTES>
- After each class, all students should submit short comments (e.g., new findings, questions, etc.) within 24 hours through **the DISCUSSION Function of Oh-o! Meiji Class web page**.
- All students' comments and the instructor's responses will be shared among registered students.
- Class Notes are NOT just a summary of the content of the class lectures. Instead, it is an opportunity for each student to demonstrate and share their critical and unique thinking about the lecture content. For example, each student can apply the academic theories covered in class to the realities of each country and examine the appropriateness of the theoretical framework.
- Please be aware that this practice is a part of the grading and evaluation.

Textbooks

Lowenthal, M. (2022), *Intelligence - From Secrets to Policy, Nineth Edition* (CQ Press)
(* The book is available in the university's central library.)

Suggested readings

How to provide Feedback to assignments

Feedback on assignments is provided to each student by the instructor, either verbally during class or through Oh-o! Meiji.

Grading Policy

<Grade Allocation>
・News Discussions: 20%
・Class Notes: 20%
・Class Presentation (two times): 20% (10% each)
・Term Paper: 40%
<Term paper>
（**Topic**）Each student can pick up any topic related to the course contents based on their interests. Students are encouraged to analyze practical issues based on theoretical frameworks introduced in the course.
（**Volume**）The paper volume is supposed to be 4-5 pages, approximately 2,500 to 3,000 words.
（**Presentations**）Each student should deliver a short presentation regarding a mid-term research proposal in the tenth class and a final product in the last class.
（**Submission**）The deadline for the paper submission will be announced later. The due date is typically set a few days after the final class day. Students must submit papers through **the Oh-o! Meiji system**

Other

Course	Terrorism and Counterterrorism		Course Numbering Code		(GG) POL731E
Campus	Surugadai	Semester	Fall	Credits	2
Lecturer	［Professor］ KOBAYASHI YOSHIKI, Ph.D.				

Course description and attainment target

<COURSE OBJECTIVE>
- The objective of this course is to enable students to <u>critically consider practical issues related to terrorism and counterterrorism policies based on academic theories</u> mainly from the U.S. and Western perspectives.
- In other words, each student will develop the ability to discover and solve issues related to counterterrorism terrorism based on <u>integrating academic theories and practice</u>.
<ATTAINMENT TARGETS>
- By the end of this course, students will be able to -
(1) understand and explain basic theoretical concepts and terms in terrorism studies,
(2) understand and explain critical questions about terrorism studies for scholars and practitioners,
(3) understand and explain the backgrounds behind daily media reports on terrorism incidents based on theoretical frameworks and
(4) make policy recommendations on practical issues related to counterterrorism based on appropriate academic approaches and theoretical frameworks.
<TEACHING METHODOLOGIES>
- The course consists of lectures by the instructor and class discussions with students. Students should participate in class discussions while the instructor delivers a brief lecture on the designated topics based on the textbook.

Course content

<INTRODUCTION>
(01) Syllabus
- This session provides an overview of the class, the overall schedule, and the evaluation method based on the syllabus.
<BASIC THEORIES>
(02) What is terrorism? - Definition (Sandler 1 & 6; Bakker 1; Forest 1)
- This session provides an overview of the academic debate over the definition of terrorism.
- The main issues for discussion include the essential elements of terrorism, what distinguishes terrorism from ordinary crime, why terrorism matters, and what makes terrorism so difficult to define.
(03) History of terrorism (Bakker 2; Forest 2)
- This session reviews the history of terrorism since the modern era based on the so-called "four waves" framework.
(04) Causes of terrorism (Sandler 2; Bakker 4; Forest 3)
- This session examines why terrorism incidents occur from multiple perspectives based on the integrated framework of causation and opportunity theories.
(05) Terrorism asymmetries (Sandler 5)
- This session discusses the issue of "terrorism asymmetries," one of the critical features of terrorism, from various perspectives.
(06) Terrorism finance, methodologies, and organizations (Sandler 3; Forest 5-7)
- This session examines the characteristics of financing, attack methodologies, and organizational patterns of terrorists and terrorist groups.
(07) Counterterrorism Policies (Sandler 4; Bakker 5)
- This session examines the pros and cons of various counterterrorism policies from multiple perspectives based on the integrated framework of causation and opportunity theories.
<MID-TERM PRESENTATIONS>
(08) Students' mid-term presentations on research proposals
<PRACTICAL ISSUES IN TERRORISM AND COUNTERTERRORISM>
(09) Global Terrorism Trend - Overview
- This session provides an overview of the current practical terrorism situation globally.
(10) Al-Qaida and ISIS (Forest 11 &12)
- This session provides an overview of the history and recent developments of the Muslim violent extremism terrorist organizations Al-Qaeda and ISIS.
(11) Domestic terrorism in the US / Far-Right terrorism (Forest 10)
- This session provides an overview of the history and recent developments of domestic terrorism in the United States, particularly far-right terrorism.
(12) Terrorism situation and counterterrorism policies in Japan
- This session provides an overview of the history of terrorism in Japan based on the "Four Waves" framework and examines the distinctive features of contemporary Japanese counterterrorism policies.
<WRAP-UP AND FINAL PRESENTATIONS>
(13) Wrap-up and Conclusions
(14) Students' Final Presentations

Remarks

- No prerequisite knowledge or experiences are required if students are interested in international politics, public safety, national security, etc.
- The coursex aims at more than just delivering knowledge. More important is to help students <u>develop analytical skills, namely, encourage students to consider practical issues based on academic theoretical frameworks</u>.

Content of preparation

<READING ASSIGNMENTS>
- All students should complete reading assignments (in particular, assigned chapters of the below-mentioned textbooks) before each class, preparing for class discussions on designated topics.
<NEWS DISCUSSIONS>
- We spend the first 15-20 minutes in each class for casual conversations on current news topics related to terrorism or international politics.
- Each class's presenter and first commentator will be designated in advance.
- Please be aware that this practice is a part of the grading and evaluation.
<CLASS NOTES>
- After each class, all students should submit short comments (e.g., new findings, questions, etc.) within 24 hours through the DISCUSSION Function of Oh-o! Meiji Class web page.
- All student's comments, as well as the instructor's responses, will be shared among registered students.
- Class Notes are NOT just a summary of the content of the class lectures. Instead, it is an opportunity for each student to demonstrate and share their critical and unique thinking about the lecture content. For example, each student can apply the academic theories covered in class to the practical realities of each country and examine the appropriateness of the theoretical framework.
- Please be aware that this practice is a part of the grading and evaluation.

Textbooks

·Sandler, Todd（2018）, *Terrorism - What Everyone Needs to know* (Oxford University Press)
·Bakker, Edwin (2015), *Terrorism and Counterterrorism Studies - Comparing Theory and Practice* (Leiden University Press)
·Forest, James (2019), *Terrorism Lectures*（*Third Edition*）(Nortia Press)

Suggested readings

·Martin, Gus (2022), *Essentials of Terrorism: Concepts and Controversies (Sixth Edition)* (SAGE Publications)
·Hoffman, Bruce (2017), *Inside Terrorism (Third Edition)* (Columbia University Press))

How to provide Feedback to assignments

Feedback on assignments is provided to each student by the instructor, either verbally during class or through Oh-o! Meiji.

Grading Policy

<Grade Allocation>
· News Discussions: 20%
· Class Notes: 20%
· Class Presentation (two times): 20% (10% each)
· Term Paper: 40%
<Term paper>
（Topic）Each student can pick up any topic related to the course contents based on their interests. Students are encouraged to analyze practical issues based on theoretical frameworks introduced in the course.
（Volume）The paper volume is supposed to be 4-5 pages, approximately 2,500 to 3,000 words.
（Presentations）Each student should deliver a short presentation regarding a mid-term research proposal in the eighth class and a final product in the last class.
（Submission） The deadline for the paper submission will be announced later. The due date is typically set a few days after the final class day. Students must submit papers through the Oh-o! Meiji system[/b].

Other

Course	Thesis Writing A	Course Numbering Code	（GG) POL722E
Campus	Surugadai	Semester	Spring	Credits	2
Lecturer	［Professor］ IZUMO AKIKO, Ph.D.				

Course description and attainment target

This course focuses on the process followed to formulate a research plan for Doctor thesis. After the theme is determined, it is necessary to identify a research method and research framework that best match the theme, which necessitates analyzing previous research and positioning one's own research within the relevant theoretical context.
〈Objectives〉
In their research plan, students must include the following; (a) identify an area of interest as their specific research theme, (b) investigate various research methods and select that which best matches their theme, (c) provide a new perspective regarding administrative problems.

Course content

Week 1 Research theme identification (1) : To determine a theme, select a topic via a method of your choice, such as listing interests and grouping them based on similarity.
Week 2 Research theme identification (2) : Confirm the relationship between problem of interests and current affairs and clarify the relevant issues.
Week 3 Research theme identification (3) : Clarify the theoretical trends related to the subject.
Week 4 Previous literature analysis (1) : Identify previous studies related to the theme and note their content and research methodology.
Week 5 Previous literature analysis (2) : Advance the analysis conducted in previous research.
Week 6 Previous literature analysis (3) : Determine which content must be incorporated from previous research and which will be classified as one's own research.
Week 7 Data collection (1)
Week 8 Data collection (2)
Week 9 Data collection (3)
Week 10 Hypothesis presentation (1) : Select and present multiple hypotheses.
Week 11 Hypothesis presentation (2) : Determine the most appropriate research method and test the hypothesis accordingly.
Week 12 Hypothesis presentation (3) : Determine the most appropriate data collection method (questionnaires, interviews, etc.).
Week 13 Research plan presentation: Present the research framework of plan. Revise it according to the questions, answers, and discussion resulting from the presentation.
Week 14 Complete the first draft of research design.

Remarks

It is important to adopt a proactive approach when writing research papers, which entails the following: (1) persistently collecting material, (2) considering unique approaches, such as conducting questionnaires and interviews, to ensure that the research plan is as original as possible, (3) demonstrating a certain degree of novelty relative to the previous research, and (4) proceeding to create real-world policies with an awareness for the importance of providing solutions.

Content of preparation

In each lecture, it is necessary to report the work and the research plan progress that has been accomplished since the previous meeting. Finally, students must announce and submit their research plan.

Textbooks

Handouts will be distributed in class, or students may download them on their own.

Suggested readings

Evera, S.V. (1997). Guide to Methods for Students of Political Science. (Cornell University Press).
Somekh, B. and Lewin, C. (2011) Theory and Methods in Social Research. (SAGE).
Bailey, S. (2011). Academic Writing: A Handbook for International Students, Third edition. (Routledge)
Creswell, J. W. (2017). Research Design: Qualitative, Quantitative, and Mixed Methods Approaches, 5 edition. (SAGA Publications).
Yin. R.K. (2017). Case Study Research: Design and Methods. 6rd ed. (Sage Publications)
Turabian, K.L., Booth, W.C., Colomb, G.G., Williams, J. M., and Bizup, J. (eds.) (2018), A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers (Ninth Edition) (University of Chicago Press).

How to provide Feedback to assignments

Oral comments will be provided each time the presentations are made in class. Comments on the term report will be provided using the 'Oh-o! Meiji' comment function.

Grading Policy

Q & A responses, discussion participation, and overall class contribution: (30%)
Amount of effort focused on research plans for research papers and submissions (compliance with due dates and quality of content) (30%)
Research plan content and feasibility (40%)

Other

Course	Thesis Writing B		Course Numbering Code		(GG) POL722E
Campus	Surugadai	Semester	Fall	Credits	2
Lecturer	［Professor］ IZUMO AKIKO, Ph.D.				

Course description and attainment target

This course focuses on the process followed to formulate a research plan for doctor thesis. Students will give presentations on their research plan progress and will also conduct related discussions with their academic advisor and other students. The process by which a research plan is formulated is as follows: (1) collect and analyze previous research, (2) conduct a comparative analysis that includes theory, (3) develop a case study, and (4) present the research plan and revise it based on questions received from the audience and the answers provided.

<Objectives>

In their research plan, students must include the following; (a) ground their claims in theory, and (b) aim to conduct empirical case studies and an analysis of the relevant materials.

Course content

Week 1 Previous literature analysis (1) : Advance the analysis conducted in previous research.
Week 2 Previous literature analysis (2) : Advance the analysis conducted in previous research.
Week 3 Previous literature analysis (3) : Determine which content must be incorporated from previous research and which will be classified as one's own research.
Week 4 Data collection (1)
Week 5 Data collection (2)
Week 6 Data collection (3)
Week 7 Hypothesis presentation (1) :
Week 8 Hypothesis presentation (2) :
Week 9 Case study (1) : Collect case data and material to test the hypothesis.
Week 10 Case study (2) : Proceed with case analysis.
Week 11 Case study (3) : Establish the perspective adopted for the analysis and the comparison axes that will be used for the case.
Week 12 Research plan presentation: Present the research hypotheses and proofs of plan. Revise it according to the questions, answers, and discussion resulting from the presentation.
Week 13 Prepare the pre-examination for doctoral candidate (1)
Week 14 Prepare the pre-examination for doctoral candidate (2)

Remarks

It is important to adopt a proactive approach when writing research papers, which entails the following: (1) persistently collecting material, (2) considering unique approaches, such as conducting questionnaires and interviews, to ensure that the research plan is as original as possible, (3) demonstrating a certain degree of novelty relative to the previous research, and (4) proceeding to create real-world policies with an awareness for the importance of providing solutions.

Content of preparation

In each lecture, it is necessary to report the work and the research plan progress that has been accomplished since the previous meeting. Finally, students must announce and submit their research plan.

Textbooks

Handouts will be distributed in class, or students may download them on their own.

Suggested readings

Evera, S.V. (1997). Guide to Methods for Students of Political Science. (Cornell University Press).
Somekh, B. and Lewin, C. (2011) Theory and Methods in Social Research. (SAGE).
Bailey, S. (2011). Academic Writing: A Handbook for International Students, Third edition. (Routledge)
Creswell, J. W. (2017). Research Design: Qualitative, Quantitative, and Mixed Methods Approaches, 5 edition. (SAGA Publications).
Yin. R.K. (2017). Case Study Research: Design and Methods. 6rd ed. (Sage Publications)
Turabian, K.L., Booth, W.C., Colomb, G.G., Williams, J. M., and Bizup, J. (eds.) (2018), A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers (Ninth Edition) (University of Chicago Press).

How to provide Feedback to assignments

Oral comments will be provided each time the presentations are made in class. Comments on submitted papers will be provided in writing or via email.

Grading Policy

Q & A responses, discussion participation, and overall class contribution: (30%)
Amount of effort focused on research plans for research papers and submissions (compliance with due dates and quality of content) (30%)
Research plan content and feasibility (40%)

Other

Course	Thesis Writing A		Course Numbering Code	(GG) POL722E
Campus	Surugadai	Semester	Spring	Credits	2
Lecturer	[Professor]　TANAKA HIDEAKI, Ph.D.			

Course description and attainment target

This course is for the first-year doctoral students. The course aims together with ``Thesis Writing B'' is to complete a research proposal or research design which describes an outline of thesis, including objective, theoretical foundation, hypothesis, framework and method of analysis. Thesis Writing A focuses on defining an issue and framework of analysis. A class normally goes like bilateral discussion between students and lecturer, or presentation and discussion, thus tutorial approach is emphasized. In the end, students are expected to strengthen research literacy.

Course content

Class 1-3: Introduction
Class 4-11: Define an issue and write a framework of analysis
Class 12-14: Complete the first draft of research design

Remarks

Detailed agenda of each class will be decided based on the agreement between students and instructor and the exact schedule will be organized later.

Content of preparation

Students are expected to read a lot of papers which are relevant to their interests.

Textbooks

Stephen Bailey, 2011, Academic Writing: A Handbook for International Students, Third edition, Routledge
John W. Creswell, 2008, Research Design: Qualitative, Quantitative, and Mixed Methods Approaches, Third edition, SAGA Publications
Kate L. Turabian et al., 2007, A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers, Seventh edition, University of Chicago Press

Suggested readings

Will be provided based on students' interest.

How to provide Feedback to assignments

Suggestions and advices on presentation and research design are provided from time to time.

Grading Policy

Presentation (50%) and a draft of research design (50%)

Other

Course	Thesis Writing B		Course Numbering Code		(GG) POL722E
Campus	Surugadai	Semester	Fall	Credits	2
Lecturer	[Professor] TANAKA HIDEAKI, Ph.D.				

Course description and attainment target

This course is for the first-year doctoral students. The course aim together with ``Thesis Writing A'' is to complete a research proposal or research design which describes an outline of thesis, including objective, theoretical foundation, hypothesis, framework and method of analysis. Thesis Writing B focuses on finalizing a research design. A class normally goes like bilateral discussion between students and lecturer, or presentation and discussion, thus tutorial approach is emphasized. In the end, students are expected to strengthen research literacy.

Course content

Week 1-3: Review of the first draft of research design
Week 4-11: Revising and finalizing a research design
Week 12-14: Prepare the pre-examination for doctoral candidate

Remarks

Detailed agenda of each class will be decided based on the agreement between students and instructor and the exact schedule will be organized later.

Content of preparation

Students are expected to read a lot of papers which are relevant to their interests.

Textbooks

Stephen Bailey, 2011, Academic Writing: A Handbook for International Students, Third edition, Routledge
John W. Creswell, 2008, Research Design: Qualitative, Quantitative, and Mixed Methods Approaches, Third edition, SAGA Publications
Kate L. Turabian et al., 2007, A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers, Seventh edition, University of Chicago Press

Suggested readings

Will be provided based on students' interest.

How to provide Feedback to assignments

Suggestions and advices on presentation and research design are provided from time to time.

Grading Policy

Presentation (50％) and a draft of research design (50％)

Other

Course	Thesis Writing A	Course Numbering Code	(GG) POL722E
Campus	Surugadai	Semester	Spring	Credits	2
Lecturer	[Professor]　NISHIDE JUNRO, Ph.D.		

Course description and attainment target
This course aims to provide fundamentals for social research design. Students will learn the basics of social science research.

Course content
Week 1 Introduction: Course overview
Week 2-3 Research Design
Week 4-5 Research Questions
Week 6-7 Theoretical Framework, Hypothesis and Models
Week 8-9 Critical Review
Week 10-12 Methodology
Week 13-14 Presentation

Remarks
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Content of preparation
Reading assignments are announced before the class.

Textbooks
Handouts will be distributed.

Suggested readings
Evera, S. V. (1997) Guide to Methods for Students of Political Science, Cornell University Press

How to provide Feedback to assignments
Lecture assignments will be discussed during the next lecture.

Grading Policy
Contribution to the discussions (50%)
In-class presentation (50%)

Other

Course	Thesis Writing B		Course Numbering Code	(GG) POL722E
Campus	Surugadai	Semester	Fall	Credits	2
Lecturer	[Professor] NISHIDE JUNRO, Ph.D.			

Course description and attainment target
This course is to supervise the students to conduct their own research. The students are required to present research.

Course content
Week 1 Introduction: Course overview
Week 2-4 Presentation and discussion on each research topic
Week 5-8 Critical review of the related articles
Week 9-10 Discussions on theoretical framework, hypothesis and methodology
Week 11-14 Discussion on each research progress

Remarks
—

Content of preparation
Students are expected to conduct literature review related to their own research questions before the class.

Textbooks
Handouts will be distributed.

Suggested readings
—

How to provide Feedback to assignments
Lecture assignments will be discussed during the next lecture.

Grading Policy
Contribution to the discussions (50%)
In-class presentation on research progress (50%)

Other

Course	Thesis Writing A		Course Numbering Code		(GG) POL722E
Campus	Surugadai	Semester	Spring	Credits	2
Lecturer	[Professor]　MATSUURA MASAHIRO, Ph.D.				

Course description and attainment target

Supervised thesis writing course. Those who are supervised by me must be registered in this course.

Course content

Each advisee is asked to provide updates on their progress of thesis writing every week.
Week 1: Introduction
Week 2-4: Method
Week 5-6: Research questions
Week 7-12: Data collection design
Week 13: Writing
Week 14: Wrap-up

Remarks

Open to students who are approved as my thesis advisee.

Content of preparation

Each student must prepare manuscript or research proposal depending on his or her progress of their research.

Textbooks

None.

Suggested readings

None.

How to provide Feedback to assignments

Instructor will provide feedbacks in the class immediately after the student's presentations and discussions. Supervision will also be provided through e-mails, with editorical feedbacks to student's drafts.

Grading Policy

Assessment will be done solely by the progress (thesis or research proposal writing) made during the semester.

Other

None.

Course	Thesis Writing B	Course Numbering Code	(GG) POL722E
Campus	Surugadai	Semester	Fall	Credits	2
Lecturer	[Professor]　MATSUURA MASAHIRO, Ph.D.				

Course description and attainment target

Supervised thesis writing course. Those who are supervised by me must be registered in this course.

Course content

Each advisee is asked to provide updates on their progress of thesis writing every week.
Week 1: Introduction
Week 2-4: Method
Week 5-6: Research questions
Week 7-12: Data collection design
Week 13: Writing
Week 14: Wrap-up

Remarks

Open to students who are approved as my thesis advisee.

Content of preparation

Each student must prepare manuscript or research proposal depending on his or her progress of their research.

Textbooks

None.

Suggested readings

None.

How to provide Feedback to assignments

Instructor will provide feedbacks in the class immediately after the student's presentations and discussions. Supervision will also be provided through e-mails, with editorical feedbacks to student's drafts.

Grading Policy

Assessment will be done solely by the progress (thesis or research proposal writing) made during the semester.

Other

None.

Course	Thesis Writing A	Course Numbering Code	(GG) POL722E
Campus	Surugadai	Semester	Spring	Credits	2
Lecturer	［Professor］ KIMURA SHUNSUKE, Ph.D.		

Course description and attainment target

This course is to supervise the students who conduct their own research for preparation of writing their theses. The students are required to prepare data, information and references based on their research proposal and then analyze them. Finally, they start to write a thesis.

A class normally goes like bilateral discussion between students and lecturer, or presentation and discussion, thus tutorial approach is emphasized.

Course content

The course consists of both individual consultancy by the teacher and the whole class presentation or discussion. The actual schedule of the course will be arranged according to the progress of each student's research.

Week 1 Orientation
Week 2 Discussion on idea of theme (1)
Week 3 Discussion on idea of theme (2)
Week 4 Reviewing relevant literature (1)
Week 5 Reviewing relevant literature (2)
Week 6 Reviewing relevant literature (3)
Week 7 Analyzing relevant literature (1)
Week 8 Analyzing relevant literature (2)
Week 9 Analyzing relevant literature (3)
Week 10 Presentation on their own hypothesis (1)
Week 11 Presentation on their own hypothesis (2)
Week 12 Data collection (1)
Week 13 Data collection (2)
Week 14 Finalizing temporal conclusion

Remarks

Students are expected to read and think thoroughly the materials.

Content of preparation

Reading assignments will be given for each session.

Textbooks

To be suggested accordingly

Suggested readings

—

How to provide Feedback to assignments

An overall review will be provided at a later date.

Grading Policy

Class contribution: 20% , Presentation at class: 30% , Fulfillment of the research plan: 50%

Other

Course	Thesis Writing B		Course Numbering Code		(GG) POL722E
Campus	Surugadai	Semester	Fall	Credits	2
Lecturer	[Professor]　KIMURA SHUNSUKE, Ph.D.				

Course description and attainment target

This course is to supervise the students who conduct their own research for preparation of writing their theses. The students are required to prepare data, information and references based on their research proposal and then analyze them. Finally, they start to write a thesis.

A class normally goes like bilateral discussion between students and lecturer, or presentation and discussion, thus tutorial approach is emphasized.

Course content

The course consists of both individual consultancy by the teacher and the whole class presentation or discussion. The actual schedule of the course will be arranged according to the progress of each student's research.

Week 1 Orientation
Week 2 Discussion on the hypothesis and data (1)
Week 3 Discussion on the hypothesis and data (2)
Week 4 Discussion on the hypothesis and data (3)
Week 5 Further reviewing relevant literature (1)
Week 6 Further reviewing relevant literature (2)
Week 7 Further data collection (1)
Week 8 Further data collection (2)
Week 9 Discussion on the data and hypothesis (1)
Week 10 Discussion on the data and hypothesis (2)
Week 11 Writing and supervising (1)
Week 12 Writing and supervising (2)
Week 13 Writing and supervising (3)
Week 14 Preparation for Ph.D candidate examination

Remarks

Each student is required to prepare for and make presentaion on the progress report of their own research, and active participation in the discussion is recommended

Content of preparation

Each student is required to prepare for and make presentaion on the progress report of their own research, and active participation in the discussion is recommended.

Textbooks

To be suggested accordingly

Suggested readings

—

How to provide Feedback to assignments

An overall review will be provided at a later date.

Grading Policy

Class contribution: 20% , Presentation at class: 30% , Fulfillment of the research plan: 50%

Other

Course	Thesis Writing A	Course Numbering Code	(GG) POL722E
Campus	Surugadai	Semester	Spring	Credits	2
Lecturer	［Professor］ YUASA HARUMICHI		

Course description and attainment target

The purpose of this course is to provide individual guidance to students writing dissertation and paper. Students are required to collect materials and data based on their own research plans, critically consider previous research, and report on it.

Course content

Week 1 Orientation
Week 2 Theme and Idea (1)
Week 3 Theme and Idea (2)
Week 4 Materials and data based on their own research plan (1)
Week 5 Materials and data based on their own research plan (2)
Week 6 Previous research (1)
Week 7 Previous research (2)
Week 8 Advising on the progress of thesis writing (1)
Week 9 Advising on the progress of thesis writing (2)
Week 10 Advising on the progress of thesis writing (3)
Week 11 Advising on the progress of thesis writing (4)
Week 12 Advising on the progress of thesis writing (5)
Week 13 Advising on the progress of thesis writing (6)
Week 14 Advising on the progress of thesis writing (7)

Remarks

Students are expected to read and think thoroughly the materials.

Content of preparation

Students are expected to conduct literature review related to their own research plans.

Textbooks

No text book

Suggested readings

To be presented during the class according to the theme.

How to provide Feedback to assignments

Feedback will be given in the classroom during class time.

Grading Policy

Presentation (50%) and completion of dissertation (50%)

Other

Course	Thesis Writing B	Course Numbering Code	(GG) POL722E
Campus	Surugadai	Semester	Fall	Credits	2
Lecturer	［Professor］ YUASA HARUMICHI		

Course description and attainment target

The purpose of this course is to provide individual guidance to students writing dissertation and paper. Students are required to collect materials and data based on their own research plans, critically consider previous research, and report on it.

Course content

Week 1 Orientation
Week 2 Theme and Idea (1)
Week 3 Theme and Idea (2)
Week 4 Materials and data based on their own research plan (1)
Week 5 Materials and data based on their own research plan (2)
Week 6 Previous research (1)
Week 7 Previous research (2)
Week 8 Advising on the progress of thesis writing (1)
Week 9 Advising on the progress of thesis writing (2)
Week 10 Advising on the progress of thesis writing (3)
Week 11 Advising on the progress of thesis writing (4)
Week 12 Advising on the progress of thesis writing (5)
Week 13 Advising on the progress of thesis writing (6)
Week 14 Advising on the progress of thesis writing (7)

Remarks

Students are expected to read and think thoroughly the materials.

Content of preparation

Students are expected to conduct literature review related to their own research plans.

Textbooks

No text book

Suggested readings

To be presented during the class according to the theme.

How to provide Feedback to assignments

Feedback will be given in the classroom during class time.

Grading Policy

Presentation (50％) and completion of dissertation (50％)

Other

Course	Thesis Writing C	Course Numbering Code	(GG) POL722E
Campus	Surugadai	Semester	Spring	Credits	2
Lecturer	[Professor]　YUASA HARUMICHI		

Course description and attainment target
The purpose of this course is to provide individual guidance to students writing dissertation and paper. Students are required to collect materials and data based on their own research plans, critically consider previous research, and report on it.

Course content
Week 1 Orientation
Week 2 Theme and Idea (1)
Week 3 Theme and Idea (2)
Week 4 Materials and data based on their own research plan (1)
Week 5 Materials and data based on their own research plan (2)
Week 6 Previous research (1)
Week 7 Previous research (2)
Week 8 Advising on the progress of thesis writing (1)
Week 9 Advising on the progress of thesis writing (2)
Week 10 Advising on the progress of thesis writing (3)
Week 11 Advising on the progress of thesis writing (4)
Week 12 Advising on the progress of thesis writing (5)
Week 13 Advising on the progress of thesis writing (6)
Week 14 Advising on the progress of thesis writing (7)

Remarks
Students are expected to read and think thoroughly the materials.

Content of preparation
Students are expected to conduct literature review related to their own research plans.

Textbooks
No text book

Suggested readings
To be presented during the class according to the theme.

How to provide Feedback to assignments
Feedback will be given in the classroom during class time.

Grading Policy
Presentation (50％) and completion of dissertation (50％)

Other

Course	Thesis Writing D		Course Numbering Code		(GG) POL722E
Campus	Surugadai	Semester	Fall	Credits	2
Lecturer	［Professor］ YUASA HARUMICHI				

Course description and attainment target

The purpose of this course is to provide individual guidance to students writing dissertation and paper. Students are required to collect materials and data based on their own research plans, critically consider previous research, and report on it.

Course content

Week 1 Orientation
Week 2 Theme and Idea (1)
Week 3 Theme and Idea (2)
Week 4 Materials and data based on their own research plan (1)
Week 5 Materials and data based on their own research plan (2)
Week 6 Previous research (1)
Week 7 Previous research (2)
Week 8 Advising on the progress of thesis writing (1)
Week 9 Advising on the progress of thesis writing (2)
Week 10 Advising on the progress of thesis writing (3)
Week 11 Advising on the progress of thesis writing (4)
Week 12 Advising on the progress of thesis writing (5)
Week 13 Advising on the progress of thesis writing (6)
Week 14 Advising on the progress of thesis writing (7)

Remarks

Students are expected to read and think thoroughly the materials.

Content of preparation

Students are expected to conduct literature review related to their own research plans.

Textbooks

No text book

Suggested readings

To be presented during the class according to the theme.

How to provide Feedback to assignments

Feedback will be given in the classroom during class time.

Grading Policy

Presentation (50%) and completion of dissertation (50%)

Other

Course	Thesis Writing E	Course Numbering Code	(GG) POL722E
Campus	Surugadai	Semester	Spring	Credits	2
Lecturer	[Professor]　YUASA HARUMICHI		

Course description and attainment target

The purpose of this course is to provide individual guidance to students writing dissertation and paper. Students are required to collect materials and data based on their own research plans, critically consider previous research, and report on it. In particular, Thesis Writing F aims to complete Ph.D. thesis.

Course content

Week 1 Orientation
Week 2 Theme and Idea (1)
Week 3 Theme and Idea (2)
Week 4 Materials and data based on their own research plan (1)
Week 5 Materials and data based on their own research plan (2)
Week 6 Previous research (1)
Week 7 Previous research (2)
Week 8 Advising on the progress of thesis writing (1)
Week 9 Advising on the progress of thesis writing (2)
Week 10 Advising on the progress of thesis writing (3)
Week 11 Advising on the progress of thesis writing (4)
Week 12 Advising on the progress of thesis writing (5)
Week 13 Advising on the progress of thesis writing (6)
Week 14 Advising on the progress of thesis writing (7)

Remarks

Students are expected to read and think thoroughly the materials.

Content of preparation

Students are expected to conduct literature review related to their own research plans.

Textbooks

No text book

Suggested readings

To be presented during the class according to the theme.

How to provide Feedback to assignments

Feedback will be given in the classroom during class time.

Grading Policy

Presentation (50％) and completion of dissertation (50％)

Other

Course	Thesis Writing F		Course Numbering Code		(GG) POL722E
Campus	Surugadai	Semester	Fall	Credits	2
Lecturer	[Professor]　YUASA HARUMICHI				

Course description and attainment target

The purpose of this course is to provide individual guidance to students writing dissertation and paper. Students are required to collect materials and data based on their own research plans, critically consider previous research, and report on it. In particular, Thesis Writing F aims to complete Ph.D. thesis.

Course content

Week 1 Orientation
Week 2 Advising on the progress of thesis writing (1)
Week 3 Advising on the progress of thesis writing (2)
Week 4 Advising on the progress of thesis writing (3)
Week 5 Advising on the progress of thesis writing (4)
Week 6 Advising on the progress of thesis writing (5)
Week 7 Advising on the progress of thesis writing (6)
Week 8 Advising on the progress of thesis writing (7)
Week 9　Advice for oral defense and review of doctoral dissertation (1)
Week 10 Advice for oral defense and review of doctoral dissertation (2)
Week 11 Advice for oral defense and review of doctoral dissertation (3)
Week 12 Advice for oral defense and review of doctoral dissertation (4)
Week 13 Advice for oral defense and review of doctoral dissertation (5)
Wekk14 Advice for oral defense and review of doctoral dissertation (6)

Remarks

Students are expected to read and think thoroughly the materials.

Content of preparation

Students are expected to conduct literature review related to their own research plans.

Textbooks

No text book

Suggested readings

To be presented during the class according to the theme.

How to provide Feedback to assignments

Feedback will be given in the classroom during class time.

Grading Policy

Presentation (50％) and completion of dissertation (50％)

Other

Course	Thesis Writing A	Course Numbering Code	(GG) POL722E
Campus	Surugadai	Semester	Spring	Credits	2
Lecturer	［Professor］　KATO, RYUTA RAY, Ph.D.		

Course description and attainment target

The purpose of this course is to provide students with an opportunity for research design. The contents of this course include qualitative and quantitative research methods, professional ethics, and academic rules. In particular, this course provides research methods familiar in economics.

Course content

Week 1: Course review
Week 2: Research Design 1
Week 3: Research Design 2
Week 4: Research Design 3
Week 5: Research Question 1
Week 6: Research Question 2
Week 7: Research Question 3
Week 8: Literature Review 1
Week 9: Literature Review 2
Week 10: Literature Review 3
Week 11: Data Analysis 1
Week 12: Data Analysis 2
Week 13: Data Analysis 3
Week 14: Presentation

Remarks

Economics related issues will be studied.

Content of preparation

Reading assignments and data will be given, and students are asked to go through given materials before sessions.

Textbooks

Handouts and references will be given.

Suggested readings

Some references will be introduced in the session.

How to provide Feedback to assignments

Answers or an example of answers is uploaded so that students can download it. Comments are given back to students who submitted.

Grading Policy

Class contribution (50%) and presentation in the session (50%)

Other

Course	Thesis Writing B		Course Numbering Code		(GG) POL722E
Campus	Surugadai	Semester	Fall	Credits	2
Lecturer	［Professor］　KATO, RYUTA RAY, Ph.D.				

Course description and attainment target

In this course students are supervised to properly conduct research. Students are required to present their research progress, and also to revise their research output.

Course content

Week 1: Course review
Week 2: Presentation 1
Week 3: Presentation 2
Week 4: Presentation 3
Week 5: Research Method 1
Week 6: Research Method 2
Week 7: Research Method 3
Week 8: Critical Literature Review 1
Week 9: Critical Literature Review 2
Week 10: Critical Literature Review 3
Week 11: Data Examination 1
Week 12: Data Examination 2
Week 13: Data Examination 3
Week 14: Presentation

Remarks

N/A

Content of preparation

Reading assignments and data will be given, and students are asked to go through given materials before sessions.

Textbooks

Handouts and references will be given.

Suggested readings

Some references will be introduced in the session.

How to provide Feedback to assignments

Answers or an example of answers is uploaded so that students can download it. Comments are given back to students who submitted.

Grading Policy

Class contribution (50%) and presentation in the session (50%)

Other

Course	Thesis Writing A	Course Numbering Code	(GG) POL722E
Campus	Surugadai	Semester	Spring	Credits	2
Lecturer	[Professor]　NAGAHATA MAKOTO				

Course description and attainment target

The objective of this course is to provide necessary guidance for the student to start own research for dissertation writing. After the completion of this course, the student is expected to make a draft of own research plan with clear theme, questions, and framework of analysis. The classes will be tutorial type thus the student is required to present own idea followed by discussion with the teacher.

Course content

Week 1 – 2: Introductory explanation of research
Week 3 – 6: Research themes / issues
Week 7 – 10: Research questions and framework of analysis
Week 11 – 14: Completing a draft research design

Remarks

Details of each class will be decided according to the consultation with the student, and the exact schedule will be arranged later.

Content of preparation

The student is expected to prepare presentation at each class.

Textbooks

Reading materials will be provided according to the progress.

Suggested readings

Will be provided based on the student's necessity.

How to provide Feedback to assignments

Whenever the student submit a report or a part of draft paper, the instructor will give feedback in written form (comments on the "WORD") and shared at the classes.

Grading Policy

Presentation and contribution to the discussion (50%)
Contents of the research design (50%)

Other

Course	Thesis Writing B		Course Numbering Code		(GG) POL722E
Campus	Surugadai	Semester	Fall	Credits	2
Lecturer	［Professor］ NAGAHATA MAKOTO				

Course description and attainment target

The objective of this course is to provide necessary advice for the student to conduct own research for writing dissertation. During this course, the student is expected to start critical review of relevant literatures, create hypothesis, and make a conceptual framework. The classes will be tutorial type thus the student is required to present own idea followed by discussion with the teacher

Course content

Week 1: Orientation
Week 2 – 7: Literature review
Week 8 – 12: Hypothesis & conceptual framework
Week 13 – 14: Preparation for pre-examination for doctoral candidate

Remarks

Details of each class will be decided according to the consultation with the student, and the exact schedule will be arranged later.

Content of preparation

The student is expected to prepare presentation at each class.

Textbooks

Reading materials will be provided according to the progress.

Suggested readings

Will be provided based on the student's necessity.

How to provide Feedback to assignments

Whenever the student submit a report or a part of draft paper, the instructor will give feedback in written form (comments on the "WORD") and shared at the classes.

Grading Policy

Presentation and contribution to the discussion (50%)
Progress of the research (50%)

Other

I. Enrollment Status

1. Student ID Card

A student ID card identifies the bearer as a student of Meiji University and is valid only while the student is enrolled. Carry it with you at all times, and present it on the following occasions:

- When requested by the university
- When obtaining a student discount certificate or other certificates from the university
- When taking an examination
- When purchasing a student commuter pass or student discount train ticket, and when requested by a railway operator
- When using student health insurance (the student health insurance card number is the same as the student ID number on your student ID card)
- When using the library, or when being introduced to certain apartments or applying for a part-time job through the university
- When entering graduate students' research rooms in Global Front

You will need to present your student ID card at Graduate School Office on the following occasions:

- When receiving a copy card
- When obtaining a certificate
- When requested by Graduate School Office

< Important Notes Regarding Student ID Card >

(1) The student ID card cannot be lent or transferred to others.

(2) If the student ID card is lost or damaged, please report it immediately to the Graduate School Office and proceed with the reissuance process (reissuance fee: 2,000 yen).
   *The new student ID card will generally be issued the day after the procedure is completed.

(3) When you lose your student status due to withdrawal, expulsion, etc., you must immediately return the student ID card to the Graduate School Office.

(4) A student ID card without the "Student ID Validity Period and Commuting Route" sticker on the back is invalid.

(5) The student ID card contains an electronic magnetic stripe, IC chip, and other precision electronic components for authentication. Please handle it with care.

2. Information Indicated on Student ID Card

(1) Front
The front of student ID card has the name of your graduate school and program, the student ID number, your name, the date of birth, and the date of enrollment.

(2) Back
A sticker will be issued at the time of enrollment to certify the validity of student ID card and the distance for your commuter pass. Student ID card without the sticker is not valid.

3. Student Commuter Pass

A student commuter pass can be purchased at stations by presenting your student ID card with the certificate (sticker) provided at the time of enrollment. Each certificate (sticker) is effective for the period students are enrolled.

Graduate School Office will issue a new certificate (sticker) upon request in case that your address or commuting route is changed or that there are necessities to be issued.

Notes for using a student commuter pass
● **What is a student commuter pass (train pass)?**
A student commuter pass is a transportation pass used for commuting between your residence and the campus where you study. The route must be from the station nearest to your home and to the station nearest to your campus.

● **Purchasing a student commuter pass**
To purchase a pass, present your student ID card with the Student Commuter Certificate on its back at a ticketing booth.

● **Change of address or commuting route**
If there is any change to your address or commuting route indicated on the commuter certificate, promptly notify Graduate School Office. Also submit a change-of–address form in case of address change.

● **Illegal actions will not be tolerated**
Using other person's commuting pass or applying for a false commuting route is strictly prohibited.

● **When illegal actions are discovered**
If an illegal action is discovered, not only will you personally be penalized, also the university may lose the privilege to issue student commuter pass certificates, resulting in inconveniencing the entire student body. You will also be subject to strict punishment from the university if any wrong doing is discovered.

Follow the due procedures when purchasing a student commuter pass and make sure to use the pass properly abiding by the rules.

4. "Meiji ID" (*Previously known as the "Meiji Single Sign-On account")/ Common Authentication System (Password for Personal Authentication)

A Meiji ID number will be assigned once you are enrolled. You will need this ID number and a password for the automatic certificate dispensers, course registration, using MIND (Meiji University Integrated Network Domain), the Oh-o! Meiji System, the library online service and other university services. The initial password is the one you applied for when filling out enrollment forms. If you wish to change the password, follow the procedures on the next page.

Procedures to change your password
Follow the steps below:
    (1) Open the personal authentication screen (login screen) for use of Oh-o! Meiji System, etc.
    (2) Enter the required items (ID number and password) as instructed on the screen.
    (3) Confirm the password change.

Any half-width letters or numbers must be used in a password. Passwords must have 8 to 16 characters.
    Examples: Ystk2017Mchr0331, Yb0212My0926

Note:

If the initial password fails to be authenticated on the search terminal, etc., contact Graduate School Office.

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5. Reissue of Student ID Card

If your student ID card is lost or broken, promptly inform Graduate School Office and request a reissue. In case your name is changed, submit a change notice (you will need to have an official copy of your short-form family register (Koseki-Shouhon) from your municipal government or equivalent document and your seal (Innkann)) to have a new ID card issued.

In case of lost/broken card or change of your name
Submit a request for reissue. (The fee is 2,000 yen per issue.)

If the magnetic stripe in your ID card no longer works
Notify Graduate School Office. (There is no charge for replacement.)

6. Student ID Number

The student ID number is a 10-digit number printed on the student ID card. Your number remains unchanged throughout your enrollment at the university.

7. Student Name

Your student name is the name shown on your "Certificate of Residence", or for international students, the name in the Roman alphabet as displayed on your passport. This may be either your actual name or a registered common name. For those who request to use kanji as their student name, JIS kanji (up to Level 2) are used. If your name uses kanji other than these, they will be converted to the equivalent JIS kanji. <u>Documents provided by the university will then use the convention of your name.</u> If you wish to change your student name, consult with Graduate School Office and submit a request.

8. Change of Enrollment Status

(1) Maximum period of enrollment
The graduate school's maximum period of enrollment is 6 years for the doctoral program.

The maximum period for a transfer student from another university, graduate school, or program is decided by each graduate school (will not exceed the term above).

(2) Leave of absence
If you wish to temporarily suspend your enrollment due to illness or other reasons, consult your graduate school and submit a leave of absence request by the designated date.

① If you request a leave of absence due to illness, you must attach a medical certificate.
② The period of a leave of absence ends at the end of each semester, but it can be extended to the next term. The maximum period of leave of absence is two years, but doctoral students may be allowed extension of the period for one more year in exceptional circumstances.
③ Application deadline
Leave in the spring semester: May 31　　Leave in the fall semester: November 20
④ A student permitted to take a leave of absence must pay 80,000 yen per semester as the leave of absence enrollment fee. For the students in the doctoral program who extend the period of enrollment, the leave of absence enrollment fee is 50,000 yen per semester.
⑤ The leave of absence period are not counted for the number of years enrolled.
⑥ During the leave of absence, scholarships will be suspended, and the submission of thesis or dissertation, etc., is not permitted.

(3) Returning to school
After the end of a leave of absence period, a student who take a leave of absence returns to school at the beginning of the next term.

(4) Retaining enrollment

A student who is unable to complete a program due to insufficient credits or failure to submit or rejection of a dissertation may obtain permission from the university to retain enrollment for the next year, provided it is within the maximum period of enrollment. A student desiring retaining enrollment must obtain approval from his or her supervisor and follow the required procedures.

(5) Withdrawal from the university

A student wishing to withdraw from the university due to illness or other reasons must submit a request for withdrawal stating the reason and cosigned by the student's guarantor.

A person who requests withdrawal from the university must pay tuition fees for the semester of the date of the request. Failure of payment will result in expulsion from the school register.

(6) Re-enrollment

① A person who withdrew (or was expelled) and who requests re-enrollment may be allowed re-enrollment based on a screening test, provided it is made within four years after leaving the university.

② A person who has received the required research guidance in a doctoral program and has left the university after three or more years of enrollment may be allowed re-enrollment for the purpose of submitting a doctoral dissertation, provided the request is made within eight years from the date of admittance.

(7) Expulsion

A student who fails to pay tuition fees or to finish the necessary procedures by the designated date will be expelled as of the end of that term.

9. Tuition Fees

All tuition fees must be paid by bank transfer. A bank transfer form will be sent by the Finance Office to the address designated for this purpose at the time of enrollment.

(1) Payment method
Tuition fees are to be paid separately for spring semester and fall semester.

(2) Timing for sending the bank transfer forms
New students: The bank transfer form for fall semester will be sent early October
Enrolled students: The bank transfer forms for both the spring and fall semesters will be sent together in mid-April
(A bank transfer form for Internatinal students and students extending their residence or resuming their studies will be sent in mid-April for the spring semester and in early October for the fall semester.)

(3) Payment deadline
Spring semester: May 15   Fall semester: October 31

(4) Late payment
If circumstances prevent you from paying tuition fees by the payment deadline, you must submit an request for late payment of tuition fees to the Graduate School Office, cosigned by your guarantor.

(5) Change of mailing address for receiving bank transfer form
Bank transfer forms will be sent to your registered address. If you have changed address, please notify Graduate School Office.

Meiji University Graduate School Tuition Fees for the 2025 Academic Year

Doctoral program

<< Admission fee and Tuition for 2025>>   <<Subsequent years>>

(Units : yen)   (Units : yen)

subject \ year（grade）		2025（1st year）	2026・2027（2nd・3rd year）
Academic Fees	Admission Fee	200,000	—
	Tuition Fee	520,000	520,000
Misc. Fees	Student Health Insurance	3,000	3,000
Total（Annual Sum）		723,000	523,000

	2025	2026・2027
Spring Semester	463,000	263,000
Fall Semester	260,000	260,000

(Notes)

1. Academic Fees and Misc. Fees in 2025 and subsequent years are as above.

2. The Tuition Fee is divided into two biannual installments (Spring Semester and Fall Semester).
   1st Year Enrollment Charges consist of Admission Fee, half of the Tuition Fee, and Misc. Fees. The payment schedule is referred to the following table.

3. After enrollment, an additional charge for certain subjects may be levied. (Secondary School Teachers, Prospective Adult and Community Education Workers, Perspective Museum Workers, Certified Librarians and Teacher Librarians)

4. Fees are non-refundable. However, if you cancel your enrollment by completing the necessary procedure by the designated deadline, all fees excluding the Admission fee will be refunded.

5. Consumption tax is not levied on academic fees.

6. <u>Academic fees may be revised during the study period.</u>

<<Enrollment in Spring Semester>>

Semester	Payment Descriptions	Payment Deadline
First Spring Semester	Admission Fee, 50% of the Annual Tuition plus Misc. Fee	Period of admission procedure
Fall Semester in subsequent years	50% of the annual Tuition Fee	October 31
Spring Semester in subsequent years	50% of the annual Tuition Fee plus Misc. Fee	May 15

<<Enrollment in Fall Semester>>

Semester	Payment Descriptions	Payment Deadline
First Fall Semester	Admission Fee, 50% of the Annual Tuition plus Misc. Fee	Period of admission procedure
Spring Semester in subsequent years	50% of the annual Tuition Fee plus Misc. Fee	May 15
Fall Semester in subsequent years	50% of the annual Tuition Fee	October 31

II. Inter-Departmental Courses

1. Overview

Inter-Departmental Courses have been offered in the interest of designing a flexible and interdisciplinary curriculum that goes beyond the bounds of a single graduate school. Students may take these courses according to the regulations of graduate schools they belong to.

2. Inclusion in Completion Requirements

The inclusion of credits in these courses toward the degree completion requirements is handled differently by each graduate school.

Course name	Credits		Remarks
	Lecture courses	Seminars	
Multilingual Graduate Research			
Fundamentals of English Communication Skills for Academic Settings	2		
Fundamentals of Writing Academic Papers in English	2		
Multilingual Graduate Research A	2		
Multilingual Graduate Research B	2		
Multilingual Graduate Research C	2		
Multilingual Graduate Research D	2		
Multidisciplinary Graduate Research			
Multidisciplinary Graduate Research A	2		
Multidisciplinary Graduate Research B	2		
Multidisciplinary Graduate Research C	2		
Multidisciplinary Graduate Research D	2		
Career Management			
Cooperative education through research internships	2		
Career Path Development	2		
Mathematics, Data Science and AI			
Data analysis for humanities and social sciences	2		
Data analysis for natural science	2		
Data science (Seminar)		2	

III. Special Lectures

Overview

In addition to the regular graduate school courses, each graduate school offers special lectures a few times a year. The lectures are given by invited speakers from Japan and abroad. They cover timely, interdisciplinary topics appropriate to the themes of each graduate school. (Special Lectures will not be credited.)

The purpose of the lectures is to enhance the research of graduate school students by enabling them to know more about the situation in the world and to analyze the current state of things. These lectures may be attended also by students of other graduate schools.

IV. Grading (Academic Assessment)

1. Academic Assessment

Students will be graded for the courses by each course instructor based on tests, class participation, and papers.

Students registered for an undergraduate or graduate course and have completed the requirements of the course will earn grades as follows:

Performance evaluation	Grade	Points	Achievement level	GP
Passed	S	100 to 90 points	Excellent	4
	A	89 to 80 points	Good	3
	B	79 to 70 points	Satisfactory	2
	C	69 to 60 points	Satisfactory but inferior performance	1
Failed	F	59 to 0 points	Did not achieve minimum targets	0
	T	Did not take exam		0

Grade points (GP) of 4, 3, 2, 1, 0, 0 are awarded corresponding to the grades S, A, B, C, F, T. These points are multiplied by the number of credits for each class, and then the sum of this is further divided by the total number of earned credits to calculate the grade point average (GPA).[GPA = total grade points (credits × GP) ÷ total credits for all classes taken]. GPA may be used for deciding candidates for certain scholarships, etc., and/or as a reference for providing academic guidance.

The following courses will not be included in the calculation of GPA.
  (1) Courses approved for credit transfer from another university.
  (2) Courses for which GP is not available
  (3) Courses not included in the credits necessary for completion

2. Notification of Academic Results

Students can check their scholastic records through Meiji University Academic Affairs System. Scholastic records for students graduating (final year) will be distributed at the graduation ceremony.
Grades for spring-semester courses will be released before the fall semester starts.
Grades for courses from the previous fall semester will be released in early April.

V. Registrations

1. Course Registration

Course registration must be done at the beginning of each academic year.
Please be aware that credits for the classes you attended will not be counted if you miss to register those classes in the due procedure.
Make sure to ask the Graduate School Office on requisites and details for registration.

2．Submission of Research Plan

Submit your research plan through consultation with your supervisor.

3．Class Registration Procedure

Submit Class Registration Form once a year to Graduate School Office by the designated date. Registration period is mid-April every year. Those enrolled in fall semester register classes for the enrollment year in September and register classes for next academic year in next April.

VI. Classes

1．Semesters and Class Periods

The academic year is divided into two semesters (spring and fall semester) of 14 weeks each.

Surugadai Campus

Period	Time	Period	Time
1st period	9:00 to 10:40	4th period	15:20 to 17:00
2nd period	10:50 to 12:30	5th period	17:10 to 18:50
3rd period	13:30 to 15:10	6th period	19:00 to 20:40

Note: The Times of classes in Graduate Schools of Governance Studies and Global Business held in the Academy Common are different from the above.

2. Class Types and Credits

Classes are held as lectures, seminars, practicums, or in other formats prescribed by each graduate school.

Each class is held for 100 minutes per week in spring semester or fall semester, which is assigned 2 credits. In addition, some courses are held as intensive courses.

3. Class Schedule

Class schedule for each academic year will be posted in Student Information Area and can be checked through Oh-o! Meiji System. Notices of class schedule changes will be posted on the graduate school bulletin board.

4. Attendance

The number of students in each class is relatively small, and therefore, please make sure to inform your instructor or classmate if you are going to be absent. Please be reminded that Graduate School Office will not pass on absence notice to the instructors.

5. Class Cancellation and Makeup Classes

If an instructor needs to cancel a class due to official business, participation in a convention, illness, or other reasons, a notice will be posted on Oh-o! Meiji Portal Page and on Information Board.

※Classes will be automatically canceled if the instructor fails to show up after 30 minutes of the scheduled class starting time.

For all cancelled classes, makeup classes will be arranged and a notice of this will be posted on Oh-o! Meiji.

6. To Publish Reviewed Papers in Meiji University's Academic Journals

Meiji University has academic journals which Graduate School of Global Governance students can submit their papers to as reviewed ones as follows.

(1) Research in Global Governance
(2) The Memoirs of Institute of Social Sciences

Please ask Graduate School Office for more information on submission.

VII. Administration at Graduate School Office

1. Overview

Graduate School Office is responsible for the administration of Graduate School of Global Governance as below.
(1) Education matters
(2) Courses and grades
(3) Student enrollment status
(4) Degrees
(5) Graduate school research papers
(6) Issued certificates
(7) Facility maintenance (Research room, Seminar class rooms for group study, Copy room)
(8) Financial Assistance for Presentation at Academic Conference and other Financial Aid
(9) Copy card
(10) Notices and posters
(11) Past entrance exam questions and entrance requirements

2. Business Hours

Weekday: 9:00 to 11:30 and 12:30 to 18:00
Saturday: 9:00 to 12:00
Note: Business hours may change when classes are not in session.
       Please check the website for details.

3. Information

All necessary notifications from the office, including class cancellations, room changes, and call notices, will be made through the Oh-o! Meiji system.
Additionally, important information will also be posted on the Graduate School bulletin board.

4. Various Notifications (to be submitted by students)

Submit the following documents (where applicable) to the Graduate School Office.

Matters to be notified	Form	Deadline for submission
Change of address	Notification to Modify Registered Information	Any time
Change of guarantor or guarantor's address	Notification to Modify Registered Information	
Change of name	Notification to Modify Registered Information and short-form family register, etc.	
Change of registered domicile	Notification to Modify Registered Information and short-form family register, etc.	
Leave of absence	Leave of Absence Request	Spring semester: May 31 Fall semester: November 20
Withdrawal from the university	Request for Withdrawal	Application will not be accepted if tuition is not paid
Re-enrollment	Request for Re-enrollment	Check with graduate school
Retaining Enrollment	Request for Retaining Enrollment	By specified date at the end of each academic year
Late Payment of Tuition Fees	Request for Late Payment Tuition Fees	By the prescribed date
Loss of student ID card	Application for reissue of student ID card	Promptly

5. Various Certificates

Certificates are issued as follows.
(1) A health examination certificate will be issued only to students in their final year and who have taken a regular medical examination in April. Certificates are issued from mid-May. Please make sure to check the University website, contact the Campus Clinic or Student Support Office(Health) for details.
(2) Other students who wish to obtain a health certificate need present to an internist. Consult the Clinic (2nd floor of University Hall).
(3) The automatic certificate issuing machine is in operation from 9:00 to 19:30 (until 14:00 on Saturdays).
(The operation hours may differ at certain times of the year and the machine may be suspended due to maintenance.)
(4) A student ID card and password are required when using the automatic certificate issuing machine.

Issued certificates

Japanese/English	Type	Issued to	Location	Fee	Time required
Japanese	Certificate of Official Student Status	Enrolled students	Automatie Certificate Issuing Machine	300 yen	Immediately
	Certificate of Expected Graduation				
	Transcript of Scholastic Record				
	Certificate of Graduation	Graduates	Graduate School Office	500 yen	
	Auditing Certificate	Enrolled students		300 yen	
		Graduates		500 yen	
	Others	Enrolled students		300 yen	
		Graduates		500 yen	
English	Certificate of Official Student Status	Enrolled students	Automatie Certificate Issuing Machine	300 yen	Immediately
	Certificate of Expected Graduation				
	Transcript of Scholastic Record				
	Certificate of Graduation	Graduates	Graduate School Office	500 yen	In 2 days
	Other	Enrolled students	Consult with Graduate School Office		
		Graduates			
Student Discount Certificate for Passenger Fare		Enrolled students	Automatie Certificate Issuing Machine	No charge	Immediately
Health Examination Certificate		Enrolled students		300 yen	In 1 day
		Graduates			Immediately
Health Certificate		Enrolled students	Clinic	In Japanese: 300 yen In English: 1,000 yen	As needed
		Graduates			
Student Commuter certificate		Enrolled students	Graduate School Office	No charge	As needed

*As of March, 2025

VIII. Other Offices（Surugadai Campus）

03-3296-(Ext Number)

Division Responsible Extension No.	Office Location	Matters Handled	References
Student Support Office (Scholarship) 4208 (Lost & Found / Welfare Facilities) 4206, 4207 (Health / Students' Health Insurance) 4212, 4479 (Surugadai Volunteer center) 4221	Liberty Tower 3F	• Scholarship • Lost & Found • Welfare Facilities • Student Health Insurance • Personal Accident Insurance for Students Pursuing Education and Research • Health Examination • Volunteer	*International Student's Guidebook*
Student Counseling Room 4217	University Hall 2F	• Counseling Service for students' campus life (psychiatrists, clinical psychologists, attorneys, academic counselors are available)	*International Student's Guidebook*
Campus Harassment Counseling Office 4215	University Hall 3F	• Prevention and counseling of campus harassment	*For a Harassment Free Campus* ch-free@mics.meiji.ac.jp (for consulting)
Campus Clinic 4452 (Infirmary)	University Hall 2F	• Urgent care by physicians. (Outside medical institutions may be suggested according to the symptoms) • Issue Health Certificate • Medical Counseling	*International Student's Guidebook*
Handicapped Students Support Room 4131	Liberty Tower 5F	• Service for Handicapped Students	*Handicapped Students Support Room*
Rainbow Suppor Center 4065 (office)	Academy Common 7F	• Counseling Service for Gender	*For Rainbow Support Center*
Career Center (Surugadai) 4233	University Hall 2F	• Job Hunting Advice • Career Counseling	*International Student's Guidebook*

Please check the webpage for the office hours.

Division Responsible Extension No.	Office Location	Matters Handled	References
Finance Office (Tuition Fees) 4096	University Hall 4F	• Tuition and Fees matters	*Graduate School Catalog*
Office for Certification Courses 4184	Liberty Tower 19F	• Administration of courses to gain certifications to become school teachers, curators, community education administrator, librarians, teaching librarians	*Syllabus for Certification Courses* *Guidebook for Certification Courses*
International Student Office (Study Abroad Programs) 4487 (International Student support) 4141 (Japanese Language Courses) 4146	Global Front 2F	• Study Abroad Programs • Financial assistance, housing information, for international students • Matters concerning the status of residence of international students (VISA) • Matters concerning Japanese language courses for international students	*Kaigai ryūgaku no tebiki* (Overseas study guidebook) *International Student's Guidebook* *Gakubu kan kyōtsū gaikokugo nihongo kamoku shirabasu* (Inter-faculty foreign language courses and Japanese language courses syllabus)
Support Desk 4286	Building No.12 7F (Inside the Media Support Office)	• Assistance for computer access, Oh-o! Meiji System, and MIND • Trouble shooting with Automated Certificate Dispensers	
Media Library	Building No.12 7F	• Media materials	
Liberty Academy 4423	Academy Common 11F	• Liberal education / culture courses, business programs, open courses, special courses, etc.	Liberty Academy Website (in Japanese)

Please check the webpage for the office hours.

IX. University Libraries

Meiji University has four libraries: the Central Library on the Surugadai campus; the Izumi Library on the Izumi Campus; the Ikuta Library on the Ikuta Campus; and the Nakano Library on the Nakano Campus. Meiji University students can use the libraries on all four of the campuses. Students should be sure to bring a user ID (student ID) when entering and using services. Student ID is needed to be scanned at the entrance.

Please check on the website for more details

1. Normal Library Hours

Monday ~ Friday   8:30 ~ 22:00
Saturday   8:30 ~ 19:00
Sunday & Holiday   10:00 ~ 17:00
※Students should be sure to check the information on the library website.

2. Borrowing Materials

(1) Maximum numbers materials and loan periods

	Maximum Number	Maximum Length
Books	30	1 month
Journals	5	2 days

(2) Some books are not to be lent.

(3) When you wish to keep the item over the stipulated maximum length, extension is allowed twice with the due procedure to renew the present lending under the condition of no other requests for the item.

3. Portal Service

Through the Library Website (https://www.meiji.ac.jp/library/index.html) or OPAC, students can make book reservations, extend the length of lending, request material from other libraries at other Meiji campuses, request for new books to be purchased as well as to request to have copies of or borrow reading materials from other universities.

4. Other Use

(1) Request at the Reference Counter at the Library when you wish to borrow materials from libraries outside campus.

(2) Make a reservation at the Lending Counter at the Library to make use of microform.

(3) You may use Researcher's Rooms on the 4th floor of Izumi Library. Make a reservation from library website.

X. International Students

Graduate Schools of Meiji University accepts large numbers of students from all over the world. International students face many challenges, as they leave their home country behind and adjust to life and studies in a different environment.

International Student's Guidebook will explain what international students need to know about their new life as an international student.

International Student Office provides services for international students including financial assistance and handles matters relating to their overall student life. Feel free to consult with the office staff whenever needed, as they are ready to respond to your inquiries to the extent possible.

International Exchange Lounge encourages mutual contacts and fellowship between international students and Japanese ones. Teaching assistants (TAs) are also there to provide assistance to international students with Japanese language learning.

Office	Location	Telephone numbers
International Student Office	2nd floor in Global Front Surugadai Campus	03-3296-4141

URL: https://www.meiji.ac.jp/cip/

XI. Student Support

1. Scholarships

Financial assistance for international students is handled by International Student Office (03-3296-4141).

2. Financial Assistance

Financial assistance is provided when a graduate student makes a presentation at conferences sponsored by academic societies registered with Science Council of Japan, or at international academic conferences, and also is provided for research activities.

Students planning to participate in above mentioned conferences are required to pre-register by the end of April.

Detail information will be provided from Graduate School Office.

Note that the flow of procedures will be different if a student in the doctoral program is appointed as an assistant. Procedures will be explained to you by the undergraduate school that hires you and Graduate School Office at the time of appointment.

3. Copy Card

Students are provided a copy card (or copy cards) by the Graduate School Office in order to support their research.
It can be used to make a predetermined number of copies.
Please contact the Graduate School Office for details.

Copy machines are available from 7:00 to 23:00 on the 3rd and 13th floor in Global Front and on the 1st basement to the 3rd floor in Central Library. Please note that availability in the library depends on the open hours.

4. Assistant Program

The purpose of assistant program is to develop young researchers and to help prepare graduate students build their career in the academic field. (Each undergraduate school which hires assistants has its own qualification requirements.)

In addition to the field of research, students are asked to spend a certain amount of time to assist with education in the undergraduate department.

In principle, students serving as assistants are not eligible for other financial assistance. However, they receive a salary commensurate with that of full-time instructors in which many case is better than receiving scholarships.

Openings for assistant positions are normally announced in December or January. Each faculty recruits assistants differently. Those interested should confirm the details with the undergraduate school office.

5. RA/TA Program

Research assistants and teaching assistants assist with education and research in the undergraduate schools and graduate schools. A student in a master's program is qualified to serve as a TA, and a student in a doctoral program can serve as either TA or RA in both undergraduate and graduate schools. Openings for these positions are normally announced in December or January. Each graduate school and undergraduate school has its own procedures and requirements for these programs, so make sure to check the notices for more details.

XII. Information Services

Meiji University Information Services

The MIND Leaflet gives a comprehensive and easy-to-understand introduction to the various information services available at Meiji University. Please make sure to check the website below.

URL: https://www.meiji.ac.jp/mind/en/MINDLeaflet.html

Contents of the leaflet
- The Meiji University information environment and services
- Accounts and passwords
- MIND orientation classes
- Outline of each service
- Support services, etc...

1. Oh-o! Meiji System

Oh-o! Meiji System provides access to a diverse range of information necessary in student life.

The system consists of a Portal Page service for distributing announcements about university life, a Class Website service used for checking course materials, submitting reports, or exchanging other course-related information, and a course search function for searching by day, period, instructor, or syllabus contents, etc.

> ## https://www.oh-o.meiji.ac.jp/

(1) Portal Page

The Portal Page service functions include displaying announcements from the university (which can also be forwarded to you by e-mail by managing your personal settings), a calendar function for checking the academic calendar, class cancellation, makeup classes, and your individual schedule, and various other functions such as surveys and useful links. Announcements and the calendar function can be accessed also from a smartphone.

(2) Class Website

From this website, you can access various course pages from your own class schedule. Furthermore, on the individual course pages, you can view the course syllabus, contents and materials, submit reports, or take advantage of many other functions provided in support of classroom studies such as discussions, surveys, and announcement from instructor, attendance management, and more. Functions such as discussions, surveys, and attendance can be used from a smartphone. The content of Class Website may differ by each instructor.

2. Support Desk / Media Support Room

Support desks / media support rooms on each campus will provide assistance in using the university's information services.

- PC settings to connect to the school LAN.
- Assist in using Oh-o! Meiji System.
- Matters regarding automatic certificate dispensers.

If you encounter any of the above, contact your campus support desk / media support room for assistance. See IV-1. "Other Offices" for the support desk / media support room locations and office hours.

XIII. Emergency Guidelines

During an emergency, please make sure to check the University website and Oh-o! Meiji for updates.

1. Classes during a massive delay in public transportation

(a) When public transportation delays are expected

Severe weather or other reasons may cause a massive delay in public transportation. If there will be a class cancelation or other special measures, there will be an announcement on the University website and by Oh-o! Meiji 3 hours before the class schedule.

(b) Delay in major transportation routes to the University

If there are massive delays or suspension of public transportation in major routes to each Campus, the University may need to take a measure in very short notice. In such a case, we will let you know through the University website and by Oh-o! Meiji when decided. If the route you are using is delayed, and you will be late or cannot attend the class, please get a delay-certificate from the line where the delay occurred and consult with the instructor.

2. Preparing for a major earthquake or other disasters

【Ⅰ】If a major earthquake occurs

It is important to stay calm, paying attention to the following matters for your safety, until the shaking subsides. Please follow the instructions of the public announcement. Our building structures meet earthquake resistance standards and are not expected to sustain serious damages such as building collapse.

(a) During an earthquake

Protect yourself from your surroundings, follow the points below, and stay calm. Even a big earthquake will only last 1 or 2 minutes.

・Duck under a desk, or cover your head with your clothing, and protect yourself from falling objects.
・If you are near a window, or large objects such as a vending machine or locker, get away from them as they may break or fall down and cause injury.

(b) When the shaking subsides

Be aware that aftershocks are very likely to follow a major earthquake. Stay calm, and brace yourself for aftershocks with the following points in mind.

・Open nearby doors to secure a way outside. Use doorstops which are equipped in each classroom. If you rush outside, it may be more dangerous.
・Turn off flammable sources such as gas and heating devices. If you spot a fire, try to do the initial fire-extinguishing if possible and report the situation to the Fire Command Center.
・Please make sure your classroom surroundings are safe.

(c) After the earthquake

・If anyone is injured, please make a report to the Fire Command Center.
・Please re-check the safety of the classroom and your surrounding environment.

(d) Evacuation

・There is no need for evacuation when an earthquake occurs unless there is a danger, for example, a fire in the same or nearby building, a large crack in the wall which may have impact on the structure, chemical leakage, or possibility of heavy objects falling down. Please follow the instructions on the public announcement system. The school faculty and staff will guide you to the "temporary assembly point" designated in each building.
・If the earthquake occurs during class, please evacuate in units of each class.
・Please be considerate of those in need, such as students with injuries or disabilities.
・If you are evacuating outside, cover your head with your clothing or belongings and protect yourself from falling objects. Beware of cracks or deformation in the floor or dropped objects.
・Always use the stairs for evacuation. Please do not use elevators or escalators.
・Please check the temporary assembly point in each campus on the University website.

(e) When it is difficult to return home

After a major earthquake, public transportation may be congested and it may be difficult to return to your house. In such a situation, please refrain from returning home until safety is ensured. The University provides shelter and food in emergencies.

【Ⅱ】 Fire

(a) If you see a fire

・If you see a fire, warn others in a loud voice (Yell Fire! or Kaji da!).
・Notify the Fire Command Center or the offices around you.
・Press any nearby fire alarm button.
・If the fire is small enough to extinguish, try to eliminate it with initial fire-extinguishing.

(b) Key points for initial fire-extinguishing
・Determine what actually is burning, without being misled by smoke and flames.
・Choose the adequate method for putting out the fire, including a fire extinguisher or other options based on what is burning. Extinguish from the appropriate distance (3 to 5 meters from the source).
・It is more effective to extinguish the fire at once. Try to have many people gather fire extinguishers.
・If two or more places are burning, give priority to the place where people are at risk.
・If the fire is too big for a fire-extinguisher, do not attempt to fight it. Evacuate immediately instead.

(c) Evacuation
・If you encounter smoke, stay low and cover your nose and mouth with a cloth to avoid inhaling the smoke.
・If a fire occurs inside a building, fire doors will automatically close when sensors perceive smoke and heat. Even if fire doors become closed before you evacuate, they will open at the time of evacuation.
・Keep fire doors closed to prevent diffusion of smoke.
・Always use the stairs to evacuate, never the elevator.

【Ⅲ】 Contacting people

(a) It is often difficult to make contact one another by phone call during emergencies, due to disconnected phone lines, power outages and other network problems, as well as network overload from many people trying to call all at once. It may also difficult for the University to immediately handle requests from families worried about the safety of individual students. Talk with your family, friends, classmates, and other students participating in the same seminar ahead of time about how to get in touch with each other in case of an emergency. For example, you can arrange to have relatives or friends in distant locations serve as a relay point for contacts, or make use of the NTT Dengon Dial service, the Disaster Message Board (web 171), Google Person Finder or J-anpi, etc.

(b) Instructions from the University and procedures for confirming safety will be given through the website and by Oh-o! Meiji after restoration of operations.

<<For reference>>
Use of public payphones during a disaster
When restrictions are placed on outgoing calls from subscriber lines in a disaster, it will be difficult to make calls including 119 emergency calls. At such times, it may be easier to call from public payphones. Learn the location of payphones in advance. If a disaster which applies to the Disaster Relief Act occurs, phone calls can be made free of charge through public payphones as long as the NTT lines are in operation (even if the electric company stops the electricity).

【Ⅳ】 Be prepared in advance

(a) To prepare for an emergency, check information including evacuation routes and destinations on the University website.
https://www.meiji.ac.jp/koho/disaster/guide/english/
(b) Keep evacuation routes (halls, stairways, etc.) clear of obstacles, and make measures to prevent lockers and shelves in the vicinity of exits and entrance ways from toppling over. Do not place objects on top of lockers or shelf units.
(c) Learn the location of fire extinguishers and how to use them in the event of a fire.
(d) Implement safety measures for chemicals, ignitable objects and other hazardous materials in laboratories and research offices.
(e) Make yourself familiar with first aid procedures. We highly recommend joining disaster drills and first aid practice sessions when opportunities are provided.

Terms of use regarding the Shared Study Room for Graduate School Students（Surugadai Campus）

1. This Regulation stipulates the necessary terms for use of shared study room for graduate students at Surugadai campus.

2. The Shared Study Room is for educational and research activities.

3. Only students enrolled in Master's and Doctoral courses at Surugadai campus who have agreed to these terms of use are allowed to use the Shared Study Room.

4. The Shared Study Room of Master's course students will be on an open floor, and desks will not be assigned. However, designated private lockers will be assigned.

5. At the beginning of each academic year, the Dean of the Graduate School decides the room allocation for the Shared Study Room of the Doctoral Degree Program taking into consideration the number of enrolled students.

6. For the purpose of smooth operation of Collaborative Research Room for Doctoral course students, a contact person for each room should be determined and their name should be shared with Graduate School Office.

7. Collaborative Research Room in the Doctoral course should be unlocked in principle.

8. Doctoral course students are strictly prohibited from duplicating the key of the Collaborative Research Room and possessing it.

9. The Shared Study Room will be open from 7:00 a.m. to 11:00 p.m. in principle, and will be closed on the following days:

    (1) Certain periods during the winter break

    (2) Other days designated by university

10. The following are prohibited in the Shared Study Room:

    (1) Entry and use other than those specified in paragraph 3.

    (2) Use for purposes other than educational and research activity.

    (3) Eating. Bringing in alcoholic beverages and dangerous goods.

    (4) Acts that interfere with the research activities of others.

    (5) Use of electrical and heating appliances other than those specified.

11. The users of the Shared Study Room must observe the following items:

    (1) Hours of use as specified in paragraph 9.

    (2) Smoking is prohibited in the room. It is allowed in the designated area.

    (3) Keep the room clean, and each person being responsible for cleaning.

    (4) Do not move furniture or fixtures without permission.

    (5) Do not leave personal belongings, etc. outside of the place designated by the university.

    (6) In case of fire or other emergency, follow the instructions of the staff.

    (7) Use the designated bulletin board for posting notices and communications.

    (8) Each student is responsible for own belonging. (The university take no responsibility for accidents such as a theft or loss.)

12. When you lose your status as a student of this graduate school, you are required to return the room that has been individually permitted to use after restoring it to its original condition. In addition, you must compensate the school for any damages you may have inflicted on school property.

13. Make no objection to the university's disposal of abandoned or leftover items.

14. If you violate this agreement significantly, the Dean of graduate school may suspend its use after the discussion with the committee to which you belong.

15. In addition to what is provided for in this regulation, necessary matters concerning the use of the Shared Study Room shall be determined in consultation with the relevant organizations.

16. These Terms have been in place from October 23, 1984.

Evacuation Manual for Major Earthquake （Surugadai Campus)【For Students】

Initial Response Manual for Major Earthquake

What to do when an earthquake occurs

(1) Secure your personal safety! (Beware of falling objects)

Hide under a desk!   Stay away from furniture and fixtures, such as book shelves and lockers)

Immediately after the earthquake

(1) Be aware of aftershocks

Get away from fragile projectors and glass.

(2) Check for fire, Fight fires at an early stage

If a fire breaks out, calmly stop the fire and then report it to the Disaster Prevention Center / Guard Station located in each building .

(3) Secure an emergency exit and confirm the location of the evacuation site.

Open the entrance way and secure an escape route.
Rushing to escape outside can also be very dangerous.

(4) Listen to the building's emergency broadcast

Listen to the building's emergency broadcast and follow the instructions.

(5) Make sure of the safety of the class

Check to see if there are any people with injuries in need of help.

After the earthquake

(1) Follow the instructions from the building's emergency broadcast

If there are any injured people, report to the Disaster Prevention Center / Guard Station located in the building.

(2) Make Sure of the safety of the class again

Check for any fires.

(3) Check the surrounding area

Check the conditions of the surrounding area.

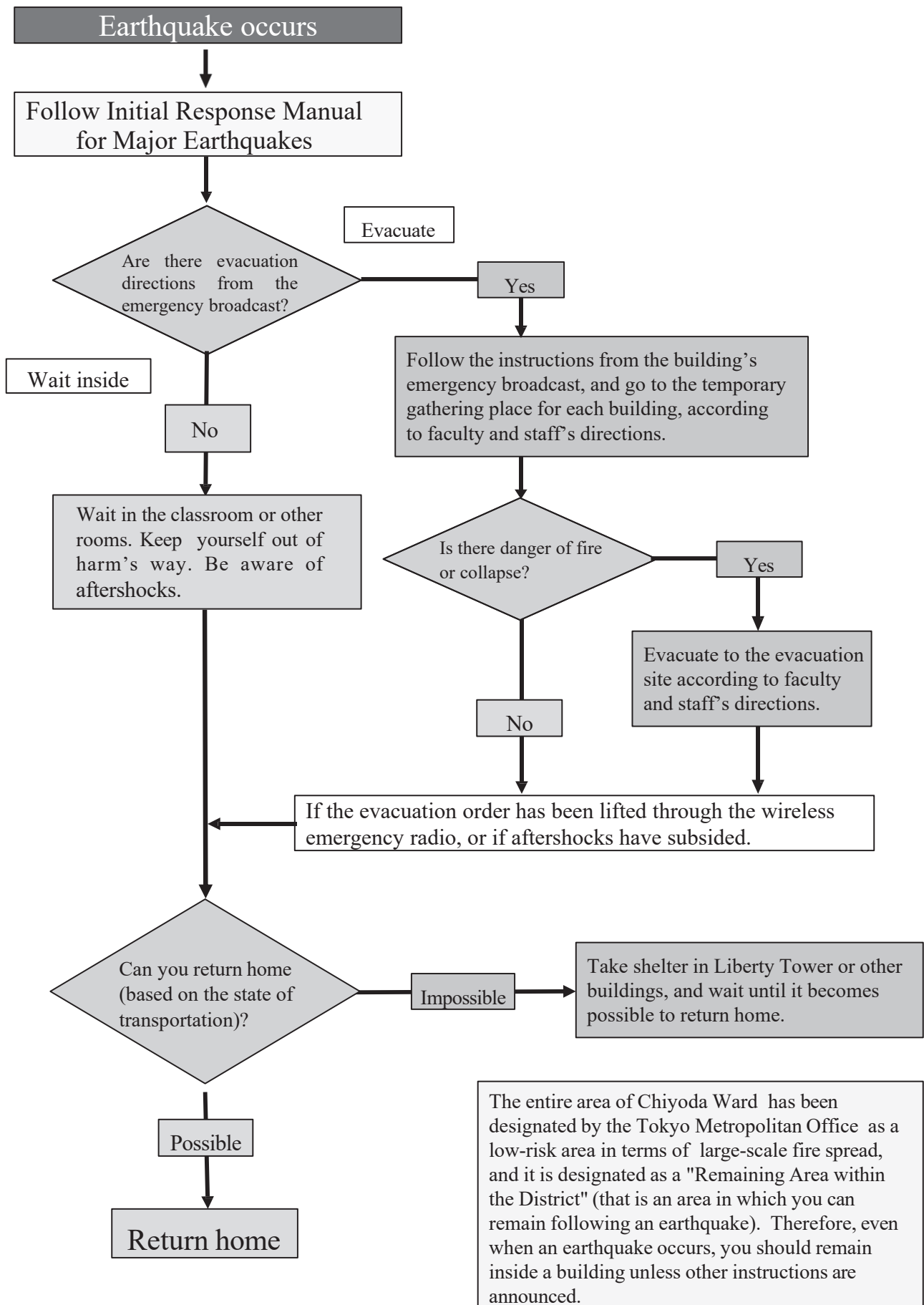### After this, please follow the Evacuation Steps

Emergency Contact:
Liberty Tower Disaster Prevention Center (03-3296-4445)
Academy Common Disaster Prevention Center (03-3296-4498)

Revised April 2018, Meiji

Evacuation Steps

Earthquake occurs

Follow Initial Response Manual for Major Earthquakes

Are there evacuation directions from the emergency broadcast?

Evacuate

Yes

Follow the instructions from the building's emergency broadcast, and go to the temporary gathering place for each building, according to faculty and staff's directions.

Wait inside

No

Wait in the classroom or other rooms. Keep yourself out of harm's way. Be aware of aftershocks.

Is there danger of fire or collapse?

Yes

No

Evacuate to the evacuation site according to faculty and staff's directions.

If the evacuation order has been lifted through the wireless emergency radio, or if aftershocks have subsided.

Can you return home (based on the state of transportation)?

Impossible

Take shelter in Liberty Tower or other buildings, and wait until it becomes possible to return home.

Possible

Return home

The entire area of Chiyoda Ward has been designated by the Tokyo Metropolitan Office as a low-risk area in terms of large-scale fire spread, and it is designated as a "Remaining Area within the District" (that is an area in which you can remain following an earthquake). Therefore, even when an earthquake occurs, you should remain inside a building unless other instructions are announced.

What to Do in the Event of a Major Earthquake

【Everyday preparations】
Please check the following, posted in each classroom: (1) Response to Major Earthquakes or Fires and (2) Evacuation Route Map. There is an emergency phone that connects to the Disaster Prevention Center inside the door of the indoor fire hydrants in Liberty Tower, Academy Common, and Global Front. Please check this phone along with the phone inside the classrooms.

【Earthquake preparations】 -Calm down then take action-
Life-threatening risks during an earthquake are said to be the moment the earthquake begins and the fires that break out afterwards. Even very strong shaking only last 1 to 2 minutes. First, make sure you are safe, calm down, and then take action. The buildings at Meiji University were built using earthquake-resistant construction, so it is assumed that the buildings will not simply collapse during an earthquake.

【What to do in an earthquake】-Keep yourself safe- <Self-help>
Hide under a desk and move away from vending machines, lockers, etc., in order to ensure your safety from falling objects.

【Immediately after the earthquake】 -Find the exit and fighting with fires-
When there is a small tremor or once a larger tremor has subsided, open the door and secure the exit, while also checking for fires. If there are any fires, quickly extinguish them.

【After the earthquake】 - Check the situation, then rescue and fight fires <Cooperation>
While being wary of aftershocks, check the surroundings and cooperate with people nearby to help injured people or extinguishing fires that you discover. Do not also forget to contact the nearest office or the Disaster Prevention Center (call 119 from an office, etc.). When extinguishing fires, your safety is always first. If there is a fire that is too big to put out with fire extinguishers, do not attempt to put it out. Instead, immediately get to safety.

【Elevators】
Although elevators are set up to automatically stop at the closest floor when a big earthquake occurs, if you notice the earthquake while you are on an elevator, push the buttons for all the floors and get off the elevator at the floor where the elevator stops first. Additionally, if by chance you are unable to get off the elevator, press the emergency button for a few seconds and contact the security guard and wait for help to come. (People trapped in elevators are the highest priority.)

【Outdoor Evacuation】
You do not need to evacuate if there is no immediate danger even if an earthquake occurs. However, you will need to evacuate if there is a concern that a large crack in a wall or fire in the building or a nearby building will have an effect on the building's structure. In that case, follow the instructions from the emergency broadcast, and go to the temporary gathering place for each building, according to faculty and staff's directions. Afterwards, proceed to the evacuation site designated by Chiyoda City. If an earthquake occurs during class, please evacuate together as a class.
  * As a general rule at the Surugadai campus, an emergency broadcast will be issued and instructions will be given by the Disaster Prevention Center or guard post located in each building if there are large tremors felt. (Please note that an emergency broadcast system is not in place at Sarugakucho Building No.5. Announcements will be made with a hand-held microphone, etc.)

【Designation of university temporary gathering places】
In principle, temporary gathering places for each building are designated as follows. However, you may need to go elsewhere depending on the situation, please pay attention to the emergency broadcast.
○　Liberty Tower, Faculty Office Building, University Hall, Building No. 12, Shikonkan Building, Building No. 10
　　⇒Liberty Tower　(Classrooms on lower floors)
○　Academy Common　⇒A1 - A6 conference rooms（2nd floor）
○　Global Front　⇒Global Hall, Multipurpose Room（1st floor）
○　Building No. 14, Sarugakucho Building ⇒Sarugakucho Playing Field No.1

【Evacuation sites in Chiyoda City】
In all areas of Chiyoda City, buildings have been inspected and are fireproofed. As a result, Chiyoda City has been designated a "Stayed-in Area," as the risk of a large scale fire spreading is low. For this reason, if an earthquake occurs, remain inside the buildings rather than immediately evacuating. When the disaster situation has been ascertained and there is a slight possibility of danger, please evacuate to evacuation sites or support centers if you are unable to return home.
The following locations are designated as evacuation sites within Chiyoda City for Meiji University.
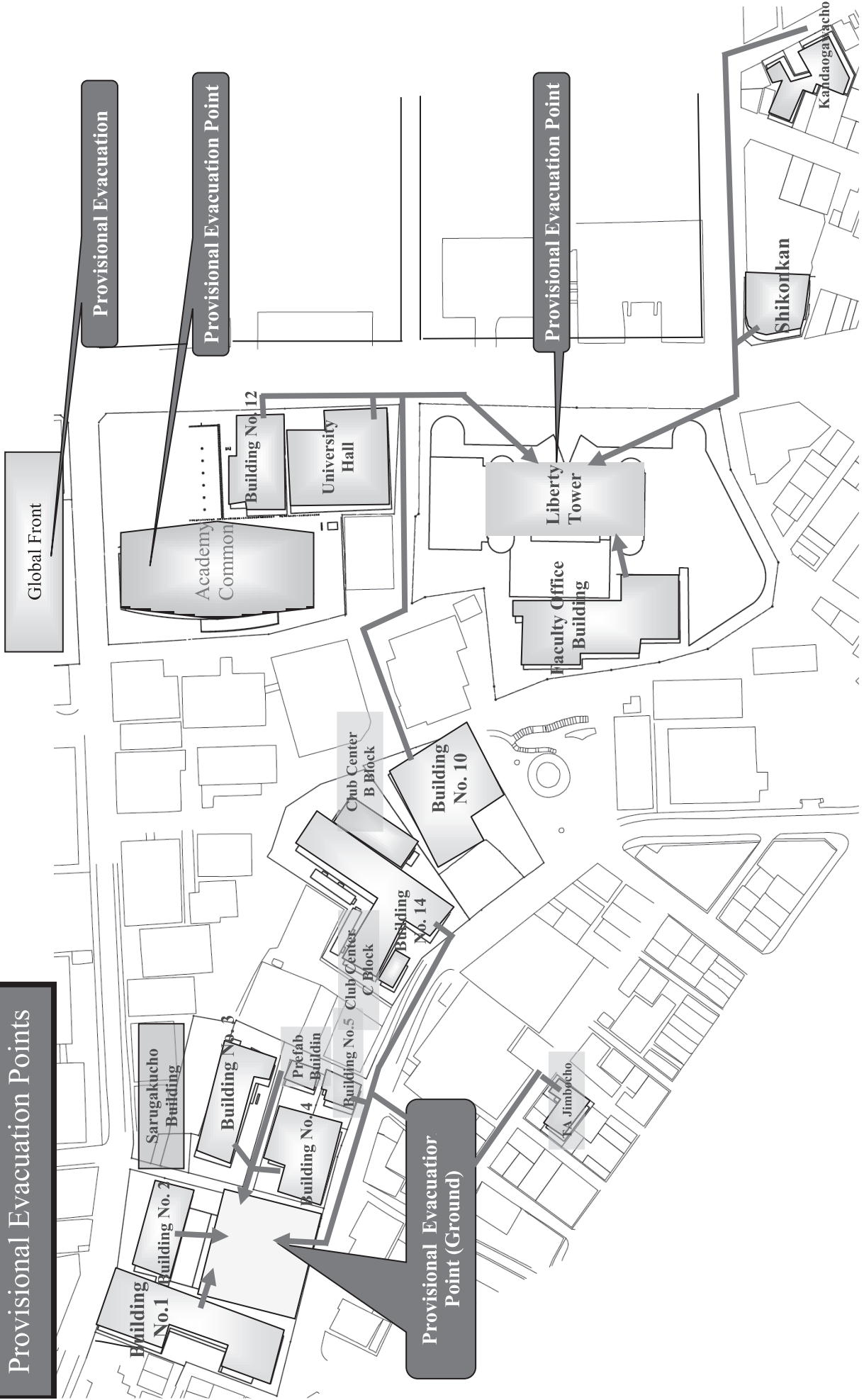(1) Kitanomaru Park, (2) East Gardens of the Imperial Palace, and (3) Kokyogaien National Gardens

*During evacuation, one of the above locations will be designated and announced via an emergency broadcast or through evacuation guidance.
All areas of Chiyoda City has been designated a "Stayed-in Area," as the risk of a large scale fire spreading is low. Therefore, even though an earthquake occurs, please do stay in the buildings if there is no indication by the emergency broadcast.

【Information from Meiji University / Safety confirmation】
After an earthquake occurs, as soon as we are able, we will start providing information via the "Oh-o ! Meiji System" through the University HP or the faculty office to which you belong. At that time, we will inform you how to confirm your safety, so please let us know your status by following the instructions. We will also provide information via Twitter (official account @Meiji_Univ_PR).

Provisional Evacuation Points

Provisional Evacuation

Provisional Evacuation Point

Provisional Evacuation Point

Global Front

Academy Common

Building No.12

University Hall

Liberty Tower

Faculty Office Building

Shikorkan

Kandaogawacho

Sarugakucho Building

Building No.3

Building No.2

Building No.1

Building No.4

Prefab Buildin

Building No.5

Club Center C Block

Club Center B Block

Building No. 14

Building No. 10

Provisional Evacuation Point (Ground)

EA Jimbcho

Meiji University

Graduate School of Global Governance ☎03-3296-4527

1-1 Kanda-Surugadai, Chiyoda-ku, Tokyo 101-8301