

For English Track Students

Academic Year 2020
School of Global Japanese Studies
English Track Catalog

Meiji University

About This Catalog

This catalog is to be used throughout your studies at Meiji University.
Store it carefully and be sure not to lose it.

The information in this catalog is applicable to all phases from enrollment to graduation, and also includes matters such as leave of absence and retention.

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 this school? Why have you decided to come to us? You have your own reason, 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 studies of Japan from global perspectives, the definition of “Global Japanese Studies” here is more than that. It also includes the studies of the world from Japanese perspectives as an important element. In this school, you will study 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 propose tourism particularly for foreign tourists interested in pop culture. You can also study the geography of Africa while training your skill of teaching Japanese, so that you can go to Africa to be a Japanese teacher there. The pattern of such combination is numberless.

Rather than following the fixed curriculum as in the 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 account of language classes, study abroad, internship and volunteer programs as parts of your study here.

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

We believe that such a spontaneous learning gives you a great opportunity to develop enough to compete even under dramatic social changes by further globalization and advent of artificial intelligence.

We hope that you will find your own way to connect Japan and the world studying with us in the coming four years.

Contents

Dean's Message	1
Class and Examination Timetables	4
I. Overview of the School of Global Japanese Studies	
1. Diploma Policy	5
2. Curriculum Policy	6
3. Curriculum Features	8
II. Program Requirements	
1. Earning Credits	11
2. Conditions for Earning Course Credits	14
3. Courses Offered in the School of Global Japanese Studies	20
III. Academic Record / Examinations and Written Assignments	
1. Academic Record	26
2. Examinations and Written Assignments	28
IV. Academic Support	
1. Office Hour	32
2. Study Abroad Program	32
3. Curriculum Guidance	33
V. Enrollment Status	
1. Student ID Card	34
2. Password for Personal Authentication	36
3. Student ID Number	37
4. Registered Name	37
5. Change in Enrollment Status	38
VI. Program Requirements	
1. Academic Year and Semesters	40
2. Credit System	40
3. Curriculum Guidance	40
4. Classes	40
5. Certification Courses	43
6. Final Examinations	43
VII. Services Provided by Administrative Offices	
1. School Office	44
2. Bulletin Boards	45
3. Other Offices	45
4. Contact Information	52

5. Issuing Certificates	54
VIII. Other Programs and School Services	
1. Study Abroad Programs	56
2. Campus Life	57
3. Career Support	58
4. Internships	61
IX. Information Services	
1. Oh-o! Meiji System	62
2. Support Desk	62
3. Use of Email, Information Science and Media Classrooms, and PC Practice Rooms	63
X. Facility Use	
1. Libraries	64
2. Media Libraries	65
3. Study Support Rooms	65
4. PC Practice Rooms	66
XI. Emergency Guidelines	
1. Classes during a massive delay in public transportation	67
2. Preparing for a major earthquake or other disasters	67

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 generally will not be used for semester-classes.

*All campuses follow the same timetable.

*The above schedule is for the 2020 academic year. Note that it 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 thinking critically, 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 intensive English education and international education so that students will be able to contribute actively to the global community with confidence and sensibility. The curriculum features Japanese traditions and culture, as well as contemporary Japanese culture which attracts the world's attention today. It also features Japanese language, corporate and social systems operating in Japanese society.

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," "Japanese Expression (Speaking)," "Japanese Expression (Writing)," and "ICT Basic I."

Students in the English Track (program in which students can obtain 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," "ICT Basic I," 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 interest.

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, and making presentations.
- (2) In the third and fourth year, small-size "Seminar" courses in specialized fields are offered. 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, and students are encouraged to participate actively, looking ahead to their future career paths.

- (3) In order to develop knowledge of the broad areas of Global Japanese Studies, Global Japanese Studies courses are offered in eight research fields: Pop Culture Studies, Visual Culture Studies, Social Systems and Media Studies, International Relations and Intercultural Exchange Studies, International Culture and Thoughts Studies, Japanese Culture and Thoughts Studies, Japanese Language Studies, and English Language Studies. These research fields are carefully designed so that 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 and have a flexible understanding of cultures in various regions of the world, including Japan.
- (4) For first and second-year Japanese Track students, there is an intensive English language program, a required course which aims to develop their ability to negotiate in business settings in English after graduation. This small-sized class with approximately 20 students is organized by English proficiency level.
- (5) All Japanese Track students are required to take the courses “Japanese Expression (Speaking)” and “Japanese Expression (Writing)” combining lectures and learning activities in order to acquire advanced knowledge of the Japanese language and the ability to express themselves and convey information effectively. Furthermore, the School has an original Japanese Language class curriculum for international students, where students study according to their level.
- (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) In order to acquire intercultural understanding skills and practical English skills, Japanese Track students are required to earn a certain amount of credits from English lecture courses together with English Track students.
- (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, which is 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 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

The concept of Cool Japan, which includes Japanese cutting-edge culture (art, *manga*, anime, games) has attracted international attention. Students analyze its phenomenon and the contents thoroughly. They also study its principle, generating process, connection between contemporary Japanese culture and the world, its development, and the business possibilities in the future.

② Visual Culture Studies

Students study contemporary culture (pictures, art, fashion, photographs, drama, movies, TV, games, computer graphics) from both a positive and negative perspective. Students also study how to be involved in contemporary culture.

③ Social Systems and Media Studies

Students extend their knowledge about state-of-the-art aspects, property and superiority of social and economic systems, industrial organizations, corporate management, and media. At the same time, they inform the world about them and seek for new discoveries to generalize this information in business and infrastructure.

④ International Relations and Intercultural Exchange Studies

(International Relations and Cross-Cultural Exchange Studies)

To train students who can actively contribute to the global community, we have a wide variety of subjects concerning international relations. Furthermore, students will develop intercultural literacy as well as fundamental knowledge of the approaching diversity, preparing them to work and live together with people from multi-cultural backgrounds.

⑤ International Culture and Thought Studies

(International Culture and the History of Thought)

Students study politics, economics, history, literature, movies, art, religion, ideas and culture in the world from outstanding professors. They study from the classical period to the contemporary period.

⑥ Japanese Culture and Thought Studies

(Japanese Culture and the History of Thought)

When you go abroad, people will be sure to ask about Japanese society or culture. To play an active role in an increasingly globalized world, not only the ability for accepting another country's cultures but also the ability for explaining the Japanese culture are essential. Students will explore the origin of ideas, philosophy and traditional culture, and study Japanese concepts.

⑦ Japanese Language Studies

Studying Japanese is the first step to learn about Japan. It is very important to understand Japanese as a language in the world and use it correctly. Students aim to acquire an advanced education and a professional knowledge.

⑧ English Language Studies

We can master the mother tongue unconsciously, but why is it difficult to master a second language? How can we provide an effective English education? To answer the questions, students learn practical theories. Most of them are in the field of linguistics.

(2) Japanese Language Program

One of the primary aims of the English Track is to inform the world about Japanese culture. Yet this does not exclude the use of the Japanese language as a medium for international exchange. The SGJS emphasizes the study of the Japanese language for both Japanese and international students. This emphasis is especially important for international students in acquiring a deeper understanding of Japan's culture and society.

(3) General Studies Program

A wide range of subjects including Social Sciences and Humanities and ICT (Information & Communication Technology) for General Studies, Seminars, and Second Foreign Language are offered.

(4) Creating a Multicultural Environment

The SGJS places a high priority on attracting international students from diverse cultural backgrounds. By taking advantage of this multicultural community, students can improve their foreign language skills and develop cross-cultural competence as they study and interact on a daily basis with people of different nationalities and ethnic identities.

II. Program Requirements

1. Earning Credits

(1) Credits Required for Graduation and Graduation Requirements

<For English Track students who entered on April 1, 2020 or after>

Courses	Number of Credits Necessary			Comments
	Required	Electives (required)	Electives	
English Language	4	—	56	<ul style="list-style-type: none"> Students must obtain 4 credits of <i>Research Paper Writing</i> and <i>Speech and Presentation</i>. <i>Integrated English</i>, <i>Practical Drama</i> and <i>Literature Reading</i> can be taken. Credits earned for these courses can be applied toward the credits required for graduation, as electives.
Second Foreign Language	—	—		<ul style="list-style-type: none"> Credits earned for a second foreign language (other than English and the student's first language) can be applied toward the credits required for graduation, as electives. A maximum of 8 credits for Inter-Faculty Foreign Language Electives, if approved by the SGJS Faculty Council, can be applied toward the credits required for graduation, as electives.
Japanese Language	—	—		<ul style="list-style-type: none"> Credits earned can be applied toward the credits required for graduation, as electives. If students want to take Japanese language classes, they need to take a placement test and consult with the instructor responsible for the particular classes if it is necessary. Students who are Japanese first language speakers cannot take Japanese language classes as a secondary language.
Global Japanese Studies	—	*50		<ul style="list-style-type: none"> Students must obtain at least 50 credits in English Track courses (conducted in English or using class materials in English) in Global Japanese Studies. Any credits earned in excess of 50 can be applied as electives toward the credits required for graduation.
General Studies	6	**8		<ul style="list-style-type: none"> Students must obtain at least 14 credits in English Track courses (conducted in English or using class materials in English), including 6 credits of <i>Introduction to Global Japanese Studies</i>, <i>ICT Basic I</i> and <i>Introduction to Academic Studies and Career Development</i> conducted in English. Any credits earned in excess of 14 credits can be applied as electives toward the credits required for graduation.
Seminars	—	—		<ul style="list-style-type: none"> Credits earned can be applied toward the credits required for graduation, as electives.
Study-Abroad Authorized Courses	—	—		<ul style="list-style-type: none"> Credits earned during study abroad in courses authorized by the Faculty Council can be applied toward the credits required for graduation, as electives.
International Undergraduate Programs	—	—		<ul style="list-style-type: none"> Credits earned in International Undergraduate Programs of other faculties can be applied toward the credits required for graduation, as electives.
Electives from Other Faculties	—	—		<ul style="list-style-type: none"> A maximum of 20 credits earned can be applied toward the credits required for graduation, as electives.
Program for Global Citizenship	—	—		<ul style="list-style-type: none"> Credits earned can be applied toward the credits required for graduation, as electives.
Special Certification Program	—	—		<ul style="list-style-type: none"> 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	10	58	56	
Total	124 credits			<ul style="list-style-type: none"> 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 7th semester. Please note conditions are different for students who take leave of absence.

* 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. These credits cannot overlap with the 6 credits required for *Introduction to Global Japanese Studies*, *ICT Basic I* and *Introduction to Academic Studies and Career Development*.

[Important] Students must check their credits required for graduation and the graduation requirements on their own responsibility.

(2) Course enrollment limitations

The following chart shows requirements/restrictions for the minimum and the maximum number of credits for each semester in each year. This is to ensure that students progress smoothly towards earning 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) Enrollment limitations apply to all courses taken as graduation requirements, including repeated courses which are required for graduation. However, they do not apply to “Practicum in Global Japanese Studies E,” “Internship in Japan,” “Internship Abroad (programs which were conducted during the summer vacation),” “Volunteer Abroad Program,” and “Study Abroad Program.”
- (b) Note that credits for courses taken outside the graduation requirements are not included in the minimum and maximum number of credits.
- (c) The minimum number of credits for fourth-year students is counted based on the full academic year. The academic year starts from the Spring Semester at the beginning of the fourth year and ends in the Fall Semester.

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

Students who have earned at least 76 credits of those required for graduation by the end of the 6th semester are able to have a certificate of expected graduation issued in the 7th or 8th semester.

(4) Registration method and procedures

- (a) Registration for both Spring and Fall Semester of a given year must be done in the Spring Semester (early to mid April). Note that students must take required courses, “Research Paper Writing,” “Speech & Presentation,” “Introduction to Global Japanese Studies,” “ICT Basic I,” and “Introduction to Academic Studies and Career Development” according to the assigned schedule; registration for these course will be done by the school office in advance.

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

- (b) Students in a lower year cannot take courses assigned to a higher year.
(For example: Second-year students may take first-year courses, but first-year students cannot take second-year courses.)
- (c) Registration for courses scheduled for the same period on the same day is not allowed.
- (d) If required courses are scheduled for the same period on the same day, notify the School Office before you register.
- (e) Registered courses can only be changed during the registration period.
- (f) If you do not register for a course correctly, you will not be able to get credits for the course even if you participate and take the examination.

(5) Course repeat

- (a) Students are able to retake a course only 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. A course can only be repeated if credits were not previously earned for it.
- (c) A course repeat counts toward the 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 in which a student can take the Bachelor Degree of Global Japanese Studies in three years, or in three years and six months. If a student wishes to take advantage of this program, they must meet the requirements and follow the necessary procedures within the designated period. Details are as follows:

(a) Graduation at the end of sixth semester

① Application Eligibility (be sure to meet both requirements)

- By the time the fourth semester finishes, the student must have earned at least 82 credits from the 124 credits required for graduation.
- At the time the fourth semester finishes, at least 80% of the acquired credits that count toward the graduation requirement must be evaluated "S" or "A" (Credits with evaluation "F" are included.). Alternatively, the GPA must be over 3.2 or above.

② Application Period

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

(b) Graduation at the end of the seventh semester

① Application Eligibility (be sure to meet both requirements)

- By the time the sixth semester finishes, the student must have earned at least 120 credits from the 124 credits required for graduation.
- At the time the sixth semester finishes, at least 80% of the acquired credits that count toward the graduation requirement must be evaluated “S” or “A” (Credits with evaluation “F” are included). Alternatively, the GPA must be 3.2 or above.

② Application Period

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

(c) Important Points

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

* Conditions for students enrolling in September are different. Please contact the School Office.

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. For the other English courses, only “Integrated English,” “Practical Drama” and “Literature Reading” can be taken as English Language electives. The credits earned for these courses may be counted toward the credits required for graduation, as elective courses.

(b) Second Foreign Languages

Credits earned for taking a second foreign language may be counted towards the number of credits required for graduation, as elective courses. A second foreign language cannot be the student’s native language or English.

The SGJS curriculum includes courses in German, French, Chinese, Spanish, and Korean. Students may also take other languages listed as Inter-Faculty Foreign Language Electives. Lectures in a second foreign language in most cases take place in that language and Japanese.

As a general rule, up to eight credits for Inter-Faculty Foreign Language Electives can be applied toward the graduation requirements. For details, please refer to the SGJS syllabus.

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

(c) Japanese Language Courses

(i) Levels of instruction

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

Students are placed in an appropriate level based on a placement test given at the beginning of each semester. The various levels correspond to levels N5 to N1 of the New Japanese-Language Proficiency Test. For the Japanese language proficiency target, 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
↓	Level 6: Pre-advanced Japanese
Advanced	

Students can advance to a higher level only after they have successfully completed the previous level. If they complete the pre-advanced level, they can join the advanced-level or upper-advanced level Japanese Language Program for Japanese Track students.

(ii) Courses and credits

From introductory to pre-advanced levels, each level consists of two types of courses: (a) a general course and (b) a skill-specific course on vocabulary and kanji. The general course has three 100-minute classes per week, and the vocabulary and kanji course has one 100-minute class per week. Thus, students meet four times a week and earn four credits in a semester if they take all four courses:

- | |
|---|
| (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, Visual Culture Studies, Social Systems and Media Studies, International Relations and Intercultural Exchange Studies, International Culture and Thought, Japanese Culture and Thought, Japanese Language Studies, and English Language Studies. These programs of study aim to help students understand characteristics of Japanese industry, society and culture deeply along with 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

Students must take at least 14 credits from the General Studies courses which are conducted in English or which use class materials in English. Out of these 14 credits, six credits must consist of *Introduction to Global Japanese Studies*, *ICT Basic I* 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 a basic, comprehensive understanding of SGJS’s educational objectives and areas of study.

(b) Japanese Expression (Writing and Speaking):

As part of their education in Japanese culture, students learn about Japanese expressions alongside Japanese native-speaking students. Students must obtain the instructor’s approval to take this course.

*This course is conducted in Japanese only.

(c) ICT Basic I [required course]:

This course aims to give students a basic understanding ICT including instruments, service application, information ethics and laws.

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

The aim of these courses is 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 careers after graduation, including how to job search and apply to graduate school.

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

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

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

Practicum in Global Japanese Studies A-E focus on practical themes and emphasize research skills, foreign language ability, and information processing techniques. The following areas are covered:

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

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

Each of these courses covers the basic skills necessary for creating content and disseminating information which have been complied through study and research in specialized courses.

(h) Liberal Arts Courses:

Liberal Arts Courses (2 credits per semester for a total of 4 credits) provide students with detailed instruction in the basic knowledge, analytical skills, and presentation techniques required for a thorough understanding of the particular field of study.

(i) Special Lectures on Global Japanese Studies

Special Lectures on Global Japanese Studies focus on social issues in various ages and places, aiming to broaden students' academic perspective and develop their ability for critical thinking.

(j) Social Collaboration Course A-H

Social Collaboration Courses focus on social issues in contemporary society by collaborating with Nakano City Office, and corporations in/outside Nakano city. These courses aim to enhance students' learning with practical initiatives.

(i) A, B : Lectures in collaboration with government and corporations (2 credits)

(ii) C, D: Lectures and fieldwork in collaboration with government and corporations
(2credits)

(iii) E, F: Lectures in collaboration with government and corporation (1 credit)

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

(4) Seminar Courses

SGJS provides many seminar format courses, called "zemi." These interactive courses have a small class size, and are taught by a professor specializing in that particular field of study. Students decide their research themes, discuss them and conduct research. Students can enter a seminar through the seminar screening held in the fall semester for 2nd-year students or spring semester for 3rd-year students. Seminar courses are set up in the third and fourth years. As a rule, you are expected to take your third- and fourth-year seminars with the same instructor for both years.

(5) Study-Abroad Related Courses

Credits from courses taken at overseas universities and approved as 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 or

Study-Abroad Related Courses (Lecture) C by the Meiji University Faculty Council may be approved as Meiji University credits. The classification of the approved subject is based on the subject taken at the foreign university. Such courses are marked as “Study-Abroad Related Course: N: approved for credit” on the grade transcript and do not affect the grade point average (GPA).

(6) International Undergraduate Program

The courses in this program are classified into the following four fields: International Communications, Culture and History, Law and Political Sciences, and Economics. SGJS courses are applied towards the credits required in each academic area for graduation, and the courses from other faculties are applied towards graduation credits as elective courses.

(7) Elective Courses from Other Faculties

- (a) Of the courses taken in other faculties that are not offered in SGJS, up to 20 credits may be applied toward credits required for graduation.
- (b) Credits earned from taking Elective Courses from Other Faculties are included in the minimum/maximum number of credits for each semester.
- (c) Elective Courses from Other Faculties can only be registered during the registered period at the beginning of the Spring Semester, by web registration. If you enter the program or return from Leave of Absence in the Fall Semester, please take necessary procedures at the School Office before the Fall Semester registration period.

(8) Program for Global Citizenship Course

This program aims to educate students to achieve high communication skills and an understanding of other people and cultures. The credits are applied as electives towards credits required for graduation.

(9) 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 Librarian. 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 towards credits required for graduation. See the “*Certification Courses Guide*” for details.

(10) Human Resource Development Program for Japanese Language Education

In SGJS, the Human Resource Development Program for Japanese Language Education has been running from the 2016 academic year. This program aims to develop individuals who have broad knowledge of intercultural exchanges, Japanese culture and English education, in addition to an academic knowledge about Japanese language and teaching Japanese as a foreign language.

For details, please see the pages of 日本語教育人材育成プログラム on the “*School of Global Japanese Studies Syllabus*” (for Japanese Track).

- * To join this program, students are expected to have an adequate level of Japanese proficiency to take courses conducted in Japanese.

(11) Courses from Graduate School of Global Japanese Studies

For fourth-year undergraduate students of the School of Global Japanese Studies who wish to proceed to studies in the Graduate School of Global Japanese Studies after graduation, some lectures in the Graduate School can be taken under certain conditions.

For details, please see the pages of 大学院国際日本学研究科設置科目 on the “*School of Global Japanese Studies Syllabus*” (for Japanese Track).

- * All courses are conducted in Japanese. To join this program, students must have an adequate level of Japanese language proficiency to take courses conducted in Japanese.

3. Courses Offered in the School of Global Japanese Studies

Course Title	Credit	Total Class Hours	Assigned Year	Notes
FOREIGN LANGUAGES				
ENGLISH				
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	
OTHER LANGUAGES				
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	
JAPANESE LANGUAGE				
Advanced Japanese I (Reading)	1	30	1	Only for English Track students and international students
Advanced Japanese II (Reading)	1	30	1	
Advanced Japanese I (Listening)	1	30	1	
Advanced Japanese II (Listening)	1	30	1	
Advanced Japanese I (Writing)	1	30	1	
Advanced Japanese II (Writing)	1	30	1	
Advanced Japanese I (Speaking)	1	30	1	
Advanced Japanese II (Speaking)	1	30	1	
Introductory Japanese (General)	3	90	1~4	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	

Course Title	Credit	Total Class Hours	Assigned Year	Notes
Pre-intermediate Japanese (General)	3	90	1~4	Only for English Track students and exchange students
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	
Pre-advanced Japanese (Vocabulary & Kanji)	1	30	1~4	
JLPT Preparation (Intermediate)	1	30	1~4	Only for English Track students and exchange students
JLPT Preparation (Advanced)	1	30	1~4	
Integrated Japanese A	1	30	2	Only for English Track students and international students
Integrated Japanese B	1	30	2	
Introduction to Advanced Academic Japanese A	1	30	2	
Introduction to Advanced Academic Japanese B	1	30	2	
GLOBAL JAPANESE STUDIES				
POP CULTURE STUDIES				
Manga Culture A	2	30	1・2	
Manga Culture B	2	30	1・2	
Animation Culture A	2	30	1・2	
Animation Culture B	2	30	1・2	
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	
History and Technique of Tokusatsu films A	2	30	1~4	
History and Technique of Tokusatsu films B	2	30	1~4	
History of Japanese Comics A	2	30	2・3	
History of Japanese Comics B	2	30	2・3	
Gender and Representation A	2	30	2~4	
Gender and Representation B	2	30	2~4	
VISUAL CULTURE STUDIES				
Cultural History of Fashion A	2	30	1・2	
Cultural History of Fashion B	2	30	1・2	
Media Arts A	2	30	1・2	
Media Arts B	2	30	1・2	
Japanese Fine Arts from a Global Perspective A	2	30	2~4	
Japanese Fine Arts from a Global Perspective B	2	30	2~4	
Performing Arts A	2	30	1~4	
Performing Arts B	2	30	1~4	
Mythology of Mode A	2	30	3・4	
Mythology of Mode B	2	30	3・4	
SOCIAL SYSTEMS AND MEDIA STUDIES				
Japanese Social Systems A	2	30	1・2	
Japanese Social Systems B	2	30	1・2	
Introduction to Journalism	2	30	1・2	
Advertising Industry A	2	30	1・2	
Advertising Industry B	2	30	1・2	
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	

Course Title	Credit	Total Class Hours	Assigned Year	Notes
Japanese Politics A	2	30	1・2	
Japanese Politics B	2	30	1・2	
Education in Japan A	2	30	1・2	
Education in Japan B	2	30	1・2	
Technology and Japanese Society A	2	30	1・2	
Technology and Japanese Society B	2	30	1・2	
Business Culture in Contemporary Japan A	2	30	2・3	
Business Culture in Contemporary Japan B	2	30	2・3	
Internet and Society A	2	30	2～4	
Internet and Society 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	
Japanese Manufacturing Management B	2	30	3・4	
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	
History of Japanese Marketing Systems A	2	30	2～4	
History of Japanese Marketing Systems B	2	30	2～4	
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	
Service Marketing A	2	30	3・4	
Service Marketing 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	
INTERNATIONAL RELATIONS AND INTERCULTURAL EXCHANGE STUDIES				
International Relations A	2	30	1・2	
International Relations B	2	30	1・2	
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	
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	
International Education and Exchanges B	2	30	1・2	
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	
Africa in the Contemporary World B	2	30	1・2	
Southeast Asian Studies A	2	30	1・2	
Southeast Asian Studies B	2	30	1・2	
Diversity and Society A	2	30	1～4	
Diversity and Society B	2	30	1～4	

Course Title	Credit	Total Class Hours	Assigned Year	Notes
European Political Economy A	2	30	1・2	
European Political Economy B	2	30	1・2	
Indian Economy A	2	30	3・4	
Indian Economy B	2	30	3・4	
Africa and the Modern World A	2	30	2～4	
Africa and the Modern World B	2	30	2～4	
Issues in Immigration Policy	2	30	3・4	
INTERNATIONAL CULTURE AND THOUGHT STUDIES				
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	
Latin American Studies B	2	30	2・3	
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	
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	
JAPANESE CULTURE AND THOUGHT STUDIES				
Cultural Studies in Budo (Japanese Martial Arts) A	2	30	1・2	
Cultural Studies in Budo (Japanese Martial Arts) B	2	30	1・2	
Cultural Archives Studies	2	30	1～4	
Japan in International Perspectives	2	30	1・2	
Japanese Representational Arts A	2	30	1・2	
Japanese Representational Arts B	2	30	1・2	
Japanese Philosophy A	2	30	2～4	
Japanese Philosophy B	2	30	2～4	
Modern Japanese Literature A	2	30	2～4	
Modern Japanese Literature B	2	30	2～4	
History of Martial Arts Philosophy	2	30	2～4	
Edo Studies A	2	30	3・4	
Edo Studies B	2	30	3・4	
Japanese Cultural traditions A	2	30	3・4	
Japanese Cultural traditions B	2	30	3・4	
Traditional Performing Arts	2	30	3・4	
Aesthetics of Kabuki and Noh	2	30	3・4	
Culture of Swords	2	30	2～4	
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	

Course Title	Credit	Total Class Hours	Assigned Year	Notes
JAPANESE LANGUAGE STUDIES				
Japanese Linguistics A	2	30	1・2	
Japanese Linguistics B	2	30	1・2	
Japanese Language Teaching (Grammar) A	2	30	1・2	
Japanese Language Teaching (Grammar) B	2	30	1・2	
Japanese Language Teaching (Vocabulary) A	2	30	1・2	
Japanese Language Teaching (Vocabulary) B	2	30	1・2	
Japanese Language Teaching (Phonetics) A	2	30	1・2	
Japanese Language Teaching (Phonetics) B	2	30	1・2	
History of Japanese A	2	30	2~4	
History of Japanese B	2	30	2~4	
Method of Teaching Japanese as a Foreign Language	2	30	2~4	
Practicum in Teaching Japanese as a Foreign Language	2	30	2~4	
ENGLISH LANGUAGE STUDIES				
Language and Culture A	2	30	1・2	
Language and Culture B	2	30	1・2	
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	
Applied Linguistics B	2	30	1・2	
English Linguistics A	2	30	3・4	
English Linguistics B	2	30	3・4	
GENERAL STUDIES				
Introduction to Global Japanese Studies	2	30	1	Required Course
Japanese Expression (Writing)	2	30	1・2	
Japanese Expression (Speaking)	2	30	1・2	
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	
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	
Media Literacy A	2	30	1・2	
Media Literacy B	2	30	1・2	

Course Title	Credit	Total Class Hours	Assigned Year	Notes
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	
Liberal Arts Studies A	2	30	1~4	
Liberal Arts Studies B	2	30	1~4	
Special Lectures on Global Japanese Studies A	2	30	1~4	
Special Lectures on Global Japanese Studies B	2	30	1~4	
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	
ICT Elementary	2	30	1~4	
ICT Basic I	2	30	1	Required Course
ICT Basic II	2	30	1~4	
ICT Statistical Analysis I	2	30	1~4	
ICT Statistical Analysis II	2	30	1~4	
ICT Database I	2	30	1~4	
ICT Database II	2	30	1~4	
ICT Media Processing I	2	30	1~4	
ICT Media Processing II	2	30	1~4	
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	
SEMINAR				
Seminar 3A	2	30	3	
Seminar 3B	2	30	3	
Seminar 4A	2	30	4	
Seminar 4B	2	30	4	
STUDY-ABROAD AUTHORIZED SUBJECTS				
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	
INTERNATIONAL UNDERGRADUATE PROGRAMS				
International Undergraduate Programs in International Communications I	2	30	1~4	
International Undergraduate Programs in International Communications II	2	30	1~4	
International Undergraduate Programs in Culture and History I	2	30	1~4	
International Undergraduate Programs in Culture and History II	2	30	1~4	
International Undergraduate Programs in Law and Political Sciences I	2	30	1~4	
International Undergraduate Programs in Law and Political Sciences II	2	30	1~4	
International Undergraduate Programs in Economics I	2	30	1~4	
International Undergraduate Programs in Economics II	2	30	1~4	
GRADUATE SCHOOL OF GLOBAL JAPANESE STUDIES				
-	2	30	4	

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. In the GPA system, students are evaluated on a six-level scale (S, A, B, C, F, T) 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 in 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. To calculate the grade point average, the grade points earned for a course are multiplied by the number of credits for that course. The grand total of the resulting figures for all courses is divided by the total number of credits registered. (See Table 2 on the next page.)

The GPA will be used as a reference for awarding scholarships, selecting study-abroad program participants, and academic advising.

Note that on the evaluation report, grades are given not as points but as S, A, B, C, F, T; and the GPA is also indicated. (F and T are not indicated on the transcript but are 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 exam	Absent from exam, etc.	0
Approved	N	—		n/a

Table 2. GPA: Sample Calculation

$\frac{(\text{S course points} \times \text{credits}) + (\text{A course points} \times \text{credits}) + (\text{B course} \dots)}{\text{Total credits for all registered courses}}$					
Course name	Grade	Points		Credits	
English (Reading & Writing) II	S	4	×	2	= 8
Japanese Expression (Writing)	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

Grades for courses required for graduation from SGJS are included in the GPA calculation. Accordingly, Elective Courses from Other Faculties are also included in GPA. For Certification Courses and Inter-Faculty Foreign Language Electives, only courses which count toward the total number of credits required for graduation are included in GPA.

Please note that if Foreign Language Electives are not applied toward required credits for graduation, they will not be included in GPA. Courses taken at another university in Japan or abroad and approved for credit in SGJS are also not included in GPA.

(3) Withdrawal from a course

If a student registers for a course, but the course turns out to be different from what the student intended to study, or that student wishes to take fewer courses for personal reasons, the student can officially withdraw from that course. If students withdraw from a course officially, it will be deleted from their registration record and will not affect their GPA.

Withdrawal from a registered course is accepted after course registration (with certain restrictions). Students can apply for a fixed period at the beginning of both Spring and Fall Semesters. Withdrawal applications are accepted during these times only.

If a student wishes to take a course they withdrew from in an earlier year, this will be a new registration. It will not be treated as a re-registration.

Students who withdraw from a course cannot register for an alternate course that semester.

(4) Evaluation Report

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

(5) Awards to students with outstanding grades

(a) Valedictorian

Eligibility and criteria: A graduating student demonstrating both an excellent academic record and outstanding character.

One valedictorian and one salutatorian are chosen from each School.

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 having an outstanding academic record, character, and other qualities, who can serve as a model to others.
- b. A student whose outstanding performance in sports or the arts, etc., internationally or domestically, brings distinction to Meiji University and serves as a model to others.
- c. A student who has made a major contribution to society in ways other than the above, or 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) Examinations are given for each course and are used to determine a student's grade.
- (c) As a general rule, examinations are given at the end of the Spring and Fall Semesters of each academic year. Besides final examinations, additional tests may be held throughout the semester to assess the ability of students or for other purposes.
- (d) Course assessment is based on factors including class participation and examinations.
- (e) A student who does not complete tuition and fee payments cannot take examinations.
- (f) If a student is unable to take a final examination for a valid reason, such as illness or problems in public transportation, they may be eligible to take a make-up examination. To make a request, please submit the "Application form for make-up examination" with documentation to prove the reason for absence (such as a medical certificate, etc.) within the designated deadline. Documents attesting to the reason must be original; photocopies are not accepted. Furthermore, the request must be approved in the Faculty Meeting.
*For information on the documents showing the reason why you could not take the final examination, please see the notification for the final exams.
- (g) Students cannot take an examination if they did not register for the course.
- (h) Students cannot take an examination if they have already acquired credits for the course.
- (i) The days, times, and classrooms of final examinations may differ from regular classes for the course.
- (j) If examination times overlap, notify the School Office by the prescribed deadline.
- (k) In some courses, course assessment will be based not only on examinations but also on classroom performance, reports, etc.

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

Cases of misconduct during examinations 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) Students should not sit next to another student and should be seated directly behind the person in front of them. If the seating is assigned, please follow the test proctor's instructions, and sit in the designated place.
- (b) Place your Student ID on the desk, so that the proctor can easily see it. Please remove the cover.
- (c) Students 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) Items other than the Student ID card and writing utensils must be put in a bag, etc. during the exam. Pencil cases cannot be left on the desk. If there are any items approved by the instructor, confirm those items well in advance.
- (e) Mobile phones, smartphones, tablets, wearable devices, and other electronic devices must be turned off, and put inside a bag. None of these devices can be used as a watch..
- (f) Students must ensure that their year, class, number, and name are filled out on the answer sheet. Answer sheets missing these items will not be marked.
- (g) No misconduct whatsoever is permitted during an examination. A person who commits misconduct will be subject to expulsion, suspension, strict warning, or other disciplinary action called for in the university regulations based on the situation.
- (h) The student taking the examination must hand in their answer sheets in person.
- (i) Only use the answer sheet given by the proctor. Do not take answer sheets outside the venue. A new answer sheet will not be given in any case.
- (j) Students who are over 20 minutes late cannot enter the venue and take the exam.
- (k) Students are not permitted to leave the venue for the first 30 minutes and the last 10 minutes during the examination. (Students may leave the venue after 30 minutes have elapsed if they finish early, but not after 50 minutes have passed).
*In some examinations, leaving the venue is not permitted.
- (l) Students are not permitted to talk inside the venue. Furthermore, any act of dishonesty is strictly prohibited. If a student performs misconduct, they will be suspended or expelled, according to the school regulations. Please be aware that this will cause difficulties when advancing to the next year, and when proceeding to graduate education.
- (m) Follow 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 make clear what is your work and what has been taken from an outside source. Trying to pass off the ideas and work of other's 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, 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 for similar actions in examinations. This may include cancellation of all registered courses in the semester, or suspension from the University.

(5) Attendance sheet, Comment sheet, etc.

If a student engages in misconduct or assists others in misconduct during class, for example, by submitting an attendance sheet or a comment sheet for a classmate, they will be penalized to the same degree as for similar actions in examinations. This may include cancellation of all registered courses in the semester, or suspension from the university.

IV. Academic Support

1. Office Hour

SGJS provides Office Hours by English instructors for students to improve English communication skills. Office Hour is mainly aimed for Japanese Track students, but English Track students can also participate.

2. Study Abroad Program

SGJS strongly supports students in studying overseas. SGJS provides the Study Abroad and Internship Program for students having a certain level of language ability. Students can also participate in programs available to 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 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

This is an opportunity for students to spend one or two semesters of their second year or a later year—studying at a university in a foreign country. Various programs are organized every year, including programs which students participate as an intern at an amusement park. Students will remain enrolled in SGJS when joining 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 enables students to graduate in four years even if they study abroad for a semester or two semesters.

All costs for these programs are borne by students, and tuition and fees must be paid to both Meiji University and the host institution. In order to reduce the financial burden on students, financial support is available to qualifying applicants.

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

<Schedule (tentative)>

Mid October 2020	Application starts
Mid November 2020	Application deadline
Mid November 2020 to mid December 2020	Selection (based on TOEFL iBT® score, English interview, etc.)
Mid February 2021	Recommendation to host school (except for internship programs institution)
Mid February 2021 to early March 2021	Interview for internship program institution
March 2021 to April 2021	Acceptance by host school
April 2021	Application for financial assistance
July 2021	Financial assistance paid to qualifying students
August 2021 to October 2021	Program starts
Late December 2021 to late June 2022	Program ends
October 2022	Program report

Volunteer Abroad Program

If students join and complete a volunteer abroad program offered by SGJS or other institutions, credits of Volunteer Abroad Program (2 credits) will be awarded. To receive the credits, the program must be approved by SGJS and students will need to follow the necessary procedures designated by SGJS.

3. Curriculum Guidance

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

V. Enrollment Status

1. Student ID Card

(1) Student ID card use

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

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

(2) Important notes about your student ID card

- (a) Do not lend or give your student ID card to another person.
- (b) If you lose your student ID card, report to the School Office as soon as possible (reissue fee for a new student ID card: 2,000 yen). The new card is generally issued on the day following the application.
- (c) If you are no longer enrolled in the school because of expulsion, removal or any other reason, you must return the student ID card to the School Office immediately.
- (d) If a student commuter certificate is NOT affixed to the back of the student ID card, the student ID card is not valid. (The validity must be indicated on the student commuter certificate.)
- (e) Keep the magnetic tape portion of your student ID card away from strong magnetic fields (TVs, handbags with strong magnet closures, etc.).
- (f) The student ID card is embedded with a delicate microchip. Keep it in a case.

Examples of what not to do:

- (a) Sitting down with the student ID card in the pocket of your trousers.
- (b) Putting the unprotected card in your bag along with books, etc.
- (c) Pressing with too much force on a card reader.
- (d) Slamming the card when swiping on an automatic gate or other reader.
- (e) Placing near a strong magnetic field.
 - ⇒ Strong magnetic fields such as metallic closures on a bag, or to notebook PCs, mobile phones, and TVs may damage the data in your student ID card.

(3) Items indicated on the student ID card

(a) Front

The school, department, student ID number, name, birth date, and enrollment date are printed on the front of the student ID card, based on your enrollment data.

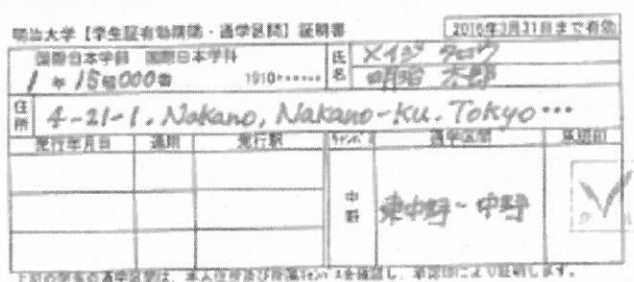
(b) Back

The student commuter certificate (sticker) is affixed on 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 indicated.



Front



Back

(4) Student commuter certificate

A new student commuter certificate (sticker) is provided at the beginning of the academic year (during student orientation, etc.) and updated every year in April while you are enrolled. The student commuter certificate is valid until the end of March in each academic year.

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

Important notes about using a student commuter pass

● What is a student commuter pass (Train pass)?

A student commuter pass is used to commute between your residence and the campus where you study. It can be purchased only for use on the route between the nearest station from your home and from the campus you belong to. Please note that it cannot be purchased for use on extracurricular-activities.

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

● Purchasing a student commuter pass

The university will issue a student commuter certificate which shows the commuting route between your home and the campus. The commuter certificate must have the university's approval stamp. When purchasing a student commuter pass, present your student ID card at the train station's issuing office. The student commuter certificate (sticker) must be affixed on the back of your student ID.

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

- **Change of address or commuting route**

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

- **NOTE! Dishonest acts will be penalized!**

Do not use the student commuter pass for a dishonest act under any circumstances. Using the student commuter pass of another person, or making a false commuting route request when purchasing a student commuter pass, are criminal actions.

- **NOTE! If a dishonest act is discovered**

If a dishonest act is discovered, not only will you personally be fined, but the university may lose the right to have student commuter passes issued, inconveniencing large numbers of students. If a dishonest act is discovered, you will also receive strict penalty from the university.

Follow the correct procedures for purchasing a student commuter pass and use the pass properly.

(5) Temporary Student ID

You cannot take an examination without a student ID. If you do not have your student ID card on the day of your examination, obtain a temporary student ID (issue fee: 100 yen) at the automatic certificate issuing machine or the School Office.

- * A temporary student ID card is only valid on the day it is issued.
- * A temporary student ID card is only valid on campus.
- * The time for issuing a temporary student ID will not be considered for the examination time.
- * Beware of privacy issues when disposing your temporary student ID.
- * If you lose your student ID card, promptly notify the School Office and reissue the student ID card (reissue fee: 2,000 yen).

2. Password for Personal Authentication

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

(1) Initial password

The initial password is the password you applied at the time of enrollment. You should change this password after enrollment following the procedure below.

(2) Change of password

If you want to change a password, take the following procedure below. If you forget your password, promptly come and notify the School Office.

How to change your password

Follow the steps below.

- (a) Open the password change screen on a search terminal or the personal authentication screen for use of the Oh-o! Meiji system.
- (b) Enter the required items as instructed on the screen.
- (c) Confirm the password change.

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

The password must contain: a minimum of 1 lowercase letter [a-z], and a minimum of 1 uppercase letter [A-Z], and a minimum of 1 number [0-9].

Examples: mu0623GOGO, 040401Lt

Note:

If your initial password does not work, please contact 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 in the school.

1	9	1	0	2	0	X	X	X	X
---	---	---	---	---	---	---	---	---	---

School/department/ major

Academic year first enrolled

Student registration number

4. Registered Name

Your registered name should match the residence card or residence certificate which you submitted upon enrollment. For international students, this may be either your actual name or a registered alias. For kanji names, JIS kanji (up to Level II) are used. If your name includes other kanji, it will be converted to the equivalent JIS kanji (up to Level II).

If international students have names that cannot be written in JIS kanji, and if alternative characters cannot be used, they have the following choices:

- (a) Both JIS (Level I or Level II) kanji and kana
- (b) All kana
- (c) All English alphabet

Documents provided by the university will be issued under the name you register. If you wish to change your registered name, please consult with the School Office and submit a request.

5. Change in Enrollment Status

	Description	Required documents	Remarks
Leave of absence	A leave of absence may be granted for a semester or more in case illness or another reason interrupts your attendance. Consult with the School Office in advance, and submit an application for leave of absence by the specified date. A leave of absence is granted to students for the respective semester but may be granted continuously in the next semester by completing the specified procedures. Application due date: Spring semester: May 31 Fall semester: November 20	Application form for leave of absence (official form) *A doctor's statement is required if the reason for the leave of absence is an illness. *If the reason for your leave of absence is Study Abroad, an additional form is required.	The period of absence is up to two years. However, if there is a special reason, up to two more years may be accepted if the required procedures are completed. 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 your class teacher in some cases. Please consult with the School Office.
Return to the School from leave of absence	Students who took a leave of absence may apply for returning to the School when the period of absence expires. Since returning is permitted only at the beginning of the semester, be sure to check with the Office and apply by the specified date.	Application form for returning (official form) *If the reason for the leave of absence is illness, a doctor's statement of permission will be required for submission.	
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 another unavoidable reason, consult with the School Office in advance and submit an application for withdrawal.	Application for withdrawal (official form) *The form must indicate the reason for withdrawing from the school, and must be signed by your guarantor. *Return your student ID card.	The tuition and fees for the semester must be paid in full to the date you make an application for withdrawal. *You may need the approval of your class teacher in some cases. Please consult with the School Office.
	Expulsion as per Article 67 of the university regulations: If any of the following applies to a student, they shall be subject to expulsion based on university regulations.	*Return your student ID card.	

	<p>(1) They have behaved badly and shown no prospect of improvement.</p> <p>(2) They have engaged in behavior that disturbs order on the campus, or behavior that interferes with the duties of students.</p> <p>(3) They have not made appropriate progress in their studies without a good reason.</p>		
Retention	<p>If a student was unable to earn the required credits or graduation credits, and they cannot advance or graduate, they must submit the application for retention or notification of retention by the specified date if they wish to remain in the School. Please consult with the School Office.</p>	Application for Retention	
Removal from the School register	<p>(a) If a student fails to pay tuition and fees, they shall be subject to removal from the university (Article 62 of the university regulations).</p> <p>(b) A student who fails to submit an application for retention or application for returning to the school by the specified date is subject to removal from the university.</p> <p>(c) If a student has no will to continue school and has not paid tuition and fees, they shall be subject to removal from the university upon their application.</p> <p>Application due date: 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>	
Readmission	<p>Students must apply for re-admission at the beginning of the semester if they have withdrawn, been expelled, or been removed. They must take an examination, will only be granted to re-enter if approved by the Faculty Council.</p>	Application for Re-admission (official form)	<p>To qualify, students must apply for readmission within 4 years after the withdrawal, expulsion, or removal from the school.</p>

VI. Program Requirements

1. Academic Year and Semesters

The academic year consists of two semesters, the spring semester and fall semester. Each semester is 14 weeks long. The spring semester begins in April, while the fall semester begins in September. See the academic calendar in the SGJS Syllabus for details.

2. Credit System

Under the credit system, students earn the number of credits assigned to a course by taking the course for the required length of time and passing its examination. When the total number of credits earned meets certain requirements, the student is approved for graduation.

The credits assigned to a course are calculated as follows. One credit is earned for 45 hours of learning activity, consisting of total three hours per week of class time and self-study time.

Study time for one course 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	

* Class time is counted as one hour for a 45-minute class. For lecture type courses (2 credits), 1350 minutes of instruction is counted as 30 hours.

* The class time needed for awarding 2 credits is 1350 minutes, however, from the academic year 2017, the actual class time is 1400 minutes in total (100 minutes for 14 classes). How to use the remaining time (50 minutes) is up to the instructor.

3. Curriculum Guidance

SGJS students must earn 124 total credits to graduate.

SGJS may provide an individual meeting based on the number of earned credits for students who are not making progress. The student may be advised to withdraw from the School if progress in earning credits is notably poor and no prospect of improvement can be seen.

When a student receives advice and leaves the School for the reasons above, they may be eligible for readmission under certain conditions. See V-4 Change in Enrollment Status regarding readmission.

4. Classes

(1) Courses

Courses are classified broadly into the following three types.

Required courses: Credits must be completed for graduation.

Required elective courses: Required to be taken from certain course categories.

Elective courses: Courses other than the above. Elective courses may be selected from any categories, including other faculties.

In addition to the courses provided in SGJS, there are elective courses in other faculties that are open to all students. Note carefully, however, that some of these courses do not count

toward graduation even if you take and complete the course. Students may take up to 60 credits in other faculties, of which up to 20 credits may be applied to the credits required for graduation, as elective courses.

*Some courses in other faculties cannot be registered. Please inquire at the School Office.

(a) Inter-Faculty Foreign Language Electives

Description	We offer these electives to supplement the regular foreign language curriculum of each faculty. They include conversation courses. The languages we offer in addition to English include Arabic, Ancient Greek, and Latin. Intensive courses are available during the summer and spring vacations.
Contact Information	Surugadai Campus: Academic Affairs Office Izumi Campus: Izumi Academic Affairs Office Ikuta Campus: Ikuta Campus Office Nakano Campus: Nakano Campus Office
Reference	Inter-faculty Foreign Language Course Syllabus

(b) Integrated Lectures

Description	In these courses, every week, a different expert provides specialist information on an aspect of current affairs. Experts come from both within the university and the world outside.
Contact Information	Surugadai Campus: Academic Affairs Office Izumi Campus: Izumi Academic Affairs Office Ikuta Campus: Ikuta Campus Office Nakano Campus: Nakano Campus Office
Reference	Integrated Lecture Syllabus

(c) Information Studies

Description	These courses are common to all faculties except for the School of Science and Technology and the School of Interdisciplinary Mathematical Sciences. They consist of both basic and applied information studies. The curriculum is designed to foster the ability of students to discover and solve problems on their own, to express the results effectively, and to utilize an information environment.
Contact Information	Surugadai Campus: Media Support Office Izumi Campus: Izumi Media Support Office Ikuta Campus: Ikuta Media Support Office Nakano Campus: Nakano Campus Office
Reference	Information Studies Syllabus

(d) Program for Global Citizenship

Description	This program aims to develop human resources who can play an active role in the international study, and its courses are open to students of all faculties. Examples of the courses are practical learning programs, internships, overseas training, and volunteer activities. There are also lecture courses which provide knowledge and help students prepare for studying abroad.
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)
Reference	Program for Global Citizenship Syllabus

(2) Registration

Please complete your course registration procedure within the time specified by the school.

See *II Program Requirements* for details on how to register courses and other matters to note. You must carefully plan your registration based on the graduation requirements. As a general rule, courses cannot be changed once they have been registered.

(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
1 st year	2 nd year	3 rd year	4 th 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 in Meiji University are conducted by semester system. However, some courses are offered in a series of levels, with the previous level course being a prerequisite for taking the next level.

(5) Class cancellation

Classes are offered in accord with the academic calendar, but in some cases a class may be canceled. Check the school bulletin boards (information board, etc.) or Oh-o! Meiji regularly for class cancellation notices.

If a class does not begin within 30 minutes of the scheduled time without the class cancellation notice, please contact the School Office.

(6) Make-up classes

When classes are canceled, make-up class may be held. Additional classes may also be scheduled as necessary to supplement the study progress. Check Oh-o! Meiji and the school bulletin boards 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 Librarian. **Please note that all courses are conducted in Japanese and valid only in Japan.**

If you wish to study in any of these programs, please join the orientation sessions for each program at the beginning of the academic year. You can only take the courses in a program only if you attend this orientation and complete the required procedures by the specified deadline.

The requirements of each program are explained in the *Certification Courses Guide and Syllabus* distributed at the orientation sessions.

If you are a transferred student, be sure to notify the Certification Course Office in advance. (Some courses cannot be applied for obtaining certification even if they have been approved as graduation credits in the school.)

6. Final Examinations

Final examinations (spring semester exam and fall semester exam) take place during a specific time set on the academic calendar. Depending on the course, examinations may be given during the regular class time, or evaluation may be made based on the submission of reports or notebooks and on daily performance in place of an examination.

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

*Students who have poor attendance may not be eligible to take final examinations.

VII. Services Provided by Administrative Offices

1. School Office

Most messages from the university to students are communicated by the School Office. The Office handles the following matters, which are also explained in this Catalog. If you are unsure of anything, please do not hesitate to inquire at the School Office.

- (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

☆ School Offices (School Academic Affairs Offices)

● Izumi Campus

Faculty (school)	Location		Hours
School of Law	Building No. 1, 1F	Counter No. 6	Weekdays 9:00 to 18:00 (closed 11:30 to 12:30) Saturday 9:00 to 12:30
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	

● Surugadai Campus

Faculty (school)	Location	Hours
School of Law	Liberty Tower, 4F	Weekdays 9:00 to 18:00 (closed 11:30 to 12:30) Saturday 9:00 to 12:30
School of Commerce		
School of Political Science and Economics		
School of Arts and Letters		
School of Business Administration	Liberty Tower, 5F	
School of Information and Communication		

● Ikuta Campus

Faculty (school)	Location	Hours
School of Science and Technology	Main Building, 1F	Weekdays 8:30 to 16:30
School of Agriculture		Saturday 8:30 to 12:00

●Nakano Campus

Faculty (school)	Location		Hours
School of Global Japanese Studies	Low-rise Wing 3F	Counter No. 3	Weekdays 9:00 to 17:30 (closed 11:30 to 12:30)
School of Interdisciplinary Mathematical Sciences		Counter No. 2	Saturday 9:00 to 12:30

2. Bulletin Boards

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

Campus	Location	Information
Izumi Campus	Bulletin board: Building No. 1, on the wall to the right of the front entrance Information board: Building No. 1, 1F entrance hall	Class cancellation, make-up class, classroom change, schedule change, examinations, etc.
Surugadai Campus	Liberty Tower 2F Information Square	
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
Surugadai Campus			
Academic Affairs Office	Liberty Tower, 5F	Academic affairs in general - Classroom arrangement for sub-seminars - Inter-faculty foreign language courses - Integrated lectures	Weekdays 9:00 to 18:00 (closed 11:30 to 12:30) Saturday 9:00 to 12:30
Office for Students with Disabilities	Liberty Tower, 5F	-Study support for disabled students	Weekdays 9:00 to 17:00
Student Support Office	Liberty Tower, 3F	- Scholarships - Classroom arrangement for officially-sanctioned clubs - Extracurricular activities - M-Navi program - Recreational facilities - Student Health Insurance - Student Insurance - Lost & found - Short-term loan - Housing and part-time job	Weekdays 9:00 to 18:00 (Scholarship section: to 17:00) Saturday 9:00 to 12:30
Surugadai Volunteer Center	Liberty Tower, 3F	Volunteer activities	Weekdays 9:00 to 17:00 Saturday 9:00 to 12:30

Student Counseling Office	University Hall, 2F	Consulting on student life	Weekdays 10:00 to 17:00
Certification Course Office	Liberty Tower, 19F	<ul style="list-style-type: none"> - Program for Secondary School Teachers - Program for Prospective Museum Workers - Program for Adult and Community Education Workers - Program for Certified Librarians - Program for Teacher Librarian 	Weekdays 9:00 to 18:00 (closed 11:30 to 12:30) Saturday 9:00 to 12:30
Employment and Career Development Support Office	University Hall, 2F	<ul style="list-style-type: none"> - Support for job placement - Career support and guidance 	Weekdays 9:30 to 18:00 Saturday 9:00 to 12:30
International Student Office	Global Front, 2F	<ul style="list-style-type: none"> - Study abroad programs, etc. - Financial assistance, housing, visa, and Japanese Language Program for international students, etc. 	Weekdays 9:00 to 17:00 (closed 11:30 to 12:30) Saturday 9:00 to 12:30
Sports Promotion Office	Liberty Tower, 3F	Athletic club matters	Weekdays 9:00 to 18:00 Saturday 9:00 to 12:30
Media Support Office	Building No.12, 7F	<ul style="list-style-type: none"> - Information Studies courses - Use of media rooms - Information studies workshops - Use of e-mail service 	Weekdays 9:00 to 19:30 Saturday 9:00 to 12:30
Surugadai Media Library	Building No. 12, 7F	<ul style="list-style-type: none"> - Media library - Support for group study - PC use 	Weekdays 9:00 to 19:30 Saturday 9:00 to 12:30
Surugadai Support Desk	Building No. 12, 7F Media Support Office	<ul style="list-style-type: none"> - PC use - Oh-o! Meiji system - Automatic certificate issuing machine, etc. 	Weekdays 8:30 to 19:30 Saturday 8:30 to 14:00
Health clinic	University Hall, 2F	Medical Care	Internal medicine: Mon., Wed., Thu. Surgery: Tue., Fri. Reception time: 9:30 to 12:00 13:30 to 16:30 Sat.(Health counseling only) 9:00 to 12:30
Finance Office (tuition and fees)	University Hall, 4F	Tuition and fee matters	Weekdays 9:00 to 17:00 (closed 11:30 to 12:30) Saturday 9:00 to 12:30

Central Library	Central Library (Liberty Tower 1F, B1F to B3F)	- Library use	Weekdays 8:30 to 22:00 Saturday 8:30 to 19:00 Sundays and holidays 10:00 to 17:00
Liberty Academy	Academy Common, 11F	- TOEIC® IP Test - Certification, practical studies, language classes - Business programs - Culture classes	Weekdays 10:30 to 19:00 Saturday 10:30 to 15:30
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 9:00 to 18:30 Saturday 9:30 to 14:30
(b) Institute for Research and Education in Accounting	Sarugakucho Building No. 1, 1F	Certified Public Accountants Examination guidance	Weekdays 9:30 to 17:00 Saturday 9:30 to 13:00
(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 to 18:00 Saturday 9:30 to 13:00

Department	Location	Main Services	Hours
Izumi Campus			
Izumi Academic Affairs Office	Building No.1, 1F, Counter No.9	Academic affairs in general - Inter-faculty foreign language courses - Integrated lectures	Weekdays 9:00 to 18:00 Saturday 9:00 to 12:30
Izumi Student Support Office	Building No.1, 1F, Counter No.11	- Student association (extracurricular activities) - Classroom reservation	Weekdays 9:00 to 18:00 (Scholarship section: to 17:00) (closed 11:30 to 12:30) Saturday 9:00 to 12:00
	Building No.1 1F, Counter No. 12	- Recreational facilities - Student Health Insurance - Student Insurance - Lost & found - Short-term loan - Housing and part-time job	
	Building No.1 1F, Counter No. 13	Scholarships	
Izumi Volunteer Center	Building No.1, B1F	Volunteer activities	Weekdays 9:30 to 17:30 (closed 11:30 to 12:30)
Student Counseling Office	Building No.1, 2F	Consulting on student life	Weekdays 10:00 to 17:00
Certification Course Office (Izumi Branch Office)	Building No.1, 1F	- Program for Secondary School Teachers - Program for Prospective Museum Workers	Weekdays 9:00 to 17:00 (closed 11:30 to 12:30)

		<ul style="list-style-type: none"> - Program for Adult and Community Education Workers - Program for Certified Librarians - Program for Teacher Librarian 	
Employment and Career Development Support Office	Building No. 1, 1F	<ul style="list-style-type: none"> - Support for job placement - Career support and guidance 	Weekdays 10:00 to 17:00 (closed 11:30 to 12:30)
International Student Office	Building No. 1, 1F Counter No. 1	<ul style="list-style-type: none"> - Financial assistance, housing, visa, and Japanese Language Program for international students, etc. 	Weekdays 9:00 to 17:00 (closed 11:30 to 12:30)
Study Abroad Counseling Office	Building No. 1, 1F	<ul style="list-style-type: none"> - Study abroad programs, etc. 	Weekdays 9:00 to 17:00 (closed 11:30 to 12:30)
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 to 17:30 *Closed Saturdays
(b) Institute for Research and Education in Accounting	Liaison Building, 2F	Bookkeeping and accounting certification test guidance	Weekdays 9:00 to 17:00 *Closed Saturdays
(c) Institute for Research and Education in Governmental Administration	Liaison Building, 2F	Guidance for taking national public service examination, etc.	Weekdays 10:00 to 18:00 *Closed Saturdays
Izumi Media Support Office	Izumi Media Building 1F, Media service counter	<ul style="list-style-type: none"> - Information Studies courses - University-provided email and Internet use procedures - Oh-o! Meiji system 	Weekdays 8:30 to 18:00 Saturday 8:30 to 12:00
Izumi Support Desk	Izumi Media Building, 1F	<ul style="list-style-type: none"> -Support for PC use -Troubleshooting for automatic certificate issuing machine, etc. -Support for MIND network use 	Weekdays 8:30 to 19:30 Saturday 8:30 to 14:00
Izumi Media library	Izumi Media Building, 1F	Use of media-based learning and reference materials	Weekdays 8:50 to 18:00 Saturday 8:50 to 12:00
Izumi Health Clinic	Building No. 1, 2F	-Medical Care	Weekdays 9:30 to 12:00 13:30 to 16:30 Thu.: 9:00 to 11:30 Sat.(Health counseling only) 9:00 to 12:00
Izumi Library	Izumi Library	- Library use	Weekdays 8:30 to 22:00

			Saturday 8:30 to 19:00 Sundays and holidays 10:00 to 17:00
--	--	--	--

Department	Location	Main Services	Hours
Ikuta Campus			
Ikuta Campus Office	Main Building, 1F	<ul style="list-style-type: none"> - Classroom arrangement for sub-seminars - Inter-faculty foreign language courses - Integrated lectures 	Weekdays 8:30 to 16:30 Saturday 8:30 to 12:00
Ikuta Student Support Office	Main Building, 1F	<ul style="list-style-type: none"> - Scholarships - Student association (extracurricular activities) - Recreational facilities - Student Health Insurance - Student Insurance - Lost & found - Short-term loan - Housing and part-time job 	Weekdays 8:30 to 16:30 (closed 11:30 to 12:30) Saturday 8:30 to 12:00
Ikuta Volunteer Center	Student Building, 2F	Volunteer activities	Weekdays 9:00 to 17:00 (closed 13:00 to 14:00) Saturday 8:30 to 12:00 (Alternate Saturdays)
Student Counseling Office	Main Building, 2F	Consulting on student life	Weekdays 10:00 to 17:00
Certification Course Office (Ikuta Branch Office)	Main Building, 1F	<ul style="list-style-type: none"> - Program for Secondary School Teachers - Program for Prospective Museum Workers - Program for Adult and Community Education Workers - Program for Certified Librarians - Program for Teacher Librarian 	Weekdays 9:00 to 17:00 (closed 11:30 to 12:30)
Ikuta Employment and Career Development Support Office	Main Building, 1F	<ul style="list-style-type: none"> - Support for job placement - Career support and guidance 	Weekdays 9:30 to 18:00 (closed 11:30 to 12:30) Saturday 9:00 to 12:30
Ikuta Media Support Office	Main Building, 5F	<ul style="list-style-type: none"> - Information Studies courses - Use of information science practice rooms - Information studies workshops - Use of email service - Media coursework support - Media library management and operation 	Weekdays 8:30 to 18:00 Saturday 8:30 to 12:00

Ikuta Support desk	Main Building, 5F	<ul style="list-style-type: none"> - Support for PC use - Oh-o! Meiji system - Troubleshooting for automatic certificate issuing machine, etc. - Support for MIND network use 	Weekdays 8:30 to 19:30 Saturday 8:30 to 14:00
International Student Office	Main Building, 1F	<ul style="list-style-type: none"> - Study abroad programs, etc. - Financial assistance, housing, visa for international students, etc. 	Weekdays 9:00 to 17:00 (closed 11:30 to 12:30)
Ikuta Health Clinic	Main Building, 2F	<ul style="list-style-type: none"> - Medical care 	Weekdays 9:30 to 12:00 13:30 to 16:30 Sat.(Health counseling only) 8:30 to 12:00
Ikuta Library	Ikuta Library	<ul style="list-style-type: none"> - Library use 	Weekdays 8:30 to 22:00 Saturday 8:30 to 19:00 Sundays and holidays 10:00 to 17:00

Department	Location	Main Services	Hours
Nakano Campus			
Nakano Campus Office	Low-rise Wing 3F	<Academic Affairs section> <ul style="list-style-type: none"> - Issuing certificates - Campus facilities - Inter-faculty foreign language Courses - Integrated lectures - Certification courses - Room arrangements 	Weekdays 9:00 to 17:30 (closed 11:30 to 12:30) Saturday 9:00 to 12:30
		<Information Media section> <ul style="list-style-type: none"> - Information system, facilities - Information Studies courses 	
	High-rise Wing 6F	< Certification Course Office (Nakano Branch Office) - Program for Secondary School Teachers <ul style="list-style-type: none"> - Program for Prospective Museum Workers - Program for Adult and Community Education Workers - Program for Certified Librarians - Program for Teacher Librarian 	Weekdays 9:00 to 11:30 12:30 to 17:00 Saturday Closed
	Low-rise Wing 4F	<Support Desk> <ul style="list-style-type: none"> - Support for PC use 	Weekdays 8:30 to 19:30

		<ul style="list-style-type: none"> - Oh-o! Meiji system - Support for MIND network use - Problems with information facilities, etc. 	Saturday 8:30 to 14:00
Nakano Research & Educational Support Office	Low-rise Wing 3F	<Student Affairs Section> <ul style="list-style-type: none"> - Scholarships - Student association (extracurricular activities) - Recreational facilities - Student Health Insurance - Student Insurance - Short-term loan 	Weekdays 9:00 to 17:30 (closed 11:30 to 12:30) Saturday 9:00 to 12:30
		<Nakano Volunteer Center> <ul style="list-style-type: none"> - Volunteer activities 	
		<International Collaboration section> <ul style="list-style-type: none"> - Study abroad programs, etc. - Financial assistance, housing, visa for international students, etc. - International exchange events 	
Student Counseling Office	Low-rise Wing 4F	<ul style="list-style-type: none"> - Consultation on student life 	Weekdays 10:00 to 17:00
Nakano Employment and Career Development Support Office	High-rise Wing 6F	<ul style="list-style-type: none"> - Support for job placement - Career support and guidance 	Weekdays 9:30 to 18:00 (Counseling accepted to 17:00) Saturday 9:00 to 12:30 (Reservation required)
Nakano Health Clinic	Low-rise Wing 3F	<ul style="list-style-type: none"> - Medical care 	Weekdays 9:30 to 12:00 13:30 to 16:30 Sat.(Health counseling only) 9:00 to 12:30
Nakano Library	Low-rise Wing 2F	<ul style="list-style-type: none"> - Library use 	Weekdays 8:30 to 22:00 Saturday 8:30 to 19:00 Sundays and holidays 10:00 to 17:00

4. Contact Information

Inquiry	Inquiries				Remarks (forms, items to indicate, etc.)
	Izumi	Suru-gadai	Ikuta	Nakano	
Notifications and applications					
- Notifications relating to enrollment status					
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 leave of absence					Application form for returning (with doctor's statement if for illness)
- Notifications					
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 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
Certificates, student discounts, health certificate					
Obtain a certificate	Automatic certificate issuing machine, at School Office or the Nakano Campus Office				* Ask at Support Desk on each campus about automatic certificate issuing machine.
Obtain student discount	Automatic certificate issuing machine				
Obtain student commuter certificate to another campus	School Office				* Possible only if taking courses on another campus
Obtain health certificate	Automatic certificate issuing machine,* health clinic or Student Support Office				* Available only for final-year (senior) students. Other students will receive certificate after being examined in a health clinic.
About student ID card					
Lost or damaged	School Office			Nakano Campus Office	Reissue student ID
Magnetically stored data was erased					

No blank space on commuter certificate					
Classroom reservation					
Classroom reservation (for official clubs)	Student Support Office				Application for school facility use
Classroom reservation (for sub-seminar)	School Office	Academic Affairs Office	School Office or Ikuta Campus Office	Nakano Research & Educational Support Office	
Consulting and counseling					
-About academic matters					
Academic matters in general	School Office				Catalog, School Syllabus
Study Support for Students with disabilities	Academic Affairs Office (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

Use of facilities					
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 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	○	200 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	
Transcript	○	200 yen		
Certificate of Prospective credit acquisition	○	200 yen		
Certificate of expected graduation	○	200 yen		For fourth year students only
Certificate of school enrollment (English)	○	300 yen		
Certificate of expected graduation (English)	○	300 yen		For fourth year students only
Transcript (English)	○	300 yen		
Prospective credit acquisition certificate for teacher's license	○	200 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: 200 yen	School Office	
Certificate of withdrawal, certificate of removal	×	300 yen	School Office	
Certificates for teaching profession	×	*	Special certification program office (Surugadai Campus)	*Fees vary depending on the certificate. Check with the appropriate office in advance.
Certificates for graduates	×	*	School Office. Nakano Campus #1 counter	
Student commuter certificate	×	No charge	School Office. Nakano Campus #1 counter	
Reissue of student ID card	×	2,000 yen		

Students can use 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, overseas study at partner institutions and overseas study at accredited institutions, as described below. In both cases, students are able to study abroad while remaining enrolled in this school. Another advantage of the programs is that some credits earned at the host institution, if approved for credit following a review and procedures, may be applied to graduation requirements.

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 time 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 of 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 for 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 institution

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

Are there ever times in your student life when you wonder what you should do in a certain situation? At such times, first take a look at (1) the Campus Handbook. If you need more detailed information, you can check booklets (2) to (5) distributed by the Student Support Office and Nakano Research & Educational Support Office, or ask the office handling the matter.

Please note most handouts are available only in Japanese.

(1) Student life in general

	Campus Handbook
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 time of admission
Available from	Student Support Office on each campus Nakano Research & Educational Support Office

(2) Extracurricular activities

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

(3) Scholarships

	Assist (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

	Student Health Insurance Guide (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 time of admission
Available from	Student Support Office on each campus Nakano Research & Educational Support Office

(5) Student counseling

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

(6) Campus harassment counseling

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

(7) Handling of 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 if there is a name and will return it.

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

(8) Commuting

Commuting by vehicle (including bicycles and motorcycles or scooters) to the Surugadai Campus is not allowed. (Commuting by bicycle to the Izumi, Ikuta and Nakano Campuses is permitted.) Use the train, bus or other public transportation when traveling to and from the university.

3. Career Support

Obtaining employment is the starting line of life.

Over the long course 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 want to live?

A career may seem something far off in the future, but time has a way of passing by before you know it. When you chose the faculty in which 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 in 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 kinds of human resources that society needs in the future are not machines that simply do as they are told. Society demands people who discover problems themselves, think of solutions, and work to solve them on their own.

When it comes time to start your career, the activities you are about to carry out in your student life will be vital, helping to define your qualifications for a job. Your academic accomplishments (especially seminars) will of course be important, but be sure also to lead a full student life, including club activities that you get to experience only in your days as a student. It is further important that through your university activities you learn how to evaluate things and how to think.

Tips for making the most out of your student life.

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

(1) Be serious in pursuing your studies.

It almost goes without saying, but if you want to develop the kinds of skills that society needs, you will have to be diligent in your studies, from standpoints like the following.

(a) Expanding 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 judged to be necessary for attaining your own goals.
- iii. Set and pursue the themes you want to take in specialized seminars, your graduation thesis, and research.

(b) Improving 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 like TOEIC® and TOEFL® to obtain an objective assessment of your abilities and to help in setting your goals.

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

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

(a) Club activities

Through extracurricular activities that differ from your regular school activities, you will be able to broaden your network with students from other faculties. Such activities will provide you with the chance to learn about other 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

Experiences in the real world of work will be useful for learning about society and fostering a career view. It can also be an opportunity to learn about responsibility and developing good human relationships.

(c) Volunteer activities

Volunteering your time to work on behalf of others will help you experience what it means to contribute to society. By mixing with people of various ages, you will learn to understand others and improve your ability to look at things with a critical eye, while visualizing your future life.

(d) Travel and interests

During the years of your student life, when you have blocks of free time, take advantage of the rare opportunity to experience things outside the everyday routine. Use such experiences to broaden your ideas, to discover aspects of yourself that are seen in other cultures and other people, and to learn to view things objectively.

A career is a challenge.

The Employment and Career Development Support Division provides its 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 own dream with your own ability. 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 big 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 provides assistance in career formation starting from early in your university studies. Based on the Employment Security Act (Article 33.2), it also provides help in finding employment through Employment and Career Development Support Offices on each campus.

The goal of the Employment and Career Development Support Division is to provide support services such that students will be able to select a career path well matched to 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 at any stage in job-seeking activities or career path selection. Counseling rooms are available for stopping by at any time, without a reservation, to consult with staff about such matters. In individual interviews, you can take part in a practice job interview, have your résumé or entry sheet checked, and get advice. Feel free to ask any questions or consult 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 have something you are uncomfortable talking about in a one-on-one situation, or would like to talk about job-seeking activities in general along with friends, we also offer consulting sessions to seminars, clubs, classes, or other groups.

Counseling hours

Surugadai Campus: Mon. to Fri. 9:30 to 17:00

Saturday 9:00 to 11:30 *

Ikuta Campus: Mon. to Fri. 9:30 to 17:00 (closed from 11:00 to 12:30)

Saturday 9:00 to 11:30 *

Izumi Campus: Mon. to Fri. 10:00 to 16:30 (closed from 11:30 to 12:30)

Nakano Campus: Mon. to Fri. 9:30 to 17:00

Saturday 9:00 to 12:00 *

* Reservation required

The above times are subject to change. Check the bulletin boards or website for the latest schedule.

(2) Website

<https://www.meiji.ac.jp/shushoku/index.html> (in Japanese)

<https://www.meiji.ac.jp/cip/english/prospective/career.html> (in English)

Our website is full of useful information, from events sponsored by the Employment and Career Development Support Division to job opportunities only viewable to students of this university.

(3) Reference room

The reference room has an assortment of 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. Having access to details about questions asked in actual interviews and the contents of written tests are extremely valuable resources only available to Meiji students.

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

The Employment and Career Development Support Division holds a variety of events throughout the academic year. Make sure to check your Oh-o!Meiji message box for details of each event.

4. Internships

What are internships?

In general, an internship program gives students a chance to experience working in a company or organization.

Some benefits of this program are that students can develop a higher sense of professionalism, and improve their eagerness to learn in university. Since this experience will become useful when selecting your career path, you are encouraged to participate if possible. **Internship types**

Internships can be classified broadly into three types.

(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) ALL MEIJI internships (School-wide internships)

Features: Offered based on a partnership agreement between the university and the company or organization

Approval of credits: None

Contact for information: Employment and Career Development Support Office on each campus

(3) Self-development internships

Features: Offered independently by individual companies and organizations

Approval of credits: None

Contact for information: Contact the individual company or organization.

IX. Information Services

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

This leaflet profiles the various information services available at Meiji University in an easy-to-understand format. We hope you will make effective use of the services described in the leaflet.

[Contents of the Leaflet]

- The Meiji University Information Environment and Services
- Accounts and Passwords
- MIND Orientation
- A Wide Range of Information Services
- Support Services

[Where Available]

School Office, libraries, support desks, Media Support Offices on each campus, etc.

1. Oh-o! Meiji System

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

Some of the functions of Oh-o! Meiji are listed below:

- Portal page: With this function, you will receive announcements from the university, including class cancelation. Please check these messages regularly. You can also forward these announcements to your email. You can also answer questionnaires from the portal page.
- Class web: This function is used for checking the course materials, submitting reports, or accessing other class-related information. The contents of each class web page is different, depending 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 support you in using the university's information services. Here are some examples of inquiries that can be made at the Support Desk:

- How to use media equipment in the school.
- 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 when using an information service, be sure to contact your campus Support Desk. See VII-3 Other Offices for the support desk locations and office hours.

3. Use of Email, Information Science and Media Classrooms, and PC Practice Rooms

- How to use the university email

Please use your Meiji Mail account to use the university email.

*All students are registered for a Meiji Mail account when at the time of enrollment.

- Inquiries regarding university email

Surugadai media support office, Izumi media support office, Ikuta media support office, Nakano Campus Office

- Campus PC

Students can use the campus PCs in the Information Science and Media Classrooms and PC Practice Rooms. Teaching assistants (TAs) provide support with detailed advice in the Information Science and Media Classrooms.

These on-campus PCs can be used with the Common Authentication System Account (Surugadai Campus, Izumi Campus and Nakano Campus) or with an Ikuta Basic Services Account (Ikuta Campus).

*Students are required to attend the MIND orientation in order to use the university network.

X. Facility Use

1. Libraries

A library is an indispensable resource for university learning and research. Learning to use the library skillfully is an important part of your education. One use of a library is as a place to study. It is also a place to browse the books and papers stored there. In addition, thanks to the Internet, a library can serve as a portal for gathering academic information. Take advantage of the library as your gateway to information.

You can use the libraries on all four campuses.

Meiji University is spread across four campuses, Surugadai Campus, Izumi Campus, Ikuta Campus and Nakano Campus, and each campus has its own library. See the library website and Library Handbook for details about using the libraries.

Your student ID card doubles as a library card.

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

Library hours

	Weekdays	Saturdays	Sundays and Holidays
Central Library	8:30 to 22:00	8:30 to 19:00	10:00 to 17:00
Izumi Library			
Ikuta Library			
Nakano Library			

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

Maximum number of books checked-out

You can check out up to 15 books for a period of 15 days.

A catalog (OPAC= Online Public Access Catalog) is used in searching for books.

For finding the books and magazines you need from the collection, OPAC is an essential tool. OPAC is not just useful for searching but can be used for reserving books, for getting an extension, or for having books delivered (requesting books from other campus libraries). Since OPAC is accessible on the Internet, you will be able to search and perform other operations from your home in the same way as in the library.

Digital materials are available, too.

Periodicals in digital format (e-Journals) and outside database services now play an important role as materials for learning and research. The libraries contract with vendors to enable use of necessary materials. The use of digital materials will continue to grow in the future. You can take advantage of the library website as a portal for using such resources. These resources can be accessed from PCs in the library. They can also be used from PCs located in other parts of the campus.

PCs in the library are there for your use.

PCs are available in the library for using the Internet, digital materials and other online resources. The reading areas also have power outlets, information outlets, and in some cases wireless LAN service. You can bring your own PC into the library to use there.

Library tours are offered giving a guide to use.

A key to skillful library use is becoming thoroughly familiar with the library. The university libraries offer tours to seminar class members or to individuals, introducing the facilities and providing instructions on using such features as outside database services. There are also general classes on the topic, getting the most from library use, to teach you how to use the library effectively.

2. Media Libraries

Media libraries are provided on each campus for freely making use of audio-visual learning and reference materials for language and other studies.

Campus	Location	Hours
Surugadai Campus	Building No. 12, 7F	Mon. to Fri. 9:00 to 19:30 Saturday 9:00 to 12:30
Izumi Campus	Izumi Media Building, 1F	Mon. to Fri. 8:50 to 18:00 Saturday 8:50 to 12:00
Ikuta Campus	Main Building, 5F	Mon. to Fri. 8:45 to 17:45 Saturday 8:45 to 12:00 (Requests accepted until 30 minutes before closing time)
Nakano Campus	High-rise Wing 1F (located in Learning Lounge)	Mon. to Fri. 9:00 to 17:45

3. Study Support Rooms

Study support rooms are provided on the Izumi, Ikuta and Nakano campuses to help students in a variety of ways with their education. Currently support is offered mainly by graduate student TAs (teaching assistants).

Study support rooms are equipped with many aids to learning including the following.

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

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

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

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

4. PC Practice Rooms

PC Practice Rooms

PC practice rooms are provided on each campus. You can use these rooms for seminar assignments and other study related purposes.

Location	Hours	Remarks
Surugadai Campus Building No. 12, 8F	Mon. to Fri. 9:00 to 21:00 Saturday 9:00 to 18:00	Common Authentication System Account needed
Izumi Campus Izumi Media Building, 2F	Mon. to Fri. 8:50 to 19:50 Saturday 8:50 to 16:20	
Ikuta Campus Main Building 5F, 6F Area 2 Building A 2F, 3F	Mon. to Fri. 8:30 to 19:00 Saturday 8:30 to 16:00	Ikuta Basic Services Account needed
Nakano Campus High-rise Wing 2F	Mon. to Fri. 9:00 to 19:30 Saturday 9:00 to 16:00	Common Authentication System Account needed

*The above hours are subject to change. Confirm the times on the website or bulletin board of the media support office.

XI. Emergency Guidelines

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

1. Classes during a massive delay in public transportation

(a) When public transportation delays are expected

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

(b) Delay in major transportation routes to the University

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

2. Preparing for a major earthquake or other disasters

[I] If a major earthquake occurs

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

(a) During an earthquake

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

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

(b) When the shaking subsides

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

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

(c) After the earthquake

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

(d) Evacuation

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

(e) When it is difficult to return home

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

【II】 Fire

(a) If you see a fire

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

(b) Key points for initial fire-extinguishing

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

(c) Evacuation

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

【III】 Contacting people

- (A) It is often difficult to make contact one another by phone call during emergencies, due to disconnected phone lines, power outages and other network problems, as well as network overload from many people trying to call all at once. It may also 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 make use of 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 restoration of operations.

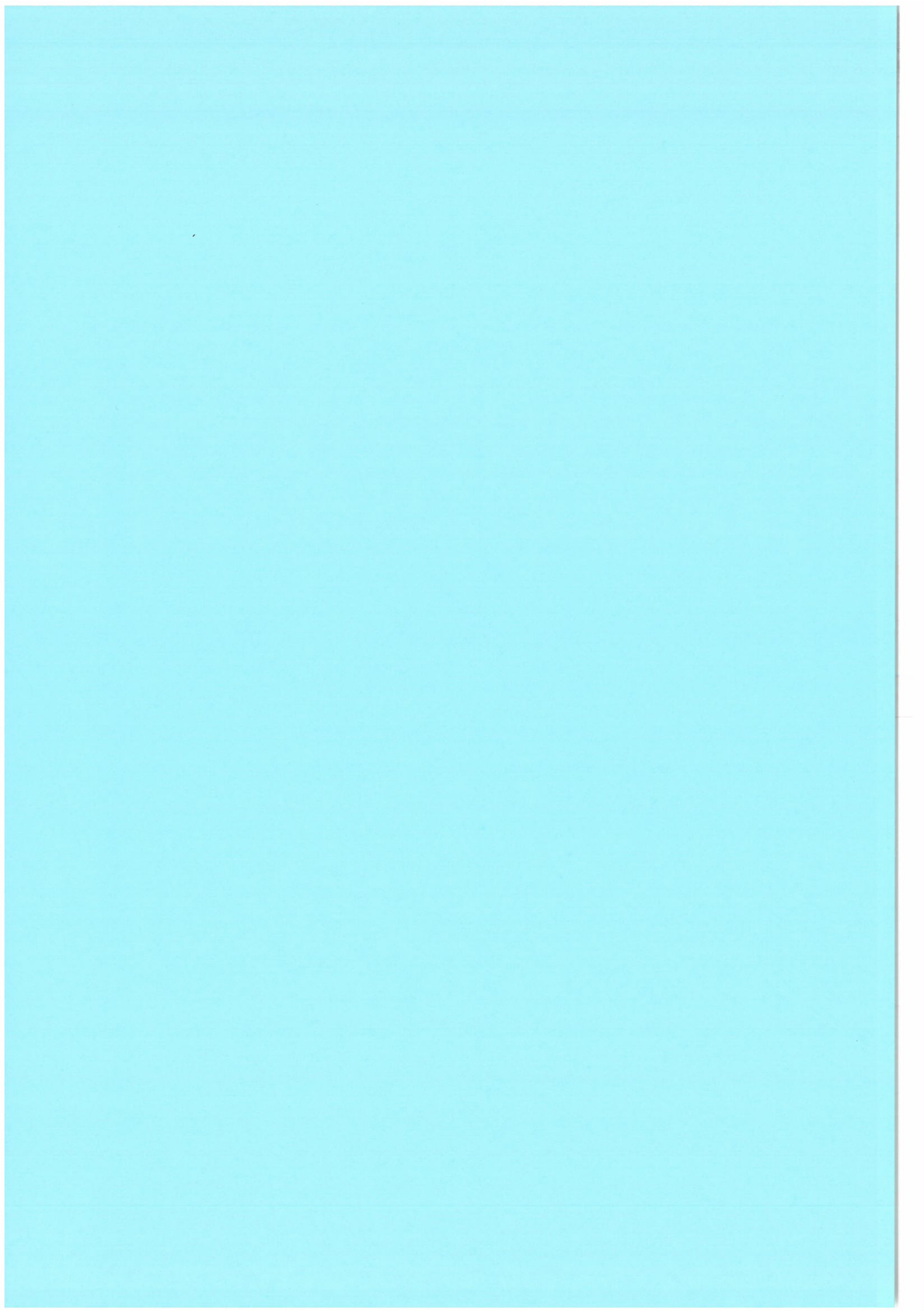
<<For reference>>

Use of public payphones during a disaster

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

【IV】 Be prepared in advance

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





古紙配合率70%再生紙を使用しています
白度度70%再生紙を使用しています