

## Academic Guidelines

### I. General Rules

- 1 WBS offers professional degree programs (Master of Business Administration and Master of Science in Finance) based on the following educational objectives: (1) Advanced specialization and practical education related to business and finance, (2) Acquisition of advanced knowledge in related fields, (3) Recurrent education for professionals in the fields of business and finance, and (4) Adaptation to the global business environment.
- 2 WBS education consists of “Course Curricula”, which comprises lecture courses and practical seminars, and “Research Guidance”, which is guidance for writing a thesis. The course curricula are in the International Master of Business Administration (MBA) program, One-year MBA program, Master of Science (MSc) in Finance program, Evening MBA program (General), and Evening MBA program (Specialized).
- 3 The two following types of students are enrolled at the school:
  - (1) Regular students
  - (2) Non-degree students

Of these, (1) refers to those aiming to obtain an MBA or MSc in Finance degree. The MBA degree will be conferred to those who complete the International MBA program, One-year MBA program, Evening MBA program (General), or MBA program (Specialized). The MSc in Finance will be conferred to those who complete the MSc in Finance program.
- 4 An academic year is divided into two semesters (Spring and Fall) of 14 weeks each. Each semester is further divided into first and second halves, which are called Spring or Summer quarters in the Spring semester and Fall or Winter quarter in the Fall semester.

Spring Semester		Fall Semester	
Spring Quarter (First-Half, Spring)	Summer Quarter (Second-Half, Spring)	Fall Quarter (First-Half, Fall)	Winter Quarter (Second-Half, Fall)

## II. Academic Information

### International MBA Program (Full-Time)

#### 1. Degree Requirements

A student must fulfill the following requirements in order to be conferred an MBA degree by Waseda University:

- (1) Be enrolled in the International MBA program (full-time) for two years (or more).
- (2) Earn 50 (or more) credits in line with the category classification designated by WBS.
- (3) Submit the Degree thesis, participate in Seminars, complete the Research Guidance, and pass the Thesis Evaluation Screening and the Final Oral Examination.

#### Number of credits required for graduation by course category

Course Category		Number of Required Credits	Remarks
Compulsory Core Courses		14	- All courses (7 courses) in this category are required.
Compulsory Elective Courses		6 or more	- 6 credits (3 courses) or more are required. - If earning more than 6 credits, the credits will be counted toward graduation.
Elective Courses	Bilingual Courses or Overseas Courses	4 or more	- 4 credits (2 courses) or more are required. - Both English and Japanese languages are used in Bilingual courses. Grades will be given by P/Q assessment (see V. <i>Grading System</i> ). - Overseas courses are held outside of Japan, for example, in Singapore.
	General Elective Courses	8 or more	- 8 credits (4 courses) or more are required.
Specialized Research	Seminars	8	- Seminars are offered in each semester from the first year and registered automatically.
	Research Guidance	-	- Research Guidance, which is non-credit, is offered in each semester from the second year and registered automatically. - Grades will be given by P/Q assessment in each semester.
	Degree Thesis	4	- Degree thesis will be registered automatically. See Section 3 <i>Degree thesis</i> .
Total		50 or more	

#### 2. Course Registration

- (1) At the beginning of each semester, every student must select courses based on his/her own plans and complete the registration procedures for the courses during the designated registration period.

##### (2) Language courses

Students in this program are recommended to take language courses.

Although language course credits are not counted toward graduation, students are recommended to take at least 8 credits. Students who study mainly in English can take Japanese language courses offered by the Center for Japanese Language (hereinafter, C JL), and students who study mainly in Japanese can take English language courses offered by the Global Education Center (hereinafter, GEC). In addition, students can take Core Courses as a language course (Japanese for those admitted in September, and English for those admitted in April) provided in the MBA Program. Students who

take the Core Course as a language course may participate in the course for the second time after their regular Core Course is completed. Grades in such cases will be given by P/Q assessment. An additional fee will be charged for Japanese or English language courses.

(3) Limitations on and recognition of credits from courses of other programs and schools  
(Limitation on and recognition of credits are imposed by each category respectively)

Program	Course Category	Category to be Counted	Maximum Number of Credits <sup>1</sup>
MSc in Finance Program	Compulsory Core Courses	IMBA students cannot take these courses.	
	-Compulsory Elective Course -General Elective Courses	General Elective Course	It is possible to take up to 10 credits counted toward graduation.
Evening MBA Programs	-Compulsory Core Courses -Compulsory Elective Course	IMBA students cannot take these courses. <sup>1</sup>	
	General Elective Courses	General Elective Course	It is possible to take up to 16 credits but only 10 credits can be counted toward graduation.
Courses offered by the other graduate schools and the specific courses offered by GEC <sup>2</sup>		General Elective Course	It is possible to take up to 10 credits counted toward graduation.
Courses offered by the other institutions (GEC and CJL)		-	There is no limit but the credits are NOT a part of the graduation requirements.
Courses offered by the NTU double MBA program		General Elective Course	There is no limit.

<sup>1</sup> Only in the case of students who fail the required core course in the full-time curriculum, taking the same course offered in the Evening MBA program may be allowed.

<sup>2</sup> Some courses offered by GEC are counted as General Elective Course.

Please refer to WBS website to find out more details about the course list.

(4) Maximum credits for registration

A student can register for a maximum of 22 credits in each semester.

- a) Credits for intensive courses are included.
- b) Credits for Seminars and the Degree thesis are included.
- c) Credits for courses not part of graduation requirements and language courses are NOT included.
- d) Credits obtained as non-degree students before enrollment are NOT included.
- e) Transferred credits obtained during study abroad at overseas graduate schools are NOT included.

(5) Cancellation of registered courses

The following limitations regarding course cancellation apply to the courses offered by WBS.

Up to 3 courses (6 credits) can be cancelled during the designated cancellation period at the beginning of each semester. One course (2 credits) can be cancelled during the first week of the second quarter courses.

(6) Re-taking a course

A student cannot register for a course once he/she has earned credits for it, except for Project Research and the Degree Thesis. It is not possible to take the same course twice, even if the instructor, lecture content, or language is different. However, in certain circumstances, students may take Core Courses again as a language course: those who enrolled in September may take a Japanese Core Course; those who enrolled in April may take an English Core Course.

(7) Transfer of credits obtained before enrollment

In principle, it is not possible to transfer the credits obtained at other graduate schools at Waseda or other universities in Japan or abroad before enrolling in WBS.

However, a re-enrolled student or a WBS non-degree student who is permitted to enroll in WBS as a regular student is able to transfer up to 6 credits (3 courses) taken when he/she was in WBS, upon completion of certain application procedures.

Furthermore, in the case that a student who enrolled in the Graduate School of Commerce MBA Track or the Graduate School of Finance, Accounting, and Law as a regular student, or a non-degree student is permitted to enroll in WBS, he/she may be able to transfer up to 6 credits (3 courses) taken when he/she was in the school, upon completion of certain application procedures.

(8) Transfer of credits obtained at an Overseas Graduate School during enrollment at WBS

Up to 12 credits that students obtained at overseas universities during enrollment at WBS may be transferred toward graduation upon completion of certain application procedures.

### 3. Degree thesis

- a) The Degree Thesis is the result of research that includes theoretical or practical study, critical research of the preceding research and one's own views.
- b) The Degree Thesis should be written and completed using the designated format (provided separately).
- c) The Degree Thesis and its outline can be written in either English or Japanese.
- d) Regarding completion of the Degree Thesis, see *the Guidelines to Complete Degree Thesis*, provided separately.

### 4. Guidelines for course registration

- a) Review the course list for each semester and make a long-term study plan for course registration.
- b) Take Compulsory Core Courses and Compulsory Elective Courses (registered automatically) in the first academic year because these are prerequisites for elective courses and thesis writing.
- c) Discuss with your supervisor in regards to the necessary course(s) for thesis writing and planning well.
- d) For those who apply for student exchange or double-degree programs, plan well to take the necessary courses in consideration for the study-abroad period.

## MSc in Finance Program (Full-Time)

### 1. Degree Requirements

A student must fulfill the following requirements in order to be conferred an MSc in Finance degree by Waseda University.

- a) Be enrolled in the MSc in Finance program (full-time) for two years (or more).
- b) Earn 50 (or more) credits in line with the category classification designated by WBS.
- c) Submit the Degree thesis, participate in Seminars, complete Research Guidance, and pass the Thesis Evaluation Screening and the Final Oral Examination

### Number of credits required for graduation by course category

Course Category		Number of Required Credits	Remarks
Compulsory Core Courses		14	– All courses (7 courses) in this category are required.
Compulsory Elective Courses		16 or more	– 16 credits (8 courses) or more in this category are required. – If earning more than 16 credits, the credits will be counted toward graduation.
General Elective Courses		Optional	– There is no requirement in this category. – Allowed to take the general elective courses offered in the MBA program as the MSc' s general elective course category. The credits will be counted toward graduation.
Specialized Research	Seminars	6	– Students take the seminar from the second semester <sup>1</sup> . – Students are required to take a different seminar in each semester.
	Research Guidance	–	– Research Guidance, which is non-credit, is offered in each semester from the second year and registered automatically. – Grades will be given by P/Q assessment in each semester
	Degree Thesis	4	– Degree thesis will be registered automatically. See section 3 Degree thesis.
Total		50 or more	

<sup>1</sup> It is not possible to take a seminar in the first semester.

### 2. Course Registration

- (1) At the beginning of each semester, every student must select courses based on his/her own plans and complete the registration procedures for the courses during the designated registration period.

- (2) Limitations on and recognition of credits from courses of other programs and schools  
(Limitation on and recognition of credits are imposed by each category respectively)

Course Category	Course Segment	Category to be Included	Maximum Number of Credits
International MBA Program	Compulsory Core Courses	MSc in Finance students cannot take these courses.	
	–Compulsory Elective Course –General Elective Courses	General Elective Course	It is possible to take up to 10 credits counted toward graduation.
Evening MBA Program	–Compulsory Core Courses –Compulsory Elective Course	MSc in Finance students cannot take these courses.	
	General Elective Courses	General Elective Course	It is possible to take up to 16 credits but only 10 credits can be counted toward graduation.
Courses offered by other graduate schools and transferrable courses at GEC <sup>1</sup>		General Elective Course	It is possible to have up to 10 credits counted toward graduation.
Courses offered by other institutions (GEC and C JL)		–	There is no limit but the credits are NOT a part of the graduation requirements.
Courses offered by the NTU Double MBA Program		General Elective Course	There is no limit.

<sup>1</sup> Some courses offered by GEC are counted as General Elective Course.

Please refer to WBS website to find out more details about the course list.

### (3) Maximum credits for registration

A student can register for a maximum of 22 credits in each semester.

- a) Credits for the intensive courses are included.
- b) Credits for Seminars and the Degree thesis are included.
- c) Credits for courses not part of graduation requirements and language courses are NOT included.
- d) Credits obtained as non-degree students before enrollment are NOT included.
- e) Transferred credits obtained during study abroad at overseas graduate schools are NOT included.

### (4) Cancellation of registered courses

The following limitations regarding course cancellation apply to the courses offered by WBS.

Up to 3 courses (6 credits) can be cancelled during the designated cancellation period at the beginning of each semester. One course (2 credits) can be cancelled during the first week of the second quarter courses.

### (5) Re-taking a Course

A student cannot register for a course once he/she has earned credits for it, except for Project Research and the Degree Thesis. It is not possible to take the same course twice, even if the instructor, lecture content, or language is different.

(6) Transfer of credits obtained before enrollment

In principle, it is not possible to transfer the credits obtained at other graduate schools at Waseda or other universities in Japan or abroad before enrolling in WBS.

However, a re-enrolled student or a WBS non-degree student who is permitted to enroll in WBS as a regular student is able to transfer up to 6 credits (3 courses) taken when he/she was in WBS, upon completion of certain application procedures.

Furthermore, in the case that a student who enrolled in the Graduate School of Commerce MBA Track or the Graduate School of Finance, Accounting, and Law as a regular student, or a non-degree student is permitted to enroll in WBS, he/she may be able to transfer up to 6 credits (3 courses) taken when he/she was in the school, upon completion of certain application procedures.

(7) Transfer of credits obtained at an Overseas Graduate School during enrollment at WBS

Up to 12 credits that students obtained at overseas universities during enrollment at WBS may be transferred toward graduation upon completion of certain application procedures.

### 3. Degree thesis

- a) The Degree Thesis is the result of research that includes theoretical or practical study, critical research of the preceding research and one's own views.
- b) The Degree Thesis should be written and completed using the designated format (provided separately).
- c) The Degree Thesis and its outline can be written in either English or Japanese.
- d) Regarding completion of the Degree Thesis, see *the Guidelines to Complete Degree Thesis*, provided separately.

### 4. Guidelines for course registration

- a) Review the course list for each semester and make a long-term study plan for course registration.
- b) Take Compulsory Core Courses and Compulsory Elective Courses (registered automatically) in the first academic year because these are prerequisites for elective courses and thesis writing.
- c) Discuss with the program coordinator in regards to the necessary course(s) for thesis writing and planning well.
- d) For those who apply for student exchange, plan well to take the necessary courses in consideration for the study-abroad period.

### **Waseda–Nanyang Double MBA Program (only for Double MBA students)**

The Waseda–Nanyang Double MBA Program is jointly offered by WBS, Waseda University, and Nanyang Business School, Nanyang Technological University (hereinafter NTU). Students in this program take core courses in Singapore in the first 8 months and take elective/seminar courses in Japan in the last 6 months.

A student who fulfills the designated requirements will be conferred two MBA degrees from NTU and Waseda.

### **Waseda–ESCP Double Degree Program (Apply after enrollment at WBS)**

WBS, Waseda University, and ESCP Europe jointly conduct the Waseda–ESCP Double–Degree Program. Students can apply for the program after enrollment at WBS.

#### **1. Degree Requirements**

- (1) Be enrolled in the Waseda University International MBA program for at least two semesters and the ESCP Master in Management (MiM) program for at least two semesters.
- (2) Meet the degree requirements of both WBS and ESCP.

#### **2. Degree**

A student who fulfills the designated requirements are conferred the degree of the Master in Management from ESCP and the degree of Master of Business Administration from Waseda University.

Only students enrolled in September admissions for the International MBA program can complete the program in two years should they fulfill graduation requirements. Although students enrolled in April admissions for the International MBA can also apply for the program, their graduation period will be postponed for one semester or more since there is an enrollment time gap between Waseda and ESCP.



### III. Non-Degree Students

1. Based on the screening procedures, non-degree student enrollment may be permitted.
2. WBS accepts the following classifications of non-degree students:
  - Company-Sponsored students
  - Graduates of WBS, Graduate School of Commerce MBA Track and Graduate School of Finance, Accounting, and Law.
3. Company-Sponsored students refer to those who are sponsored by the company they work for and have been approved by WBS for the enrollment in WBS to take a course at WBS.
4. Graduates of WBS, Graduate School of Commerce MBA Track and Graduate School of Finance, Accounting, and Law, refer to students who have completed the program at WBS (or its predecessor schools) and have been approved by WBS to take a course at WBS.
5. Regarding the credits earned at WBS as Non-degree students, if enrollment as a regular student at WBS is approved by WBS after those credits are earned, a maximum of 6 credits (3 courses) may be approved as graduation credits after completing certain procedures. ※The application for transferring credits must be submitted within a month after you enter WBS as a regular student.

### IV. Schedule for Courses, Course Cancellation, and Makeup Lectures

#### 1. Schedule for Courses

The timetable for the courses is as follows. Students must confirm the detailed course schedule on the Web syllabus.

- (1) The 5<sup>th</sup> period (17:00-18:40) of the full-time program overlaps with the 6<sup>th</sup> period (18:30-20:10) of the Evening MBA program. Students are not allowed to take two overlapping courses.

Period	Time	WBS	
		International MBA and MSc in Finance Program (full-time) General MBA Program (One-year)	Evening MBA Program (General) Evening MBA Program (Specialized)
1 <sup>st</sup>	8:50-10:30	✓	✓ (Saturdays)
2 <sup>nd</sup>	10:40-12:20	✓	✓ (Saturdays)
3 <sup>rd</sup>	13:10-14:50	✓	✓ (Saturdays)
4 <sup>th</sup>	15:05-16:45	✓	✓ (Saturdays)
5 <sup>th</sup>	17:00-18:40	✓	✓ (Saturdays)
6 <sup>th</sup>	18:55-20:35	✓	✓ (Saturdays)
7 <sup>th</sup>	20:45-21:35	✓	
6 <sup>th</sup> for the evening program	18:30-20:10		✓ (Monday to Friday)
7 <sup>th</sup> for the evening program	20:20-22:00		✓ (Monday to Friday)

#### 2. Course Cancellation

Courses may be subject to cancellation due to unavoidable reasons such as circumstances related to instructors. Notifications of course cancellations will be announced by professors in classes, through Waseda Moodle, or posted on the WBS bulletin board. Inquiries may not be made by telephone. Regarding course cancellations due to cases related to weather warnings or transportation strikes in the metropolitan area, please refer to "*Contingency Measures Due to Severe Weather and Class Cancellation in Case of Strikes of Public Transportation in Tokyo Area.*"

### 3. Makeup Classes

Makeup classes will be offered in the case of cancellations. The information will be announced through similar approaches as cancellations.

### 4. Submission of Reports

The following descriptions were applicable to the years before COVID-19. However, currently, in most cases, reports are collected online at Waseda Moodle. Please follow the instructions by the professors of each course.

(cf. below are instructions to submit reports prior to 2019)

Unless an instructor gives instructions for the method of report submission, reports to be collected by the WBS office (3<sup>rd</sup> floor of Bldg. 11) must be submitted by the deadline in the report box provided inside the office. Regarding classes held in Bldg. 26, reports may also be collected at the Faculty Room (9<sup>th</sup> floor of Bldg. 26). Regarding the Evening MBA programs (General and Specialized), reports may also be submitted in the report box inside the WBS evening office (10<sup>th</sup> floor of Bldg. 11) from Monday to Friday but must be submitted on the office located on the 3<sup>rd</sup> floor on Saturday. The cover page must be attached to the report. The official cover page can be downloaded from the WBS website. It should be noted that the report box is available only when the office is open: reports will not be received outside of office hours.

### 5. Taking Courses and Exams for Courses Offered by Other Schools

Students must follow the guidelines of each school in order to take courses offered by the other schools. It should be noted that other schools' timetables might be different from WBS.

## V. Grading System

1. Student achievement in lecture courses is indicated using the following five-grade system. Pass grades are indicated with A+, A, B, or C, and fail grades are indicated by F. Transcripts will only list classes in which a passing grade was received. Specific courses will utilize a two-scale grading system with P for passing and Q for failing.

P/Q-Graded Courses
Bilingual Course, Business English, Leadership by Example A, Leadership by Example B, Dialogue with Top Entrepreneurs in Japan, Diversity & Inclusion Management for Business Persons, Practical Case Studies, Essence of Project Research, and Research Guidance courses.

### 2. SA and GPA

WBS uses two systems for individual grade averages: SA (Scholarship Average) and GPA (Grade Point Average). SA is the standard used within WBS for screening outgoing exchange students to WBS' s partner institutions and for selecting candidates for scholarships within WBS. GPA is the standard used for screening students dispatched under inter-university partnerships and for selecting candidates for scholarships within the university. The main difference between the SA and GPA is that the SA does not include specialized research courses or courses offered by other majors, other graduate schools or other institutions.

#### - About SA

The total grade at WBS is calculated as follows:

- (a) Each grade will be converted to grade point (GP).

(b) The GP for each grade is as follows.

Grade	Point	GP	Grade	Point	GP
A <sup>+</sup>	100-90	3	C	69-60	0
A	89-80	2	F	59-	- 1
B	79-70	1			

(c) The average GP is calculated using a method known as the SA. The SA (up to two decimal points) is reflected in the final result.

\* Add the products of each GP and the number of credits (CN) given, then divide that sum by the total number of credits registered (including the number of failed credits).

<SA calculation>

$$\frac{(A^+ \text{ CN} \times A^+ \text{ GP}) + (A \text{ CN} \times A \text{ GP}) + (B \text{ CN} \times B \text{ GP}) + (C \text{ CN} \times C \text{ GP}) + (F \text{ CN} \times F \text{ GP})}{\text{Total number of credits registered (including failed credits and except for courses not counted for SA)}}$$

Total number of credits registered (including failed credits and except for courses not counted for SA)

\*Decimals are shown to the second place (the third decimal place will be rounded).

(d) Courses for SA

Program	Courses for SA
<ul style="list-style-type: none"> <li>- International MBA Program</li> <li>- MSc in Finance Program</li> <li>- One-year MBA Program</li> <li>- Evening MBA Program (General)</li> <li>- Evening MBA Program (Specialized)</li> <li>- Waseda-Nanyang Double MBA Program</li> </ul>	<p>All courses offered by the WBS are counted for SA, in principle, but the following courses are exceptional.</p> <ul style="list-style-type: none"> <li>- Non-credit courses</li> <li>- specialized research (Seminar courses “Zemi” , Research Guidances, Project Researchs, Thesis)</li> <li>- P/Q-graded courses</li> <li>- courses provided by other graduate schools or institutes</li> </ul>

3. The SA is shown on the “WEB grade page.” (It is not shown on the “Transcript of academic records.” )

- About GPA

(a) Calculation of GPA

For academic assessment for courses, GPs are calculated as follows:

A<sup>+</sup> = 4, A = 3, B = 2, C = 1, and **Fail** = 0

The GP for each grade is as follows.

Grade	Point	GP	Grade	Point	GP
A <sup>+</sup>	100-90	4	C	69-60	1
A	89-80	3	F	59-	0
B	79-70	2			

Add the products of each GP and the CN given, then divide that sum by the total number of credits registered (including the number of failed credits).

$$\frac{(A^+ \text{ CN} \times 4) + (A \text{ CN} \times 3) + (B \text{ CN} \times 2) + (C \text{ CN} \times 1) + (F \text{ CN} \times 0)}{\text{Total number of credits registered (including failed credits)}}$$

Total number of credits registered (including failed credits)

\*Decimals are shown to the second place (the third decimal place will be rounded).

\*The GPA is calculated to two decimal points.

(b) Courses for GPA

All courses registered for the degree (other than Non-credit courses) are included in GPA calculations. However, the grade assessments for the courses listed below, which are included in the degree, are not reflected in the GPA.

- P/Q-graded courses
- Research guidances, which uses P/Q assessment.

(c) Notification and certification of GPA

The GPA is indicated on the "WEB grade page." A GPA certificate will be issued that indicates the grades and GPA for courses that use GPA. GPA is not shown on the "Transcript of academic records."

4. Assessment methods

WBS uses a grading system that is based upon three assessment methods: Comparative Grading, Adjusted Comparative Grading, and Absolute Grading.

Assessment Method	Course Category
Comparative Grading	Compulsory core courses, Compulsory elective courses (except MSc)
Adjusted Comparative Grading	General elective courses, Overseas courses, Compulsory elective courses (offered at MSc)
Absolute Grading	Seminar, Project research, Thesis

Basic Grading Criteria

Comparative Grading	A + (total count): Limited to 20% or less of the total number of course-registered students A + and A (total count of A+ and A grades): Limited to 40% or less of the total number of course-registered students
Adjusted Comparative Grading	A + (total count): Limited to 20% or less of {the total number of course-registered students + 5} A + and A (total count of A+ and A grades): Limited to 50% or less of {the total number of course-registered students + 5}

Grading methods are decided by the principal course segment regardless of which program a student belongs to. Thus, for example, if evening professional students take compulsory elective courses, the credits will be counted as elective course graduation credits, but the assessment methods will be Comparative Grading. Take careful note of this when signing up for courses.

5. Commendation System for Honor Students with Good Academic Results

WBS offers commendations for honor students with good academic results for each program.

Dean' s List:

Commendation for high achievers each semester.

Those who registered for at least five courses (except Zemi and PQ assessment courses) in the most-recent semester and whose SA value is within the top 15%.

Distinguished Students:

Commendation for students with good results at the time of graduation.

Those whose period of enrollment is within the standard period, and whose SA value is within the top 10% at the time of graduation.

Extra Effort Students: (Apply only to students in the IMBA program)

Commendation for students in the International MBA program (full-time) who earned a large number

of credits.

Those whose period of enrollment is within the standard period and who, at the time of graduation, have earned 64 credits or above for courses required for graduation.

## **VI. Study Abroad**

### **1. WBS strongly encourages its students to study abroad during their enrollment.**

#### **(1) Exchange programs under the departmental agreement**

WBS has established student exchange agreements with 37 partner institutions. WBS sends students to, and accepts students from, those partner schools.

The list of WBS partner schools is available on our Web site:

<https://www.waseda.jp/fcom/wbs/en/applicants/global>

#### **(2) Exchange programs with partner schools under the university-wide agreement**

Waseda University has a variety of student exchange agreements with about 600 partner schools around the world and sends Waseda graduate students to those partner schools. Please refer to the study-abroad handbook issued by the Center for International Education for further information.

#### **(3) Other study-abroad programs**

Students who participate in any study-abroad program other than the programs mentioned above will be regarded as taking part in “Privately Financed” study-abroad programs.

### **2. In principle, study-abroad programs are one year or less in length. Please contact the WBS office for details regarding school fees and student status at WBS before applying for a student exchange program.**

#### **(1) In the case of exchange programs under the departmental agreement, participants must pay all tuition and fees to WBS, and subsequently, the entire tuition and fees of the host institution will be exempt.**

#### **(2) The tuition and fees in the student exchange programs under the university-wide agreement will vary depending on the program.**

#### **(3) For students who participate in Privately Financed study-abroad programs, a fee of 50,000 JPY will be charged as an enrollment fee by Waseda, and the tuition and fees for the host institution will be charged by the host institution for each semester.**

### **3. Credits earned during the study-abroad programs may be officially transferred and recognized within the limit of credits for each degree after completion of the credits transfer procedures and screening. The course titles are written in English on the transcripts of academic records. For students who participate in Privately Financed study-abroad programs, if credits earned during the Privately Financed study-abroad program are transferred, a credit transfer fee may be charged. Application for transfer credits earned during a study-abroad period should be made in accordance with the deadlines indicated on the following page. The application result will be announced at the time of the grade announcements, in which the transferred credits will be recognized. As a general rule, a credit transfer application after the designated deadlines will not be permitted, and a credit transfer can be made only while the student is enrolled at WBS. Those who are enrolled in the International MBA program can only apply and participate in a study-abroad program in their final semester before their graduation, with the understanding that the credit transfer will not be recognized.**

< Schedule for AY 2022 >

End date for study-abroad program	Students in their final semester		Other students	
	Credit recognition application deadline	Announcement of credit recognition decision	Credit recognition application deadline	Announcement of credit recognition decision
4/1/2023-9/20/2023	6/30/2023	9/7/2023	1/30/2024	9/7/2023 or 3/7/2024, depending on application date
9/21/2023-3/31/2024	1/31/2024	3/3/2024	6/30/2024	3/7/2024 or 2024 spring semester grade announcement day, depending on application date

## VII. Chair Courses and Other Collaboration Courses

WBS seeks to contribute to improvements and development in the fields of education and research and has entered into academia and research tie-ups with other institutions and organizations. In order to maintain its independence, individual character, and originality, the university has adopted the following guidelines.

- (1) Respect individuals' academic freedom and independence.
- (2) Promote world peace and human welfare through research; never engage in any military research or military development.
- (3) Contribute to the research goals and development and educational advancement of the university.
- (4) Never engage in any illegitimate research activities that prohibit the publication of the research findings. This, however, does not apply to any agreement resulting from trust or rational regulations between/among entrusted researcher(s) and/or co-researcher(s).
- (5) Ensure social fairness in all activities.
- (6) Disclose and publicize all related documents based on democratic procedures, ensuring that all such decisions are based on the decisions of the researcher(s)/author(s).

In order to carry out the aforementioned guidelines without bias or fear, the university has set up a Guideline Committee to oversee each individual tie-up.

The following chair course lectures have been set up under the supervision of the aforementioned inspection committee.

< Chair Lecture Series for AY2023>

Developing and Managing Global Venture Enterprises (Chair Course by Okawa Dream Foundation)
Logistics: SCM (Chair Course by Prologis)
Global Strategies for Small and Medium Enterprises (Chair Course by Inaba Foods)
Strategy of Family Firms (Chair Course by OKAMURA Corporation)

<Other Collaboration Lecture Series for AY2023>

Startup Factory (by WERU Investment)
Sustainable Growth Strategy-Practice of Solving Social Issues for Global Leaders (by ICMG)
Public Relations:Theories and Practice (by Inoue Public Relations)
Global Human Resources Management (by Mercer Japan)

## VIII. Student I.D. Number

The student I.D. number is composed of 8 digits as follows:

1	2	3	4	5	6	7	8
a		b		c			

a: Graduate school code (e.g., 57 for WBS)

b: The last two digits of the student's entry year

c: Personal number (given by each program and the time of entry)

## IX. Terms Related to Courses

Term	Description
Compulsory Core Courses	Compulsory courses that are the foundation for acquiring a degree.
Compulsory Elective Courses	Compulsory elective courses that are the foundation for acquiring a degree.
Overseas Courses	Courses held overseas (Singapore and other locations). The aim is to extend students' perspectives and knowledge in the global environment.
Bilingual Courses	Students can familiarize themselves with another language, learn about differences in culture and think through lectures conducted in both English and Japanese. (In the MBA full-time program, active interaction between English-speaking students and Japanese-speaking students is encouraged.)
Other Language Courses	A concept used in the International MBA program. The aim is to deepen students' understanding of another language. Students admitted in September (English speaking) study Japanese while students admitted in April (Japanese speaking) study English. These courses do not count toward graduation requirements, but a minimum of 8 credits is recommended.
General Elective Courses	Students can take general elective courses in order to acquire a breadth of knowledge from different perspectives.
Courses offered by Other Graduate Schools	Students can take courses offered by other graduate schools at Waseda. Students can register for courses offered by other graduate schools within the limit that each school has stipulated.
Courses at Global Education Center	Courses offered by GEC, the institution established in order to support open education at Waseda. There are English courses such as Tutorial English or other language courses. Some courses designated by WBS can be included as general elective course credits. There are cases, depending on the course, where an additional fee may be charged for the course.



Tutorial English Courses	These courses are designed to provide English lessons with a small number of students divided according to their level. Tutorial English courses are treated as other language courses in the case of the International MBA program. An additional fee will be charged for these courses.
Courses at the Center for Japanese Language	Courses offered by CjL for non-Japanese students. Students can study comprehensively and intensively in a setting appropriate to their level. These courses are counted as other language courses in the International MBA. Depending on the course, an additional fee may be charged for the course.
Joint Courses	Courses established jointly by two different institutions, schools, or programs. There are joint courses between graduate schools, between programs, and day and evening joint courses between the MBA full-time program and the Evening MBA program. For example, in the case of the day and evening joint course: Students in the MBA full-time program take the course as part of the MBA full-time program; students in the Evening MBA program take the course as part of the Evening MBA program.
<ul style="list-style-type: none"> <li>- Full Semester Courses</li> <li>- Quarter Courses</li> <li>- Intensive Courses</li> </ul>	<p>Full semester courses: 100-minute lectures per week for 14 weeks (=14 times)</p> <p>Quarter courses: 200-minute lectures (two consecutive periods, 7 weeks)</p> <p>Intensive courses: Intensive lectures held outside of the ordinary lecture schedule.</p>
<ul style="list-style-type: none"> <li>- Courses in the Full-Time Program</li> <li>- Courses in the Evening Program</li> </ul>	<p>Full-time program courses: offered in the daytime on weekdays (in periods 1 to 6) and on Saturday.</p> <p>Evening program courses: offered on weekday evenings (in periods 6 and 7) and on Saturday.</p>