



Kyoto University of Foreign Studies

Guidelines for Earning Credits



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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.

[Study in programs at KUFS]

1. Community Engagement [Faculty of Global Engagement]

- For courses approved for Community Engagement in Japan, one credit is 45 hours of class time, but one credit is 15 hours of class time for pre- and post-learning.
- For courses approved for overseas Community Engagement, one credit is 30 hours of class time, but one credit is 15 hours of class time for pre- and post-learning.

2. Motto Kyoto Project

One credit for the courses approved for MKP is 45 hours of class time, but one credit is 15 hours of class time for pre- and post-learning.

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 March 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, 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. You are required to submit either a "Medical Certificate" or a "Certificate of School Infections Disease/Recovery."

* Please note that retroactive approval for suspension of attendance will not be granted if you resume attending classes without prior reporting. You must contact the Office of Medical Services immediately at the onset of your illness.

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.

* Please note that absences due to school infectious diseases will appear as "Absent" in "Attendance status inquiry" on Kyoto Gaidai UNIPA. For information on how to report to the Office of Medical Services, please check page 207.

○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]

- Students who have not paid tuition fees can NOT take the regular examinations.
- Students cannot take the regular examinations for courses they have not registered in.
- Students must take the regular examinations in the rooms assigned by the University.
- Students cannot take regular examinations without Student IDs (part-time students and students participating in the Consortium of Universities in Kyoto cannot take examinations without his/her ID card).
If a student fails to bring their Student ID, they may receive a Temporary Student ID in the Division of Student Affairs.
- 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 IDs to the supervisor.
Please ask them to follow the instructions of the supervisor.
- For overlapping tests, students must follow the prescribed procedures. (see next page)
- A smart phone or any other internet-accessed devices cannot be used as a clock. If students bring them in the examination room, they must be turned them off and not placed on their desks.
- Students must abide by the supervisors' directions in the examination room.
- Immediately after the examination papers have been distributed, students must write their year, student number, name, and class-taking day(s), using a pen in the required place on the examination paper.
All test papers must have the student's year, class, student number and name on them.
If any of this information is missing, the test will be invalid.
- Students cannot hand in their examination papers within 20 minutes of the examination starting time.
- If a student suspected of the following acts of cheating is found to have committed such acts as a result of deliberation by the Faculty Meeting, a student are penalized pursuant to Article 9, Paragraph 2 of the "Regulations Concerning Examinations" (specifically, Article 69, Paragraph 1 of the university regulations regarding disciplinary measures, and "the disposition standards of cheating in the examinations" regarding academic grading).
These rules apply to:
 - Students who look at another student's answer sheet.
 - Students who talked after the distribution of the question papers and answer sheets.
 - Students who show their answer sheet or give answers to another student.
 - Students who lent or borrowed permitted materials, mobile phones, or other electronic devices.
 - Students who do not follow the instructions of a supervisor who warned them about suspicious behavior.
 - Students who made use of unauthorized cheat sheets during a closed-book examination.
 - Students who made unauthorized markings on their desk and other surfaces during an examination.
 - Students who consulted textbooks, notes, or other materials during a closed-book examination.
 - Students who used materials or electronic devices not authorized for use during an examination in which certain materials were permitted.
 - Students who brought or used unauthorized devices, such as mobile phones or other electronic devices, during an examination.

- (11) Students who exchanged answer sheets (corresponding to (13), (14) based on the content of the act).
- (12) Students who engaged in organized cheating.
- (13) Students who impersonated someone else at their request to take an exam (using the other personal student ID).
- (14) Students who submitted the answer sheet with the name of a student they asked to do it just before the deadline.

*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).
Please note that attendance is not factored into grade evaluation.

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

- (1) In cases such as insufficient attendance (in principle, attendance is required for two thirds or more of the actual number of classes in a class subject), failure to submit a report required for grade evaluation, failure to take an exam, etc., the teacher of the subject cannot give a student a numerical grade.
- (2) In a seminar course, if a student fails to submit a graduation options (thesis/graduation project) by the deadline, or if the quality of the thesis is extremely low, the teacher cannot give the student a numerical grade.
- (3) If a student has been caught cheating during a regular examination or classroom test, depending on the content of the cheating, the symbol "F" will be assigned for the course or all courses which the student has registered in the semester (spring or fall) and all courses taken throughout the year.

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)				
	・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	
	・School educational support activities ・Japanese language teaching support activities	Educational Support Activities	Undergraduate Common Subjects (Liberal Arts)	2	
	Courses taken at Kyoto Junior College of Foreign Languages	Subjects for credited Auditors Courses taken at other institutions		12	
	University Consortium Kyoto credit exchange system	University Consortium Kyoto courses		12	
	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		
・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	Qualification Course Subjects [Faculty of Foreign Studies]	2 (Outside of graduation requirements)
		Educational Practicum 2		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

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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

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.

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 semes ter		spring semes ter		fall semes ter				
				Courses	un it	Courses	u ni t	Courses	u ni t	Courses	u ni t	Courses	u ni t	Courses	u ni t	Courses	u ni t	Courses	u ni t	each catego ry	total amount	
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 Subjects	Compulsory Subjects			Model United Nations	2	Introduction to Economics	2	Statistics	2									22	48			
				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													
	Elective Subjects	area	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						8	
				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								
			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								
			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		1-20
									Courses approved at the time of transfer													
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 seses ter		spring seses ter		fall seses ter		spring seses ter		fall seses ter		spring seses ter		fall seses ter		spring seses ter			
				Courses	u ni t	Courses	u ni t	Courses	u ni t	Courses	u ni t	Courses	u ni t	Courses	u ni t	Courses	u ni t	Courses	u ni t	each catego ry	total amount
Basic Undergraduate Subjects				Global Engagement and Peace	2	Global Engagement	2	Community Engagement Workshop B	2	Community Engagement Workshop A	2							16	86		
				Introductory Seminar B	2	Introductory Seminar A	2														
				Digital Citizenship and Engagement	2	Digital Literacy	2														
Specialized Subject	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											
	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							
						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														
		Global Business and Economics	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							
						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													
		Digital Transformation and Change Leadership	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								
					Game, Interaction, and Experience Design	2	Immersive Technology Workshop	2													
						Topics in Digital Transformation and Leadership A	2														
common				Community Engagement												4					
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 semes ter		fall semes ter		spring semes ter		fall semes ter		spring semes ter		fall semes ter		spring semes ter		fall semes ter					
		Courses	unit	Courses	unit	Courses	unit	Courses	unit	Courses	unit	Courses	unit	Courses	unit	Courses	unit	each catego ry	total amount		
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				
		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				
		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 Expe- rience Design	2	Global Tourism	2										
								sustainable tourism	2												
								Tourism Business Psychology	2												
		編入学時認定科目																	1-14		
		Elective Subjects					公共政策論	2	国際貢献論	2	Travel Business Theory	2	Lodging Business Theory	2							
									2	観光まちづくり論	2	Practical Tourism City Planning (PBL)	2	New Tourism B			2				
													2	New Tourism A			2				
														Presentation Skills for Tourism			2				
	Community Engagement																4				
	編入学時認定科目																1-4				
	For native Japanese		Basic English for Tourism	2	Reading for Tourism	2	Business Writing for Tourism	2	Communication Skills for Tourism	2											
			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							
	Seminars								Special Seminar I	2	Special Seminar II	2	Special Seminar III	2	Special Seminar IV	2	8		8		



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	EnglishⅢ	2	EnglishⅣ	2					4		
					英語Ⅱ	2	英語Ⅲ	2	EnglishⅣ	2									
			SpanishⅠ (2 lessons per week)	4	SpanishⅠ (2 lessons per week)	4	SpanishⅡ	2											
					SpanishⅡ	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Ⅰ (2 lessons per week)	4	日本語Ⅰ (2 lessons per week)	4														
		日本語Ⅱ (2 lessons per week)	4	日本語Ⅱ (2 lessons per week)	4														
日本語Ⅲ (2 lessons per week)		4	日本語Ⅲ (2 lessons per week)	4															
日本語Ⅳ (2 lessons per week)		4	日本語Ⅳ (2 lessons per week)	4															
日本語Ⅴ (2 lessons per week)		4	日本語Ⅴ (2 lessons per week)	4															
日本語Ⅵ (2 lessons per week)		4	日本語Ⅵ (2 lessons per week)	4															
日本語Ⅶ (2 lessons per week)		4	日本語Ⅶ (2 lessons per week)	4															
日本語Ⅷ (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 EnglishⅡ, students must have earned credits for EnglishⅠ; to take EnglishⅢ, students must have earned credits for EnglishⅡ; and to take EnglishⅣ, students must have earned credits for EnglishⅢ.

- (5) In order to take "SpanishⅡ," students must have earned credits for "SpanishⅠ."
- (6) In order to take "FrenchⅡ," students must have earned credits for "FrenchⅠ."
- (7) In order to take "GermanⅡ", students must have earned credits for "GermanⅠ".
- (8) In order to take "PortugueseⅡ", students must have earned credits for "PortugueseⅠ".
- (9) In order to take "ChineseⅡ," students must have earned credits for "ChineseⅠ."
- (10) In order to take "ItalianⅡ", students must have earned credits for "ItalianⅠ".
- (11) In order to take "RussianⅡ," students must have earned credits for "RussianⅠ."
- (12) Completion of "Korean LanguageⅠ" is required to take "Korean LanguageⅡ".
- (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		1st year				2nd year				3rd year				4th year			
		spring semester		fall semester		spring semester		fall semester		spring semester		fall semester		spring semester		fall semester	
	area	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						
	educati on	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										
				言語と平和B	2	グローバル化とジェンダー	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								
						もっと京都プロジェクトA	2	もっと京都プロジェクトB	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			
	area	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									
							人類学	2	美術史	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				



Note for taking Courses

- (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

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 at Budo Gym (second branch building). Students must attend this session and bring an ID photo (3×4cm) and writing utensils. 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 at Budo Gym (second branch building). Students must attend this session and bring an ID photo (3×4cm) and writing utensils. 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 85,800 (estimated) *Transportation costs are extra
Snow Sports	Early February	Tsugaike Kogen, Nagano Prefecture	5 days	JPY 57,000 (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.