

## **Transferring Credits Obtained During Study Abroad**

### **1. Credit Transfer**

Credit transfer is a system to count credits obtained during study abroad towards graduation.

### **2. Applicable Types of Study Abroad**

Studies abroad which last more than 15 weeks. (Short term programs during the spring and summer breaks not included.)

- Study abroad programs offered by the Center for International Education
- Study abroad programs offered by the School of Political Science and Economics
- Privately funded studies abroad (Credits obtained during study abroad enrolling in general language schools not attached to universities and community colleges will not be transferred.)

### **3. Steps to Credit Transfer**

- 1) Obtain credits at the host institution, keep syllabi and textbooks. (During study abroad)
- 2) Obtain academic transcript of grades from the host institution. (During or after study abroad)
- 3) Register details of courses you wish to transfer. (On MyWaseda) (Around July to August for students re-enrolling in September and January to February for students re-enrolling in March)
- 4) Attend interview with professors. (In mid to late September for students re-enrolling in September and mid to late March for students re-enrolling in March)
- 5) Announcement of credit transfer results. (On MyWaseda) (Around the end of September for students re-enrolling in September and the end of March for students re-enrolling in March)

### **4. Applicable Courses**

Courses you wish to transfer credits must satisfy the following conditions.

- It is described on the academic transcript issued from the host institution.
- It is given a specific passing grade or "Pass" grade.

\*If the content is the same as the required or basic courses you have already obtained credits for at SPSE, credits for the course may not be transferred.

### **5. Method of Transfer**

Each course will be categorized into the appropriate course category of each student's department upon screening in the interview. Categories are determined depending on the level and content of each course in comparison with the SPSE curriculum. (Credits cannot be categorized as Voluntary Courses as transferred credits must be counted towards graduation.)

#### **[Course Name]**

In principle, transferred credits will be displayed under the official name used at the host institution. (However, some courses may be replaced by SPSE courses.)

#### **[Credits]**

540 minutes of class hours will be calculated as 1 credit. (Rounding down decimal places)  
However, practicum courses such as language and sports will be given half the calculated credits.

#### **[Grades]**

Grades will be converted into "**P**" (**Pass**) and will not be included in the GPA calculation.  
However, grades of credits transferred to replace required courses will be converted into **A+**, **A**, **B**, **C** to match the grading system at Waseda University.

## 6. Maximum Amount of Transferable Credits

The maximum amount of credits that can be obtained while enrolled in the University from courses not offered by SPSE (such as the Global Education Center and other departments and universities) and counted as Elective Courses is 48 credits. And the amount of transferred credits obtained from a one-year study abroad cannot exceed 40 credits. In addition, students can only transfer a maximum of 10 credits from a language school that is attached to a university. The maximum is the same even if a student goes on study abroad multiple times and the total length of study abroad exceeds one year. However, one-and-a-half-year Double Degree Programs are an exception to this rule.

[In case of a one-year study abroad]

A maximum of 40 credits can be transferred and counted towards graduation.

However, if [the number of credits obtained from courses not offered by SPSE and counted as Elective Courses] subtracted from 48 credits is less than 40 credits, that difference will be the maximum.

[In case of a half-year study abroad<For Japanese program student>]

A maximum of 40 credits can be transferred and counted towards graduation combined with the number of credits registered in the semester before or after the study abroad period within the same academic year.

[In case of a half-year study abroad<For EDESSA student>]

A maximum of 20 credits can be transferred and counted towards graduation.

However, if [the number of credits obtained from courses not offered by SPSE and counted as Elective Courses] subtracted from 48 credits is less than the number of transferred credits above, that difference will be the maximum.

## 7. Credit Transfer Fee (Only for students who study abroad on private expenses, obtain approval of credit transfer, and wish to count the period of study abroad in the years registered at the University)

For studies abroad starting in AY2016: 34,600 yen per 1 credit

\*Credit transfer fee for 1 credit is equivalent to the audit fee for 1 credit for non-degree students and changes every year.

\*If the credit transfer fee exceeds the total of tuition, Educational Environment Improvement Fee, and Global Education Fee for the corresponding semester(s) of study abroad, that will be the maximum amount for the credit transfer fee.

## 8. Necessary Procedures

- Application of credit transfer and registration of course details within the set time limit. (On MyWaseda)
- Participation in the interview with the professors on the designated date. (Depending on the content of the courses, interview may not be conducted.)

## 9. Necessary Documents

- Official Academic Transcript in English issued by the host institution
- Documents that describe the course time and period (class timetable, academic calendar etc.)
- Documents that describe the grading system of the host institution (academic transcript, study guide etc.)
- Documents with which the content of the courses can be confirmed (textbooks, syllabus, notebooks etc.)

\*Credits may not be transferred if there are not enough documents to confirm the content of the courses, so be sure to prepare all necessary documents.

## 10. Other Information

- This system and rules are subject to change in the future.
- If you have any questions regarding credit transfer, consult the Office before or during study abroad as soon as possible.