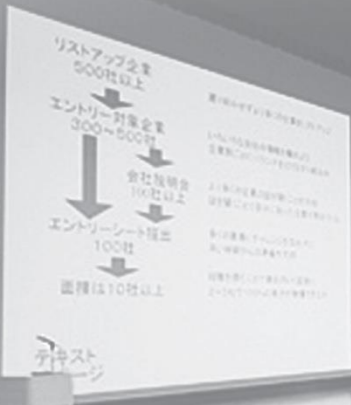


Kyoto University of Foreign Studies Guidelines for Earning Credits



I 大学の概要

II 学修する前に知っておくべきこと

III 京都外国語大学単位修得要領

外国語学部

国際貢献学部

各種プログラム・制度等

資格課程

For the advancement of learning

Credits

1 Credit System

In universities, learning is conducted based on the credit system, which is defined in the university establishment standards. Each course offered has a set number of credits. By registering for these courses and dedicating the prescribed hours to study both inside and outside the classroom, and passing examinations, students can earn credits.

2 Hours of study required for credit

A credit is a numerical standard that represents the amount of study required to complete a course. The study time for one credit includes both classroom hours and the time spent on preparation (preparation and review) outside of class, totaling 45 hours. Therefore, earning credits requires not only attending classes but also engaging in preparation and review. It is essential to recognize that these activities are indispensable elements for earning credits as you progress through your four years of study.

[Study at educational facilities other than at KUFS]

1. Long-term Study Abroad

One credit for courses approved for long-term study abroad is 15 hours of class time, but one credit for courses approved for practical training in Japanese language education is 30 hours of class time.

2. Short-term Study Abroad

One credit for courses approved short-term study abroad is 15 hours of class time.

3. Career Education Program

- For courses approved for career education programs in Japan, one credit is 45 hours of class time, but one credit is 15 hours of class time for pre- and post-learning. However, if a career education program in Japan includes lectures and exercises, one credit is 30 hours of class time.
- For courses approved for overseas career education programs, one credit is 30 hours of class time, but one credit is 15 hours of class time for pre- and post-learning.

4. Overseas Japanese Language Teaching Practice

One credit for the approved Overseas Japanese Language Teaching Practicum is 30 hours of class time, but one credit for the pre- and post-learning is 15 hours of class time.

5. Educational Support Activities

One credit for approved educational support activities is 30 hours of class time, but one credit for pre- and post-learning is 15 hours of class time.

Classes

1 Semester

Our university divides the academic year into two semesters: the Spring Semester and the Fall Semester. There are courses that conclude in 14 weeks within each semester and year-long courses that span 28 weeks across both the Spring and Fall Semesters.

- Spring Semester: April 1 to September 19
- Fall Semester: September 20 to Mar 31

2 Type of Classes offered

The type of classes offered include "one class per week", "multiple classes per week", and "two consecutive classes per week". In addition, there are "intensive courses" that are conducted over a specific period.

3 Class Hours

Classes are 100 minutes per period, with up to six periods a day. The schedule for each period is as follows. However, please note that the exam schedule during the regular examination periods may differ, so refer to page 37 for more information.

| Weekdays | | Saturdays | |
|----------|-------------------|-----------|-------------------|
| Period | Time | Period | Time |
| 1 | 9 : 10 ~ 10 : 50 | 1 | 9 : 00 ~ 10 : 40 |
| 2 | 11 : 00 ~ 12 : 40 | 2 | 10 : 50 ~ 12 : 30 |
| 3 | 13 : 50 ~ 15 : 30 | 3 | 13 : 20 ~ 15 : 00 |
| 4 | 15 : 40 ~ 17 : 20 | 4 | 15 : 10 ~ 16 : 50 |
| 5 | 17 : 50 ~ 19 : 30 | | |
| 6 | 19 : 40 ~ 21 : 20 | | |

Note: There is a 30-minute break between Period 4 and Period 5.

4 Classrooms

Classrooms are marked with room numbers. Classroom assignments may change due to examinations and other reasons, so please check Kyoto Gaidai UNIPA for updates.

What numbers
mean



Room 2
5th Floor
Building8

5 Class Cancellations

If classes cannot be conducted due to unavoidable reasons by the university or the instructor, they will be cancelled. Notifications will be sent through Kyoto Gaidai UNIPA, so please make sure to check it regularly. Please note that inquiries via phone or email will not be accepted.


6 Make-Up Classes

When classes are cancelled or for other reasons, make-up classes may be scheduled on a date and time other than the class time. Make-up classes can be conducted outside of the designated make-up days, including during the 5th and 6th periods from Monday to Friday, or during the 1st to 4th periods on Saturdays. Details about the date, time, and classroom will be informed through Kyoto Gaidai UNIPA.

7 Handling of Classes and Regular Exams During Transportation Disruptions, Storm Warnings, and Special Warnings

(1) In case of transportation disruptions:

If any of the designated sections of transportation (excluding partial section disruptions) are disrupted, classes will be canceled. The specific transportation services and sections affected, as well as the handling of classes and regular exams upon resumption of service, will be as follows.

| Transportation Services & Routes/Sections Subject to the Policy | | |
|---|--|--|
|  | JR | Maibara to Nishi-Akashi section |
| | Kyoto City Bus & Kyoto Municipal Subway | All routes/lines |
| | Keihan Railway | Yodoyabashi (Nakanoshima) to Demachiyanagi section |
| | Hankyu Railway | Kobe Sannomiya to Osaka Umeda to Kyoto Kawaramachi section |
| | Kintetsu Railway | Kyoto to Kashiharajingu-mae section |
| Handling of classes and Regular Exams when transportation services are resumed | | |
| Classes | If transportation services resume by 6:30AM | Classes will commence from the 1 st period (9:10 AM, 9:00 AM on Saturdays). |
| | If transportation services resume by 11:00AM | Classes will commence from the 3 rd period (1:50 PM, 1:20 PM on Saturdays) |
| | If transportation services resume by 3:00PM | Classes will commence from the 5 th period (5:50 PM). |
| | If transportation services are still disrupted past 3:00PM | All class periods will be canceled for the day. |
| Regular Exams | If transportation services resume by 6:30AM | Exams will be conducted from the 1 st period (9:30 AM). |
| | If transportation services are still disrupted past 6:30AM | Exams will not be conducted. |

(2) In case of a storm warning:

If a storm warning is issued for any area within the southern part of Kyoto Prefecture in the primary forecast subregion, or in any of the areas of Nantan-Kyotamba, Kyoto-Kameoka, Yamashiro Central, or Yamashiro Southern in the secondary forecast subregion, classes will be canceled. The handling of classes and regular exams after the warning is lifted will be as follows.

| Handling of Classes and Regular Exams in the Event that the Storm Warning is Lifted | | |
|---|-------------------------------|--|
| Classes | If lifted by 6:30 a.m. | Classes will commence from the 1 st period (9:10 AM, 9:00 AM on Saturdays). |
| | If lifted by 11:00 a.m. | Classes will commence from the 3 rd period (1:50 PM, 1:20 PM on Saturdays) |
| | If lifted by 3:00 p.m. | Classes will commence from the 5 th period (5:50 PM). |
| | If not lifted after 3:00 p.m. | All class periods will be canceled for the day. |
| Regular Exams | If lifted by 6:30 a.m. | Exams will be conducted from the 1 st period (9:30 AM). |
| | If not lifted after 6:30 a.m. | Exams will not be conducted. |

(3) In case of a special warning:

If a special warning is issued in the area described in (2) above, classes will be canceled as soon as the warning is issued. This also applies if the warning is issued during class time; however, instructions regarding dismissal and returning home after the cancellation will be provided after assessing the surrounding conditions and based on the university's crisis management manual.

(4) Students affected by transportation disruptions, storm warnings, or special warnings in areas other than those mentioned above should report their circumstances to the instructor directly.

(5) Regardless of the above handling, separate measures may be taken depending on the situation of natural disasters, etc.

8 Attendance

It is a matter of course that students attend all classes for which they have registered, and there are no attendance points in the grading evaluation. Merely attending all classes does not guarantee the acquisition of credits; however, to acquire credits for a course, a minimum requirement is attending at least two-thirds (10 classes) of the actual number of classes for that course subject. Nonetheless, this requirement of attending more than two-thirds (10 classes) takes into consideration absences due to unavoidable circumstances such as bereavement or illness, and it does not mean that it is acceptable to be absent for up to one-third (4 classes) of the classes. Please pay attention to your daily habits and health management to avoid absences.

Furthermore, our university conducts investigations every semester on students with a high number of absences in required subjects and conducts interviews with those students.

Attendance for each class is verified using each student's smartphone. If you do not have a smartphone, follow the instructions of the instructor. The attendance status for each class can be checked through the "Student Attendance Verification" on Kyoto Gaidai UNIPA. If there are any errors in the attendance status, the instructor will make corrections, so please report to the instructor within the academic period of the semester.

Please note that there are some differences in the handling of attendance for practical and training course subjects, so follow the instructions of the instructor. The "Student Attendance Verification" on Kyoto Gaidai UNIPA can only be checked during the academic period of the semester. If necessary, please save the data, etc., on your own.

9 Absence

Our university does not have an absence notifications (including official absence notifications). If you will be absent from class due to bereavement, illness, or other reasons, please contact the instructor in advance or afterward. However, please note that students are not allowed to enter the Faculty Common Room.

○In case of school infection disease

If a student is infected or suspected of being infected with an infectious disease (such as COVID-19, influenza, measles, rubella, chickenpox, etc.), based on the School Health and Safety Law, measures will be taken to suspend attendance in classes. Please contact the Office of Medical Services promptly and follow their instructions.

In cases of attendance suspension, measures will be taken to ensure that such absences do not disadvantageously affect grade evaluations. Please check with the instructor for details on these measures and follow their instructions.

○Handling of Absences due to Jury Duty Selection, etc.

If a student needs to miss classes due to being called to court as a juror or jury candidate under the lay jury system, please receive instructions in advance from the Division of Academic Affairs.

10 Contacting faculty members, etc.

Any communication with instructors or questions regarding classes should be conducted within the class period, on campus, by email, or through the "Class Profile" on Kyoto Gaidai UNIPA.

Full-time faculty members may be contacted during office hours through the Academic Advisor System (see page 27 of the JP version).

11 Syllabus (Course Outline)

The details of each course are published in the syllabus (available on "Syllabus Inquiry" on Kyoto Gaidai UNIPA). The syllabus includes the learning objectives of each course, the term it is offered, instructor names, credit hours, weekly lesson plans, evaluation methods (Classroom Tests, Regular Exams, etc.), textbooks, and reference materials.

However, the content of the syllabus might differ from the actual progress and achievements in the course, so please follow the instructions of the instructor for the actual course content and progression.

12 The TA and SA System

To enhance detailed guidance for students within classes, graduate students (Teaching Assistants TA) and undergraduate students (Student Assistants SA) may assist in teaching under the supervision of the course instructor.

Examinations

1 Classroom Tests

These are exams conducted by the instructor during class hours, which may also include oral tests or the submission of reports. The dates and times, whether items can be brought in, and the handling of late arrivals, etc., are at the instructor's discretion. There may also be unannounced exams conducted during class time, so please attend classes regularly and be prepared for such examinations.

Moreover, Classroom Tests are not eligible for the "Supplementary examinations" mentioned later. If you are unable to take a Classroom Test due to bereavement, illness, or other reasons, ensure that you inform your instructor of your circumstances in advance or as soon as possible afterward to receive instructions. Also, please hand in reports or other submissions directly to your instructor.

2 Regular Exams

These exams are conducted during the period designated by the university after the end of each semester. Check the syllabus for the applicable courses. The exam times are as indicated, and details such as the schedule will be announced on Kyoto Gaidai UNIPA

[Time for the Regular Exams]

| Period | Time | Period | Time |
|--------|-------------------|--------|-------------------|
| 1 | 9 : 30 ~ 10 : 30 | 5 | 15 : 40 ~ 16 : 40 |
| 2 | 10 : 50 ~ 11 : 50 | 6 | 17 : 00 ~ 18 : 00 |
| 3 | 13 : 00 ~ 14 : 00 | 7 | 18 : 20 ~ 19 : 20 |
| 4 | 14 : 20 ~ 15 : 20 | 8 | 19 : 40 ~ 20 : 40 |

[Regular Exams Guidelines]

1. Students who have not paid tuition cannot take the regular examinations.
2. Students cannot take examinations for courses they have not registered in.
3. Students have to take examinations in the rooms assigned by the University.
4. Students cannot take examinations without a Student ID. Students who do not have an ID card with them may obtain a temporary one from the Student Life Section and then, they can take the test.
5. Latecomers must enter the examination room within 20 minutes of the examination starting time. Before entering the examination room, late students must show their Student ID card to the supervising teacher and seek the advice of that teacher.
6. Students who fail to inform the Academic Affairs Section of overlapping tests cannot take the examinations for either course. (See the following page)
7. You may not use smartphones, cell phones, electronic organizers, etc., as clocks or for any information during the exam; if brought in, please turn them off and do not place them on your desk.
8. Students have to abide by the supervisors' directions in the examination room.
9. Immediately after the examination papers have been distributed, students must write their year, student number, name, and lecture-taking day(s) in the required place on the examination paper. All test papers must have the student's year, student number and name on them. If any of this information is missing, the test will be invalid.
10. Students cannot hand in their examination papers within 20 minutes of the examination starting time.
11. The following students will be considered as having committed academic dishonesty and will be discussed and sanctioned by the faculty meeting according to the "Regulations on Academic Dishonesty in Examinations at Kyoto University of Foreign Studies" (Article 5, Paragraph 2, which generally disqualifies the academic evaluation of all courses taken in that semester and year-round, and punished according to Article 70 of the school regulations):
 - ① Students who took the exam on behalf of someone else or allowed it.
 - ② Students who exchanged their answer sheet with another examinee.
 - ③ Students who showed their answers to or orally communicated them to another examinee.
 - ④ Students who peeked at another examinee's answer sheet.
 - ⑤ Students who wrote on slips of paper, writing utensils, desks, etc., in advance and used them during the exam.
 - ⑥ Students who used unauthorized textbooks, reference books, notes, mobile phones, or other electronic devices during the exam.
 - ⑦ Students who lent or borrowed items such as textbooks, reference books, notes, mobile phones, or other electronic devices during the exam, even if their use was permitted.
 - ⑧ Students who committed plagiarism when writing a report.
 - ⑨ Students who did not follow the instructions of the exam supervisor.
 - ⑩ Others who are recognized by the faculty meeting as having committed acts similar to the above.

*The guidelines for taking Regular Exams also apply to Classroom Tests, make-up exams, and other tests.

[Handling of Overlapping Courses During Regular Exams]

Due to the examination timetable, if there are two or more courses scheduled at the same time on the same day of the week, they will be handled as follows:

1. If you have overlapping courses, please be sure to apply to the Division of Academic Affairs by the day before the start of the scheduled exams and complete the necessary procedures. If you do not complete these procedures, you will not be able to take any of the exams.
2. For those who have completed the required procedures, the Division of Academic Affairs will instruct you on the order of exams for the overlapping courses and the exam classroom.
3. Those who have completed the procedures for overlapping courses should report this to the invigilator at the exam classroom and follow their instructions.
4. The examination time for overlapping courses will be set at 60 minutes per subject.

3 Supplementary Exams

Supplementary Exams are for those who could not take the Regular Exams for the following seven reasons, and they will be held on a date designated by the university.

| | Reason | Documents to submit | |
|---|--|---|--------------|
| 1 | Natural Disaster | Disaster Victim Certificate | |
| 2 | Traffic Accident | Medical Certificate or Accident Certificate | |
| 3 | Illness | Medical Certificate | |
| 4 | Educational Practicum, Museum Practicum, Nursing/Caregiving Experience | Document proving experience | |
| 5 | Job Examinations, Company Visits | Examination Certificate or document proving visit | |
| 6 | Jury Duty, etc. | Certificate issued by the court | |
| 7 | Bereavement, Other Unavoidable Circumstances | Statement of reason by guarantor or equivalent person | |
| | Bereavement Duration | Parents, Spouse | Up to 7 days |
| | | Child | Up to 5 days |
| | | Grandparents, Siblings | Up to 3 days |
| | | Great-grandparents, Uncles/Aunts, Nephews/Nieces | 1 day |

*Note: There are no Supplementary exams for Classroom Tests.

[Application Method for Supplementary Exams]

Please fill in the designated Supplementary Exams application form, seal it, attach a certificate/diagnosis or reason statement, and submit it to the Division of Academic Affairs by 5 PM the day after the end of the Regular Exams (or the following day if the next day is a Sunday or holiday) along with the separately determined exam fee.

However, Supplementary Exams applications may not be accepted depending on the reasons provided.

4 Departmental Comprehensive Exams [For Students of the Faculty of Foreign Studies]

Departmental Comprehensive Exams are the Portuguese and Russian exams held in January for students of the Faculty of Foreign Studies.

Grade Evaluation and Credit Certification

1 Methods of Grade Evaluation

Grades are evaluated based on the methods described by the instructor in the syllabus (course outline).

2 Criteria for Grade Evaluation

Grades are evaluated out of 100 points, with scores of 60 and above considered passing, and 59 and below failing. In addition, a failing grade of F will be assigned in any of the following cases:

Cases Resulting in an F (Fail) Grade

- If a student does not meet the attendance requirement (generally attendance of at least two-thirds of the actual classes is required), and also either fails to submit essential reports or does not take the exam, which results in being considered as having abandoned the course.
- If a participant in seminar subjects fails to submit their graduation thesis or project, or submits it but it cannot be evaluated by score.
- If the faculty council determines that cheating has occurred (generally, this results in a failing grade for all courses taken during that semester and for all year-round courses).

3 Grade Evaluation for Year-long Subjects (Specialized Subjects)

This is for Faculty of Foreign Studies, so it was omitted.

4 Notation of Grade Evaluation

Grades are recorded in Kyoto Gaidai UNIPA as scores and grading symbols, and on the "Academic Records" as grading symbols indicated in the table to the right. Also, as our university includes failing subjects in the record, if you wish to withdraw from a course, please make sure to cancel it within the designated period. Canceled courses are deleted from registration and are not included in the grade report or Academic Records. For the notation of grade evaluations for learning outside the university or in unique programs of the university, please refer to page 41.

| Score | Grading Symbol | |
|--------|----------------|------|
| 100~90 | A + | Pass |
| 89~80 | A | |
| 79~70 | B | |
| 69~60 | C | |
| 59~0 | D | Fail |
| FAIL | F | |

5 Announcement of Grades

Grades are cumulatively displayed in Kyoto Gaidai UNIPA. The spring semester grades are announced in early September, and the Fall semester grades are announced in late February on Kyoto Gaidai UNIPA. The specific dates and times of the grade announcements for each semester will be notified through Kyoto Gaidai UNIPA, so please make sure to check your credit status at the designated times.

To check the grades announced each semester, it is necessary to enter "Reflection on Learning and Student Questionnaire" in "My Step Registration" on Kyoto Gaidai UNIPA. If the "Reflection on Learning and Student Questionnaire" is not completed, neither the student nor their guarantor will be able to check the grades.

6 GPA (Grade Point Average)



GPA, or Grade Point Average, represents the average of grade evaluations per credit in numerical form and includes all subjects registered (excluding subjects related to qualification courses). The presence of failing grades (for example, courses abandoned without undergoing cancellation procedures) will lower the GPA..

| Grade | Score | Point |
|----------|----------|-------|
| A + | 100 ~ 90 | 4.0 |
| A | 89 ~ 80 | 3.0 |
| B | 79 ~ 70 | 2.0 |
| C | 69 ~ 60 | 1.0 |
| D | 59 ~ 50 | 0 |
| F (FAIL) | ———— | 0 |

The GPA is calculated as follows:

$$\frac{(\text{Grade points of A+} \times \text{number of credits for A+}) + (\text{Grade points of A} \times \text{number of credits for A}) + \text{and so on}}{\text{The total number of registered credits (the sum of the credit numbers for all subjects)}}$$

*The grade evaluations for credit recognition (N, T1, T2) are not included in the calculation of the GPA.

*Since the grade evaluations for year-round subjects are conducted in the autumn semester, the GPA announced after the spring semester does not include year-round subjects.

7 Measures for Students with Insufficient Credits and Poor Grades

In the Faculty of Foreign Studies and the Faculty of Global Engagement, academic guidance will be provided by the department for students who, after two semesters of enrollment, have a cumulative GPA for graduation requirements of less than 1.0 and have earned fewer than 16 credits towards graduation requirements, as well as for students who, after three semesters of enrollment, have a cumulative GPA for graduation requirements of less than 1.0 and have earned fewer than 24 credits towards graduation requirements.

Furthermore, students who, after four semesters of enrollment, have a cumulative GPA for graduation requirements of less than 1.0 and have earned fewer than 32 credits towards graduation requirements will be expelled according to the provisions of Article 42, Paragraph 2 of the university regulations, as lacking the motivation to continue their studies. However, if there are special circumstances and the department judges that there is a motivation to continue studying, the measure of expelling may not be taken.

7 Credit Recognition for Learning Outcomes from Educational Institutions Outside the University and the University's Own Programs

Credits earned at other universities before admission, credits earned at other universities or educational institutions during enrollment, and credits earned through the university's own programs will be recognized as follows. The period for credit recognition is the semester/year approved by the faculty meeting, and it will be recorded on the Academic Record. For the application procedures and details on credit recognition, please refer to the relevant program's page.

1. Credit recognition for learning outcomes from educational institutions outside the university

| Sym bol | Item | Subjects | Course Category | Maximum Credits Recognized for Credit Certification and Graduation Requirements | |
|--|--|--|--|---|----|
| N | Credits earned from courses taken at this university or other universities before admission to this university (for new students) | Subject-to-subject transfer recognition | Category of Recognized Subjects | 30 | 60 |
| | Study abroad dispatch and domestic exchange programs | Collective and transfer recognition | Category of Recognized Subjects | 26(1 semesters) 48(2 semesters) | |
| | Short-term study abroad (programs organized by this university) | Short-term study abroad | | 4 | |
| | Overseas training (including programs introduced by this university) | | | | |
| | <ul style="list-style-type: none"> ・Career education programs organized by this university (domestic and international) ・Overseas fieldwork ・Airline Study Program ・"University Consortium Kyoto" industry-academia collaborative education programs | Career Development Support Programs* | Undergraduate Common Subjects (Liberal Arts) | 4 | |
| | Overseas Japanese language teaching practicum [Japanese Department] | Overseas Japanese Language Teaching Practicum | Specialized Subjects (Elective [of JS Department]) | 4 | |
| | <ul style="list-style-type: none"> ・School educational support activities ・Japanese language teaching support activities | Educational Support Activities | | 2 | |
| | Courses taken at Kyoto Junior College of Foreign Languages | Subjects for credited Auditors Courses taken at other institutions | Undergraduate Common Subjects (Liberal Arts) | 12 | |
| | University Consortium Kyoto credit exchange system | University Consortium Kyoto courses | | | |
| | Foreign language proficiency exams | Foreign language proficiency exams (major language) | Specialized Subjects (Elective [Faculty of Foreign Studies]) | 2 | |
| Foreign language proficiency exams (non-major language) | | Undergraduate Common Subjects (Liberal Arts) [Faculty of Foreign Studies & Faculty of Global Engagement] | 2 | | |
| <ul style="list-style-type: none"> ・IT Passport Examination ・Fundamental Information Technology Engineer Examination | Information Processing Proficiency Exams | Undergraduate Common Subjects (Liberal Arts) | 2 | | |

※ Based on the agreement by the Ministry of Education, Culture, Sports, Science and Technology (MEXT), the Ministry of Health, Labour and Welfare, and the Ministry of Economy, Trade and Industry, the following applies to Type 2 (Career Education) and Type 3 (Generic Skills/Specialized Application Internship) programs as part of the "Basic Guidelines for Promoting Internships."

2. Credit recognition for learning outcomes from the university's own programs

| Sym bol | Item | Subjects | Course Category | Maximum Credits Recognized for Credit Certification and Graduation Requirements |
|--|---|------------------------------|--|---|
| T2 | Community Engagement [Faculty of Global Engagement] | Community Engagement | Specialized Subjects (Elective) [Faculty of Global Engagement] | 4 |
| | Motto Kyoto Project | Motto Kyoto Project A | Undergraduate Common Subjects (Liberal Arts) | 4 |
| | | Motto Kyoto Project B | | |
| | Seasonal Sports | Seasonal Sports | | 2 ※ |
| | E-Learning(Tutorial Studies) | E-Learning(Tutorial Studies) | | 1 |
| Educational Practicum [Faculty of Foreign Studies] | Educational Practicum 1 | Educational Practicum 2 | Qualification Course Subjects [Faculty of Foreign Studies] | 2 (Outside of graduation requirements) |
| | | | | 2 (Outside of graduation requirements) |

※ If Technical Sports A (2 credits) and Technical Sports B (2 credits) among the Undergraduate Common Subjects (Liberal Arts) have already been acquired, they will be recognized as credits outside of graduation requirements.

3. Credit recognition associated with transfer or readmission

| Sym bol | Item | Subjects | Course Category | Maximum Credits Recognized for Credit Certification and Graduation Requirements |
|---------|--------------------|--|--|--|
| T1 | Transfer Admission | Collective Recognition and Transfer Recognition | Category of Recognized Subjects | 32 or 24 (for 2 nd year transfers) ※ 62 or 64 (for 3 rd year transfers) |
| | Readmission | Subjects Passed Before Withdrawal/Deregistration | Category of Recognized Subjects ※Depends on the curriculum of the year of readmission | — |

※For students transferring from Kyoto Junior College of Foreign Languages and Kyoto Carrer College of Foreign Languages, the maximum number of credits recognized for graduation requirements is set to 34 credits for 2nd transfers and 64 credits for 3rd transfers.

Courses Registration for Non-Native Japanese Speakers

The university offers Japanese language courses specifically designed for "Non-Native Japanese Speakers (students whose first language is not Japanese)," regardless of nationality, targeted at students who the university determines need to improve their Japanese language proficiency. The courses for non-native Japanese speakers are as follows. For information on how to register for these courses, please refer to the "Course Registration Guidebook" published annually on the university's website.

1 Students of non-native Japanese speakers

Students whose Japanese language proficiency needs to be improved after enrollment based on the result of the "Japanese Language Proficiency Test" conducted by the Language Center and the document submitted at the time of administration procedures are considered "Non-native Japanese Speakers" by the University. This applies to those who are deemed to need improvement in their Japanese language proficiency after enrollment. However, students who are admitted through the foreign student entrance examination are considered non-native Japanese speakers even if they have not taken the "Japanese Language Proficiency Test."

<Verifying Non-Native Japanese Speakers>

If you are identified as a non-native Japanese speaker, your status will be displayed as "International Student" (including non-native Japanese speakers other than international students) in the "Student Information Inquiry" on Kyoto Gaidai UNIPA.

<For Those Who Did Not Take the Japanese Language Proficiency Test Before Enrollment>

If you are encouraged to take the Japanese Language Proficiency Test by your academic advisor or department after enrollment, please ensure to take it based on the guidance from the Language Center. If the results indicate that you need to improve your Japanese language proficiency, you will be treated as a non-native Japanese speaker from the next semester.

2 Courses for Non-Native Japanese Speakers

Non-native Japanese speakers can register for the following courses according to their assigned academic year.

<Faculty of Global Engagement>

| Course Subject Classification | Course | About Course Enrollment |
|--|--|---|
| Undergraduate Common Subjects (Foreign Language Subjects) | Japanese A to H | Students will be assigned courses based on their department and level of Japanese. Students must register for the courses assigned to them. *If students from the Department of Global Studies wish to cancel their registration, they should consult with the Division of Academic during the course registration period or the course cancellation period. |
| Undergraduate Common Subjects (Liberal Arts Subjects) | Business Japanese A & B Japanese Language Proficiency Test N1 Preparation A & B | Review the syllabus for course level and other details carefully. If you wish to take these courses, register during the course registration period. However, if these courses overlap with compulsory courses of your department, prioritize the compulsory courses. |
| Department of Global Tourism Specialized Subjects (Electives) | Japanese for Social Sciences A to D *Students from the Department of Global Studies can also register. (Credits earned will be counted as electives) | |

Faculty of Global Engagement

I 本学の概要

II 学修する前に知っておくべきこと

III 京華外国語大学単位修得要領

外国語学部

国際貢献学部

各種プログラム・制度等

資格課程

Graduation Requirements

To graduate and earn a degree, students must be enrolled for 4 years (8 semesters) and acquire 124 credits according to the following course subject categories. It is the student's responsibility to carefully plan their course registration, check their credit acquisition status each semester, and ensure they meet the graduation requirements.

| Course Subject Category | | Dept. of Global Studies | Dept. of Global Tourism |
|-------------------------------|---------------------------|-------------------------|-------------------------|
| Basic Undergraduate Subjects | | 16 | 16 |
| Specialized Subjects | Compulsory Subjects | 22 | 28 |
| | Advanced Subjects | | 28 ※ |
| | Elective Subjects | 48 ※ | 14 ※ |
| Seminars | | 8 | 8 |
| Undergraduate Common Subjects | Foreign Language Subjects | 4※ | 4※ |
| | Liberal Arts Subjects | 8※ | 16 ※ |
| Elective Subjects (Note 1) | | 18 | 10 |
| Total | | 124 | 124 |

(Note 1) Elective Subjects include credits acquired beyond the required number for graduation from the course subject classifications marked with an asterisk (Specialized subjects (Advanced Subjects), Specialized Subjects (Elective Subjects), and Undergraduate Common Subjects), as well as credits acquired from taking Specialized Subjects (Advanced Subjects) and Specialized Subjects (Elective Subjects) from the Faculty of Global Engagement other than the student's own department.

Graduation Decisions

Graduation decisions for 4th year students will be made based on the number of credits earned and the duration of enrollment at the end of the academic year (March graduation) and at the end of the spring semester (September graduation). Students who have been enrolled for four years (8 semesters) and have earned the prescribed credits for each category of course subjects listed in the "Graduation Requirements", totaling 124 credits or more, will be granted graduation.

1. March Graduation

The determination results will be either "Graduation" or "Held Back." The announcement of the results will be made in late February through the "Personal Information" on Kyoto Gaidai UNIPA.

Those who are determined to be "Held Back" will not be able to graduate until they fulfill the credit requirements for graduation in subsequent semesters and must continue their enrollment. Please register for courses within the designated period for the semester in which you wish to graduate.

2. September Graduation

This applies to 4th year students who enrolled in September in the Department of Global Studies and those who were determined to be "Held Back" in "1. March Graduation."

The determination results will be either "Graduation" or "Held Back." The announcement of the results will be made in early September through the "Personal Information" on Kyoto Gaidai UNIPA.

Those who are determined to be "Held Back" will not be able to graduate until they fulfill the credit requirements for graduation in subsequent semesters and must continue their enrollment. Please register for courses within the designated period for the semester in which you wish to graduate.

*Note: The determination result "Held Back" includes two categories: (1) students who have been enrolled for less than 4 years (8 semesters) and are short of the required period of study, and (2) students who have been enrolled for 4 years (8 semesters) or more but are short of the required number of credits for graduation (Graduation Postponement).

Course Registration

Course registration involves students deciding on their own which courses to take and completing the registration process within a designated period, under their own responsibility. If the course registration process is not done correctly, you may not be able to attend the intended classes or take exams, and consequently, you may not be able to earn credits. Therefore, please proceed with course registration carefully.

When registering for courses, make extensive use of the "Course Registration Guide" published annually on our university website and the "Syllabus Inquiry" on Kyoto Gaidai UNIPA, to thoroughly check the class schedule, including the days and times courses are offered, the content of the courses, and the credit requirements for each category of subjects.

*To register for courses, it is mandatory to input your study goals, etc., on "My Steps Registration" on Kyoto Gaidai UNIPA. Please make sure to input the necessary information within the designated period.

1 Course Registration Periods

Register during the designated periods **in March to April for the spring semester (April for new students) and in September for the fall semester.**

2 Method of Course Registration

Please complete your course registration "Course Registration" page on Kyoto Gaidai UNIPA. If you are unable to register within the designated period due to unavoidable reasons such as illness, be sure to contact the Division of Academic Affairs in advance and follow their instructions.

3 Maximum number of Registration Credits

In order to ensure the number of hours required for credit and the quality of study, the maximum number of credits that can be registered each semester and year is set as follows. Students may not register for more than the annual credit limit even if the number of credits per semester is within the limit. (For example, if a student has GPA below 2.7 for graduation requirements (total) and registers for 26 credits in the spring semester, the maximum number of credits he/she can register for in the fall semester is 22.)

| Spring Semester | Fall Semester | Annual | Notes |
|-----------------|---------------|--------|---|
| 26 | 26 | 48 | ·Credits for courses related to certification courses are not included in the credit limit. ·If the GPA for graduation requirements (total) is 2.7 or higher, students may register for courses above the maximum number of credits. |

4 Registration for Undergraduate Common Subjects (Foreign Language Subjects)

Please check the "Course Registration Guide" published annually on our university website for instructions on how to register for Undergraduate Common Subjects (Foreign Language Subjects).

5 Registration for Courses with Designated Classes (Instructors)

After verifying the proficiency level on Kyoto Gaidai UNIPA's "Personal Information," register for the relevant subjects through "Course Registration." If you need to change classes (instructors) due to re-taking a course, etc., please complete the procedure during the period for "Course Registration Consultation" before classes start.

6 Allocated year of courses

Each course has a specific year in which it can be taken, so please register accordingly. Some courses may have requirements for registration, but otherwise, students can register for courses that are offered in a lower year than the student's own academic year. (For example, 1st year students cannot register for courses offered in the 2nd year, but 4th year students can register for courses offered in the 1st through 3rd year.)

7 Registration for Lottery Subjects

For elective subjects, a lottery system may be implemented to limit the number of registrants due to class content and classroom facilities. If you wish to take such courses, please apply via "Lottery hope registration" on Kyoto Gaidai UNIPA within the designated application period, after confirming the days and times of your required and seminar subjects. **Please note that once you win a slot in these subjects, you cannot cancel your registration.** Refer to the "List of Lottery Subjects" published on our university website before the course registration period of each semester for details on these subjects.

8 Consultation on Course Registration, etc.

Consultations on course registration are conducted at the Division of Academic Affairs. Please bring your student ID and come in for a consultation. Depending on the nature of your inquiry, it may not be possible to provide answers over the phone or by email.

Additionally, a consultation period is set according to the course registration period, so please make use of it. If you have any uncertainties about your course plan due to a leave of absence or studying abroad, please consult with us as early as possible.

9 Verification of Course Registration

There may be instances where the wrong course has been registered or a course could not be registered due to an error. Please ensure that there are no registration errors when completing your course registration.

Once the course registration is complete, a "Completion Email" will be sent to your university-issued Gmail. Please check and save the registration details mentioned in the email. **After completing your registration, make sure to verify on Kyoto Gaidai UNIPA's "Student Timetable" that the registered courses have been correctly reflected.**

10 Cancellation of Registered Courses

If you decide to stop attending a course after having registered and attended classes, **you can cancel the registration during the designated period of each semester on Kyoto Gaidai UNIPA's "Course Registration," except for required subjects (including re-taken subjects and seminar subjects) and lottery subjects (including Foreign Language Subjects of Undergraduate Common Subjects Category),** within the scope of fulfilling graduation requirements (for graduating students). However, you cannot add a different course or re-register the cancelled course during the same semester.

Upon completion of course cancellation, a "Completion Email" will be sent to your university-issued Gmail. Please check and save the registration details mentioned in the email and verify on Kyoto Gaidai UNIPA's "Student Timetable" that the cancellation has been correctly reflected.

Please note that cancelled courses will not be included in the GPA calculation.

11 Other Important Points to Note

- Adding or changing course registrations outside the designated period is not allowed.
- Attending or taking exams for courses you have not registered for is not allowed (including courses affected by registration errors).
- Registering for multiple courses at the same time slot within the same semester is not allowed.
- You cannot register for a course for which you have already earned credits.
- Registering for the same course multiple times, even if taught by different instructors, is not allowed.

Goals for Each Course Subject Category

I

Dept. of Global Studies

| | | |
|--------------------------------------|----------------------------------|---|
| Basic Undergraduate Subjects | | The goal is to understand the challenges facing "PAX MUNDI (World Peace)" and to lay the foundation for "multicultural coexistence" as a scientific discipline |
| Specialized Subjects | Compulsory Subjects | The aim is to grasp the social sciences' theories and practices as well as the basics of data science to understand the structure of sustainable "PAX MUNDI (World Peace)". |
| | Elective Subjects | With an eye on career paths after graduation, the goal is to achieve a deep understanding of social sciences that support the capability for multicultural coexistence and to acquire the latest digital technologies, centered around three areas. |
| Seminars | | The aim is for each individual to propose solutions to the challenges faced by "PAX MUNDI (world peace)" from Kyoto to the world, supported by social science theory and practice, using tools such as multilingualism and digital technologies. |
| Undergraduate Common Subjects | Foreign Language Subjects | By learning foreign languages other than English, the objective is to nurture the ability to operate in multiple languages for global activity, deepen understanding of multiculturalism, and cultivate diversity based on multiculturalism. |
| | Liberal Arts Subjects | The goal is to acquire a broad range of knowledge and fair and accurate judgment skills that enable active participation on the global stage. |

II

III

Dept. of Global Tourism

| | | |
|--------------------------------------|----------------------------------|--|
| Basic Undergraduate Subjects | | The goal is to understand the challenges facing "PAX MUNDI (World Peace)" and to lay the foundation for "multicultural coexistence" as a scientific discipline. |
| Specialized Subjects | Compulsory Subjects | The aim is to grasp the social sciences' theories and practices as well as the basics of data science to understand the structure of sustainable "PAX MUNDI (World Peace)." |
| | Advanced Subjects | The goal is to nurture a broad understanding of interdisciplinary tourism studies. In addition, looking towards post-graduation paths, the aim is to systematically study businesses and the latest digital technologies that balance personal and social benefits based on data science, as well as the essence of Kyoto. |
| | Elective Subjects | The goal is to scientifically study the structure of world peace, the manner of cooperation towards it, urban development practices, and new tourism. |
| Seminars | | The aim is for each individual to propose solutions to the challenges facing "PAX MUNDI (World Peace)," backed by social science theories and practices, using multilingual and digital technologies as tools to broadcast from Kyoto to the world. |
| Undergraduate Common Subjects | Foreign Language Subjects | By learning foreign languages, the aim is to develop the ability to operate in multiple languages for global activity, deepen the understanding of multiculturalism, and foster diversity based on multiculturalism. |
| | Liberal Arts Subjects | The goal is to acquire a broad range of knowledge and fair and accurate judgment skills that enable active participation on the global stage. |

Basic Undergraduate Subjects, Specialized Subjects (Required, Elective), Seminars

[For Students Enrolled in April, Department of Global Studies]

| Course Subject Category | 1st year | | | | 2nd year | | | | 3rd year | | | | 4th year | | | | Graduation Requirements | | | |
|---|---|--|---|-------------------------------|--|--|---------------------------------|--|-----------------|--|---------------|---|-----------------|---------------------------|---------------|------|-------------------------|--------------|----|----|
| | spring semester | | fall semester | | spring semester | | fall semester | | spring semester | | fall semester | | spring semester | | fall semester | | each category | total amount | | |
| | Courses | unit | Courses | unit | Courses | unit | Courses | unit | Courses | unit | Courses | unit | Courses | unit | Courses | unit | | | | |
| Basic Undergraduate Subjects | Global Engagement | 2 | Global Engagement and Peace | 2 | Community Engagement Workshop A | 2 | Community Engagement Workshop B | 2 | | | | | | | | | 16 | 86 | | |
| | Introductory Seminar A | 2 | Introductory Seminar B | 2 | | | | | | | | | | | | | | | | |
| | Digital Literacy | 2 | Digital Citizenship and Engagement | 2 | | | | | | | | | | | | | | | | |
| Compulsory Subjects | Model United Nations | 2 | Introduction to Economics | 2 | Statistics | 2 | | | | | | | | | | | 22 | 86 | | |
| | Academic Writing I | 2 | Academic Writing II | 2 | Writing for Research | 2 | | | | | | | | | | | | | | |
| | Global Communication A (Twice a week classes) | 4 | Global Communication B (Twice a week classes) | 4 | Contemporary Global History | 2 | | | | | | | | | | | | | | |
| Specialized Subjects Elective Subjects | Sustainability and International Cooperation | Extensive Reading for World Knowledge | 2 | Gender and Society | 2 | Global Diplomacy Simulation | 2 | International Organizations | 2 | Human Migration and Displacement | 2 | Japan-US Relations | 2 | | | | 48 | 86 | | |
| | | International Relations | 2 | Sustainable Development | 2 | Conflict Resolution | 2 | Political Philosophy | 2 | Security Studies | 2 | International Politics and East Asia | 2 | | | | | | | |
| | | | | | | Energy Systems and Climate Change | 2 | Energy Transition for Sustainability | 2 | International Development Cooperation | 2 | International Human Rights and Humanitarian Law | 2 | | | | | | | |
| | | | | | | Environmental Policy | 2 | Urban Policy | 2 | Topics in Sustainability and International Cooperation C | 2 | | | | | | | | | |
| | | | | | | Topics in Sustainability and International Cooperation A | 2 | Topics in Sustainability and International Cooperation B | 2 | | | | | | | | | | | |
| | Global Business and Economics | Global Business Management | 2 | Financial Accounting | 2 | Corporate Social Responsibility | 2 | Business Finance | 2 | Global Negotiation | 2 | Labor, Management and Technology | 2 | | | | | | 48 | 86 |
| | | Mathematics for Economics and Business | 2 | Business Practicum | 2 | Marketing | 2 | Organizational Management | 2 | International Trade | 2 | Economics of Development | 2 | | | | | | | |
| | | | | | | Microeconomics | 2 | Macroeconomics | 2 | Topics in Business and Economics B | 2 | Topics in Business and Economics C | 2 | | | | | | | |
| | | | | | | Topics in Business and Economics A | 2 | Japanese Companies and the Global Business Environment | 2 | | | | | | | | | | | |
| | Digital Transformation and Change Leadership | Presentation and Digital Storytelling | 2 | Presentation Design | 2 | Design Thinking | 2 | Video Production Workshop | 2 | Kyoto Video Game Industry | 2 | Digital Business Strategy | 2 | | | | | | 48 | 86 |
| | | Digital Communication | 2 | Digital Design and Publishing | 2 | Law in the Digital Age | 2 | Creativity and Innovation | 2 | Future Technologies | 2 | Brand Communications | 2 | | | | | | | |
| | | | | | | Gender and Leadership | 2 | Values Based Leadership | 2 | Topics in Digital Transformation and Leadership B | 2 | Topics in Digital Transformation and Leadership C | 2 | | | | | | | |
| | | | | | | Immersive Technology Workshop | 2 | Game, Interaction, and Experience Design | 2 | | | | | | | | | | | |
| | | | | | | Topics in Digital Transformation and Leadership A | 2 | | | | | | | | | | | | | |
| | common | | | | | Community Engagement | | | | | | | | | | 4 | | | 8 | 8 |
| | | | | | Courses approved at the time of transfer | | | | | | | | | | 1-20 | | | | | |
| Seminars | | | | | | | | Global Studies Seminar I | 2 | Global Studies Seminar II | 2 | Global Studies Seminar III | 2 | Global Studies Seminar IV | 2 | 8 | 8 | | | |



Note for taking Courses

Basic Undergraduate Subjects

① Follow the allocated year and complete all the course subjects to earn 16 credits.

Specialized Subjects (Compulsory Subjects)

① Follow the allocated year and complete all the course subjects to earn 22 credits.

② To take "Academic Writing II," you must have earned credits for "Academic Writing I."

③ For "twice-a-week classes," make sure to attend both sessions.

Specialized Subjects (Elective Subjects)

① Follow the allocated year and choose from three areas to complete the courses, earning a total of 48 credits.

② "Community Engagement" is a subject that credits are awarded for activities approved by the Department of Global Studies. Details about the types and contents of "Community Engagement" will be announced once decided.

③ Students from the Department of Global Tourism can also take these courses, but the earned credits will be counted as Elective Subjects Category.

Seminars

① Students of the Department of Global Studies should take the seminars listed above. Due to the need for adjusting the number of participants for research guidance, preference for seminars will be collected in the 2nd year's fall semester, followed by a selection process.

② Based on the selection results, follow the allocated year and complete all subjects from I to IV, earning 8 credits.

③ To enroll in Seminar II, you must have earned credits for Seminar I; to enroll in Seminar III, you must have earned credits for Seminar II; and to enroll in Seminar IV, you must have earned credits for Seminar III.

④ Seminars I to IV are offered both in the spring and fall semesters.

⑤ In Seminar IV, you must submit the graduation options (thesis or project). The grade for Seminar IV will include the evaluation of the graduation options (thesis or project).

[For Students Enrolled in September, Department of Global Studies] *Starting in the fall semester

| Course Subject Category | 1st year | | 2nd year | | 3rd year | | 4th year | | Graduation Requirements | | | | | | | |
|--|---|-------------------------------|---|--|---------------------------------|--|---------------------------------|--|---------------------------|---|----------------------------|--|---------------------------|----|---|---|
| | fall semester | spring semester | fall semester | spring semester | fall semester | spring semester | fall semester | spring semester | each category | total amount | | | | | | |
| | Courses | unit | Courses | unit | Courses | unit | Courses | unit | | | | | | | | |
| Basic Undergraduate Subjects | Global Engagement and Peace | 2 | Global Engagement | 2 | Community Engagement Workshop B | 2 | Community Engagement Workshop A | 2 | | | 16 | | | | | |
| | Introductory Seminar B | 2 | Introductory Seminar A | 2 | | | | | | | | | | | | |
| | Digital Citizenship and Engagement | 2 | Digital Literacy | 2 | | | | | | | | | | | | |
| Compulsory Subjects | Introduction to Economics | 2 | Model United Nations | 2 | | | Statistics | 2 | | | 22 | | | | | |
| | Academic Writing I | 2 | Academic Writing II | 2 | Writing for Research | 2 | | | | | | | | | | |
| | Global Communication B (Twice a week classes) | 4 | Global Communication A (Twice a week classes) | 4 | | | Contemporary Global History | 2 | | | | | | | | |
| Specialized Subject Elective Subjects area | Sustainability and International Cooperation | Gender and Society | 2 | Extensive Reading for World Knowledge | 2 | International Organizations | 2 | Global Diplomacy Simulation | 2 | Japan-US Relations | 2 | Human Migration and Displacement | 2 | 48 | | |
| | | Sustainable Development | 2 | International Relations | 2 | Political Philosophy | 2 | Conflict Resolution | 2 | International Politics and East Asia | 2 | Security Studies | 2 | | | |
| | | | | | | Energy Transition for Sustainability | 2 | Energy Systems and Climate Change | 2 | International Human Rights and Humanitarian Law | 2 | International Development Cooperation | 2 | | | |
| | Global Business and Economics | | | | | Urban Policy | 2 | Environmental Policy | 2 | | | Topics in Sustainability and International Cooperation C | 2 | | | |
| | | | | | | Topics in Sustainability and International Cooperation B | 2 | Topics in Sustainability and International Cooperation A | 2 | | | | | | | |
| | | Financial Accounting | 2 | Global Business Management | 2 | Business Finance | 2 | Corporate Social Responsibility | 2 | Labor, Management and Technology | 2 | Global Negotiation | 2 | | | |
| | | Business Practicum | 2 | Mathematics for Economics and Business | 2 | Organizational Management | 2 | Marketing | 2 | Economics of Development | 2 | International Trade | 2 | | | |
| | Digital Transformation and Change Leadership | | | | | Macroeconomics | 2 | Microeconomics | 2 | Topics in Business and Economics C | 2 | Topics in Business and Economics B | 2 | | | |
| | | | | | | Japanese Companies and the Global Business Environment | 2 | Topics in Business and Economics A | 2 | | | | | | | |
| | | Presentation Design | 2 | Presentation and Digital Storytelling | 2 | Video Production Workshop | 2 | Design Thinking | 2 | Digital Business Strategy | 2 | Kyoto Video Game Industry | 2 | | | |
| | | Digital Design and Publishing | 2 | Digital Communication | 2 | Creativity and Innovation | 2 | Law in the Digital Age | 2 | Brand Communications | 2 | Future Technologies | 2 | | | |
| | | | | | | Values Based Leadership | 2 | Gender and Leadership | 2 | Topics in Digital Transformation and Leadership C | 2 | Topics in Digital Transformation and Leadership B | 2 | | | |
| | common | | | | | | | | | | | | | | | |
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| Seminars | | | | | | | Global Studies Seminar I | 2 | Global Studies Seminar II | 2 | Global Studies Seminar III | 2 | Global Studies Seminar IV | 2 | 8 | 8 |



Note for taking Courses

Basic Undergraduate Subjects

- ① Follow the allocated year and complete all the course subjects to earn 16 credits.

Specialized Subjects (Compulsory Subjects)

- ① Follow the allocated year and complete all the course subjects to earn 22 credits.
- ② To take "Academic Writing II," you must have earned credits for Academic Writing I."
- ③ For "twice-a-week classes," make sure to attend both sessions.

Specialized Subjects (Elective Subjects)

- ① Follow the allocated year and choose from three areas to complete the courses, earning a total of 48 credits.
- ② "Community Engagement" is a subject that credits are awarded for activities approved by the Department of Global Studies. Details about the types and contents of "Community Engagement" will be announced once decided.
- ③ Students from the Department of Global Tourism can also take these courses, but the earned credits will be counted as Elective Subjects Category.

Seminars

- ① Students of the Department of Global Studies should take the seminars listed above. Due to the need for adjusting the number of participants for research guidance, preference for seminars will be collected in the 2nd year's fall semester, followed by a selection process.
- ② Based on the selection results, follow the allocated year and complete all subjects from I to IV, earning 8 credits.
- ③ To enroll in Seminar II, you must have earned credits for Seminar I; to enroll in Seminar III, you must have earned credits for Seminar II; and to enroll in Seminar IV, you must have earned credits for Seminar III.

- ④ Seminars I to IV are offered both in the spring and fall semesters.
- ⑤ In Seminar IV, you must submit the graduation options (thesis or project). The grade for Seminar IV will include the evaluation of the graduation options (thesis or project).

| Course Subject Category | 1st year | | | | 2nd year | | | | 3rd year | | | | 4th year | | | | Graduation Requirements | | |
|------------------------------|-------------------------|---------------------------|------------------------------------|---------------------|---------------------------------|-------------------------------|---------------------------------|--|---------------------------------------|-------------------------------|--------------------------------|-----------------------------|-----------------|--------------------|---------------|------|-------------------------|--------------|----|
| | spring semester | | fall semester | | spring semester | | fall semester | | spring semester | | fall semester | | spring semester | | fall semester | | each category | total amount | |
| | Courses | unit | Courses | unit | Courses | unit | Courses | unit | Courses | unit | Courses | unit | Courses | unit | Courses | unit | | | |
| Basic Undergraduate Subjects | Global Engagement | 2 | Global Engagement and Peace | 2 | Community Engagement Workshop A | 2 | Community Engagement Workshop B | 2 | | | | | | | | | 16 | 86 | |
| | Introductory Seminar A | 2 | Introductory Seminar B | 2 | | | | | | | | | | | | | | | |
| | Digital Literacy | 2 | Digital Citizenship and Engagement | 2 | | | | | | | | | | | | | | | |
| Specialized Subject | Compulsory Subjects | 社会学 | 2 | フィールドワーク論 | 2 | 観光関連法規概論 | 2 | | | | | | | | | | 28 | 86 | |
| | | データ科学 I | 2 | データ科学 II | 2 | 観光メディア概論 | 2 | | | | | | | | | | | | |
| | | 京都の文化と歴史 I | 2 | 京都の文化と歴史 II | 2 | 観光経営概論 | 2 | | | | | | | | | | | | |
| | | 経営学 | 2 | 会計学 | 2 | 行動科学 | 2 | | | | | | | | | | | | |
| | | 観光学A | 2 | 経済学 | 2 | | | | | | | | | | | | | | |
| | Advanced Subjects | 歴史学 | 2 | 観光学B | 2 | 京都文化特論 I | 2 | 京都文化特論 II | 2 | Kyoto Field Trip Theory | 2 | Kyoto World Studies (PBL) | 2 | | | | 28 | | 86 |
| | | 地理学 | 2 | 社会情報学 | 2 | ジェンダー論 | 2 | 観光マーケティング論 | 2 | Digital Archive Theory | 2 | Modern Kyoto Theory | 2 | | | | | | |
| | | | | 文化人類学 | 2 | Immersive Technology Workshop | 2 | 観光行政学 | 2 | Tourism Organization Behavior | 2 | | | | | | | | |
| | | | | 哲学 | 2 | | | Game, Interaction, and Experience Design | 2 | Global Tourism | 2 | | | | | | | | |
| | | | | | | | | | | sustainable tourism | 2 | | | | | | | | |
| Elective Subjects | | | | | 公共政策論 | 2 | 国際貢献論 | 2 | Travel Business Theory | 2 | Lodging Business Theory | 2 | | | | 14 | 86 | | |
| | | | | | | | 観光まちづくり論 | 2 | Practical Tourism City Planning (PBL) | 2 | New Tourism B | 2 | | | | | | | |
| | | | | | | | | | New Tourism A | 2 | | | | | | | | | |
| | | | | | | | | | Presentation Skills for Tourism | 2 | | | | | | | | | |
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| Seminars | For native Japanese | Basic English for Tourism | 2 | Reading for Tourism | 2 | Business Writing for Tourism | 2 | Communication Skills for Tourism | 2 | | | | | | | 8 | | 8 | |
| | For non-native Japanese | | | | 社会科学のための日本語A | 2 | 社会科学のための日本語B | 2 | Japanese for Social Sciences C | 2 | Japanese for Social Sciences D | 2 | | | | | | | |
| | | | | | | | | Special Seminar I | 2 | Special Seminar II | 2 | Special Seminar III | 2 | Special Seminar IV | 2 | | | | |

Note for taking Courses

Basic Undergraduate Subjects

- (1) Students are required to take all courses and earn 16 credits in accordance with the academic year of distribution.

Specialized Subjects (Compulsory Subjects)

- (1) Students are required to take all courses and earn 28 credits in accordance with the academic year of distribution.
- (2) In order to take "Data Science II," students must have earned credits for "Data Science I."
- (3) In order to take "Culture and History of Kyoto II," students must have earned credits for "Culture and History of Kyoto I."
- (4) In order to take "Culture and History of Kyoto II," students must have earned credits for "Culture and History of Kyoto II."

Specialized Subjects (Advanced Subjects)

- (1) Students are required to select and take courses according to the year of distribution and earn a total of 28 credits.
- (2) In order to enroll in "Kyoto Culture Special Theory II," students must have earned credits for "Kyoto Culture Special Theory I."
- (3) Students in the Department of Global Studies may also take this course, but the credits earned will be counted as Elective Subject Category.

Specialized Subjects (Elective Subjects)

- 1. Please select and complete courses according to the designated academic year, earning a total of 14 credits. Follow the allocated year and complete all the course subjects to earn 14 credits.
- 2. "Basic English for Tourism", "Reading for Tourism", "Business Writing for Tourism", and "Communication Skills for Tourism" are intended for students whose native language is Japanese, and specific classes (instructors) will be assigned.
- 3. "Japanese for Social Sciences A", "Japanese for Social Sciences B", "Japanese for Social Sciences C", and "Japanese for Social Sciences D" are intended for students in the School of International Relations who, based on the results of the "Japanese Language Proficiency Diagnostic Test" designated by our university, are deemed to need improvement in their Japanese language proficiency.
- 4. To enroll in "Presentation Skills for Tourism", a score of at least 270 on the GTEC(LR) or 480 on the TOEIC(L&R) is required.
- 5. "Community Engagement" is a subject for which credits are awarded if activities approved by the Department of Global Tourism Studies are undertaken. Details regarding the type and content of "Community Engagement" activities will be announced as soon as

Seminars

- 1. Students in the Department of Global Tourism Studies are required to take the seminars mentioned above. Due to the need to adjust the number of participants for research supervision, seminar preferences will be collected in the fall semester of the second year, and selections will be made.
- 2. Once selected through the process, you must complete all seminar subjects (I, II, III, IV) according to the assigned academic year and earn 8 credits.
- 3. To enroll in Seminar II, you must have completed the credits for Seminar I; to enroll in Seminar III, you must have completed the credits for Seminar II; and to enroll in Seminar IV, you must have completed the credits for Seminar III.
- 4. Seminars I through IV are offered both in the spring and fall semesters.
- 5. In Seminar IV, you must submit the graduation options (thesis or project). The grade for Seminar IV will include the graduation options (thesis or project).

Undergraduate Common Subjects (Foreign Language Subjects)

[Subjects Common to the Faculty of Foreign Studies and the Faculty of Global Engagement]

※Allocated year is for April enrollment students

| Course Subject Category | 1st year | | 2nd year | | | | 3rd year | | | | 4th year | | | | Graduation Requirements | | | |
|--|----------------------------|-----------------------------|--------------------------------|-----------------------------|--------------------------------|---------|---------------|------|-----------------|------|---------------|------|-----------------|------|-------------------------|---------------|------|--------------|
| | spring semester | | fall semester | | spring semester | | fall semester | | spring semester | | fall semester | | spring semester | | | fall semester | | |
| | Courses | unit | Courses | unit | Courses | unit | Courses | unit | Courses | unit | Courses | unit | Courses | unit | | Courses | unit | total amount |
| Undergraduate Common Subject (Foreign Language Subjects) | | | 英語 I (2 lessons per week) | 4 | 英語 I (2 lessons per week) | 4 | 英語 II | 2 | English III | 2 | English IV | 2 | | | | | | 4 |
| | | | | | 英語 II | 2 | 英語 III | 2 | English IV | 2 | | | | | | | | |
| | | | Spanish I (2 lessons per week) | 4 | Spanish I (2 lessons per week) | 4 | Spanish II | 2 | | | | | | | | | | |
| | | | | | Spanish II | 2 | | | | | | | | | | | | |
| | | | フランス語 I (2 lessons per week) | 4 | フランス語 I (2 lessons per week) | 4 | フランス語 II | 2 | | | | | | | | | | |
| | | | | | フランス語 II | 2 | | | | | | | | | | | | |
| | | | ドイツ語 I (2 lessons per week) | 4 | ドイツ語 I (2 lessons per week) | 4 | ドイツ語 II | 2 | | | | | | | | | | |
| | | | | | ドイツ語 II | 2 | | | | | | | | | | | | |
| | | | ポルトガル語 I (2 lessons per week) | 4 | ポルトガル語 I (2 lessons per week) | 4 | ポルトガル語 II | 2 | | | | | | | | | | |
| | | | | | ポルトガル語 II | 2 | | | | | | | | | | | | |
| | | | 中国語 I (2 lessons per week) | 4 | 中国語 I (2 lessons per week) | 4 | 中国語 II | 2 | | | | | | | | | | |
| | | | | | 中国語 II | 2 | | | | | | | | | | | | |
| | | | イタリア語 I (2 lessons per week) | 4 | イタリア語 I (2 lessons per week) | 4 | イタリア語 II | 2 | | | | | | | | | | |
| | | | | | イタリア語 II | 2 | | | | | | | | | | | | |
| | | | ロシア語 I (2 lessons per week) | 4 | ロシア語 I (2 lessons per week) | 4 | ロシア語 II | 2 | | | | | | | | | | |
| | | | | | ロシア語 II | 2 | | | | | | | | | | | | |
| | | コリア語 I (2 lessons per week) | 4 | コリア語 I (2 lessons per week) | 4 | コリア語 II | 2 | | | | | | | | | | | |
| | | | | コリア語 II | 2 | | | | | | | | | | | | | |
| For non-native Japanese | 日本語 A (2 lessons per week) | 4 | 日本語 A (2 lessons per week) | 4 | | | | | | | | | | | | | | |
| | 日本語 B (2 lessons per week) | 4 | 日本語 B (2 lessons per week) | 4 | | | | | | | | | | | | | | |
| | 日本語 C (2 lessons per week) | 4 | 日本語 C (2 lessons per week) | 4 | | | | | | | | | | | | | | |
| | 日本語 D (2 lessons per week) | 4 | 日本語 D (2 lessons per week) | 4 | | | | | | | | | | | | | | |
| | 日本語 E (2 lessons per week) | 4 | 日本語 E (2 lessons per week) | 4 | | | | | | | | | | | | | | |
| | 日本語 F (2 lessons per week) | 4 | 日本語 F (2 lessons per week) | 4 | | | | | | | | | | | | | | |
| | 日本語 G (2 lessons per week) | 4 | 日本語 H (2 lessons per week) | 4 | | | | | | | | | | | | | | |
| | 日本語 J (2 lessons per week) | 4 | | | | | | | | | | | | | | | | |



Note for taking Courses

(1) Students in the Department of Global Studies are required to select English and a language other than their native language, and students in the Department of Global Tourism are required to select a language other than their native language and earn 4 credits in accordance with the year of distribution. However, "Japanese A-J" courses are open to "non-native Japanese speakers" who, according to the results of the "Japanese Language Proficiency Test" designated by the university, have been judged by the university to be in need of improvement in their Japanese language skills. In addition, "Japanese J" is only for students of the Department of Japanese Studies.

(2) 1st year students are required to apply for the language they wish to study during the designated period of the spring semester. After a lottery is held, students will be assigned to a class (instructor). 2nd year and later students may also apply to take a different language each semester. However, for Japanese A to J, students in (1) above will be assigned a class (instructor) in the spring semester of their 1st year according to their level, and those who are assigned must take the class.

(3) Students must take both sessions of the "Twice a week class".

(4) To take English II, students must have earned credits for English I; to take English III, students must have earned credits for English II; and to take English IV, students must have earned credits for English III.

(5) In order to take "Spanish II," students must have earned credits for "Spanish I."

(6) In order to take "French II," students must have earned credits for "French I."

(7) In order to take "German II," students must have earned credits for "German I."

(8) In order to take "Portuguese II," students must have earned credits for "Portuguese I."

(9) In order to take "Chinese II," students must have earned credits for "Chinese I."

(10) In order to take "Italian II," students must have earned credits for "Italian I."

(11) In order to take "Russian II," students must have earned credits for "Russian I."

(12) Completion of "Korean Language I" is required to take "Korean Language II."

(13) All courses except "Japanese G", "Japanese H", and "Japanese J" are offered in the spring and fall semesters.

Undergraduate Common Subjects (Liberal Arts Subjects)

[Subjects Common to the Faculty of Foreign Studies and the Faculty of Global Engagement]

※Allocated year is for April enrollment students

| Course Subject Category | area | 1st year | | | | 2nd year | | | | 3rd year | | | | 4th year | | | |
|-------------------------------|-------------------------|-----------------|---------------------------------|-------------------------------|---------------------------------|---------------------------------|---|---------------|---|-----------------|--|------------------------|------|-----------------|------|---------------|------|
| | | spring semester | | fall semester | | spring semester | | fall semester | | spring semester | | fall semester | | spring semester | | fall semester | |
| | | Courses | unit | Courses | unit | Courses | unit | Courses | unit | Courses | unit | Courses | unit | Courses | unit | Courses | unit |
| Undergraduate Common Subjects | Business Careers | キャリアベーシック | 2 | | | キャリア形成A | 2 | キャリア形成B | 2 | コミュニティ通訳特論 I | 2 | コミュニティ通訳特論 II (英語) | 2 | | | | |
| | | | | 経営学入門 | 2 | 経営学応用A | 2 | 経営学応用B | 2 | | | コミュニティ通訳特論 II (ポルトガル語) | 2 | | | | |
| | | | | 経済学入門 | 2 | 経済学応用 | 2 | | | | | コミュニティ通訳特論 II (中国語) | 2 | | | | |
| | | | | 会計学入門 | 2 | 特殊研究B(企業からの寄付講座) | 2 | | | | | コミュニティ通訳特論 II (ロシア語) | 2 | | | | |
| | | | | Basic Business Administration | 2 | Applied Business Administration | 2 | | | | | | | | | | |
| | | | Basic Economics | 2 | Applied Economics | 2 | | | | | | | | | | | |
| | science and technology | | | | 環境論A | 2 | 環境論B | 2 | | | | | | | | | |
| | | | | | メディア論 | 2 | メディアリテラシー論 | 2 | | | | | | | | | |
| | | | | | 情報技術の実践 | 2 | 防災の科学 | 2 | | | | | | | | | |
| | | | | | キャリアのための数学入門 | 2 | 数的理解 | 2 | | | | | | | | | |
| | | | | | データ科学入門 | 2 | データ科学応用 | 2 | | | | | | | | | |
| | | | | | | | Environmental Issues | 2 | Media in Japan | 2 | Advanced Topics in Emerging Technology | 2 | | | | | |
| | education | | 生涯学習概論 | 2 | 青少年の行動と心理 | 2 | コミュニケーションの心理 | 2 | 臨床心理学 | 2 | | | | | | | |
| | | | 多文化理解と人権 | 2 | 多文化理解と人権 | 2 | コーチングの理論 | 2 | コーチングの実践 | 2 | | | | | | | |
| | | | 人権と教育 | 2 | 人権と教育 | 2 | リーダーシップ概論 | 2 | 教育の課題 | 2 | | | | | | | |
| | Politics & Peace | | | | 国際関係論入門 | 2 | 国際関係論応用 | 2 | 国際平和協力論 | 2 | | | | | | | |
| | | | | | 政治学入門 | 2 | 政治学応用 | 2 | 国際法 | 2 | | | | | | | |
| | | | | | 法学入門 | 2 | 言語政策 | 2 | 平和・安全保障論 | 2 | | | | | | | |
| | | | | | 日本国憲法 | 2 | 国際連合論 | 2 | | | | | | | | | |
| | | | | | | | 模擬国連会議(PBL) | 2 | | | | | | | | | |
| | Kyoto, Japan | | | | 多文化間コミュニケーション | 2 | 比較文化論 | 2 | 特殊研究C(地域連携研究) | 2 | | | | | | | |
| | | | 京都文化論A | 2 | 京都文化論B | 2 | 京都の伝統文化A | 2 | 京都の伝統文化B | 2 | | | | | | | |
| | | | Japanese Geography | 2 | Japanese History and Culture | 2 | Current Kyoto and Tradition | 2 | Destination Kyoto | 2 | | | | | | | |
| | | | | | | | Japanese Philosophy | 2 | Religions in Japan | 2 | | | | | | | |
| | | | | | | | Japan Pop Cultures | 2 | Japan seen through Animations | 2 | | | | | | | |
| | international community | | 世界の歴史と文化A-1 (日本、アジア、アフリカ、オセアニア) | 2 | 世界の歴史と文化A-2 (日本、アジア、アフリカ、オセアニア) | 2 | 世界の歴史と文化B-1 (ヨーロッパ、南北アメリカ) | 2 | 世界の歴史と文化B-2 (ヨーロッパ、南北アメリカ) | 2 | | | | | | | |
| | | | | | 特殊研究A(異文化理解研究) | 2 | 特殊研究D(グローバル研究) | 2 | 世界文化と多様性 | 2 | | | | | | | |
| | | | | | | | Intercultural Communication in Practice A | 2 | Intercultural Communication in Practice B | 2 | | | | | | | |
| | | | | | | | | | | | | | | | | | |

| Course Subject Category | 1st year | | | | 2nd year | | | | 3rd year | | | | 4th year | | | | | |
|-------------------------------|-------------------------|--|---------------|------------|-----------------|--------------|---------------|-------------------|-----------------|--|---------------|------|-----------------|------|---------------|------|------|--|
| | spring semester | | fall semester | | spring semester | | fall semester | | spring semester | | fall semester | | spring semester | | fall semester | | | |
| | Courses | unit | Courses | unit | Courses | unit | Courses | unit | Courses | unit | Courses | unit | Courses | unit | Courses | unit | | |
| Undergraduate Common Subjects | Language | 言語の仕組み | 2 | 言語の成り立ち | 2 | | | 日英対照言語学 | 2 | | | | | | | | | |
| | | | | 音声学入門 | 2 | | | 日中対照言語学 | 2 | | | | | | | | | |
| | | 日本語学入門A | 2 | 日本語学入門B | 2 | | | バイリンガルの言語形成 | 2 | | | | | | | | | |
| | | 日本語教育入門A | 2 | 日本語教育入門B | 2 | 2言語同時学習(ES)A | 2 | 2言語同時学習(ES)B | 2 | | | | | | | | | |
| | | | | | | 2言語同時学習(EF)A | 2 | 2言語同時学習(EF)B | 2 | | | | | | | | | |
| | | | | | | 2言語同時学習(EG)A | 2 | 2言語同時学習(EG)B | 2 | | | | | | | | | |
| | | | | | | 2言語同時学習(EP)A | 2 | 2言語同時学習(EP)B | 2 | | | | | | | | | |
| | | | | | | 2言語同時学習(EC)A | 2 | 2言語同時学習(EC)B | 2 | | | | | | | | | |
| | | | | | | 2言語同時学習(EI)A | 2 | 2言語同時学習(EI)B | 2 | | | | | | | | | |
| | | | | | | 2言語同時学習(ER)A | 2 | 2言語同時学習(ER)B | 2 | | | | | | | | | |
| | | | | | | アラビア語 I | 2 | アラビア語 II | 2 | | | | | | | | | |
| | | | | | | インド語 I | 2 | インド語 II | 2 | | | | | | | | | |
| | | | | | | インドネシア語 I | 2 | インドネシア語 II | 2 | | | | | | | | | |
| | | | | | | オランダ語 I | 2 | オランダ語 II | 2 | | | | | | | | | |
| | | | | | | ギリシア語 I | 2 | ギリシア語 II | 2 | | | | | | | | | |
| | | | | | | スワヒリ語 I | 2 | スワヒリ語 II | 2 | | | | | | | | | |
| | | | | | | タイ語 I | 2 | タイ語 II | 2 | | | | | | | | | |
| | | | | | | トルコ語 I | 2 | トルコ語 II | 2 | | | | | | | | | |
| | | | | | | ベトナム語 I | 2 | ベトナム語 II | 2 | | | | | | | | | |
| | | | | | | ラテン語 I | 2 | ラテン語 II | 2 | | | | | | | | | |
| | | | | | | 日本語のスキルA | 2 | 日本語のスキルE | 2 | | | | | | | | | |
| | | | | | | 日本語のスキルB | 2 | 日本語のスキルF | 2 | | | | | | | | | |
| | | | | | | 日本語のスキルC | 2 | 日本語のスキルG | 2 | | | | | | | | | |
| | | | | | | 日本語のスキルD | 2 | 日本語のスキルH | 2 | | | | | | | | | |
| | For non-native Japanese | | | | | ビジネス日本語A | 2 | ビジネス日本語B | 2 | | | | | | | | | |
| | | | | | | 日本語能力試験N1対策A | 2 | 日本語能力試験N1対策B | 2 | | | | | | | | | |
| | humanity | 現代社会の見方 | 2 | 現代文化論 | 2 | 哲学A | 2 | 哲学B | 2 | | | | | | | | | |
| | | 地理学入門 | 2 | 宗教学入門 | 2 | 美学芸術学 | 2 | 倫理学 | 2 | | | | | | | | | |
| | | | | | | 考古学 | 2 | ミュージアムマネジメント(PBL) | 2 | | | | | | | | | |
| | sport | 健康科学の実践と理論 | 2 | 健康科学の実践と理論 | 2 | テクニカルスポーツA | 2 | テクニカルスポーツB | 2 | | | | | | | | | |
| | | | | | | スポーツと国際交流 | 2 | スポーツ政策 | 2 | Sports and Community Development (PBL) | 2 | | | | | | | |
| | | | | | | シーズンスポーツ | 2 | シーズンスポーツ | 2 | | | | | | | | | |
| | common | 科目等履修科目 | | | | | | | | | | | | | | | 1-12 | |
| | | 国内・海外留学認定科目(英米語学科通常コース、スペイン語学科、フランス語学科、ドイツ語学科、ブラジルポルトガル語学科、中国) | | | | | | | | | | | | | | | 1-48 | |
| | | 国内・海外留学認定科目(英米語学科ダイヤモンドコース) | | | | | | | | | | | | | | | 1-48 | |
| | | 編入学時認定科目 | | | | | | | | | | | | | | | 1-28 | |
| | | 短期留学 | | | | | | | | | | | | | | | 1-4 | |
| | | キャリア形成支援プログラム | | | | | | | | | | | | | | | 1-4 | |
| | | E-Learning (Tutorial Studies) | | | | | | | | | | | | | | | 1 | |
| | | 大学コンソーシアム京都科目 | | | | | | | | | | | | | | | 1-12 | |
| | | 教育支援活動 | | | | | | | | | | | | | | | 1-2 | |
| | | 外国語技能検定試験(専攻語以外) | | | | | | | | | | | | | | | 2 | |
| | 情報処理検定試験 | | | | | | | | | | | | | | | 2 | | |



- (1) In order to enroll in "Community Interpreting Special Theory II," students must have earned credits in "Community Interpreting Special Theory I". To take "Community Interpreting Special Theory II (English)," students must meet the Advanced Course level for elective courses in the Department of British and American Studies; to take "Community Interpreting Special Theory II (Portuguese)," students must meet the Advanced Course level for elective courses in the Department of Brazilian and Portuguese; to take "Community Interpreting Special Theory II (Chinese)," students must meet the Advanced Course level for elective courses in the Department of Chinese studies. Community Interpreting Special Theory II (Chinese)" students must meet the Advanced Course level for elective courses in the Department of Chinese. For "Community Interpreting Special Theory II (Russian)," students in the Department of Russian Studies must acquire credits for "Comprehensive Russian II" and students in other departments must obtain "Russian Language Proficiency Test Level 2" to be eligible for the advanced courses in the elective courses of the Department of Russian Studies.
- (2) In order to take "Arabic II," students must have earned credits for "Arabic I."
- (3) In order to take "Indian Language II," students must have earned credits for "Indian Language I."
- (4) In order to take "Indonesian II," students must have earned credits for "Indonesian I."
- (5) In order to take "Dutch II," students must have earned credits for "Dutch I."
- (6) In order to take "Greek II," students must have earned credits for "Greek I."
- (7) In order to take "Swahili II," students must have earned credits for "Swahili I."
- (8) In order to take "Thai Language II", students must have earned credits for "Thai Language I".
- (9) In order to take "Turkish II", students must have earned credits for "Turkish I".
- (10) In order to take "Vietnamese II," students must have earned credits for "Vietnamese I."
- (11) In order to take "Latin II", students must have earned credits for "Latin I".
- (12) Business Japanese A, Business Japanese B, Preparation for JLPT N1 A
The "Preparation for JLPT N1 B" course is intended for "non-native Japanese speakers " who, according to the results of the "Japanese Language Proficiency Test" designated by the university, have been judged by the university to be in need of improvement in their Japanese language skills.
- (13) Up to 4 credits earned in "Technical Sports A and B" and "Season Sports (paid)" together count toward the credits required for graduation in the Undergraduate Common Subjects.
- (14) To take "Technical Sports A and B" and "Seasonal Sports (paid)", students must earn credits in "Health Science Practice and Theory".

Seminars

What are Seminars?

In the Faculty of Global Engagement, under the diploma policy of "cultivating individuals who possess advanced abilities in utilizing diverse languages and digital technologies, capable of making decisions and taking action based on broad perspectives and long-term insights suitable for a global society, and equipped with the foundation to contribute to world peace," seminar courses (compulsory) are offered as the culmination of 4 years of study.

In seminar courses, starting from the 3rd year and spanning 2 years, students deepen their understanding of specialized knowledge and research methods in their field of interest through the guidance of their instructors and collaboration with fellow seminar participants. Ultimately, students complete their graduation options (thesis/project) based on their own chosen research topic. This involves conducting literature reviews, in-depth analysis of materials, data collection, research, analysis, fieldwork, and presenting research reports and engaging in discussions with other seminar participants, aiming to achieve a higher quality graduation options (thesis/project).

Therefore, from the 1st year, it is crucial to plan your 4 year study with an idea of which seminar you will join and what research topic you will choose. A proactive attitude toward participating in seminar activities is strongly encouraged.

Through these seminar activities, students will develop various skills useful for thriving in society, as outlined in the diploma policy: 1) Advanced language abilities and digital technology skills based on a foundation in the social sciences, 2) Communication skills that enhance sociability and interpersonal relationships, and 3) The ability to realize multicultural coexistence based on an understanding of societies and cultures in Kyoto, Japan, and around the world, which will serve as a resource for a rich future life.

The graduation options (thesis/project) will be evaluated in conjunction with the "○○ Seminar IV" course.

Procedures for Selecting and Registering for a Seminar

To graduate from the Faculty of Global Engagement, students must enroll in and earn credits for seminar courses I, II, III, and IV of their department, receive the necessary research guidance for their graduation options (thesis/project), and submit and pass their graduation thesis or project.

Seminar courses begin in the 3rd year, but since a selection process is conducted to maintain an appropriate number of students for research guidance, please proceed with the following steps:

*Note: Since seminar courses are allocated from the 3rd year, the selection process takes place in the 2nd year. All 2nd year students, including those on a leave of absence or studying abroad, are eligible for selection.

| | | |
|----------------------|---------|---|
| 2 nd Year | Sep-Oct | Check the content of each seminar in the "Seminar Application System" on Kyoto Gaidai UNIPA and apply for your desired seminar within the designated period. For seminars with a high number of applicants, selection will be made based on the content of the application reason and interviews. *For details about the seminar selection schedule, please refer to the "Notice" on Kyoto Gaidai UNIPA. |
| | Dec-Jan | The selection results will be announced in the "Seminar Application System" on Kyoto Gaidai UNIPA. |
| 3 rd Year | April | Please register for the seminars according to the selection result. |

Important Notes for Registration for Seminar Courses

- After selection, you cannot change your seminar. Seminars must be taken in the sequence of I → II → III → IV, and credits must be earned accordingly. To register for II, you must have earned credits for I; to register for III, you must have earned credits for II; and register for in IV, you must have earned credits for III.

Please note that Seminars I, II, III, and IV are offered in both the spring and Fall semesters.

If you have not completed the required seminar application and thus have not been assigned a seminar, please report to the Division of Academic Affairs by the start date of course registration.

Qualifications for Submitting your Graduation Options (Thesis/Project)

If you register for Seminar IV, you are qualified to submit your graduation options (thesis/project) for that semester, so please submit it within the specified period.

For Students Studying Abroad (including Domestic Exchange Study Abroad)

Even if you are studying abroad (including domestic exchange study abroad) during the semester in which you plan to take Seminar IV, you can submit your graduation options (thesis/project) within the specified period after receiving guidance from the instructor responsible for your seminar. Note that credits for Seminar IV will only be granted if the instructor deems the submitted graduation options (thesis/project) as "pass."

Therefore, it is crucial to maintain contact with the seminar instructor and receive guidance even while you are studying abroad.

Submission Period for Graduation Options (Thesis/Project)

| | |
|------------------|----------------|
| March Graduation | December 13-20 |
| Sept. Graduation | September 1-20 |

If the submission deadline falls on a Sunday or public holiday, the following day will be considered the deadline. Submissions after the deadline will not be accepted. However, if there is a special reason (equivalent to reasons for a supplementary exam), the deadline may be extended as follows. The procedure will be similar to that for a supplementary exam.

(Submission deadline if an extension is granted)

| | |
|------------------|--|
| March Graduation | Jan 15 th of the following year |
| Sept. Graduation | Aug 5th |

Submission Method for Graduation Options (Thesis/Project)

Please upload your project file via the "MyStep registration" on Kyoto Gaidai UNIPA. Details will be announced on the "Notice" of Kyoto Gaidai UNIPA in November for those expected to graduate in March, and in June for those expected to graduate in September.

Notes on Creating and Submitting your Graduation Options (Thesis/Project)

1. Adhere to the submission deadline.

You must submit by the specified date using the specified submission method. Refer to the "Format" section in the Student Handbook for details on formatting, such as cover page design and word count.

2. Receive guidance from your seminar instructor before submitting.

The theme of your graduation options (thesis/project) must be decided in consultation with your instructor, and any changes must also be discussed in advance. You will need to submit a research plan and provide interim and final reports based on the instructions from your instructor.

Graduation options submitted without guidance from the seminar instructor will not be evaluated. Submissions from those with excessive seminar absences or who do not follow the guidance or instructions of their instructors may also not be evaluated.

Note that a thesis is a formatted document, while a project may not follow this format, but each should be created according to its respective style.

3. Do not engage in plagiarism.

If plagiarism is discovered, the graduation options (thesis/project) will be disqualified, and typically, the student will be disqualified from all courses enrolled in that semester. Follow your instructor's guidance on how to cite references properly.

4. Submitting the graduation options (thesis/project) does not guarantee a pass.

Submitting your graduation options does not automatically earn you credits. You must meet the passing standards; otherwise, you will fail.

Evaluation and Criteria for your Graduation Options (Thesis/Project)

The evaluation and criteria for the graduation options (thesis/project) are as follows:

1. Evaluation of the Graduation Options

- i. For the thesis, evaluation will be based on the thesis review and an oral examination.
- ii. For the project, evaluation will be based on an interim report (presentation), the project itself, and an oral presentation.

2. Evaluation Criteria

The evaluation of the graduation options (thesis/project) will be based on the following criteria:

- i. The setting of the theme and research methodology is based on previous research.
- ii. Research materials and data are accurately collected and processed.
- iii. The analysis and interpretation of research materials and data are accurate, and the expression and notation logically unfold with clarity and consistency in the argumentation.

Department of Global Studies

1 Graduation Thesis [Format]

1. Language of the main text: English

2. Format of the main text:

Use a computer and set it up as follows.

•The text should be over 20 pages in size A4.

•Number of characters per page:

Margins of 3 cm on the top, bottom, left, and right sides, set to 12 point Times New Roman, 26 lines per page.

3. Order of files:

Submit files in the following order:

① Thesis title

Please create within 30 words.

② Subtitle & Keywords for search

Create a subtitle within 250 words and include 5 keywords.

③ Thesis abstract

Follow the instructions of the seminar instructor.

④ Table of Contents

Follow the instructions of the seminar instructor.

⑤ Main text

⑥ References & Materials

2 Graduation Project [Format]

1. Language of the main text: English

2. Format of the main text:

Use a computer and set it up as follows.

•The text should be over 5 pages.

•If you wish to submit graduation research in a format other than a report, please consult with and obtain permission from your seminar instructor.

•Paper Size A4

•Number of characters per page:

Margins of 3 cm on the top, bottom, left, and right sides, set to 12 point Times New Roman, 26 lines per page.

*When incorporating diagrams or photos, set the characters described in the diagrams to the same point size as the main text.

3. Order of files:

Submit in one file in the following order.

① Graduation project cover page (course name, seminar instructor's name, student's name, student ID number)

② Graduation project title, summary, keywords

Use a computer and create in English (title within 30 words, summary within 250 words, 5 keywords).

③ Main text

Department of Global Tourism

1 Graduation Thesis [Format]

1. Language of the main text: Japanese or English

2. Format of the main text:

Use a computer and set it up as follows.

- The number of characters should follow the instructions of seminar instructor.

- Paper Size A4

- Number of characters per page:

For English, margins of 3 cm on the top, bottom, left, and right sides, set to 12 point Times New Roman, 26 lines per page.

For Japanese, set to 10.5 or 11 point size, 40 characters per line (80 half-width characters for the alphabet), 30 lines per page, and horizontally aligned.

3. Order of files

Submit in one file in the following order.

① Thesis title

② Subtitle & Keywords for search

③ Thesis abstract

Use a computer and create in Japanese (1-2 A4 sheets, 800 - 1,200 characters).

④ Table of Contents

⑤ Main text

⑥ References & Materials

2 Graduation Project [Format]

1. Language of the main text: Japanese or English

2. Format of the main text:

Use a computer to set up the following.

- The number of characters should follow the instructions of the seminar instructor. Also, if you wish to submit the graduation project in a format other than the standard report, please consult with your seminar instructor in advance and obtain permission.

- Paper Size: A4.

- Number of characters per page:

For Japanese, set the font size to 10.5 or 11 points, with 40 characters per line (80 half-width characters for the alphabet), 30 lines per page, and set it to horizontal writing.

For English, set the margins to 3 cm on the top, bottom, left, and right per page, use 12 point Times New Roman font, and set it to 26 lines per page.

*When including diagrams or photographs, set the text within them to approximately the same point size as the main text.

3. Order of files:

Please compile into one file in the following order:

① Graduation project cover page (course name, seminar instructor's name, student's name, student ID number)

② Graduation project title, summary, and keywords

Use a computer to create in Japanese (title within 40 characters, summary within 400 characters, 5 keywords).

③ Main text

Undergraduate Common Subjects (Liberal Arts Subjects) in Sports

Practice and Theory of Health Science



Through practical sports activities and lectures, this aims to develop physical abilities, coordination, and an understanding of various issues related to the maintenance and promotion of health, thereby equipping students with the ability to lead a healthy social life. Classes will include both practical and lecture components, and attendance is required in the 1st week for an overview of the course. For more details, please refer to the syllabus.

| | |
|-------------|--|
| ① Practical | Volleyball, Basketball, Tennis, Table Tennis, Badminton, Soccer, Futsal, and New Sports (conducted over 9 weeks) |
| ② Lectures | "Lecture Overview," "Understanding of Sports," "Injuries, Trauma," "Sociology of Sports," "Physiology of Sports," "Measurement and Evaluation," and "Summary" (conducted over 5 weeks) |

• A regular health check-up conducted by our university will be treated as part of the course, so please make sure to attend.

Technical Sports



This course is designed for those who have earned credits in "Practice and Theory of Health Science" and aims to acquire higher sports skills, understanding of tactics, and the ability to manage and analyze games, as well as to plan and operate matches or tournaments, according to each learning stage. Attendance is required in the 1st week for an overview of the course. Also, check the syllabus for details of the subjects.

Credits earned in "Technical Sports A & B" and "Seasonal Sports (paid)" can count for up to 4 credits towards the required credits for graduation from all university subjects.

※About Universal Sports

Understanding and practicing rules of Petanque, Target Bird Golf, Ground Golf, Soft Volleyball, Family Badminton, Unihockey, Goalball, Table Tennis Volley, Sound Table Tennis, and Wheelchair Basketball.

Season Sports

This accredited subject (paid) is targeted at those who have earned credits in "Practice and Theory of Health Science" and involves outdoor activities using facilities outside the university (intensive practical classes). Information on orientation, including date and place, will be announced on UNIPA's "Notice," so those interested should make sure to attend.

| Sports | Period | Location | Duration | Cost |
|---------------|----------------|------------------------------------|----------|---|
| Marine Sports | Late August | Onna Village, Okinawa Prefecture | 4 days | JPY 82,000 (estimated) *Transportation costs are extra |
| Snow Sports | Early February | Tsugaikoe Kogen, Nagano Prefecture | 5 days | JPY 55,000 (estimated) *Transportation costs are extra |

*Seasonal Sports are accredited subjects.

*If credits for Technical Sports A (2 credits) and Technical Sports B (2 credits) have already been earned, they will be recognized as credits outside the graduation requirements.

Registration for Courses from Other Depts within the Faculty of Global Engagement

Students from the Department of Global Studies can take Specialized Subjects (Advanced and Elective Subject) from the Department of Global Tourism, and students from the Department of Global Tourism can take Specialized Subjects (Elective Subjects) from the Department of Global Studies, according to the allocated year, and the earned credits will be counted as elective choices. However, to register for courses with specific prerequisites, those prerequisites must be met. In cases where the number of students is limited by lottery or other means, priority will be given to students from the department that offers the subject. Note that courses allocated to the Faculty of Foreign Studies are not available for registration.