

# Recognition of Credits Earned on Study Abroad (School of Culture, Media and Society and the School of Humanities and Social Sciences)

Read these instructions carefully and follow the necessary procedures if you need to request recognition of credits earned on your study abroad after returning to Japan. Remember to read this in advance of your intended study abroad to have your credits recognized later because some matters must be checked and some procedures must be performed even before your departure (this also applies to the study at Doshisha University in Japan). The credit accreditation method for overseas study programs that do not require a leave of absence (short-term programs, etc.) has been announced separately.

## 1. Overview

### Number of recognized credits

Credits earned on a study abroad are recognized up to the defined maximum number only when they are deemed appropriate by the faculty committee in response to the application filed by a student after returning to Japan. Note the additional limit posed on the total number of recognized credits from study abroad and credits from subjects studied in other schools.

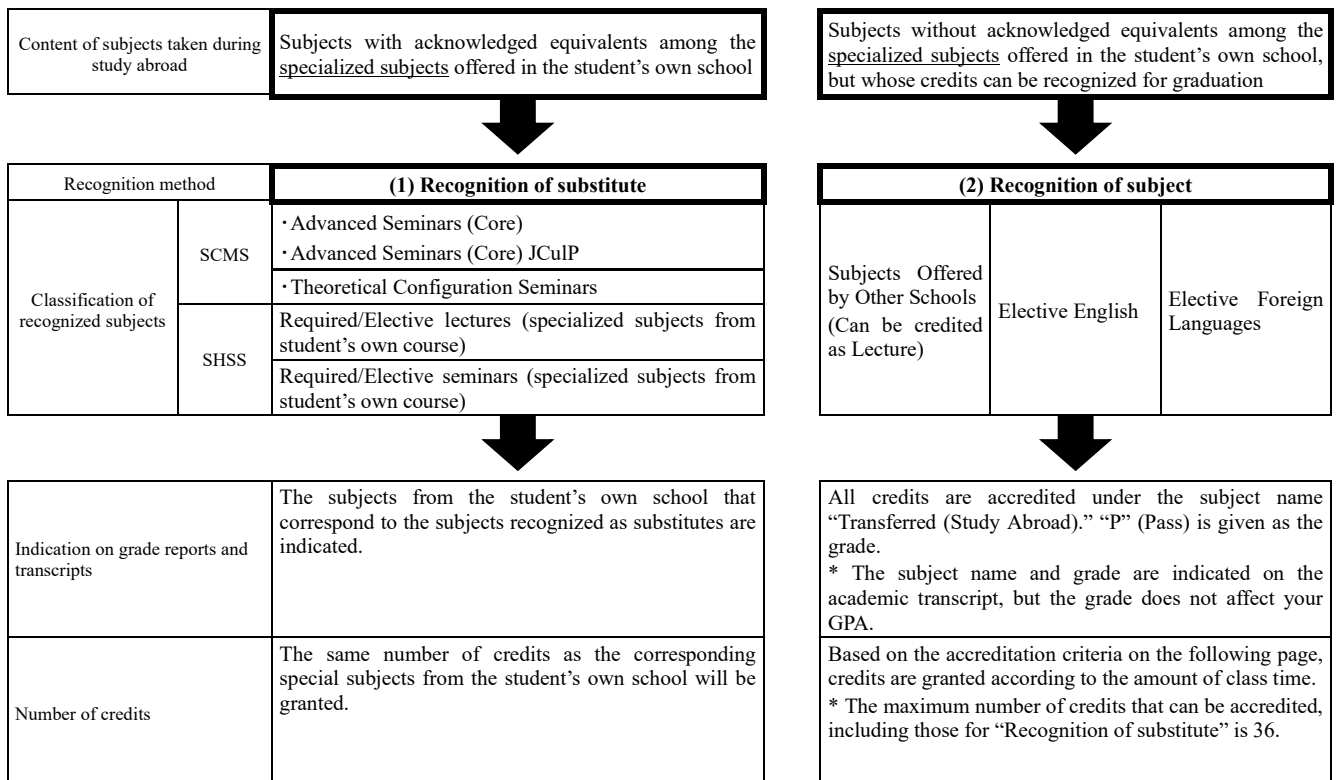
Any students who have acquired many credits from subjects studied in other schools (counted for graduation) prior to the study abroad or who plan to enroll in subjects in other schools to earn credits for graduation must be especially careful of the maximum number of credits earned from their study abroad.

	Maximum number of recognized credits from study abroad (A)	Maximum number of recognized credits from subjects studied in other schools (B)	Maximum total of (A) and (B)*
School of Culture, Media and Society	36	36	60
School of Humanities and Social Sciences	36	36	60

(Example) If a student from either of the above mentioned schools acquires 36 credits during a study abroad, the student can earn up to 24 more credits from subjects studied in other schools because the maximum total number of these two types of credits that can be counted for graduation is 60 (that is: 60 credits – 36 credits from study abroad = 24 more credits from subjects studied in other schools).

### Recognized subjects and classification

Credits earned on a study abroad are recognized based on method (1) and/or (2) after examining the content to be studied and the number of hours of study of each subject.



**Subjects whose credits are not recognized** Credits cannot be recognized for subjects or their substitutes in the following cases:

	School of Culture, Media and Society	School of Humanities and Social Sciences
Recognition of substitute	<b>Elementary foreign language</b> ⇒ Elementary foreign language courses that are not regarded as equivalent to elective courses of English or second foreign languages (such as “Core Foreign Language” and “Required English”). <b>Practical subjects of physical education</b> ⇒ Place an additional application if you strongly wish them to be recognized. They won’t be counted as necessary credits for graduation but only recognized as “optional subjects.”	
Recognition of subject	<b>Transfer to Advanced Seminars (Other)</b>	<b>Transfer to Advanced Seminars (Other)</b> <b>(Only Asian philosophy course, sociology course, theater and film arts course, and Chinese study course)</b> <b>Transfer to thesis seminar [titled “Subject name” seminar (thesis)]</b>
	<b>Subjects with credits, but without any grades</b> ⇒ Credits from subjects that are only graded with P (Pass), S (Satisfactory), CR (Credit), or the like cannot be recognized.	

### Recognition standard based on classroom hours

As a general rule, the following standard is applied for recognizing credits by means of “Recognition of subject.”

The total class time of courses for which an application has been made for Recognition of subject is calculated, and one credit is accredited per 675 minutes of class time. You can apply for accreditation of 1 to 36 credits (including the number of credits accredited for Recognition of substitute).

For 4,000 minutes of class time, an application can be filed for recognition of 5 credits.  $4,000 \div 675 = 5.92$  (the fraction is rounded down).

Examples:

- **2 credits for 1,350 minutes** of class time [recognized as equivalent to a semester subject lasting 90 minutes × 1 period/week × 15 weeks.]
- **4 credits for 2,700 minutes** of class time [recognized as equivalent to a full year subject lasting 90 minutes × 1 period/week × 30 weeks.]

- \* The same number of credits as the specialized subjects from your own school can be recognized by means of recognition of a substitute. Still, recognition may not be possible if the classroom hours are insufficient compared to the abovementioned standard. Make sure to file an application for recognition of a substitute with subjects that satisfy the required classroom hours.

### Recognition of grades

If different grading criteria are in place at your host institute, the grades you have acquired will be **converted into grades of our school after making a relative and comprehensive judgment** based on the descriptions in the transcript, syllabus, subject report, and other submitted materials. Determination of corresponding grades is not based on a single standard. The grades given for recognition of credits may be different even when another student received the same grades while studying at the same university at the same time. Please apply for accreditation with understanding that we will not respond to inquiries about academic assessment after accreditation.

### Other notes

- If the credits transferred exceed the limit for each type and classification of subject, no more substitutes can be recognized for specialized subjects of a student’s own theoretical configuration and course. If an applicant requests a credit transfer by recognition of a substitute that exceeds the limit, the applicant will be requested to change the recognition method of any subjects to recognition of subject.
- Even if the credits earned for courses you took at Doshisha University are accredited, regardless of whether these credits are transferred from Recognition of substitute or Recognition of subject, you cannot use these credits to acquire teacher qualifications.
- Subjects that can be substituted by Recognition of substitute are only those subjects that were available during the period of study abroad.

## 2. Number of years of registration with Waseda

Years of study abroad in the student registry are counted in the following manner according to the international study program (as of February 2016). If *enchosei* (students enrolled for more than 4 years) register to a paid program of Waseda University, they need to pay the regular tuition and fees instead of the amount charged for *enchosei*.

Program	Registration Status during study abroad	Counting years of study abroad as years of study at our school	Graduation after normal years of study (4 years) including the years of study abroad
EX-R/L	Study abroad	Counted by recognition of credits	Graduation in 4 years may be possible if an application for graduation in 4 years including study abroad is duly filed and credits are recognized (no need for payment of credit recognition fee).
Departmental Agreement			
DD (double degree)	“Registered in School” but study abroad	Automatically counted	Years of study abroad are automatically counted. Graduation in 4 years may be possible by having your credits recognized as necessary (no need for payment of credit recognition fee).
CS-R/L			
Doshisha University			
Privately-financed	Study abroad	Counted by recognition of	Graduation in 4 years may be possible if an application for graduation in 4

* Study of subjects offered in another university or a comparable institution for higher education or language training conducted by language training institutes affiliated to a university		credits (payment of credit recognition fee is required)	years including study abroad is duly filed and credits are recognized. <b>Payment of credit recognition fee is required.</b> <u>Credit recognition fee</u> <ul style="list-style-type: none"> <li>38,000 yen per credit for students departing in the 2022 academic year (the fee is subject to <b>change every year</b>).</li> <li>The total amount of the credit recognition fee cannot exceed the tuition and fees for the same semester or academic year.</li> <li>The fee is not charged if only recognition of credits is requested without inclusion of years of study from a study abroad.</li> <li>Years of study from a study abroad cannot be included without recognition of credits.</li> </ul>
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Requirements for graduation from the School of Culture, Media and Society and the School of Humanities and Social Sciences are: (1) 4 or more years of study (and 3 or more years of study after proceeding to join a theoretical configuration or a course) (2 years or more for enrollment as an undergraduate student and 3 years or more for enrollment by a change of affiliation); (2) full payment of tuition and fees; and (3) acquisition of a minimum of 124 credits needed for graduation.

**Students who wish to graduate in 4.5 years also need to have their credits recognized and their years of study abroad (excluding a period of less than half a year) counted in the total years of study. Remember to perform the necessary procedures.**

**<Notes for students of the Asian philosophy course, sociology course, theater and film arts course, and Chinese study course of the School of Humanities and Social Sciences>**

Recognition of substitute of thesis seminars [titled “Subject name” seminar (thesis)] as required course subjects for the 4th year and web-based provisional thesis guidance are not possible for these 4 courses.

For this reason, graduation in 4 years is not possible if a student studies abroad for 1 or more years after the fall semester in the 3rd year (example: from fall semester in the 3rd year to spring semester of the 4th year).

### **3. Application for recognition of credits**

Any student who wishes to have the credits from a study abroad recognized must submit the necessary documents, such as application for recognition of credits (Recognition of substitute and/or Recognition of subject) during the designated application period. In response to the application, credits are recognized after the review by the student’s school and approval by the faculty committee. The review may require an interview with the applicant. If such an interview is necessary, we will contact the applicant via Waseda Mail. For this reason, each applicant should regularly check their inbox, especially after filing an application.

For more details, please refer to the website. Also we will inform the details “Procedures after Returning from Study Abroad” mailed to your guarantor (the notification may be sent via Waseda-net Mail).

[Application period] Students returning in April: January, February and March;

Students returning in September: June, September, October, and November

\* You can only apply once. You cannot apply multiple times.

#### **Documents to be submitted**

Necessary forms can be downloaded from the respective websites of the School of Culture, Media and Society and the School of Humanities and Social Sciences at the addresses shown below.

- School of Culture, Media and Society (<https://www.waseda.jp/flas/cms/>)
- School of Humanities and Social Sciences (<https://www.waseda.jp/flas/hss/>)

Go to Top > For Current Students > Study Abroad > Recognition of Credits from Study Abroad.

(◎ = required, ○ = submit as much as possible, × = not required)

		Recognition of substitute	Recognition of subject	Remarks
(1)	Application for Recognition of Credits from Study Abroad [form designated by the school]	◎	◎	Copy it if you don’t have a sufficient number of forms. * Different forms are used for “Registration of substitute” and “Recognition of subject”
(2)	Subject report [form designated by the school]	◎	◎	Use the form designated by the school and complete the report for <b><u>each subject</u></b> you want to have recognized.
(3)	English transcript [original]	◎	◎	Submit 1 <b><u>original copy</u></b> of the English transcript issued by the host institute, which should state the period of your study, names of subjects, grades, and numbers of credits. An <b><u>English transcript is necessary for recognizing credits from studies in non-English-speaking countries</u></b> . If no English academic transcript is available, provide a English translation by yourself. (For domestic study exchange programs for Doshisha University, the necessary arrangements will be made by the university; you do not need to apply individually..)

(4)	Materials clarifying the grading standard at host institute	◎	◎	A copy of the guidelines or other materials that clarify the grading system (ex. A+ corresponds to a score of between 90 and 100). No additional materials are necessary when the transcript states such a grading standard. <b>* Absence of such a grading standard may result in lower grades than those received.</b>
(5)	Copies of syllabuses	○	○	Submit a copy for <b>each subject</b> . The copy may be a print-out of an online syllabus. In case no syllabus was provided, state that fact in the subject report and describe the course in greater detail.
(6)	<b>Original</b> materials created by the applicant in the coursework (ex. notes taken in class, submitted reports, presentations (e.g., PowerPoint and resume))	◎	×	<b><u>Submit original materials created by the applicant that show what has been learned in each subject (submitting the materials that have already been created is sufficient; there is no need to create another one just for recognition of credits). There is no limit on the number of materials. But make sure that they are organized. Unorganized materials are not accepted. Each material should be marked with a sticky note indicating the subject name.</u></b>

- \* In case of EX-R/L, the Center for International Education may also require you to submit a transcript. Be sure to check the necessary number of copies beforehand. It may take more than one month for some host institutes to issue transcripts. Be sure to prepare early so that you can bring them back to Japan.
- \* You must physically bring back materials (4)–(6) to Japan. If you send them by sea mail or other form of postal mail, you may be unable to perform the necessary procedures on time.

#### Notes for drafting subject reports

Draft a report for each subject you need to have recognized by using the designated form. The length of the report should be around 1 page on A4 paper. Be sure to clearly describe the coursework organized by your host institute and the level of difficulty. Clearly explain why the acquired credits from the given subject are appropriate for recognition by the School of Culture, Media and Society or the School of Humanities and Social Sciences. More specifically, please include the following information:

- Name of subject, type of subject (e.g., liberal arts, specialized subjects, or language studies), objectives, number of classes, length of one class, total number of class hours, your grade, and your attendance
- Learning style and program
- About the academic staff in charge (specialization, research, interaction with the staff) [as much as you know]
- Overview of your presentations, reports, assignment work, participation in debates, and how much you spoke up in language classes (degree of contribution)

#### 4. Reminders regarding credit recognition for students who want to graduate in the standard 4 years of study or 4.5 years of study including study abroad

In order to graduate in the standard 4 years of study (or 4.5 years) including your study abroad, you need to file an application for credit recognition as already explained in [2. Counting years of study](#) above. Depending on the timing and period of your study abroad, pay attention to the following requirements for applying for recognition of credits.

#### School of Culture, Media and Society

##### <If you selected (or intend to select) a Theoretical Configuration Seminar>

Request recognition of substitute for a Theoretical Configuration Seminar from your study abroad with reference to the table below. You cannot earn all credits required for the Theoretical Configuration Seminar by “Recognition of substitute”.

Timing of study abroad	Subject requiring recognition of substitute (in order to graduate in 4 years)	Number of credits	Announcement of grades
Fall semester of 2nd year to Spring semester of 3rd year (1 year)	Theoretical Configuration Seminar, Spring semester of 3rd year	2	Grade from a Theoretical Configuration Seminar in the spring semester of the 3rd year is announced when credit is recognized.
Spring semester of 3rd year to Fall semester of 3rd year (1 year)	Theoretical Configuration Seminar, Spring semester of 3rd year	2	Grades from Theoretical Configuration Seminars in the spring semester and fall semester of the 3rd year are announced when credits are recognized.
	Theoretical Configuration Seminar, Fall semester of 3rd year	2	
Fall semester of 3rd year to Spring semester of 4th year (1 year)	Theoretical Configuration Seminar, Fall semester of 3rd year	2	Grades from Theoretical Configuration Seminars in the fall semester of the 3rd year and spring semester of the 4th year are announced when credits are recognized.
	Theoretical Configuration Seminar, Spring semester of 4th year	2	

In addition, request recognition of substitute for Advanced Seminars (Core) as appropriate.

The requirements for graduating in 4.5 years are different, but you still need to request recognition of substitutes.

##### <If you selected (or intend to select) Graduation Research>

Request recognition of substitute for Advanced Seminars (Core) as appropriate.

- \* **A student who selected Graduation Research can add up to 8 credits from Advanced Seminars (Other) to fulfill the 24-credit requirement for seminars. Note, however, that recognized credits from a study abroad cannot substitute for Advanced Seminars (Other).**

**School of Humanities and Social Sciences**

Timing of study abroad	Subject requiring recognition of substitute (in order to graduate in 4 years)	Number of credits	Announcement of grades
Fall semester of 3rd year to Spring semester of 4th year (1 year)	Graduation thesis seminar (subject name: XYZ seminar (Graduation Thesis), spring semester) of the 4th year	2	Grades are announced when credits are recognized.

- \* As a general rule, credits from a Graduation thesis seminar (spring semester) of the 4th year during the study abroad are not recognized for a student who wants to graduate in 4.5 years (September of the 5th year) because they can enroll in the same subject in the spring semester of the 5th year. If you need credit recognition for a compelling reason, come to the Administrative Office of the Faculty of Letters, Arts and Sciences for consultation before your departure (there is no guarantee that such transfer will be approved). In so doing, remember to obtain the signature and seal of the chief in charge of the course. If you study abroad during a period other than those listed above, “Recognition of substitute” for the Graduation thesis seminar may not be approved. Be sure to consult with the Administrative Office of the Faculty of Letters, Arts and Sciences before you depart. You cannot earn all credits required for the Graduation thesis seminar by “Recognition of substitute”.

**Recognition of substitute cannot be made for Graduation thesis seminars offered in the Asian philosophy course, sociology course, theater and film arts course, and Chinese study course. For this reason, graduation in 4 years is impossible when a student studies abroad for 1 year in the fall semester of the 3rd year or later.**

In addition, request recognition of substitute for advanced subjects (lectures and seminars) offered in your course as appropriate (students who study abroad in periods not specified above should also do so as appropriate).

The abovementioned requirements are presented as examples both for the School of Culture, Media and Society and the School of Humanities and Social Sciences. There may be differences depending on the period and timing of your study abroad. If you have any questions, **be sure to consult with the Administrative Office of the Faculty of Letters, Arts and Sciences prior to your departure.** Be fully aware that if the necessary procedures are not followed after returning to Japan, you will not be able to graduate in 4 (or 4.5) years.

## **5. Procedures prior to departure for study abroad (related to credit recognition)**

Understand and follow the procedures described below prior to your departure in case you need recognition of substitutes for specialized subjects of your own theoretical configuration and course and if you want to graduate in 4 years. Otherwise, you may not be able to graduate in 4 years as the recognition of substitute could end up being denied.

- \* There is a designated application period for each semester. Be sure to file an application during this period unless you intend to continue your study abroad or leave of absence by completing the necessary procedures. Report to the Administrative Office of the Faculty of Letters, Arts and Sciences if you cannot file an application during the designated period.

**School of Culture, Media and Society Culture, Media and Society**

Depending on your theoretical configuration, transfer of credits may not be approved for certain specialized seminars and Theoretical Configuration Seminars even if the content of the subjects taken during the study abroad are similar to the subjects offered by the School of Culture, Media and Society. Prior to your departure, be sure to find out what subjects should be covered during your study. Consult with the chief of your theoretical configuration, if you have yet to decide on a Theoretical Configuration Seminar or if you selected (or intend to select) Graduation Research. Consult with the academic staff in charge of your Theoretical Configuration Seminar regarding the credit transfer for Theoretical Configuration Seminars. Consult the chief of your theoretical configuration regarding the credit transfer for Advanced Seminar (Core).

**School of Humanities and Social Sciences**

Depending on your course, transfer of credits may not be approved for certain seminars and lectures even if the content of the subjects taken during the study abroad are similar to the subjects offered by the School of Humanities and Social Sciences. Prior to your departure, be sure to consult with the chief of your course as to what subjects should be covered during your study.

**If you wish to graduate in 4 years after your intended study abroad from the fall semester of the 3rd year to the spring semester of the 4th year (excluding the Asian philosophy course, sociology course, theater and film arts course, and Chinese study course), be sure to declare that fact to the chief of the course and obtain the necessary approval before your departure. In order to do so, download “Application for Graduation in 4 Years” from the website, obtain the signature and seal of the chief of the course, and submit the application to the administrative office before your departure. Otherwise, as a general rule, your graduation in 4 years will be denied.**

Administrative Office, Faculty of Letters, Arts and Sciences