

Academic Year 2015

**Study Guide
Graduate School of Sport
Sciences**

**Graduate School of Sport Sciences,
Waseda University**

Academic Year 2015 Graduate School of Sport Sciences Calendar

Semester	Events	Dates
Spring Semester	Graduate school entrance ceremony (all schools)	April 2, 2015 (Thu)
	Faculty of Sport Sciences entrance ceremony	April 3 (Fri)
	Spring semesters' classes start	April 6 (Mon)
	Holidays with classes	April 29 (Wed), July 20 (Mon)
	Extra holidays	May 7 (Thu), May 8 (Fri)
	Spring semester classes (first half) end	June 5 (Fri)
	Spring semester classes (second half) start	June 6 (Sat)
	Spring semester classes end	July 24 (Fri)
	Spring semester classes (second half) end	July 31 (Fri)
	Summer vacation	August 1 (Sat) to September 20 (Sun)
	Results announcement (second year onwards of two-year master's course, one-year master's course)	September 1 (Tue)
	Results announcement (first year of two-year master's course, doctoral program)	September 4 (Fri)
	September commencement ceremony	September 20 (Sun)
Fall Semester	Fall semester classes start	September 24 (Thu)
	Holidays with classes	October 12 (Mon), November 3 (Tue), November 23 (Mon)
	Anniversary of the University Founding (regular)	October 21 (Thu) regular classes
	Sports Festival (no classes)	November 5 (Thu)
	Extra holidays	November 6 (Fri), January 12, 2016 (Tue)
	Waseda Festival (no classes)	November 7 (Sat), November 8 (Sun)
	Fall semester (first half) classes end	November 21 (Sat)
	Fall semester (second half) classes start	November 22 (Sun)
	Winter vacation	December 23 (Wed) to January 5, 2016 (Tue)
	Fall semester classes start (new year)	January 8, 2016 (Fri)
	Master's thesis submission (two-year and one-year courses)	Scheduled in early January (details to be announced separately)
	Fall semester classes end	January 28 (Thu)
	Fall semester (second half) end	February 4 (Thu)
	Spring vacation	February 5 (Fri) to March 31 (Thu)
	Results announcement (second year onwards of two-year master's program, one-year master's)	March 1 (Tue)
	Results announcement (first year of two-year master's course, doctoral program)	March 4 (Fri)
	Graduate School of Sport Sciences Symposium	To be determined
	Commencement ceremony	March 26 (Sat)

- Details of each event will be notified at an appropriate timing.

- Changes to the dates and other details will be notified on the bulletin board and on Tokorozawa Administrative Center's notification website (<http://www.waseda.jp/tokorozawa/kg/>).

- See Tokorozawa Administrative Center's notification website for confirmation of the graduate school calendar for the next academic year onwards.

Class Hours

Class hours are as follows. Regarding subjects whose classes are held on campuses other than Tokorozawa Campus, students need to take into consideration the travel time upon registering for them.

First period	9:00 – 10:30
Second period	10:40 – 12:10
Third period	13:00 – 14:30
Fourth period	14:45 – 16:15
Fifth period	16:30 – 18:00
Sixth period	18:15 – 19:45
Seventh period	19:55 – 21:25

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Chapter 1 History of Graduate School of Sport Sciences

Ever since its foundation in 1882, Waseda University has been developing hand in hand with sports. It is not an exaggeration to say that the foundation of modern sports in Japan would not have been possible without the presence of Waseda University. At the time of its establishment, Shigenobu Okuma, the founder of the university, said, “You must advance intellectual education, moral education and physical education in parallel,” and strongly encouraged sports activities among students. It is not too much to say that his thinking contributed significantly to the university producing Japan’s first Olympic Games gold medalist as well as the popularization of spectator sports among the citizens of Japan through the Waseda-Keio rivalry in sports.

Waseda University thus far has produced a multitude of top athletes, coaches, school teachers and experts in the management of sports organizations, and has been pioneering in adopting an attitude to scientifically analyze competitive abilities of top athletes. The knowledge, skills and personal networks that support this stance have been passed down along with other traditions in the organizational culture of the university.

Given this tradition and culture, and in response to the demand for establishing sports education system within the university, Waseda set up a physical education course in the School of Education in 1964, the year in which the Tokyo Olympic Games were held, and started providing elite education with the enrollment of 120 students. In 1987, to meet the needs of the time, the university increased the enrollment to the course to 240 male and female students at the newly opened Tokorozawa Campus, installed with the latest sports facilities and experimental facilities, and reorganized it as the Department of Sport Sciences, School of Human Sciences. Meanwhile, in 1991, the Graduate School of Human Sciences was established in response to the need to enhance specialist education, and sports-related research guidance courses were set up within the Department of Health Science. Sports research at the graduate school level was further bolstered with the establishment of sports science research field in the organizational restructuring in 2000, which by 2005 had grown to 19 research guidance courses.

In an era when global and Japanese sports are scaling new heights, Waseda University’s sports education courses became expansively independent from the School of Human Sciences and became the School of Sport Sciences in April 2003 to meet the social needs for diversification, sophistication and specialization of sports as well as to inherit and further

develop the tradition and strengths of Waseda's sports with a history exceeding 100 years. In April 2006, the Graduate School of Sport Sciences was created to offer specialist education and research functions of sports science with the aim of nurturing professionals and scientists possessing the latest knowledge in sports science and a passionate sports mindset.

Chapter 2 Educational Philosophy of Graduate School of Sport Sciences

Sports has deeply penetrated into our daily activities and is having various impacts on our lives. Sports sciences in its scope deal with different issues directly involved in our daily lives such as assessment and verification focusing on the bodies of athletes from a medical scientific perspective, contribution to realization of medical cost reduction and happy lives through health enhancement and preventive care for the elderly, getting deep insight into sports as culture, analysis of and making proposals regarding the whole concept of sports business, and strengthening and popularization of sports and clarification of management methods for development of the market.

This graduate school was established to comprehensively implement research and education targeting various issues associated with sports. It allows graduate students not only to focus on research guidance seminars but also to take lectures and seminars in various fields offered by the school and study the best research findings related to sports sciences. The philosophy behind the establishment of this graduate school is to contribute to the “creation of a rich sports culture,” as these students spread their wings into society and play active roles in various fields related to sports.

Chapter 3 Three Policies of Graduate School of Sport Sciences

1. Diploma policy (policy on conferment of diplomas and degrees)

We encourage exchange between diverse academic disciplines, cultures, languages, and values and cultivate human resources that take initiatives in contributing to the global society by leveraging the comprehensive and unique characteristics of Waseda University supported by systematic education courses as well as teaching and student life environment throughout the university.

In the two-year Master's Program, we aim to not only nurture instructors in school education and social education but also foster human resources who play active roles as potent professionals in a wide array of sports-related occupations and business fields as they acquire advanced knowledge of sports. Furthermore, we also cultivate human resources who can contribute to improvement in quality of life and realization of ideal sports life through development of new sports environments.

The one-year Master's Program targets human resources who already possess practical experience and outstanding skills, and the students are expected to further expand their opportunities as experts in their respective fields by acquiring high-level knowledge through focused education at the graduate school.

The chief aim of the Doctoral Program is to foster sport science researchers with high competency in research related to sports science and vast academic knowledge that forms the foundation for research.

2. Curriculum policy (organization and implementation policy of curriculum)

In both two-year and one-year courses of Master's Program, the students are required to obtain a total of 30 credits from the research guidance seminar they belong to and lecture subjects offered by the Graduate School of Sport Sciences to complete the program. The lecture subjects are set forth to cover important issues in sports science for the curriculum as necessary. In the one-year course (excluding the elite coaching course), research guidance, seminars and lectures are held outside the regular class hours so that working students may attend the classes without any impact to their work. Moreover, the students may take

lecture subjects offered by other graduate schools (up to 10 credits) and include them in the required credit for completion through the prescribed procedure. Research guidance gives overall instructions on research methods primarily for preparation of master's thesis. All the students must submit their master's theses and pass the review as a requirement for completing the program.

In the Doctoral Program, each faculty member gives detailed instructions to a small number of students for preparation of doctoral dissertation so that the students would complete their dissertations within the prescribed period for the program completion. The students have to submit the doctoral dissertation and pass the review for completing the program.

3. Admission policy (policy for accepting new students)

Under its educational philosophy of "Independence of Learning," Waseda University welcomes numerous students from Japan and around the world who possess high level of basic scholastic ability, strong intellectual curiosity, high enterprising spirit that is the University's philosophy, and a passion to learn. The two-year course of the Master's Program seeks human resources who will play active roles as experts in a wide range of sports-related business fields in the five research areas of sports culture, sports business, sports medicine, physical exercise science, and coaching science to nurture scientific researchers and highly skilled professionals. The one-year course of the Master Program, which targets students with practical work experiences, seeks human resources who have the potential to cultivate high competency in sports management or those with potential of developing into highly capable instructors in sports coaching. The Graduate School, in response to the growing social expectations on sports science, accepts resources who are expected to play active roles as experts in broad sports-related business fields and contribute greatly to the development of sports science in the society.

Chapter 4 Research Areas (2-year Course) and Courses (1-year Course) of Graduate School of Sport Sciences

1. Master's Program (two-year course) and Doctoral Program

(1) Sports culture research area

Sports is perceived as a system that organically links factors belonging to both the spiritual and technical culture of the modern society. In this research area, we aim to understand issues caused in this system using methods of social studies, pedagogy, anthropology, ethics, history and philosophy with the aim of contributing to solving these issues. The area deals with the fundamental issues related to the state of sports as well as practical issues that are found in daily social life related to sports media, sports education, sports ethics, gender, dance, martial arts, and tourism-oriented ethnic sports. It targets sports as social and cultural phenomenon and we aim to nurture researchers who are capable of studying it from the perspective of human and social sciences as well as become professionals with high-level and broad specialized knowledge.

(2) Sports business research area

The sports business research area targets a wide range of sports business including both for-profit sports in the private sector represented by professional sports and fitness clubs and public non-profit sports in the public sector such as governments and schools, promotes understanding of the mechanism of sports business phenomenon and finds solutions for management issues that occur in sports business using interdisciplinary methods broadly based on the micro perspective of working individuals and sports players and macro perspective that is in relationship between management body and macro environment. The students studying this research area will acquire business- and management-related knowledge and skills based on the understanding of basic sciences related to sports, and are expected to become a professional or researcher with high-level knowledge and skills related to sports business.

(3) Sports medicine research area

In this research area, students carry out advance medical science research related to sports disorders, health medicine, and disabled sports and at the same time acquire research-related knowledge and ability to carry out research. Research activities are carried out in practices of top-level sports medical sciences. In this research field, we aim to train administrative officers, officials at sports-related companies, learned research educators with sophisticated research capability and coaches with advanced knowledge

in actual practices. We give extra considerations so that the students can develop the skills in international research practices in collaboration with sports medical science research institutes in Japan and abroad.

(4) Physical exercise science research area

In this research area, students conduct research that contributes to health enhancement and sports performance from the viewpoint of basic sciences. It is aimed at training researchers with outstanding ability to perform research regarding sports' natural scientific aspects and vast knowledge that forms the base of such research as well as nurturing advanced professional experts involved in such research, teachers, sports coaches, administrative officers and officials at sports-related companies with advanced knowledge and skills related to sports science and physical education. We will closely work with other research institutions to enhance research and education.

(5) Coaching science research area

In coaching science, we look at 'coaching' being carried out in the modern society from a scientific and technical aspects in terms of sports and education, and deepen the knowledge of coaching phenomenon in a sports event through specialized understanding. At the same time, we investigate the relationship between acquisition of skills for introduction/expansion to sports participants and development of the environment using interdisciplinary methods. We reveal the process of and grounds for outstanding performance achieved by top players and other athletes and develop the principles for improving performance in an efficient way. Through practical research and education, we aim to train advanced sports persons, coaches and researchers with the ability to nurture and coach athletes armed with knowledge.

2. Master's Program (one-year course)

(1) Top Management Course

The course offers practical skills of professional sports business primarily of club, team management and sports media as well as management capability to students with work experience in sports business and general companies ultimately to cultivate human resources required in top sports. We will look into various issues associated with top sports business by leveraging advanced education and research while nurturing the students' practical ability and theoretical research capability in top sports business, and train their practical and expert capabilities that contribute to development of top sports business.

(2) Sports Club Management Course

Targeting people with working experience at community sports clubs, private sports clubs, sports administration and sports associations, the course aims to cultivate human

resources required in sports club business in communities and management of public sports facilities through development of practical skills of community sports business and management capability primarily in sports service. We will look into various issues associated with community sport business by leveraging advanced education and research while nurturing the students' practical ability and theoretical research capability in community sports business, and train their practical and expert capabilities that contribute to development of community sports business.

(3) Health and Sports Management Course

The course targets students with practical experience in health enhancement and aims to nurture human resources that are required by the society through development of practical skills of health enhancement activities involving exercises and sports and management capability. Based on broad basic knowledge related to health enhancement, the students grasp practical coaching methods through sports and physical exercise and training and theoretical underpinning and develop their practical and expert ability for health enhancement in regional administration and at health-related organizations.

(4) Preventative Care Management Course

Targeting those with practical experience of health enhancement or nursing care for the elderly, the course develops their practical skills and management capability of activities of preventative care for senior citizens to nurture human resources required by the society. With broad basic knowledge related to preventative care for the elderly as the base, the students grasp practical coaching techniques for checking the advancement of physical deterioration of seniors certified to require nursing care and weak elderly persons certified to be independent (not requiring nursing care) and grasp the theoretical underpinning of such skills and develop practical and expert capability for management of preventative care for the elderly in regional administration and at nursing care-related organizations.

(5) Elite Coaching Course

Targeting excellent sportspersons and instructors who had accumulated abundant empirical and tacit knowledge and a scientific perspective in the process of acquiring high competitive skills such as through participation in the Olympics or World Championships, the course offers them research guidance to nurture the ability to put together such knowledge and perspectives accumulated in their experience of competitive sports and coaching in research papers, which are the so-called "explicit knowledge," to disseminate the information and to become even better sports instructors, instead of restricting them to individuals, and grow them into even more outstanding sports coaches.

Chapter 7 Preparation of Master's Thesis

The contents of this chapter are subject to change. Please make sure to confirm the details on Tokorozawa Administrative Center's notification website (<http://www.waseda.jp/tokorozawa/kg/>) from May onwards.

1. Degree

In this research guidance Master's Program, those who has been enrolled in the program generally for two years or more up to four years for the two-year course and one year up to two years for the one-year course, obtained 30 or more credits from the prescribed lecture subjects to be listed separately, and received necessary research guidance and passed the review of master's thesis and the final examinations receive the Master's Degree (Sport Sciences).

2. Requirements for submitting master's thesis

Students must fulfil the following requirements for submitting the master's thesis.

- (1) The student has obtained the prescribed number of credits or is expected to obtain them.
- (2) The student has submitted the master's thesis plan.

3. Master's thesis plan

- (1) A student who submits a master's thesis must submit a master's thesis plan prepared using prescribed sheets of paper by the prescribed date, which is mid-June of the academic year for the two-year course and a date separately notified in April for the one-year course (around October).
- (2) Upon submitting the master's thesis plan, the students must receive guidance from the research supervisor regarding its content and receive approval stamp on it (excluding the one-year course).
- (3) The details of the submission of master's thesis plan will be notified in April (the

students returning to the course in September will be notified when the University sends the notification regarding returning to university).

4. Master's thesis deadline and period of acceptance

- (1) Deadline: early January (planned)
- (2) Submission time: from 10:00 to 16:00 (excluding one hour from 12:30 to 13:30)
- (3) Place of submission: Graduate School of Sport Sciences (Tokorozawa Administrative Center)
 - (4) i. Thesis will not be accepted after submission time for any reasons.
 - ii. Submission of a thesis by post is not accepted. This does not apply to the one-year course.
 - iii. A thesis may be submitted by a proxy.

5. Preparation of master's thesis summary

A master's thesis summary is prepared in two sheets of A4 sized paper.

6. Preparation of master's thesis

- (1) Submit master's thesis copies corresponding to the number of reviewers.
 - (2) A master's thesis shall be written horizontally and printed on one side of an A4-sized paper using a word processor and so on. If the thesis is in a European language, it should be typed double space.
 - (3) The format of the cover page should follow the prescribed sample and it should have the title, student's name, research supervisor's name and so on.
 - (4) The thesis should be bound in an A4-sized file in the order of the master's thesis summary, cover page, table of contents and body.
- Stick the review request using the prescribed form on the surface of the file and submit the file.

7. Public review

The student presentation of a master's thesis review is open to public.

8. Reviewers of master's thesis

- (1) Reviewers of the master's thesis consist of three or more academic staff members of Graduate School of Sport Sciences, of which the chief reviewer and at least one of assistant reviewers should be Graduate School of Sport Sciences academic staff members teaching research guidance for the Master's Program. When necessary, faculty members of the graduate school or department of the University or other universities or research institutions (assistants do not apply) can be added as reviewers. The reviewers for the one-year elite coaching course are as follows:

Chief reviewer of master's thesis: one reviewer selected from A or B.

Assistant reviewers of master's thesis: two or more are selected from B or C if the chief reviewer is A. If the chief reviewer is B, assistant reviewer 1 is A and assistant reviewer 2 is selected from B or C.

A. Jun Tsuchiya

B. Shigeo Iso, Keisuke Okuno, Hiroyuki Horino, Osamu Kuraishi, Junichi Okada, Taiji Matsui

C. Academic staff members of Graduate School of Sport Sciences other than A and B

- (2) Each of reviewers shall be decided following deliberation by the Graduate School Steering Committee.

9. Disclosure and publishing of master's thesis

Once the public review is over, the student submits the entire modified master's thesis in an electronic medium to the Graduate School Administrative Office, which then will be published on the University network. Its summary will be published externally on the Internet. However, the disclosure of the body of the thesis and publishing of the summary may be postponed for a certain period of time if the student who submitted it requests it for a justifiable cause. The body of the thesis may be published externally on the Internet if the student grants permission.

Chapter 8 Preparation of Doctoral Dissertation (Students Enrolled in Program)

The contents of this chapter are subject to change. Please make sure to confirm the details on Tokorozawa Administrative Center's notification website (<http://www.waseda.jp/tokorozawa/kg/>) from May onwards.

1. Degree

Those who has been enrolled in the Doctoral Program of the Graduate School generally for three years or more up to six years, received necessary research guidance and passed the doctoral dissertation review and examinations receive the Doctoral Degree (in Sport Sciences).

2. Qualification for submitting doctoral dissertation

Students must fulfil the following requirements for submitting doctoral dissertation.

- (1) Those who are stipulated in Article 14 of Waseda University Graduate School Regulations and who satisfy the following requirements (2) or (3).
- (2) If the student has been enrolled in the Doctoral Program for three years or longer, in terms of research work, he or she, as a rule, must have one or more published academic papers or books, including those in press, related to the doctoral dissertation of which the student is the primary author.
- (3) If a student intends to submit a dissertation without completing three years with the Doctoral Program, he or she must satisfy conditions in (2) and that the published academic paper or book has been highly acclaimed by researchers who do not belong to the research group to which the student belong and being quoted in other published academic papers or books for three times or more.

3. Documents to be submitted for doctorate application

(1) Degree application form/written pledge (prescribed by the University)	1 copy
(2) Doctoral Dissertation	3 copies
(3) Thesis overview	1 copy
(4) Resume (prescribed by the Graduate School of Sport Sciences)	1 copy
(5) Study achievement record (prescribed by the Graduate School of Sport Sciences)	1 copy
(6) Extracted articles of academic papers, etc. listed in the study achievement record	1 copy each
(7) Written consent by the research guidance supervisor	1 copy

4. Deadline for doctoral dissertation, etc.

Doctoral dissertations are usually accepted twice a year in May and October. Details such as the date are notified each time on the bulletin board and so on.

5. Doctoral dissertation, etc. preparation guide

(1) Doctoral Dissertation

It should be written in either Japanese or English.

It should be written horizontally (on vertical paper) and printed on one side of an A4-sized paper. If the thesis is in English, it should be typed double space.

(2) Thesis overview

It should be written in either Japanese or English.

It should be written horizontally (on vertical paper) and printed on one side of no more than two A4-sized pages.

6. Reviewers of doctoral dissertation

Reviewers of doctoral dissertation consist of three or more current or former faculty members teaching Doctoral Program research guidance of Graduate School of Sport Sciences, of which the chief reviewer is a faculty member who is the member of the Graduate School Steering Committee. When necessary, faculty members teaching Master's Program and graduate schools of other universities or research institutions can be added as reviewers.

7. Review

(1) Preliminary review

A preliminary review is held to consider acceptance of the doctoral dissertation based on the submitted dissertation and documents.

(2) Public review

A public review is held to evaluate the dissertation.

*If a student was enrolled in the Doctoral Program for three years or longer, completed the required research guidance and withdrew (so-called withdrawal due to completion of research guidance), he or she may submit a doctoral dissertation as “a student enrolled in the program” within three years from the day of the withdrawal. The “within three years after withdrawal” here refers to the day the Steering Committee meeting which decides on “acceptance” of doctoral dissertations is scheduled within three years from the withdrawal and it is usually held in June and November.

*Doctoral dissertations which successfully passed the review, as a rule, are required to be disclosed on the Internet in accordance with the Degree Regulations by the Ministry of Education, Culture, Sports, Science and Technology (revised on April 1, 2013). In addition, the bounded dissertations are distributed to the Tokorozawa Library for viewing.

Chapter 9 Research Student System

In accordance with Article 57 of the Waseda University Graduate School Bylaws, the Graduate School may select and approve the admission of applicants, who have been in the school's doctoral program for six years and left school without submitting the doctoral dissertation and wish to continue with the Graduate School and receive research guidance in order to prepare the doctoral dissertation, as long as they do not hamper the completion of course by regular students.

The Graduate School shall collect a prescribed amount from such students as the academic society fees in addition to the school fees stipulated in Article 3 of Regulations Regarding Graduate School Research Students.

The following are excerpts from the Regulations Regarding Graduate School Research Students

(Application procedure)

Article 2 Those who wish to enroll as research students should submit the application using the prescribed form to the dean of the said graduate school.

(Timing of enrollment)

Article 2-2 The timing of enrollment of the research students shall be the start of the semester.

(Enrollment procedure, fees)

Article 3 Those who are permitted to enroll as research students must pay the research guidance fees, the seminar fee and laboratory work seminar fees for the first academic semester after enrollment and receive the student identification card.

(Research guidance fees, etc.)

Article 3-2 The amount of research guidance fees, the seminar fees and the laboratory work seminar fees are as follows:

1. Research guidance fees: Half of the tuition fees paid by a third-year student of the doctoral program or a fifth-year student of the five-year doctoral program of the graduate school in which the said research student has enrolled.
2. Seminar fees and laboratory work seminar fees: Half of the seminar fees and laboratory work fees paid by a third-year student of the doctoral program or a fifth-year student of

the five-year doctoral program of the graduate school in which the said research student has enrolled.

(Deadline for payment of research guidance fees, etc.)

Article 3-3 The research students should pay the research guidance fees, the seminar fees and the laboratory work seminar fees for the semesters (except for the first semester after enrollment) listed below by the respective dates.

1. Spring semester: April 15
2. Fall semester: October 1

(Enrollment period)

Article 4 The enrollment period of the research students is the period necessary for the research guidance, and up to a maximum of one year. However, if the student wishes to continue receiving research guidance, extension shall be given up to two times, as a rule.

2. Those wishing to extend the enrollment period should request the dean of the said graduate school by providing the reason before the end of the period.
3. The approval of the enrollment period extension shall be given by the dean following deliberations at the said graduate school operations committee.

(Students' association fees, society fees, etc.)

Article 5 Students' association fees, society fees, etc. may be collected from the research students similar to the regular students.

Chapter 10 Regulations Regarding Scientific Research Ethics

Regulations, etc. regarding scientific research ethics such as “Ethics Review Procedures concerning Research with Human Subjects” and “Safety Management Rules for Biological Experiment” are stipulated by the University. Students in the Graduate School of Sports Sciences are expected to pursue their research activities by fully complying with these regulations.

Further, when submitting the research plan in accordance with the regulations, consult thoroughly with the research supervisor.

(Reference) Waseda University Office of Research Ethics

URL: <http://www.waseda.jp/rps/ore/>

Chapter 12 Course Completion Requirements, How to Select Subjects and Grades

1. Master's Program

[Completion requirements]

1. Master's Program (two-year course)

The requirements for completing the Master's Program (two-year course) is that the student has been enrolled in the program generally for two years or longer up to four years, obtains 30 credits or more from prescribed subjects, and receives necessary research guidance (the evaluation of research guidance has to be pass, or P, for two years or longer) and passes the master's thesis review and examinations. The student who passes the review and examinations receives the Master's Degree (Sport Sciences).

Nevertheless, students who achieved excellent results may complete the Master's Program as far as the Graduate School Steering Committee approves it and he or she has been enrolled in the program for one year or longer.

2. Master's Program (one-year course)

The requirements for completing the Master's Program (one-year course) is that the student has been enrolled in the program generally for one year or longer up to two years, obtains 30 credits or more from prescribed subjects, and receives necessary research guidance (the evaluation of research guidance has to be pass, or P) and passes the review of master's thesis review and examinations. The student who passes the review and examinations receives the Master's Degree (Sport Sciences).

[How to take the subjects]

1. Master's Program (two-year course)

(1) Research guidance and master's thesis

Receive research guidance for two years and pass the master's thesis review. There is no credit assigned to research guidance and master's thesis.

(2) Compulsory subjects

Students must take Sport Sciences Seminar (two credits) in their first year of the program. They also have to take Seminar (1) A and B, and (2) A and B, a total of eight credits, of research guidance to which they belong.

(3) Elective subjects

Students must take subjects totaling 20 credits (or more) from seminar subjects and lecture subjects irrespective of research areas. Nevertheless, they cannot take the basic elective subjects offered for the one-year course.

Students may include credits from seminar subjects of research guidance other than the one they belong to up to eight credits in the number of credits required for completing the program. If a student wishes to register for seminar subjects other than those of the research guidance to which he or she belongs, the student must obtain permission from the professor teaching the said seminar subject in advance.

(4) The upper limit of the credits that can be registered in each year is 30 credits.

(5) The table below shows the above enrollment method.

Compulsory/ elective	Subject category	Explanation of subject	Requirement for completion
Compulsory	Research guidance	Research guidance to which the student belongs	Pass for two years
	Master's thesis		Pass
	Seminar subjects	Seminar (1) A, B, and (2) A, B of research guidance to which the student belongs	8 credits
		Sport Sciences Seminar	2 credits
Elective	Seminar subjects	Seminars (1), (2) of research guidance other than which the student belongs *Up to 8 credits	20 credits (or more)
	Lecture subjects, field work subjects	Choose freely irrespective of area or course (it does not include the basic elective subjects under the one-year course)	
Number of credits for completing the course			30 credits (or more)

2-1. Master's Program (one-year course): Top Management Course, Sports Club Management Course, Health and Sports Management Course, Preventative Care Management Course

(1) Research guidance and master's thesis

The student must pass research guidance and master's thesis review.

(2) Compulsory subjects

Students must take subjects with credits totaling 10 credits (or more) from the following two subject categories.

(1) Seminar (1) A and B, a total of four credits, of research guidance to which they belong.

(2) Six credits (or more) from the management subjects.

(3) Elective subjects

As elective subjects, students must take subjects totaling 30 credits (or more) required for completing the program from subjects, other than compulsory subjects, offered by the Graduate School (seminar subjects, management subjects, basic elective subjects and other lecture subjects). The students may take subjects offered for the two-year course.

For seminar subjects other than those of research guidance to which they belong, students may include credits from seminar subjects (1) up to eight credits in the number of credits required for completing the program. If a student wishes to register for seminar subjects other than those of research guidance to which he or she belongs, the student must obtain permission from the professor teaching the said seminar subject in advance.

(4) The upper limit of the credits that can be registered in one year is 45 credits.

(5) The table in p. 46 shows the above enrollment method.

◆**Target courses:** Top Sports Management Course, Sports Club Management Course, Health and Sports Management Course, Preventative Care Management Course

Compulsory/ elective	Subject category	Explanation of subject	Requirement for completion
Compulsory	Research guidance	Research guidance of each course	Pass
	Master's thesis		Pass
	Seminar subjects	Seminar of research guidance to which the student belongs (1) A, B	4 credits
	Management subjects		6 credits (or more)
Elective	Seminar subjects	Seminar other than that of research guidance to which the student belongs (1) *Within 8 credits	The number of credits which is 30 credits minus the number of credits obtained with compulsory subjects
	Management subjects, basic elective subjects, lecture subjects, etc.	Choose freely irrespective of area or course (including subjects under the two-year course)	
Number of credits for completing the course			30 credits (or more)

2-2. Master's Program (one-year course): Elite Coaching Course

(1) Research guidance and master's thesis

The student passes the research guidance and master's thesis.

(2) Compulsory subjects

As compulsory subjects, a student must take subjects from the following three categories

totaling 18 credits.

- i. Eight credits from Elite Coaching Seminar (1) A and B, Elite Coaching Integrated Seminar, Sport Sciences Seminar.
- ii. Two credits from the compulsory lecture subjects of Sport Sciences Seminar, and Paper Preparation Technique.
- iii. Eight credits from Coaching Management Seminar A, B, C and D (four subjects).

(3) Compulsory elective subjects

As compulsory elective subjects, a student must take subjects from the specified lecture subjects (see the table below) totaling 8 credits (or more).

(4) Elective subjects

As elective subjects, a student must take subjects offered by the Graduate School other than the compulsory subjects (seminar subjects, management subjects, basic elective subjects and other lecture subjects) so that the number of credits adds up to 30 or more, which is the requirement for completing the course. A student may choose also from the subjects offered under the two-year course.

Seminar subjects other than Elite Coaching Seminar (1) can be included in the number of credits required for the completion up to eight credits. If a student registers for seminar subjects other than Elite Coaching Seminar (1), he or she must obtain permission from the professor teaching the said seminar subject in advance.

(5) The upper limit of the credits that can be registered in one year is 45 credits.

(6) The table in p. 47 shows the above enrollment method.

◆Target course: Elite Coaching Course

Compulsory/ elective	Subject category	Explanation of subject	Requirement for completion
Compulsory	Research guidance	Elite Coaching Research Guidance	Pass
	Master's thesis		Pass
	Seminar subjects	Elite Coaching Seminar (1) A, B	8 credits
		Elite Coaching Integrated Seminar Sports Science Seminar	
	Lecture subjects	Paper Preparation Technique	2 credits
	Management subjects	Coaching Management/Field Work A Coaching Management/Field Work B Coaching Management/Field Work C Coaching Management/Field Work D	8 credits
Compulsory elective	Lecture subjects	Top Sports Business Advanced Study Sports Promotion Advanced Study Top Sports Management Advanced Study	8 credits (or more)

		Data Analysis (MatLab) Data Analysis (SPSS) Medical Conditioning Advanced Study Sports Statistics Advanced Study Locomotor System Advanced Study Sports Orthopedics Advanced Study Athletic Training Advanced Study Biomechanics Advanced Study Sports Physiology Advanced Study Coaching Advanced Study Coaching Studies Advanced Study Coaching Biomechanics Advanced Study Coaching Psychology Advanced Study Conditioning Advanced Study Performance Evaluation Sports Tactics and Strategy Advanced Study Team Sports Coaching Advanced Study	
Elective	Seminar subjects	Seminars other than the one the student belongs to (1)	The number of credits, which is 30 credits minus the number of credits obtained with compulsory subjects
	Management subjects, basic elective subjects, lecture subjects, etc.	Choose freely irrespective of area or course (including subjects under the two-year course)	
Number of credits for completing the course			30 credits (or more)

3. Subjects offered at other departments

Students may take subjects for graduate students offered at other departments of the University after obtaining permission from the research supervisor.

Of the credits from the subjects the student took, up to 10 credits can be included in the number of credits required for completing the course as replacement subjects to lecture subjects. In this case, the number of credits for registration is included in the number of credits with limited registration for the concerned academic year.

In addition to the above, students may take subjects offered at other departments as free subjects (subjects that are not considered for credits required for completion of the course).

4. Certification of credits

The credits of lecture subjects obtained before admission or while studying abroad may be certified as the credits required for completion of the course by replacing the subjects offered by the Graduate School following the prescribed procedure and review. The certified credits are not included in the number of credits with limited registration for the concerned academic year.

The credits that can be certified	Upper limit of the number of certified credits
When a student goes abroad to study at an overseas graduate school while studying at the Graduate School, of the credits of the lecture subjects the student took at the overseas graduate school, those considered to correspond to lecture subjects offered by the Graduate School (irrespective of research area).	Total of 10 credits (including the subjects offered at other departments)
Of the credits the students obtained before joining the Graduate School at other graduate schools of Waseda University or graduate school of other university (including those located overseas; including the credits obtained as non-degree student), those considered to correspond to lecture subjects offered by the Graduate School (irrespective of research area).	
The credits of the seminar subjects of the Graduate School or the sport sciences research area of the Graduate School of Human Sciences which the student obtained as a non-degree student of the Graduate School or the Graduate School of Human Sciences before joining the Graduate School.	
The credits of the Graduate School subjects the student obtained as a student of the School of Sport Sciences before joining the Graduate School in Provisionary Graduate Enrollment Program. *They are automatically recorded as credits required for completion of the Graduate School.	14 credits

[Completing the course in September]

If a student cannot satisfy the requirements for receiving the degree of the Master's Program (two-year course, one-year course) regarding completion of the course by March because the student

- i. did not fulfil the requirements regarding master's thesis,
- ii. did not obtain the prescribed number of credits, or
- iii. did not meet both of the above i. and ii.,

and the student continues to be enrolled in the Graduate School for this reason, he or she may be awarded the Master's Degree in September (dated September 15) of the same year based on the following standards:

1. Master's thesis

- i. The student has submitted the "master's thesis plan" in the academic year in which he or she could not complete the course.
- ii. The student has registered for "research guidance" by the research supervisor in the academic year he or she wishes to complete the course in September.
- iii. The student will fulfill the requirements regarding master's thesis by September of the academic year in which he or she wishes to complete the course by September.

2. Subjects

i. Master's Program (two-year course): The shortfall of the credits required for completion is four credits or fewer.

Master's Program (one-year course): The shortfall of the credits required for completion is eight credits or fewer.

ii. If the student is to obtain the remaining credits required for the completion, they should be the subjects that are completed in the spring semester (excluding the subjects offered in the intensive summer course).

3. Procedure

If a student wishes to complete the course in September, he or she must report it to the dean of the Graduate School by the prescribed deadline in April of the concerned academic year using documents prescribed by the Graduate School. It requires the approval seal of the advising professor.

2. Doctoral program

[Requirements for completion]

1. The requirements for completing the Doctoral Program is that the student has been enrolled in the program generally for three years or longer up to six years, receives necessary research guidance for preparing doctoral dissertation, and passes the review of doctoral dissertation and examinations. The student who passes the review and examinations receive the Doctoral Degree (Sport Sciences).
2. There is no requirement for credits from subjects, but there are cases in which a student must take a subject offered by the Master's Program upon instruction by the research supervisor.
3. Among students who withdrew from the program without submitting doctoral dissertation, those who was enrolled for three years or longer in the Doctoral Program and received necessary research guidance, may receive the review and examinations as "a student enrolled in the program" if he or she submits a doctoral dissertation and it is accepted within three years from the date of withdrawal.

The "within three years after withdrawal" here refers to the day the Steering Committee meeting which decides on the acceptance of doctoral dissertations is scheduled is within three years from the student's withdrawal, and the meeting is usually held in July and January.

*If a student was enrolled in the program for three years or longer and intends to withdraw as the research guidance ends, he or she must submit the “request for withdrawal following completion of research guidance.”

3. Grades

[Grades]

The student’s grades are expressed using A+, A, B, C, and F reflecting the marks of each subject. For the subjects that are approved to award credits by evaluating the student’s achievement of learning, P is pass and Q is fail. The following table shows the correspondence between the marks and alphabets at the Graduate School.

Pass/fail	Pass					Fail	
Points	100 to 90	89 to 80	79 to 70	69 to 60	—	59 or less	—
Grade shown on transcript	A+	A	B	C	P	Not shown	Not shown
Grade shown on inquiry screen (grade notification)	A+	A	B	C	P	F	Q

[GPA (Grade Point Average)]

Grade Point is corresponding values set forth for each grade of the subject. GPA is a score derived by dividing the sum of the “number of credits of each subject” multiplied by “Grade Point of the grade” with the “total of registered credits.” The subjects the student registered as the subjects to be included for completion (excluding subject rated with P and Q) are the subjects. GPA is notified at the time of announcement of results. As GPA is not described in the transcripts, GPA certificate is issued upon application by the student. It is calculated as shown in the table below.

Result	A+	A	B	C	F
Corresponding value	4	3	2	1	0
Calculation method (the third decimal place is rounded off and the point is rounded up to the second decimal point)	$\text{GPA} = \frac{\text{Total sum of [Number of credits of the subject x Points corresponding to the subject]}}{\text{Total of registered credits (including the failed subjects)}}$				

*The results of the subjects offered by other departments may differ in terms especially of the

method of description of fail.

Chapter 14 Academic Fees

1. Master's Program (two-year course)

Students who joined the program in academic year 2015

(unit: yen)

Academic year		Academic fees				Miscellaneous fees			Total
	Payment period	Admission fee	Tuition fee	Educational environment improvement fee	Laboratory work seminar fee	Waseda University Student Health Promotion Mutual Aid Association fee	Academic society fee		
							Enrollment fee	Annual fee	
First year	At admission	200,000	381,500	90,000	35,000	1,500	2,000	2,500	712,500
	Fall semester	—	381,500	90,000	35,000	1,500	—	2,500	510,500
	Total	200,000	763,000	180,000	70,000	3,000	2,000	5,000	1,223,000
Second year	Spring semester	—	384,500	90,000	35,000	1,500	—	2,500	513,500
	Fall semester	—	384,500	90,000	35,000	1,500	—	2,500	513,500
	Total	—	769,000	180,000	70,000	3,000	—	5,000	1,027,000

*The students who graduated from the University (those who have completed their respective programs) are exempted from payment of the admission fee.

*The students who graduated from the School of Sport Sciences are exempted from payment of the enrollment fee of the academic society fee.

*The students who have graduated from the School of Human Sciences (those who were enrolled in academic year 2002 or earlier) are exempted from payment of the enrollment fee of the academic society fee.

*Laboratory work seminar fee and miscellaneous fees may be revised.

2. Master's Program (one-year course)

Students who joined the program in academic year 2015

(unit: yen)

Academic year		Academic fees				Miscellaneous fees			Total
	Payment period	Admission fee	Tuition fee	Educational environment improvement fee	Laboratory work seminar fee	Waseda University Student Health Promotion Mutual Aid Association fee	Academic society fee		
							Enrollment fee	Annual fee	
First year	At admission	200,000	477,000	90,000	35,000	1,500	2,000	2,500	808,000
	Fall semester	—	477,000	90,000	35,000	1,500	—	2,500	606,000
	Total	200,000	954,000	180,000	70,000	3,000	2,000	5,000	1,414,000

*The students who graduated from the University (those who have completed their respective programs) are

exempted from payment of the admission fee.

*The students who graduated from the School of Sport Sciences are exempted from payment of the enrollment fee of the academic society fee.

*The students who have graduated from the School of Human Sciences (those who were enrolled in academic year 2002 or earlier) are exempted from payment of the enrollment fee of the academic society fee.

3. Doctoral Program

Students who joined the program in academic year 2015

(unit: yen)

Academic year	Payment period	Academic fees				Miscellaneous fees			Total
		Admission fee	Tuition fee	Educational environment improvement fee	Laboratory work seminar fee	Waseda University Student Health Promotion Mutual Aid Association fee	Academic society fee		
First year	At . . .	200,000	315,000	55,000	35,000	1,500	2,000	2,500	611,000
	Fall semester	—	315,000	55,000	35,000	1,500	—	2,500	409,000
	Total	200,000	630,000	110,000	70,000	3,000	2,000	5,000	1,020,000
Second year	Spring semester	—	317,000	55,000	35,000	1,500	—	2,500	411,000
	Fall semester	—	317,000	55,000	35,000	1,500	—	2,500	411,000
	Total	—	634,000	110,000	70,000	3,000	—	5,000	822,000
Third year	Spring semester	—	319,000	55,000	35,000	1,500	—	2,500	413,000
	Fall semester	—	319,000	55,000	35,000	1,500	—	2,500	413,000
	Total	—	638,000	110,000	70,000	3,000	—	5,000	826,000

*The students who graduated from the University (those who have completed their respective programs) are exempted from payment of the admission fee.

*The students who graduated from the School of Sport Sciences or completed the Graduate School of Sport Sciences are exempted from payment of the enrollment fee of the academic society fee.

*The students who have graduated from the School of Human Sciences (those who were enrolled in academic year 2002 or earlier) are exempted from payment of the enrollment fee of the academic society fee.

*Laboratory work seminar fee and miscellaneous fees may be revised.

4. Students who are enrolled longer than the prescribed years (extension students)

Academic fees of the students who are enrolled longer than the prescribed years (*extension students*) are collected every semester as described below.

Judgment	Tuition fee	Educational environment improvement fee	Laboratory work seminar fee
Only research guidance is remaining	50% of calculation criterion	50% of calculation criterion	Same as calculation criterion
While the student lacks in the number of credits required for completion, he or she has completed			

research guidance.			
The number of remaining credits required for completion is 14 or less and the student is to take research guidance and lecture subjects.	70% of calculation criterion		
The number of remaining credits required for completion is 15 or more and the student is to take research guidance and lecture subjects.	100% of calculation criterion		

*The number of remaining credits required for completion in these cases is obtained by subtracting the number of credits the student has already obtained as of the end of the previous semester from the number of credits required for completing the program.

*Whether or not the student has completed research guidance is judged by whether he or she passed the master's thesis or doctoral dissertation review.

*Calculation criterion is the amount of fees collected in the said semester of the second year of Master's Program and the third year of Doctoral Program.

In addition, the miscellaneous fees (Waseda University Student Health Promotion Mutual Aid Association fee and Academic society fee) will be collected together.

*The students who have studied abroad or was on leave of absence as well as those who are to study abroad under a program in which academic fees are paid to the University should separately inquire about their academic fees, as the calculated amount differs.

* Educational environment improvement fee and educational facilities improvement fee differ depending on the academic year and the status of taking leave of absence or studying abroad in the past.

*The account transfer dates of academic fees for *extension students* are July 1 for the spring semester and December 1 for the fall semester.

If the academic fees are paid using a transfer form, the transfer deadline is June 30 for the spring semester and November 30 for the fall semester.

5. Expulsion of student registration due to absence of academic fee payment

If a student does not pay academic fees, his or her registration as a student will be expelled (the student will lose the position as a student of the University) automatically on the dates listed below and will be considered to have withdrawn from the University as of the end of the semester for which the student paid the academic fees. In this case, the number of years of enrollment and the grades for the period for which the student did not pay the fees become invalid. Further, cancellation of the expulsion of enrollment will not be accepted under any circumstances after the date of expulsion.

If the payment of academic fees is delayed for a special reason, the student should submit a request for postponing the payment of academic fees. If it is not submitted, his or her enrollment will be withdrawn as of the last day of each semester. If the student wishes to remove his or her enrollment before the prescribed date of expulsion, he or she should submit a request for withdrawal.

If a request for postponing the payment of academic fees is submitted (example of the academic

fees for academic year 2015)

Semester for which academic fees are not paid	Academic fees account transfer date	Date of automatic expulsion	Date of retrospective withdrawal
Spring	May 1, 2015	January 10, 2016	March 31, 2015
Fall	October 1, 2015	July 1, 2016	September 20, 2015

If a request for postponing the payment of academic fees is not submitted (example of the academic fees for academic year 2015)

Semester for which academic fees are not paid	Academic fees account transfer date	Date of automatic expulsion	Retrospective withdrawal
Spring	May 1, 2015	September 20, 2015	March 31, 2015
Fall	October 1, 2015	March 31, 2016	September 20, 2015

*If the account transfer date is a holiday for financial institutions, the transfer date of academic fees will be the following business day.

*The transfer deadlines for paying academic fees using a transfer form are April 15 for the spring semester and October 1 for the fall semester, and if these days are a holiday for financial institutions, the following business day becomes the transfer deadline.

*Even if a request for postponing payment of academic fees is submitted, the billing and account transfer of academic fees are carried out in accordance with the regular schedule.

*Even after submitting the request for postponing payment of academic fees, if a student's completion of a program is on hold due to unpaid academic fees despite his or her meeting the completion requirement, the date of automatic expulsion differs, so the student needs to inquire individually. Further, the University cannot issue the completion certificate or award diploma without confirming payment of academic fees.

Chapter 15 Student Life

1. Student number

Each student has a student number.

The student number is as important as the student's name and students are required to memorize it correctly.

The student number of those who enrolled in the first year of the Graduate School of Sport Science in April 2015 is as follows.

5 0 1 5 A □ □ □ □

a b c d e

a: Department code (Graduate School of Sport Sciences)

b: Year of enrollment (the last two digits of the year in the Gregorian calendar)

c: Major code: A for Sport Sciences

d: Personal number

The hundredths place indicates the following programs:

0 to 2: Master's Program (two-year course), 3: Master's Program (one-year course), 5: Doctoral Program, 9: non-degree students

E: Check digit (CD)

Note: Check digit is a number used only when entering student numbers in computer and is used for checking whether it was entered correctly using program. Memorize it together with the student number, as it is necessary for subject registration and various applications.

2. Student ID (identification card)

The students of the University are issued a student ID (identification card) at the time of admission. The student ID (card) is necessary not only for identifying oneself but also in various instances including learning and administrative procedures, so the students are required to carry it all the time and take care not to damage or lose it.

1) Student ID is made up of the student ID (card) and a backside sticker which states the valid fiscal year. The card becomes valid only when the backside sticker is pasted on the back of the student ID (card). The backside sticker is issued at Tokorozawa Administrative

Center at the end of every academic year and the students are expected to replace it on their own.

The students must return the student ID to the Tokorozawa Administrative Center at the time of the student's losing his position as a student due to completion of a program or withdrawal.

- 2) Once the student ID is issued, the student must promptly paste the backside sticker to the ID and write his or her name in the name area of the ID in block letters.

Students whose name are not written in *kanji* characters are to write their name in alphabet as shown in the name box in the backside sticker in block letters.

The students must swiftly report to the Tokorozawa Administrative Center (using proxy or sending by post are not acceptable) in the following cases, and go through the reissuing procedure. Reissuing of a student ID requires a color photo (4 cm by 3 cm).

Type	Reissuing	Cost
Change of address	Corrected by overwriting the backside sticker or reissued	
Loss, damage	To be reissued	2,000 yen*
Change of family name (name)	To be reissued	Free of cost
Unreadable card	To be reissued	Free of cost
Change of photo	To be reissued	Free of cost (only once during the student's enrollment)

*A separate procedure has to be followed if the card is to be reissued more than once in the same academic year.

3. Issuing various certificates and student discount certificates

- 1) A student can obtain some of certificates and student discount certificates using the automated certificate issuing machine (from any machine installed in the campus) with the student ID and the Waseda-net ID password.

Up to 10 student discount certificates are issued per year. Its term of validity is three months from the date of issue. If a student requires more than 10 student discount certificates for special reasons (voluntary activities and away matches of club activities), he or she should contact the Tokorozawa Administrative Center.

- 2) If a student requires a commute certificate, he or she should follow the prescribed procedure at the Tokorozawa Administrative Center and get the certificate issued.
- 3) Types and cost of various certificates are as follows.

List of certificates by type

Type		Obtained using the automated certificate issuing machine	Remarks
Japanese	Student registration certificate	○	
	Academic transcript	○	
	GPA certificate	○	
	Certificate of expected graduation (completion)	○	
	Certificate of graduation (completion)	○	
	Academic transcript/certificate of expected graduation	○	
	Academic transcript/certificate of graduation	○	
	Certificate of withdrawal	○	
	Certificate of diploma (doctoral degree)	○	
	Certificate of expected teaching certificate	×	Time required to issue one.
	Teaching certificate Certificate of academic ability	×	Time required to issue one. Junior high school (advanced vocational school) and high school (advanced vocational school)
	Health checkup certificate	○	Available for those who underwent the University's health checkup for the said academic year.
	Student discount certificate	○	Limited to 10 certificates a year
	Other certificates	×	Consult with Tokorozawa Administrative Center
English	Student registration certificate	○	
	Academic transcript	○	
	GPA certificate	○	
	Certificate of expected graduation (completion)	○	
	Certificate of graduation (completion)	○	
	Other certificates	×	Consult with Tokorozawa Administrative Center

***Cost of certificates**

Students who are currently enrolled: 200 yen per certificate (300 yen per certificate for the health checkup certificate) Graduates and those who have withdrawn: 300 yen per certificate

However, it is 200 yen per certificate for someone who graduated applying for one by the end of the month in which he or she graduated.

*If the person has returned his or her student ID due to completion of a program or withdrawal, he or she cannot obtain certificates using the automated certificate issuing machine, including the ones usually available on the machine. In this case, the person needs to visit the Tokorozawa Administrative Center or request for the certificate by post.

4. Letters of intent and notices

If a student has an accident while studying or there is a change to his or her status, the

student must submit a letter or notice regarding the matter, whose procedure is described below.

1) Documents to be submitted to Tokorozawa Administrative Center

Type	Name of document	Attachments
Studying abroad	Letter of studying abroad	Certificate of admission or acceptance issued by the institutions where the student is going to study
Leave of absence	Request for leave of absence for half-semester	A medical certificate if it is due to illness
Re-enrollment	Letter of re-enrollment	A medical certificate if it was due to illness (to certify that the student can re-enroll)
Withdrawal (voluntary)	Letter of withdrawal	Student ID

*After the letter, with the signature and seal of the research supervisor, is submitted, it will have to receive approval of Faculty Committee
 *The students who are receiving scholarship from Japan Student Services Organization should submit a request for transfer also.
 * Due to the change to university register, the student's acceptance as a scholarship student is cancelled and the student may be asked to return the scholarship (in part or whole).

Change of address (the student)	Waseda-net portal or notice of changes to student information	—
Change of address (the guarantor)	Notice of changes to student information Notice of family (given) name change Notice of change of guarantor	—
Family name change (given name)		Abstract of family register
Change to person who pays the tuition fee		—
Change to the guarantor		—

2) Points to note upon submitting letters and notices

(1) Request for studying abroad

When a student is studying abroad, refer to *Study Abroad* (Center for International Education).

Inquire with the Tokorozawa Administrative Center about details regarding management of certification of credits and the number of years of enrollment.

(2) Request for half-semester leave of absence

If a student will be unable to attend classes (including examinations) for a continuous period of two months or longer during a semester due to illness or other justifiable reasons, he or she may take leave of absence after completing the necessary procedures with the Graduate School. The student must pay the academic fees by the designated date even during the leave.

Inquire with the Tokorozawa Administrative Center about the details of the academic fees and the leave period during the leave of absence.

(3) Letter of re-enrollment

Students go abroad for studies or take leave of absence on the condition that they would re-enroll after that, and therefore they must obtain re-enrollment permission by completing the necessary procedures at the Graduate School.

Inquire with the Tokorozawa Administrative Center about the details of the timing of re-enrollment and the academic fees after re-enrollment.

(4) Letter of withdrawal (voluntary withdrawal)

Even if a student withdraws in the middle of an academic year, he or she must pay the academic fees for the semester. If the student does not pay the fees, it will be handled as expulsion instead of withdrawal.

5. Scholarship programs

The scholarship programs available at the University include its own in-house scholarships such as the Okuma Memorial Special Scholarship, Azusa Ono Memorial Scholarship, and Scholarship for Nurturing Young Researchers as well as those offered by Japan Student Services Organization, private organizations and local governments.

All scholarship programs are aimed at achieving equal opportunities of education and developing human resources who will contribute to the society, by offering or lending funds to students with outstanding character and academic grades but face difficulties due to economic reasons.

To receive these scholarships, students should obtain *Challenge (scholarship information) for Graduate School Students* distributed by the Tokorozawa Administrative Center and follow the required procedures in accordance with the instructions in the booklet.

The timing of registration for scholarship programs is from early March to early April for freshmen and from early February to mid-March for existing students, and the students should obtain *Challenge (scholarship information) for Graduate School Students* prior to the period.

6. Various subsidies

(1) Copying charge subsidy

The University grants 5,000 yen per year to the students enrolled in Doctoral Program

(excluding research associates and those on leave of absence). The subsidy is provided for copying charges (distribution of copier card), fees for participating in academic society meetings, academic society annual fees and manuscript submission fees, and the timing for accepting applications will be notified as necessary on the bulletin board.

(2) Subsidy for presenting papers at international conferences

The University grants a portion of expenses incurred by students in Doctoral Program for participating in an international conference or symposium and present his or her research paper (i. registration fee, ii. overseas travel expenses).

(Students who are entitled for the subsidy)

Students in Doctoral Program (excluding research associates and those on leave of absence. However, the students on leave of absence for studying abroad are entitled to the subsidy).

(International conferences that are covered by the subsidy)

International conferences and symposiums held by a specialized academic society targeting participants from two or more countries.

(Amount of subsidy and number of payments)

- i. Registration fee for presenting paper at an international conference: the University will pay part of the registration fee (fee for participating in the conference) up to 55,000 yen. The University pays this subsidy once a year (one conference) per student (starting from April to March of the concerned academic year. Excluding convivial gatherings.).
- ii. Subsidy for traveling for presenting paper outside Japan: the University will pay part of the overseas travel expenses for a student to present his or her research paper at an international conference or symposium held outside Japan, up to 110,000 yen. As a rule, the subsidy covers the period starting from the student arriving at the site a day prior to the start of the academic meeting and leaving the meeting on the final day and reaching back. If it exceeds this, the University may not pay the subsidy. The University pays this subsidy once a year (one conference) per student (starting from April to March of the concerned academic year).

(Application process)

The applicant should submit the application for international conference manuscript presentation subsidy along with a program of the international conference or symposium, which shows that the applicant is presenting his or her research paper, as well as a document that shows the registration fee and the receipt of the registration fee to Tokorozawa Administrative Center.

If the student also applies for subsidy for traveling for presenting his or her paper overseas, he or she should submit in advance the travel application along with the cover

page of the program of the international conference or symposium that clarifies the name, dates and the venue of the conference and a quote for the air fare to Tokorozawa Administrative Center and later submit the receipt of the air fare and the stubs of the tickets.

(3) Subsidy for presentation at an academic meeting

The University pays part of the expenses required for giving a presentation at an academic meeting as the chief presenter.

(Students who are entitled for the subsidy)

Students in the Doctoral Program and Master's Program.

(Academic meetings to be covered by the subsidy)

- i. Doctoral Program: nationwide academic meetings
- ii. Master's Program: nationwide academic meetings or international academic meetings

held in or outside Japan having participants from two or more countries

(Amount of subsidy and number of payments)

Subsidy is granted for participation fees only and up to 5,000 yen and there is no upper limit for the number of payments (it does not include transportation expenses or convivial gathering fees).

(Application procedure)

If a student wishes to receive the subsidy, he or she should submit the application form, the receipt of the participation fee, the guide to the academic meeting, the excerpt of the presentation, and a copy of the program to the Tokorozawa Administrative Center.

The application has to be submitted within the academic year in which the academic meeting was held and as a rule within three months from the date of the receipt.

7. Tokorozawa Administrative Center

Graduate School office work of Graduate School of Sport Sciences is handled by the Tokorozawa Administrative Center in the fourth floor of building No. 100. If a student has any questions regarding the studies at the Graduate School, he or she should confirm it with the Tokorozawa Administrative Center as soon as possible.

The center's office hours are as follows.

	Class hours	During summer/winter vacations	During spring vacation
Mondays to Fridays	9:00 to 17:00	9:00 to 17:00	9:00 to 17:00

Saturdays	9:00 to 17:00	Closed	9:00 to 17:00
Sundays, holidays, Common vacation period, Anniversary of the University Founding	Closed *Open when classes are held on holidays.		

*Operations on Saturdays are limited.

*The center will be closed all day on the days the University stipulates as holiday.

*The center, as a rule, does not respond to inquiries via telephone, as it often causes misunderstanding and it is difficult to confirm what has been conveyed. Responses to inquiries via e-mail, as a rule, are also carried out within the office hours.

8. Notice

1) Notice

All information to be conveyed by the University and the Graduate School is to be posted on the bulletin board, so students must make sure to check the bulletin board when they arrive at the campus.

Oversight of notices may have unforeseen grave consequences, so students must pay due attention.

The bulletin board is used for all matters related to academic affairs, scholarships, information conveyed from the University and Graduate School and notices from the center.

The bulletin board of the Graduate School is located in Zone D (next to Tokorozawa Administrative Center and the open reading area of the Library).

Individual communication may be made using the notifications and e-mail functions of the Waseda-net portal, so students need to check them frequently. In addition, students are asked to clean up their e-mail accounts once a week to avoid situations where they cannot receive important information because they exceeded the quota.

Likewise, students need to confirm the Tokorozawa Administrative Center's notification website frequently.

Tokorozawa Administrative Center's notification website

<http://www.waseda.jp/tokorozawa/kg/index.html>

2) Emergency notification methods

The University sends out emergency notifications regarding cancellation of lectures in the entire university, etc. due to interruption of transportation systems caused by typhoons, major earthquakes or an epidemic of legal communicable disease including influenza. In

case it becomes difficult to view the top page of Waseda University website and the top page of other websites due to excessively high traffic, the same content will be notified on the following websites. Students are required to confirm their access to the following websites on a routine basis so that they can confirm notifications from the University during times of emergency, and also register them as “favorite” on their PCs and mobile phones.

-Waseda University website

Japanese: <http://www.waseda.jp/top/>

English: <http://www.waseda.jp/top/en>

-Waseda University notification website for mobile phones (can be accessed from mobile phones)

<http://m.waseda.jp/>

-Waseda University emergency notification website (Yahoo! Blog) (can be accessed from mobile phones)

http://blogs.yahoo.co.jp/waseda_public/

- Waseda-net portal login page

<https://www.wnp.waseda.jp/>

*Above four websites can be viewed using the “emergency notifications” function of the WASEDA Mobile, which is Waseda University’s official application for smartphones.

*How to install WASEDA Mobile:

-iOS version: Search WASEDA Mobile in AppStore and download it.

URL: <http://itunes.apple.com/jp/app/waseda-mobile/id548395130?mt=8>

-Android version: Search WASEDA Mobile in Google Play and download it.

URL: https://play.google.com/store/apps/details?id=com.blackboard.android.central.waseda_jp

Other

- Tokorozawa Administrative Center’s notification website

URL: <http://www.waseda.jp/tokorozawa/kg/index.html>

-Waseda University’s official Twitter account

Account name: @waseda_univ

9. Handling of class cancellations and absence

1) How to confirm class cancellation

i. Bulletin board

ii. Waseda-net portal

Log in on Waseda-net portal

→Click “Classes” on the left side of the menu

→Scroll down the “Classes” item and click on “Class cancellations”

2) Class cancellations measures

Classes may be cancelled in the cases listed below.

In some cases, the students may request the teacher in charge to give consideration to the absence, the final judgment is left to the teacher in charge of the subject.

(1) Worsening of weather conditions

The University would not cancel classes or postpone examinations based solely on the weather warning by the Japan Meteorological Agency.

However, if it judges that it is dangerous, based on weather conditions such as heavy rain, floods, storm, snow storm and heavy snow and the weather warning by the Japan Meteorological Agency, it would cancel classes or postpone examinations as described below. All classes and examinations held on the concerned campus are subject to such measures.

1. When the weather conditions, such as typhoon and heavy snow, are strongly predicted to worsen, the University may take the decision to cancel classes or postpone examinations on the previous day. In this case, it will take the decision by 7 p.m. of the previous day and notify it to students on the University website and so on by 9 p.m. of the previous day.

2. If the University decides to cancel classes or postpone examinations, it shall take the decision, as a rule, 60 minutes before the class or examination and notify and publicize it on the University website and so on. The University would make efforts as much as it can so that it is able to notify these measures two hours before the start of the class or examination.

*Art and Architecture School and Kawaguchi Art School of Waseda University are included in the Waseda Campus.

*The Waseda University's two senior high schools and the University's Extension Center are excluded.

Exceptions

-On-demand courses:

Excluded from class cancellations.

-Classes held simultaneously on multiple campuses:

Classes held using remote conference system held at multiple campuses (e.g. Waseda, Nishi-waseda, Honjo), as a rule, are cancelled if it is cancelled on one of the campuses. However, if there exists a special situation such as a significant discrepancy between the number of students at each campus, it may be excluded from class cancellation, as far as due consideration is given to the students who cannot attend the class.

e.g. A class with 100 students at Waseda Campus and 10 at Honjo Campus and the class at Honjo is cancelled.

→The class at Waseda Campus alone may be held as far as due consideration is given to the students in Honjo.

While students, in principle, are expected to follow the University's decision regarding class cancellation or examination postponement, they should make their own judgement as to whether it is dangerous or difficult to commute to the campus where the class is held according to the Japan Meteorological Agency's weather warning for the traffic route to the said campus and taking into account the weather condition. If a student judges it to be dangerous or difficult to commute and suspended commuting to the campus, he or she may seek the professor teaching the class to give consideration for the absence by obtaining a Report of Absence Form (*Kesseki-todoke*) approved by the graduate school to which he or she belongs (handled by Tokorozawa Administrative Center) and taking it to the Teacher in charge of the subject.

(2) Major earthquake

When it is judged that classes cannot be carried out due to the occurrence of a major earthquake, the University will cancel classes or postpone examinations as described below. The cancellation or postponement is applicable to all classes and examinations implemented on the concerned campus.

1. Once the cancellation of classes or postponement of examinations are decided, the University notifies and publicizes it swiftly on the University website and so on.
2. If it occurs during a class period, the University will announce it right away using the university broadcast system.

Exceptions

- (1) Same as the worsening of weather conditions

While students, in principle, are expected to follow the University's decision regarding class cancellation and examination postponement, they should make their own judgement as to whether it is dangerous or difficult to commute to the campus where the class is held due to disruption to public transportation system in the traffic route to the said campus. If a student judges it to be dangerous or difficult to commute and suspended commuting to the campus, he or she may seek the professor teaching the class to give consideration for the absence by obtaining a Report of Absence Form (*Kesseki-todoke*) approved by the graduate school to which he or she belongs (handled by Tokorozawa Administrative Center) and taking it to the Teacher in charge of the subject.

(3) Major power outage

When an unpredictable major power outage occurs due to electric power demand significantly exceeding the supply, the University cancels classes as described below and resumes the classes from the first period of the day after the day electric power is restored.

1. When a major power outage occurs during class period (the first period to seventh period):

Students are to stand by in the classroom until things settle. All remaining classes will be cancelled.

2. When a major power outage occurs outside of class periods:

All classes on the day will be cancelled.

(4) Strike by public transportation system in the metropolitan area

Tokorozawa Campus: adopts the following 1, 2, 3, and 5.

Waseda, Toyama, and Nishi-Waseda (former Okubo) campuses: adopt the following 1, 2, 3 and 4.

1. In case of strike by public transportation systems including JR (general strike):

If JR's strike in the metropolitan area is

- A. called off by midnight, there will be classes on a regular basis.
- B. called off by 8 a.m., classes are held starting with the third period (1 p.m.).
- C. not called off by 8 a.m., all classes are cancelled for the day.

The above does not apply to the cases of JR work-to-rule strike and strike by private railroads.

2. In case of a partial (specific base) strike by JR in the metropolitan area:

Classes are held as usual.

3. In case of JR's full-scale limited-time strike in the metropolitan area:

A. if the strike ends at 8 a.m., classes are held starting with the third period (1 p.m.).

B. if the strike ends at noon, classes are held starting with the sixth period (6:15 p.m.).

C. if the strike is held past noon, all classes are cancelled for the day.

4. In case of strike held only by private railroads or urban transport systems:

Classes are held as usual.

5. i. In case of one of either Seibu Railway Shinjuku Line or Seibu Railway Ikebukuro

Line going on strike, or

ii. Seibu Railway Bus going on strike even if neither of the Seibu Railway lines in i. is on strike,

A. if the strike ends by 8 a.m., classes are held starting with the third period (1 p.m.).

B. if the strike is held past 8 a.m., all classes are cancelled for the day.

3) Treatment of absence from classes

The Graduate School of Sport Sciences does not stipulate any measures regarding treatment of the students who absent themselves from classes, but it may request the Faculties in charge of the subjects to give some consideration in the cases described below.

However, the final decision is made by the Teacher in charge and the student should keep it in his or her mind upon carrying out the procedure. Inquire with the Tokorozawa Administrative Center about treatment of absence from examinations due to justifiable reasons such as illness.

(1) Bereavement

Regarding students who are unable to attend classes (including failure to take on-demand course), submit reports or sit examinations due to bereavement, the Tokorozawa Administrative Center issues an "Application for Special Consideration for Leave Absence (bereavement)" form to the subject teacher in charge to seek special consideration for academic work missed during the bereavement leave.

Applicable relationship and number of days granted for bereavement leave:

Applicable relationship to the Deceased: first-degree of kinship (parents, children), second-degree of kinship (siblings, grandparents, grandchildren), and spouse

Number of days granted for bereavement leave: Up to 7 consecutive class-meeting days

*However, if the bereavement is outside Japan, the number of days can be flexible.

[Procedure]

- i. The student should notify the Tokorozawa Administrative Center within 10 days after the end of absence period, and obtain a “Report of Absence (bereavement)” form. (It can be downloaded from the Tokorozawa Administrative Center’s notification website.)
- ii. The student promptly fills in and submits the “Report of Absence (bereavement)” form along with a letter of thanks for attendance at the funeral to Tokorozawa Administrative Center.

*If a guarantor passes away, the student must complete the procedure for change of guarantor and submit it with signature and seal of the new guarantor.

- iii. The student then receives an “Application for Special Consideration for Leave Absence (bereavement)” form issued by the Tokorozawa Administrative Center.
- iv. The student submits the Application for Special Consideration for Leave Absence (bereavement)” form to the Teacher in charge of the subject to seek special consideration for academic work missed during the bereavement leave. In case of on-demand classes, the student should contact the department which is offering the course.

(2) School Infectious Disease Prevention Policy

If a student has an infectious disease that falls under “Infectious Disease Prevention in School” (influenza, and so on), he or she is stopped from attending classes to prevent infecting others in accordance with the School Health and Safety Act. For the period of mandatory suspension, the student may request the Teacher in charge of the subject to seek special consideration for academic work by completing the prescribed procedure.

Students must confirm the “Infectious Disease Prevention in School” and “Mandatory Suspension Guidelines” on the website of Waseda University Health Support Center.

Waseda University Health Support Center

<http://www.waseda.jp/kenkou/center/HSC/index.html>

[Procedure]

- i. Once a student gets infected with an “Infectious Disease Prevention in School,” he or she first notifies the Tokorozawa Administrative Center of the date of diagnosis, student number, name, contact information and the date on which the student visited the campus last time.
- ii. After the disease is cured, the student requests the doctor who had diagnosed him or

- her to fill up the “Certificate of Recovery from the Infectious Disease in School Form” .
- iii. The student submits the “Certificate of Recovery from Infectious Disease in School Form” filled up by the doctor and the “Report of Absence Form regarding Infectious Disease Prevention in School” (it can be downloaded from the Tokorozawa Administrative Center’s notification website) to the Tokorozawa Administrative Center.
 - iv. The student receives a copy of the stamped “Report of Absence Form regarding Infectious Disease Prevention in School”.
 - v. The student takes required number of copies of the “Report of Absence Form regarding Infectious Disease Prevention in School”, hands them to the Faculties in charge of the subjects, and asks them to seek special consideration for academic work missed during the absence. In case of on-demand courses, the student should contact the department which is offering the subject.

(3) Citizen Judge System

The Citizen Judge System was introduced in May 2009. Once designated as a citizen judge candidate, the person has to appear at the court on the day for appointment as a citizen judge, and on the days of hearing and trial unless his or her refusal is accepted.

If a student cannot attend a class or cannot write an examination due to appearing at a court, the student may ask the Teacher in charge of the subject to seek special consideration for the absence during the period by visiting the Tokorozawa Administrative Center with the “Notice of Appointment Procedure Date (the summons)” and completing the procedure.

[Procedure]

- i. The student submits a “Report of Absence due to Citizen Judge System” (it can be downloaded from the Tokorozawa Administrative Center’s notification website) and the “Notice of Appointment Procedure Date (the summons)” to the Tokorozawa Administrative Center.
- ii. The student receives a copy of the stamped “Report of Absence due to Citizen Judge System.”
- iii. The student takes a required number of copies of the “Report of Absence due to Citizen Judge System,” hands it to the Teacher in charge of the subjects and asks them to seek special consideration for the absence. In case of on-demand courses, the student should contact the department which is offering the subject.

[Reference]

A student called up can refuse being appointed as a citizen judge citing that he or she is legally a student.

Act Concerning Participation of Lay Assessors in Criminal Trials (excerpt from Article 16)
(Causes of Refusal)

Article 16 Any person who falls under any of the following items may file a motion for refusal to be appointed as a *saiban-in*:

- (i) Any person who is seventy years of age or older
- (ii) A Member of the Diet of local public entities (limited to a person for whom the Diet is in session);
- (iii) A student or pupil of a school set forth in Article 1, Article 124 or Article 134 of the School Education Act (limited to a person who is enrolled in a course that requires regular attendance);

10. Use of parking lot and bicycle parking

Students are not allowed to use a car, motorbike (moped) or bicycle in the Tokorozawa Campus in order to ensure safety, unless otherwise there is an unavoidable situation.

If a student is to commute by car for such a reason, he or she can do so by submitting the procedure documents, etc. within the acceptance period of the spring and fall semesters to the Tokorozawa Administrative Center and obtaining permission for using the parking lot (issue of parking permission). While commuting by motorbike (moped) or bicycle due to unavoidable situation does not require any procedures, the students using the two-wheeler parking space at the South Gate need to obtain parking permission (issue of registration sticker).

Upon commuting by car, motorbike (moped) or bicycle, the student must strive to ensure traffic safety and prevention of accidents and noise, and make effort to preserve the educational environment.

1) Commuting by car due to an unavoidable situation

(1) To obtain the parking permission, a student should submit the following documents to the Tokorozawa Administrative Center.

- i. Application for Parking Permission (available at the Tokorozawa Administrative Center)
- ii. Student ID
- iii. The parking permission for the previous academic year (required only for those who are

continuing to commute by car from the previous academic year)

iv. Parking fee (5,000 yen a year)

*The fee remains the same even if the application is made in the middle of the academic year.

- (2) The parking permission is valid through the end of the academic year in which the permission was issued (one year). If the student wishes to use the parking lot also in the following academic year, he or she needs to complete the same procedure as for a new application.
- (3) When there is a change to the content of the parking permission application or when the student wishes to change the registered vehicle, the student is required to notify the changes using the parking permission application as soon as possible to the Tokorozawa Administrative Center.
- (4) The University prohibits lending of the parking permission to or borrowing it from another person.

2) Commuting by motorbike (moped) due to an unavoidable situation

(1) Each student must lock and manage their respective motorbike to avoid theft, and they should not leave it on the road.

If the student need not commute anymore using motorbike (moped) due to reasons such as graduation, he or she should make sure to take it home and dispose of it in accordance with the rules by the local government body.

- (2) If the student belongs to the Frontier Research Center and is enrolled in Doctoral Program and wishes to use the two-wheeler parking space at the South Gate, he or she must submit the documents listed below to the Tokorozawa Administrative Center and obtain the registration sticker for the South Gate. It, however, may not be issued depending on the situation.

i. Student ID

ii. Application for South Gate Two-Wheeler Parking Permission (available at the Tokorozawa Administrative Center)

- (3) The South Gate registration sticker is valid the end of the academic year (one year) in which the sticker was issued. If the student wishes to use the parking lot also in the following academic year, he or she needs to complete the same procedure as for a new application.

When there is a change to the content of the registration application or when the student wishes to change the registered motorbike, the student is required to notify the Tokorozawa Administrative Center as soon as possible.

3) Commuting by bicycle due to an unavoidable situation

Each student must lock and manage their respective bicycle to avoid theft, and they should not leave it on the road.

If student need not commute anymore using bicycle due to the reasons such as graduation, the student should make sure to take it home and dispose of it in accordance with rules by the local government body.

4) Parking cars and two-wheelers

(1) Students are required to park cars, motorbikes (mopeds) and bicycles in the respective designated places. Parking them outside of the designated places is strictly prohibited.

i. Cars North Gate Parking Lot

ii. Motorbike (moped) Motorbike parking area of North Gate Parking Lot

iii. Bicycle..... Bicycle parking spaces at the Main Gate and North Gate

Students belonging to the Frontier Research Center may use the parking lot and bicycle parking space in Zone B. Of Doctoral Program students belonging to Frontier Research Center, those who received permission may use the two-wheeler parking space at South Gate.

(2) Cars need to have the parking permit on their front glasses with the surface of the sticker facing outside. Motorbikes (mopeds) and bicycles need to have the South Gate registration sticker pasted near their license plates.

(3) The Main Gate Parking lot can be used from 8:00 to 22:00 (21:30 for Sundays and National holidays). (The gate is closed other than these hours.)

5) Notes

(1) Parking a car or motorbike (moped) other than those registered is strictly prohibited.

(2) The use of the parking lots and two-wheeler parking space may be restricted due to events and works on facilities and equipment of the University and Graduate School.

(3) The cars and two-wheelers need to go slow inside the parking lot or two-wheeler parking space and must be parked in an orderly manner according to the prescribed zoning.

(4) Parking outside of the parking lots and two-wheeler parking space is strictly prohibited as it disturbs traffic and hinders evacuation during disaster.

(5) If a car or two-wheeler is left in a parking lot or two-wheeler parking space for a long time or is parked outside the parking lots or two-wheeler parking space, it may be

disposed after a warning is stuck on the said vehicle.

- (6) Accidents caused by human error and damages in a parking lot or two-wheeler parking space or on campus should be solved between the concerned parties. The University does not take any responsibility for accidents, disasters or thefts while a car or two-wheeler is parked in a parking lot or two-wheeler parking space, so each student should use with great caution. (Students must make sure to complete the theft prevention registration instructed by police.)
- (7) If a student violates the above items or he or she does not obey the warning by the University, his or her parking permission for the parking lot or two-wheeler parking space may be revoked.

11. Waseda University Health Support Center Tokorozawa Branch

The Waseda University Health Support Center Tokorozawa Branch is located in Room 308 of Building 100 near the student canteen, and carries out the following operations.

Extension: 3308, emergency extension: 3000, DI: 04-2947-6706, fax: 04-2947-6804

Operations

- (1) Regular health checkup and special health checkup for students and faculty and staff
- (2) Issue of various health certificates (limited to those who have undergone the regular health checkup)
- (3) Health consultation
- (4) Consultation for sports disorders and rehabilitation
- (5) Medical consultation (internal medicine)
- (6) Mental health consultation and psychological consultation
 - *Consultation with psychotherapist and psychological counsellor requires reservation.
- (7) Health statistics, and research and study related to health management
- (8) Health education

12. Waseda University Student Health Promotion Mutual Aid Association

Waseda University Student Health Promotion Mutual Aid Association (established in 1964) is a mutual aid organization unique to Waseda University that carries out activities for

maintaining and enhancing the members' health and payment of healthcare benefits and health checkup subsidy using the membership fees paid by the members (students). It is not an insurance society stipulated by the government such as the national health insurance and health insurance society.

For details regarding member qualification and healthcare benefits (it pays part of the 30% [the patient's copayment for medical examination using public health insurance] of the total medical expenses paid by a member at a hospital in Japan based on billing by the member. The payment is up to 60,000 yen a year), refer to *Waseda University Student Health Promotion Mutual Aid Association Guide* (distributed at the section for distributing materials next to Tokorozawa Administrative Center).

<On the Student Affairs Section website> Waseda University Student Health Promotion Mutual Aid Association

<http://www.waseda.jp/student/hoken/gojyokai/>

13. Injury and Accident Compensation Program for Waseda Students (injury compensation)

The program is a compensation scheme, not insurance, aimed at reducing the economic burden of treatment expenses when a student suffers from a disaster such as injury, physical impediment or death due to an accident during his or her educational and research activity.

Take note that, for compensation during regular curriculum and university events outside the university facilities as well as extra-curricular activities, a student or faculty or staff member must submit the "Notice of Activity outside University Facilities" (for faculty and staff) or "Notice of Camp/Tour (Extra-curricular Activities)" (for student clubs and student groups) seven business days ahead of the start of the activity (excluding Saturdays, Sundays, public holidays and common vacation; the deadline must be strictly observed).

Confirm the website for details such as the compensation contents and the flow of procedure.

<On the Student Affairs Section website> Injury and Accident Compensation Program for Waseda Students (injury compensation)

<http://www.waseda.jp/student/hoken/gakushouho/>

Chapter 16 Tokorozawa Library and Central Library

1. Introduction

The Tokorozawa Library stores books, magazines, etc. that contribute to basic education centered on specialized books, study books and academic journals related to human science and sports science. The Waseda University Library has in recent years been enhancing its electronic documents and database primarily of foreign magazines, which can be accessed by throughout the University, and as for materials related to the Tokorozawa campus research fields it has PsycINFO, PsycARTICLES, SPORTDiscus, Japan Medical Abstracts Society Web and Medical Online.

The Tokorozawa Library is located in the 4th floor of Building No. 100 almost at the center of the campus, and is U-shaped facing the courtyard. The facility is made up of an archives section including an open shelf area, back issues stack of periodicals and new periodicals shelf, as well as facilities for reading such as reading desks and reading rooms for the faculty and post-graduate students, and group reading rooms where group learning can be conducted.

See Tokorozawa Library website for details:

Japanese: <http://www.wul.waseda.ac.jp/TOKOROZAWA/index.html>

English: <http://www.wul.waseda.ac.jp/TOKOROZAWA/index-e.html>

2. User guide

1. Open hours (regular period)

Weekdays – 9:00 to 21:00

Saturday – 9:00 to 18:00

The open reading area can be used outside of the open hours.

The opening of the library during the summer/winter vacation will be announced separately.

2. Closed

Sundays and national holidays (except days when classes are held), holidays, fixed holidays

during the summer and winter vacation

Other days when the library has to be closed for operational reasons

3. User's card

- (1) The Student ID card is used as the user card for entering the library and borrowing books.
- (2) The Student ID can be used only by the student him/herself.

4. Entering and exiting the library

- (1) Students enter the library by scanning their Student ID on the automated card reader.
- (2) The exit gate has a book detection system (BDS) which will activate an alarm if the person tries to take books or periodicals out without permission.

When taking books out of the library, make sure to complete the borrowing procedure at the Check-out Desk.

5. Searching for a document

- (1) The books are categorized and stacked based on the Nippon Decimal Classification (NDC) (except the Oda collection).
- (2) The entire collection of the Waseda University Library can be searched using the book stock retrieval system WINE (<http://wine.wul.waseda.ac.jp/>).

6. Borrowing and returning (see Borrowing rules on the Waseda University Library homepage)

- (1) Borrowing and returning is done at the Check-out Desk. There is a dedicated drop-off box for returning books outside of the working hours. Books may be returned to the Central Library, campus libraries (Takata, Toyama, Science and Engineering) and student reading rooms inside Waseda Campus.
- (2) Up to 30 books can be borrowed at a time, for a maximum period of 30 days.
- (3) Reference books and journals cannot be taken outside the library.
- (4) If not returned by due date, penalty rules will be applied.
- (5) Use the borrowed materials with care. Report immediately to the Library if a book is lost, soiled or damaged. As a rule, the person is liable to replace the book or pay the equivalent amount.
- (6) Books that are read inside the library without completing the borrowing procedures should be returned to their original shelf or placed on the book return desk.

7. Notes

- (1) Refrain from chatting, etc. in the library so as not to disturb others. (Except the open

- reading area and group reading rooms)
- (2) Please keep your valuables with you at all times to prevent theft.
 - (3) Drinks in pet bottles, flasks etc. that can be closed tightly are restricted to some of the reading desks. All other drinks and food are strictly prohibited.
 - (4) When entering the library, mobile phones have to be either turned off or switched to silent mode. Telephone conversation is not allowed.

8. Facility

- (1) Open reading area (32 seats)

The open reading area is immediately after the entrance hall and can be used even outside of the regular library hours. Wireless and wired LAN is available to users.

- (2) Newspaper corner

The library subscribes to 18 newspapers and stores them for a month.

- (3) AV corner

Audiovisual materials such as video and DVD can be viewed using the equipment in the AV corner. Copying and checking out these materials is not allowed.

- (4) Information retrieval corner

Users can make use of three PCs for WINE searching, six authentication terminals and a PC with CD-ROM.

- (5) Counter

The counter for borrowing and returning books and a reference counter for inquiries related to materials are near the Entrance/Exit gates. The new arrivals corner, popular periodicals and Japanese paperbacks areas are on the approach to the stacks.

- (6) Group reading rooms (two rooms with 12 seats each)

They can be used for group learning and research.

- (7) Copy corner

Copy machines operated using prepaid cards are installed at the Copy corner, Learned periodicals area and Information retrieval corner. These can be used to take copies of library materials only. The prepaid cards can be used at all libraries in the University.

- (8) Reference books area

This section has reference materials such as dictionaries, encyclopedia, manuals, handbooks and maps.

- (9) Reading desks (202 seats)

Reading desks are available on the north and south sides between the Japanese books area. Users can use own PCs on desks with power outlets. Wireless LAN is also available here.

(10) Learned periodicals area

It is made up of the learned periodicals area, copy corner, search corner and reading rooms.

(11) Back issues

Bound collections of periodicals in Japanese are stacked in Japanese syllabary order and foreign language ones are arranged in alphabetical order in electric stacks.

(12) Foreign books

Foreign books are in the electric stack before the back issues corner.

3. Using the Central and Campus Libraries

The Central Library, which was planned and built as part of the 100th anniversary of the establishment of the Waseda University is one of the pre-eminent such facilities in Japan in terms of number of books and seats. In addition, the various campuses within the university have their respective libraries – the S. Takata Memorial Research Library, the Toyama Library and the Science and Engineering Library – which boast unique materials and can be used by the students.

The Tokorozawa Library is one of the campus libraries and endeavors to offer enhanced service in collaboration with the above libraries. Documents at the various wings can be searched using the WINE system and photocopies of books and documents also can be obtained. Users can directly go and make use of the Central and campus libraries. The student reading rooms under various faculties can also be used in a similar manner.

For details, see Waseda University Library website:

Japanese: <http://www.wul.waseda.ac.jp/index-j.html>

English: <http://www.wul.waseda.ac.jp/index.html>

Chapter 17 Waseda University Sports Science Society Regulations

(Title)

Article 1 The name of this society shall be Waseda University Sports Sciences Society (hereinafter referred to as “the Society”).

(Purpose)

Article 2 The Society shall carry out research on sports sciences and its spreading and development, as well as necessary activities for education guidance to the graduate and other students of the University’s Faculty of Sports Sciences.

(Secretariat)

Article 3 The secretariat of this Society shall be established within the Faculty of Sports Sciences.

(Members)

Article 4 The Society shall be made up of the following members:

1. Full-time professors of the Faculty of Sports Sciences
2. Part-time professors belonging to the Faculty of Sports Sciences
3. Assistants belonging to the Faculty of Sports Sciences
4. Students of Graduate School of Sport Sciences
5. Students of School of Sports Sciences
6. Sports Sciences Research Center visiting research scholars
7. Graduates of Graduate School of Sport Sciences and School of Sports Sciences
8. Others who the director board deems as necessary

(Enrollment fees and membership fees)

Article 5 Members, as stipulated in sections 1, 3, 4, and 5, as well as 6 of above article have to pay the following enrollment fees and annual membership fees:

Enrollment fee: Members falling under sections 4 and 5 of above article - 2,000 yen

Annual fees: Members falling under sections 1, 3 and 4 of above article - 5,000 yen

Members falling under section 5 of above article - 2,000 yen

Members falling under section 6 of above article - 10,000 yen

2. No enrollment fees or member fees shall be collected from members stipulated under sections 2 and 7 of the above article.
3. Enrollment fees and annual fees shall be decided as needed for members falling under section 8 of above article.

(Enrollment fee and annual fee payment method)

Article 6 Members falling under sections 1 and 3 of Article 4 shall pay the fees at the beginning of the academic year from their personal research funds.

2. Members falling under sections 4 and 5 of Article 4 shall pay enrollment fee as part of the university admission fee and annual fee as part of tuition fees, etc.
3. Member falling under section 6 of Article 4 shall transfer the amount to Waseda University's account based upon a request from the head of the Sports Sciences Research Center.
4. Payment method for members falling under section 8 of Article 4 shall be decided as necessary.

(Directors and Board of Directors meeting)

Article 7 The Society will have a Chairman and Directors in charge of editing, research, public relations and accounting as well as an Auditor.

2. The Senior Dean of the Faculty of Sports Sciences shall be the Chairman, and the Directors and Auditor shall be assigned by the Chairman from the members under section 1 of Article 4.
3. The term of office of the Directors and the Auditor shall be the same as the Chairman's, and they may be reappointed.
4. The Chairman shall convene the Board of Directors meeting, which shall be held as needed.

(Committee)

Article 8 A committee may be established under each director.

2. The committees can have members in addition to the members falling under section 1 of Article 4, and shall take care to reflect the opinions of the members in the committees' operation and planning.

(Operations and expenses)

Article 9 The Society shall carry out the following operations:

1. Publishing collection of research papers (online journal): Sport Sciences
2. Publishing Faculty of Sports Sciences Newsletter

3. Holding Sports Sciences Seminar
 4. Other activities that the Board of Directors deems as necessary to achieve the goals of the Society
2. The expenses incurred in the operations of the Society shall be covered with the enrollment fees, admission fees and other income.

(General Meeting)

Article 10 The Society will hold a General Meeting once a year convened by the Chairman.

However, the Chairman may convene extraordinary general meetings as necessary.

(Accounting reporting)

Article 11 The Director in charge of accounting shall present the accounting report to the members after auditing is done by the Auditor.

(Revisions to the regulations)

Article 12 Revisions to these regulations shall be carried out at the faculty meeting of the Faculty of Sports Sciences after deliberations by the Board of Directors.

Supplementary provision These regulations shall come into effect on September 27, 2005.

Supplementary provision Revisions to these regulations shall come into effect on April 1, 2010.

Supplementary provision Revisions to these regulations shall come into effect on February 22, 2011.