

2026 September

**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, Course Schedule, and Class Timetable

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

WBS Website	https://www.waseda.jp/fcom/wbs/en	
Academic Calendar/ Timetable/Bulletin	https://www.waseda.jp/fcom/wbs/en/students-and-alumni/calendar	
Course Schedule/Classroom/Class Cancellations/Changes	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 (Organization and Implementation of Curriculum)

The goal of Waseda Business School is to educate students to become leading professionals in their fields, honing their specialized skills and acumen to a level which earns their place in today's global business society.

It is envisaged that people from a diverse range of backgrounds will enter Waseda Business School. Students who already possess basic business knowledge will reaffirm this knowledge while learning foundational knowledge in disciplinary subjects in which they had little exposure to prior to admission, enabling them to better understand new, advanced concepts and theories. Conversely, those students who had not learned foundational business and finance in their undergraduate curricula will be required to acquire this knowledge after admission, in order for them to be able to fulfill their requirements related to the completion of specialized elective courses and in writing their theses.

To accommodate a diverse range of students who are admitted, Waseda Business School has outlined an incremental learning curriculum through course offerings comprised of "compulsory core courses," "compulsory elective core courses," and "elective courses."

Furthermore, with the goal of educating students in advanced problem-solving skills and disciplinary specialization, the School requires all students to earn compulsory credits in specialized research via the MBA Degree Thesis or Project Paper.

Waseda Business School is able to provide a well-balanced, educational curriculum through an extensive array of elective courses, including the cultivation of global perspectives and professional ethics, in order that it can offer a wealth of learning opportunities in theoretical and empirical approaches, as well as in the application thereof.

3. Admissions Policy (Enrollment of Students)

Based on Waseda University's educational tenet of "independence of learning," the University welcomes a large number of students from Japan and from throughout the world who bring with them the high marks of academic excellence, who brim with intellectual curiosity and enterprising spirit, and who are highly motivated in their studies.

When students at Waseda Business School graduate, they are expected to become the business leaders, executives, as well as the management and finance-sector professionals of the future, and they are expected to contribute widely to international society through the highly specialized knowledge, skills, and ethics that they will acquire while enrolled in their programs.

Regardless of their background, Waseda Business School admits applicants who agree with its curriculum policy, who have a clearly drawn vision of the future, and who possess the desire and passion to realize this vision and will spare no effort towards bringing it to fruition.

While the Master of Science in Finance (MScF) program does not mandate prior work experience as a prerequisite for admission, the Master of Business Administration (MBA) program generally requires applicants to possess a certain number of years of professional experience at the time of application. Applicants are expected as professionals to be able to understand the advanced theories and cutting-edge research findings they will study, drawing upon the practical experiences from their individual backgrounds.

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.

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

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. Lecture courses are assigned to the International MBA and One-year MBA programs, Master of Science (MSc) in Finance program, and the Evening MBA program.
- 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, or Evening MBA program. 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. Courses

1. 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. (Provided exclusively in the MSc in Finance program.)
General Elective Courses	Students can take general elective courses in order to acquire a breadth of knowledge from different perspectives.
Overseas Courses	Courses held overseas (Singapore and other locations). The aim is to extend students' perspectives and knowledge in the global environment. (Courses taken during a study-abroad program are not considered Overseas Courses.)
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.)
Courses not part of the graduation requirements	Courses that do not count toward graduation requirements and are not included in the maximum credit limit for registration.
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. 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. 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.
- 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 periods) per week for 7 weeks Intensive courses: Intensive lectures held outside of the ordinary lecture schedule.

2. Courses

The course list is available on the WBS website.

Course Schedule/Classroom/Class Cancellations/Changes	https://www.waseda.jp/fcom/wbs/en/students-and-alumni/class	
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About Courses

- The Specialized Research (seminar) courses are divided by program.
(One-year MBA, International MBA, Evening MBA, and MSc in Finance)
- Lecture courses are broadly categorized into “Compulsory Core Courses”, “Compulsory Elective Core Courses”, and “General Elective Courses.”
- A list of courses is provided for each program and for intensive courses; please select and check the relevant one.
- All lecture courses carry 2 credits per course.

About Course Categories

The primary course category is indicated; however, the category may vary depending on your enrolled program. Be sure to confirm the course category on the web course registration system.

About Courses Outside Your Program

Regarding taking courses offered by other programs or courses offered by other schools, please refer to the “III. Academic Information.”

Also, pay attention to the graduation requirements.

About the “Main Language” Field in the Syllabus

Japanese: Classes conducted entirely in Japanese

English: Classes conducted entirely in English

Japanese/English: Classes conducted in both Japanese and English

For classes conducted in either English or Japanese, the course titles are shown as “English Title”.

For bilingual (Japanese-English) courses, the titles are shown as either “Japanese Title (English Title)” or “English Title (Japanese Title).”

※Please be sure to check the WBS website for the latest information.

3. Web Syllabus

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.

Keywords

* You can search by entering part of the Course Code.

Academic disciplines

Please select the First Academic disciplines.

☐ Waseda University Subject Field Code Sheet ☐ Explanation of Course Numbering System

Level

Course Title

You can search by entering part of the course title (prefix/suffix search). Example: Economics

Name of Instructor

You can search by entering part of the name of instructor (prefix/suffix search).

Term

Day

Others: The classes that are not held weekly (On-demand classes, intensive classes).

Link: Searching classes regardless of a day of the week.

Periods

Language

Open Courses ☐

Courses that can be taken by students from other departments.

School

1) Search "Course Title"

2) Search "Name of Instructor"

3) Search "Term", "Day", and "Periods"

Search

Choose "WBS"

III. 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 Project Paper, participate in Seminars, complete the Research Guidance, and pass the Paper Evaluation Screening and the Public Defense 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		16	- All courses (8 courses) in this category are required.
Elective Courses	Bilingual Courses or Overseas Courses	4 or more	- 4 credits (2 courses) or more are required. - Both English and Japanese languages are used in Bilingual courses. Grades will be given by P/Q assessment (see V. <i>Grading System</i>). - Overseas courses are held outside of Japan, for example, in Singapore.
	General Elective Courses	8 or more	- 8 credits (4 courses) or more are required.
Specialized Research	Seminars	4	- Seminars are offered in each semester from the second 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.
	Project Paper	2	- Project Paper will be registered automatically. See Section 3 <i>Project Paper</i> .
Total		50 or more	

2. Course Registration

(1) 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)

Program	Course Category	Category to be Counted	Maximum Number of Credits
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 Program	Compulsory Core Courses	IMBA students cannot take these courses. ¹	
-Courses offered by other graduate schools -Designated courses offered by GEC ²		General Elective Course or Courses not part of the graduation requirements	-Students select the course category upon registration. -Up to 10 credits may be counted as General Elective Courses during enrollment.
Courses offered by the other institutions (GEC and CJL)		Courses not part of the graduation requirements	There is no limit but the credits are NOT a part of the graduation requirements.

¹ Only in the case of students who fail the Compulsory 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 may be 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 Seminars and the Project Paper are included.

c) Credits for the courses not part of the graduation requirements 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. 2 courses (4 credits) can be cancelled during the designated cancellation period after 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 Seminars and Research Guidance. 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. Project Paper

- 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 Project Paper Guidelines, provided separately.
- c) It must be written in either Japanese or English.
- d) A public 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 (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 <i>Degree thesis</i> .
Total		50 or more	

¹ It is not possible to take a seminar in the first semester.

2. Course Registration

(1) 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
One-year MBA Program	Compulsory Core Courses	MSc in Finance students cannot take these courses.	
Evening MBA Program	General Elective Courses	General Elective Course	It is possible to take up to 10 credits.
International MBA Program			
-Courses offered by other graduate schools -Designated courses offered by GEC ¹		General Elective Course or Courses not part of the graduation requirements	-Students select the course category upon registration. -Up to 10 credits may be counted as General Elective Courses during enrollment.
Courses offered by other institutions (GEC and CJL)		Courses not part of the graduation requirements	There is no limit but the credits are NOT a part of the graduation requirements.

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 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. 2 courses (4 credits) can be cancelled during the designated cancellation period after 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 Seminars and Research Guidance. 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 thesis must be prepared in accordance with the MScF 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 (registered automatically) and Compulsory Elective Core Courses 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.

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. Seminars (Zemi), Research Guidance, and Theses/Project Papers

1. Seminars (Zemi)

The tentative schedule for seminars is as follows. For further details, please refer to the information provided at the orientation session.

	IMBA	MSc in Finance
The orientation session	Around May (The 2nd semester)	Around January (The 1st semester)
Application	Around June (The 2nd semester)	Students will take different seminars from the second to the fourth semester. Students themselves need to register for them.
Assignment	From late June to early July (The 2nd semester)	
Taking a seminar	The 3rd and 4th semester	

* If no leave of absence is taken.

2. Research Guidance

In the IMBA program, the instructor in charge of seminar, serves as the student's supervisor.

In the MScF program, the instructor in charge of Research Guidance, rather than a seminar, serves as the student's supervisor.

The tentative schedule for research guidance is as follows.

	IMBA	MSc in Finance
The orientation session	Same as the seminar.	Around January (The 1st semester)
Application		Around June (The 2nd semester)
Assignment		From late June to early July (The 2nd semester)
Taking Research guidance		The 3rd and 4th semester

* If no leave of absence is taken.

3. Theses/Project Paper

The general schedule for theses and project papers is as follows.

	IMBA (Project paper)	MSc in Finance (Degree thesis)
Submission of thesis plan	Late January (The 3rd semester)	Late January (The 3rd semester)
Submission of thesis	Early July (The 4th semester)	Early July (The 4th semester)
Thesis examination	The public defense Around late July (The 4th semester)	The oral defense Around late July (The 4th semester)

* If no leave of absence is taken.

For details, please refer to the following website.

<https://www.waseda.jp/fcom/wbs/en/students-and-alumni/theses>

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

Courses in the “Bilingual Course” category, Business English, Next Leader Mindset: Insights from Business Executives, 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>

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

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 - 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

(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).

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

Total number of credits registered (including failed credits)

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

(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
Adjusted Comparative Grading	General elective courses, Overseas courses, Compulsory elective core courses (offered at MSc)
Absolute Grading	Seminar, Thesis, Project Paper

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}

4. Commendation System for Honor Students with Good Academic Results

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

(1) 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%.

(2) 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.

VI. 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 Student 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 Student/Alumni 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.

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 AY2026>

"Social Intrapreneur" as Another Type of Entrepreneur - Change the World from within the Organization
(Chair Course by Social Intrapreneur Development Foundation)

<Other Collaboration Lecture Series for AY2026>

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)
Entrepreneurship (Full-time) (by Another Team Inc.)
Developing People and Organizations for Innovation (by Shift Vision)
Financial Thinking for Startups (by Animal Spirits Ltd.)

VIII. Study Abroad

1. WBS 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/students-and-alumni/abroad>

(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 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 in advance.

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. The 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 the 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 the credits earned during the Privately Financed study-abroad program are transferred, credit transfer fees will be charged.

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

4. As part of risk management, students participating in study-abroad programs, overseas courses, overseas study tours, or similar activities are required to enroll in the university-designated overseas travel insurance. Please be sure to complete the prescribed procedures before departure.

IX. 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).

X. Class Timetable, 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.

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	
		One-year MBA Program International MBA Program MSc in Finance Program	Evening MBA Program
1 st	8:50–10:30	✓	✓ (Saturdays)
2 nd	10:40–12:20	✓	✓ (Saturdays)
3 rd	13:10–14:50	✓	✓ (Saturdays)
4 th	15:05–16:45	✓	✓ (Saturdays)
5 th	17:00–18:40	✓	✓ (Saturdays)
6 th	18:55–20:35	✓	✓ (Saturdays)
6 th for the evening program	18:30–20:10		✓ (Monday to Friday)
7 th 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 "*Class Cancellation Policy during Term.*"

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.

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 during instructional hours, an immediate announcement will be made over the campus public address system.
- 2) 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.

However, if an earthquake with a seismic intensity of 5 Lower or above on the Japanese scale is recorded in the cities of Shinjuku (Tokyo), Tokorozawa (Saitama), or Kitakyushu (Fukuoka), classes at the respective campuses will be cancelled as follows. This policy also applies to online classes and examinations. In principle, no notification will be sent via MyWASEDA or Waseda Mail, and classes will be automatically cancelled.

City	Campuses
Shinjuku-ku, Tokyo or Tokorozawa-shi, Saitama	Waseda Campus
	Toyama Campus
	Nishiwaseda Campus
	Tokorozawa Campus
	Kikuicho Campus
	Art and Architecture School
	Center for Advanced Biomedical Sciences (TWIns)
	Higashifushimi Campus
Kitakyushu-shi, Fukuoka	Kamishakujii Campus (Only University classes)
	Kitakyushu Campus

*These guidelines do not apply to Honjo Campus, Nihonbashi Campus, Extension Center (Waseda Campus and Nakano Campus), Waseda University Junior and Senior High School, and Honjo High School.

*For the Kitakyushu Campus, classes will also be canceled if a “tsunami warning” (tsunami-keihou) is issued.

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://x.com/waseda_univ
- 4) Waseda University official Facebook : <https://www.facebook.com/WasedaU>

Student Guide and Campus Life

1. Certificates

(1) Certificates that can be Issued via the Certificate Issuance Service (Online Application)

You can request certificates below online any time of the day and receive them at convenience stores (Seven-Eleven, Family Mart, Lawson) throughout Japan, at a certificate issuing machine on campus, by postal mail, or in PDF online.

Certificate of Enrollment

Transcript (of Academic Record)

Certificate of Expected Completion

Transcript of Academic Record and Certificate of Expected Completion

Certificate of Completion

Transcript of Academic Record and Certificate of Completion

Transcript of Academic Record/GPA

“Certificate of Expected Completion” and “Transcript of Academic Record and Certificate of Expected Completion” 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.

Please login to MyWaseda and apply for a certificate from the “Certificate Issuance (Online Application)” menu.

<Regarding Certificate Issuance Service>

<https://www.waseda.jp/inst/wpo/en/students/certificate>

(2) Student Discount Certificate/ Certificate of Health Check-up **【in Japanese】**

These certificates can only be issued at the certificate issuing machines on campus.

There is no issuance fee for Student Discount Certificate.

(3) Dean's List Certificate

Dean's List certificates are issued at the office on the 3rd floor of Building 11. Please fill out the required information on the designated certificate request form at the office and submit it. The fee must be paid by purchasing a fee payment receipt (fee sticker) from the vending machine in the office, attaching it to the application form, and submitting it.

* Please note that during summer, winter, and spring breaks, it may take a few extra days to process your application.

2. Applications and Requests

In cases of leave of absence from school, studying abroad, returning to school, or withdrawing from school, 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 submit the appropriate form to the WBS Office.

<Application and Procedures for Changing Information>

https://wnpspt.waseda.jp/student_en/supportanywhere/2021/05/10/application/

3. WBS Office Hours/Facilities

- *There might be changes in the opening hours during school vacations or national holidays. Please check the opening hours on the bulletin board or the website. Note that the office is closed during the university-wide holiday period.
- *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.
- *During the entrance examination period (February), you will NOT be able to use the school facilities on the Waseda campus.
- *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.

1. Office (3F & 10F of Building 11) & Faculty Office (9F, Building 26)

[Office]

The main office is located on the 3rd floor of Building No. 11. In addition, on days and during class periods when evening MBA program classes are held, the evening office will be open on the 10th floor of Building No. 11 to distribute teaching materials and for other purposes.

The WBS Office in Bldg. 11 (Building No. 11, 3rd Floor, Tel: 03-5286-8719)

- During School Term:
 - 3rd Floor Office: Monday–Friday, 10:00am–4:00pm (Phone service: 9:00am –5:00pm)
 - 10th Floor Office: Monday–Friday, 5:00pm–10:00pm
- During Term Breaks:
 - 3rd Floor Office: Monday–Friday, 10:00am–4:00pm (Phone service: 9:00am –5:00pm)
 - 10th Floor Office: Monday–Friday, 5:00pm–8:30pm

- *Please check notices for detailed schedules during summer and winter recess periods.
- *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.
- *Any changes to office hours will be announced on the bulletin board or the website.

[Faculty Office (9F, Building 26)]

- During School Term:
 - Monday – Friday, 9:00am–10:00pm
 - Saturday, 9:00am–9:00pm
- During Term Breaks:
 - Monday – Friday, 9:00am–5:00pm

Printing student materials, issuing certificates, and other administrative services are NOT provided at the faculty office in 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 5:00pm on weekdays)
- Emergency response for sudden illness and other emergencies

2. Graduate Student Study Room and PC Room (Faculty of Commerce): Basement & 6F of Building 11 and 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; Sunday and Holidays, 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

- During School Term: Monday – Saturday, 8:30am – 10:20pm
- During Term Breaks: Monday – Saturday, 8:20am – 7:20pm

Room 601 & 602, 6F, Building 11

- 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 and 603, 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 graduate students of the Faculty of Commerce, except during classes.

The opening hours of PC rooms are also available on the website below.

URL : <https://support.waseda.jp/it/s/pcroom>

In room 603 of Bldg. 26, apart from the other 14 PCs, there is 1 more PC 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 Research Library. There are private reading rooms in the research collections of the Central Library.

3. 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

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

4. 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 – 10:20pm; Sunday and Holidays, 8:30am – 9:00pm
- During Term Breaks: Monday to Saturday, 8:20am – 7:20pm

5. 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

6. 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) Please show your student ID card upon entry and sign out when you leave.
- (2) Please do not bring any personal belongings into the library. Please keep them in a library locker before entering the library.
- (3) Should you wish to make a copy of any materials, please use the photocopy machine in the reading room. It is also possible to borrow specific materials.
- (4) Should you wish to access a dissertation, please file a request at the research library reception. Consulting books is allowed only within the reading room of the research library. No copies, photographs or downloads can be made. Note-taking is permitted.
- (5) 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 – Saturday, 9:00am – 10:00pm; Sunday, 10:00am – 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 Research 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 the annual calendar on the library website.

4. Student Support

【Waseda Business School Career Management Center (WBS CMC) (Building 19,408)】

WBS CMC is a career support organization dedicated to WBS students, helping current students achieve their various career visions.

For full-time MBA students (International MBA, Waseda-Nanyang Double MBA, MSc in Finance and One-year MBA), WBS CMC organizes job-hunting guidance for new graduates and mid-career professionals, career development workshops, and company information sessions. In addition, WBS CMC regularly provides information on internships and job opportunities for all WBS students.

Students who wish to receive these updates are encouraged to register with the official WBS CMC Facebook page or LINE Open Chat.

[Facebook]



[LINE Open Chat]



【Student Diversity Center (SDC)】

Within the Student Diversity Center the following four centers 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 and age.



1. ICC (Intercultural Communication Center)

At the ICC, we produce 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: Waseda Campus, 1st Floor, Bldg. 3

To see our events, hours or contact us, scan the QR code below.



2. 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 : Waseda Campus, #110 (1st Floor) Building No.3

TEL : 03-5286-3747 E-mail : arc@list.waseda.jp

Department of Mental/Developmental Disorders

Place : Waseda Campus, #102-10 (1st Floor) Nishi-Waseda Bldg (Building No.19)

TEL : 03-3208-0587 E-mail : shien02@list.waseda.jp

Office Hours: Please check our website.

URL : <https://www.waseda.jp/inst/dsso/en/>

3. Gender and Sexuality Center (GS Center)

The Gender and Sexuality Center (GS Center) is a safer space and resource center for LGBTQ+ students and everyone who is interested in issues related to gender and sexuality, including allies to the LGBTQ+ community.

At the GS Center, you can access various resources, such as chatting with the student staff members, reading books and magazines, and participating in events and workshops. You can also utilize counseling services provided by our specialized gender and sexuality counselors to address issues related to 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: 【Main site】 Toyama Campus, Student Center (Building 30), Room 103 (1st Floor)

【Satellite site】 Waseda Campus, Building 10, Room 213 (2nd Floor) *Closed as of November 2025.

E-mail: gswaseda@list.waseda.jp

Office Hours: Please check our website.

URL : <https://www.waseda.jp/inst/gscenter/en/>

4. The Student Counseling Center (SCC)

The Student Counseling Center will help you think through your worries. (Counseling is free)

Do you have concerns like these ?

- Concerns about taking classes or transferring departments / courses
- Concerns about future and your path
- Interpersonal or family concerns
- Concerns about your personality
- Feeling depressed
- Not wanting to come to school, without knowing why
- Concerns about your gender or sexuality etc.

Don't suffer alone. Reach out to us for help.

Place: 6F, Bldg. 25-2, Waseda Campus

TEL: 03-3203-4449

URL: <https://www.waseda.jp/inst/scc/>

1 Student Counseling Priority to persons with appointments

Office Hours: 9:15-13:00, 14:00-17:00(Monday to Friday)

*Counseling available in Japanese, English, Chinese

2 Legal Consultation Priority to persons with appointments

Consultation days are twice a month(14:00 ~ 16:00)

The language used is Japanese.

However, you are welcome to attend the consultation accompanied by a Japanese speaker.

5. Health Support Center

The Health Support Center helps students lead a healthy university life and acquire the ability to self-manage their physical and mental health. As part of this, we support daily health management by providing health consultations, medical treatment (covered by insurance), and assistance with sudden injuries or illnesses. For details on how to use these services and reception hours, please refer to The Health Support Center website;

URL: <https://www.waseda.jp/inst/hsc/en>

Another point to note is that the Health Support Center conducts Annual Student Health Check-ups. These check-ups are an important health management opportunity aimed at:

- Maintaining individual health and preventing/detecting diseases early
- Preventing the spread of infectious diseases (such as tuberculosis) within the campus

Please ensure you attend every year.



6. Injury and Accident Compensation and Aid Program for Students

1. 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.). This program is applicable only to cases occurring within Japan.

2. Liability Protection Program for Waseda Students (GAKUBAIHO)

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.

3. Student Health Promotion Mutual Aid Association "Medical Expense Reimbursement Program"

Waseda University has agreements with designated nearby medical institutions. When students use these affiliated hospitals or pharmacies, medical treatment and prescription data are sent directly from the institution to the Student Health Promotion Mutual Aid Association (GAKUSEI-SOUKENKAI) for processing. Therefore, there is no need to submit a separate application for medical expense reimbursement.

When using affiliated hospitals or pharmacies, students must bring their student ID card and health insurance card and inform the staff that they are Waseda University students and wish to apply for medical expense reimbursement through the association.

For more details on the above, visit the website of the Waseda University Student Affairs Division (Student Life Support):

URL: <https://www.waseda.jp/inst/student/support>

Tuition and Fees, and Student Status

1. Payment of Tuition and Fees

Please refer to the schedule for payment of tuition and fees below. 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”.

【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.

【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 2026 International MBA & MSc in Finance】

(Unit: JPY)

Year	Semester	Enrollment Fee	Tuition	Student Health Promotion Mutual Aid Association Fee	Alumni Association Membership Fee	Total
1st Year	Fall Semester	300,000	882,500	1,500	-	1,184,000
	Spring Semester	-	882,500	1,500	-	884,000
2nd Year	Fall Semester	-	1,032,500	1,500	-	1,034,000
	Spring Semester	-	1,032,500	1,500	40,000	1,074,000
Total						4,176,000

【Note】

- The Enrollment Fee is waived for those who are currently enrolled in, or have graduated from, completed, or withdrawn from, an undergraduate or specialized program at Waseda University.
- Additional fees are required for taking language learning courses. Fees vary depending on the course.

2. 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 course 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 course 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 courses uncountable for the completion of a program

Credits received for such 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 in Early-July.	Written announcement will be sent in Mid-November. The fees will be transferred from the payer’s bank account in Early-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.

3. 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>

Date of Application (Request submission date)	~ April 30	May 1 to May 31	June 1 to Sept 20
Registration Fee	50,000 yen	-	Leave of absence for Spring Semester NOT approved
Tuition	Exemption	Full amount	
Student Health Promotion Mutual Aid Association Fee	1,500 yen		
Alumni Association Membership Fee *1	40,000 yen		

<Leave of Absence for Fall Semester>

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

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

*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 years, or four semesters* (*one year, or two 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 sponsoring organization. Please contact the Scholarships and Financial Assistance Section in advance.
- International students currently enrolled on a "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.

4. 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 sponsoring organization. Please contact the Scholarships and Financial Assistance Section in advance.
- International students currently enrolled on a “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.

5. 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>

Type of withdrawal		Advisability of approval
Voluntary withdrawal		May be approved depending on the circumstances.
Administrative withdrawal	1) Case of expiry of the prescribed years of school	Will not be approved.
	2) 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.
	3) Case where the attendance criterion established by undergraduate or graduate school was not met, without justifiable reason	May be approved according to circumstances.
	4) 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.
	5) 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.
- The student must show that the circumstances which existed at the time of withdrawal no longer apply and/or no longer impact on the student. The student must be able to graduate based on the number of years that remained at the time of withdrawal.

<Time limit for approval of re-admission>

Re-admission applications must be submitted within 4 years from the year following withdrawal. Students may not re-enroll in the semester immediately following the semester during which they withdrew.

<Re-admission procedure>

To be re-admitted in the Spring semester, applications must be submitted by the last working day of November in 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.

6. Student ID Number

The student ID 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)

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. Objectives

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 2-2. Professional graduate school program

1. 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, when it is approved that there is a necessity due to the characteristics of the field of specialization, that standard residence may be 1-2 years.
4. Notwithstanding the above clause, in a professional graduate school program, provided that the Faculty Meeting of the Graduate School concerned deems there is a necessity from the standpoint of education and research—such as in cases where education is provided mainly to persons having practical work experience—the standard residence, in accordance with the graduate school, major, or the classification concerning course registration of students, can be 1-2 years, or more.

Article 3. Objectives of Programs

1. 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. Teaching Methods

The Graduate School, through a supervisor, shall provide students with specific guidance in working out a master's thesis as well as general guidance for academic programs.

Article 6-2. Exceptions to Teaching Methods

The following graduate schools can offer the courses at night or in a specific time or period, provided that the Faculty Meeting of the Graduate School concerned deems there is a particular necessity from the standpoint of education and research.

- 1 2 Waseda Business School (Graduate School of Business and Finance)

Article 8. Taking courses at other graduate or undergraduate schools

Courses taken at other graduate or undergraduate schools may be credited and counted as elective courses, as specified by Article 13, Article 13 -2, Article 13-3, Article 13-4, or Article 14, provided that the Faculty Meeting of the Graduate School concerned deems it to be beneficial for the student for his/her research.

Article 8-2. Credits previously earned Approval

1. 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 non-degree students, and excluding credits counted as those regulated in Article 52 of Waseda University Regulations) as beneficial from the standpoint of education and research, such credits may be considered equivalent to those stipulated in Article 13.
2. The number of credits that may be applied toward the completion requirements pursuant to the preceding Clause, other than those earned at the graduate school in which the student is enrolled, shall not exceed 15 credits; furthermore, the total number of such credits shall not exceed one-half of the credits required for completion.

Article 9. Other University's Course

1. Provided that the Faculty Meeting approves the credits earned or courses taken elsewhere, including those taken at graduate schools of foreign universities as beneficial from the standpoint of education and research, the Graduate School shall approve the completion of such credits earned or courses taken upon prior consultations with the graduate schools concerned.
2. Credits earned through such enrollment pursuant to the preceding Clause may be counted toward the completion requirements, provided that they do not exceed 15 credits, and that when combined with the number of credits that may be counted toward completion requirements under Article 8-2, Clause 2, the total does not exceed 20 credits.

Article 9-2. Approval of Credits in Professional Graduate school Programs

Notwithstanding Article 8-2 and Article 9 Clause 2, provided that the Faculty Meeting of the professional graduate school approves the credits earned or courses taken elsewhere, including those at graduate schools of foreign universities as beneficial from the standpoint of education and research, 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 13-2.

Article 12. Examinations and Grading

1. Examinations for courses shall be conducted at the end of each academic year, or at such time as deemed appropriate by the Faculty Meeting of the graduate school, in accordance with the methods prescribed by that committee.
2. Grades for courses shall be classified into five levels: A+, A, B, C, and F. A+, A, B, and C shall be regarded as passing grades, and F as a failing grade.
However, for research supervision and similar activities, grades may be classified into two levels, P and Q, with P indicating a pass and Q indicating a fail.

Article 13-2. Completion requirements in Professional Graduate school Programs

1. 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, and the prescribed course of study.
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.
3. Where the Faculty Meeting of the professional graduate school, pursuant to the provisions of Article 9-2, approves credits earned prior to admission to the professional graduate school (limited to those earned

after the student became eligible for admission under Article 28) as having been earned at that professional graduate school, and further approves that the acquisition of such credits constitutes completion of a portion of the curriculum of the professional graduate school, it may, taking into account the number of such credits, the period required to earn them, and other relevant factors, deem the student to have been enrolled for a period prescribed by that professional graduate school, not exceeding one-half of the standard residence.

However, in such cases, the student shall be enrolled at the professional graduate school for at least one year.

Article 16-2. Conferral of Professional Degrees

1. Students who completed a master's program of the Professional Graduate School are granted a master's degree.
2. Notwithstanding the provisions of the preceding Clause, a Juris Doctor (Professional) shall be conferred upon those who have completed a law school program.
3. Notwithstanding the provisions of Clause 1, a Master of Education (Professional) shall be conferred upon those who have completed a professional graduate school for teacher education.

Article 19. Course Instructor

1. The lecture courses are conducted by professors, associate professors, lecturers, assistant professors, specially appointed professors, visiting professors, visiting associate professors and visiting lecturers. However, in cases where there are special circumstances, research fellows may teach courses.
2. Research supervision in the graduate school shall be conducted by professors, associate professors, specially appointed professors, visiting professors, and visiting associate professors of Waseda University. However, in exceptional circumstances, it may be conducted by full-time lecturers, lecturers (tenure-track), lecturers (fixed-term), visiting lecturers, or research fellows.
3. In cases where a research fellow is assigned to teach courses pursuant to the proviso of Clause 1, or where a full-time lecturer, lecturer (tenure-track), lecturer (fixed-term), visiting lecturer, or research fellow is assigned to conduct research supervision pursuant to the proviso of the preceding Clause, such assignment must be approved by the Faculty Council (or, where the Faculty Council has resolved that a resolution of the Faculty Meeting of the professional graduate school shall constitute a resolution of the Faculty Council pursuant to Article 4-3, Clause 2 of the Graduate School Regulations, that should be by the Faculty Meeting of the professional graduate school; the same shall apply in the following Clause).
4. A resolution of the Faculty Council under the preceding Clause to assign research supervision to a full-time lecturer, lecturer (tenure-track), lecturer (fixed-term), visiting lecturer, or research fellow shall require the attendance of at least two-thirds of the voting members and the approval of a majority of those present. In such cases, persons who are on overseas assignment, on leave of absence, or absent continuously for two months or more due to illness or other reasons shall not be counted as members with voting rights.

Article 25. Academic Year and Semesters

1. The academic year of the graduate school shall commence on April 1 and end on March 31 of the following year.
2. The academic year shall be divided into the following two semesters:
 Spring Semester: from April 1 to September 20
 Fall Semester: from September 21 to March 31 of the following year
3. Each semester prescribed in the preceding Clause may be further divided into a first half and a second half.

Article 26. Holidays

1. Regular holidays shall be as follows:

- (i) Sundays
 - (ii) National holidays prescribed by the Act on National Holidays (Act No. 178 of 1948)
 - (iii) University's foundation anniversary (October 21)
 - (iv) Summer recess: from early August to September 20
 - (v) Winter recess: from late December to January 5 of the following year
 - (vi) Spring recess: from early February to March 31
2. Changes to the summer, winter, or spring recess periods, or temporary holidays, shall be announced as needed.
3. Classes may be held on holidays when deemed particularly necessary.

Article 27. Time of Admission

Admission shall take place at the beginning of each semester.

Article 28. Eligibility for Admission to Master's Programs, Professional Degree Programs, and Integrated Doctoral Programs

Persons eligible for admission to the Master's programs, professional degree programs, and integrated doctoral programs of this graduate school must fall under one of the following categories:

- (i) Persons who have graduated from a university
- (ii) Persons who have been awarded a bachelor's degree pursuant to Article 104, paragraph 7 of the School Education Act (Act No. 26 of 1947)
- (iii) Persons who have completed 16 years of formal education in a foreign country
- (iv) Persons who have been awarded a degree equivalent to a bachelor's degree through completion of a program of at least three years' duration at a foreign university or other foreign educational institution (limited to those evaluated by an accredited body recognized by the relevant foreign government or authority, or otherwise designated by the Minister of Education, Culture, Sports, Science and Technology)
- (v) Persons designated by the Minister of Education, Culture, Sports, Science and Technology
- (vi) Persons who have been enrolled in a university for at least three years, or have completed 15 years of formal education in a foreign country, and are recognized by this graduate school as having earned prescribed credits with excellent academic performance (in the case of law schools, this includes persons recognized as possessing equivalent or higher ability and aptitude based on their academic record and the results of an examination conducted to assess basic legal knowledge required by the law school)
- (vii) Persons who, through an individual screening of admission eligibility conducted by each graduate school, are recognized as having academic ability equivalent to or higher than that of a university graduate, and who have reached 22 years of age

Article 28-2. Permission for Admission

- 1. Admission shall be granted to those who satisfy the eligibility requirements set forth in the preceding Clause and who pass the prescribed selection process of this graduate school.
- 2. Notwithstanding the provisions of the preceding Clause, a person whose doctoral degree conferred by the University has been revoked shall not be admitted to an integrated doctoral program.

Article 31. Admission Procedures

A person who has been granted permission for admission or transfer admission shall, within the enrollment procedures period designated by the University, pay the admission fee as well as the tuition, facility fee,

educational environment promotion fee, seminar fee, and laboratory seminar fee for the first semester, and submit the prescribed documents to the University.

Article 32. Guarantor, etc.

1. A guarantor, etc. (meaning a person who, in order to enable the student to carry out academic and research activities smoothly, cooperates with this graduate school and is in a position to guide and support the student; hereinafter the same) shall bear responsibility for guiding and supervising the student so that the student complies with the various regulations, instructions, and requirements of this graduate school during enrollment.
2. If a guarantor, etc. is deemed inappropriate, a change thereof may be ordered.
3. In the event that the guarantor, etc. dies or is otherwise unable to fulfill their responsibilities, a new guarantor, etc. must be appointed and reported.

Article 33. Maximum Period of Enrollment

1. The period of residence shall not exceed the maximum allowable; four years for master's program, six years for doctoral program and eight years for integrated doctoral program.
2. Notwithstanding the preceding Clause, provided that the standard residence, in accordance with the graduate school, major, or the classification concerning course registration of students, is not two years, the period of residence shall not exceed twice the standard length of enrollment.

Article 34. Leave of Absence

1. 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 Dean 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. Notwithstanding the preceding Clause, 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. Voluntary Withdrawal

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. Administrative Withdrawal

The following cases may be designated administrative withdrawal.

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

Article 38. Disciplinary

1. 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.
3. Procedures of disciplinary action are regulated in Student Disciplinary Regulations.

Article 39. Disciplinary Withdrawal

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 Re-admission

1. A student who withdrew from school in line with the regulations stated in Article 36 and Article 37-2, (iv) and (v) 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 was required to withdraw from school under Article 39 and wishes to be readmitted will not be permitted to do so. However, if a prescribed period has passed since the withdrawal, and if he/she shows clear signs of repentance and is considered capable of completing his/her studies, he/she may be readmitted 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 involving 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. Faculty Committee

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)

*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. Purpose

The purpose of these regulations is to prescribe the matters necessary concerning the academic degrees offered by Waseda University, in addition to those provided for in Waseda University Regulations and Waseda University Graduate School Regulations.

Article 2. Degree

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

6 Professional graduate degrees are as follows;

Graduate School	Major	Degree	
		Japanese	English
Graduate School of Business and Finance	Business Administration	経営管理修士(専門職)または ファイナンス修士(専門職)	Master of Business Administration or Master of Science in Finance

Article 6-2. Requirements for a Professional Graduate Degree

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.

Article 10. Thesis / Dissertation

1. The thesis/dissertation for the Doctoral, Master's, and Professional Degrees shall be limited to one work; provided, however, that other papers may be attached as reference materials.
2. Based on the preceding Clause, any thesis/dissertation, etc. once accepted shall not be returned.
3. When deemed necessary for examination, submission of copies of the thesis/dissertation, translations, models, specimens, or other materials may be required.

Article 15. Examinations

The methods of examinations under Article 14 of the Graduate School Regulations shall be prescribed by the Faculty Meeting of the Graduate School .

Student Disciplinary Regulations

Article 1. Objectives

These regulations are based on official Waseda University Graduate School rules and student disciplinary rules. 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:

(i) Reprimand

The student shall submit a written apology, and receive a strict warning.

(ii) 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.

(iii) 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 publicly 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.

- (i) Taking an examination in place of another person, or having another person take an examination in place of oneself.
- (ii) Bringing written documents, electronic files, or devices for reading such files into the examination hall with the intent of unauthorized use.
- (iii) Using or consulting books, notebooks, memos, or other printed materials or devices of unauthorized use.
- (iv) Lending or borrowing items authorized for use.
- (v) Writing information related to the examination on one's person, clothing, personal belongings or desks, chairs, or other equipment in the examination hall.
- (vi) Exchanging examination papers or using the examination papers of others (including peeking at these papers).
- (vii) Copying others' examination papers, or allowing others to copy your own.
- (viii) Attempting to communicate with others through language, codes, movements, devices, or other means of information transmission or unfairly obtaining information.
- (ix) 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.
- (x) Adding changes, such as corrections or revisions, to the exam paper after the end of the examination.
- (xi) Not following the instructions of the exam proctor.
- (xii) Other conduct deemed to damage the fairness of the exam.
- (xiii) Engaging in suspected conduct listed in any of the previous items.
- (xiv) 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:

- (i) 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.
- (ii) Transcribing or copying an assignment or paper that another person is working on (or has worked on) or presenting it as one's own.
- (iii) 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.
- (iv) Appropriating the ideas, analytical methods, data, research results, papers, terminology, or expertise of others without proper indication.
- (v) 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:

- (i) 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.
- (ii) Other actions in violation of faculty instructions, with regard to grading assessment methods.
- (iii) 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:

- (i) The suspended student's department or faculty will retain his or her student ID.
- (ii) Class attendance is prohibited.
- (iii) Participation in extracurricular activities and athletic-related clubs is prohibited.
- (iv) The use of university facilities such as libraries and the Student Center is prohibited.
- (v) Course registration is prohibited.
- (vi) 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

Regulations on the Handling of Student ID Cards (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. Establishment of Regulations

The handling of student ID cards and related items issued by the University shall be prescribed by these regulations, in addition to any separately prescribed rules.

Article 2. Issuance of Student ID Cards

1. The University shall issue student ID cards to students of the faculties, graduate schools, and art school (hereinafter collectively referred to as “faculties, etc.”) in order to certify their student status.
2. Student ID cards shall be issued by the faculty, etc. to which the student belongs.
3. The format of the student ID cards shall be prescribed separately.

Article 3. Scope of Issuance

Student ID cards shall be issued to the following persons:

- (i) Regular students of the faculties, etc.
- (ii) Non-degree students
- (iii) Graduate research students
- (iv) Special international research students in Graduate School

Article 4. Timing of Issuance

Student ID cards shall be issued at the time of enrollment.

Article 5. Validity Period

Student ID cards shall be valid only during the period in which the holder is enrolled in the University’s faculties, etc. They shall lose their validity when the student ceases to hold student status due to graduation, completion of studies, withdrawal, expulsion, or similar reasons.

Article 6. Reissuance

1. If a student reports the loss or similar circumstances of their student ID card and completes the prescribed procedures, the faculty, etc. to which the student belongs shall reissue the student ID card.
2. If a student requests reissuance more than once during their enrollment, they must provide the reason for such loss or circumstances.
3. Fee of 2,000 yen shall be charged for each reissued student ID card.

Article 7. Return

If a student loses their student status due to graduation, completion, withdrawal, expulsion, or similar reasons, the student ID card shall be returned.

Article 8. Carrying, Lending, and Transfer Prohibited

1. Students who have been issued a student ID card must carry it at all times and present it upon request by faculty or staff.
2. Student ID cards must not be lent or transferred to others.

Regulations Governing the Management of Students Studying Abroad During Their Years at Waseda (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 Formulation of regulations

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.
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.

Article 2. Definition

1. Within these regulations, 'studying abroad' refers to the cases listed below:
 - (i) 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.
 - (ii) 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. 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.
3. In the Joint Research Supervision Program with Foreign Universities (hereinafter referred to as the "Cotutelle Program") in these regulations, a student may obtain degrees from both Waseda University and an overseas university by receiving designated research supervision, passing a jointly conducted dissertation examination by both Universities, and, by fulfilling the completion requirements of the doctoral program during a period of study abroad while also being registered at Waseda University under an academic exchange agreement with an overseas university.

Article 3. Procedures related to study abroad

1. Students who wish to study abroad are required to submit the documents listed below and to obtain the permission of their faculty committee.
 - (i) 'Request for study abroad (*Ryugaku negai*)' form provided by the student's undergraduate or graduate school
 - (ii) '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).
2. Students who have completed their study abroad are required to submit the documents listed below:
 - (i) 'Return notice (*Kikoku todoke*)' form provided by the student's undergraduate or graduate school
 - (ii) A certificate certifying the length of attendance or enrollment, issued by the overseas host institution

Article 4. Length of study abroad

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.

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 or Cotutelle Program, must be in accordance with the rules in the relevant agreement.

Article 5. Determining number of years of enrollment

1. When a student is studying abroad as part of an academic exchange agreement (excluding Double Degree Programs and Cotutelle Program), 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.
2. The length of the student's study abroad as prescribed by the Double Degree Program or Cotutelle Program shall be counted in the student's number of years of enrollment.
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.

Deletion of Article 6

Article 7. Periods of study before and after study abroad

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.

Article 8. School fees during study abroad

1. While a student is studying abroad, tuition and other fees (student tuition, facility fees, educational environment improvement fees, Waseda Global Education 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.
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.
3. Article 56 of the University Regulations shall apply to the enrollment fees accordingly.
4. Students participating in the double degree study abroad program must pay a registration fee of 150,000 yen by the date specified by Waseda University.

Article 9. Withdrawal of permission for study abroad

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

Article 10. Transfer credit approval fees and calculation method for years of enrollment

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.

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 previous Article 5.3. However, the transfer credit approval fees and enrollment fees paid during the study abroad period shall not exceed the total of tuition, facility fees, educational environment improvement fees, and Waseda Global Education fees for that study abroad period, regardless of the number of credits approved.
3. If the student fails to pay the transfer credit approval fees by the deadline designated by Waseda University, the period of study abroad will not be included in the school years credited at Waseda University.

Article 11. Course Registration and Auditing Fees During Study Abroad Period

1. If a student studying at Waseda University (excluding exchange students and those participating in a double degree study abroad program) enrolls in courses offered by Waseda University during the study abroad period, the student must pay auditing fees to the University corresponding to the number of credits taken. However, this shall not apply if the student has already taken the relevant course prior to studying abroad and has paid the prescribed tuition for it.
2. The amount of the auditing fees prescribed in the preceding Clause shall be the same as the auditing fees specified in Appendix Table 2 of the University Regulations or Appendix Table 3 of the Graduate School Regulations. However, the total amount of the auditing fees, the transfer credit approval fees, and enrollment fees paid during the study abroad period shall not exceed the total of tuition, facility fees, educational environment improvement fees, and Waseda Global Education fees for that study abroad period, regardless of the number of credits taken or approved.

Article 12. Treatment of Course-Specific Auditing Fees, etc.

Notwithstanding the provisions of Article 8 Clause 1, if a student studying abroad takes courses specified in Appendix Table 3 of the Regulations Concerning the Handling of Tuition and Fees in Undergraduate Schools (Academic Affairs Directive No. 3, dated May 27, 1964) or in Article 6 of the Regulations Concerning the Handling of Tuition and Fees in Graduate Schools (Academic Affairs Directive No. 3, dated May 27, 1964), the auditing fees, laboratory lecture fees, seminar fees, or laboratory fees prescribed for those courses in the respective tables shall be collected. However, this shall not apply if the student has already taken the relevant course prior to studying abroad and has paid the prescribed auditing fees, laboratory lecture fees, seminar fees, or laboratory fees.

Table 1 (Article 8)

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

Article 1. Objectives

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 to as 'school regulation') and other regulations governing school registration and school fees.

Article 2. Persons governed by these regulations

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. 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.

Article 3. Absence period

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.
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).

Article 4. School expenses

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.
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 graduate school expenses (established May 27, 1964, henceforth referred to as 'Graduate School Expenses Regulation').
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.

Rules for Extracurricular Activities (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. 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 information as below before the specified date every year in April (or in September, for new activities beginning in the fall term).
 - (i) Names of their clubs
 - (ii) Their representatives
 - (iii) Locations of their activities
 - (iv) Other information required by the University
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 requirements set forth in Article 4 shall be considered Official Clubs.
2. As articulated in the preceding terms, Official Clubs shall be one of the following five types:
 - (i) Student Societies
 - (ii) Regional Student Societies
 - (iii) Hobby Associations
 - (iv) Extramural Clubs (i.e., Affiliated with NPOs)
 - (v) 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. The recognition period for Official clubs shall be one year, from July 1 to June 30 of the following year.
5. 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.
6. 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.
7. Official Clubs must promptly notify the University if they have disbanded.
8. If an Official Club violates laws and ordinances, these rules, or other University regulations, 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 3-2. President of Official Clubs

1. The president of an Official club must be a full-time faculty member, specially appointed professor, fixed-term professor, fixed-term associate professor, or full-time staff member of the university. However, for clubs whose purpose is research, the president must be a full-time faculty member, specially appointed professor, fixed-term professor, or fixed-term associate professor.
2. A full-time faculty member, specially appointed professor, or full-time staff member may serve as president of up to two Official clubs. However, for clubs specified in Article 3 Clause 2, Items (i), (ii), and (v), the same individual may not concurrently serve as president of clubs of the same category.
3. A fixed-term professor, or fixed-term associate professor may serve as president of only one Official club.
4. The appointment of president of an Official club shall be made by the University.
5. The term of office of president of an Official club shall be one year, from July 1 to June 30 of the following year; however, reappointment is not precluded.
6. President of an Official club shall be responsible for understanding the activities of the club and providing appropriate guidance.
7. In the event of an accident or similar incident, president of the Official club shall cooperate with the university and assist in taking appropriate measures to resolve the issue.

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:
 - (i) Have 21 or more members who are students of this University, and who belong to more than two departments.
 - (ii) Have activity records under the established club name for more than one year—either on-campus or off-campus.
 - (iii) Have over one year's worth of financial reports with receipts attached.
 - (iv) Have one president as a supervisor, as well as a chief secretary, vice secretary, and treasurer as student supervisors.
 - (v) Other requirements the University deems.
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 (i)), 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.

- (i) Use of rooms in the Student Union Building and other buildings
- (ii) Use of classrooms and facilities
- (iii) Use of spaces for the recruitment of new members and other activities
- (iv) Subsidies for extracurricular activities

(v) Participation in university events

Article 7. Compensation for Damages

1. 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.
2. 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)

*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 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").

Deletion of Article 2.

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:
 - (i) Framed bulletins—One frame per group per bulletin board
 - (ii) 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 documents 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. Use 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 applies:
 - (i) The use of the classroom runs the risk of violating public order and morals.
 - (ii) The club intends to collect entrance fees or other fees.
 - (iii) There is the risk of disturbing classes.
3. The University shall revoke permission of Clause 1 if any of the following applies:
 - (i) When there is an urgent need for the university to use the classroom.
 - (ii) When false information is stated in the classroom use application.
 - (iii) When any of the items in the previous clause (Clause 2) applies.
 - (iv) 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 10 Clause 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”):

- (i) Lending classrooms
- (ii) Referring to the University Student Affairs Section to become an Official (University-Approved) Club
- (iii) Other support deemed necessary

Article 3. Requirements for Approval

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

- (i) Be continuously and autonomously engaged in activities.
- (ii) Have 10 or more members, more than two-thirds of which are students enrolled in WBS.
- (iii) 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.
- (iv) Have a full-time faculty member of WBS as supervisor.
- (v) 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.

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 (i)

When putting Article 3 Item (i) 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 (ii) 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.

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.

*Please feel free to consult whichever option is most convenient for you. For details, visit our website.

■CONSULTATION DESK [The Office of Compliance (Harassment Prevention Committee Office)]

【URL】 <https://www.waseda.jp/inst/harassment/>

【Consultation Hours】

Weekdays 9:30-17:00

※ According to academic calendar

■Waseda University Compliance consultation desk [NEC VALWAY, Ltd. (Subcontractor)]

【URL】 <https://koueki-tsuhou.com/WFcXVtaEFdCd/en/>

【Reception hours】

Telephone 0120-123-393 : Weekdays 8:30-19:00, Saturdays 8:30-17:00

※ Excluding national holidays of Japan time

※ English, Chinese and Japanese are available

Website / Email :24 hours a day, 365 days a year

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