

English-based Degree Program (EDP)

2025 School Study Guide

School of Political Science and Economics
Waseda University

School of Political Science and Economics Degrees

The School of Political Science and Economics offers three degrees which can be obtained through either the Japanese-based or English-based degree programs: Bachelor of Arts in Political Science, Bachelor of Arts in Economics, and Bachelor of Arts in Global Political Economy. The close collaboration between the fields of political science and economics in the School, including several common required courses for all three degrees, encourages students majoring in political science to incorporate economic perspectives into their studies, and vice versa. The Global Political Economy degree fully embraces the integration of these two fields, as described below.

Faculty in both political science and economics draw upon extensive international experience in research and teaching. Our degree programs are fully comparable in quality to majors in these disciplines at top universities in North America and to the respective honors degree programs at leading UK universities. Through engaging lectures and the interactive learning environments found in our small seminar classes, each of our degrees provides students with a broad academic foundation as well as opportunities to specialize in pursuit of their own academic interests.

Bachelor of Arts in Political Science

A pervasive feature of human existence, politics entails both cooperation and conflict—in our local communities, in domestic and international environments, and on a global scale. The bachelor's degree in political science at Waseda University promotes the scientific understanding of politics. We educate students to think independently and critically about the determinants and implications of important political phenomena, such as elections in democracies or patterns of international disputes. The political science major fosters students' awareness in public issues, develops students' analytical skills, and encourages students to take responsibility and pursue leadership roles. Ultimately, the major prepares students to contribute to solving the imminent and long-term problems that humanity faces.

As one of the best political science faculty in Japan, our professors pursue broad-ranging and cutting-edge research. As such, our course offerings reflect new theoretical and methodological developments in the field. The degree outlines a systematic curriculum for this dynamic discipline, which includes the study of political philosophy, institutions, public opinion, mass behavior, international relations, public policy, history, and area studies. In addition, we require political science majors to take analytical and quantitative methods courses. Political science majors often specialize in a particular subfield of political science after acquiring a broad foundation during the first two years of course work.

Bachelor of Arts in Economics

Economics has become a universal language to describe and analyze a vast range of human interactions, from individual and household decisions such as consumption, marriage and education, to development and growth of countries. The bachelor's degree in economics at Waseda University combines solid theoretical foundations with practical experience in the collection and analysis of diverse empirical data. The economics major equips students with quantitative skills through microeconomics, macroeconomics, game theory and econometrics. We also offer a wide selection of specialized courses that train students to apply quantitative methods to specific policy issues in reality. The degree program aims to turn out leaders in various arenas such as firms, financial institutions, government agencies, central banks, media, NGOs, academia, and politics.

Professors of economics at Waseda University possess wide-ranging international experience in research and policy consultation. While many of the members of our faculty engage in theoretical research, others conduct extensive fieldwork in Asian and African countries for research on economic development and economic history. The School also operates one of the largest laboratories for experimental economics in Asia. Some faculty members have been leading members of councils of the Japanese government. Thus, our curriculum combines theoretical and empirical training of the highest standard, and fully reflects the wealth of expertise in the faculty.

Bachelor of Arts in Global Political Economy

The goal of our distinctive bachelor's degree in global political economy is to educate future leaders, well-grounded in theory and evidence from both political science and economics, who will adopt a perspective unfettered by the boundaries of time and place. The complex, dynamic world of today—and of the future—needs talented graduates who can use fundamental knowledge of public philosophy, politics and economics to offer solutions to contemporary issues of salience through analytical reasoning, data analysis, and effective communication. The global political economy major equips students with these essential skills and extraordinary expertise based on a curriculum that reflects the established and cutting-edge research profiles of our faculty.

The structured curriculum balances political science and economics in terms of credit requirements and also includes several courses in analytical and quantitative methodology. Thus, the degree is similar to a double major in that students first learn the core principles of political science and economics as separate disciplines and later integrate them as they pursue more specialized and advanced coursework. In seminar discussions, presentations and written assignments, we encourage students to incorporate both subjects. Upon completing the degree, students will be prepared for a wide range of careers and ready to address the various challenges of our global, interdependent society.

Characteristics and History of the School of Political Science and Economics

The Tokyo Senmon Gakko (College), which was the precursor to Waseda University, was founded in 1882, made up of the Department of Political Science and Economics, Department of Law, and Department of Science. The current Faculty of Political Science and Economics, which is the parent body of the abovementioned School of Political Science and Economics, is a central School of Waseda University, and has shared the history of the University's development. There are not many examples in the world of a department of political science and department of economics forming into a single school while retaining their respective distinctiveness. This endeavor represents the foresight of the founders of the University, and there are expectations for students in both the Department of Political Science and the Department of Economics to undergo education specialized to each Department while enrolling in courses offered by other departments (see below), and thus, for them to explore and study from the perspectives of both political science and economics the mechanisms of modern-day society, in which both are intricately entwined with each other. In 2004, a Department of Global Political Economy was additionally established in order to produce human resources that can adopt a global approach to the various fields of modern-day society.

Political science and economics are academic fields that are fundamentally related to the ideals of human beings as social entities. Through these fields, it is possible to become aware of the roles and responsibilities of human beings as good citizens while simultaneously deepening understanding related to humanity.

The Mission of Waseda University states the necessity of education for citizens, to "promote good citizenship." However, good citizens in this era of internationalization must be able to widen the circle of solidarity in a manner that transcends national boundaries.

Since its foundation, Waseda University has taken "the fusion of Eastern and Western culture" as a central perspective for research and education and looks broadly at the world. The School of Political Science and Economics has prepared courses on a variety of foreign languages (English, German, French, Russian, Chinese, Spanish, Italian, Korean), including an intensive and thoroughgoing English Workout (Tutorial English), as well as courses on studies and readings of foreign literature, general academic courses, computer courses, etc., and is taking measures to promote specialized education while maintaining a global and cross-disciplinary view. In addition, there are numerous seminar classes, consisting of political science seminars, economics seminars, global political economy seminars, interdisciplinary seminars, and intermediate seminars. The School actively promotes close interaction and contact between faculty members and students.

The School of Political Science and Economics has fostered human resources that can respond to the needs of modern-day society, which is becoming more and more sophisticated, through a free-spirited academic culture. Our graduates have moved on to every sector of society, including the worlds of politics and economics, the media, research and education, public administration of national and local governments, the judicial arena, and the arts. In addition, the scope of our graduates' activities range from broad activities rooted in local regions to various activities on a national scale and even in international society.

In view of such a wide spectrum of activities, the School of Political Science and Economics established a program in 2010 in which students could obtain a degree based on taking courses solely in English. This program enables students of various cultural backgrounds to enroll in the University and supports the international activities of graduates.

Purpose of Cultivation of Human Resources and Educational Research

School of Political Science and Economics

The educational goal of the School of Political Science and Economics is “to cultivate human resources that can participate proactively in society with a broad perspective and deep problem-consciousness.” In addition to acquiring specialized knowledge in the fields of political science and economics and cultivating insight, students are able to develop the ability to discover problems on their own and think about such problems in a multifaceted and critical manner from a wide perspective, based on acquiring a broad education and solid language abilities. This “anti-elitist philosophy” in the modern sense is, of course, associated with practice.

Waseda University has always served as a place for liberal and vibrant encounters and friendly competition among various people. Based on this tradition, by further promoting communication that is broadly open to the world, human qualities that allow for understanding and respect of the human mind can be cultivated, and a foundation for appropriate action formed. The School is confident that it is precisely these kinds of human resources that will serve as the driving force of society and contribute to regional and global development, and that they are linked to a realization of the goals of the human race, namely to pave the way for a sustainable future. The educational and research activities of faculty members are organically linked to this goal.

Department of Political Science

The Department of Political Science embodies the spirit of school-building that consists of the independence of learning and the establishment of an autonomous civic society. This spirit is reflected in the high ideals of analyzing current political phenomena based on close ties with economics and aiming for learning that can be transmitted from Japan to the world. A phased and systematic curriculum that is suited to political science as a complex academic field that covers many realms, including systems, theories, history, thought, local regions, and international relations, has been prepared; by combining this curriculum with small-group education such as seminars, etc., human resources that can think about political phenomena in a specialized and independent manner can be successfully cultivated. The Department aims to develop leaders who have constructive critical faculties, and who can be globally active in a calm and devoted manner in various fields such as the international field, political science, economics, the media, and the civil service. Our full-time faculty members play an important role at the leading edge of wide-ranging political science research while making use of their extensive experience abroad, and are putting into practice interdisciplinary coordination with fields such as economics.

Department of Economics

The Department of Economics produces human resources that possess specialized knowledge in economics and can contribute to the development of society. Economic phenomena are a representation of the activities of individual people and, by extension, the activities that support society as a whole, consisting of producing and providing what is necessary to human existence. The clear-cut tool for understanding such actions is the study of economics. The study of economics is evolving together with societies and economies, which are becoming more complex and diverse. As a result, in order to adopt the study of economics as a tool, it is desired for students to thoroughly learn their field, starting with the basics, and to apply these basics to an area in which they have a particular interest. In accordance with a phased course enrollment system and a wealth of courses in applied areas, the Department of Economics has arranged curricula that follow students' purposes. In addition, human resources that possess the ability to carry out proactive discussions and summarize their thoughts are also developed through seminars. The educational and research activities of faculty members focus on this goal as the faculty members work at the leading edge of economics and aim for interdisciplinary coordination with fields such as political science.

Department of Global Political Economy

The Department of Global Political Economy cultivates human resources that, based on systematic knowledge of political science and economics, can contribute to the development of human society, and provide policy recommendations for renovation and improvements to political and economic systems with a global vision in the sense of transcending national borders. The problems that our society is faced with cannot be accurately understood without reference to the connection between modern times and international mutual interdependence, including the relevant historical context. In addition, the ideals of international society are ever-changing, and a new viewpoint regarding the ideals of society is becoming necessary. Human resources with the ability to analyze real problems based on the fundamentals of public philosophy, political science, and economics, and that have the capability to propose countermeasures and take action to realize these countermeasures are exactly what is most sought after by modern-day society in these troubled times. Faculty members focus on this goal in their educational and research activities, participating in the leading edge of academia and constructing new academic fields through interdisciplinary activities.

The Three Policies of the School of Political Science and Economics

1. Diploma Policy

School of Political Science and Economics

The School of Political Science and Economics makes full use of Waseda University's inclusiveness and unique and innovative characteristics to encourage diverse interactions among academic fields, cultures, languages, and values. The School fosters individuals capable of making an independent contribution to global society through the School's systematic curriculum, the University's wider educational environment, and the broader attributes of an enriched student life. Students gain specialized knowledge in the fields of political science and economics, the robust foreign language skills needed for cross-cultural communication, and a broad liberal arts education capable of facilitating a multifaceted awareness of the students themselves and others. Accordingly, graduates of the School of Political Science and Economics are capable of engaging in global society, particularly in Japan and other societies in the region of Asia, and contributing to the advancement of international organizations and other national organizations. To ensure that students graduate in possession of these capabilities and to ensure the quality of graduates, the curriculum is structured using measures such as comparative assessment and GPA so that the acquisition of credits in itself is sufficient evidence that a student has acquired the requisite capabilities.

The School of Political Science and Economics offers a Japanese-based Degree Program (JDP) and an English-based Degree Program (EDP), which started in 2010, and each has three degree programs—B.A. in Political Science, B.A. in Economics, and B.A. in Global Political Economy. These three degree programs share in the common educational principles and traditions of "Philosophy, Politics and Economics (PPE)." PPE in the School's pedagogy refers to having the ability to analyze and make decisions about issues related to philosophical, political, and economic phenomena through logical and critical thinking. In the first year, students acquire basic knowledge of PPE through introductory courses. Based on such knowledge, in their second year and thereafter, they are expected to acquire specialized knowledge of philosophy, political science and economics. Furthermore, students are strongly encouraged to take seminar courses in a consistent sequence from the first year to the fourth year, and they are expected to master a certain level of skill in problem-identification, presentation, communication, and academic writing.

B.A. in Political Science

For the degree to be conferred, students are required to have taken a balance of foreign language courses, general studies global literacy courses, methods and methodologies of analysis courses, and economics courses, alongside a core set of political science courses. Particular emphasis is given to the acquisition of an advanced comprehension of political science so that students are able to understand the globalized and complex political phenomena of modern times. In response to recent developments in political science, students are

recommended to acquire mathematical and quantitative methods. They are also obliged to study the norms and thinking of political philosophy as well as its history to develop an understanding of the subject. In addition to systematically taking political science courses including introductory, intermediate, and advanced and specialized courses, students are required to develop a basic understanding of economics to foster an approach that seeks to understand political science in terms of its relationship with economic phenomena, rather than in isolation. The degree program seeks to develop individuals with the drive and expertise required to analyze complex policy issues and become global leaders. The educational program is dedicated to producing critical and constructive thinkers with the composure and dedication necessary to excel in a wide range of professional fields, including in the arenas of international political organizations and private economic corporations, the mass media, and the civil service.

B.A. in Economics

The degree program aims to develop individuals capable of taking independent action with a view to overcoming the challenges faced by modern society as it undergoes rapid globalization, by providing diverse but systematic courses with the study of economics at its core. Accordingly, in addition to the required courses and required elective courses, students in the B.A. in Economics are offered systematically organized economics courses, analytical methods courses, and seminar courses so that they graduate with a firm understanding of the basics of economic theory and statistics, as well as advanced skills in the application of economic theory, data analysis, and communication. Students are strongly encouraged to cultivate a broad liberal arts education and interdisciplinary perspectives by taking courses such as political science courses and global literacy courses. Graduates of the B.A. in Economics are expected to continue to advance the skills acquired at the School of Political Science and Economics and to become outstanding leaders in a variety of fields in society, such as private companies and public organizations in Japan and internationally.

B.A. in Global Political Economy

The B.A. in Global Political Economy provides comprehensive knowledge and applied skills through its unique curriculum in which political science and economics are closely integrated. In order to equip individuals with a thorough understanding of historical contexts and current conditions in an increasingly interdependent world, students are introduced to the analysis of real-world problems from multiple perspectives, both global and local, past and present. Moreover, they are given experience in proposing and executing solutions to actual policy problems. Additionally, the program places value on respect for others and collaboration. This is cultivated through its small-class-size seminars and interaction with international students. The program seeks to build an academic community of students capable of considering diverse perspectives, analyzing problems in a flexible and level-headed manner, and proposing solutions without over-reliance on any single set of theories or forms of knowledge. Furthermore, it seeks to produce graduates with the patience to tackle problems with the self-confidence that comes with a broad range of learning. By offering specialized courses in the EDP, which allows students to acquire analytical and communication skills founded on solid methodologies in both

Japanese and English, the degree program fosters graduates' ability to make a lasting contribution to human development and societal flourishing at the international level.

2. Curriculum Policy

School of Political Science and Economics

To encourage the progressive development of the skills described under its Diploma Policy, the School of Political Science and Economics has traditionally offered a core curriculum composed of systematically designed politics and economics courses, a well-developed range of foreign language courses, and a wide choice of liberal arts courses (global literacy courses). In recent years, the School has also implemented measures such as the following to improve its educational program: establishing small class sizes centered on a seminar format that include all enrolled students from the first year through to the fourth year; arranging classes by ability in order to ensure acquisition of English language skills; integrating the JDP and EDP curricula to offer JDP students opportunities to take specialized courses in English; systematizing a second-foreign-language curriculum with established milestones; and promoting the sending and acceptance of international exchange students through a double-degree program. The School also offers a rich selection of opportunities to participate in extracurricular activities, including internships and interaction with its alumni association, in preparation for students' lives after graduation. Through this comprehensive curriculum, students of the School of Political Science and Economics are expected to acquire the multifaceted skills set out under the Diploma Policy. In particular, the small-class-size seminar courses provide opportunities for active learning, and there are foundational seminars, academic literacy seminars, and specialized seminars (on politics, economics, global political economy, interdisciplinary seminars, and journalism and media). Separate credits are given for a specialized thesis that the student prepares in the course of a seminar and submits before graduation.

B.A. in Political Science

Political science is a multifaceted field that cuts across many disciplines and employs diverse methods. This academic field covers traditional research that is closely related to philosophy, law, and history to current research that strives to use knowledge and methods of economics. It involves research that digs deep into specific regions and systems as well as research that involves global comparisons and holistic perspectives. Some political science research aims to grasp phenomena systematically and in terms of their cause and effect, while other research seeks to review and set out the cultural norms of systems and politics. The degree program features a phased and systematic curriculum relevant to these characteristics of political science. Students are required to first take two required subjects, Introduction to Political Analysis and Public Philosophy as introductory courses, and either Introduction to Japanese Politics or Introduction to International Relations as a selective required course. These courses enable a smooth transition to specialized study at the university-level after graduation from high school. In addition, students must take three out of five intermediate level courses—Political Analysis, Comparative Politics, International Politics, Public Policy, and History of Political

Thought—as selective required courses to build the foundation for an in-depth study of specific areas within political science. Apart from these selective required courses, various basic and intermediate-level courses as well as advanced and specialized courses are offered in a systematic manner in each of the five subfields. Seminars, with a focus on politics, are important opportunities to discuss specialized themes in a small group. Furthermore, the required courses of Statistics, Introduction to Microeconomics, and Introduction to Macroeconomics provide students with the foundation to grasp political phenomena using rigorous scientific methods and to analyze political phenomena in relation to economic phenomena.

B.A. in Economics

The basic philosophy of the B.A. in Economics curriculum is premised on the idea that theoretical foundations and the ability to analyze data objectively are necessary to understand and resolve the range of problems facing today's global society. A curriculum is offered that allows students to learn economic theory and statistics in stages, from the basics to the first-year graduate level in both English and Japanese, with seminar classes for theory-related courses and practical training classes using statistical software for statistics-related courses. Moreover, from a wide range of courses in Economic Thought and Economic History, students learn about the effectiveness and limitations of economic approaches and also about alternative approaches. Additionally, in the area of economic policy and international economics, courses are arranged in away that enables students to learn in detail about specific fields, while also studying a broad range of different fields. By taking courses from these groups in accordance with their individual areas of interest, students deepen their knowledge of specific issues while improving their skills in the application of economic theory and data analysis. The aim of having a small group of students in seminar classes, with a focus on economics, is to provide students with numerous opportunities for group work, presentations, and discussion, thereby improving their analytical and communication skills.

B.A. in Global Political Economy

The curriculum of the B.A. in Global Political Economy was designed with the goal of fostering the ability to analyze political and economic mechanisms in Japanese and international society, and the complex interrelationships between politics and economics from a broad, global perspective, which goes beyond the experiences of individual countries or historical eras. The degree program is characterized by its well-balanced combination of required basic courses—Public Philosophy, Political Science, and Economics—based on the pedagogical traditions of PPE. In addition, a common foundation to study these specialized fields is provided through required courses on analytical methods—Statistics, Introduction to Game Theory, and Introduction to Mathematics for Economics. Similarly, students are offered a broad range of foreign language courses and global literacy courses, including required courses to improve communication skills and broaden cross-cultural perspectives.

The required political science courses are Introduction to Political Analysis, Public Philosophy (Politics), and

Introduction to International Relations, and students must take one of the following five selective required courses: Political Analysis, Comparative Politics, International Politics, Public Policy, and History of Political Thought. The required economics courses include not only Introduction to Microeconomics and Introduction to Macroeconomics, but also Economic Policy, Japanese Economy, and Public Philosophy (Economics). By progressively acquiring the basics of both politics and economics and by taking a well-balanced combination of intermediate and advanced courses on politics and economics, students are able to develop a broad set of theoretical perspectives, as well as analytical and applied methodological skills. Furthermore, in the small-class-sized seminars, such as Global Political Economy seminars, students can identify their own topics of interest, develop their ability to carry out independent research, and learn how to effectively report on the results of such inquiries.

3. Admissions Policy

School of Political Science and Economics

The School of Political Science and Economics welcomes students from Japan and around the world under an educational philosophy of “Independence of Learning,” which is one of Waseda University’s stated missions. Students must possess a high level of academic skill, strong intellectual curiosity, a bold and enterprising spirit (one of the principles of Waseda University), and a passion for study. In order to ensure the highest quality and diversity of its students, the School of Political Science and Economics holds the following four types of entrance examinations: a general entrance examination, an entrance examination using the National Center for University Entrance Examinations, a recommended admissions entrance examination, and a global entrance examination. The recommended admissions entrance examination and the global entrance examination, in particular, are open to international students and provide the opportunity for students from both Japan and overseas to sit for an entrance examination. Applicants are expected to possess language abilities, particularly in either Japanese and/or English, as well as logical thinking skills. Historical and cultural knowledge are required so that students are able to understand their own background, and dynamism is needed to tackle a variety of problems through interaction with different people from around the world. The above entrance examinations test these areas of knowledge and the skills of candidates from a variety of perspectives.

B.A. in Political Science

The B.A. in Political Science continues to uphold the University’s founding spirit of independence of learning and establishing an autonomous civil society. This spirit is reflected in its high aspiration to analyze real political phenomena through close collaboration with economics and to produce academic results that can be communicated from Japan to the world. Successful candidates should be able to take on the mantle of these academic traditions in a progressive manner. The degree program is for students with the desire to pursue academic depth and maturity as a person through a spirit of friendly rivalry in the pursuit of political science as an academic discipline. Candidates will be from diverse backgrounds and possess the full range of basic

academic skills that high school graduates should possess. Potential candidates include those with a strong interest in social phenomena, such as modern politics and economics. They will acquire the ability to understand, analyze, and act in a way that suits the needs of modern times, and have the communication skills needed in a modern globalized society. They must be capable of expressing their opinions in a way that is highly creative and supported by accurate knowledge and possess the desire to contribute to the creative development of their region, Japan, and the world.

B.A. in Economics

The basic philosophy for the selection of students in the B.A. in Economics is that students possess a strong interest and grounding in theoretically understanding and explaining social phenomena, with a focus on economics. This means that students should have a broad interest in current social conditions and history, in addition to politics and economics, and value logical thinking. A certain level of mathematical ability is essential to understand economics and apply it to the comprehension of social phenomena. Even if a student is not particularly confident in mathematics, an attitude of pursuing mathematical logic with perseverance is necessary. The ideal student body includes a mix of students with vast knowledge about current and past politics and economics, outstanding mathematical thinking, or strong interest in international relations to make the most of their respective strengths in a spirit of friendly rivalry as they set about acquiring the ability to carry out logical analyses of socioeconomic phenomena. For this reason, every effort is made to attract students with a variety of strengths through multiple entrance examinations.

B.A. in Global Political Economy

The B.A. in Global Political Economy welcomes students with a strong interest in the political and economic phenomena shaping today's global society and the links between these phenomena, possessing the determination to identify practical methods to solve global problems proactively, and seeking to make a contribution to the development of their region and the world. Students should have the communication and logical thinking skills needed to succeed in a globalized society, an attuned sensitivity that allows them to consider the positions of a variety of different people, and an ability to act both proactively and introspectively. The degree program is designed for students with a sense of curiosity about a broad range of pursuits in the research fields of politics and economics and a desire to absorb new knowledge and diverse ways of thinking without being constrained by existing frameworks. At the same time, students should possess the motivation to take specialized courses offered in both Japanese and English, and the willingness to diligently acquire analytical and critical thinking skills as they work toward achieving their goals.

Learning outcomes

Learning outcome 1. Basic knowledge of “Philosophy, Politics and Economics” (PPE)

Students will possess basic knowledge for analyzing and making decisions about topics related to both political and economic phenomena through logical and critical thinking (philosophy).

Learning outcome 2. Intermediate basic knowledge by department

Students will achieve the following learning outcomes by department in addition to the knowledge acquired by Learning outcome 1.

Political Science

Students are able to understand political phenomena in relation to economic phenomena as well as analyze them based on mathematical and empirical analytical techniques and political philosophy concepts.

Economics

Students are able to understand economic phenomena in relation to political phenomena as well as analyze data based on economic theories.

Global Political Economy

Students are able to understand both political and economic phenomena as well as analyze social issues from both political and economic perspectives.

Learning outcome 3. Global communication skills

Students will possess broad knowledge and communication skills that consider cultural and regional diversity as well as having an attitude of wanting to engage with various global topics.

Learning outcome 4. Problem finding and solving skills

Students will attain skills for data analysis and will be able to verbalize or model new problems and find logical solutions.

Learning outcome 5. Presentation skills

Students will possess presentation and academic paper writing skills to make constructive proposals based on the solutions found.

This Study Guide contains advice regarding studies up until graduation and clerical procedures related to the student register. It is distributed to students at the time of admission, and the contents described herein remain valid throughout the entire period of enrollment in the School of Political Science and Economics.

Opening Hours of Administrative Office

Monday to Friday: 10:00 a.m. to 4:00 p.m. (Telephone reception hours: 9:00 a.m. to 5:00 p.m.)

N.B.

1. No clerical work is handled on Saturdays, Sundays, holidays, and other days that the University designates as holidays. However, in special cases, classes may be held on some holidays. In those cases, clerical work is handled at the Office as usual. Please check the academic calendar of the academic year for details.
2. Please refer to the school's website for opening days/hours for summer and winter breaks.
3. From early to late February, it is not possible to enter the University campus owing to preparations for the entrance examination. During this period, clerical work is handled in the Temporary Office. For details, see the school website.

Administrative Office Inquiries

If you have any concerns or questions regarding student life, please come to the Office, or contact the Office by telephone, e-mail, or inquiry form. The office phone number and contact details can be found on the school website below.

<https://www.waseda.jp/fpse/pse/en/contact/>



Since the office may contact you, please keep the addresses and contact information of the student and guardian registered in MyWaseda up to date.

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Part 1

Obtaining a Bachelor's Degree

In order to graduate and obtain your bachelor's degree, you must take academic courses in accordance with certain rules. Part I contains an explanation of these rules.

Chapter 1: Degrees and Graduation

This chapter explains the system that serves as the basis for obtaining a bachelor's degree.

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I. Degrees and Graduation

The School of Political Science and Economics consists of three departments: the Department of Political Science, the Department of Economics, and the Department of Global Political Economy. Students who have enrolled in any of these departments for four years or more (but not more than eight years) and who have obtained the prescribed number of credits can graduate and obtain a bachelor's degree as shown below.

Graduates from the Department of Political Science	Bachelor of Arts in Political Science
Graduates from the Department of Economics	Bachelor of Arts in Economics
Graduates from the Department of Global Political Economy	Bachelor of Arts in Global Political Economy

The date of graduation will be September 15. For March graduates, the date of graduation will be March 15.

II. Requirements for Graduation

It is necessary for students to obtain 124 or more credits in order to graduate. Students must enroll in the academic courses required for graduation in accordance with the standards prescribed in the "Number of Credits Required for Graduation by Category and Department" on the next page and obtain the specified number of credits.

Number of Credits Required for Graduation by Category and Department

Course Category	Major			
	Political Science	Economics	Global Political Economy	
Political Science	Public Philosophy (Political Perspectives)	Public Philosophy (Political Perspectives)	Public Philosophy (Political Perspectives)	2 credits
	Introduction to Political Analysis	Introduction to Political Analysis	Introduction to Political Analysis	4 credits
	Introduction to International Relations		Introduction to International Relations	2 credits
	Select three of the following Intermediate Courses: Japanese Politics Comparative Politics International Politics Public Policy History of Political Thought		Select one of the following Intermediate Courses: Japanese Politics Comparative Politics International Politics Public Policy History of Political Thought	4 credits 4 credits 4 credits 4 credits 4 credits 4 credits
	(unspecified)	(unspecified)	(unspecified)	(10 credits or more)
	TOTAL	36 credits or more	TOTAL	22 credits or more
Economics	Introduction to Microeconomics	Introduction to Microeconomics	Introduction to Microeconomics	2 credits
	Introduction to Macroeconomics	Introduction to Macroeconomics	Introduction to Macroeconomics	2 credits
		Public Philosophy (Economic Perspectives)	Public Philosophy (Economic Perspectives)	2 credits
		Microeconomics I	Microeconomics I	2 credits
		Microeconomics II		
		Macroeconomics I	Macroeconomics I	2 credits
		Macroeconomics II		
	(unspecified)	(unspecified)	(unspecified)	(12 credits or more)
	TOTAL	8 credits or more	TOTAL	22 credits or more

Course Category	Major			
	Political Science	Economics	Global Political Economy	
Methodology	Statistics I Statistics II	Statistics I Statistics II	Statistics I Statistics II	2 credits 2 credits
	Introduction to Game Theory	Introduction to Game Theory	Introduction to Game Theory	2 credits
	(unspecified)	Introduction to Mathematical Analysis A (Linear Algebra) Introduction to Mathematical Analysis B (Calculus) (unspecified)	Introduction to Mathematical Analysis A (Linear Algebra) Introduction to Mathematical Analysis B (Calculus) (unspecified)	2 credits 2 credits (2 credits or more)
	TOTAL	TOTAL	TOTAL	12 credits or more
Seminar	Basic Seminar	Basic Seminar	Basic Seminar	2 credits
	(unspecified) *1	(unspecified) *1	(unspecified) *1	(6 credits or more)
	TOTAL	TOTAL	TOTAL	8 credits or more
Foreign Languages / General Studies (SPSE) / General Studies (non-SPSE) *2	Academic Writing	Academic Writing	Academic Writing	2 credits
	(unspecified)	(unspecified)	(unspecified)	(4 credits or more)
	TOTAL	TOTAL	TOTAL	6 credits or more
Total	Total Number of Required and Elective Required Courses	Total Number of Required and Elective Required Courses	Total Number of Required and Elective Required Courses	66 credits or more
	TOTAL	TOTAL	TOTAL	124 credits or more
*1 Seminar: Intermediate Seminar, Advanced Seminar I, II, III, IV, Thesis				70 credits or more
*2 The maximum for "General Studies (non-SPSE)" is 48 credits (including credits transferred to "General Studies (non-SPSE)" after study abroad.)				124 credits or more

Category name	Required number of credits	Courses	Remarks
Voluntary courses (Credits not counted toward graduation)	none	Courses Established by Other Schools, the Global Education Center (GEC), the Center for Japanese Language (CJL): Japanese Language/Japanese Language Studies Course, the Center for International Education (CIE) etc.	Though not a requirement for graduation, if credits are obtained from such courses they will be indicated on the student's transcript.

III. System for Graduating in Three Years

In the School of Political Science and Economics, there is a system whereby students with outstanding grades and who meet prescribed requirements can graduate in three years if they wish to do so.

(1) Application period

- At the end of the student's second year

(2) Conditions for filing an application

- The student has obtained 80 or more credits (excluding voluntary courses).
- The student has obtained all the credits of required courses.
- The student has a GPA of 3.0 or higher for all courses obtained (excluding voluntary courses).
- The student has a GPA of 3.0 or higher for courses in the "Political Science," "Economics," and "Methodology" categories combined.
- The student has registered and passed "Advanced Seminar 1".

(3) Course registration after application

- Students who have been judged as eligible to graduate in three years will be able to register for 24 credits in the spring semester of their third year.
- Students must take "Advanced Seminar 2, 3" and "Thesis".

(4) Judgment regarding graduation

- The student has obtained 124 or more credits, and has a GPA of 3.0 or higher for all courses obtained (excluding voluntary courses).
- The student has a GPA of 3.0 or higher for courses in the "Political Science," "Economics," and "Methodology" categories combined.
- The student has passed "Advanced Seminar 2, 3" and "Thesis".

(5) Handling of academic fees

- If a student graduates in three years, academic fees for the fourth year and afterwards will not be collected.

(6) Withdrawal

- It is possible for a student to decide not to graduate in three years even after applying to do so.
- If it is determined that a student has not fulfilled the prescribed requirements at the end of the third year, the courses that were registered for over 20 credits will be changed to voluntary courses so as not to be included in the credits counted toward graduation.

(7) Leave of absence and study abroad

- Students who take a leave of absence will continue to be eligible for three-years graduation. However, in the case of a half-year leave of absence, etc., students cannot graduate in three years, except for the period of the leave of absence due to the order of taking the Advanced Seminar and the semester in which the courses are offered.
- Students who study abroad are not eligible for three-years graduation.

(8) Higher Education and Employment

- Currently, the number of graduate schools and companies in Japan that regard three-year graduates with favor is very limited. It is therefore important for students to research this matter well when considering a future career plan.

IV. System for Graduating in 3.5 Years

In the School of Political Science and Economics, there is a system whereby students with outstanding grades and who meet prescribed requirements can graduate in 3.5 years if they wish to do so.

(1) Application period

- At the end of the student's 2.5 year

(2) Conditions for filing an application

- The student has obtained 100 or more credits (excluding voluntary courses).
- The student has obtained all the credits of required courses.
- The student has a GPA of 3.3 or higher for all courses obtained (excluding voluntary courses).
- The student has a GPA of 3.3 or higher for courses in the "Political Science," "Economics," and "Methodology" categories combined.
- The student has registered and passed "Advanced Seminar 1, 2".

(3) Course registration after application

- Students who have been judged as eligible to graduate in 3.5 years will register for courses to fulfill the required number of credits for graduation by the last semester.
- Students must take "Advanced Seminar 3, 4" and "Thesis".

(4) Judgment regarding graduation

- The student has obtained 124 or more credits and has a GPA of 3.3 or higher for all courses obtained (excluding voluntary courses).
- The student has a GPA of 3.3 or higher for courses in the "Political Science," "Economics," and "Methodology" categories combined.
- The student has passed "Advanced Seminar 3, 4" and "Thesis".

(5) Handling of academic fees

- If a student graduates in 3.5 years, academic fees will not be collected after the last semester.

(6) Withdrawal

- It is possible for a student to decide not to graduate in 3.5 years even after applying to do so.

(7) Leave of absence and study abroad

- Students who take a leave of absence will continue to be eligible for 3.5-years graduation. However, in the case of a half-year leave of absence, etc., students cannot graduate in 3.5 years, except for the period of the leave of absence due to the order of taking the Advanced Seminar and the semester in which the courses are offered.
- Students who study abroad are not eligible for 3.5-years graduation.

(8) Higher Education and Employment

- Currently, the number of graduate schools and companies in Japan that regard 3.5-year graduates with favor is very limited. It is therefore important for students to research this matter well when considering a future career plan.

Chapter 2: Rules for Course Registration

This chapter provides an explanation of the rules for selecting and registering for academic courses. In order to obtain a degree (and to graduate), students must obtain all the necessary credits. Read these rules carefully. Select and register for courses properly. Also, refer to “Number of Credits Required for Graduation by Category and Department” (page.3).

The world of learning does not have any boundaries. Students should not only fulfill the number of necessary credits for graduation, but also go beyond it and actively pursue learning. Explanations will also be provided on how to select and enroll in courses in order to achieve developmental learning.

Contents

- I. Course Categories
 - II. Curriculum (Course List)
 - III. Rules for Registration by Category
 - IV. Minors (For lectures conducted in Japanese)
 - V. How to Register for Courses Offered by Other Schools and Affiliated Institutions
-

I. Course Categories

This program will provide a basic knowledge in politics, economics, and society, and build on this knowledge to pursue an understanding of global society, developing the ability to propose new strategies and solutions.

A) Political Science and Economics

In addition to supplying an academic foundation for understanding Japan in the global political economy through required first-year fundamental theory classes in various subjects, those categories offer a wide range of applied subjects to meet the needs of students seeking more advanced study.

B) Methodology

These courses include statistics, mathematical analysis, game theory, and other quantitative methods essential for the objective analysis of political and economic systems, information processing, and experimental political science and economics, which involves practical evaluations of real-world political and economic behavior.

C) Seminars

By completing required seminars in small classes, students gain an understanding of both the Japanese university education style and the specifics of their area of academic specialization.

D) Foreign Languages, General Studies (SPSE), and General Studies (non-SPSE)

General Studies provides interdisciplinary courses common to all departments. Foreign Languages includes Japanese courses, provided by the Center for Japanese Language (CJL), along with German, French, Chinese, Spanish and Russian. By enrolling in courses established by other schools and affiliated institutions, students may count these courses toward this category.

II. Curriculum (Course List)

List of Courses by Category

1. Political Science

Course Category		Course Title	
Contemporary Politics	Introductory	Introduction to Political Analysis (4)	政治分析入門 (4)
			日本政治論入門 (2)
	Intermediate	Japanese Politics (4)	現代政治分析 (4)
		Political Communication (2)	政治コミュニケーション (2)
			政治心理学 (2)
		Comparative Political Economy (2)	比較政治経済分析 (2)
	Advanced/ Specialized	Political Behavior (2)	政治行動論 (2)
		Political Text Analysis (2)	政治テキスト分析 (2)
		Political Institutions (2)	政治制度論 (2)
		Political Parties (2)	
	Graduate School Subjects *		
Comparative Politics	Intermediate	Comparative Politics (4)	比較政治学 (4)
		Comparative Politics of East Asia (2)	東アジアの比較政治 (2)
		Comparative Politics of Western Europe (2)	西欧諸国の比較政治 (2)
		Comparative Politics of New Democracies (2)	
	Advanced/ Specialized	Theories in Comparative Politics (2)	比較政治理論 (2)
		Comparative Democratization (2)	比較民主化論 (2)
		Chinese Politics (in Chinese) (2)	中国政治 (2)
	Graduate School Subjects *		
International Relations	Introductory	Introduction to International Relations (2)	国際関係論入門 (2)
	Intermediate	International Politics (4)	国際政治学 (4)
		International History I (2)	国際関係史 I (2)
		International Organization (2)	国際機構論 (2)
		Transnational Relations (2)	国際社会関係論 (2)
		International Relations of Japan (2)	日本外交論 (2)
		International Political Economy (2)	国際政治経済学 (2)
	Advanced/ Specialized	International History II (2)	国際関係史 II (2)
			国際法 I (2)
			国際法 II (2)
		Regional Integration (2)	地域統合論 (2)
			国際文化関係論 (2)
			国際法制度論 (2)
			平和研究 (2)
		Global Governance Studies (2)	
	Graduate School Subjects *		

* Graduate School Subjects are registered as “Voluntary Courses” that are not counted towards graduation.

* Topics in Political Science (2), Advanced Topics in Political Science (2), 政治学研究 (2), and 政治学文献研究 (2) of each language will be allocated to the Advanced/Specialized Courses of the most appropriate category depending on the course content.

Course Category		Course Title	Course Title
Public Policy	Intermediate	Public Policy (4)	公共政策 (4)
		Public Administration (2)	行政学 (4)
		Local Government (2)	自治体政策 (2)
		International Public Administration (2)	
			福祉行政 (2)
	Advanced/ Specialized		地方自治制度 (2)
			国際公共政策 (2)
		Comparative Public Policy (2)	比較公共政策 (2)
		NPOs and NGOs (2)	NPO／NGO論 (2)
	Graduate School Subjects *		
Political Thought & Political History	Introductory	Public Philosophy (Political Perspectives) (2)	公共哲学(政治) (2)
	Intermediate	History of Political Thought (4)	政治理論史 (4)
		Japanese Constitutional Law (2)	憲法 (4)
		Japanese Political History (2)	日本政治史 (4)
		Western Political History (2)	西洋政治史 (4)
		Constitutionalism (2)	比較憲法論 (2)
		Contemporary Political Theory I (2)	現代政治理論 I (2)
		Contemporary Political Theory II (2)	現代政治理論 II (2)
		Japanese Political Thought A (2)	日本政治思想史 (4)
		Japanese Political Thought B (2)	
	Advanced/ Specialized		東洋政治思想史 (2)
			現代韓国政治史 (2)
			現代北朝鮮政治史 (2)
			国際政治思想 (2)
		History of Media and Politics (2)	政治メディア史 (2)
			地域研究(東アジア史) (2)
	Graduate School Subjects *		

* Graduate School Subjects are registered as “Voluntary Courses” that are not counted towards graduation.

* Topics in Political Science (2), Advanced Topics in Political Science (2), 政治学研究 (2), and 政治学文献研究 (2) of each language will be allocated to the Advanced/Specialized Courses of the most appropriate category depending on the course content.

2. Economics

Course Category		Course Title	Course Title
Economic Theory	Introductory	Introduction to Microeconomics (2)	ミクロ経済学入門 (2)
		Introduction to Macroeconomics (2)	マクロ経済学入門 (2)
	Intermediate	Microeconomics I (2)	ミクロ経済学 I (2)
		Microeconomics II (2)	ミクロ経済学 II (2)
		Macroeconomics I (2)	マクロ経済学 I (2)
		Macroeconomics II (2)	マクロ経済学 II (2)
		Japanese Economy (2)	日本経済論 (2)
	Advanced/ Specialized	Advanced Japanese Economy (2)	上級日本経済論 (2)
		Welfare Economics (2)	厚生経済学 (2)
		Advanced Microeconomics A (2)	
		Advanced Macroeconomics A (2)	
		Advanced Microeconomics B (2)	
		Advanced Macroeconomics B (2)	
	Graduate School Subjects *		
Economic Thought & Economic History	Introductory	Global Economic History (Introductory) (2)	経済史入門A (2)
		Japanese Economic History (Introductory) (2)	経済史入門B (2)
	Intermediate	Public Philosophy (Economic Perspectives) (2)	公共哲学(経済) (2)
		Japanese Economic History (Intermediate) (4)	日本経済史 (4)
		Global Economic History (Intermediate) (4)	グローバル経済史 (4)
		History of Economic Thought I (2)	経済学史 I (2)
		Comparative Institutional Analysis (2)	比較経済制度分析 (2)
	Advanced/ Specialized		日本経済思想史 (2)
			日本経済史の諸問題A (2)
			日本経済史の諸問題B (2)
			グローバル経済史の諸問題A (2)
			グローバル経済史の諸問題B (2)
			グローバル経済史の諸問題C (2)
			グローバル経済史の諸問題D (2)
		Issues in Japanese Economic History A (2)	
		Issues in Japanese Economic History B (2)	
		Issues in Global Economic History A (2)	
		Issues in Global Economic History B (2)	
		History of Economic Thought II (2)	経済学史 II (2)
			社会主義経済学 (2)
	Graduate School Subjects *		

* Graduate School Subjects are registered as “Voluntary Courses” that are not counted towards graduation.

* Topics in Economics (2), Advanced Topics in Economics (2), and 経済学研究 (2) will be allocated to the Advanced/Specialized Courses of the most appropriate category depending on the course content.

Course Category		Course Title	Course Title
Economic Policy	Intermediate	Public Economics (2)	公共経済学 (2)
		Money and Banking I (2)	金融論 I (2)
		Public Finance (2)	財政学 A (2)
			財政学 B (2)
		Labor Economics I (2)	労働経済学 I (2)
		Law and Economics (2)	法と経済学 (2)
		Industrial Organization (2)	産業組織論 (2)
		Public Choice (2)	公共選択論 (2)
	Advanced/ Specialized	Finance (2)	ファイナンス (2)
		Money and Banking II (2)	金融論 II (2)
		Labor Economics II (2)	労働経済学 II (2)
		Industrial Ecology (2)	産業エコロジー (2)
		Personnel Economics (2)	人事経済学 (2)
		Political Economics (2)	政治経済学 (2)
			地方財政論 (2)
		Social Security (2)	社会保障論 (2)
		Health Economics (2)	医療経済学 (2)
		Environmental Economics (2)	環境経済学 (2)
		Education Economics (2)	教育経済学 (2)
		Economics of Resources and Food (2)	資源・食料経済学 (2)
		Population Economics (2)	人口経済学 (2)
		Empirical Personnel Economics (2)	
	Graduate School Subjects *		
International Economy	Intermediate	International Economics (2)	国際経済学 (2)
		Development Economics I (2)	開発経済学 I (2)
		Asian Economy (2)	アジア経済論 (2)
	Advanced/ Specialized	International Trade (2)	国際貿易論 (2)
		International Macroeconomics (2)	国際マクロ経済学 (2)
		Spatial Economics (2)	空間経済学 (2)
		Development Economics II (2)	開発経済学 II (2)
		Chinese Economy (2)	中国経済論 (2)
	Graduate School Subjects *		

* Graduate School Subjects are registered as “Voluntary Courses” that are not counted towards graduation.

* Topics in Economics (2), Advanced Topics in Economics (2), and 経済学研究 (2) will be allocated to the Advanced/Specialized Courses of the most appropriate category depending on the course content.

3. Methodology

Course Category		Course Title	Course Title
Empirical Analysis	Introductory	Statistics I (2)	統計リテラシー α (1) ※GEC 設置科目 統計リテラシー β (1) ※GEC 設置科目
		Statistics II (2)	統計学 II (2)
	Intermediate	Econometrics I (2)	計量経済学 I (2)
		Econometrics II (2)	計量経済学 II (2)
			経済統計 (2)
		Fundamentals of Political Science Research (2)	政治分析方法の基礎 (2)
		Quantitative Analysis (2)	計量分析(政治) (2)
		Survey Research (2)	社会調査 (2)
	Advanced/ Specialized		応用計量経済学 (2)
		Advanced Econometrics (2)	上級計量経済学 (2)
	Graduate School Subjects *		ゲーム理論による政治分析 (2)
Game Theory	Introductory	Introduction to Game Theory (2)	ゲーム理論入門 (2)
	Intermediate	Game Theory I (2)	ゲーム理論 (4)
		Game Theory II (2)	
		Experimental Economics I (2)	実験経済学 I (2)
		Behavioral Economics (2)	行動経済学 (2)
	Advanced/ Specialized	Experimental Economics II (2)	実験経済学 II (2)
		Advanced Game Theory (2)	上級ゲーム理論 (2)
	Graduate School Subjects *		
Mathematics	Introductory	Introduction to Mathematical Analysis B (Calculus) (2)	経済数学入門 (2)
		Introduction to Mathematical Analysis A (Linear Algebra) (2)	線形代数入門 (2)
		Introduction to Probability and Statistics (2)	
		Introduction to C Programming (2)	
		Introduction to Java Programming (2)	
		Introduction to Fortran Programming (2)	
	Intermediate	Linear Algebra (2)	
		Calculus (Multivariable Calculus) (2)	解析学(多変数解析) (2)
			解析学(微分方程式) (2)
		Calculus (Multivariable Integral Calculus) (2)	
		Mathematical Statistics (2)	数理統計学 (2)
		Mathematical Economics (2)	経済数学 (2)
		C Programming (2)	
		Java Programming (2)	
		Fortran Programming (2)	
	Advanced/ Specialized	Advanced Linear Algebra (2)	
		Advanced Calculus (2)	上級解析学 (2)
		Network Analysis (2)	ネットワーク分析 (2)
	Graduate School Subjects *		

* Graduate School Subjects are registered as “Voluntary Courses” that are not counted towards graduation.

4. Seminars

Course Category	Course Title	Course Title
Introductory	Basic Seminar (2)	基礎演習 (3)
Intermediate	Intermediate Seminar (2)	アカデミックリテラシー演習 (2)
		プレ演習 (1)
Advanced/Specialized	Advanced Seminar I/II/III/IV (2)	政治学演習 I/II/III/IV (2)
		経済学演習 I/II/III/IV (2)
		国際政治経済学演習 I/II/III/IV (2)
		学際領域演習 I/II/III/IV (2)
		ジャーナリズム・メディア演習 I/II/III/IV (2)
	Thesis (2)	演習論文 (3)

5-1. Foreign Languages

Foreign language courses offered by SPSE: German, French, Russian, Chinese, and Spanish. See Japanese course list for details. For Japanese language courses offered by the Center for Japanese Language, please see the CJL website.

5-2. General Studies (SPSE)

Course Category	Course Title	Course Title
Academic Writing	Academic Writing and Discussion in English β (2)	学術的文章の作成 (1)
	Intermediate Writing in Political Science and Economics (2)	
	Advanced Writing in Political Science and Economics (2)	
Japan Studies		日本文学 (2)
		日本思想 (2)
		文学論 (2)
		日本の政治経済 (2)
Interdisciplinary Studies		グローバル・リテラシー総合講座 (2)
	Area and Cultural Studies (2)	地域文化研究 (2)
		※キャンパスアジア関連科目
Career Design		総合講座 (2)
		キャリアデザインワークショップ (2)
		寄附講座 (2)
		提携講座 (2)
		世界的潮流と日本の展望 (2)
Journalism/ Media		映像文化論 (2)
		メディア・コミュニケーション史 (2)
		ジャーナリズム論 (2)
		ジャーナリズムの法と倫理 (2)
		映像ジャーナリズム論 (2)
		メディア論 (2)
		報道現場論 (2)
		ジャーナリズム研究 (2)
		ドキュメンタリー入門 (2)
		フォトジャーナリズム入門 (2)
		ウェブ スキル (2)
		メディア産業論 (2)
		提携講座 (2)
	Contemporary Journalism in Asia (2)	
	Global Communication (2)	

Course Category	Course Title	Course Title
Law		法学A (2)
		法学B (2)
		法学A(憲法を含む) (2)
		法学B(憲法を含む) (2)
		民法(総則)A (2)
		民法(総則)B (2)
		民法(債権総論)A (2)
		民法(債権総論)B (2)
		民法(物権法) (2)
		刑法 (4)
		商法(会社法) (4)
		労働法A (2)
		労働法B (2)
		手形・小切手法 (4)
		行政法総論 (4)
		行政救済法 (4)
	Law and Society in Japan (2)	
Accounting/ Business		基礎会計学 (4)
		経営学 (2)
		流通経済論 (2)
Natural Science		人類学 (2)
		科学技術論 (2)
		科学史 (2)
		生態学 (2)
		宇宙・地球科学 (2)
		科学方法論 (2)
		先端科学技術 (2)
Social Science		社会学 (2)
		ジェンダー論 (2)
		社会哲学 (2)
		社会言語学 (2)
		多文化共生論 (2)
		移民研究 (2)
		人口学 (2)
		人文地理学 (2)
		社会思想史 (2)
		社会心理学 (2)

Course Category	Course Title	Course Title
Humanities		歴史学 (2)
		宗教学 (2)
		心理学 (2)
		哲学 (2)
		現代思想 (2)
		論理学 (2)
		倫理学 (2)
		文化人類学 (2)
	World Literature (2)	外国文学 (2)
		グローバル史 (2)
		東洋思想 (2)
	Drama and Society (2)	芸術論 (2)
		言語学 (2)
		東アジア論 (2)

5-3. General Studies (Non-SPSE)

Courses established by Other Schools Courses established by the Global Education Center Courses established by the Center for International Education Courses established by the Center for Japanese Language Courses established by the Partner Universities
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6. Voluntary Courses

Courses established by School of Political Science and Economics registered as Voluntary Courses Courses established by Other Schools Courses established by the Global Education Center Courses established by the Center for International Education Courses established by the Center for Japanese Language Courses established by the Partner Universities Graduate School Courses Taken in Advance
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III. Rules for Registration by Category

1. Political Science

Number of credits required: Students in the Department of Political Science: 36 credits or more
Students in the Department of Economics: 8 credits or more
Students in the Department of Global Political Economy: 22 credits or more

- 1) For All students
All students must pass “Public Philosophy (Political Perspectives)” and “Introduction to Political Analysis” for a total of 6 credits.
- 2) The Department of Political Science and the Department of Global Political Economy
Students must pass “Introduction to International Relations” for 2 credits.
Also, students in the Department of Political Science must select 3 of the following Intermediate Courses for a total of 12 credits.
Students in the Department of Global Political Economy must select 1 of the following Intermediate Courses for a total of 4 credits.
“Japanese Politics” “Comparative Politics” “International Politics” “Public Policy” “History of Political Thought”
- 3) In addition to the above required courses, students must register for and pass courses for the rest of the required credits from the allocated courses.

2. Economics

Number of credits required: Students in the Department of Political Science: 8 credits or more
Students in the Department of Economics: 36 credits or more
Students in the Department of Global Political Economy: 22 credits or more

- 1) For All students
All students must pass “Introduction to Microeconomics” and “Introduction to Macroeconomics” for a total of 4 credits.
- 2) The Department of Economics
Students must pass “Public Philosophy (Economic Perspectives)”, “Microeconomics I”, “Macroeconomics I”, “Microeconomics II” and “Macroeconomics II” for a total of 10 credits.
- 3) The Department of Global Political Economy
Students must pass “Public Philosophy (Economic Perspectives)”, “Microeconomics I” and “Macroeconomics I” for a total of 6 credits.
- 4) In addition to the above required courses, students must register for and pass courses for the rest of the required credits from the allocated courses.

3. Methodology

Number of credits required: Students in the Department of Political Science: 8 credits or more
Students in the Department of Economics: 12 credits or more
Students in the Department of Global Political Economy: 12 credits or more

- 1) For All students
All students must pass “Statistics I”, “Statistics II”, and “Introduction to Game Theory” for a total of 6 credits.
- 2) The Department of Economics and the Department of Global Political Economy
Students must pass “Introduction to Mathematical Analysis A (Linear Algebra)”, and “Introduction to Mathematical Analysis B (Calculus)” for a total of 4 credits.
- 3) In addition to the above required courses, students must register for and pass courses for the rest of the required credits from the allocated courses.

4. Seminars

Number of credits required: 8 credits or more for students in all Departments

- 1) For All students
All students must pass “Basic Seminar” for 2 credits.
- 2) In addition to the above required courses, students must register for and pass courses for the rest of the required credits from the allocated courses.

5-1. Foreign Languages

Number of credits required: 6 credits or more from 5-1 Foreign Languages, 5-2 General Studies (SPSE), and 5-3 General Studies (non-SPSE) for students in all Departments.

- 1) Students may register for courses from among Japanese language courses established by the Center for Japanese Language (CJL) and foreign language courses (German, French, Chinese, Spanish or Russian) offered by the SPSE.
- 2) It is possible to count Japanese Language and Japanese Language Studies courses offered by the CJL as Foreign Languages toward graduation. Otherwise, CJL courses will be counted as Voluntary courses. It is possible to take Japanese Language courses up to 8 credits per semester. The maximum number of credits that can be registered until graduation will be limited to 32 credits.

- 3) In principle, foreign language courses (German, French, Chinese, Spanish or Russian) offered by the SPSE are conducted in Japanese. Therefore, to take those courses, the proficiency of Japanese language will be required. If you wish to take these courses, please consult with the SPSE Office before the Course Registration Period.

5-2. General Studies (SPSE)

Number of credits required: 6 credits or more from 5-1 Foreign Languages, 5-2 General Studies (SPSE), and 5-3 General Studies (non-SPSE) for students in all Departments.

- 1) For all students
All students must pass “Academic Writing” for 2 credits.

5-3. General Studies (non-SPSE)

Number of credits required: 6 credits or more from 5-1 Foreign Languages, 5-2 General Studies (SPSE), and 5-3 General Studies (non-SPSE) for students in all Departments.

- 1) Courses offered by other schools and affiliated institutions will be counted towards the category of General Studies (non-SPSE). Otherwise, they will be counted as voluntary courses.
When registering for these courses, please make sure to stay within the maximum number of credits that you can register for in the current semester.
- 2) Courses offered by the Global Education Center (GEC), and the Center for International Education (CIE) are also available for students starting in your first year.
- 3) For courses offered by other schools/centers, there may be a restriction for courses to be taken in a specific grade. (Ex. For Freshman, you cannot take courses that are intended to be taken for 2nd year/3rd year students and on)
For other rules, please check with each school/center.

6. Voluntary Courses

Courses that can be counted: Courses established by other schools and affiliated institutions as well as School of Political Science and Economics which are registered as Voluntary Courses

Number of maximum credits: (no fixed number)

N.B. These credits are not counted toward graduation.

The category of voluntary courses was established to enable students to undergo developmental learning in addition to acquiring the necessary credits for obtaining a degree. Credits that are obtained in the category of voluntary courses are not counted towards the necessary credits for graduation but indicated on a student's transcript.

IV. Minors (For lectures mainly conducted in Japanese)

The minors system increases the incentive for learning with a clear sense of purpose and also enables students to enrich their academic knowledge in an area other than their major, based on selecting and enrolling in courses focusing on a specific academic field. Currently, minors are provided mainly through courses with lectures in Japanese. The specific academic fields consist of Political Science, Economics, Law, etc. Students who obtain 20 or more credits from the courses established for these fields while fulfilling the prescribed requirements for minors are able to obtain a Minors Certificate.

This minors system is run based on close cooperation between the School of Political Science and Economics, and the School of Law as well as our Journalism School in the Graduate School of Political Science.

Please refer to the SPSE official website for the details (in Japanese only).

V. How to Register for Courses Established by Other Schools and Affiliated Institutions

It is possible for students to register for courses offered by other schools and affiliated institutions as General Studies (non-SPSE) or voluntary courses. However, it is impossible to register for courses with the same name offered by the same department.

As for the number of necessary credits to graduate, a maximum of 48 credits can be counted toward the category of General Studies (non-SPSE), including credits transferred to the category after study abroad. If you wish to count such courses toward General Studies (non-SPSE), you are required to carry out the specified procedures. An explanation of precautions for each department establishing such courses is provided here.

1. Types of Courses Established by Other Schools and Affiliated Institutions

(1) University-wide Open Courses

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

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

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

Departments Offering University-wide Open Courses and How to Get Related Information

Information Courses offered by:	Course, Syllabus, Registration	Class & Examination
Schools / Graduate Schools	• Website of the department (school, center, etc.) offering the course • Syllabus System (web) • <i>Registration Guide of University-wide Open Courses (Web)</i>	• Website of the department (school, center, etc.) offering the course
Global Education Center (GEC)		
Center for International Education (CIE)		
Partner Universities (For sophomore and above, some courses allow freshmen registration)	• Website of the Global Education Center • BBS for University Consortium (Tadaigaku Kouryu System)(*1) found on MyWaseda.	Website of the university offering the course (*2)

< Attention >

As for how the credits you earned through the University-wide Open Courses will be handled, please refer to the syllabus, the manual for course registration, and/or other manuals of the School you belong to.

- *1 This site is provided as a one-stop site to search for and register courses offered by other universities. Regarding how to access the site, refer to the Website of the Global Education Center.
- *2 Website URLs of participating universities can be found in the *Registration Guide of University-wide Open Courses* and the Website of the Global Education Center.

(2) The organizations (excluding undergraduate and graduate schools) that offer University-wide Open Courses

2.1 Global Education Center (GEC) (URL: <https://www.waseda.jp/inst/gec/en/>)

GEC offers a tremendous variety of courses, open to all students, on subjects that go beyond the boundaries of each student's specializations and majors.

As for skills required of college students, GEC provides academic writing courses ("Academic Writing" etc.), mathematic courses ("Introduction to University Mathematics alpha (Calculating

Interest)", etc.), data science courses ("Statistics Literacy alpha", "Introduction to Data Science alpha" etc.), information courses ("Introduction to Programming", etc.), English courses ("Tutorial English", "Academic Writing and Discussion in English" etc.), all of which would make foundations of every academic field.

Moreover, GEC has had courses in rare languages that are rarely offered or not taught at other universities and a diverse number of distinctive sports training and athletics programs ("Rugby", "Kyudo, Japanese Archery" etc.). GEC also offers Japanese applied linguistics courses ("Japanese Education (Basic)", etc.).

In the group of courses called "Self - Competence Development courses", many courses emphasizing on problem solving and hands-on experience are provided.

Besides offering such courses, GEC has provided opportunities to pursue a "Minor". In addition to one's major course of study learned in each student's undergraduate school, students can focus on other academic fields as a "Minor" through a systematic approach, aiming to reinforce their major, add a second string to their bow, and obtain applicational areas of their major. Students who complete their Minor gain "Minor Certificate" issued by the University on their graduation.

2.2 Center for International Education (CIE) (URL: <https://www.waseda.jp/inst/cie/en>)

CIE offers unique courses to undergraduate students as a center of the promotion of international education programs, in addition to providing services and assistance for international students studying at Waseda and Waseda students intending to study abroad. The courses offered by CIE include those that can be taken as a part of their study abroad programs; those designed for short-term study abroad programs focusing on language learning, theme research, or cross-cultural experiences; those that can be taken with international students during the summer sessions at Waseda; and those called "International Japanese Studies" courses taught by professors invited from overseas universities.

2.3. Courses offered at academic partner universities

(URL: https://www.waseda.jp/inst/gec/en/undergraduate/other_univ/)

This course is only for student who attend undergraduate school.

University-wide Open Courses are offered by Waseda University and participating universities based on academic agreements. A large portion of these courses highlights the unique academic offerings of each university, giving students a wide selection of choices to register. In most of the courses provided by other universities, students must be at least in their sophomore year (some courses do allow freshmen registration) as a prerequisite for registration. Credits received for these courses may be applied to credits for graduation in accordance with the regulations established by their undergraduate school.

2. Precautions for Registration of Courses Offered by Other Schools and Affiliated Institutions

1. Courses Offered by Other Schools

Category towards which credits can be counted: General Studies (non-SPSE) or Voluntary courses
Courses in which you can register for: Courses that other schools permit you to do so

If counting courses offered by other Schools toward the category of General Studies (non-SPSE), make sure to stay within the maximum number of credits that you can register for the current semester.

2. Courses Offered by the Global Education Center

Category towards which credits can be counted: General Studies (non-SPSE) or Voluntary courses

- (1) You can register for courses offered by the Global Education Center, starting in your first year, as General Studies (non-SPSE) or voluntary courses.
- (2) If counting courses offered by the Global Education Center as General Studies (non-SPSE), make sure to stay within the maximum number of credits that you can register for the current semester.

3. Courses offered by the Center for Japanese Language: Japanese Language/Japanese Language Studies Course

Category towards which credits can be counted: Foreign Language, or Voluntary courses

- (1) It is possible to count Japanese Language and Japanese Language Studies courses offered by the Center for Japanese Language as Foreign Language or voluntary courses. You are able to take up to 8 credits of Japanese language courses per semester.
- (2) The maximum number of credits that can be registered until graduation will be limited to 32 credits.

4. Courses offered by the Center for International Education

Category towards which credits can be counted: General Studies (non-SPSE) or Voluntary courses

- (1) You can register for courses offered by the Center for International Education, starting in your first year, as General Studies (non-SPSE) or voluntary courses.
- (2) If counting courses offered by the Center for International Education as General Studies (non-SPSE), make sure to stay within the maximum number of credits that you can register for the current semester.

Chapter 3: Precautions for Course Registration

In order to take courses, students must register for the courses that they wish to take and obtain approval from the School. This chapter provides an explanation of the rules for course registration.

Students are also required to refer to the Course Registration Guide published by the SPSE before each registration period to check on further precautions and rules.

Contents

- I. Principles for Course Registration
 - II. Procedure for Course Registration
-

I. Principles for Course Registration

1. Obligation of course registration

Course registration refers to notifying the School of the class and course category toward which credits will be counted with regard to the courses that you want to register for the current academic year. Students must apply for and obtain approval for courses that they will register for each academic year by the respective deadlines for the fall and spring semesters. It is impossible to audit courses that you are not registered for.

2. Principle of courses to be taken during a specific grade

It is highly recommended to select and register for courses intended to be taken during a specific year in accordance with the course allocation.

Introductory Courses are intended to be taken in the 1st year, Intermediate Courses in the 2nd year, and Advanced/Specialized Courses in the 3rd year and on.

Although it is generally possible to register for courses that are intended to be taken by students in grades higher than your own, please choose courses carefully depending on your progress in your study. Please also note that this rule may not apply for courses offered by other school/centers.

3. Re-registration in courses that you do not pass

Courses that you do not pass are considered as courses for which you did not receive a satisfactory grade and thus did not obtain credits. If you do not pass a course, it is possible to register for the same course or a separate course. However, for required courses, you must re-register for the same course.

4. Maximum number of credits for courses that you can register for according to grade

There are limits to the number of credits for courses that you can register for each semester. However, this does not include the number of credits for courses that you register for as voluntary courses.

The maximum number of credits for courses that you can enroll in during each grade is as follows:

Grade	First year		Second year		Third year		Fourth year	
	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester
Maximum number of credits for courses in which you can enroll	20 each semester							

* The limits here do not apply to the maximum number of credits that students who are eligible to graduate in three years can earn during their third year.

* It is possible to register up to 8 credits of Japanese language courses per semester and 32 credits of them until graduation.

5. Study hours per credit and the number of 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). Our university asks students not to exceed 49 credits per year. This includes courses that count toward graduation (completion) requirements, free courses, voluntary courses, and courses that do not count toward graduation (completion) requirements.

6. The maximum number of online course credits counted towards graduation

Online courses may not account for more than 60 credits of the prescribed number of credits required for graduation. Even if you obtain more than 60 credits from online courses, the excess credits will NOT be counted towards graduation. They will automatically be changed to voluntary credits or dropped. The classifications for on-campus and online courses have been defined as “Class Modality Categories”. Please refer to the following URL, Syllabus Search page, for the details.

Syllabus Search Page > Class Modality Categories > *Regarding Class Modality Categories*

<https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en>

7. Prohibition of changes after registration

After the course registration period, the adding and dropping of courses, and changes to the category toward which credits are counted, will not be accepted.

8. Prohibition on duplicate enrollment in courses with the same name

It is impossible to register for courses with the same name.

It is also impossible to register for a course of the same name as one for which students have obtained credits up to the previous semester (even if the course has been taken under the category of “voluntary”). However, it is generally possible to register for multiple courses when the themes of the courses differ.

Some courses are offered in both Japanese and English with the same contents. If the student has already registered for or passed one of the courses (e.g. World literature), students cannot register another course (e.g. 外国文学 [the same course offered in Japanese]). In that case, students can register the second course as a voluntary course. If you would like to do so, please contact the SPSE office before the course registration period.

9. Courses with I/II or A/B in the course name

1) Contents of courses with A and B are different and can be taken separately and in either order.

2) Contents of courses with I and II are related and should be taken in the order of I then II. However, II can be taken even if credits for I are not obtained, as it is not set as a prerequisite in the course registration system.

*For language courses at SPSE and Advanced Seminars, I is a prerequisite for II and credits for I is needed to be obtained in order to take II. For language courses at SPSE, courses must be taken also in the order of the level.

*“Introduction to Microeconomics” is a prerequisite for “Microeconomics I” and “Introduction to Macroeconomics” is a prerequisite for “Macroeconomics I”.

*For preconditions of each course, please refer to the syllabus.

II. Procedure for Course Registration

(1) Course registration will be carried out from mid-September to mid-October for the fall semester, and from

mid-March to mid-April for the spring semester. Please make sure to check the specified dates and times. Registration after the specified registration period cannot be accepted.

- (2) Select the courses that you want to register for by referring to the Course Registration Guide, Web Syllabus Search, and Course List, and create your own schedule in advance. As it may not be possible for you to register for your desired courses due to some issues, such as concerning capacity, make sure to prepare several different schedules.

Chapter 4: Advice Regarding Course Selection

Selection of the courses that you will register for is not related simply to the study policy for the current academic year. It is also important for your future career path. It is recommended that you select courses carefully after considering what you want to do in the future and establishing a general registration plan from the time of your admission into the University up to graduation. In addition, take sufficient note of the year in which you can register for certain courses.

The maximum number of credits for courses that you can register for each semester is 20 credits (including Japanese language courses). However, this does not include the number of credits for courses that you register for as voluntary courses. Even in the second year or above, the maximum is 20 credits, regardless of whether you have courses that you did not pass or that you did not register for during the previous academic year. Prioritize registering for required courses in which you have not yet obtained credits.

Chapter 5: Examinations and Grades

You will be given credits for courses that you have selected and are enrolled in by attending at least two thirds of the classroom hours and by achieving a passing grade based on a comprehensive assessment of spring semester examinations, fall semester examinations, and supplementary examinations, as well as other study work that the instructor in charge recognizes as being necessary.

Contents

- I. Examinations
 - II. Academic results
-

I. Examinations

1. Examination methods

In principle, examinations in the School of Political Science and Economics consist of written examinations, papers, and oral examinations.

2. Examination schedules

Examinations will be implemented as follows:

- Spring semester examinations
 - In-class examinations: Mid July to late July
 - Examinations after the class period (for specific classes only): Late July to early August
- Spring quarter examinations
 - In-class examinations: Late May to early June
- Summer quarter examinations
 - In-class examinations: Mid July to late July
- Fall semester examinations
 - In-class examinations: Mid January to late January
 - Examinations after the class period (for specific classes only): Late January to early February
- Fall quarter examinations
 - In-class examinations: Mid November to late November
- Winter quarter examinations
 - In-class examinations: Mid January to late January

N.B. Depending on the course, there may be cases where examinations are held earlier or later than the periods indicated above.

- Supplementary examinations: Held in accordance with the instructor's requirements.

3. Precautions regarding examinations

- (1) Grade calculations are made for students who have taken all examinations implemented in the semester. In addition to your examination grades, calculations will be made based comprehensively on attendance, assignments that the instructor in charge deems to be necessary, etc.
- (2) Students must take all examinations honestly and fairly and, as a part of their duty as a student, ensure strict implementation of examination procedures. Students who commit any wrongful act in taking examinations will incur strict disciplinary action (suspension, voiding of all registered courses, etc.).
- (3) When taking examinations, students are required to place their student ID cards on their desks. In

principle, students who do not have their student ID cards with them will not be allowed to take the examination. The only items that can be placed on the desk are the student ID card, writing materials, a watch (excluding a smart watch), and items the instructor has designated as permissible as an exception. (Pen cases cannot be placed on the desk.) It will be considered as cheating if you place unpermitted items on the desk, or when sounds come from a mobile phone etc. during an examination.

- (4) In an examination where permissible items are designated by the instructor, be sure to follow the instructions. Use of personal computers, mobile phones, electronic dictionaries and wearable devices such as smart watches, etc. are prohibited unless special permission is granted by the instructor. Bringing in unpermitted items or borrowing and lending of permitted items, etc. will be considered as cheating.
- (5) Examinations are conducted under the supervision of the proctor. When taking examinations, follow the instructions of the proctor and keep strictly to examination procedures so as not to be suspected of dishonest acts in the first place.
- (6) Students who arrive more than 20 minutes after an examination has started will not be allowed to take the examination. Students are not permitted to leave the examination room before it ends in an in-class examination. Students are permitted to leave the examination room after at least 30 minutes from the start of the examination and after receiving instructions from the proctor in an examination after the class period.
- (7) For information on how examinations are handled when the University has judged that it is dangerous for students to come to the campus owing to severe weather (typhoons, heavy rainfall, flooding, blizzards, snowstorms, etc.) refer to the Appendix.

4. Absentee examinations

Students who are unable to take examinations specified in Section 2, but who the University considers to have an accepted reason for their absence, are qualified to take an absentee examination.

- (1) Absentee examinations are not held for the following kinds of examinations:

- 1) Examinations replaced by assessment based on papers
- 2) Oral examinations
- 3) Examinations for foreign language courses
- 4) Supplementary examinations
- 5) Examinations for seminar courses
- 6) Examinations conducted online
- 7) Absentee examinations

- (2) Procedure

For details on procedure, refer to the notice announced before examinations take place. Bring your student ID card and the following forms (certificates) to the School of Political Science and Economics Office within the designated period, and carry out the procedure for taking absentee examinations.

However, since a judgment will be made as to whether you can take absentee examinations, contingent upon review of the forms (certificates—see below) submitted, there may be cases where you will not be allowed to take absentee examinations.

- 1) In the case of a delay in public transportation → Certificate of delay
- 2) In the case of an illness to an extent where you cannot take an examination → Medical certificate from a doctor
- 3) In other cases where there is an accepted reason → Forms (certificates) that prove the circumstances described
N.B. For details regarding the above, make sure to refer to the notice announced before examinations take place.

- (3) With regard to absentee examinations for courses established by other departments or universities, carry out procedures through the department that established the applicable course, in accordance with the system of that department. Please note that, depending on the department, the contents of the absentee examination system may differ; furthermore, it may not be possible to take absentee examinations.

5. Dishonest acts in examinations / assignments

Students who attempt to cheat in examinations (including all types of assessment-related academic work, such as in-class examinations, assignments, presentations, etc.) will be harshly punished, resulting in the invalidation of all coursework (which is equivalent to a score of zero) and suspension. In addition to the following actions, preventing the fairness of examinations or assignments is also considered dishonest and is harshly punished. This may result in the student(s) involved not being able to graduate on time. Before taking examinations, students should review the Notes on Taking an Examination provided on the website and so on.

(1) Examples of dishonest acts

- 1) Taking the place of another student or asking another student to take your place in an examination
- 2) Bringing documents prepared for the purpose of cheating into a classroom or using them
- 3) Exchanging an answer sheet with another student
- 4) Writing illicit notes on a desk, etc., before an examination
- 5) Looking at answer sheets of another student or allowing another student to look at your answer sheet
- 6) Failing to place documents, devices, etc., inside a bag (or backpack, etc.) when reference to such materials and items is expressly prohibited
- 7) Referring to or using documents, devices, etc., when reference to such materials and items is expressly prohibited
- 8) Trying to communicate illicitly with another student by talking or by any other method
- 9) Disposing of or removing an answer sheet from a classroom or writing a fictitious name
- 10) Altering answers by means of addition or correction after an examination has ended
- 11) Failing to follow the instructions of an instructor or proctor, hindering the fairness of examinations
- 12) Plagiarizing (including self-plagiarism) when writing papers or theses.

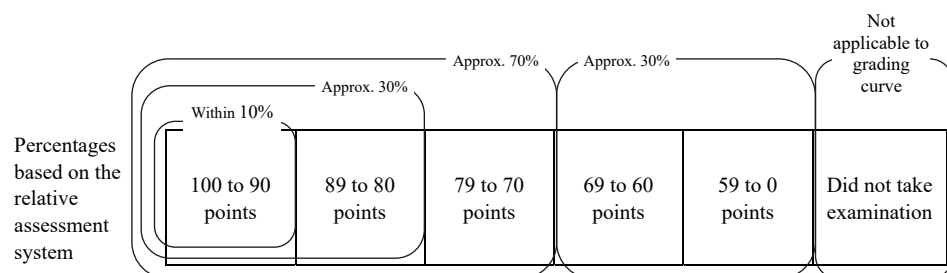
*Academic papers are assigned in order to assess the student's understanding of a course, and therefore must be worked on by each individual student unless otherwise instructed. If considering the content of a paper with other students or working in a group on related activities such as surveys and data analysis, make sure to consult the instructor in advance to obtain approval regarding the extent to which collaboration is allowed, and make a reference to the details in the paper.

- (2) Students who have performed a dishonest act are notified of the penalty imposed. Notification is also sent to the students' guardians. Additionally, penalties are publicly announced on the bulletin board.

II. Academic results

1. Announcements of academic results list all of your grades for courses taken up to the current academic semester.
2. Announcements of academic results will be made in early September for spring semester and quarter courses, and in early March for fall semester and quarter courses.
3. Academic results are displayed as shown below; raw points are not announced. In principle, with the exception of foreign language courses and courses with less than 30 enrolled students, a relative assessment ("norm-based") system is used and the percentages of grades are generally as follows.

Score	100 to 90 points	89 to 80 points	79 to 70 points	69 to 60 points	59 to 0 points	Did not take examination
Grade shown on transcript	A+	A	B	C	Not shown	
Grade shown on grade notification	A+	A	B	C	F	H
Pass/Fail	Pass				Fail	



* Grade “P” is pass and “Q” is fail.

4. GPAs

(1) Calculation formula

A corresponding value known as a grade point (4 points for an A+, 3 points for an A, 2 points for a B, 1 point for a C, and 0 points for a non-passing grade) is given in accordance with the grade for each course. GPA (grade point average) is determined by adding the product of the number of credits for courses to the grade point corresponding to the grade, and dividing this total by the total number of credits registered. The total number of credits registered includes credits for courses that you did not pass. The formula for this calculation method is as follows.

$$\frac{\{(\text{Number of credits for which you received an A+} \times 4) + (\text{Number of credits for which you received an A} \times 3) + (\text{Number of credits for which you received a B} \times 2) + (\text{Number of credits for which you received a C} \times 1) + (\text{Number of credits for which you did not pass the course} \times 0) \}}{\text{Total number of credits registered (including courses that you did not pass)}}$$

N.B. GPAs are shown to the second decimal place (rounded off to two decimal places).

(2) Applicable courses

Courses that you registered for as courses being counted towards graduation (excluding courses graded “P” and “Q”).

(3) GPA notifications/certificates

GPAs are listed on the grade notifications. GPA can be checked in Grade Report on MyWaseda. Second GPA is a GPA of “Political Science,” “Economics,” and “Methodology” categories combined. It is one of the conditions for filing an application for graduation in three years.

(4) Certification of GPA

A “Transcript of Academic Record/GPA” that lists grades for courses applicable to the GPA system and your GPA can also be issued.

GPAs are not shown on a “Transcript of Academic Record.”

5. The following is a summary of the courses covered by each of the grade related certificates.

Type	With or Without voluntary courses	Pass / Fail	Courses graded as “P”, “Q”
Transcript of Academic Record	With voluntary courses	Pass	“P” courses are listed
Grade Notification * Grade Report	With voluntary courses	Pass / Fail	Listed
Transcript of Academic Record / GPA	Without voluntary courses	Pass / Fail	NOT listed

Part 2

Guide to Learning

Part 2 contains an explanation of the facilities of the School of Political Science and Economics that you can use, as well as the study abroad program, etc.

Chapter 1: Lee Kun-Hee Commemorative Library (FPSE Student Library)

The Lee Kun-Hee Commemorative Library (FPSE Student Library) was established with the purpose of encouraging students to conduct preparations for and reviews of their classes and to carry out voluntary learning. The FPSE Student Library is located on the first basement level of Building No. 3 and contains a large collection, with an emphasis on specialized books. Please use the FPSE Student Library together with the Central Library.

This chapter explains the rules regarding use of the FPSE Student Library.

1. Open Hours

9:00 a.m. to 10:00 p.m. (to 6:00 p.m. on Saturdays)

In addition to Sundays, holidays, and other holidays specified by the University, the FPSE Student Library is closed when necessary. The schedule for when the FPSE Student Library will be closed during long-term breaks will be posted separately.

2. Borrowing and Returning Books

- (1) Books can be borrowed using your student ID card.
- (2) The number of books that can be borrowed and the period during which they can be borrowed are as follows. (Excluding in-library use materials.)

	Period of loan	Number of books
General loans	14 days	5 books in total across the Students' Libraries: (Political Science and Economics / Law / Education / Commerce / Social Sciences / SILS)

- (3) Borrowed books can be renewed at any time from the day after the loan date until the third day after the due date, provided there are no reservations by other users.

*Renewals are limited to once per day and up to the maximum allowable extension period.

*Renewal procedures must be completed individually through "My Library" on WINE.

- (4) When returning a book, present the book to the front counter and follow the specified procedures.

It is also possible to return books to libraries on different campuses, as well as to other Students' Reading Rooms on the Waseda campus.

- (5) If a book is overdue by four days or more, borrowing privileges will be suspended until the book is returned. After the return, borrowing will be suspended for one day per overdue day for each book, starting from the original due date.
- (6) If returning a book after the front counter has closed, drop it off in the book-return box at the Reading Room entrance. Note that return procedures are carried out the next day that the Reading Room is open.
- (7) Information regarding use of books during examination periods and during periods when classes are not in session will be posted at the appropriate times.

3. Reserving and Requesting Books

- (1) It is possible to reserve books that have already been loaned to someone else via WINE.
- (2) If there is a desired book relating to studies and research that the FPSE Student Library has not purchased, it is possible to request that the FPSE Student Library purchase the book.

4. Precautions When Using the FPSE Student Library

- (1) Mobile phones and similar devices must be turned off or set to silent mode.
- (2) Please be quiet in the FPSE Student Library. Smoking, eating, drinking, and talking are prohibited. (Only drinks in tightly sealed containers are permitted.)
- (3) The copy machine in the room may not be used to copy any materials other than items held by the FPSE Student Library.

It is possible to use coins and copy cards (sold in the library) to make copies.

5. Other points

- (1) Handle books with care. If you lose, damage, or soil any of the books, report this to the personnel at the counter and ask for instructions.
- (2) Messages and precautions from the FPSE Student Library are posted on the bulletin boards of the FPSE Student Library, as well as on its website.
- (3) If you have inquiries regarding books or the use of the FPSE Student Library, feel free to consult the personnel at the front counter.

Chapter 2: Computer Classrooms

Computer classrooms have been set up on the 9th floor of Building No.3 (Room 3-901, 3-902, and 3-903) for the purpose of education using computers. In addition to using them for classes, it is also possible for students to use the computer classrooms for self-learning.

1. Persons Who May Use the Computer Classrooms

Taking the purpose of the computer classrooms into consideration, although all faculty and staff, graduate students, and undergraduate students are welcome to use the computer classrooms, it is preferable for computer classrooms to be used by students who have experience using computers.

2. Use of the Computer Classrooms for Self-Learning

The computer classrooms can be used for self-learning (open use) during times other than when classes are being held there. Check the time periods during which open use is possible on the schedule for planned use posted on the bulletin board in front of the computer classrooms or at following web site.

Computer room usage status: <https://crai.waseda.jp/clv/e/>

3. Software and Open hours

To check the main software installed on each computer and open hours, see the following website.

-Software: Waseda IT Service Portal > Software License

https://support.waseda.jp/it/s/software?language=en_US

-Computer Room: Waseda IT Service Portal > Computer Room

https://support.waseda.jp/it/s/pcroom?language=en_US

4. Precautions

Use the equipment with care. If a malfunction arises, contact the School of Political Science and Economics Office promptly.

Chapter 3: Announcements from the University and the School

The University/School website as well as MyWaseda is used mainly for official notices and announcements by the University/School, but there are also bulletin boards that can be used by students.

As official notices, and other announcements for students are all carried out on the University/School website or by MyWaseda, please make it a habit to check these sites on a regular basis. Remember that failing to check notices may result in unexpected and dire consequences.

1. Announcements from the School

Announcements or notices from the university includes academic calendars, educational affairs (ex. Courses, course registration, examinations, academic results, teacher training courses, etc.) as well as affairs related to student register, academic fees, scholarships, and events. A bulletin board is also used to promote certain events to students. It is located in front of the Administrative Office of the School of Political Science and Economics, 10th floor of Building No. 3.

Individual contacts from the University/the Office will be sent to students' Waseda Mail, or by posting a notice on MyWaseda. Students are required to frequently check these messages and maintain the mailboxes to avoid reception denial due to overcapacity.

- Waseda University Homepage
<https://www.waseda.jp/top/en/>
- School of Political Science and Economics Homepage
<https://www.waseda.jp/fpse/pse/en/>
- MyWaseda Login page
<https://my.waseda.jp/login/login!languageChange>

2. Bulletin boards that can be used by students:

Outdoor bulletin boards are managed by the Student Affairs Section, and communications by the University are all posted on such bulletin boards. In addition, it is also permitted for these bulletin boards to be used by students (a "Student Club" officially recognized by the University, etc.). If you wish to use these bulletin boards, file an application with the Student Affairs Section (the office is located in the Student Union Building).

3. Others

Other useful points during your university life are aggregated in the following websites:

- Support Anywhere
https://wnpspt.waseda.jp/student_en/supportanywhere/

Information concerning online learning can be referred to in the following website.

- Learn Anywhere
https://wnpspt.waseda.jp/student_en/learnanywhere/

*This site can only be accessed by internal users. Login procedures are posted on MyWaseda under Notices.

Chapter 4: Extracurricular Activities

At Waseda University, there are many cultural groups officially recognized by the University, and many students are involved actively in extracurricular activities. This chapter provides an explanation of the activities that are carried out outside of class.

Student life is usually centered around lectures, but it is not all about simply acquiring specialized knowledge. At Waseda University, there are many different types of cultural organizations that are officially recognized by the University as extracurricular activity groups, and many students are actively involved in activities. These organizations cover many fields, such as academia, arts, religion, hobbies, and sport. Students can arbitrarily join or withdraw from any group based on their own desires and purposes. These groups are not constrained by the School, and voluntary management of each group is left up to the members in accordance with the purpose of the group; the utmost freedom is allotted to the groups based on their own sense of responsibility and discipline. By joining these groups and taking part in management of the group sincerely and actively, students will be able to not only acquire practice in arts and sciences through extracurricular activities, but they will also be able to adopt independence and a sense of responsibility. In other words, extracurricular activities are helpful in fostering personal development with a broad perspective and strong sense of community. They also provide an opportunity to make valuable friends.

Chapter 5: Continuing to Graduate School

Proceeding to graduate school is available as an option, for students who desire to further deepen what they have learned in their undergraduate studies.

1. Proceeding to Graduate School

Students who have obtained a bachelor's degree in the School of Political Science and Economics (SPSE) and wish to continue to further advanced education can apply to proceed to graduate school at Waseda University. The Graduate School of Political Science (GSPS) and the Graduate School of Economics (GSE) are established in the Faculty of Political Science and Economics. Students can study Political Science and Economics systematically, and also can gain expertise in various fields such as Journalism, Global Political Economy, etc.

2. Master's Program and Doctoral Program

Master's programs and doctoral programs are available at our graduate schools. The standard length of the master's programs is 2 years and the standard length of the doctoral programs is 3 years. Master's degrees and doctoral degrees will be conferred after students completing the program.

3. Scholarship for Graduate School Students

The University provides scholarships for a limited number of students in each graduate school to support them financially for them to focus on research. For instance, doctoral program students who fulfill the prescribed requirements, will be eligible to receive 400,000 yen "Scholarship for Fostering Researchers in Doctoral Programs" (three years maximum) which is provided by Waseda University.

4. Information Session and Entrance Examination to Master's Program

For students who desire to proceed to graduate school after graduation, must apply for Internal Admissions by Recommendation or General Admission.

GSPS or GSE's Internal Admissions by Recommendation is prepared for students who are expected to have excellent grades when they graduate from the SPSE. For more details, please refer to the admissions guidelines posted on each graduate school's website.

5. Graduate Courses Taken in Advance for Undergraduate Students

The SPSE provides graduate school level courses which can be taken in advance. For students who desire to proceed to graduate school after graduation, please be sure to visit SPSE website to see the guide for the GSPS/GSE courses taken in advance, and apply for them during the designated registration period.

6. Other Matters (Early Completion and Studying abroad)

It is expected that SPSE students who plan to graduate in three years will also be able to advance to both graduate schools.

The GSE provides an Early Completion Program (one-year completion program). If students satisfy the prescribed requirements, such as registering for the graduate school courses taken in advance in their last year in the SPSE and pass the prescribed screening, they will qualify for the early completion program.

Regarding studying abroad, students of the GSPS and GSE have the opportunity to attend prestigious universities abroad by participating in student exchange programs under the university-wide agreements.

Additionally, the Faculty of Political Science and Economics has some departmental agreements. At the GSPS, for example, there is a student exchange program between the GSPS and the Faculty of Social and Political Sciences at the Free University of Brussels (Belgium).

The GSE has been a part of the QTEM Program since AY2014 as a career project for the purpose of improving expertise in the fields of statistics, econometrics and gaining work experience in international companies. Students are given an opportunity to study at the graduate school of economics/business/management in Europe and Asia universities through the QTEM Program.

7. Contact Information

- Graduate School of Political Science (Tel: 03-3208-8534, Email: gspas-admission@list.waseda.jp)
- Graduate School of Economics (Tel: 03-3208-8560, Email: gse-adm@list.waseda.jp)

Chapter 6: Study Abroad

Our Study Abroad framework offers students opportunities to pursue education at our esteemed foreign partner institutions or other academic/research institutions while remaining enrolled at the School of Political Science and Economics (hereafter “SPSE”).

1. Definition of Studying Abroad

Studying abroad refers to enrolling in and receiving education at a university or an equivalent higher education institution abroad for a period equivalent to one academic year or one semester. This must be done with prior approval from the SPSE Steering Committee.

Please note: If you plan to study at a general language school or a community college abroad, you must apply for a Leave of Absence rather than a Privately Funded Study Abroad status.

Please refer to the SPSE website for detailed information.

URL: <https://www.waseda.jp/fpse/pse/en/abroad/outgoing-study-abroad-programs/>

2. Necessary Procedures for Studying Abroad

Students who wish to study abroad must submit the required forms, be screened by the SPSE Steering Committee, and obtain permission from Waseda University. Upon completing the study abroad program, students are to submit the necessary documents immediately after returning to Japan. Please refer to the SPSE website for detailed information.

URL: <https://www.waseda.jp/fpse/pse/en/abroad/outgoing-study-abroad-programs/>

3. Duration of Studying Abroad

In principle, students may study abroad for up to one year while remaining enrolled at Waseda University. However, the actual duration of exchange programs is determined by the terms of each individual partnership agreement.

The duration of your study abroad is not deemed to begin on the date of your departure, but is treated as follows:

- One year: from September 21 to September 20 of the following year or from April 1 to March 31 of the following year.
- One semester (half of academic year) : from April 1 to September 20 or September 21 to March 31 of the following year.

4. Handling the Number of Years of Enrolment at Waseda University

- (1) Exchange Programs (EX), Customized Study Programs (CS), Double Degree Programs (DD)

In principle, the period of study abroad is counted towards the number of years of enrollment at Waseda University.

- (2) Privately Funded Study Abroad

In principle, the period of study abroad is not counted towards the number of years of enrolment at Waseda University. However, if the credits that you obtain at the host university are accepted as necessary credits for graduation from the SPSE, it is possible to count up to 1 year of study abroad towards the “number of years of enrolment” at Waseda University and graduate in 4 or 4.5 years, including the period of study abroad.

5. Transfer of Credits Obtained While Studying Abroad

(1) Credit Transfer

Credit transfer is a system to count the credits that you obtained during the period of your study abroad as credits required for graduation upon screening. If you wish to transfer credits obtained at the host university, prepare the necessary transcripts, lecture syllabuses, etc., required for transfer of credits after you return to Japan. Details will be provided separately.

Credits obtained from studying abroad not defined in category “1. Definition of Study Abroad”, such as short-term study abroad and summer school programs may also be transferred, in which case you must consult the Office before attending the programs.

Credits obtained from a general language school or community college abroad cannot be transferred.

(2) Maximum Amount of Transferable Credits

[In case of a one-semester study abroad] 20 credits

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

[If a student goes on study abroad multiple times and the total length of study abroad exceeds one year]
Total of 40 credits

[In case of one-and-a-half-year Double Degree Programs] 60 credits

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

[Language school that is attached to a university in a study abroad on private expenses] 10 credits

As for the number of credits necessary to graduate, it is possible to count a maximum of 48 credits (excluding credits transferred to categories other than General Studies (non-SPSE) after study abroad) toward the category of General Studies (non-SPSE).

URL: <https://www.waseda.jp/fpse/pse/en/abroad/credit-transfer/>

6. Studies Before and After Studying Abroad

The SPSE website explains the rules for course registration and grades for your studies before and after studying abroad.

URL: <https://www.waseda.jp/fpse/pse/en/abroad/outgoing-study-abroad-programs/>

7. Academic Fees for the Study Abroad Period

(1) Exchange Programs (EX)

In principle, students are to pay the academic fees for the SPSE. Even if credits obtained during the study abroad period are transferred, there are no transfer fees.

(2) Customized Study Programs (CS)

Students pay a specific program fee arranged between Waseda University and the host university. Even if credits obtained during the study abroad period are transferred, there are no transfer fees.

(3) Double Degree Programs (DD)

Students are to pay the academic fees and Double Degree Program registration fee for the SPSE. Even if credits obtained during the study abroad period are transferred, there are no transfer fees.

(4) Consecutive Degree Program (CD)

Students are to pay the academic fees for the SPSE and program fee for the University of Essex.

(5) Privately Funded Study Abroad

As an enrollment fee, students pay 50,000 yen per semester to Waseda University. If the credits obtained during the study abroad period are transferred and the period during of study abroad is counted towards the number of years of enrolment at Waseda University, a credit transfer fee that corresponds to the number of credits transferred is applied.

Note:

- The above applies even if the period of studying abroad exceeds one year.
 - For details regarding transferring of credits and credit transfer fees, please visit the SPSE website.
 - Depending on the case, academic fees other than the above may become necessary. Please refer to the SPSE website for detailed information.
- URL: <https://www.waseda.jp/fpse/pse/en/abroad/credit-transfer/>

8. Canceling Permission to Studying Abroad

If you are deemed to be inappropriate for study abroad, or if you change your study abroad plans without notification, permission to study abroad may be canceled.

9. Waseda University's Study Abroad Programs

Program	Characteristics	Where to Send Inquiries
Exchange Programs (EX) (based on exchange agreements between universities)	These are programs that offer you to study abroad under bilateral exchange agreements between Waseda University and partner universities at the institutional level. The duration is usually one academic year, but some programs are only for one semester. A relatively high level of language skills is required from the start, and you will usually take regular courses with local students (EX-R). However, some programs focus on the study of a foreign language (EX-L).	Center for International Education (hereafter "CIE")
Exchange Programs (EX) (based on exchange agreements between departments)	These are programs that offer you to study abroad under bilateral exchange agreements between the Faculty of Political Science and Economics ((SPSE, Graduate School of Political Science, Graduate School of Economics) at Waseda University and partner universities abroad at the departmental level. The duration is one academic year or one semester. Only students of the Faculty of Political Science and Economics are eligible to apply for these programs.	SPSE
Customized Study Programs (CS)	These are programs in which you will participate in the curriculum prepared by the host university for Waseda students. There are mainly two types of programs. One is the programs that you take regular courses from the beginning (CS-R). The other is the programs that, while you mainly focus on studying a foreign language, you will at the same time follow the curriculum prepared based on a certain theme if your level of the foreign language is adequate to do so (CS-L). The duration is one academic year or one semester.	CIE
Double Degree Programs (DD)	These are programs where you study at a foreign university that offers a double degree curriculum while you are still enrolled at Waseda. If you meet certain requirements, you can graduate with designated degrees from both Waseda and the host university. To complete the double degree program at the host university, you need to show high-level of reading, listening, and conversation skills in a foreign language. The duration of study abroad varies depending on the program.	CIE or SPSE

Program	Characteristics	Where to Send Enquiries
Consecutive Degree Program (CD)	This is a program to obtain a Bachelor's degree from the SPSE and a Master's degree from the University of Essex (Essex) within four years. If you are selected for the program, you can obtain two degrees in a sequence by studying in Essex for one year after graduating from SPSE in three years. SPSE will nominate up to five students per year.	SPSE
Short-term Programs (summer, spring, etc.)	These are programs offered by the Center for International Education in the spring and summer breaks. Although each program has its own unique material, the focus of all courses is to gain the knowledge about the language and culture of the country in a short period (two to eight weeks).	CIE

Please refer to the SPSE website for detailed information.

<https://www.waseda.jp/fpse/pse/en/abroad/outgoing-study-abroad-programs/>

Part 3

Affairs Related to the Student Register

Part 3 contains an explanation of the student register, applications for and issuance of various certificates, and the scholarship system.

Chapter 1: Student Register

Contents

- I. Student Number
 - II. Student ID Card (Identification Card)
 - III. Various Applications and Notifications
 - IV. Penalties for Conduct Unbecoming a Student
-

I. Student Number

1. The School of Political Science and Economics gives a student number to all students at the time of admission. As the student number is used in many situations, including course registration, examinations, class attendance, and on applications for various certificates, it is necessary for you to remember your student number accurately.

2. Student numbers for students admitted in academic year 2025 are as follows.

(Example)

1	A	2	5	A	0	0	1	0
a		b		c	d		e	

a: School code (1A for the School of Political Science and Economics)

b: Last 2 digits of the academic year in which you were admitted

c: Department code (A for the Department of Political Science, B for the Department of Economics, C for the Department of Global Political Economy, only for English-Based Degree Program)

d: Personal number

e: Check Digit (CD) (A number for confirming the student number)

II. Student ID Card (Identification Card)

1. Student ID card (identification card)

Not only does the student identification card verify the identity of the holder, students must present when University faculty and staff members request. The student ID card is NOT transferable.

Handling of student ID cards is as follows:

(1) Issuance

Student ID cards are issued at the time of admission.

(2) Validation

Student ID cards are comprised of a student identification (card) and a “reverse-side sticker” that shows the validation year, and become effective after the reverse-side sticker is affixed to the back of the card. Make sure to write down your name in the space for your name on the front side of the card.

The student identification card is used during the period of your enrollment.

If you wish to have your picture retaken, you may do so free of charge once during your period of enrollment at the University.

(3) Presentation

You will be required to present your student ID card when taking examinations (your student ID card serves as your examination admission card), when applying for various certificates, when receiving materials distributed by the School, etc.

(4) Changes to details

If changes are made to the items listed on your student ID card, notify the Office immediately. You can update your address using the Internet (MyWaseda). If you change your address using MyWaseda, make sure to have the reverse-side sticker for your student ID card reissued by the Office.

(5) Loss

Student ID cards run the risk of misuse by third parties. If you lose your card, notify the police immediately, then report the loss to the Office as well.

(6) Reissuance

If you lose your student ID card or your card becomes damaged and the magnetic strip or the IC chip on your student ID card can no longer be read, it is necessary to have your student ID card reissued. Bring a color photograph (H 4 cm x W 3 cm) and apply to have your student ID card reissued at the Office.

If you lose your student ID card and need to have it reissued, a processing fee for reissuance (2,000 yen) is required.

(7) Expiration

Student ID cards expire when the student is no longer a student of the University, such as after graduation or withdrawal from the School. In such cases, you must return your student ID card to the Office. The School of Political Science and Economics presents students with a diploma on graduation day in exchange for student ID cards.

III. Various Applications and Notifications

If, during the period of your enrollment, you or your guardian are involved in an accident or undergo a change of situation, you must submit an application or notification regarding the applicable event to the Office. Studying abroad and taking a leave of absence are permitted upon screening of documents (interview as needed) and obtaining approval from the School's Steering Committee.

1. Precautions related to creating applications and notifications

- (1) Use the forms issued or designated by the Office.
- (2) Use a pen or ballpoint pen and fill out the forms clearly in block letters.
- (3) The name of the applicant and the name of the guardian must be written in the applicant's or guardian's own handwriting; the signatures and the affixing of seals must be done by the individuals concerned.

2. Precautions regarding submission of applications and notifications (Taking a Leave of Absence / Re-enrollment / Withdrawing: See Articles 36 - 45 of the University Regulations)

(1) Request for leave of absence

1. Students who cannot attend classes for 2 or more months (including examinations) for a good reason, such as illness or injury, can take a leave of absence by submitting a request for leave of absence, screening of documents (interview as needed) , and obtaining approval from the School's Steering Committee. For details, inquire at the Office.

2. Please fill in specific reasons in the application form and attach the required documents.

1) Leave of absence for illness or injury

Please attach a medical certificate issued by the doctor stating that a leave of absence (or treatment for two or more months) is necessary.

2) Leave of absence for overseas study

The overseas study period must be at least 2 months, and the total course time must be at least 12 hours per week. Please attach the following documents.

A) Overseas Study Plan A and B (prescribed forms)

B) Letter of acceptance (a copy is accepted) from the host institution, or I-20 (a copy), or DS-2019 (a copy), which indicate that the study abroad period is at least 2 months.

C) Document(s) indicating the fact that the total course time is at least 12 hours per week.

D) Application form for overseas travel insurance (prescribed form, available only in Japanese) and a copy of the receipt of payment for the insurance fee After you return to Japan, you must submit a School Attendance Certificate issued by the host institution.

3) Leave of absence for a working holiday

You must stay abroad on your working visa for at least 2 months. Please attach your plan [free format] and a copy of your visa.

4) Leave of absence for volunteer activity

The activity must be at least 2 months. Please attach the following documents.

- A) Activity plan [free format]
 B) Certificate issued by the accepting institution
- 5) Leave of absence for an internship in overseas
 You must work on the internship for at least 2 months. Please attach the following documents.
 A) Internship plan [free format]
 B) Certificate issued by the accepting institution
- 6) If your reasons for a leave of absence are different from the above (financial problems, etc.), please attach a detailed statement of your reasons [free format] and official documents to confirm them.
3. In the case of a leave of absence for overseas study, after submitting an “Application for Leave of Absence”, applicants are required to wait to hear from the SPSE Office whether or not an interview is needed, and if the interview is needed, applicants must attend the interview before departure from Japan. If applicants attend the interview after departure, the application for leave of absence will be withdrawn. Therefore, applicants should apply with sufficient time before departure from Japan.
4. Please be sure to register courses for the semester you plan to take a leave of absence. We will not make any consideration for course registration on the reason that a leave of absence is not approved.
5. The period of a leave of absence is one semester or one year (if started in the spring semester). If there are special circumstances, however, it may be possible to extend the period of a leave of absence. It is not possible for the total period of your leave of absence to exceed 4 years. For details regarding extending a leave of absence, please inquire at the Office.
6. The period of your leave of absence does not count toward the length of your enrollment at the University.
7. Application for a leave of absence must reach us no later than May 31 for the following spring semester and no later than November 30 for the following fall semester. If the Office is closed for a school or public holiday on the dates above, the documents must be submitted during business hours on the previous day or earlier. Please submit the documents as far in advance as possible.
8. Courses registered for the period of the leave of absence will be invalid. For information on course registration after your re-enrollment, please make sure to check online and on bulletin boards, etc., before you return to the University.
9. Tuition fees during the period of a leave of absence are as follows.

	Period during which a request for leave of absence can be submitted	Tuition fees	Ending date of period of leave of absence
Spring semester leave of absence	By April 30	50,000 yen	September 20
	May 1 to May 31	Prescribed fees for the semester	
Fall semester leave of absence	By October 31	50,000 yen	March 31 of the following year
	November 1 to November 30	Prescribed fees for the semester	

- a) Applications are not accepted after June 1 for taking a leave of absence for the spring semester and after December 1 for taking a leave of absence for the fall semester.

b) If you take a leave of absence at the same time as your admission into the University, the prescribed amount will be collected in the semester in which you start your leave of absence.

<Laboratory Work Fee, Library Fee, Faculty Fee>

For semesters where a student has reduced tuition, all fees are exempted. For semesters without reduced tuition, all fees must be paid.

<Membership Fee for the Student Health Promotion Mutual Aid Association>

This fee must be paid every semester regardless of whether the student is on leave or not.

<Alumni Association Membership Fee>

This fee must be paid in the second semester of the student's fourth year regardless of whether the student is on leave or not.

<Payment of Tuition fees>

Tuition fees will be adjusted from a full term tuition fees to the one for a student on a leave after an approval by the Faculty Steering Committee. Depending on timing of filing a leave of absence, full tuition fees may be withdrawn on the designated date(s) of bank withdrawal. In such cases, the university will refund the difference approximately one month after the approval at the Committee.

10. After submitting an "Application for Leave of Absence," the documents will be reviewed and an interview will be conducted if necessary. Then, your application will be reviewed for approval by means of deliberation by the School's Steering Committee; approval will be notified to your guardian by mail. Please contact the office for notification timing.
11. Students receiving scholarships should contact the Scholarships and Financial Assistance Section (Tel: 03-3203-9701), regarding the suspension or cancelation of scholarships.
12. If you hold a student visa and are on a leave from the University, you will not be able to stay in Japan regardless of its validity period. Please check the necessary procedures on the website of the Center for International Education.

(2) Request for re-enrollment

Re-enrolling in the University is limited to the beginning of the semester. A notification regarding re-enrollment will be sent to you at least one month before the beginning of the semester. Please carry out the necessary procedures accordingly.

(3) Request to study abroad (Please also refer to Part 2, Chapter 6, Studying Abroad.)

- 1) Students who wish to study abroad must attach an admissions certificate from the university, etc., that accepted their application for studying abroad, and obtain permission from the School.
- 2) In principle, during enrollment at Waseda University, the period during which a student can study abroad is up to 1 year. However, under special circumstances, it is possible to extend the study abroad period or to obtain permission for studying abroad a second time.

(4) Request to withdraw from the University

- 1) If a student wishes to withdraw from Waseda University before graduating, or if a student was not able to obtain the necessary number of credits for graduating by completion of their total number of years of enrollment, the student must attach their student ID card and follow the procedures for withdrawal from

the University.

- 2) When withdrawing, students must pay academic fees for the semester up until the date that their withdrawal is accepted.

(5) Notification of absence from class

If you are absent for a reason such as illness, attach a medical certificate from your doctor or a form that attests to the reason (copies are acceptable), and submit it to the instructor of the relevant course.

(6) Other notifications

1) Notification regarding change of address

If you or your guardian change address or telephone number, it is necessary to notify the Office. Students can also update their address and telephone number using MyWaseda. If you change your address using MyWaseda, make sure to have the reverse-side sticker for your student ID card reissued by the Office.

2) Notification of change of guardian

If it becomes necessary to change the guardian due to a reason such as the death of the guardian, you must appoint a new guardian and notify the Office.

3) Notification of change of names

If a student or guardian changes names, it is necessary to attach a family register notification and notify the Office.

4) Notification of changes of the payer of tuition

If a change is made to the person paying academic fees, it is necessary to notify the Office.

5) Notification regarding change of bank account from which academic fees, etc., are transferred

If a change is made to your bank account, access the Waseda University Accounting Section website, and refer to the “Payment of Tuition and Fees” section for detailed instructions.

6) Notification of residence status

If an international student needs to extend or change his/her visa status, please first contact the Center for International Education. When either of the changes occur, it is necessary for the student to notify the Office within 14 days after the new residence card is issued.

(7) Request for extension on payment of tuition

Academic fees are deducted from your bank account every semester in accordance with the period of the year. If you are unable to pay the academic fees by the specified deadline for a particular reason, it is necessary to submit a request for extension on payment of tuition to the Office. If payment is significantly delayed, your enrollment at the University will be withdrawn due to nonpayment of academic fees. For extension requests, please consult the Office as early as possible.

(8) Request for readmission

If a student has withdrawn from the University for a legitimate reason and wishes to reenter the University, there are cases where readmission is allowed if requested within 7 academic years, starting in the year following the one in which enrollment was withdrawn. For details, refer to the school website (https://www.waseda.jp/fpse/pse/en/students/certificate/#anc_20).

IV. Penalties for Conduct Unbecoming a Student

Heavy penalties such as reprimand, suspension, and expulsion will be imposed on students engaged in cheating, conduct inconsistent with socially accepted norms, and conduct unbecoming a student, according to Article 46 and 47 of the University Regulations.

The following may be put into effect upon suspension:

- (1) The student must turn in his or her Student ID to the Department or Faculty.
- (2) The student cannot attend classes.
- (3) The student cannot participate in extracurricular activities or sports-related clubs.
- (4) The student cannot use university facilities, such as the libraries and the Student Center.
- (5) The student cannot register for courses.
- (6) The student must repay in full any scholarship funds received for the entire academic year through the Waseda University Scholarship System. Scholarships offered by organizations such as the Japan Student Services Organization (JASSO) and private foundations shall be handled in accordance with their own rules and regulations.

Chapter 2: Certificates, Student Commuter Pass

This chapter explains the certificates that are issued by the School of Political Science and Economics Office.

1. Issuance of Various Certificates

In principle, the following certificates are issued by the Online Application:

Certificate of Enrollment

Transcript (of Academic Record)

Certificate of Expected Graduation (Completion) *1

Transcript of Academic Record and Certificate of Expected Graduation (Completion) *1

Certificate of Graduation (Completion) *2

Transcript of Academic Record and Certificate of Graduation (Completion) *2

Transcript of Academic Record/GPA

Certificate of Enrollment Period *3

Certificate of Doctoral Degree *4

Certificate of Health Check-up 【in Japanese】 *5

Student Discount Certificate 【in Japanese】 *6

Certificates of Minor Programs

Certificate for Proficiency in Japanese for Political Science and Economics *7

Certificate for Proficiency in English for Political Science and Economics *7

PROOF OF CERTIFICATION “Certification Program in Data Science”

*1 Application will be available after 12 pm (noon) on June 1 (spring semester) and November 10 (fall semester) for students who are in the final year of their standard course of study and have been judged as “Expected Graduation (Completion)” (however, please be aware of the operating schedules of the certificate issuing machines on campus). The certificate will be unavailable to issue for around one to two weeks before each date due to screening (graduation assessment). Please refer to the information provided on the website of SPSE for specific dates.

Reference : https://wnpspt.waseda.jp/student_en/supportanywhere/2021/05/10/screening-results/

*2 The certificate will be available to issue after the 15th of the month you are graduating (completing), and the issuance fee will be the same as the fee for current students until the end of that month (for example, if you graduated on March 15, the fee will be 300 yen per copy until the end of March).

*3 For non-degree students only.

*4 After your doctoral dissertation has been accepted by the Graduate School Steering Committee, it will take about 1 week to 10 days before the certificate can be issued due to the procedures within the University.

*5 The certificate can only be issued at the certificate issuing machines on campus. For English, refer to the Health Support Center website (<https://www.waseda.jp/inst/hsc/en/information/healthcare/certificate>).

*6 The certificate can only be issued at the certificate issuing machines on campus. There is no issuance fee for this certificate.

*7 “Certificate for Proficiency in Japanese for Political Science and Economics” can only be issued to the EDP students. “Certificate for Proficiency in English for Political Science and Economics” can only be issued to the JDP students. For more details regarding “Certificate for Proficiency in Japanese for

Political Science and Economics”, please refer to the documents linked below.

<https://www.waseda.jp/fpse/pse/en/students/enrollment/>

Certificates that are not listed above cannot be issued via Online Application and must be requested by postal mail or in-person. For details on how to request by post or in-person, please see the Certificate Request page (https://wnpspt.waseda.jp/student_en/supportanywhere/2023/05/01/certificate_request/).

*Please note that certificates that cannot be issued via online application will take approximately ten days to be issued after your request has been submitted.

For the details regarding certificates issuance, including how to issue, please refer to the guidance linked below.

<https://www.waseda.jp/inst/wpo/en/students/certificate>

2. Student Commuter Pass

For JR, private railways, subways, metropolitan buses, metropolitan railways, etc., present your student ID card directly at the nearest station and purchase a student commuter pass. As some privately run buses require a student commuter certificate in addition to a student ID card, obtain a student commuter certificate at the Office. If the space for recording issuance of student commuter passes on your student ID card becomes full, notify the Office to obtain an additional sticker.

Chapter 3: Scholarships, Prizes, and other Student Aids

Waseda University has set up systems in order to encourage students to study, promote health, and provide assistance in times of emergency. This chapter explains these systems and the contact window for each.

1. Scholarship System

For details on the scholarship system for international students, refer to the “International Students’ Handbook.”

2. Prize System

(1) Azusa Ono Memorial Award

In memory of Professor Azusa Ono, who was a major contributor to the founding of Waseda University, the Azusa Ono Memorial Award is given to students or organizations that particularly excel in academics, arts, and sports.

The Azusa Ono Memorial Award is comprised of the “Academics Award,” “Arts Award,” “Sports Award,” and “Special Award.”

(2) Waseda University Student Cultural Award

In order to encourage students to participate broadly in extracurricular activities, this award is given to individual students or student organizations that carry out extracurricular activities and in doing so have produced particularly outstanding results. As the main objective of this award is to encourage students to participate in extracurricular activities, it does not apply to curricular activities at the University or anything similar.

(3) Dean’s Scholars Award

The Dean’s Scholars Award is a system in which the School presents an award to students who have achieved outstanding academic grades, in order to promote further academic achievement by the students of the School of Political Science and Economics.

(4) Waseda Society of Political Science and Economics Essay Competition

The Waseda Society of Political Science and Economics has been holding a “Waseda Society of Political Science and Economics Essay Competition” since 2000 in commemoration of the 75th year of its establishment. The contest is open to all full-time students enrolled in the School of Political Science and Economics, the Graduate School of Political Science, or the Graduate School of Economics of Waseda University and calls for entries for a wide range of essays. A collection of the most outstanding essays will be published, and awards will be given to the authors.

In addition to a paper edition, the collection will be published online on the Society’s website https://wspse.waseda.jp/en/publications/essay_comp/ and registered in the Waseda University Repository (<https://waseda.repo.nii.ac.jp/>).

3. Student Health Promotion Mutual Aid Association

The purpose of this Mutual Aid Association is to provide financial assistance for health management, injuries, and disease that a student may face during his/her enrollment at the University, in order to reduce the economic burden on the student as far as possible, based on the spirit of mutually assisting the students of Waseda University.

For details, refer to the publication entitled “Guide to Student Health Promotion Mutual Aid Association,” published by the Student Health Promotion Mutual Aid Association.

4. Injury and Accident Compensation Program for Waseda Students

The Injury and Accident Compensation Program for Waseda Students is funded out of the University budget and is designed for students who are injured in accidents during the course of University-recognized educational or research activities in Japan or overseas. For details, refer to the Students Affairs Division Website (<https://www.waseda.jp/inst/student/en/support/injury>).

5. Liability Protection Program for Waseda Students (GAKUBAIHO)

The Liability Protection Program for Waseda Students (GAKUBAIHO) covers legal damages incurred as a result of injuring another person or damaging another person’s property while engaged in activities such as internships, student teaching, or volunteer work. However, GAKUBAIHO does not cover accidents (injuring another person or damaging another person’s property) that occur while traveling, such as when going from your home to places where student teaching is to be performed. In order to apply for GAKUBAIHO, prior registration procedures are required at the department where the activity will be carried out (approved). For details, refer to the Students Affairs Division Website.

(<https://www.waseda.jp/inst/student/en/support/liabilitycoverage>)

6. Study Support Fund System

Emergency economic support is available for students who are members of the Cooperative Association and who are facing significant economic difficulties in continuing their academic career owing to the death of their sponsor (main financial provider in the student’s household). For details, make inquiries at the University Cooperative Association Student Welfare Fund (Toll-free number: 0120-335770).

7. System for reduction or exemption of tuition and other fees due to disaster damage

Students who have difficulty studying due to disasters such as major earthquakes may apply for a tuition reduction or exemption. Waseda University assesses its occurrence and damage and designate eligible disasters and areas. Students who wish to receive a reduction or an exemption must submit an application form and a proof of the extent of the damage, etc. Information on eligibility, deadlines, etc. will be announced timely through MyWaseda, etc.

Chapter 4: Student Consultations

It is not unusual for students to face numerous worries and concerns in their lives as students. This chapter explains the consultation services for students offered by Waseda University and the School of Political Science and Economics that have been established based on the protection of personal information.

1. Class Advisor

The School of Political Science and Economics provides a class advisor for first- and second-year students. Students are able to request advice regarding academic or school life from their advisor.

It is strongly advised that students seek out their advisor's guidance whenever the need arises. The instructor of "Basic Seminar" is your advisor.

2. Counseling by an Associate Dean in Charge of Students

The School of Political Science and Economics carries out counseling by an associate dean. When a student wishes to take a leave of absence or study abroad, an interview with the associate dean is required.

3. Course Registration Consultations

Students are able to request advice regarding course registration during office hours of the School of Political Science and Economics Office. The Office will be crowded during the course registration period, so students should come well in advance.

4. Health Support Center Student Counseling Room (6th floor of the Health Support Center, behind Okuma Garden House)

As a consultation center for the entire University, a Student Counseling Room has been set up on the 6th floor of the Health Support Center. The Student Counseling Room offers consultation services regarding concerns that students may have in their lives as students, and is an independent institution of the University where the students themselves and their parents and friends can drop by for counseling. Full-time staffs provide consultations regarding academic problems, changing schools, and general consultations; psychological counselors provide consultations regarding psychological issues and future paths; and lawyers provide consultations regarding legal matters. Counseling and legal consultations are available by appointment. There are also branches on the Toyama, Nishi Waseda, and Tokorozawa Campuses.

For details, refer to the Health Support Center website.

(<https://www.waseda.jp/inst/hsc/en>). (Tel: 03-3203-4449)

5. Student Diversity Center

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

URL : https://wnpspt.waseda.jp/student_en/supportanywhere/2021/07/27/diversity/

■ Intercultural Communication Center (ICC)

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

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

■ Accessibility Resource Center

Support Department for Students with Physical Disabilities

Place : #110 1st Floor, Building No.3 TEL : 03-5286-3747 E-mail : arc@list.waseda.jp

Support Department for Students with Mental/Developmental Disorders

Place : #102-10, Building No.19 Nishiwaseda Campus TEL : 03-3208-0587 E-mail : shien02@list.waseda.jp

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

■ Gender and Sexuality Center

Place : #213 2nd Floor, Building No.10 E-mail : gscenter@list.waseda.jp

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

※Opening hours are subject to change. Please see the website of each office for the latest information.

6. Consultation Services Related to Harassment

Waseda University has instituted a variety of measures as part of its commitment to harassment prevention. This includes not only the establishment of the *Waseda University Guidelines for Harassment Prevention*, as well as consultation and grievance procedures, but also through educational activities in print, online, and in seminars, etc., aimed at raising awareness and proactively deterring harassment.

Q: What constitutes harassment?

A: Harassment as defined by the University's guidelines includes all forms of expression and behavior that cause discomfort or otherwise insult the dignity of the victim on matters including gender, social status, ethnicity, national origin, belief, age, occupation, physical characteristics or features, and identity. In general, harassment in universities takes one of the following forms: sexual harassment, any expression or behavior of an offensive, sexual nature; academic harassment, any offensive expression or behavior relating to one's studies, education, or research; and power harassment, any expression or behavior of an offensive nature made by a person of superior social standing or someone who has authority over the victim.

Q: Why is harassment considered a problem?

A: From the victim's perspective, harassment hinders the ability to establish and maintain a comfortable environment for learning, research, and employment; the overall impact of such negative behavior constitutes an infringement on the victim's human rights. Sometimes, actions and behavior taken by someone without the slightest thought can be the cause of almost unbearable distress to others. Harassment cases often have an adverse impact on the daily lives of those who have come forward as victims.

Q: Can students ever be accused of perpetrating harassment?

A: Yes, of course. For example, the following scenarios at a social mixer involving students belonging to one of the University's many interest groups ("circles") could potentially constitute harassment by a student: a student makes repeated comments of a sexual nature in front of others; pressures others into drinking alcohol; or persistently asks a member to go out on a date. If such behavior results in other students feeling uncomfortable, these actions become examples of sexual harassment and power harassment. However, other examples of harassment exist, please see Waseda University Guidelines for Harassment Prevention for more details.

Q: If you feel that you or someone you know may be experiencing "harassment in some form," what should you do?

A: If you feel that you are a victim of harassment, or know of a friend who may be a victim, or have a question or opinion regarding the University's policy and procedures, please do not hesitate to contact our Consultation Desk, manned by a staff of trained professionals. For more information on the consultation process and other matters, check our website.

■ CONSULTATION DESK

The internal desk (The Office of Compliance)

【E-mail】 compliance@list.waseda.jp

【URL】 <https://www.waseda.jp/inst/harassment/en/>

Location (Consultation Desk):

Building 19, 1F

1-21-1 Nishi-Waseda

Shinjuku-ku, Tokyo 169-0051

The external desk (NEC VALWAY, Ltd.)

【TEL】 0120-123-393

Available Language: English, Chinese, Japanese

【URL】 <https://koueki-tsuhou.com/WFcxVtaEFdCd/en/>

Chapter 5: Academic Fees

1. Academic Fees (Academic Year 2025 Enrollees)

	2025 Fall semester	2026 Spring semester	2026 Fall semester	2027 Spring semester	2027 Fall semester	2028 Spring semester	2028 Fall semester	2029 Spring semester
Registration Fee	200,000							
Tuition	540,500	540,500	640,500	640,500	640,500	640,500	640,500	640,500
Library Fee	250	250	250	250	250	250	250	250
Faculty Entrance Fee	2,000							
Faculty Annual Fee	750	750	750	750	750	750	750	750
Laboratory Work Fee								
Student Health Promotion Mutual Aid Association Membership Fee	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Alumni Association Membership Fee								40,000
Total	745,000	543,000	643,000	643,000	643,000	643,000	643,000	683,000

N.B.

- a) Academic fees for the second year and onwards are subject to change.
- b) An Alumni Association Membership fee of 40,000 yen (for membership of 10 years after graduation) is required in the second semester of the fourth year.
- c) Some courses such as physical education courses established by the Global Education Center, Teacher Training courses etc., require a separate Audit/ Course Enrollment Fees.

2. Payment Dates for Academic Fees

At Waseda University, payment of academic fees is based fundamentally on bank transfers. Since the charging of academic fees is carried out every semester, confirm the “Notification for Account Transfer of Tuition and Fees” that are sent beforehand from the Accounting Section to the “person responsible for payment of academic fees” and pay the academic fees accordingly. The date for bank transfers for each semester is as follows:

- Transfer date for Spring Semester: May 5
- Transfer date for Fall Semester: October 5

*If the automatic debit transfer date falls on a financial institution holiday, the transfer date will be the next business day.

If you are unable to pay the academic fees by the above deadlines, contact the School Office beforehand and submit a “Application for Deferred Payment of Tuition and Fees.”

3. Removal from the School Register for Academic Fees Unpaid

If payment of academic fees is significantly delayed, your name will be removed from the school register. That means you will lose your status as a student, and it will be assumed that you left the School at the end of the latest semester for which you paid academic fees. Note that this may affect the number of years during which you stayed at the School and make some credits earned invalid. We cannot cancel a removal for any reason.

If payment of academic fees is delayed for an exceptional reason, please notify us on the prescribed form, “Application for Deferred Payment of Tuition and Fees,” in advance. If you do not submit this form in advance, you will be removed immediately after the end of the semester.

If you wish to withdraw from the School before the following dates, please submit the form “Withdrawal from the School” to the Office.

If you submit a “Application for Deferred Payment of Tuition and Fees”

Academic Fees unpaid	Date of account transfer	Removal from the school register	Withdrawal from the School
Spring semester	May 5	January 10 of the following year	March 31
Fall semester	October 5	July 1 of the following year	September 20

If you do NOT submit a “Application for Deferred Payment of Tuition and Fees”

Academic Fees unpaid	Date of account transfer	Removal from the school register	Withdrawal from the School
Spring semester	May 5	September 20	March 31
Fall semester	October 5	March 31 of the following year	September 20

4. Academic Fees where a Student Exceeds the Prescribed Number of Years of Enrollment

If you are enrolled over the prescribed number of years (“*Enchousei*”), you are required to pay academic fees every semester, which are calculated as shown below, based on the number of insufficient credits required for graduation at the point of completion of the previous semester. The date for bank transfers for each semester is as follows:

Transfer date for Spring Semester: July 5

Transfer date for Fall Semester: December 5

* If the automatic debit transfer date falls on a financial institution holiday, the transfer date will be the next business day.

Number of insufficient credits required for graduation	Tuition	Library Fee / Faculty Annual Fee	Student Health Promotion Mutual Aid Association Membership Fee
4 credits or less	50% of the prescribed amount for fourth-year students of the applicable semester	The prescribed amount for fourth-year students of the applicable semester	The prescribed amount for the applicable semester
5 credits or more	The prescribed amount for fourth-year students of the applicable semester		

(NOTE 1):

If a student newly enrolling at Waseda in the 2017 academic year or afterwards studies abroad for more than one semester with one of the programs where “Registration Status” becomes “Studying Abroad” or “Registered in School”, and if he/she exceeds the prescribed number of years of enrollment, Tuition will be calculated based on the number of insufficient credits required for graduation at the point of completion of the previous semester, with the permission from the Faculty Committee. When the number of insufficient credits required for graduation is between 5 credits and 20 credits, Tuition for the first year after becoming an “*Enchousei*” will be 50% of the prescribed amount of a regular “*Enchousei*”. However, this standard will be applied for a period of up to one academic year.

(NOTE 2):

If a student's enrollment period exceeds four years while he/she is on a program that requires payment of academic fees to Waseda University, including overseas exchange programs, Double-Degree Programs, and the Student-Exchange Program with Doshisha University, or a student participates in one of the programs stated above after four years of enrollment at Waseda, "Tuition" will be the full amount and will not be reduced by calculating the number of insufficient credits required for graduation.

Appendix

Waseda University Rules (Excerpt)

Purpose

Article 1 The purpose of this University shall be to achieve academic independence, pursue the search for truth and the application of theory, offer profound instruction in and popularization of specialized arts and sciences, cultivate the well-rounded, highly-cultured, and competent individuals who will shape the country and society, and contribute to the creation and development of culture and the welfare of the human race.

Number of Years of Enrollment

Article 5 The period of study at this University shall in principle be four years. However, the number of years of enrollment at the University shall not exceed eight years.

Academic Year, Semesters, and Days when the University is closed

Article 7 The academic year of the University shall begin on April 1 and end on March 31 of the following year.

The academic year shall be divided into the following two terms.

Spring Term From April 1 to September 20

Fall Term From September 21 to March 31 of the following year

Article 8 The days when the university shall be closed shall be the following:

1. Sundays
2. Holidays prescribed in the National Holidays Act
3. Anniversary of the University's founding (October 21)
4. Summer vacation (refer to academic calendar displayed on bulletin boards)
5. Winter vacation (as above)
6. Spring vacation (as above)

Article 9 When there is a special need, the University shall in some cases conduct classes even on days when the University would otherwise be closed.

Curriculum, Subjects, and Course Credits

Article 11 The curriculum shall be formed by dividing each subject into required subjects, elective subjects, and free subjects, and apportioning these to each academic year.

Article 19 Persons who wish to obtain a teaching certificate shall take subjects in the teacher education course in the School of Education, in addition to the subjects in the department of their affiliation.

Article 22 The types of subjects to be taught during the academic year, class times, and individuals in charge of the classes shall be announced at the beginning of the academic year. However, the faculty council of the relevant school shall prescribe and announce provisional lectures at any time.

Article 23 Students shall select the subjects they wish to take during the academic year at the beginning of the said academic year, and obtain the approval of the dean of the affiliated school.

Entrance

Article 26 The entrance period shall be at the beginning of each academic year or each academic term.

Guardians

Article 32 A guardian shall be a parent or a person who manages an independent living, and who is capable of reliably performing the obligations of a guardian. When it has recognized any person to be improper as a guardian, the University shall be able to order a change of guardian.

Article 33 A guardian shall be responsible for all matters concerning the student who is the subject of the guarantee during the time the student is enrolled at the University.

Article 34 When a guardian is deceased, or is unable to reliably perform the guardian's obligations for other reasons, a new guardian shall be selected and the change shall be reported to the University.

Article 35 When a guardian has changed his or her address, this change shall be reported to the University immediately.

Leaves of Absence and Re-enrollment

Article 36 A person who is unable to attend classes for two or more months continuously because of illness or other reasons shall be able to take a leave of absence by submitting an application explaining the reason, signed jointly by the guardian, to the dean of the school with which the person is affiliated, and obtaining the dean's permission. A request for leave of absence based on illness shall be accompanied by an attached medical report from a physician.

Article 37 (1) A leave of absence shall be limited to the relevant academic year. However, the University may approve a continuing leave of absence when there are extraordinary circumstances. In this case, the leave of absence period shall not exceed two continuous years.

(2) Leaves of absence shall not exceed four years in total.

Article 39 A person who has taken a leave of absence shall not be able return to the University if he or she cannot do so at the beginning of an academic term.

Article 40 A leave of absence period shall not be counted in the number of years of enrollment.

Withdrawals, Discipline, and Readmissions

Article 44 A person who wishes to withdraw from the University because of an illness or other accident shall apply by submitting an application explaining the reason, signed jointly by the guardian and the student.

Article 45 (2) A person will be withdrawn if one or more of the following items apply:

1. A person has been registered for eight years.
2. A person cannot advance to the next year during a specified period.
3. A person has fallen below the minimum attendance ratio.
4. A person has not earned the required credits for a certain period.

Article 46 When a student has acted counter to the rules or orders of the University, or has engaged in conduct that contradicts the student's obligations, the University shall be able to exercise disciplinary sanctions.

Discipline shall be limited to one of three types: a reprimand, suspension, or expulsion from the University.

(2) Matters concerning disciplinary action are determined separately in the "Rules for Disciplinary Action towards Students" (Regulation No. 12-22-1 of 2012).

Article 47 A person who disturbs the order of this University or has performed other conduct unworthy of a student will be withdrawn from the University.

(2) When a person who was withdrawn from the University in accordance with the provisions of Article 44 or 45(2) (from No. 3 to No. 4) wishes to be readmitted to the school, that person may be re-admitted after an examination during a specified period. However, a person cannot be readmitted to the School in the term immediately following that in which the person was withdrawn.

2 In principle a person who was withdrawn from the school in accordance with the provisions of Article 47 cannot be readmitted to the School. However, in some cases, a person may be readmitted to the school if the Faculty Committee declares that the person profoundly regrets his or her conduct and will complete his or her studies within a certain period of time.

3 If a person who is readmitted to the School is removed from the School for failing to pay school fees, that person cannot later be readmitted to the School except in extraordinary circumstances.

4 If a person is readmitted, that person may be required to take part or all of the courses he or she took before.

Rules Concerning Time Limits on Allowing Readmission of a Person Who Has Withdrawn from the University and the Period Which Should Have Passed by the Time of the Readmission (Excerpt):

Article 1 The specified period, which shall be determined by the provisions of Article 47(2)-1 of the Waseda University Rules, shall be during the period until the seventh academic year, calculated from the academic year following that in which the person withdrew from the University.

Examinations

Article 49 (1) At the end of each academic year or at the end of each term, the University shall conduct examinations for persons who have taken the prescribed subjects, and confer credits on the persons who pass the examinations. However, for subjects recognized by the faculty council, the University shall be able to replace the examination with in-class participation grades, etc.

(2) In addition to the regular examinations in the preceding paragraph, the University may give provisional examinations based on a resolution of the faculty council of the relevant school.

Article 50 Examination procedures shall consist of written examinations, oral examinations, and thesis examinations, and the faculty council of each school shall decide which examinations to give from these three types.

Graduation

Article 52 A person who has attended the University for four years or longer, passed the prescribed examinations, and earned the prescribed credits shall be deemed to have graduated, and the University shall confer a bachelor's degree.

Article 53 In addition to the matters prescribed in these University Rules, the name of the major field and other necessary matters pertaining to a degree that shall be added to a degree shall be prescribed separately, based on the Degree Rules (Academic Affairs Bulletin No. 2 of April 1, 1976).

Excerpt from the Degree Rules for The School of Political Science and Economics:

Department of Political Science: Bachelor (Political Science)

Department of Economics: Bachelor (Economics)

Department of Global Political Economy: Bachelor (Global Political Economics)

Student Identification Cards

Rules Concerning the Administration of Student Identification Cards, etc.

Enactment of Rules

Article 1 The administration of student identification cards, etc., issued by the University shall be handled based on these rules, except for those provided for separately in other rules.

Delivery of Student Identification Cards

Article 2 (1) To enable students to prove their identity, the University shall deliver student identification cards to students of the undergraduate schools and graduate schools, students of the School of International Liberal Studies, and students at the Art and Architecture School and Kawaguchi Art School (hereinafter referred to as "the undergraduate schools or other schools").

(2) Student identification cards shall be delivered at the undergraduate schools or other schools with which students are affiliated.

(3) The form of the student identification cards shall be provided separately.

Scope of Delivery

Article 3 Student identification cards shall be delivered to the persons described by each of the following items:

- (i) Full-time students of the undergraduate schools or other schools
- (ii) Non-degree students (the following section omitted)

Delivery Period

Article 4 The University shall deliver student identification cards at the times provided in the following items:

- (i) For the persons provided in item (i) of the preceding Article, when the academic year has begun.
- (ii) For the persons provided in item (ii) through item (vii) (not all are listed here) of the preceding Article, when those persons have completed the respective entrance procedures.

Valid Period

Article 5 (1) The valid periods of the student identification cards shall be the periods provided in the following items:

- (i) For the persons provided in Article 3 item (i), one (1) academic year.
 - (ii) For the persons provided in Article 3 item (ii) through item (vi) (not all are listed here), the period during which they are permitted to attend the University.
- (2) The provisions of the previous paragraph notwithstanding, a student identification card shall become invalid at that time a student has lost his or her status as a result of graduation, completion, withdrawal, expulsion, or other reason.

Reissuance

Article 6 (1) When a student has notified the University that he or she has lost his or her student identification card, and the student has completed the prescribed procedure, the University shall reissue a student identification card through the undergraduate school or other school with which the student is affiliated. However, when reissuing a student identification card more than one (1) time during the same academic year, it shall be necessary to follow the procedure provided separately.

- (2) When reissuing a student identification card, the University shall collect 2,000 yen.

Return of Student Identification Cards

Article 7 When a student has lost his or her status as a result of graduation, completion, withdrawal, expulsion, or other reason, the student shall return his or her student identification card.

Possession and Prohibition against Loaning and Transferring a Student Identification Card

Article 8 (1) The student ID card must be carried at all times and presented when University faculty and staff members request it.

- (2) The student ID card is NOT transferable.

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).
*In the event the deceased is your guardian, it will also be necessary to follow the procedure to change guardians.
- 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.
 - 3) Obtain a "Special Consideration Request for Absence due to Bereavement" from the office of your affiliated department.
 - 4) Submit the "Special Consideration Request for Absence due to Bereavement" to your course instructor and seek special consideration for academic work missed during your bereavement leave (if you are taking an online course, submit this request to the office offering the course or your instructor via email, the LMS, etc.).

2. Jury Duty

- a. Scope: This policy applies to all full-time students and students from Doshisha University currently in the Waseda University system (students of e-learning courses in the School of Human Sciences and non-degree students are not included).
N.B. College students may use their right to refuse such duty (under the right of civil law).
- b. Procedure:
 - 1) Notify the office of your affiliated department and submit the "Notice of Term of Service (Summons)" you received.
 - 2) Submit a "Request for Consideration" to your course instructor and seek special consideration for academic work missed during your jury duty leave (if you are taking an online course, submit this request to the office offering the course or your instructor via email, the LMS, etc.).

3. Infectious Disease

In order to prevent the spread of highly infectious diseases, students who have contracted any of the

specified diseases will not be allowed to attend class, based on the authority of the *School Health and Safety Act* (the length of the suspension period is based on Mandatory Suspension Guidelines).

- a. Scope: See the information available on the Health Support Center homepage for details regarding preventing the spread of infectious diseases on campus.

*For information pertaining to COVID-19, follow the link below.

<https://www.waseda.jp/inst/hsc/en/information/healthcare/infection>

- b. Procedure:

- 1) If you contract an infectious disease, notify the office of your affiliated department (undergraduate/graduate).
- 2) Once you have received permission to attend school or the “suspension period of coming to school” has ended, ask your physician to fill out the designated *Certificate of Recovery from Infectious Disease Form* (学校における感染症治癒証明書) and submit it to the office of your affiliated department (undergraduate/graduate).
- 3) Obtain, fill out, and submit a “Notification of Absence due to Quarantine for Infectious Diseases” to the office of your affiliated department (undergraduate/graduate) and follow all instructions given by the office. Contact your course instructor and seek special consideration for academic work missed during your illness.

*For absences related to COVID-19, be sure to check the latest updates on the Health Support Center’s website as information regarding who will be instructed to halt class attendance and related procedures are subject to change. Please note, it is possible to request special consideration for COVID-19-related absences in circumstances other than infection, such as for absences due to side effects from the vaccine and university-directed suspension of attendance. For details, please inquire at the office of your affiliated department (undergraduate/graduate).

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.

- c. 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.

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: <https://www.waseda.jp/top/en/>
- 3) Waseda University official Twitter: https://twitter.com/waseda_univ
- 4) Waseda University official Facebook: <https://www.facebook.com/WasedaU>

**Examples of Course Enrollment According to Grade:
Department of Political Science**

Category name	Required number of credits	First year	Second year	Third year	Fourth year	Total number of credits
Political Science	36 credits or more	12	12	12	12	48
Economics	8 credits or more	4	4	2	2	12
Methodology	8 credits or more	6	2	2	2	12
Seminar	8 credits or more	4	4	4	4	16
Foreign Languages	6 credits or more	6	6	4	0	16
General Studies (SPSE)		2	2	2	2	8
General Studies (non-SPSE)		0	4	4	4	12
Total	124 credits or more	34	34	30	26	124

N.B. In addition to fulfilling the required number of credits for each category, it is also necessary to obtain a total of 124 credits or more.

**Examples of Course Enrollment According to Grade:
Department of Economics**

Category name	Required number of credits	First year	Second year	Third year	Fourth year	Total number of credits
Political Science	8 credits or more	6	2	2	2	12
Economics	36 credits or more	8	12	12	12	44
Methodology	12 credits or more	10	2	2	2	16
Seminar	8 credits or more	4	4	4	4	16
Foreign Languages	6 credits or more	6	6	4	0	16
General Studies (SPSE)		2	2	2	2	8
General Studies (non-SPSE)		0	4	4	4	12
Total	124 credits or more	36	32	30	26	124

N.B. In addition to fulfilling the required number of credits for each category, it is also necessary to obtain a total of 124 credits or more.

**Examples of Course Enrollment According to Grade:
Department of Global Political Economy**

Category name	Required number of credits	First year	Second year	Third year	Fourth year	Total number of credits
Political Science	22 credits or more	8	8	6	6	28
Economics	22 credits or more	8	8	6	6	28
Methodology	12 credits or more	10	2	2	2	16
Seminar	8 credits or more	4	4	4	4	16
Foreign Languages	6 credits or more	6	6	4	0	16
General Studies (SPSE)		2	2	2	2	8
General Studies (non-SPSE)		0	4	4	4	12
Total	124 credits or more	38	34	28	24	124

N.B. In addition to fulfilling the required number of credits for each category, it is also necessary to obtain a total of 124 credits or more.



Waseda University
School of Political Science and Economics