

For English Track Students

Academic Year 2018
School of Global Japanese Studies
English Track Catalog

Meiji University

For English Track Students

Academic Year 2018
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 of your stay, from enrollment to graduation, including such matters 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
Schedules of Classes and Examinations	4
I. Overview of the School of Global Japanese Studies	5
1. Diploma Policy	5
2. Curriculum Policy	5
3. Features of the Curriculum	6
II. Program Requirements	9
1. Earning Credits	9
2. Conditions for Earning Course Credits	12
3. Courses Offered in the School of Global Japanese Studies	18
III. Academic Record and Testing	24
1. Academic Record	24
2. Examination and Reports	27
IV. Curriculum Guidance	31
1. Office Hour	31
2. Study Abroad Program	31
3. Curriculum Guidance	32
V. Enrollment Status	33
1. Student ID Card	33
2. Password for Personal Authentication	35
3. Student ID Number	36
4. Registered Name	36
5. Change in Enrollment Status	37
VI. Program Requirements	39
1. Academic Year and Semesters	39
2. Credit System	39
3. Curriculum Guidance	39
4. Classes	39
5. Special Certification Program Courses	42
6. Final Examinations	42
VII. Services Provided by Administrative Offices	43
1. School Office	43
2. Bulletin Board	44
3. Other Offices	44
4. Contact Information	52

5. Issuing Certificates	54
VIII. Other Programs and School Services	56
1. Study Abroad Programs	56
2. Campus Life	57
3. Career Support	58
4. Internships	61
IX. Information Services	62
1. Oh-o! Meiji System	62
2. Support Desk	62
3. Use of Email, Information Science and Media Classrooms, and Practice Rooms	62
X. Facility Use	64
1. Libraries	64
2. Media Libraries	65
3. Study Support Rooms	66
4. PC Practice Rooms	66
XI. Emergency Management	67
1. Classes When Public Transportation Is Stopped Due to a Labor Strike	67
2. Preparing for a Major Earthquake	67

Schedules of Classes and Examinations

(1) Class Periods

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) Regular Examination Schedule

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/Lunch/Night Modules will not be used for semester-classes in principle.

*The time schedules on all campuses are all same.

*The above schedule is for the 2018 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 Foster:

The School of Global Japanese Studies aims to foster students who can contribute to the global community, based on their deep understanding of Japanese and international studies as well as their experiences in international academic exchange.

Educational Goals:

The School of Global Japanese Studies grants a bachelor's degree in Global Japanese Studies to those who study for the required period and attain 124 credits according to the university regulations. In order to foster these kinds of students, the School of Global Japanese Studies has the following goals:

- *Students will acquire the ability to disseminate their knowledge globally through the study of contemporary Japanese culture and Japanese social systems.
- *Students will acquire fundamental communicative skills in the Japanese language, which forms the basis of Japanese culture.
- *Students will acquire intercultural understanding and practical foreign language ability through their experiences in our intercultural community of students with diverse cultural backgrounds and by studying abroad.

2. Curriculum Policy

Curriculum Vision:

The curriculum aims to promote international education so that students will be able to contribute to the global community, based on their deep understanding of Japanese and international studies as well as their experiences in international academic exchange.

Curriculum Structure:

Under the semester system, students in the first and second years are required to take Introduction to Global Japanese Studies, Research Paper Writing, Speech and Presentation, and

ICT Basic I. In the third and fourth years, based on their interest, they can choose a wide variety of subjects from courses in Global Japanese Studies as well as General Studies.

Curriculum Characteristics:

*The first-year courses focus on academic literacy, such as report writing and presentation skills.

*The program focuses on contemporary Japanese studies. There are three areas of concentration: Culture and Art, Business and Society, and Globalization.

*The program also emphasizes Japanese language education. A wide variety of Japanese language courses are offered from the introductory level to the upper advanced level.

*In order to enhance students' understanding of Japan from different perspectives and to promote international awareness, they 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 later year studying at a foreign university. Credits earned during these study abroad programs are approved for credits in the School under certain conditions.

3. Features of the Curriculum

(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 a positive and a negative standpoint. They 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.

(9) 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.

(10) General Studies Program

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

(11) 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.

***English Track program features a curriculum that focuses on contemporary Japanese Studies. The courses in Global Japanese Studies, which are conducted in English, are grouped into three areas of concentration: Culture and Art, Business and Society, and Globalization. For details, please refer to the English Track website:**

<http://www.meiji.ac.jp/cip/english/englishtrack/index.html>

II. Program Requirements

1. Earning Credits

Credits Required for Graduation and Graduation Requirements

<For English Track students who entered on April 1, 2017 or after>

Courses	Number of Credits Necessary			Comments
	Required	Electives (required) [*]	Electives	
English Language	4	—		<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) in Global Japanese Studies. Any credits earned in excess of 50 can be applied as electives toward the credits required for graduation.
General Studies	4	**8		<ul style="list-style-type: none"> Students must obtain at least 12 credits in English Track courses, including 4 credits of <i>Introduction to Global Japanese Studies</i> and <i>ICT Basic I</i> conducted in English. Any credits earned in excess of 12 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	—	—	58	<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 Program	—	—		<ul style="list-style-type: none"> Credits earned in Core Courses of other faculties can be applied toward the credits required for graduation, as electives. (Credits earned in Elective Courses of other faculties, with some exceptions, come under "Elective Courses from Other Faculties.")
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.
Human Resource Development Program for International Cooperation	—	—		<ul style="list-style-type: none"> Credits earned can be applied toward the credits required for graduation, as electives.
Program for Japan ASEAN Mutual Understanding	—	—		<ul style="list-style-type: none"> 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	8	58	58	
Total	124 credits			<ul style="list-style-type: none"> Students must obtain 66 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 in their fourth year.

* Elective (required) courses: a set of courses from which at least 50 credits are required.
(50 credits selected from the Global Japanese Studies conducted in English)

** Elective (required) courses: a set of courses from which at least 8 credits are required.
(8 credits selected from the General Studies conducted in English. These credits are in addition to the 4 credits required for *Introduction to Global Japanese Studies* and *ICT Basic I*.)

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

(2) Minimum/maximum number of credits

To ensure that students progress smoothly towards earning the number of credits required for graduation, minimum and maximum limits are set on the number of new credits earned in each semester of each year, as indicated below.

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) The minimum/maximum number of credits refers to all courses taken as graduation requirements, including retake courses which are required for graduation. However, “Practicum in Global Japanese Studies E”, “Internship in Japan”, “Internship Abroad”, “Volunteer Abroad Program”, and “Study Abroad Program” are not included.
- (b) Note that credits for courses taken outside the graduation requirements are not included in the minimum/maximum number of credits.
- (c) Only in fourth-year (semesters 7 and 8), the total of all courses taken in two semesters may be able to be included in the minimum number of credits.
- * Students are able to retake a course only if evaluated “F” or “T” in previous semester.

(3) Credits expected to be completed by graduation and certificate of expected graduation

Students who have earned at least 76 credits of those required for graduation by the end of third-year are able to have a certificate of expected graduation issued in fourth-year (semester 7 or 8).

(4) Registration method and procedures

- (a) Registration for both Spring and Fall Semester of a given year must be performed 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” and “ICT Basic I”, at the assigned schedule; the School Office registers the courses in advance.

* Students enrolling in September register in the Fall Semester for their first-year Fall Semester courses. 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 are not allowed to 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 prior to registration.
- (e) Registered courses can be changed only during the registration period.
- (f) If you do not register for a course correctly, you are not able to get credits for the course even if you participate and take the examination.

(5) Course repeat

- (a) A Course repeat is the repetition of the same course in the following year or later, including same courses with different instructors. A course can only be repeated if credits were not earned for reregistered course.
- (b) 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.
- (c) Even if you pass the repeated course, the original grade remains as part of your record. Please take note of this when calculating GPA.

(6) Early Graduation Program

SGJS set up the Early Graduation Program by which a student can take the Bachelor Degree of Global Japanese Studies in three years or in three years and 6 months. If a student wishes to take advantage of this program, he/she should meet the requirements, including obtaining credits required for graduation with excellent results.

If student meets the requirements, he/she must follow the necessary procedures within the designated period. Details are as follows.

(a) Graduation in third year (graduation at the time the third year finishes)

① Application Eligibility (be sure to meet both requirements)

- By the time the second year finishes, student must earn 82 credits or above of 124 credits which are required for graduation.
- At the time the second year finishes, the credits which are regarded as “S” or “A” in the grading are over 80% of credits required for graduation (including “F”) in all registration courses. Or the GPA is over 3.2 or above.

② Application Period

In April in the third year, please contact the School Office.

(b) Graduation in fourth year (graduation at the time the spring semester in the fourth year finishes)

① Application Eligibility (be sure to meet both requirements)

- By the time the third year finishes, the student must earn 120 credits or above of 124 credits which are required for graduation.
- At the time the third year finishes, the credits which are evaluated “S” or “A” in the grading are over 80% of credits required for graduation (including “F”) in all registration courses. Otherwise the GPA is 3.2 or above.

② Application Period

In April in the fourth year, please contact the School Office.

(c) Important Points

- * (a) and (b) are the criteria for the Early Graduation Program application. Regarding the graduation criteria for this program, we will let you know 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

The credits earned for taking a second foreign language (other than English and the student’s native language) may be counted towards the number of credits required for graduation, as elective courses.

The SGJS curriculum includes courses in German, French, Chinese, Spanish, and Korean languages. Students may also take other languages listed as Inter-Faculty Foreign Language Electives. Note that 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.

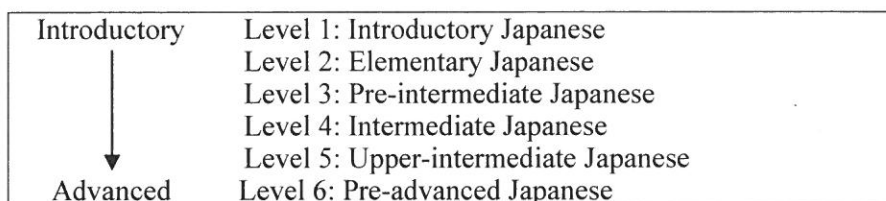
- * Credits earned for the Japanese Language Courses (see [c] below) are not considered second foreign language credits.

(c) Japanese Language Courses

a. Levels of instruction

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

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.



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.

b. Courses and credits

From introductory to pre-advanced levels, each level consists of two types of courses: (a) a general course and a skill-specific courses: (b) 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 are 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 studies aim to help students understand characteristics of Japanese industry, society and culture deeply along with studying world culture, ideas and international relations.

To study Global Japanese Studies, these studies are organically interrelated, so they cannot be divided. Students can choose their preferred subjects from eight studies, considering their interests and research theme.

*** English Track program features a curriculum that focuses on contemporary Japanese Studies. The courses in Global Japanese Studies, which are conducted in English, are grouped into three areas of concentration: Culture and Art, Business and Society, and Globalization. For details, please refer to the English Track website:**

<http://www.meiji.ac.jp/cip/english/englishtrack/index.html>

(3) General Studies Courses

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

“Introduction to Global Japanese Studies” is an introductory course aimed at giving 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 expression alongside Japanese students. The instructor’s approval is required to take this course.

*This course is conducted in Japanese only.

(c) ICT Basic I [required course]:

This course aims to teach the basics of instruments, service application, information ethics and law concerning ICT.

(d) Sociology, Political Science, Economics, Business Administration, Western History, Japanese History, Asian History, Geography, Statistics, 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.

(e) 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. They cover the following areas.

- (1) A and B : Planning and implementation of events to promote International Exchange
- (2) C and D : Survey and research of Global Japanese Studies
- (3) E : Fieldwork concerning Japanese culture and society (mainly for international students)

(f) ICT subjects (excluding Media literacy and ICT Basic I):

Each of these courses covers the basic skills necessary for the creation of content and the dissemination of information compiled based on study and research in specialized courses.

* From the above General Studies courses, students must take at least 12 units in English Track courses, including the 4 credits of Introduction to Global Japanese Studies and ICT Basic I.

(g) Liberal Arts Courses:

Liberal Arts Courses (2 credits per semester for a total of 4 credits) provide students with detailed instruction in basic knowledge, analytical skills, and presentation techniques required for all specialized fields through the professor's research field.

(h) 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 field of view and develop their ability for critical thinking.

(i) 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 their own initiatives.

(1) A and B : Lectures by collaborating with government and corporation (2 credits)

(2) C and D : Lectures and fieldwork by collaborating with government and corporation (2 credits)

(3) E and F : Lectures by collaborating with government and corporation (1 credit)

(4) G and H : Lectures and fieldwork by collaborating with government and corporation (1 credit)

(4) Seminar Courses

SGJS provides many seminar format courses, called "zemi." These are interactive courses instructed by the professor. The class size is small. Students decide their research themes, discuss and conduct the research. Seminar format courses are set up in the third and fourth years. As a rule, students are expected to take their third- and fourth-year seminars with the same instructor for the two 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 International Undergraduate Program consists of (a) Core Courses and (b) Elective Courses.

(a) Core Courses

- (i) SGJS Core Courses count towards the credits required in each academic area for graduation.
- (ii) Credits earned in Core Courses offered in other faculties can be applied towards graduation credits as elective courses.

(b) Elective Courses

- (i) SGJS Elective Courses can be applied towards graduation credits as elective courses.
- (ii) Other faculties’ elective courses eligible to be taken under the program will generally be treated as Elective Courses from Other Faculties.

(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.

(8) Human Resource Development Program for International Cooperation Course

Human Resource Development Program for International Cooperation Course is required for students to complete the Human Resource Development Program for International Cooperation. The credits are applied as electives towards credits required for graduation.

(9) Program for Japan ASEAN Mutual Understanding Course

Program for Japan ASEAN Mutual Understanding Course is required for students to complete the Program for Japan ASEAN Mutual Understanding. The credits are applied as electives towards credits required for graduation.

(10) Program for Global Citizenship Course

Program for Global Citizenship Course is required for students to complete the Program for Global Citizenship. The credits are applied as electives towards credits required for graduation.

(11) Special Certification Program Courses

Meiji University offers the following special certification programs: Program for Teacher-training, Program for Museum Curators, Program for Adult and Community Education Workers, Program for Certified Librarians, and Program for School Media Specialists. Courses in these programs are called Special Certification Program Courses. Eight credits from courses required to obtain a teacher's license in the Program for Teacher-training and approved by the Faculty Council may be applied as electives towards credits required for graduation. See the *Special Certification Program Guide* for details.

(12) Human Resource Development Program for Japanese Language Education

At the SGJS, Human Resource Development Program for Japanese Language Education has started from the 2016 academic year. This program aims to develop persons who have broad knowledge on intercultural exchanges, Japanese culture and English education, in addition to an academic knowledge on 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 enough level of Japanese language proficiency to take courses conducted in Japanese.

(13) 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 their studies in the Graduate School of Global Japanese Studies after graduation, some lectures in the Graduate School are open to take 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 enough level of Japanese language proficiency to take courses conducted in Japanese.

3. Courses Offered in the School of Global Japanese Studies

Course Title	Credit	Assigned Year	Note
FOREIGN LANGUAGES			
ENGLISH			
Research Paper Writing	2	1	2 times/week, Required Course
Speech & Presentation	2	1	2 times/week, Required Course
Integrated English A	2	2~4	2 times/week
Integrated English B	2	2~4	2 times/week
Practical Drama A	2	2~4	2 times/week
Practical Drama B	2	2~4	2 times/week
Literature Reading A	1	2~4	
Literature Reading B	1	2~4	
OTHER LANGUAGES			
German (Elementary level) A	2	1	2 times/week
German (Elementary level) B	2	1	2 times/week
German (Intermediate level) A	1	2	
German (Intermediate level) B	1	2	
German (Intermediate level) C	1	2	
German (Intermediate level) D	1	2	
French (Elementary level) A	2	1	2 times/week
French (Elementary level) B	2	1	2 times/week
French (Intermediate level) A	1	2	
French (Intermediate level) B	1	2	
French (Intermediate level) C	1	2	
French (Intermediate level) D	1	2	
Chinese (Elementary level) A	2	1	2 times/week
Chinese (Elementary level) B	2	1	2 times/week
Chinese (Intermediate level) A	1	2	
Chinese (Intermediate level) B	1	2	
Chinese (Intermediate level) C	1	2	
Chinese (Intermediate level) D	1	2	
Spanish (Elementary level) A	2	1	2 times/week
Spanish (Elementary level) B	2	1	2 times/week
Spanish (Intermediate level) A	1	2	
Spanish (Intermediate level) B	1	2	
Spanish (Intermediate level) C	1	2	
Spanish (Intermediate level) D	1	2	
Korean (Elementary level) A	2	1	2 times/week
Korean (Elementary level) B	2	1	2 times/week
Korean (Intermediate level) A	1	2	
Korean (Intermediate level) B	1	2	
Korean (Intermediate level) C	1	2	
Korean (Intermediate level) D	1	2	
JAPANESE LANGUAGE			
Advanced Japanese I (Reading)	1	1	Only for English Track students and international students
Advanced Japanese II (Reading)	1	1	
Advanced Japanese I (Listening)	1	1	
Advanced Japanese II (Listening)	1	1	
Advanced Japanese I (Writing)	1	1	
Advanced Japanese II (Writing)	1	1	
Advanced Japanese I (Speaking)	1	1	
Advanced Japanese II (Speaking)	1	1	
Introductory Japanese (General)	3	1~4	Only for English Track students and exchange students
Introductory Japanese (Vocabulary & Kanji)	1	1~4	
Elementary Japanese (General)	3	1~4	General course: 3 times a week V & K course: once a week
Elementary Japanese (Vocabulary & Kanji)	1	1~4	

Course Title	Credit	Assigned Year	Note
Pre-intermediate Japanese (General)	3	1~4	Only for English Track students and exchange students General course: 3 times a week V & K course: once a week
Pre-intermediate Japanese (Vocabulary & Kanji)	1	1~4	
Intermediate Japanese (General)	3	1~4	
Intermediate Japanese (Vocabulary & Kanji)	1	1~4	
Upper-intermediate Japanese (General)	3	1~4	
Upper-intermediate Japanese (Vocabulary & Kanji)	1	1~4	
Pre-advanced Japanese (General)	3	1~4	
Pre-advanced Japanese (Vocabulary & Kanji)	1	1~4	
JLPT Preparation(Intermediate)	1	1~4	Only for English Track students and exchange students
JLPT Preparation(Advanced)	1	1~4	
Integrated Japanese A	1	2	Only for English Track students and international students
Integrated Japanese B	1	2	
Introduction to Advanced Academic Japanese A	1	2	
Introduction to Advanced Academic Japanese B	1	2	
GLOBAL JAPANESE STUDIES			
POP CULTURE STUDIES			
Manga Culture A	2	1•2	
Manga Culture B	2	1•2	
Animation Culture A	2	1•2	
Animation Culture B	2	1•2	
Otaku Culture A	2	1•2	
Otaku Culture B	2	1•2	
Urbanism and Design A	2	1•2	
Urbanism and Design B	2	1•2	
History and Technique of Tokusatsu films A	2	1~4	
History and Technique of Tokusatsu films B	2	1~4	
History of Japanese Comics A	2	2•3	
History of Japanese Comics B	2	2•3	
Gender and Representation A	2	2~4	
Gender and Representation B	2	2~4	
VISUAL CULTURE STUDIES			
Introduction to Visual Culture A	2	1•2	
Introduction to Visual Culture B	2	1•2	
Cultural History of Fashion A	2	1•2	
Cultural History of Fashion B	2	1•2	
Art Business A	2	1•2	
Art Business B	2	1•2	
Media Arts A	2	1•2	
Media Arts B	2	1•2	
Japanese Fine Arts from a Global Perspective A	2	2~4	
Japanese Fine Arts from a Global Perspective B	2	2~4	
Performing Arts A	2	3•4	
Performing Arts B	2	3•4	
Mythology of Mode A	2	3•4	
Mythology of Mode B	2	3•4	
SOCIAL SYSTEMS AND MEDIA STUDIES			
Japanese Social Systems A	2	1•2	
Japanese Social Systems B	2	1•2	
Introduction to Mass Communication	2	1•2	
Advertising Industry A	2	1•2	
Advertising Industry B	2	1•2	
Creator Business Studies	2	1•2	
Tourism Management A	2	1•2	
Tourism Management B	2	1•2	
Globalization and Financial Services A	2	1•2	
Globalization and Financial Services B	2	1•2	
Hospitality Management Studies A	2	1•2	
Hospitality Management Studies B	2	1•2	

Course Title	Credit	Assigned Year	Note
Japanese Politics A	2	1・2	
Japanese Politics B	2	1・2	
Education in Japan A	2	1・2	
Education in Japan B	2	1・2	
Business Culture in Contemporary Japan A	2	2・3	
Business Culture in Contemporary Japan B	2	2・3	
Internet and Society A	2	2～4	
Internet and Society B	2	2～4	
Contents Industry A	2	3・4	
Contents Industry B	2	3・4	
Japanese Manufacturing Management A	2	3・4	
Japanese Manufacturing Management B	2	3・4	
History of Technology Transfer in Japan A	2	3・4	
History of Technology Transfer in Japan B	2	3・4	
Intellectual Property Management from a Cultural Perspective A	2	3・4	
Intellectual Property Management from a Cultural Perspective B	2	3・4	
History of Japanese Marketing Systems A	2	3・4	
History of Japanese Marketing Systems B	2	3・4	
Social Security Studies A	2	3・4	
Social Security Studies B	2	3・4	
Studies in Japanese Business Associations A	2	3・4	
Studies in Japanese Business Associations B	2	3・4	
Urban Transport Systems A	2	3・4	
Urban Transport Systems B	2	3・4	
Media Industry A	2	3・4	
Media Industry B	2	3・4	
Mass Media in Japan A	2	3・4	
Mass Media in Japan B	2	3・4	
Service Marketing A	2	3・4	
Service Marketing B	2	3・4	
Japanese Behavioral Models A	2	3・4	
Japanese Behavioral Models B	2	3・4	
International Marketing Studies A	2	3・4	
International Marketing Studies B	2	3・4	
INTERNATIONAL RELATIONS AND INTERCULTURAL EXCHANGE STUDIES			
International Relations A	2	1・2	
International Relations B	2	1・2	
Introduction to International Economic Issues	2	1・2	
Global Economic History A	2	1・2	
Global Economic History B	2	1・2	
Peace Studies	2	1・2	
Asia-Pacific Political Economy A	2	1・2	
Asia-Pacific Political Economy B	2	1・2	
Asian Studies A	2	1・2	
Asian Studies B	2	1・2	
Issues in Intercultural Communities	2	1・2	
Intercultural Education A	2	1・2	
Intercultural Education B	2	1・2	
Introduction to Study Abroad A	2	1・2	
Introduction to Study Abroad B	2	1・2	
International Education and Exchanges A	2	1・2	
International Education and Exchanges B	2	1・2	
Japanese-German Comparative Culture A	2	1・2	
Japanese-German Comparative Culture B	2	1・2	
Africa in the Contemporary World A	2	1・2	
Africa in the Contemporary World B	2	1・2	
Diversity and Society A	2	1～4	
Diversity and Society B	2	1～4	

Course Title	Credit	Assigned Year	Note
EU Studies A	2	3•4	
EU Studies B	2	3•4	
Indian Economy A	2	3•4	
Indian Economy B	2	3•4	
Modern History of Africa A	2	2~4	
Modern History of Africa B	2	2~4	
Issues in Immigration Policy	2	3•4	
INTERNATIONAL CULTURE AND THOUGHT STUDIES			
Introduction to the History of Film A	2	1•2	
Introduction to the History of Film B	2	1•2	
French Culture Studies A	2	1•2	
French Culture Studies B	2	1•2	
East Asian Arts A	2	1•2	
East Asian Arts B	2	1•2	
Religion and Philosophy A	2	1•2	
Religion and Philosophy B	2	1•2	
Comparative Religious Studies	2	1•2	
Comparative Culture A	2	2•3	
Comparative Culture B	2	2•3	
Latin American Studies A	2	2•3	
Latin American Studies B	2	2•3	
Film Studies A	2	3•4	
Film Studies B	2	3•4	
History of East Asian Cultural Exchange A	2	3•4	
History of East Asian Cultural Exchange B	2	3•4	
History of Islam A	2	3•4	
History of Islam B	2	3•4	
European Urban Customs A	2	3•4	
European Urban Customs B	2	3•4	
Modern British Studies A	2	3•4	
Modern British Studies B	2	3•4	
Contemporary American Society A	2	3•4	
Contemporary American Society B	2	3•4	
JAPANESE CULTURE AND THOUGHT STUDIES			
Modern Japanese Literary Arts A	2	1•2	
Modern Japanese Literary Arts B	2	1•2	
Cultural Studies in Budo (Japanese Martial Arts) A	2	1•2	
Cultural Studies in Budo (Japanese Martial Arts) B	2	1•2	
Cultural Archives Studies	2	1~4	
Japan in International Perspectives	2	1•2	
Japanese Representational Arts A	2	1•2	
Japanese Representational Arts B	2	1•2	
Japanese Philosophy A	2	2~4	
Japanese Philosophy B	2	2~4	
History of Martial Arts Philosophy	2	2•3	
Edo Studies A	2	3•4	
Edo Studies B	2	3•4	
Japanese Cultural traditions A	2	3•4	
Japanese Cultural traditions B	2	3•4	
Traditional Performing Arts	2	3•4	
Aesthetics of Kabuki and Noh	2	3•4	
Culture of Swords	2	3•4	
Japanese Folkcraft Studies	2	3•4	
Japanese Cinema A	2	3•4	
Japanese Cinema B	2	3•4	
Japanese Religion A	2	3•4	
Japanese Religion B	2	3•4	

Course Title	Credit	Assigned Year	Note
JAPANESE LANGUAGE STUDIES			
Japanese Linguistics A	2	1•2	
Japanese Linguistics B	2	1•2	
Japanese Language Teaching (Grammar) A	2	1•2	
Japanese Language Teaching (Grammar) B	2	1•2	
Japanese Language Teaching (Vocabulary) A	2	1•2	
Japanese Language Teaching (Vocabulary) B	2	1•2	
Japanese Language Teaching (Phonetics) A	2	1•2	
Japanese Language Teaching (Phonetics) B	2	1•2	
History of Japanese A	2	2~4	
History of Japanese B	2	2~4	
Method of Teaching Japanese as a Foreign Language	2	2~4	
Practicum in Teaching Japanese as a Foreign Language	2	2~4	
ENGLISH LANGUAGE STUDIES			
Language and Culture A	2	1•2	
Language and Culture B	2	1•2	
Psychology and Language Learning A	2	1•2	
Psychology and Language Learning B	2	1•2	
Applied Linguistics A	2	1•2	
Applied Linguistics B	2	1•2	
English Linguistics A	2	3•4	
English Linguistics B	2	3•4	
GENERAL STUDIES			
Introduction to Global Japanese Studies	2	1	Required Course
Japanese Expression (Writing)	2	1•2	
Japanese Expression (Speaking)	2	1•2	
Sociology A	2	1•2	
Sociology B	2	1•2	
Political Science A	2	1•2	
Political Science B	2	1•2	
Economics A	2	1•2	
Economics B	2	1•2	
Business Administration A	2	1•2	
Business Administration B	2	1•2	
Western History A	2	1•2	
Western History B	2	1•2	
Japanese History A	2	1•2	
Japanese History B	2	1•2	
Asian History A	2	1•2	
Asian History B	2	1•2	
Geography A	2	1•2	
Geography B	2	1•2	
Statistics A	2	1•2	
Statistics B	2	1•2	
Anthropology A	2	1•2	
Anthropology B	2	1•2	
Sports and Physical Exercise A	1	1	
Sports and Physical Exercise B	1	1	
Sports and Physical Exercise C	1	1	
Sports and Physical Exercise D	1	1	
Sports and Physical Exercise E	1	2	
Media Literacy A	2	1•2	
Media Literacy B	2	1•2	

Course Title	Credit	Assigned Year	Note
Practicum in Global Japanese Studies A	2	1~4	
Practicum in Global Japanese Studies B	2	1~4	
Practicum in Global Japanese Studies C	2	1~4	
Practicum in Global Japanese Studies D	2	1~4	
Practicum in Global Japanese Studies E	2	1~4	
Liberal Arts Studies A	2	2	
Liberal Arts Studies B	2	2	
Special Lectures on Global Japanese Studies A	2	1~4	
Special Lectures on Global Japanese Studies B	2	1~4	
Social Collaboration Course A	2	1~4	
Social Collaboration Course B	2	1~4	
Social Collaboration Course C	2	1~4	
Social Collaboration Course D	2	1~4	
Social Collaboration Course E	1	1~4	
Social Collaboration Course F	1	1~4	
Social Collaboration Course G ✓	1	1~4	
Social Collaboration Course H	1	1~4	
Internship in Japan	2	2	
Internship Abroad	2	2	Maximum 8 credits
Volunteer Abroad Program	2	1	Maximum 8 credits
Integrated Lecture	2	1~4	
ICT Elementary	2	1~4	
ICT Basic I	2	1	Required Course
ICT Basic II	2	1~4	
ICT Statistical Analysis I	2	1~4	
ICT Statistical Analysis II	2	1~4	
ICT Database I	2	1~4	
ICT Database II	2	1~4	
ICT Media Processing I	2	1~4	
ICT Media Processing II	2	1~4	
ICT Application Development I	2	1~4	
ICT Application Development II	2	1~4	
ICT Contents Design I	2	1~4	
ICT Contents Design II	2	1~4	
ICT Total Practice I	2	1~4	
ICT Total Practice II	2	1~4	
Japanese Constitutional Law	2	1~4	
SEMINAR			
Seminar 3A	2	3	
Seminar 3B	2	3	
Seminar 4A	2	4	
Seminar 4B	2	4	
STUDY-ABROAD AUTHORIZED SUBJECTS			
Study-Abroad-Related Subjects (Language & Others) A	1	2	
Study-Abroad-Related Subjects (Language & Others) B	2	2	
Study-Abroad-Related Subjects (Lecture) A	2	2	
Study-Abroad-Related Subjects (Lecture) B	3	2	
Study-Abroad-Related Subjects (Lecture) C	1	2	
INTERNATIONAL UNDERGRADUATE PROGRAM			
Core Courses in International Communications I	2	1~4	
Core Courses in International Communications II	2	1~4	
Core Courses in Culture and History I	2	1~4	
Core Courses in Culture and History II	2	1~4	
Core Courses in Law and Political Sciences I	2	1~4	
Core Courses in Law and Political Sciences II	2	1~4	
Core Courses in Economics I	2	1~4	
Core Courses in Economics II	2	1~4	
GRADUATE SCHOOL OF GLOBAL JAPANESE STUDIES			
-	2	4	

* Courses are conducted once a week as otherwise noted.

III. Academic Record and Examination / Reports

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 according to a six-level scale (S, A, B, C, F, T) as in the following table. A student obtaining a grade of S, A, B, or C for a course earns the credits assigned to that course. A grade of F or T means the student failed the course and may retake it in the following year or later.

Grade points of 4, 3, 2, 1, 0, 0 are awarded to the 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 is used as a reference for awarding scholarships, selecting study-abroad program participants, and offering academic advising.

Note that on the Scholastic Record, 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

$\frac{(\text{S course points} \times \text{credits}) + (\text{A course points} \times \text{credits}) + (\text{B course...})}{\text{Total credits for all registered courses}}$					
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 also figure in the GPA. Of the Special Certification Program Courses and Inter-Faculty Foreign Language Electives, only those counting toward the total number of credits needed for graduation are included in the GPA. Courses outside the graduation requirements are not included in the GPA, such as Special Certification Program Courses and Inter-Faculty Foreign Language Electives which are not included in the total number of credits needed for graduation from SGJS. Likewise, courses taken at another university in Japan or abroad and approved for credit in SGJS do not count towards the GPA.

(3) Withdrawal from a course

The GPA may be used in various situations such as applying for a job, applying for overseas graduate school, or participating in study abroad program. Along with the introduction of the GPA system for use in these kinds of decisions inside and outside Meiji University, a system allowing withdrawal from a registered course was also introduced for the benefit of students. If, for example, a student registered for a course but the course turns out to be different from what the student intended to study, or a student wishes to take fewer courses for personal reasons, this system allows the student to officially withdraw from that course.

Withdrawal from a registered course under this system is allowed during a fixed period after registration for courses at the beginning of each semester. Such a withdrawal period is provided in both the Spring and Fall Semesters, and withdrawal applications are accepted during that time only.

If a student wishes in a subsequent year to take a course from which he or she withdrew in an earlier year, the registration is treated not as re-registration but as a new registration.

Note carefully that students who withdraw from a course are not allowed to register for an alternate course that semester.

(4) Transcript

Transcripts for Spring Semester courses are issued before the beginning of the Fall Semester. The issuance of a transcript for the Fall Semester and for the full year takes place before the start of the Spring Semester of 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 on the Surugadai Campus on the day of the commencement ceremony.

(c) Dean's Award

Eligibility and criteria: Students entering their third-year who have had an outstanding academic record and demonstrated outstanding character through to the end of the second year.

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

2. Examination and Reports

(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, tests may be given to assess the ability of students or for other purposes as needed.
- (d) Course assessment is based on student's class participation, examinations, and other factors.
- (e) A student who does not complete tuition and fee payments cannot take examinations.
- (f) A student who is unable to take a final examination for unavoidable reasons (illness, public transportation problems, etc.) may be allowed to take a make-up examination. A student wishing to take a make-up examination must submit an application by the deadline along with the documents attesting to the reason (if illness, a doctor's statement), and obtain approval of the Faculty Council. Documents attesting to the reason must be original. (Photocopies are not accepted.)
- (g) Students cannot take an examination for courses the student did not register.
- (h) Students cannot take an examination twice for a course which they have already acquired credit.
- (i) The days, times, and classrooms of final examinations may differ from those of the 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 as follows in accord with 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) Must have your student ID card with you and enter the classroom ahead of the scheduled examination start time.
- (b) In the classroom, take a seat so that every other desk is unoccupied, and put your personal belongings other than writing tools and specified items required for the exam away in your bag. Place your student ID card on the desk so that your photo is visible. (A cell phone may not be used as a timepiece.)
- (c) If there is designated seating, be sure to sit in the prescribed place.
- (d) Leaving the room is not permitted during the first 30 minutes after testing begins or during the last 10 minutes of the examination.
- (e) Examinees who are 20 or more minutes late for the examination will not be allowed to enter the classroom.
- (f) When taking examinations, please note the following:
 - a. Do not use an answer sheet other than the one distributed by the instructor / test proctor.
 - b. Unless otherwise specified, answers must be written using a pen (black or blue) or pencil.
 - c. A new answer sheet will not be provided even in case of a mistaken entry or spoilage, etc.
 - d. Students must indicate their year, class, number, name, and other prescribed items

on their answer sheet. Answer sheets without a name or student number are invalid.

- e. The answer sheet must be submitted in person by the student him/herself.
- (g) No misconduct whatsoever will be permitted during an examination. A person who commits misconduct will be subject to expulsion, suspension, reprimand, or other disciplinary action called for in the university regulations based on the situation.
- (h) Follow any other instructions given by the instructor / test proctor during the exam.

(4) Reports

The university may require the submission of reports or other assignments. Most of these are used for course assessment and should be treated with the same seriousness as final examinations.

In preparing reports and other assignments, it may be necessary to refer to or cite trustworthy information from outside sources (including the Internet). Use of such information is subject to rules regarding proper citation. It is crucial that such rules be followed when writing reports. Note that when referring to the thoughts or publications of others, you must indicate your own evaluation of them and give your own views on the same matters.

Plagiarizing from books, other publications, or the Internet will be treated as misconduct, as will the copying of another person's report or having someone prepare a report on your behalf. In addition, a composition that does not follow the proper format for citations will be regarded not as a report but as plagiarism.

In light of the above, be sure to follow the instructions of your teacher when preparing reports or other assignments.

Examples of misconduct in preparing reports, etc.

- Using text from another source (including the Internet) without indicating its origin and submitting it as your own work.
- Copying and submitting another person's report.
- Having someone else prepare your report or preparing a report on behalf of another person.
- Other actions similar to the above.

Misconducts including plagiarism in final reports or other assignments should be treated with the same level of seriousness as similar actions in examinations, and same disciplinary action as examinations shall be taken, for example, cancellation for all registered courses in the semester, or suspension from the university, etc.

(5) Attendance sheet, Comment sheet, etc.

Misconducts, plagiarism or any action resulting in misconduct in class, for example, submitting an attendance sheet or a comment sheet by proxy, should be treated with the same level of seriousness as similar actions in examinations. The same disciplinary action as in examinations shall be taken, for example, cancellation for all registered courses in the semester, or suspension from the university, etc.

IV. Curriculum Guidance

1. Office Hour

The School of Global Japanese Studies provides Office Hours by English native speaking instructors to improve students' communication ability in English. Though it is mainly aimed for Japanese Track students, English Track students are also able to participate.

2. Study Abroad Program

The School of Global Japanese Studies strongly supports students in studying overseas.

The SGJS provides the Study Abroad / Academic 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. (Inquire with the Center regarding 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 later year—studying at a university in a foreign country. Various programs are organized every year, and in some of those programs, students can participate as an intern at an amusement park, travel agency or hotel, and so on. Students in this program remain enrolled in SGJS without having 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 university. In order to reduce the financial burden on students, financial support is available to qualifying applicants.

* International students are unable to apply for a university or a program in the country where they are from, except for some programs. Please inquire the School Office before application.

<Schedule (to be confirmed)>

Early October 2018	Application starts
By the end of November 2018	Take TOEFL iBT® (apply and take on your own)
Early December 2018	Deadline for applications
Mid-December 2018	Selection (based on TOEFL iBT® score, English interview, etc.)
Mid-February 2019	Recommendation to host school (except for overseas internship)
Late February 2019 to mid March	Interview for selecting overseas internship participants
March 2019 to April 2019	Acceptance by host school
April 2019	Application for financial assistance
July 2019	Financial assistance paid to qualifying students
August 2019 to October 2019	Leave for host school
Late December 2019 to late June 2020	Return to Japan
October 2020	Debriefing session for returning students

Volunteer Abroad Program

The volunteer activities abroad during long holidays may be approved for credits of “Volunteer Abroad Program” (2 credits) under certain conditions. It may cover programs offered or approved by the School.

3. Curriculum Guidance

SGJS may provide individual curriculum guidance 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 valid only during the time of enrollment. Keep it with you at all times, and present it on the following occasions.

- (a) When requested by a faculty member of the university.
- (b) When obtaining a student discount certificate or other certificates from the university.
- (c) When taking an examination.
*If you don't have your student ID card when taking an examination, apply for temporary student ID card (fee for temporary ID card: 100 yen) at the automatic certificate issuing machine or the School Office.
- (d) When purchasing a student commuter pass or student discount train ticket, and when requested by a railway employee when using either of these.
- (e) When using student health insurance (the student health insurance card number is the same as the student ID number on your student ID card).
- (f) When using a library, or when being introduced to an apartment or to a part-time job.

(2) Matters to note regarding 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, promptly notify the School Office. (Reissue fee for Student ID card: 2,000 yen). The new student ID card is reissued on the day following the application in principle.
- (c) If you are no longer enrolled in the school due to expulsion, removal or other reasons, you must return the card immediately to the School Office.
- (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 (the white portion at the upper part of the front side) away from strong magnetic fields (near TVs, handbags with strong magnet closures, etc.).
- (f) The student ID card is embedded with a delicate microchip. Put it inside a pass case for carrying.

Examples of improper handling to be avoided.

- (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.
⇒Proximity to metallic closures on a bag, or to notebook PCs, mobile phones, TVs or other sources of strong magnetic fields may cause the magnetically stored data to be erased.

(3) Items indicated on the student ID card

(a) Front

The front of the student ID card is imprinted with your school, department, student ID number, name, birth date, and date of university entrance, based on enrollment data.

(b) Back

On the backside of the student ID card, a student commuter certificate (seal), which indicates your school, school year/class/class number, student ID number, name, address, campus, validity and commuting route is affixed.



(4) Student commuter certificate (seal)

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

A new certificate will be provided at any time in case of change of address or commuting route, or if the certificate becomes filled with entries. Request a new certificate at the School Office.

Matters to note for using a student commuter pass

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

The purpose of a student commuter pass is for commuting between your residence and the campus where you study. It can be purchased only for use on the route between the station nearest your home and that nearest your campus. Please note that it cannot be purchased for use on extracurricular-activities.

* If you need to purchase a student commuter pass for another campus for the purpose of taking courses offered on that campus, notify the School Office after the course registration.

- Purchasing a student commuter pass

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

* If you need to purchase a student commuter pass for using a bus, notify 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. When your address is changed, you should also submit a change-of-address form.

- NOTE! Dishonest acts will not be tolerated!

Using the student commuter pass of another person, or making a false commuting route request when purchasing a student commuter pass, are clearly criminal actions. Do not under any circumstances engage in illegal actions when using a student commuter pass.

- NOTE! If a dishonest act is discovered

If a dishonest act is found, 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. You will also be subject to strict punishment by the university if such acts are discovered.

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

(5) Temporary Student ID Card

If you don't have your student ID card when taking an examination, apply for a temporary student ID card (fee for temporary ID card: 100 yen) at the automatic certificate issuing machine or the School Office.

- * Temporary student ID card is valid on the issued day only.
- * Temporary student ID card is valid on campus only.
- * Please note that time for issuing a temporary student ID card is not considered for examination time.
- * Return the temporary student ID card at the School Office after using it.
- * If you lose your student ID card, promptly notify the School Office. (Reissue fee for Student ID card: 2,000 yen.)

2. Password for Personal Authentication

The password for Personal Authentication (Common Authentication System Password) is used for your Common Authentication System Account (kyotsu ninsho account) during your enrollment in the university. The account name is your 10-digit student ID number. The password is required to log in Oh-o!Meiji System, use of PCs on Surugadai, Izumi and Nakano campuses, automatic certificate issuing machines, or library online services.

(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 password change 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.

Password change procedure

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.

Characters that may be used in a password

Any half-width letters or numbers, from 8 to 16 characters

Examples: MU0623GOGO, 040401LT

Note:

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

3. Student ID Number

The student ID number is a 10-digit number printed on your student ID card. Be sure to memorize this number accurately, since it is often needed at the school.

1	9	1	0	1	8	X	X	X	X
School/department/ major			Academic year first enrolled			Student registration number			

4. Registered Name

Your registered name should match your residence card or residence certificate if you are not a Japanese citizen. It may be either your actual name or a registered alias. For kanji names, JIS kanji (up to Level II) are used. If your name uses kanji other than these, the characters will be converted to the equivalent JIS kanji (up to Level II).

In the case of international students with names that cannot be written in JIS kanji and for which alternative characters cannot be used, you have three choices as follows.

- (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, 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 other 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 may be 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 illness is the reason for the leave of absence.	The period of absence is up to 2 years, but if there is any special reason, 2 more years may be accepted by completing the specified procedures. The period of absence cannot exceed 4 years in total while at a school. Fee for enrollment must be paid to take a leave of absence. *Approval of your class teacher may be necessary in some cases; check with the School Office.
Return to the School from leave of absence	A person 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 submit the application by the specified date (check with the School Office).	Application form for returning (official form) *If illness was the reason for the leave of absence, a doctor's statement of permission will be required for submission.	
Withdrawal from the School	Withdrawal from the university (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) *Must indicate the reason for leaving school and be signed by your guarantor. Return your student ID card.	When submitting an application for withdrawal, the tuition and fees for the semester up to the date of application must have been paid. *Approval of your class teacher may be necessary in some cases; check with the School Office.
	Expulsion as per Article 67 of the university regulations: A student to whom any of the following applies shall be subject to expulsion based on the university regulations.	Return your student ID card.	

	<p>(1) A student who has behaved badly and shown no prospect of improvement.</p> <p>(2) A student who engages in behavior that disturbs order on the campus or goes against the duties of students.</p> <p>(3) A student who fails to progress in studies without a good reason</p>		
Retention	A student who was unable to earn the required credits or graduation credits and who cannot advance or graduate, but who wishes to remain in school, must submit an application for retention or notification of retention by the specified date (check with the School Office).	Application for retention or notification of retention	
Removal from the School register	<p>(a) A student who fails to pay tuition and fees 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, application for returning, or application for leave of absence to the school by the specified date is subject to removal from the university.</p> <p>(c) A student who has no will to continue in the school and has not paid tuition and fees shall be subject to removal from the university upon his/her 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	A student must apply for re-admission at the beginning of the semester if they have withdrawn, or been expelled/removed. An examination is required, and the student will only be granted to re-enter if approved by the Faculty Council.	Application for readmission (official form)	To qualify, student must apply for readmission within 4 years after the withdrawal, expulsion, or removal from the school.

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/semester	30 hours/semester	45 hours/semester
Laboratory, skills training, foreign language study, sports	30 hours/semester	15 hours/semester	

* 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 weeks/semester). The usage of the balance (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. If progress in earning credits is notably poor and no prospect of improvement is seen, the school may order the student's expulsion.

Note that when a student leaves the school due to an expulsion order, readmission may be possible 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: Courses whose credits must be completed for graduation.

Required elective courses: Courses which are required to be taken from certain categories of courses.

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

In addition to the courses provided in SGJS, there are courses that may be taken in other faculties (inter-faculty elective courses). Note carefully, however, that some of these courses do not count toward graduation even if taken and completed. 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 are not allowed to be taken. Inquire at the School Office.

(a) Inter-faculty foreign language elective courses

Description	These courses are provided for the purpose of supplementing the foreign language curriculum of each faculty and improving foreign language skills. In addition to spoken English and other conversational courses, there are courses in international understanding, ancient Greek and Latin, and intensive classes offered during spring and summer 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	These courses are provided in order to stimulate the curiosity of students, allow them to reconfirm the significance and purpose of what they are studying, and awaken their desire to learn. The lectures cover a number of different topics geared to the era and student trends. In addition to classes taught by instructors of this university, there are classes taught by a team of instructors including persons from outside the school working on the front lines of scholarship and research, so as to incorporate into the school a broad range of knowledge from society.
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

(c) Global Navi

Description	Global Navi is a booklet to introduce various approaches (inter-faculty program, study-abroad program, support system, etc.) to foster <i>Global Citizenship</i> and an awareness of world-wide issues.
Contact Information	Surugadai Campus: Academic Affairs Office Izumi Campus: Izumi Academic Affairs Office Ikuta Campus: Ikuta Campus Office Nakano Campus: Nakano Campus Office
Reference	Global Navi

(2) Registration

The registration procedure must be carried out within the time specified by the school.

See *II Program Requirements* for details on how to register for courses and on matters to note. The registration must be done carefully 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	184	124

(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 cancelation

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 System regularly for notification of class cancelation.

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

(6) Makeup classes

Makeup classes may be held if a class is canceled, or additional classes may be scheduled as necessary for study progress. Check the school bulletin boards to find out whether there are makeup classes and to confirm the times and classroom. As a general rule, makeup classes are held on the days indicated on the academic calendar (see the SGJS Syllabus).

5. Special Certification Program Courses

Meiji University offers five programs to acquire qualifications. These are the programs for teacher-training, for museum curators, for social education workers, for certified librarians, and for school librarians. **Please note that all courses are conducted in Japanese and valid only in Japan.**

If you wish to study in any of these programs, take part in the orientation sessions for each program given at the beginning of the academic year. Only those who attend this orientation and complete the required procedures by the specified deadline are able to take courses in a program.

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

If you are a transferred student, be sure to notify the Certification Courses 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 Exam Result* for more information.

Spring semester examinations	Late July
Fall semester examinations	Late January

*See the academic calendar (SGJS Syllabus) for details.

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

VII. Services Provided by Administrative Offices

1. School Office

School Office handles the following matters. If you have any questions, feel free to contact the School Office.

- (1) Matters concerning coursework
- (2) Matters concerning enrollment status
- (3) Matters concerning advancement, graduation, and higher level education after graduation
- (4) Examination-related matters
- (5) Management of grades (Transcript etc.)
- (6) Notifications to students or 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 8:30 to 12:00
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 8:30 to 12:00
School of Commerce			
School of Political Science and Economics			
School of Arts and Letters			
School of Business Administration	Liberty Tower, 5F		Saturday 8:30 to 12:00
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	Weekdays 9:00 to 18:00 (closed 11:30 to 12:30)
School of Interdisciplinary Mathematical Sciences		Saturday 8:30 to 12:00

2. Bulletin Board

Students should check the bulletin boards or information boards regularly since all important information and announcements are posted.

Campus	Location	Information
Izumi Campus	<u>Bulletin board</u> : Building No. 1, on the wall to the right of the front entrance <u>Information board</u> : Building No. 1, 1F entrance hall	Class cancelation, makeup 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

The university has other departments and organizations handling administrative matters in addition to the school offices.

Note that the locations, services, and hours indicated below are subject to change.

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 - Study support for disabled students	Weekdays 9:00 to 18:00 (closed 11:30 to 12:30) Saturday 8:30 to 12:00
Student Support Office	Liberty Tower, 3F	- Classroom arrangement for officially-sanctioned clubs - Extracurricular activities - Housing and part-time job - Seminar houses - Lost & found - Scholarships - M-Navi program - Student health insurance - Student Insurance	Weekdays 9:00 to 18:00 (Scholarship section: to 17:00) Saturday 8:30 to 12:00

Surugadai Volunteer Center	Liberty Tower, 3F	Volunteer activities	Weekdays 9:00 to 17:00
Student Counseling Office	University Hall, 2F	Consulting on student life	Weekdays 9:30 to 17:30 Saturday 8:30 to 12:00 (Alternate Saturdays)
Certification Courses Office	Liberty Tower, 19F	- Program for teacher-training - Program for museum curators - Program for social education workers - Program for certified librarians - Program for school librarians	Weekdays 9:00 to 18:00 (closed 11:30 to 12:30) Saturday 8:30 to 12:00
Employment and Career Development Support Office	University Hall, 2F	- Support for job placement - Career support and guidance	Weekdays 9:30 to 18:00 Saturday 8:30 to 12:00
International Student Office	Global Front, 2F	- 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 8:30 to 12:00
Sports Promotion Office	Liberty Tower, 3F	Athletic club matters	Weekdays 9:00 to 18:00 Saturday 8:30 to 12:00
Media Support Office	Building No.12, 7F	- Information Studies courses - Use of media rooms - Information studies workshops - Use of e-mail service	Weekdays 9:00 to 20:00 Saturday 9:00 to 18:00
Surugadai Media Library	Building No. 12, 7F	- Media library - Support for group study - PC use	Weekdays 9:00 to 20:00 Saturday 9:00 to 18:00
Surugadai Support Desk	Building No. 12, 7F Media Support Office	- 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) 8:30 to 12:00
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 8:30 to 12:00
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	- 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 20:30 Saturday 9:30 to 16:30
(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 18:30 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 8:30 to 12:00
Student Support Office	Building No.1, 1F, Counter No.11	- Student association (extracurricular activities) - Classroom reservation	Weekdays 9:00 to 18:00

	Building No.1 1F, Counter No. 12	- Recreational facilities - Student health insurance - Personal Accident Insurance for Students Pursuing Education and Research - Lost & found - Short-term loan - Housing and part-time job	(Scholarship section: to 17:00) (closed 11:30 to 12:30) Saturday 8:30 to 12:00
	Building No.1 1F, Counter No. 13	Scholarships	
Izumi Volunteer Center	Building No.1, B1F	Volunteer activities	Weekdays 9:30 to 17:30 (closed 13:00 to 14:00)
Student Counseling Office	Building No.1, 2F	Consulting on student life	Weekdays 9:30 to 17:30 Saturday 8:30 to 12:00 (Alternate Saturdays)
Izumi Certification Courses Office	Building No.1, 1F	- Program for teacher-training - Program for museum curators - Program for adult and community education workers - Program for certified librarians - Program for school media specialists	Weekdays 9:00 to 17:00 (closed 11:30 to 12:30)
Employment and Career Development Support Office	Building No. 1, 1F	- 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	- 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	- 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	- 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	-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
Media library	Izumi Media Building, 1F	Use of media-based learning and reference materials	Weekdays 8:50 to 18:00 Saturday 8:30 to 12:00
Izumi Health Clinic	Building No. 1, 2F	-Medical Care	Weekdays 9:30 to 12:00 13:30 to 16:30 (Thu (morning): 9:00 to 11:30) Sat.(Health counseling only) 8:30 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
Student Support Office	Main Building, 1F	<ul style="list-style-type: none"> - Scholarships - Student association (extracurricular activities) - Housing and part-time job - Recreational facilities - Student health insurance - Lost & found - Student insurance 	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 Saturday 8:30 to 12:00 (Alternate Saturdays)
Ikuta Certification Courses Office	Main Building, 1F	<ul style="list-style-type: none"> - Program for teacher-training - Program for museum curators - Program for adult and community education workers - Program for certified librarians - Program for school media specialists 	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 8:30 to 12:00

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 	<p>Weekdays 8:30 to 18:00</p> <p>Saturday 8:30 to 12:00</p>
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 	<p>Weekdays 8:30 to 19:30</p> <p>Saturday 8:30 to 14:00</p>
International Student Office	Main Building, 1F	<ul style="list-style-type: none"> - Study abroad programs, etc. - Financial assistance, housing, visa for international students, etc. 	<p>Weekdays 9:00 to 17:00 (closed 11:30 to 12:30)</p>
Ikuta Health Clinic	Main Building, 2F	<ul style="list-style-type: none"> - Medical care 	<p>Weekdays 9:30 to 12:00 13:30 to 16:30</p> <p>Sat.(Health counseling only) 8:30 to 12:00</p>
Ikuta Library	Ikuta Library	<ul style="list-style-type: none"> - Library use 	<p>Weekdays 8:30 to 22:00</p> <p>Saturday 8:30 to 19:00</p> <p>Sundays and holidays 10:00 to 17:00</p>

Department	Location	Main Services	Hours
Nakano Campus			
Nakano Campus Office	Low-rise Wing 3F	<p><Academic Affairs section></p> <ul style="list-style-type: none"> - Issuing certificates - Campus facilities - Inter-faculty foreign language Courses - Integrated lectures - Certification courses - Room arrangements <p><Information Media section></p> <ul style="list-style-type: none"> - Information system, facilities - Information Studies courses 	<p>Weekdays 9:00 to 18:00 (closed 11:30 to 12:30)</p> <p>Saturday 8:30 to 12:00</p>
	High-rise Wing 6F	<p><Certification Courses Office></p> <ul style="list-style-type: none"> - Program for teacher-training 	

		<ul style="list-style-type: none"> - Program for museum curators - Program for adult and community education workers - Program for certified librarians - Program for school media specialists 	Saturday Closed
	Low-rise Wing 4F	<p><Support Desk></p> <ul style="list-style-type: none"> - Support for PC use - Oh-o! Meiji system - Support for MIND network use - Problems with information facilities, etc. 	Weekdays 8:30 to 20:00 Saturday 8:30 to 16:00
Nakano Research & Educational Support Office	Low-rise Wing 3F	<p><Student Affairs Section></p> <ul style="list-style-type: none"> - Scholarships - Student association (extracurricular activities) - Housing and part-time job - Recreational facilities- Student health insurance - Student insurance 	Weekdays 9:00 to 18:00 (closed 11:30 to 12:30) Saturday 8:30 to 12:00
		<p><International Development section></p> <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	- Consulting on student life	Weekdays 9:30 to 17:30 Saturday 8:30 to 12:00 (Alternate Saturdays)
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 8:30 to 12:00 (Counseling accepted to 11:30)
Nakano Health Clinic	Low-rise Wing 3F	- Medical care	Weekdays 9:30 to 12:00 13:30 to 16:30 Sat.(Health counseling only) 8:30 to 12:00

Nakano Library	Low-rise Wing 2F	- 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	Naka-no	
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	Ikuta Campus Office	Nakano Campus 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
Special certification program courses	Special certification program office			Special certification program office or Nakano Campus Office	School Syllabus, Special Certification Program Guide, Special Certification Program 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

Certificates are issued as indicated below.

Certificate type	Automatic certificate machine	Fee	Location	Remarks
Certificate of school enrollment	○	200 yen	[Automatic certificate issuing machine locations]	
Transcript	○	200 yen		
Certificate of Prospective credit acquisition	○	200 yen	- Surugadai Campus: Liberty Tower 3F Academy Common 1F Global Front 5F	
Certificate of expected graduation	○	200 yen		For fourth year students only
Certificate of school enrollment (English)	○	300 yen		- Izumi Campus: Building No. 1 1F
Certificate of expected graduation (English)	○	300 yen	- Ikuta Campus: Main Building 1F	For fourth year students only
Transcript (English)	○	300 yen		

Prospective credit acquisition certificate for teacher's license	○	200 yen	-Nakano Campus Low-rise Wing 3F	
Temporary Student ID	○	100 yen		
Student discount certificate	○	No charge		
Health certificate	○	300 yen	Besides automatic issuing machine, health certificates are available from health clinics on each campus	*Available from automatic issuing machine only to final-year students.
Evaluation report, character reference	×	Evaluation report: 200 yen	School Office	
Certificate of withdrawal, certificate of removal	×	200 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	
Student commuter certificate	×	No charge	School Office	
Reissue of student ID card	×	2,000 yen		

Students are able to use the 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 school, 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 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.

List of Partner Schools (universities with which Meiji University has signed an inter-university partner agreement)

See the international collaboration/study abroad program websites <http://www.meiji.ac.jp/cip/> and <http://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

Name	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 (in 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 8:30 to 11:00

Ikuta Campus: Mon. to Fri. 9:30 to 17:00 (closed from 11:00 to 12:30)
Saturday 8:30 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 9:30 to 12:30

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

(2) Website

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

<http://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, from job postings to corporate pamphlets, environmental reports and other CSR materials, internal company publications, commercially available books and magazines, and a wide range of other data for researching industries and corporations. Of these, Job Search Reports are records left behind by graduates upon being unofficially hired by companies or organizations. Providing details about the kinds of questions asked in actual interviews and the contents of written tests, these are extremely valuable resources that only a university like Meiji can provide.

(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. See the Employment and Career Development Support Event Calendar on the website.

4. Internships

What are internships?

In general, an internship program gives students a chance to experience working in a company or organization, in a job related to their major or future career.

Among the benefits to such a program, students can develop a higher sense of professionalism, and improve their eagerness to learn in university. Since this is an experience that will be useful when you select your career path, you are urged to take part in it.

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 (All-school 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 provides students in Meiji University with access to a diverse range of information necessary in student life, over the Internet.

The Oh-o! Meiji system consists of a Class Web and a Portal Page function. The Class Web can be used to check course materials, submit reports, or exchange other course-related information. The Portal Page service is used to receive announcements from the university (class cancelation, etc.), manage your schedule, check the class schedule, or access other information related to school life. You can also have announcements forwarded to your mobile phone.

Access the Oh-o! Meiji System from <https://oh-o2.meiji.ac.jp>

2. Support Desk

Support desks on each campus are ready to provide you with help in making use of the university's information services, in situations like the following.

- You would like to know how to use media equipment in the school.
- You need help using the Oh-o! Meiji system.
- You put money in an automatic certificate dispenser but nothing came out.

In cases like these when you are having difficulty 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 Practice Rooms

- Where to apply for use of Meiji University email
Surugadai media support office, Izumi media support office, Ikuta media support office, Nakano Campus Office

- If you want to use email...

You can make use of the university's email service with your Meiji email account information (user name and password).

All students are assigned a Meiji email account as part of the admission procedure.

- If you want to use a campus PC...

PCs for use by students are available in Information Science and Media Classrooms and Practice Rooms. Teaching assistants (TAs) are on duty in information science and media practice rooms to provide detailed help with PC use.

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

*Attending MIND orientation sessions is required before students are eligible to use the university network either on or off campus.

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. Each campus has its own library. Their combined collections number around 2,590,000 works. Students of this university are free to use the libraries on each of the campuses. Learn how to get the most from the university on your campus, and the one nearest to where you live. If you have any question about library use, ask the staff at the library counter.

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.

Books stored in the library can be used directly.

Some books and magazines are available on open shelves adjacent to reading areas, while others are stored in the stacks. Users can enter the stack rooms and look for necessary books on their own. The stacks are a treasure house of knowledge. They are spaces that give intellectual stimulation to the mind.

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

For finding the books and magazines you need from the collection of around 2,590,000 works, 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.

Be sure to check the library website.

To learn more about the libraries, visit the library website. There you will find the library hours, a description of services available, and other information about the library. It also serves as a portal site to academic information. Library website:

<http://www.lib.meiji.ac.jp/english/index.html>

Library hours

	Weekdays	Saturday	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			

Students of this university, faculty members, and alumni may use any of the campus libraries.

Closed period:

The libraries are closed on the School Holiday for the Anniversary of University Establishment (January 17, November 1) and for certain periods during summer vacation and winter vacation

*In addition to the above, the Izumi Library is closed during the time campus entry is restricted due to entrance exams.

*The hours and days of regular closure are subject to change. 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.

See the Library Handbook for details about using the libraries.

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 20:00 Saturday 9:00 to 18:00
Izumi Campus	Izumi Media Building, 1F	Mon. to Fri. 8:50 to 18:20 Saturday 8:50 to 13:30 (Requests accepted until 12:00)

Ikuta Campus	Main Building, 5F	Mon. to Fri. 8:30 to 17:30 Saturday 8:30 to 11:45 (Requests accepted until 30 minutes before closing time)
Nakano Campus	High-rise Wing 1F (located in Learning Lounge)	Mon. to Fri. 10:00 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. Use them for seminar assignments and other study activities.

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 8:30 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 Management

1. Classes When Public Transportation Is Stopped Due to a Labor Strike

- (a) In case two or more JR lines (Yamanote, Chuo, Sobu, Keihin Tohoku, Joban, Saikyo) are out of operation, classes will be canceled during the following time frames.
 - If the strike is not over by 5:00 a.m.: 1st and 2nd period classes
 - If the strike is not over by 9:00 a.m.: 1st to 4th period classes
 - If the strike is not over by noon: 1st to 6th period classes
- (b) In case three or more private railway lines (Tobu, Keisei, Tokyu, Keio, Seibu, Odakyu, Keihin Kyuko, Tokyo Metro) and Toei subway lines are out of operation, classes for the day will be canceled as per (a) above.
- (c) In case the following private railway lines have stopped operation, classes for the day will be canceled as per (a) above regardless of (b).
 - Keio Line: Classes canceled on Izumi Campus only.
 - Odakyu Line: Classes canceled on Ikuta Campus only.
- (d) In cases like the following, classes may be canceled if the President of the University determines that the situation would be a hindrance to holding classes.
 - A public transportation strike other than the above.
 - A limited strike by JR or major private railway companies.
 - A halt to train operations for other reasons.

2. Preparing for a Major Earthquake

(A) If a major earthquake occurs

First of all, stay calm, paying attention to the following matters for your safety, until the shaking subsides. (Even a big quake will stop shaking after a minute or two.)

- (1) Cover your head with clothing or shoes, etc., protecting yourself from falling objects.
- (2) Stay away from lockers or other large objects, which may topple in a large quake, and from windows, since glass may break.
- (3) Crawl under a table or desk and hold onto the legs of the desk for stability.

(B) After the shaking subsides

Be aware that aftershocks are likely to follow a major earthquake. Keeping aftershocks in mind, take the following precautions, and act calmly in accord with instructions from the university.

1. After the shaking subsides

- (1) Open nearby doors to secure a way outside. To secure a way outside, use doorstops which are equipped in each classroom. Do not rush outside in a panic.
- (2) Turn off gas and heating devices if at all possible. If you spot a fire, notify the fire command center and do the initial fire-fighting.
- (3) Secure safety in and around a classroom.
- (4) If there is a wounded person, notify the fire command center.

2. Evacuating

If an earthquake occurs but danger could not be found around you, you may stay inside the building. However, you should evacuate outdoors if there is a risk to effect people, for example, a fire occurs in or near the building, cracking on the wall, etc.

Follow the instructions by the university personnel and evacuate to temporary gathering locations.

- (1) Do not rush to the exit but evacuate in an orderly and calm manner.

- (2) If an earthquake occurs while classes are in session, evacuate as a unit in each class.
- (3) Assist with evacuation of wounded persons or those with physical disabilities.
- (4) When evacuating outdoors, cover your head with clothing or belongings, protecting yourself from falling objects. Also, be careful of cracks, depressions or sudden protrusions in the earth, and of toppled walls, utility poles and the like.
- (5) Always use the stairs to evacuate, never the elevator.
- (6) For temporary gathering location in Nakano campus, see “Evacuation Manual for Major Earthquake” in the SGJS Syllabus.

3. If you have difficulty to return home

When a major earthquake occurs, you may have difficulty to return home because of paralyzed traffic. You should stay in a safe place. The university stocks emergency rations.

(C) Fire

1. If you see a fire

- (1) 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.
- (2) Press any nearby fire alarm button.
- (3) If the fire is small enough to extinguish, cooperate with initial fire-fighting efforts.

2. Key points in initial fire-fighting

- (1) Determine what actually is burning, without being misled by smoke and flames.
- (2) Choose a fire extinguisher or other means of putting out the fire based on what is burning, aiming as close to the source as you can.
- (3) Get as many people involved in the effort as possible to extinguish the fire at once.
- (4) If two or more places are burning, give priority to that where someone is at risk.

3. Evacuating

- (1) If you encounter smoke, stay low and cover your nose and mouth with a cloth to avoid inhaling the smoke.
- (2) If a fire occurs inside a building, fire doors will be operated as fire sensors perceive smoke and heat. Even if fire doors are closed before evacuating, they can be opened so that you can evacuate.
- (3) Keep fire doors closed to prevent diffusion of smoke.
- (4) Always use the stairs to evacuate, never the elevator.

(D) Contacting people

In an emergency, it is often difficult to make phone contact due to downed lines, power outages and other network trouble, as well as network overload from so many people trying to call all at once. It may also not be possible for the university to handle immediately requests from families worried about the safety of individual students. Talk with your family, friends, classmates, and other students participating in the same seminar ahead of time about how to get in touch with each other in case of an emergency. For example, you can arrange to have relatives or friends in distant locations serve as a relay point for contacts, or make use of the NTT Dengon Dial service, the Disaster Message Board (web 171), Google Person Finder or J-anpi, etc..

How to use Disaster Emergency Dengon Dial 171 Service

NTT provides a message storage service for confirming the safety of people in a disaster area. After an earthquake with an intensity of lower 6 or stronger on the Japanese scale of 7 or when a volcano or other disaster strikes an area, the telephone facilities serving the area are flooded

with calls from people anxious about the safety of friends and relatives, leading to congestion that makes it difficult for calls to get through.

To use the Dengon Dial service, dial 171 and follow the instructions for recording or playing back a message.

[Recording a message]

Dial 171, listen to the guidance, and press 1 (or 3 if you wish to set a password).

Dial a phone number in the affected area (XXX) XXX-XXXX, starting from the area code (toll number). The service cannot be used for calling numbers outside the designated disaster area.

Speak your message (up to 30 seconds maximum).

[Playing back a message]

Dial 171, listen to the guidance, and press 2 (or 4 if you need to use a password).

Dial the phone number in the affected area (XXX) XXX-XXXX, starting from the area code (toll number).

After guidance, the message will be played back.

In addition, you should also check the university website and Oh-o! Meiji system since any announcement may be provided by the university.

For Reference

Use of public payphones in a disaster

When restrictions are placed on outgoing calls from subscriber lines in a disaster, it will be difficult to place calls including 119 emergency calls. At such times, it can be relatively easy to call from public payphones. Learn the location of payphones in advance. If a disaster occurs of a scale for which the Disaster Relief Act is applicable, it will be possible to make phone calls free of charge as long as the NTT lines are operational, even if the power company has halted electricity.

(E) Everyday readiness

- (1) To prepare for an emergency, make sure you know the evacuation routes and destinations.
- (2) Keep evacuation routes (halls, stairways, etc.) clear of obstacles, and institute 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.
- (3) Learn the location of fire extinguishers and how to use them, in the event of a fire.
- (4) Implement safety measures for chemicals, ignitable objects and other hazardous materials in laboratories and research offices.
- (4) Make yourself familiar with first aid procedures. When you have the chance, join in disaster drills and first aid practice sessions.

*** For details of emergency management, see also “Evacuation Manual for Major Earthquake” provided by each campus.**