

文化構想学部 学部要項 2024

School of Culture, Media and Society

Student Handbook2024

国際日本文化論プログラム(JCu1P)学生向け

Only For Global Studies in Japanese Cultures Program(JCu1P) Students

Communications from the University

1. Website and bulletin boards of the School of Culture, Media and Society

Communications from the University to students of the School of Culture, Media and Society are made via the School's website, which all students should check regularly. Be careful not to miss any of the information provided, as this can be disadvantageous for you.

If you have any questions, ask at the Administrative Office immediately.

- * Please note that MyWaseda is simply a supplementary means of communication and it is always the School's website that you need to check first.

2. MyWaseda (<https://my.waseda.jp/>)

MyWaseda offers the Waseda mail service, notifications of class cancellations, the course registration and confirmation service, the grade inquiry service, procedures related to job hunting, and so on. It also sometimes acts as a means of communication from the University to supplement the School's website. As MyWaseda provides each student with personally targeted information, it allows individual students to only receive information that is relevant to them.

- * In principle, communications from the University shall be made via the School's website. Therefore, please be aware in advance that MyWaseda will not necessarily have all of the University's communications.

Using MyWaseda requires obtaining your Waseda ID in advance. Please obtain your Waseda ID as soon as possible.

3. Waseda mail

All students of Waseda University are required to obtain an e-mail address of Waseda mail service. As the University may send important information to individual students via their e-mail address of Waseda mail service, each student should acquire their address as soon as possible and check their mailbox every day (*E-mails of Waseda mail service can be transferred to other addresses, for example your smartphone e-mail address). It is also important to sort the e-mails in your mailbox while paying attention to its capacity.

4. When students change their addresses/telephone numbers

In the event of an emergency, the University may need to contact individual students directly by telephone. If you change your address or telephone number, please provide your new information as soon possible via MyWaseda.

- * Please note that the University is not responsible for any disadvantage you may suffer if you fail to report a change in your address/telephone number.

- Preserve and use this book until graduation.
- Please be sure to check the FLAS website for the latest information.
- If you have any questions or problems regarding your studies,
please contact the Faculty of Arts and Letters office as promptly as you can.

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1.About the School

Mission and History of the School of Culture, Media and Society

The mission of the School of Culture, Media and Society is to envisage a culture more suitable for the new era, building upon the swirling torrent of cultural studies conducted at the international and global levels, dating from ancient times to the present day. Toward achieving this objective, the School strives to reveal the pluralistic and multiple aspects and structures of culture, analyze its representations, produce creative writing, and explore the nature of people and society. The academic characteristic of the School is that it implements a wide-ranging, cross-disciplinary approach by casting the light of the wisdom of cultural studies onto the issues of the present day and transcending the conventional boundaries of academic disciplines.

The School of Culture, Media and Society is a new school that was established as recently as April 2007 and is characterized by its unconventional, innovative curriculum. At the same time, however, it is a school with a long history in the sense that it is one of the two schools, the other being the School of Humanities and Social Sciences, which are the successors of the school that was for a long time known as “The School of Letters, Arts and Sciences I/II.”

The history of the School of Culture, Media and Society dates back to eight years after the foundation of the Tokyo Senmon Gakko (Tokyo College) by Okuma Shigenobu in September 1890, when the Department of Literature was established in the college under the leadership of Dr. Tsubouchi Shoyo. When the Tokyo Senmon Gakko was renamed Waseda University in 1902, the department was reorganized and became part of the university. Then in 1920, when Waseda University was formally established as a university under the new University Act, the department was also formally chartered as an undergraduate department of the University.

In 1949, after World War II, a new university system came into effect following reforms to the educational system, resulting in the department becoming reorganized into two schools, the School of Letters, Arts and Sciences I (day school) and the School of Letters, Arts and Sciences II (night school). The schools were relocated to the present-day Toyama Campus in 1962, as the main campus (which is now called Waseda Campus) had become too small for the increasing number of students. Since then, the School of Letters, Arts and Sciences I and the School of Letters, Arts and Sciences II accumulated their own histories while sharing the campus and full-time faculty members with each other.

Then, in April 2007, the School of Culture, Media and Society was established, along with the School of Humanities and Social Sciences. This was as the result of one of the most drastic reforms that the University had ever made in its history to enable it to better respond to the changing needs of the times. It signified a leap into new realms, transcending conventional frameworks but still inheriting the heritage of traditional academic disciplines. These reforms were not only what the times required, but also what both the students and faculty profoundly wanted. In fact, the two new schools were born out of these fervent wishes.

The purpose of the School of Humanities and Social Sciences is to develop human resources who can understand the true nature of human beings from a stable point of view without getting swept up in the waves of the times by giving them opportunities to conduct in-depth studies in traditional academic disciplines. With regards to this, the School of Culture, Media and Society aims to produce human resources who are equipped with the wide range of perspectives and knowledge required to survive in an era where people and information interact with each other on a global scale and in which different cultures intertwine in complex ways and have many different faces, and who can dynamically envisage new cultures by using their rich and flexible creativity. Building upon over 120 years of tradition, but also unafraid to venture outside its constraints, the two new schools are intended to explore new academic frontiers while constantly pursuing innovative thinking and creation in this rapidly transforming world.

Faculty of Letters, Arts and Sciences

The School of Culture, Media and Society; the School of Humanities and Social Sciences; the Graduate School of Letters, Arts and Sciences; and the Research Institute for Letters, Arts and Sciences, which share the same school buildings and other facilities on Toyama Campus, are managed by a single faculty organization named the “Faculty of Letters, Arts and Sciences.” When used in its narrow sense, the Faculty of Letters, Arts and Sciences refers to this faculty organization, but when used in its broader sense, it can also refer to the above two schools, one graduate school, and one research institute collectively. In this broader sense, the students of the School of Culture, Media and Society are also members of the Faculty of Letters, Arts and Sciences. In addition, there are also times when this name represents places, such as in the “premises of the Faculty of Letters, Arts and Sciences” and other facilities that are commonly used by these schools, graduate school, and research institute.

School of Culture, Media and Society Three Fundamental Policies

■ Diploma Policy

With comprehensiveness, originality, and a systematic curriculum, combined with the university-wide educational and social environments of Waseda University, we offer students opportunities to experience the values of intellectual, cultural and linguistic exchange so that they can take the initiative in making contributions to the global community.

Philosophies and Goals of the School

- We explore cultural manifestations and structures, analyze representations, create literature, and discuss the nature of human beings and society in order to conceive cultures suitable for new eras.
- We apply the wisdom of cultural studies to the issues of the present day and daringly transcend the bounds of existing academic disciplines, favoring interdisciplinary approaches to learning.

Policy of Student Education

- We help students gain a broad range of knowledge necessary to thrive in a period of increasingly complex, multi-faceted cultural modalities, in which the interchange of people and information takes place globally.
- We help students develop the ability to dynamically conceive a new cultural worlds with a flexible and rich imagination.

Expected Achievement for Students

- A Bachelor's degree in literature will be awarded to students acquiring at least 124 credits through the following learning process:
- Students are expected to acquire the basic learning ability necessary for undertaking coursework by developing academic literacy through Required Core Seminars.
- Students are expected to acquire the foreign languages skills necessary for undertaking a broad range of further coursework through enrolling in Required English and Core Foreign Language classes.
- Students are expected to study approaches to cultural studies and obtain the fundamental skills necessary for developing their own field of research through enrolling in the Advanced Seminars offered by their Theoretical Configurations.
- Students are expected to deepen their fundamental cultural literacy, explore the dynamism of various research fields, and obtain broad perspectives for their own research themes through selecting and enrolling in Lectures and Elective Foreign Language classes not confined to the frameworks of their Theoretical Configurations.
- Students are expected to select either the Theoretical Configuration Seminar (zemi) or Graduation Research, and pursue their studies through discussion with other students or advice from a supervisor, then submit a thesis of a certain academic level and originality as a culmination of their four years study.

■ Curriculum Policy

- First-year students mainly enroll in Required Core Seminars designed for developing academic literacy as well as Required English and Core Foreign Language classes to acquire the basic skills necessary for undertaking future coursework.
- Second-year students, upon fulfillment of the relevant requirements, are promoted to one of six Theoretical Configurations. Here they proceed with research, reading and discussion on a specific topic by enrolling in Advanced Seminars of their Theoretical Configurations. They also enroll in Lectures for Bridge Subjects that are shared with the School of Humanities and Social Sciences to learn liberal arts and specialized subjects that cover a wide range of subjects, from the classics to advanced and new areas of study. In addition, they take Elective Foreign Language classes to further develop their foreign language skills.
- Third-year and fourth-year students need to select either two years of study in a Zemi (Theoretical Configuration Seminar) or Graduation Research under the guidance of an appropriate supervisor. In the former case, students pursue their studies in a collaborative learning environment, where they work, support, and encourage each other, and complete their four years of study with the submission of a seminar thesis. In the latter case, students pursue their studies through a creative approach to their own research topic and complete their four years of study with the submission of a bachelor's thesis.

■ **Admission Policy**

- Under the educational policy of “The Independence of Learning,” Waseda University admits a large number of domestic and international students who have a superior level of basic academic ability, a healthy intellectual curiosity, an enterprising spirit (one of the educational philosophies of the university), and high motivation to study. Our school particularly requests prospective students to have following qualities and abilities.
- Prospective students need to be eager to work hard for a degree with an understanding of our philosophies and goals: to “explore cultural manifestations and structures, analyze representations, create literature, and discuss the nature of human beings and society in order to conceive cultures suitable for new eras” and “apply the wisdom of cultural studies to the issues of the present day and daringly transcend the bounds of existing academic disciplines, favoring interdisciplinary approaches to learning.”
- Prospective students need to have a certain level of basic academic ability to complete their studies after admission with an understanding of our curriculum ranging from foundation-level to specialty courses. They also need to have accumulated a broad range of academic knowledge and experience before their entry into our school.

Department and Theoretical Configurations

The School's Department of Culture, Media and Society is comprised of six Theoretical Configurations. Students in the Global Studies in Japanese Cultures Program (JCulP) will, from the first year, belong to Transcultural Studies. In order to progress to the second year, the required number of approved credits must be obtained. Furthermore, it should be noted that it is not permitted to transfer to another Theoretical Configuration.

Department of Culture, Media and Society

Transcultural Studies

Interdisciplinary Studies of Culture

Studies of Media, Body and Image

Creative Writing and Criticism

Contemporary Human Studies

Social Constitution, History and Culture

Transcultural Studies

There are many indigenous cultures across the world that are rooted deeply in their local communities and have developed their own distinctive characteristics over many years. At the same time, many new cultures have emerged out of various regional cultures coming into contact and intermingling with one another.

Transcultural Studies covers a wide geographic range in the examination of particular cultures found in all parts of the world, considering cultures both temporally and spatially through a comprehensive analysis of the mobility and confluence of cultural formations. The goal is to develop human resources with broad perspectives who can understand the many different values in the modern world in a systematic and cross-sectorial manner.

Transcultural Studies offers five programs: “English-speaking Cultures Program,” “European Cultures Program,” “Asian Cultures Program,” “Middle Eastern and Islamic Cultures Program,” and “Global Studies in Japanese Cultures Program (JCulP).” While covering a wide geographic range of cultures in different parts of the world, the programs are also designed to give students even broader possibilities for cultural studies by considering cultures from a chronological point of view to allow for a more comprehensive and synchronic analysis of the respective regions.

Students in Transcultural Studies will be able to conduct in-depth study of the region of their interest and master the languages used there, while studying alongside classmates focusing on different regions and research methods. This cross-regional approach will enrich the students’ learning experience when taking various types of upper-level seminars. The aim of this approach is to produce many cultural leaders able to demonstrate their intellectual flexibility while respecting each other’s differences.

English-Speaking Cultures Program

Many Japanese leaders in the Meiji period studied overseas cultures in the English language, while at the same time striving to have their own culture understood by people in other countries through communicating in English. Today in the 21st century, when the English-speaking world covers a wider geographical sphere than ever before, we accept a broader-than-ever range of cultures arising from it, from “high” culture to “mass” culture. This program provides a colorful spectrum of subjects essential for those who wish to consider the issues that are specific to this day and age by inheriting the enterprising spirit from their ancestors. Another important aim of this program is to allow students to improve every aspect of their English ability, while also reviewing the kind of English language education that should be provided, which is an indispensable part of cultivating the power of communication emanating from Japan to the world.

European Cultures Program

Today’s European cultures could never have been formed without their foundations in classical Mediterranean culture. They have also absorbed many things from, and sometimes been in conflict with, surrounding regions in the course of their developments. Comparing the European world and surrounding regions reminds us of the subtle transitions they have been going through while influencing one another, as well as their commonalities and differences. To consider the issues facing present-day Japanese society from a global point of view, it is essential to recognize the wide historical and regional variations in the elements of these cultures and to identify the factors contributing to their temporal and spatial differences, as well as their common factors.

Asian Cultures Program

Considering present world situations, it is one of the most pressing issues to establish profound mutual understandings of each other's cultures and histories among various regions in Asia. This program approaches various aspects of Asian cultures including Japanese ones throughout the ages, from ancient to modern times, the wisdom of Asian and Japanese classics, as well as cultural exchanges among Asian regions from many different points of view, in terms of literature, language, philosophy, religion, society, history and art widely regarded. The aim is for students to face the intricate diversities and transculturalities of Asian regions, sometimes referring to the original resources, and deeply consider the individuality and universality involved in them.

Middle Eastern and Islamic Cultures Program

This is a new program on the studies of Middle Eastern and Islamic Cultures, launched together with Middle Eastern and Islamic Studies Courses both in the School of Humanities and Social Sciences and the Graduate School of Letters, Arts and Sciences. This program is designed to investigate the Middle Eastern and Islamic societies, histories and cultures from the contemporary and global viewpoints, while the counterpart in HSS is from the historical and ethnological viewpoints. This program also deals with Middle Eastern cultures other than Islamic and Islamic cultures other than Middle Eastern.

Global Studies in Japanese Cultures Program

The Global Studies in Japanese Cultures Program (JCulP) is a newly founded English-language degree program that takes students through a humanistic exploration of the literary, artistic, and philosophical movements that shape Japan today. Students will not only study Japan's long and rich cultural tradition going back over one thousand years, but also explore and access its current vibrant creative subcultures such as manga, anime, and J-pop. JCulP's diverse curriculum will allow students to reconsider their own cultures in a global context, giving a wider perspective and a deeper understanding of the world. This program is open to students who has passed a specific entrance examination.

Interdisciplinary Studies of Culture

This theoretical configuration offers four programs designed for the comprehensive study of social and cultural phenomena: Linguistic Culture, Anthropology, Transregional Studies of Culture, and Cultural Awareness. The materials to be studied range from food, clothing, and shelter, to aesthetic sensibilities, mentalities, language, literature, philosophy, art, media communication, and understanding others.

Going beyond the constraints of previously established academic fields that are often restricted by time and place, these studies examine the complexity of the structures of human culture, using comparative research and analyses of relations of interchange between cultural regions. In more specific terms, students learn through close coordination between different sections so that they can deepen their understanding of every aspect of their own and different cultures, ranging from this visible and tangible world to invisible realms, and improve their ability to put what they have learned into practice in realistic situations. As such, one marked feature of this theoretical configuration is that its diverse composition of subjects and forms of enrollment allow students to learn broad perspectives and a variety of methods (including impact/comparative studies, archive management, fieldwork, field training, debates, discussions, and presentations).

Transcending spatial and temporal constraints entails proactively introducing different perspectives from international students and others from different countries, while also encouraging students enrolled in this theoretical configuration to study abroad. The goal is to develop human resources who can play active roles at the international level by promoting exchanges with overseas research institutes and other organizations.

This theoretical configuration aims for students to develop the following abilities: deep insightful thinking, a well-balanced combination of specialist and extensive knowledge, and practical skills involved in analyzing reality and overcoming difficulties. Career paths taken by students upon graduation from this configuration include into the mass media and publishing industries, IT-related industries, service-related industries, and international companies and organizations, as well as into careers as consultants, coordinators, teachers, government employees, and graduate students in humanities.

Linguistic Culture Program

Language is the basis of all mental activities of human beings. Conducting research on language is not exclusive to linguists and “language” is a subject that no humanities students can ignore. This program provides students who are interested in various language-related themes with the opportunity to freely pursue their studies on language, based on a basic understanding of linguistics. Of course, students can also study many different cultural phenomena via language-related issues.

Anthropology Program

Going beyond the constraints of time and place, this program examines the complexity of the structures of human culture from a comprehensive point of view. It emphasizes fieldwork and consists of “interface” subjects that narrow the gap between theory and practice. After systematically learning anthropological theories and methodologies, students mainly learn applied anthropology in seminars, in which they translate the anthropological knowledge that they have acquired into practice.

Transregional Studies of Culture Program

Every social and cultural activity has diversely expanded so as to dynamically transverse languages, races, nations, and times. In this modern age, where the Internet and SNS have great power, such a tendency towards greater expansion will likely continue to increase at a greater rate. By expanding our focus beyond individual genres and casting our gaze more broadly at different fields, such as society, media, literature, and art, either comparatively or relatively, rather than individually, this program aims to provide in-depth understanding regarding human activities on a broad scale.

Cultural Awareness Program

As people, we “love” other people and are “afraid” of own deaths, while “tasting food,” “wearing clothes” and “playing roles” every day. Moreover, as people we express our “selves” with words, while at the same time experiencing emotions that words cannot describe. But why are we like this? Using this question as the starting point, the “Cultural Awareness” program discusses the everyday behaviors and emotions of human beings in cultural and social dynamism. In other words, it explores new possibilities for thoughts and sensibilities and aims to confirm what it means to be creative. The aim is for students themselves to pursue future-oriented studies on cultural awareness through searching for new philosophical perspectives and methods that are critical of already institutionalized academic fields, while striving to obtain perspectives and values not specific to any region, with a view to promoting cultural creation through cooperative work between faculty members and students.

Studies of Media, Body and Image

Today, when we want to understand in-depth the wide variety of arts and cultures created by human beings, the three keywords “media,” “image,” and “body” should be essential analytical tools. From this point of view, this theoretical configuration offers the following three programs:

The “Media Theory” program casts fresh light on how the “image” cultures that form modern society are structured in relation to media technology, while the “Theory of the Body” program reviews how such “media” cultures have influenced the bodies of human beings, as well as their body images. The “Theory of the Image” program examines how images form new cultures that are deeply linked to the media and body.

The “Studies of Media, Body and Image” theoretical configuration aims to construct a network of knowledge through mutual interactions between the above three programs to facilitate interdisciplinary studies that are not constrained by any conventional, fixed academic disciplines. Students academically analyze, from multiple perspectives, all kinds of representational cultures and thoughts, such as TV programs, films, plays, media arts, fine arts, classical performing arts, literature, online materials, newspapers, animations, comics, photographs and music from every period in time, ranging from the classics to contemporary and future works. Toward this, students will pay attention to the dynamism of the world that is changing from moment to moment, such as political and economic issues, technological advancements and changes in body sensations.

The goal of this theoretical configuration is to develop human resources who can act as cultural pioneers in the future through opening-up new areas of research in the above-described fields.

Media Studies Program

Given that we can only access the world and reality through some form of media, it can be said that media represents our body and mind. The Media Studies program analyzes the various aspects and future of a wide variety of media that consist of the conditions for our possibilities, not only from the traditional perspectives found in the humanities and social sciences, such as philosophy, sociology, literature and arts, but also from more complex points of view that go beyond these conventional disciplines. The aim is to construct comprehensive media studies that combine broad and in-depth perspectives that cover the past, present, and future of the media.

Body Studies Program

We are living in a modern world where all kinds of things can be virtualized and often people will wonder what is real and what is not, and what has substance and what does not. Even the human body is no exception to this. Today, our body has been virtualized and we are losing our senses, which are beginning to float away from us. This program examines how we should see our body that is, in fact, the only thing that can give us a genuine sense of life.

Image Studies Program

In this program, students will conduct theoretical and fundamental studies on images presented by pictures, sculptures, photographs, architectures and other mainly visual works. Besides visual and figurative arts, image aspects are also widely found in literary arts, as suggested by the old Japanese phrase *sho-ga-do-gen*, which literally translates as “writing and drawing come from a single origin.” Students learn how to analyze and understand different groups of images produced in different times.

Creative Writing and Criticism

Creative Writing and Criticism aims to provide a cross-disciplinary study of literary and cultural phenomena from perspectives such as feminism or world literature. While it is very important to read Japanese and foreign literature in its own language, we also emphasize familiarity with literature and thought from all times and places, so we actively use translations. We have courses in a variety of literary genres, including Children's Literature, Entertainments, Poetry, Drama, Criticism, Comics, and Essays. Students can study a wide range of areas across the board, including feminist criticism, music criticism, and cultural criticism.

The main aim of this program is for students to learn about the diversity of literature and the diversity of understanding literature. This program enables them to develop a wide range of basic skills involved in literary studies and criticism through lessons that introduce them to various studies on modern Japanese, English/American, French, German or Russian and other literature, literary theories, and literary movements, and lessons that examine literature from wider perspectives, such as culture and history, as well as subjects that deal with adjacent fields like sound criticism and visual criticism.

Cross-disciplinary Study and Expressing Themselves with Words

We also aim to apply new interdisciplinary perspectives and methods to research in fields where language is the primary means of expression. At the same time, Creative Writing and Criticism places great importance on how to enhance the linguistic expression to better approach these issues. For this reason, one of the features of the program is that it offers a variety of exercises that allow students to experience concretely "expressing themselves with words. This department is suitable for those who want to learn theoretically and experientially how to express themselves through words.

The Third and Fourth Years

In the 3rd and 4th year, there are seminars on "Translation and Criticism," "Literary Studies and Criticism," "Criticism and Creative Practice," "Textual Reading and Criticism," "World Literature," "Editing, Media and Criticism," and "Nonfiction and Creative Writing. In each of these seminars, discussion and individual guidance are provided in order to complete the seminar thesis. There is no problem at all if you are not used to reading or writing at present. We hope that you will find your study of literature and other books and writing activities to be enjoyable and interesting.

Contemporary Human Studies

What does it mean to be human? This is the ultimate question that all kinds of academics have asked since ancient times. Particularly in today's society, in which people's values are more diverse than ever before and all events surrounding human beings have become increasingly complex and pluralistic, it is more important than ever to search for the true nature of humans and to confirm the identity of "self." Despite today's abundance of materials and information, it is not easy for people living in modern society, where relationships between people and between people and society are becoming more and more tenuous, to find answers to such questions.

With an awareness of such problems, this theoretical configuration aims to develop students to become human resources equipped with the resilient wisdom and resourcefulness needed to tackle the various problems faced by modern society by adopting a multifaceted approach toward what it means to be human. This is why "living with" others is the common theme shared by all this configuration's programs, which address the issues that we face in our daily lives, such as "ways of living," "mind," "the relationships between people," and "the relationship between the mind and body." These studies have the following three major characteristics. First, they adopt an interdisciplinary and integrated approach that transcends conventional academic disciplines, such as sociology, psychology, literature, philosophy, ethics, religion and education, while basing themselves on studies in these areas. Second, they revolve around "today" and explore the mental structures, ethics, ways of communicating, and lifestyles of today's people. Third, thoughts and discussions are formed with specific issues in mind: for example, an aging population with a declining birthrate, environmental problems, corporate ethics, childrearing, mental problems, psychotherapies, life ethics, disabilities, gender and sexuality, discrimination and exclusion, and welfare society..

In this way, in this theoretical configuration students will receive an education and conduct research to address various problems faced by today's people and society from new perspectives, supported by a diverse range of subjects and faculty members, as well as Theoretical Configuration Seminars activities and Advanced Seminars.

Human Diversity Program

This program aims to join the subject of diversity of human being to the theme "living with", which is the common theme in Contemporary Human Studies. Based on sociology, literature and cultural studies, and focusing on gender, sexuality and disability, this program approaches the diversity and various aspects of contemporary human life.

Human Relations Program

This program aims to develop students' understanding of social mechanisms from which arise the various problems we see in modern society, including those concerning relationships between people, child culture, and normative consciousness. Combining the approaches of sociology, pedagogy, and ethics, students will consider what should be done to address these problems.

Human Development Program

This program aims to learn the relationships between human development and contemporary society in a comprehensive way. People continue to change all through their life, and we can see both individual variations and common process there. This program focuses on human development, formation of individual characteristics, and the purpose and meaning of life from the viewpoint of theoretical and empirical approaches.

Human Mind and Body Program

Mind and body are the very basis of humans. Bad conditions of the body are prone to result in disorders of the mind. This program considers relationships between mind and body, and explores human existence as a mind-body complex. On the basis of multiple academic perspectives including psychology, philosophy, ethics, and religious thoughts, this program aims to obtain integrated pictures of human illness and death, the roles of the body in communication, the roles of mind and body in cognition, and other issues on contemporary humans.

Social Constitution, History and Culture

If you were to conceptualize the future of society, what approach would you use? This course aims to envision the creation of a new society, integrating historical, theoretical, and practical approaches. Its main objective is for students to conduct a fundamental analysis of modern society in historical and cultural terms, identifying contradictions and problems in social phenomena, then envision societal measures and actors to overcome these issues. A particular emphasis will be placed on historical and cultural explorations of Japanese and East Asian societies.

This course consists of the following three new programs, starting from 2021 academic year: The “State-Centered Program” examines the roles which states have played as the basic component of society, as well as the dynamics of new social developments where states play minimum roles. By understanding state dynamics in temporal and spatial terms, this program aims to help students expand their perspectives to develop new possibilities for developing a new society. Next, the “Community-Centered Program” focuses on regional and urban communities where individuals live and survive, as well as communities that supersede geographical constraints, and examines how these communities are organized and how people identify as members of them. Through these examinations of community, students will be able to envisage new types of societies that should be developed, and discover the challenges that need to be overcome to realize their visions. Finally, in the “Global Society Program”, students will conduct historical and cultural studies on the global society, with a view to envisaging what kind of a new society should be established to overcome problem occurring at a global level, and how to create a more inclusive society.

Through these studies, this course aims to foster students who can effectively utilize a deep knowledge and awareness of history and culture to consider present realities, and then take proactive and practical action across multiple disciplines toward the betterment of society.

State-Centered Program

A “society” can be defined as an assembly of people, in which many different levels coexist. Among them, states are widely considered to be the most basic level. This program looks into the structures and roles of states in broad historical terms, while at the same time examining the dynamics of societies that supersede states. These studies focus on the processes through which states and societies have formed, interactions and conflicts among or beyond states, and the expansion, maturation, and transformation of states.

Community-Centered Program

Regional and urban communities are not the only places where individuals live out their daily lives. This program focuses on regional and urban communities as real communities from the perspective of the autonomy of their residents, examining the historical processes through which these communities have been formed as well as their present realities. It also pays particular attention to the recent development of virtual or cyber communities, as well as the preservation and utilization of cultural heritage.

Global Society Program

In response to the continuing development of social change driven by globalization, this program examines the global community in terms of coexistence. The aim of this program is for students to understand global society from a historical point of view, to look at and analyze modern society from global perspectives through fieldwork research and other approaches, and to consider methods that can contribute to creating a peaceful and inclusive society where people can live together. Important keywords include: peace, human rights, environment, sustainability, and justice.

2.Course Registration

Maximum Number of Years of Registration

In principle, JCulP students are required to obtain a prescribed number of credits in the first year to be promoted to the second year. Those who fail to earn the credits needed to move on to the second year within three years after admission to the University are not allowed to remain registered with the University.

After promotion to the second year, students are required to attend the University for at least three years.

Students are not allowed to remain registered with the University for over eight years in total, including before and after promotion to the second year. (See the table below.)

Please note that these numbers of years of registration with the University shall not include a Leave of Absence or a study abroad period (except for when students study abroad without making the necessary changes to their registration).

Number of years spent before promotion to the second year	Number of years remaining after promotion to the second year	Total number of years
1 year	3–7 years	4–8 years
2 years	3–6 years	5–8 years
3 years	3–5 years	6–8 years

Student Year

In these guidelines, student years are treated as follows, unless otherwise stipulated:

Condition	Student year
Freshmen (Including before promotion to the Second year)	First
First year after promotion	Second
Second year after promotion	Third
Third and later years after promotion	Fourth

Degree

Students shall graduate with a Bachelor's degree (in Literature) if they have been enrolled in the School for at least four years (and for no longer than eight years) and have earned at least the necessary number of credits (124 credits).

“Status of Graduation” results will be available to students in their fourth and later years after the course registration periods in the spring and fall semesters.

Credits

One credit is the equivalent of 45 hours of required study. As such, each of the 2-credit lectures, seminars, and foreign language subjects provided by the Faculty of Letters, Arts and Sciences requires 90 hours of study.

Subject Enrollment

The “90 hours of study” consists of both attending the classes of the subject and learning independently to achieve the targets set by the subject. Each class lasts 100 minutes and 14 classes are provided per a 2-credit subject per semester. This means that classes account for 30 hours in accordance with the School Regulations, while the remaining 60 hours of study needs to be done individually by the students themselves, by preparing for the next classes, reviewing the previous classes, summarizing what they have learned so far, and so on.

Maximum Number of Credits for Course Registration

The Faculty of Letters, Arts and Sciences imposes an upper limit on the total number of credits from subjects that students can enroll in during course registration, with the aim of ensuring that they appropriately schedule their study in each year and in each semester. The limits are 22–26 credits per semester and 40–44 credits per year, depending on the student year.

Number of Credits Required for Graduation

To graduate with a degree, students shall acquire at least 124 credits. Please refer to the next page for information on the Number of required credits in the respective subject categories.

Please note that students must refer to the academic year’s “Course Registration Guide” before their course registration.

Maximum Number of Credits Acquired from Online Classes That Can Be Counted for Graduation

Of the 124 credits required for graduation, the number of credits acquired through online classes shall not exceed 60 credits.

Please refer to the "Course Registration Guide" for each academic year for details on what courses are considered online courses.

List of Numbers of Required Credits (JCulP)

The table below shows the required credits set for each student year by subject category. You should understand in advance that acquiring these required credits alone will not meet the requirements for graduation (124 credits) and you also need to select and enroll in other subjects from among those marked with ○ (pay attention also to the target academic year of each subject and the limits imposed per year and per semester).

1 . JS: Japan Students

(The numbers in the table represent the numbers of credits.)

Subject category	First year		Second year		Third year		Fourth year		Number of required credits
Required Core Seminars ^{*A}	2	4	—	—	—	—	—	—	6
Elective Core Seminars	○		—	—	—	—	—	—	○
Academic Skills in English ^{*B}	10	4	—	—	—	—	—	—	14
Summer Session	6	—	—	—	—	—	—	—	6 ^{*C}
Elective English ^{*D}	○	8	4	○	○	○	○	○	12
Advanced Seminars (Core) JCulP	—		○	○	○	○	○	○	16
Lectures	○	○	○	○	○	○	○	○	○
Elective Foreign Languages	○	○	○	○	○	○	○	○	○
Advanced Specialized Studies Fieldwork Practicum ^{*E} Volunteer Work Practicum	—	○	○	○	○	○	○	○	○
Number of credits required for promotion to the second year	28 ^{*F}		—	—	—	—	—	—	—
Advanced Seminars	—	○	○	○	○	○	○	○	○
Theoretical Configuration Seminars ^{*G}	—	—	—	2	2	2	2	2	8
Graduation Thesis (Theoretical Configuration Seminar)	—	—	—	—	—	—	4	—	4
Number of credits required for graduation	—		—	—	—	—	—	—	124

Maximum number of credits for course registration per year	42		40		40		44	
Maximum number of credits for course registration per semester ^{*H}	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
	22	22	22	22	22	22	26	26

Besides the notes below, there are other points to note (rules, etc.) for course registration. Remember that it is always essential to refer to each academic year's "Course Registration Guide" before course registration.

[Notes]

- *A: "Required Core Seminars" is automatically registered as a compulsory subject for the spring semester of the first year (6 credits).
- *B: "Academic Skills in English" is automatically registered as a compulsory subject for the spring semester of the first year (14 credits).
- *C: Students must register for a study abroad program that grants at least 6 credits during the "Summer Session".
- *D: Students must register for compulsory "Elective English" courses in the fall semester of the first year and spring semester of the second year (12 credits). In addition to the compulsory courses, students may take other courses of their choice.
- *E: While students may participate in "Advanced Specialized Studies, Fieldwork Practicum, and Volunteer Work Practicum" activities from the fall semester of the first year, these grades will not be granted until the following semester. This means that students cannot earn any credits for these subjects in their first year. Also note that these credits do not count towards the maximum number of credits for course registration per year.
- *F: The 28 credits must include 2 credits of "Required Core Seminars" and 6 credits of "Academic Skills in English."
- *G: Each student is to select their "Theoretical Configuration Seminars" in the fall of the second year and enroll from the third year.
- *H: Note that an upper limit is also imposed for each semester.

2. OS: Overseas Students

(The numbers in the table represent the numbers of credits.)

Subject category	First year		Second year	Third year		Fourth year		Number of required credits
Required Core Seminars ^{*A}	4	—	—	—	—	—	—	4
Elective Core Seminars	○		—	—	—	—	—	○
Japanese	○		—	—	—	—	—	24
Elective English ^{*B}	8	4	○	○	○	○	○	12
Advanced Seminars (Core) JCulP	—		○	○	○	○	○	16
Lectures	○		○	○	○	○	○	○
Elective Foreign Languages	○		○	○	○	○	○	○
Advanced Specialized Studies Fieldwork Practicum ^{*C} Volunteer Work Practicum	—		○	○	○	○	○	○
Number of credits required for promotion to the second year	28 ^{*D}		—	—	—	—	—	—
Advanced Seminars	—		○	○	○	○	○	○
Theoretical Configuration Seminars ^{*E}	—	—	2	2	2	2	—	8
Graduation Thesis (Theoretical Configuration Seminar)	—		—	—	—	4		4
Number of credits required for graduation	—		—	—	—	—	—	124

Maximum number of credits for course registration per year ^{*F}	42		40		40		44	
Maximum number of credits for course registration per semester	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
	22	22	22	22	22	22	26	26

Besides the notes below, there are other points to note (rules, etc.) for course registration. Remember that it is always essential to refer to each academic year's "Course Registration Guide" before course registration.

[Notes]

^{*A}: "Required Core Seminars" is automatically registered as a compulsory subject for the fall semester of the first year (4 credits).

^{*B}: "Elective English" is automatically registered as a compulsory subject for the fall and spring semesters of the first year (12 credits).

^{*C}: While students may participate in "Advanced Specialized Studies, Fieldwork Practicum, and Volunteer Work Practicum" activities from the fall semester of the first year, these grades will not be granted until the following semester. This means that students cannot earn any credits for these subjects in their first year. Also note that these credits do not count towards the maximum number of credits for course registration per year.

^{*D}: The 28 credits must include 2 credits of "Required Core Seminars" and 6 credits of "Elective English."

^{*E}: Each student is to select their "Theoretical Configuration Seminars" in the fall of the second year and enroll from the spring of the second year.

^{*F}: Note that an upper limit is also imposed for each semester.

Subject Categories and Course Registration

This section describes the subjects provided by the School. Appropriately complete your course registration upon carefully reading and understanding the List of Numbers of Required Credits and the notes following the list on page 17.

The School's subjects are subject to changes each year, such as "new," "abolished" and "no class" changes. As such, it is always essential to consult the "Web Syllabus" and "Course Registration Guide" for each academic year, as well as the website of the School, before course registration.

1.Required Core Seminars

This subject is designed to give students an intensive education so that they will develop the essential skills required to conduct studies in humanities fields, such as how to search literature and think logically, with the emphasis mainly being placed on how to read academic papers and to write reports.

It is a compulsory subject into which all first-year students are automatically registered (JS:6 credits/OS:4 credits).

2.Elective Core Seminars

These are seminar-based subjects in which students work on various themes in preparation for their subsequent specialized studies. Students may freely select and enroll in these subjects in the fall semester of the first year (2 credits).

3.Academic Skills in English

This subject is designed to cultivate academic English skills to help JS take content courses taught in English. JS are required to take 3 courses in the spring quarter, an intensive course in the summer quarter (during the first two weeks of the quarter), as well as 1 course in each of the fall and winter quarters of the first year. During the spring, fall, and winter quarters, OS can also enroll in this course as one of their Lectures.

4.Summer Session (for Japan Students)

Students will participate in a short study abroad program and take courses in an intensive setting. Students will be granted the appropriate number of credits depending on the content and duration of the courses. Students will be expected to earn 6 credits or more during the Summer Session.

5.Japanese (for Overseas Students)

Students will enroll in Japanese language courses from their first year, and must earn at least 24 credits by the time of graduation. Students may choose to take comprehensive courses that encompass basic grammar and the four skills (listening, speaking, reading, writing), or thematic courses about Japanese language, culture, and society.

6.Elective English

There are two types of courses in this category: Academic Skills (AS), which aim to develop skills to take content courses offered in English, and Intensive Studies (IS), which are content courses offered in English. Both JS and OS are required to take 6 courses (12 credits) of Intensive Studies (IS) courses with the aim of acquiring basic knowledge of Japanese culture. JS will take 2 courses in each of the fall and winter quarters of the first year, and 2 courses in the spring quarter of the second year. OS will take 2 courses in each of the fall, winter, and spring quarters of the first year. Students are allowed to take courses in Elective English beyond the required 6 courses.

7.Lectures

This is a group of subjects covering a wide range of general and specialized studies, ranging from the classics in many different fields of humanities and social sciences to the most advanced areas. These are all “Bridge Subjects” (subjects that are jointly provided by the School of Culture, Media and Society and the School of Humanities and Social Sciences, into which students of either school can enroll).

8.Elective Foreign Languages

These are non-English language subjects, mainly at intermediate and advanced levels, provided to allow students to make use of the second foreign language skills they acquired through “Core Foreign Languages” subjects to learn about various specialized areas.

9.Advanced Seminars

These subjects are often referred to as “enshu (practical seminars).” They are small-group seminars based mainly on presentations, which students can enroll in from the second year.

10.Theoretical Configuration Seminars

These subjects are often referred to as “zemi (seminars).” In the fall semester of their second year, students select one from those offered by their own theoretical configuration, and enroll in it for two consecutive years. They are small-group courses that are based mainly on surveys, research, and presentations, and sometimes involve extracurricular classes and retreats (a total of 8 credits).

11.Graduation Thesis (Theoretical Configuration Seminar)

“Semester Thesis” refers to the thesis that each “Theoretical Configuration Seminars” student is required to write and submit in the fourth year (4 credits). It is meant to be the culmination of all the specialized studies that each student conducted in the Advanced Seminars and Theoretical Configuration Seminars activities. For more information, see page22.

12.Advanced Specialized Studies

These are small-group classes for advanced students in which the participants receive demanding training and learn topics that are too advanced for regular classes. For details, please refer to the Column on page 24, as well as the website of the School of Culture, Media and Society.

13.Fieldwork Practicum

When students participate in practical training programs designated by full-time faculty members in the Faculty of Letters, Arts and Sciences (fieldwork or on-site training programs, internships, and so on, provided inside or outside Japan), they can have the activities recognized as credits counting towards the requirements for graduation. To receive the credits, they are required to write and submit reports on their training activities, the outcomes of the activities, and satisfy other requirements. For details, please refer to the website of the School of Culture, Media and Society.

14.Volunteer Work Practicum

When students participate in volunteer activities for the environment, human rights, welfare, peace, or other causes, they can have these activities recognized as credits that count towards the requirements for graduation. To receive the credits, they are required to write and submit reports on what they have experienced and learned from their activities and have these reports examined and approved. For details, please refer to the website of the School of Culture, Media and Society.

15.Optional Subjects

These are subjects that students can freely select and enroll in, irrespective of the upper limit imposed on the number of credits for course registration per year (and per semester). They also include those subjects related to teacher training.

Please note that Optional Subjects do not count towards the requirements for admission to a theoretical configuration or for graduation.

16.Subjects from Other Schools

Besides subjects provided by the School of Culture, Media and Society (including “Bridge Subjects” that are shared with the School of Humanities and Social Sciences), students of the School can also enroll in subjects that other schools, partner universities, or other organizations provide as Open Courses (see the [column](#) on page 24). The School treats these subjects as “Subjects from Other Schools” and allows up to 36 credits from them to count toward the requirements for graduation (the remaining subjects, if any, shall be treated as “Optional Subjects”). As different rules shall apply to different “Subjects from Other Schools” depending on their providers and types, it is important to be careful when enrolling in them, including by referring to the “Course Registration Guide” and the guides created by the respective providers.

Theoretical Configuration Seminars (Graduation Thesis)

Students are required to apply for *zemi* in the second year will need to enroll in a *zemi* (third and fourth years) (a total of 12 credits).

[Procedural schedule]

*The following schedule may change. Please check the latest information for each academic year via the website etc.

1.JS : Japan Students

Student year	Period (plan)	Procedure
Second year	September	Guidance on <i>zemi</i> and Graduation Research
	October–December	Application for <i>zemi</i> /Screening
Third year	March	<i>Zemi</i> course registration (automatic registration)
	June–July	Application for change of <i>zemi</i> *Only for students wishing to change
	September	<i>Zemi</i> course registration (automatic registration) *Re-enrolled students only
	January	Application for change of <i>zemi</i> *Only for students wishing to change
Fourth year	March	<i>Zemi</i> / Graduation Thesis course registration (automatic registration)
	June–July	Application for change of <i>zemi</i> *Only for students wishing to change
	September	<i>Zemi</i> course registration (automatic registration) *Re-enrolled students only
	January	Application for change of <i>zemi</i> *Only for students wishing to change
	Up to each <i>zemi</i>	Graduation Thesis submission

2. OS: Overseas Students

Student year	Period (plan)	Procedure
Second year	September	Guidance on <i>zemi</i> and Graduation Research
	October–December	Application for <i>zemi</i> /Screening
	March	<i>Zemi</i> course registration (automatic registration)
	June–July	Application for change of <i>zemi</i> *Only for students wishing to change
Third year	September	<i>Zemi</i> course registration (automatic registration) *Re-enrolled students only
	January	Application for change of <i>zemi</i> *Only for students wishing to change
	March	<i>Zemi</i> course registration (automatic registration)
	June–July	Application for change of <i>zemi</i> *Only for students wishing to change
Fourth year	September	<i>Zemi</i> course registration (automatic registration) *Re-enrolled students only
	January	Application for change of <i>zemi</i> *Only for students wishing to change
	March	Graduation Thesis course registration (automatic registration)
	Up to each <i>zemi</i>	Graduation Thesis submission

- Guidance on *zemi* and Graduation Research (except JCulP) (JS and OS: fall semester of the second year)

Each theoretical configuration will give a briefing to provide students with guidance and to introduce to them the different *zemi* and Graduation Research programs. All students need to attend the briefings, as they are meant to be an opportunity for them to consider their areas of interest before application for a *zemi*/Graduation Research in October.

- Application for *zemi* /Screening (JS and OS: fall semester of the second year)

Each student will be placed into a *zemi* after a series of screening processes established by each *zemi*, such as examination of their essay, grades received as of the time of application, and an interview by a faculty member in charge of the *zemi*.

- Course registration (JS: spring and fall semesters of the third and fourth years, OS: spring semester of the second year and fall and spring semesters of the third and fourth years)

Students must check whether they have been automatically registered in the subjects of their “*zemi*” for each semester (2 credits for each half-year) at the time of their course registration. They also need to check whether they have been automatically registered in the subjects of their “*zemi*” for each semester (2 credits for each half-year) and “Graduation Thesis” (a full-year, 4-credit subject) at the time of their course registration for the fourth year.

- Application for change of *zemi* (spring and fall semesters) *In principle, students who change their *zemi* course in the fourth year cannot graduate from the School after four years of study.

Zemi students who have not yet achieved more than 2 *zemi* credits as of the time of their application for a change are allowed to apply for a change to another *zemi*. Information about eligibility and the method of application will be announced on the website in mid-June for the spring semester and in mid-December for the fall semester. However, please note that in principle, it is preferable for students to stay enrolled in the *zemi* into which they were placed in the fall semester of the second year for the remaining two years. In other words, this application system does not mean that you can change your *zemi* without a good reason, and you should apply for a change only after careful consideration.

- Graduation Thesis submission (fourth year)

The deadline and submission method may vary depending on the *zemi* you belong to. For details, please ask a member of the faculty in charge of the *zemi* into which you have been placed. There is a possibility that your name and graduation thesis topic will be published online. If you have any questions or concerns regarding this issue, please ask your *zemi* instructor.

* We will publish your name after obtaining your consent.

—Waseda Moodle—

Waseda Moodle is a Learning Management System (LMS) that became available in Spring 2020. Students can receive announcements from the instructor, receive course materials, submit reports and other assignments, and check their understanding through quizzes online. (Availability and type of use will vary depending on the class). You can login from MyWaseda “Home” → “Learning Support”.

● Waseda Moodle User Manual

(URL: https://www.wnpspt.waseda.jp/teacher_en/wsdmoodle/)

—Open Courses—

Waseda University offers a large number of courses that are open to all students regardless of their major or year in school. Generally referred to as "University-wide Open Courses," these are comprised of courses in various fields provided by the Global Education Center (GEC), the Center for International Education (CIE), the undergraduate and graduate schools, partner universities, and other institutions.

All students have the option of registration in University-wide Open Courses, in addition to the regular curriculums set independently by each undergraduate school. Students who do register and receive credit for these courses can apply them towards their credits for graduation in accordance with the regulations established by their undergraduate school.

University-wide Open Courses present opportunities to go beyond the boundaries of one's own undergraduate field of study by allowing students to enjoy the almost limitless array of choices that only a comprehensive university of Waseda's size can offer, and by giving students the freedom to choose how to expand one's possibilities while experiencing the joys of learning.

—Advanced Specific Study—

When students participate in certain study courses where they receive demanding training that is too advanced for regular classes, such as reading a work's original text, decoding literature, and solving mathematical problems, they can earn credits from them that will count as credits from the School. Details such as the themes of these study courses scheduled for each semester and how to participate in them will be announced at the beginning of the semester. Different study courses will take place in different venues, for example in each faculty member's *kenkyushitsu* (faculty lab), rather than in regular classrooms. Each course is usually equivalent to at least about 14 regular classes per semester, while some courses can be provided in the form of intensive training camps during the summer, winter, or spring vacations. Only those who have achieved adequate results can obtain the credits after the semester. Although successfully completing “Advanced Specific Study” takes quite a lot of preparation and determination, all students with enthusiasm are urged to take on the challenge it provides, as it provides invaluable opportunities to experience in advance the contents and forms of classes in graduate schools.

3. Promotion to the Second Year

I.Promotion Requirements

To be promoted to the second year, each student is required to have obtained at least 28 out of the number of credits required for graduation (excluding Optional Subjects and accredited subjects). Moreover, the 28 credits must include the following credits:

Japan Students (JS) • • • Required Core Seminars (2 credits), Academic Skills in English (6 credits)

Overseas Students (OS) • • • Required Core Seminars (2 credits), Elective English (6 credits)

If the evaluation for promotion is made in the end of the winter quarter, credits acquired from courses conducted after February will not be counted as credits required for promotion to the second year.

If it is made in the end of the summer quarter, credits acquired from courses conducted after August will not be counted as credits required for promotion to the second year. So please register your courses so that requirements for promotion are satisfied without registration of the courses conducted at the end of the winter (or summer) quarter. Please note that the first evaluation for promotion will be conducted at the end of the winter quarter for JS (entrance in April) and at the end of the summer quarter for OS (entrance in September) except for those students who have taken a leave of absence.

II.Promotion Requirements for students yet to proceed to the second year (excluding freshmen)

Students who have yet to advance to the second year will be required to register for the courses necessary for promotion (see I). Students may also take Lectures, Elective English, and Elective Foreign Languages courses within the maximum number of credits allowed. Students who have yet to advance to the second year (excluding freshman) will be evaluated for promotion at the end of every semester.

III.Restrictions on changing your theoretical configuration and program

JCulP students belong to Transcultural Studies from the first year of admission, and are not allowed to transfer to another theoretical configuration or another program within Transcultural Studies.

IV.Maximum number of years before promotion to the second year

JCulP students are allowed to stay registered with the School for a maximum of three years before promotion to the second year. Failing to achieve the number of credits required for promotion to the second year in three years shall lead to Administrative Withdrawal from the School, in accordance with Item 2 of Article 45-2 the School Regulations.

Please note that the number of years of registration with the School does not include Leave of Absence periods.

4. Minor

The Minor system represents an opportunity to explore areas of academic interest beyond the boundaries of both the School of Culture Media and Society and the School of Humanities and Social Sciences in a systematic manner. While pursuing a Major within the area of your own Theoretical Configuration or Course, studying a Minor in another academic field not only reinforces expertise relating to that Major but also offers the possibility of an additional, new strength. Actively pursuing a Minor is strongly advised.

Depending on the number of credits required for the designated Minor, a Minor Diploma (provisional) may be issued. This may be of use in cases such as displaying the breadth of your learning for prospective future employers. For further details please refer to your school's web page

5. Teacher's Licenses and Other Qualifications

All students in the School of Culture, Media and Society including JCulP students are eligible to obtain teacher's licenses for teaching either Japanese (国語), Social Studies (社会), Geography and History (地理歴史), Civics (公民) or English (英語) at Junior high schools and High schools in Japan irrespective of nationality. Please note that almost all subjects in the teacher's training course at the School of Education are conducted in Japanese. Students who wish to obtain a teacher's license will need a high level of proficiency in Japanese to be able to follow these courses. For details, please refer to the 「教職課程履修の手引き」 provided by the School of Education and to the course registration guidebook for JCulP students (Japanese version) provided by the School of CMS. All information regarding the teacher's training course is in Japanese (there is no English version available). There is also no language support offered to take the teacher's training course.

For JCulP students who enter the school in September, it takes at least four and a half years to obtain a teacher's license since they will have to take the mandatory subject “Advanced Program for Teaching Profession (教職実践演習)” on their 9th semester after completing “Induction Program for Teaching Practice (教育実習)” on their 8th semester.

Also, all students in the School of CMS including JCulP students are able to obtain other qualifications such as librarian and curator licenses. For details, please refer to the 「教職課程履修の手引き」 and to the course registration guidebook for JCulP students (Japanese version). No language support is available for taking these courses. Please note that some of these qualifications are established for the civil servants in Japan. Students with nationalities other than Japanese are advised to confirm their eligibility for these qualifications before taking these courses.

6. Examinations, Grades and Graduation

I.Examinations

1.Methods of examination

Examinations are implemented mainly by three methods: written, report, and oral examinations. Please refer to the Notes on the examinations by Website.

2.Forms of examination

The School conducts three forms of examination as described below.

(1) Exams to test students' understanding

These are in-class examinations that students take during regular class periods as a summary of their learning.

(2) Regular examinations. **Semester-based subjects only.**

These are examinations that take place at the end of the spring and fall semesters, according to a separately set "regular examination timetable." Please note that the times and locations for regular examinations are different from regular class periods during the semester.

(3) Reports

These are examinations conducted in the form of reports that faculty members in charge of the respective subjects require students to write and submit at end of the each semester on themes set by the faculty members.

3.Examination for Absentees. Semester-based subjects only.

These are examinations provided to give students another opportunity to take the exam if they were unable to take an "understanding" or "regular" examination due to unavoidable reasons.

To take an "Examination for Absentees" it is necessary to submit the prescribed "Examination for Absentees Admission Card," accompanied by the documents described below, to the Administrative Office, Faculty of Letters, Arts and Sciences. Also, please note that you may be charged an examination fee to take an "Examination for Absentees."

- If you were unable to attend the original examination due to a delay in public transportation (e.g., JR), please submit a "Certificate of Delay."
- If you were unable to attend the original examination because you had to attend another examination in a subject provided by another school in the same time slot, please submit a "Certificate of Examination Admission" issued by the relevant school.
- If you were unable to attend the original examination due to illness or injury, please submit a "Medical Certificate" dated the day of the examination, or a copy of your "User's Form" from the Health Support Center.
- If you were unable to attend the original examination for job interviews, please submit a "Certificate of Job-Hunting Activity."* This form is available from the website of the School of Culture, Media and Society.
- If you were unable to attend the original examination due to bereavement, please submit a "Funeral Acknowledgement Card," or something of that nature.* Please refer to the page entitled "Special consideration for leave of absence".

In addition to the above cases, students shall be given the opportunity to attend an "Examination for Absentees" for other reasons that might be deemed acceptable.

4.Examinations in Subjects from Other Schools

Follow the instructions of each school with regards to examinations in Subjects from Other Schools.

5. Acts of dishonesty in examinations

Students found to have committed acts of dishonesty in examinations shall be subject to strict penalties. The term “examinations” used here includes Graduation Thesis (Theoretical Configuration Seminar) and Graduation Research, in addition to written, report, and oral examinations. Cheating in a written examination, submitting in your name a report/ Graduation Thesis (Theoretical Configuration Seminar)/ Graduation Research written by another person, and plagiarizing (making reference to someone else’s ideas/work without making the source clear or without clearly distinguishing the ideas/work from your own) are all considered to be “acts of dishonesty.”

(Notes) The following describes the standards for penalties agreed upon by the Committee of Senior Deans of the University:

In principle, students found to have committed any act of dishonesty in examinations shall be suspended from the University and simultaneously, their enrollment in all subjects shall be made invalid.

1. The standard duration of suspension is three months, which can be either shortened or extended depending on special circumstances of the relevant department or other factors, such as the student’s attitude.
2. As far as the School Regulations permit, other penalties can also be applied after taking into account the degree of seriousness of the act of dishonesty, the contrition expressed by the student, precedents in the department, and other separate factors.

II. Grades

1. How grades are determined

Grades shall be determined in a comprehensive manner, based on examination results, course attendance, and other relevant factors.

In principle, students whose course attendance was insufficient (the student did not attend two thirds of all the classes of the subject) shall be granted a fail grade, irrespective of their examination results.

2. How grades are expressed

Grades are expressed as follows:

Score	100–90	89–80	79–70	69–60	59 or lower			No score	Pass	Fail
Transcript	A+	A	B	C	Not recorded				P	Not recorded
Transcript (in English)	A+	A	B	C	Not recorded				Completed	Not recorded
Web Grade Report (Grade Report)	A+	A	B	C	F	G	H		P	Q

Grades that are expressed on the Web Grade Report page (Grade Report) as “A+, A, B, and C” (scores of 60 or above) are pass grades, and “F, G, and H” are fail grades. “F” is awarded to students whose academic performance was poor but whose course attendance was sufficient, while “G” is awarded when the student’s course attendance was insufficient (in principle, when the student did not attend two thirds of all the classes of the subject), irrespective of his/her examination score. “H” means that it is impossible to evaluate the performance of the student, for example because he/she did not attend the subject’s examination.

For subjects that are allowed to grant credits to students who are recognized as having produced adequate academic results, “P” means “pass” and “Q” means “fail.”

3.GPA

(1) Calculation formula

Each letter grade for subjects is given a numerical equivalent called “Grade Points”: 4 points for A+, 3 points for A, 2 points for B, 1 point for C, and 0 points for fail grades.

The “Grade Points” for each subject are multiplied by the “number of credits for that subject,” added together, and divided by the “total number of credits from all subjects registered” to calculate the GPA (Grade Point Average).

The “total number of credits from all subjects registered” includes credits from failed subjects, if any.

Here is the calculation formula:

$$\frac{(\text{Number of “A+” credits} \times 4) + (\text{Number of “A” credits} \times 3) + (\text{Number of “B” credits} \times 2) + (\text{Number of “C” credits} \times 1) + (\text{Number of credits from failed subjects} \times 0)}{\text{Total number of credits from all subjects registered (including failed ones)}}$$

* The GPA is rounded-off to two decimal places.

(2) Subjects included in the GPA calculation

Subjects registered as subjects that count in the calculation for graduation eligibility are included in the GPA calculation.

However, if you receive either of the following grades for subjects that count in the calculation for graduation eligibility, they will be excluded from the GPA calculation.

“P” and “Q”: These are grades that only show whether the student has passed or failed the subject and that are awarded for subjects such as the Summer Session.

“N”: Grades awarded for accredited credits, etc.

(3) Notification and certification of your GPA

You can check your GPA on the Web Grade Report page (Grade Report). If you need to be issued your “GPA Certificate,” you will need to separately request it, as your “transcript” will not include your GPA.

4.Grade notifications and announcements

Your grades will be announced in early-September for subjects registered for the spring semester, by the start of the first course registration period for the fall semester for intensive summer courses and subjects registered for the spring/summer semester, and by a specified date in early March for subjects registered for the fall and summer/fall semesters, full-year subjects, and intensive spring courses. Please check your credit acquisition status as reference for your course registration. Detailed information, including the dates of announcements, will be available on the website of the School of Culture, Media and Society. Grades for subjects provided by other universities will be announced at different times, depending on the universities providing the subjects.

In addition, a “grade report” will be sent to your guardian by post at the end of the spring semester (in September) and at the end of the fall semester (in March) (except in the event that your graduation has already been approved).

5.Inquiries regarding fail grades

If you are awarded any fail grade (F, G, H or Q), you are allowed to inquire of the faculty member in charge of the subject via the Administrative Office about the reason why a fail grade was given.

(1) Method of inquiry: to be announced on the website of the School of Culture, Media and Society, etc.

(2) Time for accepting inquiries: to be announced on the website of the School of Culture, Media and Society, etc. (in principle, on the day of the announcement of grades and the following day)

(3) Points to remember:

- Students who have any clear reason for failing, such as those who did not attend two thirds of all the classes of the subjects and who did not attend examinations, are not allowed to inquire.

- You are **not allowed to inquire about Subjects from Other Schools**, such as those provided by the Global Education Center. You need to ask the office of the school directly, but please note that not every school accept inquiries regarding fail grades.
- You are not allowed to inquire about any subject for which you received a pass grade.
- No inquiries can be accepted outside the specified application period, no matter what the reason.
- The Administrative Office shall not transfer to the relevant faculty member any inquiries that are deemed to be asking for a change of grade or approval for graduation (or progression to the next school year, etc.) in the section on the form to describe the reason for the inquiry.

6. Accreditation of credits obtained before admission to the School

Students who have been admitted to the School of Culture, Media and Society as first-year students and have already obtained credits from other schools of Waseda University, from the Special Auditing System for High School Students, or from other universities or educational institutions (including junior colleges and institutes of technology) can apply, if they wish, to have these credits accredited as credits that will count in the calculation for graduation eligibility in the School, if the Faculty Committee deems the credits to be valid.

- When you have acquired the credits from a (Japanese or overseas) university or junior college, **those credits that have already been accredited in order to receive a degree from that university/junior college cannot be accredited again by the School.**
- With regards to credits from institutes of technology, students may have the credits from them accredited only when they completed their third year of study in the relevant institute, withdrew from it without graduating, and received the credits after the completion of the third year (in the fourth or fifth year), or from only non-degree post-graduate courses.
- Credits from physical education subjects (including those on sports theories) shall not count in the calculation for graduation eligibility in the School and thus cannot be accredited.
- Credits accredited under this system shall **not be converted to credits required for promotion to the second year.**
- Even if you have attended subjects provided by the School using the Special Auditing System for High School Students and have the credits acquired from them accredited, you are allowed to repeat the same subjects after you register with the School as a regular student, in the event that the same subjects are provided.
- For detailed information, including the schedule for the accreditation procedure, please refer to the website of the School of Culture, Media and Society, etc.
- The grade for each “accredited” subject shall be “N (Accredited).” As such, these grades shall not be included in your GPA calculation and will not appear on your transcript.
- You can apply only during the designated period in the first year. Please note that you will not have the opportunity to have credits accredited once you have proceeded to the second year.

III. Graduation

Students may graduate and earn a Bachelor’s degree (in Literature) by acquiring the required number of credits and fulfilling the necessary conditions for graduation (at least 124 credits, enrollment for at least three years after advancing to the second year, and the full payment of tuition).

You will automatically graduate at the end of the semester in which you fulfill the graduation criteria. There are two graduation dates: March and September.

7. Registration Status

Approval from your guardian is required in order for you to change your registration status (study abroad/leave of absence/withdrawal/re-admission).

* The relevant systems may change in the future. These changes will be announced on website and elsewhere.

I.Study abroad

1.Definition

“Study abroad” refers to either (1) or (2) below.

Cases in which the student attends a university or other equivalent institution of higher education (e.g., language school affiliated to a university) abroad for a year or for a period of time equivalent to a semester and receives education there with the approval of the Faculty Committee

Cases in which the student is sent to an overseas university in accordance with the University’s partnership agreement with said university following the screening process at the University and deliberation by the Faculty Committee

2.Where to obtain information

The website of the Center for International Education, Waseda University
<https://www.waseda.jp/inst/cie/> [constantly updated]

The “STUDY ABROAD HANDBOOK” (issued by the Center for International Education and distributed by the Administrative Office, Faculty of Letters, Arts and Sciences, and the Center for International Education)

Waseda Global Gate (1st floor of Building No. 22)

3.Consultations

About the application procedure, necessary documents, etc.

(2)About accreditation of credits and course registration after returning from abroad

} →Administrative Office, Faculty of Letters, Arts and Sciences

About different study abroad programs → Waseda Global Gate (1st floor of Building No. 22)

4.Types of study abroad programs

(1) Long-term (one year or half a year)

Students are not allowed to undertake a long-term study abroad program before promotion to the second year. If you fail to proceed to the second year after being granted permission to undertake a long-term study abroad program, the permission will be canceled. For details of each program, please refer to the “STUDY ABROAD Guidebook.”

Types of study abroad programs

A) Exchange Programs (EX)

In these programs, students study abroad based on exchange agreements between universities or departments. They normally last for a period of time equivalent to an academic year, or sometimes a semester. Most of them require the participants to have relatively advanced language skills from the beginning, as they will attend regular subjects together with local students, but there are also some programs that focus on foreign language learning. The capacity of each program is usually one to three participants per university. Participants in these programs are often given preferential treatment during the program, such as priority over other international students regarding course registration, accommodation, and so on. In principle, during the program they are exempted from the tuition fees of their host universities while being required to pay the Waseda’s tuition fees.

B) Customized Study Programs (CS)

These programs provide special curricula that the host universities have designed for Waseda University students. They are broadly divided into two types: programs in which participants can attend regular subjects from the beginning, and programs mainly focused on foreign language learning, in which different curricula are provided for participants with different levels of language skills. They normally last for a period equivalent to an academic year or sometimes a semester. In principle, during these programs participants are exempted from Waseda's tuition fees, while being required to pay the program fees charged by their host universities.

C) Double Degree Programs (DD)

On these programs, students who are registered with the Waseda attend universities that provide "double degree" curricula that allow these students to graduate with two degrees, one from Waseda and the other from their host universities, upon meeting specific requirements. As completing a "double degree" course in an overseas university requires advanced foreign language skills, particularly reading, listening, and conversation skills, students are strictly screened to ensure they have the language skills necessary to participate in these programs. The schools/graduate schools the students will attend, the program fees and the study periods will vary according to the program.

<Program categories>

The above program types, described in A) and B) in (i), are further divided into the following two categories:

a) Regular Academic Programs

In these programs, participants attend regular subjects provided as part of the regular curricula of their host universities, together with the local students.

b) Language Focused Programs

These programs focus mainly on foreign language learning, although in some cases students are allowed to attend some regular subjects as well.

Program name	Program category	Abbreviation
Exchange Programs (EX)	Regular Academic Programs	EX-R
	Language Focused Programs	EX-L
Customized Study Programs (CS)	Regular Academic Programs	CS-R
	Language Focused Programs	CS-L

(2) Privately-financed (long-term)

"Privately-financed" refers to cases in which the student privately selects an overseas educational institution, obtains permission to attend, and studies abroad. Students may not undertake a privately-financed study abroad program before promotion to the second year. If you fail to proceed to the second year after obtaining permission to attend a privately-financed study abroad program, the permission will be canceled.

(3) Doshisha University Exchange Program (domestic)

Applicants must be in the second or higher year of their studies as of April 1 of the academic year in which they wish to participate in the program.

The exchange period is one year (April 1 to March 31 of the following year) or one semester (spring semester: April 1 to September 20; fall semester: September 21 to March 31 of the following year).

Regardless of school affiliation or theoretical configuration at Waseda University, students may freely choose the school and major in the Doshisha University Program.

Tuition fees are collected by Waseda University and need not be paid to Doshisha University. Any additional fees that may be needed at Doshisha University (e.g., special fieldwork expenses) are borne by the student.

The application guidelines and form will be available in September and March.

* Points to remember:

Although the university is providing special few weeks' short-term study abroad programs for aiming mainly cross-cultural experience or learning foreign languages which are available during the summer or spring vacations mainly by the Center for International Education, those programs will not be treated as "study abroad" on the students' enrollment recognition.

5.Necessary procedures

In order to authorize as the long-term study abroad program on the enrollment in above, it is necessary to complete the procedures specified by the student's School before departure and after returning to Japan. Details of the procedures will be published on the School's website.

6.Duration of the study abroad

In principle, students are not allowed to study abroad for longer than one year during their registration with the School. Under certain special conditions, however, they may be permitted to extend their period of study abroad or be allowed to study abroad again, but only after an interview with the Associate Dean and deliberation by the Faculty Committee. The duration of an exchange program depends on the exchange agreement with the respective university.

The period of study abroad for a full-year program shall be either (1) from September 21 to September 20 of the following year, or (2) from April 1 to March 31 of the following year. The period of study abroad for a half-year program shall be either (1) from September 21 to March 31 of the following year or (2) from April 1 to September 20 of the following year.

7.Number of years of registration with Waseda

In the case of Exchange Programs and privately-financed programs, periods of study abroad may also be cases in which one year or one semester of study abroad may be included in the number of years of registration with Waseda, depending on the results of the recognition of credits. If you wish to have a period of study abroad included in the number of years of registration, then you must first consult with the Administrative Office prior to your study abroad, and subsequently submit an official application at the time you complete the procedures for returning to school and for credit recognition after studying abroad.

In the case of Customized Study Programs, Double Degree Programs, and the Doshisha University Exchange Program, their periods of study abroad shall be included in the numbers of years of registration with Waseda.

8.Recognition of credits achieved from study abroad programs (following a request)

Participants in study abroad programs may have recognized up to 36 of the credits they received from their host universities or other schools during their study abroad programs, if the Faculty Committee deems that they can be recognized as credits required for graduation based on the results of the screening of documents or interviews with the Associate Dean.(Please note that the total number of credits from study abroad programs and Subjects from Other Schools cannot exceed 60 credits.)

If you wish to have your study abroad program credits recognized, please submit the following by the deadline: your transcript (preferably in English); a report on each subject for which you wish to have the credits recognized; related materials, such as syllabi, textbooks, and notebooks; an application form for the recognition of credits after returning to Japan.

The credits that you earn through short-term or quarter overseas study programs without changing your registration status (study abroad) may be recognized. For further details, please check the appropriate website.

9.Tuition fees during the studying abroad period

Students participating in privately-financed study abroad programs are required to pay 50,000 yen to Waseda University as tuition fees, etc., for each semester. In addition, they will also have to pay a credit recognition fee to have their study abroad program credits recognized as credits required for graduation, and to have their study abroad periods included in the number of years of registration at Waseda.

Participants in Exchange Programs (except for some programs) or Double Degree Programs are required to pay tuition fees for Waseda University. Participants in Customized Study programs are exempted from tuition fees for Waseda University, but are required to pay program fees that are set separately according to the program. For further details, please refer to the “STUDY ABROAD Guidebook.”

10.Points to keep in mind about course registration when studying abroad in the middle of an academic year

If you are studying abroad in the middle of an academic year (for a year beginning in September), in principle you can still obtain the credits from the full-year subjects for which you have registered for that academic year by enrolling in them for both the spring semester of the year of departure and the fall semester of the year of return to Japan. In this case, you must complete the required procedure for applications for Suspended/Resumed Registration, so please check the appropriate website before your departure from Japan. However, please understand in advance that there may be cases in which your registration may be rejected, for example because of the class discontinuation, faculty reassignment, course plan changes, or for other reasons. Respecting Subjects from Other Schools, it is up to the individual schools to decide on the subjects that they provide. With respect to subjects provided by other universities, it is impossible to re-enroll in them after returning from abroad.

If examination dates, deadlines for reports, etc., conflict with your study abroad schedule in the year of departure, please consult with the faculty member in charge of each subject to determine what measures can be taken before you leave Japan.

Classes in the Intensive Course (summer) are counted within the year of departure. As a general rule, they cannot be counted as part of the year of returning to Japan. However, there exists the possibility to register for courses after returning to Japan. For further details, please check the appropriate website.

(2)In the case of a period of study abroad taken during either the summer or winter quarters, it is possible to continue partially completed classes, such as semester-long subjects in the spring or fall, or full-year subjects, in the following corresponding academic term. In this case, you must need to complete the required procedure for applications for Suspended/Resumed Registration, so please check the appropriate website before your departure from Japan. However, please understand in advance that there may be cases in which your registration may be rejected, for example because of the class discontinuation, faculty reassignment, the course plan changes, or for other reasons. In such cases, your registration status would remain as “registered” and you would be required to pay the specified tuition.

11.Cancellation of permission to study abroad

Even after you have been given permission to study abroad, the permission can still be canceled if any circumstances arise that suggest you are not suitable as a candidate to study abroad, and the Faculty Committee, upon discussion, concludes that you are not suitable.

II. Leave of Absence

1. Definition and necessary documents

Students who cannot attend courses for more than two months due to illness, financial reasons, overseas training, etc. may request a leave of absence. Please refer to the faculty website for the possible reasons for requesting a leave of absence and the necessary evidence documents. After reviewing the details of the request, the leave of absence will be granted with the approval of the Faculty Committee only if the reason for the leave of absence is determined to be reasonable.

2. Procedure necessary for Leave of Absence

Please follow the procedure described on the faculty website and submit the prescribed leave of absence application and required documents. The Application for Leave of Absence must be submitted by May 31 for the spring semester and by November 30 for the fall semester.

* If necessary, the applicant may be interviewed by the Associate Dean.

*A written plan (in any format) may also be required, depending on the reason for the Leave of Absence.

3. Duration, etc., of the Leave of Absence

In principle, a Leave of Absence is granted on a semester-by-semester basis. Even if you wish to take a leave of absence for consecutive semesters, you must apply for a leave of absence for each semester and obtain approval from the Faculty Committee. In every case, students are not allowed to take a Leave of Absence of total of more than four years.

4. Number of years of registration with the School

Periods of Leave of Absence shall not be included in the number of years of registration with the School.

5. Tuition fees during a Leave of Absence

Tuition fees, etc., for a Leave of Absence period need to be paid by the deadlines according to the categories shown in the table below. Students who take a Leave of Absence at the same time as being registered with the School are also required to pay the prescribed tuition fees, etc.

		Leave of Absence for the Spring Semester			Leave of Absence for the Fall Semester		
Date of application		Until Apr. 30	From May 1 to May 31	After Jun. 1	Until Oct. 31	From Nov. 1 to Nov. 30	After Dec. 1
Spring Semester	Tuition fees	50,000 yen	Prescribed amount	Not allowed to take Leave of Absence			
	Seminar Fee/ Library Fee	Exempted					
Fall Semester	Tuition fees				50,000 yen	Prescribed amount	Not allowed to take Leave of Absence
	Seminar Fee/ Library Fee				Exempted		

- “Tuition fees, etc.” refers to tuition fees and miscellaneous fees.
- In addition to the above, a Waseda University Student Health Promotion Mutual Aid Association fee of 1,500 yen shall be charged in each semester.
- “Date of application” refers to the day on which the student submits to the School a completed “Application for Leave of Absence” bearing his/her seal and the seal of his/her guardian.
- “Prescribed amount” refers to the amount of tuition fees, etc., equivalent to that which the student would have to pay if he/she did not take the Leave of Absence and continued to attend the University.
- You may be charged a prescribed amount temporarily, depending on when you submit your Application for Leave of Absence, for account transfer processing reasons. In this case, if a difference arises between the amount that you are to be charged and the amount that you transferred from your bank account after your Leave of Absence was officially approved by the Faculty Committee, the difference will be paid back to you at a later date.

6. Full-year subjects registered for the academic year

If you take a Leave of Absence for one year, starting in the fall semester, you can have the credits from full-year subjects in which you have registered for the academic year (except for those provided by other universities or other educational institutions) recognized as credits in the year in which you are to return to school, by continuing to enroll in the subjects from the fall semester of the year in which you are to return to school and obtaining the credits. In this case, you need to complete the required procedure for applications for Suspended/Resumed Registration, so please check the appropriate website before you take a Leave of Absence. However, please understand in advance that there may be cases in which your registration may be rejected, for example because of class discontinuation, faculty reassignment, the course plan changes, or for other reasons. With respect to Subjects from Other Schools, it is up to the individual schools to decide on the subjects that they provide.

III. Returning to school

1. Procedure for returning to school

Students will be reinstated after the completion of the approved study abroad or leave of absence. The necessary procedures will be notified by the Administrative Office, Faculty of Letters, Arts and Sciences at least one month prior to the scheduled reinstatement date. **2. The dates to “return to school” after taking Leave of Absence/studying abroad**

Here are the dates to “return to school” for different Leave of Absence/study abroad schedules:

Leave of Absence/study abroad period: From Apr. 1 to Sep. 20
Study abroad period: From Sep. 21 to Sep. 20 of the following year } Sep. 21

Study abroad period: From Apr. 1 to Mar. 31 of the following year
Leave of Absence/study abroad period: From Sep. 21 to Mar. 31 of the following year } Apr. 1

IV. Withdrawal

(1) Voluntary Withdrawal

- If you voluntarily apply to withdraw from the University, your Voluntary Withdrawal may be permitted the approval of the Faculty Committee and other related parties. If you wish to apply for Voluntary Withdrawal, please complete and submit the “Application for Withdrawal” (co-signed by you and your guardian) and your student ID.

* If necessary, the applicant may be interviewed by the Associate Dean.

- If you withdraw from the University in the middle of a semester, you may be required to pay the tuition fees for that semester, depending on when you submit your Application for Withdrawal (See the table below).

Date of application	Spring Semester		Fall Semester	
	From Apr. 1 to Apr. 14	From Apr. 15 to Sep. 20	From Sep. 21 to Sep. 30	From Oct. 1 to Mar. 31
Date of withdrawal	Mar. 31 of the previous academic year	Date of application or Sep. 20	Sep. 20	Date of application or Mar. 31
Tuition fees, etc., for the semester (Note)	Not charged	Charged	Not charged	Charged

* “Tuition fees, etc.” refers to tuition fees and miscellaneous fees.

(Note) The fees for the first semester upon admission to the University are collected at the time of the admission procedure.

(2) Administrative Withdrawal

If any of the following apply, you may be subject to an Administrative Withdrawal following deliberation by the Faculty Committee and other related parties.

- i. When you have completed the maximum number of years in which you are allowed to be registered with the University
- ii. When you have failed to meet the requirements in time in order to proceed to the next academic year of study in the school to which you belong (when you have already been registered in the School for three years and are still cannot proceed to the second year)
- iii. When you have failed to meet the course attendance standard set by the School without a valid reason
- iv. When you have been neglecting your studies and have failed to achieve the necessary number of credits stipulated by the School within the designated period of time
- v. When you have not paid your tuition fees

If you have not paid your tuition fees, you will be automatically removed from the School Register, which will be treated as an Administrative Withdrawal dated as the final day of the last semester for which you have paid your tuition fees. Your registration with the University during the semesters for which you have not paid your tuition fees and the grades you were awarded in these semesters shall be deemed invalid. For further details, please refer to the next section, “V. Removal from the School Register due to unpaid tuition fees.”

(3) Disciplinary Withdrawal

If you disrupt the order in the University or your behavior deviates far from what the University expects from you as a student in any way, you may be subject to a Disciplinary Withdrawal.

V. Removal from the School Register due to unpaid tuition fees

When you do not pay the tuition fees for a semester by the dates shown below, you will be automatically removed from the School Register, which will be treated as an Administrative Withdrawal dated as the final day of the last semester for which you have paid your tuition fees.

For students who have submitted an Application for the Delayed Payment of Tuition Fees

School Fees unpaid	Date of account transfer	Removal from the school register	Final deadline of payment if you submit Request of Delay in Payment of Tuition Fees ※	Withdrawal from School
Spring semester	May 1	September 20 of that academic year	January 9 of that academic year	March 31 of the previous academic year
Fall semester	October 1	March 31 of that academic year	June 30 of the next academic year	September 20 of that academic year

※ If the deadline is a weekend/ holiday, the deadline will be the last weekday before the deadline.

- Please note that once the Application has been approved, the date of money transfer will be postponed to early July for the tuition fees for the spring semester and to early December for the tuition fees for the fall semester.
- An Application for the Delayed Payment of Tuition Fees needs to be submitted using the prescribed form available from the Administrative Office, Faculty of Letters, Arts and Sciences, or the website of the School.
- Under certain special circumstances, those who have failed to pay their tuition fees by a deadline may be allowed to withdraw from the University before they are automatically removed from the School Register, by applying to withdraw using the form prescribed by the Administrative Office, Faculty of Letters, Arts and Sciences (co-signed by the student and their guardian) and following an interview with the Associate Dean. In this case, your withdrawal from the University will be treated as an Administrative Withdrawal dated as the final day of the last semester for which you have paid your tuition fees.

VI.Re-Admission

A student who has been withdrawn but for who re-admission is permitted in accordance with the table below can be re-admitted to the University if he/she applies for re-admission and it is determined that he/she is likely to meet the academic requirements to earn a degree.

- Permission for re-admission

Types of withdrawal		Permission for re-admission
Voluntary Withdrawal		Possible
Administrative Withdrawal	When the person has completed the maximum number of academic years in which he/she is allowed to be registered with the University	Impossible
	When the person has failed to meet in time the requirements to proceed to the next academic year of study of the school to which he/she belongs	Impossible
	When the person has failed to meet the course attendance standard set by the School without a valid reason	Possible
	When the person has been neglecting his/her studies and has failed to achieve the necessary number of credits stipulated by the School within the designated period of time	Possible
	When the person has not paid his/her tuition fees, resulting in an Administrative Withdrawal	Possible
Disciplinary Withdrawal		Normally impossible * In exceptional cases, persons who apply for re-admission at least two years after the date on which they were expelled from the University in the form of a Disciplinary Withdrawal, and who are deemed to have display marked contrition and are considered likely to meet the academic standards to earn a degree, may be permitted to be re-admitted to the University.

Notes:

- It is impossible to be re-admitted to the University in the semester following the one that includes the day of one's withdrawal from the University.
- Those who are permitted re-admission may have to attend all or some of the subjects that they have already completed.
- Each person is only given one opportunity for re-admission.
- The School stipulates that its students can stay registered for a maximum of three years before being promoted to the second year. It is impossible for students who face an Administrative Withdrawal as the result of failing to proceed to the second year in three years' time to be re-admitted to the University.

- Time limit for re-admission

Students may be re-admitted to the University during the seven years beginning from the year following the year of their withdrawal.

● Application procedure for re-admission

To apply for re-admission, please complete the procedure described below:

1. Interview with the Associate Dean	<ul style="list-style-type: none"> An interview will be given by making an appointment in advance at the Administrative Office, Faculty of Letters, Arts and Sciences. <u>Please make the appointment for an interview well in advance, so that there will be adequate time before the deadline to submit the application for re-admission.</u> You will be asked in the interview to submit written evidence that the reason for your withdrawal has been resolved. Withdrawal due to illness/injury: Medical certificate stating that the illness/injury has been cured/healed Financial reason/Removal from the School Register due to unpaid tuition fees: Evidence of income, taxation certificate, pay statement, certificate of deposit balance, etc., of the payer of tuition fees Others: Written statement of reason (in any format)
2. Submission of an Application for Re-Admission (after permission is granted in the interview)	<ul style="list-style-type: none"> After the interview, please visit the Administrative Office, Faculty of Letters, Arts and Sciences, to receive an “Application for Re-Admission” form. Fill in the “Application for Re-Admission” form and submit it by the deadline. [Deadline for submission] * Please note that when the deadline falls on a day that the Administrative Office is closed, you need to submit your application form by the final day it is open prior to the deadline day. <u>For re-admission in the spring semester: By December 27 of the previous year</u> <u>For re-admission in the fall semester: By June 30</u>
3. Approval by the Faculty Committee	Reviewed by the Faculty Committee. <u>For re-admission in the spring semester: January</u> <u>For re-admission in the fall semester: July</u> In principle, the Faculty Committee convenes on the third Wednesday of each month (except for August, February, and March).
4. Admission procedure and payment of tuition fees, etc.	Once the Faculty Committee has approved your re-admission, the notification of permission for re-admission and documents required for the admission procedure will be sent to you. Please follow the directions given in them and complete the re-admission procedure by the designated date. Make sure that you complete every step of the procedure.
5. Course registration	A special “course registration briefing” will be held for re-admitted students. It is essential to attend it.

8. School Register Administration

I. Student Number

- Each Waseda University student has his/her own Student Number.

As Student Numbers are extremely important, it is vital that you remember yours correctly.

If you are admitted to the University on April 1, 2024, your Student Number will be as follows:

[Example]	1	T	2	4	1	9	9	9	—	9
	A		B		C				D	

A: Departmental code (“T” for the School of Culture, Media and Society)

B: Last two digits of the year of admission

C: Personal number

D: Check Digit (CD), a number for checking the Student Number

- Theoretical Configuration name (abbreviation) will be attached by a sticker to the back of the Student ID.

Theoretical Configuration	Abbreviation
Transcultural Studies	多元

II. Student ID (proof of identity)

Each Waseda University student is provided with a “Student ID.” As your “Student ID” card is not only useful as proof of your identity, but is also required for many different administrative procedures, please make sure that you always carry it around with you.

- A Student ID card is issued to each student admitted to the University, with a sticker on the back side. Make sure that you have written your full name correctly (in the standard style) on your Student ID card. “Student ID” refers to the integrated set of both the Student ID card and the sticker on the back side.
- You are required to present your Student ID to sit for various examinations, to receive items from the School, to enter a University library, and to apply for various certificates and student discounts, as well as when otherwise requested by a faculty member. You may also be asked to submit it as the need arises.
- If there are any changes to the information on your Student ID, you must immediately inform the Administrative Office, Faculty of Letters, Arts and Sciences.
- Your Student ID can be misused by other people, so please take particular care not to lose it. In the event that you lose your Student ID, please report this immediately to the police.
- To have your Student ID reissued due to it being lost or for another reason, please fill out an “Application for Reissue of Student ID” form and submit the application. You will need to bring a portrait photo and pay the reissue fee. However, you can change the photo on your Student ID card free of charge once during your registration with the University, if you so wish.
- It is prohibited to let other people use your Student ID card.
- Your Student ID will become invalid at the same time as when you lose your status as a student of the University due to graduation, withdrawal, or any other reason. At this time, you must return it immediately.
- Your Student ID is valid for one year. Its period of validity can be extended by replacing the sticker on the back side each year.

III. Issue of certificates

1. Issue of certificates

The following certificates can be issued on application by the students themselves:

(1) Certificates available from an automated certificate-issuing machine

- ☐ “Certificate of Enrollment,” “Academic Transcript,” “Certificate of Expected Graduation,” “Certificate of Academic Transcript and Expected Graduation,” and “Certificate of GPA.”
- ☐ “Certificate of Expected Acquisition of Teaching License”
- ☐ English versions of your “Certificate of Enrollment,” “Academic Transcript,” “Certificate of Expected Graduation,” and “Certificate of Academic Transcript and Expected Graduation.”
- ☐ “Certificate of Physical Examination.”
- * A “Certificate of Expected Graduation” and a “Certificate of Academic Transcript and Expected Graduation” can be issued only to fourth-year students who are expected to graduate.
- * A “Certificate of Expected Acquisition of Teaching License” can be issued only to fourth-year students who are expected to acquire a teaching license.
- * Certificate of Physical Examination can be issued only when you have taken the regular physical examination for students in the spring of the year in which you apply for the certificate.
- * As there are periods of time when the certificate issue service is not provided (during vacations, etc.), please pay attention to information posted on website, etc.

(2) Certificates available from the Administrative Office, Faculty of Letters, Arts and Sciences

- ☐ “Certificate of Graduation,” “Certificate of Academic Transcript and Graduation,” and “Certificate of Withdrawal”
- ☐ English versions of your “Certificate of Graduation,” “Certificate of Withdrawal,” and “Certificate of Academic Transcript,” and “Certificate of Academic Transcript and Expected Graduation” (can be issued only to graduates and withdrawn students)
- ☐ “Academic Certificate for Teacher’s Licenses”* and “Certificate of Credits Acquired for Other Licenses”*
- ☐ A “Certificate of Completion for the School of Culture, Media and Society / School of Humanities and Social Sciences Minor Program”* and a “Transcript of Credits for School of Culture, Media and Society / School of Humanities and Social Sciences Minor Program”*
- ☐ Other certificates*

Certificates marked with “*” cannot be issued immediately (it will take about 2 weeks).

- * An application for a certificate needs to be made by the student himself/herself by filling out an “Application for Certificate Issuance” form, attaching to it the receipt for the payment of the handling fee, and submitting it.
- * Those who are currently registered with the University will be required to present their Student ID, and graduates some form of identification, such as their driver’s license, health insurance certificate, or passport.
- * Even if you have changed your name after graduation (or withdrawal), your former name that you used when a student of the University will appear on these certificates.

2. Issue of student discount coupons (Student Passenger Discount Certificates)

Student discount coupons can be issued from an automated certificate-issuing machine. They are valid for three months from the date of issue.

- * As there are periods of time when the coupon issue service is not provided (during vacations, etc.), please pay attention to information posted on website, etc.

3. Purchase of student commuter passes

You can buy a student commuter pass issued by JR, private railway companies, Tokyo Metro, Toden, and Toei Bus by presenting your Student ID. But to buy a commuter pass from private bus companies, you will also need to have a Certificate of Commute besides your Student ID. A “Certificate of Commute” is available from the Administrative Office, Faculty of Letters, Arts and Sciences.

4. Use of automated certificate-issuing machines

All students registered with the University, irrespective of which school they belong to, are allowed to have certificates and student discount coupons issued from any one of the automated certificate-issuing machines installed on campus.

The Toyama Campus has automated certificate-issuing machines on the second floor of Building No. 36. For operating hours, please check information posted on the website of the Information Technology Service Navigation, and so on.

IV.Applications and notices

If any situation arises that prevents you from continuing to attend the University or if there is any change to your address or other personal details, you must submit an “application” or “notice” regarding the situation/change.

1. Points to keep in mind when writing an application or notice

- (1) Fill out the prescribed form in clear, standard writing using an ink pen.
- (2) The form must be signed by you and your guardian, accompanied by both your personal seals.

2. Points to keep in mind when submitting an application or notice

If you do not report any changes to your contact information, you may not be able to receive important information from the University.

- (1) Notices of registration of changes of status

Please refer to the “[Registration Status](#)” section (page 31) for details on notices of leave of absence, study abroad, withdrawal, and other changes to your registration status.

- (2) Notices of a change of address, telephone number, name, guardian, and payer of tuition fees

- (i) If there is a change to your address or your guardian’s address (including cases in which a change has been made to the way your or your guardian’s address is written as the result of a municipality merger or other such change), please report it immediately.

* You can report a change to your address or telephone number (including mobile phone number) via MyWaseda. However, when your address changes, you must also complete the necessary procedure at the Administrative Office, Faculty of Letters, Arts and Sciences, as the sticker on the back side of your Student ID will need to be updated.

- (ii) If your or your guardian’s name changes, you must submit the notice of change, attached with an extract copy of the family register.

* If the name of the person who pays your tuition fees changes, it may be necessary to follow a separate procedure at a financial institution.

- (iii) If you need to change your guardian due to his/her death or for another reason, you must submit a notice to register your new guardian.

- (iv) If you change the person who pays your tuition fees, please submit a notice to report the change.

- (3) Notice of absence

If you are going to be absent from a class, please directly inform the faculty member in charge of the class. However, when you need to submit a medical certificate or other official evidence for absences from classes of more than one month due to illness or any other reasons, please submit a Notice of Long-term Absence. In each case, it is up to the respective faculty member to make decisions about attendance.

(4) Notice of the transfer account for tuition fees

You are required to register an account for the transfer of tuition fees upon admission to the University.

If you change your transfer account for tuition fees, or if there is any change to your account name or other details, for example as the result of the elimination or consolidation of financial institutions, you will need to complete the procedure required by your financial institution. In this event, please check the website of the Waseda University Finance Department for the procedure.

V.Scholarship programs

Waseda University's own scholarship programs

The scholarship programs available to Waseda University students are broadly divided into three types: Waseda University's own scholarship programs, scholarship programs and loans offered by the Japan Student Services Organization (JASSO), and scholarship programs and loans offered by local public-sector and private-sector organizations.

To apply for these scholarship programs, you must submit a "Scholarship Registration" form to the Scholarships and Financial Assistance Section. This registration is valid for one year. For details on the application procedure, please refer to "Challenge (scholarship information)," which is issued by the Scholarships and Financial Assistance Section each year and distributed as follows:

For new students: Distributed with the admission-procedure documents

For existing students: Distributed by the Administrative Office, Faculty of Letters, Arts and Sciences, after January

The information on "Scholarship Registration" for foreign nationals will be announced separately on the website of the School.

The website of the School also sometimes carries information about scholarship programs that publicly invite applications. In the event of a sudden change to your financial circumstances due to the death or loss of employment of in a family, a disaster, or any other reason, you are recommended to report it to the Scholarships and Financial Assistance Section even if you have not submitted a "Scholarship Registration," as you may be eligible for one of JASSO's special programs for emergencies/disasters.

9. Student Life

I. Class timetable

1st period	8 : 50 - 10 : 30
2nd period	10 : 40 - 12 : 20
Lunch break	12 : 20 - 13 : 10
3rd period	13 : 10 - 14 : 50
4th period	15 : 05 - 16 : 45
5th period	17 : 00 - 18 : 40
6th period	18 : 55 - 20 : 35

II. Standing signboards, notices, flyers, etc.

Here are some rules governing the use of standing signboards, the posting of notices, and the distribution of flyers on campus:

- Required information
Student groups registered with the University (e.g., student clubs):
Required to clearly show the group's name

Individuals and Student groups that are not registered with the University:
Required to clearly show the student in charge's name, department, school year, and contact information, and, in the case of a group, the name of the group.
- Commercial postings, false advertising, violation of others' privacy, and defamation are prohibited.
- Any notice, etc., that violates the above rules may be removed without advance warning. Moreover, a student group, etc., that has previously violated these rules may subsequently be refused permission to erect standing signboards, post notices, or distribute flyers on campus.

1. Standing signboards

Here are rules you must follow when erecting a standing signboard on campus:

- (1) Its size must not be larger than two 180 cm by 90 cm plywood boards. One group may not erect more than one signboard for the same purpose on the Toyama Campus. It is also prohibited to use a signboard that has sharp features that may hurt pedestrians.
- (2) Select a safe place to erect the standing signboard, making sure that it will not get in the way of pedestrians or pose any danger to them. You must also take care not to damage plants or other objects on campus. Also, please note that there are some places on campus where it is prohibited to erect any standing signboards, such as around the Statue of Shigenobu Okuma, the symbol of the University, and in the courtyard of the Faculty of Letters, Arts and Sciences.
- (3) It is prohibited to use adhesive tape, etc., on fences to hold a signboard in place.
- (4) For safety reasons, a standing signboard may only be erected on a fence when its four corners are fixed.
- (5) Signboards erected to advertise specific events, etc., must be removed immediately after the event, etc., is over.
- (6) Please note that in principle, all standing signboards shall be removed four times per year for University events.

2.Notices

Here are rules you must follow when posting a notice on campus:

- (1) The size must not be larger than A2.
- (2) Number of sheets: One sheet per group per board.
- (3) Notices must not be posted outside of the bulletin boards (walls, fences, etc.).
- (4) Fix the notice using pushpins. Do not use objects like staples or adhesive tape that may damage the bulletin board. Make sure that your notice is not placed over the top of other notices.
- (5) Notices to advertise specific events, etc., must be removed immediately after the event, etc., is over.
- (6) Please note that in principle, all notices shall be removed once per month, during the morning of the fourth Monday.

3.Flyers

Here are rules you must follow when distributing flyers on campus:

- (1) Only flyers that are issued by students of Waseda University may be distributed. Persons not affiliated with the University (e.g., part-time workers) are not allowed to distribute any flyers on campus for advertising or for any other reason without permission.
- (2) Distribution of flyers must be done by hand. You must not force people against their will to take a flyer. It is also prohibited to leave flyers, etc., on a desk in a classroom, as this may impede classroom learning.

III.Prohibition on the use of amplification equipment

The use of amplification equipment (e.g., hand microphones) is prohibited on the premises of the Faculty of Letters, Arts and Sciences.

IV.Waseda University Library/Toyama Library

Waseda University has many libraries: Central Library, S. Takata Memorial Research Library, Toyama Library, Science and Engineering Library, Tokorozawa Library, students' reading rooms, school libraries, and more. You can use all of them, but each library has its rules regarding its use. Please visit Waseda University Library's website for the details.

The Library's website: <https://www.waseda.jp/library/en/>

Our library system is called "WINE." It is a "discovery service" to explore academic resources. You can search for not only the holdings of the Library but also our subscription databases, journal articles, and even the holdings of the Keio University Library, one of our partner libraries. WINE can be accessed anytime from anywhere with Internet access.

WINE: https://waseda.primo.exlibrisgroup.com/discovery/search?vid=81SOKEI_WUNI:WINE&lang=en

○ Toyama Library (Building No. 38)

Toyama Library collects library materials related to the courses in the Faculty of Letters, Arts and Sciences. It also offers reference service. With this service, you can get the support of the librarians in finding academic resources.

Opening hours: 9:00–22:00, Monday–Saturday (during the semester. Reference service is available from Monday to Friday until 17:00)

*The opening hours during vacations are announced on the Toyama Library's website.

Toyama Library's website: <https://www.waseda.jp/library/en/>

V. Use of Group Study Rooms and Conference Rooms for Common Use

Toyama Campus provides Group Study Rooms (on the third floor of Building No. 34) and Conference Rooms for Common Use (on the fifth floor of Building No. 33), which students may use for meetings on classes, research, and so on.

<How to book>

Apply at the Faculty Lounge (on the second floor of Building No. 33)

During the semesters: Mon.–Fri. 8 : 20 - 20 : 15

Sat. 8 : 20 - 18 : 15

*except for Sundays, holidays and school holidays

VI. Use of Computer Rooms

The Toyama Campus has five computer rooms. In principle, students are allowed to use these rooms during the opening hours (see the table below) during the semesters (except for holidays) and when they are not being used for classes or for other purposes. You must always have your student ID card with you when using a computer room. Consumable supplies, such as printer paper, must be brought by users themselves.

<Computer rooms in the Toyama Campus>

Building	Room	Number of units		Opening hours
		PC	Printer	
No. 34	Room 356	54	3	Mon.–Fri.: 9:00 – 20:00 Sat.: 9:00 – 18:00
	Room 357	56	3	
	Room 451	60	2	
No. 36	MM1 (Room 481)	42	2	
	MM2 (Room 482)	48	2	



* During summer, winter and spring vacations, the opening hours are different from the above. Changes to the opening hours during the semesters, if any, will be announced separately on our website, etc.

* In the event of equipment failure or if you have a question about using the rooms, please contact a staff member (PC-TA) in the TA Room on the fourth floor of Building No. 34, or in the MM Preparation Room on the fourth floor of Building No. 36.

For details about use of computer rooms, refer to the following websites:

- Information Technology Service Navigation, Waseda University (URL: <http://www.waseda.jp/navi/room/toyama/>)
- Availability of computer terminal rooms (URL: <https://crai.waseda.jp/clv/s/>)

VII. Administrative Services

- If you have any questions or concerns as a student, please ask the Administrative Office, Faculty of Letters, Arts and Sciences as soon as possible.
- Administrative procedures normally require that you present your Student ID.
- Telephone inquiries are not accepted, as they can easily lead to misunderstandings.
- You can also inquire using the Contact Form on the website of the School of Culture, Media and Society. You must give your Student Number and name when using the online form. However, certain types of inquiries are only accepted in person at the Administrative Office, Faculty of Letters, Arts and Sciences.

1. Administrative service hours at the Administrative Office, Faculty of Letters, Arts and Sciences

Term	Days of the week	Administrative service hours
During semester time	Mondays–Fridays	10:00–16:00
	Saturdays & Sundays & holidays	Closed

- * Telephone calls are accepted from 9:00-17:00 on weekdays.
- * The service hours during the summer, winter, and spring vacations, and on public holidays on which the University holds classes, will be separately announced via the website and other means. Our opening hours are subject to change. Please see website for the latest information.

2. Reception and submission of documents

To receive or submit a document, you must present your Student ID and receive or submit it yourself. In principle, it is not permitted to have someone else receive or submit a document on your behalf.

You may not receive or submit a document outside of the specified period.

If you have any special circumstances, you must consult with the Office in advance.

VIII. Consultation Service

At Waseda University there are advisory and support services in place to help you with any troubles encountered in your student life.

Course registration problems and inquiries

See the Administrative Office of the Faculty of Letters, Arts and Sciences for advice.

Matters relating to studies and student life (For example, problems with academic progress)

A list of Class Academic Advisors is published on the school website. Please consult this list. In some cases, it may be necessary to consult an Associate Dean. Please apply through the Administrative Office of the Faculty of Letters, Arts and Sciences.

文化構想学部ホームページ>在学生の方へ>証明書・各種手続き>クラス担任

There is also useful information available on the School of Culture, Media and Society website. This is a useful first step in cases when you are not sure where to turn for support, when you are not sure if you need to consult somebody, or when you feel reluctant to approach the administrative staff for help.

文化構想学部ホームページ>在学生の方へ

>学生サポート・休学・退学手続等>学生生活相談窓口申請フォーム

Matters relating to Study Abroad, Leave of Absence, Withdrawal

Please consult an Associate Dean. Apply through the Administrative Office of the Faculty of Letters, Arts and Sciences.

Health issues or other

- Please visit the Health Support Center.

Building 25 1 F Health Care Room TEL : 03-5286-9800

*Health Care Room has a physician, psychiatrist, gynecologist, nurse, and nutritionist available for consultation.

Building 25-2 6 F Student Counseling Room TEL : 03-3203-4449

*Student Counseling Room has specialist counsellors available for a range of psychological and legal issues that may occur during your student life.

- Health Support Center Toyama branch

Building 33, Basement 1F TEL : 03-3203-3519

Opening hours: Monday to Friday 9:00-20:00 / Saturday 9:00-11:20, 12:20-17:00

*For health consultations, temporary measures, and hospital information, please visit the Health Support Center Toyama Annex.

Reasonable accommodation

In accordance with the "Basic principles of Waseda University in relation to the support of students with disabilities", Waseda University provides reasonable accommodation as necessary to ensure that students with disabilities have equal access to learning opportunities with other students.

If you wish to request reasonable accommodation, you must make application through online form.

It takes one to two months until start receiving reasonable accommodation after the application is accepted. Please apply well in advance, as it is not possible to receive reasonable accommodation for the past classes.

Please check the website of the School for details.

For Current Students > Support Services

Concerns about sexual harassment, academic harassment, and power harassment

The university has established the "The Waseda University Guidelines for Harassment Prevention" to provide advice and offer solutions, and raise awareness of harassment and prevent it by distributing leaflets, providing information on the web, holding training sessions, and conducting surveys.

Q What is Harassment?

A The term "harassment" as used in these guidelines above refers to any disadvantage or discomfort caused to another person, or any undermining of their dignity resulting from unfair discriminatory treatment or prejudicial words or actions relating to gender, sexual orientation, gender identity, race, ethnicity, nationality, creed, age, disability, occupation, social status, etc., or words or actions relating to attributes such as physical characteristics or broadly relating to overall character. There are various forms of harassment in the university context: sexual harassment; academic harassment related to study, education, and/or research; and power harassment based on superior status or professional/job-related positions. This also includes stalking, forcing someone to drink alcohol, psychological harassment through words or behavior, and disclosing sensitive personal information against the person's will.

Q Why is harassment an issue?

A Harassment constitutes a violation of human rights. It can cause negative effects to the victims by interfering with a safe environment for learning, research or work. A lighthearted behavior and/or remark may cause unbearable pain and suffering for the other person. It is not unusual for such incidents to disrupt a person's mind, body and daily life.

Q Can students be the perpetrator?

A Yes. Repeated sexual comments, forcing someone to drink alcohol at student club parties, etc. may be considered sexual harassment or power harassment if it makes someone feel uncomfortable. In addition, online problems caused by, for example, posting on social networking sites, and so on, may also constitute harassment.

Q What support does university offer victims?

A If you are a victim yourself, or a friend who has received harassment confides in you, or you have any enquiries about Waseda's initiative, please feel free to contact the consultation desk below. Specialized staff members will support you. You can also find more detailed information about the policies and procedures on the website of each desk.

■ Compliance Consultation Desk:

We respect and value your privacy. Anonymous consultation is possible.

For more information, please check the website of each consultation desk and contact the one you are most comfortable discussing with.

● The Internal Desk (The Office of Compliance)

Contact us either by the web form or e-mail.

[Hours] Monday – Friday 9:30 – 17:00

[URL] <https://www.waseda.jp/inst/harassment/en/counseling/desk>
(Harassment Prevention Committee Website)

[E-mail] compliance@list.waseda.jp

*If you wish to come to the office, please make an appointment.

● The External Desk (Contract)

Contact them by any one of the web form, e-mail or phone.

[Hours] Monday – Friday 8:30 – 19:00 / Saturday 8:30 – 17:00

[URL] <https://koueki-tsuhou.com/WFcXVtaEFdCd/en/>

[Tel] 0120-123-393

*English and Chinese are available

(i) 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.
 - 4) 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.

(ii) Class Cancellation Policy during Term

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

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

■Special Exemptions to Cancellation of Classes and Postponement of Examinations

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

1. Class Cancellation due to Severe Weather

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

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

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

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

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

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

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

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

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

4. Class Cancellation due to Transport Strikes

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

- 1) If JR or any other public transport company goes on strike (a general strike or a JR strike), the following arrangements will apply:
 - A. If the strike ends by 12 midnight of the previous day, classes will proceed as normal.
 - B. If the strike ends by 8 a.m. on the day in question, classes will start from Period 3.
 - C. If the strike does not end by 8 a.m., all classes will be cancelled.

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

Method of Contact in Case of an Emergency

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

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


The same information can be accessed via the following channels.

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

(iii) Career Center

Waseda University Career Center provides a wide variety of career-related services ranging from job-hunting activity supports to changing of visa status to "designated activities visa." **Individual career consultation is one of the most recommended service**; students are able to consult any career-related matters for up to 40 minutes in English (and in Japanese). In order to use this service, reservation is necessary. Please see the webpage for detail. We are waiting for you to support your career!

Major services	
Career Events	Hold job seminars throughout the year. Check our webpage for event schedule.
Individual Career Consultation	<u>40-min of individual consultation</u> in English and Japanese available. Need reservations. <u>15-min individual consultation</u> in Japanese available In-person. No need for reservation. <u>10-min quick concierge</u> in English available ONLINE. No need for reservation.
Company and recruitment information	Access to “Career compass” of MyWaseda
Internship desk	Internship programs and credit transfer
Visa status change support	College student visa→”designated activities” visa (only for degree-students)

Contact information		QR code
Location	3F, Student Union Bldg., Toyama campus	
Email address	career@list.waseda.jp	
TEL	03-3203-4332	
URL	https://www.waseda.jp/inst/career/en/	

(iv) Student Diversity Center (SDC)

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



■ Intercultural Communication Center (ICC)

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

Place: 1st Floor, Building No. 3 TEL : 03-5286-3990 E-mail : icc@list.waseda.jp

Hours: Please check our website. URL : <https://www.waseda.jp/inst/icc/en/>

■ Accessibility Resource Center (ARC)

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

Department of Physical Disabilities

Place : #110 Building No.3 TEL : 03-5286-3747 E-mail : arc@list.waseda.jp

Department of Mental/Developmental Disorders

Place : Nishi-Waseda Bldg(Building No.19).102-10 TEL : 03-3208-0587 E-mail : shien02@list.waseda.jp

ARC Office Hours: Please check our website. URL : <https://www.waseda.jp/inst/dsso/en/>

■ Gender and Sexuality Center (GS Center)

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

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

Place: Building 10, Room 213, Floor 2 E-mail: gscenter@list.waseda.jp

Office Hours: Please check our website. URL : <https://www.waseda.jp/inst/gscenter/en/>

10. 早稲田大学学則および関連規定

These are available in Japanese only.

11. School Fees for Those Admitted in 2024

1.JS: Japan Students

Student Year/ Breakdown	First Year		Second Year		Third Year		Fourth Year	
	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
Admission Fee	200,000							
Tuition Fee	545,500	545,500	645,500	645,500	645,500	645,500	645,500	645,500
Seminar Fee			2,500	2,500	2,500	2,500	2,500	2,500
Library Fee	500	500	500	500	500	500	500	500
Waseda University Student Health Promotion Mutual Aid Association Fee	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Alumni Association Fee								40,000
Total	747,500	547,500	650,000	650,000	650,000	650,000	650,000	690,000

2.OS: Overseas Students

Student Year/ Breakdown	First Year		Second Year		Third Year		Fourth Year	
	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
Admission Fee	200,000							
Tuition Fee	545,500	545,500	645,500	645,500	645,500	645,500	645,500	645,500
Seminar Fee			2,500	2,500	2,500	2,500	2,500	2,500
Library Fee	500	500	500	500	500	500	500	500
Waseda University Student Health Promotion Mutual Aid Association Fee	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Alumni Association Fee								40,000
Total	747,500	547,500	650,000	650,000	650,000	650,000	650,000	690,000

[Notes]

- (1) After admission, the selection of certain subjects may incur additional training fees, audit fees, etc.
- (2) Tuition fees for students who are enrolled for longer than the regular number of years shall be calculated based on the numbers of credits that they need to obtain to graduate, but had not obtained by the end of the previous semester.
 - Tuition fees:
 - i. For Enchousei (students who enroll beyond 4 years) who need to acquire 4 or fewer credits to graduate → Charged 50% of the amount charged to fourth-year students for the academic year.
 - ii. For Enchousei who need to acquire 5 or more credits to graduate → Charged the same amount as fourth-year students for the academic year.
- (3) The provisions in (2) above shall apply also to Mishinkyusha (students who have not yet proceeded to the second year excluding freshman), by replacing “fourth-year students” with “second year students.”
- (4) “Regular number of years” means one year before promotion to the second year and three years after promotion to the second year.
- (5) An Alumni Association fee of 40,000 yen (for the 10 years after graduation) shall be charged in the fall semester of the fourth year (JS) and in the spring semester of the fourth year (OS).
- (6) Tuition fees for the fall semester of the first year (JS) and for the spring semester of the first year (OS) and subsequent semesters shall be paid via account transfers. (Payments for the fall semesters and for the spring semesters of the second and subsequent semesters are to be transferred on October 5 and May 5, respectively.)
- (7) Please note that the school fees shown above may change.

文学学術院教室マップ

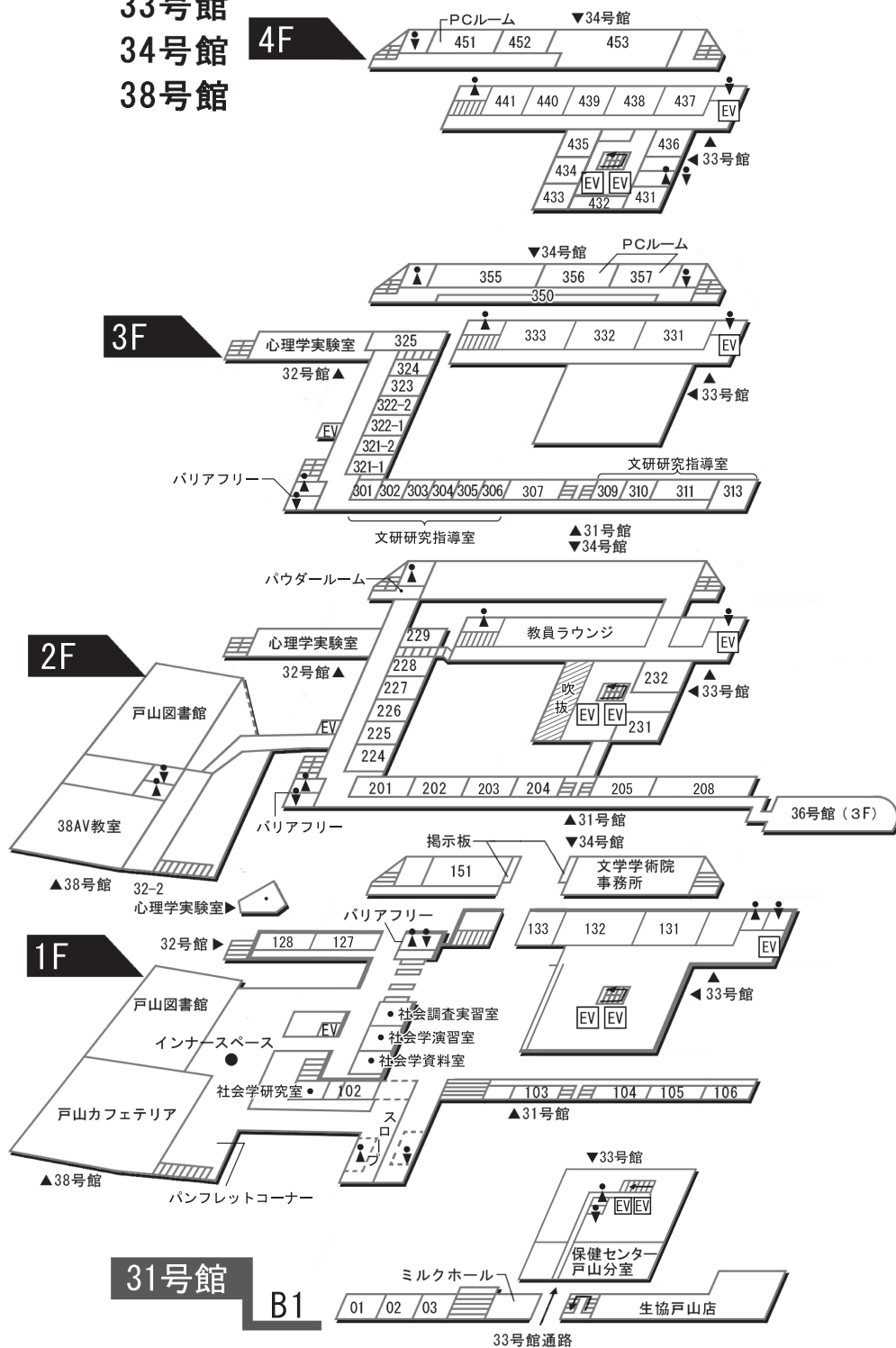
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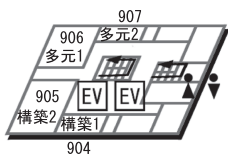
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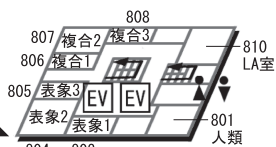


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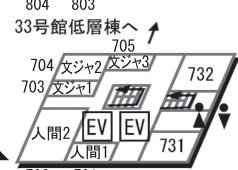
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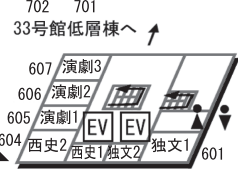
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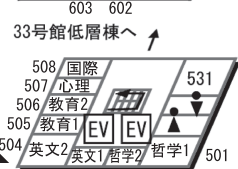
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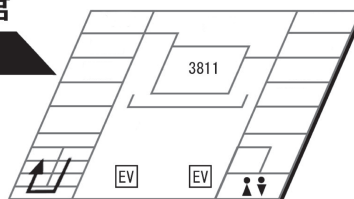
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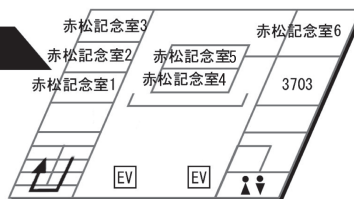
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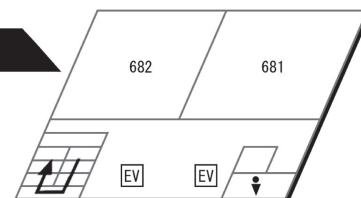
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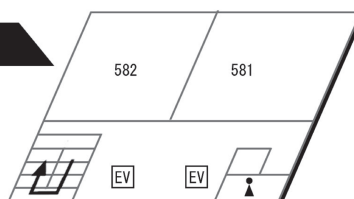
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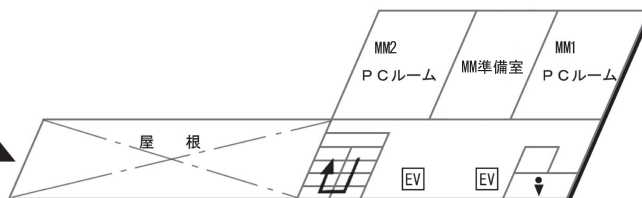
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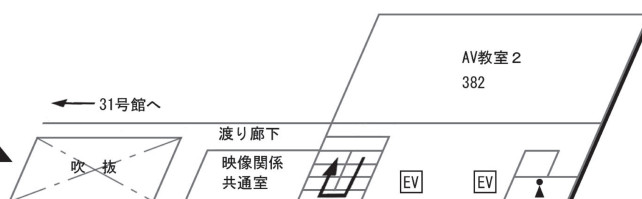
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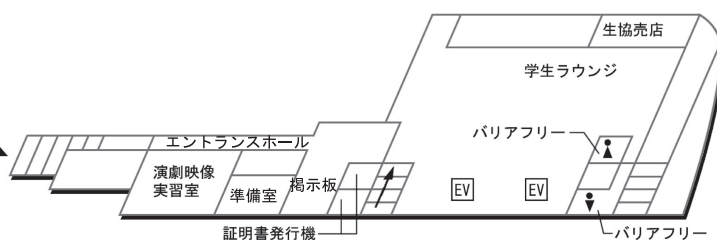
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School of Culture, Media and Society

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