



Student Handbook

2020

School of Global Studies Department of
Global Studies GLS Major

Store in a safe place while at university.

This booklet contains information necessary for student life,
as well as information on how to deal with any trouble.

* The Student Handbook content is up to date as of April 2020.
Information on any changes will be posted on the university
website and on ALBO.



I. Campus Guide

中京大学 学歌

Chukyo University Song

作詞 梅村 清明
作曲 近藤仙次郎

Written by: Seimei Umemura
Composed by: Senjiro Kondo

一、大和島根の中京の 八事ヶ丘に名も高き
母校よ森よ学友よ 時代を導く学術の
泉をくまんわが理想 春の桜とやがて咲け
起てよ中京中京の 歴史燦たる旗かざし

二、濃尾の天地英気あり 栄ある丘に集い来て
身技鍛えん若き血に 進取の鐘は響くかな
いざ伝統の真剣味 正義の学を究めずや
進め中京中京の 歴史燦たる旗かざし

三、白梅香る学風に ああ研鑽の師と弟が
ひとしく望む渺瀰たる 四海の幸福と同胞の
文化を高めんわが行手 暴風雨を越えて進まん
見よや中京中京の 歴史燦たる旗かざし

Admission Policy

The very spirit of Chukyo University is embodied in the words of our university motto - "A focus of excellence in both learning and sports".

These words express tackling learning with sincerity through university life and attaining high-level education and dedicated knowledge, promoting health in both mind and body in disciplines typified by sports, cultivating talents and practical skills to overcome difficulties, and enhancing resourcefulness.

In light of our university motto, we welcome individuals with the kind of drive and ability described below.

- Those who have studied a broad range of subjects at high school level, and who have the basic academic skills required for study at university.
- Those who strive for self-improvement in learning activities, a mastery of a variety of different skills, cultural activities, artistic activities, and sports activities, and who deliver results.
- Those who discover new problems, and are able to think and act for themselves in finding a solution to these problems.
- Those with the desire to acquire an extensive education through aggressive learning, and pursue a high level of expertise.
- Those with the will and desire to acquire knowledge and abilities required in the world today through research activities, extra-curricular activities, and through student life, and offer a significant contribution as members of society in the future.

Furthermore, all schools and departments are looking for individuals with the ability to attain these attributes from "purposes relating to the nurturing of talent" and "the purpose of education and research". Specifically, each of these helps to establish "new student acceptance policy", specify application eligibility and examination subjects for each entrance examination requirement, as well as highlight the basic items that must be learned up to high school level. At Chukyo University, we are looking for individuals who have knowledge in a broad range of subjects, and who are willing to sublimate their learning with this as a foundation at each school and department.

Diploma Policy

Chukyo University's mission is to provide society with promising talent. Those who "1) observe the rules, 2) try their best, 3) embrace teamwork, and 4) respect others", the four fundamental principles of our university motto, are widely celebrated for being "highly desirable people in terms of individuals, family members, members of society, citizens, and as members of the human race."

At the university, degrees are awarded to individuals who satisfy these four fundamental principles, who have studied a curriculum based on the "purposes relating to the nurturing of talent" and "the purpose of education and research" of each school, whose grades have been subjected to strict evaluation, and who have acquired the following capabilities.

- Those capable of equipping themselves with the knowledge and skills required for their specialist field, and who comprehend matters in both scientific and academic terms.
- Those who have acquired systematic knowledge and grounding in fields other than their specialist field.
- Those capable of finding solutions to new problems they have discovered based on acquired knowledge and skills, and who are able to convey a creative way of thinking about the future.
- Those who have acquired the language skills indispensable to participating actively in a society that is becoming ever more global, the ability to gather and utilize information ethically, and the communication ability and leadership spirit to realize their goals while working with others.

Graduates of Chukyo University possess a logical ability to think that allows them to find solutions to new problems, and are expected to contribute to social development as members of society by working in coordination with others.

Our "degree conferment policy" has been stipulated specifically and in detail for all schools and departments, and has been made publicly available.

Curriculum Policy

Curriculums are designed largely on the two pillars of "subjects common to all schools" offering enlightened education to all students enrolled at Chukyo University, and "subjects unique to each school" offering expert knowledge in each school and department based on the "purposes relating to the nurturing of talent" and "the purpose of education and research" established in each school and department.

- "Subjects common to all schools" cover a wide variety of different fields, and aim to nurture multi-faceted and logical thinking and communication abilities, and equip students with comprehensive knowledge.
- "Subjects unique to each school" are intended to equip students with specialist knowledge and skills, help them respond to social changes and technological advancements, and nurture the ability to discover and find solutions to problems.
- The university designs phased, systematic curriculums which reflect study courses and models that are aligned with future goals, and provides education which contributes to student career building.
- Subjects offering an introductory education are assigned to aid in the smooth transition from high school level study to the more active and independent style of learning required for university education.

And in addition to providing education in knowledge and skills, Chukyo University also provides human education, arguably the most important education students require as members of society, based on the four fundamental principles outlined in our university motto.

- 1) Cultivating the spirit necessary to value society's rules and morals (observe the rules)
- 2) Cultivating a challenging spirit willing to tackle goals (try their best)
- 3) Instill in and nurture a sense of cooperation and sociability (embrace teamwork)
- 4) Cultivate a sensibility which respects the existence and opinions of others (respect others)

The merits of scale the university offers facilitate the promotion of broad-based learning through the study of different inter-disciplinary fields based on the interests of each student. The university also offers a variety of extra-curricular educational programs based on keywords such as philanthropy, international, careers, and obtaining qualifications to help improve students' practical abilities.

Such programs help to make curriculums more effective, systematic improvement activities relating to educational content and methods are carried out continuously, lessons are taught based on previously announced teaching plans and study attainment targets for all subjects, and grades are assessed rigorously.

Our "curriculum design and implementation policy" has been stipulated specifically and in detail for all schools and departments, and has been made publicly available.

学部 School	学科 Department	学位(専攻分野) Degree
文 Letters	日本文 Japanese Literature	学士(文学) Bachelor's Degree, Letters
	言語表現 Linguistic Expressions	
	歴史文化 History and Culture	
国際 Global Studies	国際 Global Studies	学士(国際学) Bachelor's Degree, Global Studies
	言語文化 Linguistics and Cultural Studies	
心理 Psychology	心理 Psychology	学士(心理学) Bachelor's Degree, Psychology
現代社会 Contemporary Sociology	現代社会 Contemporary Sociology	学士(社会学) Bachelor's Degree, Sociology
法 Law	法律 Law	学士(法学) Bachelor's Degree, Law
総合政策 Policy Studies	総合政策 Policy Studies	学士(総合政策学) Bachelor's Degree, Policy Studies
経済 Economics	経済 Economics	学士(経済学) Bachelor's Degree, Economics
経営 Management	経営 Management	学士(経営学) Bachelor's Degree, Management
工 Engineering	機械システム工 Mechanical and Systems Engineering	学士(工学) Bachelor's Degree, Engineering
	電気電子工 Electrical and Electronic Engineering	
	情報工 Information Engineering	
	メディア工 Media Engineering	
スポーツ科 Health and Sport Sciences	スポーツ教育 Sport and Physical Education	学士(スポーツ科学) Bachelor's Degree, Health and Sport Sciences
	競技スポーツ科 Sport Science	
	スポーツ健康科 Health Science	

The above table contains a list of degrees available in each school and department, and is current as of April 2020 (excl. schools, departments who have stopped recruiting students).

* The school year calendar (calendar of events) is updated on the Chukyo University official website every year.

Spring Semester

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
2020 April			1 Entrance ceremony New student guidance (certain schools)	2 New student guidance 1st year course registration (primary application)	3 New student guidance 1st year course registration (primary application)	4 New student guidance 1st year course registration (primary application)	5 ×
	6 Publication of course timetables (primary draw) Course registration (secondary application)	7 (1) Beginning of spring semester lectures Publication of course timetables (secondary draw) Course registration correction	8 (1) Course registration correction	9 (1) Course registration correction	10 (1) Course registration correction	11 ×	12 ×
	13 (1) Course registration correction	14 (2)	15 (2)	16 (2)	17 (2)	18 Make-up	19 ×
	20 (2)	21 (3)	22 (3)	23 (3)	24 (3)	25 Make-up	26 ×
	27 (3)	28 (4)	29 (4) Normal classes Shōwa Day (national holiday)	30 (4)	1 (4)	2 × Class cancellations	3 × Constitution Memorial Day (national holiday)
May	4 (4) Normal classes Greenery Day (national holiday)	5 × Children's Day (national holiday)	6 × (substitute holiday)	7 (5)	8 (5)	9 Make-up	10 ×
	11 (5)	12 (5)	13 (5)	14 (6)	15 (6)	16 Make-up	17 × (Anniversary of Umemura Educational Institutions foundation)
	18 (6) (Anniversary of Chukyo University foundation)	19 (6)	20 (6)	21 (7)	22 (7)	23 Make-up	24 ×
	25 (7)	26 (7)	27 (7)	28 (8)	29 (8)	30 Make-up	31 ×
June	1 (8)	2 (8)	3 (8)	4 (9)	5 (9)	6 Make-up	7 ×
	8 (9)	9 (9)	10 (9)	11 (10)	12 (10)	13 Make-up	14 ×
	15 (10)	16 (10)	17 (10)	18 (11)	19 (11)	20 Make-up	21 ×
	22 (11)	23 (11)	24 (11)	25 (12)	26 (12)	27 Make-up	28 ×
	29 (12)	30 (12)	1 (12)	2 (13)	3 (13)	4 Make-up	5 ×
July	6 (13)	7 (13)	8 (13)	9 (14)	10 (14)	11 Make-up (Toyota Campus only) Nagoya open campus (scheduled) Nagoya: no lectures	12 × Nagoya open campus (scheduled)
	13 (14)	14 (14)	15 (14)	16 (15)	17 (15)	18 Make-up	19 × Toyota open campus (scheduled)
	20 (15)	21 (15)	22 (15)	23 × Marine Day (national holiday)	24 × Sports Day (national holiday)	25 × Spare class day	26 ×
	27 Spring semester examinations	28 Spring semester examinations	29 Spring semester examinations	30 Spring semester examinations	31 Spring semester examinations	1 × Spring semester examinations (spare day)	2 ×
August	3 Spring semester intensive course	4 Spring semester intensive course	5 Spring semester intensive course	6 Spring semester intensive course	7 Spring semester intensive course	8 ×	9 ×
	10 × Mountain Day (national holiday)	11 ×	12 ×	13 ×	14 ×	15 ×	16 ×
	17	18	19	20	21	22 ×	23 ×
	24	25 Announcement of grades Grade inquiries	26 Grade inquiries Spring semester resit exams	27 Spring semester resit exams	28 Spring semester resit exams	29 ×	30 ×
	31 Spring semester resit exams	1 Spring semester resit exams	2	3	4	5 ×	6 ×
Septem- ber	7	8	9	10 Course registration (primary application)	11 Course registration (primary application)	12 ×	13 ×
	14 Course registration (primary application)	15	16 Publication of course timetables (primary draw) Course registration (secondary application)	17 Publication of course timetables (secondary draw) Course registration correction	18 Spring semester graduation ceremony (scheduled)	19 ×	20 ×

Class days : Date (1) to (15) <Notes>

- The days on the right are national holidays on the calendar, however, normal classes will be given. 4/29 (Wednesday), 5/4 (Monday), 9/21 (Monday), 9/22 (Tuesday), 11/23 (Monday)
- Make-up lectures will in principle be given in the 5th lesson on weekdays, or in the 1st and 2nd lessons on Saturdays indicated by "Make-up".
- On days on with make-up lectures in the 1st and 2nd lessons on Saturdays, only the Registrar's Office service desk will be open.
- Spare lesson days will be allocated to the final week of lessons on which, weather permitting, the entire university is on holiday.
- Spare days will be allocated if regular examinations are canceled along with normal university classes due to reasons such as the weather.
- Administrative departments will be closed on days indicated with an ×. (These days may be subject to change.)
- Please refer to page 17 for information on when certificates can be issued and so on.

<Registrar's Office business hours>

Weekdays: 9:00 to 17:00

Saturdays (make-up lecture days only): 9:00 to 12:30

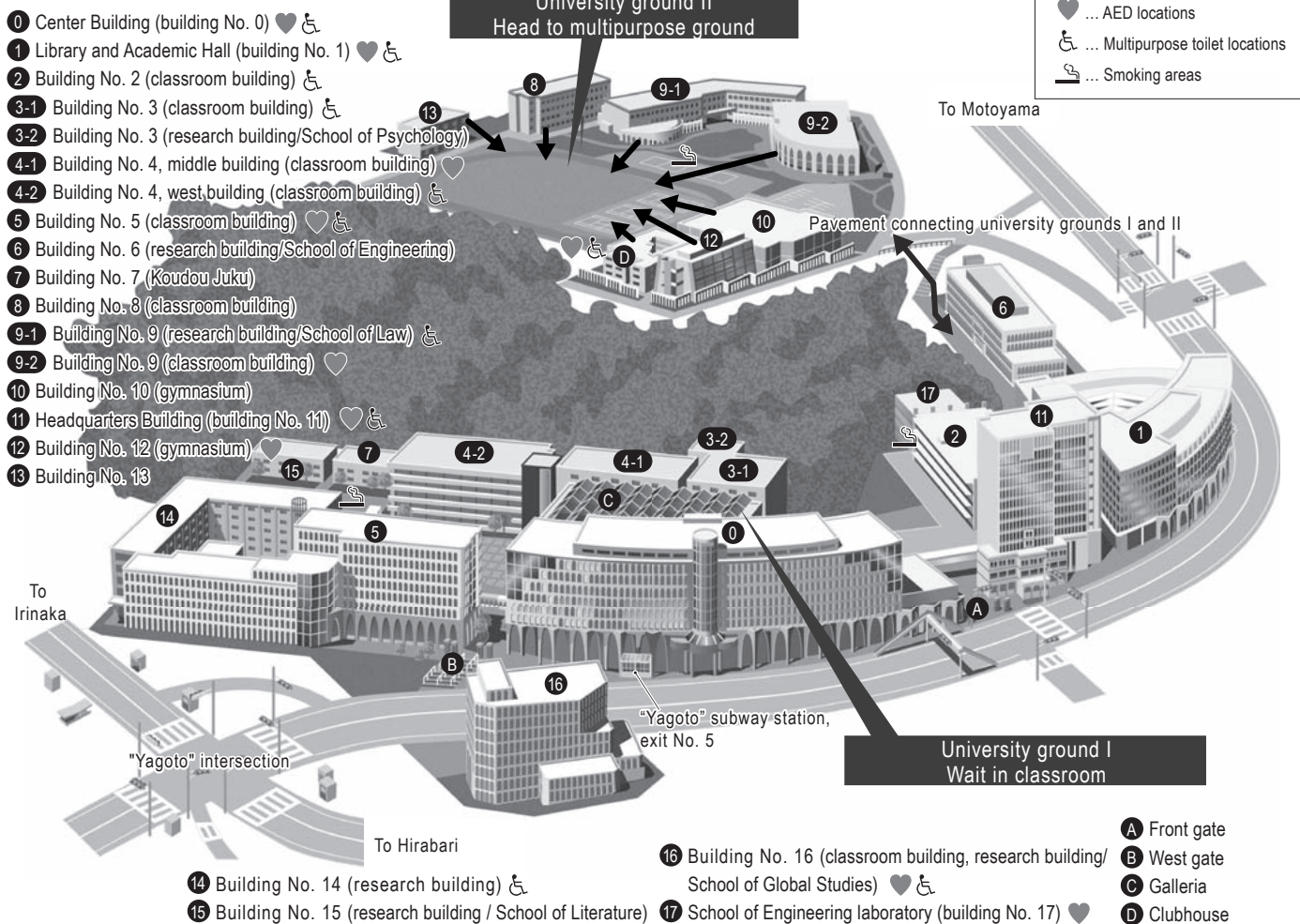
Fall semester

	Month	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
September	21 Normal classes Respect-for-the-Aged Day (national holiday) Beginning of fall semester lectures Course registration correction	(1) 22 Normal classes Autumnal Equinox Day (national holiday) Course registration correction	(1) 23 Course registration correction	(1) 24 Course registration correction	(1) 25 Course registration correction	26 ×	27 ×
	(2) 28	(2) 29	(2) 30	(2) 1	(2) 2	3 Make-up	4 ×
October	(3) 5	(3) 6	(3) 7	(3) 8	(3) 9	10 Make-up	11 ×
	(4) 12	(4) 13	(4) 14	(4) 15	(4) 16	17 Make-up	18 ×
	(5) 19	(5) 20	(5) 21	(5) 22	(5) 23	24 Make-up	25 ×
	(6) 26	(6) 27	(6) 28	(6) 29	30 × University festival (no lectures)	31 × University festival (no lectures)	1 × University festival
November	(7) 2	3 × Culture Day (national holiday)	(7) 4	(7) 5	(6) 6	7 Make-up	8 ×
	(8) 9	(7) 10	(8) 11	(8) 12	(7) 13	14 Make-up	15 ×
	(9) 16	(8) 17	(9) 18	(9) 19	(8) 20	21 ×	22 ×
	(10) 23 Normal classes Labor Thanksgiving Day (national holiday)	(9) 24	(10) 25	(10) 26	(9) 27	28 ×	29 ×
	(11) 30	(10) 1	(11) 2	(11) 3	(10) 4	5 Make-up	6 ×
December	(12) 7	(11) 8	(12) 9	(12) 10	(11) 11	12 Make-up	13 ×
	(13) 14	(12) 15	(13) 16	(13) 17	(12) 18	19 Make-up	20 ×
	(14) 21	(13) 22	23 Spare class day	24 ×	25 ×	26 ×	27 ×
	28 ×	29 ×	30 ×	31 ×	1 × New Year's Day (national holiday)	2 ×	3 ×
2021 January	4 ×	5 ×	6 ×	7 ×	(13) 8	9 Make-up	10 ×
	11 × Coming-of-Age Day (national holiday)	(14) 12	(14) 13	(14) 14	(15) 15	16 ×	17 ×
	(15) 18	(15) 19	(15) 20	(15) 21	(15) 22	23 Make-up	24 ×
	25 Fall semester examinations	26 Fall semester examinations	27 Fall semester examinations	28 Fall semester examinations	29 Fall semester examinations	30 × Fall semester examinations (spare day)	31 ×
February	1 Fall semester intensive course	2 Fall semester intensive course	3 Fall semester intensive course	4 Fall semester intensive course	5 Fall semester intensive course	6 ×	7 ×
	8	9	10	11 × National Founding Day (national holiday)	12	13 ×	14 ×
	15 Announcement of grades Grade inquiries	16 Fall semester resit exams Grade inquiries	17 Fall semester resit exams	18 Fall semester resit exams	19 Fall semester resit exams	20 ×	21 ×
	22 Fall semester resit exams	23 × Emperor's Birthday (national holiday)	24	25	26	27 ×	28 ×
March	1	2	3	4	5	6 ×	7 ×
	8 Graduation, promotion announcement (4th years, School of Engineering)	9	10	11	12	13 ×	14 ×
	15	16	17	18	19 Graduation ceremony (scheduled)	20 × Vernal Equinox Day (national holiday)	21 ×
	22	23 Course registration (primary application)	24 Course registration (primary application)	25 Course registration (primary application)	26	27 ×	28 ×
	29	30	31				

8. On entrance examination days, entry is prohibited to all areas of the campus on which examinations are being held. Please check the university website for announcements on entrance examination dates.
9. It is not possible to enter campuses during the summer and winter holidays while the entire university is closed. Please check CHUKYO ALBO for information on days on which the entire university is closed.

Please see to your own safety, and make your way to the nearest evacuation location.
Please also check multipurpose toilet and AED locations.

Nagoya Campus evacuation locations



Multipurpose toilet locations ♿

Building	Location
Center Building (building No. 0), 4th floor	In front of Open University of Japan office
Library and Academic Hall (building No. 1), 1st floor	At back of library
Library and Academic Hall (building No. 1), 2nd floor	In front of student cafeteria, at back of library
Library and Academic Hall (building No. 1), 3rd floor	In front of room 133
Building No. 2 (classroom building), 1st floor	Next to stairs
Building No. 2 (classroom building), 4th floor	In front of room 241
Building No. 3 (classroom building), 3rd floor	Next to toilets
Building No. 4, west building (classroom building), 1st floor	Next to Career Support Department
Building No. 4, west building (classroom building), 1st floor	Next to Student Support Department
Building No. 5 (classroom building), 8th floor	Next to west elevator hall
Building No. 6 (research building/School of Engineering), 1st floor	Next to elevator hall
Building No. 9 (research building/School of Law), 1st floor	Next to stairs
Headquarters Building (building No. 11), 1st floor	Back of reception
Building No. 14 (research building), 1st floor	Next to powder room
Building No. 14 (research building), 1st floor	Next to toilets
Building No. 14 (research building), 2nd floor	Next to elevator hall
Building No. 14 (research building), 3rd floor	Next to elevator hall
Annex (building No. 16), 1st floor	Back of toilets

AED locations ♥

Building	Location
Center Building (building No. 0), basement	Entrance hall
Center Building (building No. 0), 4th floor	Inside Open University of Japan (in front of building No. 3 accessway)
Library and Academic Hall (building No. 1), 1st floor	Inside library
Building No. 4, middle building (classroom building), 1st floor	Near entrance to room 412
Building No. 5 (classroom building), 1st floor	Next to stairs
Building No. 6 (research building/School of Engineering), basement	Next to elevator hall
Building No. 9 (classroom building), 1st floor	Entrance hall
Building No. 12 (gymnasium), 1st floor	Inside office
Headquarters Building (building No. 11), 1st floor basement	Inside No. 2 disaster prevention center
Building No. 16 (classroom building, research building / School of Global Studies)	Near elevator hall
School of Engineering laboratory (building No. 17), 1st floor	Entrance hall

Smoking area 🚬

Building
North of building No. 2, south of building No. 7, next to athletic track (near container)

Service desk locations and available hours (during lecture periods, make-up lecture days only on Saturdays)

Service desk name	Location	Available hours		Service desk name	Location	Available hours	
		Weekdays	Saturdays			Weekdays	Saturdays
Nagoya library	Building No. 1, 1st and 2nd floors	9:00 to 22:00	9:00 to 22:00	Student Consultation Center	Building No. 4, 1st floor	9:00 to 17:00	—
Law Library Center (LLC)	Building No. 9, 1st Floor	9:00 to 19:00	9:00 to 12:30	Educational Affairs Department	Building No. 14, 1st floor	9:00 to 17:00	—
Library Service Center	Building No. 0, 3rd and 4th floors	9:00 to 20:00	9:00 to 12:30		Building No. 16, 1st floor	9:00 to 17:00	—
Information Center	Building No. 0, 5th floor	9:00 to 18:30	—	School of Psychology office	Building No. 3, 1st floor	9:00 to 17:00	—
Global Education Center	Building No. 0, 1st floor	9:00 to 17:00	—	School of Law office	Building No. 9, 1st floor	9:00 to 17:00	—
Qualification Center	Building No. 0, 1st floor	9:00 to 17:00	—	School of Engineering office	Building No. 11, 3rd floor	9:00 to 17:00	—
Registrar's Office	Building No. 5, 1st floor	9:00 to 17:00	9:00 to 12:30	L. S. WING	Building No. 4, 4th floor	9:00 to 17:00	—
Teaching Support Department	Building No. 5, 1st floor	9:00 to 17:00	—	General Affairs Department	Building No. 0, basement	9:00 to 17:00	—
Student Support Department	Building No. 4, 1st floor	9:00 to 17:00	—	Financial Affairs Department	Building No. 11, 10th floor	9:00 to 17:00	—
School infirmary	Building No. 4, 1st floor	9:00 to 17:00	—	Graduate School Affairs Department	Building No. 14, 1st floor	9:00 to 17:00	—
				Education Promotion Center	Building No. 14, 1st floor	9:00 to 17:00	—

* Available hours may be subject to change during holidays and examination periods.

Recreational facility hours (during lecture periods)

Recreational facility			Building (Building No. 0 is Center Building)	Facility hours		Holidays
Category	Details	Name		Weekdays	Saturdays	
Food and drink	Cafeteria	Plaisir	Building No. 0, 2nd floor	11:00 to 14:00	—	Saturdays, Sundays, national holidays
	Food court	Food court Leone	Building No. 1, 2nd floor	11:00 to 14:00	—	Saturdays, Sundays, national holidays
	Cafe	Italian Tomato	Building No. 0, 2nd floor	11:00 to 18:00	—	Saturdays, Sundays, national holidays
	Donburi (rice bowl dishes), salads	Takeout Elba	Building No. 3, basement	10:30 to 14:00	—	Saturdays, Sundays, national holidays
	Noodles	PEPE NUEVO	Building No. 3, 1st floor	10:30 to 14:00	—	Saturdays, Sundays, national holidays
Purchases	Books	Plaza Livre	Building No. 1, 2nd floor	10:00 to 17:00	—	Saturdays, Sundays, national holidays
	Purchases, travel, mutual aid	Plaza V	Building No. 3, basement	10:00 to 17:00	—	Saturdays, Sundays, national holidays
	Purchases, takeout	DELICAT LOI	Building No. 8, 1st floor	10:30 to 13:30	—	Saturdays, Sundays, national holidays
Other services	Barbershop	Alpha Wave	Building No. 3, basement	10:00 to 18:00	10:00 to 18:00	Sundays, national holidays
	Photo studio	Nagai Phoyo	Building No. 3, basement	10:00 to 16:30	—	Saturdays, Sundays, national holidays
	Automatic photo booth	Photo-Me	Building No. 4, 1st floor	Within university hours	Within university hours	—
	Convenience store	7-Eleven	Building No. 1, 1st floor	8:30 to 18:30	9:00 to 15:00	Sundays, national holidays
			Building No. 5, 1st floor	8:30 to 19:00	—	Saturdays, Sundays, national holidays
	Automatic cash machines	Japan Post Bank	Building No. 4, 1st floor	9:00 to 17:30	9:00 to 12:30	Sundays, national holidays
		MUFG Bank	Building No. 4, 1st floor	9:00 to 18:00	9:00 to 17:00	Sundays, national holidays

Nagoya Campus Gates

The gates of Nagoya Campus open and close at set times. Information on gate opening and closing times is provided through CHUKYO ALBO.

Notices from the university are provided under "Undergraduates / Teaching Staff" on the university website, or the information provision system "CHUKYO ALBO" using the Web.

Be sure to check CHUKYO ALBO every day, or specify e-mail forwarding settings (see next page) on your computer.

*CHUKYO ALBO is available between the hours of 6:00 and 26:00.

Notice types and methods

	Official website	CHUKYO ALBO
Notices on classes in times of emergencies such as typhoons	○	×
News relating to entire university	○	×
Class cancellations, make-up lectures, classroom changes	×	○
Notices relating to student life	×	○

○ : available, x : not available

Chukyo University Official Website

URL: <https://www.chukyo-u.ac.jp/>

This site provides information not to individuals, but to an unspecified large number of people.

University official website top page

Click [English]

Displays notices on classes in times of emergencies such as typhoons.

Click

Gateway to each system

Gateway to each system

A Chukyo University ID (CU_ID) user name and password are required to use the Web systems (CHUKYO ALBO, Web Syllabus, CHUKYO MaNaBo). Provided you are in an environment in which it is possible to connect to the Internet, all systems can be used from personal computers. *1 If you have forgotten your password, or have any questions on how to use the system, please take your student ID and ask at the Information Center.

*1 Use of the "CHUKYO ALBO" portal system is not guaranteed on products running Apple operating systems.

Access from smartphones

Access from smartphones using the following URL or QR Code.

Smartphones

URL: <https://www.chukyo-u.ac.jp/student-staff/>



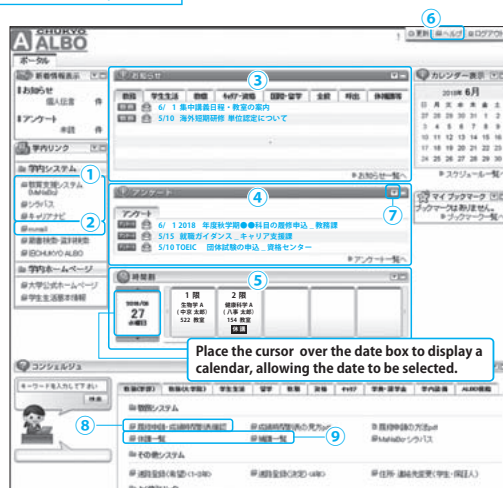
Portal system "CHUKYO ALBO"

Provides various types of information from the university to individual students such as "Notices", "Events", "Class cancellations, make-up lectures, classroom changes", and "Student summons" via CHUKYO ALBO.

Student information can also be registered (changed), courses can be registered for, and timetables and grades can be checked. This is the entrance to the website for use of all student services (CHUKYO MaNaBo, m.mail).

* CHUKYO ALBO is available between the hours of 6:00 and 26:00.

CHUKYO ALBO top screen



Place the cursor over the date box to display a calendar, allowing the date to be selected.

1 CHUKYO MaNaBo, syllabus

These can be viewed from here.

2 m.mail

The "m.mail" e-mail system for students can be viewed.

3 Notices

The screen changes by selecting the tab for each item.

4 Questionnaires

Questionnaires from each department can be checked here.
The session will time out following 30 minutes of no operation.

5 Timetables

Timetables for the relevant day can be checked.
Class cancellations* and "Make-up lectures" can also be checked.
In the case of classroom changes, a "Classroom change" icon is displayed.

6 Screen description, operation methods

Click here for information.

7 Course registration applications, grades/timetable check

Register for courses from here.
Click here to check grades or timetables also.

8 Class cancellation list/make-up lecture list

Lists of future class cancellations and make-up lectures can be checked here.

STEP 1 Click "English" → "To Chukyo University Students" → "ALBO system" on the official university website.



STEP 2 Login from [Login (PC)] button

When using "CHUKYO ALBO" on a smartphone, log in by pressing the [Login (Smartphone)] button, or by scanning the QR Code.
* Course registration is not possible from smartphones.

E-mail forwarding settings

By registering frequently used e-mail addresses, necessary information such as notices are delivered to your mailbox automatically. It is necessary for users themselves to register their e-mail address. By registering CHUKYO ALBO Mail, the same e-mail address is also registered for MaNaBo.

- Information on class cancellations, make-up lectures, and classroom changes may not be delivered until the second week of classes, and therefore we recommend that you check at the CHUKYO ALBO screen.
- We strongly recommend that you register for the m.mail service described later.

List of terminals that can be used, information available on CHUKYO ALBO

Terminal Type of info.	Computers	Smartphones, etc.	E-mail (CHUKYO ALBO Mail)
Notice	○	▲	※
Application (questionnaire)	○	○	※
Class cancellations, make-up lectures, classroom changes	○	○	○

○ Can be viewed.

▲ Depending on the smartphone model, it may not be possible to view attached files or access URL links

※ The name of the department sending the e-mail, the title, and the content are sent. Be sure to check CHUKYO ALBO for details.

<Guaranteed computer operating environment>

OS: Windows 7, 8, 10

Browser: Google Chrome, Microsoft Edge, Internet Explorer11

* Use with multiple tabs is not supported.

Viewing Syllabuses on the Web

Syllabuses contain such information as class overviews, study attainment targets, teaching methods, grading criteria, textbooks, teaching material and reference literature, as well as curriculums for the respective class subjects. They are used as reference material to help you decide which classes to take when registering for courses.

These syllabuses can be found on the Web.

Available hours

Syllabus can be viewed on the Web between the hours of 6:00 and 26:00.

Syllabus viewing method

Viewing method

Access from **"English"** → **"To Chukyo University Students"** → **"Syllabus system"** on the official university website.

The screenshot shows the Chukyo University website in English. The main menu on the left includes 'Student Handbook', 'Schedule', 'Campus Map', 'Course Registration', and 'Others'. Under 'Course Registration', the 'Syllabus system' is highlighted with a red box and a callout bubble saying 'Click here.'.

Need to Carry Personal Laptop Computers at All Times

At Chukyo University, we require that students bring a personal laptop computer for the purpose of developing human resources with high capabilities in information and communications technology (ICT). Please use your computer on a daily basis to prepare reports and presentations, and to use Web systems ("CHUKYO ALBO" and "CHUKYO MaNaBo")

[Personal laptop computer charging]

Computers must be charged at home as a rule.

[Microsoft Office]

The Office365 ProPlus edition can be used while enrolled at the university.

[Support desks]

Support desks can be found in the Information Centers on both campuses

Refer to the following website for details on the use of personal computers for connecting to wireless LANs, and the use of Microsoft Office, etc.

Official university website → **"Undergraduates / Teaching Staff"** → **"Information Center Services (Undergraduates)"**

The screenshot shows the Chukyo University website in Japanese. The main menu on the left includes 'Student Handbook', 'Schedule', 'Campus Map', 'Course Registration', and 'Others'. Under 'Course Registration', the 'Syllabus system' is highlighted with a red box and a callout bubble saying 'Click here.'.

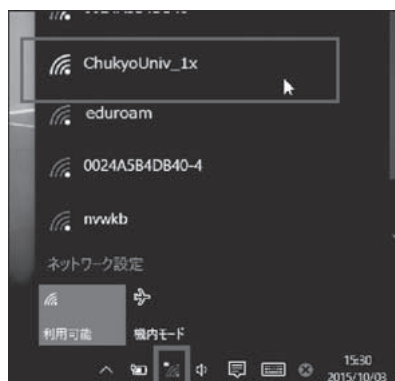
Wireless LAN Connection

Wireless LANs can be used inside the university in such areas as libraries and classrooms.

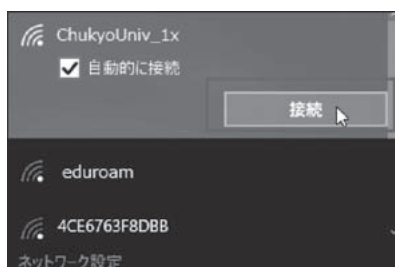
Refer to the Information Center website or student handbook for details on locations where wireless LANs are available, as well as usage precautions.

A "Wi-fi classroom" sticker can be found at classrooms where wireless LANs can be used.

- (1) Click the "Network settings" icon in the task tray in the lower right of the desktop, and select "ChukyoUniv_1x" from SSID (wireless AP name).



- (2) Click the [Connect] button.



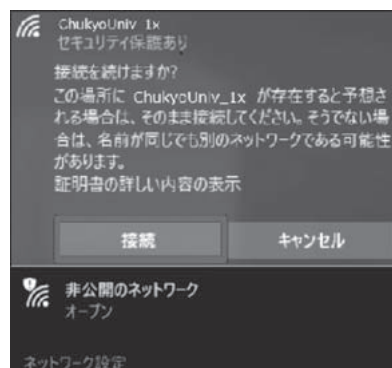
- (3) When the authentication screen appears, enter the user ID and password indicated on your Chukyo University ID (CU_ID), and click the [OK] button.



- User name → Enter <CU_ID user name>
- Password → Enter <CU_ID password>

- (4) Click [Connect] at the connection confirmation warning that appears.

- * The display may return to the screen at step (3) after clicking [Connect]. If so, enter your user name and password once more.
- * A connection error will occur if the CU_ID password is changed. Right-click "ChukyoUniv_1x", click [Delete], and carry out steps (1) to (2) above once more.



- (5) If authentication is successful, "Connection established" will appear for "ChukyoUniv_1x".

- * An authentication successful message will not appear. Open your browser and ensure that it is possible to connect to the Internet.



- * It may be difficult to connect depending on the location and time of day.
- * Access "HOME" → "Undergraduates / Teaching Staff" → "Teaching Support Authentication Network(Undergraduates) Using IT", and refer to the manual for details.



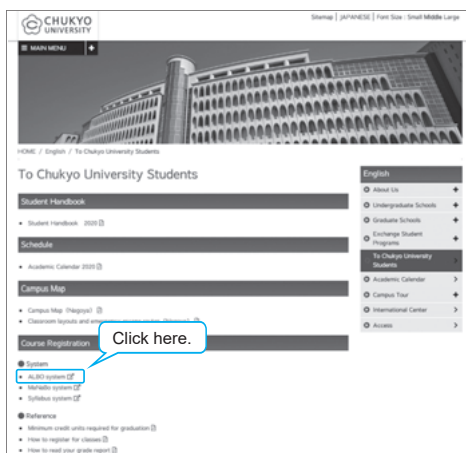
Select ☐ Able to connect to university wireless LAN

University Official E-mail "m.mail"

The university official e-mail "m.mail" is an e-mail address given to each student at Chukyo University. m.mail can be used from personal computers and smartphones, etc. connected to the Internet. The m.mail system is **accessed from "Undergraduates / Teaching Staff" → "Students" → "CHUKYO ALBO" on the official university website.**

Using m.mail makes the identity verification process smoother when communicating with the university. It also makes it easier to prove that students belong to the Chukyo University when engaging in activities outside the university. Be sure to set up "m.mail" to ensure that you are able to receive important notices from the university. We strongly recommend registering an "m.mail" e-mail address in the CHUKYO ALBO e-mail notification settings.

- (1) Access from "English" → "To Chukyo University Students" → "ALBO system" on the official university website.



- (2) Click [Login (PC)], and enter your "CU_ID" and "Password".



- (3) Click "m.mail" at the CHUKYO ALBO top screen to begin using m.mail.

- (4) A manual has also been prepared describing how to view e-mail from personal smartphones and tablets. Check using the following QR Code.

• iPhone



• Android



Select

☐

Confirmed receipt of m.mail

Using Microsoft Office

Chukyo University students can install and use Microsoft Office (Office365 ProPlus edition) from their own computers.

* This is limited only to those students currently enrolled at the university.

A Microsoft account user ID and password for Chukyo University students are sent to the above m.mail e-mail address at the beginning of April.

Access the Office365 site (<https://portal.office.com/>) contained in the e-mail, and sign in with your user ID and password. An Internet connection is required for installation. The Office365 application is already installed in the case of **students who have purchased the computer recommended by Chukyo University (Surface Go)**. It is only necessary to activate the application (see (7)). The download and installation procedures are described below.

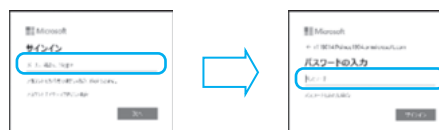
- (1) Check the Microsoft account information for Chukyo University students sent to your m.mail e-mail address.



- (2) Access the Office365 site.



- (3) Enter the user ID sent to your m.mail e-mail address, and click [Next]. Enter your password, and click [Sign In].



Students will be prompted to change their password when using the Office365 application for the first time. Please change your password.

- (4) Click [Install Office], and then click [Office365 Application] from the buttons that appear.



- (5) Click [Execute] at the bottom of the screen to start installing Office365.

* Please wait while the application is installed with a stable Internet connection.



- (6) When the screen changes and "All done" appears, click the [Close] button to close the installation screen. The Office365 installation procedure is now complete.



- (7) Start Office365 applications such as Word and Excel. Sign in with your Chukyo University Microsoft account.

Select

☐

Confirmed installation of Office365

Select

☐

Able to sign in to Office365

Teaching Support System (CHUKYO MaNaBo)

CHUKYO MaNaBo (hereafter referred to as MaNaBo) is a student support system linking teachers in charge of classes with their students. MaNaBo can be used in Information Center study rooms or at home from computers, smartphones, or tablets connected to the Internet. Furthermore, MaNaBo can be used both inside and outside of classes.

MaNaBo available hours

MaNaBo is available from 6:00 to 26:00.

Recommended operating environment

	OS	Browser
Computers	Windows 10 / Windows 8.1 / Mac OS X 10.9 or higher	Google Chrome / Windows Edge / Internet Explorer11 / Firefox
Smartphones / tablets	iOS 10 / Android 5.0.2(smartphones) 7.1.1 (tablets)	Use Glexa mobile application

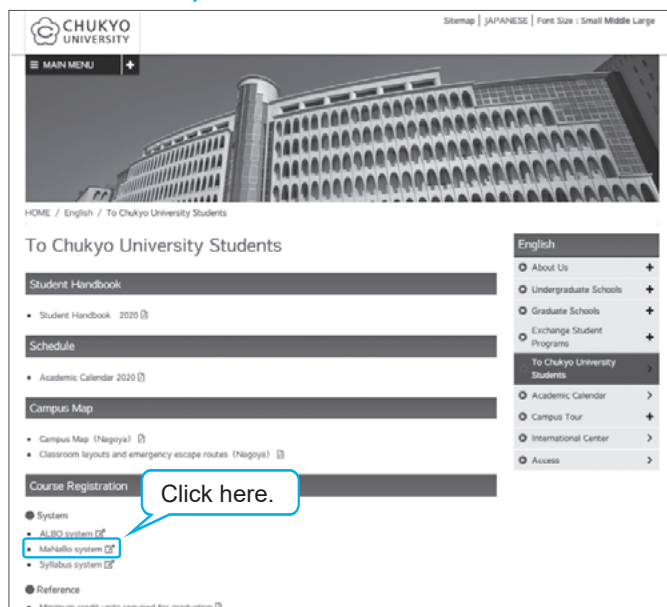
* Operation with the latest OS versions immediately after release is not guaranteed. When using MaNaBo with a smartphone, please install the dedicated application. The dedicated application can be obtained from the App Store or Google Play. After obtaining the applicable application, the initial setup method can be checked by accessing the "User's Guide" from the following URL or QR Code. The activation code is "chukyo-manabo".

https://manabo.cnc.chukyo-u.ac.jp/common/pdf/glexa_student_manual.pdf



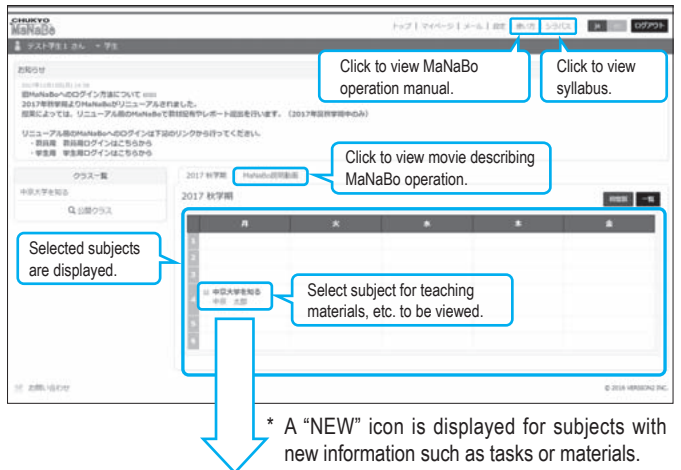
How to access to MaNaBo login screen

Access from "English" → "To Chukyo University Students" → "Manabo system" on the official university website.

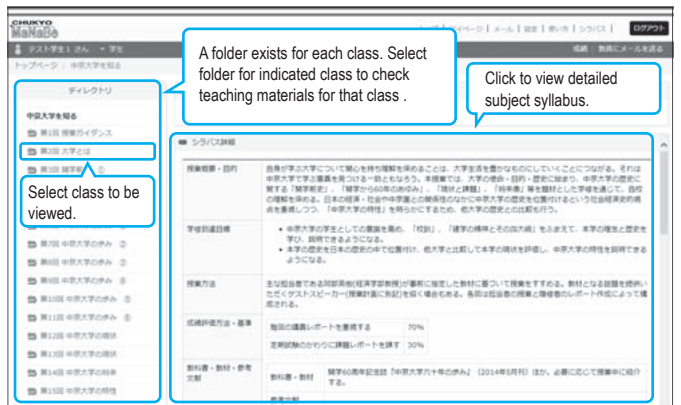


MaNaBo screen description

Student top screen



Courses top screen



Directory screen



Dedicated mobile terminal application for smartphones, etc.

Student top screen



Courses top screen



Student Support Department

The Student Support Department is responsible for the following in order to ensure that all students have a fulfilling student life.

- Student IDs
- Student commuter passes
- Health care
- Extra-curricular activities (clubs, circles)
- Temporary leave of absence, withdrawal from university, return to university
- Student Consultation Center (general consultations, psychological consultations), etc.

Office hours

Weekdays: 9:00 to 17:00

* Offices are closed on designated university holidays such as Saturdays and Sundays, national holidays (excl. days on which there are normal classes), and on days on which the entire university is closed.

Provisional student ID (commission: 500 JPY)

This is issued for those who have forgotten their student ID.

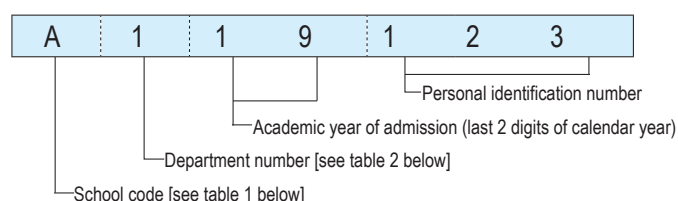
- Taking examinations
- Using the Information Center (certain study rooms only)
- Using the library
- Using the gymnasium (Nagoya)
- Using the fitness club (Toyota), etc.

* Provisional student IDs are valid only on the date of issue.

Student ID

Student IDs provide evidence that students are enrolled at Chukyo University. Please carry your student ID with you so that it can be presented at any time. It is mainly required at such times as when various certificates are being issued, when taking examinations, when using the library, when using student recreational facilities, and when purchasing commuter passes. If you lose or damage your student ID, please apply to the Student Support Department to have it reissued (commission: 2,000 JPY). Student IDs are valid while enrolled at the university, however, student IDs with no seal on the reverse side for the relevant academic year are invalid.

Student No.



School code

	School
A	Letters
B	Psychology
C	Contemporary Sociology
D	Law
E	Economics
F	Management
J	Health and Sport Sciences
P	Global Studies
R	Policy Studies
T	Engineering

Department No.

School	School Code	Department (major)					
		1	2	3	4	5	6
Letters	A	Japanese Literature			Linguistic Expressions	History and Culture	
Contemporary Sociology	C		Contemporary Sociology (Sociology)	Contemporary Sociology (Community studies)	Contemporary Sociology (Social welfare)	Contemporary Sociology (International culture)	
Health and Sport Sciences	J			Sport and Physical Education	Sport Science	Sport and Physical Science	
Global Studies	P	Global Studies (International Human Studies)	Global Studies (International Politics)	Global Studies (International Economics)	Global Studies (Global Liberal Studies)	Linguistics and Cultural Studies (Plurilingual & Pluricultural Studies)	Linguistics and Cultural Studies (British and American Studies)
Engineering	T	Mechanical and Systems Engineering	Electrical and Electronic Engineering	Information Engineering	Media Engineering		

University Rules and Regulations

University rules contain information on university rules, and many aspects of university life are based on these rules.

Student Commuter Pass Certificates

If purchasing a commuter pass for the Nagoya Municipal subway or bus, JR, Meitetsu, or Kintetsu, etc., please write your current address on the "seal on the reverse side of your student ID" for the relevant academic year, and present your student ID and purchase application form at the counter at the respective stations.

Please inquire at the respective counter at each station if your commute to university involves changing between different means of transport.

Student Discount Cards

* **Certificates are issued instantly at certificate issuing machines.**

This can be used for transport in zones exceeding 100 km one way on all passenger rail company lines (a discount of 20% is applied to the fares for standard train tickets.)

<Notes>

1. You will need your student ID when purchasing a ticket.
2. Student discount cards may only be used by the user themselves, and are non-transferable.
3. Ticket purchases are limited to 2 at a time, and up to a maximum of 10 for the entire year (Please inquire at the counter if likely to exceed the limit for job hunting purposes.)
4. The validity period is within 3 months of the date of issue.

Illegal Use of Student Discount Cards (for Passenger Fares)

Student discount cards must not be used illegally. The transfer to others, making corrections to the information on the card and validity period expiry, etc. (valid within 3 months of date of issue) is classed as illegal use, and as such, a fee of several times the fare will be levied.

Commuting to University

Please commute to university using public transport.

Commuting by automobiles is completely prohibited. Motorcycles are restricted to those with displacement of 50 cc or less, and dedicated on-campus parking lots may be used after registering your motorcycle and obtaining permission. Those commuting to school by motorcycles with displacement of greater than 50 cc, or those parking their motorcycle in a location other than a dedicated parking lot will be severely dealt with.

Please use the dedicated bicycle parking lots for bicycles. Please obtain a sticker for authorizing use of the parking lots from the Student Support Department, and affix it to your vehicle.

NEVER PARK ON STREETS AROUND THE UNIVERSITY.

Doing so will inconvenience those living in the surrounding area.

Bus between campuses

The bus between campuses is a bus available for students and graduate students who have to travel regularly between campuses for the purpose of extra-curricular activities, qualification courses, classes, or research activities. The bus operates on weekdays while classes are running, and has a capacity of 60 people. Students are required to present their student ID for use.

Inquiries

Nagoya Campus	General Affairs Department (Center Building, basement)
Toyota Campus	General Affairs Department Toyota office (Headquarters Building, 1st floor)

Reward and Punishment

The President of the university awards this in recognition of any behavior that serves as a model for other students. Furthermore, any behavior which runs counter to one's duty as a student will be subject to disciplinary action such as a reprimand, suspension for a fixed period of time, suspension for an indefinite period of time, or expulsion, and this will be posted in the university. In particular, antisocial behavior such as improper conduct (cheating) during examinations, acts of violence, shoplifting, inappropriate posting on the Internet, misuse of computers, etc. will be severely dealt with.

Caution Against Theft, Thieves Walking Away with the Possessions of Others

There have been known to be cases of theft or people walking away with the possessions of others in the university (particularly in changing rooms and lounges). The majority of these cases are down to carelessness or negligence on the part of the victim.

Examples of such cases are "having purses or wallets stolen after placing bags down to keep seats in the student cafeteria", "leaving valuables in the lounge and returning from the toilet to find them gone", "placing valuables in lockers when taking physical education classes and forgetting to lock them".

All students are responsible for their own possessions. Due caution is advised.

Lost and Found

Any items found in the university should be taken to the Student Support Department. They will be stored for a fixed period of time, and then handled either in accordance with the law, and with university regulations. The university also notifies the competent police station of any valuables that are handed in. The Student Support Department notifies owners any items found if able to identify them. There is a risk of misuse if you lose your driver's license or cash card, etc., and therefore any theft of such items should be reported to the police and relevant financial institution. In the interests of protecting personal information, the university does not handle inquiries by telephone. Please come to the Student Support Department service desk immediately.

Calling Students From Outside the University

We do not respond to personal requests to place calls out for others, or to inquiries, and therefore we ask that you notify your family and friends of this in advance.

Smoking Rules

The university employs a strict system of separating smoking and non-smoking areas. From the viewpoint of preventing second-hand smoking, be sure to use the designated smoking areas in the university if wishing to smoke.

Smoking in places other than smoking areas, and the entry of those under 20 years old into smoking areas, is prohibited by law. Furthermore, smoking, smoking while walking, and throwing away cigarette butts on the streets around the university is a great public nuisance. Such actions are prohibited. Please behave in a dignified manner befitting that of a Chukyo University student.

Drinking (Alcohol)

Underage drinking is prohibited by law. Flatly refuse any offers of alcohol by those in clubs or circles, by friends, or by seniors, or if being forced to down drinks in one go. Attention should also be paid to those underage who are intending to drink alcohol.

Even if accompanied by an adult, no attempt should be made to forcefully persuade them to drink. Be mindful of alcohol harassment, and take care of anyone who has drunk themselves unconscious.

Religious or Missionary Activities, and Political or Social Activities

Religious or missionary activities, and political or social activities are completely forbidden in the university. Those engaging in such activities will be asked to leave the university.

Prevention of Drug Abuse

The use of drugs (cannabis, stimulants, dangerous drugs, etc.) is a major social issue. Antisocial behavior such as the use or sale of banned drugs is not permitted.

Social Media Use

In addition to being a system which uses the Internet, social media is not something that is used by only a limited number of people.

Be aware that you are in connection with people all over the world when using social media. It is necessary to pay attention to the following five points in particular.

- (1) Information on social media is not necessarily accurate.
- (2) Social rules must be observed even on social media.
- (3) Information on social media is accessible from anywhere in the world.
- (4) Those using social media should do so responsibly, even if using anonymously.
- (5) Carelessly posting information on social media may cause damage to the university, family, or friends.

<Examples which occurred at the university>

- Despite being underage, one student posted their photo together with a comment saying, "I can drink now".
- One student posted slanderous comments about a customer at their place of work.
- One student posted slanderous comments about a certain teacher.

Most of these cases were pointed out by those outside the university!!

Guidelines for the Use of Social Media for Chukyo University Students

The effective use of social media (Facebook, Twitter, mixi, Blog, Google+, LINE, YouTube, etc.) not only ensures that information is conveyed effectively, but facilitates the exchange of information, and aids in the building of mutual relationships.

However, posted information can often cause unintended problems, have great social impact, or significantly affect the posters themselves.

It is therefore necessary for each and every person using social media to have a correct understanding of both the characteristics of each form of media, as well as the responsibility required of them.

At Chukyo University, we have put together a set of guidelines summarizing the

ways of thinking behind the use of social media, as well as points to keep in mind to ensure that students use these tools appropriately, effectively, and safely.

Please be aware of the following points to ensure responsible communication activities as members of Chukyo University.

Compliance with the law

Please observe the laws of Japan, and pay due regard to basic human rights and intellectual property rights (portrait rights, copyrights, trademark rights, etc.) With photographs of people, rights are often recognized based on the personal rights of the subjects of photos in addition to copyrights, and therefore consideration must be given not only to intellectual property rights, but also personal rights.

Compliance with Foreign Countries' Laws and International Law

Even when outside the country for the purpose of studying abroad or traveling, foreign countries' laws and international law must be observed based on the situation in which you find yourself.

Compliance with human rights

Respecting the character and diversity of others, and recognizing different opinions, ways of thinking, and ways of life should be the cornerstone of social media use.

Accurate information

Confirm the accuracy of any content posted on social media before doing so. It is important to understand that the intentional spread of false or inaccurate information may damage the good name and trust of both yourself and Chukyo University.

Awareness of being a member of the university

In revealing that you are a member of Chukyo University, it is important to be fully aware that you come across not just as an individual, but as a representative of the university to society as a whole, and that you make every effort to live up to your image as a member of the university.

Protecting your own privacy

Examine the content of any services used closely, and exercise due caution when registering or disclosing personal information. When posting information using social media, there is always a fear that even if deleted, the information is saved or archived by a third party, and used as personal information in the future. In addition to just personal information, there have also been countless examples in which people have been identified from information such as behavioral history, and therefore due consideration should be given. Furthermore, it is necessary to be aware of the fact that job hunting now involves prospective employers searching for potential new recruits on the Web, and therefore it is necessary to always keep in mind the fact that social media may be used in the future to

Inclusion of statement of exemption from obligation

When communicating personal views on matters relating to the university, disclose your social position as a member of the university, as well as your real name, and use the first person to clarify that your views are those of your own, and not the university's.

Points to be observed when communicating information

Information such as the following must not be communicated.

- (1) Content involving slander, defamation, harassment, or threats
- (2) Content involving the privacy of others
- (3) Content reflecting public policy
- (4) Discriminatory content relating to race or ethnicity, language, politics, religion, the human body, illness, sex, thoughts, or principles
- (5) Other information used for the purpose of commercial behavior deviating from educational or research purposes

Duty of confidentiality, handling of confidential information

Information with duty of confidentiality found out in the university must not be disclosed publicly.

■ Handling of Personal Information

When referring to the privacy or personal information of others, the understanding of the other party must be obtained as a rule.

If the university determines that the content of the communicated information is inappropriate, the university will protect its dignity, launch an investigation for the purpose of fulfilling its social responsibility, and may take disciplinary action.

Student Life Committee

Things to Pay Attention to in Your Everyday Life

Invitations to undesirable groups and dangerous business practices aimed at students with little social experience are now widespread. Students should keep their wits about them and hold their nerve when dealing with such situations.

Ten Conditions for Avoiding Damage

1. Clearly ask for other person's identity and purpose.
2. Do not complete questionnaires on street corners without careful consideration.
3. Have the courage to flatly refuse by simply saying "No".
4. Call 110 in the case of any persistent solicitations.
5. Be particularly on your guard with salesmen who tell you that "it's only available today."
6. Never make unreliable verbal promises.
7. Never sign or stamp anything without checking the content.
8. Never allow yourself to be forced into signing a contract because of a persistent salesman.
9. Exercise your right to a cooling-off (right to terminate a contract unconditionally) period (eight days) even when signing a contract.
10. Do not resign yourself to signing a contract or worry alone, but consult someone qualified in dealing with such issues.

Your student ID and a commission fee are required for all certificate applications. Please refer to the Chukyo University official website for details on commission. It is not possible to issue certificates during periods on which the entire university is closed. Give yourself plenty of time to submit applications.

Issuing location		Type	Issued for	Number of days until issuance
Certificate issuing machine	Student Support Department	Certificate of enrollment ★	1st to 4th year students	Same day
		Health checkup certificate ★	3rd and 4th year students	Same day
		Student discount cards	1st to 4th year students	Same day
	Registrar's Office	Academic transcript ★	1st to 4th year students	Same day
		Certificate of expected graduation ★	4th year students	Same day
Service desk	Student Support Department	Student IDs (re-issue)	1st to 4th year students	Following day
		Health checkup certificate (students who are unable to have certificate issued by certificate issuing machines) ★	1st and 2nd year students	Following day
		Provisional student IDs	1st to 4th year students	Same day
		Enrollment certificates ★	School absentees	Same day
	Registrar's Office	Expected academic transcript ★	1st to 4th year students	Following day
		Expected teacher's license acquisition certificate	4th year students who are taking teacher training course	5 to 7 days
		Graduate school transcript	1st to 4th year students	10 days
		Other certificates	1st to 4th year students	2 to 7 days
	Career Support Department	Recommendatory letter	1st to 4th year students	7 to 10 days

* English versions of certificates indicated with a ★ are issued at the service desks of each department. It takes approximately 7 days to issue a certificate, and therefore we recommend that you apply quickly.

- Certificate issuing machines service hours are as follows.
<Service hours> 9:00 to 18:30
* Machines are not available on designated university holidays such as Saturdays and Sundays, national holidays (excl. days on which there are normal classes), during long vacation periods, and at the end of the academic year.
Machines are located on the 1st floor of Building No. 5.
Please note that certificates can also be issued on campuses at which none of the schools or departments have a machine.
- There may be days during the periods above on which machines cannot be used due to maintenance. (Information provided separately in CHUKYO ALBO.)
- Service desk hours are as follows.
<Service hours> 9:00 to 17:00
Please note that certificates cannot be issued on campuses at which none of the schools or departments have a machine.
- Machines are not available on designated university holidays such as Saturdays and Sundays, national holidays (excl. days on which there are normal classes), during long vacation periods, and at the end of the year.
- Please purchase a certificate stamp for the certificate issuance commission required at the service desk from the certificate stamp issuing machine located in the Registrar's Office on the 1st floor of Building No. 5 or the Student Support Department on the 1st floor of Building No. 4 (Nagoya Campus).
- The issue date may be extended if there are too many applicants.
- Certificates will be disposed of if they remain uncollected after 3 months from the date of issue.

Issuing Certificates After Graduation

If wishing to obtain a certificate after graduation, please refer to the application method, etc. described on the Chukyo University official website.

Library

Students must present their student ID to use the library. Please present your student ID when borrowing books or material from the library.

	Location	Available hours
Nagoya library < NL >	Building No. 1, 1st floor	Weekdays: 9:00 to 22:00 Saturdays: 9:00 to 22:00
Library Service Center < LSC >	Center Building 3rd floor	Weekdays: 9:00 to 20:00 Saturdays: 9:00 to 12:30
Law & Literature Center < LLC >	Building No. 9, 1st floor	Weekdays: 9:00 to 19:00 Saturdays: 9:00 to 12:30

- * Library opening hours and holidays may be subject to change at times other than on regular lecture days. The LSC is also open on holidays during examination periods. Please refer to "Culib News" or the library website.

User Card

Student IDs can be used by undergraduate students, graduate students, research students, credited auditors and credit transfer students (special audit students). User certificates are valid while students are enrolled at university. Personal information can be checked by the library when borrowing books (for checking books on loan, reserving books). Please contact your nearest library for more information.

Borrowing Books or Material

Borrower	Number of books	Period
Undergraduate students, department research students, credited auditors, special audit students	Up to 10 books	Up to 14 days
Graduate students, graduate research students, graduate credited auditors	Up to 30 books	Up to 60 days

- * Books or material from open-shelf collections can be borrowed by all students for a period of up to 14 days (included in number of books indicated in table above).
- * Lending periods are extended during long holidays and when taking practical training.
When writing graduation theses, the lending period for books or material from closed-shelf rooms is extended to 30 days.
The number of books that can be borrowed, and the lending period may differ (preferential lending) for those who are studying to become librarians.

Lending Period Extensions

Please bring your user card and books or material to the library counter by the return date and complete the renewal procedure. The lending period can be extended indefinitely provided that no one has made a reservation.



Nagoya library

Returning Books or Material

Books and material can be returned anywhere at the library counter. It will not be possible to borrow any further books or material if you are even a day late in returning previously borrowed material. In the interests of other users, please return books and material by the return deadline.

During library holidays or when the library is closed, use the Library Service Center book return service. You can also check the title and return date of any books or materials that you are currently borrowing under "My Library" on the website.

Reserving Books or Material

You can reserve books or material that you wish to use that are currently on loan. Reservations can be made by entering your user card number and password at the details screen of the OPAC search results. You can check when reserved books or material are returned to the library under "My Library", allowing you to borrow books quickly. Reserved books and material are held for a period of 2 weeks.

Loss of Books or Material

If borrowed books or material become lost, please notify the library counter immediately. Students who lose books or material will be required to pay for replacements. It will not be possible to borrow any further books or material without completing the necessary procedure.

Group Study Rooms

Group study rooms can be used by two or more students using books or material from the library. Study rooms are available in the Nagoya library, and Law & Literature Center (LLC), and reservations need to be made before these rooms can be used.

Learning Square

Learning Square is an active joint learning space where students can do homework, prepare assignments, or practice presentations using a laptop computer or whiteboard while holding group discussions, and is located in the Nagoya library. As part of learning support, Running Square has learning advisors, who are on hand to help with writing and so on. Learning Square can be used without a reservation.

Personal Study Corners

Personal study corners with seating for one are available in the Nagoya library, Library Service Center, and Law & Literature Center (LLC) for personal study, and can be used without a reservation.

Information Center

The Information Center is responsible for managing the Chukyo University network service and certain computer classrooms.

Information Center staff are on hand to provide help or information on any of the services offered. The center can also be used for private study or printing using computers.

	Information Center service desk	Help service hours (service desk)
Nagoya Campus	Building No. 0, 5th floor	Weekdays: 9:00 to 17:00

Private computer study rooms

Assignments using Microsoft Word, Excel, Power Point and so on can be created and printed.

Available hours	Monday to Friday	Saturdays, Sundays, national holidays, days on which the entire university is closed
Nagoya Campus	9:00 to 18:30	Rooms closed

* Usage hours and days on which rooms are available may be changed suddenly due to weather or disasters, etc. Information on the days and times at which rooms are available is posted on the Chukyo University website and Information Center notice board.

Using private study rooms

- Enter the private study room you wish to use, and use an available computer.
- Rooms where students can use their own computer are also available. Rooms are equipped with power sockets, allowing computers to be used while they are being charged.

Printing

Documents and reports and so on can be printed in the private study rooms on each campus, and in Nagoya Campus printing areas

Color copies can be made by changing the printer settings.

Printing points

The number copies that can be made is managed for each person individually with points.

Each student is given 1,000 points for the year, and additional points can be provided for a fee once the initial 1,000 points have been used up.

Paper size	Monochrome	Color
A4 size	1 point/sheet	5 points/sheet
A3 size	5 points/sheet	5 points/sheet

* Printing is only possible on A3 and A4 sized paper.

Adding printing points

Points can be added 50 at a time (500 JPY).

Purchase a certificate stamp at the certificate stamp issuing machine, affix it to the "Additional Printing Point Application Form" available at the Information Center service desk, and submit the application.

Certificate stamp issuing machine
Nagoya Campus: Building No. 5, 1st floor

* Printing points cannot be carried over to the following academic year.

Notes

- Information Center usage precautions

When using the Information Center facilities or services, please observe the internal regulations and guidelines stipulated by Chukyo University, and follow the instructions of the teachers in charge and Information Center staff.

Those causing serious disruption to the running of the Information Center by violating internal regulations or guidelines, or by failing to follow instructions may be punished by the head of the Information Center by such methods as prohibiting use of the center.

- Computer room usage precautions

Unlike home computers, computers installed in computer rooms are shared facilities. Please pay attention to the following points when using computer rooms. Use will be prohibited if users fail to observe precautions and prohibited items.

- (1) Please check the internal regulations on use of the Chukyo University Information Center before use.
- (2) Data on built-in hard disk drives such as on desktop computers will be deleted.
- (3) Handle devices and books, etc. with care, and return them to their original location after use. Devices or books must not be taken from computer rooms.
- (4) Computer rooms other than private study rooms are locked after classes. Please leave the room as soon as classes are finished.
- (5) **Eating and drinking in computer rooms is prohibited**, as it may lead to computer or other device damage.
- (6) Smoking is prohibited.
- (7) Talking in loud voices, making loud noises, and having loud telephone conversations that inconvenience other users is prohibited.
- (8) The use of games, etc. that have no relation to education or research is prohibited.
- (9) Making computer installation changes or installing software is prohibited.
- (10) Connecting personal devices to the network is prohibited. (This does not apply to wireless LANs.)
- (11) Other actions or behavior which cause inconvenience to the university or others is prohibited.

- Campus network (on-campus network) usage precautions

The campus network is a shared resource. Please pay attention to the following points to ensure problem-free use by all users.

- (1) Run security software (antivirus software) on a daily basis to prevent viruses, etc. spreading to the campus network.
- (2) Use for purposes other than education or research is prohibited.
- (3) Copyright infringement is prohibited.
- (4) The use of file sharing or exchange software (WinMX, Winny, etc.) is prohibited. A list of software whose use is prohibited on the campus network has been posted on the Information Center website section of the Chukyo University website.

Study Rooms and Sports Facilities

Spaces to meet a variety of purposes are available.

■ Group study rooms (building No. 4, 2nd floor)

These are facilities where students of the university can study or train in groups. A reservation is required for use. Submit an application for use and obtain permission at the Student Support Department service desk (Building No. 4, 1st floor).

Available hours	Weekdays: 9:00 to 19:55 * 9:00 to 16:25 during long holidays (Group study rooms cannot be used on designated university holidays such as days with no lectures, Saturdays and Sundays, national holidays (excl. days on which there are normal classes), and on days on which the entire university is closed.)
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Group study rooms are also available in the libraries (1st floor) and School of Law (Building No. 9). Please inquire at the library office and Law & Literature Center (LLC).

■ Individual study rooms (building No. 0, 1st floor)

These facilities provide a space where students can concentrate on their studies alone, and are available to all students of the university.

Available hours	No reservation required Weekdays : 8:30 to 20:00 (Individual study rooms cannot be used on designated university holidays such as days with no lectures, Saturdays and Sundays, national holidays (excl. days on which there are normal classes), and on days on which the entire university is closed.)
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■ Grounds, outdoor tennis courts

A reservation is required for use. (Reservations can be made 7 days prior to use, incl. the day of use.) Groups wishing to use the facilities should apply to the Student Support Department. Furthermore, extra-curricular activity groups can make reservations in advance with a lottery.

Main facilities	Grounds (soccer, futsal, softball), outdoor tennis court
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■ Gymnasium (building No. 10)

A reservation is required for use. (Reservations can be made 7 days prior to use, incl. the day of use.) Groups wishing to use the facilities should apply to the Student Support Department. Furthermore, extra-curricular activity groups can make reservations in advance with a lottery.

* Various types of ball, etc. are available for use in the gymnasium.

Available hours	During lecture periods: posted in gymnasium During long holidays: 9:00 to 17:00
Gymnasium holidays	Designated university holidays such as days with no lectures, Sundays, national holidays (excl. days on which there are normal classes), and on days on which the entire university is closed
User registration fee	Annual fee: 300 JPY (purchase certificate stamp at Student Support Department)
Main facilities	Arena (volleyball, basketball, badminton, table tennis), squash court (squash, dancing), Fitness Plaza, aerobics studio, golf driving range, locker room

* Students can register to use the gymnasium at the gymnasium office. The gymnasium cannot be used by non-students or students from other universities.

* The Fitness Plaza and golf driving range can be used after classes without a reservation. Please ask at the gymnasium for details.

The scholarship system is designed to support the life of students who are having difficulty continuing their studies for economic reasons. In order to allow you to devote yourself to your studies, please find a scholarship from the following to suit you. The scholarship system may change every academic year. Be sure to check the latest information on the website or on CHUKYO ALBO.

Grant-type

Grant-type scholarships

(inquiries: Student Support Department)

Grant-type scholarships are available to undergraduates (excl. students repeating the same class, foreign students) from their second year onward who have an outstanding academic record, but are having difficulty continuing their studies due to financial reasons, and are designed for the purpose of providing equal educational opportunities provided study conditions are met.

Use with Other Scholarships	Restrictions apply (example: not possible for recipients of on-campus scholarships of 500,000 JPY or more)
Number of students awarded scholarship	Scholarships are awarded within the scope of the available budget.
Scholarship amount	200,000 JPY or 500,000 JPY
Number of payments	Once a year (applications may be submitted again for the following year)
Explanatory session announcement	Students are notified on the website and CHUKYO ALBO at the beginning of June.
Application acceptance period	July
Application desk	Student Support Department, Head of Scholarships
Documents for submission	Written application, academic transcript, income certificate, etc.
Notification of selection	October
Selection conditions	GPA, total number of credit units earned, parents' income

Educational financing support scholarship

(inquiries: Student Support Department)

This is intended to provide economic support to those who have paid their school expenses using educational financing provided by a financial institution for economic reasons.

Use with Other Scholarships	Restrictions apply (example: not possible for recipients of grant-type scholarship based on entrance examination grades, recipients of grant-type scholarships from Alumni Association)
Number of students awarded scholarship	Scholarships are awarded within the scope of the available budget.
Scholarship amount	Sum calculated with separately stipulated method based on interest, etc. applied to educational financing.
Number of payments	Once a year (applications may be submitted again after 1 year has elapsed)
Explanatory session announcement	Students are notified on CHUKYO ALBO at the beginning of November.
Application period	November
Application desk	Student Support Department, Head of Scholarships
Documents for submission	Written application, educational financing contract, loan return plan, borrowed funds balance certificate, income certificate, etc.
Notification of selection	January

Disaster recovery assistance scholarship

(inquiries: Student Support Department)

This is intended to provide assistance to undergraduate or graduate students (excl. students repeating the same grade year, foreign students) who are diligent in their studies, and where the residence of the main contributor to the family finances has been damaged by fire, or has suffered wind and flood damage.

Use with Other Scholarships	No restrictions
Number of students awarded scholarship	Scholarships are awarded within the scope of the available budget.
Scholarship amount	200,000 JPY
Number of payments	Once (multiple payments are not made for the same reason)
Application period	Within 3 months of when reason for application occurred
Application desk	Student Support Department, Head of Scholarships
Documents for submission	Disaster certificate
Notification of selection	When making selection decision
Selection conditions	Status of grades, submitted documents (wind and flood damage is limited to regions stated under Disaster Relief Law)

Emergency assistance scholarship

(inquiries: Student Support Department)

This is intended to provide assistance to undergraduate students (excl. students repeating the same grade year, foreign students) who are diligent in their studies, and who are having difficulty continuing their studies due to the family's financial situation because the main contributor to the family finances has been dismissed from their job (not possible for those who have left for their own reasons), whose employer has become insolvent, who have declared personal bankruptcy, or whose whereabouts are unknown.

Use with Other Scholarships	Restrictions apply (example: not possible for recipients of on-campus scholarships, recipients of grant-type scholarship based on entrance examination grades)
Number of students awarded scholarship	Scholarships are awarded within the scope of the available budget.
Scholarship amount	500,000 JPY
Number of payments	Once (multiple payments are not made for the same reason)
Application period	Within 6 months of when reason for application occurred
Application desk	Student Support Department, Head of Scholarships
Documents for submission	Written application, academic transcript, income certificate, explanation of circumstances, explanation of reason, etc.
Notification of selection	When making selection decision
Selection conditions	Status of grades, submitted documents

Education supporters' association scholarship

(inquiries: Student Support Department)

This is intended to realize equal educational opportunities by providing scholarships to those whose guarantor (person paying school expenses) has passed away, or to those who are finding it extremely difficult to continue with their studies due to the death of, or severe disability or impairment of the guarantor (person paying school expenses), following admission to the university.

The purpose of JASSO is "to support the promotion of international mutual understanding and the nurturing of creative human resources who will contribute to the next generation, by creating an appropriate environment for students studying in higher education institutions."

Recruitment Overview

Please check the university website from the middle of March onward for details on the explanatory session date, time, and location.

Recruitment schedule

Applicable to	Dates	Application acceptance deadline	Type	Monthly loan amount	Loan start	Loan period
All grade years	Beginning of April * Middle of October to end of November	Beginning of May * Beginning of November to beginning of December	Category 1 scholarship loan (interest-free)	Commuting to university from other than home 64,000 JPY ★	April * October	Minimum term of study after selection
				Commuting to university from home 54,000 JPY ★		
				Common 40,000 JPY 30,000 JPY 20,000 JPY		
			Category 2 scholarship loan (with interest)	Selection from 20,000 JPY to 120,000 JPY per month in units of 10,000 JPY		

* Please inquire at the Student Support Department for applications outside the recruitment periods above.

* The explanatory session held between the middle of October and end of November may not be held depending on the selection situation in April.

* The amounts indicated with ★ can only be selected when family finance standards for combined use with loan-based scholarships have been met.

Annual Schedule (Reference for 2019 Academic Year)

Details on explanatory session date, time, and location will be posted on CHUKYO ALBO whenever necessary.

Month	Explanatory session	Details	Applicable to
April	Recruitment explanatory session	Application method for scholarships for spring selection	<ul style="list-style-type: none"> Those who have completed reservation procedure while enrolled in high school (1st year students) Those submitting new application after entering university (all grade years)
May	Application acceptance	Application form acceptance	<ul style="list-style-type: none"> Recruitment explanatory session participants
June	Notification of selection	Selection results, initial payment transfer date	<ul style="list-style-type: none"> Those who have applied for a scholarship
November	Special recruitment explanatory session	Application method for scholarships for fall selection	<ul style="list-style-type: none"> Those wishing to apply for fall selection (1st to 3rd year students)
November	Scholarship return (when term expires) procedure explanatory session	Procedures after lending complete	<ul style="list-style-type: none"> Those whose scholarship term is scheduled to end (4th year students)
December	Continuation procedure explanatory session	Method for continuing scholarship in following academic year, refusal procedure	<ul style="list-style-type: none"> Those wishing to continue scholarship in following academic year or refuse scholarship (1st to 3rd year students)

* Special recruitment may not be held depending on the selection situation in April.

* Those wishing to continue receiving a scholarship for the following academic year also must complete the continuation procedure once a year.

* Participation in the explanatory session is a mandatory requirement for those wishing to apply.

External Scholarships Other Than from Japan Student Services Organization (JASSO)

Scholarships are available from local public bodies, private education foundations, and companies, etc.

Some applications are made through the university, and some are made directly to the organizations.

Scholarship candidate recruitment is mainly carried out between April and May, and students should be careful not to miss this opportunity.

Information on recruitment will be posted on CHUKYO ALBO as soon as it becomes available.

Extra-curricular activities include authorized groups belonging to culture clubs or athletic clubs (see below), and circles (approx. 64 groups in academic year 2018) that do not belong to either of these. Each group holds recruitment activities for the spring semester. Please check the details of each activity carefully, and participate positively to ensure a fulfilling student life.

Authorized Groups (Authorized Clubs)

Athletic clubs, 39 groups

Athletic club board of governors	
Nagoya Campus	Aikido club
	Karate club
	Shorinji Kempo club
	Boxing club
Toyota Campus	Archery club
	Ice hockey club
	American football club
	Ultimate club
	Weightlifting club
	Kyudo club
	Kendo club
	Tennis club
	Regulation baseball club
	Golf club
	Soccer club
	Bicycle racing club
	Automobile club
	Judo club
	Semi-hardball baseball club
	Rhythmic gymnastics club
	Swimming club
	Competitive skiing club
	Skating club
	Soft tennis club
	Softball club
	Gymnastics club
	Table tennis club
	Dance club
	Cheerleading club
	Basketball club
	Badminton club
	Volleyball club
	Handball club
	Fencing club
	Lacrosse club
	Rugby club
	Track and field club
	Hockey club
	Recreation club

Cultural clubs, 24 groups

Cultural club executive	
Nagoya Campus	Igo club
	IKAZUCHI TROUPE theatrical club
	New Sounds Jazz Orchestra light music club
	History and culture research society
	Mixed chorus
	Tea Ceremony club
	MC broadcasting club
	Natural science research society
	Calligraphy club
	Brass band
	Chukyo cinema club
	Electronic data processing system research society
	Art club
	Folk song club
	LAWPRAY law research society
	Manga club
Toyota Campus	Japanese music club
	Philharmonic symphony orchestra
	KOGUMAZA astronomy club
	Sound communication
	Child welfare activities club
Toyota Campus	UNICORN comic art club
	TMP broadcasting club
	Chukyo University Hachimae

University Festival Executive Committee, 1 Group

Nagoya Campus University Festival Executive Committee

Sports Promotion Department

The Sports Promotion Department provides support with students' sports activities relating to athletic clubs. All athletic club members are advised to take out an insurance policy, as well as take measures to prevent heatstroke or accident. Furthermore, in addition to providing information on sports available at the university both on and off campus through such means as issuing a sports magazine and posting details of students' sports activities on the official website, the Sports Promotion Department also promotes activities which contribute to the region.

Sports Safety Insurance for All Athletic Club Members

All members of athletic clubs other than those in the School of Health and Sport Sciences are obligated to take out sports safety insurance. Those who have not taken out insurance will not be allowed to participate in activities. New School of Health and Sport Sciences students will be enrolled in the School of Health and Sport Sciences' insurance. New members other than those in the School of Health and Sport Sciences should complete the new enrollment procedure at the Sports Promotion Department promptly. From your 2nd year onward, please complete the insurance renewal procedure at the Sports Promotion Department before the beginning of the new academic year.

Enforcement of Heatstroke Prevention Measures

Take care to prevent heatstroke when playing matches or having practice sessions during the summer months. A portable Wet-bulb Globe Temperature (WBGT) device is available for loan. Measure your wet-bulb globe temperature and take necessary measures to prevent heatstroke when participating in activities between the months of June and October. Record the measurement results on the WBGT record sheet, and submit it to the Sports Promotion Department. Furthermore, if confirmed to be suffering from symptoms of heatstroke during matches or practice sessions, please take appropriate measures as described in the athletic club safety manual (see website). Even if you believe your symptoms are mild, do not decide for yourself that you are okay to continue, but take optimum measures to prevent your condition worsening.

Response to Accidents, etc.

If an accident or other trouble occurs during athletic club activities (practice sessions, matches, training camps, etc.), submit an Accident Report Form to the Sports Promotion Department immediately. Furthermore, in the case of accidents that are a matter of urgency, call the Sports Promotion Department to report the accident.

Sports Information

The Sports Promotion Department provides information on the sports activities of students, graduates, and teaching staff under "Sports" on the university official website, and on Twitter and so on. Please check for information.

University official website "Sports" address

"<http://sports.chukyo-u.ac.jp/>"

Twitter "Chukyo University Fan club" QR Code



Location		Building No. 3, 2nd floor, Toyota Campus
Contact		sports@ml.chukyo-u.ac.jp
Office business hours	Weekdays	9:00 to 17:00
	Saturdays	Rooms closed
Tel		0565-46-6935

Maintaining and improving health is essential to ensure a full campus life.

The university has a system which aims to find out about the health condition of our students, discover illness early, provide preventative examinations, offer consultations, and provide first-aid treatment at all times.

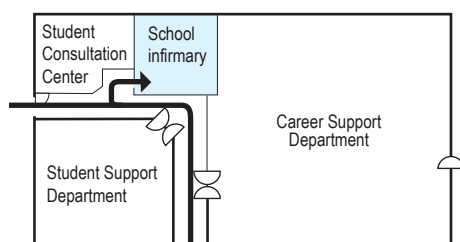
School infirmary (Nagoya Campus)

Please do not hesitate to take advantage of the support provided for concerns relating to your physical well-being.

There is no charge for consultations.

Available hours	Weekdays: 9:00 to 17:00
	Saturdays, Sundays: closed (based on academic calendar)

Nagoya Campus (Building No. 4, 1st floor)



Health Consultations with University Physician

First Monday of every month: 10:30 to 13:00 (in principle)

* Consultations are given on a reservation basis, and therefore reservations should be made at the school infirmary service desk.

Health center (Toyota Campus)

Available hours	Weekdays: 9:00 to 17:00
	Saturdays, Sundays: center closed

Consultations by medical specialists are covered by the health insurance system. Those seeking a diagnosis must bring their student ID and insurance card.

Day of week	Consultation hours	Medical specialties
Month	9:15 to 12:45	General medical consultations , orthopedic consultations
	10:00 to 12:00	Internal medicine consultations (twice a month)
Tuesday	11:00 to 13:00	General medical consultations , orthopedic consultations
Wednesday	9:15 to 12:45 (Physician lectures 11:00 to 13:00)	General medical consultations , orthopedic consultations
Thursday		Closed
Friday	9:15 to 12:45	General medical consultations , orthopedic consultations
Saturdays, Sundays, national holidays		Closed

* Internal medicine consultations finish at 12:00.

* Consultation hours may be subject to change. Any changes will be posted on the health center notice board.

Periodical Health Checkup

This health checkup is provided in accordance with the School Health and Safety Act, and must be taken by all students as a rule. Annual Health Check and Health

If any abnormalities are found, you will either have to undergo a re-examination, or be introduced to a hospital and given health guidance for the purpose of maintaining and improving health.

In addition, "Health Checkup Certificates" necessary for part-time jobs while enrolled at the university, for scholarships, training (overseas), and for job hunting are prepared and issued based on the results of the health checkup.

Health Checkup Certificates

Health Checkup Certificates are issued to those who have undergone a periodic health check for the relevant academic year, and who have completed a re-examination where applicable. Certificates cannot be issued for those who have yet to complete a re-examination, or when there are any other irregularities. (Students are required to present their student ID together with 200 JPY per certificate copy.)

The issue of certificates by certificate issuing machines is scheduled to begin toward the end of April for 4th year students, and toward the end of June for 3rd year students.

The last day on which certificates can be issued by certificate issuing machine is March 18 (excl. office holidays).

For students other than those in the 3rd or 4th years, and when unable to have a certificate issued at a certificate issuing machine, please complete the issue procedure at the school infirmary or health center.

* In principle, certificates are issued the following day. Please submit applications well before the submission deadline. Please note that certificates are only valid within the academic year in which the health checkup is taken, and therefore caution is advised.

Academic Support for Students with Disabilities

In accordance with the "Act for Eliminating Discrimination Against People with Disabilities" enforced in April 2016, private universities (educational corporations) are "prohibited from inappropriately discriminating" against, and are "obliged to make every effort to reasonable accommodate" students with disabilities.

In accordance with this act, the university makes necessary adjustments to ensure that all students receive the same level of high-quality education. Adjustments means building consensus based on consultation between the university and the student with disability, and providing reasonable support and consideration for their needs.

Those students with disabilities wishing reasonable support and consideration from the university should notify the school infirmary or health center of any physical concerns, and the Student Consultation Center of any mental concerns.

Disaster and Accident Insurance for Student Education and Research

The insurance taken out by the university for all students offers compensation for accidents or injuries occurring while carrying out education and research activities. This insurance covers accidents or injuries occurring during the course of the regular curriculum, during university events, while involved in extra-curricular activities (only if certain requirements are met), or while commuting to university (excl. School of Health and Sport Sciences).

This insurance applies only to bodily injury suffered as a result of sudden and unexpected external events, and does not apply to deliberate injuries or those suffered while fighting, or accidents due to activities associated with danger such as whiplash injuries. (Please refer to the "Member Guidebook on Disaster and Accident Insurance for Student Education and Research" for details.)

Please report to the school infirmary or health center quickly (within 1 month) after your first visit to a physician, where you will be given detailed information on the necessary procedure.

The purpose of the Student Consultation Center is to “offer support to ensure that all students have a fuller student life” from admission to graduation. The Student Consultation Center tries to find solutions to problems by listening to, and talking with individual students.

Counselors (clinical psychologists, licensed psychologists) and psychiatrists offer counseling based on the student's concerns. Everything discussed in sessions is bound by a duty of confidentiality. This service is available for all students of Chukyo University. Support is also available for members of students' families.

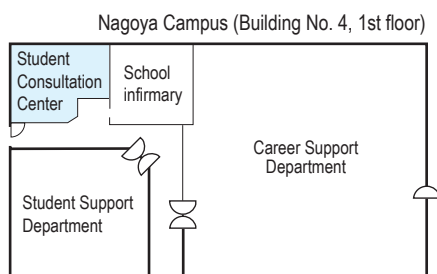
Consultation Details

Why not visit the Student Consultation Center and discuss any problems or concerns you may have with us? Please do not hesitate to contact us, no matter how trivial you feel the matter to be.

For example,

- Concerns about your studies, career path or future
- Self-growth
- Concerns about personal relations with family or friends, teachers, or with those you are involved in club activities with, etc.
- Your poor condition due to stress or mental issues, etc.

Nagoya Campus Student Consultation Center



Available hours Inquiries	Nagoya Campus	
	Weekdays: 9:00 to 17:00	
	☆ 2nd Friday of each month: 14:00 to 17:00 (psychiatrist)	
	052-835-7861 (direct line)	

Campus Harassment

(1) Sexual harassment

Sexual harassment refers to the use of sexual words or behavior against the will of the other party by members of the university when entering school or the workplace, and as a result of this, not only does the victim suffer emotional distress, but it also affects their ability to carry out their studies or job, or gets in the way of their studies or job.

(2) Other forms of harassment

Other forms of harassment is harassment other than sexual harassment, and refers to the use of inappropriate words or behavior against the will of the other party by members of the university using their relation of authority when entering school or the workplace, and as a result of this, not only does the victim suffer emotional distress, but it also affects their ability to carry out their studies or job, or gets in the way of their studies or job.

Campus Harassment Consultation Service

- If am suffering, but have no one I can talk to.
- Is what happened to me harassment?
I don't whether I can prosecute.
- My friend told me about their harassment concerns, but what should I do?



Why not discuss any concerns you may have with the Student Consultation Center or consultants in each school?

All request forms (leave of absence, withdrawal from university) are available at the Student Support Department service desk.

Taking a Leave of absence

The following procedure must be completed by those wishing to discontinue their studies for a lengthy period of time due to illness or other unavoidable reason. Furthermore, it will be necessary to complete the procedure again if extending the leave of absence period.

Leave of absence period	If taking a leave of absence during the spring semester If taking a leave of absence during the fall semester	April 1 to September 20 September 21 to March 31 of following year
Required documents	<ul style="list-style-type: none"> Application for Leave of Absence Medical certificate from physician (only in the case of injury, illness, etc.) <copy acceptable> 	
Enrollment fee	30,000 JPY	
Enrollment fee Payment method	The fee can be paid using either of the following methods. (1) Purchase a dedicated Chukyo University certificate stamp at the university when submitting your "Application for Leave of Absence". (2) Transfer the fee to the designated bank. * If using a certificate stamp, please purchase when submitting your "Application for Leave of Absence". * If paying by bank transfer, please transfer before submitting your "Application for Leave of Absence".	
Submission, payment deadline	If taking a leave of absence during the spring semester If taking a leave of absence during the fall semester	April 30 October 20
	* Requests are accepted before beginning your leave of absence, and after examinations for the relevant semester are finished. * Applications are not accepted on days on which the service desk is closed.	
Submission destination	Student Support Department	
Flow following submission (Overview)	1. A call is made to the student's guarantor for confirmation. 2. A notification is sent to the guarantor following a final decision by the President.	
Notes	* If taking courses or seminars in the spring and fall, please consult the Registrar's Office beforehand.	

Returning to University

Students will be able to return to university automatically once their leave of absence is over. See below for details.

Date of return to university	If returning to university from the spring semester If returning to university from the fall semester	April 1 September 21
Required documents	None * Students will be able to return to university automatically once their leave of absence is over. However, a separate procedure will be required to return to university after being ordered to take a leave of absence by the President.	
Notes	* Please inquire at the Student Support Department to find out your grade year after returning to university. * Promotion is only possible in the spring semester. If enrolled for two semesters or more for each year, students will be promoted to the spring semester for the following academic year (The promotion requirements are different for the School of Engineering, and therefore the Registrar's Office should be contacted for details.) * After the period of leave of absence has come to an end, and you wish to continue your leave of absence, it will be necessary to submit a "Application for Leave of Absence" again.	

Withdrawal from University

The following procedure must be completed by those wishing to withdraw from university.

Date of withdrawal	If withdrawing at end of spring semester If withdrawing at end of fall semester	September 20 March 31
	* The withdrawal date will be the last day of the school term for which school expenses and enrollment fee payments have been made. If not known, please check with the Student Support Department directly.	
Required documents	<ul style="list-style-type: none"> Application for Withdrawal 	
Submission deadline	If withdrawing at end of spring semester If withdrawing at end of fall semester	September 20 March 31
	* Requests are accepted after completing examinations for the relevant semester for which the withdrawal from university is to begin. * Applications are not accepted on days on which the service desk is closed.	
Submission destination	Student Support Department	
Flow following submission (Overview)	1. A call is made to the student's guarantor for confirmation. 2. A notification is sent to the guarantor following a final decision by the President.	
Notes	* Applications to withdraw from the university cannot be made after the submission deadline. * Applications for withdrawal from university cannot be made for a date at the end of a semester for which school expenses have not been paid. * Applications to withdraw from the university cannot be made following expulsion.	

Expulsion

Students will be expelled in cases applicable to (1) to (4) below.

Students subject to expulsion, expulsion date	(1)	Those attempting to remain at university (excl. holiday periods) for more than 8 years	
		If period of attendance ends at end of spring semester If period of attendance ends at end of fall semester	Expulsion date: September 20 Expulsion date: March 31
	(2)	Those who are not expected to complete their studies due to illness or other reason	
		Expulsion date: Inquire at Student Support Department.	
	(3)	Those who have died or whose whereabouts is unknown.	
		Expulsion date: date of death or discovery of unknown whereabouts	
	(4)	Those who have neglected to pay school expenses, etc., those who still fail to make payments even after receiving demands	
		Those who have failed to pay spring semester tuition fee (normal expulsion)	Expulsion date: May 31 (during spring semester)
		Those who have failed to pay spring semester tuition fee (expulsion for those late in paying school expenses)	Expulsion date: July 20 (during spring semester)
		Those who have failed to pay fall semester tuition fee (normal expulsion)	Expulsion date: November 20 (during fall semester)
Notes		Those who have failed to pay fall semester tuition fee (expulsion for those late in paying school expenses)	Expulsion date: January 20 (during fall semester)
		* The expulsion date and expulsion processing date may differ.	
		* A notification is sent to the guarantor following a final decision by the President. * This cannot be repealed for any reason. * Applications to withdraw from the university cannot be made following expulsion. * It will no longer be possible to use on-campus systems (CHUKYO ALBO, MaNaBo, certificate issuing machines, etc.) following expulsion. * There may be cases in which students may "re-enter the university" if expelled for reason (4) above and if wishing to continue their studies at the university again. Please refer to "Re-entering the University" for details.	

University, Withdrawal from University), Change of Address, etc.

Re-entry to University

After withdrawal from university, or being expelled because you are unable to pay school expenses, etc., an application to re-enter the university may be made if wishing to return to the university and resume studies within a fixed period. Refer to the following if wishing to submit an application.

Application possible School, grade year, etc.	School, department (major) in which enrolled, grade year only	
Number of years for which application possible	Please apply within 3 years from the day after the end of the semester for which the last school expenses payment was made. * It may not be possible to apply depending on the total number of years enrolled at the university prior to withdrawal or expulsion.	
Re-entry date	If wishing to re-enter the university from the spring semester	April 1 (academic year following application)
	If wishing to re-enter the university from the fall semester	September 21 (semester following application)
Application period	If wishing to re-enter the university from the spring semester	January 10 to January 31
	If wishing to re-enter the university from the fall semester	July 15 to August 5
	* Applications are not accepted on days on which the service desk is closed.	
Required documents	<ul style="list-style-type: none"> ○ Re-entry Request Form 	
	* The form is available at the Student Support Department service desk.	
	<ul style="list-style-type: none"> ○ Academic transcript 	
	* Please apply at the Registrar's Office.	
	<ul style="list-style-type: none"> ○ Withdrawal Certificate or Expulsion Certificate 	
	* Please apply at the Student Support Department.	
Payment at time of application	Re-entry screening fee	10,000 JPY
Application destination	Student Support Department on Applicable Campus	
Flow following application (Overview)	<ol style="list-style-type: none"> 1. Deliberation by relevant School Faculty Council, final decision by President 2. Notification of acceptance or rejection 3. Submission of admission procedure forms and payment of school expenses, etc. 4. Re-entry to University 	
Notes	<ul style="list-style-type: none"> • Please consult the Student Support Department and Registrar's Office prior to submitting your application. • Students who belonged to seminars are required to have an interview with the Registrar's Office and a teaching advisor. • It is not possible to submit applications to delay school expenses payments when re-entering the university. • It is not possible to submit applications to take a leave of absence for the semester immediately after re-entering the university. 	

School, Department Changes

For those wishing to change the school or department in which they are currently enrolled, permission is given following selection after having taken an examination. (Depending on the school, no examination may be necessary.) If considering a change for the following academic year, check the application requirements and period, etc., obtain an entrance examination guide from the Entrance Examination Center, and complete the application procedure.

Inquiries

Entrance Examination Center (building No. 11, 3rd floor)

<Notes>

1. **Changes to a different school, or department are made at the beginning of the academic year.**
2. **It is not possible to change to 1st year or 4th year.**

Address, Contact (Telephone Number)

Changes to the address or contact for students or their guarantors (person paying school expenses) can be made at CHUKYO ALBO. Failure to complete the change procedure will result in the university being unable to make contact in times of emergency, and failure to deliver mail to the correct address.

Transferring to Another University

Those wishing to transfer to another university are required to obtain an "examination permit" depending on the university at which they will be taking the entrance examination. In this case, please complete the application procedure at the Student Support Department. After obtaining approval from the School Faculty Council to which you belong, a "Transfer Examination Permit Notice" will be sent out.

Payment

The term "payment" refers to a combination of "school expenses" and "miscellaneous expenses".

Payments are divided up into spring semester payment and fall semester payment.

When making payments, a "School Expenses Bank Transfer Form" will be sent out by the Financial Affairs Department (spring semester: April 1 (sealed letter), fall semester: September 21 (crimped postcard). Please check the amount indicated, and use this bank transfer form to transfer the payment at the bank teller window, etc.

- * Spring semester payment for new students is already completed at the time of the admission procedure.
- * The bank transfer form for spring semester school expenses following admission will be sent out on April 1.
- * The bank transfer form for fall semester school expenses will be sent out on September 21.
- * A breakdown of the required payment amounts for each semester can be found on the university website and the "School Expenses Bank Transfer Form".
- * Please be aware that once school expenses have been paid, they cannot be returned.

[Payment Deadline]

Spring Semester	April 30
Fall semester	October 20

A demand will be sent out by the Financial Affairs Department if school expenses are not paid by the payment deadline. Students will then be "expelled" if failing to pay school expenses even after receiving the demand.

■ If unable to pay school expenses by the deadline

Apply for an extension and obtain the permission of the President.
The application procedure is as follows.

1. After receiving a "School Expenses Payment Bank Transfer Form", transfer the payment for each semester.
 2. Obtain a "Application for Deferral of Tuition Fee Payment" from the Student Support Department.
 3. Fill in the necessary items in the "Application for Deferral of Tuition Fee Payment", stamp the form, and then submit it to the Student Support Department and obtain your copy of the form.
Please observe the "Application for Deferral of Tuition Fee Payment" submission deadline (spring semester: April 30, fall semester: October 20).
- * Use the enclosed "School Expenses Payment Bank Transfer Form" to make payment.

[Final Payment Deadline Following Payment Extension]

Spring semester	July 11
Fall semester	January 11

- * Even if permission is obtained, students will be "expelled" if failing to pay school expenses, etc. by the final payment deadline.
Please note that if expelled in the middle of a term, you will not receive accreditation for subjects for either that semester, or for the full year, and therefore caution is advised.

Volunteer Work, Environmental Activities

Every year, as part of our volunteer activities for the region, the university takes part in a variety of campaign activities centered mainly on students, but also with the cooperation of teaching staff, local citizens, and local groups. These events require the efforts of everyone involved, and therefore we kindly ask for your cooperation.

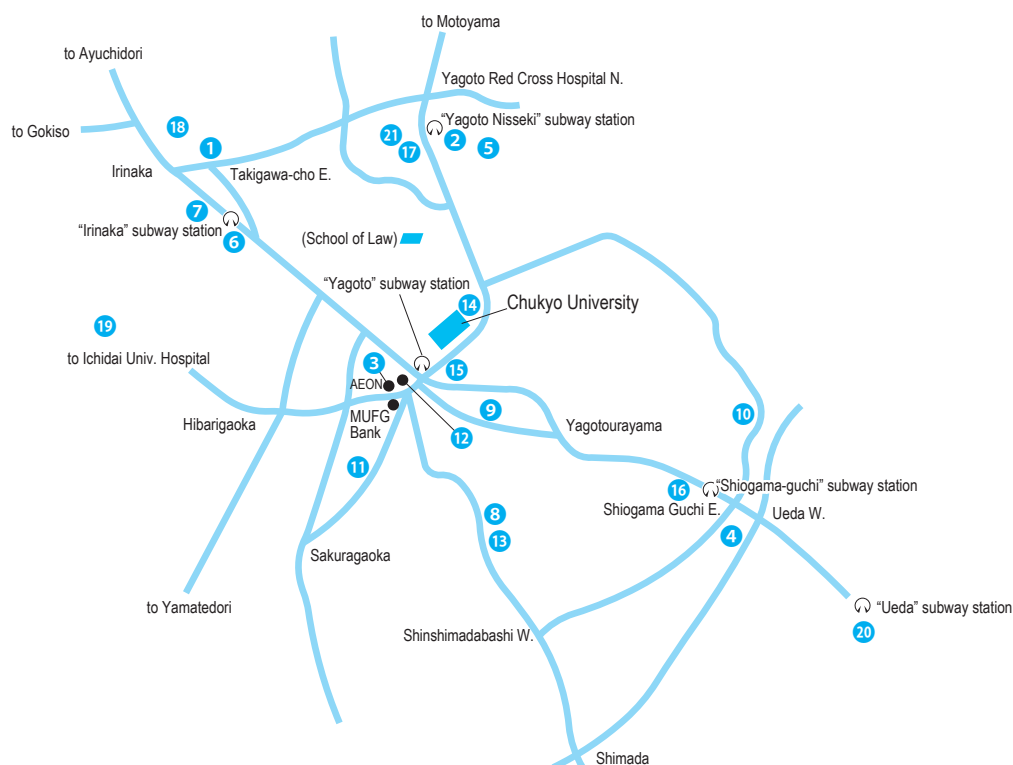
Hospital map

1	Seirei Hospital	General hospital	56 Kawanayamacho, Showa-ku	052-832-1181
2	Japanese Red Cross Nagoya Daini Hospital	General hospital	2-9 Myokencho, Showa-ku	052-832-1121
3	Oh Dental Clinic Yagoto	Dentist	Aeon Yagoto branch, 4th floor	052-836-7064
4	Watarai Internal Medicine Clinic	Internal medicine	Asai Building, 1st Floor, 5-121 Motoyagoto, Tempaku-ku	052-833-1811
5	Itou Dermatology Clinic	Dermatologist	99-12 Myokencho, Showa-ku	052-831-9998
6	Wada Ear Nose and Throat Clinic	Ear, nose, and throat	Piathayato, 2nd Floor, 6-8 Hayatocho, Showa-ku	052-835-3387
7	Irinaka Eye Clinic	Ophthalmologist	7-10 Hayatocho, Showa-ku	052-835-1331
8	Yagoto Eye Clinic	Ophthalmologist	1002 Otokikiyama, Tempaku-ku	052-861-5335
9	Adachi Clinic	Internal medicine	220 Yagotoyama, Tempaku-ku	052-831-9762
10	Yagoto Hospital	Psychiatry, internal medicine, dentistry	1-403 Shiogamaguchi, Tempaku-ku	052-832-2111
11	Ota Orthopedic Clinic	Orthopedics, physiotherapy, dermatology	401 Yagototendo, Tempaku-ku	052-832-3722
12	Aino Dental Clinic	Dentist	1-1 Ishizaka, Hirojicho, Showa-ku	052-833-2855
13	Hayashi Skin Clinic	Dermatologist	1603 Otokikiyama, Tempaku-ku	052-836-1112
14	Yagoto Clinic	Psychosomatic medicine, neurology, internal medicine	Hillcrest 2nd Floor, 5-1-1 Yamatedori, Showa-ku	052-836-5655
15	Sugiura Clinic	Internal medicine	5-33-1 Yamatedori, Showa-ku	052-832-1063
16	Isaji Clinic	Surgery, internal medicine, physiotherapy	1413 Hachiman-yama, Tempaku-ku	052-835-1323
17	Yamate Ladies Beauty Clinic	1st Floor	Gynecology, dermatology, cosmetic dermatology	052-835-8989
	Hondo Ear Nose and Throat	1st Floor	Ear, nose, and throat, allergology	052-861-3341
	Maeda Orthopedic Clinic	2nd Floor	Orthopaedics, physiotherapy	052-861-2251
	Yamatedori Dental Clinic	3rd Floor	Dentist	052-861-3334
	Komorebi Eye Clinic	3rd Floor	Ophthalmologist	052-837-1750
18	Gekkakouan Mental Clinic	Psychosomatic medicine, psychiatry	1-48 Kawanayamacho, Showa-ku	052-762-1171
19	Sakura Clinic	Psychosomatic medicine, psychiatry, sleep disorder outpatients	Riverside Terrace Ishikawabashi B-11, 5-6 Dankeitori, Showa-ku	052-835-8787
20	Takeuchi Psychosomatic Clinic	Psychosomatic medicine	Clock Tower Ueda, 1st Floor, 3-1518 Ueda, Tempaku-ku	052-806-0155
21	Watanabe Internal Medicine Clinic	Internal medicine	Nihonchouzai Yamatedori Building, 2nd to 3rd Floors,	052-861-3450
	Takezawa Cardiology Clinic	Internal medicine	3-8-1 Yamatedori, Showa-ku	052-837-7500

* Be sure to check clinic hours and holidays beforehand.

"Nagoya Medical Association website" <http://www.nagoya.aichi.med.or.jp>

(Current as of November 2017)



Global Education Center

The Global Education Center is the service desk for general international exchange related matters such as the planning and management of overseas training, and accepting and dispatching study exchange students. In addition to providing support for those wishing to study abroad, the Global Education Center also plans and manages many programs and events, and plans international exchanges. The Global Education Center also has international exchange lounges and a learning commons, providing spaces where students can devote their time to language study, or where students and foreign students can enjoy exchanges with one another. Please take advantage of this great resource for self-growth.

Staff are also on hand to help with status of residence application procedures, various types of scholarships, and procedures for moving into the International Student Center.

	Nagoya Campus	Toyota Campus
Location	Center Building, 1st floor	Building No. 8, 1st floor
Available hours	Monday to Friday: 9:00 to 17:00	
Tel	Nagoya: 052-835-7133 Toyota: 0565-46-6949	

Global Education Center website

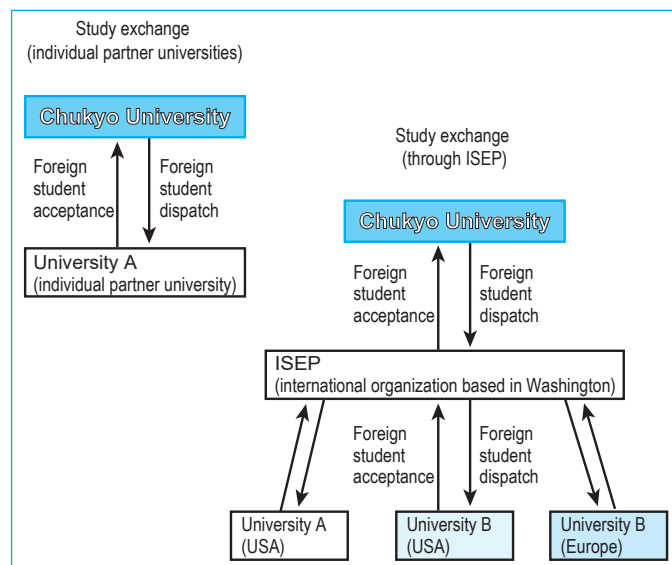
Chukyo University official website → Undergraduates / Teaching Staff → Exchange Student Programs → Global Education Center

Study Abroad

Study exchanges (period: August to May * Differs depending on the region.)

This is a system whereby students take regular courses at an overseas university for a period of approximately 6 months to 1 year while remaining registered at this university. Courses are given in a foreign language such as English, necessitating a high linguistics ability (score of iBT61 or higher in TOEFL®, or 6.0 or higher in IELTS (Academic)). The Global Education Center provides regular advance training for cadets being dispatched for study exchange.

Students participating in study exchanges study in ISEP (International Student Exchange Program) universities (America: approx. 150 schools, other than America: approx. 150 schools) and individual partner universities.



<ISEP>

ISEP is an international university exchange network subsidized by the US government, and is currently able to connect students to academic programs at more than 300 universities all over the world. Through the ISEP study abroad program, students can find universities for overseas study from universities in many regions (countries).

<Individual Partner Universities.>

These are universities with whom this university has a study exchange agreement.

Study exchange dispatch location list
(individual partner universities)

Country	Name of university
United States of America	California State University, Chico
	Boise State University
	Kennesaw State University
	Lincoln Memorial University
	Marshall University
	Western Carolina University
	Clemson University
	Medaille College
	University of Massachusetts, Boston
Canada	Université du Québec à Montréal
Italy	Ca' Foscari University of Venice
	Università degli Studi di Siena
France	Université Grenoble Alpes
South Korea	Ewha Womans University
China	Soochow University
Taiwan	Ming Chuan University

* Please refer to the website for details.

Semester study abroad

(period: end of August to end of December * Differs depending on the region.)

Students wishing to study at one of our partner universities should inquire at the Global Education Center.

Overseas short-term training

(Period: 5 days to approx. 5 weeks during summer and spring breaks)

Students wishing to study at one of our partner universities should inquire at the Global Education Center.

<Accreditation>

Please check with the Registrar's Office for accreditation for each study abroad program.

On-campus International Exchanges

■Global Education Center lounge

The Nagoya Campus Global Education Center has international exchange lounges (Agora, Salone) on the 1st floor of the Center Building, and a learning commons (Porta Linguarum) on the 2nd floor of building No. 16. "Agora" is a hub for foreign students, and serves as an excellent location for international exchange within the university. "Salone" prohibits the use of Japanese as a rule, and provides a great opportunity for cultural exchange while experiencing the languages of a variety of different countries and regions. And "Porta Linguarum" offers not only spaces for individual study, group study, and educational guidance, but also has a lounge space where students can engage in a wide range of language studies.

■Let's all enjoy international exchange!

Exchange time has been created at the Global Education Center international exchange lounge to allow students to enjoy relaxing conversation either in a one Japanese to one foreign student basis, or on a two Japanese to one foreign student basis. This event allows students to listen to foreign language' native languages including English, French, Korean, Chinese, and Thai, and provides a great opportunity for cultural exchange while sharing opinions on a variety of topics and enjoying lunch together. This event is held from 12:20 to 13:00 (lunchtime) on Mondays, Tuesdays, Thursdays, and Fridays, and reservations must be made at the Global Education Center beforehand. Students will be notified of reservation periods and methods by the Global Education Center on CHUKYO ALBO at the beginning of each semester.

Career Support Department

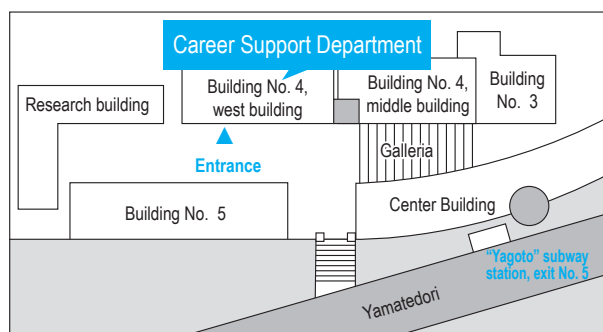
The Career Support Department offers support with students' career-path selection. We also have dedicated English-speaking staff available. Please don't hesitate to come along and discuss your future career path.

Available Hours and Location

	Nagoya Campus
Location	Building No. 4, 1st floor
Available hours	Monday to Friday: 9:00 to 17:00
Tel	052-835-7166

* Hours may be subject to change due to events, etc.

<Nagoya Campus>



Post-educational Support Center Work

The post-educational support center was established for the purpose of improving educational instruction for students, and promoting mutual friendship among members by working closely with guardians (members) and the university to form mutually cooperative relationships. The Post-educational support center contributes to the development of both students and the university through such activities as holding informal educational exchanges in all areas throughout the country, by providing students with support, and ensuring that students have the best educational facilities and equipment possible.

Main activities, events

Scholarship System

This is a system intended to provide scholarship money to guarantee study conditions for those who are finding it extremely difficult to continue with their studies due to the death of their guarantor (person paying school expenses), or due to severe disability or impairment, while enrolled at the university.

Educational Encouragement Awards

This is a system in which 7 students in their 2nd to 4th years, and from the School of Global Studies with outstanding grades (selection based on number of credit units, GPA, etc.) in all schools are publicly recognized by awarding honorable certificates and incentives, thus further enhancing their motivation to learn.

(1) The standard for 1st and 2nd year students is as an annual number of credit units of 30 or higher. (2) The standard for 3rd year students is as a total number of credit units of 120 or higher. (School of Psychology: 114 credit units or higher, School of Engineering: 118 credit units or higher) (3) The top 10 students in each department are selected as candidates for an educational encouragement award based on their GPA (grade point average).

* GPA calculation method

$$\left(\begin{array}{l} 4.0 \times \text{number of S credit units} + 3.0 \times \text{number of A credit units} \\ + 2.0 \times \text{number of B credit units} + 1.0 \times \text{number of C credit units} \end{array} \right) \div \begin{array}{l} \text{Total number of course registration credit units} \\ \text{(also includes number of D (X) and F credit units)} \end{array}$$

Alumni Association Work

The Alumni Association was established to further develop the alma mater, and to encourage exchanges and build friendship among its members. The role of the Alumni Association is to foster a sense of unity and love for one's school among graduates through a variety of activities such as holding Alumni Association meetings and lectures, and providing assistance to those actively involved in culture and sports.

Main Activities, Events

Branch Organization

There are five Alumni Association branches in Aichi Prefecture, 46 branches in other prefectures, and 5 branches overseas (Taiwan, USA (2 branches), Australia, Canada), making a total of 56 branches.

II. Course Guide

1 Class Handling, Registrar's Office

Inquiries

Registrar's Office: Building No. 5, 1st floor, Nagoya

Class Time (1 period: 90 minutes)

Class times differ for each campus.

Period	Campus	Nagoya Campus	Toyota Campus
1		9:00 to 10:30	9:30 to 11:00
2		10:45 to 12:15	11:10 to 12:40
3		13:10 to 14:40	13:30 to 15:00
4		14:55 to 16:25	15:10 to 16:40
5		16:40 to 18:10	16:50 to 18:20

Period	Campus	Nagoya Campus
A period		9:00 to 10:00
B period		10:10 to 11:10
C period		11:20 to 12:20

Reading Classroom Numbers

Classrooms are indicated with either a number or a letter of the alphabet. Please refer to the campus map >>> See P6 to 7 for the locations of each building.

<Basic building indication method>

4	3	1	5	8	A	2	1	1	2
Building No.			Building No.			Building No.			
Floor No.			Floor No.			Floor No.			
Passageway No.			Passageway No.			Passageway No.			

<Nagoya Campus Center Building (Building No. 0) indication method>

* In the case of 4 digits, the last 2 digits indicate the classroom number.

0	7	D	0	8	1	0
Building No.			Building No.			
Floor No.			Floor No.			
Passageway No.			Passageway No.			

Cautions Relating to Classes

Please observe manners during classes (the use of mobile phones and smartphones, etc., as well as eating and drinking is prohibited). Furthermore, information relating to classes is available on CHUKYO ALBO. Shirking one's responsibility because of failure to check CHUKYO ALBO is not acceptable, and therefore students are strongly urged to check CHUKYO ALBO once a day.

Absence from Classes

The university has no system in place for absence from classes due to mourning or authorized absences. If planning to be absent from class, please inform the teacher in charge of classes and follow their instructions. The teachers in charge of classes are solely responsible for dealing with class absences. Please pay attention to the following points.

If absent for 30 days or longer

If absent from classes for 30 days or longer due to illness, injury (a medical certificate is required) or other legitimate reason, obtain the necessary form from the Registrar's Office, enter the necessary items, and then submit the completed form to the Registrar's Office (proxy submission acceptable).

If absent for teaching practice, nursing care experience

If absent from classes due to reasons relating to courses such as for teaching practice, obtain the prescribed form from the Teaching Support Department, enter the necessary items, and then submit the completed form to the teacher in charge of the relevant subject.

If absent for job hunting

If absent from classes for job hunting or to visit companies, etc., please inform the teacher in charge of the relevant subject beforehand. Authorized absence request certificates, etc. are not available from the Career Support Department or Registrar's Office.

Handling of Classes, etc. in Times of Emergency

Weather Warnings			
If a storm warning ^{*1} or emergency warning ^{*2} is issued to the Aichi Prefecture area (excl. northern and southern areas of Higashi Mikawa) by the Meteorological Agency	If an announcement is made	Warning lifted before 07:00 (incl. 07:00)	Normal classes from 1st period onward
		Warning lifted after 07:00 (not incl. 07:00) and before 11:00 (not incl. 11:00)	Normal classes from 3rd period onward
	If a weather warning is strike	Warning lifted from 11:00 onward (incl. 11:00)	Class cancellations However, there will be no evening lectures if warnings are lifted from 16:00 onward (incl. 16:00).
Classes will be canceled immediately, and students will be asked to leave the university promptly.			
Nankai Megathrust Earthquakes			
When special bulletin announced	If an announcement is made, or students are asked to assemble	Warning lifted before 07:00 (incl. 07:00)	Normal classes from 1st period onward
		Warning lifted after 07:00 (not incl. 07:00) and before 11:00 (not incl. 11:00)	Normal classes from 3rd period onward
	If an announcement is made, or students are asked to assemble	Warning lifted from 11:00 onward (incl. 11:00)	Class cancellations However, there will be no evening lectures if warnings are lifted from 16:00 onward (incl. 16:00).
Classes will be canceled immediately, and students will be asked to leave the university promptly.			
Legal Communicable Diseases, Other Disasters Such as Terrorism			
If disasters caused by other than storms, heavy rainfall, heavy snow, or earthquakes (legal communicable diseases, bomb threats, terrorism, secondary disasters, etc.) occur, and this has been judged to affect university activities, students will be notified by posting information on notice boards, by broadcasting information throughout the university, or by posting information on the university official website.			
Public Transport Strikes			
If JR Tokai, Meitetsu, or Nagoya Municipal Bus or Subway go on strike		Warning lifted before 07:00 (incl. 07:00)	Normal classes from 1st period onward
		Warning lifted after 07:00 (not incl. 07:00) and before 11:00 (not incl. 11:00)	Normal classes from 3rd period onward
		Warning lifted from 11:00 onward (incl. 11:00)	No lectures for any periods

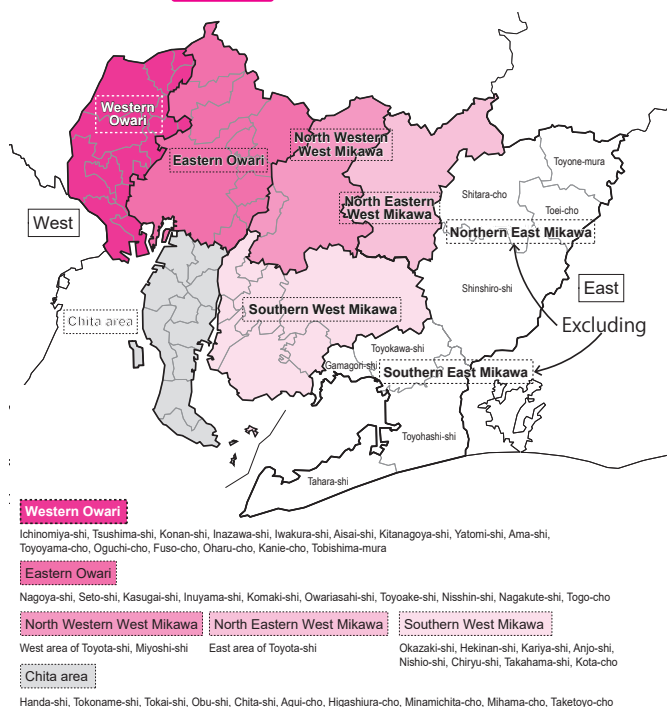
*1 Storm warnings also include blizzard warnings.

*2 Emergency warnings applies to heavy rainfall emergency warnings, storm emergency warnings, blizzard emergency warnings, and heavy snow emergency warnings.

*3 If weather or other disasters are expected to result in the suspension of public transport, measures such as canceling classes may be taken prior to the storm warnings, etc. being issued by the Meteorological Agency.

Note 1. The above applies even during examination periods.

2. Students will be notified of class cancellations in times of emergency on the university official website. >>> See P8



Intensive Courses

This refers to classes conducted on a short-term basis to boost teaching effectiveness. Information on lecture subjects, dates, and locations are provided in school course timetables, or under "Notices" on CHUKYO ALBO.

Class Cancellations

Classes may be canceled due to personal reasons of the teacher in charge. Students will be notified of class cancellations on CHUKYO ALBO as a rule.

Note

- * By registering your e-mail address, you will be notified of class cancellations by e-mail. >>> See P9

Make-up Lectures

Make-up lectures will be given for those subjects for which classes are canceled. Students will be notified of make-up lecture dates and locations on CHUKYO ALBO. **Note**

- * By registering your e-mail address, you will be notified of make-up lecture dates and locations by e-mail. Other class make-up lectures may overlap on days with scheduled make-up lectures. Consult the teacher in charge.

>>> See P9

Classroom Changes

Students will be notified of any classroom changes on CHUKYO ALBO. **Note**

- * By registering your e-mail address, you will be notified of class cancellations by e-mail. >>> See P9

Note

Students will be notified of class cancellations, make-up lectures, and classroom changes, etc. on CHUKYO ALBO, and therefore the site should be checked whenever necessary. Information on class cancellations, make-up lectures, and classroom changes may not be delivered by e-mail until the second week of classes. Check "Cancellations of classes" or "Makeup classes" on CHUKYO ALBO, or at the "Timetable" screen at the top of CHUKYO ALBO.

Textbooks

New Students

Dates on which new student textbooks may be purchased are specified. Please purchase your textbooks after checking the information on purchasing textbooks handed out during course guidance.

Undergraduate Students

There is a specific period during which undergraduate students are required to purchase textbooks. Please purchase your textbooks after checking the information on purchasing textbooks for each school at the bookstore. Please ask at the bookstore if you have any questions regarding the sale of textbooks.

Location

Chukyo University Co-Op bookstore, basement of Building No. 0

Registrar's Office

Main Work Carried Out by the Registrar's Office

1. Matters relating to course registration
2. Matters relating to classes and class cancellations, make-up lectures, classroom changes
3. Matters relating to examinations
4. Matters relating to the issuance of various certificates such as academic transcripts and certificates of expected graduation
5. Matters relating to advancement and graduation

Location

Nagoya Campus, Building No. 5, 1st floor

Business Hours

	Business Hours
Weekdays	9:00 to 17:00
Saturdays (make-up lecture days only)	9:00 to 12:30

- * The Registrar's Office is not open during the Obon holidays and New Year's holidays.
- * Check the school year calendar (calendar of events) >>> See P4 to 5 for details on which days the Registrar's Office is closed.

Inquiries to Registrar's Office

Please come to the Registrar's Office service desk if you have any inquiries relating to the work carried out there. Please pay attention to the following points.

The Registrar's Office does not call students or handle inquiries by telephone.

The Registrar's Office sometimes receives calls from outside the university requesting that students be called, however, the office has no way of ascertaining the location of each student in the university. Consequently, the Registrar's Office does not respond to requests by telephone, or broadcast messages on the campus. Please notify your family and friends of this.

We cannot give out the addresses of friends.

The Registrar's Office sometimes receives calls asking for the address or telephone numbers of friends, however, in the interests of protecting privacy, we do not divulge such information.

The Registrar's Office does not pass on messages to teachers.

Neither telephone numbers nor e-mail addresses are given out at the Registrar's Office.

Course Registration

Course registration involves creating your own timetable and registering the class subjects you wish to take using a computer. Timetables are created using the following material ((1) to (3)).

Material used for course registration

(1) Student handbook (2) Syllabuses (accessible from Web) (3) School subject timetables (accessible from Web)

1st year students should register together with staff for the spring semester. 1st year students must register by themselves for the fall semester onward.

Course Registration Precautions

- Consider carefully, taking minimum credit units required for graduation and class content into consideration. Once selected, subjects cannot be canceled as a rule.
- Be sure to register for courses within the specified course registration period and time. Check the school year calendar P4 to 5 for the course registration schedule [▶▶▶ See P4 to 5](#). Please note that schedules may be subject to change. Be sure to check the detailed date and location under "Notices" on CHUKYO ALBO.
- Ensure that you have registered for courses correctly during the course registration correction period.
- **Courses cannot be registered for using smartphones** (operation is not guaranteed). Please use CHUKYO ALBO on a computer.

(1) Student Handbook



Contains information necessary for university life. The student handbook contains information on the minimum credit units required for graduation, an overview of the curriculum, lists of subjects common to all schools and subjects unique to each school, and compulsory subjects, etc. Store the handbook in a safe place until graduation.

(2) Syllabuses



Syllabuses can be viewed via the Internet, and help students decide which classes to take when registering for courses.

[▶▶▶ See P10](#)

Syllabuses contain such information as an overview of classes, objectives, methods, evaluation criteria, textbooks and teaching materials, reference literature, and curriculums.

(3) School subject timetables



These are used when creating timetables for the spring and fall semesters. It contains information on "Day periods" and "Teachers in charge" for each class subject, as well as "Classrooms".

PDF versions of timetables are posted on the official university website around the middle of March for undergraduate students.

* The student handbook, syllabuses, and school subject timetables can be viewed from the official university website.

Course Registration Flow



Course Registration Method

(1) Display registration application screen from CHUKYO ALBO

Click "Class registrations"

(2) Select day of week and period

Click "+" for desired day of week and period. Click "+" for "Intensive, other" at bottom of the page for intensive course subjects.

* If screen at (2) does not appear, refer to "Preparation/Personal Information Registration" below.

(3) Select subjects

1) Select subjects to register for.

2) After selecting, click [Select].
* Repeat steps (2) to (3).

It is necessary to change tab if selecting qualification or teacher training course subjects.

(4) Register for a course

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1) After selecting all desired courses, click [Apply].

* After clicking, it may take some time to receive a response.

2) The registration complete screen appears. Click [Return to Application Status Screen].

(5) Check registered subjects



The background color for registered subjects changes from yellow to orange. Certain subjects may be subject to a lottery, and therefore registration may not be final depending on the timing of the application.

Ensure that the subjects registered for, and teachers in charge of classes are correct, and then log out.

4 Checking Timetables, Credit Unit Acquisition Status, Grades, and GPA

Inquiries

Registrar's Office: Building No. 5, 1st floor, Nagoya

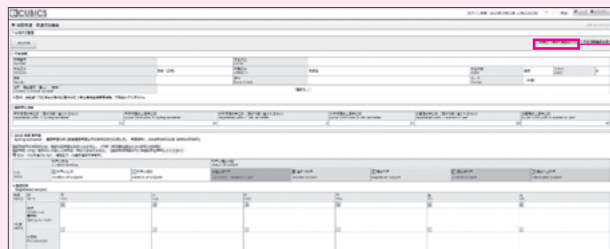
Checking Timetables, Credit Unit Acquisition Status, Grades, and GPA

(1) Display course registration applications, grades/timetable check screen



Click "Class registrations"

(2) Display grades and class schedules output screen

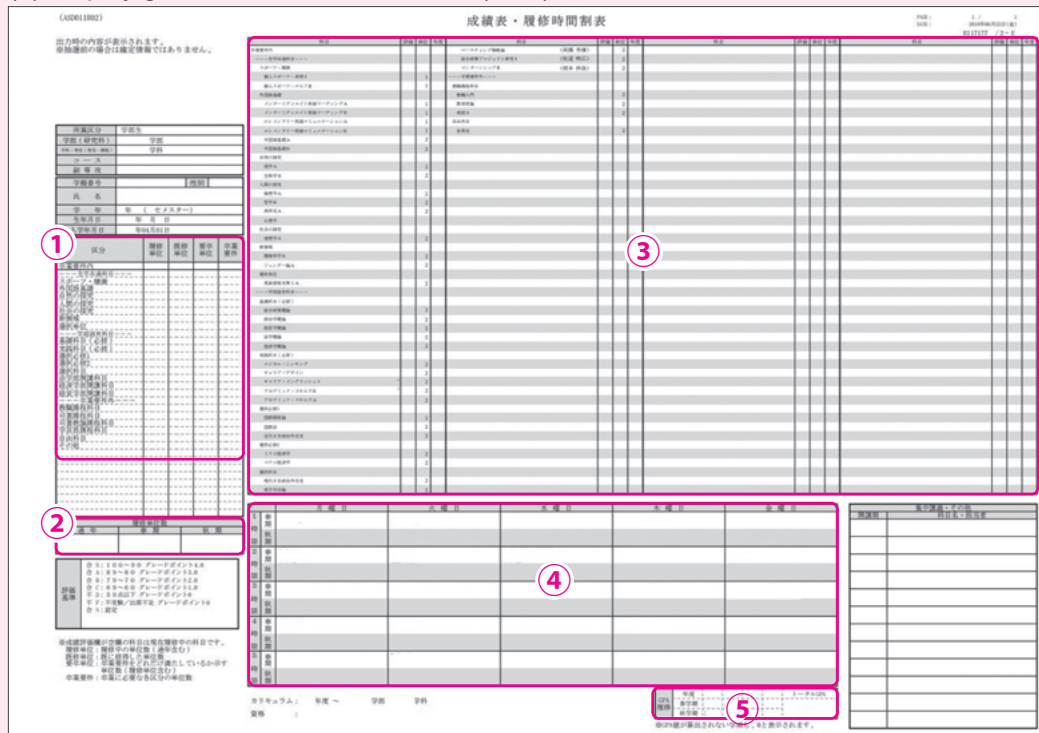


Click [Output Grades and Class Schedules].

* It may not be possible to download from smartphones.

* If screen at (2) does not appear, refer to "Preparation/Career Path Information Registration" below.

(3) Display grades and class schedules (PDF) screen



It may not be possible to view certain periods. Screenshots of output grades and class schedules can be taken and saved.

① Credit unit acquisition status field

The current enrollment and credit unit acquisition status, and number of credit units in each category necessary for graduation are displayed.

② Credit units for current semester

The number of credit units for courses being taken is displayed.

A value divided by 2 is counted as the course registration credit unit limit for each semester for spring and fall subjects.

Example) (4 spring and fall subject credit units/2) + (20 spring semester credit units) = 22 spring credit units

③ Enrolled subject, acquired credit unit lists

Lists of currently enrolled subjects, subjects taken so far, and respective grades for each subject are displayed.

④ Course timetables

Timetables for registered subjects are displayed.

* Information in output timetables is displayed.

* Timetables can also be checked at MaNaBo.

* Intensive course subjects are displayed in the "Intensive course, other" field in the lower right.

⑤ GPA field

The total GPA and GPA for each semester are displayed.

Examination Types

■ Regular Examinations

These are examinations held during the stipulated regular examination period for the academic calendar.

■ Resit Exams

These are examinations held for students who were unable to sit regular examinations due to illness or other unavoidable reason.

■ Reexamination

Opportunities for reexamination are not available at Chukyo University.

Examination Conditions

1. Subjects should be those for which course registration has been carried out.
2. Students should have attended two thirds or more of the total class time for the relevant subject.
3. School expenses should have been paid.

(Examination Precautions)

1. Please follow the instructions given by the supervisor.
2. Please ensure that there is one empty seat between each student.
3. Please place your student ID on the desk. It is not possible to take examinations without your student ID. Please ask the Student Support Department to issue you a provisional student ID before the examination starts.
4. Please store all items other than writing implements or authorized materials, etc. in your bag.
5. Devices such as mobile phones or smartphones cannot be used in place of a clock. The use of watches with functions other than that for telling the time such as watch-type wearable devices is also prohibited. Please turn OFF the power and alarms on these devices, and place them in your bag.
6. Do not draw characters, diagrams, or symbols, etc. on the desks. Please erase any such marks that have already been drawn on the desks.
7. Latecomers will be allowed entry to examination rooms up to 20 minutes after examinations have begun. Entry will not be permitted from that point onward.
8. Students will not be permitted to leave examination rooms until at least 30 minutes after examinations begin. Please note that re-entry to examination rooms is not permitted until examinations are finished.
9. If leaving the examination room, please do so quietly in order not to disturb others.
10. The lending of personal items and whispering during examinations is prohibited.
11. Examinees must submit their own examination papers.
12. Examination papers must be submitted even if none of the questions have been answered. Please note that examination papers cannot be taken from examination rooms.
13. If you feel that you will be unable to take the examination at the designated examination room due to such reasons as illness or injury, please notify and obtain instructions from the Registrar's Office.
14. No one other than examinees is permitted entry to examination rooms.

Examination Time (1 period, 60 minutes)

A single examination lasts for 60 minutes (common to both regular examinations and resit exams).

Period	Time (common to both Nagoya, Toyota Campuses)
1	9:30 to 10:30
2	11:00 to 12:00
3	13:00 to 14:00
4	14:30 to 15:30
5	16:00 to 17:00

Regular Examinations

Regular examinations are held once in the spring semester, and once in the fall semester. Timetables for regular examinations are announced approximately 1 week prior to regular examinations (posted on website, etc.) Changes to timetables after announcement are posted under "Notices" on CHUKYO ALBO. Furthermore, reference materials, etc. that may be taken into examinations, as well as the scope of examinations is not announced by the Registrar's Office, or on CHUKYO ALBO. Instructions will be given directly by the teachers in charge of classes during the relevant classes.

* Please check "Reports" [▶▶▶ See P48](#) for information on the submission of reports for regular examinations.

Resit Exams

Resit Exams

These are examinations held for students who were unable to sit regular examinations due to illness or other unavoidable reason.

Resit exams are held for all grade years. If absent from regular examinations for a legitimate reason, enter the necessary items on the "Regular Examination Absence Notice" available from the Registrar's Office, append a document (medical certificate, etc.) proving the reason for absence, and submit the form to the Registrar's Office. Please note that reports for those subjects requiring reports for regular examinations may be appended and submitted. Instructions on absence from examinations other than those during the regular examination period will be given directly by the teachers in charge of classes. Students who are absent from resit exams, and students who fail resit exams will not be permitted to sit resit exams again.

<Applicable subjects>

Subjects for which regular examinations are held during the regular examination period.

<Procedure>

Please submit the following forms to the Registrar's Office within 7 days, counting from the day after the examination for the relevant subject from which you are absent.

<Documents for submission>

1. Regular Examination Absence Notice (available at Registrar's Office service desk)
2. Original of document capable of proving reason for absence (see below) (enter student number on original)

<Examination eligibility requirements>

Reasons (1) to (6) below will be accepted as reasons for absence.

Reason for absence	Required documents
(1) Suspension of service or lateness due to public transport related accident or trouble, etc.	Accident, lateness certificate issued by public transport
(2) Illness or injury	Medical certificate issued by a medical institution * The period of absence must be indicated.
(3) Death or funeral of a relative (within third degree of relationship)	Copy of death certificate or document showing the funeral schedule
(4) Participation in competition or tournament at national level or higher as a representative of the university	Program for the tournament or document proving participation
(5) Written test or interview, etc. as part of job hunting	Document, etc. clearly indicating the test or interview date * In this case, however, it will be necessary to submit a "Regular Examination Absence Notice" issued by the Career Support Department.
(6) Items accepted by School Faculty Council for other legitimate reasons	Document proving, or document capable of proving the reason for being unable to sit an examination

* Please be aware that arriving late for an examination after using your own car cannot be proven, and as such, will not be accepted as a reason for absence or lateness.

<Examination dates>

Check the academic calendar (calendar of events) for details on which days examinations are held. [▶▶▶ See P4 to 5](#)
Information on whether examinations are being held, examination dates and times, and examination methods is provided under "Notices" on CHUKYO ALBO.

* Depending on the subject, examinations may not necessarily be held.

<Assessment>

Examinations are normally assessed by giving a grade of S, A, B, C, D (X), or F.

Report Types

1. Reports submitted as assignments during class
2. Reports in place of examinations
3. Reports submitted as assignments to apply for credit units

Items Prohibited with Regard to Report Creation

1. The submission of reports containing references or quotes from material created by others, or from information found on the Internet without stating so, or without naming the source, is not permitted.
2. The submission of reports created by others as your own is not permitted.
3. Asking others to create a report and submitting it as your own is not permitted.
4. The creation of reports for others is not permitted.
5. Receiving reports created by others for the purpose of copying them is not permitted. Furthermore, providing others with theses or reports that you have created for the purpose of copying is not permitted.
6. In addition, actions which impair the fairness of theses or reports are not permitted.

Submission Precautions

Reports differ in terms of theme, number of pages, and submission deadline, etc., and therefore particular caution should be paid to the following.

1. Attach a cover page to your report.
2. Fill in the cover page (theme, name of subject, teacher in charge of class, school, department, grade year, student number, name) and "Report Receipt Certificate" with a pen.
3. Revisions or corrections cannot be made to submitted reports, even if before the submission deadline.
4. Please follow the instructions given by the teachers in charge of classes regarding any other details.

(1) <If submitting directly to teacher in charge of class>

Please follow the instructions given by the teachers in charge of classes regarding the report submission method, location, and period.

(2) <If submitting a report in place of a regular examination>

Please submit on the date and classroom specified in the regular examination timetable. Submission will not be possible following failure to enter the designated classroom up to 20 minutes after examinations have begun.

(3) <If submitting to the Registrar's Office>

Enter the necessary items on the "Report Receipt Certificate" provided by the Registrar's Office. Information on submission periods and reception hours can be found under "Notices" on CHUKYO ALBO. Please note that reports will not be accepted after the submission deadline, no matter the reason.

Improper conduct

Students engaging in improper conduct (see "Chukyo University Examination Regulations") during regular examinations will be awarded a grade of "F" (examination not taken) for all subjects (excl. report subjects) taken during the relevant regular examination period, and will also be suspended for a fixed period of time. Furthermore, it will not be possible to sit resit exams.

<Chukyo University Examination Regulations> (excerpt)

(Improper conduct during regular examinations)

Article 9 Improper conduct during regular examinations refers to conduct by the student sitting the examination, or forced to sit the examination in violation of their duties which applies to the following items.

- (1) Being in possession of material containing content on the subject for the examination being sat
- (2) Being in possession of a device with communication functions, or function that allows users to record or view characters or images, etc.
- (3) Exchange or loan of answer papers, etc.
- (4) If content on the subject for the examination being sat has been written on the desk, etc.
- (5) If the examination is sat by someone other than the student who should be sitting it
- (6) If the answers of others have been copied
- (7) If the answer paper is brought into the examination room from outside
- (8) If looking at unauthorized notebooks or textbooks, etc.
- (9) Giving or obtaining answers verbally, etc.
- (10) Borrowing or lending authorized reference material
- (11) Failing to follow instructions given for verification of the preceding items
- (12) Significantly interfering with supervision work being carried out by the examination supervisor
- (13) Other actions equivalent to any of the preceding items

(Disciplinary action for improper conduct)

Article 10 Any improper conduct involving regular examinations that is discovered shall be deliberated by the educational affairs committee, and a decision on disciplinary action shall be made by the School Faculty Council to which the person responsible for the improper conduct belongs. Disciplinary action shall involve suspension for a fixed period of time, and with the exception of report subjects and examinations sat outside the regular examination period, a grade of "F" shall be awarded for all class subjects for which regular examinations are sat during the regular examination period for the relevant semester. Please note that a grade of "F" shall also be awarded for spring and fall subjects for which regular examinations are sat during the spring semester regular examination period.

<Chukyo University Examination Regulations> (excerpt)

(Delinquency involving regular examinations)

Article 11 Delinquency involving regular examinations refers to conduct applicable to the following items.

- (1) If the paper used for the examination is not the prescribed paper
- (2) Failure to following the instructions of the examination supervisor, except in cases applying to items 11 and 12 in Article 9
- (3) Failure to place own student ID on the desk when sitting examinations
- (4) Other cases equivalent to preceding item 3

(Disciplinary action for delinquency)

Article 12 Any delinquency involving regular examinations that is discovered shall be deliberated by the educational affairs committee, and a decision on disciplinary action shall be made by the School Faculty Council to which the person responsible for the delinquency belongs. Disciplinary action in such cases shall involve awarding a grade of "F" for the relevant examination subjects. Please note that spring and fall subjects shall be dealt with in the same manner as Article 10.

Research ethics

Students shall also be dealt with in the same manner as researchers when engaged in research activities. For example, students shall be subject to punishment following wrongdoing such as the following involving research for the purpose of graduation theses, or writing papers.

■ Improper conduct involving research

Forgery
Creating non-existent data or research results, etc.
Tampering
Making changes to research material, equipment, or processes, and altering data, results obtained through research activities to non-genuine data.
Misappropriation
Reusing the ideas, analysis methods, data, research results, theses or terminology of other researchers without the understanding of the relevant researcher, or without appropriately indicating the source of the material.

Delinquency

If students are involved in acts of delinquency (see "Chukyo University Examination Regulations") involving regular examinations, a grade of "F" shall be awarded for the relevant examination subjects. Furthermore, it will not be possible to sit resit exams for the relevant subjects.

Grading Criteria

Grades are awarded based on examinations (written, oral, practical, etc.), reports, class attendance, etc. using evaluation methods and criteria determined by the teachers in charge.

Grading criteria is as follows.

Category	Comment	Score	Grade Point (GP)	Evaluated content (English content)
Pass	S	100 to 90 points	4.0	Excellent
	A	89 to 80 points	3.0	Very Good
	B	79 to 70 points	2.0	Good
	C	69 to 60 points	1.0	Pass
	N	Accreditation	-	Credit given under credit provision
Fail	D (indicated by X)	Less than 60 points	0.0	Fail
	F	Examination not taken	0.0	Withdrawal

GPA

GPA is an abbreviation of Grade Point Average, and represents grades expressed in numerical form. It is expressed with a value of between 0.0 and 4.0, and the higher the value, the better the grade.

<Purpose of GPA adoption>

- (1) To standardize grading criteria for university education
- (2) To improve teaching effectiveness through strict grading

<GPA calculation formula>

GPA is obtained by replacing grades with grade points, and dividing the total of this value multiplied by the number of credit units by the number of credit units for courses registered.

$$\text{GPA} = \frac{4.0 \times \text{number of S credit units} + 3.0 \times \text{number of A credit units} + 2.0 \times \text{number of B credit units} + 1.0 \times \text{number of C credit units}}{\text{Total number of credit units for courses registered (also includes number of D (X) and F credit units)}}$$

* Subjects common to all schools and subjects unique to each school are subject to GPA calculation.
N (accredited units) and free subject credit units are not included in the calculation formula.

* The fourth decimal point is omitted from GPA values, which are expressed with a value up to the third decimal point.

<Use of GPA>

GPA values are used as an indicator for the selection of students to receive educational encouragement awards, and for the selection of the recipients of award for outstanding grades at graduation ceremonies.

Depending on the school, GPA distributions and average values are publicly announced after grades for each semester have been confirmed in order to boost students' motivation to learn. There are also subjects for which students are selected based on GPA values.

Grades Announcement

<Spring semester subjects>

GPA values are announced on CHUKYO ALBO in August.

Check the school year calendar (calendar of events) [▶▶▶ See P4 to 5](#) for announcement dates.

<Fall semester subjects, spring and fall subjects>

GPA values are announced on CHUKYO ALBO in February.

Check the school year calendar (calendar of events) [▶▶▶ See P4 to 5](#) for announcement dates.

<Grade inquiries>

Grade related inquiries can be made following the announcement of grades for each semester. Details on the inquiry period and method, etc. can be found under "Notices" on CHUKYO ALBO.

However, no inquiries are accepted for cases where unable to provide concrete evidence of why grades are not valid based on actual fact, or for information on reconsideration of, or relief for grades. Furthermore, inquiries cannot be made directly to the teachers in charge of classes based on the judgment of the individual. Please use this system for all inquiries relating to grades.

Viewing the Credit Unit Summary Table (Explanation of Each Category)

Example)

	Category	Credit units to be earned for this semester	Total credit units earned	Credit units earned, inclusive credits	Minimum credit units required for graduation
1	Credit units required for graduation	24	108	132	140
2	-- [A] Subjects common to all schools --	0	0	0	0
3	-- [J] Floating credit units--	0	0	30	36
4	-- Subjects unique to each school --	24	104	98	104
	[B] World languages (selection compulsory)	8	42	40	40
	[C] School foundation (compulsory)	0	4	4	4
	[D] Foundation in own major (compulsory)	0	6	6	6
	[E] Foundation in other majors (selection compulsory)	0	10	8	8
	[F] Own major subjects (compulsory)	0	16	16	16
	[G] Own specialized course subjects (seminar) (selection compulsory)	8	0	8	8
	[H] Elective subjects (selection)	8	26	16	16
	[I] Graduation study (compulsory)	0	0	0	6
5	-- Credit units for non-required courses --	0	0	0	
	Other	0	0	0	
6	[K] Free subjects	0	0	0	

1 Credit units required for graduation

This field contains the total number of credit units factored into the minimum credit units required for graduation.

2 Subjects common to all schools

This field contains the total for each subject category for subjects common to all schools.

3 Floating credit units

Credit units acquired in excess of the [A] credit units acquired for subjects common to all schools and [H] minimum credit units required for graduation for subjects unique to each school (16 units) are [J] floating credit units. 36 credit units are required to graduate.

If 36 credit units are exceeded, the number is added to credit units earned, inclusive for "free subjects" for credit units for non-required courses.

4 Subjects unique to each school

This field contains the total for each subject category for subjects unique to each school.

5 Credit units for non-required courses

This field contains the total for number credit units for teacher training course subjects and other qualification subjects.

6 Free subjects

This is the number of credit units that are not factored into the minimum credit units required for graduation other than teacher training course and qualification subject credit units.

Viewing the Credit Unit Acquisition Status (Calculation Method)

(1) Credit units to be earned for this semester

Number of credit units for courses registered (number of credit units incl. spring and fall subjects)

(2) Total credit units earned

Number of credit units already earned

(3) Credit units earned, inclusive

Number of credit units showing how many of the credit units necessary for graduation

* Includes number of credit units for courses being taken in current semester ((1) Credit units to be earned for this semester). The number for credit units earned, inclusive will drop by the corresponding amount for any courses that are failed.

(4) Minimum credit units required for graduation

Number of credit units in each class necessary for graduation

Point!

- The "(3) Credit units earned, inclusive" value will never exceed the "(4) Minimum credit units required for graduation" value.
- When the "(3) Credit units earned, inclusive" and "(4) Minimum credit units required for graduation" values are equal, subjects for registered courses must be passed to ensure that graduation requirements for the respective category are satisfied.

Notes

- The following diagram is a sample.

Category	(1) Credit units to be earned for this semester	(2) Total credit units earned	(3) Credit units earned, inclusive credits	(4) Minimum credit units required for graduation
Credit units required for graduation	24	104	128	140
-- Subjects common to all schools --	0	0	0	0
[A] Subjects common to all schools	0	0	0	0
--[J] Floating credit units--	0	0	30	36
-- Subjects unique to each school --	24	104	98	104
[B] World languages (selection compulsory)	8	42	40	40
[C] School foundation (compulsory)	0	4	4	4
[D] Foundation in own major (compulsory)	0	6	6	6
[E] Foundation in other majors (selection compulsory)	0	10	8	8
[F] Own major subjects (compulsory)	0	16	16	16
[G] Own specialized course subjects (seminar) (selection compulsory)	8	0	8	8
[H] Elective subjects (selection)	8	26	16	16
[I] Graduation study (compulsory)	0	0	0	6
-- Credit units for non-required courses --	0	0	0	
Other	0	0	0	
[K] Free subjects	0	0	0	

In this example, in order to satisfy "(3) Credit units earned, inclusive" for credit units required for graduation, we can see that 12 credit units are still required. With regards to this remaining 12 credit units, the "(3) Credit units earned, inclusive" for [I] graduation study for subjects unique to each school is 0, and the "(4) Minimum credit units required for graduation" of 6 has not been attained, meaning that 6 [I] graduation study credit units must be acquired. We can also see that 6 [J] floating credit units must also be acquired.

Credit units acquired in excess of the [A] credit units acquired for subjects common to all schools and [H] minimum credit units required for graduation for subjects unique to each school (16 units) are [J] floating credit units. 36 credit units are required to graduate. If 36 credit units are exceeded, the number is added to credit units earned, inclusive for "free subjects" for credit units for non-required courses.

- * The float is calculated from the number of excessive credit units, and therefore the number of total credit units earned will remain at 0.
- * The use of floating credit units differs depending on the school.

The number of credit units exceeding the minimum credit units required for graduation in each category is added to [J] floating credit units earned, inclusive.

$$\dots\dots 10 + 2 + 18 = 30$$

$$(1) + (2) - (3) = \text{surplus}$$

$$\dots\dots 8 + 42 - 40 = 10$$

$$\dots\dots 10 - 8 = 2 \quad \text{total: 30}$$

$$\dots\dots 8 + 26 - 16 = 18$$

The "(3) Credit units earned, inclusive" for "Credit units for non-required courses" is not included in "(3) Credit units earned, inclusive" for "Credit units required for graduation".

The "(3) Credit units earned, inclusive" for "Credit units for non-required courses" is the total obtained by adding "(1) Credit units to be earned for this semester" to "(2) Total credit units earned".

Viewing the Credit Unit Summary Table (Q&A)

Q1. How do I check whether I have enough credit units for graduation?

A1. It is possible to check whether the value for “(3) Credit units earned, inclusive” and “(4) Minimum credit units required for graduation” for each category is the same.

Example

Category	(1) Credit units to be earned for this semester	(2) Total credit units earned	(3) Credit units earned, inclusive	(4) Minimum credit units required for graduation
Credit units required for graduation	24	108	132	140
[C] School foundation (compulsory)	0	6	6	6

Compare the values for (3) and (4).

In this category, the student is short of 8 credit units for graduation.

In this category, the student has sufficient credit units for graduation.

* “(3) Credit units earned, inclusive” is the provisionally calculated value when a pass is achieved for all “(1) Credit units to be earned for this semester”, and therefore if there are any failed subjects, “(3) Credit units earned, inclusive” will decrease by that amount.

Q2. What should I do to acquire enough [J] floating credit units?

A2. Courses taken and credit units acquired in excess of the “(4) Minimum credit units required for graduation” in each category are added to floating credit units.

Example

Category	(1) Credit units to be earned for this semester	(2) Total credit units earned	(3) Credit units earned, inclusive	(4) Minimum credit units required for graduation
[H] Elective subjects	0	34	16	16
(4) Credit units exceeding the minimum credit units required for graduation are added.				
[J] Floating credit units--	0	0	18	36

There are 18 credit units more than the credit units earned, inclusive, and these are therefore added to floating credit units.

Graduation

The School Faculty Council for each school makes a judgment on whether students have graduated if the following graduation requirements are satisfied at the end of the fall semester. Results are announced under "Notices" on CHUKYO ALBO around the beginning of March. Refer to "4. Advancement Requirements and Graduation Requirements" in "III. Curriculums and Qualification Courses" for details on requirements for graduation.

<Graduation Requirements>

- Being in university for a total of 4 years (8 semesters) or more (leaves of absence are not included)
- Being in university for 2 semesters or more in the 4th year
- Satisfying graduation requirements stipulated by each school, department (credit units required for graduation, other requirements, etc.)

Spring Semester Graduation

If the following graduation requirements are satisfied at the end of the spring semester, students will graduate at the end of the spring semester (September graduation) following a judgment on graduation by the School Faculty Council for each school.

<Graduation Requirements>

- Being in university for a total of 4 years (8 semesters) or more (temporary leaves of absence are not included)
- Being in university for 2 semesters or more in the 4th year
- Satisfying graduation requirements stipulated by each school, department (credit units required for graduation, other requirements, etc.)

■ Graduation Postponement

If wishing to postpone spring semester graduation (September graduation) to the following year (March graduation), fill in the necessary items and submit the "Graduation Postponement Request" to the Registrar's Office service desk by the deadline, and pay school expenses for the fall semester.

Graduation Postponement Request Submission Deadline	Around the last day of August (Details can be found under "Notices" on CHUKYO ALBO.)
Graduation Postponement Request Submission Destination	Registrar's Office

<Notes>

It is necessary to register for fall semester courses. However, it is not absolutely necessary to acquire credit units.

<School Expenses to be Paid>

The is the same as the payment amount applicable to the relevant grade year.

Repeating a Same Grade Year

If repeating a same grade year, students will be notified of the fact (only the 4th year is repeated).

<Grade Year Advancement>

Students advance to the next grade year in the spring of the following year if present at university for 2 semesters or more each year.

* Advancement is not possible in the fall semester.

School of Global Studies
Global Liberal Studies Major

**III. Curriculums and
Qualification Courses**

Purpose of Education and Research

[School of Global Studies]

Evolving globalization has facilitated the free flow of people, goods, and information in the international society. The old concept of "national borders" has changed, and we now find ourselves in a world where we can say that regions which formerly consisted of multiple independent sovereign states have now become a single federation. This has resulted in the birth of a society based on diversity in which people with different histories and cultural traditions live together in a single society. On the other hand, exclusive nationalism has been rising in countries all over the world, and this has led to a phenomenon commonly referred to as a clash of civilizations. In the midst of this current global turmoil, there are many complex and diverse issues and problems which must be addressed for which it is difficult to find a solution based on a single academic discipline. As we strive to gain an understanding of global diversity, those who are only able to speak their mother tongue are faced with a variety of challenges. To confront the complex issues and problems facing the global society, the School of Global Studies researches and studies the behavior of "people" and movements of "society" from various academic disciplines, strives to cultivate multi-language capabilities, investigates the various issues facing the international society from all perspectives, and nurtures human resources equipped with the knowledge and skills to find solutions to these issues.

[Department of Global Studies]

The international society has witnessed an explosion in ethnic conflict and frequent terrorist incidents since the end of the cold war. The source of these issues is diverse, each with political, economic, or historical roots, and those charged with dealing with these issues range from international organizations such as the United Nations, to nations and NGOs. In addition to evolving globalization, Japan has also been greatly affected by the likes of advanced computerization and changes in industrial structures through its close relationship with the international society, thus requiring a strong understanding of international economic trends and business. The Department of Global Studies offers majors in International Human Studies, International Politics, International Economics, and Global Liberal Studies, and aims not only to cultivate multi-language capabilities focusing on English, but to equip students with the knowledge and skills they will need to confront the many issues and problems facing the international society, and cultivate global leaders by teaching multi-faceted academic disciplines such as humanities or social sciences from the viewpoint of each major. In addition to evolving globalization, Japan has also been greatly affected by the likes of advanced computerization and changes in industrial structures through its close relationship with the international society, thus requiring a strong understanding of political and economic trends in the international society, as well as the business conducted there. Based on an accurate understanding of the current situation in the international society, the Department of Global Studies aims to cultivate human resources with the ability to communicate smoothly with many types of people, and who are equipped with advanced, specialized knowledge and skills for dealing with complex global issues.

Degree Award Policies

The School of Global Studies Department of Global Studies and the Department of Linguistics and Cultural Studies award bachelor degrees (Global Studies) to students who have studied predetermined subjects for the purpose of education and research, written and submitted a graduation thesis on a research theme in the relevant field, and taken and passed an examination.

The learning outcomes which form the standards for achievement are shown below. These are comprised of standards common to the School of Global Studies, standards for each department, and standards for each major.

<Learning outcomes (educational objectives)>

• Standards common to School of Global Studies

1. Students will have deepened their theoretical studies and inter-disciplinary research, and gained the ability to utilize this knowledge in the international society based on an academic way of thinking.
2. Students will have gained the management ability allowing them to demonstrate leadership with an emphasis on teamwork in organizations confronting issues facing the international society.

• Standards common to Department of Global Studies

1. Students will have gained a strong command of English, recognize the diverse nature of the international society, and be able to communicate smoothly with one another.
2. Students will strive to cultivate multi-language capabilities, and be capable of engaging with others who speak different languages and are from different cultures.
3. Students will have studied all aspects of humanities and social sciences, and be capable of utilizing specialized knowledge and skills necessary to confront the many diverse and complicated issues facing the international society as a result of evolving globalization.

• Standards for each Department of Global Studies major

<Global Liberal Studies Major>

1. Students will have attained a global perspective on contemporary issues.
2. Students will be able to engage, both orally and in writing, in the critical analysis of global issues.
3. Students will have achieved a high level of proficiency in Japanese.

Curriculum Creation and Implementation Policy

The School of Global Studies creates curriculums and offers effective teaching methods based on education and research objectives and degree award policies. The school strives to cultivate the multi-language capabilities necessary to confront the complex issues and problems facing the global society, and studies the behavior of “people” and movements of “society” from a variety of academic disciplines. The school creates curriculums as follows in order to realize these objectives.

<Composition of Department of Global Studies' specialized curriculum>

1. The Department of Global Studies has put together the following majors and specialized courses, and offers major basic subjects, specialized course basic subjects, specialized course subjects, elective subjects, and seminars to realize phased, structured learning.
 - Major in International Human Studies (specialized courses in Philosophical Anthropology, Global History)
 - Major in International Politics (specialized courses in International Politics, International Development Studies)
 - Major in International Economics (specialized courses in International Economics, International Business Studies)
 - Major in Global Liberal Studies (specialized course in Global Liberal Studies)
2. Students whose mother tongue is not Japanese (Global Liberal Studies major students) are encouraged to adopt a phased approach to their studies by taking Japanese subjects from their 1st to 4th years in order to acquire a high-level mastery of Japanese (JF Standard for Japanese-Language Education C1/Japanese-Language Proficiency Test (JLPT) N1 equivalent). Moreover, all Global Liberal Studies major professional education classes are conducted in English.
3. “Career design” is offered in the third semester as a basic compulsory subject common to all schools, and is a core element of guidance relating to social and professional independence. This not only helps students discover their own aptitudes, but allows them to get a feel for various actual conditions and possibilities in modern society occupations and workplaces, and this allows students to broaden their horizons in terms of both work and life in a modern society in which globalization continues unabated.
4. Seminars (graduation study) are compulsory subjects. Students are required to complete a graduation thesis (graduation study), which is a summation of the collective learning gained in the specialist field of their first major.

<Teaching methods (School of Global Studies common items)>

The following teaching methods are used to maximize teaching effectiveness in the School of Global Studies.

1. Teaching at the School of Global Studies involves interweaving interactive language classes and seminars, highly specialized lectures given by teachers in their specialist fields, and student-focused active learning.
2. With “world languages (English, second foreign language, Japanese)” and lecture subjects with 4 credit units per semester (specialized course subjects, specialized course elective subjects), the same subject is taught several times a week with appropriate intervals between each lesson, and subsequent content is taught while learning from previous lessons is still fresh in students' minds in order to increase class density.
3. Seminars held over two consecutive periods are held in the 3rd year, allowing ample time for presentations and discussion.
4. Review tests are conducted at appropriate intervals in order to check learning progress in each subject, and to ensure that students are kept on their toes at all times when taking lessons.

Curriculum

The curriculum is a plan of educational content created based on students' learning stage and abilities for the purpose of attaining educational goals. The university's curriculums are made up of subjects common to all schools and subjects unique to each school. To ensure graduation, it is necessary to acquire the credit units required by each department from groups of subjects.

Moreover, floating credit units for subjects which students are free to choose based on their individual interests and level of motivation from subjects common to all schools and subjects unique to each school, and subjects open to all students (system allowing students to register for courses offered by other school) designed to provide them with inter-disciplinary knowledge are also available.

Subjects common to all schools

These are also known as liberal arts education subjects. These subjects are taken by all students regardless of their school or area of research.

These subjects are studied over the course for 4 years in conjunction with subjects unique to each school or department, and are designed to equip students with extensive knowledge and education.

Subjects unique to each school

These are professional education subjects held for each school and department. The course make-up differs for each school and department, however, generally speaking, 1st and 2nd year students study basic subjects, and 3rd and 4th year students study highly specialized subjects. "Seminars" with a style of class characteristic of the university are also given.

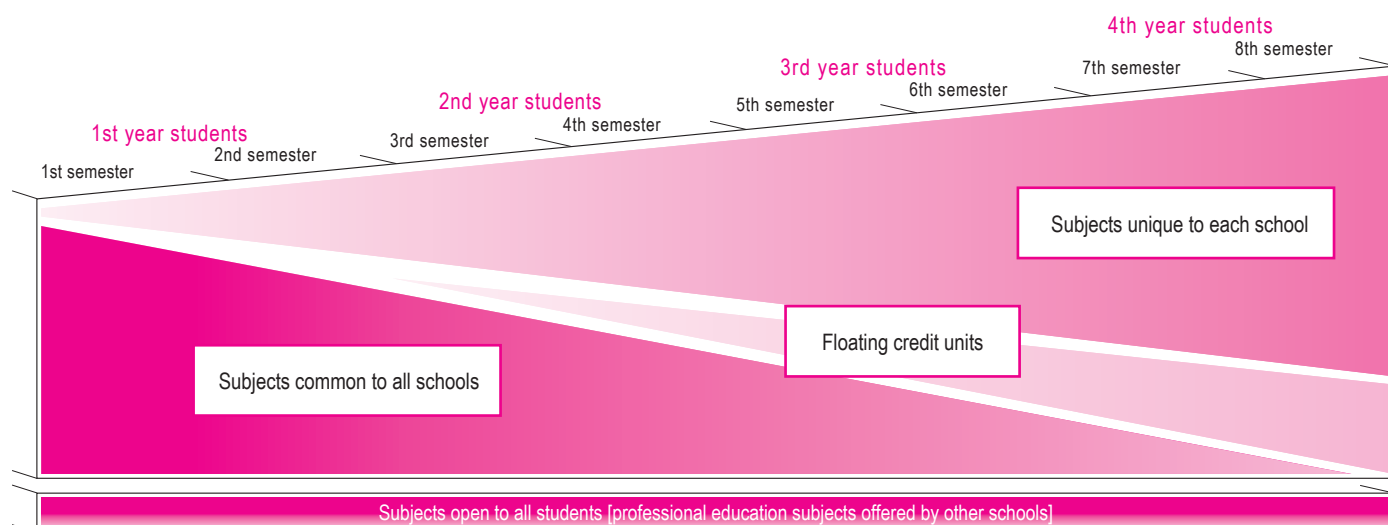
Subjects open to all students [system allowing students to register for courses offered by other schools]

The university has a total of ten different schools, with a unique education system giving students the opportunity to study subjects unique to each school. Learning subjects unique to each school of other schools not only gives students the opportunity to gain deep and extensive knowledge, but also provides an inter-disciplinary viewpoint and way of thinking from a perspective other than that of their own specialist field.

Semester System & Spring and Fall System

In the semester system, a single academic year is divided up into spring and fall semesters, with credit units awarded each semester. With the spring and fall system, credit units are awarded for the entire year (period covering the spring and fall semesters.) The university generally operates a semester system, although there are subjects which fall under the spring and fall system.

Academic year	1		2		3		4	
Term	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
Semester	1st	2nd	3rd	4th	5th	6th	7th	8th



* Floating credit units are credit units for subjects which students are free to choose based on their individual interests and level of motivation from subjects common to all schools and subjects unique to each school.

3 Class Subject Categories and Credit Unit System

Inquiries

Registrar's Office: Building No. 5, 1st floor, Nagoya

Class Subject Categories

Subjects common to all schools and subjects unique to each school are categorized as follows.

1. Compulsory subjects These are subjects which are required to graduate.
2. Compulsory elective subjects These are subjects selected from multiple subjects specified from elective subjects, and must be taken.
3. Elective subjects These are subjects selected appropriately from subjects stipulated by each school, and must be taken to graduate.
4. Free subjects Credit units are awarded, however, these subjects are not included in the credit units required for graduation.

Credit Unit System

Chukyo University employs a credit unit system based on the "Standards for Establishment of Universities". The credit unit system is a system whereby students acquire credit units stipulated for each class subject by taking those subjects and passing the necessary examinations. Standards for Establishment of Universities state that 45 hours of learning are required for class subjects to acquire a single credit unit. To acquire credit units, self study such as preparing for and reviewing lessons is therefore necessary in addition to taking classes at the university.

Number of Credit Units

The following is stipulated in the Chukyo University regulations.

Subject category	Number of lesson hours	Number of credit units
Lecture subjects, exercise subjects	15 to 30 hours	1 credit unit
Basic foreign language subjects, experiments/practical training/practical skill subjects	30 to 45 hours	1 credit unit

Teaching Methods

Classes involve either lectures, exercises, experiments, practical training or practical skills, or a combination of these elements.

<Lectures>

This is a teaching format in which teachers explain academic approaches and how to achieve desired outcomes, as well as the content and nature of the subject being studied.

<Exercises>

This is a teaching format in which together with lectures by teachers, students receive instruction while engaging in debates and giving research presentations.

<Experiments>

This is a teaching method in which students attempt to verify the validity of knowledge gained in class, and whether information is considered to be logically or hypothetically correct.

<Practical training>

This is a teaching method in which students learn in practice based on knowledge gained in lectures, etc.

<Practical skills>

This is a teaching method which involves putting into actual practice the knowledge gained in lectures, etc.

Major and Specialized Course Abbreviation System

The School of Global Studies is divided up into 2 departments, 6 majors, and 11 specialized courses.

1st year students are assigned to departments based on “major”, and students from 2nd year onward are assigned to departments based on “specialized courses”.

Department	Major	Major code	Specialized course	Specialized course code
国際学科 Global Studies	国際人間学 International Human Studies	P1	哲学・人間学 Philosophical Anthropology	PHAN
			グローバル・ヒストリー Global History	GHIS
	国際政治学 International Politics	P2	国際政治学 International Politics	INTP
			国際開発学 International Development Studies	INTD
	国際経済学 International Economics	P3	国際経済学 International Economics	INTE
			国際ビジネス学 International Business Studies	INTB
	Global Liberal Studies	P4	Global Liberal Studies	GLOB
言語文化学科 Linguistics and Cultural Studies	複言語・複文化学 Plurilingual & Pluricultural Studies	P5	言語学 Linguistics	LING
			異文化コミュニケーション Intercultural Communication	INTC
	英米学 British and American Studies	P6	英語学・英語教育 English Linguistics and Education	ELNG
			英語圏文学・文化 English Literature and Culture	ELIT

(1) The first two characters in the student No. are the “major code (P1 to P6)”.

(2) Many subjects have a main specialized course. Each subject contains a “specialized course code (4 alphabet characters)”.

Advancement Requirements

There are no advancement requirements.

Minimum Credit Units Required for Graduation

The credit units required for graduation are shown in the following table. Students will be required to repeat the same grade year in 4th year if unable to acquire the minimum credit units required for graduation. Students themselves are responsible for verifying course registration and ensuring that they acquire the minimum credit units required for graduation (acquired credit units, etc.)

Subject category			Minimum credit units required for graduation (required credit units)
Common to all schools	A		0 credit units
Floating	J	Floating credit units *	36 credit units
Unique to each school	B	World languages	Selection compulsory
	C	School foundation	Compulsory
	D	Foundation in own major	Compulsory
	E	Foundation in other majors	Selection compulsory
	F	Own specialized course subjects	Compulsory
	G	Own specialized course subjects (seminars)	Selection compulsory
	H	Elective subjects	Elective
	I	Graduation research	Compulsory
Subtotal			104 credit units
Total			140 credit units

Floating Credit Units *

Credit units acquired in excess of the [A] credit units acquired for subjects common to all schools and [H] minimum credit units required for graduation for subjects unique to each school (16 units) are [J] floating credit units. 36 credit units must be acquired by graduation.

Credit units factored in as [J] floating credit units

Category	Credit units factored in as [J] floating credit units	Reference
Subjects common to all schools	Acquired subjects are all [J] floating credit units.	Page 64
Subjects unique to each school	Acquired credit units which exceed the minimum credit units required for graduation (required credit units) (16 credit units) for [H] elective subjects are floating credit units.	Page 66

Course Registration Credit Unit Limit

As shown in the following table, it is not possible to register for subjects which exceed the prescribed course registration credit unit limit (restriction on number of credit units that can be taken in single semester) for each semester.

Academic year	1		2		3		4	
Semester	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
Semester	1	2	3	4	5	6	7	8
Number of restricted credit units (common to all schools)	24	24	24	24	24	24	24	24

Free subjects are not included in the course registration credit unit limit. Neither are they included in the minimum credit units required for graduation (required credit units).

Academic year <English>			Minimum credit units required for graduation <English>	Start of lectures for 1st to 4th years * Information has been separated into spring and fall semesters.									
Starting semester & Japanese language subject level <Semester> & <Level>				Spring									
Category <English>			Credit units <English>	Japanese language level				Japanese subject name [number of credit units]		English subject name			
B	World languages <English>	Selection compulsory <English>	40 *1	Students who have not studied Japanese				日本語ⅠA【2】		Japanese Language IA			
								日本語ⅠB【2】		Japanese Language IB			
								日本語ⅠC【2】		Japanese Language IC			
				JF Standard for Japanese-Language Education A1/A2				日本語ⅢA【2】		Japanese Language IIIA			
								日本語ⅢB【2】		Japanese Language IIIB			
								日本語ⅢC【2】		Japanese Language IIIC			
				JF Standard for Japanese-Language Education B1/B2 or Japanese-Language Proficiency Test (JLPT) N3 or higher				日本語ⅤA【2】		Japanese Language VA			
								日本語ⅤB【2】		Japanese Language VB			
								日本語ⅤC【2】		Japanese Language VC			
								大学生のための日本語ⅠA【1】		College-level Japanese Language IA			
								大学生のための日本語ⅡA【1】		College-level Japanese Language IIA			
								大学生のための日本語ⅢA【1】		College-level Japanese Language IIIA			
								大学生のための日本語ⅣA【1】		College-level Japanese Language IVA			
								総合日本語ⅠA【2】		Advanced Japanese Language IA			
								総合日本語ⅠC【2】		Advanced Japanese Language IC			
								総合日本語ⅡA【2】		Advanced Japanese Language IIA			
								総合日本語ⅡC【2】		Advanced Japanese Language IIC			
								日本事情ⅠA【2】		Japanese Affairs IA			
								日本事情ⅡA【2】		Japanese Affairs IIA			
日本事情ⅢA【2】		Japanese Affairs IIIA											
Japanese-Language Proficiency Test (JLPT) N1 or higher				ビジネス日本語Ⅱ【2】		Business Japanese II【2】							
Academic year <English>			Minimum credit units required for graduation <English>	1st year spring semester	Main specialized course <English>	1st year fall semester	Main specialized course <English>	2nd year spring semester	Main specialized course <English>	2nd year fall semester	Main specialized course <English>		
C	School foundation <English>	Compulsory <English>	4	Introductory Seminar (Academic Skills)【2】	GLOB			Career Design【2】	GLOB				
D	Foundation in own major <English>	Compulsory <English>	6	Ancient Civilizations【2】 Critical Thought and Expression【2】	GLOB GLOB	Intellectual Traditions【2】	GLOB						
E	Other specialized foundation <English>	Selection compulsory <English>	8 *1					Introduction to Global History【2】 Introduction to International Politics【2】 International Development StudiesⅠ【2】 Introduction to Theory of Culture【2】 English Language【2】 Understanding Film and Popular Culture【2】	GHIS INTP INTD INTC ELNG ELIT	Introduction to Philosophy and Humanities【2】 Introduction to International Economics【2】 Introduction to International Business【2】 Introduction to Linguistics【2】 Understanding Fiction, Drama and Poetry【2】	PHAN INTE INTB LING ELIT		
F	Own specialized course subjects <English>	Compulsory <English>	16					Global Culture and Ideology【4】 Global Governance and Society【4】	GLOB GLOB	The Global Environment【4】 The Global Economy【4】	GLOB GLOB		
G	Own specialized course subjects (seminars) <English>	Selection compulsory <English>	8										
I	Graduation research <English>	Compulsory <English>	6										
H	Elective subjects <English>	Elective <English>	16 *2	Global Media and Culture【4】 <English>	GLOB	International Academic Relations【4】	GLOB	Basics of Modern Philosophy and Comparative Thought【4】	PHAN	Basics of Global History【4】	GHIS		
				Twenty-First Century Cities【4】 <English>	GLOB	Global Peace and Security【4】	GLOB	Japan & World Economy【4】	INTE	International Politics【4】	INTP		
								Global Business and Leadership【4】	INTB	International Development StudiesⅡ【4】	INTD		
								American Literary and Cultural Studies【4】	ELIT	Workshop in Linguistic Research【4】	LING		
										Glocal Studies in Japan【4】	INTC		
										Topics in English Linguistics【4】	ELNG		
										Analyzing, Discussing and Writing about Literature, Film and Culture【4】	ELIT		
J	Floating credit units	-	36	*2 If "[H] elective credit units" exceed the minimum credit units required for graduation, they are counted as "[J] floating credit units". <English>									

Alphabet abbreviation for all specialized courses <English>

· Department of Global Studies ... Specialized course in Philosophical Anthropology [PHAN]/specialized course in Global History [GHIS]/specialized course in International Politics [INTP]/specialized course in International Development Studies [INTD]/specialized course in International Economics [INTE]/specialized course in International Business Studies [INTB]/specialized course in Global Liberal Studies [GLOB] <English>

· Department of Linguistics and Cultural Studies ... Specialized course in Linguistics [LING]/specialized course in Intercultural Communication [INTC]/specialized course in English Linguistics and Education [ELNG]/specialized course in English Literature and Culture [ELIT] <English>

Studies Global Liberal Studies Major>

Subjects which can be taken will differ depending on students' Japanese language ability. Refer to Page 64 and 65 for details.								Academic year <English>		Minimum credit units required for graduation <English>	
Fall								Starting semester & Japanese language subject level <Semester> & <Level>			
Japanese language level				Japanese subject name [number of credit units]		English subject name		Category <English>		Credit units <English>	
Students who have not studied Japanese				日本語ⅡA【2】		Japanese Language IIA		B	World languages <English>	Selection compulsory <English>	40 *1
				日本語ⅡB【2】		Japanese Language IIB					
				日本語ⅡC【2】		Japanese Language IIC					
JF Standard for Japanese-Language Education A1/A2				日本語ⅣA【2】		Japanese Language IVA					
				日本語ⅣB【2】		Japanese Language IVB					
				日本語ⅣC【2】		Japanese Language IVC					
JF Standard for Japanese-Language Education B1/B2 or Japanese-Language Proficiency Test (JLPT) N3				日本語ⅥA【2】		Japanese Language VIA					
				日本語ⅥB【2】		Japanese Language VIB					
				日本語ⅥC【2】		Japanese Language VIC					
				大学生のための日本語ⅠB【1】		College-level Japanese Language IB					
				大学生のための日本語ⅡB【1】		College-level Japanese Language IIB					
				大学生のための日本語ⅢB【1】		College-level Japanese Language IIIB					
				大学生のための日本語ⅣB【1】		College-level Japanese Language IVB					
				総合日本語ⅠB【2】		Advanced Japanese Language IB					
				総合日本語ⅠD【2】		Advanced Japanese Language ID					
				総合日本語ⅡB【2】		Advanced Japanese Language IIB					
				総合日本語ⅡD【2】		Advanced Japanese Language IID					
				日本事情ⅠB【2】		Japanese Affairs IB					
				日本事情ⅡB【2】		Japanese Affairs IIB					
				日本事情ⅢB【2】		Japanese Affairs IIIB					
Japanese-Language Proficiency Test (JLPT) N1 or higher				ビジネス日本語Ⅱ【2】		Business Japanese II [2]					
3rd year spring semester	Main specialized course <English>	3rd year fall semester	Main specialized course <English>	4th year spring semester	Main specialized course <English>	4th year fall semester	Main specialized course <English>	Academic year <English>		Minimum credit units required for graduation <English>	
								C	School foundation <English>	Compulsory <English>	4
								D	Foundation in own major <English>	Compulsory <English>	6
								E	Other specialized foundation <English>	Selection compulsory <English>	8 *1
								F	Own specialized course subjects <English>	Compulsory <English>	16
GLS Seminar I (Contemporary Global Issues) [4]		GLOB	GLS Seminar II (Ethical Inquiry) [4]	GLOB	Graduation research [6 credit units over spring and fall] (all specialized courses) <Graduation Research>			G	Own specialized course subjects (seminars) <English>	Selection compulsory <English>	8
GLS Seminar I (Society, Language, and Globalization) [4]		GLOB	GLS Seminar II (Intercultural Communication Today) [4]	GLOB				I	Graduation research <English>	Compulsory <English>	6
Lecture on Foreign Policy [4]	INTP	Comparative Thought (East and West) [4]	PHAN	Japanese Teaching Methods [2] <English>	GLOB	Japanese Studies [2] <English>	GLOB	H	Elective subjects <English>	Elective <English>	16 *2
International Development Policy [4]	INTD	History of Modern Japan [4]	GHIS	Japanese Teaching Practice [2] <English>			GLOB				
Lecture on Economic Policy [4]	INTE	Lecture on Cross-cultural Management [4]	INTB								
Current Topics in Linguistics [4]	LING	Changes in English [4]	ELNG								
Workshop in Intercultural Communication Research [4]	INTC	Media Literacy [4]	ELIT								
Professional English [4]	ELIT	English Project Workshop [4]	ELIT								
Current Topics [4]	ELIT										
Literature and Media for Children and Young Adults [4]	ELIT										
Intensive course subjects (refer to CHUKYO ALBO or university website for starting semester) <English>											
Special Topics in Philosophical Anthropology [2]	PHAN	Special Topics in Linguistics [2]	LING								
Special Topics in Global History [2]	GHIS	Special Topics in Intercultural Communication [2]	INTC								
Special Topics in International Politics [2]	INTP	Special Topics in English Linguistics [2]	ELNG								
Special Topics in International Development Studies [2]	INTD	Special Topics in English Literature and Culture [2]	ELIT								
Special Topics in International Economics [2]	INTE	Special Topics in International Business Studies [2]	INTB								
*2 If "[H] elective credit units" exceed the minimum credit units required for graduation, they are counted as "[J] floating credit units". <English>								J	Floating credit units	-	36

Intensive course subjects tend to have many classes taught by a teacher with a career in their subject area, and the semester in which lectures begin will differ depending on the academic year. Refer to "Starting semester, start date, and name of teacher" on CHUKYO ALBO or the university website in the middle of March before the commencement of lectures for the relevant academic year.

[Notes] <English>

Subjects unique to each school can be taken not only in allotted grade years, but also in higher grade years (in principle). <English>

*1 Credit units exceeding the minimum credit units required for graduation for each category are counted as "[H] elective credit units". <English>

*2 If "[H] elective credit units" exceed the minimum credit units required for graduation, they are counted as "[J] floating credit units". <English>

Course Registration Method

1st year spring semester students should register for courses together with help from staff.

1st year students **must register for courses by themselves as a rule** for the fall semester onward.

However, the person in charge at the Registrar's Office will carry out the course registration procedure in the case of the following [A] and [G] subject groups only.

[A] Subjects common to all schools

It is not necessary to acquire credit units as minimum credit units required for graduation.

The same classes as Japanese students are taken in Japanese, and therefore a high Japanese language ability is required.

These subjects are not indicated in the curriculum table. Please notify the person in charge at the Registrar's Office if wishing to take a course.

[G] Own specialized course subjects (seminars)

"Affiliate seminar requests" are to be submitted around March of the 2nd year fourth semester. As there is only a limited number of places available for each seminar, the teacher in charge will select students, and the course registration procedure will be carried out by the person in charge at the Registrar's Office. Be sure to check at the course registration screen.

Details on Each Subject Group

[B] World languages (Japanese Language)

Minimum credit units required for graduation

[B] Selection of 40 credit units compulsory

Students studying World languages (Japanese Language) are required to acquire 40 credit units or more from the subjects listed in [Table (1)] and [Table (2)] in the page on the right.

(1) Course registration

- * Classes are divided up into levels based on Japanese language ability.

A placement test will be held immediately after admission to the university. Classes will then be announced based on Japanese language ability.

- * 1st year spring semester students should register for classes together with help from staff. Students must register for courses by themselves for the 1st year fall semester onward.

(2) 4 year course model

The 4 year study plan will differ depending on the result of the placement test held after admission to the university. Refer to the following course model, and check your own study plan.

Subjects have been divided up into two subject groups ([Table (1)], [Table (2)]). Refer to the page on the right for details on levels and content.

Reference Japanese language level at time of admission	1st year spring semester	1st year fall semester	2nd year spring semester	2nd year fall semester	3rd year spring semester	3rd year fall semester	4th year spring semester	4th year fall semester
JF日本語教育スタンダードA1 JF Standard for Japanese-Language Education A1	日本語ⅠA Japanese Language IA	日本語ⅡA Japanese Language IIA	日本語ⅢA Japanese Language IIIA	日本語ⅣA Japanese Language IVA	日本語ⅤA Japanese Language VA	日本語ⅥA Japanese Language VIA	4 credit units from [Table (2)]	
	日本語ⅠB Japanese Language IB	日本語ⅡB Japanese Language IIB	日本語ⅢB Japanese Language IIIB	日本語ⅣB Japanese Language IVB	日本語ⅤB Japanese Language VB	日本語ⅥB Japanese Language VIB		
	日本語ⅠC Japanese Language IC	日本語ⅡC Japanese Language IIC	日本語ⅢC Japanese Language IIIC	日本語ⅣC Japanese Language IVC	日本語ⅤC Japanese Language VC	日本語ⅥC Japanese Language VIC		
JF日本語教育スタンダードA2・B1 JF Standard for Japanese-Language Education A2/B1	日本語ⅢA Japanese Language IIIA	日本語ⅣA Japanese Language IVA	日本語ⅤA Japanese Language VA	日本語ⅥA Japanese Language VIA	16 credit units from [Table (2)]			
	日本語ⅢB Japanese Language IIIB	日本語ⅣB Japanese Language IVB	日本語ⅤB Japanese Language VB	日本語ⅥB Japanese Language VIB				
	日本語ⅢC Japanese Language IIIC	日本語ⅣC Japanese Language IVC	日本語ⅤC Japanese Language VC	日本語ⅥC Japanese Language VIC				
F日本語教育スタンダードB1・B2 日本語能力試験N2 JF Standard for Japanese-Language Education B1/B2 Japanese-Language Proficiency Test (JLPT) N2	日本語ⅤA Japanese Language VA	日本語ⅥA Japanese Language VIA	28 credit units from [Table (2)]					
	日本語ⅤB Japanese Language VB	日本語ⅥB Japanese Language VIB						
	日本語ⅤC Japanese Language VC	日本語ⅥC Japanese Language VIC						
日本語能力試験N1 Japanese-Language Proficiency Test (JLPT)	40 credit units from [Table (2)]							

[B] World languages (Japanese Language)

(3) Japanese language subject groups

Table (1)

- * These subjects consist of three 60-minute classes given three days a week (Mondays, Wednesdays, Fridays).
- * These subjects are taken as a set in a single semester.
Spring semester: (I A, I B, I C)/(IIA, IIB, IIC)/(VA, VB, VC)
Fall semester: (II A, II B, II C)/(IVA, IVB, IVC)/(VIA, VIB, VIC)

Subject name (in Japanese)	Subject name (in English)	Number of credit units	Starting semester	Level: attainment target
日本語 I A	Japanese Language IA	2	Spring	Students should aim to master A1 of the six JF Standard for Japanese-Language Education levels.
日本語 I B	Japanese Language IB	2		
日本語 I C	Japanese Language IC	2		
日本語 II A	Japanese Language IIA	2	Fall	Students should aim to master A2 of the six JF Standard for Japanese-Language Education levels.
日本語 II B	Japanese Language IIB	2		
日本語 II C	Japanese Language IIC	2		
日本語 III A	Japanese Language IIIA	2	Spring	Students should aim to master A2/B1 of the six JF Standard for Japanese-Language Education levels, or Japanese-Language Proficiency Test (JLPT) N4.
日本語 III B	Japanese Language IIIB	2		
日本語 III C	Japanese Language IIIC	2		
日本語 IV A	Japanese Language IVA	2	Fall	Students should aim to master B1 of the six JF Standard for Japanese-Language Education levels, or Japanese-Language Proficiency Test (JLPT) N3.
日本語 IV B	Japanese Language IVB	2		
日本語 IV C	Japanese Language IVC	2		
日本語 V A	Japanese Language VA	2	Spring	Students should aim to master Japanese-Language Proficiency Test (JLPT) N2.
日本語 V B	Japanese Language VB	2		
日本語 V C	Japanese Language VC	2		
日本語 VI A	Japanese Language VIA	2	Fall	Students should aim to master Japanese-Language Proficiency Test (JLPT) N1 or N2.
日本語 VI B	Japanese Language VIB	2		
日本語 VI C	Japanese Language VIC	2		

Table (2)

- * These subjects consist of one 90-minute classes.
- * Japanese language ability of N2 or higher is strongly recommended for taking these subjects.
- * Refer to the syllabus for details on class content.

Subject name (in Japanese)	Subject name (in English)	Number of credit units	Starting semester
大学生のための日本語 I A	College-level Japanese Language IA	1	Spring
大学生のための日本語 II A	College-level Japanese Language IIA	1	
大学生のための日本語 III A	College-level Japanese Language IIIA	1	
大学生のための日本語 IV A	College-level Japanese Language IVA	1	
総合日本語 I A	Advanced Japanese Language IA	2	
総合日本語 I C	Advanced Japanese Language IC	2	
総合日本語 II A	Advanced Japanese Language IIA	2	
総合日本語 II C	Advanced Japanese Language IIC	2	
日本事情 I A	Japanese Affairs IA	2	
日本事情 II A	Japanese Affairs IIA	2	
日本事情 III A	Japanese Affairs IIIA	2	
ビジネス日本語 II ※1	Business Japanese II	2	
大学生のための日本語 I B	College-level Japanese Language IB	1	Fall
大学生のための日本語 II B	College-level Japanese Language IIB	1	
大学生のための日本語 III B	College-level Japanese Language IIIB	1	
大学生のための日本語 IV B	College-level Japanese Language IVB	1	
総合日本語 I B	Advanced Japanese Language IB	2	
総合日本語 I D	Advanced Japanese Language ID	2	
総合日本語 II B	Advanced Japanese Language IIB	2	
総合日本語 II D	Advanced Japanese Language IID	2	
日本事情 I B	Japanese Affairs IB	2	
日本事情 II B	Japanese Affairs IIB	2	
日本事情 III B	Japanese Affairs IIIB	2	
ビジネス日本語 I ※2	Business Japanese I	2	

*1 These subjects can only be taken in the 4th year spring semester.

*2 These subjects can only be taken in the 3rd or 4th year fall semesters.

[C] School foundation subjects

Introductory seminars (academic skills) are held in the 1st year spring semester, and career design is offered in the 2nd year spring semester.

Minimum credit units required for graduation

- (1) Introductory seminar (academic skills) (2 credit units compulsory)
- (2) Career design (2 credit units compulsory)

- (1) Introductory seminar (academic skills)
These are classes designed to provide training in the basic "reading", "listening", "writing", and "speaking" skills as an introduction to learning at the university.
- (2) Career design
This class touch on the various occupational realities and possibilities available, and provide students with the basic knowledge required for career-path selection.

[D] Own major foundation subjects

These are dedicated GLS major subjects offered in the 1st year spring and fall semesters. 2 credit units are awarded for each subject, and 3 subjects are compulsory.

Minimum credit units required for graduation

- [D] 3 subjects from affiliate majors (6 credit units compulsory)

[E] Other major foundation subjects

These are subjects for other majors offered in the spring and fall semesters from the 2nd year onward, and classes are taken together with Japanese students of other majors. 2 credit units are awarded for each subject, and 4 subjects must be selected.

Minimum credit units required for graduation

- [E] 4 subjects from non-affiliate majors (8 credit units elective compulsory)

[F] Own specialized course subjects

These are subjects offered in the 2nd year spring and fall semesters. Students must register for subjects by themselves. 4 credit units are awarded for each subject, and two classes a week are held for each subject. 2 subjects must be taken in both the spring and fall semesters.

Minimum credit units required for graduation

- [F] 4 subjects from affiliate specialized courses (16 credit units compulsory)

[G] Own specialized course subjects/seminars

These subjects are attached to affiliate specialized course seminars in the 3rd year. Subject are taught by the same teachers in both the spring and fall semesters. 4 credit units are awarded for each subject, and two classes a week are held for each subject.

Minimum credit units required for graduation

- [G] 2 subjects from affiliate specialized courses (8 credit units elective compulsory)

- (1) "Affiliate seminar requests" are to be submitted around March of the 2nd year fourth semester. (Details can be found under "Notices" on CHUKYO ALBO.)
* As there is only a limited number of places available for each seminar, the teacher in charge will select students.
- (2) A graduation thesis must be submitted as part of [I] graduation research by completion of affiliate seminars.
- (3) Repeating courses
Once decided, affiliate seminars cannot be changed. If repeating courses, students must register by themselves.

[H] Elective subjects

The School of Global Studies offers elective subjects for all specialized courses. There are two types of elective subject. These may be taken regardless of the department, major, or specialized course.

- Course format involving 2 classes a week (4 credit units)
- Intensive course format (2 credit units)

Minimum credit units required for graduation

- [H] 16 credit units

Subject groups factored in

- (1) Credit units acquired for [H] elective subjects
 - (2) Credit units if number of credit units for [B], [E] minimum credit units required for graduation exceeded
- (1) Classes for which the main specialized course is other than GLOB are taken together with Japanese students of other specialized courses.
 - (2) Prior knowledge is often a prerequisite for taking certain subjects.
* Refer to the course conditions for each subject in the syllabus.
* Students are required to attend the first class. If unsure of whether you are able to take a course, consult with the teacher in charge of the class before registering.
 - (3) Japanese Teaching Methods, Japanese Studies, and Japanese Teaching Practice are subjects relating to course of those wishing to become Japanese language teachers. A high Japanese language ability is required.
* Be sure to refer the course conditions in the syllabus.
* Students are required to attend the first class. If unsure of whether you are able to take a course, consult with the teacher in charge of the class before registering.

[I] Graduation research

The School of Global Studies requires that a graduation thesis be submitted in the fall semester of the 4th year (8th semester) as part of graduation research. Instruction is provided in affiliate seminars from the 3rd year. Students are required to register by themselves for graduation research for affiliate seminars taken in [G] in the 3rd year spring semester.

Minimum credit units required for graduation

[I] 6 credit units (compulsory)

- (1) Students will be notified of how to prepare and when to submit graduation theses by their teaching advisor.
- (2) Repeating courses
The teacher in charge cannot be changed. Students are required to register by themselves for graduation research required by teachers in charge of seminars.

[J] Floating credit units

Minimum credit units required for graduation

36 credit units

Credit units acquired in excess of the [A] credit units acquired for subjects common to all schools and [H] minimum credit units required for graduation for subjects unique to each school (16 units) are [J] floating credit units. 36 credit units must be acquired to graduate.

Other Subjects

- Internships

Chukyo University employs a system in which credit units are awarded for internships. There are certain requirements for participation in the program. These include a Japanese language ability, and attending the various guidance sessions given by the Career Support Department in the spring semester. Those wishing to participate should consult the teacher in charge of GLS or person in charge at the Registrar's Office.

- * 2 credit units are awarded when the necessary conditions are met.
(This is indicated with an "N" in grade reports.)
- * Course registration is not required. Credit units for internships are not included in the course registration credit unit limit.

Relevant subjects

- Domestic internships : 2 credit units
- Overseas internships : 2 credit units

- Study abroad subjects

Chukyo University employs a system in which credit units are awarded for all kinds of study abroad. There are certain requirements for participation in the program such as Japanese language ability. Those wishing to participate should consult the teacher in charge of GLS, person in charge at the Global Education Center, or person in charge at the Registrar's Office to ensure that their application is submitted in time.

- * The credit units awarded will differ depending on the study abroad system and destination.
(This is indicated with an "N" in grade reports.)
- * Course registration is not required. Study abroad subjects are not included in the course registration credit unit limit.

Relevant subjects

- Overseas education subjects : 4 credit units
- Study abroad subjects : 12 credit units
- Overseas seminars : 2 credit units

Academic Advisor System

The School of Global Studies operates a room teacher system, whereby "Academic Advisor System" are on hand to offer help with particular focus on learning activities. Students can consult with advisors when their grades drop below a certain level. Advisors offer advice not only on how to acquire credit units, but also on how students can improve their GPA (quality of learning). Advice criteria are shown in the following table.

[Advice (guidance) criteria]

Academic year	Semester	Total number of credit units	GPA	Person in charge of guidance
1	1	Lower than 16	All semesters Lower than 1.0	Teacher in charge
	2	Lower than 26		
2	3	Lower than 42		Seminar teaching advisor
	4	Lower than 58		
3	5	Lower than 74		
	6	Lower than 100		
4	7	Guidance not available		
	8			

* Guidance from the 1st to 4th semesters is provided by teachers in charge based on the room teacher system. Guidance from the 5th to 8th semesters is provided by teachers in charge of graduation study guidance.

[Advice (guidance) flow]

- (1) Students are called by the Registrar's Office using CHUKYO ALBO, etc.
- (2) Students make an appointment with the room teacher system teacher in charge, and decide upon a date for counseling.
- (3) Counseling is provided by the teacher in charge.

If you have any questions relating to counseling, please contact the Registrar's Office service desk.

Office Hours

The School of Global Studies operates an office hours system, whereby full-time school teachers are on hand to provide students with study advice. Teachers are of course available to speak with students before or after lessons, however, more detailed help or guidance can be provided in study areas such as teachers' offices.

[Language (Japanese) counseling]

- Global Education Center: Building No. 16, 2nd floor)

[Office hours for lecture, seminar subjects]

- All teachers' offices

Subjects Open to All Students

The university allows students to take courses and acquire credit units in subjects unique to each school offered by schools other than students' own school. Accreditation for the relevant subjects is included in credit units restricted to course registration. Acquired subject credit units are included in credit units required for graduation as indicated in the table below.

Applicable subjects

Please check the Timetable for Subjects Open to All Students.

Course method

Those wishing to take subjects open to all students should apply using the following procedure.

- (1) Refer to the "Timetable for Subjects Open to All Students" on CHUKYO ALBO, and decide the subjects you wish to take.
- (2) Print out the "Application Form for Subjects Open to All Students" on CHUKYO ALBO, and fill in the necessary items.
- (3) Attend the first class of the subject you wish to take, and obtain permission to take the class from the teacher in charge of the class (have teachers in charge of class sign their consent on the application form, and hand the "Teacher in Charge Copy" to the teacher in charge).
- (4) Submit the "Registrar's Office Copy" on the application form to the Registrar's Office.
* CHUKYO ALBO cannot be used to register for courses, or make corrections to course registration.
- (5) Check CHUKYO ALBO for details on the application period.

Accreditation

The relevant subjects are accredited as credit units required for graduation as indicated in the table below.

School	Accreditation category	Number of credit units
Letters	Selection credit units unique to each school	4 credit units (Any credit units exceeding 4 credit units will be free credit units.)
Global Studies		
Psychology		
Contemporary Sociology		
Law		
Policy Studies		
Economics		
Management		
Engineering		
Health and Sport Sciences		

Notes

- (1) Accredited credit units are included in the credit units restricted to course registration.
- (2) Check the school offering the subject(s) you wish to take.
- (3) Check CHUKYO ALBO or the university website for notifications on classroom changes or examination schedules, etc.
- (4) School subjects offered on a different campus (Nagoya, Toyota) may also be taken, however, it is recommended that students plan their schedules taking travel time (approx. 1 hour) into consideration.
- (5) Check CHUKYO ALBO for information on class cancellations and make-up lectures, etc.
- (6) Grade years during which classes can be taken differ depending on the

School of Global Studies Department of Global Studies Curriculum

● Compulsory subjects ○ Elective subjects ● Free subjects

☆ Number of credit units

Subject category		Class subject	☆	Allotted semester								Remarks	
				1st year		2nd year		3rd year		4th year			
				Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall		
				1	2	3	4	5	6	7	8		
Subjects common to all schools	Seminars	Educational-themed Seminars	4	○	○	○	○	○	○			Selection of 2 credit units compulsory	
		Education & Research Seminars	2								○		
	Computers	Computer Processing Logic A	2	○					○	○	○		
		Computer Processing Logic B	2		○			○			○		
	Sport and health	Individual Sports - Table Tennis I	1	○			○			○			○
		Individual Sports - Table Tennis II	1		○					○			○
		Individual Sports - Tennis I	1	○			○			○			○
		Individual Sports - Tennis II	1										
		Individual Sports - Badminton I	1	○			○			○			○
		Individual Sports - Badminton II	1		○			○					○
		Individual Sports - Golf I	1	○					○		○		
		Individual Sports - Golf II	1		○			○					○
		Individual Sports - Frisbee I	1	○			○			○			○
		Individual Sports - Frisbee II	1		○			○			○		○
		Team Sports - Volleyball I	1	○			○			○			○
		Team Sports - Volleyball II	1		○								
		Team Sports - Basketball I	1	○				○			○		
		Team Sports - Basketball II	1		○				○				○
		Team Sports - Softball I	1	○						○			○
		Team Sports - Softball II	1		○			○					○
		Team Sports - Soccer I	1	○			○		○	○	○		
		Team Sports - Soccer II	1										
		Team Sports - Curolling I	1	○			○		○		○		
		Team Sports - Curolling II	1		○			○		○			○
		Fitness - Training I	1	○			○			○			○
		Fitness - Training II	1		○			○			○		○
		Fitness - Fitness I	1	○			○			○			○
		Fitness - Fitness II	1		○			○			○		○
		Fitness - Aerobics I	1	○			○			○			○
		Fitness - Aerobics II	1				○			○			○
		Seasonal Sports A - Golf	1	○			○			○			
		Seasonal Sports B - Skating	1		○					○			○
	Disabled Sports A	1									○		
	Disabled Sports B	1	○			○			○		○		
	Foreign language seminars	English Communication IA	2				○	○	○	○	○		○
		English Communication IIA	2				○	○	○	○	○		○
		English Communication IB	2				○	○	○	○	○		○
		English Communication IIB	2				○	○	○	○	○		○
		Media English A	2				○	○	○	○	○		○
		Media English B	2				○	○	○	○	○		○
		English Qualification Preparatory Course IA	2				○	○	○	○	○		○
		English Qualification Preparatory Course IIA	2				○	○	○	○	○		○
		English Qualification Preparatory Course IB	2				○	○	○	○	○		○
		English Qualification Preparatory Course IIB	2				○	○	○	○	○		○
		English Seminar A	2				○	○	○	○	○		○
		English Seminar B	2				○	○	○	○	○		○
Study of nature	Mathematics A	2	○	○	○	○	○	○	○	○	○		
	Mathematics A	2	○	○	○	○	○	○	○	○	○		
	Statistics A	2	○	○	○	○	○	○	○	○	○		
	Statistics B	2	○	○	○	○	○	○	○	○	○		
	Physics A	2	○	○	○	○	○	○	○	○	○		
	Physics B	2	○	○	○	○	○	○	○	○	○		
	Chemistry A	2	○	○	○	○	○	○	○	○	○		
	Chemistry B	2	○	○	○	○	○	○	○	○	○		
	Earth Sciences A	2	○	○	○	○	○	○	○	○	○		
	Earth Sciences B	2	○	○	○	○	○	○	○	○	○		
	Biology A	2	○	○	○	○	○	○	○	○	○		
	Biology B	2	○	○	○	○	○	○	○	○	○		
Study of humans	Philosophy A	2	○	○	○	○	○	○	○	○	○		
	Philosophy B	2	○	○	○	○	○	○	○	○	○		
	Ethics A	2	○	○	○	○	○	○	○	○	○		
	Ethics B	2	○	○	○	○	○	○	○	○	○		
	Logic A	2	○	○	○	○	○	○	○	○	○		
	Logic B	2	○	○	○	○	○	○	○	○	○		
	Psychology	2	○	○	○	○	○	○	○	○	○		
	Japanese History A	2	○	○	○	○	○	○	○	○	○		
	Japanese History B	2	○	○	○	○	○	○	○	○	○		
	Oriental History A	2	○	○	○	○	○	○	○	○	○		
	Oriental History B	2	○	○	○	○	○	○	○	○	○		
	European History A	2	○	○	○	○	○	○	○	○	○		
	European History B	2	○	○	○	○	○	○	○	○	○		
	Literature A	2	○	○	○	○	○	○	○	○	○		
	Literature B	2	○	○	○	○	○	○	○	○	○		
	Linguistics A	2	○	○	○	○	○	○	○	○	○		
Linguistics B	2	○	○	○	○	○	○	○	○	○			

Subjects common to all schools	Social studies	Constitution of Japan	2	○	○	○	○	○	○	○	○	Selection of 4 credit units compulsory			
		Law	2	○	○	○	○	○	○	○	○				
		Politics A	2	○	○	○	○	○	○	○	○				
		Politics B	2	○	○	○	○	○	○	○	○				
		Sociology A	2	○	○	○	○	○	○	○	○				
		Sociology B	2	○	○	○	○	○	○	○	○				
		Economics A	2	○	○	○	○	○	○	○	○				
		Economics B	2	○	○	○	○	○	○	○	○				
		Geography A	2	○	○	○	○	○	○	○	○				
		Geography B	2	○	○	○	○	○	○	○	○				
	Education A	2	○	○	○	○	○	○	○	○					
	Education B	2	○	○	○	○	○	○	○	○					
	New areas	Gender Theory A	2	○	○	○	○	○	○	○	○	Selection of 4 credit units compulsory			
		Gender Theory B	2	○	○	○	○	○	○	○	○				
		Health Science A	2	○	○	○	○	○	○	○	○				
		Health Science B	2	○	○	○	○	○	○	○	○				
		Environmental Science A	2	○	○	○	○	○	○	○	○				
		Environmental Science B	2	○	○	○	○	○	○	○	○				
		Information Science A	2	○	○	○	○	○	○	○	○				
		Information Science B	2	○	○	○	○	○	○	○	○				
		Peace Theory A	2	○	○	○	○	○	○	○	○				
		Peace Theory B	2	○	○	○	○	○	○	○	○				
	Themes	Intercultural Research	2			○	○	○	○	○	○				
		Occupation and Society	2	○	○	○	○	○	○	○	○				
		Global Media Theory	2	○	○	○	○	○	○	○	○				
		Educational-themed Lectures A	2			○	○	○	○	○	○				
		Educational-themed Lectures B	2			○	○	○	○	○	○	Separate accreditation possible			
		Educational-themed Lectures C	2			○	○	○	○	○	○				
		Educational-themed Lectures D	2			○	○	○	○	○	○				
		Getting to Know Chukyo University	2	○	○	○	○	○	○	○	○				
		Overseas Education Subjects	4	○	○	○	○	○	○	○	○				
		Basic subjects	Introductory Seminars (Academic/Skills)	2	◎										
			Careers/Design	2			◎								
		Subjects common to each school	Seminars	Graduation Study	6									◎	
				English for Practical Communication	2	○									
			English	English for Discussion and Presentation	2	○									
English for Academic Purposes	2			○											
	Integrated Academic Skills I		2			○									
	Integrated Academic Skills II		2				○								
Second foreign language program	Overseas University Studies		12		○								Single language compulsory up to I A, I B, II A, II B		
	French IA		2			○									
	French IB		2				○								
	French IIA		2				○								
	French IIB		2					○							
	French IIIA		2						○						
	French IIIB		2							○					
	French IVA		2							○					
	French IVB		2								○				
	French VA		2								○				
	French VB		2									○			
	German IA		2				○								
	German IB		2					○							
	German IIA		2					○							
	German IIB		2						○						
	German IIIA		2							○					
	German IIIB		2								○				
	German IVA		2								○				
	German IVB		2									○			
	German VA		2									○			
	German VB		2									○			
	Spanish IA		2					○							
	Spanish IB		2						○						
	Spanish IIA		2						○						
	Spanish IIIB		2							○					
	Spanish IIIA		2								○				
	Spanish IIIB		2									○			
	Spanish IVA		2								○				
	Spanish IVB		2									○			
	Spanish VA		2									○			
	Spanish VB	2									○				
	Chinese IA	2						○							
	Chinese IB	2							○						
	Chinese IIA	2							○						
Chinese IIIB	2								○						
Chinese IIIA	2									○					
Chinese IIIB	2									○					
Chinese IVA	2									○					
Chinese IVB	2									○					
Chinese VA	2									○					
Chinese VB	2									○					
Russian IA	2							○							
Russian IB	2								○						
Russian IIA	2								○						
Russian IIIB	2									○					

[illegible]

IV. Materials

Earthquake Response

Chukyo University response

Students will be notified of the response to be taken following earthquakes on the university website and on CHUKYO ALBO. In the event of an earthquake, remain calm, and check the university website.

* The university uses CHUKYO ALBO to confirm the safety of its students.

<An understanding of earthquakes begins with personal safety!>

With Nankai megathrust earthquakes, it is anticipated that severe tremors will continue for approximately 1 to 2 minutes. Wait until the tremors subside, and then calmly go about your business while keeping in mind that tremors of a similar scale may occur.

Response while commuting, while in the university

A. During lectures

- (1) Lie face down beneath your desk, or protect your body with your bag, etc. to protect yourself from falling objects from above.
- (2) Those standing near doors should open the doors to secure escape exits.
- (3) Follow the instructions given by the teaching staff once the earthquake settles down.



B. When riding the elevator

- (1) Elevators automatically stop at the nearest floor in the event of an earthquake, and therefore the button for each floor should be pressed (elevators are equipped with a function to stop at the nearest floor). Please evacuate using the stairs when the elevator stops at the nearest floor.
- (2) If you become trapped in an elevator, call for help using the telephone or intercom.



C. When commuting

- (1) Roofing tiles or glass shards may fall, or concrete-block walls may topple when walking along narrow roads or passing close to walls, and therefore such areas should be avoided. Use your bag, etc. to protect yourself from falling objects from above.
- (2) When riding the bus or train, remain calm, and follow the instructions of the bus driver or train crew.
- (3) If driving a vehicle, do not hit the brakes suddenly, and park your vehicle on the left side of the road. Listen to the relevant information on the radio, and act in accordance with regulations.

* When evacuating, leave your key in the ignition, and do not lock the doors.

- (4) If near the coast or mouth of a river, evacuate to a high place which offers safety in the event of a tsunami.



D. In case of fire

- (1) Notify those around you. Trigger a fire alarm or ring an emergency bell if there is one nearby.
- (2) Even in the event that fire breaks out, you will be safe provided the fire has not spread to the ceiling. Remain calm, and try to extinguish the fire in its initial stages by using whatever means is readily available.
- (3) When evacuating a smoke-filled building, maintain as low a posture as possible, cover your mouth with a wet handkerchief, and try not to inhale smoke.



Using fire extinguishers

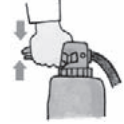
A fire extinguisher can be found in all buildings, on all floors, and in all classrooms.

After confirming a fire, call out to others in a loud voice, and try to help extinguish the fire in its initial stages by using whatever means is readily available.

(1) Remove safety pin

(2) Remove hose and direct at fire

(3) Grip lever and spray



Evacuation method

Standard methods of evacuating from buildings and making your way to the designated evacuation locations have been specified for each campus. A simple evacuation guide is posted in each classroom, allowing students to verify the evacuation method in the event of an earthquake at any time.

Response for those at home or in lodgings

Prepare an emergency bag (water, food and drink, minimum necessities, etc.) for use at any time!!

Immediately after earthquake

Protect yourself

Keep a safe distance from any furniture, etc. that is likely to fall over, and keep under cover of a desk, etc. Avoid rushing outside in a panic.



1 to 2 minutes after earthquake

Preventing fire breakout, securing an escape route

Close any gas taps, and unplug cables from their sockets.

If fire breaks out, remain calm, and try to extinguish the fire in its initial stages by using whatever means is readily available. Open any doors and windows to secure an escape route.



Up to 3 days after earthquake

Verifying the safety of your family, being on guard in case of earthquakes of a similar scale

Do not go near houses that have fallen down. Call out for neighbors, and evacuate on foot if possible.

Extinguishing fires, rescuing those in trouble, providing assistance in the neighborhood

Cooperate with others in the neighborhood, rescue those who are injured, and provide assistance wherever necessary.

Look after yourself first

Use drinking water and food, etc. that you have kept for emergencies. Be vigilant against false rumors, and try to obtain accurate information.



4 or more days after earthquake

Maintaining and returning to normal life

Be on guard for disasters (earthquakes of similar scale) occurring 4 or more days after the initial earthquake, and try to gather living information.

Try to return to normal life.



Other information

<Necessity of preparing for earthquakes>

We are told that a Nankai megathrust earthquake might occur at some time in the near future. Such an earthquake is likely to cause serious damage such as buildings collapsing, furniture toppling, and damage. With past earthquakes, it was not possible to respond to unforeseen developments, and casualties were enormous. To prevent such tragedy, it is necessary to obtain a basic knowledge of earthquakes and verify evacuation routes, and be prepared for earthquakes occurring in everyday life to ensure a swift response whenever one occurs.

<Disaster Emergency Message Dial 171>

Disaster Emergency Message Dial is a service for accessing safety information, etc. recorded by people in disaster-stricken areas that can be played by relatives or friends in other regions.

■ Phones that can be used

Subscribed telephones, the Information Network System*, public telephones, and Hikari Denwa (IP phone)* can be used to access the Disaster Emergency Message Dial service.

Please contact your contracted telecommunications carrier for information on access using mobile phones or PHS, or phones of other telecommunications carriers.

* Use is not possible if using the Information Network System or Hikari Denwa with a dial-type telephone.

■ Number of stored messages

1 to 10 messages per telephone number

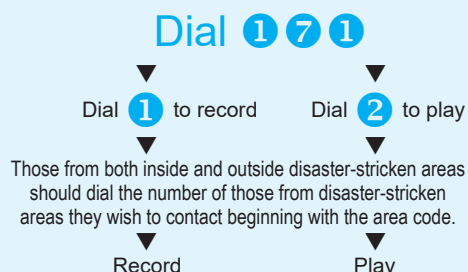
■ Recording time

Max. 30 seconds per message

■ Message storage period

2 days (automatically deleted after 48 hours)

Disaster Emergency Message Dial 171
Dial "171" and record or play a voice message as instructed.



<Use of SNS>

All mobile phone carriers provide their own SNS (notice boards) where safety information can be registered or checked at times of large-scale disasters. Registered information can be checked on smartphones, etc.

[Disaster message boards]

- NTT DOCOMO: https://www.nttdocomo.co.jp/info/disaster/disaster_board/
- au: <https://www.au.com/mobile/anti-disaster/saigai-dengen/>
- SoftBank: <https://www.softbank.jp/mobile/service/dengen/boards/>

<Government, Fire and Disaster Management Agency, municipality SNS>

Disaster related information is provided by the government, Fire and Disaster Management Agency, and municipalities, etc. via SNS.

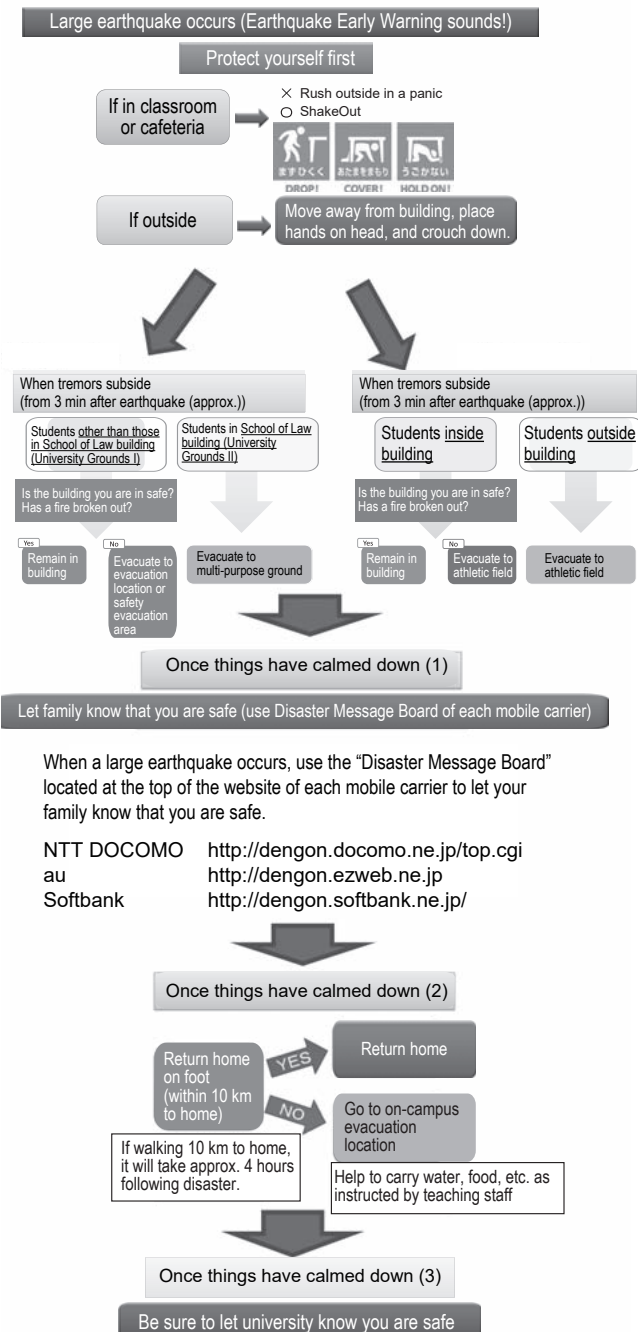
At times of disaster, please check these sites for evacuation information and living support related information.

- Nagoya City Facebook page: <http://www.facebook.com/nagoya.bousai>

<Be vigilant against false rumors!!>

The various information available at times of emergency can be complicated, making it difficult to obtain the necessary accurate information. Information can be gathered relatively easily at times of disaster on SNS such as Facebook, LINE, or Twitter, however, there is also a risk of malicious false rumors or incorrect information being spread. Please compare obtained information with that provided by the government or local governments to verify the reliability and importance of the information.

Earthquake Response Manual



2 University Rules and Regulations

Chukyo University rules and regulations are available in Japanese.

The rules and regulations can be viewed on the university official website.

Access the rules and regulations by selecting “Undergraduates / Teaching Staff” - “Rules and Regulations” on the university official website.



Viewable rules and regulations

(Rules)

(Rules)

Rules Relating to Educational Affairs (Chukyo University Regulations)

Regulations Relating to Education and Research Purposes

Regulations Relating to Graduate Education and Research Purposes

Degree Regulations

Educational Affairs Regulations

Teacher Training Course Registration Regulations

Examination Regulations

Regulations Relating to Credited Auditors

Regulations Relating to Early Chukyo University Graduation

Regulations Relating to Graduate Credited Auditors

Regulations Relating to Graduate School Advancement Program Students

Regulations Relating to Research Students

Regulations Relating to the Commissioning and Contracting of Graduate Student Research Guidance

Regulations Relating to Graduate Research Students

Rules Relating to Educational Affairs (Internal Regulations)

Internal Regulations Relating to School, Department Changes

Detailed Regulations for Enforcement of Internal Regulations Relating to School, Department Changes

Agreement Relating to Subjects Open to All Students

Graduate Special Audit Students Internal Regulations

Internal Regulations Relating to Special Audit Students

Internal Regulations Relating to Accreditation for Total Credit Units Earned Prior to Entering University

Detailed School of International Liberal Studies Rules Relating to “Accreditation for Total Credit Units Earned Prior to Entering University”

Internal Regulations Relating to University Transfers

Detailed Regulations for Enforcement of Internal Regulations Relating to University Transfers

Regulations Relating to Payment of School Expenses, Etc. (Chukyo University regulations)

School Expense Payment Regulations

Regulations Relating to Student Reward and Punishment (Chukyo University regulations)

Student Disciplinary Action Regulations

Regulations Relating to Extra-curricular Activities and Use of Facilities (Chukyo University Regulations)

Clubroom Use Regulations

Detailed Clubroom Use Regulations

Library Regulations

Detailed Regulations for Enforcement of Library Regulations

Facility Use Regulations

Athletic Club Regulations

Culture Club Regulations

University Festival Executive Committee Regulations

Regulations Relating to Extra-curricular Activities and Use of Facilities (Internal Regulations)

Information Center Use Internal Regulations

Campus Network Use Internal Regulations

Regulations Relating to Other Aspects of Student Life (Chukyo University Regulations)

Regulations Relating to Student Life

Loan-type Scholarship Regulations

Financial Support and Scholarship System Regulations

Regulations Relating to Support for Students with Disabilities

Basic Policy Relating to Support for Students with Disabilities

Campus Harassment Prevention Guidelines

Regulations Relating to the Protection of Personal Information

Regulations Relating to Other Aspects of Student Life (Internal Regulations)

Internal Regulations On the Protection of Student Personal Information

Other

Animal Testing Regulations

Standards for the Management and Auditing of Public Research Expenses

