

For English Track Students

Academic Year 2023  
School of Global Japanese Studies  
English Track Catalog

Meiji University

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## Dean's Message

Kenji Suzuki  
Dean, School of Global Japanese Studies  
Meiji University

Welcome to the School of Global Japanese Studies!

How did you get to know about this school? Why have you decided to come to us? You have your own reasons, but I am sure that you all have wondered what “Global Japanese Studies” is.

In fact, there is no universally accepted definition of “Global Japanese Studies.” While some other universities define it as global “Japanese Studies,” that is, the study of Japan from global perspectives, the definition of “Global Japanese Studies” here is more than that. It also includes the study of the world from Japanese perspectives as an important element. In this school, you will learn how to connect Japan and the world from both Japanese and global perspectives.

There are various ways to connect Japan and the world. For example, you can study tourism management and pop culture to promote tourism, particularly for foreign tourists interested in pop culture. You can also study the geography of Africa while improving your skill in teaching Japanese, so that you can go to Africa to be a Japanese teacher there. The patterns of such combinations are numberless.

Rather than following a fixed curriculum as in high school, you must consider how you want to connect Japan and the world, and what you need to study for that purpose. Of course, you can also take advantage of language classes, as well as study abroad, internship and volunteer programs as parts of your study here.

This is like a painting. Instead of applying colors randomly to the canvas, you must choose the colors you will use, combine some colors to create new colors, and paint your own picture with those colors.

We believe that such a spontaneous form of learning will give you a great opportunity to thrive and be competitive in a world undergoing dramatic social changes such as further globalization and the advent of artificial intelligence. We hope that you will find your own way to connect Japan and the world through studying with us in the coming four years.

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## Class and Examination Timetables

### (1) Class Timetable

Period	Class Times	Module	Class Times		
Morning module			8:00	~	8:50
1st	9:00 ~ 10:40	a	9:00	~	9:50
		b	9:50	~	10:40
2nd	10:50 ~ 12:30	a	10:50	~	11:40
		b	11:40	~	12:30
Lunch module			12:35	~	13:25
3rd	13:30 ~ 15:10	a	13:30	~	14:20
		b	14:20	~	15:10
4th	15:20 ~ 17:00	a	15:20	~	16:10
		b	16:10	~	17:00
5th	17:10 ~ 18:50	a	17:10	~	18:00
		b	18:00	~	18:50
6th	19:00 ~ 20:40	a	19:00	~	19:50
		b	19:50	~	20:40
Night module			20:50	~	21:40

### (2) Final Examination Timetable

Period	Final Examination Times		
1st	9:30	~	10:30
2nd	11:00	~	12:00
3rd	13:30	~	14:30
4th	15:00	~	16:00
5th	16:30	~	17:30
6th	18:00	~	19:00
7th (Extra)	19:30	~	20:30

\*Morning/Night Modules are generally not used for semester-classes.

\*All campuses follow the same timetable.

\*These schedules are for the 2023 academic year, and may change in subsequent academic years.

# **I. Overview of the School of Global Japanese Studies**

## **1. Diploma Policy**

### **Students the School Aims to Develop:**

Based on an educational policy that focuses on strengthening each individual, the School aims to develop multifaceted individuals who can contribute to the global community. We aim to provide a deep understanding of Japanese culture and social structure, as well as practical English and Japanese language skills, which will enable students to effectively express their opinions and convey information. In today's globalized society, we aim to develop students with an understanding of Japan who seek to share valuable information with the global community from this perspective.

### **Educational Goals:**

The School of Global Japanese Studies grants a bachelor's degree in Global Japanese Studies to students who study for the required period and attain 124 credits according to the University regulations. The program is carefully designed based on the following goals:

- (1) Students will acquire the ability to disseminate knowledge globally through their studies on Japanese culture and tradition, contemporary Japanese culture, and Japanese social systems.
- (2) Students will acquire broad and accurate knowledge of international relations, cultures, societies, economies, and histories of other countries.
- (3) Through extensive English and Japanese education, students will acquire advanced language skills such as critical thinking, effective communication, and presentation of information and ideas. This will enable students to play an active role in the global community.
- (4) Students will acquire advanced communicative skills in the Japanese language, which forms the basis of Japanese culture.
- (5) Through experiences in our community of students with diverse cultural backgrounds and by studying abroad, students will acquire intercultural understanding, practical foreign language ability, and the ability to work in a diverse community.



## **2. Curriculum Policy**

### **Curriculum Vision:**

The curriculum aims to promote an intensive English language and international liberal arts education so that students can contribute actively to the global community with confidence and sensibility. In addition to Japanese traditional culture, the curriculum features contemporary Japanese culture, which currently attracts the world's attention. The foundation for the transmission of these— knowledge of the Japanese language as well as the corporate and social systems operating in Japanese society—is also featured in the curriculum.

### **Curriculum Structure:**

Students in the Japanese Track are required to take the following courses in their first and second years: “English,” “Japanese” (international students only), “Introduction to Global Japanese Studies,” “Academic ICT Literacy,” “Academic Writing in Japanese,” and “Basic Seminar in Global Japanese Studies.”

Students in the English Track (a program that enables students to earn a degree in English) are required to take the following courses in their first and second years: “Introduction to Global Japanese Studies,” “Research Paper Writing,” “Speech and Presentation,” “Academic ICT Literacy,” “Basic Seminar in Global Japanese Studies,” and “Introduction to Academic Studies and Career Development.”

In their third and fourth years, there are no required courses for Japanese Track and English Track students. Students can choose a wide variety of courses in Global Japanese Studies as well as General Studies, based on their interests. Students can also take some seminar subjects specializing in research and practical activities (Seminar A/B/C/D) from their second year.

### **Curriculum Characteristics:**

- (1) First-year courses focus on developing active learning skills by learning, through a range of materials and media, a variety of skills such as information literacy, writing reports, making presentations, and conducting research. These subjects include “Academic ITC Literacy,” “Academic Writing in Japanese,” and “Basic Seminar in Global Japanese Studies.”
- (2) In the second, third, and fourth years, students can enroll in small-size “Seminar” courses in specialized fields. In these courses, students learn about their specialization through in-depth discussions with faculty and other students. Full-time faculty are in charge of these courses, encouraging students to participate actively and look ahead to their future career paths.

- (3) To develop knowledge of the broad areas of Global Japanese Studies, Global Japanese Studies courses are offered in seven research fields: Pop Culture Studies, Social Systems and Media Studies, Global and Inter/Transcultural Studies, International Culture and Thought Studies, Japanese Culture and Thought Studies, Japanese Language Studies, and English Language Studies. These research fields are carefully designed so students can study systematically and take courses across different fields. Among these research fields, we offer specialized courses, including Japanese traditional culture, contemporary Japanese culture often referred to as “Cool Japan,” the mass media, and the content industry. The School promotes regional studies, comparative cultural studies, and international relations in addition to Japanese Studies. We aim to develop students who have a vision of Japan’s role within the world while having a flexible understanding of cultures outside of Japan.
- (4) For first and second-year Japanese Track students, there is an intensive English language program, a required program that aims to develop a range of communication skills in English. Small-sized classes (approximately 20 students) are organized by English proficiency level.
- (5) In specialized subjects, students frequently practice academic activities in Japanese, such as research presentations, discussions, and report writing. This cultivates advanced critical thinking abilities, a sense of judgment, and expression skills.
- (6) Japanese language courses are not mandatory for English Track students, but we encourage students to take part in these courses. Small-size classes are held for various proficiency levels.
- (7) To acquire intercultural understanding and practical English skills, Japanese Track students and English Track students must earn a certain amount of credits from English lecture courses, taking classes together.
- (8) As an opportunity to enhance students’ understanding of Japan from different perspectives, to promote international awareness, and to develop practical foreign language skills, students are encouraged to study abroad. We offer a Study Abroad/Academic Internship Program, an opportunity for students to spend one or two semesters of the second or a later year studying at a foreign university. Credits earned during these study abroad programs are approved for credits in the School under certain conditions.
- (9) In the project-based course “Practicum in Global Japanese Studies,” international students from various countries and Japanese students have the opportunity to work together in and outside of class and inspire each other. Project themes include intercultural exchanges and Japanese Studies outside of Japan.

### **3. Curriculum Features**

#### **(1) Global Japanese Studies**

##### ① Pop Culture Studies

Japan's cutting-edge culture such as manga, anime, games, and tokusatsu has been attracting worldwide attention. Students will conduct multifaceted analyses on the themes and expression of such works and their connection with various media and industries; techniques and forms of distribution that support their production; their reception and the resulting fan culture overseas; and historical transitions and their impact on society. Through these aspects, the relationship between contemporary Japanese culture and the world will be explored.

##### ② Social Systems and Media Studies

Students will gain knowledge about state-of-the-art elements that form the foundation of Japan—social and economic systems, industrial organization, corporate management, and media—and their characteristics, advantages, and challenges. Simultaneously these elements will be compared to those in other parts of the world in order to seek new methods of advancing business and infrastructure.

##### ③ Global and Inter/Transcultural Studies

In order to train students to be able to actively contribute to the global community, we have a wide variety of subjects on international relations, area studies of various regions of the world, multiculturalism, and intercultural understanding. Students will develop intercultural literacy and the fundamental knowledge of supporting a diverse society, preparing themselves for the workplace and living alongside people from a diverse range of cultural backgrounds.

##### ④ International Culture and Thought Studies

Students study history and cultures from around the world—particularly movies, literature, art, religion, and ideas—ranging from the classical period to the present day.

##### ⑤ Japanese Culture and Thought Studies

When one travels abroad from Japan, they will most likely be asked about Japanese society and culture. The ability to take in other countries' cultures and share Japanese culture is vital to playing an active role in an increasingly globalized world. In order to achieve this ability, students must remain objective while gaining a wide range of knowledge about and identifying the essential features of Japanese culture and ideology. Students will explore the heart of Japan, learning everything from the ideology and philosophy to traditional culture and cultural concepts.

## ⑥ Japanese Language Studies

What are the characteristics of the Japanese language that we use today? By comparing it with other world languages and learning about its historical background, students will rediscover the appeal of modern Japanese. In addition, the “Human Resource Development Program for Japanese Language Education” is available for studying how to teach the Japanese language to non-native learners.

## ⑦ English Language Studies

Why is it so difficult to learn a second language while it is possible to acquire your mother tongue unconsciously? How can the English language be taught effectively? Students learn practical theories centered on linguistics.

### **(2) An English language education with small class sizes**

Students will develop the ability to communicate their ideas and convey information through English. For the first and second years, an English placement test will be held to hold small class sizes (6 koma per week for first year students and 5 koma per week for second year students) determined by proficiency. The classes are taught by experts in English language education, including native English speakers.

### **(3) A Japanese language education connecting Japan to the world**

In order for students to deeply understand Japanese culture and society and be able to share their acquired knowledge, fluency in the Japanese language is required. SGJS provides Japanese language courses for non-native learners with curriculums ranging from beginner to advanced, in order to develop the Japanese skills necessary for their studies and research at University.

### **(4) Cultivating intercultural exchange**

The experience of studying abroad is important for nurturing a global vision and expanding knowledge of foreign languages. For SGJS students, it is also an opportunity to become aware of Japan's standing in the world and advance Japan studies. A wide variety of study-abroad programs including short-term stays are provided, especially for English-speaking countries.

### **(5) General Studies Program**

A wide range of General Studies courses—allowing students to learn a wide range of subjects including Social Sciences and Humanities, ICT (Information & Communication Technology), and Japanese expression techniques—and Seminars held in small class sizes, Social Collaboration, hands-on courses, and Second Foreign Language are offered.

**(6) Creating a multicultural environment**

SGJS proactively attracts students from within the country with vast cross-cultural experience and international students from diverse cultural backgrounds. Students study and interact daily with people of different nationalities and ethnic identities. By taking advantage of this multicultural community, students can improve their foreign language skills and develop cross-cultural competence.

## II. Program Requirements

### 1. Earning Credits

#### Credits Required for Graduation and Graduation Requirements

<For English Track students who entered on April 1, 2023 or after>

Courses	Number of Credits Necessary			Comments
	Required	Electives (required)	Electives	
English Language	4	—	55	■ 4 required credits for <i>Research Paper Writing and Speech and Presentation</i> .
Second Foreign Language	—	—		■ Credits can be applied to graduation requirements as electives. The student's first language and English cannot be taken as a second language course. ■ If approved by the SGJS Faculty Council, up to 8 credits of Inter-Faculty Foreign Language Electives can be applied to graduation requirements, as electives.
Japanese Language	—	—		■ Credits can be applied to graduation requirements as electives. ■ Students can only take Japanese language courses if they have completed the required procedure. ■ If the student's first language is Japanese, they cannot take Japanese language classes as a secondary language.
Global Japanese Studies	—	*50		■ Students must earn at least 50 credits of Global Japanese Studies that are English Track courses (conducted in English or using class materials in English) ■ If more than 50 credits are earned, the remaining credits can be applied to graduation requirements as electives.
General Studies	7	**8		■ English Track courses (conducted in English or using class materials in English) ■ Required: 7 credits for <i>Introduction to Global Japanese Studies</i> , <i>Academic ICT Literacy</i> , <i>Basic Seminar in Global Japanese Studies</i> and <i>Introduction to Academic Studies and Career Development</i> (conducted in English). ■ Electives (required): At least 8 credits from required electives.
Seminars	—	—		■ Credits earned can be applied to graduation requirements, as electives.
Study-Abroad Authorized Courses	—	—		■ Credits earned during study abroad in courses authorized by the Faculty Council can be applied to graduation requirements, as electives.
Electives from Other Faculties	—	—		■ A maximum of 20 credits earned can be applied to graduation requirements, as electives.
Program for Global Citizenship	—	—		■ Credits earned can be applied to graduation requirements, as electives.
	—	—		■ Credits earned can be applied to graduation requirements, as electives.
	—	—		■ Credits earned can be applied to graduation requirements, as electives.
Special Certification Program	—	—	■ A maximum of 8 credits earned in courses approved by the Faculty Council from among those required for obtaining a teacher's license can be applied toward the credits required for graduation, as electives. For details, see the special certification program guide.	
Subtotal	11	58	55	
<b>Total</b>	<b>124 credits</b>			■ Students must obtain 68 credits in required and required elective English Track courses. The other credits may be earned in courses taught in Japanese. ■ Students must earn a minimum of 12 credits from their seventh semester. Please note conditions are different for students who take leave of absence. ■ Out of all Credits that apply toward graduation requirements, students can only apply up to 60 credits to media-based classes.

\* Elective (required) courses: At least 50 credits selected from the Global Japanese Studies conducted in English or using class materials in English are required.

\*\* Elective (required) courses: At least 8 credits selected from the General Studies conducted in English or using class materials in English are required.

**[Important] Students must take responsibility for checking their credits required for graduation and the graduation requirements.**

## (2) Course enrollment limitations

This chart shows the requirements and limitations for the number of credits that can be earned each semester of each year. Make sure you understand the requirements and plan to meet the number of credits required for graduation.

Year	1st		2nd		3rd		4th		Graduation Requirement
Semester	1	2	3	4	5	6	7	8	
Maximum number of credits	20	20	24	24	24	24	24	24	124 to 184
Minimum number of credits	6	6	6	6	6	6	12		—

- (a) All courses that count toward graduation requirements are subject to enrollment limitations for the minimum and the maximum number of credits you can earn for each semester. This includes repeat courses required for graduation. However, enrollment limitations do not apply to “Practicum in Global Japanese Studies E,” “Internship in Japan,” “Internship Abroad (programs held during summer vacation),” “Volunteer Abroad Program,” and “Study Abroad Program.”
- (b) If you register for a course that does not count toward the graduation requirements, it is not subject to enrollment limitations of the minimum and the maximum number of credits.
- (c) If you are a fourth-year student, the minimum number of credits you must earn counts toward the entire academic year, instead of separately against two semesters.

## (3) Credits expected to be completed by graduation / Certificate of expected graduation

If you earn 76 credits required for graduation by the end of your 6th semester, you can have a certificate of expected graduation issued in your 7th or 8th semester.

## (4) Registration method and procedures

- (a) All students must register for courses for the entire academic year during the course registration period in mid-April. Remember to register for Fall Semester courses. The School Office will register the following courses in advance: “Introduction to Global Japanese Studies,” “Research Paper Writing,” “Speech and Presentation,” “Academic ICT Literacy,” “Basic Seminar in Global Japanese Studies,” and “Introduction to Academic Studies and Career Development.” You must take these required courses according to their assigned schedule.

\* Students who enroll in September will register for their first-year Fall Semester courses in September. From the next year, the registration period will be in April with the other students.

- (b) You cannot take courses assigned to a higher year.  
For example, second-year students can take first-year courses, but first-year students cannot take second-year courses.
- (c) You cannot register for courses held on the same day and period.
- (d) If more than one required course is scheduled on your timetable on the same day and period, please notify the School Office before registering for other courses.
- (e) You can only change your registered courses during the registration period.
- (f) If you do not register for a course, you will not be able to get credits for the course even if you participate and take the examination.

### **(5) Course repeat**

- (a) You can only retake a course if the evaluation was “F” or “T” in a previous semester.
- (b) A course repeat is the repetition of the same course in the following year or later, including the same courses with different instructors. You can only repeat a course if you have yet to earn credits for it.
- (c) A course repeat counts toward your maximum or minimum credits for the semester. If you repeat many courses, it will be difficult for you to graduate in four years.
- (d) Even if you pass the repeated course, the original grade will remain in your record and be reflected in your GPA.

### **(6) Early Graduation Program**

SGJS has an Early Graduation Program that enables you to earn a Bachelor’s Degree in Global Japanese Studies in three years, or three years and six months. To take advantage of this program, you must meet the requirements and follow the procedures within the designated period. Please see the following details.

- (a) Graduation at the end of your sixth semester
  - (i) Application Eligibility (you must meet both requirements)
    - You must earn at least 82 credits from the 124 credits required for graduation by the end of your fourth semester.
    - At least 80% of the credits you acquired that count toward graduation requirements must be evaluated as “S” or “A” at the end of your fourth semester. Credits evaluated as “F” are included in this calculation. Alternatively, your GPA must be over 3.2 or above.
  - (ii) Application Period
 

Please contact the School Office before the registration period starts in your fifth semester.



(b) Graduation at the end of your seventh semester

(i) Application Eligibility (you must meet both requirements)

- You must earn at least 120 credits from the 124 credits required for graduation by the end of your sixth semester.
- At least 80% of the credits you acquired that count toward graduation requirements must be evaluated as “S” or “A” at the end of your sixth semester. Credits evaluated as “F” are included in this calculation. Alternatively, your GPA must be 3.2 or above.

(ii) Application Period

Please contact the School Office before the registration period in your seventh semester.

(c) Important Points

- \* (a) and (b) are the requirements for applying to the Early Graduation Program and not the requirements for early graduation itself. The graduation criteria for this program will be explained to you at the time of application.

## 2. Conditions for Earning Course Credits

### (1) Foreign Languages Courses

(a) English (Research Paper Writing, Speech & Presentation [required course])

“Research Paper Writing” and “Speech & Presentation” are required courses. The other English courses available are “Integrated English,” “Practical Drama,” and “Literature Reading,” which students can take as English Language electives. The course credits can be included in the number of credits required for graduation as elective courses.

(b) Second Foreign Languages

The credits for a second foreign language course can be included in the number of credits required for graduation as elective courses. You cannot choose your native language or English as your second foreign language.

The SGJS curriculum offers courses in German, French, Chinese, Spanish, and Korean. You can also take other languages listed as Inter-Faculty Foreign Language Electives. Lectures for a second foreign language are usually conducted in the target language and Japanese.

As a general rule, you can apply up to eight credits of Inter-Faculty Foreign Language Electives to graduation requirements. For details, please refer to the SGJS Syllabus.

\*Credits earned for Japanese Language Courses (see [c] below) are not counted as second foreign language credits.

## (c) Japanese Language Courses

### (i) Levels of Instruction

SGJS provides a Japanese Language Program in eight levels, from introductory to upper-advanced.

If you wish to take a Japanese Language Course, you will first take a placement test given at the beginning of each semester. You will be placed at an appropriate level based on the results. The various levels correspond to levels N5 to N1 of the New Japanese-Language Proficiency Test. For details on the target levels, please see the syllabus of each course.

Introductory	Level 1: Introductory Japanese
↓	Level 2: Elementary Japanese
	Level 3: Pre-intermediate Japanese
	Level 4: Intermediate Japanese
	Level 5: Upper-intermediate Japanese
Advanced	Level 6: Pre-advanced Japanese

You can advance to a higher level only after you complete the previous level. English Track students who have completed the pre-advanced level can join the advanced or upper-advanced level offered for Japanese Track students.

### (ii) Courses and Credits

Each level, from introductory to pre-advanced, consists of two course types. They are (a) a general course and (b) a skill-specific course on vocabulary and kanji. The 100-minute classes are held three times a week for the general course, and once a week for the vocabulary and kanji course. You will meet four times a week and earn four credits in a semester.

(a) Japanese (General): set of 3 classes (3 credits)
(b) Japanese (Vocabulary and Kanji): 1 class (1 credit)

## (2) Global Japanese Studies

Global Japanese Studies is divided into Pop Culture Studies, Social Systems and Media Studies, Global and Inter/Transcultural Studies, International Culture and Thought Studies, Japanese Culture and Thought Studies, Japanese Language Studies, and English Language Studies. These programs of study aim to give you a deep understanding of Japanese industry, society, and culture while studying world culture, ideas, and international relations.

In Global Japanese Studies, these areas of study are organically interrelated and are not entirely separate. The number of credits students must earn from each area of study is not determined. Please select courses based on your research theme and interests.

### **(3) General Studies Courses**

You must take at least 15 credits from the General Studies courses that are conducted in English or that use class materials in English. Out of these 15 credits, seven credits must consist of “*Introduction to Global Japanese Studies*,” “*Academic ICT Literacy*,” “*Basic Seminar in Global Japanese Studies*,” and “*Introduction to Academic Studies and Career Development*.”

(a) Introduction to Global Japanese Studies [required course]:

“Introduction to Global Japanese Studies” is an introductory course aimed to give all first-year students an essential, comprehensive understanding of SGJS’s educational objectives and areas of study.

(b) Academic ICT Literacy [required course]:

This course aims to give students an essential understanding of ICT, including instruments, service applications, information ethics, and laws.

(c) Introduction to Academic Studies and Career Development [required course]:

This course aims to introduce the areas of study of SGJS by investigating various seminars in SGJS for 2nd-year students. Another aim is to learn about possible career paths after graduation, including job searching and applying to graduate school.

(d) Sociology, Political Science, Economics, Business Administration, Western History, Japanese History, Asian History, Geography, Statistics, Anthropology, Sports & Physical Exercise:

These courses aim to instill a high sense of ethics in students and impart the knowledge and global perspective required for study in any of the specialized fields at SGJS.

(e) Practicum in Global Japanese Studies A-E:

These courses focus on practical themes and emphasize research skills, foreign language ability, and information processing techniques. They cover the following areas:

- (i) A, B: Planning and conducting events to promote International Exchange
- (ii) C, D: Survey and research of Global Japanese Studies
- (iii) E: Fieldwork about Japanese culture and society (mainly for international students)

(f) ICT subjects (other than Media Literacy and ICT Basic I):

These courses cover the essential skills necessary to create content and disseminate information that the students have compiled through their study and research in specialized courses.

(g) Advanced Seminar for Global Japanese Studies A, B:

These courses investigate “Global Japanese Studies” from diverse perspectives to provide undergraduates with opportunities to conduct deeper research. Students can study academic materials and research advanced academic topics with a vision of studying at graduate school.

(h) Special Lectures on Global Japanese Studies:

Special Lectures on Global Japanese Studies focus on social issues in various historical periods and places, aiming to broaden the academic perspectives of students and develop critical thinking abilities.

(i) Social Collaboration Course A-H:

Social Collaboration Courses focus on social issues in contemporary society by collaborating with the Nakano City Office and corporations in or outside of Nakano city. These courses aim to enhance the learning experience with practical initiatives.

(i) A, B: Lectures collaborating with local government and corporations (2 credits)

(ii) C, D: Lectures, group work, and fieldwork collaborating with local government and corporations (2 credits)

(iii) E, F: Lectures collaborating with local government and corporations (1 credit)

(iv) G, H: Lectures, group work, and fieldwork collaborating with local government and corporations (1 credit)

#### **(4) Seminar Courses**

SGJS has a large selection of courses in seminar format, called “zemi.” These interactive courses have small class sizes and are taught by a professor specializing in that particular field of study. Students decide their research themes, discuss them and conduct research. You can enter a seminar through the seminar screening held by each professor.

#### **(5) Study-Abroad Related Courses**

The Meiji University Faculty Council may approve the credits you earn in overseas institutions as the Meiji University course credits listed below:

Study-Abroad Related Courses (Language and Practice) A

Study-Abroad Related Courses (Language and Practice) B

Study-Abroad Related Courses (Lecture) A

Study-Abroad Related Courses (Lecture) B

Study-Abroad Related Courses (Lecture) C

The classification of the approved subject is based on the subject in the foreign university.

Meiji University will mark the course as “Study-Abroad Related Course: N: approved for credit” on the grade transcript, and it will not affect the grade point average (GPA).

Only up to 24 credits can be approved each semester. The total number of credits that can be approved during your enrollment is 60 credits. Furthermore, only 8 credits can be approved during your enrollment for foreign language courses, including English.

#### **(6) Elective Courses from Other Faculties**

- (a) You can apply up to 20 credits of the courses you take in other faculties toward credits required for graduation if the courses are not offered at SGJS.
- (b) Credits for Elective Courses from Other Faculties are subject to enrollment limitations for the minimum and the maximum number of credits each semester.
- (c) You can only register for Elective Courses from Other Faculties through the web registration system during the registered period at the beginning of the Spring Semester.

#### **(7) Program for Global Citizenship Course**

This program aims to educate students to achieve high communication skills and understand other people and cultures. The credits are counted as electives required for graduation.

#### **(8) Certification Courses**

Meiji University offers the following certification programs: Course for Secondary School Teachers, Course for Adult and Community Education Workers, Course for Prospective Museum Workers, Course for Certified Librarians, and Course for Teacher Librarians.

Courses in these programs are called Certification Courses. Eight credits from courses required to obtain a teacher’s license in Course for Secondary School and approved by the Faculty Council may be applied as electives toward credits required for graduation. See the “*Certification Courses Guide*” for details.

#### **(9) Media-based Courses**

A media-based course is a course that conducts more than half of the total number of classes as a media-based class. For example, if there are 13.5 classes, and 7 or more classes are held as a media-based class, the course is a media-based course.

You can only acquire up to 60 credits from media-based courses.

#### **(10) Mathematics, Data Science, and AI Smart Higher Education Program (Literacy Levels)**

This program aims to raise awareness of mathematics and data science, develop your knowledge, and build fundamental skills for using it. The credits for all courses in this

program count toward graduation requirements.

To join this program, you must have an adequate Japanese proficiency level to take courses in Japanese. For further details, please see the section “数理データサイエンス人工知能リテラシーレベルプログラム” in the School of Global Japanese Studies Syllabus for Japanese Track students.

#### **(11) Human Resource Development Program for Japanese Language Education**

The Human Resource Development Program for Japanese Language Education has been available to SGJS students since the 2016 academic year. This program aims to develop individuals with (A) academic knowledge about the Japanese language and teaching Japanese as a foreign language, as well as (B) a broad knowledge of intercultural exchanges, Japanese culture, and English education.

To join this program, you must have an adequate Japanese proficiency level to take courses in Japanese. For details, please see the section “日本語教育人材育成プログラム” in the School of Global Japanese Studies Syllabus for Japanese Track students.

#### **(12) Courses from the Graduate School of Global Japanese Studies**

Fourth-year undergraduate students of the School of Global Japanese Studies who wish to study in the Graduate School of Global Japanese Studies after graduation can take some lectures in the Graduate School under certain conditions.

To join this program, you must have an adequate Japanese proficiency level to take courses in Japanese. For details, please see the section “大学院国際日本学研究科設置科目” in the School of Global Japanese Studies Syllabus for Japanese Track students.

### 3. Courses Offered in the School of Global Japanese Studies

Course Title	Credit	Total Class Hours	Assigned Year	Notes
<b>FOREIGN LANGUAGES</b>				
<b>ENGLISH</b>				
Research Paper Writing	2	60	1	Required Course
Speech & Presentation	2	60	1	Required Course
Integrated English A	2	60	2~4	
Integrated English B	2	60	2~4	
Practical Drama A	2	60	2~4	
Practical Drama B	2	60	2~4	
Literature Reading A	1	30	2~4	
Literature Reading B	1	30	2~4	
<b>OTHER LANGUAGES</b>				
German (Elementary level) A	2	60	1	
German (Elementary level) B	2	60	1	
German (Intermediate level) A	1	30	2	
German (Intermediate level) B	1	30	2	
German (Intermediate level) C	1	30	2	
German (Intermediate level) D	1	30	2	
French (Elementary level) A	2	60	1	
French (Elementary level) B	2	60	1	
French (Intermediate level) A	1	30	2	
French (Intermediate level) B	1	30	2	
French (Intermediate level) C	1	30	2	
French (Intermediate level) D	1	30	2	
Chinese (Elementary level) A	2	60	1	
Chinese (Elementary level) B	2	60	1	
Chinese (Intermediate level) A	1	30	2	
Chinese (Intermediate level) B	1	30	2	
Chinese (Intermediate level) C	1	30	2	
Chinese (Intermediate level) D	1	30	2	
Spanish (Elementary level) A	2	60	1	
Spanish (Elementary level) B	2	60	1	
Spanish (Intermediate level) A	1	30	2	
Spanish (Intermediate level) B	1	30	2	
Spanish (Intermediate level) C	1	30	2	
Spanish (Intermediate level) D	1	30	2	
Korean (Elementary level) A	2	60	1	
Korean (Elementary level) B	2	60	1	
Korean (Intermediate level) A	1	30	2	
Korean (Intermediate level) B	1	30	2	
Korean (Intermediate level) C	1	30	2	
Korean (Intermediate level) D	1	30	2	
<b>JAPANESE LANGUAGE</b>				
Academic Japanese for International Students I	2	60	1	Only for English Track students and international students
Academic Japanese for International Students II	2	60	1	
Academic Japanese for International Students III	2	60	1	
Introductory Japanese (General)	3	90	1~4	Media-based/face-to-face course Only for English Track students and exchange students
Introductory Japanese (Vocabulary & Kanji)	1	30	1~4	
Elementary Japanese (General)	3	90	1~4	
Elementary Japanese (Vocabulary & Kanji)	1	30	1~4	Media-based/face-to-face course Only for English Track students and exchange students
Pre-intermediate Japanese (General)	3	90	1~4	
Pre-intermediate Japanese (Vocabulary & Kanji)	1	30	1~4	
Intermediate Japanese (General)	3	90	1~4	
Intermediate Japanese (Vocabulary & Kanji)	1	30	1~4	
Upper-intermediate Japanese (General)	3	90	1~4	
Upper-intermediate Japanese (Vocabulary & Kanji)	1	30	1~4	
Pre-advanced Japanese (General)	3	90	1~4	Only for English Track students and international students
Pre-advanced Japanese (Vocabulary & Kanji)	1	30	1~4	
JLPT Preparation (Intermediate)	1	30	1~4	
JLPT Preparation (Advanced)	1	30	1~4	Only for English Track students and international students

Course Title	Credit	Total Class Hours	Assigned Year	Notes
GLOBAL JAPANESE STUDIES				
POP CULTURE STUDIES				
Manga Culture A	2	30	1・2	Media-based/face-to-face course
Manga Culture B	2	30	1・2	Media-based/face-to-face course
Animation Culture A	2	30	1・2	Media-based/face-to-face course
Animation Culture B	2	30	1・2	Media-based/face-to-face course
Otaku Culture A	2	30	1・2	
Otaku Culture B	2	30	1・2	
Urbanism and Design A	2	30	1・2	
Urbanism and Design B	2	30	1・2	
Gender and Representation A	2	30	1～4	Media-based/face-to-face course
Gender and Representation B	2	30	1～4	Media-based/face-to-face course
History and Technique of Tokusatsu films A	2	30	1～4	Media-based course
History and Technique of Tokusatsu films B	2	30	1～4	Media-based course
History of Japanese Comics A	2	30	2・3	
History of Japanese Comics B	2	30	2・3	
SOCIAL SYSTEMS AND MEDIA STUDIES				
Japanese Social Systems A	2	30	1・2	Media-based/face-to-face course
Japanese Social Systems B	2	30	1・2	Media-based/face-to-face course
Introduction to Media Studies	2	30	1・2	Media-based course
Advertising Practice and Media Studies A	2	30	1・2	Media-based/face-to-face course
Advertising Practice and Media Studies B	2	30	1・2	Media-based/face-to-face course
Creator Business Studies	2	30	1・2	
Tourism Management A	2	30	1・2	
Tourism Management B	2	30	1・2	
Globalization and Financial Services A	2	30	1・2	
Globalization and Financial Services B	2	30	1・2	
Hospitality Management Studies A	2	30	1・2	
Hospitality Management Studies B	2	30	1・2	
Technology and Japanese Society A	2	30	1・2	
Technology and Japanese Society B	2	30	1・2	
Media Arts A	2	30	1・2	
Media Arts B	2	30	1・2	
Organization, Culture, and Business Performance A	2	30	1・2	
Organization, Culture, and Business Performance B	2	30	1・2	
Japanese Politics A	2	30	2～4	
Japanese Politics B	2	30	2～4	
Internet and Society	2	30	2～4	Media-based course
Japanese Distribution Systems A	2	30	2～4	
Japanese Distribution Systems B	2	30	2～4	
Contents Industry A	2	30	3・4	
Contents Industry B	2	30	3・4	
Japanese Manufacturing Management A	2	30	3・4	Media-based/face-to-face course
Japanese Manufacturing Management B	2	30	3・4	Media-based/face-to-face course
History of Technology Transfer in Japan A	2	30	3・4	
History of Technology Transfer in Japan B	2	30	3・4	
Intellectual Property Management from a Cultural Perspective A	2	30	3・4	
Intellectual Property Management from a Cultural Perspective B	2	30	3・4	
Social Security Studies A	2	30	3・4	
Social Security Studies B	2	30	3・4	
Studies in Japanese Business Associations A	2	30	3・4	
Studies in Japanese Business Associations B	2	30	3・4	
Urban Transport Systems A	2	30	3・4	
Urban Transport Systems B	2	30	3・4	
Journalism in Japan A	2	30	3・4	
Journalism in Japan B	2	30	3・4	
Japanese Behavioral Models A	2	30	3・4	
Japanese Behavioral Models B	2	30	3・4	
International Marketing Studies A	2	30	3・4	
International Marketing Studies B	2	30	3・4	



Course Title	Credit	Total Class Hours	Assigned Year	Notes
<b>GLOBAL AND INTER/TRANSCULTURAL STUDIES</b>				
Global Economic History A	2	30	1•2	
Global Economic History B	2	30	1•2	
Peace Studies	2	30	1•2	
Asia-Pacific Political Economy A	2	30	1•2	
Asia-Pacific Political Economy B	2	30	1•2	
East Asian Studies A	2	30	1•2	
East Asian Studies B	2	30	1•2	
Issues in Intercultural Communities	2	30	1•2	
Intercultural Education A	2	30	1•2	Media-based/face-to-face course
Intercultural Education B	2	30	1•2	
Introduction to Study Abroad A	2	30	1•2	
Introduction to Study Abroad B	2	30	1•2	
International Education and Exchanges A	2	30	1•2	Media-based course
International Education and Exchanges B	2	30	1•2	Media-based course
Japan and Germany A	2	30	1•2	
Japan and Germany B	2	30	1•2	
Africa in the Contemporary World A	2	30	1•2	Media-based/face-to-face course
Africa in the Contemporary World B	2	30	1•2	Media-based/face-to-face course
Southeast Asian Studies A	2	30	1•2	
Southeast Asian Studies B	2	30	1•2	
European Political Economy A	2	30	1•2	Media-based/face-to-face course
European Political Economy B	2	30	1•2	Media-based/face-to-face course
Cultural History of Fashion A	2	30	1•2	
Cultural History of Fashion B	2	30	1•2	
Mythology of Mode A	2	30	1•2	
Mythology of Mode B	2	30	1•2	
Diversity and Society A	2	30	1~4	
Diversity and Society B	2	30	1~4	
Africa and the Modern World A	2	30	1~4	Media-based/face-to-face course
Africa and the Modern World B	2	30	1~4	Media-based/face-to-face course
Introduction to Global Development Studies	2	30	1~4	
Learning Design for Conviviality	2	30	1~4	
International Relations A	2	30	2~4	
International Relations B	2	30	2~4	
Russia and Eurasia A	2	30	2~4	
Russia and Eurasia B	2	30	2~4	
Indian Economy A	2	30	3•4	
Indian Economy B	2	30	3•4	
Issues in Immigration Policy	2	30	3•4	
<b>INTERNATIONAL CULTURE AND THOUGHT STUDIES</b>				
Introduction to the History of Film A	2	30	1•2	
Introduction to the History of Film B	2	30	1•2	
French Culture Studies A	2	30	1•2	
French Culture Studies B	2	30	1•2	
East Asian Arts A	2	30	1•2	
East Asian Arts B	2	30	1•2	
Religion and Philosophy A	2	30	1•2	
Religion and Philosophy B	2	30	1•2	
Comparative Religious Studies	2	30	1•2	
Comparative Culture A	2	30	2•3	
Comparative Culture B	2	30	2•3	
Latin American Studies A	2	30	2•3	Media-based/face-to-face course
Latin American Studies B	2	30	2•3	Media-based/face-to-face course
Film Studies A	2	30	3•4	
Film Studies B	2	30	3•4	
History of East Asian Cultural Exchange A	2	30	3•4	
History of East Asian Cultural Exchange B	2	30	3•4	
History of Islam A	2	30	3•4	
History of Islam B	2	30	3•4	

Course Title	Credit	Total Class Hours	Assigned Year	Notes
European Urban Customs A	2	30	3・4	
European Urban Customs B	2	30	3・4	
Modern British Studies A	2	30	3・4	
Modern British Studies B	2	30	3・4	
Contemporary American Society A	2	30	3・4	
Contemporary American Society B	2	30	3・4	
<b>JAPANESE CULTURE AND THOUGHT STUDIES</b>				
Cultural Studies in Budo (Japanese Martial Arts) A	2	30	1・2	Media-based/face-to-face course
Cultural Studies in Budo (Japanese Martial Arts) B	2	30	1・2	Media-based/face-to-face course
Japan in International Perspectives	2	30	1・2	
Japanese Representational Arts A	2	30	1・2	
Japanese Representational Arts B	2	30	1・2	
Modern Japanese Literature A	2	30	1～4	
Modern Japanese Literature B	2	30	1～4	
Performing Arts A	2	30	1～4	
Performing Arts B	2	30	1～4	
Japanese Philosophy A	2	30	2～4	
Japanese Philosophy B	2	30	2～4	
History of Martial Arts Philosophy	2	30	2～4	Media-based course
Culture of Swords	2	30	2～4	Media-based course
Japanese Cultural traditions A	2	30	2～4	
Japanese Cultural traditions B	2	30	2～4	
Japanese Fine Arts from a Global Perspective A	2	30	2～4	
Japanese Fine Arts from a Global Perspective B	2	30	2～4	
Edo Studies A	2	30	3・4	
Edo Studies B	2	30	3・4	
Traditional Performing Arts	2	30	3・4	
Aesthetics of Kabuki and Noh	2	30	3・4	
Japanese Folkcraft Studies	2	30	3・4	
Japanese Cinema A	2	30	3・4	
Japanese Cinema B	2	30	3・4	
Japanese Religion A	2	30	3・4	
Japanese Religion B	2	30	3・4	
<b>JAPANESE LANGUAGE STUDIES</b>				
Japanese Linguistics A	2	30	1・2	
Japanese Linguistics B	2	30	1・2	
Japanese Language and Society A	2	30	1・2	
Japanese Language and Society B	2	30	1・2	
Japanese Language Teaching (Grammar) A	2	30	1・2	Media-based/face-to-face course
Japanese Language Teaching (Grammar) B	2	30	1・2	Media-based/face-to-face course
Japanese Language Teaching (Vocabulary) A	2	30	1・2	Media-based/face-to-face course
Japanese Language Teaching (Vocabulary) B	2	30	1・2	Media-based/face-to-face course
Japanese Language Teaching (Phonetics) A	2	30	1・2	Media-based/face-to-face course
Japanese Language Teaching (Phonetics) B	2	30	1・2	Media-based/face-to-face course
History of Japanese A	2	30	2～4	
History of Japanese B	2	30	2～4	
Method of Teaching Japanese as a Foreign Language A	2	30	2～4	
Method of Teaching Japanese as a Foreign Language B	2	30	2～4	
<b>ENGLISH LANGUAGE STUDIES</b>				
Language and Culture A	2	30	1・2	Media-based course
Language and Culture B	2	30	1・2	Media-based course
Psychology and Language Learning A	2	30	1・2	
Psychology and Language Learning B	2	30	1・2	
Applied Linguistics A	2	30	1・2	Media-based course
Applied Linguistics B	2	30	1・2	Media-based course
English Linguistics A	2	30	3・4	
English Linguistics B	2	30	3・4	

Course Title	Credit	Total Class Hours	Assigned Year	Notes
<b>GENERAL STUDIES</b>				
Introduction to Global Japanese Studies	2	30	1	Required Course
Academic ICT Literacy	2	30	1	Required Course
Basic Seminar in Global Japanese Studies	1	15	1	Required Course
Introduction to Academic Studies and Career Development	2	30	2	Required Course
Sociology A	2	30	1・2	
Sociology B	2	30	1・2	
Political Science A	2	30	1・2	
Political Science B	2	30	1・2	
Economics A	2	30	1・2	
Economics B	2	30	1・2	
Business Administration A	2	30	1・2	
Business Administration B	2	30	1・2	
Western History A	2	30	1・2	
Western History B	2	30	1・2	
Japanese History A	2	30	1・2	
Japanese History B	2	30	1・2	
Asian History A	2	30	1・2	
Asian History B	2	30	1・2	
Geography A	2	30	1・2	
Geography B	2	30	1・2	
Statistics A	2	30	1・2	
Statistics B	2	30	1・2	
Anthropology A	2	30	1・2	
Anthropology B	2	30	1・2	
Media Literacy A	2	30	1・2	Media-based course
Media Literacy B	2	30	1・2	
Text Analysis A	2	30	1~4	
Text Analysis B	2	30	1~4	
Sports and Physical Exercise A	1	30	1	
Sports and Physical Exercise B	1	30	1	
Sports and Physical Exercise C	1	30	1	
Sports and Physical Exercise D	1	30	1	
Sports and Physical Exercise E	1	30	2	
Practicum in Global Japanese Studies A	2	30	1~4	
Practicum in Global Japanese Studies B	2	30	1~4	
Practicum in Global Japanese Studies C	2	30	1~4	
Practicum in Global Japanese Studies D	2	30	1~4	
Practicum in Global Japanese Studies E	2	30	1~4	
Special Lectures on Global Japanese Studies A	2	30	1~4	Media-based/face-to-face course
Special Lectures on Global Japanese Studies B	2	30	1~4	Media-based/face-to-face course
Advanced Seminar for Global Japanese Studies A	2	30	3・4	
Advanced Seminar for Global Japanese Studies B	2	30	3・4	
Social Collaboration Course A	2	30	1~4	
Social Collaboration Course B	2	30	1~4	
Social Collaboration Course C	2	30	1~4	
Social Collaboration Course D	2	30	1~4	
Social Collaboration Course E	1	15	1~4	
Social Collaboration Course F	1	15	1~4	
Social Collaboration Course G	1	15	1~4	
Social Collaboration Course H	1	15	1~4	
Internship in Japan	2	60	2	
Internship Abroad	2	60	2	
Volunteer Abroad Program	2	60	1	
Integrated Lecture	2	30	1~4	Media-based/face-to-face course
ICT Elementary	2	30	1~4	Media-based/face-to-face course
ICT Basic II	2	30	1~4	Media-based/face-to-face course
ICT Statistical Analysis I	2	30	1~4	Media-based/face-to-face course
ICT Statistical Analysis II	2	30	1~4	Media-based/face-to-face course
ICT Database I	2	30	1~4	Media-based/face-to-face course
ICT Database II	2	30	1~4	Media-based/face-to-face course

Course Title	Credit	Total Class Hours	Assigned Year	Notes
ICT Media Processing I	2	30	1~4	Media-based/face-to-face course
ICT Media Processing II	2	30	1~4	Media-based/face-to-face course
ICT Application Development I	2	30	1~4	
ICT Application Development II	2	30	1~4	
ICT Contents Design I	2	30	1~4	
ICT Contents Design II	2	30	1~4	
ICT Total Practice I	2	30	1~4	
ICT Total Practice II	2	30	1~4	
Japanese Constitutional Law	2	30	1~4	
<b>SEMINAR</b>				
Seminar A	2	30	2~4	
Seminar B	2	30	2~4	
Seminar C	2	30	2~4	
Seminar D	2	30	2~4	
<b>STUDY-ABROAD AUTHORIZED SUBJECTS</b>				
Study-Abroad Program	2	60	1	
Study-Abroad-Related Subjects (Language & Others) A	1	30	2	
Study-Abroad-Related Subjects (Language & Others) B	2	60	2	
Study-Abroad-Related Subjects (Lecture) A	2	30	2	
Study-Abroad-Related Subjects (Lecture) B	3	45	2	
Study-Abroad-Related Subjects (Lecture) C	1	15	2	
Courses Related to Overseas Universities A	1	15	1	
Courses Related to Overseas Universities B	2	30	1	
<b>GRADUATE SCHOOL OF GLOBAL JAPANESE STUDIES</b>				
-	2	30	4	

\*Media-based courses are held as specified in the School Rules Article 19, 3-2. Out of all credits that apply to graduation requirements, the total credits for media-based courses cannot exceed 60 credits. Courses held as media-based courses may change in future academic years. Please check the Syllabus every year for the latest schedule.

\*\*"Media-based/face-to-face course" means the course is conducted in both formats or may be conducted in media-based format.

### III. Academic Record / Examinations and Written Assignments

#### 1. Academic Record

##### (1) Academic record (GPA system)

“GPA” stands for “grade point average” and is an assessment of a student’s academic performance. Students are evaluated on a six-level scale (S, A, B, C, F, T) in the GPA system, as shown in Table 1. A student obtaining an S, A, B, or C grade for a course earns the credits assigned to that course. An F or T grade means the student failed the course and can retake it the following year or later.

Grade points of 4, 3, 2, 1, 0, 0 are awarded to grades S, A, B, C, F, T, respectively. The grade points earned for a course are multiplied by the number of credits to calculate the grade point average. The resulting figures for all courses are divided by the total number of credits registered. (See Table 2 on the next page.)

The GPA is a reference for awarding scholarships, selecting study-abroad program participants, and academic advising.

Note that grades are given not as points but as S, A, B, C, F, T, and the GPA is also indicated on the evaluation report. Grades F and T are not indicated on the transcript, but they will be reflected in the GPA.

**Table 1. Performance Evaluation and Grade Points**

Performance evaluation	Grade	Points	Achievement level (level of attainment of targets deemed necessary for mastery of the course material)	GP
Passed	S	100 to 90	Performed extremely well	4
	A	89 to 80	Performed well	3
	B	79 to 70	Performed satisfactorily	2
	C	69 to 60	Achieved the minimum targets, but performed unsatisfactorily in some respects	1
Failed	F	59 points or less	Did not achieve minimum targets	0
	T	Did not take the exam	Absent from the exam, etc.	0
Approved	N	—		n/a

**Table 2. GPA: Sample Calculation**

$\frac{(\text{S course points} \times \text{credits}) + (\text{A course points} \times \text{credits}) + (\text{B course...})}{\text{Total credits for all registered courses}}$					
Course name	Grade	Points		Credits	
Introduction to Global Japanese Studies	S	4	×	2	= 8
Academic ICT Literacy	S	4	×	2	= 8
Manga Culture A	B	2	×	2	= 4
Advertising Industry A	F	0	×	2	= 0
International History A	T	0	×	2	= 0
				10	20
GPA 20/10 = 2.0					

## (2) Courses included in GPA

The GPA calculation includes the grades for courses that are required for graduation from SGJS. Thus, the evaluation for Elective Courses from Other Faculties is also included in your GPA. For Certification Courses and Inter-Faculty Foreign Language Electives, the only courses included in your GPA are those that count toward graduation requirements.

Foreign Language Electives are not included in your GPA if they do not count toward graduation requirements. Courses taken at other universities in Japan and courses taken while studying abroad that have been approved for credit in SGJS are also not included in your GPA.

## (3) Withdrawal from a course

Suppose you register for a course, but the contents turn out to be different from what you intended to study, or you wish to take fewer courses for personal reasons. In such cases, you can officially withdraw from up to two courses. If you officially withdraw from a course, it will be deleted from the registration record and will not affect your GPA.

SGJS accepts withdrawals from a registered course after course registration with certain restrictions. You can apply during a fixed period at the beginning of both the Spring and Fall Semesters. Withdrawal applications are accepted during these times only.

If you decide to take a course that you withdrew from in an earlier year, it will be a new registration. It will not be treated as a re-registration.

When you withdraw from a course, you cannot add another course to replace it.

#### **(4) Evaluation Report**

Evaluation reports for Spring Semester courses are issued before the Fall Semester begins. Evaluation reports for the Fall Semester and the full year are issued before the Spring Semester begins in the following academic year.

#### **(5) Awards to students with outstanding grades**

##### **(a) Valedictorian**

Eligibility and criteria: A graduating student who demonstrates both an excellent academic record and outstanding character

Each School selects one valedictorian and one salutatorian.

Awards ceremony: The awards are presented at the Nihon Budokan on the day of the commencement ceremony.

##### **(b) Alumni Association Graduate Award**

Eligibility and criteria: A student selected by the Alumni Association based on the following criteria.

- a. One student from each department who serves as a model to others. The student has an outstanding academic record, character, and other qualities.
- b. A student whose outstanding performance in sports or the arts, etc., brings distinction to Meiji University and serves as a model to others, either internationally or domestically.
- c. A student who has made a significant contribution to society in other ways than the above, who has excelled through hard work in the face of adversity, and whose character can serve as a model to others.

Awards ceremony: The awards are presented at the Surugadai Campus on the day of the commencement ceremony.

##### **(c) Dean's Award**

Eligibility and criteria: Students entering their third year with outstanding academic records and demonstrating outstanding character through to the end of their second year.

Awards ceremony: The award is presented at the orientation for new students.

## **2. Examinations and Written Assignments**

### **(1) Examinations**

- (a) There are two types of examinations: final examinations and make-up examinations.

- (b) Each course holds an examination to determine your grade.
- (c) As a general rule, examinations are held at the end of each academic year's Spring and Fall Semesters. Besides the final examinations, additional tests may be held throughout the semester to assess your ability or for other purposes.
- (d) Course assessment is based on your class participation and the result of examinations.
- (e) You must complete payment for tuition and fees to take examinations.
- (f) If you cannot take examinations for a valid reason, such as illness or problems in public transportation, you may be eligible to take a make-up examination. To make a request, please submit the "Application form for make-up examination" with documents indicating the reason for the absence (such as a medical certificate, etc.) by the designated deadline. The documents must be original, and photocopies are not accepted. The request must then be approved in the Faculty Meeting.  
\*For details about the requirements for the documents indicating the reason you could not take the final examination, please see the notice about final exams.
- (g) You cannot take the examination if you have not registered for the course.
- (h) You cannot take the examination if you have already acquired credits for the course.
- (i) The days, times, and classrooms of the final examinations may be different from the regular classes for the course.
- (j) If your examination times overlap, notify the School Office by the deadline.
- (k) Some courses will make assessments based on classroom performance, reports, etc., in addition to examinations.

*University Regulations Article 43*

1. Regular examinations shall be given for registered courses and shall be used as reference in determining academic records.
2. A person who fails to pay tuition and fees on time shall not be able to take examinations.
3. A person who for unavoidable reasons is unable to take a regular examination may be permitted to take a make-up examination.
4. Testing methods shall be decided by the Faculty Council of each school, and written examinations shall be carried out in accord with the separate examination regulations.

**(2) Misconduct**

If there are any misconduct cases during the examinations, they will be handled according to the University regulations.

*University Regulations Article 66*

1. If a student violates the rules of this University or engages in behavior that disturbs order on the campus or goes against the duties of students, disciplinary action shall be taken based on the situation.
2. Disciplinary action shall be of three types: reprimand, suspension, and expulsion.



### **(3) Rules for examinees**

- (a) Please sit directly behind the person in front of you. Do not sit next to another student. Please follow the test proctor's instructions and sit in the designated place if the seating is assigned.
- (b) Place your Student ID on the desk, so that the proctor can easily see it. Please remove the cover.
- (c) You cannot take the examination without a Student ID. If you do not have your Student ID card, you must obtain a Temporary Student ID from the automated certificate-issuing machine before the examination starts.
- (d) You must put away all items other than the Student ID card and writing utensils in a bag, backpack, etc., during the exam. Do not leave your pencil case on the desk. If the instructor has approved any additional items, confirm those items well in advance.
- (e) Turn off all electronic devices, including mobile phones, smartphones, tablets, and wearable devices, and put them in a bag. You cannot use any of these devices as a watch.
- (f) Make sure to fill out the year, class, number, and name on the answer sheet. If your answer sheet is missing these items, it will not be marked.
- (g) The student taking the examination must hand in their answer sheets in person.
- (h) Only use the answer sheet given by the proctor. Do not take answer sheets outside the venue. You will not be given a new answer sheet under any circumstances.
- (i) If you are more than 20 minutes late, you cannot enter the venue and will not be able to take the examination.
- (j) You cannot leave the venue during the first 30 minutes and the last 10 minutes of the examination. In other words, if you finish early, you can leave after 30 minutes have elapsed, but not after 50 minutes. Leaving the venue is not permitted in some examinations.
- (k) You are not permitted to talk inside the venue. Furthermore, any act of dishonesty is strictly prohibited. If you engage in misconduct, you will be suspended or expelled, according to the School regulations. This will cause difficulties when advancing to the next year and proceeding to graduate education.
- (l) Follow the instructions of the test proctor inside the venue.

### **(4) Written Assignments**

You may need to refer to or cite trustworthy information when preparing for written assignments. When you submit your written work, you must clarify what is your work and what has been taken from an outside source. Trying to pass off the ideas and work of others as one's own is plagiarism, is considered a form of stealing and fraud, and has serious

consequences. Most cases of plagiarism can be avoided by citing sources in such a way the reader can see what you used as your source.

(a) Plagiarizing includes but is not limited to the following actions:

- Trying to pass off someone else's work -in whole or in part- as your own.
- Using text from another source (books, magazines, newspapers, the Internet, etc.) and submitting the report without citing the origin.
- Slightly changing the wording from another source and presenting it as your work.
- Not clarifying the parts of the report using information from other sources, and only making a simple list of references in the bibliography.
- Copying and submitting another person's report.
- Having someone else prepare your report or preparing a report on behalf of another person.
- Slightly changing the wording of another person's report to create your own.

(b) Consequences of Plagiarism

Plagiarism is a very serious act and is penalized at Meiji University. It will be penalized to the same degree as misconduct cases during examinations. This may include cancellation of all registered courses in the semester or suspension from the University.

**(5) Attendance sheet, Comment sheet, etc.**

Suppose a student engages in misconduct or assists others in an act of misconduct during class, such as by submitting an attendance sheet or a comment sheet for a classmate. In that case, they will be penalized to the same degree as for misconduct cases during examinations. This may include cancellation of all registered courses in the semester or suspension from the University.

## **IV. Academic Support**

### **1. English Conversation Hours**

The School of Global Japanese Studies provides many opportunities, every week, to participate in English Conversation Hours. An English Conversation Hour is an opportunity for students to communicate with other students, as well as an individual faculty member, in a comfortable and relaxed environment. We encourage students to take advantage of English Conversation Hours in order to practice their communication skills in English. Students may join the English Conversation Hour of any faculty member, regardless of whether they take the faculty member's class or not. It is not necessary to contact a faculty member before a visit to an English Conversation Hour.

### **2. Study Abroad Program**

Attentive support is provided by SGJS for each student's study abroad journey. SGJS offers the Study Abroad and Internship Program for students who meet a certain language level. You can also join the programs targeted for all Meiji University students, including overseas study at partner institutions and approved schools, and the short-term overseas foreign language training programs sponsored by the University's International Student Center. Please inquire at the Center for information about overseas study at partner institutions and approved schools, as well as short-term overseas foreign language training programs.

#### **Study Abroad / Academic Internship Program**

The Study Abroad Program and Academic Internship Program are opportunities for students to spend one or two semesters of their second or later year studying at a university overseas. Various programs are organized every year, including programs where students participate as an intern at an amusement park. Students will remain enrolled in SGJS during these programs and do not need to take a leave of absence.

Credits earned during these study abroad programs are approved for credits in the SGJS program under certain conditions. This lets students graduate in four years even if they study abroad for one or two semesters.

In addition to bearing all costs for these programs, students must pay the tuition and fees for both Meiji University and the host institution. Financial support is available to qualifying applicants to reduce the financial burden on students.

\* International students cannot apply to universities or programs in the country they are from, with the exception of some programs. Please inquire with the SGJS Office before you apply.

\* The Internship program is currently unavailable. Please see Oh-Meiji notifications for the latest information.

#### <Schedule (tentative)>

Late-September 2023	Application starts
Early-November 2023	Application deadline
Mid-November 2023 to late-November 2023	Selection within SGJS (based on TOEFL iBT <sup>®</sup> score, English interview, etc.)
Mid-December 2023	Announcement of screening within SGJS
Mid-February 2024	Recommendation to host school (except for internship program institution)
Mid-February 2024 to early-March 2024	Interview for internship program institution
March 2024 to April 2024	Acceptance by the host school
April 2024	Application for financial assistance
June 2024	Preparation of required documents
July 2024	Financial assistance paid to qualified students
August 2024 to October 2024	Program starts
Late December 2024 to late-June 2025	Program ends
October 2025	Program report

#### **Volunteer Abroad Program**

If you join and complete a volunteer abroad program hosted by SGJS or other institutions, you may be awarded two credits for Volunteer Abroad Program. To earn credits, the program must be approved by SGJS. You must also follow the necessary procedures.

### **3. Curriculum Guidance**

SGJS may provide an individual meeting based on the number of earned credits. If your progress in earning credits is notably poor and there is no prospect of improvement, the School may order your expulsion.

## V. Enrollment Status

### 1. Student ID Card

#### (1) Student ID card use

Your student ID card identifies you, the bearer, as a student of Meiji University. It is only valid during your enrollment. Keep it with you at all times, and present it on the following occasions:

- (a) When requested by Meiji University faculty or staff.
- (b) When issuing certificates or requesting student discount certificates from the University.
- (c) When taking an examination.
  - \*If you do not have your student ID card when taking an examination, issue a temporary student ID card at the automatic certificate issuing machine or the School Office. The issue fee is 100 yen.
- (d) When purchasing a student commuter pass or student discount train ticket. When requested by a railway employee while using these items.
- (e) When using student health insurance.
  - \*The student health insurance number is your student ID.
- (f) When seeking a referral for an apartment or part-time job.
- (g) When using the library

#### (2) Important notes about your student ID card

- (a) You cannot give or lend your student ID card to another person.
- (b) If you lose or damage your student ID card, contact the School Office to get it reissued as soon as possible. The reissue fee for a new student ID card is 2,000 yen.
  - \*The School Office will generally issue the new card on the day after the application.
- (c) If you are no longer enrolled in the University because of expulsion, removal, or any other reason, you must immediately return the student ID card to the School Office.
- (d) Your student ID card must have a student commuter certificate on its back that shows the expiry date. Otherwise, it is not valid.
- (f) Your student ID card is embedded with a microchip and magnetic field. Please handle it with care.

#### Examples of things you should not do:

- (a) Do not sit down with the student ID card in your back pocket.
- (b) Do not put the card directly in your bag with other belongings.
- (c) Do not put too much pressure on the card when swiping it.
- (d) Do not slam the card on the automatic gate or other card readers.
- (e) Do not place the card near strong magnetic fields.
  - ⇒Strong magnetic fields such as metallic closures on bags, laptop PCs, smartphones, and TVs may damage the data on your student ID card.

#### (3) Information on the student ID card

- (a) Front
  - The School, department, student ID number, name, birth date, and enrollment date are printed on the front.
- (b) Back
  - The student commuter certificate (sticker) is attached to the back of the student ID card. The validity period, School, school year/class/class number, student ID number, name, address, campus, and commuting route are printed on the certificate.



Front



Back

#### (4) Student commuter certificate

We will issue a new student commuter certificate at the beginning of each academic year, during guidance, etc. The student commuter certificate is valid until the end of March of each academic year.

If there is a change in your address or commuting route or no more space for new entries, please ask for a new student commuter certificate at the School Office.

#### Important notes about the student commuter train pass

- What is a student commuter train pass?

A student commuter train pass is a discounted train pass for students. You can only purchase a student commuter train pass from the station nearest your residence to the one nearest the campus where you study. You cannot buy a student commuter pass for extracurricular activities.

\* If you need to purchase a student commuter pass to take registered courses on another campus, contact the School Office after the course registration.

- Purchasing a student commuter train pass

The sticker label on the back of your student ID card, the student commuter certificate, serves as the ID certificate when purchasing a student commuter train pass. The student commuter certificate must have an approval stamp issued by the University. Ensure the sticker label is on your Student ID when you purchase your train pass at the station.

\* If you need to purchase a student commuter pass for buses, please contact the School Office.

- If there is a change in your address or commuting route

If your address or commuting route changes from what is written on the student commuter certificate, promptly notify the School Office. If your address has changed, also submit a change-of-address form.

- If a dishonest act is found

Never use the student commuter pass for dishonest acts. Using another person's commuting pass or requesting a false commuting route when purchasing a student commuter pass are criminal actions and will be penalized.

Note that if a dishonest act is found, not only will you personally be fined, but the entire University may lose the right to have student commuter passes issued. You will also receive a strict penalty from the University.

Please follow the correct procedures when purchasing a student commuter pass and use it appropriately.

### **(5) Temporary Student ID**

You must have your student ID to take an examination. If you forget your student ID card on the examination day, please obtain a temporary student ID at the automatic certificate issuing machine or the School Office. The issue fee is 100 yen.

- \* A temporary student ID is only valid on the day it is issued.
- \* A temporary student ID card is only valid on campus.
- \* The University will not consider the time used for issuing a temporary ID for examination time.
- \* Beware of privacy issues when disposing of your temporary student ID.
- \* If you have lost your student ID card, promptly notify the School Office and have it reissued. The reissue fee is 2000 yen.

## **2. Password for Personal Authentication**

The Common Authentication System Account Password (*kyotsu ninsho* account) is used for personal authentication throughout your enrollment. The account name is your 10-digit student ID number. You need this password to use the Oh-o! Meiji system, automated certificate issuing machines, online library services, and when using PCs on Nakano, Surugadai, and Izumi campuses.

### **(1) Initial password**

The initial password is the password you chose at the time of enrollment. Please change this password when you start using the system.

### **(2) Changing your password**

Follow the procedures below to change your password. If you cannot remember your initial password, please visit the School Office.

#### **How to change your password**

Follow the steps below.

- (a) Open the personal authentication screen for using Oh-o! Meiji.
- (b) Follow the instructions on the screen for changing the password.
- (c) Confirm the password change.

The password must be in English letters and numbers, from 8 to 16 characters.

The password must include at least one lowercase letter [a-z], at least one uppercase letter [A-Z], and at least one number [0-9].

Examples: mu0623GOGO, 040401Lt

Note:

If the initial password does not work, please get in touch with the School Office .

### 3. Student ID Number

The student ID number is the 10-digit number printed on your student ID card. Please remember this number accurately. You will need it for various purposes during your enrollment.

1	9	1	0	2	3	X	X	X	X
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School/department/ major      Academic year enrolled      Student registration number

### 4. Registered Name

The name you registered at Meiji University should match the name on the residence card or residence certificate you submitted when you enrolled. This may be your actual name or a registered alias for international students . For kanji names, JIS kanji (up to Level II) can be used. If your name includes other kanji, it will be converted to the equivalent JIS kanji (up to Level II).

If you are an international student and it is not possible to write your name in JIS kanji or alternative characters, you have the following choices:

- (a) Use both JIS (Level I or Level II) kanji and katakana
- (b) Use only katakana
- (c) Use only the English alphabet

Meiji University will provide documents under the name you register. Please consult with the School Office if you need to change the registered name.



## 5. Change in Enrollment Status

	Description	Required documents	Remarks
Leave of absence	If you wish to take a leave of absence due to illness or other extenuating circumstances, consult in advance with the School Office and apply by the deadline. A leave of absence is granted for the relevant semester. If you complete the required procedures by the deadline and are approved, you can extend the period until the following semester. Application deadline: Spring semester: May 31 Fall semester: November 20	Application form for leave of absence (official form) *If the reason for your leave is an illness, a medical certificate from the doctor is required. *If the reason for your leave of absence is to study abroad, an additional form is required.	The period of absence is up to two years. However, if there is a valid reason, the University may approve up to two more years if you complete the required procedures. The period of absence cannot exceed four years in total. Students must pay the enrollment fee when taking a leave of absence. *You may need the approval of the professor in charge. Please check in advance with the School Office.
Return to school from leave of absence	If you take a leave of absence, you can apply to return to school when the period of absence expires. Returning to school is only accepted at the beginning of each semester. Make sure to check with the School Office and apply by the deadline.	Application form for returning (official form) *If the reason for your leave of absence is an illness, you must submit a medical certificate from your doctor. The certificate must show that you can return to school.	
Withdrawal from the School	Withdrawal from the University of your own free will as per Article 30 of the University regulations: If you wish to leave school for illness or other extenuating circumstances, consult the School Office in advance and apply for withdrawal.	Application for withdrawal (official form) *The form must be signed by your guarantor and indicate the reason for your withdrawal. *Return your student ID card.	Before applying, you must complete payment for your tuition and fees up to the semester you submit the request. *You may need the approval of the professor in charge. Please consult with the School Office.
	Expulsion as per Article 67 of the University regulations: If any of the following applies to students, they are subject to expulsion based on the University regulations.	*Return your student ID card.	

	<p>(1) Misbehavior without signs of improvement.</p> <p>(2) Breaching school discipline or behavior that interferes with student duties</p> <p>(3) Neglecting studies without good reason</p>		
Retention	<p>Suppose you could not earn the required credits to advance to the next year or enough graduation credits to graduate. In that case, you must submit the application for retention or notification of retention if you wish to remain enrolled. For details, including the deadline, please consult with the School Office.</p>	Application for Retention	
Removal from the School Register	<p>(a) If you do not pay tuition and fees, you will be expelled from the University (Article 62 of the University regulations).</p> <p>(b) If you do not apply for retention or for returning to school by the specified date, you will be expelled from the University.</p> <p>(c) If you have not paid tuition fees and do not wish to continue school, you can apply for removal from the school register.</p> <p>Application deadline for removal from register:  Spring semester: May 31  Fall semester: November 30</p>	<p>Agreement for Removal from the School Register</p> <p>*Return your student ID card.</p>	
Re-enrollment	<p>If you wish to re-enroll after withdrawing or being expelled, you can only apply at the beginning of the semester. The Faculty Meeting will consider your request, and there will be a screening test.</p>	Application for Re-enrollment (official form)	<p>To qualify, you must apply for re-enrollment within four years of withdrawal or expulsion.</p>

## VI. Program Requirements

### 1. Academic Year and Semesters

The academic year has two semesters, which are each 14 weeks long. The spring semester starts in April, and the fall semester starts in September. See the academic calendar in the SGJS Course Registration Handbook for details.

### 2. Credit System

You can earn credits by taking courses for the required time and passing the examination. You will be approved for graduation when the total credits meet specific requirements .

You will generally earn one credit for 45 hours of learning activity. As you can see in the following chart, the calculation depends on the course type. The number of credits in each course is based on the total class hours and self-study hours.

Study time for one credit

Course type	Class hours	Self-study hours	Total
Lecture or seminar	15 hours	30 hours	45 hours
Laboratory, skills training, foreign language study, sports	30 hours	15 hours	

\* A 45-minute class is converted to 1 class hour.

For lecture courses given one credit, 675 minutes of instruction is converted to 15 hours.

For lecture courses given two credits, 1350 minutes of instruction is converted to 30 class hours.

\* The class time required for a two-credit course is 1350 minutes. However, from the academic year 2017, the actual class time is 1400 minutes (100 minutes for 14 classes). How to use the remaining time (50 minutes) is up to the instructor.

### 3. Curriculum Guidance

At university, you need to plan and manage to earn the credits required for graduation. SGJS provides guidance for students who are making poor progress. In some cases, we may give an expulsion warning to the student.

\*If a student is expelled due to poor academic progress, they may be able to re-enroll under certain conditions. See V-5 Change in Enrollment Status for details.

### 4. Courses

#### (1) Courses

Courses can be divided into three general groups:

<p><b>Required courses:</b> You must earn the course credits in this group to graduate.</p> <p><b>Required elective courses:</b> You must earn credits for certain course categories</p> <p><b>Elective courses:</b> Elective courses are courses other than the above. You can choose from any course category, including courses from other faculties.</p>
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In addition to the courses provided in SGJS, Meiji University has elective courses in other faculties open to all students. Please be aware that some of these courses do not count toward graduation requirements, even if you take and complete the course. Furthermore, you can register up to 60 credits for courses from other faculties but can only apply up to 20 credits as elective courses toward graduation requirements.

\*You cannot register for some courses from other faculties. Please inquire at the School Office.

(a) Inter-Faculty Foreign Language Electives

Description	These language courses supplement the foreign language curriculum in each faculty. They include conversation courses instructed by native speakers. In addition to conversational courses, some subjects available include Arabic, Ancient Greek, and Latin. Intensive courses are also available during the summer and spring break.
Contact	Surugadai Campus: Academic Affairs Office Izumi Campus: Izumi Academic Affairs Office Ikuta Campus: Ikuta Campus Office Nakano Campus: Nakano Campus Office *Please inquire at the campus the course is held
Reference	Inter-faculty Foreign Language Course Syllabus

(b) Integrated Lectures

Description	In these courses, a different specialist in the field from in and out of Meiji University gives a lecture each week. The courses also have several themes that reflect current affairs and student needs. The courses aim to stimulate your curiosity and motivation to study. They also aim to help you reaffirm your study goals.
Contact Information	Surugadai Campus: Academic Affairs Office Izumi Campus: Izumi Academic Affairs Office Ikuta Campus: Ikuta Campus Office Nakano Campus: Nakano Campus Office *Please inquire at the campus the course is held
Reference	Integrated Lecture Syllabus

(c) Information Studies

Description	These courses consist of both basic and applied information studies. The curriculum focuses on developing the ability to find and solve a problem and explain the result. It also aims to strengthen your ability to use information systems. These courses are not open to students in the School of Science and Technology and the School of Interdisciplinary Mathematical Sciences.
Contact Information	Surugadai Campus: Media Support Office Izumi Campus: Izumi Media Support Office Ikuta Campus: Ikuta Media Support Office Nakano Campus: Nakano Campus Office *Please inquire at the campus the course is held.
Reference	Information Studies Syllabus

(d) Program for Global Citizenship

Description	This program aims to develop individuals who can actively participate in the global community. The courses are open to students of all faculties. Courses held abroad include practical learning programs hosted by partner universities, internships, and volunteer programs. In addition, lecture courses provide content and help students prepare for studying abroad.
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Contact Information	Surugadai Campus: International Student Office Izumi Campus: International Student Office Ikuta Campus: International Student Office Nakano Campus: Nakano Research & Educational Support Office (International Collaboration section) *Please inquire at the campus the course is held
Reference	Program for Global Citizenship Syllabus

## (2) Registration

To register for a course is to show your intention to take the course. You must carefully plan your registration based on the graduation requirements. Please complete registration during the registration period. See *II Program Requirements* and the SGJS syllabus for details on how to register for courses. Generally, you cannot change courses once you have registered for them.

## (3) Graduation requirements and the maximum number of credits per year

Students must complete all requirements and earn 124 total credits to graduate. Please refer to the following chart for the maximum number of credits each year.

Maximum number of credits that students can take					Required credits
First year	Second year	Third year	Fourth year	Total	
Spring: 20 Fall: 20	Spring: 24 Fall: 24	Spring: 24 Fall: 24	Spring: 24 Fall: 24	<u>184</u>	<u>124</u>

## (4) Semester system

Most courses at Meiji University are held for one semester. The class, examination, and evaluation are conducted each semester. However, some courses are offered in series, and there may be prerequisite courses for taking a specific course.

## (5) Class cancelation

Classes are held according to the academic calendar, but in some cases, they may be canceled. Check Oh-o! Meiji regularly for class cancelation notices.

If a class does not start within 30 minutes of the scheduled time, please notify the School Office.

## (6) Make-up classes

When classes are canceled, make-up classes may be held. Additional classes may also be scheduled as necessary to supplement the study progress. Check Oh-o! Meiji to see if your registered courses will have a make-up class. As a general rule, make-up classes are held on the days indicated on the academic calendar (see the SGJS Syllabus).

## 5. Certification Courses

Meiji University offers five programs to acquire qualifications: Course for Secondary School Teachers, Course for Adult and Community Education Workers, Course for Prospective Museum Workers, Course for Certified Librarians, and Course for Teacher Librarians. **Please note that all courses are conducted in Japanese. In addition, the qualifications you earn are only valid in Japan.**

If you wish to study in any of these programs, please check the guidance videos for each program at the beginning of the academic year. Only students who watch the guidance video and complete payment for the course fee can take this course.

Details on how to register are explained in the guidance video and *Certification Course Guide* and *Certification Course Syllabus*. Please read through the instructions carefully and register for the program.

If you are a transferred student, be sure to notify the Certification Course Office in advance, as you may not be able to transfer some course credits to obtain the certification. This may apply even if the transferred course is approved for inclusion in graduation requirements.

## 6. Final Examinations

To earn credits for a course you take, you need to earn credits by taking the examination. Final examinations (spring and fall semester exams) are held on a specific schedule on the academic calendar. Depending on the course, examinations may be held during regular class time. The evaluation may also be made on report, assignments, or daily performance instead of an examination. Students with poor attendance may not be eligible to take final examinations.

See *III-2 Examinations and Written Assignments* for more information about final examinations.

## VII. Services Provided by Administrative Offices

### 1. School Office

The School Office communicates most messages from the University to the students. The School Office also handles the following matters. You can find more information about these matters in this Catalog, but please do not hesitate to inquire at the School Office if you need further information.

- (1) About courses
- (2) About enrollment status
- (3) About advancement to the next year, graduation, and proceeding to graduate education
- (4) Examination-related matters
- (5) Managing grades (transcript etc.)
- (6) Notifications to students, contacting students

The operating hours are subject to change. Please also check the University website and Oh-o! Meiji for the latest information.

☆School Offices (School Academic Affairs Offices)

#### ●Izumi Campus

Faculty (school)	Location		Hours
School of Law	Building No. 1, 1F	Counter No. 6	Weekdays 9 am to 5 pm* (closed 11:30 am to 12:30 pm) Saturdays 9 am to 12:30 pm
School of Commerce		Counter No. 5	
School of Political Science and Economics		Counter No. 7	
School of Arts and Letters		Counter No. 8	
School of Business Administration		Counter No. 4	
School of Information and Communication		Counter No. 10	

\*From April 1 to April 30 and September 20 to September 30, the Izumi Campus Office will be open from 9 am to 5:30 pm.

#### ●Surugadai Campus

Faculty (school)	Location	Hours
School of Law	Liberty Tower, 4F	Weekdays 9 am to 5:30 pm (closed 11:30 am to 12:30 pm)
School of Commerce		
School of Political Science and Economics		
School of Arts and Letters		
School of Business Administration	Liberty Tower, 5F	Saturdays 9 am to 12:30 pm
School of Information and Communication		

#### ●Ikuta Campus

Faculty (school)	Location	Hours
School of Science and Technology	Main Building, 1F	Weekdays 8:30 am to 4:30 pm
School of Agriculture		Saturdays 8:30 am to 12 pm

## ● Nakano Campus

Faculty (school)	Location		Hours
School of Global Japanese Studies	Low-rise Wing 3F	Counter No. 3	Weekdays 9 am to 5:30 pm (closed 11:30 am to 12:30 pm) Saturdays 9 am to 12:30 pm
School of Interdisciplinary Mathematical Sciences		Counter No. 2	

## 2. Bulletin Boards

All important information and announcements to students are sent by Oh-o! Meiji or posted on bulletin boards. Please check them regularly.

Campus	Location
Izumi Campus	Building No. 1, on the wall to the right of the front entrance
Surugadai Campus	Liberty Tower 3F to 5F on the wall next to the elevator
Ikuta Campus	Main Building, 1F
Nakano Campus	High-rise Wing 1F, Information board

## 3. Other Offices

Aside from the School Offices of each faculty, the following departments and organizations handle administrative procedures in the University.

The locations, hours, and services indicated are subject to change. Please check Oh-o! Meiji and the website before visiting.

Department	Location	Main Services	Hours
<b>Surugadai Campus</b>			
Academic Affairs Office	Liberty Tower, 5F	Academic Affairs, in general - Classroom arrangements for sub-seminars - Inter-faculty foreign language courses - Integrated lectures	Weekdays 9 am to 5:30 pm (closed 11:30 am to 12:30 pm) Saturdays 9 am to 12:30 pm
Office for Students with Disabilities	Liberty Tower, 5F	-Study support for disabled students	Weekdays 9 am to 5 pm
Student Support Office	Liberty Tower, 3F	- Scholarships - Classroom arrangements for officially-sanctioned clubs - Extracurricular activities - M-Navi program - Recreational facilities - Student Health Insurance - Student Insurance - Lost & found - Short-term loans - Housing and part-time jobs	Weekdays 9:30 am to 5 pm  Saturdays 9:30 am to 12:00 pm
Surugadai Volunteer Center	Liberty Tower, 3F	Volunteer activities	Weekdays 9:30 am to 5 pm
Rainbow Support Center	Liberty Tower 3F	Consultation about sexual diversity	Mondays and Thursdays 10 am to 5 pm



Student Counseling Office	University Hall, 2F	Consultation on student life	Weekdays 10 am to 5 pm
Campus Harassment Counseling Center	University Hall, 3F	Consultation about harassment	Weekdays 9 am to 4 pm, Saturdays (usually biweekly) 9 am to 11:30 am *Reservation required
Certification Course Office	Liberty Tower, 19F	- Program for Secondary School Teachers - Program for Prospective Museum Workers - Program for Adult and Community Education Workers - Program for Certified Librarians - Program for Teacher Librarians	Weekdays 9 am to 5:30 pm (closed 11:30 am to 12:30 pm) Saturdays 9 am to 12:30 pm
Employment and Career Development Support Office	University Hall, 2F	- Support for job placement - Career support and guidance	Weekdays 9:30 am to 6 pm Saturdays 9 am to 12:30 pm
International Student Office	Global Front, 2F	- Study abroad programs, etc. - Financial assistance, housing, visa, and Japanese Language Program for international students, etc.	Weekdays 9 am to 5 pm (closed 11:30 am to 12:30 pm) Saturdays 9 am to 12:30 pm
Sports Promotion Office	Liberty Tower, 3F	Athletic club matters	Weekdays 9:30 am to 5 pm Saturdays 9:30 am to 12:00 pm
Media Support Office	Building No.12, 7F	- Information Studies courses - Use of media rooms - Information studies workshops - Use of e-mail service	Weekdays 9 am to 7:30 pm Saturdays 9 am to 12:30 pm
Surugadai Media Library	Building No. 12, 7F	- Media library - Support for group study - PC use	Weekdays 9 am to 7:30 pm Saturdays 9 am to 12:30 pm
Surugadai Support Desk	Building No. 12, 7F Media Support Office	- PC use - Oh-o! Meiji system - Automatic certificate issuing machine, etc.	Weekdays 8:30 am to 7:30 pm Saturdays 8:30 am to 2 pm

Health Clinic	University Hall, 2F	Medical Care	Internal medicine: Mon., Wed., Thu. Surgery: Tue., Fri. Reception time: 9:30 am to 12 pm 1:30 pm to 4:30 pm Sat.(Health counseling only) 9 am to 12:30 pm
Finance Office (tuition and fees)	University Hall, 4F	Tuition and fee matters	Weekdays 9 am to 5 pm (closed 11:30 am to 12:30 pm) Saturdays 9 am to 12:30 pm
Central Library	Central Library (Liberty Tower 1F, B1F to B3F)	- Library use	Weekdays 8:30 am to 10 pm Saturdays 8:30 am to 7 pm Sundays and holidays 10 am to 5 pm
Liberty Academy	Academy Common, 11F	- TOEIC® IP Test - Certification, practical studies, language classes - Business programs - Culture classes	Weekdays 10:30 am to 7 pm Saturdays 10:30 am to 3:30 pm
National Examination Testee Support Center (Surugadai Campus)			
(a) Institute for Research and Education in Law	Sarugakucho Building No. 1, 1F	Guidance for training in the legal profession	Weekdays 9:30 am to 6:30 pm Saturdays 9:30 am to 1 pm
(b) Institute for Research and Education in Accounting	Sarugakucho Building No. 1, 1F	Certified Public Accountants Examination guidance	Weekdays 9:30 am to 5 pm Saturdays 9:30 am to 1 pm
(c) Institute for Research and Education in Governmental Administration	Sarugakucho Building No. 1, 1F	Guidance for taking national public service examination, etc.	Weekdays 9:30 am to 6 pm Saturdays 9:30 am to 1 pm

Department	Location	Main Services	Hours
<b>Izumi Campus</b>			
Izumi Academic Affairs Office	Building No.1, 1F, Counter No.9	Academic Affairs, in general - Inter-faculty foreign language courses - Integrated lectures	Weekdays 9 am to 5 pm Saturday 9 am to 12:30 pm

Izumi Student Support Office	Building No.1, 1F, Counter No.11	- Student Association (extracurricular activities) - Classroom reservations	Weekdays 9 am to 5 pm (closed 11:30 am to 12:30 pm) Saturdays 9 am to 12 pm
	Building No.1 1F, Counter No. 12	- Recreational facilities - Student Health Insurance - Student Insurance - Lost & found - Short-term loans - Housing and part-time jobs	
	Building No.1 1F, Counter No. 13	Scholarships	
Izumi Volunteer Center	Building No.1, B1F	Volunteer activities	Weekdays 9:30 am to 5:30 pm (closed 11:30 am to 12:30 pm)
Student Counseling Office	Building No.1, 2F	Consulting on student life	Weekdays 10 am to 5 pm
Certification Course Office (Izumi Branch Office)	Building No.1, 1F	- Program for Secondary School Teachers - Program for Prospective Museum Workers - Program for Adult and Community Education Workers - Program for Certified Librarians - Program for Teacher Librarians	Weekdays 9 am to 5 pm (closed 11:30 am to 12:30 pm)
Employment and Career Development Support Office	Building No. 1, 1F	- Support for job placement - Career support and guidance	Weekdays 12:30 pm to 4:30 pm
International Student Office	Building No. 1, 1F Counter No. 1	- Financial assistance, housing, visa, and Japanese Language Program for international students, etc.	Weekdays 9 am to 5 pm (closed 11:30 am to 12:30 pm)
Study Abroad Counseling Office	Building No. 1, 1F	- Study abroad programs, etc.	Weekdays 9 am to 5 pm (closed 11:30 am to 12:30 pm)
National Examination Testee Support Center (Izumi Campus)			
(a) Institute for Research and Education in Law	Liaison Building, 2F	Law School entrance exam guidance	Weekdays 9:30 am to 5:30 pm *Closed Saturdays
(b) Institute for Research and Education in Accounting	Liaison Building, 2F	Bookkeeping and accounting certification test guidance	Weekdays 9 am to 5 pm *Closed Saturdays

(c) Institute for Research and Education in Governmental Administration	Liaison Building, 2F	Guidance for taking national public service examination, etc.	Weekdays 10 am to 6 pm *Closed Saturdays
Izumi Media Support Office	Izumi Media Building 1F, Media service counter	- Information Studies courses - University-provided email and Internet use procedures - Oh-o! Meiji system	Weekdays 8:30 am to 5:30 pm Saturdays 8:30 am to 12 pm
Izumi Support Desk	Izumi Media Building, 1F	-Support for PC use -Troubleshooting for automatic certificate issuing machine, etc. -Support for MIND network use	Weekdays 8:30 am to 7:30 pm Saturdays 8:30 am to 2 pm
Izumi Media Library	Izumi Media Building, 1F	Use of media-based learning and reference materials	Weekdays 8:50 am to 5:20 pm Saturdays 8:50 am to 12 pm
Izumi Health Clinic	Building No. 1, 2F	-Medical Care	Weekdays 9:30 am to 12 pm 1:30 pm to 4:30 pm Thursday mornings 9 am to 11:30 am Sat.(Health counseling only) 9 am to 12 pm
Izumi Library	Izumi Library	- Library use	Weekdays 8:30 am to 10 pm Saturdays 8:30 am to 7 pm Sundays and holidays 10 am to 5 pm

Department	Location	Main Services	Hours
<b>Ikuta Campus</b>			
Ikuta Campus Office	Main Building, 1F	- Classroom arrangement for sub-seminars - Inter-faculty foreign language courses - Integrated lectures	Weekdays 8:30 am to 4:30 pm Saturdays 8:30 am to 12 pm
Ikuta Student Support Office	Main Building, 1F	- Scholarships -Student Association (extracurricular activities) - Recreational facilities - Student Health Insurance - Student Insurance - Lost & found - Short-term loans - Housing and part-time jobs	Weekdays 8:30 am to 4:30 pm (closed 11:30 am to 12:30 pm) Saturdays 8:30 am to 12 pm

Ikuta Volunteer Center	Student Building, 2F	Volunteer activities	Weekdays 9 am to 5 pm Saturdays (Irregular schedule) 8:30 am to 12 pm
Student Counseling Office	Main Building, 2F	Consulting on student life	Weekdays 10 am to 5 pm
Certification Course Office (Ikuta Branch Office)	Main Building, 1F	<ul style="list-style-type: none"> <li>- Program for Secondary School Teachers</li> <li>- Program for Prospective Museum Workers</li> <li>- Program for Adult and Community Education Workers</li> <li>- Program for Certified Librarians</li> <li>- Program for Teacher Librarians</li> </ul>	Weekdays 9 am to 5 pm (closed 11:30 am to 12:30 pm)
Ikuta Employment and Career Development Support Office	Main Building, 1F	<ul style="list-style-type: none"> <li>- Support for job placement</li> <li>- Career support and guidance</li> </ul>	Weekdays 9:30 am to 5:30 pm (closed 11:30 to 12:30) Saturdays 9 am to 12:30 pm
Ikuta Media Support Office	Main Building, 5F	<ul style="list-style-type: none"> <li>- Information Studies courses</li> <li>- Use of information science practice rooms</li> <li>- Information studies workshops</li> <li>- Use of email service</li> <li>- Media coursework support</li> <li>- Media library management and operation</li> </ul>	Weekdays 8:30 am to 5:30 pm Saturdays 8:30 am to 12 pm
Ikuta Support desk	Main Building, 5F	<ul style="list-style-type: none"> <li>- Support for PC use</li> <li>- Oh-o! Meiji system</li> <li>- Troubleshooting for automatic certificate issuing machine, etc.</li> <li>- Support for MIND network use</li> </ul>	Weekdays 8:30 am to 7:30 pm Saturdays 8:30 am to 2 pm
International Student Office	Main Building, 1F	<ul style="list-style-type: none"> <li>- Study abroad programs, etc.</li> <li>- Financial assistance, housing, visa for international students, etc.</li> </ul>	Weekdays 9 am to 5 pm (closed 11:30 am to 12:30 pm)
National Examination Testee Support Center (Ikuta Campus)	Main Building, 1F	Courses on national public service examination for technical professions	Weekdays 10 am to 6 pm
Ikuta Health Clinic	Main Building, 2F	- Medical care	Weekdays 9:30 am to 12 pm 1:30 pm to 4:30 pm Sat.(Health counseling only) 8:30 am to 12 pm

Ikuta Library	Ikuta Library	- Library use	Weekdays 8:30 am to 10 pm Saturdays 8:30 am to 7 pm Sundays and holidays 10 am to 5 pm
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Department	Location	Main Services	Hours
<b>Nakano Campus</b>			
Nakano Campus Office	Low-rise Wing 3F	<Academic Affairs section> - Issuing certificates - Campus facilities - Inter-faculty foreign language courses - Integrated lectures - Certification courses - Room arrangements	Weekdays 9 am to 5:30 pm (closed 11:30 am to 12:30 pm) Saturdays 9:00 am to 12:30 pm
		<Information Media section> - Information system, facilities - Information Studies courses	
	High-rise Wing 6F	< Certification Course Office (Nakano Branch Office) - Program for Secondary School Teachers - Program for Prospective Museum Workers - Program for Adult and Community Education Workers - Program for Certified Librarians - Program for Teacher Librarians	Weekdays 9 am to 5 pm (closed 11:30 am to 12:30 pm) Saturdays Closed
	Low-rise Wing 4F	<Support Desk> - Support for PC use - Oh-o! Meiji system - Support for MIND network use - Problems with information facilities, etc.	Weekdays 8:30 am to 7:30 pm Saturday 8:30 am to 2 pm
Nakano Research & Educational Support Office	Low-rise Wing 3F	<Student Affairs Section> - Scholarships - Student Association (extracurricular activities) - Recreational facilities - Student Health Insurance - Student Insurance - Short-term loans	Weekdays 9 am to 5:30 pm (closed 11:30 am to 12:30 pm) Saturdays 9 am to 12:30 pm
		<Nakano Volunteer Center> - Volunteer activities	

		<International Collaboration section> - Study abroad programs, etc. - Financial assistance, housing, visa for international students, etc. - International exchange events	
Student Counseling Office	Low-rise Wing 4F	- Consultation on student life	Weekdays 10 am to 5 pm
Nakano Employment and Career Development Support Office	High-rise Wing 6F	- Support for job placement - Career support and guidance	Weekdays 9:30 am to 6 pm (closed 11:30 am to 12:30 pm) Saturdays 9 am to 12:30 pm (Reservation required)
Nakano Health Clinic	Low-rise Wing 3F	- Medical care	Weekdays except for Wednesdays 9:30 am to 12 pm 1:30 pm to 4:30 pm Wednesdays (No medical care; consultation only) 9 am to 12:30 pm 1:30 pm to 5 pm Sat.(Health counseling only) 9 am to 12:30 pm
Nakano Library	Low-rise Wing 2F	- Library use	Weekdays 8:30 am to 10 pm Saturday 8:30 am to 7 pm Sundays and holidays 10 am to 5 pm

#### 4. Contact Information

Inquiry	Inquiries				Remarks (forms, items to indicate, etc.)
	Izumi	Suru-gadai	Ikuta	Nakano	
<b>Notifications and applications</b>					
<b>- Notifications relating to enrollment status</b>					
Leave of absence	School Office				Application for leave of absence (with doctor's statement if for illness)
Withdrawal from the School					Application for withdrawal
Return to the School from a leave of absence					Application form for returning (with doctor's statement if for illness)
<b>- Notifications</b>					
Change of address or contact information	School Office				Change-of-address form

Guarantor change				Change-of-address form
Name change				Change-of-address form; attach extract of family register
Apply to take a make-up examination				Application for Special Examination; attach proof of reason
Apply for tuition and fees payment extension				Request for fee extension
Change mailing address for receiving payment slip				Notification of change of mailing address for receiving payment slip
<b>- Certificates, student discounts, health certificate</b>				
Obtain a certificate	Automatic certificate issuing machine or at School Office/Nakano Campus Office			*For inquiries about the automatic certificate issuing machines, ask the Support Desk on each campus.
Obtain student discount	Automatic certificate issuing machine			
Obtain a student commuter certificate to another campus	School Office			*Only possible if taking courses on another campus
Obtain health certificate	Automatic certificate issuing machine or campus clinic (Student Support Office/Nakano Research and Educational Support Office)			*Available only for final-year (senior) students. For other students, please inquire the campus clinic.
<b>Student ID card</b>				
Lost or damaged	School Office		Nakano Campus Office	Reissue student ID
Magnetically stored data was erased				
No more space on the commuter certificate				
<b>Classroom reservation</b>				
Classroom reservation (for official clubs)	Student Support Office			Application for School facility use
Classroom reservation (for sub-seminars)	School Office	Academic Affairs Office	School Office or Ikuta Campus Office	
<b>Consulting and counseling</b>				
<b>-About academic matters</b>				
Academic matters, in general	School Office			Catalog, School Syllabus



Study Support for Students with disabilities	Academic Affairs Office (Surugadai campus) Study Support Team for Students with Disabilities				
Information Studies courses	School Office or Izumi Media Support Office	School Office or Media Support Office	School Office or Ikuta Support Office	School Office or Nakano Campus Office	School Syllabus, Information Studies Course Syllabus
Certification Course Office	Certification Course Office			Certification Course Office (Nakano Branch Office)	School Syllabus, Certification Courses Guide, Certification Courses Syllabus
Inter-faculty foreign language electives	School Office or Izumi Academic Affairs Office	School Office or Academic Affairs Office	School Office or Ikuta Campus Office	Nakano Campus Office	School Syllabus, Inter-faculty Foreign Language Course Syllabus
Integrated Lectures					School Syllabus, Integrated Lecture Syllabus
Study abroad programs	International Student Office			Nakano Research & Educational Support Office	Overseas Study Guidebook
Transfer admission	School Office				Admission Guideline for transfer students
Graduate school	School Office, Graduate School Office, or Professional Graduate School Office				Graduate School Handbook
Career support	Employment and Career Development Support Office			Nakano Employment and Career Development Support Office	
Tuition and fees	Finance Office				
Student life (housing, recreational facilities, part-time work, lost & found, club activities, etc.)	Student Support Office			Nakano Research & Educational Support Office	Campus Handbook, Club Activities Guide, Housing Manual, Student Health Insurance Guide
Scholarships					Assist
Problems or concerns about school life	Student Counseling Office (Izumi, Surugadai, Ikuta, Nakano)				Student Counseling Center Handbook
<b>Use of facilities</b>					
Library	Izumi Library	Central Library	Ikuta Library	Nakano Library	Library Handbook
Media library	Izumi Media Support Office	Media Support Office	Ikuta Media Support Office	Learning Lounge	
Recreational facilities	Student Support Office			Nakano Research & Educational Support Office	Seminar House Guidebook

Information science practice rooms or other such facilities	Izumi Media Support Office	Media Support Office	Ikuta Media Support Office	Nakano Campus Office	Leaflet “Meiji University Information Services”
Study Support Room	Izumi Study Support Room		Study Support Room for School of Science and Technology, School of Agriculture	Learning Lounge	Brochures and timetables issued by the Study Support Room

## 5. Issuing Certificates

Please refer to the chart below for information on each certificate.

Certificate type	Automated certificate issuing machine	Fee	Location	Remarks
Certificate of school enrollment	○	300 yen	[Automatic certificate issuing machine locations]  - Surugadai Campus: Liberty Tower 3F Academy Common 1F Global Front 1F  - Izumi Campus: Building No. 1 1F  - Ikuta Campus: Main Building 1F  -Nakano Campus Low-rise Wing 3F	For fourth-year students only     For fourth-year students only
Transcript	○	300 yen		
Certificate of prospective credit acquisition	○	300 yen		
Certificate of expected graduation	○	300 yen		
Certificate of school enrollment (English)	○	300 yen		
Certificate of expected graduation (English)	○	300 yen		
Transcript (English)	○	300 yen		
Prospective credit acquisition certificate for teacher’s license	○	300 yen		
Temporary Student ID	○	100 yen		
Student discount certificate	○	No charge		
Health certificate	○	300 yen	Health certificates can be obtained at health clinics on each campus	*Only final-year students can obtain this certificate from the automated certificate issuing machine
Evaluation report, character reference	×	Evaluation report: 300 yen	School Office	
Certificate of withdrawal, certificate of removal	×	500 yen	School Office	
Certificates for the teaching profession	×	*	Special certification program office (Surugadai Campus)	*Fees vary depending on the certificate. Check with the

Certificates for graduates	×	*	School Office. Nakano Campus #1 counter	appropriate office in advance.
Student commuter certificate	×	No charge	School Office. Nakano Campus #1 counter	
Reissue of student ID card	×	2,000 yen		

Students can use the automated certificate-issuing machines on any campus.

## VIII Other Programs and School Services

### 1. Study Abroad Programs

The University provides study abroad programs designed to make it easier for undergraduate students and graduate students to study overseas while enrolled. There are two types of programs, as described below: overseas study at partner institutions and overseas study at accredited institutions. In both cases, students can study abroad while remaining enrolled in this School. Another advantage of the programs is that some credits earned at the host institution may be applied to graduation requirements if they are approved for credit following a review and required procedures.

Note that if a student studies overseas independently of the University study abroad programs, the time away is treated as a leave of absence and is not counted in the duration of enrollment. Moreover, the student will not be eligible for continuing course studies, approval of credits earned, or other benefits of the programs. If you are thinking of taking a leave of absence to study abroad, it will be necessary to consult with the School Office regarding the various conditions.

#### Study abroad programs at Meiji University

##### (1) Overseas study at partner institutions

Students can study abroad as exchange students at a university having a partner relationship with Meiji University.

##### (2) Overseas study at accredited institutions

Students choose a university on their own to study abroad, are approved for admission by that university, and receive official approval from Meiji University to study there.

The International Student Office distributes the Overseas Study Manual in Japanese mainly for those wishing to study abroad while remaining enrolled, in order to help students design a suitable study abroad plan. It is available at the International Student Office of each campus and in the International Lounges. Be sure to obtain this manual if you are contemplating overseas study, and familiarize yourself with the details.

There are also Explanatory Meetings for Study Abroad Programs and Explanatory Meetings for Language Training Programs held throughout the year. Make it a point to attend these meetings. See the study abroad program websites and bulletin boards for details. In addition, you are encouraged to consult with the International Student Office in advance regarding the study abroad programs.

#### Partner institutions

See the international collaboration/study abroad program websites <https://www.meiji.ac.jp/cip/> and <https://www.meiji.ac.jp/cip/english/prospective/partner.html> for the latest information.

## 2. Campus Life

If you need information for certain situations in your student life, the Campus Handbook\*(1) may be able to help you. Booklets \*(2),(3),(4),(5) with more detailed information are also available at the Student Support Office and Nakano Research & Educational Support Office. You can also ask the administrative office handling the matter. Please note that most handouts are available only in Japanese.

### (1) Student life in general

	<b>Campus Handbook</b>
Description	Campus guide/Procedures/Human rights education/Health management/Student counseling/Scholarships/Extracurricular activities/Using recreational facilities/Part-time work/Housing/Lost & found/Short-term loans/Volunteer activities/M-Navi Program/Guide to facilities use/University organization/Materials about Meiji University/School song, etc.
Distribution	At the time of admission
Available from	Student Support Office on each campus Nakano Research & Educational Support Office

### (2) Extracurricular activities

	<b>Club Activities Guide (Circle Navi)</b>
Description	Guide to officially sanctioned clubs in the University, for new students.
Distribution	At the time of admission
Available from	Student Support Office on each campus Nakano Research & Educational Support Office

### (3) Scholarships

	<b>Assist</b> (information about scholarships for Japanese students)
Description	Schedule of scholarships/Description of main scholarships/Procedures for obtaining scholarships
Distribution	Available upon request *See the information posted on campus regarding distribution time and place.
Available from	Student Support Office on each campus Nakano Research & Educational Support Office

### (4) Student health insurance

	<b>Student Health Insurance Guide</b> (when illness or injury occurs)
Description	Student health insurance and how to use it/Health clinics in the University/Bylaws of Meiji University Student Health Insurance Association/Meiji University Student Health Insurance Association Detailed Regulations
Distribution	At the time of admission
Available from	Student Support Office on each campus Nakano Research & Educational Support Office

### (5) Student counseling

Name	<b>Student Counseling Center Handbook</b>
Description	Role of the Student Counseling Office and how to use it
Distribution	At the time of admission
Available from	Student counseling office on each campus

### **(6) Campus harassment counseling**

Name	<b>Harassment Free Campus</b>
Description	What is Campus Harassment?/If you experience campus harassment (how to apply for counseling)
Distribution	At the time of admission
Available from	Campus harassment counseling office in Surugadai Campus

### **(7) Lost & found items**

Go to the Student Support Office on each campus or Fire Command Center (at Nakano Campus) to turn in or inquire about lost & found items. The Student Support Office or Fire Command Center (at Nakano Campus) may contact the owner of a lost & found item and return it to them if their name is located.

If you pick up a lost item on the University campus, please turn it in to the nearest office. Be sure to pay attention to and hold on to your valuables.

### **(8) Commuting**

Commuting by vehicle (including bicycles, motorcycles, or scooters) to the Surugadai Campus is prohibited. Use the train, bus, or other public transportation when traveling to and from the University.

\*Commuting by bicycle to the Izumi, Ikuta, and Nakano Campuses is permitted upon application.

## **3. Career Support**

### **Obtaining employment is a new starting point in life.**

Over the long journey of life, major milestones include getting into university, finding a job, getting married, and retiring. Each of these milestones is a new start, not the goal. A new career, in particular, is an important beginning for realizing your dreams and leading a full life.

### **What kind of life do you envision for yourself?**

A career may seem far off in the future, but time passes by before you know it. When you chose the faculty to study at the time of your entrance exam, you must have thought carefully about what you would like to do in the future and what you will study at university toward that end. What are the requirements for working in the profession you are contemplating, and what will you need to study? What courses will you have to take? These are questions you should research carefully.

### **It is important to lead your student life to the fullest.**

The human resources that society will prioritize in the future are not machinelike people who only do as they are told, but discover problems themselves, think of solutions, and work to solve them on their own.

The activities you carry out in your student life will be vital to defining your qualifications at the beginning of your career. Your academic accomplishments (especially seminars) will undoubtedly be important, but participating in experiences particular to being a student, such as club activities, will allow you to live a fulfilling student life. It is necessary to develop evaluative reasoning and learn how to think for yourself through your university activities.

### **Tips for making the most out of your student life.**

Below are some pointers on making the most out of your life as a student to follow the career path you desire. Please consider them carefully.

#### **(1) Be serious in pursuing your studies.**

If you want to develop the skills that society needs, you must be diligent in your studies from standpoints like the following.

- (a) Expand your knowledge by studying a variety of subjects
  - i. Take seminar courses in your first two years to acquire group discussion, presentation, and writing skills.
  - ii. Take advantage of the course system to take specialized subjects considered necessary for attaining your distinct goals.
  - iii. Set the themes you want to take in specialized seminars, your graduation thesis, and research, and pursue them.
- (b) Improve your language skills
  - i. In addition to the foreign language courses in the curriculum, improve your conversational and communication skills by taking inter-faculty foreign language courses (electives common to all schools), spring/summer intensive classes, English intensive classes at York University in Canada, and other special classes.
  - ii. Do not hesitate to take proficiency tests such as TOEIC<sup>®</sup> and TOEFL<sup>®</sup> to assess your abilities and help set your goals objectively.

(2) Search for something in your student life into which you can put your heart and soul.

When you are job seeking, prospective employers will pay attention to the goals you pursued (a sense of purpose) in going about your student life. Through experiences like the following, try to find one thing to which you can devote your heart and soul.

(a) Club activities

You can broaden your network with students from other faculties through extracurricular activities that differ from your regular school activities. These activities will allow you to learn about points of view (sets of values) different from your own and to think about your role in an organization.

(b) Internships and other working experiences

Work experiences will help you learn about society and foster a career perspective. It can also be an opportunity to learn about responsibility and develop meaningful relationships.

(c) Volunteer activities

Volunteering your time to work for others will help you experience the significance of contributing to society. By interacting with people of various ages, you will learn to understand others and develop a critical eye as you visualize your future.

(d) Travel and interests

When you have blocks of free time during the years of your student life, take advantage of the rare opportunity to have experiences outside of the everyday routine. Use such experiences to broaden your ideas, discover aspects of yourself as seen through other cultures and people, and learn to view things objectively.

**A career is a challenge.**

The Employment and Career Development Support Division provides support services based on the concept, “A career is a challenge.” A career cannot be measured by a deviation score. You will have to carve out your dream with your abilities. We are ready to provide a wide range of support to help you attain your goals. We hope you will dream big and take on the considerable challenge of realizing your dream.

**What is the Employment and Career Development Support Division?**

Meiji University has an Employment and Career Development Support Division, which assists in career formation early in your university studies. Based on the Employment Security Act (Article 33.2), the Division also provides help in finding employment through Employment and Career Development Support Offices on each campus.

The Employment and Career Development Support Division aims to provide support services so students can select a career path that matches their hopes, abilities, and personalities.

Specific services include arrangements for internships, individual and group counseling on career path choice, providing classes to prepare for written tests and interviews in the hiring process, and offering seminars of various kinds.

(1) Counseling rooms

Uncertainties and doubts may arise during job-seeking activities or career path selection. Counseling rooms are available on reservation to consult with staff about such matters. In individual consultations, you can take part in a practice job interview, have your resume or entry sheet checked, and get advice. Feel free to ask any questions about any matters related to getting a job or choosing your career path. Do not hesitate to take advantage of this service as needed. If you are uncomfortable talking about something in a one-on-one situation or prefer to talk about job-seeking activities with your friends, we also offer consulting sessions to groups, including seminars, clubs, and classes.

\*To have an individual meeting with a counselor, please register on the M-Career website:

<https://www.meiji.ac.jp/shushoku/mcareer.html>

(2) Career Support and Job Search System “M-Career”

M-Career is a one-stop career support service including functions such as searching for job opportunities only viewable to students of this University, counseling reservations, past student employment data, and events sponsored by the Employment and Career Development Support Division.

(3) Reference room

The reference room has many materials for job hunters, such as job postings, commercially available books and magazines, and a wide range of other data for researching industries and corporations. Also, Job Search Reports are records left by graduates explaining the screening procedure (interviews, application documents, etc.) of companies and organizations they have applied for. Access to details about questions asked in actual interviews, and the contents of written tests are precious resources only available to Meiji students.

(4) Schedule of main career support events during the year

The Employment and Career Development Support Division holds various events throughout the academic year. Please see the M-Career website:

<https://www.meiji.ac.jp/shushoku/mcareer.html>



## 4. Internships

### What are internships?

An internship program allows you to experience working in a company or organization. You are encouraged to participate if you can.

Some benefits of the programs are that they can give you a high sense of professionalism and stimulate your motivation to learn in university. The experience will also be helpful when you choose your career path.

### Types of internships

Internships are divided mainly into two groups:

#### (1) Individual school internships (not provided in SGJS)

Features: Part of the School's coursework. Course registration must be made in advance.

Approval of credits: Approved

Contact for information: Each School Office (Some schools do not offer these internships.)

#### (2) Public offerings

Features: Offered independently by individual companies and organizations

Approval of credits: Please contact the School Office

Contact for information: Contact the respective company or organization.

\*For most internships held in government organizations, you may need to apply through the University and submit a written oath due to the public nature and confidentiality of the organizations. Please note that in these cases, you must apply at the University before the date mentioned by the organization. Please refer to the Employment and Career Development Support Division website for details.

## 5. Meiji Job Trial (Program for first and second-year students)

Meiji Job Trial started in AY2022 and is a job trial program exclusive to first and second-year students. This program aims to help you develop a career vision early on. You will also be able to spend the rest of your student life effectively after noticing the differences between your current abilities and the abilities required by society.

The program will offer preparatory training and a follow-up interview before and after the program.

\*This program is only offered in Japanese.

## IX. Information Services

“Meiji University Information Service” (full-color leaflet)

This leaflet explains the information services that are available at Meiji University. We hope you will use the services effectively.

[Contents]

- The Meiji University account and Information Services
- Accounts and passwords
- MIND Orientation
- Various information services
- Media Support Desks

[Where you can find the leaflet]

School Offices, libraries, Support Desks on each campus, etc.

[Digital leaflet]

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

### 1. Oh-o! Meiji System

The Oh-o! Meiji system gives you online access to a wide range of information you need for student life. You can access Oh-o! Meiji from your smartphone.

Some of the functions include:

- Portal page: You will receive various announcements from the University on the portal page, including class cancelation. It is also possible to forward these messages to your email. You can also answer questionnaires from the portal page.
- Class web: You will use this page for checking course materials, submitting reports, and accessing other class-related information. The contents of each class web page depend on the instructor.
- Search classes: This function allows you to search courses, for example, by using keywords from the Syllabus.

<https://oh-o2.meiji.ac.jp>

### 2. Support Desk

Support desks on each campus assist you in using the University’s information services. Here are some examples of inquiries you can make at the Support Desk:

- You need help using media equipment on campus.
- You need assistance in using the Oh-o! Meiji system.
- You put money in an automatic certificate issuing machine, but nothing came out.

If you experience any problems like this when using an information service, please get in touch with your campus Support Desk. See VII-3 Other Offices for the support desk locations and office hours.

### **3. Using Email, Information Science and Media Classrooms, and PC Practice Rooms**

- Using the University email
  - Please use your Meiji Mail account to use the University email.
  - \*All students are registered for a Meiji Mail account at the time of enrollment.
  
- Inquiries about the University email account
  - Nakano Campus Office
  
- Campus PC
  - You can use the campus PCs in the Information Science and Media Classrooms, where teaching assistants (TAs) offer support and detailed advice. You can also use PCs in the PC Practice Rooms.
  - You can use these on-campus PCs with your Common Authentication System Account.
  - \*You must complete the MIND orientation to use the University network. Please refer to the relevant page on the University website for details about the MIND orientation.

## X. Facility Use

### 1. Library

Our libraries offer indispensable resources, including books, magazines, and databases, for learning and research. You can use the library to study and browse these resources. Take advantage of the library as your gateway to information.

#### Libraries on different campuses

Each of Meiji University's four campuses, Surugadai Campus, Izumi Campus, Ikuta Campus, and Nakano Campus, has its own library. You can use the libraries on all four campuses. See the library website and Library Handbook for details about using the libraries.

#### Student ID card

You will need your Student ID when you pass through the entrance gate to enter the library. You will also need it when borrowing books. Be sure to have your student ID card with you at all times.

#### Library hours

	Weekdays	Saturdays	Sundays and Holidays
Central Library	8:30 am to 10 pm	8:30 am to 7 pm	10 am to 5 pm
Izumi Library			
Ikuta Library			
Nakano Library			

See bulletin board postings or the website to confirm the times.

#### Number of books

You can borrow up to 15 books for 15 days.

#### OPAC (Online Public Access Catalog)

OPAC is an essential tool for searching for the books and magazines you need. You can also use it to reserve books, extend the return date, and request delivery from other campus libraries. OPAC is accessible online, and you can use it at home in the same way as in the library.

#### Digital materials

Digital periodicals (e-Journals) and external database services are essential materials for learning and research. Our libraries offer an extensive collection of these resources. The use of digital materials continues to grow, and you can use the library website as a portal for these resources. Please access the digital materials from the PCs in the library or other PCs on campus.

#### PCs in the library

You can use PCs in the library to browse the Internet, digital materials, and other online resources. The reading areas also have power outlets, information outlets, and wireless LAN service. You can bring and use your PC in the library.

## Library tours

You need to learn about the library to use it effectively. Our campus libraries offer tours to seminar groups and individual students. We will introduce the facilities and provide instructions for using external database services. There are also Integrated Lectures about media literacy in the library.

## 2. Media Library

Each campus has a Media Library where students can use audio-visual learning and reference materials for language and other learning opportunities.

Campus	Location	Hours
Nakano Campus	High-rise Wing 1F (located in Learning Lounge)	Mon. to Fri. 9 am to 5:45 pm
Surugadai Campus	Building No. 12, 7F	Mon. to Fri. 9 am to 7:30 pm Saturday 9 am to 12:30 pm
Izumi Campus	Izumi Media Building, 1F	Mon. to Fri. 8:50 am to 6 pm Saturday 8:50 am to 12 pm
Ikuta Campus	Main Building, 5F	Mon. to Fri. 8:45 am to 5:45 pm Saturday 8:45 am to 12 pm (Requests accepted until 30 minutes before closing time)

## 3. Study Support Rooms

The Nakano, Izumi, and Ikuta campuses have Study Support Rooms that assist students with their education in various ways. Mainly, graduate student TAs (teaching assistants) support undergraduate students with their studies.

Study support rooms have many learning aids. Some examples are:

- PCs for information searching (a mobile account is necessary for using the Internet)
- Dictionaries and other reference works

Nakano Campus study support space: Nakano Campus High-Rise Wing 1F (Learning Lounge)

Izumi Campus study support room: Izumi Campus Building No.1, B1

School of Science and Technology study support room: Ikuta Campus Area 2 Building D, 2F

School of Agriculture study support room: Ikuta Campus Area 1 Building No. 2, 1F

\*The support that can be offered and hours may differ at each study support room. Confirm the details for each room.

#### 4. PC Practice Rooms

PC practice rooms are available on each campus. You can use these rooms for seminar assignments and other purposes related to your studies.

<b>Location</b>	<b>Hours</b>	<b>Remarks</b>
Nakano Campus High-rise Wing 2F	Mon. to Fri. 9 am to 7:30 pm Saturday 9 am to 4 pm	Common Authentication System Account needed
Surugadai Campus Building No. 12, 8F	Mon. to Fri. 9 am to 9 pm Saturday 9 am to 6 pm	Common Authentication System Account needed
Izumi Campus Izumi Media Building, 2F	Mon. to Fri. 8:50 am to 7:50 pm Saturday 8:50 am to 4:20 pm	
Ikuta Campus Main Building 5F, 6F Area 2 Building A 2F, 3F	Mon. to Fri. 8:30 am to 7 pm Saturday 8:30 am to 4 pm	Ikuta Basic Services Account needed

\*The above hours may change. Confirm the times on the website in advance.

# XI. Emergency Guidelines

During an emergency, please 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 cancellation 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 on major routes to each Campus, the University may need to take a measure on 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 public announcement instructions. Our buildings meet earthquake resistance standards and are not expected to sustain serious damages like 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, 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 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 that 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 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.
- 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 danger such as a fire in the same or nearby building, a large crack in the wall that may impact the structure, chemical leakage, or the possibility of heavy objects falling. Please follow the instructions of 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 University website for the temporary assembly point on each campus.

**(e) In Situations 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 during 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 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 the diffusion of smoke.
- Always use the stairs to evacuate—never the elevator.



### **【III】 Contacting people**

- (a) It is often difficult to make contact with one another via 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 be 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 use the NTT Denson 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 the 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 that 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 take measures to prevent lockers and shelves in the vicinity of exits and entranceways 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.

## **About This Catalog**

This catalog is to be used throughout your studies at Meiji University. Be careful not to lose it.

- The information in this catalog applies to all phases from enrollment to graduation, even during a leave of absence or retention. Please keep it at hand and make sure it is available for reference when needed.
- The first half of this Catalog focuses on matters of the School of Global Japanese Studies. Matters in the latter half are common to the entire University, so please read it carefully and make sure you understand the parts that apply.