

Transferring Credits Obtained During Study Abroad

1. Credit Transfer

Credit transfer is a system to count credits obtained outside the University such as during study abroad towards graduation.

2. Applicable Types of Study Abroad

- 1) Studies abroad approved by the School, which last more than 15 weeks.
 - 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.)
- 2) Other educational programs offered by overseas universities and institutions (excluding general language schools not attached to universities and community colleges.)
*Applicable to programs attended after April 2017.
*If you wish to transfer credits, you must consult the Office before attending the programs.
 - Short-term study abroad programs (excluding credit-bearing programs by CIE)
 - Summer schools etc. offered by overseas universities and institutions inside or outside the country

3. Steps to Credit Transfer

- 1) Obtain credits at the host institution, keep syllabi and textbooks. (During study abroad)
- 2) Obtain academic transcript of grades from the host institution. (During or after study abroad)
- 3) Register details of courses you wish to transfer. (On MyWaseda) (Around July to August for students re-enrolling in September and January to February for students re-enrolling in March)
- 4) Submit necessary documents such as syllabus or transcript (Around July to August for students re-enrolling in September and January to February for students re-enrolling in March)
- 5) Attend interview with professors. (Only when decisions cannot be made with the submitted documents)(After submitting documents)
- 6) Announcement of credit transfer results. (On MyWaseda) (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 *Avoid taking courses with contents that overlap with obtained credits

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

- It is described on the academic transcript issued from the host institution.
(Completion certificates may be acceptable. Attendance certificates are not acceptable)
- It is given a specific passing grade (A,B,C etc.) or "Pass" grade. (Audit only courses are not applicable)

5. Method of Transfer

Each course will be categorized into the appropriate course category of each student's department upon screening. 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.) In principle, if the required number of courses for a course category is already fulfilled, courses will be categorized as Elective Courses.

[Course Name]

In principle, transferred credits will be displayed under the official name used at the host institution. However, some courses such as equivalent to unpassed required courses may be replaced by SPSE courses.

[Credits] *Calculation methods 2) 3) 4) are added from the March 2017 credit transfer

- 1) 540 minutes of class hours = 1 Waseda credit (Rounding decimal places)
1080 minutes of class hours = 1 Waseda credit (Rounding decimal places) < practicum courses such as language and sports >
- 2) 45 hours of study hours = 1 Waseda credit (Rounding down decimal places)
In case when the study hour required by the university can be proved objectively, not self-assessment

- 3) $1.67\text{ECTS} = 1 \text{ Waseda credit (Rounding decimal places)}$
4) $\text{Annual course registration limit at the host institution (credits)} \div 40 \text{ credits [annual course registration limit at SPSE]} = 1 \text{ Waseda credit (Rounding down decimal places)}$
In case when 1) ~ 3) cannot be proved.

[Grades] *To be effective from the March 2017 credit transfer
All grades will be converted into “P” (Pass) and will not be included in the GPA calculation.

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 case of one-and-a-half-year Double Degree Programs, 60 credits.) The maximum will not change if a student goes on study abroad multiple times and the total length of study abroad exceeds one year. In addition, students can only transfer a maximum of 10 credits from a language school that is attached to a university in a study abroad on private expenses.

[In case of a one-year study abroad] 40 credits

[In case of a half-year study abroad <For EDP>] 20 credits

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 credits above, that difference will be the maximum.

[Short-term study abroad etc. <For EDP>] 20 credits per semester combined with the regular course registration

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 studies abroad starting in AY2019: 37,300 yen per 1 credit

*If the credit transfer fee exceeds the total of tuition, Educational Environment Improvement Fee, and Global Education Fee for the corresponding semester(s) of study abroad, the total of tuition will be the maximum amount for the credit transfer fee.

8. Necessary Procedures

- Application of credit transfer and registration of course details within the set time limit. (On MyWaseda)
- Submission of Necessary Documents such as syllabi and transcript.
- Participation in the interview with professors on the designated date. (Only for those needed)

9. Necessary Documents

-Syllabus for each course (in case you do not have the syllabus, “explanation paper” (*) in one page along with textbooks, handouts etc.)

-Documents that describe the time or credits required for credit calculation for each course (class timetable, academic calendar, syllabus, academic transcript etc.)

-Official Academic Transcript in English issued by the host institution

(If an English version is not offered, attach an English translation by yourself.)

-“Checklist” (*)

*You can download “explanation paper” and “checklist” on SPSE Website.

*Credits may not be transferred if there are not enough documents to confirm the content of the courses, so be sure to prepare all necessary documents.

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.
- Please also refer to the “Frequently asked questions” on the SPSE website.