

2022

Undergraduate/Graduate Schools Academic Affairs Handbook

● **Information on COVID-19**

In prevention of spread of COVID-19, the rules and handling of procedures in AY2022 may differ from those written in this Handbook. Please note that updated information will be announced through the university website and Loyola.

Center for Academic Affairs
Bureau of Academic Affairs,

Sophia University

● **When the Public Transportation is shutdown**

When the university decides that it is not possible to hold regular classes or final exams due to the shutdown of transport services caused by natural disasters such as typhoons, heavy rainfall, accidents or strikes, classes may be canceled and exams rescheduled to another day. Such cancellation and changes will be announced on the university's official website, Loyola, official Facebook, or Twitter.

Offices Related to Academic Affairs

The phone numbers listed are extension numbers. Dial 03-3238-XXXX (extension number) when calling from an external line.

Office	Main work handled	Location	Ext.
Center for Academic Affairs	Affairs related to classes, class cancellations, make-up classes, examinations, grading, etc.	1st floor, Bldg. 2	3515
	Teacher's Lounge	2nd floor, Bldg. 2	3164
Office of Mejiro Seibo Campus	Regarding Mejiro Seibo Campus	Mejiro Seibo Campus, 1st floor, Bldg. 1	6151 03-3950-6151
Center for Teaching and Curator Credentials	Affairs related for the teaching license course and curator license course	2nd floor, Bldg. 2	3520
Office of Property	Affairs related to loaning of equipment and articles, lost and found, application for use of meeting rooms, etc. Management of Supply Room (Service hours 8:30~19:30)	1st floor, Bldg. 2	3112
	Supply Room Service hours 8:30~11:30, 12:30~17:50	1st floor, Bldg. 11	4195
ICT Office	On-campus systems (PC classroom, email, Wi-Fi, VPN, Moodle, etc.) and ICT services. * ICT Support mail address : ict-support@sophia.ac.jp	3rd floor, Bldg. 2	3101
	Support for hy-flex classes (Zoom settings, device connection, etc.) * Hyflex Support email address : hyflex-support-co@sophia.ac.jp	1st floor, Bldg 3	4311
Library	Reading and loaning	1st floor, Bldg. L	3510
	Academic information (Reserve book system)		3504
	Information service (Lectures/sessions)		3055
Health and Wellbeing Center	First aid, etc.	2nd floor, Hoffmann Hall	3394
Counseling Services	Consultation regarding student-related concerns, Counseling for students	3rd floor, Bldg. 10	3559
Others			
Main gate guard station		At the main gate	3000
Bookstore		Basement 1, Bldg. 2	3013

Office service hours	(for Students)	(for Faculties)
April 1 ~ July 30	: 10:00~11:30 / 12:30~15:30	9:00~11:30 / 12:30~17:00
August 1 ~ September 20	: 12:30~15:30	
September 21 ~ January 31	: 10:00~11:30 / 12:30~15:30	
February 1 ~ March 31	: 12:30~15:30	

* Service is closed on Saturdays, Sundays, and national holidays.

* Information on service hours during summer and winter vacations and on special occasions will be provided separately.

Loyola: the web-support system for teachers and students

By using Loyola, the web-support system for teachers and students, you can input or retrieve various data online. For details, see the online Loyola Handbook.

<Functions that teachers can operate directly>

- Confirmation of the number of students taking his/her class(es), and download and printing-out of course student lists
- Preparation of messages to his/her class(es) (it is not possible to send a message to any individual student.)
- Announcement of in-class examinations and report requirements【Final Exams Schedule Inquiry】
- Response to inquiries on semester-final examinations【Final Exam】
- Questionnaire Response on TA Application
- Input of grades【Register Grades】
- Reference to grades of his/her class(es)【Grades Distribution】
- Reference and input of syllabus

<Functions available via the Center for Academic Affairs>

- Information on class cancellations, make-up classes, and temporary changes of classrooms
- Sending messages to individual students taking his/her course(s)

To log in to Loyola, you need your ID and password which were given separately. If you forget your ID and/or password, please visit the Center for Academic Affairs with your faculty ID card.

About personal information protection

Visit the URL below for information on the University's approach to personal information protection:
<https://www.sophia.ac.jp/eng/info/privacypolicy/privacypolicy.html>

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General

I Classes

1. About classes

1) Number of classes

In principle, the number of classes for one year covers 35 weeks; this includes the days required for semester-final examinations etc., as stipulated in the university establishment standards.

2) Course duration

In principle, the university adopts a Semester/Quarter system—i.e., spring and autumn—with 14 weeks as one unit 1st quarter to 4th quarter—with 7 weeks as one unit.

Refer to “Event Calendar for Academic Affairs”.

3) Virtual days

To ensure that each course is held a sufficient number of hours to fulfill the regulations set by the MEXT, make-up class days offset holidays may be scheduled during each term. Refer to “Event Calendar for Academic Affairs” for virtual days scheduled during the Academic year 2022.

4) Class hours

Class hours are as shown below:

Class period	Hours
0	8:00-8:50
1	9:00-10:40
2	10:55-12:35
3	13:30-15:10
4	15:25-17:05
5	17:20-19:00
6	19:10-20:50

5) Class cancellations

If you must cancel a class, **be sure to report, in advance, to the Center for Academic Affairs**, using a designated form (Report of Class Cancellation). Copies of this form are available at the Center for Academic Affairs or any department office. If you wish to cancel a class on the class day owing to bad health etc., contact the Center for Academic Affairs by phone.

If you do not show up at the classroom within 30 minutes of the starting time, the students will report to the Center for Academic Affairs. If the Center cannot contact you, the class will be cancelled. Be sure to contact the Center if you will be late for class because of train delays or similar mishaps. Information regarding the cancellation of a class will be posted on Loyola, the web support system for teachers and students, stating the reason for class cancellation and whether or not there will be a make-up class.

6) Make-up classes

In case a class needs to be cancelled, please conduct a make-up class chosen from the below dates in order to secure the number of classes according to the syllabus.

In each semester, there are days on which make-up classes can be held; for this year, the four days set aside for this purpose are shown below. To hold a make-up class, consult with the Center for Academic Affairs in advance to reserve a classroom. If you wish to have a make-up class on a day other than these dates, consult with the Center for Academic Affairs.

Spring semester days for make-up classes: May 14 (Sat.), June 18 (Sat.) , June 25 (Sat.), July 9 (Sat.)

Law school: May 14 (Sat.), June 18 (Sat.) , June 25 (Sat.), July 9 (Sat.)

Autumn semester days for make-up classes: Oct. 22 (Sat.), Dec. 10 (Sat.), Jan. 7 (Sat.), Jan. 21 (Sat.)

Law school: Oct. 22 (Sat.), Dec. 10 (Sat.), Jan. 7 (Sat.)

* On days set for make-up classes, the Office of Property is open from 9:00 to 17:00. Please report to the front guardhouse to request to borrow a key for use of classroom equipment outside these hours.

* The teachers' lounge is open from 8:00 to 21:05 on make-up days. Please note, the service hours of temporary staff are: 8:00~18:00

7) Cancellation of Courses

As the result of course registration and course withdrawals (to be described after), a course that has no registered students will be cancelled.

Furthermore, please note that courses without any registered degree students, that only non-degree students (Non-matriculated students, Auditing students under auditing agreement, Research students, and Foreign special research students) have registered, will also be cancelled. The date of the cancellation of a course will depend on the timing of the registration processes.

Please contact the Office of Personnel Services concerning the payment for courses that have been cancelled.

8) Teaching Assistants (TA)

Sophia University approves the appointment of Teaching Assistants (hereafter referred to as TA) ※ to support the teachers in class management. Please note, to apply for TA, teachers are required to enter necessary data in Loyola TA application questionnaire by the given deadline in the previous academic year. For the exact dates of application, please see Event Calendar for Academic Affairs.

If you need to appoint a TA after classes have started, please consult Center for Academic Affairs, in charge of TA application.

Courses for which TAs may be appointed:

- (1) Large enrollment courses with 100 or more attending students.
- (2) Courses with laboratory work, practical training and those that require special class assistance.
- (3) Courses requiring class assistance for instructors in certain circumstances, such as medical reasons.
- (4) Other courses for which a written request has been approved.

TAs	Wage per hour	Tasks
TA1	2,450 yen per 100 minutes	instruct and assist laboratory work, support practical training; work requiring technical skills (providing guidance and answering questions in class, correcting report assignments, creating teaching materials, etc.)
TA2	1,800 yen per 100 minutes	tasks other than above that require no technical skills; assisting tasks (setting and operating equipment/devices, taking attendance, collect/confirm reaction papers, prepare/print/hand out materials)

NB1: Assistants performing tasks of both TA1 and TA2 will be paid at wage rates of TA1.

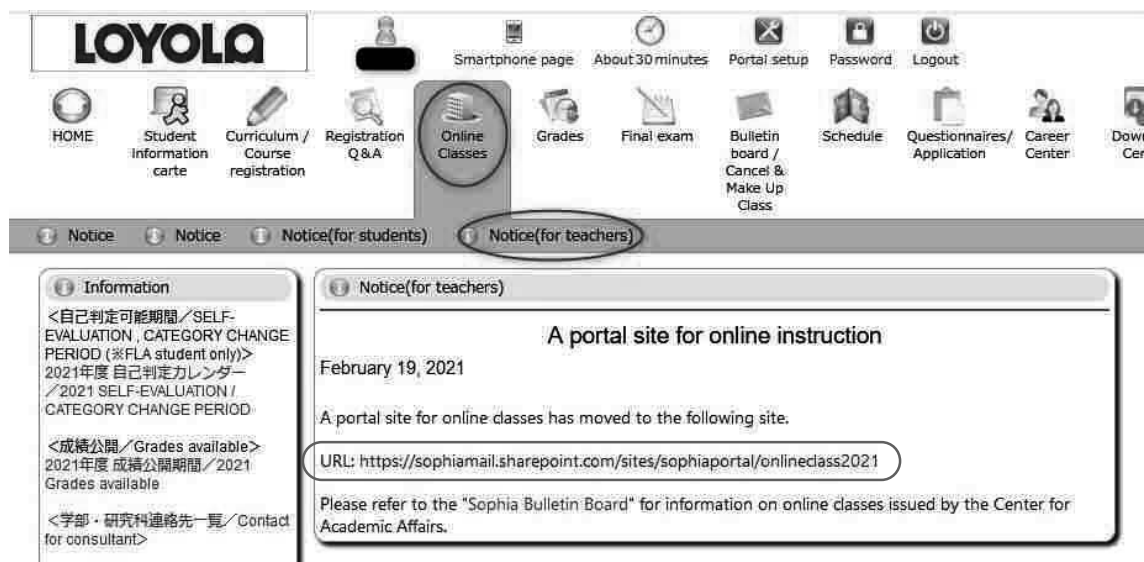
NB2: TAs will assist in supervising final exams of the courses and the wages will be paid separately for the task.

NB3: Grading exams or assignment are not included in assistants' task.

※TAs are Sophia students in Master's or Doctoral Programs appointed as assistants to manage the classes for the purpose of improving teaching quality at Sophia and at the same time to provide opportunities for students in graduate programs to enhance their educational and research abilities.

9) Information on "Online" and "On-demand" courses

Latest information such as details on preparing and conducting online courses, and FAQs are posted. Once you log in to Loyola, click "Online Classes" (the icon of a building) and choose "Notice (for teachers)" and "Regarding on-demand classes (for teachers)" from the menu bar.



10) Key words concerning Online courses at Sophia

Loyola	A portal site that has been customized for Sophia University, based on the academic management system “Campus Square”. An account is issued by the Center for Academic Affairs. Functions: registration and references of syllabus, grades, bulletin boards and managing submission of reports. Contact: Center for Academic Affairs
Sophia ICT account Sophia mail	E-mail address with the domain, @sophia.ac.jp (for students, @eagle.sophia.ac.jp). Needed to log in to Sophia’s Moodle and to use Zoom under Sophia’s contract. Contact: ICT Office
Moodle	An LMS (Learning Management System), where class materials, links and quizzes can be uploaded by setting up a “course”, and can also have students upload their assignments. Contact: ICT Office

2. About classrooms and other facilities

1) Locations and names of classrooms

The name of a classroom as shown, etc. consists of an initial number or character that refers to the building, as well as a number that refers to the floor and room number. See the “Sophia University Academic Handbook” (Bulletin of Information) for the locations of classrooms.

Ex. “Classroom 2-415” means “room number 15 on the 4th floor of Bldg. 2”

“Classroom 紀-B111” means room number 11 on the 1st basement level of Kioizaka Bldg.”

2) List of classrooms (capacity, equipment, etc.)

- ① Please turn to page 43. A list of equipment that can be used for each classroom is posted.
- ② In all classrooms with AV equipment, PC images can be projected from a projector onto a screen or LCD monitor. However, if there is a description of “HDMI connection only”, only the connection via the HDMI terminal is supported.
- ③ If the output terminal of your PC is VGA, you can rent a conversion adapter at Office of Property.
- ④ Teachers can connect to a wired LAN in all classrooms. However, you need a Sophia ICT Account.
- ⑤ We also have portable microphones, document cameras, etc. available for rent. Please contact us for overseas-made Blue Ray and DVD playback.
- ⑥ VHS cannot maintain the playback environment due to the aging of installed equipment, the end of manufacturer support, and the renewal of AV equipment in the classroom, so please proceed with dubbing from VHS to digital media. Please contact the Editing room for dubbing support to digital media.

3) Technical support for AV equipment during class hours

- ① For regular classrooms and meeting rooms
 - **Office of Property** – Room 102, 1st floor of Building 2
Office Hours: 8:30–11:30 & 12:30–19:30
(regular spring & autumn semester class days)
8:30–11:30 & 12:30–17:50 (examination periods)
 - **Building 11 AV equipment Section** – Room 102, 1st floor of Building 11
<Classrooms in Building 10, 11, and Kioi-zaka Building>
Office Hours: 8:30–11:30 & 12:30–17:50
(regular spring & autumn semester class days & examination periods)
- * *“After 19:30, please return keys to the security at Main Gate”*
- * *“Technical support by professional AV equipment technicians are available during regular spring & autumn class days and examination periods only”*
- * *“Service closed on Saturdays, Sundays, holidays, and summer, winter & spring vacations”*
- * *“Except Building 2–2F Juris Doctor Program (Law School) classrooms”*
- ② For COM rooms, CALL classrooms and SI room
“ICT Office” (Room 314, 3rd floor of Building 2)
- ③ AV equipment key rentals
There are three types of keys for AV equipment: two kinds of key cards and keys for cylinder locks.
 - 1) IC cards (Smart Cards)
Distributed to : Full-time faculty members
*Rental available for part-time faculty members
 - 2) Faculty ID card (card with magnetic field)
Distributed to : Full-time & part-time faculty members
 - 3) Cylinder key
*Rental available for full time & part-time faculty members

※Please refer to p.42 regarding Mejiro Seibo Campus.

4) Changing classrooms

If, after the class has started, it appears that the classroom is inconvenient or otherwise unsuitable, contact the Center for Academic Affairs. You may not be able to change classrooms before course registrations are finalized, especially if the number of students in the class is uncertain. The number of students in each class is finalized in late April (for 1st quarter and spring semester), in late June (for 2nd quarter), in mid-October (for 3rd quarter and autumn semester courses) and in begging of December (for 4th quarter).

5) Application for temporary use or change of classrooms

- (1) When using a classroom (for a make-up class, sub-seminar, etc.), please contact the Center for Academic Affairs. Whenever you wish to use the Computer room, CALL room, or AV room, you then need to make a direct application to the Media Center.
- (2) If you wish to use a room for purposes other than a class meeting (lecture, conference, faculty meeting, etc.), apply to Office of Property.

6) In-class use of the Internet

Please refer to “Services for Classes by the ICT Office”.

7) Offices related to classrooms

See top page.

3. Library services for classes

1) Reserve Book System

The library operates a Reserve Book System; through this service, materials reserved for required or supplementary reading are shelved at dedicated Shelves in the Circulation Counter separately from those provided for use in general. Loan periods are shorter than the standard loan periods to ensure that a large number of students can use them equally.

For more details regarding this service, please contact the Library Academic Information Team. (ext. 3504, email: lib-tech@sophia.ac.jp) Please also refer to the Sophia Bulletin Board and Application and Manuals Database.

※Please refer to p.42 regarding Mejiro Seibo Campus.

2) Library workshops (reservation required)

Library workshops are offered at the library as part of its support for learning and education.

In addition to workshops (basic) and Database skill up courses (advanced) by librarians, there are various database workshops by external instructors. Schedule will be announced on the library web page as soon as it is confirmed.

“Database skill up courses” are intended for “Course Numbering” at 300s and 400s.

For more details, please make an inquiry to the Library Information Service Reference Team (ext. 3055).

4. Services for Classes by the ICT Office

The ICT Office provides the following services for classes. This information might not be up-to-date. For more information, please see the guide pages on ICT Office website (<https://ccweb.cc.sophia.ac.jp/>)

1) Account

Sophia ICT account will be handed or sent to full-time and part-time teachers when they start to work at Sophia. The account allows the use of computers in COM Rooms, CALL Rooms, of Sophia Mail, Sophia Wifi, VPN, Homepage public services.

Please sign up for your Zoom account with your Sophia email address.

2) Use of Internet in general classrooms

In general classroom, you can connect carry-on PC to the Internet.

You can connect to the Internet immediately (need initial settings) as long as you have Sophia ICT Account.

Please set up your laptop, prepare connection cables by yourself and try it before hand.

[setting method]

1. Please set PC in referring to “guide of the wired LAN service (DHCP) use” distributed at ICT Office.
2. Bring PC into classroom and insert network cable to use.

3) Moodle (LMS)

Moodle (a Learning Management System) is available for presenting materials for students, submitting reports, holding tests and grading.

4) Use of COM Rooms, CALL Rooms, SI Room

The use of COM Rooms, CALL Rooms, SI Room are scheduled for each Semester in advance and the hours not fixed are open for use by students.

If you would like to use the rooms on temporary basis, fill out and submit the application form available at ICT Office. (pc-classroom@sophia.ac.jp); the ICT Office will check vacancy of rooms with the appropriate equipment. Computer Rooms and CALL Rooms may be used only for classes that require the use of one computer for each student. An account issued at ICT Office (see below) will be necessary for using COM Rooms, CALL Rooms for classes.

※Please refer to p.42 regarding Mejiro Seibo Campus.

5) Support for Hy-flex classes

On the 1st floor of Bldg.3 (Room 110), we provide support for Hy-flex classes (internet connection, Zoom and peripheral devices, etc.). Please check the Sophia bulletin board for the office hour and its schedule).

6) Preparation of teaching materials

Editing Room (Kyozeai-Junbi-Shitsu) on basement 2nd floor, Bldg.2 is equipped with devices necessary for preparation of teaching materials

5. Provision of information on academic affairs

The Center for Academic Affairs provides information related to academic affairs that is essential to education—and research—based activities.

Although there is a limit to the information available—due to the need to protect personal information—if you as a teacher wish to acquire information concerning the student registry of an individual student, including course registrations and grades (grade records, registrations, etc.) in paper or electronic format in order to facilitate your teaching, please make an inquiry to the Center for Academic Affairs through the head of your department. Special care must be taken in handling electronic data; for security reasons, such information is sent only to in-school addresses.

6. Provision of student contact information to teachers

When there is a request from a teacher for the provision of the contact information (telephone number, address, etc.) of a student in his/her class, this will be handled as follows, bearing in mind the importance of protecting personal information.

A) Students in his/her department

If you are a full-time teacher or staff member of a department office and need the contact information of a student, it shall be obtained via the chairperson of that student's department. Department chairpersons have the right to access the student records of students in their respective departments, using the Loyola system. In principle, such information will not be provided by any other office, including the Center for Academic Affairs, even upon request.

B) Students in other departments of his/her faculty

If you are a full-time teacher or staff member of a department office and need the contact information of a student in a department other than the teacher's or staff's own faculty (e.g., students taking a common course offered by the faculty or a minor subject course in the Faculty of Foreign Studies), it shall be obtained via the faculty dean. While in principle only the faculty dean has the right to access the student records of students in his/her faculty using Loyola, the system can be used on the basis of an agreement within the faculty. In principle, such information will not be provided by any other office, including the Center for Academic Affairs, even upon request.

C) Students in other faculties

If the student belongs to a faculty to which the teacher does not belong, or if a part-time teacher needs to contact the student, the Center for Academic Affairs will contact the student, asking him/her to contact the teacher, after confirming that the student is taking a course taught by that teacher. No teacher should directly make an inquiry to the department to which the student belongs.

7. Inquiries from Students with Course-related Questions

When there is inquiries from students about class work, please handle as follows.

A) To full-time teachers

Full-time faculties at Sophia are requested to have office hours besides classes to answer questions. Please accept the students during the office hours at the teacher's office etc. In case the students request to make an appointment other than the office hours, they will contact through the department office.

Faculty Office hours are informed to students via the Loyola.

B) To part-time teachers

In principal, students are informed to contact teachers at class.

Regarding the contact information disclosure to the students who wish to speak with teachers outside of the class, Center for Academic Affairs conducts questionnaires to part-time teachers.

According to the questionnaire results, designated information may be provided upon a request from students at the Center for Academic Affairs. Telephone number is non-disclosure in regard of protection of personal information. Also, Center for Academic Affairs does not relay students' message to teachers.

8. Teaching (reference) materials distributed to students

In principle, teaching (reference) materials distributed in class to students shall be prepared by the teacher who is teaching the course. Part-time teachers may use the printing machines in the teachers' lounge (2nd floor, Bldg.3). The school does not store printed teaching (reference) materials, but the Center for Academic Affairs does provide a service whereby its personnel will print and store question papers for examinations.

※Please refer to p.42 regarding Mejiro Seibo Campus.

9. Interview or filming on campus

In the case students conduct interview or filming for their assignments, it is necessary to submit a prescribed form "Request for Interview/filming involved with class work" in advance and be permitted.

Please advise students in class to submit the request above to the Center for Academic Affairs when giving them assignments involving interview to unspecified students on campus. (It is not necessary to apply from the instructors but is needed per (group of) students.)

When students conduct interview, instructor should be acquainted with "Sophia University Guidelines for Academic Research Ethics" and give appropriate advice to the students to pay attention to compliance with a regulation and protection of personal information according to the guideline. Especially, on the pros and cons of reviewing research scheme, please make a responsible judgment.

10. Use of teachers' lounge and services

Teachers' Lounge for part-time lecturers is located on 2nd floor, Bldg. 2 (2-208, ext. 3164).

- 1) Service days : Regular spring and autumn semester class days, examination periods (for 1st and 3rd quarter, only when the part-time lecturers are in charge of the examinations), and days for make-up classes (excluding Saturdays, Sundays, holidays and other no-class days.)
- 2) Service hours : 8:00-21:05
- 3) Service personnel : A staff is assigned to stay in the lounge from 8:00 to 18:00 (excluding Saturdays, Sundays, holidays, and other no-class days). In case of emergency and a staff is not present, contact Center for Academic Affairs (ext. 3522).
- 4) Lockers : There are lockers that can be used on a daily basis, as well as those that can be used for a certain period of time (an application provided in the lounge should be submitted to the attendant thereof). These lockers are limited in number, so we appreciate your cooperation in using them efficiently. The key for a daily locker must be returned on the day of its use.

- 5) Printing, etc. : There are three printers. Follow the operating instructions displayed on the printer. Since magazines and cut-and-paste copies cannot be used with the printer, you need to prepare photocopies in advance. In case you need to make photocopies, consult with the staff in the lounge.
- 6) The teachers' lounge does not provide a service by which important documents—such as students' reports—can be relayed. Also, the lounge cannot be used to teach students.

※Please refer to p.42 regarding Mejiro Seibo Campus.

II Programs for Non-matriculated Students

Non-matriculated students are recruited for each semester (in March for spring semester and in August for autumn semester). The following classes and courses cannot be registered:

- 1) Language classes, skill-practice classes, experiment classes, and seminar classes (except seminar classes in graduate school)
- 2) Courses with a limited number of students
- 3) Subjects designated by the faculty, department, graduate school, program, etc.

※We have stopped recruiting auditing students from 2020.

“Program for non-matriculated students” provides working people with learning opportunities and assesses and gives credits for their learning outcomes. This program includes the “free course (undergraduate/graduate schools)” and the “teaching/curator license course.”

After application, non-matriculated students (free course) are selected and admitted by the undergraduate school and program, following a review conducted by the professorate. The free course (graduate program) also includes the senior students of undergraduate faculties who register for the courses specified by the respective graduate schools based on the “System for Course Registration before Entering a Graduate School.” The “teaching/curator license course,” which leads to the acquisition of a teaching license and curator license, is for non-matriculated students who are graduates or graduate students of Sophia University; they are selected and admitted, following a review conducted by each program committee to confirm the applicants' eligibility requirements, review their introduction and subject selection, and address any other needs that each applicant may have.

Non-matriculated students can earn a credit by completing a course and passing the examination. Their student ID numbers start with “J” and this appears on your grade sheet. They shall be graded in the same manner as other students.

III Domestic Student Exchange Programs and Auditing Student under Auditing Agreement

1. Domestic Student Exchange Programs

The University started student exchanges in 2010 for students taking courses at partner universities or conducting research activities with them in order to deepen mutual exchanges and cooperative relationships with Catholic universities, which shared the same education philosophy with it, and with other neighboring universities of distinctive characteristics.

The student exchanges include two types —“studying at a different university in Japan” and “credit transfer.”

“study at a different university in Japan” type : a student takes courses and conducts research activities at the host university during the exchange period as a registered student of the home university.

“credit sharing” type : a student takes courses and conducts research activities both at the host university and at the home university as a registered student of the home university.

Exchange students can earn a credit by completing a course and passing the examination. Their student ID numbers start with “P” and this appears on the grade sheet. They shall be graded in the same manner as other students are. The credits earned by a student of the University at a partner university are recognized as transfer credits, with the limit being 30 credits in the case of the “study at a different university in Japan” and 10 credits in the case of the

“credit transfer” type.

For more details, refer to the “Regulation on Student Exchanges with Other Universities in Japan” or contact the Center for Academic Affairs.

2. Auditing Student Under Auditing Agreement

Sophia University concluded agreements with many universities to associate academically and deepen mutual exchanges. Under this agreement, the student can take courses at partner universities.

Auditing student from the partner universities can take examinations at Sophia University and earn credits at their home universities. Their student ID numbers start with “M”. The grade sheet will be sent by the Center for Academic Affairs to the instructors to be filled the grades.

Refer to the corresponding section under “Registration Procedure” for Auditing Student from Sophia University.

IV Research Student System

There are two categories for receiving students into the graduate programs as a research student. One is to admit students into Master’s Program as “Foreign Special Research Students” and another is “Research Students” system to admit a student into Doctoral Program. Every semester, the Center for Academic Affairs asks each graduate program whether they will accept foreign special research students / research students.

The Center for Academic Affairs will register courses which they obtain approval to take from each instructor in advance. They can receive grades, but cannot earn credits.

Below are the excerpts from the application procedure documents for the research student systems.

	Foreign special research students (foreign students only)	Research students (Japanese and foreign students)
Eligibility of application	(1) Graduates from universities (including graduate candidates at the time of application) (2) Those who have completed 16 years of school education in a foreign country (including those who are expected at the time of application to complete their studies)	(1) Those who have a master’s degree (including those who are expected at the time of application to earn a master’s degree) (2) Those who have earned a degree equivalent to a master’s degree in a foreign country (including those who are expected at the time of application to earn a master’s degree)
Research period	One semester or one year	One semester or one year
Period of application	Once or twice per year (depend on the program) One-year and spring semesters (early November) Autumn semester (early April)	Twice per year One-year and spring semesters (early November) Autumn semester (early April)
Notes	Foreign special research students must audit 10 or more hours per week in courses (including courses offered by undergraduate school) involving their research field.	Before application, it is necessary to obtain informal consent by the program teacher from whom the student wishes to receive instruction.

* For details, please refer to the application brochures for the above categories of students available through our official website.

Undergraduate Faculty

I Guide to Students' Enrollment

1. Registration Procedure

1) Course registration

As stipulated in Article 50 of the University Regulation, course registration is extremely important to a student's education.

Refer to "Event Calendar for Academic Affairs" for the course registration schedule.

- (1) Students use Loyola for course registration.
- (2) At the Lottery Entry, entry for lottery courses will be held. If number of students wishing to register for a course exceeds course capacity, a lottery will be conducted after the entry period is over at Center for Academic Affairs. Results of lottery will be announced on Loyola.
- (3) Courses that do not reach course capacity at the Lottery entry period will be available for Lottery Course Registration (first-come-first-served); students may register for them as needed. Note that registration for courses that have reached course capacity is not approved even if the course teacher gives permission.
- (4) At Course Adjustment, students can add or delete courses any number of times. (except for some lottery courses)
- (5) Students can check the course-registration results through Loyola at any time during or after the course registration period.
Teachers can check and print out the student list and class size on Loyola at any time during the course registration period.
Teachers can print out a class list from Loyola any time. However, the class will not finalize until the final confirmation period, and teachers are requested to download the final list after course registration period.
- (6) Graduation thesis must be registered through the Loyola web-service during the registration period.

2) Course withdrawal

Students can withdraw from registered courses after attending the class, for such reasons as (1) the content of the class was different from what he/she wishes to study, (2) he/she realizes that he/she lacks the knowledge needed to keep up with the pace of class, or (3) he/she wants to reduce the number of courses for which he/she is registered, for health reasons. **Students cannot withdraw from any compulsory courses, including those in university-wide general studies or specialized education. In addition, students cannot withdraw from compulsory foreign language courses.** Any withdrawn course is graded as "W," but it will not appear on the student's transcript. Refer to "Event Calendar for Academic Affairs" for the course withdrawal schedule.

3) Maximum credits per year

There is a maximum number of credits for which a student can register in one semester and in one year, for each program year and for each department and faculty. This system was established to ensure that the students will have enough time for studies within the given periods. The maximum number of credits includes the number of credits for which a student has applied for withdrawal. In cases where there is a need to register for more courses beyond the fixed maximum number of credits—such as when graduation is contingent upon doing so—course registration for excessive credits may be allowed, based on an application from the student. For the fixed maximum credits for each department, refer to the page for each department in the "Sophia University Academic Handbook (履修要覧)."

2. Course student list and student ID number

1) Course student list

By using Loyola, you can see and download a student list for your course. However, the student list will not finalize until “Course student list available online” date. Please make sure to download the final list after that date.

For the schedule, refer to “Event Calendar for Academic Affairs” Information on late registration for courses, leaves of absence, study abroad, course withdrawals, etc. will be reflected on the list as such event occur.

2) Student ID number

(1) Student ID number

All students enrolled in the University are given a student ID number, as shown below. All in-school student administrative work for the enrolled students are processed with this ID number. The year of entrance for transfer students and second-degree students may differ from the year of actual entrance.

How to read a student ID number

Ex. A 22 18 035

Student status code Year of entrance Department No. Student No. in department (random 3-digit number)

(2) Student status code

Student status	Code	Remark	Student status	Code	Remark
Undergraduate student	A	Regular student	Research student	K	Non-regular student
Graduate student (master's program)	B	Regular student	Foreign special research student	L	Non-regular student
Graduate student (doctoral program)	C	Regular student	Auditing student under auditing agreement	M	Non-regular student
Graduate student (doctoral program student enrolled through 論文再入学 p.40)	D	Regular student	Special research student (Faculty of Theology)	O	Non-regular student
Law School student	E	Regular student	Exchange student (domestic)	P	Non-regular student
Exchange student	H	Non-regular student	Junior College student	T	Regular student
Non-degree student	I	Non-regular student	Course of Midwifery student	W	Regular student
Non-matriculated student	J	Non-regular student			

(3) Department/program

■ Undergraduate school

Faculty	Department	Department code
Theology	Theology	91
	Philosophy	11
	History	14
	Japanese Literature	15
Humanities	English Literature	16
	German Literature	17
	French Literature	18
	Journalism	19
Human Sciences	Education	81
	Psychology	82
	Sociology	83
	Social Services	84
	Nursing	85
Law	Law	31
	International Legal Studies	32
	Legal Studies of the Global Environment	33

■ Graduate school (master's program/doctoral program)

Graduate school	Program	Program code	
Theology	Master's program in theology	91	
	Doctoral program in systematic theology	92	
Philosophy	Master's (doctoral) program in philosophy	11	
Humanities	Master's (doctoral) program in philosophy	21	
	Master's (doctoral) program in history	23	
	Master's (doctoral) program in Japanese literature	24	
	Master's (doctoral) program in English and American literature	25	
	Master's (doctoral) program in German literature	26	
	Master's (doctoral) program in French literature	27	
	Master's (doctoral) program in journalism	28	
	Master's (doctoral) program in cultural interaction	30	
	Applied Religious studies	Master's (doctoral) program in death and life studies	35
	Human Sciences	Master's (doctoral) program in education	81
Master's (doctoral) program in psychology		82	
Master's (doctoral) program in sociology		83	
Master's (doctoral) program in social services		84	
Master's program in Nursing		85	

■ Course of Midwifery

Course	Course code
Course of Midwifery	10

Faculty	Department	Department code
Economics	Economics	41
	Management	42
Foreign Studies	English Studies	51
	German Studies	52
	French Studies	53
	Hispanic Studies	54
	Russian Studies	55
Global Studies	Luso-Brazilian Studies	56
Global Studies	Global Studies	21
	Liberal Arts (spring)	67
Liberal Arts	Liberal Arts (autumn)	68
	Materials and Life Science	76
Science and Technology	Engineering and Applied Science	77
	Information and Communication Science	78

Graduate school	Program	Program code
Law	Master's (doctoral) program in law	41
Economics	Master's (doctoral) program in economics	55
	Master's (doctoral) program in management	56
Languages and Linguistics	Master's (doctoral) program in linguistics	61
Global Studies	Master's (doctoral) program in international relations	66
	Master's (doctoral) program in area studies	67
	Master's (doctoral) program in global studies (spring)	68
	Master's (doctoral) program in global studies (autumn)	69
	Master's program in International cooperation studies	60
Science and Technology	Master's (doctoral) program in science and technology	78
Global Environmental Studies	Master's (doctoral) program in global environmental studies (spring)	95
	Master's (doctoral) program in global environmental studies (autumn)	96

■ Specialized programs

Graduate school	Program	Course code
Law	Juris doctor program (three years)	11
	Juris doctor program (two years)	12

3) Class attendance

The teacher delivering a course is responsible for verifying attendance in his/her class. For checking class attendance, “attendance cards” are available in addition to the aforementioned course student list. If you wish to use these materials, contact the Center for Academic Affairs.

Attendance card A card to be filled out by a student in each class.

※Please refer to p.42 regarding Mejiro Seibo Campus.

3. Examinations and grading

1) Examinations

(1) Final examinations

- a. A period for final examinations is held at the end of each quarter and semester. The final exam will be conducted according to the descriptions written in the syllabus. Center for Academic Affairs will ask professors to complete Questionnaires for Final Exam on Loyola in advance. However, since examinations for foreign languages are to be given within the course duration, these are excluded from the questionnaire. Other details will be provided at the time the questionnaire. We ask your cooperation for the smooth implementation of the examinations.
- b. If, you wish to conduct a language subject examination during the final examination period for a special reason, or a one-year subject examination (Nursing English only Sophomores) during the spring-semester examination period, submit the request using the prescribed form (the “Form for conducting a language subject exam during the final examination period” is available at the Center for Academic Affairs) to the Center for Academic Affairs by mid-June for the spring semester, and early December for the autumn semester.
- c. Examinations are supervised by teachers. If an examination of the same subject is conducted in two or more classrooms, it shall be supervised by the subject teacher, in conjunction with full-time teachers of the department for examinations in specialized education and full-time teachers of the faculty for examinations in university-wide general studies and certification courses, each taking turns. For an examination in a subject with many students, graduate students are assigned to assist supervision; Teaching Assistants will also be assigned to assist supervision.
- d. Classrooms for examinations are allocated by the Center for Academic Affairs, according to the number of examinees. **The exams may not take place in the same rooms in which regular class take place. During the examination period, classrooms cannot be used for any purpose other than the examinations.**
- e. Examination answer sheets are normally “B4”-sized paper (with numbers for final examination). If you do not need answer sheets or wish to use “A4”-sized paper, report to the Center for Academic Affairs.
- f. Before an examination begins, confirm each student’s identity by checking his/her ID card. For students who do not carry their ID cards, please allow them to sit in the exam only after the student issues a temporary student identification card at certificate issuance located at Bldg.2,4th floor(Fee;500yen).For further inquiries, please consult the Center for Academic Affairs.

※Please refer to p.42 regarding Mejiro Seibo Campus.

(2) Make-up examinations

If a student cannot come to a final exam held during the final exam period (excluding language courses) due to legitimate reasons such as illness, bereavement of third degree of kinship, delay in public transport, appointment of citizen judge system, etc., such student may be permitted to take a make-up exam.

※Application for make-up exam is accepted only if the delay in public transport is more than 20 minutes. The application must be submitted on the day of the delay in public transport. Only in case of exams held on 5-6 class periods, applications can be accepted by 11:30 of the following day. If a student arrives within 20 minutes of the scheduled exam starting time, please let the student take the exam. However, if a student arrives more than 20 minutes late, please instruct the student to immediately report to the Center for Academic Affairs (Academic Services). If you have any inquiries, please contact the Center for Academic Affairs, section for make-up exams (ext. 3515).

If an exam for one-year course is held in the Spring Semester final exam period, we will ask the teacher whether or not a make-up exam will be held.

If make-up exams are necessary for your course, we will notify you of the students taking your make-up exams in early August for the Spring Semester, and in early February for Autumn Semester. A questionnaire will be sent separately from the Center for Academic Affairs to ask you about the make-up exam method etc.

(3) Report

The teacher should receive reports directly from students or via Loyola moodle by using Report Uploading System. The Center for Academic Affairs does not handle student reports. When you need to make an announcement related to student report assignments or receive them electronically, please use Loyola.

For details regarding Loyola bulletin boards and function of Report Uploading System, refer to the “Loyola Handbook” on Loyola.

※Please refer to p.42 regarding Mejiro Seibo Campus.

(4) Cheating

- a. **Before the examination begins, warn the students adequately not to involve themselves in an act of cheating.**
(If a student is found cheating, he or she will fail in written examinations for all courses conducted during the semester-final examination period and be subject to punishments including admonitory warning, suspension from the university, and expulsion from the university).
- b. To prevent an act of cheating, teachers need to check for items that cannot be brought into the classroom and give a warning to students exhibiting suspicious behavior.
- c. Acts of cheating include the use of items that students are not allowed to bring into the classroom, the covert use of cellular phones and smart phones, and swapping of answer sheets.
- d. If you discover an act of cheating, **collect the student’s answer sheet, identification card, and any evidence of cheating. After the examination, immediately bring the student and report to the Center for Academic Affairs with his or her answer sheet, identification card, and any evidence of cheating.**
- e. Plagiarism in Report exams that take place in lieu of Final Exams (including Final papers) is also a misconduct.

2) Grading

The University’s grading policy has four levels of passing marks. The grading system is as follows:

	Assessment	Grade	Score	QPI	Content
Assessment	Passing	A	90-100 pts	4.0	<u>Showed excellent performance</u> (Please refer to The “Grading Guideline”)
		B	80-89 pts	3.0	Showed good performance
		C	70-79 pts	2.0	Showed satisfactory performance
		D	60-69 pts	1.0	Showed minimum required performance for passing
		P	—	—	Showed performance for passing
	Failure	F	59 pts or lower	0	Did not show performance for passing in a subject where an “A,” “B,” “C,” or “D” indicates passing
X		—	—	Did not show performance for passing in a subject where a “P” indicates passing	
No assessment	Course withdrawal	W	—	—	Course withdrawal completed by the fixed date
	Transfer credits approved	N	—	—	Approved as credits earned

* “P” and “X” can only be used for particular subjects, with advance approval.

* “W” will not appear on the official transcript.

<GPA (Grade Point Average)>

Each grade is assigned a weight called the quality point index (= QPI : see the chart above).

The QPI multiplied by the number of credits for the course determines the quality points (QP) for that course. The sum of all the quality points divided by the total number of credits attempted (excluding courses with grades W, N, P, X) gives the grade point average (GPA).

【GPA calculation formula】

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

The sum of all the registered courses (excludes courses with W, N, P, X)

The “Grading Guideline” has been decided from the academic year 2015. Please note the following when grading.

The Grading Guideline

1. In principle, “A” should be given to not more than 20% of the registered students. The maximum percentage of the students with an “A” in a course should not exceed 30%.

The above rule applies to all courses except for the seminars, guidance courses, and lecture courses with less than 30 registered students.

2. When instructors are teaching the same course, the instructors of the course should conduct a thorough briefing to share the course content and to agree on the learning objectives (goals) before the class start.
3. The Faculty/Department offering the courses will be responsible for systematically checking the grade distribution of their curricula.

When a course is found to have more than 30% of registered students with an “A,” the Dean/chairperson of the program offering the course will be responsible for requesting the instructor to comply with the grading guideline for the following academic year.

*** Students who withdrew from the course are included in the calculation.**

However, those students who apply to the conditions below are not included.

- students who submitted a leave of absence application for the semester after course registration
- students who have withdrawn from the university after course registration
- students given approval to retrospectively withdraw from the university by the end of the previous semester

(1) Grade registration

Entry shall be made from Loyola to register grading. For more details, refer to the page titled “Grade registration” of the Loyola Handbook.

- a. The deadline for the registration is scheduled for mid-August for 1st and 2nd quarter courses and spring-semester courses and mid-February for 3rd and 4th quarter courses and one-year and autumn-semester courses.
- b. Be sure to enter the grading correctly, with grades “A,” “B,” “C,” “D,” or “F.”
- c. The grade “W” is pre-entered for the students who withdrew from the course.
- d. For Non-matriculated students, fill in scores as undergraduate degree students.
- e. The grades “P” and “X” can not be registered via Loyola. Please contact the Center for Academic Affairs in case there grades need to be registered.

(2) Handling and storage of materials related to grading

Handling and storage of materials related to grading (class attendance sheets, examinations, reports, reaction papers, etc.) are the sole responsibility of each teacher, in consideration of protecting personal information. These materials shall be stored until the deadline for the submission of the Request for Change of Grades, which is March 31 of the current school year for 1st and 2nd quarter courses and spring-semester courses and September 20 of the following school year for 3rd and 4th quarter courses and autumn-semester courses.

Handling of materials beyond the storage period is left to each teacher’s discretion. When disposing of materials, use a proper disposal method such as strip-shredding.

(3) Announcement of grade distribution

The grade distribution of each subject is announced via Loyola. In principle, these subjects include those offered by the undergraduate programs. Subjects with 10 or fewer students, seminars, graduation theses, and graduation research projects are excluded. The teacher can make additional comments concerning the grade distribution. For the grade distribution announcement schedule, refer to “Event Calendar for Academic Affairs”.

(4) Grade reviews

Students who have a question about their grades may request for a grade review and have their grades checked by the teacher (for score-counting mistakes, transcription errors, etc.). Students submit the prescribed form,

“Request for Grade Review” to the Center for Academic Affairs and the form is then forwarded to the teacher for grade review. Since this may affect the student’s course registration plan for the following semesters, the grade-review result needs to be returned to the Center for Academic Affairs immediately. When you need to change a grade, the teacher needs to submit a “Request for Change of Grades” following the method described in (5) “Change of grades” (below).

(5) Grade Change

Should a grade need to be changed for a compelling reason—such as an error in grading—please submit a “Request for Grade Change” to the Director of the Center for Academic Affairs. While there is no prescribed format for the “Request for Grade Change,” the teacher should prepare a form that includes information shown in the example below. The format is arbitrary, but the paper must be A4 size. The deadline for submitting a “Request for Grade Change” is March 31 of the current school year for the 1st and 2nd quarter courses and spring-semester courses and September 20 of the following school year for 3rd and 4th quarter courses and one-year (Nursing English only Sophomores and Juniors) and autumn-semester courses.

MM DD, YYYY	
Director of the Center for Academic Affairs	
Name of instructor: ○○○○ (seal)	
Request for Grade Change	
Affiliation _____	
Registration code _____	
Subject _____	
Student ID no. _____	
Name of student _____	
Grade change	Before change → After change
	△ → ○
Reason for change:	
1. Error in grading	
2. Error in calculation	
3. Other (_____)	
Please choose 3. when neither 1 or 2 applies.	
○○○	
□□ □□ (seal)	
△△△	
◇◇ ◇◇ (seal)	

- For specialized education: the seals of both the department chairperson and the faculty dean
- For university-wide general studies: the seals of both the department chairperson (or Division Chair) and the Director of Center for Liberal Education and Learning
- For language courses: the seal of the director of the Center for Language Education and Research
- For certification program courses: only the seal of the director of the Center for Teaching and Curator Credentilals.

(6) Guidance for the students whose GPA is less than 0.5

According to Article 40 of University Regulations, students who fail to obtain 32 credits or more in two consecutive academic years shall be dismissed from the university.

In 2015, the university introduced a new system to avoid such cases. The department individually contacts the students whose GPA is less than 0.5 and give guidance at the end of the academic year. The purpose of this system is to give a chance to the students to look back their school life and study plan, and consult faculty staff on their future academic plan. In case students does not show any improvement on the motivation after the guidance, the university may recommend dismissal from the university. Center for Academic Affairs will send a list of intended students to the departments at the end of the academic year to ask your cooperation.

There are cases, the Immigration Services Agency of Japan do not approve the student’s extension of period of stay in Japan who hold college student status showing poor academic performance. They sometimes require us to submit the explanation including his/her academic performance and guidance from the faculty.

Please pay special attention to these students and supervise them.

4. Registration for courses offered by the Faculty of Liberal Arts, English-taught programs in the Faculty of Science and Technology by students in other departments or faculties and courses offered by SPSF

If a student in a faculty other than the Faculty of Liberal Arts (FLA) and English-taught programs in the Faculty of Science and Technology wishes to take a course offered by the FLA, he/she must satisfy the following conditions and register for the course by a registration procedure different from the regular one. As for the SPSF courses, student who does not belong to the program needs to satisfy the following conditions.

★Faculty of Liberal Arts, SPSF

	Conditions	Notes
TOEFL iBT	79 or above	
TOEFL ITP	550 or above	
TOEIC (including IP)	730 or above	
IELTS	6.0 or above	
TEAP (4 skills)	334 or above	level equivalent to CEFR B2
TEAP (CBT)	600 or above	level equivalent to CEFR B2
Test in Practical English Proficiency	1st or Pre 1st grade	
Attendee of Sophia exchange program	Universities in which courses are taught in English	

★English-taught programs in the Faculty of Science and Technology

	Conditions	Notes
TOEFL iBT	79 or above	
TOEFL PBT	550 or above	
TOEFL ITP	550 or above	
TOEIC (including IP)	730 or above	
IELTS	6.0 or above	
TEAP (2 skills)*	164 or above	level equivalent to CEFR B2
TEAP (4 skills)	334 or above	level equivalent to CEFR B2
TEAP (CBT)	600 or above	level equivalent to CEFR B2
Test in Practical English Proficiency	1st or Pre 1st grade	
Attendee of Sophia exchange program	Universities in which courses are taught in English	

*students entered before 2017 only

Course registration procedure:

- (1) The student must submit the FLA course registration form, the document that proves his/her qualification for registration (e.g., TOEFL, TOEIC, or STEP certificate, etc.) to the Center for Academic Affairs within the course registration period. Registration via Loyola is not possible.
- (2) The maximum number of credits per year includes credits for courses offered by the Faculty of Liberal Arts, English-taught programs in the Faculty of Science and Technology and the SPSF courses.

5. Personal dossier

When a student plans to take entrance examinations for the graduate school of another university, he/she may need to submit a personal dossier to that university. If a student asks the teacher to issue the personal dossier, please instruct him/her to first make a request to the Center for Academic Affairs. When the student files on application, the Center for Academic Affairs will request the teacher to prepare a student's personal dossier. It shall include observations regarding that student, as well as the teacher's affiliation, job title, name, and seal.

The completed personal dossier should be returned to the Center for Academic Affairs by the teacher in person. The Center for Academic Affairs will seal this document in an envelop, and delivers it to the student personally.

6. Special circumstances, and what is to be done about them

1) When a student has acquired an infectious disease

The *School Health and Safety Act* stipulates that when a student has acquired an infectious disease as designated by laws and ordinances (measles, varicella, rubella, mumps, influenza, etc.), the student must be prevented from going to school for a fixed period of time, in order to prevent the spread of the disease. If a student acquires one of these diseases, he/she is allowed to go to school after obtaining the permission of a physician. Students are informed that they need to have a physician execute the prescribed "Doctor's permission to return to campus (Toko Kyoka Sho)" and submit the original copy to the Health and Wellbeing Center Health Services and a copy to the teachers.

Since absence from classes and examinations during this suspension period is required to prevent the spread of disease, such matters must be handled so as not to be disadvantageous to the student.

※Please refer to p.42 regarding Mejiro Seibo Campus.

2) Support for students with special needs

Upon request, Sophia University will provide reasonable accommodation to those students with special needs, which shall be identified through consultation.

Reasonable accommodation includes modification and adjustments made by the university to ensure that students with special needs are able to extract the necessary academic information when attending classes, laboratory experiments, practical learning, etc., and adjustments made in order to appropriately evaluate the academic performances of those students.

If a student consults you on difficulties in learning due to disabilities, please contact one of the coordinators for students with special needs in the Health and Wellbeing Center. (TEL : 03-3238-4088 / E-mail : with_others-co@sophia.ac.jp)

For more details on the support of students with special needs, please refer to the brochure “Sophia University Academic Support for Students with Special Needs Guide for Faculty and Staff Members” and also our university website (Campus Life>Student Support>Support for Students with Special Needs).

3) Class attendance of a student selected as a citizen judge (juror)

If a student wishes to become a lay judge (juror) when he/she is appointed by the lay-judge system, his/her class attendance shall be handled so as not to be disadvantageous to the student. For details, refer to the guide page of the Sophia University Handbook of Course Registration.

4) Arrangement when public transportation services are shut down

If it is deemed that classes or semester final examinations cannot be conducted normally due to train service shutdown caused by natural disasters such as typhoons or heavy rainfalls or by accidents or strikes, there may be special arrangements taken such as class cancellations or make-up examination dates set. Information on such special arrangements is announced through the university’s website, Loyola, the official university Facebook page, or the official Twitter.

II Questionnaire on university classes

Each faculty has so far conducted its own questionnaire on classes, but from the academic year 2022, the Faculty Development (FD) Committee will take the lead in conducting the class questionnaire with common questions throughout the university.

The results of the questionnaire will be useful for improving education and individual class management throughout the university and in faculties. Please **inform students of the questionnaire in class** so more of them will respond.

Outline for implementation

1. Target: All courses*¹ in faculties are subject to the class questionnaire. Courses by part-time teachers will also be included.
2. Period: **Please conduct the class questionnaire*² in class during the second half of the class term.**
3. Method: Questions and response forms will be set up on Loyola. Please inform students to respond using Loyola’s questionnaire function.

*1 Applicable courses are those that regular undergraduate students can register during the course registration period such as language courses, specialized education, and university-wide general studies. Courses that are not covered are graduate school courses, intensive courses that are held after the questionnaire response period, off-campus courses, courses with practical exercises, and instructional courses.

*2 Please conduct the questionnaire for the first and third quarter courses in class during the 6th or 7th week of the course, and for spring and fall semester courses during the 13th and 14th week of the course.

III Graduation and Student Registry

1. Graduation

1) Graduation

As stipulated in Article 13 of the University Regulation, “The residence requirement is four years, unless otherwise provided in this policy.”

As stipulated in Article 57 of the University Regulation, “Students who have satisfied the residence requirement provided in Article 13 and successfully earned credits necessary for graduation will be approved to graduate from the University by the President.” A student cannot graduate in a semester in which he/she takes a leave of absence, even if the student has met all graduation requirements. Since the 2002 school year, an early graduation system has been implemented (see Article 57, Paragraph 2 of the University Regulation).

As stipulated in Article 57, Paragraph 2 of the School Code, “If a student who has been enrolled in the University for three years or longer and earned credits as stipulated in Paragraph 1 of the previous article with excellent results and wishes to graduate before the residence requirement stipulated in Article 13 (hereafter ‘early graduation’), the President can approve his/her graduation.”

At present, the early graduation system has been introduced to the Faculties of Human Sciences Department of Education and Sociology, Law, Economics, Global Studies and Science and Technology Liberal Arts.

2) Dates of graduation

The dates of graduation are March 31 and September 20 of each year.

3) Approval of graduation candidates and students subject to Article 40 of the University Regulations

(1) March graduation

- a. A graduation approval meeting (faculty meeting) is held around March 10 of each year, to hold deliberations regarding graduation, repetition of a school year, or withdrawal from the University for each graduation candidate. Prior to this deliberation meeting, “reference documents for approval/disapproval of graduation” are sent to the faculty dean and department chairperson in early March.
- b. A list of students subject to Article 40 of the University Regulations (the so-called 32-credit system) is supplied in early March, together with supporting documents for graduation approval. Based on these documents, judgment shall be made as to whether each of these students is to withdraw from or stay in the University.

Article 40 of the University Regulation states that “students who have failed to earn 32 credits or more including courses designated by the department or faculty for two consecutive years will be dismissed from the University.”

* For more information, please refer to Sophia University Regulations and “Section 1, Article 40 of Sophia University Regulations” and related regulations.

*** Each department is asked to inform students that they are subject to Article 40 of the University Regulation.**

(2) September graduation

- a. Students repeating a year and who will satisfy graduation requirements by earning credits in the spring semester of the following year (including those from the transfer of credits from study abroad) or by remaining enrolled for the spring semester can graduate in September. Students wishing to graduate in September are required to obtain approval from the department chairperson by the designated date (which, in 2022, is Thursday, June 30) and apply using the prescribed form “Request for September Completion.”
- b. The Center for Academic Affairs sends the supporting documents for graduation approval for all students repeating a year to the department chairperson in early July, in order to approve graduation candidates. In consultation with each department, the Center for Academic Affairs prepares lists of students graduating in September.
- c. The results of spring-semester subjects (including credits transferred in the spring semester) are sent from the Center for Academic Affairs to the department chairperson, in the form of a “List of September Graduation Approved Candidates”; this list is used in September graduation approval deliberations that take place during

the faculty meeting.

d. Regardless of a. b. c.,

September graduation for Faculty of Liberal Arts and English-taught programs in Faculty of Science and Technology follows the same procedure as “1) March graduation”.

2. Academic Records

1) Leave of absence and resuming studies

(1) Request for leave of absence

A student who plans to take a leave of absence on account of illness or another unavoidable reason needs first to consult with the chairperson of his/her department, and then to submit a prescribed “Request for Leave of Absence” to the Academic Records Section of the Center for Academic Affairs. If the reason is illness, they should attach a medical certificate. If the reason is study abroad, they are required to purchase the university-designated overseas insurance and crisis management service. The center for Global Education and Discovery is in charge of this insurance and crisis management service.

Once the request for leave of absence has been submitted, basically students cannot cancel the request. Only before the quarter starts date that students wish to cancel, they can request the cancellation of leave of absence.

Please note that students who hold college student status take a leave of absence should leave Japan or change their residence status.

(2) Period of leave of absence

a. The period of the leave of absence is based on the quarter unit (1st/2nd/3rd/4th)

The deadline for the submission of a “Request for Leave of Absence” is:

Spring semester • 1st quarter ... April 30, 2nd quarter ... June 30

Autumn semester • 3rd quarter ... October 31, 4th quarter ... December 20

When submission by postal mail, it must be postmarked by the deadline. If the deadline is a school holiday, it must be submitted by 3:30p.m. on the weekday prior to the deadline when submitted at the office.

b. The period of the leave of absence cannot exceed two consecutive years or a total of four years.

c. The period of leave of absence is not considered in the residence requirement; graduation will be postponed. Also, a student cannot graduate in a quarter in which he/she takes a leave of absence, even if the student has met all graduation requirements.

d. Request for leave of absence can be made for up to two consecutive years.

(3) Changes to resuming studies and the period of leave of absence

a. When the approved period of leave of absence expires, the student automatically resumes his/her studies. However, if the student was permitted to take a leave of absence on account of illness, he/she needs to submit a “Intent to Resume Studies,” together with a medical certificate issued by a doctor.

b. When the leave of absence has been approved for multiple quarters and the reason for the leave of absence no longer exist with more than one quarter remaining, he/she may shorten the period of leave of absence by submitting a prescribed form “Intent to Resume Studies” prior to the day which he/she resumes studies.

(4) Students who are taking a leave of absence cannot register courses. When the request for leave of absence is granted after his/her course registration, the courses held in that quarter or semester will be deleted automatically. For example, a student who takes a leave of absence in 1st quarter, can register courses held in 2nd, 3rd, 4th quarter and autumn semester, but he/she cannot register courses held in 1st quarter and spring semester.

2) Withdrawal from the University

(1) Reasons for withdrawal from the University are as follows:

a. Maximum enrollment period permitted (Article 38 of the University Regulation)

b. Voluntary withdrawal (Article 39 of the University Regulation)

c. Dismissal by 32-credit system, etc. (Article 40 of the University Regulation)

d. Dismissal due to wrongdoings as a Sophia student (part of Article 60 of the University Regulation)

- e. Four articles of inappropriate conducts (Article 61 of the University Regulation)
 - f. Absence of tuition payment (Article 64 of the University Regulation)
- (2) The date of withdrawal is either March 31 or September 20 of each year. The “Request of Withdrawal from University” must be submitted prior to either one of the withdrawal dates.
 - (3) When withdrawal from the University has been decided, the Center for Academic Affairs will duly notify the student’s guarantor.
 - (4) The department shall provide advance instructions to withdrawing students, including the possibility of readmission to the University.

3) Suspension from the University

Article 60 of the University Regulations states that “If it is recognized that a student enrolled in the University has done a behavior in violation of duty and obligation as a Sophia University student, he/she will be expelled from the University or given an admonitory warning.”

- (1) For cheating in the final examination, the student will be administered a harsh punishment, including expulsion and suspension from the University.
- (2) When a student is suspended from the University, the period is not counted towards the residence requirement. Therefore, graduation will be postponed.
- (3) In cases of fixed-term suspension, the student will be considered as having resumed studies the day after the expiration of the suspension period.

4) Study abroad

Overseas Travel/Infection alert issued by the Foreign Ministry of Japan (MOFA) are Level 2 and above for most of the countries/regions. The University programs are offered with Level 1 or below only, and overseas travels for all students including privately-funded study abroad (general study abroad and study abroad while on leave of absence) are currently restricted. Please advise students to check the University policy before making any study/research plans that require overseas travels.

(1) Types of study abroad

The University’s definition of “study abroad” is confined to study-abroad programs based on “Sophia University Regulation on Study Abroad.” Students who take a leave of absence to study abroad at a foreign university are treated as taking a normal leave of absence; there is no special treatment for study abroad at a foreign university. These students should refer to the section “Leave of Absence.”

There are two types of study abroad:

- a. Sophia Exchange Program

Students can study abroad up to one year in one of the exchange partner institutions that have the student exchange agreement with Sophia University. The tuition at the host university will be waived and up to 30 credits obtained at the host institution can be transferred to Sophia, subject to approval by the Chairperson of the Department. Application procedures will be handled at the Center for Global Education and Discovery (1F Bld. No.2).
 - b. General Study Abroad Program

Study abroad on their own at a university that has degree-conferring rights and approved by the Chairperson of the Department. Courses provided at Language school or Extension Center are not admitted as appropriate course for General Study Abroad Program.
- #### (2) Eligibility of application for study abroad
- Students wishing to study abroad must satisfy the following requirements.
- a. The applicant must have been enrolled in the University for one year or longer, as of departure.
 - b. The applicant must have earned 32 credits or more in the previous school year. (In case of FLA, SPSF, or FST students, 32 credits must be earned in four consecutive semesters before the start of the exchange program.); therefore, students in their freshman year can apply by having studied for one semester and fulfilled grade requirements, but cannot actually leave for study abroad until their sophomore or later year.

(3) Period of study abroad

The period of study abroad is one or some quarters; the maximum period is two years. The period of study abroad is counted into the period of enrollment (i.e., eight years) at Sophia University. However, the maximum period of study abroad that can be counted into the residence requirement (i.e., four years) is one year. Therefore, in a case where a student has studied abroad for one year, he/she will be able to graduate within four years, depending on how he/she earned credits.

The period of Sophia Exchange Program is either two quarters or one year only. Basically, the exchange study abroad period cannot be changed (shortened or extended). Only when the host institutions official academic calendar allows students to join Sophia's 2nd or 4th quarter, they can shorten the period if they submit the designated form provided at the Center for Global Education and Discovery. A student is allowed to go on Sophia Exchange Program only once during enrollment at university.*

* However, students can exceptionally study abroad on exchange twice by using the Sophia Exchange Program and following special programs: Still, the maximum period of study abroad counted into the residence requirement is one year.

- Sophia AIMS (SAIMS) Program
- Latin America Program (LAP)

In addition, when course taking and research activities are conducted in the form of a one-year "study at a different university in Japan" at a domestic partner university under the student exchange agreement, it is regarded as "study abroad" in terms of registration and, therefore, is counted toward the residence requirements (i.e., four years).

For student exchanges, refer to P.9

(4) Documents to be submitted for study abroad

- a. "Request for Study Abroad (Sophia Exchange Program)/(General Study Abroad Program)" (designated form)
The "Request for Study Abroad (Sophia Exchange Program)/(General Study Abroad Program)" form includes a "Chairperson's or Research mentor's comment" where the guidance and instructions provided to the student prior to study abroad should be described. The following items are to be entered:
 - i. The title of the course for which the teacher had instructed the student to register
 - ii. Instructions on course registration upon returning to Sophia, including credit transfersDeadline for submission of the "Request for Study Abroad"
Students who are to join Sophia Exchange Program, the Center for Global Education and Discovery will set the deadline for submission. Students participating in the general study abroad program should submit the "Request for Study Abroad" 1 month prior to start study abroad and the day before the quarter start day.
- b. The University-designated Overseas Travel Insurance and Crisis Management Service
Students traveling overseas as part of university-related programs, including general study abroad program and study abroad during the leave of absence are required to purchase the university-designated overseas travel insurance and crisis management service. Please advise the students to inquire at the Center for Global Education and Discovery (1F, Bld. No.2 anzen-ofc@sophia.ac.jp) for details.
- c. If the student continues to study abroad on general study abroad for a period that exceeds the permitted period, he/she must submit another "Request for Study Abroad" to the Academic Records Section of the Center for Academic Affairs one month before the termination of the permitted period for study abroad. The department shall determine whether continuation of study abroad is beneficial and report the result of their decision on the "Request for Study Abroad," form circulated by the Center for Academic Affairs.
- d. If a study abroad period of two or more quarters is permitted, but the student wishes to cancel one or more quarters and return to university studies, a "Intent to Resume Studies" must be submitted prior to the intended date of returning.
- e. When the student returns to Japan, instruct him/her to submit a "Report of Return to Japan" to the Academic Records Section of the Center for Academic Affairs.

(5) Transfer of credits

Up to 30 credits earned at the foreign university can be transferred as credits earned at Sophia University. When transferring, it is not necessary to match the course taken abroad to course offered at Sophia; credits are

transferred inclusively. Specifically, taking an account in contents of the course taken abroad and the credits calculated based on Sophia University's standard, category of the course (University-wide General Studies, Foreign language, Specialized Education) and level (compulsory, compulsory electives, electives) is clarified and approved as credits earned at Sophia University.

a. Procedure of credit transfer

1) Instruction by the department: The student who returned from study abroad should be instructed by the department to which he/she belongs. Consider the following points:

- Classification of the course for which the student earned credits • • • • University-wide general studies (*1), compulsory foreign language courses (*2) or specialized education

(*1) If the student wishes to transfer credits for the following university-wide general studies, approval by the person responsible for the course is necessary.

- Studies in Christian Humanism courses (compulsory / elective)
 - Chairperson, Studies in Christian Humanism Division
- Liberal arts of the body (compulsory) / Wellness, the body and culture (compulsory)
 - Chairperson, Embodied wisdom Division
- Critical thinking & writing (compulsory)••••Chairperson, the Art of Thinking and Expression Division
- Overview of Data Science (compulsory)••••Chairperson, Data Science Division
- Thinking about issues, perspectives, positionality (compulsory)
 - Chairperson, Knowledge Development and Exploration Division

(*2) Approval of the director of the Center for Language Education and Research is necessary for credit transfer of foreign language courses.

- The transfer of credits should be completed within the first three months after returning from overseas. The students can submit a request for transfer of credits only once, except for the case that students study abroad twice by using Exchange/SAIMS/LAP programs. Still, the limit of credit transfer is up to 30 credits in total. Instruct the student to consider his/her course registration plan thoroughly and in light of transfer and graduation requirements, *before* submitting the “Request for Transfer of Credits Earned.”

2) Submission of documents: the student him/herself submits the following required documents to the Center for Academic Affairs.

- a. The form “Request for Transfer of Credits”
- b. Credit transfer calculation sheet
- c. Transcript of records issued by the foreign university where the student studied
- d. Document showing the grading system
- e. Academic calendar of the foreign university where the student studied
- f. Course schedule
- g. Course Descriptions/Syllabus

3) Circulation of documents: Depending on the type of subject for which the student wishes to transfer credits, the documents are circulated to the Director of center for Liberal Education and Learning and the Department Chairperson.

- Write “approved” or “rejected” for each subject for which a credit transfer has been requested for University-wide general studies and foreign language.
- Write the subject group, “course title” (total number of credits), etc. in the comments section as necessary.
- If the subject is a compulsory subject, write the corresponding course title for the waived course in the comments section. (This means that the student would be exempt from taking the compulsory subject.)

* If necessary for assessment, an interview or an achievement test shall be conducted.

4) Faculty dean: Approval of credit transfer

5) Director of the Center for Academic Affairs: Final decision

- After the Director of the Center for Academic Affairs has made his/her final decision, a full copy of the “Request for Transfer of Credits” will be handed to the student.

- b. Please note:
 - i. Credit transfer is not possible in the case of study abroad on a leave of absence.
 - ii. The total number of credits to be transferred is calculated to one decimal place for each category (i.e., integer; the number after the decimal point is to be dropped).
 - iii. Refer to the “Handbook for Study Abroad” for the method of calculating transferred credits.

3. Transfer

“Transfer” students are those who enter Sophia at the junior year from another university, a junior college, or highly advanced professional school other than this University.

1) Transfer of credits

Credits earned at a university, junior college, or highly advanced professional school before transfer, which are considered appropriate will be transferred to this University. It is not necessary to match the course taken at previous institutions to course offered at Sophia; credits are transferred inclusively.

The “Request for Transfer of Credits” from a transfer student shall be submitted within three months following the transfer. Since this request can be made only once, advise the student to examine his/her course registration plan and graduation requirements thoroughly before submitting the “Request for Transfer of Credits.”

- (1) Range of credits to be transferred
 - a. The maximum number of transferable credits is one-half of the total number of credits necessary for graduation. In transferring credits, the number of credits to be transferred must be determined while taking into consideration the student year of the individual student, when necessary credits may be transferred to fulfill requirements for compulsory courses.
 - b. The number of credits to be transferred cannot exceed the number of credits necessary for graduation, for either university-wide general studies or for specialized education courses decided by each department.
 - c. For transfer students from a highly advanced professional school, only credits for courses earned in the fourth and fifth years are transferable.
- (2) Transfer of credits earned in a teaching-license course
 - a. Credits for subjects earned at a four-year university or junior college “without teacher’s license accreditation” may still be transferred as credits for “Subjects related to the license subject area.” For details, please check with the Center for Teaching and Curator Credentials.
 - b. Credits earned at a foreign university as a part of the graduation requirements may be regarded as credits for “Subjects related to the license subject area.” For details, please check with the Center for Teaching and Curator Credentials.
- (3) The following persons have the right to approve a credit transfer:
 - a. University-wide general studies (*) • • • • Director of Center for Liberal Education and Learning
 (*) If the student wants to transfer credits in the following subjects, he/she must receive an approval from the person responsible for the course:
 - Studies in Christian Humanism courses (compulsory / elective)
 • • • • Chairperson, Studies in Christian Humanism Division
 - Liberal arts of the body (compulsory) / Wellness, the body and culture (compulsory)
 • • • • Chairperson, Embodied wisdom Division
 - Critical thinking & writing (compulsory) • • • • Chairperson, the Art of Thinking and Expression Division
 - Overview of Data Science (compulsory) • • • • Chairperson, Data Science Division
 - Thinking about issues, perspectives, positionality (compulsory)
 • • • • Chairperson, Knowledge Development and Exploration Division
 - b. Foreign language (compulsory) • • • • Director, Center for Language Education and Research
 - c. Specialized education • • • • Department chairperson

(4) Handling after transfer

- a. The enrollment period required for graduation will be shortened to less than four years, depending on the student year decided at the time of entrance.
For example, if a student enters in the junior year, the enrollment period requirement for graduation will be two years.
- b. The maximum period of enrollment will be shortened to less than eight years, depending on the student year decided at the time of entrance.
For example, if a student enters in the junior year, the maximum period of enrollment will be six years.
- c. The period of the leave of absence cannot exceed two consecutive years or a total of four years, as is the case with students who entered in the freshman year.

2) Reminders

- a. Approval or disapproval of transfer of credits shall be determined prior to course registration in April, in consideration of the student's registration plan.
- b. Be sure to consult with the Center for Teaching and Curator Credentials about the transfer of credits for subjects related to the teaching license course.
- c. Administration of transfer examinations is handled by the Admissions Office.

4. Transfer of faculty/department, second degree, re-admission

1) Transfer of faculty/department

If a student wishes to transfer to a different department within his/her faculty or to another faculty, the candidate can take a transfer of faculty/department examination if he/she has a compelling reason and satisfies the eligibility of application criteria.

(1) Eligibility of application

- a. Student has completed or is expected to complete at least four semesters of study (period of leave of absence is not included).
- b. Student has a 2.6 GPA or higher for credits obtained in Foreign Language Courses (only required courses) and General Studies (Zengaku kyotsu).

(2) Handling after transfer of faculty/department

- a. Student year
Following the transfer of faculty/department, the student's year of entrance will be considered the student year.
- b. Credit requirement review
Graduation requirements are reviewed after the transfer of faculty/department occurs. The Request for Credit Requirement Review is sent from the Center for Academic Affairs to each department; this shall then be submitted to the Director of the Center for Academic Affairs via the faculty dean. Each student must be informed of graduation requirements through individual guidance.

(3) Restriction on transfer of faculty/department

- a. A student can only apply for transfer of faculty/department once.
- b. Transfer students and re-admitted students are not eligible for transfer of faculty/department.

2) Second degree

A “second degree” student refers to a graduate (including graduate candidates) from this University who are entering a different department/faculty of the University. Based on Article 29 of the School Code, a separate policy has been established for handling these students.

(1) Handling after second degree entrance

a. Credit requirement review

The department chairperson needs to provide guidance to each student with regards to graduation requirements. The Center for Academic Affairs sends Request for Credit Requirement Review; the teacher should describe the graduation requirements and forward this form to the director of the Center for Academic Affairs, via the faculty dean.

b. The enrollment period requirement for graduation will be shortened to less than four years, depending on the student year decided at the time of entrance. For example, if a second degree student enters in the junior year, the enrollment period requirement for graduation will be two years.

c. Depending on the student year decided at the time of entrance, the maximum period of enrollment will be shortened to less than eight years. For example, if a second degree student enters the junior year, the maximum period of enrollment will be six years.

d. The period of the leave of absence cannot exceed two consecutive years or a total of four years, as is the case with students who entered in the freshman year.

3) Re-admission

A student seeking “re-admission” is one who was once enrolled in and withdrew from the University, and who is entering the University again (in principle, through the department to which the student previously belonged). Based on Article 29 of the School Code, a separate policy has been established for handling these students.

(1) When applying

Please see the Article 4 of the school code.

(2) Handling after re-admission entrance

a. The credits earned before withdrawal are effective.

b. The enrollment period required for graduation will be shortened to less than four years, depending on the student year decided at the time of entrance.

For example, if the student is readmitted to the sophomore year, the enrollment period required for graduation will be three years.

c. The maximum period of enrollment is eight years, including the enrollment period before withdrawal and that after re-admission.

d. The period for leave of absence is up to two consecutive years or a total of four years, including periods for leave of absence before withdrawal and after re-admission. However, a leave of absence immediately before withdrawal and immediately after re-admission are not considered consecutive.

e. Before the student completes his/her course registration, the department chairperson should provide him/her with guidance about registration and specify the courses and number of credits to be acquired by the time of graduation. Describe the graduation requirements on the “Request for Credit Requirement Review” sent from the Center for Academic Affairs and submit it to the Director of the Center for Academic Affairs via the faculty dean.

5. Transfer of credits earned before entering

Transfer of credits earned before entry refers to the transfer of credits earned at a university, junior college, etc., in Japan or abroad, before entering this University as equivalent to credits earned at this University (see Article 34, Paragraphs 2 and 3 of the University Regulations).

(1) Qualification

- a. Students who entered or re-entered as a freshman of this University a separate rule will apply for transfer students

(2) Transferable credits to this University

(Note that any credits approved in the past by Sophia cannot be transferred twice)

- a. Credits earned at a university, junior college, etc., in Japan or abroad, including credits earned as a non-matriculated student
- b. Credits earned at the Sophia School of Social Welfare
- c. If a student wishes to be exempt from taking compulsory courses or compulsory-elective courses offered by this University by credit transfer, the number of credits to be transferred must be the same or greater than the number of credits for courses that he/she wishes to be exempt from. (It is possible to combine two or more subjects to account for one subject at this University.)

(3) Maximum transferable credits

- a. The maximum number of credits that can be transferred is 30 credits. ※If a re-admitted student in the first year at university has already applied for transfer of credits earned before entering university, 30 credits in total including credits already transferred.
- b. For university-wide general studies and specialized education a student can transfer up to the number of credits necessary for graduation specified by each department.
- c. Up to 60 credits, together with transferred credits (transfer of credits from study abroad, overseas short-term language course, etc.), after entrance to this University.

(4) Transfer of credits for teaching license course related subjects

- a. If a student wishes to transfer credits for courses completed at a junior college to a teaching license course related to the course, the course needs as approved by this University. In this case, up to 10 credits for subjects approved as specialized education are considered as “Subjects related to the license subject area”. However, these are limited to subjects designated as “Subjects related to the license subject area.” in the teaching license course in the school year of entrance. Please consult the Center for Teaching and Curator Credentials for details.
- b. As for subjects completed at a four-year university that has teaching license courses, approval is not necessary if there is a certificate of earned credits issued from the previous university where the credits were earned.
- c. In case a credit earned at a foreign university is approved as a specialized education course, there is a possibility that the course may be accepted as a credit for “Subjects related to the license subject area.” Please consult the Center for Teaching and Curator Credentials for details.

(5) The following persons have the right to grant approvals:

- a. University-wide general studies (*) • • • • Director of Center for Liberal Education and Learning
(* If the student wishes to transfer of credits for the following subjects, he/she requires approval from the person responsible for the course:
 - Studies in Christian Humanism courses (compulsory / elective)
 - Chairperson, Studies in Christian Humanism Division
 - Liberal arts of the body (compulsory) / Wellness, the body and culture (compulsory)
 - Chairperson, Embodied wisdom Division
 - Critical thinking & writing (compulsory)••••Chairperson, the Art of Thinking and Expression Division
 - Overview of Data Science (compulsory)••••Chairperson, Data Science Division
 - Thinking about issues, perspectives, positionality (compulsory)
 - Chairperson, Knowledge Development and Exploration Division
 - Foreign language (compulsory)••••Director, Center for Language Education and Research
- b. Specialized education • • • • Department chairperson

(6) Application method

Students wishing to transfer credits earned prior to entry shall submit the “Request for Transfer of Credits Earned Before Entering” (prescribed form), together with other necessary documents, within three months following entry; these documents should be submitted to the teacher in charge of the department (course teacher etc.) and receive instruction thereafter.

* Credit requirement review and number of transferable credits

Credit transfer/review	Credits earned at Sophia		
	Number of transferable credits	Credits earned as a regular student	Credits earned as a non-matriculated student
Re-entering credit	No limit	applicable	applicable
Second-degree credit	No limit	applicable	applicable
Departmental transfer	No limit	applicable	applicable

	Credits earned at other university before entering and re-entering Sophia		
	Number of credits transferred	Credits earned as a regular student	Credits earned as a non-matriculated student
Re-entering	30 credits maximum	applicable	applicable
Second-degree	30 credits maximum	applicable	applicable

IV Certification Programs

1. Teaching license course

Dispatch of teachers to demonstration classes taught by students in a teaching license course

When students exercise teaching practice at Tokyo Metropolitan junior or senior high schools, observation by a University teacher is required on the day of the demonstration class conducted by a student practice teacher. Teaching practice normally takes place for a few weeks in May or June of the senior year. The department chairperson is responsible for the selection of teachers who perform the observations.

Each observing teacher is informed of the details concerning the visit to the teaching practice school, by the teaching license course officer.

For details regarding the teaching license course, refer to the “Sophia University Handbook of Course Registration –Certification Programs Edition (履修要覧-課程編),” which is distributed at the Center for Teaching and Curator Credentials.

2. Curator license course

Refer to the “Sophia University Handbook of Course Registration –Certification Programs Edition (履修要覧-課程編),”

I Student Guidance on Registration

1. Registration

1) Course registration

Refer to “Event Calendar of Academic Affairs” for the course registration schedule.

- (1) Students use Loyola for course registration.
- (2) It is possible to add or delete courses during course registration and course adjustment period.
- (3) Students can confirm their course-registration results through Loyola whenever necessary. The class list and class size can also be checked by the teachers through Loyola at any time following the course registration period.
- (4) Article 17 of the Graduate School Regulation stipulates, “In each graduate division, if the research advisor considers it beneficial for the student, he/she can allow the student to take courses offered by another division or faculty”;

If it is considered beneficial, graduate students may register for undergraduate courses under his/her advisor’s guidance. However, the courses can not be registered via Loyola and the credits earned will not be counted as graduation requirement. To register for undergraduate courses, students need to submit a prescribed form, “Request to register for undergraduate courses” with the approval from his/her advisor as well as the director of his/her division. The students need to be advised to take registration procedure during the course registration period.

- (5) Article 17, Paragraph 2 of the Graduate School Regulation stipulates, “Up to eight credits earned in the previous paragraph can be transferred to the current division, except those earned in undergraduate programs.” Students wishing to take courses offered by other divisions or faculties shall be advised to consult with their research mentors in advance. When a student wishes to transfer credits earned from courses offered by other divisions as credits for completion based on Article 17, Paragraph 2, the student needs, in addition to completing course registration using Loyola, to submit the prescribed form to the Center for Academic Affairs within the period of course registration, after obtaining approval from his/her advisor and the program chairperson. The form needs to be signed by both the advisor and the program chairperson. Since the maximum number of credits that can be counted into graduation requirement is eight, the student needs to be advised to limit the number of credits to eight or less, including those earned in previous years, when registering for courses.
- (6) If a student wants to transfer credits earned at other universities under an auditing agreement for his/her graduation requirements, he/she needs to obtain approval from his/her advisor or the program chairperson and submit the form prescribed by each auditing agreement to the Center for Academic Affairs, within the fixed period. The prescribed form for auditing needs to be signed by the research advisor or the program chairperson. If the graduate division considers it beneficial for the education and research of the student, pursuant to Article 18 of the Graduation School Regulation, up to 10 credits earned at other universities under the auditing agreement and the foreign universities can be transferred as credits earned at Sophia University. The number of credits that can be transferred differ for each program. Please refer to “Requirements for courses, credits, number of courses” of Bulletin of Information.

The following table lists the programs and partner schools that take part in the system for auditing other universities under the auditing agreement.

Program	Partner schools
Philosophy	Keio University, Toyo University, Tokyo Woman's Christian University
History	Aoyama Gakuin University, Kokushikan University, Kokugakuin University, Senshu University, Chuo University, Meiji University, Rikkyo University, Komazawa University, Tokai University, Toyo University
Japanese literature	Aoyama Gakuin University, Chuo University, Tokyo Woman's Christian University
English and American literature	Aoyama Gakuin University, University of the Sacred Heart, Tsuda College, Tokyo Woman's Christian University, Tohoku Gakuin University, Toyo University, Hosei University, Japan Women's University, Meiji University, Meiji Gakuin University, Rikkyo University
French literature	Aoyama Gakuin University, Gakushuin University, Shirayuri College, Dokkyo University, Musashi University, Meiji University, Meiji Gakuin University
German Literature	Waseda University
Death and Life Studies	Toyo Eiwa University
Psychology	Shirayuri College
Social services, and sociology (related to social services)	Kanto Gakuin University, Shukutoku University, Taisho University, Toyo University, Japan Women's University, Japan College of Social Work, Meiji Gakuin University, Rikkyo University, Rissho University, Japan Lutheran College, Hosei University, Nihon University
Economics, management	Gakushuin University, Seikei University, Seijo University, Musashi University
Law School	Waseda University, Hosei University, Nihon University
Science and Technology (mathematics division)	Chuo University, International Christian University, Gakushuin University, Rikkyo University, Tokyo Woman's Christian University, Tsuda College, Nihon University, Japan Women's University, Meiji University, Tokyo University of Science
Global Environmental Studies	Tokyo University of Agriculture and Technology
All Programs	United Nations University

2) Course withdrawal

→ Refer to the corresponding section under “Undergraduate School” (p.11).

2. Course student list

Refer to the corresponding section under “Undergraduate School” (p.12).

3. Grading

1) Grading

Refer to the corresponding section under “Undergraduate School” (p.14).

2) Grade registration

Teachers enter grades Loyola. For more details, refer to the page titled “Grade registration” of the Loyola Handbook.

- a. The deadline for the registration will be mid-August for 1st and 2nd quarter course and spring-semester courses and mid-February for 3rd quarter and 4th quarter course and one-year and autumn-semester courses.
- b. Be sure to enter the grading correctly, with grades “A,” “B,” “C,” “D,” or “F.”
- c. The grade “W” is pre-entered for the students who withdrew from the course.
- d. For auditing students under the auditing agreement, fill in scores (on a scale of 0 to 100) on a separate form.
- e. For the grade sheet for the master's thesis, refer to “section II: Thesis for Degree.”

3) Grade Change

Should a grade need to be changed for a compelling reason—such as an error or grading omission—the teacher needs to submit a “Request for Grade Change” to the Director of the Center for Academic Affairs. While there is no prescribed format for the “Request for Grade Change,” the teacher should prepare a form that includes information shown in a example format. The format is arbitrary, but the paper must be A4 size. The deadline for submitting a “Request for Grade Change” is March 31 of the current school year for 1st and 2nd quarter courses and spring-semester courses and September 20 of the following school year for 3rd and 4th quarter courses and one-year and autumn-semester courses.

MM DD, YYYY
Director of the Center for Academic Affairs
Name of instructor: ○○○○ (seal)
Request for Grade Change
Affiliation _____
Registration code _____
Subject _____
Student ID No. _____
Name of student _____
Grade Change Before change → After change △ → ○
Reason for change:
1. Error in grading
2. Error in calculation
3. Other (_____)
Please choose 3. when neither 1 or 2 applies.
Dean of ○○ Division Name ○○○○ (seal)
○○ Program chairperson Name ○○○○ (seal)

4. Personal dossier

Refer to the corresponding section under “Undergraduate School” (p.18).

II Thesis for Degree

Refer to “Sophia University Regulations on Granting of Degrees” for items necessary for degree conferral, such as the requirements of degree conferral and the thesis-review method. Described below is office procedure with regards to the thesis for degree, as performed by the Center for Academic Affairs, as well as and points to be noted.

1. Master’s thesis

1) Master’s thesis registration

- (1) Students who plan to submit their master’s thesis in the current school year need to register for master’s thesis.
- (2) Master’s thesis registration shall be completed by Loyola, in the semester when a master’s thesis is submitted (autumn semester for regular March graduates), together with other courses during the course registration period. As for students graduating in September, the registration procedure is handled over the counter of the Center for Academic Affairs, rather than through Loyola; such students need to be advised to report to the Center for Academic Affairs. (For students of Graduate Programs in Global Studies, Global Environmental Studies and Science and Technology ((Green Science/Green Engineering)), registration of Master’s thesis is also completed via Loyola for September graduation)

2) Receipt of master’s thesis

- (1) Depending on the program, master’s thesis need be submitted to the program office, the program chairperson/research advisor, or the Center for Academic Affairs. Master’s thesis received by the Center for Academic Affairs will be delivered to each program, all at one time, either on the deadline for the submission of master’s thesis or the day after.
- (2) Students need to be advised to observe the deadline of submission to the Center for the Academic Affairs. **Any thesis submitted past the deadline will not be accepted.**
- (3) Only completed thesis can be submitted. No incomplete thesis will be accepted, regardless of the reason.
- (4) If the title of a thesis needs to be changed after submission, a document for change prepared by the student and

approved by the research advisor/program chairperson shall be submitted to the Director of the Center for Academic Affairs, and the title listed on the grade sheet must also be changed.

3) Grade sheet for master's thesis

Upon completion of the thesis review and examination, the required sections on Master's thesis registration list (修士論文成績記入表) shall be filled in, and they shall be collected by each program and delivered to the person responsible at the Center for Academic Affairs.

4) Withdrawal (cancellation) of master's thesis

The following procedure shall be taken by the student.

- (1) The student submits a request for withdrawal of master's thesis (prescribed form) to the Center for Academic Affairs, within the course withdrawal period, after obtaining approval from the program chairperson.
- (2) If the student wishes to withdraw during the period between the end of the course withdrawal period and the deadline for submission of a thesis, he/she shall submit a request for withdrawal of master's thesis (free format) to the Center for Academic Affairs, after obtaining approval from both the program chairperson and the student's research advisor.
- (3) In principle, withdrawal (cancellation) of a master's thesis after the completion of a master's thesis submission period is not accepted. However, if cancellation takes place before defense and examination for master's thesis, the student can submit a request for withdrawal (free format) to the Center for Academic Affairs. Approval from both the program chairperson and the student's research advisor is required for submitting the request, and it must include a clear description of the reason for withdrawal (cancellation).

* A withdrawn (cancelled) master's thesis will be graded "W."

* If the procedure for withdrawal is not taken but the student fails to submit the master's thesis, a master's thesis will be graded as "F," and this will be stated on the student's transcript.

5) Collection of master's thesis for the Library

Original copies of theses must be gathered in each program and forwarded to the Center for Academic Affairs in late March. Each thesis will be bound and delivered to the Library together. The master theses delivered to the Library will be stored in the closed shelves and made available to users upon request; information about each thesis (title, author, year of degree conferral, division, and program of affiliation) will be digitized for inclusion in a database published within the University.

Only when you submit "Sophia University Repository for Academic Resources Application Form", the full text PDF file and information will be made public on Sophia-R via the Internet (public registration takes about 5 months after submission).

2. Doctoral dissertation

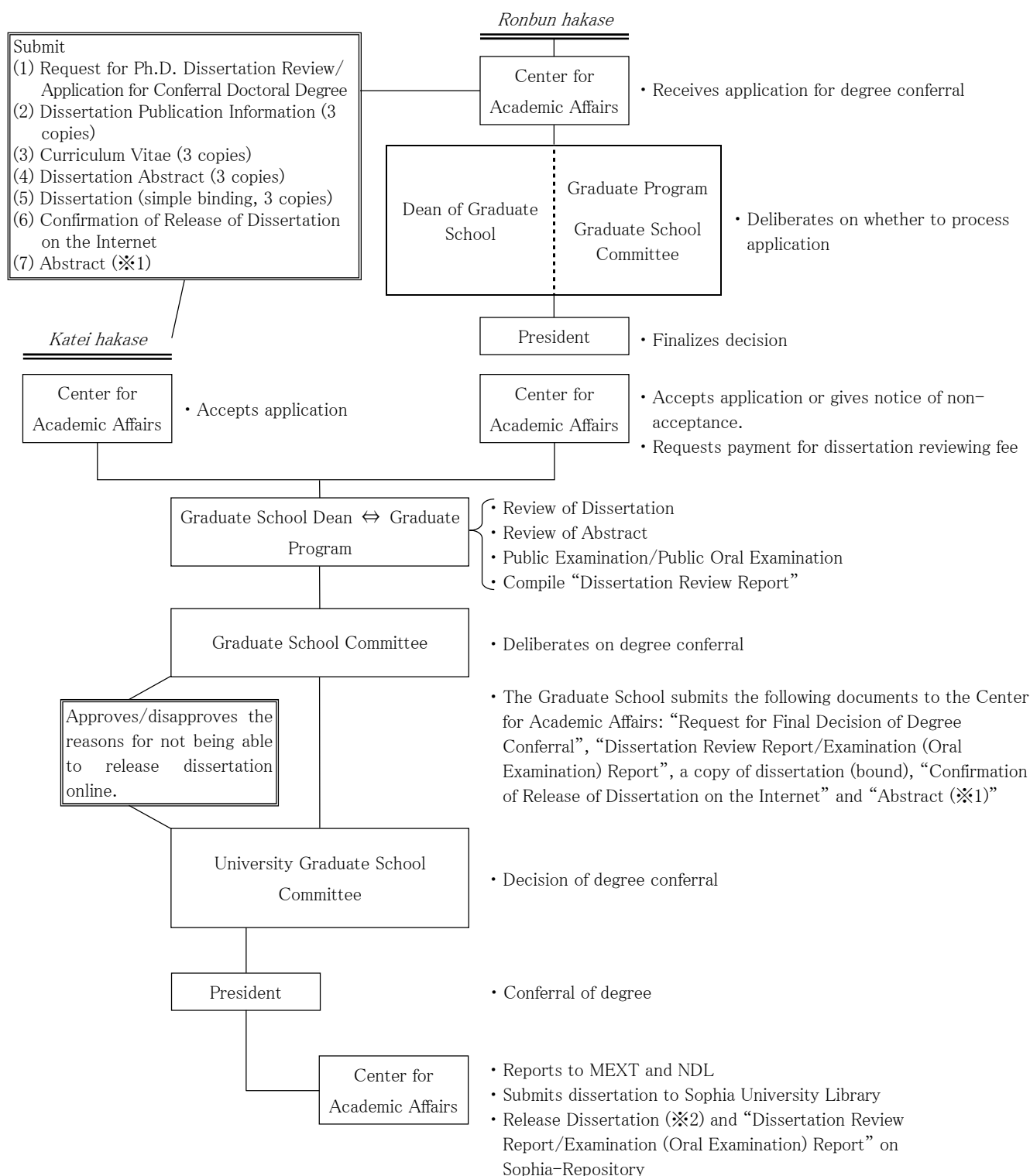
1) Conferral of (doctoral) degrees and review procedures

Refer to chart 1 and chart 2.

2) Reminders about doctoral dissertations

- (1) To receive a Katei hakase (course-based doctoral) degree, the student needs to be enrolled in the University (Except in special cases involving applications for a Katei hakase (course-based doctoral) degree. This special treatment is applicable for students who enrolled on and before September 2013. Application for a doctoral degree and review of such an application are not possible when the student is taking a leave of absence or studying abroad (Article 15, Paragraph 2 of the Sophia University Regulations on Granting of Degrees). Guidance should be given to graduate students, taking into consideration the time required for thesis review. Also, the schedule for the Graduate School Meeting (decision of granting a degree) and the Graduate Programs Committee Meeting (decision of degree conferral) needs to be taken into account.
- (2) When requesting an external person to serve as an assistant reviewer, a “Request for Decision of Personnel of Thesis Reviewer (学位論文審査員人事稟議書)” shall be submitted.
- (3) Students are responsible to arrange for the binding of thesis in a style with black cover page.
- (4) After the conferral of degrees has been decided at the Graduate School Meeting, the “Request for Decision of Degree Conferral” (prescribed form), duly signed and sealed by the dean of graduate school, shall be submitted to the chairperson of the Graduate Programs Committee Meeting (the President). The “Dissertation Review Report”, the original dissertation and the “Confirmation of Release of Dissertation on the Internet” must be attached to the form.
- (5) In special cases concerning Katei hakase (course-based doctoral) degrees and applications for Katei hakase (course-based doctoral) degrees, the diplomas are issued at the commencement in March or in September. In the case of a doctoral thesis, the diplomas are issued at the commencement in March or in September, as long as doing so is convenient; otherwise, they are issued on date and time considered appropriate.
- (6) It should be noted that when publishing a thesis, the explicit statement that it is a “dissertation reviewed by Sophia University” is required.
- (7) Students who entered a doctoral program on and before September 2013 can receive a review for a Katei hakase (course-based doctoral) degree, if a dissertation is submitted within the three years following withdrawal by completion (although the student will not be considered to have completed graduate school). When using this system, it is necessary to submit a prescribed “Application for Submission of Dissertation by Katei hakase” and three copies of a dissertation preparation plan (including the desired research mentor, the research plan, and a schedule), together with the “Request for Withdrawal by Completion” form.
- (8) For students who entered a doctoral program after 2014, please refer to p.40 “Re-admission for dissertation review as a katei hakase (course-based doctoral) candidate.

Chart 1. Flow Chart for Ph.D. Dissertation Review– from Application to Degree Conferral

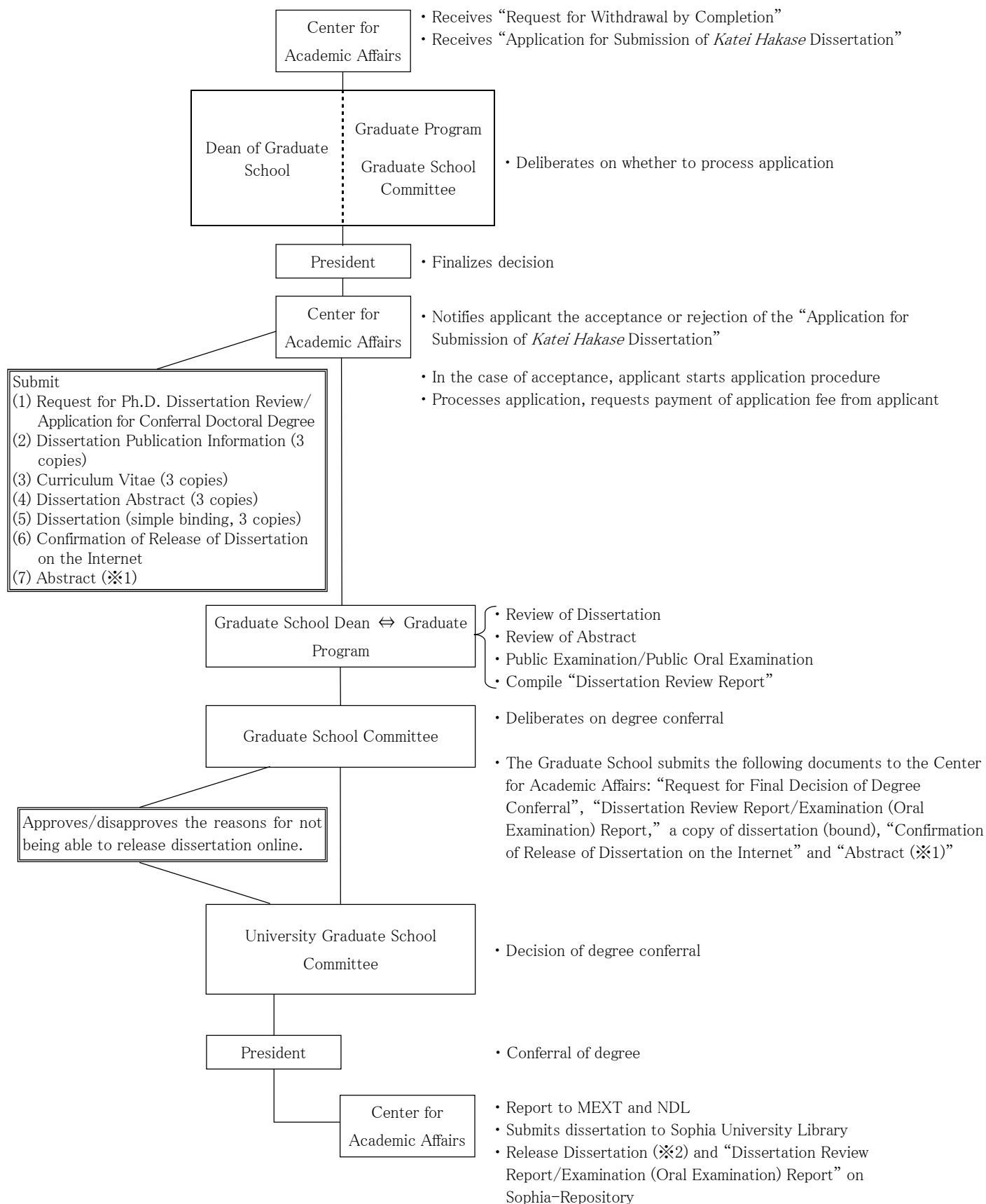


(※1) Submission is needed if there is any unavoidable reason for not being able to release dissertation online.

(※2) Release Abstract in the case of not being able to release dissertation and a data of entire text is sent to NDL.

Chart 2. Special Cases of *Katei Hakase* (特例課程博士)

[Applicable only for students who enrolled from April 2001 to September 2013]



(※1) Submission is needed if there is any unavoidable reason for not being able to release dissertation online.

(※2) Release Abstract in the case of not being able to release dissertation and a data of entire text is sent to NDL.

III Student Registry

1. Leave of absence and resuming studies

1) Request for leave of absence

A student who plans to take a leave of absence on account of illness or another unavoidable reason needs first to consult with the program chairperson or his/her research mentor, and then to submit a prescribed “Request for Leave of Absence” to the Academic Records Section of the Center for Academic Affairs. If the reason is illness, they should attach a medical certificate. If the reason is study abroad, they are required to purchase the university-designated overseas insurance and crisis management service. The center for Global Education and Discovery is in charge of this insurance and crisis management service.

Once the request for leave of absence has been submitted, basically students cannot cancel the request. Only before the quarter starts date that students wish to cancel, they can request the cancellation of leave of absence.

Please note that students who hold college student status take a leave of absence should leave Japan or change their residence status.

2) Period of leave of absence

- (1) The period of the leave of absence is based on the quarter unit (1st/2nd/3rd/4th).

The deadline for the submission of a “Request for Leave of Absence” is:

Spring semester • 1st quarter ... April 30, 2nd quarter ... June 30

Autumn semester • 3rd quarter ... October 31, 4th quarter ... December 20

When submission by postal mail, it must be postmarked by the deadline. If the deadline is a school holiday, it must be submitted by 3:30p.m. on the weekday prior to the deadline when submitted at the office.

- (2) The period of the leave of absence cannot exceed a total of five years throughout the master’s and doctoral programs. As for professional degree programs and master’s program in Nursing, International Cooperation Studies and Juris doctor program, the maximum is a total of two years.
- (3) The period of the leave of absence is not considered in the residence requirement; completion will be postponed by this period.

He/she cannot graduate in a quarter taking a leave of absence, even if he/she has met all graduation requirements.

- (4) Request for leave of absence can be made for up to two consecutive years.

3) Changes to resuming studies and the period of leave of absence

- (1) When the approved period of leave of absence expires, the student automatically resumes his/her studies. However, if the student was permitted to take a leave of absence on account of illness, he/she needs to submit a “Intent to resume studies” together with a medical certificate prepared by a physician.
- (2) In a case where a leave of absence for two or more quarters has been permitted, if the reason for the leave of absence has been removed in a certain quarter and the student therefore wishes to cancel the leave of absence for the remaining quarter(s) and resume studies, he/she must submit a prescribed “Intent to resume studies” prior to the day on which he/she resumes studies.

4) Course registration for students taking a leave of absence

- (1) Students who are taking a leave of absence cannot register courses. When the request for leave of absence is granted after his/her course registration, the courses held in that quarter or semester will be deleted automatically. For example, a student who takes a leave of absence in 1st quarter, can register courses held in 2nd, 3rd, 4th quarter and autumn semester, but cannot register courses held in 1st quarter and spring semester.

2. Withdrawal, and withdrawal by completion

- 1) The following are reasons for withdrawal from the University:
 - (1) Voluntary withdrawal (Article 28 of the Graduate School Regulations)
 - (2) Absence of tuition payment (Article 29 of the Graduate School Regulations)
 - (3) Maximum enrollment period permitted (Article 29 of the Graduate School Regulations)
 - (4) Unlikelihood of completion (Article 29 of the Graduate School Regulations)

When withdrawal from the University has been decided, the Center for Academic Affairs will duly notify the student's guarantor. The program shall provide advance instructions to withdrawing students, including the possibility of readmission to the University.

- 2) Withdrawal from the University by a graduate student (doctoral program) who has satisfied all program completion requirements* (except dissertation) is called "withdrawal by completion." Withdrawal by completion is treated differently from ordinary withdrawal, since it involves readmission for dissertation review as a Katei hakase (course-based doctoral) degree candidate, a review fee for a Ronbun hakase (thesis-based doctoral) degree application, conditions for employment, and the execution of a survey conducted by the Ministry of Education, Culture, Sports, Science, and Technology, among other things.

* **Program completion requirements:** the period of enrollment (three years or more, up to five years (excluding any period for leave of absence)), compulsory courses, qualifying examination, obligations such as the obligation to publish thesis, course registration, research training, and the like are to be designated by the research mentor.

The "Request for Withdrawal," when received from the student, will be circulated to the program chairperson for verification of requirements fulfillment, other than the enrollment period and compulsory courses. If the requirements are not met, such a case shall be treated as ordinary withdrawal from the University. The program chairperson shall provide that information in the "Observation and result of review" column of the form.

Students who enrolled from April 2001 to September 2013, wishing to submit a dissertation as a Katei hakase (course-based doctoral) degree candidate within the three years following withdrawal by completion need to submit a "Request for Withdrawal" as well as the "Application for Submission of Dissertation by Katei hakase." The application and the request for withdrawal are circulated at approximately the same time for review, to determine whether the thesis can be accepted. This treatment applies to students who enrolled on and before September 2013. Students who enrolled on and after April 2014, and wishes to receive a Katei hakase (course-based doctoral) degree needs to be enrolled in the graduate program.

3. Study abroad

Overseas Travel/Infection alert issued by the Foreign Ministry of Japan (MOFA) are Level 2 and above for most of the countries/regions. The University programs are offered with Level 1 or below only, and overseas travels for all students including privately-funded study abroad (general study abroad and study abroad while on leave of absence) are currently restricted. Please advise students to check the University policy before making any study/research plans that require overseas travels.

1) Types of study abroad

The University's definition of "study abroad" is confined to study-abroad programs based on "Sophia University Graduate School Regulation on Study Abroad." Students who take a leave of absence to study abroad at a foreign university are treated as taking a normal leave of absence; there is no special treatment for study abroad at a foreign university. These students should refer to the section "Leave of Absence" in this Handbook.

There are two types of study abroad:

(a) Sophia Exchange Program

This type involves study abroad at one of the exchange partner institutions that have the student exchange agreement with Sophia University. The tuition at the host university will be waived and up to 10 credits obtained at the host institution can be transferred to Sophia, subject to approval by the chairperson of Graduation Program. As some institutions do not accept graduate students or only accept them as undergraduate students, applicant should inquire the Center for Global Education and Discovery (1F Bld. No.2) at least one month before the application period. The Center for Global Education and Discovery shall be responsible for the recruiting of students.

(b) General Study Abroad Program

Study abroad on their own at a university that has degree-conferring rights and approved by the Chairperson of the Graduate Program. Courses provided at Language school or Extension Center are not admitted as appropriate course for General Study Abroad Program

2) Eligibility for study abroad

The eligibility criteria for applications to study abroad are detailed below. For further details, refer to “Sophia University Graduate School Details Concerning Study Abroad.” Students wishing to study abroad must satisfy the following requirements:

- (1) Students who have been enrolled in a graduate school at this University for one year or longer, as of departure.
- (2) If the student is a graduate student in a master’s program, he/she must have earned 10 or more credits from courses offered by this University, which the student should have taken.

Notwithstanding the above requirements, however, if the program chairperson and the student’s research mentor believe that study abroad will enhance a student’s research or learning, they can declare him/her eligible for study abroad, provided he/she has been enrolled in a graduate school at this University for a semester and has registered for courses to earn 10 or more credits.

3) Period of study abroad

The period of study abroad is one or some quarters; the maximum period is two years. The period of study abroad is counted into the period of enrollment in this University’s graduate school. However, the maximum period that can be counted into the residence requirement is one year.

The period of exchange study abroad is either two quarters or one year only. Basically, the exchange study abroad period cannot be changed (shortened or extended). Only when the host institutions official academic calendar allows students to join Sophia’s 2nd or 4th quarter, they can shorten the period if they submit the designated form provided at the Center for Global Education and Discovery. A student is allowed to go on exchange study abroad only once during enrollment at university.*

* However, students can exceptionally study abroad in exchange twice by using the Sophia Exchange Program and following special programs: Still, the maximum period of study abroad counted into the residence requirement is one year.

– Latin America Program (LAP)

4) Documents to be submitted for study abroad

- (1) “Request for Study Abroad (Sophia Exchange Program)/(General Study Abroad Program)” (designated form)

The “Request for Study Abroad (Sophia Exchange Program)/(General Study Abroad Program)” form includes a “Research mentor’s comment” section where the mentor describes the guidance and instructions provided to the student prior to study abroad. The following items are to be entered:

- a. The title of the course for which the teacher had instructed the student to register
- b. instructions on course registration upon returning to Sophia, including credit transfers

Deadline for submission of the “Request for Study Abroad”

Students participating in the exchange program, the Center for Global Education and Discovery will set the deadline for submission. Students who are to join the general study abroad program should submit the “Request for Study Abroad” 1 month prior to start study abroad and the day before the semester start day.

- (2) The University-designated Overseas Travel Insurance and Crisis Management Service
Students traveling overseas as part of university-related programs, including general study abroad program and study abroad during the leave of absence are required to purchase the university-designated overseas travel insurance and crisis management service. Please advise the students to inquire at the Center for Global Education and Discovery (1F, Bld. No.2 anzen-ofc@sophia.ac.jp) for details.
- (3) If the student continues to study abroad for a period that exceeds the permitted period for study abroad, he/she must submit another “Request for Study Abroad” to the Academic Records Section of the Center for Academic Affairs, within one month of completing the permitted period for study abroad. Program personnel shall determine whether continuation of study abroad is beneficial and indicate the result of their decision on the “Request for Study Abroad,” form which is circulated by the Center for Academic Affairs.
- (4) If a study abroad period of two or more quarters is permitted, but the student wishes to cancel one or more quarters and return to university studies, an “Intent to resume studies” must be submitted prior to the intended date of returning.
- (5) When the student returns to Japan, advise him/her to submit a “Report of Return to Japan” to the Academic Records Section of the Center for Academic Affairs.

5) Course registration by students on study abroad

Refer to “Undergraduate Faculty, I, 1. Registration Procedure, 4)” for information on course continuation.

6) Transfer of credits

Up to 10 credits earned at the foreign university can be transferred as credits earned at Sophia University. When transferring, it is not necessary to match the course taken abroad to the course offered at Sophia; credits are transferred inclusively. Specifically, credits will be approved as credits earned at Sophia by taking into account the contents of the course taken abroad and the credits calculated based on Sophia University’s standard, category of the course and level (compulsory, compulsory electives, electives).

4. Re-admission

If a student who had withdrawn from a graduate school of this University has requested re-admission, this may be approved following discussion at the relevant Graduate School Meeting (Article 30 of the Graduate School Regulations).

(1) When applying

The year for re-admission may differ, depending on the reason for withdrawal. Please see the Article 39, 40, 60 and 61 of the School Code.

Note: Students who had withdrawn by reaching the maximum period of enrollment are not allowed to request re-admission.

(2) Handling after re-admission entrance

The maximum enrollment period of this graduate school is nine years, including the enrollment period before withdrawal. It cannot exceed four years in a master’s program or five years in a doctoral program.

Re-admission for dissertation review as a Katei hakase (course-based doctoral) candidate (論文再入学)

Re-admission of a student who had withdrawn by completion, in order to undertake a doctoral dissertation review, is a special case of re-admission.

(1) A student eligible for this special re-admission is the one who had withdrawn from the university by completion, and have met all of the following conditions;

- a. To be within 3 academic years after the time of withdrawal.
- b. Those who has not been re-admitted before.
- c. To have more than one semester of remaining enrollment period.

(2) Tuition and fees for this special re-entry route are lower than those for ordinary re-admission.

(3) It should be noted that the student should submit a doctoral dissertation at the time of re-admission. In other words, if the student has not completed his/her dissertation, he/she is not allowed to submit the request for re-admission in this special case.

- (4) Since the timing of re-admission is April or September, a request for re-admission must be submitted during the prescribed application period. The date of completion (i.e., degree conferral) is September 20 or March 31. This should be taken into consideration when giving guidance to students.
- (5) When a request for re-admission is circulated, it shall be reviewed in accordance with the “Guidance on Graduate School Re-admission Review and Procedure (大学院再入学審査・手続実施要領).”
- (6) In this special case of re-admission, if the student’s period of enrollment has reached the limit, he/she is not eligible for re-admission. This should be noted when giving guidance to students.

The year for re-admission may differ, depending on the reason for withdrawal. Please see the Article 39, 40, 60 and 61 of the School Code.

5. Transfer of credits earned before entering

“Transfer of credits earned before entering” refers to the transfer of credits earned at a graduate school in Japan or abroad before entering a graduate school at this University, as the equivalent of credits earned at a graduate school at this University (Article 18, Paragraphs 2 of the Graduate School Regulations).

- (1) The following credits can be transferred to a graduate school of this University: credits earned at graduate school at this or another University, and credits for courses offered by a graduate school at this University that are earned when enrolled in Sophia University undergraduate program (*advanced completion of graduate courses). (These include credits earned as a non-matriculated student.)
- (2) The maximum total number of credits that can be transferred is 10. (These include credits transferred on the basis of Article 18, Paragraph 1 of the Graduate School Regulations.)
- (3) Students wishing to transfer credits earned prior to entry will be provided with guidance from the Center for Academic Affairs regarding the application method.

- * In the 2022 school year, the system for advanced completion of graduate-level courses are implemented in the Graduate School of Theology, the Graduate Program in French Literature, the Graduate Program in Social Services, Juris Doctor Program (Law School), the Graduate School of Economics, the Graduate School of Science and Technology, and the Graduate School of Global Environmental Studies.

6. September completion

- (1) Students seeking September completion need to submit a “Request for September Completion” to the Center for Academic Affairs by a designated date (in 2022, it is Thursday, June 30) (excluding students in a master’s or doctoral program in Global Studies, Global Environmental Studies, Green Science and Engineering Division).
- (2) This “Request for September Completion” needs to be approved by the student’s research mentor, the program chairperson, and the dean of the student’s graduate school. This request form needs to be signed and sealed in the respective, designated sections after instructing the student about the deadline for submitting a master’s thesis and the submission’s destination.
- (3) Since approval of September completion is given at the Graduate Programs Committee Meeting in September, it is necessary to set the deadline for thesis submission while taking into consideration the number of days necessary for review, etc. For details, make an inquiry to the Center for Academic Affairs.
- (4) Upon submitting a master’s thesis, a “Master’s thesis registration list (修士論文採点対象者一覧)” is delivered to the office of the relevant program. Upon completion of the thesis review and the examination, the grade sheet shall be submitted to the Center for Academic Affairs, via the program chairperson. In consideration of the time needed to prepare reference documents for approval/disapproval of completion, etc., the deadline for submission will need to be set well in advance.

About Mejiro Seibo Campus

The following is a list of items that can be handled at the Office of Mejiro Seibo Campus for items marked “*Please refer to p.42 regarding Mejiro Seibo Campus.”

Item	Page	Content and remark
[Class-related items]		
Supporting service for the use of AV equipment and microphones for classes	4	For all classrooms at Mejiro Seibo Campus, the staff in the Computer Room on 2nd floor, Bldg. 1 will provide support service for operation and sign-out of AV equipment, sign-out of keys, handling of AV equipment problems in classes. In addition, the rental of note PC service for classes reaches, too. When I am connected to the Internet, a media center account is necessary. Please check the schedule at Mejiro Seibo Campus
Reserve Book System	5	If you wish to have a book reserved for a course conducted in Mejiro Seibo Campus, you can submit application forms at the Mejiro Seibo Campus Library.
Use of COM Rooms, CALL Rooms, AV Room	6	If you wish to use the Computer Room on temporary basis for classes, please contact office of Mejiro Seibo Campus in advance.
Teaching (reference) materials distributed to students	8	Materials are to be prepared by teachers. Teachers can use the printer in the Kyozaï Jumbi Shitsu (1st floor, Bldg. No. 1).
Use of teachers' lounge and services	8	Part-time teachers can use the teachers' lounge located on the 1st floor of Bldg. No. 1 of Mejiro Seibo Campus. The lounge is also available to full-time teachers.
[Student guidance]		
Class attendance	14	Attendance cards are distributed at MSC(attendance card format is the same as that of those distributed at Yotsuya Campus).
Temporary student ID (for use in final examinations)	14	Temporary student IDs are issued by the automatic issuing machine at MSC (charge: ¥500).
Receipt of reports	15	Since reports are to be received by teachers directly from students or via Loyola • moodle “Report Uploading System”, students cannot submit them to MSC. Use Loyola when posting a notice about reports.
Permit for attendance after recovery from infectious disease	18	Students can receive and submit the permit at MSC after recovery.
Student registry-related items, request forms	21~24	Forms for requesting leave of absence, resuming studies, withdrawal from university, study abroad,* etc., are distributed and received at MSC.* Confirm the type of study abroad: Exchange study abroad: Students need to submit request for study abroad (exchange study abroad) to the The Center for Grobal Discovery. General study abroad, study abroad with leave of absence: Students can submit a request for study abroad (general study abroad) and a request for leave of absence to MSC.

List of Classrooms etc. (Capacity/Facilities)

■ Yotsuya Campus

as of January 18, 2022

Name of class-room	Capacity			Equipment			AV Equipment						Media		Lock/unlock AV equipment systems	External devices input terminal ,other notes					Notes	
	Class	Examination	Infection Prevention	Movable Desks	Whiteboard	Blackboard	Blind or Black-out curtain	Projector	LCD Monitor	Screen	Wireless Mic	Wired Mic Input	OHC	Built-in Laptop for teachers		Blu-ray	DVD-CD	HDMI input	RGB Input	Audio input		LAN port
1-101	34	34	34	○	○	B		2	M		1			○	○	IC Card	○			○		
1-102	35	35	35	○	○	B		2	M		1			○	○	IC Card	○			○		
1-103	35	35	35	○	○	B		2	M		1			○	○	IC Card	○			○		
1-104	35	35	35	○	○	B		2	M		1			○	○	IC Card	○			○		
1-105	35	35	35	○	○	B		2	M		1			○	○	IC Card	○			○		
1-106	35	35	35	○	○	B		2	M		1			○	○	IC Card	○			○		
1-201	34	34	34	○	○	B		2	M		1			○	○	IC Card	○			○		
1-202	35	35	35	○	○	B		2	M		1			○	○	IC Card	○			○		
1-203	35	35	35	○	○	B		2	M		1			○	○	IC Card	○			○		
1-204	35	35	35	○	○	B		2	M		1			○	○	IC Card	○			○		
1-205	35	35	35	○	○	B		2	M		1			○	○	IC Card	○			○		
1-206	35	35	35	○	○	B		2	M		1			○	○	IC Card	○			○		
1-301	50	33	33	○	○	B		2	M		1			○	○	IC Card	○			○		
1-302	51	34	34	○	○	B		2	M		1			○	○	IC Card	○			○		
1-303	51	34	34	○	○	B		2	M		1			○	○	IC Card	○			○		
1-304	51	34	34	○	○	B		2	M		1			○	○	IC Card	○			○		
1-305	51	34	34	○	○	B		2	M		1			○	○	IC Card	○			○		
1-306	51	34	34	○	○	B		2	M		1			○	○	IC Card	○			○		
1-401	50	33	33	○	○	B		2	M		1			○	○	IC Card	○			○		
1-402	51	34	34	○	○	B		2	M		1			○	○	IC Card	○			○		
1-403	190	126	95	○	○	B	2	4	A	2	1	○		○	○	ID Card	○	○	○	○	120	
1-405	51	34	34	○	○	B		2	M		1			○	○	IC Card	○			○		
1-406	51	34	34	○	○	B		2	M		1			○	○	IC Card	○			○		
1-407	72	48	48	○	○	B	1		A	2		○		○	○	IC Card	○	○	○	○	100	
1-408	108	70	70	○	○	B	1		A	2		○		○	○	IC Card	○	○	○	○	100	

2-B211	35	18	18	○	○	M	2		A/WB					○	○	IC Card	○			○	100	
2-B212	30	15	15	○	○	M	2		A/WB					○	○	IC Card	○			○	100	
2-B213	30	15	15	○	○	M	2		A/WB					○	○	IC Card	○			○	100	
2-B214	30	15	15	○	○	M	2		A/WB					○	○	IC Card	○			○	100	
2-B215	30	15	15	○	○	M	2		A/WB					○	○	IC Card	○			○	100	
2-306	49	28	28			A	1	2	A	2		○	○	○	○	ID Card	○			○	120	PC Room available
2-308	60	40	40			A	1	4	A	2		○	○	○	○	ID Card	○			○	120	PC Room available
2-309	152	85	85			A	2		A	4		○	○	○	○	ID Card	○			○	130	Wheelchair seats × 1
2-310	48	32	32			A	1	2	A	2		○	○	○	○	ID Card	○			○	120	PC Room available
2-401	250	143	143			A	2		A	4	1	○		○	○	ID Card	○			○	130	Wheelchair seats × 1
2-402	60	40	40	○	○	A	1		A	2				○	○	ID Card	○			○	80	
2-403	60	40	40	○	○	A	1		A	2				○	○	ID Card	○			○	80	
2-404	60	40	40	○	○	A	1		A	2				○	○	ID Card	○			○	80	
2-405	60	40	40	○	○	A	1		A	2				○	○	ID Card	○			○	80	
2-406	60	40	40	○	○	A	1		A	2				○	○	ID Card	○			○	80	
2-407	60	40	40	○	○	A	1		A	2				○	○	ID Card	○			○	80	
2-408	80	50	50	○	○	A	1		A	2	1	○		○	○	ID Card	○			○	130	
2-409	100	61	61	○	○	A	1		A	2	1	○		○	○	ID Card	○			○	130	
2-410	102	68	68	○	○	A	2		A	2	1	○		○	○	ID Card	○			○	130	
2-411	28	-	14	○	○	A	5		A/WB					○	○	ID Card	○			○	80	Active learning
2-412	20	-	10	○	○	A	5		A/WB					○	○	ID Card	○			○	80	Active learning
2-413	20	-	10	○	○	A	5		A/WB					○	○	ID Card	○			○	80	Active learning
2-414	162	97	97			A	2		A	4	1	○		○	○	ID Card	○			○	130	Wheelchair seats × 1
2-415	100	61	61	○	○	A	1		A	2	1	○		○	○	ID Card	○			○	130	
2-507	30	20	20	○	○	M		1						○	○	IC Card	○			○		
2-508	101	53	53	○	○	M	2		A	4				○	○	IC Card	○			○	120	Wheelchair seats × 1
2-509	81	54	53	○	○	M	1		A	4				○	○	IC Card	○			○	120	
2-1701	150	100	100	○	○	A	2	○	A	16	8	○		○		IC Card	○	○	○	○	120	
2-1702	150	100	100	○	○	A	2	○	A	16	8	○		○		IC Card	○	○	○	○	120	

L-821	100	100	60	○	○	M	2		A	4	8	○		○		-	○	○	○	○	120	
L-911	156	104	79	○	○	A	1		A	4	8	○		○		-	○	○	○	○	120	
L-921	156	104	79	○	○	M	2		A	4	8	○		○		-	○	○	○	○	120	

6-101	733	-	366		○			1	2	A	8	9	○		○	IC Card		○	○	○	340 230	Joint Class available. Simultaneous Interpretation available, Wheelchair seats × 1, Piano
6-201	150	100	100	○	○	A	2	1	A	3	1	○		○	○	IC Card	○			○	100	
6-202	108	72	72	○	○	A	1	1	A	2	1	○		○	○	IC Card	○			○	110	
6-203	61	39	39	○	○	A	2		A	2	1			○	○	IC Card	○			○	80	
6-204	61	39	39	○	○	A	2		A	2	1			○	○	IC Card	○			○	80	
6-205	246	152	152		○	A	2	3	A	4	1	○		○	○	IC Card	○			○	100	Wheelchair seats × 2
6-301	246	146	146		○	A	2	3	A	4	1	○		○	○	IC Card	○			○	100	Joint Class available.
6-302	200	133	133	○	○	A	2	2	A	3	1	○		○	○	IC Card	○			○	100	
6-303	102	68	68	○	○	A	2	3	A	2	1	○		○	○	IC Card	○			○	80	
6-304	150	96	96	○	○	A	2		A	3	1	○		○	○	IC Card	○			○	80	Joint Class available

Name of class-room	Capacity			Equipment				AV Equipment						Media		Lock/unlock AV equipment systems	External devices input terminal ,other notes					Notes	
	Class	Examination	Infection Prevention	Movable Desks	Whiteboard	Blackboard	Blind or Black-out curtain	Projector	LCD Monitor	Screen	Wireless Mic	Wired Mic Input	OHC	Built-in Laptop for teachers	Blu-ray		DVD-CD	HDMI input	RGB Input	Audio input	LAN port		Size of Projector (inch)
6-305	108	72	72	○	○		A	1	1	A	2	1	○		○	○	IC Card	○			○	110	
6-306	108	72	72	○	○		A	1	1	A	2	1	○		○	○	IC Card	○			○	110	
6-307	405	235	235		○		A	3	7	A	4	1	○		○	○	IC Card	○			○	100	Joint Class available, Wheelchair seats ×2
6-401	246	146	146		○		A	2	3	A	4	1	○		○	○	IC Card	○			○	100	Joint Class available, Wheelchair seats ×2
6-402	200	133	133	○	○		A	2	2	A	3	1	○		○	○	IC Card	○			○	100	
6-403	102	68	68	○	○		A	2		A	2	1	○		○	○	IC Card	○			○	80	
6-404	150	96	96	○	○		A	2		A	3	1	○		○	○	IC Card	○			○	80	Joint Class available
6-405	108	72	72	○	○		A	1	1	A	2	1	○		○	○	IC Card	○			○	110	
6-406	61	39	39	○	○		A	2		A	2	1			○	○	IC Card	○			○	80	
6-407	61	39	39	○	○		A	2		A	2	1			○	○	IC Card	○			○	80	
6-408	150	100	100	○	○		A	2	2	A	3	1	○		○	○	IC Card	○			○	100	
6-409	150	100	100	○	○		A	2	2	A	3	1	○		○	○	IC Card	○			○	100	
6-410	299	179	179		○		A	2	6	A	4	1	○		○	○	IC Card	○			○	100	Wheelchair seats ×1
6-501	150	100	100	○	○		A	2	2	A	3	1	○		○	○	IC Card	○			○	100	
6-502	150	100	100	○	○		A	2	2	A	3	1	○		○	○	IC Card	○			○	100	
6-503	67	0	33	○	○		A	2		A	2	1			○	○	IC Card	○			○	80	

10号館講堂	804	—	402		○	○		1	4	A	8	8	○		○	○	IC Card	○	○		○	250	Simultaneous Interpretation available, Wheelchair seats available, Piano
10-B105A	31	17	17	○	○				1						○	○	ID Card		○	○	○		No window
10-B105B	19	11	11	○	○				1						○	○	ID Card		○	○	○		No window
10-B108A	56	28	28	○	○				1	A	2		○		○	○	ID Card	○	○	○	○	120	No window
10-B109	76	48	48	○	○				1	M	2		○		○	○	ID Card	○	○	○	○	100	No window
10-B115	70	45	45	○	○		M		1	M	2		○		○	○	ID Card	○	○	○	○	100	
10-323	22	—	9	○		○	M		1						○	○	ID Card	○	○	○			No window, Seminar room
10-324	22	—	9	○		○	M		1						○	○	ID Card	○	○	○			No window, Seminar room
10-405	30	20	20	○	○		M		1						○	○	ID Card	○	○	○			
10-407	27	14	14	○	○		M		1						○	○	ID Card	○	○	○			
10-420	24	15	15	○	○		M		1						○	○	ID Card	○	○	○			

11-205	56	35	27	○	○		M		2			1	○		○	○	IC Card	○			○		
11-209	78	52	40	○	○		B	1		M	2	1	○		○	○	IC Card	○			○	○	89
11-215	78	52	40	○	○		B	1		M	2	1	○		○	○	IC Card	○			○	○	89
11-221	78	52	40	○	○		B	1		M	2	1	○		○	○	IC Card	○			○	○	89
11-305	78	52	40	○	○		B	1		M	2	1	○		○	○	IC Card	○			○	○	95
11-311	110	70	53	○	○		B	1		M	2	1	○		○	○	IC Card	○			○	○	95
11-320	42	28	28	○	○		M	1		M	2	1			○	○	IC Card	○			○	○	90
11-321	24	15	15	○	○		M	1		M	2	1			○	○	IC Card	○			○	○	65
11-325	24	15	15	○	○		M	1		M	2	1			○	○	IC Card	○			○	○	65
11-326	45	28	28	○	○		M	1		M	2	1			○	○	IC Card	○			○	○	90
11-405	78	52	40	○	○		A	1		M	2	1	○		○	○	IC Card	○			○	○	110
11-411	114	76	53	○	○		A	1		M	2	1	○		○	○	IC Card	○			○	○	110
11-419	114	76	53	○	○		A	1		M	2	1	○		○	○	IC Card	○			○	○	110
11-428	24	16	16	○	○		M		1			1			○	○	IC Card	○			○	○	
11-505	78	52	40	○	○		A	1		M	2	1	○		○	○	IC Card	○			○	○	110
11-511	114	76	53	○	○		A	1		M	2	1	○		○	○	IC Card	○			○	○	110
11-519	114	76	53	○	○		A	1		M	2	1	○		○	○	IC Card	○			○	○	110
11-528	24	16	16	○	○		M	1		M	2	1			○	○	IC Card	○			○	○	90
11-603	42	28	28	○	○		M		1			1			○	○	IC Card	○			○	○	
11-606	42	28	28	○	○		M		1			1			○	○	IC Card	○			○	○	
11-609	42	28	28	○	○		M		1			1			○	○	IC Card	○			○	○	
11-612	42	28	28	○	○		M		1			1			○	○	IC Card	○			○	○	
11-615	42	28	28	○	○		M		1			1			○	○	IC Card	○			○	○	
11-618	42	28	28	○	○		M		1			1			○	○	IC Card	○			○	○	
11-621	20	—	10	○	○		M		1			1			○	○	IC Card	○			○	○	
11-624	20	—	10	○	○		M		1			1			○	○	IC Card	○			○	○	
11-625	20	—	10	○	○		M		1			1			○	○	IC Card	○			○	○	
11-628	24	16	16	○	○		M		1			1			○	○	IC Card	○			○	○	
11-704	198	132	132	○	○		M	1	4	M	4	1	○		○	○	IC Card	○			○	○	110
11-719	78	52	52	○	○		M		4		2	1	○		○	○	IC Card	○			○	○	
11-726	45	30	30	○	○		M		2			1	○		○	○	IC Card	○			○	○	

12-102	183	122	122	○	○		M	2	2	A	8				○	○	IC Card	○			○	○	120
12-201	104	62	62	○	○		M		4		4				○	○	IC Card	○			○	○	
12-202	105	70	70	○	○		M		4		4				○	○	IC Card	○			○	○	
12-203	69	46	46	○	○		M		2		4				○	○	IC Card	○			○	○	
12-301	104	62	62	○	○		M		4		4				○	○	IC Card	○			○	○	
12-302	192	128	120	○	○		M	1	6	A	6	2	○		○	○	IC Card	○			○	○	120
12-401	104	62	62	○	○		M		4		4				○	○	IC Card	○			○	○	
12-402	192	128	120	○	○		M		6		4				○	○	IC Card	○			○	○	
12-502	240	160	150	○	○		M	2	2	A	8				○	○	IC Card	○			○	○	

14-101	27	—	7	27	○		M	1	1	A/WB					○	○	IC Card	○			○	○	80
14-106	30	—	3	30	○		M	1		A					○	○	IC Card	○			○	○	120
14-201	28	—	7	28	○		M	1		A					○	○	IC Card	○			○	○	100

Name of class-room	Capacity			Equipment				AV Equipment						Media		External devices input terminal ,other notes					Notes	
	Class	Examination	Infection Prevention	Movable Desks	Whiteboard	Blackboard	Blind or Black-out curtain	Projector	LCD Monitor	Screen	Wireless Mic	Wired Mic Input	OHC	Built-in Laptop for teachers	Blu-ray	DVD-CD	Lock/unlock AV equipment systems	HDMI input	RGB Input	Audio input		LAN port
14-206	22	-	12	22	○		M		1							-	○					
14-207	20	-	12	20	○		M		1							-	○					
14-309	22	-	12	22	○		M		1							-	○					
14-310	20	-	12	20	○		M		1							-	○					

紀-B210	255	169	169	○	○		M	3	4	A	4		○		○	○	IC Card	○				100	Wheelchair seats × 2
紀-B101	35	23	23	○		○	B		1								IC Card	○					
紀-B104	65	42	42	○		○	B		2		2		○				IC Card	○					
紀-B105	35	23	23	○		○	B		1								IC Card	○					
紀-B107	35	23	23	○		○	B		1								IC Card	○					
紀-B108	65	42	40	○		○	B		2		2		○				IC Card	○					
紀-B111	35	23	23	○		○	B		1								IC Card	○					
紀-B112	73	47	40	○		○	B		2		2		○				IC Card	○					
紀-B113	22	17	17	○		○	B		1								IC Card	○					
紀-B115	30	20	20	○		○	B		1								IC Card	○					
紀-101	16	-	7	○		○	B		1								IC Card	○					Seminar room
紀-103	16	-	7	○		○	B		1								IC Card	○					Seminar room
紀-104	65	42	42	○		○	B		2		2		○				IC Card	○					
紀-105	16	-	7	○		○	B		1								IC Card	○					Seminar room
紀-107	16	-	7	○		○	B		1								IC Card	○					Seminar room
紀-108	65	42	42	○		○	B		2		2		○				IC Card	○					
紀-109	16	-	7	○		○	B		1								IC Card	○					Seminar room
紀-111	16	-	7	○		○	B		1								IC Card	○					Seminar room
紀-112	73	47	47	○		○	B		2		2		○				IC Card	○					
紀-113	16	-	7	○		○	B		1								IC Card	○					Seminar room
紀-115	63	42	42	○		○	B		3		2						IC Card	○					
紀-303	31	31	31	○	○		M	1		A							IC Card	○					100
紀-304	49	49	49	○	○		M	1		A	2						IC Card	○					100
紀-307	34	34	34	○	○		M	1		A							IC Card	○					100
紀-403	31	31	31	○	○		M	1		A							IC Card	○					100
紀-404	35	35	35	○	○		M	1		A							IC Card	○					100
紀-407	39	39	39	○	○		M	1		A							IC Card	○					100
紀-408	39	39	39	○	○		M	1		A							IC Card	○					100
紀-409	39	39	39	○	○		M	1		A							IC Card	○					100
紀-412	43	43	43	○	○		M	1		A							IC Card	○					100
紀-413	39	39	39	○	○		M	1		A							IC Card	○					100
紀-415	23	23	23	○	○		M	1		A							IC Card	○					100
紀-417	23	23	23	○	○		M	1		A							IC Card	○					100
紀-501	32	21	21	○	○		M		1								Key	○	○	○	○		
紀-502	81	54	54	○	○		M		1								Key	○	○	○	○		
紀-503	42	28	28	○	○		M		1								Key	○	○	○	○		
紀-504	96	64	64	○	○		M		1								Key	○	○	○	○		
紀-505	36	24	24	○	○		M		1								Key	○	○	○	○		

*紀 means Kioizaka

■ Mejiro Seibo Campus

1-205	102	68		○	○		M	2		M	2		○				AV Key	○					
1-208	102	68		○	○		M	2		M	2		○				AV Key	○					
1-210	102	68		○	○		M	2		M	2		○				AV Key	○					
1-213	18	9		○			M		1								AV Key	○					
1-215	40	40		○			M	1		M							AV Key	○					
1-305	-	-			○		M		25		2		○				AV Key	○					Practical room No.1, Bed × 25, Camera × 3
1-317	-	-					M				2						AV Key						Practical room No.2

2-101							B			A	2						AV Key		○	○	×		Auditorium,no class
2-109	18	12		○	○		B	1	1	M			○				-		○	○	○		Seminar room
2-111a	-	-															-				○		Practical room
2-112	-	-															-				○		Practical room
2-202	40	-			○		B	1		M	1					○	AV Key		○	○	○		Seminar room
2-203	40	-			○		B	1		M	1					○	AV Key		○	○	○		Seminar room
2-204	40	-			○		B	1		M	1					○	AV Key		○	○	○		Seminar room
2-205	80	40							6		3		○				IC Card		○	○	○	16:10	Practical room
2-207	-	-						1		A	2						IC Card		○	○	○		Practical room

A	...	Auto
M	...	Manual
B	...	Black-out curtain
WB	...	Whiteboard
A/WB	...	Auto & Whiteboard

* Please refer to the link below for the latest information about Sophia wi-fi

<https://ccweb.cc.sophia.ac.jp/userguide/network/nw-06-2/>

Audio-visual equipment

“Wired microphone”

- Most of the microphones pre-installed in classrooms are wireless.
- A wired mic is only available through equipment rental service.

“Wireless microphone”

- Equipment rental is available for a classroom without a pre-installed wireless microphone.

“OHC”

- Equipment rental is available for a classroom without a pre-installed equipment.

“Built-in Notebook PC for teachers”

- A PC podiums is only installed in 4 classrooms in Bldg. 3, 9 classrooms in Bldg.12.
*DELL Latitude (Bldg.3)E6450, (Bldg.12)E5470 OS/Win7
- Notebook PC are available for rental only for part-time teachers. (DELL Latitude E5470 OS/Win7)

Audio-visual media

“VHS”

- You may convert a teaching material in VHS into a digital media format in Editing Room.

External devices input terminal, other notes

“Joint Class”

- (1) 101→307 •(2) 301→304 •(3) 401→404

“HDMI input terminal only”

- No rental equipment is available except for a “VGA(D-Sub15,Audio)→HDMI Converter”
- Reservation is not necessary

“Sophia wi-fi connection via Sophia ICT account”

- ◎;The number of connections available equals the classroom capacity of each room.
- ○;Connections exceeding the capacity are not supported.
- Faculty members are recommended to use LAN connection.

■List of COM, CALL, SI Room

For the latest information, refer to “Our facilities” → “Facilities and Software in PC rooms” in the User Guide on the ICT Office website (<https://ccweb.cc.sophia.ac.jp/en/>)

Event Calendar of Academic Affairs

Undergraduate faculty/Graduate school

Days marked with in the calendar are holidays and other no-class days.

***For FLA and GPGS calendar, please also see the Bulletin of Information 2022-2023**
****For Law School calendar, please also see "Law School Handbook (法科大学院履修要綱)."**

Calendar		Schedule of Events for Undergraduate Faculty	Schedule of Events for Graduate School
2022	March 30	Guidance on transfers, second degrees, re-entering, and departmental transfers	
	March 30-31	<Current students>Department guidance	
April	1	Entrance ceremony	1 Entrance ceremony
Sun Mon Tue Wed Thu Fri Sat	1-11	Spring semester*1Q*2Q courses registration period	1-11 Spring semester*1Q*2Q courses registration period
3 4 5 6 7 8 9	1-8	Lottery Entry period	
10 11 12 13 14 15 16	2	<New students>Placement test	2-10 <Current students>Guidance by graduate programs
17 18 19 20 21 22 23	5-9	<New students>Course registration guidance	2-10 <New students>Guidance
24 25 26 27 28 29 30	6	<New students>Placement test(make-up)	
	April	<All students>Results of Lottery Entry (Loyola) <All students>Lottery Registration (first-come-first-served basis)	
	9		
	9-11	Spring semester*1Q*2Q courses registration confirmation period	11 Spring semester*1Q*2Q courses registration confirmation period
	11	Spring semester*1Q classes begin	
	12	Spring semester*1Q*2Q courses adjustment period	12 Spring semester*1Q classes begin
	12-18	Course student lists(Spring semester*1Q*2Q courses) (Loyola)	12-18 Spring semester*1Q*2Q courses adjustment period
	20	<Liberal Arts students>Cancellation Period	20 Course student lists(Spring semester*1Q*2Q courses) (Loyola)
	22-26	Deadline for submission of request for leave of absence for Spring semester*1Q	30 Deadline for submission of request for leave of absence for Spring semester*1Q
	30		
May	2-6	Withdrawal Period for 1Q courses	2-6 Withdrawal Period for 1Q courses
Sun Mon Tue Wed Thu Fri Sat	14	Make-up classes	14 Make-up classes
1 2 3 4 5 6 7	28	Examination period for 1Q	28 Examination period for 1Q
8 9 10 11 12 13 14			
15 16 17 18 19 20 21	May		
22 23 24 25 26 27 28			
29 30 31			
29 Sophians' Day			

Calendar		Schedule of Events for Undergraduate Faculty		Schedule of Events for Graduate School	
June Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		2 1Q classes end 3 2Q classes begin 3-9 2Q course registration period 4 Examination period for 1Q 13-17 Withdrawal Period for Spring semester and 2Q courses 18-25 Make-up classes 30 Deadline for submission of request for leave of absence for 2Q 30 Deadline for submission of request for September completion (not necessary for Liberal Arts/FST (Green Science and Engineering) students)		2 1Q classes end 3 2Q classes begin 3-9 2Q course registration period 4 Examination period for 1Q 13-17 Withdrawal Period for Spring semester and 2Q courses 18-25 Make-up classes 30 Deadline for submission of request for leave of absence for 2Q 30 Deadline for submission of request for September completion (not necessary for Global Studies/GPST(Green Science and Engineering)/IGCGES)	
July Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		1 No class day (Intercollegiate game with Nanzan University) 9 Make-up classes 18 Classes are held (Marine day) 22 Spring semester-2Q classes end 23-30 Examination period for Spring semester-2Q		1 No class day (Intercollegiate game with Nanzan University) 9 Make-up classes 18 Classes are held (Marine day) 22 Spring semester-2Q classes end 23-30 Examination period for Spring semester-2Q	
1 School holiday 1-3 Intercollegiate game with Nanzan University 18 Classes are held (Marine day) 31-Sep,26 (Undergraduate Faculty-Graduate School)-Summer vacation		31-Sep,20 Intensive courses and make-up class period		31-Sep,20 Intensive courses and make-up class period	
August Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		* Spring semester make-up examinations (Late August) 18 Grade submission deadline 25 <Seniors>Grades available online 25-26 <September graduation candidates>Deadline for submission of request for grade review		* Spring semester make-up examinations (Late August) 18 Grade submission deadline 25 <2nd year master's students>Grades available online <3rd year doctor's students>Grades available online 25-26 <September graduation candidates>Deadline for submission of request for grade review	

Calendar		Schedule of Events for Undergraduate Faculty		Schedule of Events for Graduate School	
September Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		10 September graduates announced 10 <All students>Spring semester-1Q-2Q grade available online 14 Deadline for submission of request for grade review 20 Graduation ceremony (September graduation) 20 Spring semester-2Q ends 21 Autumn semester-3Q begins 21 <Faculty of Liberal Arts>Faculty of Science and Technology(English course) SPSF> Entrance ceremony 21 <New students in Faculty of Liberal Arts>Faculty of Science and Technology(English course) SPSF> Course registration guidance 21-25 Lottery Entry Period 21-28 Autumn semester-3Q-4Q course registration period 23-24 <New students in Faculty of Liberal Arts>Faculty of Science and Technology(English course) SPSF> Orientation camp 26 Results of Lottery Entry (Loyola) 26-28 Lottery Registration (first-come-first-served basis) 27 Autumn semester-3Q classes begin 29 Autumn semester-3Q-4Q course registration confirmation period 30-Oct 3 Autumn semester-3Q-4Q course adjustment period * Spring semester subject grade distribution available online		10 September graduates announced 10 Spring semester-1Q-2Q grade available online 14 Deadline for submission of request for grade review 20 Graduation ceremony (September graduation) 20 Spring semester-2Q ends 21 Autumn semester-3Q begins 21 <Master's(doctoral)Program in Global Studies, Global Environmental Studies, Green Science and Engineering Division> Entrance ceremony 21 <Master's(doctoral)Program in Global Studies, Global Environmental Studies, Green Science and Engineering Division>Guidance 21-28 Autumn semester-3Q-4Q course registration period 27 Autumn semester-3Q classes begin 29 Autumn semester-3Q-4Q course registration confirmation period 30-Oct 3 Autumn semester-3Q-4Q course adjustment period * Spring semester subject grade distribution available online	
October Sun Mon Tue Wed Thu Fri Sat 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		5 Course student list(Autumn semester-3Q-4Q)available 7-11 <Student in Faculty of Liberal Arts>Cancellation Period 10 Classes are held (Health and sportsday) 18-19 Withdrawal Period for 3Q courses 22 Make-up classes 31 Deadline for submission of request for leave of absence for Autumn semester-3Q		5 Course student list(Autumn semester-3Q-4Q)available 10 Classes are held (Health and sportsday) 18-19 Withdrawal Period for 3Q courses 22 Make-up classes 31 Deadline for submission of request for leave of absence for Autumn semester-3Q	

Calendar		Schedule of Events for Undergraduate Faculty		Schedule of Events for Graduate School	
November Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 Foundation Day(school holiday) 2-4 School holiday 23 Classes are held (Labor thanksgiving day)		November 1 Foundation Day*Memorial Day(school holiday) 2 School holiday ※exclude Nursing Juniors 4 School holiday 2-4 Sophia Festival 12-19 Examination period for 3Q 18 3Q classes end 18-24 4Q course registration period 19 4Q classes begin 23 Classes are held (Labor thanksgiving day) ※exclude Nursing Juniors 28-Dec. 1 Withdrawal Period for Autumn semester and 4Q courses		1 Foundation Day*Memorial Day(school holiday) 2 School holiday ※exclude Midwifery course 4 School holiday 2-4 Sophia Festival 12-19 Examination period for 3Q 18 3Q classes end 18-24 4Q course registration period 19 4Q classes begin 23 Classes are held (Labor thanksgiving day) ※exclude Midwifery course 28-Dec. 1 Withdrawal Period for Autumn semester and 4Q courses	
December Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 3 St. Xavier's Day(school holiday) 25-Jan.5 Winter recess		December 3 St. Xavier's Day (school holiday) 10 Make-up classes 20 Deadline for submission of request for leave of absence for 4Q 23 Classes end 25- Winter recess(-Jan.5)		3 St. Xavier's Day (school holiday) 10 Make-up classes 20 Deadline for submission of request for leave of absence for 4Q 23 Classes end 25- Winter recess(-Jan.5)	
January Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 -5 Winter recess		January 6 Autumn semester*4Q classes resume 7-21 Make-up classes 13-14 No class Day 23 Autumn semester*4Q classes end 24-31 Autumn semester examination period * Teaching Assistant Questionnaire period(Mid Jan.-Late Jan.)		6 Autumn semester*4Q classes resume 7-21 Make-up classes 13-14 No class Day 23 Autumn semester*4Q classes end 24-31 Autumn semester examination period	

Calendar	Schedule of Events for Undergraduate Faculty	Schedule of Events for Graduate School																																										
<p>February</p> <table border="1"> <thead> <tr> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>1-Mar:31 <Undergraduate Faculty, Graduate School>Spring vacation</p>	Sun	Mon	Tue	Wed	Thu	Fri	Sat		1	2	3	4			5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28					<p>* Autumn semester make-up examinations (Mid Feb.-Late Feb.)</p> <p>1- Spring vacation(-Mar:31)</p> <p>12 Grade submission deadline</p> <p>13 Deadline for submission of master' s thesis grade sheets</p> <p>22 <Seniors>Grades available online</p> <p>22-26 <Seniors>Deadline for submission of request for grade review</p>	<p>* Autumn semester make-up examinations (Mid Feb.-Late Feb.)</p> <p>1- Spring vacation(-Mar:31)</p> <p>12 Grade submission deadline</p> <p>13 Deadline for submission of master' s thesis grade sheets</p> <p>22 <Graduating students> Grades available online</p> <p>22-26 <Graduating students> Deadline for submission of request for grade review</p>
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About the Academic Affairs Handbook

The “Undergraduate/Graduate Schools Academic Affairs Handbook” is a guide to affairs related to classes, examinations, and grading conducted in undergraduate/graduate schools for the purpose of facilitating teaching and guidance to students and smoothly executing office work.

Although the Handbook is revised each year for improvement, there may yet be some inadequacies. If you have any suggestions, requests, or issues that you would like to point out, please send your comments to the Center for Academic Affairs in order to make the Handbook richer in content and more user friendly.

Owing to the nature of this Handbook, please note that some content herein overlaps with that of the “Sophia University Handbook of Course Registration for Undergraduate Schools” (履修要覧) , or Bulletin of Information.

Center for Academic Affairs, Bureau of Academic Affairs

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