

文学研究科要項

Graduate School of Letters, Arts, and Sciences
Student Handbook
2025

Communications from the University

1. Website and bulletin boards of the Graduate School of Letters, Arts and Sciences

Communications from the University to students of the the Graduate School of Letters, Arts and Sciences 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, contact the Administrative Office immediately.

- * Please note that MyWaseda is simply a supplementary means of communication, and that 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 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.

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・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 soon as possible.

1. About the Graduate School

(1) Graduate School of Letters, Arts and Sciences

The Graduate School of Letters, Arts and Sciences currently consists of 23 Master's Program courses and 21 Doctoral Program courses, with about 300 students engaged in various fields of research in each program. We are by far the largest graduate school of all the cultural graduate schools of Waseda University, with the exception of the Professional Graduate School, and have produced many talented persons in various fields. We must continue to carefully protect and hand down this traditional heritage. On the other hand, we cannot become complacent. Currently, the Graduate School of Letters, Arts and Sciences is trying to address the following challenges.

Firstly, we need to respond to newly emerging disciplines. This need was further increased by the birth of the School of Culture, Media and Society, an undergraduate school intended to provide a new discipline. The Graduate School of Letters, Arts and Sciences was renewed to employ a single major system, with the aim of responding flexibly to this trend in the future through a course system. We established the Studies of Media, Body and Image Course, which is directly linked to Studies of Media, Body and Image in the School of Culture, Media and Society, in 2010, the Creative Writing and Criticism Course, which is directly linked to Creative Writing and Criticism, in 2011, and the Middle Eastern and Islamic Studies Course in 2017. In addition, the Global Japanese Literary and Cultural Studies Course was launched in September 2018, the Social Design and Innovation Course in 2025.

Secondly, we need to further increase the linkage with education in undergraduate schools. To address this challenge, a master's program admission on recommendation system was introduced in 2011 for students from the School of Culture, Media and Society and the School of Humanities and Social Sciences. We aim to provide a system that can support the desire and motivation of students to study what they learned in undergraduate school more deeply in graduate school.

Thirdly, we need to further encourage those who seek a career in research to receive a curriculum doctorate degree. Recently, there has been an increasing number of students granted a curriculum doctorate degree in the Graduate School of Letters, Arts and Sciences, where the annual number of students who applied for a curriculum doctorate degree has been larger than that of students who applied for a dissertation doctor degree in and after 2008. It's no exaggeration to say that the ultimate *raison d'être* of the Doctoral Program is to lead students to receive a curriculum doctorate degree. The Graduate School of Letters, Arts and Sciences will make efforts so that this does not end as a mere slogan.

Fourthly, we need to respond to globalization. Adopted as a member of the Top Global University Program by the Ministry of Education, Culture, Sports, Science and Technology, the Graduate School of Letters, Arts and Sciences is currently developing various plans in the field of international Japanese literature. Waseda University will make efforts to disseminate to the world Japan's advanced research in the field of Japanese studies.

In addition, the Research Institute for Letters, Arts and Sciences was established in the Faculty of Letters, Arts and Sciences as a liberal arts research organization in 2012. It is engaged in various fields of research in collaboration with the Graduate School of Letters, Arts and Sciences. Students and graduates of the Graduate School of Letters, Arts and Sciences are eligible to write for “Waseda RILAS Journal,” a web research journal of the institute. Please make effective use of this journal and “Bulletin of the Graduate Division of Literature of Waseda University,” a conventional bulletin, as places for presenting the results of your research.

(2) Three Fundamental Policies in the Graduate School of Letters, Arts and Sciences

■Diploma Policy

Today, the interchange of people and information takes place globally, making the ways cultural modalities in different regions are intertwined with each other increasingly complex and multi-faceted. As this new era is now upon us, the Graduate School of Letters, Arts and Sciences aims to develop human resources of great scholarly attainments that contribute to the future of human culture by inheriting the knowledge of cultural science created by human beings and seeking knowledge unceasingly to create new value that meets the needs of a diversifying society. The policies for realizing this are described below.

Master's Program

Students who complete the Master's Program are expected to have acquired the knowledge and abilities described below. In recognition of those accomplishments, the Master's Program grants a master's degree (in literature) to those who have been enrolled in this program for at least two years and have earned the required number of credits, submitted a master's thesis under research guidance, and passed a final examination (oral examination).

1. An ability to read and understand highly technical literature in the field of humanities, analyze it with a sound critical spirit, and discover new themes
2. An ability to plan and conduct purposeful research in areas requiring experiments and fieldwork, accurately analyze data obtained through such research, and utilize this data in studies
3. A high-level linguistic ability capable of adding new knowledge to that gained from previous research and present this cumulative knowledge in a persuasive thesis with adequate expressions
4. An ability to realize mutual understanding with others, actively disseminate academic discoveries, and make academic contributions in order to leverage their abilities and knowledge in today's multi-faceted society

Doctoral Program

Students who complete the Doctoral Program are expected to have acquired the knowledge and abilities described below. In recognition of this accomplishment, the Doctoral Program grants a doctoral degree (in literature) to those who have been enrolled in this program for at least three years and have submitted a doctoral

dissertation and passed a review (by the Thesis Review Committee, the Degree Committee, and the Faculty Committee) after developing a research plan, presenting their research results at academic conferences, and publishing articles in academic journals under the guidance of supervisors.

1. An ability to deepen the knowledge gained in the Master's Program, identify new issues from a broader perspective, accumulate sufficient research, and write logical and empirical papers that can contribute to their respective academic fields
2. An ability to work independently and systematically as a researcher and communicate and interact academically in a wide range of fields
3. An ability to cope flexibly with today's complex and interdisciplinary issues while demonstrating originality
4. An ability to view social and natural phenomena from multiple perspectives with a sound critical spirit and make constructive proposals related to existing issues

■Curriculum Policy

Under the educational policy of "The Independence of Scholarship", this Graduate School consists of 23 Master's Program courses and 21 Doctoral Program courses in the Major of Humanities and offers research seminars, seminars, and research and advanced subjects designed to develop expertise in these courses. We also offer lectures and foreign language subjects as common subjects. We have concluded exchange agreements with 8 university graduate schools in Japan, and students are allowed to attend lectures and research seminars offered by these graduate schools. Based on a number of agreements concluded with overseas universities and other institutions, we provide a variety of study abroad programs in order for students to cultivate their skills in these overseas graduate schools as required for their research.

To complete the Master's Program, students must earn 32 credits as specified for the respective courses as well as submit a master's thesis and pass a review. They are allowed to earn up to 14 credits for subjects offered by courses other than their own or common subjects (lectures) and up to 10 credits for subjects offered by other graduate schools of Waseda University, subjects designed for all graduate students, subjects open to graduate students, and subjects offered by partner university graduate schools. In the first year, students are required to enhance their ability to read literature in their research fields and accumulate and analyze research and experiment data while gaining a broad range of knowledge through these lecture subjects. In the second year, students are required to write a master's thesis based on the abilities that they developed in the first year. Supervisors give the students guidance on their overall research and study activities to help them complete their master's theses.

In the Doctoral Program, students are expected to acquire advanced expertise while taking a multidimensional view of social and natural phenomena from an interdisciplinary perspective, submit articles and make presentations on their research results, and complete a doctoral dissertation under the guidance of supervisors. In the first year, students are required to undergo research ethics training, submit a doctoral dissertation plan, conduct research under research guidance, and report the progress of their research in a Doctoral Program Research

Progress and Achievement Report. In the second year, students are required to continue their research under research guidance and report the progress of their research in a Doctoral Program Research Progress and Achievement Report. By the end of the third year, students are required to make at least one oral presentation at a national or international conference and publish at least one article in an academic journal (a peer-reviewed journal is preferable). At least one year before submitting their doctoral dissertations, students must make an oral presentation at a dissertation plan presentation meeting held by this Graduate School to receive a decision on whether they can continue writing their doctoral dissertations. To complete the Doctoral Program, students must submit a doctoral dissertation and pass a review. We have established an advisory system, under which students can also receive objective advice on their research from secondary supervisors.

■Admission Policy

Under the educational policy of “The Independence of Learning,” this Graduate School 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, and high motivation to study.

For the Master’s Program, we admit students who have the level of intelligence and education that makes them suitable to work as a specialist in the future, who have the Japanese language proficiency necessary to work in the field of liberal arts, and who are expected to be able to write a master’s thesis above a certain level in the 2-year course period.

For the Doctoral Program, we admit students who are expected to be able to write a doctoral dissertation with academic value in 3 years.

(3) Major•Courses

Master's Program courses in the Major of Humanities (23 Courses)	Doctoral Program courses in the Major of Humanities (21 Courses)
Philosophy	Philosophy
Asian Philosophy	Asian Philosophy
Psychology	Psychology
Sociology	Sociology
Education	Education
Japanese Linguistics and Literary Studies	Japanese Linguistics and Literary Studies
English Studies	English Studies
French Studies	French Studies
German Studies	German Studies
Russian Studies	Russian Studies
Chinese Studies	Chinese Studies
Theatre and Film Studies	Theatre and Film Studies
Art History	Art History
Japanese History	Japanese History
Asian History	Asian History
Western History	Western History
Archaeology	Archaeology
Cultural Anthropology	Cultural Anthropology
Studies of Media, Body and Image	Studies of Media, Body and Image
Contemporary Literature	
Middle Eastern and Islamic Studies	Middle Eastern and Islamic Studies
Global Japanese Literary and Cultural Studies	Global Japanese Literary and Cultural Studies
Social Design and Innovation	

(4) Faculty of Letters, Arts and Sciences

On the Toyama Campus, 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 school buildings and various facilities, are managed by a single faculty organization, which is called the “Faculty of Letters, Arts and Sciences.” Therefore, the term “Faculty of Letters, Arts and Sciences” refers to this faculty organization in a narrow sense, but it also refers to the two schools, one graduate school and one institute in a broad sense. In this sense, you are a member of the Faculty of Letters, Arts and Sciences.

2. Programs and Degrees

(1) Master's Program (master's degree)

1. A master's degree (in literature) is granted to those who have been enrolled in the Master's Program of this Graduate School for 2 years or longer but not exceeding 4 years, have earned 32 or more credits for the required subjects (refer to (1) Selection and registration of subjects in 3. Course Registration), have taken a required research seminar, and have passed a master's thesis review and examination.

2. Submit a master's thesis according to the following procedure. Be sure to check the latest information announced on the website of the Graduate School of Letters, Arts and Sciences, etc. in advance.

(1) Requirements for submitting a master's thesis

- (i) The required number of credits have been earned or are to be earned.
- (ii) A master's thesis plan and a master's thesis topic notification have been submitted.
- (iii) Research ethics education has been received.

(2) Deadline for thesis submission

Late December to early January (for students enrolled in April)

Early to Mid-July (for students enrolled in September)

- * Be aware that master's theses will not be accepted after the deadline for submission for acceptance for any reason whatsoever.
- * This would not be applicable to Holdovers. Holdovers should submit by the deadline in the semester in which he/she plans to complete a degree.

(3) Preparation of a master's thesis and master's thesis outline

- (i) Master's thesis and master's thesis outline must be submitted via online.
- (ii) Submit one data for each person (including figures and tables).
- (iii) Data format should be PDF. Prepare a master's thesis in B5 or A4 size. If figures or tables are included, design it to fit within the same data. (Consult the supervisor about the appearance of your thesis).
- (iv) The volume of a master's thesis outline should be as specified by your course (An outline written in a language other than Japanese must be accompanied by a Japanese translation).

<Formats for a master's thesis and a master's thesis outline>

Order: 1. Cover (master's thesis outline/master's thesis) 2. Body (master's thesis outline) 3. Table of contents (master's thesis) 4. Body (master's thesis)

Cover (master's thesis outline/master's thesis)

Appearance: Horizontal writing

Year 20XX Master's Thesis Outline/ Master's Thesis
Supervisor: Professor
Topic
XX Course, Humanities, Graduate School of Letters, Arts and Sciences, Waseda University
Name

Appearance: Vertical writing

Year 20XX Master's Thesis Outline/ Master's Thesis
Supervisor: Professor
Topic
XX Course, Humanities, Graduate School of Letters, Arts and Sciences, Waseda University
Name

* There are no formats specified for table of contents (master's thesis), and body (master's thesis outline and master's thesis) by the Graduate School, but you should check with the course office about whether there are specified formats in advance.

(4) Final examination (oral examination)

Late-January to early February (for students enrolled in April)

Late July (for students enrolled in September)

* This would not be applicable to Holdovers. Holdovers should submit by the deadline in the semester in which he/she plans to complete a degree.

(5) Review standards

- The student is found to have acquired expertise in a systemic manner and gained an original knowledge in that field.
- The history of research in that field has been understood with an awareness of the issues, and the significance of the knowledge presented by the thesis for a degree is clearly argued.
- The reasoning and form of discussion are appropriate.
- The sources of past studies referenced are clearly indicated as notes or a list of references.
- The supervisor has checked the degree of similarity in the review of the thesis and confirmed that there are no research ethical problems.

(6) Other

- a) Master's theses and master's thesis outlines that pass the final examination (oral examination) are stored as data in the Toyama Library and are available for browsing and copying only with the permission of the authors.
- b) The titles of all master's theses that pass the final examination (oral examination) are published in the "List of master's Theses" in the Bulletin of the Graduate School of Letters, Arts and Sciences, Waseda University. In addition, with the permission of the authors, the names of the authors are listed. These may also be posted on the websites of the respective courses. (If you have any questions, please contact your course office.)

<Schedule model for submitting a master's thesis (for students enrolled in April)>

First year		
	April	Enter the Master's Program (Supervisor starts a research seminar).
	Spring semester	Take the Research Ethics Education Program (Online)
Second year		
	Mid-May	Submit a master's thesis plan.
	June (Faculty Committee meeting)	Secondary reviewers are approved.
	October	Submit topic notification.
	After the submission of a topic notification until immediately after thesis submission	Send master's thesis draft to the supervisor (The supervisor checks the academic integrity of the thesis).
	Late December to early January	Submit master's thesis and master's thesis outline.
	Late January to early February	Final examination (oral examination)
	March (Faculty Committee meeting)	Completion of the Master's Program is approved.
	March	Commencement ceremony

<Schedule model for submitting a master's thesis (for students enrolled in September)>

First year	
September	Enter the Master's Program (Supervisor starts a research seminar).
Fall semester	Take the Research Ethics Education Program (Online)
Second year	
Late September to early October	Submit a master's thesis plan.
November (Faculty Committee meeting)	Secondary reviewers are approved.
April	Submit topic notification.
After the submission of a topic notification until immediately after thesis submission	Send master's thesis draft to the supervisor (The supervisor checks the academic integrity of the thesis).
Early to Mid-July	Submit master's thesis and master's thesis outline.
Late July	Final examination (oral examination)
September (Faculty Committee meeting)	Completion of the Master's Program is approved.
September	Commencement ceremony

3. Students will automatically complete the program if they meet the requirements. There are two completion dates: March and September.

(2) Doctoral Program (doctoral degree)

1. Requirements for completion of the Doctoral Program (program-based doctoral degree) and non-program-based doctoral degree

(1) Program-based doctoral degree

- (i) A doctoral degree (in literature) is granted to those who have been enrolled in the Doctoral Program of this Graduate School for 3 years or longer but not exceeding 6 years, have taken a required research seminar as specified by this Graduate School (and have taken seminar or lecture subjects for some courses), and have had a dissertation for a doctoral degree reviewed and passed the review.
- (ii) Of those who have withdrawn without submitting a dissertation for a doctoral degree, those who have been enrolled in the Doctoral Program for 3 years or longer and have taken a required research seminar may submit a dissertation for a doctoral degree for a review within 3 years from the date of withdrawal, with permission of the Faculty Committee of the Faculty of Letters, Arts and Sciences.

(2) Non-program-based doctoral degree

Doctoral degrees other than (i) and (ii) in (1) above are all non-program-based doctoral degrees.

Notwithstanding the above provisions on program-based doctoral degrees, a doctoral degree is granted to those judged to be of broad scholarly attainments equivalent to those who submitted a dissertation for a doctoral degree for a review, passed the review, and completed the Doctoral Program for the major field. In this case, however, they must pay a fee for a dissertation review.

2. Research seminar and general process until submission of a dissertation for a doctoral degree in the Doctoral Program

(1) Examination of the research plans of applicants

Applicants submit a research plan when applying for the examination.

The person in charge of the oral examination asks those who passed the written examination questions about their research plan after enrollment.

(2) Determination of primary supervisors for those who will enter the Doctoral Program

When the Faculty Committee of the Faculty of Letters, Arts and Sciences makes decisions on successful applicants for enrollment, they determine the primary supervisors for those who passed the oral examination. In principle, primary supervisors must be a member of the Steering Committee of the Graduate School of Letters, Arts and Sciences.

(3) Submission of a doctoral dissertation plan

Students prepare a doctoral dissertation plan under the guidance of the primary supervisor and submit it to the office by a given deadline.

(4) Determination of secondary supervisors in each course

Each course determines secondary supervisors for students based on their doctoral dissertation plans after coordination and obtains approval from the Faculty Committee of the Faculty of Letters, Arts and Sciences. In principle, secondary supervisors must also be a member of the Steering Committee of the Graduate School of Letters, Arts and Sciences.

(5) Guidance for writing a dissertation for a doctoral degree

In preparation for submitting a dissertation for a doctoral degree, students receive guidance about its idea, structure, and writing from the primary and secondary supervisors. They also receive research ethics education. The primary and secondary supervisors guide and support students in writing papers to publish in or contribute to academic and research journals in and outside the university and in making research presentations in meetings of academic societies, etc. in and outside the university.

(6) Submission of a Doctoral Program research progress and achievements report and receive feedback

Students enrolled in the Doctoral Program submit a Doctoral Program research progress and achievements report for that year to the primary and secondary supervisors by a given deadline. The primary and secondary supervisors report their views on the students they guide.

(7) Presentation of the idea of a dissertation

Those planning to submit a dissertation for a doctoral degree must make an oral presentation about the whole idea of their dissertation for a doctoral degree in a dissertation idea presentation meeting held by the Graduate School no later than about 1 year prior to the submission of a dissertation for a doctoral degree to the Degree Committees, and it must be judged that they will be able to continue to write the dissertation.

The student must then write and complete the dissertation under the guidance of supervisors. The applicants and supervisors should carefully check the appearance of the dissertation and whether it has been plagiarized before submitting it for acceptance.

* In principle, dissertation idea presentation meetings are organized by the courses. Faculty members and students are allowed to participate in dissertation idea presentation meetings across course boundaries.

(8) Oral presentation in national or international academic society meetings

Students must make at least one oral presentation in a national or international academic society meeting before they submit a dissertation for a doctoral degree.

(9) Publication of a paper in an academic journal (Ideally, it should be a refereed academic journal.)

Students must have at least one paper published in an academic journal before they submit a dissertation for a doctoral degree.

<Schedule model for earning a doctoral degree in 3 years>

First year		
	April	Enter the Doctoral Program (Primary supervisors start a research seminar).
	Spring semester	Submit a doctoral dissertation plan. Take the Research Ethics Education Program (Online)
	August to September	Secondary supervisors are determined after coordination in the courses.
	October (Faculty Committee meeting)	Approve secondary supervisors.
	October (After Faculty Committee meeting))	Primary and secondary supervisors start a research seminar.
	Fall semester	Submit a Doctoral Program research progress and achievements report.
Second year		
	April to October	Make an oral presentation in a dissertation idea presentation meeting.
	April to March	<ul style="list-style-type: none"> · Make at least one oral presentation in a national or international academic society meeting before submitting a dissertation for a doctoral degree. · Have at least one paper published in an academic journal (ideally, it should be a refereed academic journal) before submitting a dissertation for a doctoral degree.
	Fall semester	Submit a Doctoral Program research progress and achievements report.
Third year		
	April to October	<ul style="list-style-type: none"> · Make at least one oral presentation in a national or international academic society meeting before submitting a dissertation for a doctoral degree. · Have at least one paper published in an academic journal (ideally, it should be a refereed academic journal) before submitting a dissertation for a doctoral degree.
	April to November (Faculty Committee meeting)	Accept a dissertation for a doctoral degree.
	April to January	Have the dissertation for a doctoral degree reviewed.
	October to February (Faculty Committee meeting)	Pass the dissertation for a doctoral degree review.
	March	Commencement ceremony Publication of dissertation

*For details on degree applications, please refer to the "Internal Rules of the Graduate School of Letters, Arts and Sciences on the Application of the Rules on Degrees in Waseda University" and the GLAS website.

*Dissertation will be published in the Waseda University Repository (URL: <https://waseda.repo.nii.ac.jp/>).

3. Internal Rules of the Graduate School of Letters, Arts and Sciences on the Application of the Rules on Degrees in Waseda University

1 Purpose

- (1) These Internal Rules are intended to clearly define rules on the whole procedure for applying for a doctoral degree (application, acceptance, review, judgment, and grant) in the Graduate School of Letters, Arts and Sciences of Waseda University (hereinafter called the Graduate School of Letters, Arts and Sciences).
- (2) These Internal Rules are based on the Rules on Degrees in Waseda University (Academic Affairs Notification No. 2, April 1, 1976).

2 Degree Committee

- (1) The whole procedure for applying for a doctoral degree shall be managed by the Degree Committee of the Faculty of Letters, Arts and Sciences (hereinafter called the Degree Committee).
- (2) The Degree Committee shall be established based on the outline of establishment defined separately.

3 Procedure for application

- (1) The procedure for applying for a doctoral degree shall consist of the following steps.
 - A. Application; B. Acceptance; C. Review; D. Judgment; E. Grant
- (2) A review shall be completed within 1 year after acceptance.

4 Application

- (1) Those who apply for a program-based doctoral degree shall apply to the Degree Committee for a review through the person in charge of the research seminar in the Doctoral Program. However, if the person in charge of the research seminar is not a member of the Steering Committee of the Graduate School of Letters, Arts and Sciences nor a contract-based visiting faculty member, they shall place an application through a member of the Steering Committee of the Graduate School of Letters, Arts and Sciences in that course. In the case of 10 (3) below, they may place an application through the prospective primary reviewer.
- (2) Those who apply for a non-program-based doctoral degree shall submit to the Degree Committee a dissertation and required documents along with a letter of recommendation by a member of the Steering Committee of the Graduate School of Letters, Arts and Sciences or a contract-based visiting faculty member belonging to a course related to the research field of that dissertation.

5 Acceptance

- (1) The Degree Committee shall determine whether to accept a submitted dissertation by vote.
- (2) Whether a dissertation for a program-based doctoral degree is to be accepted or not shall be discussed and a determination made based on the submitted dissertation and an explanation by the person in charge of the research seminar. However, if the person in charge of the research seminar is not a member of the Steering Committee of the Graduate School of Letters, Arts and Sciences nor a contract-based visiting faculty member, acceptance of the dissertation shall be determined based on an explanation by a member of the Steering Committee of the

Graduate School of Letters, Arts and Sciences in that course. In the case of 10 (3) below, acceptance may be determined based on an explanation by the prospective primary reviewer.

- (3) Whether a dissertation for a non-program-based doctoral degree is to be accepted or not shall be discussed and a determination made based on the submitted dissertation and an explanation by the member of the Steering Committee of the Graduate School of Letters, Arts and Sciences or the contract-based visiting faculty member who prepared the letter of recommendation specified in 4 (2) above.
- (4) When the Degree Committee determines that a submitted dissertation can be accepted, it shall appoint a primary reviewer, organize a Thesis Review Committee (hereinafter called a Review Committee), and seek the judgment of the Faculty Committee of the Faculty of Letters, Arts and Sciences.

6 Review

- (1) Immediately after the Faculty Committee of the Faculty of Letters, Arts and Sciences decides to accept a dissertation and approves the proposed composition of a Review Committee, the Review Committee for that dissertation is established.
- (2) The rules on the establishment of a Review Committee are defined in Article 9 of these Internal Rules.
- (3) The Review Committee shall make efforts to review the dissertation properly and promptly.
- (4) The review shall include an interview examination.
- (5) An interview examination shall be conducted with open doors.
- (6) An interview examination conducted with open doors is called thesis defense.
- (7) The method of and other rules on thesis defense shall be determined in advance by the Review Committee according to the rules defined on a course-by-course basis.
- (8) In principle, thesis defense shall be attended by all the reviewers.
- (9) In principle, the final consultation and vote in thesis defense that are related to the judgment of reviewers shall take place behind closed doors.
- (10) In principle, thesis defense shall be held after a 1 month or longer review following the decision of the Faculty Committee to accept the dissertation.
- (11) After reviewing the dissertation, the Review Committee shall promptly prepare a brief review report and submit it to the Degree Committee.
- (12) A dissertation shall be reviewed based on the following standards.
 - a) Creative, new knowledge in that field is recognized.
 - b) The history of research in that field has been understood with an awareness of the issues, and the significance of the knowledge presented by the dissertation for a degree is clearly argued.
 - c) The reasoning and form of discussion are appropriate.
 - d) The sources of past studies referenced are clearly indicated as notes or a list of references.

7 Judgment

- (1) After reviewing the dissertation, the Review Committee shall promptly prepare a judgment proposal and submit it to the Degree Committee.
- (2) A judgment proposal shall require the consent of at least two-thirds of the reviewers.

8 Grant

- (1) The Degree Committee shall discuss and make a determination on whether to grant a degree based on the brief review report and the judgment proposal.
- (2) The Degree Committee shall prepare a draft of its decision on whether to grant a degree and propose its decision to the Faculty Committee of the Faculty of Letters, Arts and Sciences.
- (3) The final decision on whether to grant a degree shall be made by the Faculty Committee of the Faculty of Letters, Arts and Sciences.

9 Thesis Review Committee

- (1) When a decision is made to accept a dissertation, a Thesis Review Committee (Review Committee) shall be established.
- (2) Review Committees shall consist of all thesis reviewers specified in Article 11 of these Internal Rules (hereinafter called reviewers).

10 Primary reviewer

- (1) A primary reviewer shall be assigned for a Review Committee.
- (2) The role of primary reviewer for a dissertation for a program-based doctoral degree shall be assumed by the person in charge of the Doctoral Program research seminar for the applicant. However, if the person in charge of the research seminar is not a member of the Steering Committee of the Graduate School of Letters, Arts and Sciences nor a contract-based visiting faculty member, a member of the Steering Committee of the Graduate School of Letters, Arts and Sciences in that course shall assume the role of primary reviewer.
- (3) Notwithstanding the provision in (2) above, when special circumstances make it impossible to appoint a primary reviewer from among members of the Steering Committee of the Graduate School of Letters, Arts and Sciences in that course, the role of primary reviewer may be assumed by a member of the Steering Committee of the Graduate School of Letters, Arts and Sciences in another course, a full-time faculty member of Waseda University, or a contract-based visiting faculty member.
- (4) The role of primary reviewer for a dissertation for a non-program-based doctoral degree shall be assumed by the member of the Steering Committee of the Graduate School of Letters, Arts and Sciences or the contract-based visiting faculty member who prepared the letter of recommendation and gave the explanation for its acceptance to the Degree Committee in applying for a review.

11 Thesis reviewers

- (1) The members of a Thesis Review Committee shall be determined based on a draft prepared by the Degree Committee upon approval from the Faculty Committee of the Faculty of Letters, Arts and Sciences.
- (2) A Thesis Review Committee shall consist of at least three reviewers including a primary reviewer.
- (3) Experts other than members of the Steering Committee of the Graduate School of Letters, Arts and Sciences may be asked to serve as a reviewer on a contract basis.
- (4) In the case of (3) above, however, two or more members of the Steering Committee of the Graduate School of Letters, Arts and Sciences shall be included as reviewers.

12 Requirements for applying for a review for a program-based doctoral degree

- (1) A person who applies for a program-based doctoral degree shall be enrolled in the Doctoral Program of the Graduate School of Letters, Arts and Sciences of Waseda University and have taken a required research seminar.
- (2) A person who applies for a program-based doctoral degree shall take a research seminar according to the Guidelines for Doctoral Program Guidance in the Graduate School of Letters, Arts and Sciences of Waseda University and meet the requirements specified in the following items.
 - a) It has been judged in a doctoral dissertation idea presentation meeting hosted by the Graduate School of Letters, Arts and Sciences that it is possible for the person to continue to write his/her dissertation.
 - b) The person has given at least one oral presentation at a national or international academic society meeting.
 - c) The person has had at least one paper published in an academic journal (Ideally, it should be a refereed academic journal).
 - d) The person has received research ethics education.
 - e) The person has met course-specific regulations.
- (3) Provisions a) to c) in (2) above shall apply to those who are enrolled in the Doctoral Program on and after April 1, 2007. Provision d) shall apply to those who apply for a program-based doctoral degree on or after April 1, 2015.

13 Requirements for applying for a review for a non-program-based doctoral degree

- (1) A person who applies for a non-program-based doctoral degree shall undergo a scholarly attainment check in principle.
- (2) The procedure for a scholarly attainment check shall be as specified in (3) to (5) below.
- (3) Method for asking questions in a scholarly attainment check
 - a) In principle, a scholarly attainment check shall be conducted within 2 months after acceptance of his/her dissertation, and the result (pass or fail) shall be promptly reported to the Degree Committee.
 - b) The person shall be asked questions about basic literature related to the submitted dissertation and cited documents to check his/her expertise in related fields.
 - c) The person's reading skills in foreign languages shall be checked.
 - d) No more than two members of the Review Committee shall serve as scholarly attainment checkers.
- (4) If the applicant falls under any of the following items, he/she shall be exempted from a scholarly attainment check.
 - a) When the person applies according to the former Graduate School Regulations [person enrolled in or before 1975] and has passed a doctoral degree examination [based on the "agreement in the Committee of Graduate Deans (February 10, 1984)"].

b) When the person applies according to the current Graduate School Regulations [person enrolled in or after 1976], and in principle, has been enrolled in the Doctoral Program for 3 years or longer and have taken a 3-year research seminar [based on the “agreement in the Committee of the Graduate School of Letters, Arts and Sciences (January 18, 1986)”].

c) When the Committee of the Graduate School of Letters, Arts and Sciences determines that there is a special reason [exemption based on Article 16, paragraph 2 of the Rules on Degrees].

A special case refers to a case in which the applicant is a faculty member of a university* and is judged to have considerable scholarly attainments with respect to related fields and foreign languages based on the research achievement record sheet and other documents submitted [based on the “agreement in the Committee of the Graduate School of Letters, Arts and Sciences (April 9, 2002)”].

* The terms “university” and “faculty member of a university” shall include the following meanings.

A. The term “university” includes research institutions equivalent to universities (but does not include schools attached or affiliated with Waseda University).

B. The term “faculty member” refers to the following persons.

- i) Active full-time faculty member or onetime full-time faculty member
- ii) Part-time lecturer who is active at the time of acceptance

(5) Whether to exempt an applicant from a scholarly attainment check shall be discussed and a determination made by the Faculty Committee of the Faculty of Letters, Arts and Sciences.

(6) If the course has any Course-specific regulations, it shall be followed.

14 Content and format of a dissertation

(1) The content and format of a dissertation to be submitted shall follow the rules defined on a course-by-course basis.

(2) Thanks to reviewers or members of the Degree Committee or other similar wording shall not be included.

(3) The submission of a secondary dissertation shall be based on a proposal of the Review Committee and require approval from the Degree Committee.

(4) A dissertation to be submitted shall be prepared in compliance with the rules of Waseda University related to academic research ethics, including the Waseda University Academic Research Ethics Charter, the Guidelines Regarding Academic Research Ethics, and the Rules for Preventive Measures against Research Misconduct and the Investigation Procedures.

15 Language to be used to write a dissertation

- (1) In principle, a dissertation shall be written in Japanese. However, this does not apply when using another language is appropriate for the research field or topic.
- (2) When a dissertation is written in a language other than Japanese, the Review Committee may ask the applicant for a degree to submit a Japanese translation of the dissertation for a review.

16 Form and appearance of a dissertation

- (1) A dissertation submitted to apply for acceptance shall be in book form.
 - a) A submitted dissertation shall be simple in appearance (in a binder or the like).
 - b) The cover shall be affixed with the prescribed label on which the topic and name of the submitter are indicated.
- (2) In a dissertation, the following items shall be present in the order shown below.
 1. Blank flyleaf; 2. Front (print the topic and the name of the submitter); 3. Table of contents; 4. Body; 5. Blank flyleaf
- (3) The table of contents shall contain two levels of titles such as the part and chapter titles or the chapter and section titles of the body with the respective pages according to the structure of the dissertation.
- (4) Notwithstanding the above, this does not apply when a book that has already been published is submitted as a dissertation for a doctoral degree. Ideally, however, its appearance should be similar to (2) and (3).
- (5) A dissertation shall be submitted again according to the procedure specified in (1) to (4) immediately after the completion of thesis defense.
- (6) After it is decided to grant a doctoral degree, the full text and outline of the doctoral dissertation in PDF/A data (format including text data) shall be submitted to the Graduate School of Letters, Arts and Sciences.
- (7) When an inadequacy is found in a doctoral dissertation, the applicant may correct it. However, if a correction is made to a doctoral dissertation after the completion of thesis defense, all the reviewers shall check the correction, and the primary reviewer shall describe the correction and put the date of correction in the brief review report.

17 Publication of submitted dissertations

A person granted a doctoral degree shall make his/her doctoral dissertation public on the Internet. However, if such a person makes the outline of the doctoral dissertation public rather than the full text for an unavoidable reason (based on the “Enforcement of the Ministerial Ordinance for Partially Revising Degree Rules, etc. (Notification),” 24 Director-General, Higher Education Bureau of MEXT No. 937, dated March 11, 2013), he/she shall submit an application for delaying release when applying for acceptance and obtain approval to delay release. When the reason for delaying release no longer exists, the person shall immediately make an announcement to that effect and make his/her doctoral dissertation public.

<Appendix: Documents, etc. to be Submitted When Applying for a Doctoral Degree>

The following documents shall be submitted to the Administrative Office, Faculty of Letters, Arts and Sciences when applying for a doctoral degree.

《When applying for acceptance》

No.	Document, etc.	Remarks
1)	Dissertation for a doctoral degree	Submit in simple appearance (in a binder or the like).
2)	Dissertation outline (No. of characters: 8,000 or so)	Form: Staple If the outline is written in a language other than Japanese, attach a Japanese translation to it
3)	Confirmation report for the dissertation for a doctoral degree	Applicant, person in charge of the research seminar, or preparer of the letter of recommendation
4)	Application for a degree (Gakui Shinsei-sho)	
5)	Curriculum vitae	
6)	Academic achievement record sheet	
7)	Application for acceptance	
8)	Letter of recommendation	Applicants for a non-program-based doctoral degree only
9)	Application for delaying release	Submit only when the applicant wants to delay release of the full text of his/her dissertation on the Internet.
10)	Certificate of Application for delaying release	Certificate from the publisher, etc., in any format
11)	Briefing material for the Faculty Committee meeting for acceptance (No. of characters: 400 or so)	
12)	Dissertation for a doctoral degree	
13)	Confirmation sheet	Confirm that the dissertation reviewed for judgment is identical to the full text of the submitted electronic data.
14)	Review Committee review report	Requires the signatures and seals of all the reviewers. Submit in simple appearance (in a binder or the like).
15)	Brief review report for the dissertation for a doctoral degree (No. of characters: 2,000 or so)	
16)	Briefing material for the Faculty Committee meeting for judgment (No. of characters: 400 or so)	
17)	Dissertation	PDF/A data
18)	Outline of dissertation	PDF/A data

Please refer to the website of the GLAS for details on the prescribed form, application schedule, and procedure.

(As of July 17, 2024 (Approved by the Faculty Committee of the Faculty of Letters, Arts and Sciences))

3. Course Registration

(1) Credits

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

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

As you can see, in order to acquire credits, it is necessary to secure the necessary study time not only during class hours but also outside of class hours. Therefore, it is necessary to limit the number of credits that can be registered in 1 year (for students who enroll in September, the number of credits is calculated starting from the spring semester). At our university, the maximum number of credits that can be registered in a year is 49, including not only courses that count toward graduation (completion) requirements, but also free courses, voluntary courses, and courses that do not count toward graduation (completion) requirements.

(2) Selection and registration of subjects

1. In this Graduate School, a single supervisor is selected for each student from among faculty members in charge of the research seminar in his/her course based on his/her subject of research at the time of enrollment. The supervisor guides him/her about how to select subjects, general matters about research, and how to write a thesis.
2. At the beginning of every academic year, students select subjects to take that year under the guidance of the supervisors.
3. The standard number of credits to be earned per subject taken and how to take them are described below.

(1) Master's Program

- (i) To complete the Master's Program, you must earn at least 32 credits for the required subjects and take a required research seminar and then pass a review and final examination for a master's thesis.
- (ii) Ideally, the 32 credits in the preceding paragraph should be obtained as follows.

	First year	Second year	Total
Standard number of credits to be earned	16 to 20 credits	16 to 12 credits	32 credits

- (iii) Select subjects mainly from among those offered by your course. If you are enrolled in the following course, you must earn at least the following number of credits for subjects offered by the course.

Course name	No. of credits
Global Japanese Literary and Cultural Studies	14 credits

- (iv) Basically, seminars held by your supervisor, which may be combined with "Research Seminar," are required subjects in both the first and second years.
- (v) In some courses, common subjects (foreign languages) are required subjects. Take these subjects with reference to (ix) below under the guidance of your supervisor.
- (vi) In taking subjects offered by courses other than your course, follow the rules given below.
 - a. You may take subjects from other courses and common subjects (lectures) offered by this Graduate School, with a limit of up to 14 credits in total, while in school.
 - * If you want to take seminars offered by other courses, you should obtain permission from those who are in charge of those seminars in advance.
 - b. You may take subjects offered by other graduate schools (of Waseda University), subjects designed for all graduate students and subjects open to graduate students (subjects offered by the Global Education Center and the Center for Japanese Language), and non-Waseda graduate subjects (subjects offered by the graduate schools of Keio University, Gakushuin University, Gakushuin Women's College, Chuo University, Japan Women's University, Sophia University, Kyoto University, and the University of Tokyo), with a limit of up to 10 credits in total, while in school. However, you cannot not earn more than 8 credits for subjects offered by the graduate schools of Keio University, Gakushuin University, and Gakushuin Women's College, and more than 10 credits for subjects offered by the graduate schools of Chuo University, Japan Women's University, Kyoto University, the University of Tokyo, and Sophia University, under the respective agreements with them.
 - c. Of credits earned for subjects according to a. and b. above or subjects other than those offered by your course, up to 14 credits in total may be included in the required number of credits to complete the program.

- (vii) The following courses are required for all students in the Global Japanese Literary and Cultural Studies MA program:
- Critical Approaches to Japanese Studies
 - Readings in Classical Japanese
 - Research Methods
- (viii) The rules on the handling of credits earned from the second enrollment of a subject for which credits have already been earned are as follows:
- a. Subjects that cannot be taken after credits have been earned for them
Common subjects (foreign languages) that are offered by the graduate school and are categorized into English language subjects and Japanese language subjects, and common subjects (foreign languages) intended for both graduate and undergraduate students
 - b. Subjects for which credits earned from the second enrollment cannot be included in the required number of credits in addition to credits earned from the first enrollment
Common subjects (lectures)
 - c. Subjects for which credits earned from the second enrollment can be included in the required number of credits in addition to credits earned from the first enrollment
Subjects other than those listed in a. and b. above [subjects offered by other graduate schools of Waseda University, including subjects designed for all graduate students, and subjects offered by the graduate schools of partner universities]
- (ix) For students enrolled in the following course, see the guidelines below regarding common subjects (foreign languages).

Course name	Common subjects (foreign languages): required number of credits
Global Japanese Literary and Cultural Studies	These are not required subjects.

- (x) Graduates of other universities, international students, and graduates of an undergraduate school of a different field may take subjects (other than English language subjects) offered by the School of Culture, Media and Society and the School of Humanities and Social Sciences to complement basic expertise under the guidance of the supervisor.
- (xi) This Graduate School has introduced the graduate school subject early enrollment system for students of the School of Culture, Media and Society and the School of Humanities and Social Sciences of Waseda University, and undergraduates may take subjects of the Master's Program.

(2) Doctoral Program

- (i) The Doctoral Program consists of research seminars, from which students should select an appropriate one for their research topics, and their voluntary research activities. Some courses may require students to take seminar or lecture subjects.
- (ii) At the beginning of every academic year, students must register for the “Research Seminar” under the guidance of the primary supervisor.
- (iii) Students must attend the weekly “Research Seminar” classes and receive guidance from the supervisor.

(3) Selection and registration of subjects for holdovers

Holdovers must register for the following required subjects and research seminar within the registration period at the beginning of the academic year.

* For details about tuition fees for holdovers, refer to 9. Tuition Fees and Miscellaneous Fees.

Master’s Program

1. Those who have earned the required number of credits but have not passed a master’s thesis examination must register for the research seminar by their supervisor.
2. Those who have not earned the required number of credits must select and take subjects to earn the required number of credits.
3. Credits earned from the third enrollment of certain subjects (including seminars) and from the second enrollment of common subjects (other than foreign language subjects) are not included in the required number of credits.

Doctoral Program

Those enrolled in the program must register for the research seminar by their supervisor.

(3) Exchange students and special exchange students

This Graduate School has concluded agreements with the master’s programs of the Keio University Graduate School of Letters and Graduate School of Human Relations, the master’s program of the Gakushuin University Graduate School of Humanities, the master’s program of the Gakushuin Women’s College Graduate School of International Cultural Relations, the Chuo University Graduate School of Letters, the Japan Women’s University Graduate School of Humanities, and the Sophia University Graduate School of Humanities in order for students to be able to take subjects offered by other universities. Based on the agreement of the Graduate School Student Exchange Association (among Waseda University, Kyoto University, Keio University, and the University of Tokyo), you may be allowed to take research seminars or subjects offered by these universities.

Below is a brief summary of these agreements.

1. Graduate school students of Waseda University, Keio University, Gakushuin University, and Gakushuin Women’s College can take subjects offered by the graduate schools of the other universities, with a limit of up to eight credits while in the master’s program.

2. We have concluded an agreement with the Gakushuin Women's College Graduate School of International Cultural Relations to allow exchanges between the former Major of Theatre and Film Arts and the former Major of Art History and their counterpart majors, and students enrolled in the Theatre and Film Studies Course and the Art History Course can take subjects offered by them, with a limit of up to eight credits.
3. We have concluded an agreement with the Chuo University Graduate School of Letters to allow exchanges between the former majors of history and their counterpart majors, and students enrolled in the Japanese History Course, the Asian History Course, the Western History Course, and the Archaeology Course can take subjects offered by them, with a limit of up to 10 credits.
4. We have concluded an agreement with the Japan Women's University Graduate School of Humanities to allow exchanges between their Division of Japanese and our Japanese Linguistics and Literary Studies Course, and students enrolled in the Japanese Linguistics and Literary Studies Course can take subjects offered by them, with a limit up to 10 credits.
5. We have concluded an agreement with the Sophia University Graduate School of Humanities to allow exchanges between their Master's (Doctoral) Program in German Literature and our German Studies Course, and students enrolled in the German Studies Course can take subjects offered by them, with a limit of up to 10 credits.
6. Students who fall under items 1. to 5. above are called exchange students. Students who take subjects offered by other universities through the Graduate School Student Exchange Association are called special exchange students.
7. Students who take subjects offered by the graduate schools of other universities must obtain approval from the supervisor in the graduate school in which they are enrolled and permission from the faculty member who is in charge of the subject in the partner graduate school. The faculty member in charge may refuse to accept them because of the limit on the number of students or for any other reason.

(4) Grades

A score of 60 or above is a passing grade and a score of 59 or below is a failing grade. Grades are expressed as follows.

Check your grades presented at the end of each semester.

1) Subjects

Score	100-90	89-80	79-70	69-60	59 or lower
Web Grade Report page	A+	A	B	C	G
Transcript in Japanese/English	A+	A	B	C	Not recorded

2) Research seminar, master's thesis, etc.

Score	100-60	59 or lower
Web Grade Report page	P	Q
Transcript in Japanese	P	Not recorded
Transcript in English	Completed	Not recorded

(5) 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 failing 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.

The calculation formula is as follows:

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

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

- P and Q (grades given for a research seminar, a master's thesis, 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 issue a Certificate of GPA, you will need to submit an application, as your transcript will not include your GPA.

(6) Accreditation of credits obtained before admission to the Graduate School

If you are a regular student enrolled in the Graduate School of Letters, Arts and Sciences and have already earned credits before enrollment, as a non-degree student at the same Graduate School, while at another graduate school of Waseda University or a graduate school of another university (in either case, limited to the case where you have not completed the program there), or at the School of Culture, Media and Society, the School of Humanities and Social Sciences, the School of Letters, Arts and Sciences I, or the School of Letters, Arts and Sciences II (based on the subject early enrollment system of this Graduate School), you can apply, if you wish, for the inclusion of these credits in the required number of credits for completion of this Graduate School within a specified period. Of these credits, only those deemed by the Faculty Committee of the Faculty of Letters, Arts and Sciences as valid are accredited as credits to be included in the required number of credits for completion of this Graduate School. For details about the procedure, including the schedule, check the website of the Graduate School of Letters, Arts, and Sciences.

- Up to 16 credits can be recognized, excluding credits earned from seminars and research seminars.
- Only up to 10 credits can be counted from earlier studies at other graduate schools of Waseda University or graduate schools of other universities. Furthermore, of the total of these credits and credits earned at GLAS, only up to 16 credits can be recognized.
- Up to 14 credits can be counted from credits of common subjects (lectures), subjects offered by other courses and other schools.
- Credits that have already been counted to obtain a degree at another university in Japan or elsewhere cannot be recognized.
- Once credits from earlier studies have been accredited, it is deemed that the student has already acquired the corresponding credits for the academic year concerned. Therefore, he/she cannot complete a course registration that includes the corresponding subjects in the academic year concerned.

4. Registration Status

(1) Study abroad

1. A case that falls under any of the following is treated as a study abroad.
 - (1) The student attends a university or other equivalent institution of higher education 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.
 - (2) The student is engaged in research or participates in training at an overseas research institute for a year or a period of time equivalent to a semester with the approval of the Faculty Committee.

* Short-term or quarter overseas studies are not treated as studies abroad on the students' enrollment recognition.
2. Students who plan to study abroad must submit the following documents in advance.
 - (1) Application for Study Abroad specified by the graduate school
 - (2) Certificate of entrance, certificate of acceptance, etc. issued by the overseas university, etc.
3. Students who have completed their study abroad must submit the following documents promptly upon their return to Japan.
 - (1) Notification of Return to Japan specified by the graduate school
 - (2) Certificate of period of attendance or registration issued by the overseas university, etc.
4. In principle, students are **not allowed to study abroad for longer than 1 year(*)** during their registration with the Graduate School. Under certain special conditions, however, they may be permitted to extend their period of study abroad or be allowed to study abroad again. The duration of an exchange program based on an academic exchange agreement with an overseas university depends on the agreement.
*Students who wish to study abroad for more than 1 year have to consult with the supervisor and the Administrative Office in advance.
5. The period of study abroad may be included in the number of years of registration with Waseda only if the Faculty Committee deems appropriate.
6. Of credits earned during study abroad at an overseas university, etc., up to eight credits can be accredited as those to be included in the required number of credits for completion of this Graduate School only if the Faculty Committee deems appropriate. Some types of study abroad programs may require credit recognition fees.
7. In the case of privately-financed study abroad, a fee of 50,000 yen must be paid to Waseda University as enrollment fees for the semester in question. If you participate in programs offered by the Center for International Education, tuition and related fees vary depending on the program. Please confirm the details before applying.

8. Even after you have been given permission to study abroad, the permission can still be canceled retroactively as of the date of permission, and the Faculty Committee, upon discussion, concludes that you are not suitable.

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

(1) When you study abroad in the middle of an academic year (for a year beginning in September)

(i) In principle, you can earn credits for full-year subjects by taking 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 applying for Suspended/Resumed Registration, so please check the website of the Graduate School before your departure from Japan. However, please understand in advance that there may be cases in which your registration may be rejected because of class discontinuation, faculty reassignment, course plan changes, or other reasons. With respect to subjects offered by other schools of Waseda University, it is up to the individual schools to decide on whether you can resume taking them after returning to Japan. With respect to subjects offered by other universities, you cannot resume taking 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 the faculty member in charge of the relevant subject to determine what measures can be taken before you leave Japan.

(ii) You can take summer intensive courses provided in the year of departure. In principle, you cannot register for summer intensive courses provided in the year of return to Japan, but you may be allowed to take such courses in some cases. For further details, please check the website of the Graduate School.

(2) When you study abroad for a summer or winter quarter

After returning to Japan, you may be able to resume taking semester-long or full-year subjects that you attended in the spring or fall semester before departure in the following corresponding academic term. In this case, you must complete the required procedure for applying for Suspended/Resumed Registration, so please check the website of the Graduate School before your departure from Japan. However, please understand in advance that there may be cases in which your registration may be rejected because of class discontinuation, faculty reassignment, course plan changes, or other reasons.

In such cases, your registration status remains “registered” and you are required to pay the specified tuition fee.

For details about the procedure, check the website of the Graduate School of Letters, Arts and Sciences.

(2) Double degree program based on an agreement with Columbia University

We started the double degree program based on an agreement with Columbia University mainly for students enrolled in the Japanese Linguistics and Literary Studies Course and the Global Japanese Literary and Cultural Studies Course of the Doctoral Program in 2008 (this program for the Global Japanese Literary and Cultural Studies Course was introduced in 2018). This program is based on an agreement with Columbia University and is intended to provide an opportunity for students to study at this university for 1 year while in the Doctoral Program of the Graduate School of Letters, Arts and Sciences and earn an MA in East Asian Languages and Cultures.

Details about this program, including how to apply for it, are announced the year preceding the year when you would study abroad.

To participate in this program, you need to pay a double degree registration fee (150,000 yen) in addition to the regular tuition fees for Waseda University.

	Student enrolled in the Graduate School of Waseda University	Student enrolled in the Graduate School of Columbia University
Belongs to	Doctoral Program, Japanese Linguistics and Literary Studies Course or Global Japanese Literary and Cultural Studies Course, Humanities, Graduate School of Letters, Arts and Sciences	Doctoral Program, Japanese Literature, Dept. of East Asian Languages and Cultures, Graduate School of Arts and Sciences
Received by	Master's Program, Japanese Literature, Dept. of East Asian Languages and Cultures, Graduate School of Arts and Sciences Columbia University	Master's Program, Japanese Linguistics and Literary Studies Course or Global Japanese Literary and Cultural Studies Course, Humanities, Graduate School of Letters, Arts and Sciences Waseda University
Language used in the receiving university	English	Japanese
Degree * A degree is granted by the receiving university when the student satisfies all the requirements they specify for a master's degree.	Columbia University MA in East Asian Languages and Cultures	Waseda University Master of Arts in Literature

(3) Joint research seminar based on an agreement with an overseas university

If you want to attend a joint research seminar based on an agreement with an overseas university, consult your supervisor in advance and then contact the Administrative Office, Faculty of Letters, Arts and Sciences.

- **Cotutelle**

This education program is intended for students enrolled in the Doctoral Program, under which (i) a research seminar is jointly provided for a certain period of time with an overseas university based on an agreement with them, (ii) students' theses are jointly reviewed with them, and (iii) a degree is granted by Waseda University and another by the overseas university.

If you complete this program, the diploma you receive from Waseda University contains a statement to the effect that a research seminar was jointly provided with the partner overseas university.

- **Joint Supervision Program (JSP)**

This education program is intended for students enrolled in the Doctoral Program, under which (i) a research seminar is jointly provided for a certain period of time with an overseas university based on an agreement with them and (ii) when a degree is granted to the participant student, the university to which he/she belongs issues a certificate to the effect that a joint research seminar was provided under the joint signature of the university and the partner university.

(4) 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 graduate school 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 graduate school website and submit the prescribed leave of absence application and required documents. These documents must be signed and sealed by the student and his/her guardian and supervisor. The Application for Leave of Absence must be submitted by May 31 for the spring semester and by November 30 for the fall semester.

3. Duration, etc., of a 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. You are allowed to take one or more leaves of absence from the Master's Program for up to 2

years in total, and from the Doctoral Program for up to 3 years in total.

4. Number of years of registration with the Graduate School

Periods of leave of absence are not included in the number of years of registration with the Graduate 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 when they are registered with the Graduate School are also required to pay the prescribed tuition fees.

Leave of absence for the spring semester

Date of application	Until Apr. 30	From May 1 to May 31	After Jun. 1
Tuition fee	50,000 yen (Fee for enrollment)	Prescribed amount	Not allowed to take a leave of absence
Seminar fee	Exempted		

Leave of absence for the fall semester

Date of application	Until Oct. 31	From Nov. 1 to Nov. 30	After Dec. 1
Tuition fee	50,000 yen (Fee for enrollment)	Prescribed amount	Not allowed to take a leave of absence
Seminar fee	Exempted		

- In addition to the above, a Waseda University Student Health Promotion Mutual Aid Association fee of 1,500 yen is charged.
- “Date of application” refers to the day on which the student submits to this Graduate School a completed Application for Leave of Absence signed and sealed by the student and his/her guardian and supervisor.
- “Prescribed amount” refers to the amount of tuition fees, etc., equivalent to those that 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 1 year, starting in the fall semester, you can have the credits from full-year subjects for which you have registered for the academic year (except for those offered by other universities or other educational institutions) recognized as credits earned in the year in which you are to return to school, by resuming taking those subjects from the fall semester of the year in which you are to

return to school and earning the credits. In this case, you need to complete the required procedure for applying for Suspended/Resumed Registration. However, please understand in advance that there may be cases in which your registration may be rejected because of class discontinuation, faculty reassignment, course plan changes, or other reasons. With respect to subjects offered by other schools of Waseda University, it is up to the individual schools to decide whether you can resume taking them after returning to school. With respect to subjects offered by other universities, you cannot resume taking them after returning to school. Please check the website of the Graduate School of Letters, Arts and Sciences before you take a leave of absence.

(5) 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 at least one month prior to the scheduled reinstatement date.

2. First day of school after taking a leave of absence/studying abroad

Below are the dates of resumption of attendance for different leave of absence/study abroad schedules:

Leave of absence/study abroad period: From Apr. 1 to Sep. 20	}	Sep. 21
Study abroad period: From Sep. 21 of the previous year to Sep. 20		
Study abroad period: From Apr. 1 of the previous year to Mar. 31	}	Apr. 1
Leave of absence/study abroad period: From Sep. 21 of the previous year to Mar. 31		

(6) Withdrawal

1. Voluntary withdrawal

○ If you voluntarily apply to withdraw from the University, your voluntary withdrawal may be permitted after you obtain approval from the supervisor and then from the Faculty Committee and other related parties. To apply for voluntary withdrawal, please complete and submit the Application for Withdrawal (signed by you and your guardian) with the supervisor's seal of approval on it along with your student ID card. To apply for withdrawal from the Doctoral Program, submit the Doctoral Program research progress report too.

○ If you withdraw from the University in the middle of a semester, you are required to pay the tuition fees for that semester, depending on the date of your withdrawal application. (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 (See the note below.)	Not charged	Charged	Not charged	Charged

* “Date of application” refers to the day on which the student submits to this Graduate School a completed Application for Withdrawal signed and sealed by the student and his/her guardian and supervisor.

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

Note: If the date of withdrawal falls within the semester when you were admitted to the University, the fees for the semester have already been collected at the time of the admission procedure, and will no be refunded.

2. Administrative withdrawal

If you fall under any of the following items, you may be subject to 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 completed research seminars (for the Doctoral Program)

(iii) When you have failed to meet the course attendance standard set by the graduate school without a valid reason

(iv) When you have been neglecting your studies and have failed to earn the necessary number of credits stipulated by the graduate 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 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 are deemed invalid. For further details, please refer to the next section, “(7) 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 disciplinary withdrawal.

(7) 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 the final day of the last semester for which you have paid your tuition fees.

Tuition fees unpaid	Date of account transfer	Date of removal from the school register	Final deadline for payment if you submit the Application for Delayed Payment of Tuition Fees*	Date of withdrawal from school
Spring semester	Early May	September 20 of that academic year	January 9 of that academic year	March 31 of the previous academic year
Fall semester	Early October	March 31 of that academic year	June 30 of the next academic year	September 20 of that academic year

* Tuition fees are to be paid through a financial institution. If the deadline falls on a weekend/ holiday, tuition fees must be paid by the last weekday before the deadline.

- For holdovers, the dates of account transfer for the spring semester and the fall semester are early July and early December, respectively.
- There is a prescribed form for delayed payment of tuition fees, which is available from the Administrative Office, Faculty of Letters, Arts and Sciences or the website of the Graduate 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 for withdrawal using the form prescribed by the Administrative Office, Faculty of Letters, Arts and Sciences (the form needs be signed by the student and his/her guardian). Even in this case, your withdrawal from the University will be treated as administrative withdrawal dated the final day of the last semester for which you have paid your tuition fees.

(8) Re-admission

When a student who has withdrawn for a reason that permits his/her re-admission according to the table below applies for re-admission, the University may permit his/her re-admission only if it is determined that he/she is likely to meet the academic requirements to earn a degree.

1. Permission for re-admission

Type 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 completed research seminars (for the Doctoral Program)	Impossible
	When the person has failed to meet the course attendance standard set by the graduate school without a valid reason	Possible
	When the person has been neglecting his/her studies and has failed to earn the necessary number of credits stipulated by the graduate school within the designated period of time	Possible
	When the person has not paid his/her tuition fees, resulting in administrative withdrawal	Possible
Disciplinary withdrawal		Impossible, in principle * As an exception, persons who apply for re-admission at least 2 years after the date on which they were expelled from the University in the form of disciplinary withdrawal may be re-admitted to the University if they are deemed to have displayed marked contrition and are considered likely to meet the academic requirements to earn a degree.

Notes:

- It is impossible to be re-admitted to the University without a certain period passing after withdrawal. For more information, please contact the Administrative Office, Faculty of Letters, Arts and Sciences.
- Those who are permitted re-admission may have to attend all or some of the subjects that they have already completed.
- Each person is given only one opportunity for re-admission.

2. Time limit for re-admission

A person who was once withdrawn may be re-admitted to the University within 4 years beginning from the year following the year of his/her withdrawal for the Master's Program and 5 years for the Doctoral Program.

3. Application for re-admission

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

(1) Apply for Re-admission	<ul style="list-style-type: none">• Please apply for re-admission to the Administrative Office, Faculty of Letters, Arts and Sciences approximately six months prior to the day the semester in which you wish to be re-admitted begins.• If there is a possibility of re-admission, you will be given the Application for Re-Admission form.
(2) Approval by the supervisor	<ul style="list-style-type: none">• Contact the supervisor on your own and ask him/her to fill in the appropriate fields in the Application for Re-Admission. <p>* If the faculty member in charge has already retired or you cannot contact him/her for another reason, consult the Administrative Office.</p>
(3) Submission of the Application for Re-Admission form (after approval from the supervisor is obtained.)	<ul style="list-style-type: none">• Fill in the Application for Re-Admission form and submit it by the deadline.• Submit written evidence that the reason for your withdrawal has been resolved* along with the Application for Re-Admission form. <p>Withdrawal due to illness/injury: Medical certificate stating that the illness/injury has been cured/healed</p> <p>Financial reason / removal from the school register due to unpaid tuition fees: Income certificate, taxation certificate, pay statement, certificate of deposit balance, etc., of the payer of tuition fees</p> <p>Other: Written statement of reason (in any format)</p> <p>[Deadline for submission]</p> <p>* Please note that when the deadline falls on a day when the Administrative Office is closed, you need to submit your application form by the final day it is open prior to the deadline.</p> <p><u>For re-admission in the spring semester: By December 27 of the previous year</u></p> <p><u>For re-admission in the fall semester: By June 30</u></p>
(4) Approval by the Faculty Committee	<p>Your application is reviewed by the Faculty Committee.</p> <p><u>For re-admission in the spring semester: January</u></p> <p><u>For re-admission in the fall semester: July</u></p> <p>In principle, the Faculty Committee convenes on the third Wednesday of every month (except for August, February, and March).</p>
(5) Sending of a notification of permission for re-admission and documents required for the re-admission procedure	<p>Once the Faculty Committee has approved your re-admission, a notification of permission for re-admission and documents required for the re-admission procedure will be sent to you.</p> <p>Complete the re-admission procedure by the designated date according to the directions given in the documents. <u>Be fully aware that if any inadequacy is found in the procedure, you cannot be re-admitted.</u></p>

5. School Register Administration

(1) Student number

If you are admitted to the University on April 1, 2025, your student number will be as follows:

[Example]

Master's Program									
3	4	2	5	0	4	0	1	—	9
A		B		C				D	

A: Graduate school code*

B: Last two digits of the year of admission

C: Personal number

(starting from 0001 for the Master's Program)

D: Check Digit (CD)

Doctoral Program									
3	4	2	5	5	2	0	1	—	9
A		B		C				D	

A: Graduate school code*

B: Last two digits of the year of admission

C: Personal number

(starting from 5001 for the Doctoral Program)

D: Check Digit (CD)

* "34" for the Graduate School of Letters, Arts and Sciences

(2) Student ID card

Each Waseda University student is provided with a student ID card. 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 with you.

● A student ID card is issued to each student admitted to the University, with a sticker on the back. Write your full name correctly (in the standard style) on your student ID card.

A student ID card 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 card to take various examinations, to receive items from the University, to use University libraries, and to apply for various certificates and student discounts, as well as when otherwise requested by a faculty member of this University.

● If there are any changes to the information on your student ID card, you must immediately notify the Administrative Office, Faculty of Letters, Arts and Sciences of the changes.

● Please take particular care not to lose your student ID. In the event that you lose your student ID card, please report it immediately to the Administrative Office, Faculty of Letters, Arts and Sciences and the police.

● To have your student ID card reissued due to it being lost or for another reason, please fill out the Application for Reissue of Student ID form and perform the application procedure. You 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 card will become invalid at the same time as when you lose your status as a student of the University due to completion, withdrawal, or any other reason. At this time, you must return it immediately.

(3) Issue of certificates

1. Issue of certificates

The following certificates can be issued upon application by the students themselves. As there are periods of time when the certificate issuance service is not provided (during vacations, etc.), please pay attention to information posted on our website, etc.

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

- “Certificate of Enrollment,” “Academic Transcript,” “Certificate of Expected Completion,” “Certificate of Expected Completion and Academic Transcript,” and “Certificate of GPA.”

A “Certificate of Expected Completion” and a “Certificate of Expected Completion and Academic Transcript” can only be issued to students in their second or higher year of the Master’s Program who are expected to complete the program.

- “Certificate of Expected Acquisition of Teaching License (Specialist License)” *Written in Japanese

A “Certificate of Expected Acquisition of Teaching License (Specialist License)” can only be issued to students in their second or higher year of the Master’s Program who are expected to acquire a teaching license, apply to the Administrative Office, Faculty of Letters, Arts and Sciences for acquisition, and submit a copy of the Class 1 License Certificate or the Academic Certificate for Teacher’s Licenses related to the Class 1 License Certificate. It will take several days to issue the certificate after your application. Depending on the credits you have earned or your course registration, it may be difficult to judge that you are expected to acquire a teaching license. Please be careful about the requirements for acquiring a teaching license.

- “Certificate of Physical Examination” *Written in Japanese

A “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.

- “Certificate of Completion,” “Certificate of Completion and Academic Transcript,” and “Certificate of Withdrawal.”

A “Certificate of Completion” and a “Certificate of Completion and Academic Transcript” can only be issued to those who have completed the Master’s Program.

- “Certificate of Doctoral Degree,” and “Certificate of Completion of Doctoral Program.” These certificates can only be issued to those who completed the Doctoral Program in and after 2006.

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

- “Academic Certificate for Teacher’s Licenses (Related to Specialist License Certificate) (only for those who have completed the Master’s Program).” *Written in Japanese
- Other certificates

*These certificates cannot be issued immediately (It will take about 2 weeks).

*To have a certificate issued, fill in the Application for Certificate Issuance form, attach to it the receipt for the payment of the handling fee, and submit it on your own.

*Those who are currently registered with the University are required to present their student ID card, and those who have completed the relevant program are required to present some form of identification, such as their driver’s license, health insurance certificate, or passport.

*The Academic Certificate for Teacher’s Licenses related to the Class 1 License Certificate is issued by the office of the School in which you were enrolled.

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

Student discount coupons can be issued via the Certificate Issuance Service (Online Application). They are valid for 3 months from the date of issue.

* As there are periods of time when the coupon issuance service is not provided (during vacations, etc.), please pay attention to information posted on our 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 card. To buy a commuter pass from private bus companies, you will also need to have the Student Commuter Certificate besides your student ID card. The certificate can be issued via the Certificate Issuance Service (Online Application).

4. Use of automated certificate-issuing machines

Certificates and student discount coupons applied via the Certificate Issuance Service (Online Application) can be printed by 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 the information posted on the website of the Information Technology Service Navigation, etc.

(4) Applications and notifications

If any situation arises that prevents you from continuing to attend the University or if there is any change to your status or other personal details, you must submit an application or notification for the situation/change.

1. Points to keep in mind when preparing an application or notification

(1) Fill out the prescribed form in clear, standard writing using an ink pen or ball-point pen.

(2) The form must be signed by you and your guardian and accompanied by the respective seals.

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

(1) Application for Study Abroad (For details, refer to “(1) Study Abroad” on page - 29 -.)

- If you are planning to study abroad, perform the given procedure.

(2) Application for Leave of Absence (For details, refer to “(4) Leave of Absence” on page - 32 -)

- Describe the reason for your leave of absence concretely and in detail and receive the supervisor’s seal of approval.
- Be sure to submit the application before taking a leave of absence. In principle, the application must be submitted by May 31 for the spring semester and by November 30 for the fall semester.

(3) Application for Return to School/Notification of Return to Japan (For details, refer to “(5) Returning to School” on page - 34 -.)

- After taking a leave of absence or studying abroad, you can only return to school at the beginning of a semester.
- Students permitted to return to school must pay the tuition fees for that academic year.

(4) Application for Withdrawal (For details, refer to “(6) Withdrawal” on page - 34 -.)

- If you want to withdraw from the University, describe the reason for withdrawal in the Application for Withdrawal and receive the supervisor’s seal of approval.

(5) Change of present address, family/first name, guardian, etc.

- If there is a change to your address or your guardian’s address, notify the office of it immediately.
- If there is a change to your family or first name, present a copy of your family register or another official document that indicates the original name and new name when notifying the University of the change.
 - * If you want to use a nickname (such as your old family name), you may be allowed to use it in the University by submitting the Application for Nickname Use. Please consult the office. However, if you use a nickname, you are fully responsible for the authentication of your nickname and real name. Please be aware that account transfers of scholarships or other kinds of money may be prevented by the inconsistency between the nickname and the name of the bank account holder.
- If you need to change your guardian due to his/her death or for any other reason, you must submit a notification to register your new guardian.

6. Acquisition of Licenses

You cannot acquire a teaching license in the Global Japanese Literary and Cultural Studies Course.

7. Student Life

(1) 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

(2) Administrative service hours

- Information for students is generally posted on the website. Please make sure to check it regularly.
- If you are unable to resolve your academic questions or concerns through the website or other resources, please contact the Administrative Office, Faculty of Letters, Arts and Sciences using the inquiry form on the website. Be sure to include your student ID number, name and Waseda email address.
- Telephone inquiries are not accepted, as they can easily lead to misunderstandings.
- When coming to the office to submit or receive documents or for face-to-face consultations, please come to the office during the following opening hours. Please bring your student ID card as identification.

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

- * 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. If it is unavoidable for the student to handle the matter personally, it is possible to delegate it to a representative. (Proxy Form is required.)

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.

(3) Use of the lounge and study room for graduate students

There is a lounge and a study room for graduate students on the fifth floor of Building No. 33. These are open only to students of this Graduate School and cannot be used by students of other graduate schools or undergraduates. To enter the study room, you need to present your student ID card.

Lockers are available for rent, and if you wish, you can use one to temporarily store documents necessary for research or learning in the campus (You cannot store your valuables in a locker). Only regular students enrolled in the Master's Program or Doctoral Program of this Graduate School and research students of the same graduate school can rent these lockers. A locker is lent to you on an ongoing basis while you are in school. However, if you take a leave of absence or study abroad, you need to return it until you come back. Go through the procedure for renting a locker at the Administrative Office, Faculty of Letters, Arts and Sciences.

<Opening hours of the lounge (including the locker space) and the study room for graduate students>

During the semesters: Monday to Saturday, 8:00–22:00

* They are closed on Sundays, holidays, and special holidays and for the period of the Waseda Festival.

During summer, winter and spring vacations: Monday to Friday, 9:00–19:00

* They are closed on Saturdays, Sundays, holidays, special holidays, and school holidays. They may be closed on other days. In that case, the information is announced separately by bulletins or other means.

(4) Use of classrooms, group study rooms and conference rooms for common use

The Toyama Campus has classrooms (Rooms 301 to 306 and Room 309 of Building No. 31), a group study room (Room 350 on the third floor of Building No. 34) and a conference room for common use (Room 511 on the fifth floor of Building No. 33) that students can use for meetings on classes, research, and so on.

<How to book>

You can book a room at the Faculty Lounge (on the second floor of Building No. 33). The opening hours are as follows:

During the semesters:	Mon. - Fri.	8:20 - 20:15
	Sat.	8:20 - 18:15

* They are closed on Sundays, holidays, and special holidays and for the period of the Waseda Festival.

During summer, winter and spring vacations: Mon.- Fri. Open with shorter hours

* They are closed on Saturdays, Sundays, holidays, special holidays, and school holidays.

(5) Use of computer rooms

The Toyama Campus has four 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
	Room 357	56	3	
No. 36	MM1 (Room 481)	42	2	Sat.: 9:00 – 18:00
	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/>)

(6) 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 the Accessibility Resource Center (ARC) website.

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.

For more details, please check the Accessibility Resource Center (ARC) website.

(7) Consultation Service

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

If you are unsure where to seek advice, please contact the Administrative Office of the Faculty of Letters, Arts and Sciences.

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

Your academic advisor or an Associate Dean will be available to provide consultation. If you would like to consult with an Associate Dean, please request an appointment with the Administrative Office of the Faculty of Letters, Arts and Sciences.

Matters relating to Study Abroad

For privately-financed study abroad, please contact the Administrative Office of the Faculty of Letters, Arts and Sciences. For programs offered by the Center for International Education, please contact the Center for International Education.

Health issues or other

Please visit the Health Support Center.

•Medical Examination and Treatment Room
Building 25-2 3F «Appointment required» TEL:03-5286-3984(Direct line)
Medical treatment by internal medicine and psychosomatic physicians.

•Student Counseling Room
Building 25-2 6F «Reservation Priority» TEL:03-3203-4449
<Opening Hours>
Monday to Friday: 9:15 AM - 1:00 PM, 2:00 PM - 5:00 PM
You discuss anything about student life.

•Health Support Center Toyama branch
Building 33, Basement 1F TEL:03-3203-3519
<Opening hours>
Monday to Friday: 9:00 AM - 8:00 PM
Saturday: 9:00 AM - 11:20 AM, 12:20 PM - 5:00 PM
For health consultations, temporary measures, and hospital information, please visit the Health Support Center Toyama Annex.

(8) Disciplinary action

Article 38 of the Graduate school Regulations of Waseda University states that “When a student violates regulations or orders of the university or is engaged in conduct unworthy of a student, disciplinary action may be taken”. The three types of disciplinary action taken by the university, in order of severity, are “Disciplinary Withdrawal”, “Suspension” and “Reprimand”.

In the case of “Suspension”, the following “Penalties upon Suspension” will be taken.

1. The student ID card is retained by the department to which the student belongs.
 2. Class attendance including online classes and research activities is prohibited.
 3. Participation in extracurricular activities and sports club activities is prohibited.
 4. The use of Waseda University facilities such as libraries and the Student Center is prohibited.
 5. Course registration is prohibited during the period of suspension.
 6. It is required to return partial or full amount of scholarship received through the Waseda University scholarship system. Scholarships offered by the Japan Student Services Organization (JASSO) and private foundations shall be handled in accordance with their own rules and regulations.
- *In the case of “Reprimand” or “Disciplinary Withdrawal,” partial or full return of the scholarship may be required.

If you are subject to a disciplinary punishment, it may become difficult to complete within the standard years of study. Please always be aware of the rules you must follow and live your student life.

(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.

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, receive the “Request for Consideration” at your affiliated department.
- 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, including

the name of infectious diseases that need to be reported to the university in case of infection.

<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) using the prescribed online application form.

[The list of URLs to access the online application form for infectious diseases prevention in school](#)

- 2) When 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).

※Only for the COVID-19 and influenza (except for specified avian influenza), it is not required to submit “Certificate of Recovery from Infectious Disease” after the suspension period of coming to school has ended. A document with the name of the infectious disease and the period of suspension of attendance may be substituted.

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

(iii) 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 External Desk (Contract)

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

*English and Chinese are available

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

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

[Tel] 0120-123-393

●The Internal Desk (The Office of Compliance)

Contact us by the web form.

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

[Hours] Monday – Friday 9:30 – 17:00

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

(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 and age. Please feel free to contact, consult and visit us.



■ Intercultural Communication Center (ICC)

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

Place: Waseda Campus, 1st Floor, Bldg. 3 TEL:03-5286-3990

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



■ 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 1F 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

URL: <https://www.waseda.jp/inst/dsso/en/> (Both departments common)

* ARC Office Hours: Please check this website.

■ 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 participating in events and workshops. You can also utilize counseling services provided by our specialized gender and sexuality counselors to address issues related to gender and sexuality. Your privacy will be protected. As needed, we can also make referrals to and collaborate with programs and agencies on and off campus.

Place: Main site: Toyama Campus, Student Center (Building 30), Room 103 (1st Floor)

Satellite site: Waseda Campus, Building 10, Room 213 (2nd Floor)

E-mail: gswaseda@list.waseda.jp

Office Hours: Please check our website.

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

8. References

The original text of these regulations is in the Japanese language.

In the event of any discrepancies between the English translation and the Japanese original, the Japanese original shall prevail.

(1)Graduate School Regulations of Waseda University – Abstracts

Article 1

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

Article 2

1. This graduate school offers a doctoral program.
2. The standard period of study for the doctoral program is 5 years.
3. The standard period of study is divided into a two-year program and a three-year program. The two-year program is offered at the master's level.
4. The two-year program and the three-year program of the previous clause are referred to as the "Master's Program" and the "Doctoral Program" respectively.
5. The standard period of study for the Master's Program is 2 years; provided, however, that the standard curriculum period for the Master's Program may be set at more than 2 years if necessary for the education and research particular to a graduate school, major, or type of learning.

Article 3

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

Article 6

The graduate school, through an advisor, shall provide students with specific guidance (hereinafter referred to as "research guidance".) in devising a thesis as well as general guidance for academic programs.

Article 8

Subjects completed at other graduate or undergraduate schools may be credited and counted as elective subjects as specified by Article 13, Article 13-2, Article 13-3, Article 13-4 or Article 14, provided that the Faculty Meeting of the Graduate School or Graduate School Steering Committee (hereinafter referred to as "Graduate School Steering Committee, etc.") concerned deems it to be beneficial to the student's research.

Article 8-2

1. If deemed beneficial for educational and research purposes by the Graduate School Steering Committee, credits earned before enrolling in this graduate school, either at this graduate school or at other graduate schools (including foreign graduate schools and the United Nations University), may be counted for the credits stipulated in Article 13 (hereinafter referred to as "required credits for completion"), excluding those counted as credits under Article 52 of the Waseda University Regulations.
2. The number of credits that can be counted for the required credits for completion under the preceding paragraph shall not exceed 10 credits for those earned outside the graduate school in which the student is enrolled, and the total number shall not exceed half of the required credits for completion.

Article 9

1. A student may study a subject taught at a graduate school outside of the graduate schools of this university (including graduate schools of universities in foreign countries and United Nations University) only when the relevant Graduate School Steering Committee, etc. deems it instructive for education and research through prior discussion with said graduate school.
2. In the case of the preceding paragraph, the student may appropriate up to 10 of the credits he or she has earned at the other graduate school as designated credits as set forth in Article 13.

Article 12

1. Examinations for each subject shall be conducted at the end of each academic year or at a time deemed appropriate by the relevant Graduate School Steering Committee, etc., through a method designated by the relevant Graduate School Steering Committee, etc.
2. Examination results shall be expressed in five grades: A+, A, B, and C (for which credits will be awarded) and F (for which no credit will be awarded); provided, however, that if it is appropriate to award credits based on research guidance results, the results may be expressed in two grades: P (for which credits will be awarded) and Q (for which no credit will be awarded).

Article 13

To obtain a master's degree, students must have completed a minimum of 2 years of study, earned the designated credits, submitted a thesis upon completion of the prescribed research guidance, and passed the thesis evaluation and final examinations. However, provided that the Graduate School Steering Committee, etc. concerned approves, exceptions may be granted regarding the length of enrollment for students who have shown exceptional results that will allow them to complete the program after having been enrolled for at least 1 year.

Article 14

1. A student shall be deemed to have completed the Doctoral Program only when the student has attended the Doctoral Program at the relevant graduate school for 5 years or more (including 2 years for any student who has attended for 2 or more years and successfully completed a Master's Program), earned the credits designated by the relevant graduate school, studied under the designated research guidance, and passed the doctoral dissertation review and the examinations for the doctoral degree; provided,

however, that if the relevant Graduate School Steering Committee, etc. deems the research results of the student to be particularly exceptional, the years of attendance required for the completion of the Doctoral Program may be shortened to 3 years or more (including 2 years for any student who has attended for 2 or more years and successfully completed a Master's Program).

2. A student who successfully completes a Master's Program within the standard curriculum period of not less than 1 year but less than 2 years in accordance with the provisions of Article 2, Paragraph 6 or a student who successfully completes a Master's Program by fulfilling the required number years of attendance under the proviso of Article 13, Paragraph 1 may be deemed to have completed a Doctoral Program if the student has attended the Doctoral Program at the relevant graduate school for a period obtained by adding 3 years to the number of years the student attended the Master's Program or longer, earned the credits designated by the relevant graduate school, studied under the designated research guidance, and passed the doctoral dissertation review and the examinations for the doctoral degree; provided, however, that if the relevant Graduate School Steering Committee, etc. deems the research results of the student to be particularly exceptional, the years of attendance required for the completion of the Doctoral Program may be shortened to 3 years or more (including the years during which the student attended a Master's Program).

3. Notwithstanding the provisions of the preceding two paragraphs, a student who is deemed to have an academic ability equivalent to a holder of a master's degree when the student is granted admission to a Doctoral Program pursuant to the provisions of Article 29, Items 2, 3, 4, and 5 shall be deemed to have completed a Doctoral Program only when the student has attended the Doctoral Program at the relevant graduate school for 3 years or more, fulfilled the requirement of submitting a Doctoral Dissertation as designated by the relevant graduate school, studied under the designated research guidance, and passed the doctoral dissertation review and the examinations for the doctoral degree; provided, however, that if the relevant Graduate School Steering Committee, etc. deems the research results of the student to be particularly exceptional, the years of attendance required for the completion of the Doctoral Program may be shortened to 1 year or more.

Article 27

The period for admissions is the beginning of each semester.

Article 33

The period of residence shall not exceed the maximum allowable: 4 years for a Master's Program and 6 years for a Doctoral Program.

Article 34

1. A student who cannot attend classes for more than 2 consecutive months due to an illness or other reason must file for a leave of absence with justifiable reason(s), which must be signed by the student and guardian and presented to the dean of the graduate school to which he or she belongs.

2. A leave of absence may take place only in the academic year during which the request was filed. In cases involving exceptional circumstances, the graduate school may grant additional time. In such case, no more than a total of 2 years of absence shall be granted from the Master's Program (...) and 3 years from the Doctoral Program.

3. (Omitted)

4. Students on a leave of absence may only resume their studies from the beginning of the following academic term.
5. The period during which a student has been absent is not included in the number of years he or she has studied at the university.

Article 36

Students who wish to voluntarily withdraw from the university must submit a request signed jointly by the student and the guardian explaining the reason.

Article 37-2

A student to whom any of the following items applies shall be administratively required to withdraw:

- (i) A student who has exceeded the number of years of school attendance as set forth in the provisions of Article 33.
- (ii) A student whose supervisor has explained to the Faculty Meeting that his or her research guidance for the Doctoral Program has ended.
- (iii) A student who fails to meet the conditions set by the relevant graduate school to advance to the next year of study during a specified period.
- (iv) A student whose attendance level as set by the relevant graduate school has not been reached and a justifiable ground for such has not been provided.
- (v) A student who has not obtained the required number of credits as set by the relevant graduate school in a certain period.

Article 38

1. In some situations, the university will exercise disciplinary measures if a student has violated the rules of the university or if a student has acted in contravention of his or her obligations as a student.
2. Discipline shall come in the form of a admonitory warning, suspension, or withdrawal from the university.
3. Disciplinary actions for students are administered in accordance with the university's regulations regarding disciplinary procedures for students (Regulation No. 12-22-1 of 2012).

Article 39

A student who has committed an infraction of university rules or has acted in a way that is contrary to what is expected of a student shall be subject to disciplinary withdrawal.

Article 39-2

1. In some situations, the university will permit an individual who has previously withdrawn from the university under the provisions of Article 36, or Items 4 and 5 of Article 37-2, to be readmitted upon screening after a prescribed time. However, students will not be allowed to be readmitted at the beginning of the semester following the semester in which they were listed as having withdrawn.
2. Students who have been dismissed according to Article 39 will not be allowed to apply for readmission. However, if, after a separately determined period after the date of dismissal, a student who has shown notable and remarkable repentance and is determined to be likely to successfully complete the degree applies for readmission, the application may be approved after screening.

3. If a readmitted student withdraws or is removed from the registration roll due to unpaid tuition and fees, that student shall not be allowed to apply for readmission a second time. However, in exceptional cases, an application for a second readmission may be considered.

4. Students readmitted under the provisions prescribed in Paragraphs 1 to 3 of Article 39-2 above may be required to retake some or all of the subjects he or she has already completed.

Article 39-3

Admission, withdrawal, leave of absence, change of the graduate school, and discipline are at the full discretion of the Faculty Meeting. Students who are dismissed for disciplinary reasons will not be permitted to withdraw owing to any other reason.

Article 43

Tuition and fees paid will not be refunded under any circumstances.

Article 44

Tuition of students who withdraw in the middle of an academic year must be paid for the full term in which he or she withdrew.

Article 45

A student whose account with the university is overdue may be subject to dismissal.

Article 51

Students wishing to participate in one or more classes or to receive research guidance for a specific subject of the graduate program without complying with the rules of Article 27 to Article 29 may be admitted as non-degree students.

Article 52

Students sent by organizations such as the public sector, foreign governments, other universities, research institutes, or any other private sector organizations are referred to as sponsored students.

3. Students other than those specified in the preceding two paragraphs are referred to as non-degree students.

Article 53

Students wishing to enroll as non-degree students shall be admitted upon screening for admission, provided that they shall not hinder the learning of regular students.

Article 56

For non-degree students, the provisions for regular students shall apply with the exceptions stipulated in Chapter 3 and Articles 33 and 34.

Article 57

A student who has attended a Doctoral Program at the graduate schools for 6 years and has withdrawn from the graduate school without submitting a doctoral dissertation may be granted admission to the graduate school as a research student and continue receiving research guidance in preparation for his or her doctoral dissertation.

Article 58

A student who applies for admission as a research student to receive research guidance may be granted admission upon selection and screening, provided that his or her admission will not impede the learning of regular students.

Article 59

The entrance procedures, tuition fees, and period of attendance for research students shall be stipulated in other regulations.

Article 60

For research students, the provisions for regular students shall apply in addition to the provisions of this chapter and regulations stipulated elsewhere.

The following are available in Japanese only.

(2)退学者の再入学許可期限および再入学までに経過すべき期間に関する規程

第1条 早稲田大学学則第47条の2第1項および早稲田大学大学院学則第39条の2第1項の別に定める期間は、次の各号に定める学部、大学院等につき、退学した年度の翌年度から起算して、それぞれ当該各号に定める期間とする。

二 修士課程 4年

四 博士後期課程 5年 (一号および三号省略)

第2条 前条の規定は、学費未納による抹籍の取扱いに関する規程第2条第1項および第2項ならびに第2条の2第3項の規定によって措置退学とみなされた者の再入学の許可に準用する。

第3条 早稲田大学学則第47条の2第2項ただし書および早稲田大学大学院学則第39条の2第2項ただし書の別に定める期間は、懲戒による退学処分に付された日から起算して2年とする。

(3)学費未納による抹籍の取扱いに関する規程(抜粋)

(抹籍となる時期および取扱い)

第2条 別表1の学期欄に掲げる学期の授業料、実験実習料、学生読書室図書費、演習料および実験演習料(以下「授業料等」という。)を同表の納入期日欄に掲げる日までに納付しない者は、同表の自動的に抹籍となる日欄に掲げる日に自動的に抹籍とし、同表の退学とみなす日欄に掲げる日に遡り、措置退学とみなす。

(卒業または修了の要件を具備している者の抹籍の時期および取扱い)

第5条 卒業または修了の要件を具備しながら学費未納のため、卒業または修了を保留された者は、別表2に定める日に自動的に抹籍とし、別表2に定める日に遡り、措置退学とみなす。

(4)学生証等の取り扱いに関する規程(抜粋)

(規程の制定)

第1条 本大学が発行する学生証等の取り扱いについては、別に定めるもののほかはこの規程による。

(学生証の交付)

第2条 本大学は、学部、大学院、芸術学校(以下「学部等」という。)の学生に対し、その身分を証するために学生証を交付する。

2 学生証は、学生の所属する学部等で交付する。

3 学生証の様式については、別に定める。

(交付範囲)

第3条 学生証は、次の各号に規定する者に交付する。

- 一 学部等の正規学生
- 二 科目等履修生
- 三 大学院研究生
- 四 大学院外国人特別研修生

(交付時期)

第4条 学生証は、入学するときに交付する。

(有効期間)

第5条 学生証は、本大学の学部等に在籍する期間に限り有効とし、卒業、修了、退学、抹籍等により学生の身分を失った場合には、その時点で効力を失うものとする。

(再交付)

第6条 学生から学生証を紛失等した旨の届け出があり、所定の手続きを終えた場合は、学生の所属する学部等において、学生証を再交付するものとする。

2 前項において、在学中に1度を超えて再交付する場合は、当該学生に紛失等の理由を付さなければならない。

3 学生証を再交付する場合は、1件につき2,000円を徴収する。

(返還)

第7条 卒業、修了、退学、抹籍等により学生がその身分を失った場合は、学生証を返還させるものとする。

(携帯ならびに貸与および譲渡の禁止)

第8条 学生証の交付を受けた学生は、学生証を常に携帯し、教職員の請求があったときは、いつでもこれを提示しなければならない。

2 学生証は、他人に貸与または譲渡してはならない。

(5)大学院研究生に関する規定

(根拠および目的)

第1条 この規程は、早稲田大学大学院学則(1976年教務達第1号)第59条(研究生の入学手続、学費および在学期間等)の規定に基づき、研究生の取り扱いについて定める。

(出願手続)

第2条 研究生として入学を志願する者は、所定の願書により、当該研究科長に願い出なければならない。

(入学時期)

第2条の2 研究生の入学時期は、学期の始めとする。

(入学手続)

第3条 研究生として入学を許可された者は、入学後の最初の学期に係る研究指導料、演習料および実験演習料を納入し、学生証の交付を受けなければならない。

(研究指導料等の額)

第3条の2 研究指導料、演習料および実験演習料の額は、次のとおりとする。

- 一 研究指導料 当該研究生が入学した研究科において博士後期課程3年生が支払うべき授業料の半額
- 二 演習料および実験演習料 当該研究生が入学した研究科において博士後期課程3年生が支払うべき演習料および実験演習料の額

(研究指導料等の納入期日)

第3条の3 研究生は、次の各号に掲げる学期(入学後の最初の学期を除く。)に係る研究指導料、演習料および実験演習料を当該各号に掲げる日までに大学に納めなければならない。

一 春学期 4 月 15 日

二 秋学期 10 月 1 日

(在学期間)

第 4 条 研究生の在学期間は 1 年を上限とし、研究指導が必要な期間とする。ただし、研究指導を継続して受けようとするときは、原則として 2 回に限り延長することができる。

2 在学期間の延長を希望する者は、在学期間が終了するまでに、理由を付して、当該研究科長に願い出なければならない。

3 在学期間の延長の許可は、当該研究科運営委員会の議を経て、研究科長が行う。

(学友会費、学会費等)

第 5 条 研究生に対し、学友会費、学会費等を正規の学生に準じて徴収することができる。

(6)大学院科目等履修生に関する規定(抜粋)

(根拠および目的)

第 1 条 この規程は、早稲田大学大学院学則(1976 年教務達第 1 号)第 55 条の規定に基づき、大学院科目等履修生の入学手続、学籍等の取扱いについて定める。

(入学時期)

第 2 条 科目等履修生の入学時期は、学期の始めとする。ただし、授業科目により特別な在籍期間が定められている場合は、学期の中途においても、入学を許可することができる。

(履修単位)

第 3 条 科目等履修生が聴講できる授業科目の制限単位は、28 単位とする。ただし、各学期に科目等履修生が聴講できる授業科目の制限単位は、14 単位とする。

(出願手続)

第 4 条 科目等履修生として入学を志願する者は、所定の願書に、履歴書、最近撮影の写真および選考料 2 万 5 千円を添えて、当該研究科長に願い出なければならない。ただし、委託履修生は、このほかに、官公庁、外国政府、学校、研究機関、民間団体等の委託書を添付しなければならない。

2 前項前段の規定にかかわらず、独立研究科および専門職学位課程の選考料は 3 万円とする。

(在籍期間)

第 5 条 一般科目等履修生の在籍期間は、入学した年度の 3 月 15 日までとする。ただし、春学期のみ科目を履修する場合の在籍期間は 9 月 15 日までとする。

第 5 条の 2 委託履修生の在籍期間は、官公庁、外国政府、学校、研究機関、民間団体等の委託書等の定めるところによる。

第 5 条の 3 特定プログラム履修生の在籍期間は、当該プログラムの定めるところによる。

第 5 条の 4 第 5 条の規定にかかわらず、9 月 21 日以降に入学した一般科目等履修生のうち、当該年度末までに翌年度も引き続き同一研究科の一般科目等履修生として入学を許可された者は、翌年度 9 月 15 日まで在籍することができる。

(入学手続)

第 6 条 科目等履修生として入学を許可された者は、次の区分による所定の学費を納入して、学生証の交付を受けるものとする。

一 授業科目のみの場合 聴講料

二 研究指導のみの場合 研究指導料

三 授業科目および研究指導の場合 聴講料および研究指導料

四 特定プログラムの場合 聴講料(プログラム単位)

(選考料および入学金の免除)

第 7 条 次に掲げる場合は、科目等履修生としての選考料を免除する。ただし、第 2 号に規定する場合は、第 1 号に規定する場合に該当する場合を除き、選考料を免除するのは、初めて科目等履修生として入学した年度の翌年度の初めから 2 年間限りとする。

一 本大学の大学院の正規学生であった者が、引き続き科目等履修生として入学を志願する場合

- 二 科目等履修生が、引き続き同じ研究科の科目等履修生として入学を志願する場合
- 三 大学院の正規学生としての入学試験に不合格となった者が、同じ研究科の科目等履修生として志願した場合（科目等履修生の選考に当たり筆記試験が行われる場合を除く。）
- 四 本大学大学院研究科への出願時点で国費外国人留学生として採用されることが決定している者が、科目等履修生として入学を志願する場合
- 五 経済協力開発機構(OECD)の開発援助委員会(DAC)が発行する、ODA受給国リストに最貧国または低所得国として掲載された国(以下「最貧国等」という。)に居住し、かつ最貧国等の国籍を有する者(重国籍の場合はいずれの国籍も最貧国等であること。)が、本大学大学院研究科の科目等履修生として入学を志願する際、本人から選考料免除の申請があった場合

(半期のみ聴講する場合の特例)

第8条の2 科目等履修生が、通年の科目を半期のみ聴講する場合の聴講料、演習料または実験演習料は、所定額の半額とする。

(学部の科目等履修生となる場合の聴講料)

第8条の3 大学院の科目等履修生が、学部の科目等履修生となる場合の聴講料は、当該大学院の科目等履修生の聴講料の額を適用する。ただし、大学院の科目等履修生が、教育学部等に設置されている教職に関する科目および教科に関する科目を履修する場合は、教育学部等の科目等履修生の聴講料の額を適用する。

2 大学院の科目等履修生が、グローバルエデュケーションセンターおよび日本語教育研究センターの科目を履修する場合の聴講料は、当該センターの科目等履修生の聴講料の額を適用する。

(演習料、実験演習料、学友会費、学会費等)

第9条 科目等履修生に対し、演習料または実験演習料、学友会費、学会費等を正規の学生に準じて徴収することができる。

9. Tuition Fees and Miscellaneous Fees for Those Admitted in 2025

* Appended Table 2 of Article 42

Master's Program

(Unit: yen)

			Tuition fee, etc.			Waseda Univ. Student Health Promotion Mutual Aid Association fee	Alumni Association fee	Total (excluding the seminar fee)
	April Entry	September Entry	Admission fee	Tuition fee	Seminar fee			
First year	Spring	Fall	300,000	311,000	See the seminar fees listed below.*	1,500	—	612,500
	Fall	Spring	—	311,000		1,500	—	312,500
	Total		300,000	622,000		3,000	—	925,000
Second year	Spring	Fall	—	461,000		1,500	—	462,500
	Fall	Spring	—	461,000		1,500	40,000	502,500
	Total		—	922,000		3,000	40,000	965,000

Notes: 1. Those who are admitted to the Master's Program as a regular student after having paid an admission fee to a school or graduate school of Waseda University and having been enrolled in the school are exempted from paying the admission fee.

2. Those who have graduated from a non-Waseda university are charged an Alumni Association fee of 40,000 yen (for 10 years after completion) in the fall semester of the second year.

*Seminar fees for AY2025 (unit: yen)

Course name	Spring	Fall	Annual total
Philosophy	0	0	0
Asian Philosophy	1,000	1,000	2,000
Psychology	15,000	15,000	30,000
Sociology	1,500	1,500	3,000
Education	0	0	0
Japanese Linguistics and Literary Studies	1,000	1,000	2,000
English Studies	0	0	0
French Studies	1,500	1,500	3,000
German Studies	0	0	0
Russian Studies	0	0	0
Chinese Studies	0	0	0
Theatre and Film Studies	2,000	2,000	4,000
Art History	1,500	1,500	3,000
Japanese History	0	0	0
Asian History	1,000	1,000	2,000
Western History	0	0	0

Course name	Spring	Fall	Annual total
Archaeology	30,000	30,000	60,000
Cultural Anthropology	1,000	1,000	2,000
Studies of Media, Body and Image	0	0	0
Contemporary Literature	250	250	500
Middle Eastern and Islamic Studies	0	0	0
Global Japanese Literary and Cultural Studies	0	0	0
Social Design and Innovation	0	0	0

Doctoral Program

(Unit: yen)

			Tuition fee, etc.			Waseda Univ. Student Health Promotion Mutual Aid Association fee	Total (excluding the seminar fee)
	April Entry	September Entry	Admission fee	Tuition fee	Seminar fee		
First year	Spring	Fall	200,000	224,000	See the seminar fees listed below.*	1,500	425,500
	Fall	Spring	—	224,000		1,500	225,500
	Total		200,000	448,000		3,000	651,000
Second year	Spring	Fall	—	324,000		1,500	325,500
	Fall	Spring	—	324,000		1,500	325,500
	Total		—	648,000		3,000	651,000
Third year	Spring	Fall	—	324,000		1,500	325,500
	Fall	Spring	—	324,000		1,500	325,500
	Total		—	648,000		3,000	651,000

Note: Those who are admitted to the Doctoral Program as a regular student after having paid an admission fee to a school or graduate school of Waseda University and having been enrolled in the school are exempted from paying the admission fee.

*Seminar fees for AY2025 (Unit: yen)

Course name	Spring	Fall	Annual
Philosophy	0	0	0
Asian Philosophy	1,000	1,000	2,000
Psychology	15,000	15,000	30,000
Sociology	1,000	1,000	2,000
Education	0	0	0
Japanese Linguistics and Literary Studies	1,000	1,000	2,000
English Studies	0	0	0
French Studies	1,500	1,500	3,000
German Studies	0	0	0
Russian Studies	0	0	0
Chinese Studies	0	0	0
Theatre and Film Studies	2,000	2,000	4,000
Art History	1,500	1,500	3,000
Japanese History	0	0	0
Asian History	1,000	1,000	2,000
Western History	0	0	0
Archaeology	30,000	30,000	60,000

Course name	Spring	Fall	Annual
Cultural Anthropology	1,000	1,000	2,000
Studies of Media, Body and Image	0	0	0
Middle Eastern and Islamic Studies	0	0	0
Global Japanese Literary and Cultural Studies	0	0	0

* Tuition fees for holdovers

Tuition fee, etc.	Amount to be collected		
Tuition fee	Doctoral Program		Amount equivalent to 50% of the standard tuition fee
	Master's Program	Student who has earned credits required for completion other than those for a master's thesis	
		Student who has passed a master's thesis review but has not earned other credits required for completion	
		Student who has not passed a master's thesis review and has not earned credits that should be earned in the previous semester	Full amount
Seminar fee	Full amount		

* The amount to be collected is calculated based on the tuition fee amount for the second year and third year of the Master's Program and the Doctoral Program, respectively, in that academic year.

* Successful completion of the master's thesis and credits will be determined based on the status at the end of the previous semester.

* In some cases, such as when a student studies abroad, a different standard from the above may apply. For details, please refer to the website of the Graduate School.