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Graduate School of Business and Finance (Waseda Business School) Waseda University

BULLETIN

Graduate School of
Business and Finance
(Waseda Business School)

WBS

Waseda University

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Academic Calendar and Schedule

For the most updated information, please access the WBS website.

WBS Website	https://www.waseda.jp/fcom/wbs/en	
Academic Calendar and Class Schedule	https://www.waseda.jp/fcom/wbs/en/students-and-alumni/calendar	
Course Schedule	https://www.waseda.jp/fcom/wbs/en/students-and-alumni/class	

Policies of the Waseda University Graduate School of Business and Finance (Waseda Business School)

1. Diploma Policy (Requirements for Graduation and Earning a Degree)

Waseda University's mission is to foster diverse learning and exchanges of culture, language, and values in order to educate professionals able to contribute independently to global society. To achieve this mission, the University's comprehensive and creative capacities must be brought to bear to provide such opportunities through its systematic curriculum, and the educational and student environments provided university-wide.

The mission of Waseda Business School is to educate students to become business leaders who are able to contribute to international society by applying their highly-developed skills and acumen in business and finance – the end result of an educational philosophy which integrates advanced theory and cutting-edge practice.

Waseda Business School will confer, onto those persons who have completed a business education program that reflects the latest research findings, based on appropriate standards of evaluation, and who have acquired high-level practical expertise and decision-making skills as business leaders, the degree of Master of Business Administration (MBA), and to those who have acquired advanced financial knowledge and theory based on international standards, the degree of Master of Science in Finance (MSc in Finance).

2. Curriculum Policy (Curriculum Design and Implementation)

One goal of WBS is to furnish the professional abilities and precise discernment needed in the business world. Another goal is to cultivate high-level professionals who have a global outlook and are capable of actively flourishing.

It is envisioned that people with many diverse backgrounds will enroll at WBS. Those who already have fundamental business knowledge will see the basics in a new light. They will study the foundations of subject areas that they were less familiar with before enrolling, thus coming to a deeper understanding of new professional concepts and principles.

By contrast, students who have not learned the fundamentals of business or finance in their undergraduate curricula will have to acquire basic knowledge after matriculating in order to take elective courses and write papers.

To support such a diverse range of students, WBS has established required core courses and electives to specify a gradual course of study.

Furthermore, with the objective of cultivating outstanding problem-solving skills and expertise, WBS requires specialized study (a Degree Thesis or Project Paper).

Additionally, WBS offers a balanced educational system, which fosters an international outlook and professional ethics. It allows for the systematic learning of theory and implementation, as well as the practical application of both through the study of an array of relevant elective courses.

3. Admissions Policy (New Student Enrollment)

Under the educational concept of "Independent Learning," Waseda University welcomes a great number of students from Japan and around the world. They have high academic standards, are brimming with intellectual curiosity, are filled with the enterprising spirit that is valued as the ideal of this institution, and are strongly motivated in the pursuit of knowledge.

After graduating, students who enroll in WBS can expect to make extensive contributions to the international community as business leaders, executives, and professionals in the management and finance fields through the sophisticated expertise, abilities, and sense of ethics they gained while studying

here.

Regardless of background, WBS accepts those who affirm this curriculum policy, have clearly articulated their vision of their own future, spare no effort in pursuing their ambitions, are passionate, and are dedicated to continuing the pursuit of turning that vision into a reality.

Work experience is not required for the International MBA and the MSc in Finance programs (three years or more of work experience is preferred for the daytime International MBA Program.) However, the One-Year MBA, Evening General MBA, and Evening Specialized MBA programs require three or more years of work experience, and the Waseda-Nanyang Double MBA requires two or more years of work experience. By conferring about sophisticated theory and advanced research results, students will be expected to become expert professionals with a background that is comprised of their own experience.

Human Resources Development and Other Educational and Research Objectives of WBS

Based on the spirit of the foundational philosophy and mission of Waseda University, which calls for “Independence of Scholarship, Practical Application of Scholarship, and Fostering of Good Citizens,” the WBS’s educational philosophy seeks to unify knowledge and practice, and raise human resources possessing a high degree of ethical integrity necessary to be business management specialists with highly specialized knowledge and the capacity to apply it to a wide range of business situations.

Furthermore, the educational purpose of WBS is to (1) provide a high level, specialized, and practical education on business and finances, (2) be a conduit in acquiring advanced knowledge in various related fields, (3) provide recurrent education to business and finance professionals, and (4) respond to the global business environment.

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 and Summer quarters in the Spring semester and Fall and Winter quarters 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.

(4) Achieve an S.A. equal to or higher than 0.80.

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 Core 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. *Grading System*). - 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 *Degree thesis*.
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

It is recommended that students take at least 8 credits of Center for Japanese Language (CJL) courses during the program. Alternatively, students may take Core Courses from the full-time Japanese program as Language courses by applying at the office during the registration period. Language courses do not count toward completion requirements, and grades are made on a P/Q assessment. Please note that there is an additional fee to take Japanese language courses at CJL.

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

Program	Course Category	Category to be Counted	Maximum Number of Credits[1]
MSc in Finance Program	Compulsory Core Courses	IMBA students cannot take these courses.	
	-Compulsory Elective Core Course	General Elective Course	It is possible to take up to 10 credits counted toward graduation.
Evening MBA Programs	-Compulsory Core Courses -Compulsory Elective Core Course	IMBA students cannot take these courses.[1]	
	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[2]		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.

[1] 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.

[2] Some courses offered by GEC are counted as General Elective Course. Please refer to the WBS website Please refer to the WBS website for the course list.

(4) Maximum credits for registration

A student can register up to 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 the courses not part of the 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 to Waseda or other universities in Japan or abroad before enrolling at WBS.

However, a re-enrolled student or a WBS non-degree student who is permitted to enroll at 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 at 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 research output must include not only theoretical or practical considerations on a specific topic, but also a critical review of previous studies and original analysis.
b) The paper must be prepared in accordance with the IMBA Program Degree Thesis Guidelines, provided separately.
c) It must be written in either Japanese or English.
d) An oral defense will be conducted.

4. Guidelines for Course Registration

a) Review the course list for each semester and make a long-term study plan.
b) Take Compulsory Core Courses and Compulsory Elective Core 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.

(1) Be enrolled in the MSc in Finance 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 Research Guidance, and pass the Thesis Evaluation Screening and the Final Oral Examination.
(4) Achieve an S.A. equal to or higher than 0.80.

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 Core 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[1]. - 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	

[1] 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 and recognition of credits from courses of other programs and schools
(Limitation 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 Core 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 Core 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[1]		General Elective Course	It is possible to have up to 10 credits counted toward graduation.
Courses offered by 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.

[1] Some courses offered by GEC are counted as General Elective Course. Please refer to the WBS website for the course list.

(3) Maximum credits for registration

A student can register up to 22 credits in each semester.

a) Credits for the intensive courses are included.

b) Credits for the Seminars and the Degree thesis are included.

c) Credits for the courses not part of the 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 to Waseda or other universities in Japan or abroad before enrolling at WBS.

However, a re-enrolled student or a WBS non-degree student who is permitted to enroll at 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 at 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 research output must include not only theoretical or practical considerations on a specific topic, but also a critical review of previous studies and original analysis.
b) The paper must be prepared in accordance with the IMBA Program Degree Thesis Guidelines, provided separately.
c) It must be written in either Japanese or English.
d) An oral defense will be conducted.

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 Core 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 following 6 months. A student who fulfills the designated requirements will be conferred two MBA degrees from NTU and Waseda.

During the 6-month program in Waseda, a student can register up to 34 credits.

a) Credits for the prescribed courses are included.
b) Credits for the Seminar, Project Research and JIS Paper are included.
c) Credits for the courses not part of the graduation requirements are NOT included.

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 is 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 the September admissions for the International MBA program can complete the program in two years should they fulfill the graduation requirements. Although students enrolled in the April admissions for the International MBA can also apply for the program, their graduation period will be extended by 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 degree-seeking 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 entry to WBS as a regular degree-seeking student.

IV. Schedule for Courses, Class 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 5th period (17:00-18:40) of the full-time program overlaps with the 6th 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)
1st	8:50–10:30	✓	✓ (Saturdays)
2nd	10:40–12:20	✓	✓ (Saturdays)
3rd	13:10–14:50	✓	✓ (Saturdays)
4th	15:05–16:45	✓	✓ (Saturdays)
5th	17:00–18:40	✓	✓ (Saturdays)
6th	18:55–20:35	✓	✓ (Saturdays)
7th	20:45–21:35	✓	
6th for the evening program	18:30–20:10		✓ (Monday to Friday)
7th for the evening program	20:20–22:00		✓ (Monday to Friday)

2. Class Cancellation

Classes may be subject to cancellation due to unavoidable reasons such as circumstances related to the instructors. Notifications of class cancellations will be announced through MyWaseda / Waseda Moodle, or directly in classes. Regarding the class 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 Lectures

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

4. 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. Specific courses will utilize a two-scale grading system with P for passing and Q for failing. Transcripts will list the courses that are counted and not counted toward the degree requirements in which a passing grade was received and will not list courses in which a failing grade was awarded.

P/Q-Graded Courses
BILINGUAL COURSE (Japanese Management, Creative Process and Ethics for Business, Family Business Management A: Theory and Family Business Plan Development How to Globalize Family Businesses, Corporate Value Creation in the Age of Digitalization (DX), Diversity Management in the Accelerated Globalization Era), Business English, Leadership by Example A, Leadership by Example B, Practical Case Studies, Dialogue with Top Entrepreneurs in Japan, Diversity & Inclusion Management for Business persons.

2. S.A. and GPA

WBS uses two systems for individual grade averages: S.A. (Scholarship Average) and GPA (Grade Point Average). S.A. 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 S.A. and GPA is that the S.A. does not include specialized research courses or courses offered by other majors, other graduate schools or other institutions.

(1) About S.A.

The total grade at WBS is calculated as follows:

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

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

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

(c) The S.A.is the average GP calculated by the method below. The S.A. (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).

<S.A. calculation>

$$\frac{(A^{+}\ CN \times 3) + (A\ CN \times 2) + (B\ CN \times 1) + (C\ CN \times 0) + (F\ CN \times -1)}{\text{Total number of credits registered (including failed credits and except for courses not counted for S.A.)}}$$

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

(d) Courses for S.A.

Program	Courses for S.A.
- International MBA Program - MSc in Finance Program - One-year MBA Program - Evening MBA Program (General) - Evening MBA Program (Specialized) - Waseda-Nanyang Double MBA Program	All courses offered by the WBS are counted for S.A., in principle, but the following courses are excluded. - specialized research (Seminar courses"Zemi", Research Guidances, Project Researches, Thesis) - P/Q-graded courses - Non-credit courses - courses provided by other graduate schools or institutes

(e) The S.A. is shown on the "WEB grade page." (It is not shown on the "Transcript of academic records.")

(2) About GPA

For academic assessment for courses, GPA is calculated as follows:

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

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

Grade	Point	GP	Grade	Point	GP
A +	100–90	4	C	69–60	1
A	89–80	3	F	59–	0
B	79–70	2			

(C) 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).

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

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

(d) Courses for GPA

All courses registered for the degree (other than Non-credit courses) are included in the 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.

(e) 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."

3. 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 core courses (except MSc)
Adjusted Comparative Grading	General elective courses, Overseas courses, Compulsory elective core 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}

The 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 core 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.

4. Commendation System for Honor Students with Good Academic Results

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

Dean's List: posting on the bulletin board and issuing a certificate.

Commendation for high achievers each semester.

A student, who registered for at least five courses (except Specialized Research and PQ assessment courses) in the most-recent semester and the S.A. value is within the top 15%.

Distinguished Students: posting on the bulletin board and awarding a certificate of merit.

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

A student, whose period of enrollment is within the standard period, and the S.A. value is within the top 10% at the time of graduation.

Extra Effort Students: (Apply only to students in the IMBA program): awarding a certificate of merit.

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

credits.

A student, whose period of enrollment is within the standard period and at the time of graduation, has earned 64 credits or above for courses required for graduation and achieved an S.A. equal to or higher than 1.0.

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 41 partner institutions. WBS sends students and accepts students from the partner schools.

The list of WBS partner schools is available on our Website:
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 the 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. In such cases, please consult with the WBS Office before departure.

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

(1) In the case of exchange programs under the departmental agreement, the participants must pay all tuition and fees to WBS. The full 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 a registration fee by Waseda, each semester. 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 (except language courses) may be officially transferred and recognized within the limit of 12 credits for each degree after completion of the credits transfer procedures and screening. When recognized, they will be counted as General Elective Courses and 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 will be charged.

Application for transfer credits earned during a study-abroad period should be made in accordance with the deadlines indicated on the following table. 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.

It is possible to participate in an exchange program in the final semester before graduation, with the understanding that the credits earned may not be transferred if the transcript from the partner school is not issued in time before the designated deadline.

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
Departs in spring semester	End of June	Early September	Within 3 months after the end of study-abroad program	Grade announcement day, depending on application date
Departs in fall semester	End of January	Early March		

VII. Chair Courses and Other Collaboration Courses

WBS seeks to contribute to the 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 AY2025>

Developing and Managing Global Venture Enterprises (Chair Course by Okawa Dream Foundation)

<Other Collaboration Lecture Series for AY2025>

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

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 Core 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.

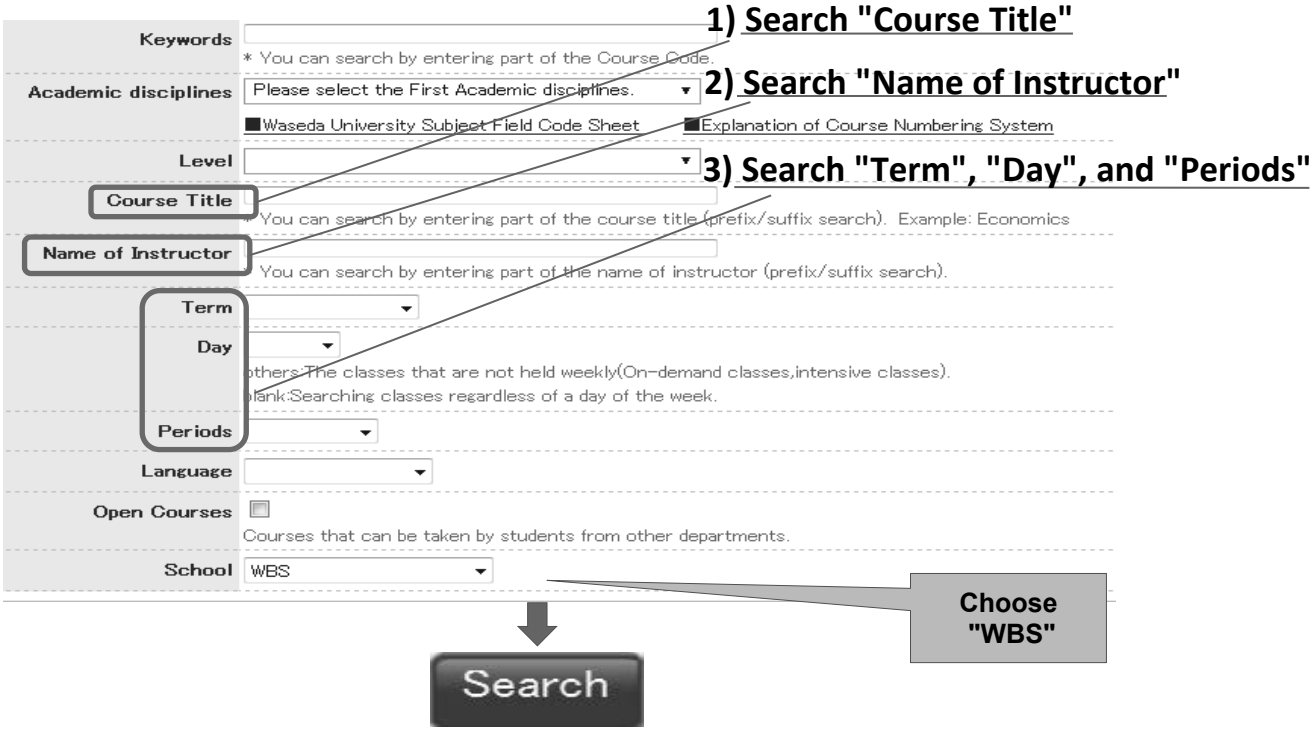
Tutorial English Courses	These courses are designed to provide English lessons with a small number of students divided according to their level. Tutorial English courses are treated as other language courses in the case of the International MBA program. An additional fee will be charged for these courses.
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.
- Full Semester Courses - Quarter Courses - Intensive Courses	Full semester courses: 100-minute lectures per week for 14 weeks (=14 times) Quarter courses: 200-minute lectures (two consecutive periods, 7 weeks) Intensive courses: Intensive lectures held outside of the ordinary lecture schedule.
- Courses in the Full-Time Program - Courses in the Evening Program	Full-time program courses: offered in the daytime on weekdays (in periods 1 to 6) and on Saturday. Evening program courses: offered on weekday evenings (in periods 6 and 7) and on Saturday.

Using the Web Syllabus

URL : https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en
[Business school HP(*)] → [For students] → [Course Registration] → [English version here]
* https://www.waseda.jp/fcom/wbs/en

■Search item
1) Course Title
2) Name of Instructor
3) Term, Day, Periods

You can search using the AND/OR condition.



Course Schedule and Categories

For the course schedule and categories, access the WBS website

URL : https://www.waseda.jp/fcom/wbs/en/students-and-alumni/class

Student Guide and Campus Life

1. Certificates

At Waseda University, a new certificate issuance service was established in 2023. You are able to request certificates online any time of the day and receive them at convenience stores (7-11, Family Mart, Lawson) throughout Japan, at a certificate issuing machine on campus, by postal mail, or in PDF online.

Please refer to the following website of the “Waseda Portal Office” for further details regarding available certificates, application process, payment methods, as well as the details of the certificate issuance service.

【https://www.waseda.jp/inst/wpo/en/students/certificate】

*“The certificate of expected graduation” and “the certificate of expected graduation/transcripts of academic records” are available only after June 1 (for students graduating in the spring semester) or November 10 (for students graduating in the fall semester) of the expected graduation year.

2. Applications and Requests

In cases of leave of absence from school (KYUGAKU), studying abroad (RYUGAKU), returning to school (FUKUGAKU), or withdrawing from school (TAIGAKU), please submit the appropriate form to the WBS Office. In case you need to submit by post mail, please inform the office in advance.

If you change your address, telephone number or bank account (for scholarship, reimbursement from WBS), please report to the WBS Office through “MyWaseda”. For other changes, such as change of name, guarantor or tuition payer, bank account (for automatic tuition payment), please carry out the necessary procedures at the WBS Office.

3. Announcements from WBS Office

All announcements and notifications addressed to students are sent by email or posted on the bulletin board on the 3rd floor of Bldg.11. Information concerning classes in Bldg. 26 are posted on the Bldg. 26 bulletin board.

Please be sure to check the bulletin board and your Waseda email regularly. It is recommended to set up your Waseda email on your mobile phone. Individually registered lecture information, such as cancellation of lectures (only the ones reported to the office from the faculty) can be obtained on-line.

4. WBS Office Hours

The WBS Office in Bldg. 11 is open as follows:

During school term: Monday – Friday 10 a.m. - 4 p.m. *

During term breaks: Monday – Friday 10 a.m. - 4 p.m. *

* You can contact the WBS Office by phone at 03-5286-8719, 9 a.m. - 5.p.m.

Requests for office services are not accepted when the university is closed, i.e., national holidays (except for holidays when classes are being conducted), and other holidays set by the university.

Other office services

The faculty office is on the 9th floor of Bldg. 26. Available services are limited to the following:

-Reception of papers and distribution of preparation materials for classes held in Bldg. 26

-Applications for use of WBS-dedicated PCs installed in Bldg. 26 PC Room 603 (application not needed for use of shared PC)

-Reception of submission materials for school register transfers (only after 5 p.m. on weekdays)
-Emergency response for sudden illness and other emergencies

Printing student materials, issuing certificates, and other administrative services are not provided at the faculty office in Bldg. 26.

[Bldg. 26 Faculty Office is open as follows:]

During school term:	Monday – Friday	9 a.m. - 10 p.m.
	Saturday	9 a.m. - 9 p.m.
During term breaks:	Monday - Friday	9 a.m. - 5 p.m.

5. Health Support Center

The University's Health Support Center offers comprehensive health-related support for our students. In addition to dealing with sudden illness and injury, the center is able to handle a wide variety of inquiries. Please refer to the opening hours on the University's website before visiting. The Health Support Center has three main functions.

(1) Student Counseling Room (Bldg.25-2, Floor 6 Tel: 03-3203-4449)

This is an assistance service for any query or issue related to student life. Our specialist counselors are available to listen to student inquiries and work with them to develop appropriate solutions. A lawyer is available to provide advice or information on problems related to traffic accidents or consumer product contracts.

(2) Health Care Room (Bldg.25, Floor 1 Tel: 03-5286-9800)

Physicians and health nurses provide year-round care for all aspects of a student's physical and psychological health. Additionally, based on the university-run regular student health check-up, this facility can provide student health information for the period from first enrollment to graduation and a certificate of health for use in job applications, studying abroad, or scholarship applications.

(3) Examination Room (Reception/Payment Bldg.25-2, Floor 3 Tel: 03-5286-3984)

This is an emergency assistance for sudden illness and injury occurring while on campus. Please bring your student ID and health insurance card when visiting. As with normal clinics, presentation of your health insurance card and payment of a prescribed fee is required (regular students are entitled to a reimbursement from the Waseda University Student Health Promotion Mutual Aid Association).

◆Health Support Center
https://www.waseda.jp/inst/hsc/en

The Waseda University Student Health Promotion Mutual Aid Association offers partial reimbursement of medical expenses upon application. Please refer to the Waseda University Student Health Promotion Mutual Aid Association pamphlet or the link below for details, including maximum amounts and real life examples.

◆Waseda University Student Health Promotion Mutual Aid Association
https://www.waseda.jp/inst/student/en/support/studenthealth

6. Injury and Accident Compensation and Aid Program for Students

[Injury and Accident Compensation Program for Waseda Students (GAKUSHOUHO)]

All regular and non-degree students are enrolled in this program at the time of university entrance.

This program provides compensation for students in case of accident or injury occurring in the course of research and education activities under university management (attending regular classes, participating in university events or extracurricular activities (limited to notified groups), while within university facilities, going to or from school, moving between facilities, etc.).

[Liability Protection Program for Waseda Students (GAKUBAIHO)]

Enrollment may be required, depending on the situation.

This program provides compensation for legal restitution or damages that may arise through injury to another party or damage to the other party's property in the course of a university recognized internship, practical teacher training, or volunteer program located within Japan or overseas.

7. Contracted Hospitals

This university has formed cooperative agreements with a number of nearby clinics/hospitals, dentists, and pharmacies. When using these facilities, student examination and prescription data will be sent directly to the Waseda University Student Health Promotion Mutual Aid Association, eliminating the need to apply for reimbursement of medical expenses. Please be sure to bring your student ID and insurance card when visiting a contracted clinic or pharmacy and to inform the staff that you are a student of Waseda University and wish to apply for reimbursement of medical expenses through the Waseda University Student Health Promotion Mutual Aid Association. Please refer to the following link for details:

◆Waseda University Student Health Promotion Mutual Aid Association - Contracted hospitals/clinics, dentists, and pharmacies:
https://www.waseda.jp/inst/student/en/support/medicalfee_reimbursement/scope/hospital_pharmacy

8. Travel Insurance

Students at Waseda University have access to suitable insurance plans at a low cost when studying or participating in classes abroad. The university also has a crisis management system in place to ensure timely transmission of information to the guardians and the authorities at the student's graduate school should any unforeseen problems arise. Please note that students participating in events organized by this graduate school, overseas exchange programs, or overseas education and research activities for the purposes of fulfilling credit requirements are required to purchase international travel insurance as specified by Waseda University.

9. School Facilities

【NOTE】
*There might be changes in to the opening hours during school vacations or national holidays. Please check the opening hours on the bulletin board or the website.
*During the entrance examination period (February), you will NOT be able to use the school facilities on the Waseda campus.

1. Graduate Student Study Room and PC Room (Faculty of Commerce): Basement of Building 11 & 6F, Building 26

Students from the Graduate Schools of Business and Finance, Commerce and Accountancy can use these rooms for independent studies.

[Study Room]
Basement of Building 11
・ During School Term: Monday – Saturday, 8:30am – 10:20pm; Sunday and Holidays, 8:30am – 9:00pm
・ During Term Breaks: Monday – Saturday, 8:20am – 7:20pm

Room 601, 6F, Building 26
- During School Term: Monday – Saturday, 9:00am – 10:00pm
- During Term Breaks: Monday – Friday, 9:00am – 10:00pm

[PC Room]
Basement of Building 11 (24 PCs)
- During School Term: Monday – Saturday, 8:30am – 10:20pm
- During Term Breaks: Monday – Saturday, 8:20am – 7:20pm

Room 601 (48 PCs) & 602 (48 PCs), 6F, Building11
- During School Term: Monday – Saturday, 9:00am – 10:00pm
- During Term Breaks: Closed

*Both PC rooms are available to the undergraduate and graduate students of the Faculty of Commerce, except during classes.

Room 602 (24 PCs) and 603 (16 PCs), 6F, Building 26
- During School Term: Monday – Saturday, 9:00am – 10:00pm
- During Term Breaks: Monday – Friday, 9:00am – 10:00pm

*Both PC rooms are available to the undergraduate and graduate students of the Faculty of Commerce, except during classes.

*During the school term, the entrance of campus will be closed at 6:00 p.m. on Sundays and national holidays. During the term breaks, the entrance of campus will be closed at 6:00 p.m. on Saturdays. To use these facilities, you need to enter the campus before the entrance is closed.

In room 603 of Bldg. 26, apart from the other 16 PCs, there are 2 more PCs installed exclusively for WBS students which can download and analyze financial data. To use them, please show your student ID and apply at the faculty room on 9F of Bldg. 26.

Students are encouraged to take advantage of the many PC and study rooms available on the campus for all students. In addition, there is a reading room reserved exclusively for graduate students in the S. Takata Memorial Library. There is also a reading room at the research collection area of the Central Library.

2. Graduate Student Lockers: Basement of Building 11 & 6F, Building 26

Individual lockers are provided for all WBS students. The lockers are available for use during the opening hours.

[Opening Hours]
Basement of Building 11 (Electronic Entry Without Keys)
- During School Term: Monday – Saturday, 8:30am – 10:20pm; Sunday and Holidays, 8:30am – 9:00pm
- During Term Breaks: Monday – Saturday, 8:20am – 7:20pm

*During the school term, the campus entrance will close at 6:00pm on Sundays and national holidays. During the term breaks, the campus entrance will close at 6:00pm. To use the locker, the student must enter the campus before the gates are closed.

6F, Building 26 (Electronic Entry Without Keys)
- During School Term: Monday – Saturday, 9:00am – 10:00pm
- During Term Breaks: Monday – Friday, 9:00am – 10:00pm

3. Graduate Student Lounge (Faculty of Commerce): Basement of Building 11

A lounge is provided for the students at the Graduate Schools of the Faculty of Commerce for breaks and socialization. For the printing of study materials and class presentation documents, there is also a copy machine (requiring a pre-paid card).

[Opening Hours]
- During School Term: Monday – Saturday, 8:30am – 10:00pm; Sunday and Holidays, 8:30am – 9:00pm
- During Term Breaks: Monday to Saturday, 8:20am – 7:20pm

*During the school term, the campus entrance will close at 6:00pm on Sundays and national holidays. During the term breaks, the campus entrance will close at 6:00pm. To use the locker, the student must enter the campus before the gates are closed.

4. Graduate Student Reading Room (Faculty of Commerce): 10F, Building 11

It is available for independent study.

[Opening Hours]
- During School Term: Monday – Saturday, 8:30am – 10:20pm
- During Term Breaks: Monday – Friday, 8:30am – 7:20pm

5. Libraries

◆**Faculty of Commerce Library: 10F, Building 11**

Users can browse the general collection, utilize the photocopy machine and access the faculty collection of master's degree theses, including the project research theses.

1. Opening Hours
   - During School Term: Monday – Friday, 9:00am – 10:00pm; Saturday, 9:00am – 5:00pm
   - During Term Breaks: Monday – Friday, 9:00am – 5:00pm

2. Closed on Sundays, national holidays (except on the instructional holidays) and other university-designated holidays.

[Usage of Library]

(1) The archive is presented on an open-stack format. Please show your student ID card upon entry and sign out when you leave. Please do not bring any personal belongings into the library. Please keep them in a library locker before entering the library.

(2) Should you wish to make a copy of any materials, please use the photocopy machine. It is also possible to borrow specific materials.

(3) Should you wish to access a dissertation, please file a request at the research library reception. Viewing is allowed only within the reading room of the research library. No copies, photographs or downloads can be made. Note-taking is permitted. As the dissertations are made available with the author's permission, please understand that some dissertations may not be available.

◆**Waseda University Central Library: Building 18**

1. Opening Hours
   - During School Term: Monday – Friday, 9:00am – 10:00pm; Saturday, 9:00am – 5:00pm
   - During Term Breaks: Monday – Friday, 9:00am – 5:00pm
2. Closed on Sundays, national holidays (except on the instructional holidays) and other university-designated holidays.
3. URL – https://www.waseda.jp/library/en/libraries/central/

◆S. Takata Memorial Library: 3F, Building 2

1. Opening Hours
・ Monday – Saturday, 9:00am – 10:00pm
2. Closed on Sundays, national holidays (except on the instructional holidays) and other university-designated holidays.
3. URL – https://www.waseda.jp/library/en/libraries/takata/

◆School of Commerce/ SILS Student Reading Room: Basement of Building 11

Japanese books, mainly in the fields of economics, management, labor and advertising are available in this reading room. Although it is for undergraduate students, graduate students may also use and borrow the books.

1. Opening Hours
・ Monday – Friday, 9:00am – 10:00pm
・ Saturday, 9:00am – 6:00pm
2. Closed on Sundays, national holidays (except on the instructional holidays) and other university-designated holidays.

* For more details, please refer to he annual calendar on the library website.

Regarding the number of credits registered per year, taking into account the purpose of the credit system

The credit system is a system whereby students are awarded credits for taking courses and passing examinations in accordance with certain standards. The number of credits for each course at Waseda University is standardized in accordance with Waseda University School Regulations (Waseda University Graduate School Regulations), where one credit is comprised of course content that requires 45 hours of study. The number of class hours required per credit, regardless of the teaching method (lecture, seminar, etc.), is to be determined by each undergraduate or graduate school within the range of 15 to 45 hours. The number of class hours of 14 weeks with 1 class period (100 minutes) each week is regarded as 30 hours at the University (15 hours for 7 weeks).

A 2-credit course is comprised of course content that requires 90 hours of study. For example, to earn 2 credits in a lecture course (1 class period per week for 14 weeks), in addition to the 30 hours of class time, study outside of class hours is to be comprised of course content that requires approximately 60 hours of study. Therefore, for 14 weeks of classes, for each class, study outside of class hours is to be comprised of course content (preparation, review, etc.) that will amount to approximately 4 hours.

In order to acquire credits, it is important to secure the necessary study time not only during class hours but also outside of class hours. Therefore, there is a limit to the number of credits that can be registered in 1 year. Students should plan your course registration with a suggested limitation of 50 credits, including credits from both courses that count toward and do not count toward graduation (for students who enroll in September, the calculation starts from the spring semester to fall semester of the same academic year).

Special Consideration for Leave of Absence

The University has systems in place to prevent students who are on a leave of absence due to the circumstances listed below from being unfairly disadvantaged in terms of assessment. Students who fail to meet coursework requirements such as class attendance (including that for online courses), submission of assignments, and exam-taking should consult the office of their affiliated department (school or graduate school) in order to request special academic consideration from their course instructors. Please note that the final decision on a student's absences is left to the discretion of the instructor.

1. Bereavement Leave

a. Scope: This policy applies to all full-time students currently in the Waseda University system.

b. Number of days: Students are eligible for up to seven consecutive class-meeting days for the death of a first-degree family member (parent, child), second-degree family member (sibling, grandparent, grandchild), or spouse (if international travel is involved, extra days may be granted).

c. Procedure:

1) Obtain a "Notification of Absence due to Bereavement" from the office of your affiliated department within ten days of the end of the period for which consideration is sought.

2) Promptly fill out and submit the completed "Notification of Absence due to Bereavement," along with appropriate documentation, such as a funeral acknowledgment card, to the office of your affiliated department.

*In the event the deceased is your guardian, it will also be necessary to follow the procedure to change guardians.

3) Obtain a "Special Consideration Request for Absence due to Bereavement" from the office of your affiliated department.

Submit the "Special Consideration Request for Absence due to Bereavement" to your course instructor and seek special consideration for academic work missed during your bereavement leave (if you are taking an online course, submit this request to the office offering the course or your instructor via email, the LMS, etc.).

2. Jury Duty

a. Scope: This policy applies to students who have been appointed as candidates for lay judges, and are required to appear in court for the appointment, proceedings, and trials.

*This policy also applies to students who are currently at Waseda University through participation in domestic student exchange programs. Students of e-learning courses in the School of Human Sciences and non-degree students are not included.

*N.B. College students may use their right to refuse such duty (under the right of civil law).

b. Procedure:

1) Notify the office of your affiliated department and submit the "Notice of Term of Service (Summons)" you received.

2) Submit a "Request for Consideration" to your course instructor and seek special consideration for academic work missed during your jury duty leave (if you are taking an online course, submit this request to the office offering the course or your instructor via email, the LMS, etc).

3. Infectious Disease

In order to prevent the spread of highly infectious diseases, students who have contracted any of the specified diseases will not be allowed to attend class, based on the authority of the *School Health and Safety Act* (the length of the suspension period is based on Mandatory Suspension Guidelines).

a. Scope: See the information available on the Health Support Center homepage for details regarding preventing the spread of infectious diseases on campus.
   *For information pertaining to COVID-19, follow the link below.
   https://www.waseda.jp/inst/hsc/en/information/healthcare/infection
b. Procedure:
   1) If you contract an infectious disease, notify the office of your affiliated department (undergraduate/graduate).
   2) Once you have received permission to attend school or the "suspension period of coming to school" has ended, ask your physician to fill out the designated *Certificate of Recovery from Infectious Disease Form* (学校における感染症治癒証明書) and submit it to the office of your affiliated department (undergraduate/graduate).
   3) Obtain, fill out, and submit a "Notification of Absence due to Quarantine for Infectious Diseases" to the office of your affiliated department (undergraduate/graduate) and follow all instructions given by the office. Contact your course instructor and seek special consideration for academic work missed during your illness.

4. Nursing Experience and Teaching Practice *Teacher-training Education Courses

a. Scope: This policy applies to all students who are on teacher-training education courses and taking nursing experience or teaching practice currently in the Waseda University system.
b. Number of days: In accordance with the training period.

*Please note that special consideration will not be given if you have registered for a quarterly course, so please refrain from taking quarterly courses during the training period.

Procedure: Information on how to request special consideration for absences during a training period will be available on the Teacher Education Center's website and Waseda Moodle. You can request special consideration by following the procedures indicated, however the final decision on a student's absences will be left to the discretion of the instructor in each course.

Class Cancellation Policy During Term

In general, during severe and dangerous weather conditions, the University will issue a directive to cancel classes (except classes on public holidays or during vacation time) and postpone examinations, etc. Directives involving such contingency measures on any campus will apply to all courses and examinations taking place in person on the designated campus.

All affected students are expected to keep themselves informed and heed such directives. Students are advised to delay their commute or to refrain from coming to the University when their commuting routes (to the campus where their classes are taking place) are under any severe-weather warning issued by the Meteorological Agency or a “J-Alert” warning concerning a potential ballistic missile attack, and they feel that commuting will endanger their safety. In such cases, students should submit a completed “Notification of Absence” to the office of their affiliated department for approval and show the approved form to their course instructors when requesting consideration for that absence.

■Special Exemptions to Cancellation of Classes and Postponement of Examinations

*Regarding online classes, there may be cases in which it is difficult due to adverse weather conditions, etc. for students to participate online. Students should determine for themselves if they are unable to participate in that day’s classes, and in such cases, they can request consideration for the absence the following day through the office of their affiliated department (school or graduate school).

1. Class Cancellation due to Severe Weather

Any decision to cancel classes, postpone examinations, or enact other contingency measures due to severe weather is the responsibility of the University and will not be based solely on warnings and advisories issued by the Japan Meteorological Agency.

However, when weather conditions are severe (heavy rainfall, flooding, high winds, blizzard conditions, heavy snow, etc.) or when a warning has been issued by the Japan Meteorological Agency and a determination has been made by the University that current conditions pose a danger to the safety of students, faculty, and staff, the University will enact contingency measures such as the cancellation of classes and postponement of examinations, etc. Please be aware, if there is no special directive issued by the University, classes and examinations will typically not be cancelled or postponed.

1) If the University decides to enact contingency measures such as the cancellation of classes, postponement of examinations, etc., the University will inform all students of the decision at least 60 minutes prior to the start of each affected class period or examination via the emergency communication channels shown below. Whenever possible, the University will make efforts to inform students, faculty, and staff of cancellations and postponements, etc. at least two hours prior to their scheduled time.
2) Based on the prevailing weather conditions during a typhoon, heavy snow, etc., where forecasts with reasonable accuracy can be made, the University may issue an emergency bulletin a day in advance to cancel classes, postpone examinations, etc. In such cases, a decision will be made by 7 p.m. and a notification posted for students via the emergency communication channels shown below.

2. Class Cancellation due to the Occurrence of a Severe Earthquake

In the event that a severe earthquake occurs with such intensity that course instructors are not able to conduct classes safely, the following measures will be taken as soon as a decision is made by the University to cancel or postpone classes or examinations.

1) If a decision is made to cancel or postpone classes or examinations, students, faculty, and staff will be immediately notified via the communication channels listed below.
2) If a decision is made during instructional hours, an immediate announcement will be made over the campus public address system.

3. Class Cancellation in the Event of a Large-Scale Power Outage

In the event of a large-scale power outage occurring unpredictably in the wake of overwhelming demand for electricity, the University will cancel classes as follows. Classes will be resumed in the first period of the day following the restoration of electric power.

1) If a large-scale power outage occurs during a class period (Periods 1 – 7):
   Remain calm and stay inside the classroom until the situation is under control. All classes scheduled for the rest of the day will be cancelled.
2) If a large-scale power outage occurs outside a class period:
   All classes scheduled for the day will be cancelled.

4. Class Cancellation due to Transport Strikes

Waseda, Toyama, Nishi-Waseda Campus should refer to items 1), 2), 3), and 4), below. Tokorozawa Campus should refer to items 1), 2), 3), and 5), below

1) If JR or any other public transport company goes on strike (a general strike or a JR strike), the following arrangements will apply:
   A. If the strike ends by 12 midnight of the previous day, classes will proceed as normal.
   B. If the strike ends by 8 a.m. on the day in question, classes will start from Period 3.
   C. If the strike does not end by 8 a.m., all classes will be cancelled.
   It should be noted that the above does not apply to work-to-rule action at JR or to strikes affecting private railway companies.
2) If JR in the Tokyo Metropolitan area goes on a limited (local) strike, classes will proceed as normal.
3) If JR in the Tokyo Metropolitan area goes on a full-scale time-limited strike, the following arrangements will apply:
   A. If the strike ends by 8 a.m., classes will start from Period 3.
   B. If the strike ends by 12 noon, classes will start from Period 6.
   C. If the strike continues past 12 noon, all classes will be cancelled.
4) If only private railways excluding JR, or the Metropolitan Transport Authority, go on strike, classes will proceed as normal.
5) If either the Seibu Railway Shinjuku Line or Seibu Railway Ikebukuro Line goes on strike, or even if neither of the Seibu Railway lines are on strike but both Seibu Bus and Seibu Motors go on strike, then the following arrangements will apply:
   A. If the strike ends by 8 a.m., classes will start from Period 3.
   B. If the strike continues past 8 a.m., all classes will be cancelled.

Method of Contact in Case of an Emergency

Waseda University will make emergency announcements through the Emergency Communication System, as outlined below.

1) Waseda University Emergency Bulletin Website: https://emergency-notice.waseda.jp/
2) “Announcements” in MyWaseda
3) Waseda Mail

The same information can be accessed via the following channels.

1) MyWaseda : https://my.waseda.jp/
2) Waseda University Website : http://www.waseda.jp/
3) Waseda University official X (former Twitter) : https://twitter.com/waseda_univ
4) Waseda University official Facebook : https://www.facebook.com/WasedaU

Payment of Tuition and Fees

Please refer to the bellow schedule for payment of tuition and fees. Your payment method for tuition and fees is the one you have selected in the enrollment procedure. If you wish to make any changes, please contact the WBS office.

For Extended Enrollment Students, please refer to the pages for “Tuition and Fees for Extended Enrollment Student”.

【(A) Schedule for payment by automatic bank transfer】

■For students admitted in September

Year	Semester	Scheduled Day	Content
First year	Spring Semester	Mid-April	‘Payment transfer notice for school expenses’ are sent out
		Early-May	Payment transfer is conducted
Second year	Fall Semester	Mid-September	‘Payment transfer notice for school expenses’ are sent out
		Early-October	Payment transfer is conducted
	Spring Semester	Mid-April	‘Payment transfer notice for school expenses’ are sent out
		Early-May	Payment transfer is conducted

■For students admitted in April

Year	Semester	Scheduled Day	Content
First year	Fall Semester	Mid-September	‘Payment transfer notice for school expenses’ are sent out
		Early-October	Payment transfer is conducted
Second year	Spring Semester	Mid-April	‘Payment transfer notice for school expenses’ are sent out
		Early-May	Payment transfer is conducted
	Fall Semester	Mid-September	‘Payment transfer notice for school expenses’ are sent out
		Early-October	Payment transfer is conducted

【Note】

- The breakdown of the school expenses is indicated on the ‘Payment transfer notice for school expenses’
- If a transfer fails on the scheduled day, the student will be contacted later regarding re-transferring.
- The above schedule may change slightly.

【(B) Schedule for payment by paper transfer forms】

■For students admitted in September

Year	Semester	Timing of Sending	Payment Deadline
First year	Spring Semester	Early-April	Mid-April
Second year	Fall Semester	Mid-September	Early-October
	Spring Semester	Early-April	Mid-April

■For students admitted in April

Year	Semester	Timing of Sending	Payment Deadline
First year	Fall Semester	Mid-September	Early-October
Second year	Spring Semester	Early-April	Mid-April
	Fall Semester	Mid–September	Early-October

【Tuition and Fees for 2025 International MBA & MSc in Finance (Unit: JPY)】

Year	Academic Term	Entrance Fee	Tuition	Student Health Promotion Mutual Aid Association Fee	Alumni Association Membership Fee	Total
1st Year	Entrance & 1st Semester	300,000	832,500	1,500	-	1,134,000
	2nd Semester	–	832,500	1,500	-	834,000
2nd Year	1st Semester	–	982,500	1,500	-	984,000
	2nd Semester	–	982,500	1,500	40,000	1,024,000
Total						3,976,000

【Note】

・ Additional fees are required for taking language learning courses. Fees vary depending on the course.

Tuition and Fees for Extended Enrollment Student

1. Tuitions and fees

Students who wish to enroll beyond the standard term of study (hereinafter “Extended Enrollment Students”) are responsible for their school expenses as tabled below.

Number of “short” credits	Tuition Fee	Student Health Promotion Mutual Aid Association Fee
4 credits or less	Reduced amount (50% of the full amount)	Full amount (1,500 JPY/semester)
5 credits or more	Full amount	

*“Full amount” refers to the amount incurred by students enrolled in the final year of their course within the standard term of study. This amount varies depending on programs.

2. How to count the number of “short” credits

A) Definition and example

The number of “short” credits represents the remaining number of credits needed to be earned in order to satisfy the total credit requirements for the completion of a program.

B) Students who do not meet the minimum credit requirement by subject category

The number of “short” credits is calculated with respect to the total credit requirements for program completion. Accordingly, even though students have not earned the minimum number of credits required for each subject category, such as that of the core courses, they are not considered short, in terms of credits, as long as they have satisfied the total credit requirements for the completion of a program.

* This does not extend to the instances where final decisions are made about (expected) completion of programs.

C) Credits received for subjects/courses uncountable for the completion of a program

Credits received for such subjects/courses categorized as uncountable for the completion of a program may NOT be applied to make up a shortage of credits.

3. Schedule

Extended Enrollment Students are required to submit tuition and fees as shown below.

*The payment schedule for Extended Enrollment Students differs from that for regular students.

Payment Method	For Spring Semester	For Fall Semester
Automatic Bank account transfer	Written announcement will be sent in Mid-June. The fees will be transferred from the payer’s bank account on the first business day of July.	Written announcement will be sent in Mid-November. The fees will be transferred from the payer’s bank account on the first business day of December.
Paper transfer form	Paper transfer form will be sent in Mid-June. The deadline of the payment will be at the end of June.	Paper transfer form will be sent in Mid-November. The deadline of the payment will be at the end of November.

<Tuition and Fees for Extended Enrollment Students Because of Studying Abroad>

The tuition and fees of students who became extended enrollment students because of studying abroad for more than one semester are reduced to 50% of the full amount on the condition that the number of “short” credits are from 5 to 16 credits and the faculty committee grants this reduction. This reduction can be applied up to one year (2 semesters). Students who would like to use this reduction need to apply at the WBS office in advance.

<Tuition and Fees at the Time of Studying Abroad as Extended Enrollment Students>

If students study abroad as extended enrollment students, the reduction of tuition and fees is not applied to these students and they are required to pay the full amount of tuition and fees as regular students.

Leave of Absence

Leave of Absence is an applicable system for students being absent from school for more than two months with a warranty.

Any student who chooses to petition for a Leave of Absence must submit a completed application (co-signed by his/her guarantor) to the WBS Office by April 30 for Spring Semester and October 31 for Fall Semester. In the case that you are unable to come to the WBS office and need to petition by postal mail, please inform the WBS office in advance.

When the petition is granted by the faculty committee, an official notice will be sent by post to both students and their guarantors. In this case the tuition and fee for the relevant semester will be 50,000yen as a registration fee.

If the petition exceeds the above deadline, the full amount of tuition and fees for the relevant semester will be charged. Petition through June 1 to September 20 for spring semester absence and petition through December 1 to March 31 for fall semester absence will not be admitted.

<Leave of Absence for Spring Semester>

<table>
<tr><th>Date of Application
(Request submission date)</th><th>~ April 30</th><th>May 1 to May 31</th><th>June 1 to Sept 20</th></tr>
<tr><td>Registration Fee</td><td>50,000 yen</td><td>-</td><td rowspan="4">Leave of absence for Spring Semester NOT approved</td></tr>
<tr><td>Tuition</td><td>Exemption</td><td rowspan="3">Full amount</td></tr>
<tr><td>Student Health Promotion Mutual Aid Association Fee</td><td>1,500 yen</td></tr>
<tr><td>Alumni Association Membership Fee *1</td><td>40,000 yen</td></tr>
</table>

<Leave of Absence for Fall Semester>

<table>
<tr><th>Date of Application
(Request submission date)</th><th>~ Oct 31</th><th>Nov 1 to Nov 30</th><th>Dec 1 to Mar 31
of the following year</th></tr>
<tr><td>Registration Fee</td><td>50,000 yen</td><td>-</td><td rowspan="4">Leave of absence for Fall Semester NOT approved</td></tr>
<tr><td>Tuition</td><td>Exemption</td><td rowspan="3">Full amount</td></tr>
<tr><td>Student Health Promotion Mutual Aid Association Fee</td><td>1,500 yen</td></tr>
<tr><td>Alumni Association Membership Fee *1</td><td>40,000 yen</td></tr>
</table>

*Students taking leave immediately upon enrollment are responsible for the designated school expenses regardless of the date of application.

*Students are required to pay for Student Health Promotion Mutual Aid Association Fee 1,500 yen per each semester.

*The Alumni Association Membership Fee of 40,000 yen is required only when the student takes a leave of absence in the last semester of the prescribed master's year. However, this does not apply to master's students who have already paid the fee during their undergraduate years.

【NOTE】

- As a general rule, Leaves of Absence are only granted for a semester period within the relevant academic year. Exceptional circumstances may grant students leave totaling a maximum period of: two (2) years, or four (4) semesters* (*one (1) year, or two (2) semesters in the case of One-Year MBA Programs)
- Scholarship recipients may be asked to take procedures to suspend their scholarship award or return all or a portion of the award to the University. Please contact the Scholarships and Financial Assistance Section in advance.
- International students currently enrolled with "Student" visa will be required to obtain a different visa status in order to stay in Japan otherwise would have to return to their home country. For those who returned to their home country while on leave, acquiring a new "Student" visa will be necessary upon returning to study at Waseda University (unless an appropriate visa is retained). Failure to acquire the new visa ahead of time will hinder the student from entering Japan in time for the new semester.

Withdrawal from School

1. Voluntary withdrawal

When a student petitions for voluntary withdrawal, the petition may be granted subject to the approval of the faculty committee. In such a case, the student must submit a completed 'Withdrawal application (cosigning by a guarantor)' along with his/her student ID card. When the petition is granted by the faculty committee, an official notice will be sent by post to both students and his/her guarantor.

Even in the case of leaving in the middle of the semester, tuition and fees for that semester must be paid (see the following table).

Application date	Spring semester		Fall semester	
	April 1 ~ April 14	April 15 ~ September 20	September 21~ September 30	October 1 ~ March 31
Withdrawal date	March 31 of the previous academic year	The day of application or September 20	September 20	The day of application or March 31
Tuition and fees for the relevant semester	Not charged	Charged	Not charged	Charged

2. Administrative withdrawal

The following cases may be designated 'administrative withdrawal' after deliberation by the faculty committee.

1) Cases where the prescribed years of school are over.
2) Cases where the allowable time to fulfill the requirements established by WBS, to proceed to one grade to the next, is over.
3) Cases where the attendance criterion established by WBS has not been met, without justifiable reason.
4) Cases where the required number of credits within the prescribed period established by WBS has not been fulfilled due to neglect of studies.
5) Cases where the tuition and fees have not been paid.

In the case of the failure to pay tuition and fees, the student automatically loses student status; such cases will be regarded as administrative withdrawal dating from the last day of the last semester in which the tuition and fees were paid. The school registration and the academic record during the period tuition and fees were not paid will be declared null and void.

	Date of automatic cancellation of the registration.		Date regarded as administrative withdrawal
	Those who did not submit 'Application for Postponement of Tuition Payment' form	Those who submitted 'Application for Postponement of Tuition Payment' form	
The case where the school expenses for the Spring Semester were not paid	September 20	January 10	March 31 of the previous academic year
The case where the school expenses for the Fall Semester were not paid	March 31	July 1 of the following academic year	September 20

3. Disciplinary withdrawal

Cases of disturbing the order of university or acting in a manner contrary to a student's duty may be designated disciplinary withdrawal.

【NOTE】

- Scholarship recipients may be asked to take procedures to suspend their scholarship award or return all or a portion of the award to the University. Please contact the Scholarships and Financial Assistance Section in advance.
- International students currently enrolled on a “Student” visa will be required to obtain a visa status change or return to his/her home country.

Re-admission

In the case where a student who withdrew from school for reasons that may allow for subsequent re-admission, a petition for re-admission may be approved given the judgment that the student has the potential to complete the program, in accordance with the following table ('Advisability of approval of re-admission').

<Advisability of approval of re-admission>

Type of withdrawal		Advisability of approval
Voluntarily withdrawal		May be approved depending on the circumstances.
Administrative withdrawal	Case of expiry of the prescribed years of school.	Will not be approved.
	Case where the period for fulfilling undergraduate or graduate school requirements for proceeding from one year to the next has ended.	May be approved depending on the circumstances.
	Case where the attendance criterion established by undergraduate or graduate school was not met, without justifiable reason.	May be approved according to circumstances.
	Case where the required number of credits were not earned within the prescribed period established by undergraduate or graduate school, due to neglect of studies.	May be approved according to circumstances.
	Case of administrative withdrawal due to the failure to pay tuition and fees	May be approved according to circumstances.
Disciplinary withdrawal		In principle, will not be approved. Note: when two years or more have passed since the date of disciplinary dismissal and the person petitions for re-admission, re-admission may be approved as an exception if genuine repentance and the potential to complete the program are recognized.

【NOTE】

- As a general rule, re-admission is permitted only once per person.
- When re-admission is approved, in some cases the student will be required to take some or all of the courses which he/she has already completed.
- The dates for re-admission are April 1 or September 21.

<Time limit for approval of re-admission>

Time limit for approval of re-admission at WBS is 4 years.

Re-enrollment in the semester immediately following the semester in which withdrawal took place is not permitted.

<Re-admission procedure>

To be re-admitted in the Spring semester, applications must be submitted by the last working day of November the previous year. For re-admission in the Fall semester, please submit your application by the last working day of April to the WBS Office.

For details regarding re-admission procedures, please inquire at the WBS Office.

Student Disciplinary Regulations

Article 1. Objectives

These regulations are based on official Waseda University Graduate School rules and student disciplinary procedures. They establish matters regarding student discipline at the Graduate School of Business and Finance (hereinafter “the School”).

Article 2. Disciplinary Categories

Disciplinary categories are as follows:

(1) Reprimand
The student shall submit a written apology, and receive a strict warning.

(2) Suspension
The student shall submit a written apology, and attendance at school shall be prohibited for a standard three-month suspension. However, depending on the student’s show of remorse, the suspension may be reduced or extended.

(3) Withdrawal
The student shall be promptly expelled and (as a general rule) shall not be approved for readmission to the School.

Article 3. Factual Investigation

(1) In the event that conduct arises that merits discipline or suspicion, the Dean shall conduct a factual investigation by questioning the person who committed the act (hereinafter “the person concerned”).

(2) At the time of the factual investigation, the Dean must give the person concerned an opportunity to give an explanation.

(3) The factual investigation shall be conducted by a small group of Associate Deans and the Graduate School of Business and Finance Student Affairs Committee (hereinafter “Student Affairs Committee”). Whenever a Student Affairs Committee member takes part in an investigation, he or she shall be appointed by the Associate Dean.

Article 4. Probation Order

(1) In cases wherein the actions of the person concerned clearly deserve the discipline, the Dean can impose a probation from school before the disciplinary decision is made.

(2) The Probation period may be factored into the suspension period.

Article 5. Decision of Disciplinary Measures

(1) When the Dean has decided that disciplinary measures should be imposed (based on an investigation), he or she shall determine the disciplinary measures through deliberation with the Student Affairs Committee and the Graduate School of Business and Finance Steering Committee (hereinafter “Steering Committee”).

(2) The disciplinary measures shall go into effect on the date that they are decided by the Steering Committee.

Article 6. Strong Warning

In cases when the actions of the person concerned are assessed to be slight (and do not merit disciplinary action), the Dean may issue a strong warning after discussion with the Student Affairs Committee and the Steering Committee.

Article 7. Notification and Public Announcement of Disciplinary Measures

(1) The Dean must promptly notify the person concerned and (as a general rule) his or her guarantor of the decision of the Student Committee and the Steering Committee.
(2) In cases in which a decision has been made to discipline the person concerned, the Dean must make a public announcement to that effect. However, in cases that warrant it, the Dean may abstain from publically releasing certain parts of the facts surrounding the decision with the approval of the Steering Committee.

Article 8. Disciplinary Measure Appeals

(1) If the person concerned has objections to the content of the measures, they may make a written appeal to the Dean within 10 days of receipt of the disciplinary notification. If the date of receipt cannot be specified, it shall be considered to be three days after the date when the Dean was notified.
(2) In the event of an appeal in accordance with the preceding clause, the Dean shall review the details of the appeal in question, then decide whether or not to reinvestigate the facts surrounding the given punishment.
(3) If the Dean decides that there is no need to reinvestigate, he or she shall notify the person concerned in writing and give a reason for the decision.
(4) If the Dean decides that there is a need to reinvestigate, he or she shall promptly begin the reinvestigation. Then he or she will send a repeat proposal to the Student Affairs Committee and the Steering Committee, based on the results of the reinvestigation. The provisions of Article 3 shall apply to the reexamination procedures.
(5) When the Student Affairs Committee and the Steering Committee have received a repeat proposal from the Dean in accordance with the preceding clause, they shall reconsider the case and make a decision.
(6) The Dean shall notify the person concerned and (as a general rule) the person's guarantor of the details of the reconsideration and the decision from the preceding clause.

Article 9. Disciplinary Measures and School Register Transfer

(1) In the event that the person concerned has petitioned to voluntarily withdraw from the school before the decision has been made about the disciplinary measures, the Dean shall not accept that petition.
(2) In the event that the person concerned has been referred for disciplinary measures, the Dean shall not accept the person's petition for a temporary absence from school.
(3) In the event that the person concerned is on a temporary leave of absence when he or she receives the disciplinary measure of suspension, the Dean shall subtract the leave of absence from the suspension period after discussion with the Steering Committee.

Article 10. Inclusion of Suspension Period

The period of suspension shall be included in the number of years of enrollment.

Article 11. Cancellation of Suspension

In the event that the Dean deems it appropriate to cancel the suspension, the person concerned may do so after discussion with the Student Affairs Committee and the Steering Committee.

Article 12. Results of Disciplinary Measures and Strong Warning

Those who have received disciplinary measures or a strong warning cannot (as a general rule) receive commendation from the School or become recommended candidates for the various scholarships.

Supplementary Provisions

1. These regulations shall go into effect on April 1, 2016.
2. As stipulated by Graduate School Regulations Article 56, these regulations shall apply to non-degree students.
3. These regulations shall apply to exchange students. However, some cases will be decided on an individual basis after consulting with the concerned party's home school.

Regulations Regarding Misconduct in Examinations and Other Assessments

Section 1: General Rules

Article 1. Objectives

These rules establish the handling of persons who have engaged in misconduct or inappropriate conduct in "Examinations," "Assignments and Reports," "On-demand Examinations," and "Other Grading Assessments."

Article 2. Definitions

(1) In this set of rules, "Examinations" shall refer to any of the following items:

i. Assessments in the established curriculum of the Graduate School of Business and Finance (hereinafter "the School"). They must take place at a time and location that is specified by faculty members responsible for the subject or the School of Business and Finance Dean (hereinafter "the Dean"). They must take place under the supervision of the faculty member responsible for the subject (or an exam proctor), such as midterm examinations, final examinations, makeup (i.e., "Misai") examinations, and equivalent assessments.

ii. Assessments run by other schools or other institutions that the Dean has approved as having equivalent conditions (or environments) to the preceding clause.

(2) In this set of rules, "Assignments and Reports" shall refer to any of the following items:

i. Reports, presentations, performances, demonstrations, seminars, and other evaluated assessments. The submission or presentation of these items is a required part of the School's established curriculum. However, they are limited to publicly known items, such as major grading measures in the applicable program.

ii. Assessments held by other schools or other institutions that the Dean has approved as having equivalent conditions (or environments) to the preceding items.

iii. Degree Thesis and Project Paper.

iv. Papers and other items submitted to journals (within or outside the university).

(3) In this set of rules, "On-demand Examinations" shall refer to any of the following items:

i. Assessments approved for exam taking at a discretionary location through the use of the internet or other network, as part of the School's established curriculum.

ii. Assessments held by other schools or other institutions that the Dean has approved as having conditions or environments equivalent to those of the preceding item.

(4) In this set of rules, "Other Grading Assessment Measures" shall refer to grading measures that are not established in Clauses (1) through (3), including small tests, essays, and attendance sheets.

(5) In this set of rules, "Misconduct" shall refer to conduct established in Articles 3 through 5.

(6) In this set of rules, "Perpetrator of misconduct" shall refer to persons who have engaged in misconduct.

(7) In this set of rules, "Inappropriate conduct" shall refer to conduct established in Article 8.

(8) In this set of rules, "Perpetrator of inappropriate conduct" shall refer to persons who have engaged in inappropriate conduct.

Section 2: Misconduct

Article 3. Misconduct in Examinations

In examinations, any of the following actions shall be considered misconduct. However, these exclude cases when the instructor has given special permission.

(1) Taking an examination in place of another person, or having another person take an examination in place of oneself.
(2) Bringing written documents, electronic files, or devices for reading such files into the examination hall with the intent of unauthorized use.
(3) Using or consulting books, notebooks, memos, or other printed materials or devices of unauthorized use.
(4) Lending or borrowing items authorized for use.
(5) Writing information related to the examination on one's person, clothing, personal belongings or desks, chairs, or other equipment in the examination hall.
(6) Exchanging examination papers or using the examination papers of others (including peeking at these papers).
(7) Copying others' examination papers, or allowing others to copy your own.
(8) Attempting to communicate with others through language, codes, movements, devices, or other means of information transmission or unfairly obtaining information.
(9) Attempting to disrupt the sorting of examination papers by entering a false name, intentionally not entering one's name, disposing of examination papers, or handing in unauthorized examination papers.
(10) Adding changes, such as corrections or revisions, to the exam paper after the end of the examination.
(11) Not following the instructions of the exam proctor.
(12) Other conduct deemed to damage the fairness of the exam.
(13) Engaging in suspected conduct listed in any of the previous items.
(14) Assisting in the conduct listed in any of the previous items.

Article 4. Misconduct in Assignments and Papers

In assignments and papers, any of the following actions shall be treated as misconduct:

(1) Working on an assignment or paper in place of another person or having another person work on an assignment or paper in place of oneself.
(2) Transcribing or copying an assignment or paper that another person is working on (or has worked on) or presenting it as one's own.
(3) Allowing an assignment or paper that one is working on (or has worked on) to be transcribed or copied by another person or allowing another person to present it as their own.
(4) Appropriating the ideas, analytical methods, data, research results, papers, terminology, or expertise of others without proper indication.
(5) Submitting the same paper to multiple journals or publications, in breach of the regulations of the concerned journals or publications.

Article 5. Misconduct in On-Demand Examinations

Misconduct in on-demand examinations refers to taking these exams in place of another person or having another person take the exam in place of oneself.

Article 6. Standards for Handling Perpetrators of Misconduct

(1) Perpetrators of misconduct shall be suspended from the School. However, if it is deemed that there are special circumstances after taking into account the degree of wrongdoing and the state of the concerned

party's remorse, a decision to give a reprimand is possible. Furthermore, a strong warning may be given if it is deemed that the misconduct is slight and does not warrant discipline.

(2) Those who have engaged in any misconduct twice shall be withdrawn. However, if it is deemed that there are special circumstances after taking into account the degree of wrongdoing and the state of the concerned party's remorse, suspension may be given instead.

(3) The perpetrator of misconduct shall receive failing grades in all subjects for the semester in question. This failure is incidental to disciplinary measures or a strong warning, and it is based on regulations related to Student Disciplinary Regulations. However, taking into account the severity of wrongdoing and the state of the concerned party's remorse, the offender may only receive a failing grade in the subject in which he or she committed the misconduct in question.

Article 7. Punishment of Perpetrators of Misconduct

(1) The acknowledgement of wrongdoing—and the decision on whether or not to punish the perpetrator—shall be determined by the Graduate School of Business and Finance Student Affairs Committee and the Steering Committee, based on the Student Disciplinary Regulations.

(2) If punishment has been decided for the perpetrator of misconduct, the Dean shall promptly notify the student and (in principle) his or her guarantor, and he or she shall make a public announcement. However, as a rule, the name of the person being disciplined shall not be made public.

Section 3: Inappropriate Conduct

Article 8. Inappropriate Conduct

Any of the following actions shall be considered to be inappropriate conduct:

(1) Acts contrary to the instructions of the course teacher with regards to assignments, papers, or on-demand tests, except for, however, acts specified in Article 4 and Article 5.

(2) Other actions in violation of faculty instructions, with regard to grading assessment methods.

(3) All actions (aside from the preceding two clauses) that obstruct the fair grading assessment of faculty responsible for the subject

Article 9. Handling of Perpetrators of Inappropriate Conduct

(1) Perpetrators of inappropriate conduct shall be dealt with via grading assessments of the subject in which the inappropriate conduct was carried out. However, in cases in which the inappropriate conduct in question considerably hinders the fairness of grading for the subject in question, he or she may receive punishment equal to that in Article 6.

(2) The stipulations in Article 7 shall apply to cases when the punishment is assigned to perpetrators of inappropriate conduct equivalent to that in Article 6.

Section 4: Miscellaneous Rules

Article 10. Amendments

Amendments to this set of rules shall be made by means of a vote of the Graduate School of Business and the Finance Steering Committee.

Supplementary Provisions

This set of rules shall go into effect on April 1, 2016.

End

Disciplinary Action Taken Against Misconduct in Examinations and Other Assessments

Students accused of academic misconduct or those whose behavior is deemed unworthy of a student may be subject to sanctions that range from disciplinary warning to academic suspension or dismissal according to “Student Disciplinary Regulations” and “Regulations Regarding Misconduct in Examinations and Other Assessments”.

The following shall be put into effect upon suspension:

(1) The suspended student's department or faculty will retain his or her student ID.
(2) Class attendance is prohibited.
(3) Participation in extracurricular activities and athletic-related clubs is prohibited.
(4) The use of university facilities such as libraries and the Student Center is prohibited.
(5) Course registration is prohibited.
(6) Any scholarship funds received for the entire academic year through the Waseda University Scholarship System must be repaid in full. Also, any scholarship funds administered by the Japan Student Services Organization will be deferred during the period of suspension.
(Scholarships by private foundations shall be handled in accordance with their own discretion.)

After deliberation by the WBS steering committee and submission to disciplinary measures, in the event of “misconduct in examinations or other assessments,” the concerned party’s assessment marks in all subjects for the relevant semester shall be failure.

For information about the scope of exams and other assessments, definitions of misconduct, and other details, review “Student Disciplinary Regulations” and “Regulations Regarding Misconduct in Examinations and Other Assessments”

Regarding the Prohibition of “Fraudulent Use and Plagiarism” and “Citation Methods” for Reports and Papers

Students write reports and papers after they examine data, then add their own unique perspectives. Generally, behavior that includes the partial or complete use of text or information as-is from a book, journal, or other print media or digital data or information from the internet without a proper citation is considered to be “fraudulent use” or “plagiarism.” It shall be treated as misconduct. Please take care to make appropriate citations.

For citations to be recognized as lawful, they must satisfy the requirements established by the Japanese Copyright Act and other laws.

Simple rules concerning requirements for using citations are listed below.

Requirements for Using Citations

1. Citations must be clearly distinct from the author’s own statements.
   For example, the entire quoted statement is enclosed [in square brackets].
2. The source must be stated for each and every citation.
   For example, specific reference information, such as the author name, book (or paper or article) title, and relevant page numbers (as well as publisher and publication year).
3. The sum total (i.e., total amount) of cited sections must be less than that of the main text.
4. Citations are necessary to complete reports and papers

Waseda University Graduate School Regulations (Excerpts)

*The original text of these regulations is in the Japanese language.
In the event of any discrepancies between the English translation and the Japanese original, the Japanese original shall prevail.

Article 1

The Graduate School seeks to contribute to the creative evolution of culture and the welfare of mankind. To achieve this aim, the Graduate School provides advanced levels of scholarly training in both theory and application through which students can achieve both breadth and depth of scholarship.

Article 2

The Graduate School offers a doctoral program.
2. The standard residence in a doctoral program is five years.
3. The standard residence is divided into a two-year program and a three-year program. The two-year program is offered for a master's degree.
4. The two-year program and the three-year program in the previous clause are referred to as "a master's program" and "a doctoral program" respectively.

Article 2-2

The Graduate School offers a professional graduate school program (master's program).
2. The above program can be called a professional graduate school program.
3. The standard residence of the professional graduate school program is two years. However, provided that the Faculty Meeting of the Graduate School concerned approves, exceptions will be made regarding length of enrollment for students, allowing them to complete the program after having been enrolled in the program for at least one year which shall include a period for a professional graduate school program.
4. Notwithstanding the above clause, the standard residence of the professional graduate school program can be 1-2 years, or more.

Article 3

The doctoral program is designed to train scholars in a specific academic field on an independent basis, and to cultivate advanced skills and broad knowledge necessary for independent research and other highly specialized work.
2. The master's program aims to enable students to achieve advanced levels of research skills in a specific field and ability necessary for highly professional work based upon broad acquisition of knowledge.
3. The professional graduate school program aims to enable students to achieve the advanced levels of ability necessary for highly professional work based upon broad acquisition of knowledge.

Article 6

The Graduate School, through an advisor, shall provide students with specific guidance in working out a master's thesis as well as general guidance for academic programs.
2. The Graduate School can offer the courses in a specific time or period, provided that the Faculty Meeting of the Graduate School concerned deems it to be beneficial for the student for his/her research.

Article 8

Subjects taken at other graduate or undergraduate schools may be credited and counted as elective subjects,

as specified by Article 13, provided that the Faculty Meeting of the Graduate School concerned deems it to be beneficial for the student for his/her research.

2. Provided that the Faculty Meeting approves the credits earned or courses taken at the Graduate School of Waseda University or elsewhere (including credits earned or courses taken at graduate school of foreign universities as a non-degree students) as beneficial from educational and research point of view, up to 10 such credits may be considered equivalent to those credits stipulated in Article 13.

Article 9

Provided that the Faculty Meeting approves the credits earned or courses taken elsewhere, including those taken at graduate schools of foreign universities, the Graduate School shall approve the completion of such credits earned or courses taken upon prior consultations with the graduate schools concerned.

2. Based on the previous stipulation, no more than 10 such completed credits shall be considered equivalent to those courses stipulated in Article 13.

Article 9-2

Notwithstanding Article 8 Clause 2 and Article 9 Clause 2, provided that a Faculty Meeting of the professional graduate school approves the credits earned or courses taken elsewhere, including those at graduate schools of foreign universities, the Graduate School shall approve the completion of such credits earned or courses taken upon prior consultations with the graduate schools concerned.

Based on the previous stipulation, no more than half completed credits shall be considered equivalent to those courses stipulated in Article 13.

Article 13-2

To obtain a master's degree from the professional graduate school program, students must have completed a minimum of two years of study, earned prescribed credits, submitted a thesis upon completion of the prescribed research guidance, and passed the thesis evaluation and final examinations. However, provided that the Faculty Meeting of the Graduate School concerned approves, exceptions will be made regarding length of enrollment for students who have shown excellent results, allowing them to complete the program after having been enrolled in it for at least one year.

2. Provided that the standard residence of the professional graduate school program is not two years, students are required to enroll in such program for more than the designated length.

Article 16-2

Students who completed a master's program of the Professional Graduate School are granted a master's degree.

Article 19

The lecture courses are conducted by professors, associate professors, lecturers, assistant professors, visiting professors, visiting associate professors and visiting lecturers.

Article 33

The period of residence shall not exceed the maximum allowable; four years for master's programs and six years for the doctoral program.

2. Provided that the standard residence of the professional graduate school program is not two years, the period of residence shall not exceed twice the standard length of enrollment.

Article 34

A student who cannot attend classes for a continuous period of over two months due to illness or other reasons must file the Leave of Absence form with justifiable reason attached to the form, signed by the student and guarantor, and present such request to the department chair concerned.

2. A leave of absence may take place only in the academic year the request is filed. Only in special cases, such period can be extended. In such a case, no more than a total of 2 years of absence is granted in the master's program and 3 years in the doctoral program.
3. Provided that the standard residence of the professional graduate school program is not two years, the period of absence should not exceed the standard of residence.
4. Students on leave of absence can only resume their studies in the beginning of the academic term.
5. The period of leave of absence is not included in the year of academic residence.

Article 36

A student wishing to withdraw from the university voluntarily must state the reason and submit a written request with signature of the guarantor.

Article 37-2

The following cases may be designated administrative withdrawal.

1) Cases where the maximum period of residence as prescribed in Article 33 is over.
2) Cases where the instructor reported to the Faculty Committee that the student's research guidance in the doctoral program is completed.
3) Cases where the allowable time for the fulfillment of the designated requirements to proceed from the first year to the next has elapsed.
4) Cases where the attendance criterion established by the graduate school has not been met, without justifiable reason.
5) Cases where, due to neglect of studies, the required number of credits has not been obtained within the prescribed period.

Article 38

A student who has violated the university regulations, or neglected his/her duty as a student, may be subject to disciplinary action.

2. Disciplinary action refers to warning, suspension, or mandatory withdrawal.

Article 39

Cases of disturbing the order of the university or acting in a manner contrary to a student's duty should be designated as cases for disciplinary withdrawal.

Article 39-2

1) A student who withdrew from school in line with the regulations stated in Article 36 and Article 37-2, 4) and 5) and who wishes to be re-admitted may be allowed to do so after screening within the prescribed period. However, re-admission at the beginning of the following semester is not permitted.
2) A student who withdrew from school in line with regulations stated in Article 39, and who wishes to be to re-admitted, will not be permitted to do so. However, in case he/she evinces signs of positive and substantial change and is deemed to have the potential to complete the study, may be re-admitted after screening.
3) A student who was allowed to be re-admitted will not be re-admitted again if he/she withdrew from school

or lost student's status due to the failure of school fee payment. This shall not apply to cases special circumstances.

4) In case where re-admission is approved in line with clauses 1), 2) and 3) above, the student may be required to take again some or all of the courses which he/she has already completed.

Article 39-3

Approval of admission, withdrawal, temporary leave of absence, change of course and disciplinary action are decided by faculty committees. A student to be compelled to withdraw due to disciplinary action is not permitted to withdraw for any other reason.

Waseda University Provisions for Degrees (Excerpts)

Article 2

The degrees offered by the University are the Bachelor's, Doctoral, Master's and professional graduate degrees.

Article 6

A master's degree is offered to a student who completes a master's program as specified by Article 13 of the Graduate School Regulations.

Article 6-2

A professional graduate degree is offered to a student who completes a professional graduate program as specified by Article 13-2 ,13-3 or 13-4 of the Graduate School Regulations.

Regulations Governing the Management of Students Studying Abroad During Their Years at Waseda (Excerpts)

<Formulation of regulations>

Article 1.1: The management of Waseda University undergraduate or graduate students who study abroad should be in accordance with the regulations, except in certain prescribed cases.

1.2: The regulations referred to in Article 1.1 above also govern the case of students receiving education at another Japanese university based upon an exchange agreement between Waseda and that university.

<Definition>

Article 2.1: Within these regulations, 'studying abroad' refers to the cases listed below:

(1) With the permission of the faculty committee of an undergraduate or graduate school faculty (or graduate school steering committee, in the case of independent graduate school; however, all will henceforth be referred to as 'faculty committee') in which the student is enrolled, to attend and study at an overseas university or higher education institution equivalent to a university, for a period equivalent to one semester or more.

(2) With the permission of the faculty committee, to register and conduct research or attend some study program at an overseas research institution for a period equivalent to one semester or more.

2.2: In the Double Degree Program referred to in these regulations, a student may obtain a degree at an overseas university during a period of study abroad while also being registered at Waseda University under an academic exchange agreement with an overseas university.

<Procedures related to study abroad>

Article 3.1: Students who wish to study abroad are required to submit the documents listed below and to obtain the permission of their faculty committee.

(1) 'Request for study abroad (*Ryugaku negai*)' form provided by the student's undergraduate or graduate school

(2) 'Letter of acceptance' or equivalent document issued by the overseas host institution (such as university, higher education organization equivalent to a university, or research institution).

3.2: Students who have completed their study abroad are required to submit the documents listed below:

(1) 'Return notice (*Kikoku todoke*)' form provided by the student's undergraduate or graduate school

(2) A certificate certifying the length of attendance or enrollment, issued by the overseas host institution

<Length of study abroad>

Article 4.1: The period of study abroad while enrolled at Waseda may not exceed one year, in principle. However, under exceptional circumstances, the faculty committee can allow an extension of study abroad or a second application to continue the same study abroad.

4.2: Regardless of the regulation mentioned in clause 4.1 above, the length of study abroad for exchange students under academic exchange agreements with overseas universities and for students who participate in the Double Degree Program, must be in accordance with the rules in the relevant agreement.

<Determining number of years of enrollment>

Article 5.1: When a student is studying abroad as part of an academic exchange agreement (excluding Double Degree Programs), the length of study abroad may, upon designation by the faculty committee, be counted in part or in whole towards the number of years of enrollment.

5.2: The length of the student's study abroad as prescribed by the Double Degree Program shall be counted in the student's number of years of enrollment.

5.3: In addition to the previous Article 5.2 above, when the faculty committee agrees that the student has completed the equivalent of a required portion of his/her program curriculum at Waseda University, the student may have one semester or one year of study at the host institution counted towards his/her number of years of enrollment based on the number of credits earned, the length of time required at the host institution to obtain those credits, and other circumstances.

<Periods of study before and after study abroad>

Article 7: Credits earned in the periods of study in a Waseda undergraduate or graduate school before and after study abroad will be entered into the student's record so as to reflect the student's engagement in relevant study.

<School fees during study abroad>

Article 8.1.1: While a student is studying abroad, tuition and other fees (student tuition, facility fees, educational environment improvement fees, student reading room fees, laboratory lecture fees, seminar fees, laboratory fees, etc), as well as the basic education enhancement fees shall be handled according to Table 1.

8.1.2: Students who have been exempted from paying tuition and other fees shall be required to pay 50,000 yen as an enrollment fee to Waseda University for every semester in which they received this exemption.

8.1.3: Article 56 of the University Regulations shall apply to the enrollment fees accordingly.

<Withdrawal of permission for study abroad>

Article 9.1: When circumstances arise in which a student who was granted permission to study abroad is no longer eligible for study abroad in accordance with Article 2, the faculty committee can revoke permission.

9.2: In the case of revocation of permission under Article 9.1, the regulations do not apply.

<Transfer credit approval fees and calculation method for years of enrollment>

Article 10.1: Under Article 16 of the Waseda University Regulations (in effect as of April 1, 1949, and henceforth referred to as 'School Regulations') and Clause 2 of Article 9 of the Waseda Graduate School Regulations (in effect as of 1976, henceforth referred to as 'Graduate School Regulations'), students who have been exempted from paying their tuition and other fees (based on Article 8, Clause 1 above) and have applied their time studying abroad (based on Article 5) to their years of study count shall be required to pay transfer credit approval fees in accordance with the number of course credits obtained at a foreign university while on study abroad and which are equivalent to required courses at Waseda University.

10.2: The transfer credit approval fees mentioned in Article 10.1 above regarding undergraduate or graduate school students should be the same amount as occasional student fees, as set forth in the Appendix 2 of School Regulations and in Appendix 3 of the Graduate School Regulations.

10.3: If the student fails to pay the transfer credit approval fees by the deadline designated by the university, the period of study abroad will not be included in the school years credited at Waseda.

Table 1 (Article 8)

	Tuition and Other Fees	Basic Education Enhancement Fees
Students who are Studying Abroad (Excludes exchange student and Double Degree Program student)	Exempt	Prescribed Amount
Students on Exchange Programs	As prescribed under the terms of the academic exchange agreement between the host institution and the home institution.	Prescribed Amount
Students in Double Degree Programs	As prescribed under the terms of academic exchange agreement between the host institution and the home institution.	Prescribed Amount

Detailed regulations governing the management of international students' leave of absence from the university for compulsory military service (Excerpts)

The original text of these regulations is in the Japanese language.
In the event of any discrepancies between the English translation and the Japanese original, the Japanese original shall prevail.

<Scope>

Article 1: These regulations are established to specify the management of school registration and school expenses when international students take time off from the university due to compulsory military service in their home countries (except the case of selective service, henceforth referred to as the same case). These regulations cover matters other than those regulated by the Waseda University school regulations (issued April 1, 1949, henceforth referred as 'school regulation') and other regulations governing school registration and school fees.

<Persons governed by these regulations>

Article 2.1: The persons governed by these regulations are regular international students enrolled in undergraduate or graduate schools at Waseda University who are required to be absent from school for compulsory military service in their home countries (henceforth referred to as 'student absent from school for military service').

2.2: The military service mentioned above includes alternative service which involves activities such as community service in the relevant country or region rather than military service in countries or regions where conscientious objection is allowed.

<Absence period>

Article 3.1: The allowable absence period for military service shall be the period of the relevant compulsory military service. The student must return to the school as soon as the service is over.

3.2: The absence period for military service shall not be included in the period of leave of absence specified in school regulations' Article 37-1 and 37-2 and Graduate School Regulations' Article 34-2 and 34-3 (established April 1, 1976).

<School expenses>

Article 4.1: Students absent from school for military service shall not be charged the basic education enhancement fees during the period of absence regardless of the regulation specified in Article 9-1 of the detailed regulations related to the management of school expenses in the undergraduate school (established May 27, 1964, henceforth referred to as 'Undergraduate School Expenses Regulation'), and after the period of absence for military service is over, the basic education enhancement fees will be charged at the time the student pays the tuition fees, etc. or enrollment fees for the subsequent semester.

4.2: Tuition fees, etc. during the period of student absence for military service shall be exempted regardless of the regulation specified in Article 9-1 of the Undergraduate School Expenses Regulation and Article of 7-1 of the detailed regulation related to the management of the graduation school expenses (established May 27, 1964, henceforth referred to as 'Graduate School Expenses Regulation').

4.3: The enrollment fees during the period of student absence for military service shall be exempted regardless of the regulation specified in Article 9-2 of the Undergraduate School Expenses Regulation and Article of 7-2 of the Graduate School Expenses Regulation.

4.4: Laboratory fees during the period of student absence for military service shall be exempted regardless of the regulation specified in Article 9-4 of the Undergraduate School Expenses Regulation.

Rules for Extracurricular Activities (Excerpts)

Article 1. Objectives

These rules establish essential matters regarding students at this University engaging in extracurricular activities for the purposes of doing academic research, receiving performance arts training, practicing hobbies, becoming capable people with richly individualistic personalities, and learning to be highly refined leaders in their nation.

Article 2. Club Registration

1. When engaging in extracurricular activities that carry the name of Waseda University, students must submit the names of their clubs, their representatives, the locations of their activities, and other information required by the University. They must submit this information before the specified date every year in April (or in September, for new activities beginning in the fall term).
2. The University shall register clubs that have submitted the information in the previous clause. However, if it decides that the club is in clear violation of Article 1, it may not accept the application.

Article 3. Official Clubs

1. Of the clubs registered with the University per Article 2, those that satisfy the following requirements shall be considered Official Clubs.
2. As articulated in the preceding terms, Official Clubs shall be one of the following five types:
   (1) Student Societies
   (2) Regional Student Societies
   (3) Hobby Associations
   (4) Extramural Clubs (i.e., Affiliated with NPOs)
   (5) Faculty-approved Clubs
3. The University shall only recognize Official Clubs during the year in question, through deliberation by the Committee of Senior Deans.
4. To continue every year, Official Clubs shall submit their registration by the specified date in April. Those clubs that do not submit registration will be deemed to have disbanded. In the event that lodging or expeditions take place outside this University, Official Clubs shall submit a registration for such activities to the University in advance.
5. Official Clubs must promptly notify the University if they have disbanded.
6. If an Official Club violates laws and ordinances, the rules in this manual, or other University rules, it may have its official status removed. The removal of official status will be carried out by the University through deliberations of the Committee of Senior Deans.

Article 4. Requirements for Official Clubs

1. In order to become an Official Club as stipulated in the previous article, the club must satisfy the following requirements:
   A. Have 21 or more members who are students of this University, and who belong to more than two departments.
   B. Have activity records under the established club name for more than one year—either on-campus or off-campus.
   C. Have over one year's worth of financial reports with receipts attached.
   D. Have one president as a supervisor, as well as a chief secretary, vice secretary, and treasurer as student supervisors.

2. Requirements for Regional Student Clubs and Faculty-approved Clubs shall be established separately, regardless of the preceding clause.
3. If clubs registered with the University per Article 2 Clause 2 are not Official Clubs, they shall be called Registered (Unofficial) Clubs.

Article 5. Requirements for Student Societies

In order to become a Student Society (as stipulated in Article 3 Clause 2 Item 1), the club must have been recognized as a Hobby Association for no less than five continuous years. They must continue to apply to establish a Student Society for five more consecutive years.

Article 6. University Privileges

Official Clubs, as well as persons and organizations specially approved by the University, may receive access to facilities as established in the following items. Details about the provision of facilities shall be separately determined.

1. Use of rooms in the Student Union Building and other buildings
2. Use of classrooms and facilities
3. Use of spaces for the recruitment of new members and other activities
4. Subsidies for extracurricular activities
5. Participation in university events

Article 7. Compensation for Damages

In the event that a student or student group defaces or damages University facilities or equipment (either intentionally or accidentally), they must pay for the damages.

1. Depending on the circumstances, the University may reduce or exempt the cost of these damages.

Article 8. Disciplinary Measures

If a student or student group has violated this set of rules or detailed regulations (Rules from February 14, 2011, Article 10 Clause 91 Item 2), they may have their university privileges (which were established in Article 6) suspended. Disciplinary measures may also be taken, according to the Waseda University School Regulations (ordered April 1, 1949) Article 46, or the Waseda University Graduate School Regulations (Academic Affairs Article 1 from April 1, 1976) Article 38.

Article 9. Establishment of Detailed Regulations

Student must comply with essential matters regarding the execution of these rules (e.g., the installation of signboards and distributing documents) when engaging in extracurricular activities. These matters shall be separately determined in the Detailed Regulations.

Detailed Regulations for the Implementation of Rules for Extracurricular Activities (Excerpts)

Article 1. The Establishment of Detailed Regulations

These regulations shall establish matters that are necessary for the implementation of the Rules for Extracurricular Activities, per Article 9 in the Basic Rules for Extracurricular Activities (Rules 10 through 91-1, from February 14, 2011; hereinafter called “the Rules”).

Article 2. Presidents of Official Clubs

1. Presidents of Official Clubs must be full-time faculty, professors, non-tenured faculty (excluding assistant professors), or full-time staff at this university. However, for clubs that have research objectives, presidents must be full-time faculty, professors, or non-tenured faculty (excluding assistant professors).
2. The same person may be the president of up to five clubs. However, for Student Associations, Regional Student Associations, and Faculty Approved Clubs, the same person may only become president of one of each type of these clubs.

Article 3. Student Supervisors of Official Clubs

1. Student supervisors of Official Clubs may not simultaneously be Official Club supervisors of multiple clubs. However, this regulation shall not apply to cases that have special approval from the University.
2. Student supervisors must be regular students in an undergraduate school. However, this regulation shall not apply to Faculty Approved Clubs with special University approval.

Article 4. Posting of Signboards and Bulletins

1. When a student or student group installs a signboard on the grounds of the University, or posts documents, flyers, newspapers, etc. (hereinafter "documents"), the name of the club must be stated on the documents if it is an Official Club and if it is an individual or non-Official Club, the school, grade, full name, and contact information of the leader of the club must be stated on the document.
2. When making signboards on the grounds of the University, permission from the University must be obtained in advance, and the signboard must be made in a predetermined location.
3. When installing signboards or posting documents, the leader of an Official Club or a University student in charge of the bulletin board (in case his/her group is not an Official Club) must be present.
4. When the period of installation or posting has expired, the person who installed or posted it must promptly remove the signboard or bulletin.
5. Signboards and bulletins must not be of commercial nature, contain false information, violate the privacy of others, slander or defame specific persons or groups, or violate morals or the public order.
6. Signboards and bulletins must be installed with consideration to safety; there can be no risk of the structure collapsing or otherwise obstructing pedestrian traffic.
7. If a signboard or bulletin is found to be in violation of Clause 3 (or in other cases that the University deems necessary), the signboard or bulletin in question may be removed.
8. Regardless of the preceding stipulations, if the rules are different for signboards and documents at campuses other than Waseda Campus, the rules of the campus in question shall apply.

Article 5. Dimensions and Other Rules for Signboards

1. Signboard dimensions shall be up to two plywood pieces (180 cm x 90 cm each).
2. When installing signboards, one shall select a location that does not obstruct traffic, present a risk of bodily harm to passersby, or harm trees or plants.
3. Signboards may not have protruding objects.

4. Do not affix packing tape or similar items to fences, or stake out spaces for installation.
5. When posting to fences, attach all four corners for hazard prevention.
6. Regarding signboards with the same content, up to two signboards may be installed per campus.
7. Regarding the location of signboard installation on the Waseda Campus, do not install in the area around the statue of Shigenobu Okuma, the vicinity around the main gate, and other locations designated by the University. However, this regulation shall not apply in cases specially approved by the University.
8. As a rule, the University shall remove signboards four times per year.

Article 6. Dimensions and Other Rules for Bulletins

1. Bulletin dimensions shall not exceed the paper size A2.
2. The number of bulletins shall be established as follows:
   (1) Framed bulletins—One frame per group per bulletin board
   (2) Unframed bulletins—One bulletin per group per bulletin board
3. Documents must not be posted to locations other than bulletin boards (e.g., walls and fences)
4. When attaching bulletins, use thumbtacks. Do not use staples, tape, or other implements. Furthermore, do not post on top of other bulletins.
5. The University shall remove all bulletins once a month. (Generally, the removal occurs on the morning of the 4th Monday of the month.)

Article 7. Distribution of Documents

1. When a student or student group plans to distribute document in the university, the name of the club must be stated on the documents if it is an Official Club and if it is an individual or non-Official Club, the school, grade, full name, and contact information of the leader of the club must be stated on the document.
2. When distributing the documents, the leader must be present if it is an Official club. If it is a group other than an Official Club, the student in charge must be present.
3. Distribution of documents shall only take place outdoors; indoor distribution shall not be approved. However, this regulation shall not apply in cases with special University approval.
4. Distribution of documents shall be delivered by hand, and they must not be forced upon those who do not wish to receive them.
5. Distributed documents must not be of a commercial nature, contain false information, violate the privacy of others, slander or defame specific persons or groups, or violate morals or the public order.
6. Regardless of the preceding stipulations, if the rules are different for documents at campuses other than Waseda Campus, the rules of the campus in question shall apply.

Article 8. Lending of Classrooms

1. When students or student groups use classrooms for meetings and other purposes, they must obtain permission from the University in advance.
2. The University may not grant permission to applications in the preceding clause, if any of the following apply:
   A. The use of the classroom runs the risk of violating public order and morals.
   B. The club intends to collect entrance fees or other fees.
   C. There is the risk of disturbing classes.
3. The University shall revoke permission of Clause 1 if any of the following apply:
   A. When there is an urgent need for the university to use the classroom.
   B. When falsehoods are written in the classroom that lend application contents.

C. When any of the items in the previous clause (Clause 2) apply.
D. Other times that the University deems necessary.

4. Regardless of the preceding stipulations, if the rules are different for lending classrooms at campuses other than Waseda Campus, the rules of the campus in question shall apply.

Article 9. Presentation of Student ID Card

Students must always carry their student ID cards, and they must present them upon request by faculty or staff of the University.

Article 10. Conditions

1. Smoking or drinking alcohol in the University except in places designated by the University is strictly prohibited. However, this regulation shall not apply in cases specially approved by the University.
2. Students must not engage in the sale of goods on University premises, or engage in similar behavior. However, this regulation shall not apply in cases specially approved by the University.
3. Students must not monopolize University facilities, devices, or equipment. However, this regulation shall not apply in cases specially approved by the University.
4. Students must not install or hang horizontal or hanging banners, stickers, etc., to facilities, trees, or plants. However, this regulation shall not apply in cases specially approved by the University.
5. Students must not use megaphones or musical instruments on University premises or in the vicinity of the University.
6. Students must make an effort to preserve and improve sanitary conditions, and they must not leave trash behind.
7. Students must make an effort to always maintain safety, and they must not engage in risky behavior or the harassment of others.

Article 11. The Use of Megaphones and Musical Instruments

1. Regardless of the stipulations in Article 5, the use of megaphones and musical instruments shall be allowed on the Waseda Campus between the hours of 12:10 and 13:00 during the academic term (except for exam periods and days designated by the University).
2. Aside from the preceding clause, the use of megaphones and musical instruments shall be allowed on University premises in cases specially approved by the University.
3. When using megaphones and musical instruments, follow the instructions of the University.

Rules for Approval of Clubs in WBS

Article 1. Objectives

This set of rules shall establish approval procedures at WBS for voluntary club activities befitting students of WBS, and run by students enrolled in WBS.

Article 2. Support for Student Clubs Approved by WBS

WBS shall offer the following support toward student clubs, which meet the requirements in this set of rules and have been approved by WBS (hereinafter “Approved Clubs”):

(1) Lending classrooms
(2) Referring to the University Student Affairs Section to become an Official (University-Approved) Club
(3) Other support deemed necessary

Article 3. Requirements for Approval

Student clubs that wish to receive this approval must meet the following requirements:

(1) Be continuously and autonomously engaged in activities.
(2) Have 10 or more members, more than two-thirds of which are students enrolled in WBS.
(3) Be a club that is independent and has an organization befitting a club, such as provisions for the election of student representatives, accounting protocols, and rules for joining or leaving the club.
(4) Have a full-time faculty member of WBS as supervisor.
(5) Engage in activities that do not interfere with the operations of WBS.

Article 4. Approval Procedures

1. Student clubs seeking approval shall apply by submitting a written application for approval (as well as supplementary documents demonstrating fulfillment of the requirements of the preceding article) to WBS.
2. The written application for approval shall state the name of the club; activity objectives; the name of the faculty supervisor; the names and student ID numbers of the student leader and all club members; previous activity records; and activity plans.
3. When the written application for approval from the preceding clause is submitted, the Associate Dean of WBS shall conduct an interview with the student leader of the club in question.
4. When the Associate Dean of WBS approves the written application for approval after the interview described in the preceding clause, he or she will confer with WBS’s Steering Committee about whether or not to approve the application of the club in question, conduct a review, and then come to a determination.

Article 5. Providing Notification to WBS

At the start of each school year, Approved Clubs must submit documents listing the names and student ID numbers of the student leader and all members for the year in question; an activity report for the prior year; and activity plans for the year in question to WBS.

Article 6. Disclosure of Information

1. Upon receiving a request from WBS, approved Clubs must disclose information regarding their activities.
2. Information about Approved Clubs is considered public.

Article 7. Withdrawal of Approval

If the Approved Clubs do not follow this set of rules, or engage in activities that deviate from those listed in the Objectives of this set of rules, their approval shall be withdrawn at WBS's Steering Committee as in Article 4 Clause 4.

Supplementary Provisions

Article 1. Effective Date

This set of rules shall go into effect on April 1, 2016.

Article 2. Practical Implementation of Article 3 Item 1

When putting Article 3 Item 1 of this set of rules into effect, candidates shall be judged on the basis of the following:

Expectations for future sustainable activities based on one or more years record of activities for the club as well as a club member structure with students from WBS, the Graduate School of Commerce MBA Track, or the Graduate School of Finance, Accounting, and Law, from each grade, i.e. freshman, sophomore, junior and senior.

Article 3. Transition Measures

When putting Article 3, Item 2 of this set of rules into effect, students enrolled in the Graduate School of Commerce MBA Track and those enrolled in the Graduate School of Finance, Accounting, and Law shall be counted among the students of WBS.

Student Honor Code for WBS Courses

Waseda Business School (WBS) is a community where intellectual rigor and thought leadership are cultivated. Classes at WBS are established through discussions between students and faculty as well as among students. To maximize the educational effect, all students taking WBS courses should comply with the honor code below:

1. Students should be well-prepared for class and proactively engage in discussions and share insights.

2. Students should refrain from attitudes and actions that hinder other students' learning and should contribute to maintaining a constructive learning environment.

3. Students should not use electric devices such as personal computers, smart phones, digital cameras, and IC recorders in class if the instructor regards it as a distraction. Also, neither video nor audio recordings are allowed in class unless permitted by the instructor.

4. Students should not provide others with course materials nor information regarding course processes, methods, or content unless given instruction or permission by the instructor.

5. Students are prohibited from engaging in academic dishonesty including cheating and plagiarism in their exams, reports, and assignment papers.

6. Students, as members of WBS and Waseda University, should comply with the above stipulations and any other items that the university regulates. Please read the WBS Bulletin thoroughly for university regulations.

Waseda Business School

ERS Award

1. Purpose

As globalization steadily advances, the school philosophy of Waseda University, "Fostering of Good Citizens," has come to be interpreted as "The Education of Global Citizens." Consequently, cultivating "globally responsible citizens" has become one of the key missions entrusted to business schools today.

Currently, both the business world and academic communities around the globe are placing great emphasis on addressing social issues, Creating Shared Value (CSV), and social entrepreneurship. Among these topics, three elements are particularly important: ethics, responsibility, and sustainability (ERS).

In response, WBS is establishing the following awards to raise students' awareness of ERS and to encourage greater engagement in activities related to these core values.

2. Award Categories and Selection Process

(1) ERS Student Paper Award

For the ERS Award, supervisors nominate a degree thesis or project paper that aligns with the philosophy of ERS. In principle, one thesis or project paper is selected each semester for the ERS Paper Award and is presented at the graduation ceremony.

(2) ERS Student / Alumni Impact Award

Supervisors nominate an ERS-related activity that has made a significant impact on society. Based on this nomination, student(s) or alumni are selected for the ERS Impact Award, which is presented at the graduation ceremony.

To be considered for either award, students must be nominated by their supervisor. If you believe your paper or activity aligns with the philosophy of ERS, please consult with your supervisor.

Concerns about Sexual Harassment, Academic Harassment, and Power Harassment

Waseda University has instituted a variety of measures as part of its commitment to harassment prevention. This includes not only the establishment of the Waseda University Guidelines for Harassment Prevention, as well as consultation and grievance procedures, but also through educational activities in print, online, and in seminars, etc. aimed at raising awareness and proactively deterring harassment.

Q: What constitutes harassment?

A: Harassment is defined by the University's guidelines to include all forms of expression and behavior, which reflect unfavorably, cause discomfort, or otherwise insult the dignity of the victim with respect to matters including one's sex, social status, ethnicity, national origin, beliefs, age, occupation, physical characteristics or features, and one's identity. In general, harassment in universities takes one of the following forms: sexual harassment, any expression or behavior of an offensive, sexual nature; academic harassment, any offensive expression or behavior relating to one's studies, education, or research; and power harassment, any expression or behavior of an offensive nature made by a person of superior social standing or someone who has authority over the victim.

Q: Why is harassment considered a problem?

A: From the victim's perspective, harassment hinders the ability to establish and maintain a comfortable environment for learning, research, and employment; the overall impact of such negative behavior constitutes an infringement on the victim's human rights. Sometimes, actions and behavior taken by someone without the slightest thought can be the cause of almost unbearable distress to others.
Harassment cases often have an adverse impact on the daily lives of those who have come forward as victims.

Q: Can students ever be accused of perpetrating harassment?

A: Yes, of course. For example, one could easily imagine the following scenario taking place at a social mixer involving students belonging to one of the University's many interest groups ("circles").
When a student makes repeated comments of a sexual nature in front of others; pressures others into drinking alcohol; or persistently asks a member to go out on a date, and such behavior results in other students feeling uncomfortable, these actions become examples of sexual harassment and power harassment.

Q: If you feel that you or someone you know may be experiencing "harassment in some form," what should you do?

A: If you feel that you are a victim of harassment, or know of a friend who may be a victim, or have a question or opinion regarding the University's policy and procedures, please do not hesitate to contact our Consultation Desk manned by our staff of trained professionals. For more information on the consultation process and other matters, check our website.

■CONSULTATION DESK [The Office of Compliance (Harassment Prevention Committee Office)]
Anonymous consultations are accepted via phone, email, and any other means in the initial stages. Your privacy and personal wishes are of utmost concern to us. Persons requesting an in-person consultation are asked to make an appointment by email.

【E-mail】compliance@list.waseda.jp
【URL】https://www.waseda.jp/inst/harassment/
Consultation Hours:　Mon – Fri, 9:30-17:00
■Waseda University Compliance Consultation Desk [NEC VALWAY, Ltd. (Subcontractor)]
【Tel】 0120-123-393
Reception hours: 8:30-19:00 on weekdays, 8:30-17:00 on Saturday
※ English, Chinese and Japanese are available.
【URL】https://koueki-tsuhou.com/WFcxVtaEFdCd/en/

Student Diversity Center (SDC)

Within the Student Diversity Center the following three offices work together to support students and to ensure a rich campus environment that welcomes the diverse values and experiences of all our students, inclusive of race, ethnicity, nationality, gender, sexuality, ability, religion or age. Please feel free to contact, consult and visit us.

★More Information



Intercultural Communication Center (ICC)

At the ICC we create and host events and programs for students of all nationalities and backgrounds to interact. If you are interested in other cultures or sharing your own, please come and see us! The ICC Lounge is on the 1st floor of Building 3, so feel free to drop by.

Place: 1st Floor, Bldg. 3
Hours: Please check our website.
TEL：03-5286-3990　E-mail：icc@list.waseda.jp
URL：https://www.waseda.jp/inst/icc/en/

Accessibility Resource Center (ARC)

The ARC coordinates reasonable accommodation for students with visual impairment, hearing impairment mobility impairment, mental disorder, developmental disorder, and other disabilities (such as aphasia and internal impediments) to ensure that they have the same study environment as other students. Please contact us if you would like to discuss reasonable accommodation.

Department of Physical Disabilities
Place：#110 Building No.3
TEL：03-5286-3747　E-mail：arc@list.waseda.jp
Department of Mental/Developmental Disorders
Place：Nishi-Waseda Bldg(Building No.19).102-10
TEL：03-3208-0587　E-mail：shien02@list.waseda.jp
ARC Office Hours: Please check our website.
URL：https://www.waseda.jp/inst/dsso/en/

Gender and Sexuality Center (GS Center)

The GS Center is a safer space/resource center for LGBTQ+ and allied students, as well as all students who are interested in issues related to gender and sexuality.

At the GS Center, you can access various resources, such as chatting with the student staff members, reading books and magazines, and attending and participating in events and workshops. You can also utilize our counseling services provided by our Gender and Sexuality Specialty Staff to address issues related to and stemming from gender and sexuality. Your privacy will be protected. As needed, we can also make referrals to and collaborate with programs and agencies on-and-off-campus.

Place: Building 10, Room 213, Floor 2
E-mail: gscenter@list.waseda.jp
Office Hours: Please check our website.
URL: https://www.waseda.jp/inst/gscenter/en/

経営管理研究科教員名簿 ・ Faculty Members List
(Waseda Business School)

漢字氏名	カナ氏名	Name in English	資格名称	Position	Email
赤　井　厚　雄	アカイ　アツオ	AKAI, Atuo	非常勤講師	Part-time Lecturer	akai@nowcast.co.jp
淺　羽　　茂	アサバ　シゲル	ASABA, Shigeru	教　授	Professor	sasaba@waseda.jp
東　　輝　彦	アズマ　テルヒコ	AZUMA, Teruhiko	非常勤講師	Part-time Lecturer	teruhiko.azuma@aoni.waseda.jp
蟻　川　靖　浩	アリカワ　ヤスヒロ	ARIKAWA, Yasuhiro	准教授	Associate Professor	
飯　沼　綱　平	イイヌマ　コウヘイ	IINUMA, Kouhei	非常勤講師	Part-time Lecturer	iinuma@aoni.waseda.jp
池　上　重　輔	イケガミ　ジュウスケ	IKEGAMI, Jusuke	教　授	Professor	
池　田　昌　幸	イケダ　マサユキ	IKEDA, Masayuki	教　授	Professor	
石　井　龍　夫	イシイ　タツオ	ISHII, Tatsuo	非常勤講師	Part-time Lecturer	tatsu.ishii@gmail.com
石　川　尋　夫	イシカワ　ヒロオ	ISHIKAWA, Hiroo	非常勤講師	Part-time Lecturer	
伊　藤　敬　介	イトウ　ケイスケ	ITO, Keisuke	客員教授	Guest Professor	keisuke-ito@aoni.waseda.jp
伊　藤　友　則	イトウ　トモノリ	ITO, Tomonori	上級研究員 (研究院教授)	Senior Researcher (Professor)	tomonori.ito@aoni.waseda.jp
伊　藤　秀　史	イトウ　ヒデシ	ITOH, Hideshi	教　授	Professor	
イネステーラー　章子	イネステーラー　アキコ	INNES-TAYLOR, Akiko	教　授	Professor	
今　井　英次郎	イマイ　エイジロウ	IMAI, Eijiro	非常勤講師	Part-time Lecturer	eijiro.imai@gmail.com
今　村　英　明	イマムラ　ヒデアキ	IMAMURA, Hideaki	客員教授	Guest Professor	kumanekohideaki@aoni.waseda.jp
入　山　章　栄	イリヤマ　アキエ	IRIYAMA, Akie	教　授	Professor	airiyama@gmail.com
岩　口　敏　史	イワグチ　トシフミ	IWAGUCHI, Toshifumi	非常勤講師	Part-time Lecturer	iwaguchi@recof.co.jp
岩　澤　誠一郎	イワサワ　セイイチロウ	IWASAWA, Seiichiro	非常勤講師	Part-time Lecturer	
ウィワッタナカンタン　ユパナ	ウィワッタナカンタン　ユパナ	WIWATTANAKANTANG, Yupana	訪問准教授	Visiting Associate Professor	
植　岡　敬　典	ウエオカ　ユキノリ	UEOKA, Yukinori	非常勤講師	Part-time Lecturer	
植　松　則　行	ウエマツ　ノリユキ	UEMATSU, Noriyuki	非常勤講師	Part-time Lecturer	n.uematsu@aoni.waseda.jp
薄　井　　彰	ウスイ　アキラ	USUI, Akira	教　授	Professor	
内　　誠一郎	ウチ　セイイチロウ	UCHI, Seiichiro	非常勤講師	Part-time Lecturer	
内　田　交　謹	ウチダ　コウナリ	UCHIDA, Konari	教　授	Professor	konari.uchida@waseda.jp
江　川　由紀雄	エガワ　ユキオ	EGAWA, Yukio	非常勤講師	Part-time Lecturer	yukio.egawa@aoni.waseda.jp
及　川　直　彦	オイカワ　ナオヒコ	OIKAWA, Naohiko	客員教授	Guest Professor	naohiko@aoni.waseda.jp
大久保　孝　俊	オオクボ　タカトシ	OHKUBO, Takatoshi	非常勤講師	Part-time Lecturer	tohkubo57@icloud.com
大　崎　貞　和	オオサキ　サダカズ	OHSAKI, Sadakazu	客員教授	Guest Professor	sosaki@aol.com
大　島　　洋	オオシマ　ヨウ	OSHIMA, Yo	客員教授	Guest Professor	yo.oshima@aoni.waseda.jp
大　畑　慎　治	オオハタ　シンジ	OHATA, Shinji	非常勤講師	Part-time Lecturer	ohata@o-ltd.com
岡　野　　淳	オカノ　ジュン	OKANO, Jun	非常勤講師	Part-time Lecturer	junokano@nifty.com
小　川　兵　衛	オガワ　ヒョウエ	OGAWA, Hyohe	非常勤講師	Part-time Lecturer	
小　川　　亮	オガワ　マコト	OGAWA, Makoto	非常勤講師	Part-time Lecturer	
尾　崎　弘　之	オザキ　ヒロユキ	OZAKI, Hiroyuki	上級研究員 (研究院教授)	Senior Researcher (Professor)	
長　内　　厚	オサナイ　アツシ	OSANAI, Atsushi	教　授	Professor	osanaia@waseda.jp
落　合　康　裕	オチアイ　ヤスヒロ	OCHIAI, Yasuhiro	非常勤講師	Part-time Lecturer	ochiai1973@icloud.com
音　部　大　輔	オトベ　ダイスケ	OTOBE, Daisuke	非常勤講師	Part-time Lecturer	
小　野　譲　司	オノ　ジョウジ	ONO, Joji	非常勤講師	Part-time Lecturer	j-ono@busi.aoyama.ac.jp
鴨志田　　晃	カモシダ　アキラ	KAMOSHIDA, Akira	非常勤講師	Part-time Lecturer	akamoshida@aoni.waseda.jp
川　上　智　子	カワカミ　トモコ	KAWAKAMI, Tomoko	教　授	Professor	
川　口　有一郎	カワグチ　ユウイチロウ	KAWAGUCHI, Yuichiro	教　授	Professor	
菅　野　　寛	カンノ　ヒロシ	KANNO, Hiroshi	教　授	Professor	kannohiroshi177@waseda.jp
北　垣　武　文	キタガキ　タケフミ	KITAGAKI, Takehumi	非常勤講師	Part-time Lecturer	kitagaki@ousia.me
木　村　達　也	キムラ　タツヤ	KIMURA, Tatsuya	教　授	Professor	
グェン　フォン　バオ　チャウ	グェン　フォン　バオ　チャウ	NGUYEN, Phuong Bao Chau	助　教	Assistant Professor (without tenure)	
楠　美　将　彦	クスミ　マサヒコ	KUSUMI, Masahiko	非常勤講師	Part-time Lecturer	
楠　元　みのり	クスモト　ミノリ	KUSUMOTO, Minori	非常勤講師	Part-time Lecturer	
久　保　克　行	クボ　カツユキ	KUBO, Katsuyuki	教　授	Professor	
久保田　一　輝	クボタ　カズテル	KUBOTA, Kazuteru	非常勤講師	Part-time Lecturer	kubota.kazuteru@bcg.com
久保田　進　彦	クボタ　ユキヒコ	KUBOTA, Yukihiko	非常勤講師	Part-time Lecturer	kubota@aoyamagakuin.jp
黒　河　昭　雄	クロカワ　アキオ	KUROKAWA, Akio	非常勤講師	Part-time Lecturer	a.kurokawa-4k5@kuhs.ac.jp
コアド　アレックス	コアド　アレックス	COAD, Alex	教　授	Professor	alex.coad@waseda.jp
國　領　二　郎	コクリョウ　ジロウ	KOKURYO, Jiro	上級研究員 (研究院教授)	Senior Researcher (Professor)	jirokokuryo@aoni.waseda.jp
コップ　ロバート	コップ　ロバート	KOEPP, Robert	訪問准教授	Visiting Associate Professor	
小　林　秀　二	コバヤシ　ヒデジ	KOBAYASHI, Hideji	非常勤講師	Part-time Lecturer	
小　林　正　宏	コバヤシ　マサヒロ	KOBAYASHI, Masahiro	非常勤講師	Part-time Lecturer	
小　林　流　基	コバヤシ　リュウキ	KOBAYASHI, Ryuki	非常勤講師	Part-time Lecturer	
斉　藤　賢　爾	サイトウ　ケンジ	SAITO, Kenji	教　授	Professor	ks91@waseda.jp
迫　田　宜　生	サコダ　ヨシオ	SAKODA, Yoshio	非常勤講師	Part-time Lecturer	yoshio.sakoda@aoni.waseda.jp
佐　藤　克　宏	サトウ　カツヒロ	SATO, Katsuhiro	教　授	Professor	katsuhiro_sato@waseda.jp
澤　谷　由里子	サワタニ　ユリコ	SAWATANI, Yuriko	非常勤講師	Part-time Lecturer	
篠　原　正　裕	シノハラ　マサヒロ	SHINOHARA, Masahiro	非常勤講師	Part-time Lecturer	
柴　崎　　暁	シバザキ　サトル	SHIBAZAKI, Satoru	教　授	Professor	shibazaki@waseda.jp
柴　崎　　健	シバサキ　タケシ	SHIBASAKI, Takeshi	非常勤講師	Part-time Lecturer	
澁　谷　　覚	シブヤ　サトル	SHIBUYA, Satoru	教　授	Professor	sat.shibuya@waseda.jp

漢字氏名	カナ氏名	Name in English	資格名称	Position	Email
清　水　信　匡	シミズ　ノブマサ	SHIMIZU, Nobumasa	教　授	Professor	s-nobu@waseda.jp
首　藤　明　敏	シュトウ　アキトシ	SHUTO, Akitoshi	非常勤講師	Part-time Lecturer	akitoshi_shuto@meiji.ac.jp
白　井　正　人	シライ　マサト	SHIRAI, Masato	非常勤講師	Part-time Lecturer	
杉　浦　正　和	スギウラ　マサカズ	SUGIURA, Masakazu	教　授	Professor	sugiura@waseda.jp
杉　田　浩　章	スギタ　ヒロアキ	SUGITA, Hiroaki	教　授	Professor	sugita.hiroaki@waseda.jp
杉　村　純　子	スギムラ　ジュンコ	SUGIMURA, Junko	非常勤講師	Part-time Lecturer	jsugimura@promethe-pat.jp
鈴　木　一　功	スズキ　カズノリ	SUZUKI, Kazunori	教　授	Professor	ksuzuki@waseda.jp
鈴　木　　誠	スズキ　マコト	SUZUKI, Makoto	非常勤講師	Part-time Lecturer	
須　藤　修　司	ストウ　シュウジ	SUTOU, Syuji	非常勤講師	Part-time Lecturer	sutoh-shj@aoni.waseda.jp
瀬　尾　　亨	セオ　トオル	SEO, Toru	非常勤講師	Part-time Lecturer	toru.seo@lucidaim.jp
十　河　丈　晴	ソゴウ　タケハル	SOGO, Takeharu	非常勤講師	Part-time Lecturer	
曽　根　　宏	ソネ　ヒロシ	SONE, Hiroshi	非常勤講師	Part-time Lecturer	
高　須　正　和	タカス　マサカズ	TAKASU, Masakazu	非常勤講師	Part-time Lecturer	takasumasakazu@gmail.com
高　山　佳　子	タカヤマ　ヨシコ	TAKAYAMA, Yoshiko	非常勤講師	Part-time Lecturer	taka@intage.co.jp
瀧　口　　匡	タキグチ　タダシ	TAKIGUCHI, Tadashi	客員教授	Guest Professor	masters@aoni.waseda.jp
竹　内　規　彦	タケウチ　ノリヒコ	TAKEUCHI, Norihiko	教　授	Professor	
竹　澤　伸　哉	タケザワ　ノブヤ	TAKEZAWA, Nobuya	非常勤講師	Part-time Lecturer	takezawa@aoni.waseda.jp
竹　原　　均	タケハラ　ヒトシ	TAKEHARA, Hitoshi	教　授	Professor	
立　松　博　史	タテマツ　ヒロフミ	TATEMATSU, Hirofumi	非常勤講師	Part-time Lecturer	h-tatematsu@aoni.waseda.jp
田　中　庸　介	タナカ　ヨウスケ	TANAKA, Yousuke	非常勤講師	Part-time Lecturer	
谷　　益　美	タニ　マスミ	TANI, Masumi	非常勤講師	Part-time Lecturer	
谷　山　智　彦	タニヤマ　トモヒコ	TANIYAMA, Tomohiko	非常勤講師	Part-time Lecturer	t-taniyama@aoni.waseda.jp
田　村　泰　一	タムラ　ヤスカズ	TAMURA, Yasukazu	准教授	Associate Professor	ytamura@waseda.jp
タン　キャロライン	タン　キャロライン	TAN, Caroline	非常勤講師	Part-time Lecturer	caroline@aoni.waseda.jp
チェン ミンヤン ウィリアム	チェン　ミンヤン　ウィリアム	Cheung, Ming Yan William	准教授	Associate Professor	
鶴　谷　武　親	ツルタニ　タケチカ	TSURUTANI, Takechika	客員教授	Guest Professor	takatsurutani@aoni.waseda.jp
徳　橋　和　将	トクハシ　カズマサ	TOKUHASHI, Kazumasa	非常勤講師	Part-time Lecturer	tokuhashi@moegi.waseda.jp
俊　野　雅　司	トシノ　マサシ	TOSHINO, Masashi	非常勤講師	Part-time Lecturer	toshino@bus.seikei.ac.jp
中　里　大　輔	ナカザト　ダイスケ	NAKAZATO, Daisuke	教　授	Professor	
長　沢　伸　也	ナガサワ　シンヤ	NAGASAWA, Shinya	教　授	Professor	
中　根　徳　昭	ナカネ　ノリアキ	NAKANE, Noriaki	非常勤講師	Part-time Lecturer	noriaki.nakane@tohmatsu.co.jp
永　野　　護	ナガノ　マモル	NAGANO, Mamoru	非常勤講師	Part-time Lecturer	
永　吉　実　武	ナガヨシ　サネタケ	NAGAYOSHI, Sanetake	非常勤講師	Part-time Lecturer	
夏　目　岳　彦	ナツメ　タケヒコ	NATSUME, Takehiko	非常勤講師	Part-time Lecturer	
新　原　浩　朗	ニイハラ　ヒロアキ	NIIHARA, Hiroaki	客員教授	Guest Professor	
西　谷　剛　史	ニシタニ　ツヨシ	NISHITANI, Tsuyoshi	非常勤講師	Part-time Lecturer	
西　出　勝　正	ニシデ　カツマサ	NISHIDE, Katsumasa	教　授	Professor	knishide@waseda.jp
西　山　　茂	ニシヤマ　シゲル	NISHIYAMA, Shigeru	教　授	Professor	snishiya@waseda.jp
沼　上　　幹	ヌマガミ　ツヨシ	NUMAGAMI, Tsuyoshi	上級研究員（研究院教授）	Senior Researcher (Professor)	t.numagami@aoni.waseda.jp
根　本　直　子	ネモト　ナオコ	NEMOTO, Naoko	教　授	Professor	
野　田　　誠	ノダ　マコト	NODA, Makoto	非常勤講師	Part-time Lecturer	
萩　原　雅　之	ハギハラ　マサシ	HAGIHARA, Masashi	非常勤講師	Part-time Lecturer	masashi.hagihara@gmail.com
ハギリアン パリッサ	ハギリアン　パリッサ	HAGHIRIAN, Parissa	非常勤講師	Part-time Lecturer	parissa@haghirian.com
長谷川　博　和	ハセガワ　ヒロカズ	HASEGAWA, Hirokazu	教　授	Professor	hiro-hasegawa@waseda.jp
秦　　充　洋	ハタ　ミツヒロ	HATA, Mitsuhiro	非常勤講師	Part-time Lecturer	hata@bdsprint.com
服　部　暢　達	ハットリ　ノブミチ	HATTORI, Nobumichi	客員教授	Guest Professor	
東　出　浩　教	ヒガシデ　ヒロノリ	HIGASHIDE, Hironori	教　授	Professor	hiro@waseda.jp
樋　原　伸　彦	ヒバラ　ノブヒコ	HIBARA, Nobuhiko	准教授	Associate Professor	hibara@waseda.jp
平　野　正　雄	ヒラノ　マサオ	HIRANO, Masao	教　授	Professor	masao_hirano@waseda.jp
藤　井　智　朗	フジイ　トモアキ	FUJII, Tomoaki	非常勤講師	Part-time Lecturer	
藤　岡　資　正	フジオカ　タカマサ	FUJIOKA, Takamasa	客員教授	Guest Professor	taka.fujioka@sasin.edu
藤　本　隆　宏	フジモト　タカヒロ	FUJIMOTO, Takahiro	上級研究員（研究院教授）	Senior Researcher (Professor)	fujimototakahiro@aoni.waseda.jp
船　橋　　仁	フナハシ　ヒトシ	FUNAHASHI, Hitoshi	非常勤講師	Part-time Lecturer	
堀　井　浩　之	ホリイ　ヒロユキ	HORII, Hiroyuki	非常勤講師	Part-time Lecturer	
堀　江　　徹	ホリエ　テツ	HORIE, Tetsu	教　授	Professor	tetsu.horie@waseda.jp
本　田　桂　子	ホンダ　ケイコ	HONDA, Keiko	教　授	Professor	
前　田　祐二郎	マエダ　ユウジロウ	MAEDA, Yujiro	非常勤講師	Part-time Lecturer	yujiro@biodesign.tokyo
牧　　兼　充	マキ　カネタカ	MAKI, Kanetaka	准教授	Associate Professor	kanetaka@waseda.jp
松　岡　宏　高	マツオカ　ヒロタカ	MATSUOKA, Hirotaka	教　授	Professor	matsuoka-hiro@waseda.jp
松　川　孝　一	マツカワ　コウイチ	MATSUKAWA, Koichi	客員教授	Guest Professor	matsukawa@aoni.waseda.jp
松　島　憲　之	マツシマ　ノリユキ	MATSUSHIMA, Noriyuki	非常勤講師	Part-time Lecturer	
松野尾　　萌	マツノオ　モエル	MATSUNOO, Moeru	非常勤講師	Part-time Lecturer	matt.matsunoo@gmail.com
マレン　ジョエル	マレン　ジョエル	MALEN, Joel	准教授	Associate Professor	malen@waseda.jp
三　谷　宏　治	ミタニ　コウジ	MITANI, Koji	客員教授	Guest Professor	koji@mitani3.com
宮　地　恵　美	ミヤチ　エミ	MIYACHI, Emi	非常勤講師	Part-time Lecturer	emi.miyachi@gmail.com
毛　内　　拡	モウナイ　ヒロム	MONAI, Hiromu	非常勤講師	Part-time Lecturer	monai.hiromu@ocha.ac.jp
森　　健太郎	モリ　ケンタロウ	MORI, Kentaro	非常勤講師	Part-time Lecturer	mori.kentaro@advisor.bcg.com
守　口　　剛	モリグチ　タケシ	MORIGUCHI, Takeshi	教　授	Professor	moriguchi@waseda.jp
山　上　淳　一	ヤマカミ　ジュンイチ	YAMAKAMI, Junichi	非常勤講師	Part-time Lecturer	jyamakami206@g.chuo-u.ac.jp
山　口　勝　士	ヤマグチ　カツシ	YAMAGUCHI, Katsushi	非常勤講師	Part-time Lecturer	yamaguchi.katsu@aoni.waseda.jp
山　口　真　一	ヤマグチ　シンイチ	YAMAGUCHI, Shinichi	非常勤講師	Part-time Lecturer	
横　田　和　明	ヨコタ　カズアキ	YOKOTA, Kazuaki	非常勤講師	Part-time Lecturer	kazuaki.yokota@inoue-pr.com
横　田　雅　之	ヨコタ　マサユキ	YOKOTA, Masayuki	非常勤講師	Part-time Lecturer	masayuki.yokota1965@gmail.com

漢字氏名	カナ氏名	Name in English	資格名称	Position	Email
横　田　幸　信	ヨコタ　ユキノブ	YOKOTA, Yukinobu	非常勤講師	Part-time Lecturer	yokota8plus@gmail.com
吉　岡　　徹	ヨシオカ　トオル	YOSHIOKA, Toru	非常勤講師	Part-time Lecturer	t-koba@iir.hit-u.ac.jp
吉　田　悦　章	ヨシダ　エツアキ	YOSHIDA, Etsuaki	非常勤講師	Part-time Lecturer	yetsuaki@aoni.waseda.jp
米　田　　隆	ヨネダ　タカシ	YONEDA, Takashi	非常勤講師	Part-time Lecturer	
ラオ　デイヴィッド	ラオ　デイヴィッド	LAU, David	准教授	Associate Professor	d.lau@waseda.jp
劉　　慶　紅	リュウ　ケイコウ	RYU, Keikoh	非常勤講師	Part-time Lecturer	

Graduate School of Business and Finance, Waseda University
Waseda Business School

3rd floor, Bldg. 11, Waseda Campus, 1-6-1 Nishi-Waseda, Shinjuku-ku
Tokyo 169-8050 JAPAN

Tel : +81-3-5286-8719
Fax: +81-3-5273-4371
E-mail: wbs@list.waseda.jp
URL: www.waseda.jp/fcom/wbs/en