

I . Courses

1. Notes Regarding Course Selection

(1) Requirement for the completion of the master's program

To obtain a Master of Arts in International Culture and Communication Studies, M.A, you must complete at least 2 years of study, earning more than 30 credits, must submit a master's thesis upon completion of the prescribed research guidance in the Project Research, and pass the thesis evaluation and the final oral examinations. However, you cannot attend GSICCS more than 4 years.

(2) Courses

The curricula offered by the Graduate School of International Culture and Communication Studies (GSICCS) include courses, research guidance for master's thesis.

Course Category		
Master's thesis		
Research Guidance		
Courses	Seminars	
	Lecture Courses	Introductory courses
		Basic courses
		Specialized courses
		Related courses

The course name and the teacher's name are shown on the course list. In addition you can earn two credits per a course: courses are offered in spring and fall semesters.

(3) Course selection

1. Selection of lecture courses, preparation of thesis, and other general research activities must be carried out as instructed by your research director.
2. At the beginning of a semester, you must select courses that you wish to take and register no later than the specified dates. (Refer to the relevant documents for details regarding course registration periods and procedures.)
3. If deemed necessary by the research director, you may be required to take a lecture course(s) outside GSICCS (for example, a course(s) taught at a different Waseda graduate school or a Intermediate or Advanced course(s) at the School of International Liberal Studies (SILS).
4. You are not permitted to take a course(s) for which you have not registered. Furthermore, no credits shall be awarded as a registered course.
5. You cannot retake a course(s) which you have passed.
6. You may retake a course(s) which you have not passed.

7. When selecting courses for registration, refer to the class time table (days and periods) and make sure that none of the classes clash.
8. Classes in the M.A. course taught at GSICCS take place during 1st to 6th periods on Mondays to Saturdays.

Period	1	2	3	4	5	6
Times	9:00 ~ 10:30	10:40 ~ 12:10	13:00 ~ 14:30	14:45 ~ 16:15	16:30 ~ 18:00	18:15 ~ 19:45

2. Course Registration

[Credits Requirements]

Year	Semester	Directed Research	Seminars	Introductory courses	Basic courses	Specialized courses	Related courses	Limited to registered credits
1st	1st	0 credits	2 credits	2 credits -----	At least 4 credits -----	6 credits to 16 credits	0 credits to 10 credits	14 credits
	2nd	0 credits	2 credits					14 credits
2nd	3rd	0 credits	2 credits		14 credits			
	4th	0 credits	2 credits					14 credits
Minimum required credits			8 credits	2 credits	4 credits	6 credits	-----	30 credits

«Directed research»

- ① You must undertake directed research under your assigned research director. Performance in directed research is evaluated, but not recognized for credit.
- ② Undertaking directed research is a requirement for completing the master's program, so you must follow the research guidance of your research director.
- ③ If you extend your period of study at GSICCS beyond 2 years, you still need to pass the final examination of the master's thesis.

«Seminars»

- ① You are required to attend the seminar taught by your research director.
- ② You must obtain 2 credits per semester, for a total of 8 credits in seminar I, II.
- ③ If you wish to take a seminar taught by your research director, you must obtain the approval of both your research director and the teacher of the desired seminar. In this case the obtained credits will be considered among those for Non-degree courses, and therefore not counted for completion purposes.

«Introductory courses»

You must take the course in the first semester of your first year.

《Basic courses》

- ① You must take 2 Basic courses (4 credits) in your first year.
- ② You must take 2 Basic courses (4 credits) as compulsory elective courses.
- ③ You may take Basic courses up to a maximum of 4 credits per semester, in total, 8 credits per year.
- ④ A maximum of 6 credits from Basic courses can be counted as credits required for completion. If you take more than 6 credits, such credits will be treated as those for Non-degree courses, and therefore not counted for completion purposes.
- ⑤ If you wish to take a different class of the same title of a course and have passed the class already, but if you were also accepted to take it again exceptionally, it becomes a Non-degree course, so credits obtained in the course are not counted towards graduation purpose.

《Specialized courses》

- ① You must obtain 6 credits (3 courses) in your study plan as compulsory elective courses.
- ② There is no limit to the number of credits that can be obtained on Specialized courses. You may select freely according to your own needs in order to meet the completion requirements.
- ③ If you change your study plan, you must obtain 6 credits (3 courses) from Specialized courses in your new study plan.

《Related courses》

We have established Related courses for the purpose of acquiring more practical communication skills. There is no limit to the number of credits that can be obtained, but a maximum of 10 credits can be counted towards the completion requirements.

In addition, in principle, you have to take those courses below in sequence. However, an exceptional may be made if Instructor accepts the reason.

Introduction to Interpreting	→	Intermediate Interpreting
Intermediate Interpreting	→	Advanced Interpreting

《Common Waseda courses for graduate students》

Credits earned can only be counted towards completion if the necessity of taking the course is recognized by your research director.

《Audit courses at a different Waseda graduate schools》

Credits earned can only be counted towards completion if the necessity of taking the course is recognized by your research director and you are granted permission by the graduate school.

《Non-degree courses》

A non-degree course is a course that is not related to the completion of the master's program. The credits obtained in such courses are not counted towards graduation.

The following are considered as a non-degree course.

- ① A Basic course taken after 6 credits.
- ② Seminars other than that taught by the designated research director.
- ③ Courses offered by Global Education Center other than common courses for graduate students.
- ④ Courses offered by Center for Japanese Language (CJL).

3. Recognition of Credits Obtained at Other Educational Institutions

(1) Types of Credits obtained at different Waseda graduate schools or other universities.

A. Pre-Admission

Up to 10 credits obtained taken by a SILS student, or as a non-degree research student at GSICCS prior to GSICCS as a regular students of the master's program, may be recognized as part of the required credits for completion of the master's program.

B. Other graduate schools or institutions

Credits obtained as a regular student or a non-degree research student at different Waseda graduate schools or at other universities prior to GSICCS as a regular student of the master's program shall be reviewed in response to your application by the question upon admission. Up to 10 such credits may be recognized as part of required credits for completion of the master's program.

C. Study abroad (exchange or privately-financed)

Up to 10 credits obtained during study abroad can be reviewed in response to an application.

D. Common Waseda courses for graduate schools

Up to 10 credits obtained through the completion of common courses for graduate students may be recognized as part of the required credits for completion of the master's program.

E. Audit courses at other Waseda graduate schools, at the School of International Liberal Studies (SILS)

Up to 10 credits obtained through courses taught at other Waseda graduate schools, and also at the School of International Liberal Studies (SILS), may be recognized as part of the required credits for completion of the master's program.

Up to 10 credits obtained through the completion of standard graduate school courses will be recognized as part of the required credits for completion of the master's program but these exceeded 10 credits will be recognized as non-degree credits.

F. Non-degree courses at an educational institute

You are permitted to take a certain number of the primarily non-degree course(s) offered by Global Education Center and Center for Japanese Language etc. However, these are treated as an optional course(s), and, as such, no credits obtained through completion thereof can be recognized as part of the require credits for completion of the master's program at GSICCS.

(2) Recognition of credits obtained at other universities, graduate schools, institutes, etc.

The following table describes regulation of credits obtained before admission and while enrolled through the completion of courses at other universities, graduate schools, and institutes, etc.

Classification		Credits obtained outside GSICCS	Limited to registered credits		How to recognize credits	
A	Pre-admission	Credits obtained at this graduate school prior to admission as a non-degree research student.	10 credits	15 Credits	The graduate school steering committee shall recognize credits for those courses approved by your research director upon admission to the graduate school.	
B	Other graduate schools or institutions	Credits obtained at different Waseda graduate school and other universities (including foreign universities) prior to admission to GSICCS as a regular student or as a non-degree research student.	10 credits			
C	Study abroad	Credits obtained through overseas study while enrolled at GSICCS.	10 credits		10 Credits	The graduate school steering committee shall recognize credits for those courses approved by research director upon your admission to the graduate school after finishing study abroad.
D E	Common Waseda courses for graduate students Audit courses at other Waseda graduate school / Classes held at SILS	Credits obtained through completion of common courses for graduate students and other graduate school courses (that were approved) at Waseda University.	10 credits			Credits for those Courses approved by Research director in a prescribed period shall be recognized.
F	Non-degree courses at other educational institutes	Credits obtained through completion of courses at other centers, etc.	No credits may be recognized towards graduation.			
Total			Maximum of 15 credits			

4. Evaluation and GPA

(1) Evaluation

Grades are indicated by A+, A, B, C, P, N, G and Q. The score and status corresponding to each is shown in the table below.

Grade report	A+	A	B	C	P	N	G	Q
Transcript of Academic record	A+	A	B	C	P	Not recorded	Not recorded	Not recorded
Status	Pass					Recognized (Pass)	Fail	
Raw score	100~ 90	89~ 80	79~ 70	69~ 60	—	—	59~ 0	—
Remarks	—				Research guidance and master's thesis only	Pre entrance recognition only	—	Research guidance and master's thesis only

(2) GPA (Grade Point Average)

① Eligible courses

Courses that you have registered to count towards graduation are eligible to be included in your GPA. However, research guidance and the master's thesis and recognized course "N" are not included in the GPA.

② Calculation formula

A corresponding value known as a grade point (4 points for an A+, 3 points for an A, 2 points for a B, 1 points for a C, and zero points for a failing grade) are given in accordance with the grade calculation for each course. The GPA is determined by adding the product of the number of credits for each course with the grade point corresponding to the grade calculation, and dividing this total by the total number of credits registered. The total number of credits registered includes credits for courses that you did not pass. The formula for this calculation method is as follows:

$$\frac{(\text{No. of A+ credits} \times 4) + (\text{No. of A credits} \times 3) + (\text{No. of B credits} \times 2) + (\text{No. of C credits} \times 1) + (\text{No. of G credits} \times 0)}{\text{Total number of credits recognized (incl. courses that you did not pass)}}$$

※GPA's are shown to the second decimal place (Rounded off to two decimal places)

③ GPA Notification and Certificate

Your GPA will be printed on your grade report. A GPA transcript can also be issued containing your grades from GPA eligible subjects as well as your GPA. Please note that your GPA is not recorded on the separate transcript of academic record.

(3) Notification and announcement of the grades

Your grades will be notified on the net-portal directly to students. All of your grades you have taken will be shown so that make sure to check it for the registration of next semester.

Dates of announcement of the grades

	Before 2nd year (2rd Semester)	After 2nd year (3th Semester)
Spring Semester	Mid-September	Early September
Fall Semester	Mid-March	Early March