

## Transferring Credits Obtained During Study Abroad

### 1. Credit Transfer

Credit transfer is a system to count credits obtained during study abroad towards graduation.

### 2. Applicable Types of Study Abroad

Studies abroad which last more than 15 weeks. (Short term programs during the spring and summer breaks not included)

- Study abroad programs offered by the Center for International Education
- Study abroad programs offered by the School of Political Science and Economics
- Privately funded studies abroad (Credits obtained during study abroad enrolling in general language schools (not attached to universities) and community colleges will not be transferred.)

### 3. Steps to Credit Transfer

- 1) Obtain credits at the host institution, keep syllabi and textbooks. (During study abroad)
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- 2) Obtain academic transcript of grades from the host institution.
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- 3) Register details of courses you wish to transfer. (On Waseda-net portal) (In August for students re-enrolling in September and in February for students re-enrolling in March)
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- 4) Attend interview with professors. (In mid to late September for students re-enrolling in September and mid to late March for students re-enrolling in March)
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- 5) Announcement of credit transfer results. (On Waseda-net portal) (Around the end of September for students re-enrolling in September and the end of March for students re-enrolling in March)

### 4. Applicable Courses

Courses you wish to transfer credits must satisfy the following conditions.

• It is described on the academic transcript issued from the host institution.  
(Credits for courses offered by a language school attached to a university will not be transferred unless the grades are certified by the university.)

• It is given a specific grade. (Pass grades cannot be accepted for transfer.)[For the student who granted reinstatement for Spring semester 2016]

• It is given a specific grade and Pass grades. [For the student who granted reinstatement for Fall Semester 2016]

\*If the content is the same as the required or basic courses you have already obtained credits for at SPSE, credits for the course may not be transferred.

### 5. Method of Transfer

Each course will be categorized into the appropriate course category of each student's department upon screening in the interview. Categories are determined depending on the level and content of each course in comparison with the SPSE curriculum. (Credits cannot be categorized as Voluntary Courses as transferred credits must be counted towards graduation.)

[Course Name]

In principle, transferred credits will be displayed under the official name used at the host institution. (However, some courses may be replaced by SPSE courses.)

[Credits]

540 minutes of class hours will be calculated as 1 credit. (Rounding down decimal places)

However, practicum courses such as language and sports will be given half the calculated credits.

\*Only class hours that can be verified by syllabi and other documents will be taken into account.

[Grades]

• Grades will be converted into A+, A, B, C to match the grading system at Waseda University.

[For the student who granted reinstatement for Spring semester 2016]

• Grades will be converted into "Pass". \*"Pass" grades will not be counted towards GPA. [For the student who granted reinstatement for Fall Semester 2016]

## 6. Maximum Amount of Transferable Credits

The maximum amount of credits that can be obtained while enrolled in the University from courses not offered by SPSE (such as the Global Education Center and other departments and universities) and counted as Elective Courses is 48 credits. And the amount of transferred credits obtained from a one year study abroad cannot exceed 40 credits. In addition, when studying abroad on private expenses, students can only transfer a maximum of 10 credits from a language school that is attached to a university.

[In case of a one year study abroad]

A maximum of 40 credits can be transferred and counted towards graduation.

However, if [the number of credits obtained from courses not offered by SPSE and counted as Elective Courses] subtracted from 48 credits is less than 40 credits, that difference will be the maximum.

[In case of a half year study abroad<For Japanese program student>]

A maximum of 40 credits can be transferred and counted towards graduation combined with the number of credits registered in the semester before or after the study abroad period within the same academic year.

[In case of a half year study abroad<For EDESSA student>]

A maximum of 20 credits can be transferred and counted towards graduation.

However, if [the number of credits obtained from courses not offered by SPSE and counted as Elective Courses] subtracted from 48 credits is less than the number of transferred credits above, that difference will be the maximum.

## 7. Credit Transfer Fee (Only for students who study abroad on private expenses, obtain approval of credit transfer, and wish to count the period of study abroad in the years registered at the University)

For the academic year of 2014, the fee is 34,300 yen per 1 credit.

## 8. Necessary Procedures

- Application of credit transfer and registration of course details within the set time limit. (On Waseda-net portal)
- Participation in the interview with the professors on the designated date.

## 9. Necessary Documents

- Official Academic Transcript in English issued by the host institution
- Documents that describe the course time and period (class timetable, academic calendar etc.)
- Documents that describe the grading system of the host institution (academic transcript, study guide etc.)
- Documents with which the content of the courses can be confirmed (textbooks, syllabus, notebooks etc.)

## 10. Other Information

- This system and rules are subject to change in the future.
- If you have any questions regarding credit transfer, consult the Office before or during study abroad as soon as possible.

<Inquiries>

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