



Student Handbook

2026

School of Global Studies Department of
Global Studies Division of GLS

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 2026.
Information on any changes will be posted on the university
website and on CHUKYO 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 of Arts in 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 of Arts in Global Studies
	言語文化 Linguistics and Cultural Studies	
心理 Psychology	心理 Psychology	学士(心理学) Bachelor of Arts in Psychology
現代社会 Contemporary Sociology	現代社会 Contemporary Sociology	学士(社会学) Bachelor of Arts in Sociology
法 Law	法律 Law	学士(法学) Bachelor of Arts in Law
総合政策 Policy Studies	総合政策 Policy Studies	学士(総合政策学) Bachelor of Arts in Policy Studies
経済 Economics	経済 Economics	学士(経済学) Bachelor of Arts in Economics
経営 Management	経営 Management	学士(経営学) Bachelor of Arts in Management
工 Engineering	機械システム工 Mechanical and Systems Engineering	学士(工学) Bachelor of Science in 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 of Science in Health and Sport Sciences
	競技スポーツ科 Sport Science	
	スポーツ健康科 Health Science	
	トレーナー Athletic Training and Conditioning	
	スポーツマネジメント Sport Management	

The above table contains a list of degrees available in each school and department, and is current as of April 2026 (excl. schools, departments which have stopped recruiting students).

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Campus maps and evacuation locations

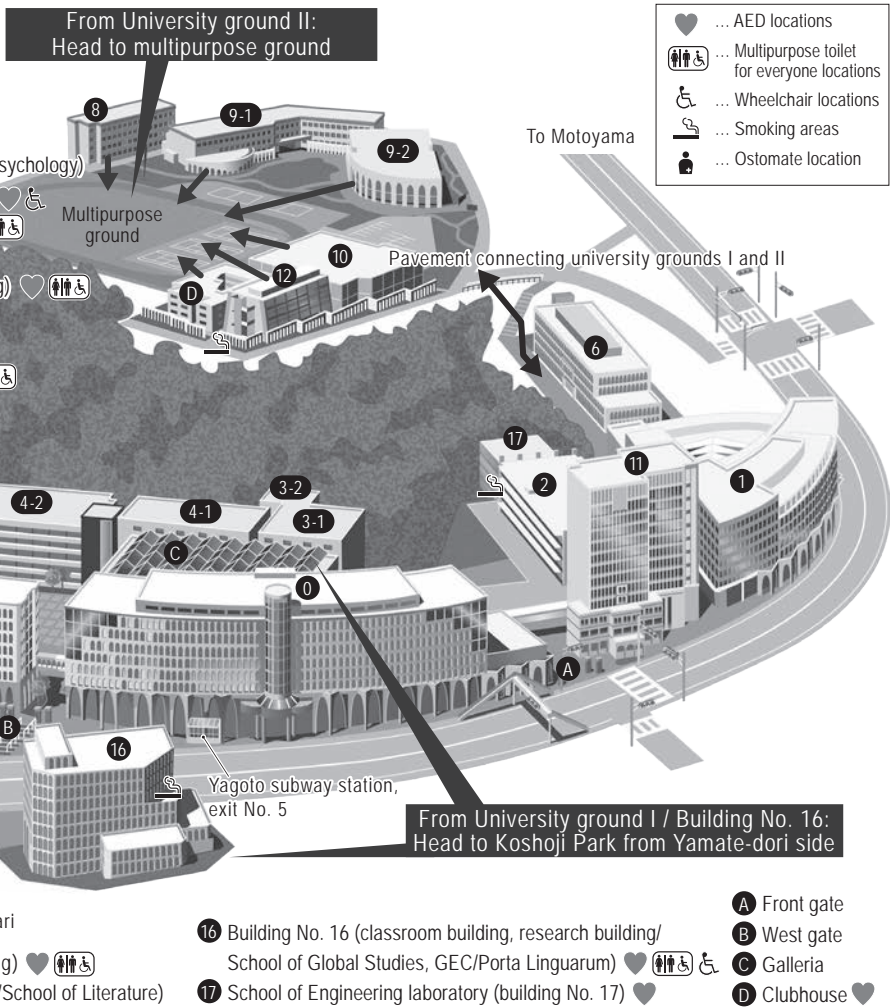
Inquiries

General Affairs Division / Student Affairs and Support Division

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

- 0 Center Building (building No. 0) ♥ ♿ ♿ ♿ ♿ ♿
- 1 Library and Academic Hall (building No. 1) ♥ ♿ ♿ ♿ ♿
- 2 Building No. 2 (classroom building) ♿ ♿
- 3-1 Building No. 3 (classroom building) ♿ ♿
- 3-2 Building No. 3, annex (research building/School of Psychology) ♿ ♿
- 4-1 Building No. 4, middle building (classroom building) ♥ ♿
- 4-2 Building No. 4, west building (classroom building) ♿ ♿ ♿
- 5 Building No. 5 (classroom building) ♥ ♿ ♿ ♿
- 6 Building No. 6 (research building/School of Engineering) ♥ ♿ ♿ ♿
- 7 Building No. 7 (Koudou Juku)
- 8 Building No. 8 (classroom building)
- 9-1 Building No. 9 (research building/School of Law) ♿ ♿
- 9-2 Building No. 9 (classroom building) ♥ ♿
- 10 Building No. 10 (gymnasium)
- 11 Headquarters Building (building No. 11) ♥ ♿ ♿ ♿
- 12 Building No. 12 (gymnasium) ♿
- 14 Building No. 14 (research building) ♥ ♿ ♿ ♿
- 15 Building No. 15 (research building/School of Literature)
- 16 Building No. 16 (classroom building, research building/ School of Global Studies, GEC/Porta Linguarum) ♥ ♿ ♿ ♿ ♿ ♿
- 17 School of Engineering laboratory (building No. 17) ♥



Multipurpose toilet for everyone (ostomate) locations ♿ ♿ ♿ ♿ ♿

Building	Location	Ostomate
Center Building (building No. 0), 2nd floor, 4th floor, 6th ~ 8th floor	East side, next to toilets	6th floor
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, 1st floor	Next to Clinical Psychology Consultation Office	
Building No. 3 (classroom building), 3rd floor	Next to toilets	
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, 2nd floor	In front of elevator	
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 north toilets	
Building No. 14 (research building), 2nd floor	Next to east elevator hall	
Building No. 14 (research building), 3rd floor	Next to east elevator hall	
Building No. 16 (classroom building / research building), 1st floor	Next to Women's toilets	

Smoking area 🚬

Building
North of building No. 2, south of building No. 7, west of building No. 12, 6th floor (south) of building No. 16

AED locations ♥

Building	Location
Center Building (building No. 0), basement	Entrance hall
Center Building (building No. 0), 1st floor	Inside Student Affairs and Support Division
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, Entrance hall
Building No. 6 (research building/School of Engineering), basement	Elevator hall
Building No. 9 (classroom building), 1st floor	Entrance hall
Headquarters Building (building No. 11), 1st floor	Entrance hall
Building No. 14 (research building), 1st floor	Next to north elevator hall
Building No. 16 (classroom building, research building), 1st floor	Elevator hall
School of Engineering laboratory (building No. 17), 1st floor	Entrance hall
Clubhouse, 1st floor	Gymnasium side middle passage

Wheelchair locations ♿

Building	Location
Center Building (building No. 0), basement	East side of entrance hall, under the stairs
Center Building (building No. 0), 1st floor	Inside Student Affairs and Support Division
Library and Academic Hall (building No. 1), 1st floor	Next to 7-Eleven, under the stairs
Building No. 4, middle building (classroom building), 1st floor	In front of room 412, under the stairs
Building No. 5 (classroom building), 1st floor	In front of entrance hall, under the stairs
Building No. 9 (classroom building), 1st floor	Next to toilets, under the stairs
Building No. 12 (gymnasium) 1st floor	Gymnasium office
Building No. 16 (classroom building / research building), 1st floor	Inside the Academic Affairs office

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 floor	9:00 to 22:00	9:00 to 22:00	Career Support Division	Building No. 0, 3rd 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	Academic Affairs Division (excl. Psychology, Law, and Engineering)	Building No. 14, 1st floor	9:00 to 17:00	—
Social Collaboration Education Center	Building No. 0, 3rd floor	9:00 to 17:00	—	Academic Affairs Division Annex (School of Global Studies, GEC)	Building No. 16, 1st floor	9:00 to 17:00	—
Information Center	Building No. 1, 1st floor	9:00 to 18:30	—	School of Psychology office	Building No. 3, 1st floor	9:00 to 17:00	—
Global Education Center (GEC)	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, 3rd floor	9:00 to 17:00	—	School of Engineering office	Building No. 11, 3rd floor	9:00 to 17:00	—
Educational Affairs Center	Building No. 5, 1st floor	9:00 to 17:00	9:00 to 12:30*	General Affairs Division (basement reception)	Building No. 0, basement	9:00 to 17:00	—
Teaching Support Center	Building No. 5, 1st floor	9:00 to 17:00	—	Financial Division	Building No. 11, 10th floor	9:00 to 17:00	—
Student Affairs and Support Division	Building No. 0, 1st floor	9:00 to 17:00	—	Graduate School Section	Building No. 5, 1st floor	9:00 to 17:00	—
Student Support Center	Building No. 0, 1st floor	9:00 to 17:00	—	Management of Teaching and Learning Promotion Department	Building No. 5, 1st floor	9:00 to 17:00	—
School infirmary	Building No. 0, 1st floor	9:00 to 17:00	—	Alumni Associations	Building No. 5, 1st floor	9:00 to 17:00	—
Counseling room	Building No. 15, 1st floor	9:00 to 17:00	—				

*Make-up lecture days only (rooms are closed on other days.)

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

Recreational facility hours (during lecture periods)

Category	Recreational facility		Building (Building No. 0 is Center Building)	Facility hours		Holidays
	Details	Name		Weekdays	Saturdays	
Food and drink	Cafeteria	Chukyo Terrace	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
	Cafeteria	Starbucks Coffee	Building No. 0, basement	8:00 to 20:00	Sat., Sun., national holidays: 9:00 to 17:00	Irregular 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
Other services	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	—	Saturdays, Sundays, national holidays
			Building No. 5, 1st floor	9:00 to 15:00	—	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	

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" on the university website, as well as through the app/Web-accessible "CHUKYO ALBO" information provision system.

*To use CHUKYO ALBO, download the app and enable push notifications, and be sure to open it daily to check for notices and other information.

*CHUKYO ALBO is available between the hours of 6:00 and 27:00.

*Notifications from teachers in charge of classes may be issued from the "CHUKYO MaNaBo" Teaching Support System [▶▶ See P11](#).

Notice types and methods

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

○ : available, × : 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

ID, etc. Necessary for Use of All Systems

Chukyo University ID (CU_ID)

The Chukyo University ID (hereinafter referred to as CU_ID) is necessary for use of university Web systems (CHUKYO ALBO, MaNaBo, My Library) and the university wireless LAN.

Students will be issued with their CU_ID user ID and password at the time of admission guidance. Please note that changes to the CU_ID password can be made at "Changing your password" in "Information Center Services" described later (when doing so, it is necessary to connect to the university network).

Provided you are in an environment in which it is possible to connect to the Internet, all university Web systems can be used from personal computers or smartphones*.

*This does not include course registration applications, grades/timetable checks, career path registration, or changes to addresses or contact information.

Microsoft account for Chukyo University

The Microsoft account for Chukyo University is necessary for installing Microsoft 365 Apps that are available while enrolled at the university, and for using the Web conferencing system Microsoft Teams for taking online lessons.

The user ID and password for your Microsoft account for Chukyo University are issued at the time of admission guidance on the same notification as your CU_ID.

*For details on use of m.mail and Microsoft Office [▶▶ See P10](#).

The accounts used with each system used for online lessons are as follows.

	Name of service	Account
University Web systems	CHUKYO ALBO	CU_ID
	MaNaBo	
Web conferencing system	Google Meet	m.mail (CU_ID)
	Microsoft Teams	Microsoft account for Chukyo University
	Zoom	CU_ID

Access from smartphones

Access from smartphones using the following URL or QR Code.

Smartphones

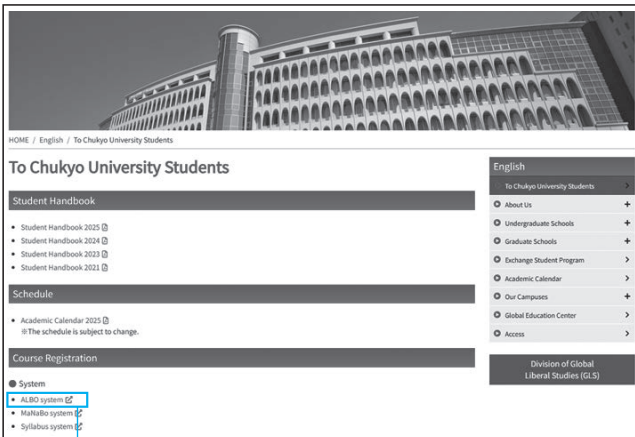
URL: <https://www.chukyo-u.ac.jp/english/student-staff/students.html>



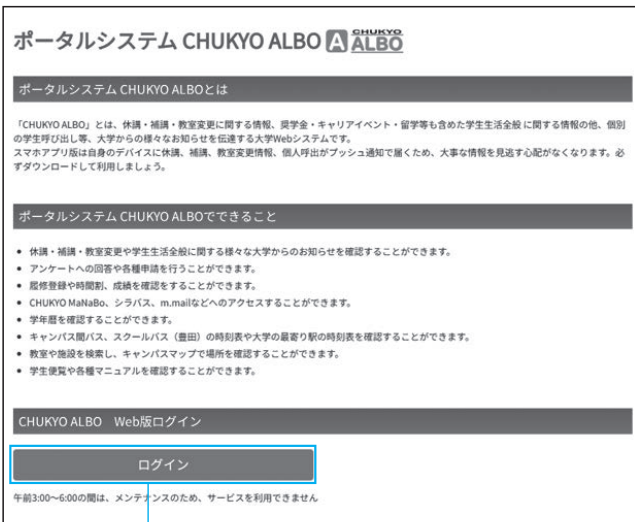
Portal system “CHUKYO ALBO”

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).

Login method



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



STEP 2 Log in to the Web version from here.

ALBO app screen



- 1 Notices**
Check here for various notifications. Items are displayed by category.
- 2 Questionnaires**
A list of questionnaires for you will be displayed here.
- 3 School year calendar**
Here you can check the school year calendar for the current year.
- 4 Lecture information**
You will receive important notifications regarding lecture cancellations, make-up lectures, classroom changes, etc., for the classes you are enrolled in.
- 5 Campus maps**
Here you can find maps of each campus.
- 6 Bus timetable**
Here you can find the inter-campus bus timetable and other information.
- 7 File sharing**
The digital version of the student handbook can be found here.
- 8 General applications**
Some applications can be submitted online.
- 9 Offline documents**
Information available here includes how to connect to the wireless LAN and how classes will be handled in emergencies.

[IMPORTANT]

Be sure to turn on push notifications as lecture cancellations, make-up lectures, classroom changes, graduation-related matters and other important notifications will be sent via push notifications through the app.

*Make sure to check notifications daily as some important notifications may not be sent as push notifications.

ALBO top screen (Web)



- 1 Notices**
Important notifications will be displayed by category within the Notices box (feature).
- 2 Questionnaires**
A list of questionnaires for you will be displayed in the Questionnaires box (feature).
- 3 Applications**
A variety of different applications can be easily submitted online.

- 4 Links**
A list of links to various on-campus services essential for student life will be displayed.
- 5 School year calendar**
Here you can check the university's school year calendar (annual schedule).

Viewing Syllabuses

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.

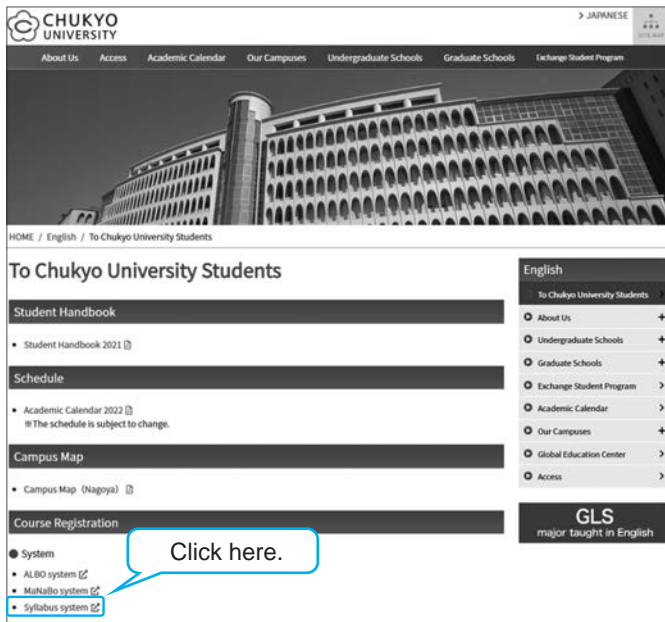
Available hours

Syllabus can be viewed between the hours of 6:00 and 27:00.

Syllabus viewing method

Viewing method

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



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 Microsoft 365 Apps can be used while enrolled at the university.

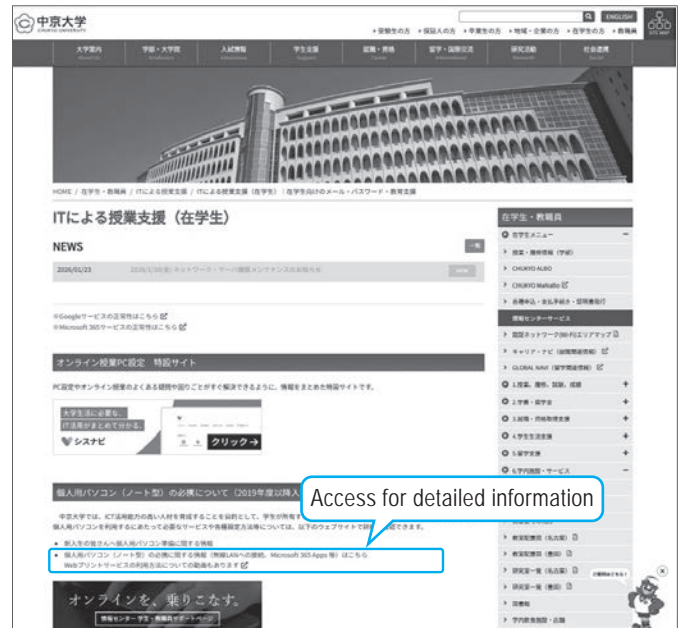
[Support desks]

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 365 Apps, etc.

Official university website → “Undergraduates” → “Information Center Services (Undergraduates)”

Information on how to use the on-campus Web printing system and the location of printers has been posted.



Use of Personal Computers (Laptops)

Please prepare the following prior to the start of lectures.

- Computer OS setup (ensure that it can be used after logging in).

Personal Computer Setup



- Wireless LAN (Wi-Fi) settings (see P9 of this document)
- Microsoft Office installation and sign-in (see P10 of this document)
- Google Chrome, Adobe Acrobat Reader installation (refer to the Chukyo ICT Guidebook)

Please refer to the Chukyo ICT Guidebook and Information Center website for information on other services provided by the university Information Center.

CHUKYO ICT Guidebook



Teaching Support Using IT (for Students Enrolled at the University)



Information Center support page



Wireless LAN Connection

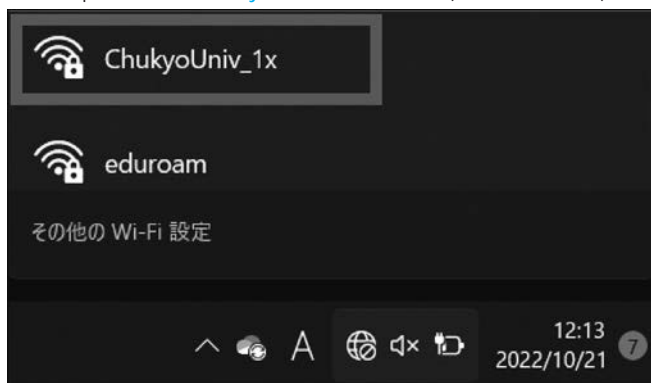
Wireless LANs can be used inside the university in such areas as libraries and classrooms.

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

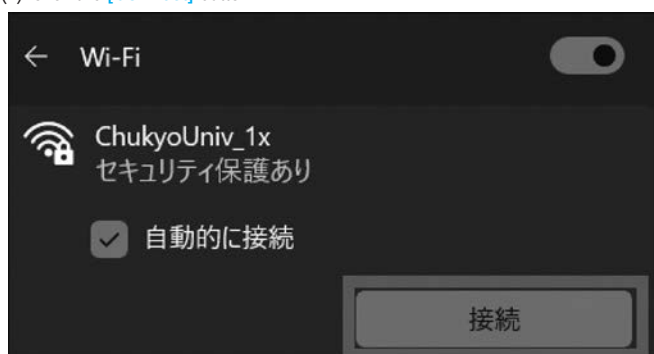
A "Wi-fi classroom" sticker can be found at classrooms where wireless LANs can be used.

[Windows 11]

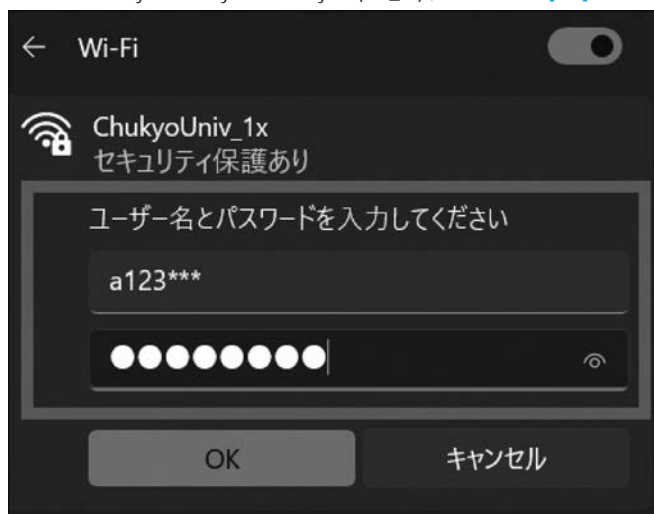
- (1) Click the "Network settings"  icon in the task tray in the lower right of the desktop, and select "ChukyoUniv_1x" from SSID (wireless AP name).



- (2) Click the [\[Connect\]](#) button.

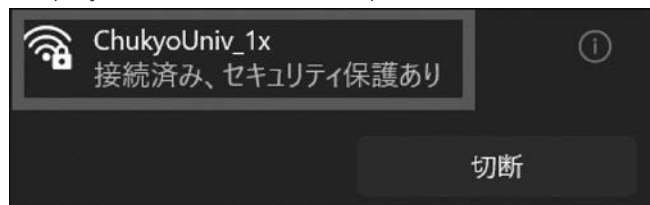


- (3) When the authentication screen appears, enter the user ID and password indicated on your Chukyo University ID (CU_ID), and click the [\[OK\]](#) button.



- 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 Support Authentication Network(Undergraduates) Using IT", and refer to the manual for details.

Authentication Network User Manual

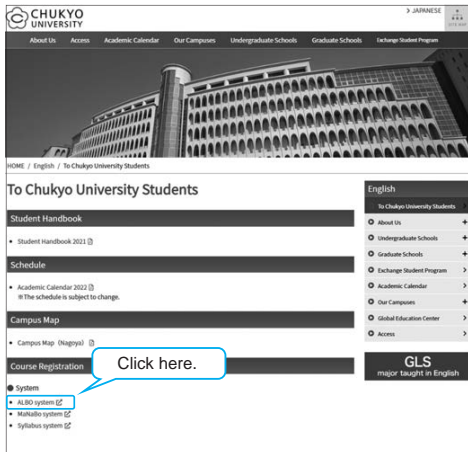


University Official E-mail “m.mail”

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” → “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.

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



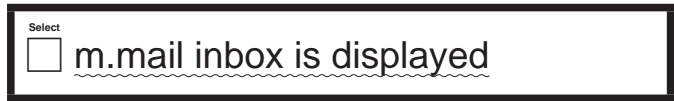
- (2) Click [Login (PC)], and enter your “CU_ID” and “Password”.



- (3) Click “m.mail” at the CHUKYO ALBO top screen to begin using m.mail. (Ensure that your inbox is displayed.)

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

How to use with a smartphone



Using Microsoft 365 Apps

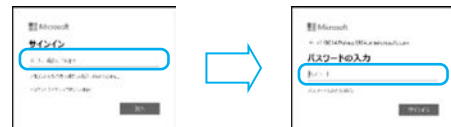
Chukyo University students can install and use Microsoft 365 Apps from their own computers.

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

Your Chukyo University student Microsoft account user ID and password are listed in the “CU_ID (Chukyo University ID)/Microsoft Account Password Notification” that you received during the orientation for new students.

Access the Microsoft 365 site (<https://aka.ms/o365id/>), and sign in with your user ID and password. An Internet connection is required for installation. The Microsoft 365 Apps is already installed in the case of students who have purchased the computer recommended by Chukyo University. It is only necessary to activate the application (see (7)). The download and installation procedures are described below.

- (1) Check the Microsoft account for Chukyo University students, which is listed in the CU_ID (Chukyo University ID)/Microsoft Account Password Notification.
- (2) Access the Microsoft 365. <https://aka.ms/o365id/>
- (3) Enter the user ID listed in the CU_ID (Chukyo University ID)/Microsoft Account Password Notification, and click [Next]. Enter your password, and click [Sign In].



- (4) Click [Install Office].



- (5) Click [OfficeSetup.exe] 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.



If you have forgotten the password for your Microsoft account for Chukyo University students, please apply for a new password using the “Reissu Office 365 Password” under “Information Center Services” on the Chukyo University website.

Teaching Support System (CHUKYO MaNaBo)

CHUKYO MaNaBo is Chukyo University's student support system. In addition to using MaNaBo for attending online lessons, you may receive instructions on attending lessons or assignments, etc. via MaNaBo notifications from teachers in charge of classes, and therefore we recommend that you check the site each day while lessons are running.

CHUKYO MaNaBo features

- Online classes and lectures
Materials can be accessed via the web, reports can be submitted, small tests can be taken, and e-mails can be exchanged with teachers in charge of classes.
- Notifications from teachers in charge of classes
Notifications (issuing assignments, providing examination-related information, class cancellations, etc.) from teachers in charge of classes to students can be checked.
- Use outside class
Inter-school/department notification tools can be used, questionnaires on how to improve classes are conducted, graduation theses can be submitted, and examination resit and grade inquiry applications can be made.

CHUKYO MaNaBo available hours

MaNaBo is available from 6:00 to 27:00.

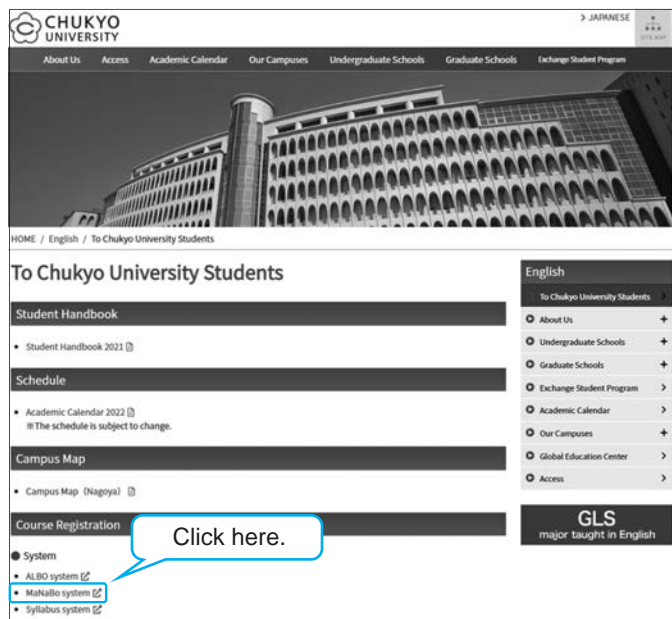
Recommended operating environment

	OS	Browser
Computers	Windows 11 or higher / Mac OS 14 or higher	Google Chrome / Microsoft Edge / Mozilla Firefox
Smartphones / tablets	iOS 17 or higher / Android 13 or higher	Safari (iOS) / Google Chrome (Android)

Use with multiple tabs is not supported. Furthermore, simultaneous use from two or more devices, such as computers or smartphones, is not supported. Doing so may cause issues when accessing your classes. Please be careful.

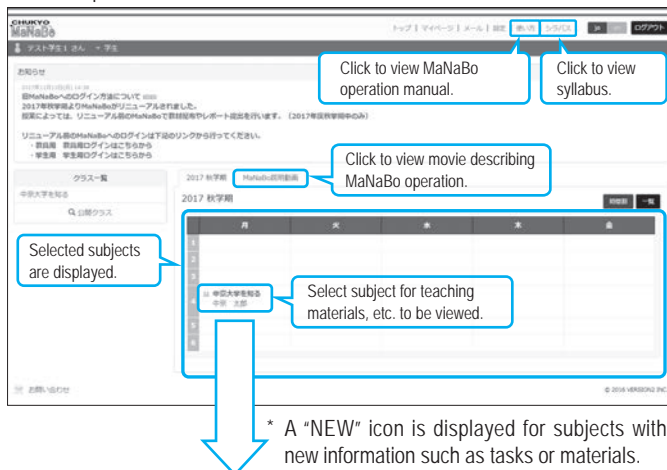
How to access to CHUKYO MaNaBo login screen

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

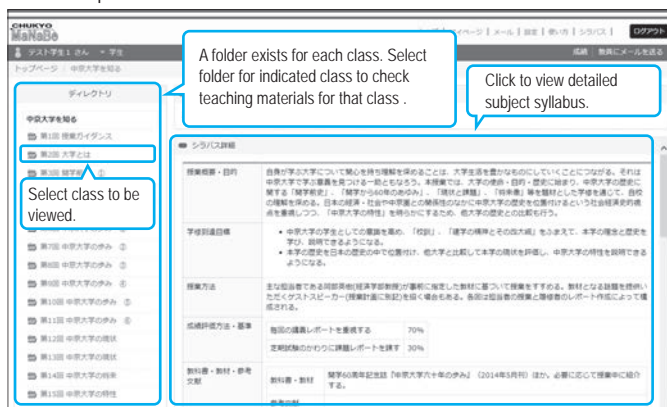


CHUKYO MaNaBo screen description

Student top screen



Courses top screen



Directory screen



Policy Relating to Student Support

[Basic policy relating to student support]

- Comprehensive student guidance and welfare is provided to realize the fostering of human resources, which is the very objective of each school, department, and graduate course.
- An environment in which students are able to apply themselves to their own studies is provided.
- Support is provided to help encourage students' human growth and independence.
- A comfortable and safe environment in which students are respected as equal individuals is provided.
- Support with creating awareness of career paths following graduation, and help with improving the qualities necessary to attain career goals are provided for each and every student.

[Learning support]

- (1) Teaching staff work with one another to offer study counseling and guidance to ensure smooth learning.
 - (2) Support with independent learning activities is provided by improving library facilities, and offering guidance on how best to use these facilities.
 - (3) A system has been constructed and provided using ICT (information and communications technology) to encourage student learning before and after classes.
 - (4) Support for a stable student life is provided by making improvements to the scholarship system, and by offering advice through a consultation service.
 - (5) By ascertaining the status, and managing and analyzing data on students repeating the same grade year, students who have taken a temporary leave of absence, and students who have withdrawn from the university, specific measures can be designed to offer assistance at an early stage.
 - (6) Organized support with learning and university life is provided to ensure that students with disabilities are able to enjoy a fulfilling student life.
 - (7) Every effort is made to improve study abroad and training programs, and to offer positive support to students by providing them with opportunities and appropriate guidance on traveling overseas.
- In addition to promoting international exchange between students, the university tries to foster human resources with international awareness and practical language abilities.

[Student life support]

- (1) The university provides support for extra-curricular activities such as clubs, circles, and volunteer work to improve students' sociability and humanity, and to foster talented human resources who will make an overall contribution to society.
- (2) Support with healthy physical education group activities is provided to promote sports and improve competitiveness.
- (3) The university has a school infirmary, health center, and Student Support Center for the purpose of helping students maintain and improve health. The facilities have professional physicians and nurses, as well as counselors to help ensure that students are able to enjoy a comfortable and safe student life.
- (4) Each school and administrative division have a consultant to offer support with campus harassment in accordance with regulations and guidelines. Furthermore, enlightenment activities are promoted to ensure that harassment is prevented.

[Career path support]

- (1) With the Career Support Division taking on a pivotal role, relevant departments work together to provide career path support that is aligned with students' goals. And if necessary, career related subjects are allocated to regular subject teaching, and a system is in place to provide organized, organic support which incorporates welfare and guidance, as well as the curriculum.
- (2) Guidance is provided, and events and seminars are held based on the study content of each grade year to help develop student career awareness.
- (3) A wealth of employment related information tailored to student needs has been gathered, and this is delivered to students in a timely fashion via the intranet to help with their job-hunting activities.
- (4) The university holds preparatory courses for civil servant and teacher employment examinations, as well as preparatory courses to help students obtain the necessary qualifications, and provides programs which help guide students' careers.
- (5) Help is available in various formats based on students' situations such as peer support from fellow students, support from former graduates, and individual counseling from career counselors.

Student Affairs and Support Division

The Student Affairs and Support Division 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

- Using the Student Support Center, etc.

Office hours

Weekdays: 9:00 to 17:00

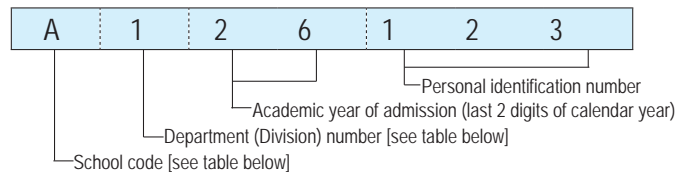
- * Offices are closed on designated university holidays such as Saturdays and Sundays, national holidays (excl. days on which there are normal classes), and on days on which the entire university is closed.

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 Affairs and Support Division 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 (Division)						
		1/A	2/B	3/C	4/D	5/E	6/F	7
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	Athletic Training and Conditioning	Sport Management
Global Studies	P	Global Studies (International Human Studies)	Global Studies (International Relations)	Global Studies (Business)	Global Studies (Global Liberal Studies)	Linguistics and Cultural Studies (Linguistics and Cultural 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. The university rules and regulations can be viewed on the university official website.

Student Commuter Pass Certificates

If purchasing a commuter pass for the Nagoya Municipal subway or bus, JR, Meitetsu, or Kintetsu, etc., please write your student No., name and current address, and school commute route 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

*** Can be issued at student discount card issuing machine.**

When issued, it is necessary to swipe your student ID in the student discount card issuing machine.

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. The validity period is within 3 months of the date of issue.
*For 4th year students, it is within 3 months of the date of issue but not beyond the last day of the year 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. is classed as illegal use, and as such, a fee of several times the fare will be levied.

Commuting to University

Students are only permitted to commute to university on foot, or by the following methods.

Public transport

If purchasing a commuter pass for the Nagoya Municipal subway or bus, JR, Meitetsu, or Kintetsu, etc., please write your student No., name and current address, and school commute route 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.

Bicycles

Please obtain a sticker for authorizing use of the bicycle parking lots from the Student Affairs and Support Division, affix it to your bicycle, and use the dedicated on-campus parking lots. Never park on streets around the university, or at nearby stores. Doing so will inconvenience those living in the surrounding area. Bicycles left unattended in bicycle parking lots for lengthy periods of time will be treated as abandoned bicycles, and will be subject to disposal. Bicycles left for a certain period of time after this will be removed.

Furthermore, owners of bicycles in Aichi Prefecture are not only obliged to obtain bicycle liability insurance, but are also obliged to make every effort to wear a helmet.

Motorized two-wheeled vehicles

If you have a motorized bicycle with an engine capacity of 125cc or less and a power output of 4kW or less, you can use dedicated on-campus parking lots after registering your vehicle at the Student Affairs and Support Division. Those parking in a location other than a dedicated parking lot will be severely dealt with.

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 Division / Building No. 0, basement

Toyota Campus General Affairs Division Toyota office / Building No. 1, 2nd 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 formal warning, 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, unauthorized parking, inappropriate posting on the Internet, and 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 Affairs and Support Division. 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 Affairs and Support Division 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. Lost and found items on campus can be checked on the "Lost and Found Management Site" on the Chukyo University official website. However, valuables and items containing personal information are excluded; please inquire directly at the Student Affairs and Support Division.

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 someone 20 years of age or older, 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 under 20 years of age, 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, X (Twitter), LINE, 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 cause inconvenience to the individuals involved.

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 of 8 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.

The following certificates can be issued while enrolled at the university. Please refer to the Chukyo University official website → [在学生の方](#) → 9.証明書・各種申請 → 証明書・学生割引証の発行(在学生) for details on the application method and commission, etc.

Application method	Type	Issued for	Number of days until issuance	Service desk
Student discount cards issuing machine	Student discount cards	1st to 4th year students	Same day	Student Affairs and Support Division
Online application (issued at convenience stores)	Certificate of enrollment ★	1st to 4th year students	Same day	
	Enrollment certificates ★	School absentees	Same day	
	Health checkup certificate	1st to 4th year students	Same day	
	Health checkup results report	1st to 4th year students	Same day	
	Academic transcript ★	1st to 4th year students	Same day	
Certificate of expected graduation ★	4th year students	Same day		
Online application (received from service desk or via mail)	Student IDs (re-issue)	1st to 4th year students	After the following day	Student Affairs and Support Division
	Health checkup certificate (students who are unable to have certificate issued by convenience store) [P22]	1st to 4th year students	After the following day	
	Expected academic transcript ★	1st to 4th year students	Following day	Educational Affairs Center (Undergraduate School Section)
	Expected teacher's license acquisition certificate	4th year students who are taking teacher training course	Same day	Educational Affairs Center (Teaching Profession Support Section)
Service desk application	Provisional student IDs	1st to 4th year students	Same day	Student Affairs and Support Division
	Graduate school transcript	1st to 4th year students	10 days	Educational Affairs Center (Undergraduate School Section)
	Recommendatory letter	1st to 4th year students	7 to 10 days	Career Support Division

* English versions of certificates indicated with a ★ can be applied for online. These can be received from the service desk or via mail. It takes approximately 7 days to issue a certificate, and therefore we recommend that you apply quickly.

Certificate issue commission

Please refer to the Chukyo University official website for details on the certificate issue commission.

Certificate issue method

Please refer to the Chukyo University official website for details on the certificate issue method.

Certificates and student discount cards



Log in using your CU_ID from the "Undergraduates Login Screen".

Service desk hours

9:00 to 17:00

* Please note that certificates cannot be issued on campuses at which the applicable school or department does not exist.

* Service desks are closed 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.

Student discount card issuing machines (Nagoya Campus, Bldg. No. 4 (West Bldg.), 1st Floor) are available for use between the hours of 9:00 and 18:30.

Remarks

Certificates can be obtained during the following periods. Certificates will be disposed of if students fail to collect them within the indicated periods.

- Issuance from convenience store: 7 days from time of application
- Issuance from service desk: 3 months from 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
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. Please refer to 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.

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, special audit students	Up to 30 books	Up to 60 days

Books can be borrowed and reservations can be made, and personal information can be checked (for checking books on loan) from My Library.

- * 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.

«My library»



The login page can be accessed from the QR Code on the left. Use from the [Login] button (from inside/outside the university) at the bottom of the Login page.

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 Nagoya Library book post 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 provide 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 these rooms can be used by completing a procedure at the counter.

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.

Self-study spaces

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.

Use of e-books and e-journals

Students are free to use domestic and overseas e-books and e-journals that the libraries have purchased or have contracted access to.

These materials are divided up into those that can be used from outside the campus, and those that can only be used on-campus.

Refer to the material list posted on the Chukyo University library website for details.

«Electronic books and electronic journals»

Electronic books and electronic journals are books and academic journals that can be read on the Internet.

Each dedicated page can be accessed from the following QR Code.

After accessing, click the electronic book or electronic journal you wish to use from the list.

«Electronic books»



«Electronic journals»



«Database»



«Newspapers, articles, etc»



Information Center

The Information Center is responsible for managing the Chukyo University network service.

Information Center staff are on hand to provide help or information on any of the services offered. We also handle inquiries relating to personal laptop computers.

	Information Center service desk	Help service hours (service desk)
Nagoya Campus	Building No. 1, 1st floor	Weekdays: 9:00 to 17:00

Web printing system

Files to be printed from personal computers (laptops) connected to the university Wi-Fi can be printed by uploading them and then printing them out from printers installed in various locations around the university."

Printer locations	Building No. 0, 2nd floor	Student lounge
	Building No. 0, 4th floor	Individual study rooms
	Building No. 1, 1st floor	Nagoya library
	Building No. 4, 1st floor	Next to student discount card issuing machines
	Building No. 5, 1st floor	In front of Educational Affairs Center
	Building No. 9, 1st floor	Law & Literature Center
	Building No. 16, 2nd floor	Annex building lounge
Available upload time	8:00 to 22:00	
Available hours	Please refer to the university website for the available hours of each room with printer.	

Study Rooms and Sports Facilities

Spaces to meet a variety of purposes are available.

Group study rooms (building No. 4, middle building, 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 Affairs and Support Division service desk (Building No. 0, 1st floor).

Available hours	Weekdays : 9:00 to 19:55 (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 or Law & Literature Center (LLC) for details on available hours, and how to use the rooms.

Individual study rooms (building No. 0, 4th 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, Saturdays, Sundays, national holidays : 8:30 to 17:00 (Individual study rooms cannot be used on designated university holidays such as entrance examination days and 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 8 days prior to use, incl. the day of use). Groups wishing to use the facilities should apply to the Student Affairs and Support Division.

* Reservations for individuals are not accepted.

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 8 days prior to use, incl. the day of use). Groups wishing to use the facilities should apply to the Student Affairs and Support Division.

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

* Reservations for individuals are not accepted.

Available hours	During lecture periods: posted in gymnasium During long holidays: 9:00 to 16:25
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	Free
Registration method	Gymnasium office
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.

Chukyo University Scholarship System

Grant-type

Educational financing support scholarship

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
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)
Application period	November
Application desk	Student Affairs and Support Division, Head of Scholarships
Documents for submission	Written application, educational financing contract, loan return plan, borrowed funds balance certificate, income certificate, etc.
Notification of selection	February

Grant-type scholarship

This is intended to provide assistance to undergraduates from their second year onward who are diligent in their studies, but are having difficulty continuing their studies due to financial reasons.

Use with Other Scholarships	Restrictions apply
Number of students awarded scholarship	Up to 125 students per year
Scholarship amount	200,000 JPY
Number of payments	Once a year (applications may be submitted again after 1 year has elapsed)
Application period	November
Application desk	Student Affairs and Support Division, Head of Scholarships
Documents for submission	Written application, academic transcript, income certificate, etc.
Notification of selection	Around the end of December
Selection conditions	Status of grades, submitted documents

Japan Student Services Organization (JASSO) scholarships

Japan Student Services Organization (JASSO) scholarships include a "loan-type scholarship (must be returned)" and a "grant-type scholarship (need not be returned in principle)" which forms part of a new academic support system for higher education. Screening criteria apply to both scholarships. Refer to the Japan Student Services Organization website and Ministry of Education, Culture, Sports, Science and Technology website for details.

Eligibility for application

International students may apply for a scholarship only if their status of residence applies to any one of 1 to 6 below.

* Students of Japanese nationality may apply for a scholarship if other requirements are met.

- | | |
|---|--|
| 1. (Legal) Special permanent resident | 4. Spouse or child of permanent resident |
| 2. Permanent resident | 5. Long-term resident |
| 3. Spouse or child of Japanese National | 6. Dependent |

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.

Disaster recovery assistance scholarship

This is intended to provide assistance to undergraduate or graduate students (excl. students repeating the same grade year, international students) who are diligent in their studies, and where the residence of the guarantor (parents or main financial provider) has suffered damage due to disasters such as fire, wind and flood damage, or earthquake.

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 Affairs and Support Division, Head of Scholarships
Documents for submission	Written application, income certificate, explanation of circumstances, explanation of reason, etc.
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)

Incentives

Chukyo Challenge Incentive

Given that students are the primary drivers of the university, the Chukyo Challenge Incentive has been created to incentivize students and student-based groups to proactively engage in various activities. For details about the program, including the application period, check the website of the Social Collaboration Education Center.

Extra-curricular activities include authorized groups belonging to culture clubs or athletic clubs (see below), and circles 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
	Squash 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
	Skiing and snowboarding 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, 21 groups

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

University Festival Executive Committee, 2 Groups

Nagoya Campus University Festival Executive Committee
Toyota Campus University Festival Executive Committee

*Current as of April 1, 2026.

Sports Promotion Division

The Sports Promotion Division provides support with students' sports activities relating to athletic clubs. The Sports Promotion Division provide help with taking out insurance policies for all athletic club members, as well as 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 publishing "Beyond," Chukyo University's sports magazine, and posting details of students' sports activities on the official website, the Sports Promotion Division also promotes activities which contribute to the region.

E-mail address	sports@ml.chukyo-u.ac.jp
Tel	0565-46-6935

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 follow the instructions of the club representative and complete the Sports Safety Insurance new enrollment procedure promptly. From your 2nd year onward, please complete the same procedure 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 during summer. 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 sports 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 Division immediately. Also, in the event of an emergency such as an accident, promptly contact the relevant parties in accordance with the "Emergency Contact System for Accidents in Athletic Activities" distributed to each club.

Sports Information

The Sports Promotion Division provides information on the sports activities of students, graduates, and teaching staff under "Chukyo University Sports" on the university official website, and on X, Instagram and so on. Please check for information.

University official website "Chukyo University Sports" address / QR Code

"<https://chukyo-sports.com>"



X, Instagram "Chukyo University Sports" QR Code

• X



• Instagram



Location	Building No. 3, 2nd floor, Toyota Campus
Office hours	Monday to Friday: 9:00 to 17:00

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 Center Building (Building No. 0), 1st floor)

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

Health Consultations with University Physician

Every other Monday: 10:30 to 13:15 (in principle)

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

Periodical Health Checkup

This health checkup is provided around the end of March in accordance with the School Health and Safety Act, and must be taken by all students as a rule. The checkup is given once a year, and 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.

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.

Furthermore, students are required to undergo a health checkup in order to use the University's sports facilities (gymnasium, Fitness Plaza, etc.)

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.

The issue of certificates using the web application (issued at convenience store) service begins toward the end of April for 4th year students, and toward the end of May for 1st to 3rd year students.

The issue of certificates using the web application (issued at convenience store) service ends around late February.

When unable to have a certificate issued, please inquire at the school infirmary.

* 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.

Health checkup results report

This report contains the results of the health checkup for the day in question. We recommend that students check their results to ensure that they are aware of their health condition. Students will be notified when the issue of health checkup results reports is scheduled to begin on CHUKYO ALBO by the end of May.

If unable to undergo a health checkup during the checkup period

Students will be notified separately by CHUKYO ALBO.

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 illness or infection, 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 Student Affairs and Support Division quickly (within 1 month) after your first visit to a physician, where you will be given detailed information on the necessary procedure.

Liability Insurance Coupled with PAS

This insurance has been taken out by the university, and covers all students. Insurance payments are made, if applicable, to cover losses sustained as a result of the need to bear responsibility for compensation for damages as required by law following injury to others, or damage to the property of others, as a result of education and research activities, extra-curricular activities, or university events recognized by the university (refer to the "Guidebook for Those Insured with Liability Insurance Coupled with PAS" for details.)

The purpose of the Student Support Center is to "offer support to ensure that all students have a fuller student life" from admission to graduation.

The coordinator (certified clinical psychologist or certified public psychologist) tries to find solutions to problems by listening to, and talking with individual students. The coordinator offers individual counseling, as well as solutions to problems relating to teachers or other departments depending on the problem in question. If you are experiencing problems with student life, even trivial things, please don't hesitate to consult the Student Support Center.

* This service is available to all students of Chukyo University. Support is also available to members of students' families.

* Everything discussed in sessions is bound by a duty of confidentiality. Please do not hesitate to contact us, no matter how trivial you feel the matter to be.

Visit the Student Support Center if concerned about any of the following

For example,

- Concerns about your studies, career path, or the future
- Concerns about personal relations with family or friends, teachers, or with those you are involved in club activities, etc.
- Concerns about teachers or seminar activities
- Problems involving part-time jobs
- I have a disability or illness, and would like the university to make arrangements for classes, etc.
- Self-growth
- Poor condition due to stress or mental issues, etc.

Please feel free to use the learning space and break space provided.

Counseling rooms

The Student Support Center has counseling rooms where counselors (certified clinical psychologist or certified public psychologist) and psychiatrists are on hand to listen to students' problems and concerns. Everything discussed in sessions is bound by a duty of confidentiality.

Academic support for students with disabilities

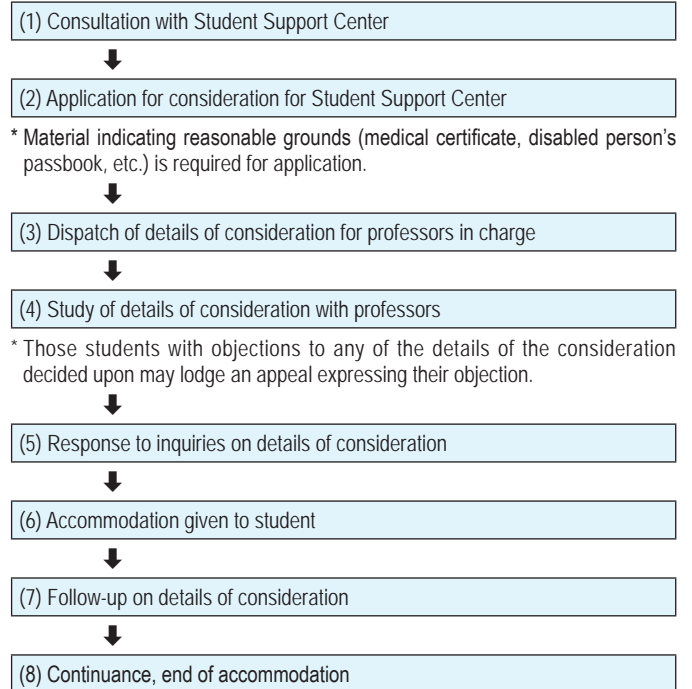
In accordance with the "amended Act for Eliminating Discrimination Against Persons with Disabilities" enforced in April 2024, private universities (educational corporations) are "prohibited from inappropriately discriminating" against, and are "obliged to give reasonable consideration" to students with disabilities.

Those students at the university with disabilities wishing for support with studies, etc. shall be reasonably accommodated through constructive conversation between both parties while respecting the decisions of the student in question. However, the university will not be able to give accommodation, or provide support in cases where there are changes to the intrinsic objectives of classes, or if an excessive burden is placed on the university as a whole.

Those students with disabilities wishing support and accommodation from the university should notify the Student Support Center.

	Nagoya Campus Center Building (Building No. 0), 1st floor
Available hours	Weekdays: 9:00 to 17:00 *Mental health consultations (held by psychiatrist) *Once a month, reservations required.
Inquiries	052-835-7184 (direct line)

Flow of application for reasonable accommodation



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 Support Center or consultants in each school?



Don't be too concerned over whether you think you have suffered campus harassment. However, if you have suffered in some way, please come and discuss it with us.

It is not necessary to talk with a consultant from the school or department to which you belong.

Student issues will subsequently be dealt with based on what the student wishes to discuss, as well as their desired outcomes (see diagram on right). Consultations can also be anonymous. Furthermore, students can be rest assured that discussions with consultations will be handled confidentially, and that no information will be leaked to external sources without the knowledge and approval of the student.

Has this kind of thing happened to you?

The other day, the professor yelled "Your presentation was a total waste of time. If this is what I'm being forced to listen to, I think I'll go back to the lab!" in front of all the seminar students. I want to continue my research, but I don't know if I can continue. I cannot stop feeling anxious.



1st years have to clean and prepare for club activities, and then tidy up after they've finished. I've been doing my best, but my seniors always reprimand me harshly. This is so much harder than practice. I thought that club activities would be so much more fun. I am thinking about quitting my club activities.

Others around me have talked about sex in loud voices, or shown me sexual images during seminars. Boys have pestered me repeatedly about whether I have a boyfriend, and asked me questions about my private life. They are apparently spreading rumors about me to others. I wish they would stop.



Please refer to the website for details of consultants.

Information location: [Click Chukyo University website](#) → [Students](#) → [4. Student Life Support](#) → [Discuss Preventing Campus Harassment.](#)

All forms (temporary leave of absence, withdrawal from university) can be downloaded from the Chukyo University official website 在学生の方 → 9. 証明書・各種申請 → 学籍異動(休学・退学等)

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.

Leave of absence period	If taking a leave of absence during the spring semester	April 1 to September 20
	If taking a leave of absence during the fall semester	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	50,000 JPY/semester	
Enrollment fee Payment method	Please submit the fee by cashless payment from the link (payment screen) on the Chukyo University official website.	
Submission, payment deadline	If taking a leave of absence during the spring semester	April 30
	If taking a leave of absence during the fall semester	October 20
Submission destination	Student Affairs and Support Division	
Flow following submission (Overview)	<ol style="list-style-type: none"> 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. <ul style="list-style-type: none"> * Certificates relating to leave of absence cannot be issued if all procedures have not been completed. 	
Notes	<ul style="list-style-type: none"> • Students are not permitted to take leave of absence during the first semester following admission. • A leave of absence can be taken for up to a total of 4 years (8 semesters). • If taking courses or seminars in the spring and fall, please consult the Educational Affairs Center beforehand. • 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 complete the leave of absence procedure again. 	

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	April 1
	If returning to university from the fall semester	September 21
Required documents	None * Students will be able to return to university automatically once their leave of absence is over.	
Notes	<ul style="list-style-type: none"> • Please inquire at the Student Affairs and Support Division 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 Educational Affairs Center should be contacted for details.) 	

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	September 20
	If withdrawing at end of fall semester	March 31
	* Application to withdraw from the university at the end of the term will not be accepted if enrollment fees have not been paid. If not known, please check with the Student Affairs and Support Division directly.	
Required documents	○ Application for Withdrawal	
Submission deadline	If withdrawing at end of spring semester	September 20
	If withdrawing at end of fall semester	March 31
	<ul style="list-style-type: none"> * Applications will be accepted starting around the time of the end of the final exams for the semester in which withdrawal is sought. * Applications are not accepted on days on which the service desk is closed. 	
Submission destination	Student Affairs and Support Division	
Flow following submission (Overview)	<ol style="list-style-type: none"> 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. <ul style="list-style-type: none"> * Certificates relating to withdrawal from the university cannot be issued if all procedures have not been completed. 	
Notes	<ul style="list-style-type: none"> • Applications to withdraw from the university cannot be made after the submission deadline. • 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. leave of absence periods) for more than 8 years	
		If period of attendance ends at end of spring semester	Expulsion date: September 20
		If period of attendance ends at end of fall semester	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 Affairs and Support Division.
		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)
		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)
Notes	<ul style="list-style-type: none"> • 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, student discount cards 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. 		

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 (division) 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
Required documents	* Applications are not accepted on days on which the service desk is closed.	
	<ul style="list-style-type: none"> ○ Re-entry Request Form * The form is available at the Student Affairs and Support Division service desk. ○ Academic transcript * Please apply at the Educational Affairs Center. ○ Withdrawal Certificate or Expulsion Certificate * Please apply at the Student Affairs and Support Division. 	
Payment at time of application	Re-entry screening fee	10,000 JPY
Application destination	Student Affairs and Support Division 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 Affairs and Support Division and Educational Affairs Center prior to submitting your application. • Read the [Application Guide] available at the Student Affairs and Support Division service desk, and check once more to ensure that no items have been omitted, and that none of the information is incorrect (correction stamp required, correction fluid cannot be used). • Students who belonged to seminars are required to have an interview with the Educational Affairs Center 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. 	

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 Affairs and Support Division. After obtaining approval from the School Faculty Council to which you belong, a "Transfer Examination Permit Notice" will be sent out.

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, this system may not be available.) 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 by August.

Inquiries	Admission Division (building No. 11, 9th floor) (Weekdays: 9:00 to 17:00)
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<Notes>

1. **Changes to a different school, or department are made at the beginning of the academic year (April).**
2. **There are grade years for which changes are not possible.**

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 school expenses information or mail to the correct address.

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.

Students will be notified of the date from which payments are accepted by the Finance Division on April 1 for the spring semester, and on September 21 for the fall semester. Please check the amount indicated, and submit the payment by the scheduled date using the prescribed payment method.

- * Spring semester payment for new students is already completed at the time of the admission procedure.
- * A breakdown of the required payment amounts for each semester can be found on the university website.
- * 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 Finance Division 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.

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.

■ If unable to pay school expenses by the deadline

Submit your "Application for Deferral of Tuition Fee Payment" from the Chukyo University official website to obtain permission from the President.

Access the Chukyo University website, select Undergraduates → 2. School Expenses and Scholarships → School Expense Payment, and complete the "Application Form for Deferral of Tuition Fee Payment" to submit your electronic application.

- * Please observe the deadline for the submission of the "Application for Deferral of Tuition Fee Payment" (spring semester: April 30, fall semester: October 20).
- * It is necessary to submit an application each semester.

[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.

Volunteer Work, Environmental Activities

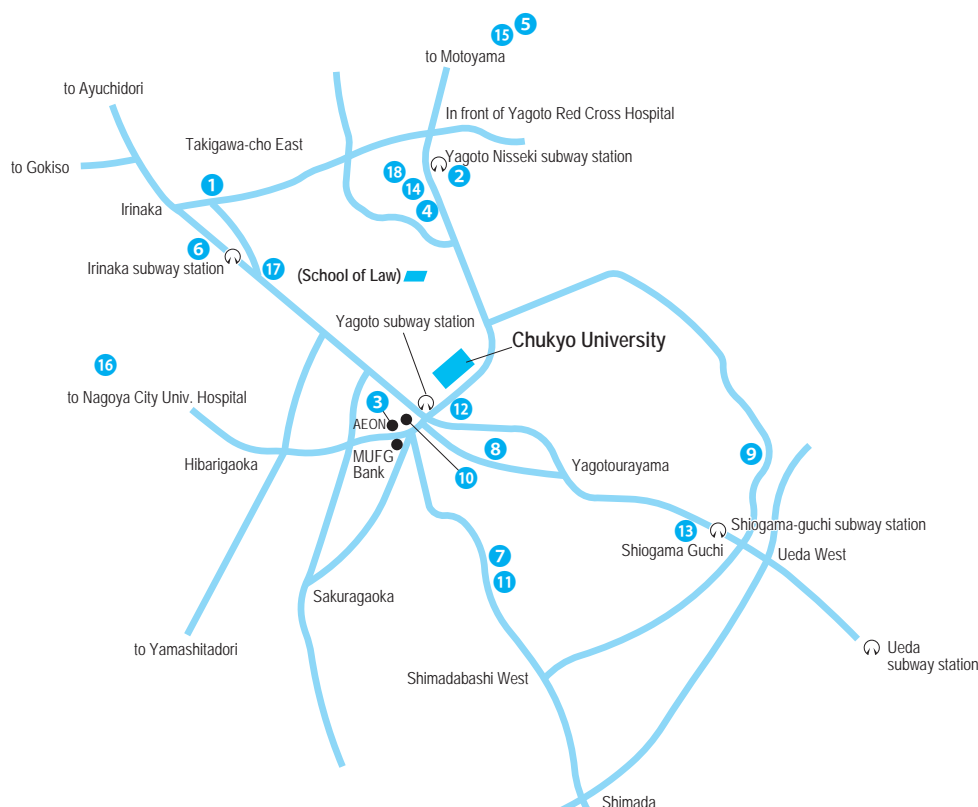
Every year, as part of our volunteer activities for the region, the university takes part in a variety of campaign activities centered mainly on students, but also with the cooperation of teaching staff, local citizens, and local groups. These events require the efforts of everyone involved, and therefore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

Hospital map

1	Seirei Hospital	General hospital	56 Kawanayamacho, Showa-ku	052-832-1181
2	Japanese Red Cross Aichi Medical Center Nagoya Daini Hospital	General hospital	2-9 Myokencho, Showa-ku	052-832-1121
3	Nagoya Yagoto Dentistry / Orthodontics AEON Yagoto	Dentist	Aeon Yagoto branch, 4th floor, 2-1 Ishizaka, Hirojicho, Showa-ku	052-875-8002
4	Hakusui Clinic	Internal medicine, neurology, physiotherapy	159-1 Yamazatocho, Showa-ku	052-861-0099
5	Motoyama Jibiinkouka Clinic	Ear, nose, and throat	Motoyama DENTO Building, 3rd Floor, 2-3-1 Higashiyamadori, Chikusa-ku	052-789-1700
6	Irinaka Eye Clinic	Ophthalmologist	Medical Building, 1st Floor, 7-10 Hayatocho, Showa-ku	052-835-1331
7	Yagoto Eye Clinic	Ophthalmologist	1002 Otokikiyama, Tempaku-ku	052-861-5335
8	Adachi Clinic	Internal medicine	220 Yagotoyama, Tempaku-ku	052-831-9762
9	Yagoto Hospital	Psychiatry	1-403 Shiogamaguchi, Tempaku-ku	052-832-2111
10	Aino Dental Clinic	Dentist	1-1 Ishizaka, Hirojicho, Showa-ku	052-833-2855
11	Hayashi Skin Clinic	Dermatologist	1603 Otokikiyama, Tempaku-ku	052-836-1112
12	Sugiura Clinic	Internal medicine	5-33-1 Yamatedori, Showa-ku	052-832-1063
13	Isaji Clinic	Internal medicine, surgery	1413 Hachiman-yama, Tempaku-ku	052-835-1323
	Yamate Ladies Beauty Clinic 1st Floor	Gynecology, dermatology		052-835-8989
	Yagoto Kobayashi Urology 1st Floor	Urology		052-833-8111
14	Maeda Orthopedic Clinic 2nd Floor	Orthopaedics, physiotherapy	Nikko Yamatedori Building, 1st to 3rd Floors, 3-9-1 Yamatedori, Showa-ku	052-861-2251
	Mirai Dental Clinic 2nd Floor	Dentist		052-861-0025
	Komorebi Eye Clinic 3rd Floor	Ophthalmologist		052-837-1750
15	Motoyama Mental Clinic	Psychosomatic medicine, psychiatry	Motoyama Medical Station Building, 2nd floor, 1-10-1 Higashiyamadori, Chikusa-ku	052-734-8398
16	Sakura Clinic	Psychosomatic medicine, psychiatry	Riverside Terrace Ishikawabashi B-11, 5-6 Dankeitori, Showa-ku	052-835-8787
17	Risairinakakokoronno Clinic	Psychosomatic medicine	Koide Building, 2nd Floor, 31-8 Takikawacho, Showa-ku	052-833-4567
18	Watanabe Internal Medicine Clinic 2nd Floor	Internal medicine	Nihonchouzai Yamatedori Building, 2nd to 3rd Floors, 3-8-1 Yamatedori, Showa-ku	052-861-3450
	Takezawa Cardiology Clinic 3rd Floor	Internal medicine		052-837-7500

* Be sure to check clinic hours and holidays beforehand.
 "Nagoya Medical Association website" <https://ishikai.nagoya/>

(Current as of February 2026)



Global Experience Center

The Global Experience Center is the service desk for international-related matters and organizes programs such as Short-term Study Abroad Program and Student Exchange Program. In addition to providing support for those wishing to study abroad, the Global Experience Center also plans and manages a variety of international exchange events. The Global Experience Center also has an international exchange lounge and a learning commons, providing spaces where students can devote their time to language study, or where students and international students can enjoy exchanges with one another. Please take advantage of this great resource for self-growth.

The Global Experience Center helps international students enrolled at Chukyo University with application procedures related to the status of residence and recruitment for various scholarships.

	Nagoya Campus	Toyota Campus
Location	Building No. 0, 1st floor	Building No. 8, 1st floor
Office hours	Monday to Friday: 9:00 to 17:00	
Tel	Nagoya: 052-835-7133 Toyota: 0565-46-6949	

Portal Website and SNS

GLOBAL NAVI

GLOBAL NAVI is the Global Experience Center's web portal where you can find up-to-date information about all the study abroad programs, international exchange events, and courses.

<https://global.chukyo-u.ac.jp/>



Instagram

Follow us on Instagram to keep informed on the latest news and events organized by the GEC, and to see our students' study abroad experience.

https://www.instagram.com/chukyo_global/



Career Support Division

The Career Support Division offers support with students' career-path selection, such as guidance on finding employment for international students.

For those students wishing to find employment in Japan, please take advantage of the support provided by the Career Support Division at the earliest opportunity after beginning your university education.

Office Hours and Location

Nagoya Campus	
Location	Building No. 0 (Center Building), 3rd floor
Office hours	Monday to Friday: 9:00 to 17:00
E-mail address	career@ml.chukyo-u.ac.jp
Tel	052-835-7166

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

Employment Information Site “Career Navi”

Career Navi contains a variety of information, including the following content. Be sure to check it regularly.



(Career Navi)

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, a Homecoming Day, and lectures, and by providing assistance to those actively involved in culture and sports.

Main Activities, Events

Branch Organization

There are 46 Alumni Association branches in various prefectures of Japan, and 5 branches overseas (Taiwan, America (2 branches), Australia, Canada).

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 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 informal educational exchanges in all areas throughout the country, holding a Welcome Campus Day, providing students with support, and ensuring that students have the best educational facilities and equipment possible.

Main Activities, Events

Educational Encouragement Awards

This is a system in which students with outstanding grades (elected based on number of credit units, GPA, etc.) from each school, department, or academic year (years 2 to 4) are publicly recognized by awarding honorable certificates and incentives, thus further enhancing their motivation to learn.

School	Department	Number of awardees
Global Studies	Global Studies	Up to 7 students with high grades from each academic year
	Linguistics and Cultural Studies	

(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 credits 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

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

II. Course Guide

Methods of Taking Classes

Methods of taking classes are divided up into "classroom lessons" and "remote lessons", and this differs depending on the class subject.

Please refer to the syllabus, timetable, or CHUKYO MaNaBo for details on the methods available for taking each class.

[Classroom lessons]	Half or more of all face-to-face lessons (8 or more face-to-face lessons in the case of 15 lessons in total)
[Remote lessons]	Half or more of all online lessons (8 or more online lessons in the case of 15 lessons in total)

Class Time

Class times differ for each campus.

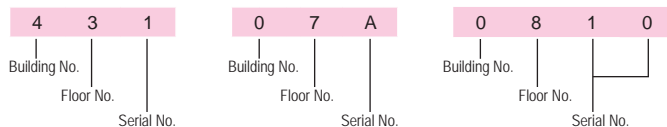
Period	Campus	Nagoya Campus	Toyota Campus
1		9:00 to 10:30	9:30 to 11:00
2		10:45 to 12:15	11:10 to 12:40
3		13:10 to 14:40	13:30 to 15:00
4		14:55 to 16:25	15:10 to 16:40
5		16:40 to 18:10	16:50 to 18:20

Reading Classroom Numbers

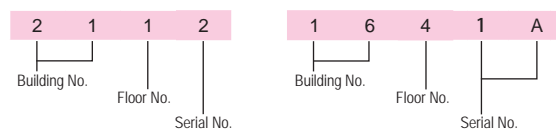
Classrooms are indicated with either a number or a letter of the alphabet.

Please refer to the campus map [▶▶▶ See P4 to 5](#) for the locations of each building.

<Basic building indication method>



<Some exceptions>



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 Educational Affairs Center, enter the necessary items, and then submit the completed form to the Educational Affairs Center (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 Profession Support Section, 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 Division or Educational Affairs Center.

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 (A 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)	Class cancellations However, there will be no evening lectures if warnings are lifted from 16:00 onward (incl. 16:00).
	If a weather warning is strike	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 (A 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)	Class cancellations However, there will be no evening lectures if warnings are lifted from 16:00 onward (incl. 16:00).
	If an announcement is made, or students are asked to assemble	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 (A 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.

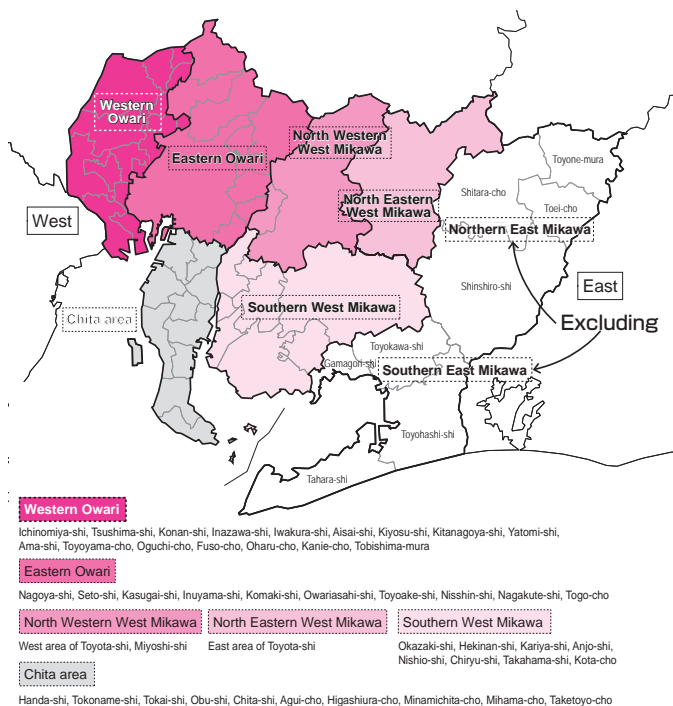
*2 Emergency warnings applies to heavy rainfall emergency warnings, storm emergency warnings, blizzard emergency warnings, and heavy snow emergency warnings.

*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 and periods of intensive courses.

2. As a rule, the above does not apply to on-demand remote lessons. However, the university may close in cases where it is difficult to continue certain subjects or classes.

3. Students will be notified of class cancellations in times of emergency on the university official website. [▶▶▶ See P6](#)



Textbooks

New Students

The university is planning to prepare a special area on campus for the sale of textbooks.

Details can be found on the Chukyo University Co-Op website.
URL <https://www.univcoop-tokai.jp/chukyouniv-coop/>

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 on the Chukyo University Co-Op website.

Contact

Chukyo University Co-Op

Educational Affairs Center

Main Work Carried Out by the Educational Affairs Center

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 (rooms are closed on other days.))	9:00 to 12:30

* Check the school year calendar (calendar of events) for details on which days the Educational Affairs Center is closed.

Inquiries to Educational Affairs Center

Please come to the Educational Affairs Center service desk if you have any inquiries relating to the work carried out there. Please pay attention to the following points.

The Educational Affairs Center does not call students or handle inquiries by telephone.

The office has no way of ascertaining the location of each student in the university. Consequently, the Educational Affairs Center does not respond to requests by telephone, or broadcast messages on the campus. Please notify your family and friends of this.

The Educational Affairs Center cannot give out the addresses of friends.

The Educational Affairs Center 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 Educational Affairs Center does not pass on messages to teachers.

Please use the CHUKYO MaNaBo mail function to contact professors. Please refer to the list of laboratories on the Chukyo University official website for details on the laboratories of full-time teachers. Neither telephone numbers nor e-mail addresses of teachers are given out at the Educational Affairs Center.

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 timetable, 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**

* Register for push notifications in the app to ensure you receive notifications.

▶▶▶ See P7

* Depending on the subject, teachers may issue direct instructions via MaNaBo.

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**

* Register for push notifications in the app to ensure you receive notifications.

* Other class make-up lectures may overlap on days with scheduled make-up lectures. Consult the teacher in charge. ▶▶▶ See P7

* Depending on the subject, teachers may issue direct instructions via MaNaBo.

Classroom Changes

Students will be notified of any classroom changes for face-to-face lesson subjects on CHUKYO ALBO. **Note**

* Register for push notifications in the app to ensure you receive notifications.

▶▶▶ See P7

* Depending on the subject, teachers may issue direct instructions via MaNaBo.

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.

Course Registration

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

Material used for course registration

(1) Student handbook (2) Timetable (accessible from HP) (3) Syllabuses (accessible from HP)

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 for the course registration schedule. Please note that schedules may be subject to change. Be sure to check the detailed date 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) Timetable

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, how to take lessons, and information on "Classrooms".

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

(3) Syllabus



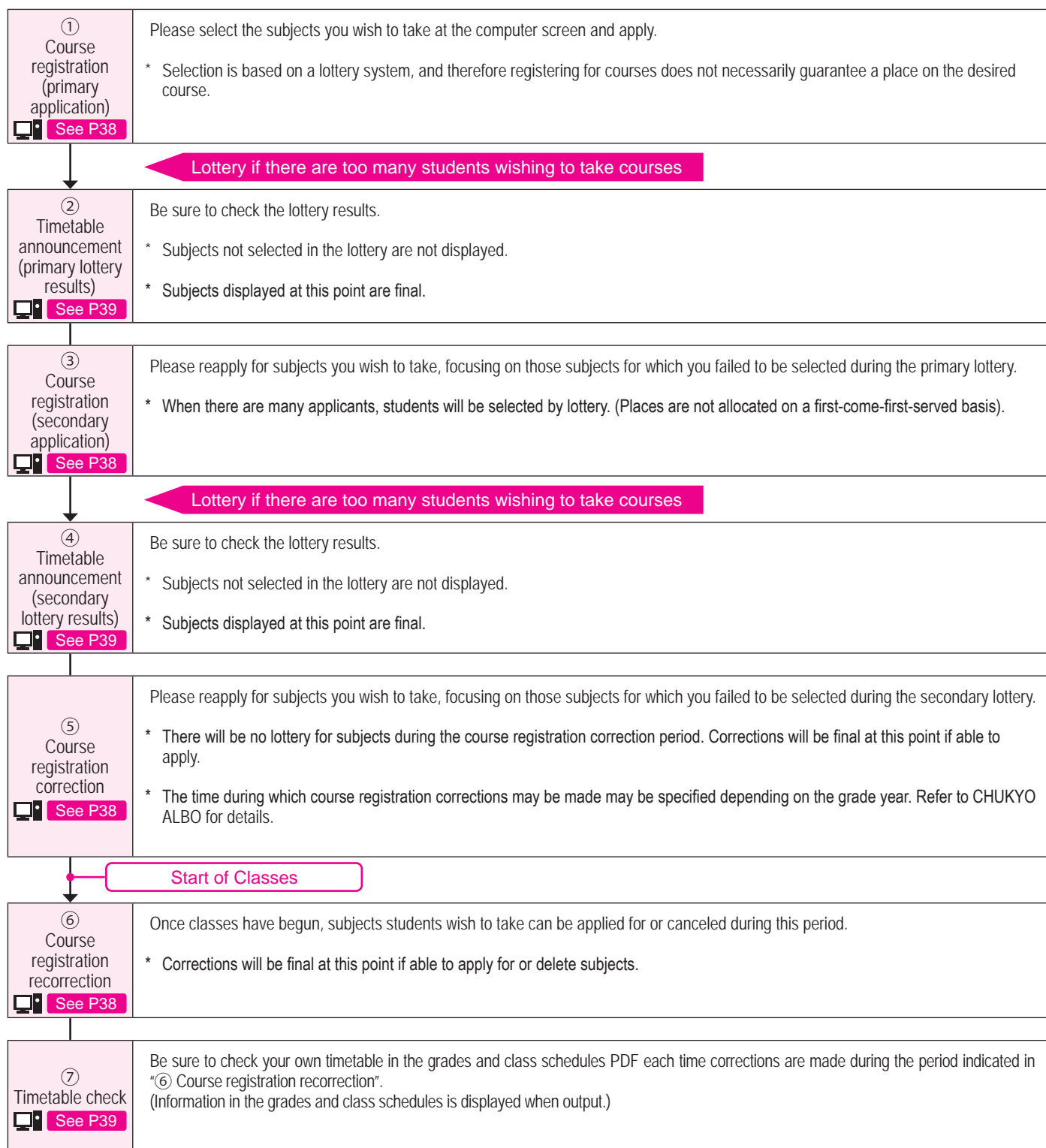
The syllabus can be viewed via the Internet, and is important material for finding out details of classes when registering for courses. [▶▶ See P8](#)

The syllabus contains information as an overview of classes, objectives, methods, evaluation criteria, textbooks and teaching materials, reference literature, and curriculums.

* The student handbook, timetable, and syllabus can be viewed from the official university website.

Chukyo University official website → English → To Chukyo University Students

Course Registration Flow



*Register for courses using your own computer.

Course Registration Method

(1) Display registration application screen from CHUKYO ALBO



Click "Class registrations"

(2) Select day of week and period



To change subject that has been added, click "-" to delete subject.



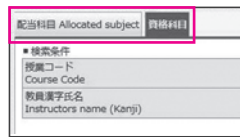
Click "+" for desired day of week and period. Click "+" for "Intensive, other" at bottom of the page for intensive course subjects.

(3) Select subjects



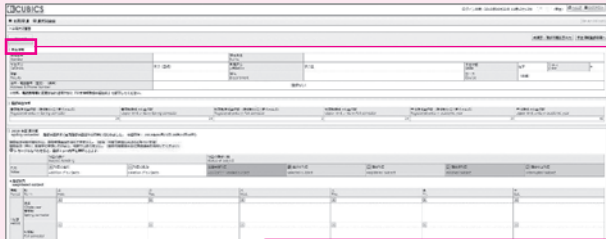
1) Select subjects to register for.

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



履修申請

1) After selecting all desired courses, click [Apply].
* After clicking, it may take some time to receive a response.

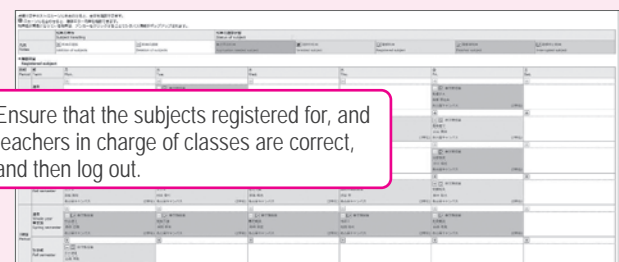


2) The registration complete screen appears. Click [Return to Application Status Screen].

(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.

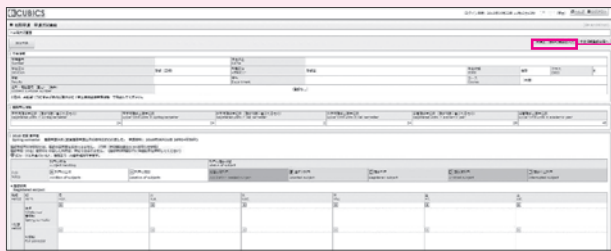
Checking Timetables, Credit Unit Acquisition Status, Grades, and GPA

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



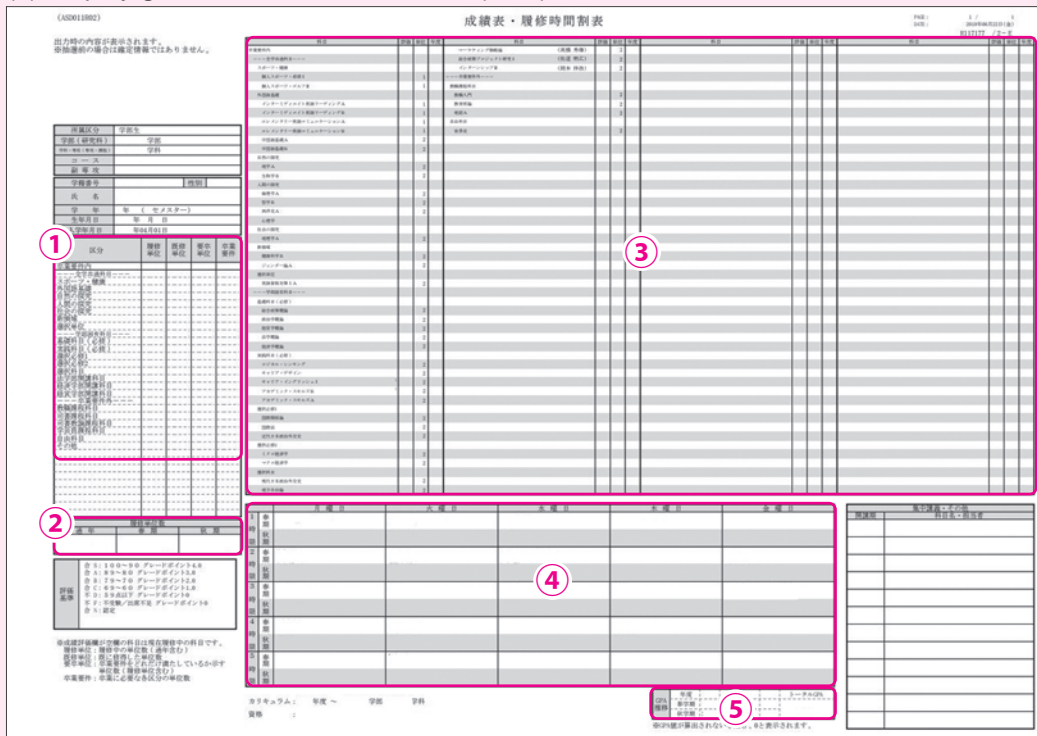
Click "Class registrations"

(2) Display grades and class schedules output screen



Click [Output Grades and Class Schedules].

(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.

Exams Held Outside of the Regular Examination Period

Examination Conditions

- Subjects should be those for which course registration has been carried out.
- Students should have attended two thirds or more of the total number of classes for the relevant subject.
- School expenses should have been paid.

<Examination Precautions (Face-to-Face Format Examinations)>

- Please follow the instructions given by the supervisor.
- Please ensure that there is one empty seat between each student.
- Please place your student ID on the desk. It is not possible to take examinations without your student ID. Please ask the Student Affairs and Support Division to issue you a provisional student ID before the examination starts.
- Please store all items other than writing implements or authorized materials, etc. in your bag.
- 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.
- Do not draw characters, diagrams, or symbols, etc. on the desks. Please erase any such marks that have already been drawn on the desks.
- 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.
- 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.
- If leaving the examination room, please do so quietly in order not to disturb others.
- The lending of personal items and whispering during examinations is prohibited.
- Examinees must submit their own examination papers.
- 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.
- 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 Educational Affairs Center.
- 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

Notifications for each semester will be posted on the website as well as on CHUKYO ALBO. Be sure to check regularly.

Regular Examination Period

Regular examinations are held once in the spring semester, and once in the fall semester.

Regular examination timetable

Details on examination content and how to take examinations will be provided by teachers in charge of classes. Examinations will generally be held on the same day and time as the regular class.

A list of class subjects for regular examinations taken in face-to-face format will be announced approximately 1 week prior to the examinations (posted on the official website).

Class subjects for which regular examinations, etc. can be taken in online format are also available. Be sure to check with the respective teachers in charge of classes for information.

* Regular examinations may be held in classrooms other than those used for normal classes.

* Reference materials, etc. that may be taken into examinations, as well as the scope of examinations is not announced by the Educational Affairs Center, or on CHUKYO ALBO. Check notifications from teachers in charge of classes during classes or on MaNaBo.

About examinations (Chukyo University official website)



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, please apply to take a resit.

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>

- Class subjects for which examinations (face-to-face and online) are held during the regular examination period

<Procedure>

Detailed application procedures will be announced in advance each semester via CHUKYO ALBO.

<Required documents for application>

- Image data for documents (see below) providing evidence of the reason for absence and date of absence
 - * Enter your student No. and name on documents providing evidence of the reason for absence and date of absence.

<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 * Resit examinations cannot be taken for company introductions or internships that have no effect on selection.
(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.

* Applications to resit examinations will not be accepted even if online examinations cannot be taken due to reasons such as computer or Internet trouble. Be sure to check that your computer is working properly before taking an examination.

<Examination dates>

Check the academic calendar (calendar of events) for details on which days examinations are held.

Examinations will generally be held on the same day and time as the regular class.

* 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, or F.

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	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.

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

* 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.

* Accredited subjects exceeding credit units earned, inclusive are classified as free subjects in the Credit Unit Summary Table, but are subject to GPA calculation.

<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) or 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) 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 teachers in charge of classes via MaNaBo e-mail, etc. 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	84	108	124
2 -- Subjects common to all schools --	0	0	0	0
3 -- Floating credit units --	0	0	8	22
4 -- Subjects unique to each school --				102
-- Global Pathways Program --				30
[Compulsory (1)] Global Pathways Program	8	24	30	30
-- Department --				72
[Compulsory (2)] Common foundation subjects	0	4	4	4
[Compulsory (3)] Division applied subjects	2	8	10	12
[Elective Compulsory] Other division foundation subjects	2	8	8	8
[Compulsory (4)] Division core subjects	0	22	22	22
[Elective] Extension subjects	12	18	26	26
5 -- Credit units for non-required courses --	0	0	0	
Other	0	0	0	
6 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

Credits units earned in subjects common to all schools, as well as credits units that exceed the minimum credit units required for graduation for extension subjects (elective) unique to each school (26 units), will be counted as floating credits units.

22 floating credit units are required to graduate.

If 22 floating 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	84	108	124
-- Subjects common to all schools --	0	0	0	0
-- Floating credit units --	0	0	8	22
-- Subjects unique to each school --				102
-- Global Pathways Program --				30
[Compulsory (1)] Global Pathways Program	8	24	30	30
-- Department --				72
[Compulsory (2)] Common foundation subjects	0	4	4	4
[Compulsory (3)] Division applied subjects	2	8	10	12
[Elective Compulsory] Other division foundation subjects	2	8	8	8
[Compulsory (4)] Division core subjects	0	22	22	22
[Elective] Extension subjects	12	18	26	26
-- Credit units for non-required courses --	0	0	0	
Other	0	0	0	
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 16 credit units are still required. The remaining required credits are as follows: Since the minimum number of school-specific [Compulsory (3)] division applied subject credit units required for graduation has not been reached, 2 more [Compulsory (3)] division applied subject credit units are required, along with 14 more floating credit units.

Credits units earned in subjects common to all schools, as well as credits units that exceed the minimum credit units required for graduation for extension subjects (elective) unique to each school (26 units), will be counted as floating credits units.

To graduate, 22 floating credit units are required. If 22 floating 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 number of credit units exceeding the minimum credit units required for graduation in each category is added to floating credit units earned, inclusive.

..... $2 + 2 + 4 = 8$

..... $(24 + 8) - 30 = 2$

..... $(2 + 8) - 8 = 2$

..... $(12 + 18) - 26 = 4$

Total: 8

(1) + (2) - (3) = surplus

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	84	108	124
[Compulsory (2)] Common foundation subjects	0	4	4	4

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

In this category, the student is short of 16 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 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
[Elective] Extension subjects	0	34	26	26
Floating credit units--	0	0	8	22

There are 8 credit units more than the credit units earned, inclusive, and these are therefore added to floating credit units.

(4) Credit units exceeding the minimum credit units required for graduation are added.

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.

<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. Results are announced under "Notice" on CHUKYO ALBO around the middle of September.

<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 Educational Affairs Center 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	Educational Affairs Center

<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>

School Expenses are 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 Expenses to be Paid>

School Expenses are the same as the payment amount applicable to the relevant grade year.

School of Global Studies
Division of Global Liberal Studies

III. Curriculums

Purpose of Education and Research

[School of Global Studies]

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 Department of Global Studies cultivates multilingual abilities, primarily in English, and offers divisional specialization in International Human Studies, International Relations, Business, and Global Liberal Studies. By teaching diverse academic fields, such as humanities and social sciences, from the perspective of each divisional specialization, the department aims to equip students with the knowledge and skills to address the various challenges and problems facing the international community and to cultivate globally active individuals. In an environment where a deep understanding of international political and economic trends and the nature of business conducted there is required, the Department of Global Studies aims to cultivate individuals who possess a precise understanding of the current state of the international community, the ability to communicate smoothly with diverse people, and advanced, specialized knowledge and skills to address complex challenges.

Degree Award Policies

Bachelor degrees (Global Studies) are awarded 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 division.

<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 the Division of Global Liberal Studies

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 divisions and specialized courses, and offers foundation subjects, core subjects, extension subjects (electives), and applied subjects (seminars, graduation study) to realize phased, structured learning.
 - Division of International Human Studies (specialized courses in Philosophical Anthropology, Global History)
 - Division of International Relations (specialized courses in International Politics, International Development Studies)
 - Division of Business (specialized courses in Economics, Management)
 - Division of Global Liberal Studies (specialized course in Global Liberal Studies)
2. Students whose mother tongue is not Japanese (Division of Global Liberal Studies students) are encouraged to adopt a phased approach to their studies by taking Japanese language subjects from their 1st to 3rd years in order to acquire a high-level mastery of Japanese (JF Standard for Japanese-Language Education B2 / Japanese-Language Proficiency Test (JLPT) N2 equivalent). Moreover, professional education classes in the division of Global Liberal Studies are conducted all in English as a rule.
3. Applied subject 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. By offering "World Languages (English, second foreign language, Japanese)" and lecture subjects (foundation subjects and core subjects) in parallel, students learn continuously and progressively while maintaining a balance between language and specialization subjects.
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.

Quoted from Chukyo University School of Global Studies regulations, with some modifications

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

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.

4 Department, Division, Specialized Course List

Division and Specialized Course Abbreviation System

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

1st year students are assigned to departments based on "division", and students from 2nd year onward are assigned to departments based on "specialized courses".

Department	Division	Division code	Specialized course	Specialized course code
国際学科 Global Studies	国際人文学 International Humanities	PA	哲学・人間学 Philosophy and Human Studies	PHAN
			世界史 World History	WHIS
	国際関係 International Relations	PB	国際政治学 International Politics	INTP
			国際開発学 International Development Studies	INTD
	ビジネス Business	PC	経済学 Economics	ECON
			経営学 Business Administration	MGMT
	Global Liberal Studies	PD	Global Liberal Studies	GLOB
言語文化学科 Linguistics and Cultural Studies	言語文化 Linguistics and Cultural Studies	PE	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	PF	英語コミュニケーション English Communication	ECOM
			英語圏文学・文化 English Literature and Culture	ELIT

(1) The first two characters in the student No. are the "division code (PA to PF)".

(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.)

GLS Division (Japanese Language Course)

Subject category		Minimum credit units required for graduation (required credit units)	
Subjects common to all schools	—	0 credit units	
Floating credit units		22 credit units	
Unique to each school	[Compulsory (1)] Global Pathways Program	Japanese	22 credit units
		Japanese or second foreign language	8 credit units
	[Compulsory (2)] Common foundation subjects		4 credit units
	[Compulsory (3)] Division applied subjects		12 credit units
	[Elective Compulsory] Other division foundation subjects		8 credit units
	[Compulsory (4)] Division core subjects		22 credit units
	[Elective] Extension subjects		26 credit units*
Subtotal		102 credit units	
Total		124 credit units	

* Courses conducted in Japanese can also be counted towards graduation requirements, up to 16 credits.

GLS Division (Second Foreign Language Course)

Subject category		Minimum credit units required for graduation (required credit units)	
Subjects common to all schools	—	0 credit units	
Floating credit units		22 credit units	
Unique to each school	[Compulsory (1)] Global Pathways Program	Second foreign language (Basic & elementary)	8 credit units
		Second foreign language Advanced & other	12 credit units
		Other division foundation	10 credit units
	[Compulsory (2)] Common foundation subjects		4 credit units
	[Compulsory (3)] Division applied subjects		12 credit units
	[Elective Compulsory] Other division foundation subjects		8 credit units
	[Compulsory (4)] Division core subjects		22 credit units
[Elective] Extension subjects		26 credit units*	
Subtotal		102 credit units	
Total		124 credit units	

* Courses conducted in Japanese can also be counted towards graduation requirements, up to 16 credits.

Floating Credit Units

Credits units earned in subjects common to all schools, as well as credits units that exceed the minimum credit units required for graduation for extension subjects (elective) (26 units), will be counted as float credits units. To graduate, 22 floating credit units must be acquired.

Credit units factored in as floating credit units

Category	Credit units factored in as floating credit units
Subjects common to all schools	Acquired subjects are all floating credit units.
Subjects unique to each school	Any credit units earned in extension subjects (elective) that exceed the graduation requirement (26 credit units required) will be treated as floating credit units.

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

<IMPORTANT>

- Intensive course subjects unique to each school are not included in the course registration credit unit limit, and only one course per semester is allowed.
- Credit units for free subjects are not included in the course registration credit unit limit. They are also not included in the minimum credit units required for graduation (required credit units).

Global Pathways Program (GPP)									
Category	Subject group	1st year students		2nd year students		3rd year students	4th year students	Minimum credit units required for graduation	
									30
GPP (Japanese Language Course)	Japanese	Subjects listed in Table 1, Table 2, or Table 3 (take courses according to your Japanese language level)							22
	Second foreign language	Elementary Second Foreign Language I A [1]	Elementary Second Foreign Language I B [1]	Basic Second Foreign Language I A [1]	Basic Second Foreign Language I B [1]	*Students who are at the Basic Japanese I or II level upon enrollment can take the course from the spring of their second year. *If you wish to enroll in this course, please consult with the Educational Affairs Center in advance to determine your language of study. *The maximum number of credit units you can earn in a second foreign language is 8. Any credit units exceeding 8 will be converted into free credit units.		From any in the GPP category 8*	
		Elementary Second Foreign Language II A [1]	Elementary Second Foreign Language II B [1]	Basic Second Foreign Language II A [1]	Basic Second Foreign Language II B [1]				

Global Pathways Program (GPP)									
Category	Subject group	1st year students		2nd year students		3rd year students	4th year students	Minimum credit units required for graduation	
									30
GPP (Second Foreign Language Course)	Second Foreign Language	Elementary Second Foreign Language I A [1]	Elementary Second Foreign Language I B [1]	Basic Second Foreign Language I A [1]	Basic Second Foreign Language I B [1]			8	
		Elementary Second Foreign Language II A [1]	Elementary Second Foreign Language II B [1]	Basic Second Foreign Language II A [1]	Basic Second Foreign Language II B [1]				
	Second Foreign Language	Practical Second Foreign Language Elementary I [1]	Practical Second Foreign Language Elementary II [1]			Advanced Second Foreign Language I [2]		12	
		Practical Second Foreign Language Intermediate I [1]	Practical Second Foreign Language Intermediate II [1]			Advanced Second Foreign Language II [2]			
		Practical Second Foreign Language Advanced I [1]	Practical Second Foreign Language Advanced II [1]			Advanced Second Foreign Language III [2]			
English	English Qualification Preparation I [1]	English Qualification Preparation II [1]	English Qualification Preparation III [1]	English Qualification Preparation IV [1]					
			Advanced Listening and Speaking I [1]	Advanced Listening and Speaking II [1]					
	Overseas program		Overseas Training I [5] Overseas Training II [4] Global Career Design Camp [2] Cultural Exploration [2]	Overseas Training III [3]					
	Other division foundation	Introduction to Philosophy and Human Studies I [2]: PHAN	Introduction to Philosophy and Human Studies II [2]: PHAN					10	
		Introduction to World History I [2]: WHIS	Introduction to World History II [2]: WHIS						
		Introduction to Political Science [2]: INTP	International History [2]: INTP						
		Introduction to International Development [2]: INTD	Introduction to Macroeconomics [2]: ECON						
		Introduction to International Cooperation [2]: INTD	Introduction to Accounting and Finance [2]: MGMT						
		Introduction to Microeconomics [2]: ECON	Introduction to Theoretical Linguistics [2]: LING						
		Introduction to Organization and Strategy [2]: MGMT	Introduction to Intercultural Communication [2]: INTC						
		Structure of Language [2]: LING	Historical English Grammar and Structure [2]: ECOM						
		Introduction of Intercultural communication [2]: INTC	Introduction to Contemporary Culture [2]: ELIT						
		Introduction of English Linguistics [2]: ECOM							
		Introduction to Anglophone Literature [2]: ELIT							

(Notes)

- The "Second foreign language" category includes the following languages: French, German, Spanish, Chinese, and Korean.
- Advanced Second Foreign Language I-IV courses are offered in both the spring and fall semesters.

Global Pathways Program (Japanese subjects)			Minimum credit units required for graduation
GPP (Japanese Language Course)	Japanese	Subjects listed in Table 1, Table 2, or Table 3 (take courses according to your Japanese language level)	22
	Second Foreign Language	*Students who are at the Basic Japanese I or II level upon enrollment can take the course from the spring of their second year. *If you wish to enroll in this course, please consult with the Educational Affairs Center in advance to determine your language of study. *The maximum number of credit units you can earn in a second foreign language is 8. Any credit units exceeding 8 will be converted into free credit units.	From any in the GPP category 8*

■ Course registration

Classes are given by level determined by Japanese language ability. Courses and classes are recommended by level based on the results of a Japanese Language Placement Test held immediately after admission.

To maximize learning effectiveness, it is recommend that the courses are in the suggested order. Please register for courses by yourself after receiving a class notification. Please note that if you choose to enroll in a course different from the suggested course, you are responsible for determining the appropriateness of the course level and the learning outcomes based on your own judgment.

								Course Credits	
Table 1	Basic Japanese I A [1]	Spr Fal	Basic Japanese II A [1]	Spr Fal	Basic Japanese III A [1]	Spr Fal	Basic Japanese IV A [1]	Spr Fal	16
	Basic Japanese I B [1]	Spr Fal	Basic Japanese II B [1]	Spr Fal	Basic Japanese III B [1]	Spr Fal	Basic Japanese IV B [1]	Spr Fal	
	Basic Japanese I C [1]	Spr Fal	Basic Japanese II C [1]	Spr Fal	Basic Japanese III C [1]	Spr Fal	Basic Japanese IV C [1]	Spr Fal	
	Basic Japanese I D [1]	Spr Fal	Basic Japanese II D [1]	Spr Fal	Basic Japanese III D [1]	Spr Fal	Basic Japanese IV D [1]	Spr Fal	
Taking I A to I D as a set		Taking II A to II D as a set		Taking III A to III D as a set					

Table 2 Course Requirements	You must have earned credits for at least two subjects belonging to “Basic Japanese IV.”
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								Course Credits
Table 2	Applied Japanese I A [2]	Spr	Applied Japanese II A [2]	Fal				16
	Applied Japanese I B [2]	Spr	Applied Japanese II B [2]	Fal				
	Applied Japanese I C [2]	Spr	Applied Japanese II C [2]	Fal				
	Applied Japanese I D [2]	Spr	Applied Japanese II D [2]	Fal				
	▼ Prerequisites for “Japanese Seminar I A” to “II F” The following two prerequisites must be met. • You must have earned credits for at least two subjects belonging to “Applied Japanese I.” • You must have earned credits for at least two subjects belonging to “Applied Japanese II.”							
	Japanese Seminar I A [2]	Spr	Japanese Seminar II A [2]	Fal				24
Japanese Seminar I B [2]	Spr	Japanese Seminar II B [2]	Fal					
Japanese Seminar I C [2]	Spr	Japanese Seminar II C [2]	Fal					
Japanese Seminar I D [2]	Spr	Japanese Seminar II D [2]	Fal					
Japanese Seminar I E [2]	Spr	Japanese Seminar II E [2]	Fal					
Japanese Seminar I F [2]	Spr	Japanese Seminar II F [2]	Fal					

Table 3 Course Requirements	One of the following prerequisites must be met. • You must have earned credits for all subjects belonging to “Japanese Seminar I” and “Japanese Seminar II.” • You must have taken the designated placement test and received permission from the Japanese language program based on the results.
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								Course Credits
Table 3	College-level Japanese Language I A [1]	Spr	College-level Japanese Language II A [1]	Fal				8
	College-level Japanese Language I B [1]	Spr	College-level Japanese Language II B [1]	Fal				
	College-level Japanese Language I C [1]	Spr	College-level Japanese Language II C [1]	Fal				
	College-level Japanese Language I D [1]	Spr	College-level Japanese Language II D [1]	Fal				
	▼ Prerequisites for “Advanced Japanese Language,” “Japanese Affairs” and “Business Japanese” • You must have earned credits for at least four subjects belonging to “College-level Japanese Language I” and “College-level Japanese Language II.”							
	Advanced Japanese Language I A [2]	Spr	Advanced Japanese Language II A [2]	Fal				8
	Advanced Japanese Language I B [2]	Spr	Advanced Japanese Language II B [2]	Fal				
	Japanese Affairs I A [2]	Spr	Japanese Affairs I B [2]	Fal				12
Japanese Affairs II A [2]	Spr	Japanese Affairs II B [2]	Fal					
Japanese Affairs III A [2]	Spr	Japanese Affairs III B [2]	Fal					
Business Japanese I [2]	Spr	Business Japanese II [2]	Fal				4	

7 List of subjects unique to each school Division of Global Liberal Studies

Academic year		1st year students		2nd year students		3rd year students		4th year students		Minimum credit units required for graduation		
Category	Subject groups									94		
Compulsory	Common foundation	Introductory Seminar [2]		Career Design [2]						4		
	Core	Ancient Civilizations [2] Critical Thought and Expression [2]	Intellectual Traditions [2]	Global Culture and Ideology [4] Global Economy [4]	The Global Environment [4] Global Governance and Society [4]					22		
	Applied					GLS Seminar I [4]	GLS Seminar II [4]	Graduation Research I [2]	Graduation Research II [2]	12		
Elective Compulsory	Foundation	Other division foundation subjects								8		
		Introduction to Global History [2] : WHIS Introduction to Linguistics [2] : LING Introduction to Theory of Culture [2] : INTC English Language [2] : ECON Introduction to Media and Culture [2] : ELIT	Intro to Philosophy and Humanities [2] : PHAN International Development Studies for English Learners [2] : INTD International Politics for English Learners [2] : INTP Introduction to Economics [2] : ECON Introduction to Business [2] : MGMT									
Elective	Extension	GLS								26		
		Global Media and Culture [4] : GLOB Business Case Study [4] : GLOB Multicultural Society & Understanding in Japan [2] : GLOB	International Academic Relations [2] : GLOB Global Peace and Security [4] : GLOB									
				International Humanities								
				Basics of Modern Philosophy and Comparative Thought [2] : PHAN	Advanced Topics in Global History [4] : WHIS							
						From 3rd year						
						Comparative Thought [2] : PHAN	History of Modern Japan [2] : WHIS					
				International Relations								
						From 3rd year						
						International Development Studies [2] : INTD	Topics in International Politics [2] : INTP	Special Topics in International Development Studies [2] : INTD	Special Topics in International Politics [2] : INTP			
				Business								
		Global Business and Leadership [4] : MGMT				From 3rd year						
						Lecture on Economic Policy [2] : ECON	Lecture on Cross-Cultural Management [2] : MGMT	Special Topics in Economics [2] : ECON	Special Topics in Business Studies [2] : MGMT			
		Linguistics and Cultural Studies										
		Workshop in Intercultural Communication Research [2] : INTC		Special Topics in Intercultural Communication [2] : INTC	Topics in Linguistics [2] : LING							
		Glocal Studies in Japan [2] : INTC		Workshop in Linguistic Research [2] : LING	Special Topics in Linguistics [2] : LING							
		English and American Studies										
		American Literary and Cultural Studies [2] : ELIT		Music and Culture [2] : ELIT	Professional English [2] : ELIT	Topics in English Syntax [2] : ECON						
		English Project Workshop [2] : ELIT		Literature and Media for Children and Young Adults [2] : ELIT	Current Topics [2] : ELIT	Changes in English [2] : ECON						
		History of Cultural Exchange [2] : ELIT		Understanding Fiction, Drama and Poetry [2] : ELIT								
		International Humanities										
		Contemporary Philosophy [2] : PHAN		Social and Cultural Anthropology [4] : PHAN								
		Comparative Thought [4] : PHAN		Modern History: the West, Asia, and Japan I [2] : WHIS			From 3rd year					
		Formation and Development of the Western and Asian Worlds [4] : WHIS		Modern History: the West, Asia, and Japan II [2] : WHIS	Philosophy of Mind and AI [2] :	Global Contemporary Thought [2] :						
		International Relations										
		History of International Politics [4] : INTP		International Politics in Asia [4] : INTP			From 3rd year					
		World Politics [4] : INTP		Global Issues and Development Cooperation [4] : INTD	Security Policies [2] : INTP	Environmental Policy [2] : INTD	Comparative Politics [2] : INTP					
		Social Development [4] : INTD		Sustainable Development [4] : INTD	Regional Perspectives and International Development [2] : INTD	Field Research and Development [2] : INTD	Special Lecture Series in International Politics [2] : INTP	Special Lecture Series in International Development Studies [2] : INTD				
		Business										
		Econometrics [4] : ECON		International Trade Theory [4] : ECON			From 3rd year					
		Finance and Monetary Policy [4] : ECON		Advanced Organization and Human Resource Management [4] : MGMT	Overseas Investment [2] : ECON	Finance and Financial Planning [2] : MGMT	Advanced Accounting and Finance [2] : MGMT	Globalization and Corporate Business [2] : MGMT				
		Accounting and Finance for Business [4] : MGMT		Advanced Strategy and Marketing [4] : MGMT	Advanced Organization and Human Resource Management [2] : MGMT	Development Economics [2] : ECON	Advanced Strategy and Marketing [2] : MGMT	Special Lecture Series in Economics [2] : ECON	Special Lecture Series in Business Administration [2] : MGMT			
		Environmental Economics [2] : ECON										
		Linguistics and Cultural Studies										
		Phonetics and Phonology I [2] : LING		Phonetics and Phonology II [2] : LING	Language and Culture from Sociolinguistics Perspectives [2] : INTC	Comparative Cultural studies on Japan and China [2] : INTC						
		Translation and Interpreting in Contemporary Society [2] : INTC		Contemporary Society and Religion [2] : INTC	Studies in Media and Popular Culture [2] : INTC							
		English and American Studies										
		Anglophone Literary and Cultural Studies (Fiction and Society) [2] : ELIT		Cognitive Linguistics and English Education [2] : ECON	Pedagogic grammar [2] : ECON							
		Japanese Language Teacher Training										
		Teaching Japanese [2]		Japanese Linguistics [2]	Teaching Japanese Practice [2]							
By approval	Overseas Seminar I [2]			Study Abroad [1 to 16]								
	Overseas Seminar II [2]			International Internship [2]								
	Overseas Volunteer Activities [2]			Domestic Internship [2]								
Floating	Credits units earned in subjects common to all schools, as well as credits units that exceed the minimum credit units required for graduation for subjects unique to each school will be counted.									22		

*Check the syllabus and timetable for the start dates of elective subjects.

*Up to 16 credits can be counted towards the minimum credit units required for graduation.

Subjects common to all schools

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

Because lectures are conducted in Japanese, a high level of Japanese language proficiency is required.

These subjects are not indicated in the curriculum table. Please notify the person in charge at the Educational Affairs Center if wishing to take a course.

Global Pathways Program

The required subjects differ depending on whether or not you are studying Japanese. Please check the list of subjects for the Global Pathways Program.

► Students taking Japanese language courses

Japanese subjects

Please check the subjects offered under the Global Pathways Program (Japanese subjects). A suitable level (class) will be suggested after a placement test immediately after admission. A total of 22 credit units are required.

Second foreign language

- You can take a language other than Japanese as a required elective subject. Students who are at Basic Japanese I or II level upon enrollment can take this subject from the spring of their second year.
- You can choose one of the following five languages: French, German, Spanish, Chinese, or Korean. If you wish to take a course in a particular language, please consult the Educational Affairs Center. For your second foreign language, please register in a phased progression, starting with "Elementary" and then "Basic."
- Registration for these subjects is done at the Educational Affairs Center before the registration period begins. Once the registration period starts, please check your registered classes on CHUKYO ALBO.

*If there are many applicants, selection for the language will be made by lottery.

*You can choose a language other than your native language.

► Students taking second foreign language courses

Second foreign language (elementary and basic)

- Second foreign languages are studied in a phased progression, starting with "Elementary" in the first year, "Basic" in the second year, and then "Advanced." Students enrolled in second foreign language courses are required to complete the "Elementary" and "Basic" levels. Please note that the language chosen at the time of enrollment cannot be changed (including retaking the course).
- Registration for these subjects is done at the Educational Affairs Center before the registration period begins. Once the registration period starts, please check your registered classes on CHUKYO ALBO.

Second foreign language (Advanced)

- These are 2-credit courses offered over two consecutive periods.
- Students are required to register for these courses themselves.

Practical second foreign language (Elementary I and II to Advanced I and II)

- This is an elective course designed to help students prepare for qualification exams and learn about studying abroad and cultural issues.
- You can choose a third foreign language other than the second foreign language you selected upon enrollment. However, since completion of your chosen second foreign language takes priority in your first year, studying a third foreign language in your first year is not recommended.
- Multiple classes are offered under the same subject name, and the content differs depending on the class. While there are no grade-level restrictions (from elementary to advanced), level recommendations are established. Please carefully review the syllabus before registering for the course, as details are provided there.
- You cannot take different classes with the same subject name simultaneously. Also, once you have earned credits for a subject, you cannot take another class with the same subject name.
- Depending on the class, a level assessment test will be administered during the first lesson. If your level does not match the recommended level, you may be asked by the instructor to change class.

English Qualification Preparation I to IV

This course is designed to prepare students for English language proficiency tests (it is a required elective for students in the GLS division's second foreign language course).

- Multiple classes are offered under the same subject name, and the qualification exams they target differ depending on the class. Furthermore, the difficulty levels differ between the spring and fall semesters. Please check the table below for details and be sure to confirm your level during the first class.
- You cannot take different classes with the same subject name simultaneously. Also, once you have earned credits for a subject, you cannot take another class with the same subject name.
- To enroll in the course, you will need to purchase a license for the online learning materials (approximately 3,700 yen per semester).

Offered	Subject name	Target qualification exam	
		TOEIC-related classes	TOEFL & IELTS-related classes
Spring	English Qualification Preparation I	Basic TOEIC Strategies	Basic TOEFL & IELTS Strategies
Fall	English Qualification Preparation II	Basic TOEIC Strategies	Basic TOEFL & IELTS Strategies
Spring	English Qualification Preparation III	Standard TOEIC Strategies	Standard TOEFL & IELTS Strategies
Fall	English Qualification Preparation IV	Standard TOEIC Strategies	Standard TOEFL & IELTS Strategies

Study abroad-related subjects

In overseas training courses offered by the School of Global Studies, simply participating in the training program is not enough to earn credits. Credit is awarded based on all activities related to the overseas training course, including attendance at pre- and post-training classes and submission of assignments. Please be sure to follow the instructions of the teacher in charge of the class when enrolling.

- The destination, duration, and cost of the training vary depending on the subject. When enrolling, please be sure to carefully check the information provided at the pre-course orientation and the first class.
- Students are required to register for these courses themselves.
- If there are many applicants, a lottery may be held.
- Credits earned will be counted as either required elective or elective credit.

«Points to Note»

The school may decide to cancel the traveling portion of the program due to natural disasters, accidents, or other unavoidable circumstances. The program content may also be changed without prior notice.

Subject name	Training location	Available enrollment period
Overseas Training I	Australia	From the fall semester of the first year; however, enrollment in the fall semester of the fourth year is not possible.
Overseas Training II	Canada	
Global Career Design Camp	Philippines and elsewhere	
Cultural Exploration	Singapore	
Overseas Training III	United Kingdom	From the spring semester of the second year

Other division foundation subjects

These are first-year courses. Students must take required elective courses outside of the GLS division. Each course is worth 2 credits. A total of 10 credits must be earned by graduation.

All courses are taught in Japanese.

Common foundation subjects

An Introductory Seminar will be offered in the spring semester of the first year, and Career Design will be offered in the spring semester of the second year. Please register for these courses individually.

Minimum credit units required for graduation

[Compulsory] Introductory Seminar: 2 credit units
[Compulsory] Career Design: 2 credit units

Introductory Seminar

The Introductory seminar is designed to improve your academic reading, writing and discussion skills, so you will be prepared to handle the other classes.

Career Design

This class touches on the various occupational realities and possibilities available, and provides students with the knowledge required for career-path selection. It will be conducted in a lecture format.

Division applied subjects

GLS Seminar I and II

Students join a seminar in their third year. They take the same seminar (with the same professor/topic) throughout both the spring and fall semesters.

Minimum credit units required for graduation

[Compulsory] GLS Seminar I: 4 credit units
[Compulsory] GLS Seminar II: 4 credit units

Graduation Research I and II

The instructor who taught your seminar in your third year will continue to supervise your graduation thesis in your fourth year. The graduation thesis is due in the fall semester (8th semester) of your fourth year. Registration for Graduation Research I and II is required for thesis supervision and submission. Please note that you will not be able to graduate if your graduation thesis is not submitted.

Minimum credit units required for graduation

[Compulsory] GLS Seminar I: 2 credit units
[Compulsory] GLS Seminar II: 2 credit units

- Your teaching advisor will provide instructions regarding how to prepare and submit your graduation thesis.
- As a general rule, if you have not taken GLS Seminar I and II in your third year, you will not be able to take Graduation Research I and II.

Division core subjects

These are compulsory courses offered from the first to the second year. Please be sure to register for all courses offered each year.

There are 2-credit courses (held once a week) and 4-credit courses (held twice a week).

Minimum credit units required for graduation

[Compulsory] 22 credit units

Other division foundation subjects

Students must take required elective courses taught in English which are outside of the GLS division. Each course is worth 2 credits. Registration is allowed from the first year. Please create a course plan and register for your courses individually.

Minimum credit units required for graduation

[Elective Compulsory] 8 credit unit

Extension subjects

Elective courses are offered in all divisions and specializations. Some courses are offered during intensive lecture periods. While it is possible to take courses across departments, many courses assume a degree of prior understanding of the subject matter.

Minimum credit units required for graduation

[Elective] 26 credit units

- Some courses have prerequisites. Please check the syllabus for the requirements of each course and be sure to attend the first class. If you are unsure whether you are eligible, please consult with the teacher in charge of the class before registering.
- For Japanese language teacher training-related courses, it is strongly recommended that you take "Teaching Japanese Practice" after completing "Japanese Linguistics" and "Teaching Japanese."
- Credits earned in excess of the minimum credit units required for graduation for the "Global Pathways Program" and "Other division foundation subjects" will be counted in this category.
- Courses conducted in Japanese can be counted up to 16 credits towards the minimum credit units required for graduation. Be sure to attend the first class to confirm the required level of Japanese.

Other

Domestic internships

For internships conducted during your studies, you will receive credit (2 credit units; evaluation of "N") if you meet the necessary requirements. Registration is not required, and it is not included in the course registration credit unit limit.

The procedures required for the awarding of credit units will be explained in various guidance sessions conducted by the Career Support Division (participation in these guidance sessions is required for awarding credit). Further details will be supplied via CHUKYO ALBO.

Subjects with enrollment limits

Some subjects have enrollment limits. Please check the "Notes" section of the "Timetable" for information on subjects with enrollment limits. Please note that for subjects involving overseas training, the enrollment capacity may change depending on the acceptance status of the destination country.

Credit recognition for studying abroad

Courses taken by students participating in exchange programs, accredited study abroad programs, government scholarship programs, Disney internships, and semester study abroad programs offered by the Global Experience Center will, in principle, be recognized as equivalent to courses in the curriculum of the School of Global Studies, based on the student's application. This is indicated with an "N" in grade reports.

Overseas seminar I / Overseas seminar II

- (1) Provided that the necessary requirements are met, two credits will be awarded upon completion of one of the following short-term overseas training programs offered by the Global Experience Center: "Overseas University Experience," "Overseas Language Training," "SAF Field-Specific Training," or "Second Foreign Language Training."
- (2) Credits will be awarded during the semester corresponding to the training period. This is indicated with an "N" in grade reports.
- (3) Credit can only be awarded once. Credit will not be awarded in the fall semester (8th semester) of the fourth year.
- (4) Course registration is not required. Credit units are not included in the course registration credit unit limit.

*For information on application periods, application procedures, and other details, check the Global Experience Center's "GLOBAL NAVI" portal site.

Overseas Volunteer Activities

- Provided the necessary requirements are met, two credits will be awarded to those who complete the "Overseas volunteer activities" program, one of the short-term overseas training programs offered by the Global Experience Center.
- Credits will be awarded during the semester corresponding to the training period. This is indicated with an "N" in grade reports.
- Credit can only be awarded once. Credit will not be awarded in the fall semester (8th semester) of the fourth year.
- Course registration is not required. Credit units are not included in the course registration credit unit limit.

*For information on application periods, application procedures, and other details, check the Global Experience Center's "GLOBAL NAVI" portal site.

Study abroad

Among subjects that cannot be individually substituted, those approved by the School of Global Studies will be recognized as "Study abroad," will count as faculty-specific subjects, and credits will be awarded accordingly. The total number of credits that can be awarded for "Study abroad" is limited to 16 credits, and depending on the circumstances, credits may be awarded on a per-credit basis. Registration is not required, and it is not included in the course registration credit unit limit.

Details regarding the application process for credit recognition will be provided separately after your study abroad decision has been made.

*For information on application periods and procedures for each study abroad program, check the Global Experience Center's "GLOBAL NAVI" portal site.

«IMPORTANT»

Due to the nature of the School of Global Studies curriculum, participating in exchange programs, accredited study abroad programs, government scholarship programs, the Disney Internship Program, or semester-long study abroad programs starting in the spring semester of your fourth year (7th semester) for one year, or in the fall semester of your fourth year (8th semester) for one semester, you may not be able to graduate within the standard period of study.

If you plan to participate in a study abroad program spanning from your 3rd year through the spring semester of your 4th year (5th to 7th semesters), there are important points to note regarding seminar enrollment and credit acquisition. Therefore, please be sure to contact your division head or seminar instructor when you are considering participation.

Also, when considering participation, please confirm with the Educational Affairs Center whether graduation within the standard period of study is possible.

«Notice to students enrolled in the teacher training programs»

Students enrolled in the teacher training program have year-long compulsory teacher training courses (Student Teaching I/II) in their fourth year (7th and 8th semesters). Therefore, if you participate in a study abroad program that takes place in your fourth year (7th and 8th semesters), you will not be able to complete the necessary courses within the standard period of study. When considering participation, please consult with your chosen seminar instructor, Student Teaching instructor, or the Educational Affairs Center (Teaching Profession Support Section).

International Internship

- (1) Provided the necessary requirements are met, two credits will be awarded to those who complete the "International Internship" program, one of the short-term overseas training programs offered by the Global Experience Center.
- (2) Credits will be awarded during the semester corresponding to the training period. This is indicated with an "N" in grade reports.
- (3) Credit can only be awarded once. International internships are intended for students in their second year or later; however, credit will not be awarded for the fall semester (8th semester) of the fourth year.
- (4) Course registration is not required. Credit units are not included in the course registration credit unit limit.

*For information on application periods, application procedures, and other details, check the Global Experience Center's "GLOBAL NAVI" portal site.

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 14	All semesters Lower than 1.0	Teacher in charge
	2	Lower than 30		
2	3	Lower than 45		
	4	Lower than 60		
3	5	Lower than 75		Seminar teaching advisor
	6	Lower than 90		
4	7	Lower than 105		
	8	Not available		

* Guidance from the 1st to 4th semesters is provided by the respective professors in charge based on the room teacher system. Guidance from the 5th to 6th semesters is provided by the respective professors in charge of seminars. From the 7th to 8th semesters, guidance by the respective professors in charge of seminars may be provided, but this will not include advice.

[Advice (guidance) flow]

- (1) Students are called by the Educational Affairs Center using CHUKYO ALBO, etc.
- (2) Students make an appointment with the 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 study counseling, please contact the Educational Affairs Center 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. Please check the department website or other sources for office hours, including days and times.

[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) Please submit applications after checking the application method on CHUKYO ALBO.
 - * Students cannot register for or modify their course registrations themselves.
- (3) 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
Global Studies	8 credit units	Floating credit units
Letters		Elective credit units common to all school
Psychology		
Contemporary Sociology		
Law		
Policy Studies		
Economics		
Management		
Health and Sport Sciences		
Engineering		

*Any credit units exceeding each credit units will be free credit units.

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 subject. Check the "Timetable for Subjects Open to All Students" on CHUKYO ALBO for details.

国際学部 国際学科 教育課程

Curriculum for the Department of Global Studies, School of Global Studies

◎必修科目 (Compulsory subjects) ○選択科目 (Elective subjects) ●自由科目 (Free subjects)

科目区分	授業科目	単位数	配当セメスター								摘要		
			1年次		2年次		3年次		4年次				
			春	秋	春	秋	春	秋	春	秋			
グローバルコミュニケーション	ことばの科学	2	○	○	○	○	○	○	○	○	○		
	ことばと文化	2	○	○	○	○	○	○	○	○	○		
	異文化研究	2	○	○	○	○	○	○	○	○	○		
	卓球	1	○	○	○	○	○	○	○	○	○		
	硬式テニス	1	○	○	○	○	○	○	○	○	○		
	バドミントン	1	○	○	○	○	○	○	○	○	○		
	ゴルフ	1	○	○	○	○	○	○	○	○	○		
	ニュースポーツ	1	○	○	○	○	○	○	○	○	○		
	バレーボール	1	○	○	○	○	○	○	○	○	○		
	バスケットボール	1	○	○	○	○	○	○	○	○	○		
	ソフトボール	1	○	○	○	○	○	○	○	○	○		
	サッカー	1	○	○	○	○	○	○	○	○	○		
	トレーニング	1	○	○	○	○	○	○	○	○	○		
	フィットネス	1	○	○	○	○	○	○	○	○	○		
	エアロビクス	1	○	○	○	○	○	○	○	○	○		
シーズンスポーツ・スケート	1	○	○	○	○	○	○	○	○	○			
アダプテッドスポーツA	1	○	○	○	○	○	○	○	○	○			
アダプテッドスポーツB	1	○	○	○	○	○	○	○	○	○			
健康科学	2	○	○	○	○	○	○	○	○	○			
スポーツ科学	2	○	○	○	○	○	○	○	○	○			
現代社会とスポーツ	2	○	○	○	○	○	○	○	○	○			
自然の探究	数学	2	○	○	○	○	○	○	○	○	○		
	数理と社会	2	○	○	○	○	○	○	○	○	○		
	教養統計学	2	○	○	○	○	○	○	○	○	○		
	社会における統計学	2	○	○	○	○	○	○	○	○	○		
	物理学概論	2	○	○	○	○	○	○	○	○	○		
	日常の中の物理学	2	○	○	○	○	○	○	○	○	○		
	化学	2	○	○	○	○	○	○	○	○	○		
	身近な物質の化学	2	○	○	○	○	○	○	○	○	○		
	宇宙地球科学	2	○	○	○	○	○	○	○	○	○		
	人間生活の中の宇宙地球科学	2	○	○	○	○	○	○	○	○	○		
	生物学	2	○	○	○	○	○	○	○	○	○		
	生物と環境	2	○	○	○	○	○	○	○	○	○		
	ウェブ設計	2	○	○	○	○	○	○	○	○	○		
	コンピュータプログラミング	2	○	○	○	○	○	○	○	○	○		
	人間の探究	哲学	2	○	○	○	○	○	○	○	○	○	
科学と技術の哲学		2	○	○	○	○	○	○	○	○	○		
倫理学		2	○	○	○	○	○	○	○	○	○		
自由と正義の倫理学		2	○	○	○	○	○	○	○	○	○		
論理学		2	○	○	○	○	○	○	○	○	○		
レトリックの論理学		2	○	○	○	○	○	○	○	○	○		
心理学		2	○	○	○	○	○	○	○	○	○		
日本史		2	○	○	○	○	○	○	○	○	○		
日本史と現代世界		2	○	○	○	○	○	○	○	○	○		
東洋史		2	○	○	○	○	○	○	○	○	○		
アジア史と現代世界		2	○	○	○	○	○	○	○	○	○		
西洋史		2	○	○	○	○	○	○	○	○	○		
ヨーロッパ史と現代世界		2	○	○	○	○	○	○	○	○	○		
文学		2	○	○	○	○	○	○	○	○	○		
人間の心と言葉		2	○	○	○	○	○	○	○	○	○		
社会の探究	日本国憲法	2	○	○	○	○	○	○	○	○	○		
	政治学	2	○	○	○	○	○	○	○	○	○		
	国際関係と日本	2	○	○	○	○	○	○	○	○	○		
	社会学	2	○	○	○	○	○	○	○	○	○		
	障害と社会	2	○	○	○	○	○	○	○	○	○		
	経済学	2	○	○	○	○	○	○	○	○	○		
	くらしと経済	2	○	○	○	○	○	○	○	○	○		
	人文地理学	2	○	○	○	○	○	○	○	○	○		
	地域らしさの探求	2	○	○	○	○	○	○	○	○	○		
	教育学	2	○	○	○	○	○	○	○	○	○		
	教育と社会	2	○	○	○	○	○	○	○	○	○		
	文化人類学概論	2	○	○	○	○	○	○	○	○	○		
	ジェンダー論	2	○	○	○	○	○	○	○	○	○		
	現代社会とジェンダー	2	○	○	○	○	○	○	○	○	○		
	複合領域	環境科学	2	○	○	○	○	○	○	○	○	○	
環境テーマ論		2	○	○	○	○	○	○	○	○	○		
情報科学		2	○	○	○	○	○	○	○	○	○		
情報と技術		2	○	○	○	○	○	○	○	○	○		
平和学		2	○	○	○	○	○	○	○	○	○		
国際平和論		2	○	○	○	○	○	○	○	○	○		
キャリアデザイン論		2	○	○	○	○	○	○	○	○	○		
国際協力学		2	○	○	○	○	○	○	○	○	○		

学部	科目	単位数	配当セメスター								摘要						
			1年次	2年次	3年次	4年次	1	2	3	4							
全学	教養発展科目	共通科目	学部の実践	発展ゼミ(健康科学) I	2					○	○						
				発展ゼミ(健康科学) II	2						○	○	○				
				発展ゼミ(自然科学) I	2						○	○	○				
				発展ゼミ(自然科学) II	2							○	○	○			
				発展ゼミ(人文科学) I	2							○	○	○			
				発展ゼミ(人文科学) II	2								○	○			
				発展ゼミ(社会科学) I	2								○	○			
				発展ゼミ(社会科学) II	2									○			
				発展ゼミ(複合領域) I	2									○			
				発展ゼミ(複合領域) II	2									○			
				発展ゼミ(言語文化) I	2									○			
				発展ゼミ(言語文化) II	2									○			
				各国映画への招待	2									○			
				英語の諸相	2									○			
				日本語を学ぶ	2									○			
				多文化リテラシー	2									○			
				データサイエンス実践	2									○			
				インターネットを思索する	2									○			
				哲学カフェ	2									○			
				考える歴史学	2									○			
				現代社会と人権	2									○			
				社会と安全	2									○			
				ボランティアの実践	2									○			
				多様性から考える	2									○			
				グローバル化と日本	2									○			
				環境をめぐる議論	2									○			
				情報と社会	2									○			
				平和の実践	2									○			
				性の諸相	2									○			
				グローバルコミュニケーション	英語の語彙と発音	2								○	○		
					English Presentation	2								○	○		
					English for Travel	2								○	○		
					English for Entertainment	2								○	○		
					時事英語	2								○	○		
					日本を伝える英語	2								○	○		
アカミック・イングリッシュ・キルズ	2									○	○						
Discussion and Debate	2									○	○						
英語資格対策基礎	2									○	○						
英語資格対策上級	2									○	○						
英語ゼミナー I	2									○	○						
英語ゼミナー II	2									○	○						
教養トピック講義	2									○	○						
中京大学を知る	2									○	○						
海外教養科目	4	○	○		○	○	○	○	○	○	○		分割認定可				
基礎	入門ゼミ	2	◎														
	Introductory Seminar	2	◎										GLS専攻のみ				
	キャリア・デザイン	2								◎							
	Career Design	2								◎			GLS専攻のみ				
	卒業研究 I	2									◎						
	卒業研究 II	2										◎					
	Graduation Research I	2										◎	GLS専攻のみ				
	Graduation Research II	2										◎					
	応用	Reading and Discussion I	1	◎													
		Reading and Discussion II	1		◎												
		Reading and Discussion III	1			◎											
		Reading and Discussion IV	1				◎										
		Academic Writing I	1	◎													
		Academic Writing II	1		◎												
		Academic Writing III	1			◎											
Academic Writing IV		1				◎											
Presentation I		1	◎														
Presentation II		1		◎													
Presentation III		1			◎												
Presentation IV		1				◎											
Listening and Speaking I		1	◎														
Listening and Speaking II		1		◎													
Listening and Speaking III		1			◎												
Listening and Speaking IV	1				◎												
世界の言語プログラム	フランス語入門 IA	1	○														
	フランス語入門 IB	1		○													
	フランス語入門 IIA	1	○														
	フランス語入門 IIB	1		○													
	フランス語基礎 IA	1		○													
	フランス語基礎 IB	1			○												
	フランス語基礎 IIA	1				○											

IV. Materials

Earthquake Response

Chukyo University response

Students will be notified of the response to be taken following earthquakes on the Chukyo University official website, "ANPIC" emergency notification system, and on CHUKYO ALBO. In the event of an earthquake, remain calm, and check the university website.

* The university uses ANPIC 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.
* However, if you sense danger, do not try too hard to extinguish the fire, but evacuate the building.
- (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.

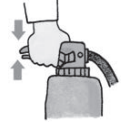


Using fire extinguishers

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

If there are no fires, etc. following the occurrence of an earthquake, please remain where you are until safety has been ensured. If necessary to evacuate, please check the standard methods specified for each campus beforehand. Furthermore, 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 massive earthquake known as the Nankai megathrust earthquake may 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>

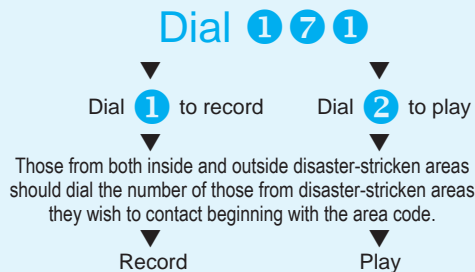
Disaster Emergency Message Dial is a service for accessing safety information, etc. recorded by people in disaster-stricken areas that can be played by relatives or friends in other regions.

How to use

<https://www.ntt-east.co.jp/en/saigai/voice171/>

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-dengon/#anc02>
- SoftBank: <https://www.softbank.jp/mobile/service/dengon/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.

- Information on Nagoya City disaster prevention can be found by doing a search for "disaster prevention information from Nagoya City" on the Internet.

<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 X (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.

Chukyo University Disaster Prevention Guide

If there is an earthquake

- Protect yourself by hiding under a desk, table, etc.
- Open the door and find an emergency exit.
- Do not panic.
- Quickly put out fires.
- Check on the safety of those around you.
- Beware of aftershocks.
- Stay away from windows, shelves and hanging objects.
- If you're in the elevator, stop it at the nearest floor and get off immediately.
- Perform the "1-2-3" of safety in an earthquake.



Once the shaking stops

Are you in a safe place?

YES

Wait there, then contact your family.

NO

Move to an emergency evacuation site, then contact your family.

Can you return home?

YES

Wait for instructions from the university before going home.

NO

Go to the evacuation refuge site on campus.

It is important to stay in a safe place.

Criteria for deciding whether to return home

Checklist

- Do you know the route home?
- Is it a walkable distance?
- Can you get home before dark? (assuming a walking speed of approx. 2.5 km/hour)
- Do you have the stamina to walk home?
- Are your clothes and shoes suitable for walking long distances?
- Is the weather okay?
- Do you have food and drink for your trip? (The university has food for those returning home.)

[IMPORTANT]

- Do not travel unnecessarily.
- Make effective use of convenience stores and other places that can support people who are unable to return home.



Contacting your family Decide on a method for contacting your family

By phone: NTT Disaster Emergency Message Dial

Dial 171

To communicate your situation (recording)

171 + 1 + Your phone number → Speak

To hear someone's message (playback)

171 + 2 + The person's phone number → Listen

Internet: NTT Disaster Emergency Message Board

Access web171

Record message

Check and play back messages

Safety status reporting Let the university know whether you are safe or not.

Safety confirmation email from the university

Delivered.

Click the URL in the safety confirmation email. Select your safety status and current location, then submit the report.

Not delivered.

<https://anpic-v-chukyo-u.jecc.jp/chukyo-u/login/>

Connect to the above address and follow the on-screen instructions.



[An Important Request]

Please be sure to participate in the safety confirmation exercises held twice a year to ensure you know how to report your safety status in the event of a disaster.

Disaster prevention checklist

Useful items to prepare and carry with you

- Cash (including coins)
- Personal ID
- Health insurance card
- Towel, band-aids
- Tissues, wet wipes
- Contact list
- Chocolate, candy, etc.
- Bottled water or tea
- Rain gear
- Regular medicines
- Portable phone charger
- Contact lens supplies
- Sanitary products

Items to have ready in case of an emergency

- Emergency food, water
- Masks
- Thick gloves
- Radio
- Thermal insulation sheet
- Bankbook
- Portable toilet
- Clothing, athletic shoes
- String, rope
- Batteries
- Hand warmer
- Flashlight

