

# Notification Relating to the Impact of COVID-19 Infection

Current as of April 2023

## 2023 Student Handbook

This "Student Handbook" booklet is given out to students at the time of admission, and is intended for use until graduation. It was originally intended to be produced with the same content for 4 years, but some changes may be made to content affecting university life due to the rise in COVID-19 infections.

## Delivering the Latest Information

Students will be kept up to date with changes whenever necessary as the COVID-19 infection situation unfolds. **The latest information can be found on the university website and on CHUKYO ALBO.** CHUKYO ALBO not only provides students with announcements relating to infection control measures for COVID-19, but also information necessary for university life (notices on class cancellations, make-up lectures, classroom changes, etc.), and must therefore be checked daily.

Official website (current as of April 1 2023)

CHUKYO ALBO

### Handling of COVID-19 infection cases



### Information on classes



### ◆ Examples of the latest information

- \* Notification of campus closure or suspension of lessons due to rise in COVID-19 infections
- \* Infection measures and points to keep in mind with regards to lessons
- \* Economic support necessary due to rise in COVID-19 infections, etc.

## Impact of Rise in COVID-19 Infections

Please read the following summary of those areas on which COVID-19 infections have the greatest impact.

### I. Campus Guide

Item	Relevant page	Details
Academic Calendar	P4-5	Class dates, make-up lecture dates, regular examination dates, etc. may be subject to change.
Campus Map	P6-7	Some service desks and facilities, etc. may be subject to closure or shortened hours.
Notices From the University	P8-12	Notifications on changes to the running of classes due to the impact of COVID-19 infections will be provided on the official university website and on the "CHUKYO ALBO" on-campus electronic bulletin board whenever necessary.
Notices From Teachers in Charge of Classes	P13	Contact with teachers in charge of classes will be carried out through the "MaNaBo" Teaching Support System. When attending each subject (particularly when online), use MaNaBo to find out how to take classes, and to obtain information on homework, etc.
Using the Facilities	P19-20	Facilities such as libraries, private computer study rooms, physical education facilities, and individual study rooms may be subject to closure or shortened hours.
Extra-curricular Activities	P22-23	Extra-curricular activities may be restricted.
Global Education Center	P32-33	A decision may be made to suspend study abroad or delay departure dates.
Career Support Division	P34	The content and schedules for lectures and events may be subject to change.

### II. Course Guide III. Curriculums

Item	Relevant page	Details
Handling of Classes, Educational Affairs Center	P38-39	Policies on the running of classes for each semester are determined based on the extent of COVID-19 infection at the time. Policies on the running of classes may be subject to change during the semester based on the infection situation at the time.
Examinations, Resit Exams, Improper Conduct	P44-47	Policies on regular examinations for each semester are determined based on the extent of COVID-19 infection at the time. Policies on the running of regular examinations may be subject to change based on the infection situation at the time.

# 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 2023 (excl. schools, departments which have stopped recruiting students).

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

Class days:  (1) to (15)

<Notes>

1. The days on the right are national holidays on the calendar, however, normal classes will be given. 10/9 (Monday).
2. Make-up lectures will in principle be given in the 5th lesson on weekdays, or in the 1st and 2nd lessons on days indicated by "Make-up".
3. On days on with make-up lectures in the 1st and 2nd lessons on Saturdays, only the Educational Affairs Center service desk will be open.
4. Spare class day will be allocated at the end of the semester in case of an entire class cancellations due to the weather conditions or other reasons.
5. Examination spare day will be allocated if regular examinations are cancelled due to weather conditions or other reasons.

### Spring Semester

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
2023 April						1 New student guidance	2 New student guidance 1st year course registration (primary application)
	3 New student guidance 1st year course registration (primary application)	4 Entrance ceremony 1st year course registration (primary application)	5 Publication of course timetables (primary draw) Course registration (secondary application)	6 Publication of course timetables (secondary draw) Course registration correction	7 Beginning of spring semester lectures Course registration correction	(1) 8 Course registration correction	(1) 9 Course registration correction
	10 Course registration correction	(1) 11 Course registration correction	(1) 12 Course registration correction	(1) 13 Course registration correction	(2) 14	(2) 15 Make-up	(2) 16
	(2) 17	(2) 18	(2) 19	(2) 20	(3) 21	(3) 22 Make-up	(3) 23
	(3) 24	(3) 25	(3) 26	(3) 27	(4) 28	(4) 29 Shōwa Day (national holiday)	(4) 30
May	(4) 1	(4) 2	(4) 3 Constitution Memorial Day (national holiday)	(4) 4 Greenery Day (national holiday)	(4) 5 Children's Day (national holiday)	(4) 6 Make-up	(4) 7
	(5) 8	(5) 9	(5) 10	(5) 11	(5) 12	(5) 13 Make-up	(5) 14
	(6) 15	(6) 16	(6) 17 (Anniversary of Umemura Educational Institutions foundation)	(6) 18 (Anniversary of Chukyo University foundation)	(6) 19	(6) 20 Ceremony to celebrate 100th anniversary of Umemura Educational Institutions	(6) 21
	(7) 22	(7) 23	(7) 24	(7) 25	(7) 26	(7) 27 Make-up	(7) 28
	(8) 29	(8) 30	(8) 31	(8) 1	(8) 2	(8) 3 Make-up	(8) 4
June	(9) 5	(9) 6	(9) 7	(9) 8	(9) 9	(9) 10 Make-up	(9) 11
	(10) 12	(10) 13	(10) 14	(10) 15	(10) 16	(10) 17 Make-up	(10) 18
	(11) 19	(11) 20	(11) 21	(11) 22	(11) 23	(11) 24 Make-up	(11) 25
	(12) 26	(12) 27	(12) 28	(12) 29	(12) 30	(12) 1 Make-up	(12) 2
July	(13) 3	(13) 4	(13) 5	(13) 6	(13) 7	(13) 8 Make-up	(13) 9
	(14) 10	(14) 11	(14) 12	(14) 13	(14) 14	(14) 15 Make-up (Toyota Campus only) Nagoya open campus (scheduled) Nagoya: no lectures	(14) 16 Nagoya open campus (scheduled)
	(15) 17 Marine Day (national holiday)	(15) 18	(15) 19	(15) 20	(15) 21	(15) 22 Make-up	(15) 23 Toyota open campus (scheduled)
	(15) 24	(15) 25 Spare class day	(15) 26	(15) 27	(15) 28 Spring semester examinations	(15) 29 Spare class day	(15) 30
August	31 Spring semester examinations	1 Spring semester examinations	2 Spring semester examinations	3 Spring semester examinations	4 Spring semester intensive course	5 Spring semester examinations (spare day) Spring semester intensive course	6 7
	7 Spring semester intensive course	8 Spring semester intensive course	9 Spring semester intensive course	10 Spring semester intensive course	(10) 11 Mountain Day (national holiday)	(10) 12	(10) 13
	(10) 14	(10) 15	(10) 16	(10) 17	(10) 18	(10) 19	(10) 20
	(10) 21	(10) 22	(10) 23	(10) 24 Announcement of grades Grade inquiries	(10) 25 Grade inquiries Spring semester resit exams	(10) 26	(10) 27
	(10) 28 Spring semester resit exams	(10) 29 Spring semester resit exams	(10) 30 Spring semester resit exams	(10) 31 Spring semester resit exams	(10) 1	(10) 2	(10) 3
September	4	5	6	7	8	9	10
	11	12 Course registration (primary application)	13 Course registration (primary application)	14 Course registration (primary application)	15	16	17
	18 Respect-for-the-Aged Day (national holiday)	(18) 19 Publication of course timetables (primary draw) Course registration (secondary application)	(18) 20 Spring semester graduation ceremony (scheduled) Publication of course timetables (secondary draw) Course registration correction	(18) 21 Beginning of fall semester lectures Course registration correction	(18) 22 Course registration correction	(18) 23 Autumnal Equinox Day (national holiday) Course registration correction	(18) 24 Course registration correction

6. Administrative departments will be closed on days indicated with an × (These days may be subject to change).  
 7. On entrance examination days, entry is prohibited to all areas of the campus on which examinations are being held. Please check the university website for announcements on entrance examination dates.  
 8. It is not possible to enter campuses during the summer and winter holidays while the entire university is closed. Please check CHUKYO ALBO for information on days on which the entire university is closed.  
 Summer vacation: 8/10 (Thursday) to 8/22 (Tuesday)  
 Winter vacation: 12/24 (Sunday) to 1/4 (Thursday)

<Educational Affairs Center business hours>

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

## Fall semester

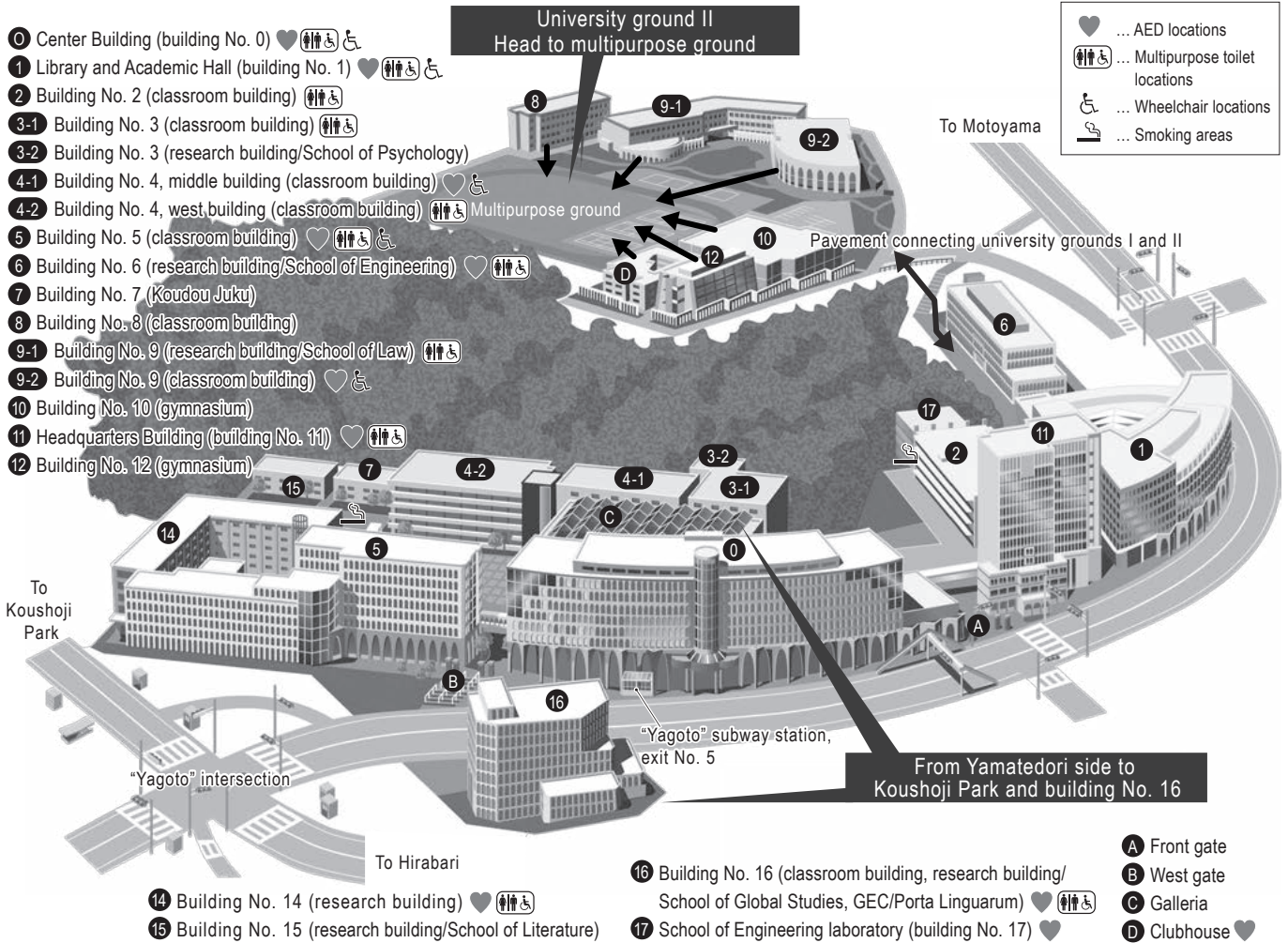
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
September	25 (1) Course registration correction	26 (1) Course registration correction	27 (1) Course registration correction	28 (2)	29 (2)	30 Make-up	1 ×
October	2 (2)	3 (2)	4 (2)	5 (3)	6 (3)	7 Make-up	8 ×
	9 (3) Normal classes Sports Day (national holiday)	10 (3)	11 (3)	12 (4)	13 (4)	14 Make-up	15 ×
	16 (4)	17 (4)	18 (4)	19 (5)	20 (5)	21 Make-up	22 ×
	23 (5)	24 (5)	25 (5)	26 (6)	27 (6)	28 Make-up	29 ×
	30 (6)	31 (6)	1 (6)	2 (7)	3 (7) Culture Day (national holiday)	4 (7) University festival (no lectures)	5 (7) University festival
November	6 (7)	7 (7)	8 (7)	9 (8)	10 (8)	11 Make-up	12 ×
	13 (8)	14 (8)	15 (8)	16 (9)	17 (9)	18 ×	19 ×
	20 (9)	21 (9)	22 (9)	23 (9) Labor Thanksgiving Day (national holiday)	24 (9)	25 ×	26 ×
	27 (10)	28 (10)	29 (10)	30 (10)	1 (10)	2 Make-up	3 ×
December	4 (11)	5 (11)	6 (11)	7 (11)	8 (11)	9 Make-up	10 ×
	11 (12)	12 (12)	13 (12)	14 (12)	15 (12)	16 Make-up	17 ×
	18 (13)	19 (13)	20 (13)	21 (13)	22 (13)	23 Make-up	24 ×
	25 ×	26 ×	27 ×	28 ×	29 ×	30 ×	31 ×
2024 January	1 × New Year's Day (national holiday)	2 ×	3 ×	4 ×	5 ×	6 Make-up	7 ×
	8 × Coming-of-Age Day (national holiday)	9 (14)	10 (14)	11 (14)	12 (14)	13 ×	14 ×
	15 (14)	16 (15)	17 (15)	18 (15)	19 (15)	20 ×	21 ×
	22 (15)	23 Spare class day	24 Spare class day	25	26 Fall semester examinations	27 ×	28 ×
	29 Fall semester examinations	30 Fall semester examinations	31 Fall semester examinations	1 Fall semester examinations	2 Fall semester examinations (spare day)	3 Fall semester intensive course	4 ×
February	5 Fall semester intensive course	6 Fall semester intensive course	7 Fall semester intensive course	8 Fall semester intensive course	9	10 ×	11 National Foundation Day (national holiday)
	12 (substitute holiday) ×	13	14 Announcement of grades Grade inquiries	15 Fall semester resit exams Grade inquiries	16 Fall semester resit exams	17 ×	18 ×
	19 Fall semester resit exams	20 Fall semester resit exams	21 Fall semester resit exams	22	23 × Emperor's Birthday (national holiday)	24 ×	25 ×
	26	27	28	29	1	2 ×	3 ×
March	4	5	6	7 Graduation, promotion announcement (4th years, School of Engineering, 1st years of School of Global Studies)	8	9 ×	10 ×
	11	12	13	14	15	16 ×	17 ×
	18	19 Graduation ceremony (scheduled)	20 × Vernal Equinox Day (national holiday)	21	22	23 ×	24 ×
	25 Course registration (primary application)	26 Course registration (primary application)	27 Course registration (primary application)	28	29	30 ×	31 ×

This may be subject to change due to COVID-19. Please check the university website for the latest information.



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

Nagoya Campus evacuation locations



Multipurpose toilet locations ♿

Building	Location
Center Building (building No. 0), 4th floor	building No. 3 accessway
Library and Academic Hall (building No. 1), 1st floor	Next to toilets
Library and Academic Hall (building No. 1), 2nd floor	In front of student cafeteria, at back of library
Library and Academic Hall (building No. 1), 3rd floor	In front of room 133
Building No. 2 (classroom building), 1st floor	Next to stairs
Building No. 2 (classroom building), 4th floor	In front of room 241
Building No. 3 (classroom building), 3rd floor	Next to toilets
Building No. 4, west building (classroom building), 1st floor	Next to Career Support Division
Building No. 4, west building (classroom building), 1st floor	Next to Student Support Center
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 toilets
Building No. 14 (research building), 2nd floor	Next to elevator hall
Building No. 14 (research building), 3rd floor	Next to elevator hall
Building No. 16 (classroom building / research building), 1st floor	Next to Women's toilets

AED locations ♥

Building	Location
Center Building (building No. 0), basement	Entrance hall
Center Building (building No. 0), 4th floor	In front of building No. 3 accessway
Library and Academic Hall (building No. 1), 1st floor	Inside library
Building No. 4, middle building (classroom building), 1st floor	Near entrance to room 412
Building No. 5 (classroom building), 1st floor	Next to stairs, Entrance hall
Building No. 6 (research building/School of Engineering), basement	Next to 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	Near elevator hall
School of Engineering laboratory (building No. 17), 1st floor	Entrance hall
Clubhouse	Gimnasium side middle passage

Wheelchair locations ♿

Building	Location
Center Building (building No. 0), basement	Under the stairs
Library and Academic Hall (building No. 1), 1st floor	Under the stairs
Building No. 4, middle building (classroom building), 1st floor	Under the stairs
Building No. 5 (classroom building), 1st floor	Under the stairs
Building No. 9 (classroom building), 1st floor	Under the stairs

Smoking area 🚬

Building
North of building No. 2, south of building No. 7



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

Service desk name	Location	Available hours		Service desk name	Location	Available hours	
		Weekdays	Saturdays			Weekdays	Saturdays
Nagoya library	Building No. 1, 1st and 2nd floors	9:00 to 22:00	9:00 to 22:00	Career Support Division	Building No. 4, west building, 1st floor	9:00 to 17:00	—
Law Library Center (LLC)	Building No. 9, 1st Floor	9:00 to 19:00	9:00 to 12:30	Academic Affairs Division (excl. Psychology, Law, and Engineering)	Building No. 14, 1st floor	9:00 to 17:00	—
Library Service Center	Building No. 0, 3rd and 4th floors	9:00 to 20:00	9:00 to 12:30	Academic Affairs Division Annex (School of Global Studies, GEC)	Building No. 16, 1st floor	9:00 to 17:00	—
Information Center	Building No. 0, 5th floor	9:00 to 18:30	—	School of Psychology office	Building No. 3, 1st floor	9:00 to 17:00	—
Global Education Center (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. 4, 1st 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. 4, middle building, 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. 4, west building, 1st floor	9:00 to 17:00	—	Education Planning Division	Building No. 5, 1st floor	9:00 to 17:00	—
School infirmary	Building No. 4, west building, 1st floor	9:00 to 17:00	—	Alumni Associations	Building No. 0, 1st floor	9:00 to 17:00	—
Counseling room	Building No. 4, west building, 1st floor	9:00 to 17:00	—				

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

### Recreational facility hours (during lecture periods)

Category	Recreational facility		Building (Building No. 0 is Center Building)	Facility hours		Holidays
	Details	Name		Weekdays	Saturdays	
Food and drink	Cafeteria	Plaisir	Building No. 0, 2nd floor	11:00 to 14:00	—	Saturdays, Sundays, national holidays
	Food court	Food court Leone	Building No. 1, 2nd floor	11:00 to 14:00	—	Saturdays, Sundays, national holidays
	Cafeteria	Starbucks Coffee	Building No. 0, basement	8:00 to 20:00	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	Barbershop	Alpha Wave	Building No. 3, basement	10:00 to 18:00	—	Saturdays, Sundays, national holidays
	Photo studio	Nagai Phoyo	Building No. 3, basement	10:00 to 16:30	—	Saturdays, Sundays, national holidays
	Automatic photo booth	Photo-Me	Building No. 4, 1st floor	Within university hours	Within university hours	—
	Convenience store	7-Eleven	Building No. 1, 1st floor	8:30 to 18:30	9:00 to 15:00	Sundays, national holidays
Building No. 5, 1st floor			8:30 to 19:00	—	Saturdays, Sundays, national holidays	
Automatic cash machines	Japan Post Bank	Building No. 4, 1st floor	9:00 to 17:30	9:00 to 12:30	Sundays, national holidays	

\* Recreational facility hours may be subject to change due to external factors such as the impact of COVID-19.

### Nagoya Campus Gates

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

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

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

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

\*Notifications from teachers in charge of classes may be issued from the "CHUKYO MaNaBo" Teaching Support System [▶▶ See P13](#).

### Notice types and methods

	Official website	CHUKYO ALBO	CHUKYO MaNaBo
Notices on classes in times of emergencies such as typhoons	○	×	×
Information on COVID-19 Relating to the Entire University	○	○	×
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

### 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 for Students 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 P12](#).

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>

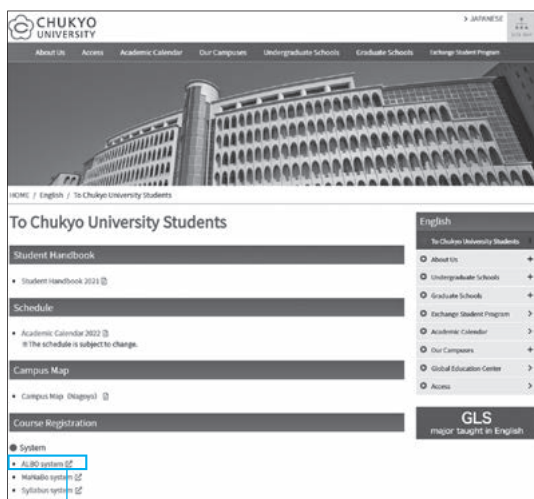


## Portal system "CHUKYO ALBO"

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.

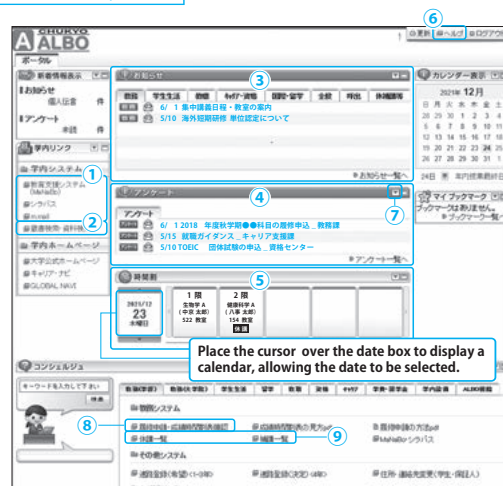


**STEP 2** Login from [Login (PC)] button

When using "CHUKYO ALBO" on a smartphone, log in by pressing the [Login (Smartphone)] button, or by scanning the QR Code.

\* Course registration is not possible from smartphones version.

### CHUKYO ALBO top screen



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

- ① **CHUKYO MaNaBo, syllabus**  
These can be viewed from here.
- ② **m.mail**  
The "m.mail" e-mail system for students can be viewed.
- ③ **Notices**  
The screen changes by selecting the tab for each item.
- ④ **Questionnaires**  
Questionnaires from each department can be checked here.  
The session will time out following 30 minutes of no operation.
- ⑤ **Timetables**  
Timetables for the relevant day can be checked.  
Class cancellations\* and Make-up lectures\* can also be checked.  
In the case of classroom changes, a "Classroom change" icon is displayed.
- ⑥ ⑦ **Screen description, operation methods**  
Click here for information.
- ⑧ **Course registration applications, grades/timetable check**  
Register for courses from here.  
Click here to check grades or timetables also.
- ⑨ **Class cancellation list/make-up lecture list**  
Lists of future class cancellations and make-up lectures can be checked here.

### E-mail notification settings

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

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

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

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

○ ..... Can be viewed.

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

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

### <Guaranteed computer operating environment>

OS: Windows 10, 11

Browser: Google Chrome, Microsoft Edge

\* Use with multiple tabs is not supported.

\* Products running Apple operating systems is not guaranteed.

## Viewing Syllabuses on the Web

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

These syllabuses can be found on the Web.

## Available hours

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

## Syllabus viewing method

## Viewing method

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

The screenshot shows the Chukyo University website in English. The navigation menu includes: About Us, Access, Academic Calendar, Our Campuses, Undergraduate Schools, Graduate Schools, and Exchange Student Program. The main content area is titled "To Chukyo University Students" and lists several options: Student Handbook, Schedule, Campus Map, and Course Registration. Under "Course Registration", there is a "System" section with links to "ALBO system", "MaNaBo system", and "Syllabus system". A blue callout box with the text "Click here." points to the "Syllabus system" link.

## Need to Carry Personal Laptop Computers at All Times

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

## [Personal laptop computer charging]

Computers must be charged at home as a rule.

## [Microsoft Office]

The Office365 Microsoft Apps for Student edition can be used while enrolled at the university.

## [Support desks]

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

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

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

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

The screenshot shows the "ITによる授業支援 (在学生)" page on the Chukyo University website. The page contains news items, a section for online course PC settings, and a section for personal laptop requirements. A blue callout box with the text "Access for detailed information" points to a link in the "個人用パソコン (ノート型) の必須について (2019年度以降入学者向け)" section. Another blue callout box with the text "Click here." points to the "Syllabus system" link in the screenshot above.

## 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).  
Ref.: Personal Computer (Laptop) Setup  
<https://www.chukyo-u.ac.jp/student-staff/it/initialsetting.html>

- Wireless LAN (Wi-Fi) settings (see P11 of this document)
- Microsoft Office installation and sign-in (see P12 of this document)
- Google Chrome, Adobe Acrobat Reader installation  
Please 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

[https://www.chukyo-u.ac.jp/student-staff/it/pdf/ict\\_guide.pdf](https://www.chukyo-u.ac.jp/student-staff/it/pdf/ict_guide.pdf)

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

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

## Information Center, student, teaching staff support page

<http://openweb.chukyo-u.ac.jp/~ict/>





## Wireless LAN Connection

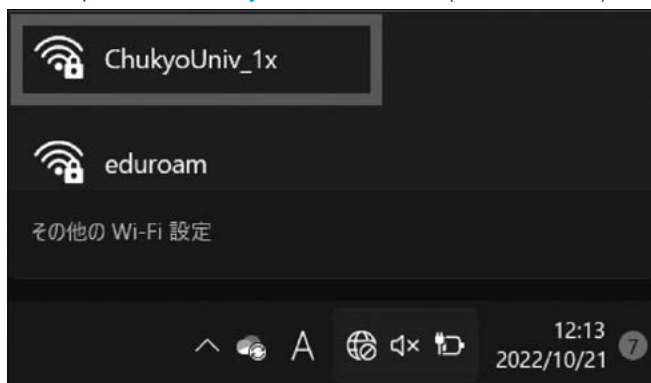
Wireless LANs can be used inside the university in such areas as libraries and classrooms.

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 10]

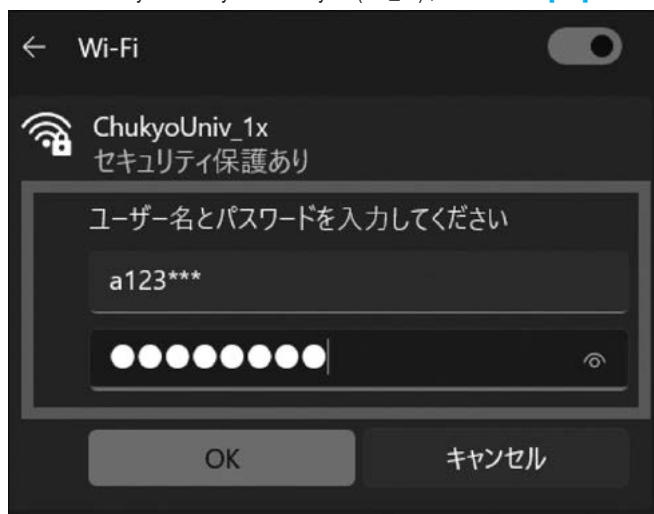
- (1) Click the "Network settings"  icon in the task tray in the lower right of the desktop, and select "ChukyoUniv\_1x" from SSID (wireless AP name).



- (2) Click the [Connect] button.

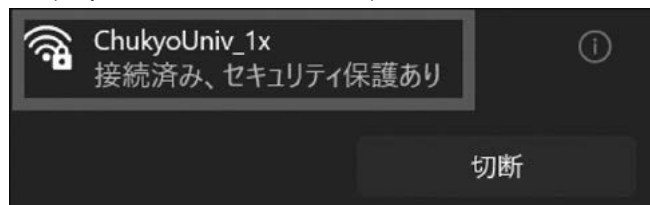


- (3) When the authentication screen appears, enter the user ID and password indicated on your Chukyo University ID (CU\_ID), and click the [OK] button.



- 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.

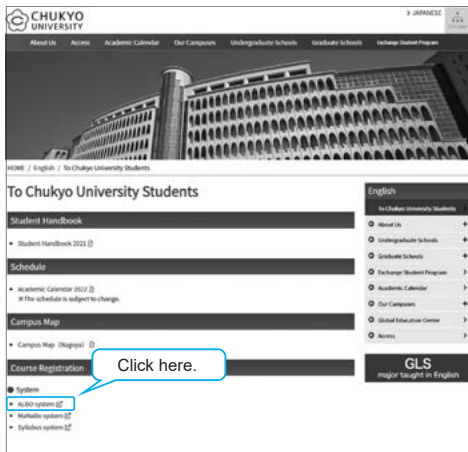


University Official E-mail “m.mail”

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. We strongly recommend registering an “m.mail” e-mail address in the CHUKYO ALBO e-mail notification settings.

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



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



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

• iPhone



• Android



Select  m.mail inbox is displayed

Using Microsoft Office

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

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

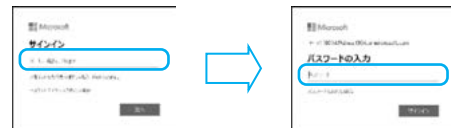
**A Microsoft account user ID and password for Chukyo University students are indicated on an ID notification distributed at the time of new student guidance.**

Access the Office365 site (<https://aka.ms/o365id/>) contained in the e-mail, and sign in with your user ID and password. An Internet connection is required for installation. The Office365 application is already installed in the case of **students who have purchased the computer recommended by Chukyo University (Surface).** 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 indicated on the notification.

- (2) Access the Office365 site. <https://aka.ms/o365i>

- (3) Enter the user ID on the 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.



Select  Unnecessary for those students using the computer (Surface) recommended by the university  
Office365 installation complete.

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

Select  Office365 sign-in successful.

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



# 6 Notices From Teachers in Charge of Classes

Inquiries Teachers in charge of classes, Information Center

## 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.

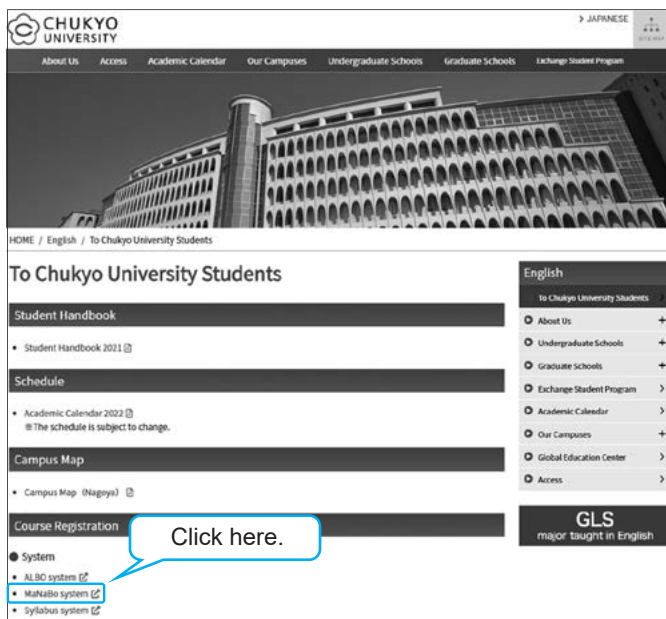
### Recommended operating environment

	OS	Browser
Computers	Windows 10 or higher / Mac OS X 10.11.6 or higher	Google Chrome / Microsoft Edge / Firefox
Smartphones / tablets	iOS 11 or later / Android 7.6 or later	Safari 11 or later / Chrome for Android 74 or higher

Use with multiple tabs is not supported. Furthermore, simultaneous use from two or more terminals such as computers or smartphones is not possible.

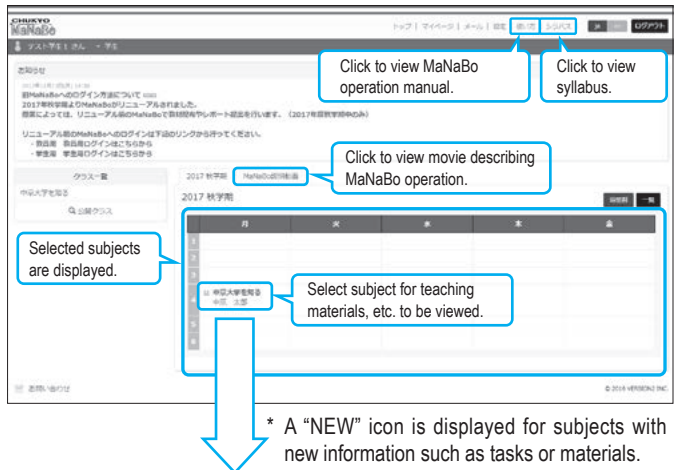
### How to access to CHUKYO MaNaBo login screen

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

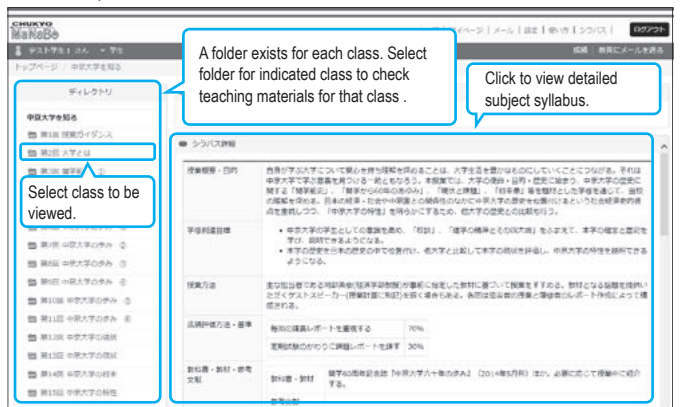


## CHUKYO MaNaBo screen description

### 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

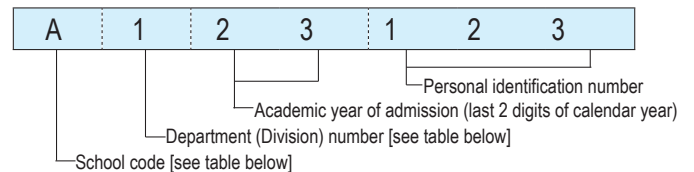
- \* Offices are closed on designated university holidays such as Saturdays and Sundays, national holidays (excl. days on which there are normal classes), and on days on which the entire university is closed.

## 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	2	3	4	5	6	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 Politics)	Global Studies (International Economics)	Global Studies (Global Liberal Studies)	Linguistics and Cultural Studies (Plurilingual & Pluricultural Studies)	Linguistics and Cultural Studies (British and American Studies)	
Engineering	T	Mechanical and Systems Engineering	Electrical and Electronic Engineering	Information Engineering	Media Engineering			

## University Rules and Regulations

University rules contain information on university rules, and many aspects of university life are based on these rules. 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. Ticket purchases are limited to 2 cards per day, and up to a maximum of 10 for the entire year (However, please inquire at the Student Affairs and Support Division counter if likely to exceed the limit.)
4. The validity period is within 3 months of the date of issue, and 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

Only the following methods of commuting to university are permitted.

### 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 vehicle, 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 (with displacement of less than 50 cc)

Dedicated on-campus parking lots may be used 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 reprimand, suspension for a fixed period of time, suspension for an indefinite period of time, or expulsion, and this will be posted in the university. In particular, antisocial behavior such as improper conduct (cheating) during examinations, acts of violence, shoplifting, 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. Please come to the Student Affairs and Support Division service desk immediately.

## Calling Students From Outside the University

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

## Smoking Rules

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

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



### Drinking (Alcohol)

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

Even if accompanied by 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, 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.

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## ■ 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](#) → 証明書・各種願・届出 → 証明書の発行(在学生) for details on the application method and commission, etc.

Issuing location	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
Issue at convenience stores	Certificate of enrollment ★	1st to 4th year students	Same day	
	Enrollment certificates ★	School absentees	Same day	
	Health checkup certificate ★	3rd and 4th year students	Same day	
	Academic transcript ★	1st to 4th year students	Same day	
	Certificate of expected graduation ★	4th year students	Same day	Educational Affairs Center (Undergraduate School Section)
Service desk	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) [P24]	1st to 4th year students	After the following day	
	Provisional student IDs	1st to 4th year students	Same day	
	Expected academic transcript ★	1st to 4th year students	Following day	Educational Affairs Center (Undergraduate School Section)
	Graduate school transcript	1st to 4th year students	10 days	
	Expected teacher's license acquisition certificate	4th year students who are taking teacher training course	Same day	Educational Affairs Center (Teaching Profession Support Section)
	Recommendatory letter	1st to 4th year students	7 to 10 days	Career Support Division

\* Student discount card issuing machines are located on the 1st floor of Building No. 4 of the Nagoya Campus.

\* Student discount card issuing machines are available for use between the hours of 9:00 and 18:30.

\* English versions of certificates indicated with a ★ are issued at the inquiry desk. 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.

Please purchase a certificate stamp for the commission required when certificates are issued at the service desk from the certificate stamp issuing machine.

Certificate stamp issuing machine locations

Nagoya Campus: Building No. 5, 1st floor (Educational Affairs Center), Building No. 0, 1st floor (Student Affairs and Support Division)

### Certificate issue method

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

### 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.

### Remarks

It may take time to issue certificates if there are many applicants.

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.



# 10 Using the Facilities

Inquiries Library

## Library

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

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

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

### User Card

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

### Borrowing Books or Material

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

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

### Lending Period Extensions

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



Nagoya library

### Returning Books or Material

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

During library holidays or when the library is closed, use the Library Service Center book return service.

You can also check the title and return date of any books or materials that you are currently borrowing under "My Library" on the website.

### Reserving Books or Material

You can reserve books or material that you wish to use that are currently on loan. Reservations can be made by entering your user card number and password at the details screen of the OPAC search results.

You can check when reserved books or material are returned to the library under "My Library", allowing you to borrow books quickly. Reserved books and material are held for a period of 2 weeks.

### Loss of Books or Material

If borrowed books or material become lost, please notify the library counter immediately. Students who lose books or material will be required to 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 reservations need to be made before these rooms can be used.

### Learning Square

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

### Personal Study Corners

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

### 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.

- \* The usage time and details of the service may be subject to change due to the impact of COVID-19. Please refer to the library website for the latest information.

## Information Center

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

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

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

### Private computer study rooms (Center Building, 5th floor)

These self-study rooms are intended for preparing for or reviewing classes, and preparing reports, etc., and can be used freely. In addition to the general use of computers such as Internet services, the same software as that available in computer seminar rooms can be used.

Available hours	Weekdays: 9:00 to 18:30
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- \* The times during which study rooms are available may be subject to change at times other than on regular lecture days. Individual usage times are announced on the Information Center website.

### Web printing system

Files to be printed from personal computers (laptops) or private study room computers 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, 1st floor	Individual study rooms
	Building No. 0, 3rd floor	Library Service Center
	Building No. 0, 5th floor	Private computer study room D
	Building No. 1, 1st floor	Nagoya library
	Building No. 9	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 * 9:00 to 16:25 during long holidays
	(Group study rooms cannot be used on designated university holidays such as days with no lectures, Saturdays and Sundays, national holidays (excl. days on which there are normal classes), and on days on which the entire university is closed.)

Group study rooms are also available in the libraries (1st floor) and School of Law (Building No. 9). Please inquire at the library office and Law & Literature Center (LLC).

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

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

Available hours	No reservation required Weekdays : 8:30 to 20:00, Saturday : 8:30 to 17:00 * 9:00 to 17:00 during long holidays
	(Individual study rooms cannot be used on 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.)

### 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.

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.

Available hours	During lecture periods: posted in gymnasium During long holidays: 9:00 to 17:00
Gymnasium holidays	Designated university holidays such as days with no lectures, Sundays, national holidays (excl. days on which there are normal classes), and on days on which the entire university is closed
User registration fee	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 (example: not possible for recipients of grant-type scholarship based on entrance examination grades, recipients of grant-type scholarships from Alumni Association, Post-educational Support Center Office Center)
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	January

#### ■ 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 been damaged by fire, or has suffered wind and flood damage.

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

## 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 5 below.

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

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

## 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.

#### ■ Emergency assistance scholarship

This is intended to ensure that students are able to dedicate themselves to their studies, and to realize equal educational opportunities for undergraduate students (excl. students repeating the same grade year, foreign students) who are diligent in their studies, and who are having difficulty continuing their studies due to the family's financial situation because the guarantor (parents or main financial provider) has been dismissed from their job (not possible for those who have left for their own reasons), their employer has become insolvent, they have declared personal bankruptcy, or their whereabouts are unknown.

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

#### ■ Education supporters' association scholarship

This is intended to realize equal educational opportunities by providing scholarships to those who are finding it extremely difficult to continue with their studies due to the death of, or severe disability or impairment of the guarantor (parents or main financial provider), following admission to the university.

### Incentives

#### ■ Challenge incentive

An allowance is awarded for activities which demonstrate students' eagerness to take on challenges in the hope that it will help revitalize the university, region, and society. The purpose of this allowance is to create an environment that will allow students to actively pursue all aspects of student life.

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

#### Cultural clubs, 21 groups

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

#### University Festival Executive Committee, 2 Groups

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

## 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 issuing a 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.

### Sports Safety Insurance for All Athletic Club Members

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

### Enforcement of Heatstroke Prevention Measures

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

### Response to Accidents, etc.

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

### Sports Information

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

University official website "Sports" address

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

Twitter "Chukyo University Fan club" QR Code



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



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

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

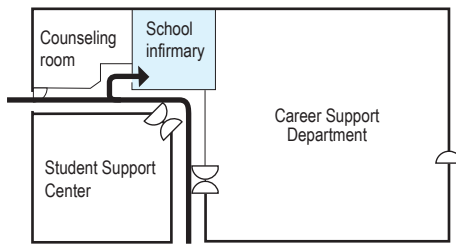
### School infirmary (Nagoya Campus)

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

There is no charge for consultations.

Available hours	Weekdays: 9:00 to 17:00 Saturdays, Sundays: closed (based on academic calendar)
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Nagoya Campus (Building No. 4, west building, 1st floor)



### 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.

The issue of certificates using the web application (issued at convenience store) service ends in the middle of March.

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 required to undergo a health checkup at an external medical institution (cost borne by student). After undergoing your health checkup, please submit the form to the school infirmary, and exchange it for a seal on the reverse side of your student ID. If you have any questions, please inquire at the school infirmary.



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

The purpose of the Student 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.

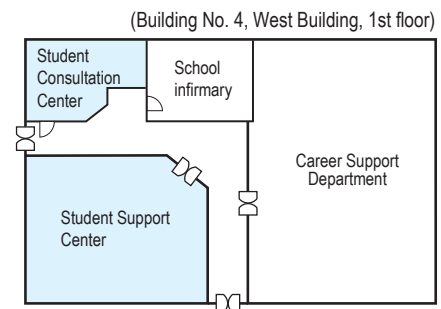
### Academic support for students with disabilities

In accordance with the “Act for Eliminating Discrimination Against Persons with Disabilities” enforced in April 2016, private universities (educational corporations) are “prohibited from inappropriately discriminating” against, and are “obliged to make every effort to reasonably accommodate” students with disabilities. (Following an amendment to the law in 2021, within 3 years of announcement, “obliged to make every effort” shall become “legally obligated”.)

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.

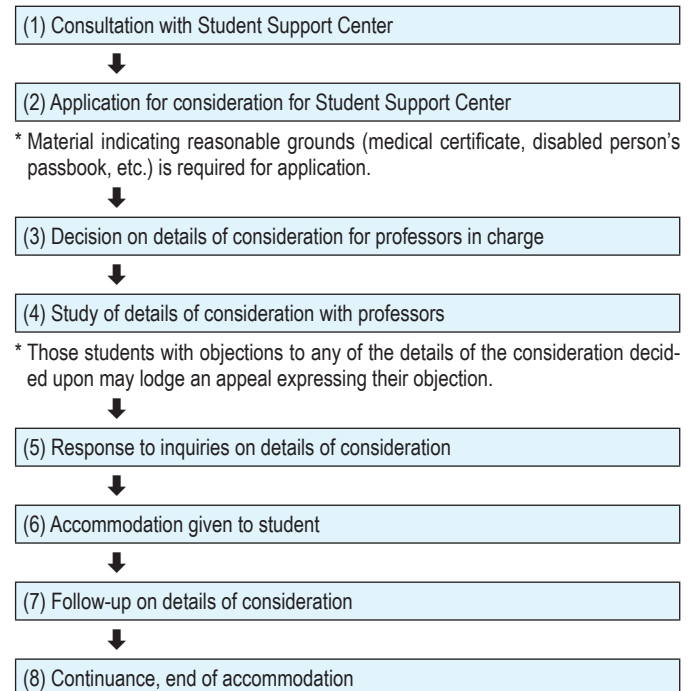
Those students with disabilities wishing support and accommodation from the university should notify the Student Support Center.

### Nagoya Campus



Available hours	Weekdays: 9:00 to 17:00 *Mental health consultations (held by psychiatrist) *Once a month, reservations required.
Inquiries	052-835-7861 (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.

Applications for consultation can be submitted using the following methods.

[Consultation details]

- Student Support Center
- Consultants

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](#) → [Student Life](#) → [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 → 証明書・各種願・届出 → 学籍異動(休学・復学・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	<b>April 1 to September 20</b>
	If taking a leave of absence during the fall semester	<b>September 21 to March 31 of following year</b>
Required documents	<ul style="list-style-type: none"> <li>○ <b>Application for Leave of Absence</b></li> <li>○ <b>Medical certificate from physician</b> (only in the case of injury, illness, etc.) &lt;copy acceptable&gt;</li> </ul>	
Enrollment fee	<b>30,000 JPY</b>	
Enrollment fee Payment method	The fee can be paid using either of the following methods. (1) Purchase a dedicated Chukyo University certificate stamp at the university when submitting your "Application for Leave of Absence". (2) Transfer the fee to the designated bank. Paying by bank transfer, please transfer before submitting your "Application for Leave of Absence".	
Submission, payment deadline	If taking a leave of absence during the spring semester	<b>April 30</b>
	If taking a leave of absence during the fall semester	<b>October 20</b>
Submission destination	Student Affairs and Support Division	
Flow following submission (Overview)	1. A call is made to the student's guarantor for confirmation. 2. A notification is sent to the guarantor following a final decision by the President. * Certificates relating to leave of absence cannot be issued if all procedures have not been completed.	
Notes	<ul style="list-style-type: none"> <li>• Students are not permitted to take leave of absence during the first semester following admission.</li> <li>• A leave of absence can be taken for up to a total of 4 years (8 semesters).</li> <li>• If taking courses or seminars in the spring and fall, please consult the Educational Affairs Center beforehand.</li> <li>• 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.</li> </ul>	

### 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	<b>April 1</b>
	If returning to university from the fall semester	<b>September 21</b>
Required documents	<b>None</b> * Students will be able to return to university automatically once their leave of absence is over.	
Notes	<ul style="list-style-type: none"> <li>• Please inquire at the Student Affairs and Support Division to find out your grade year after returning to university.</li> <li>• 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 Global Studies and the School of Engineering, and therefore the Educational Affairs Center should be contacted for details.)</li> <li>• After the period of leave of absence has come to an end, and you wish to continue your leave of absence, it will be necessary to submit a "Application for Leave of Absence" again.</li> </ul>	

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

### 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	<b>Expulsion date: September 20</b>
		If period of attendance ends at end of fall semester	<b>Expulsion date: March 31</b>
	(2)	Those who are not expected to complete their studies due to illness or other reason	
		<b>Expulsion date: Inquire at Student Affairs and Support Division.</b>	
	(3)	Those who have died or whose whereabouts is unknown.	
		<b>Expulsion date: date of death or discovery of unknown whereabouts</b>	
	(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)	<b>Expulsion date: May 31</b> (during spring semester)
		Those who have failed to pay spring semester tuition fee (expulsion for those late in paying school expenses)	<b>Expulsion date: July 20</b> (during spring semester)
Those who have failed to pay fall semester tuition fee (normal expulsion)		<b>Expulsion date: November 20</b> (during fall semester)	
	Those who have failed to pay fall semester tuition fee (expulsion for those late in paying school expenses)	<b>Expulsion date: January 20</b> (during fall semester)	
* The expulsion date and expulsion processing date may differ.			
Notes	<ul style="list-style-type: none"> <li>• A notification is sent to the guarantor following a final decision by the President.</li> <li>• This cannot be repealed for any reason.</li> <li>• Applications to withdraw from the university cannot be made following expulsion.</li> <li>• It will <b>no longer be possible to use on-campus systems</b> (CHUKYO ALBO, MaNaBo, student discount cards issuing machines, etc.) following expulsion.</li> <li>• 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.</li> </ul>		

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

## 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.

Inquiries Admission Division (building No. 11, 9th floor)

### <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 bank transfer forms 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.

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

- \* 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	<b>April 30</b>
Fall semester	<b>October 20</b>

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

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

1. After receiving a "School Expenses Payment Bank Transfer Form", transfer the payment for each semester.
  2. Obtain a "Application for Deferral of Tuition Fee Payment" from the Student Affairs and Support Division.  
This can also be downloaded from the Chukyo University website → Undergraduates → School Expenses (Tuition Fees) → School Expense Payment. (Japanese site)
  3. Fill in the necessary items in the "Application for Deferral of Tuition Fee Payment", and then submit it to the Student Affairs and Support Division.  
Please observe the "Application for Deferral of Tuition Fee Payment" submission deadline (spring semester: April 30, fall semester: October 20).
- \* Use the "School Expenses Payment Bank Transfer Form" you have received to make payments following deferral.

### [Final Payment Deadline Following Payment Extension]

Spring semester	<b>July 11</b>
Fall semester	<b>January 11</b>

- \* 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.

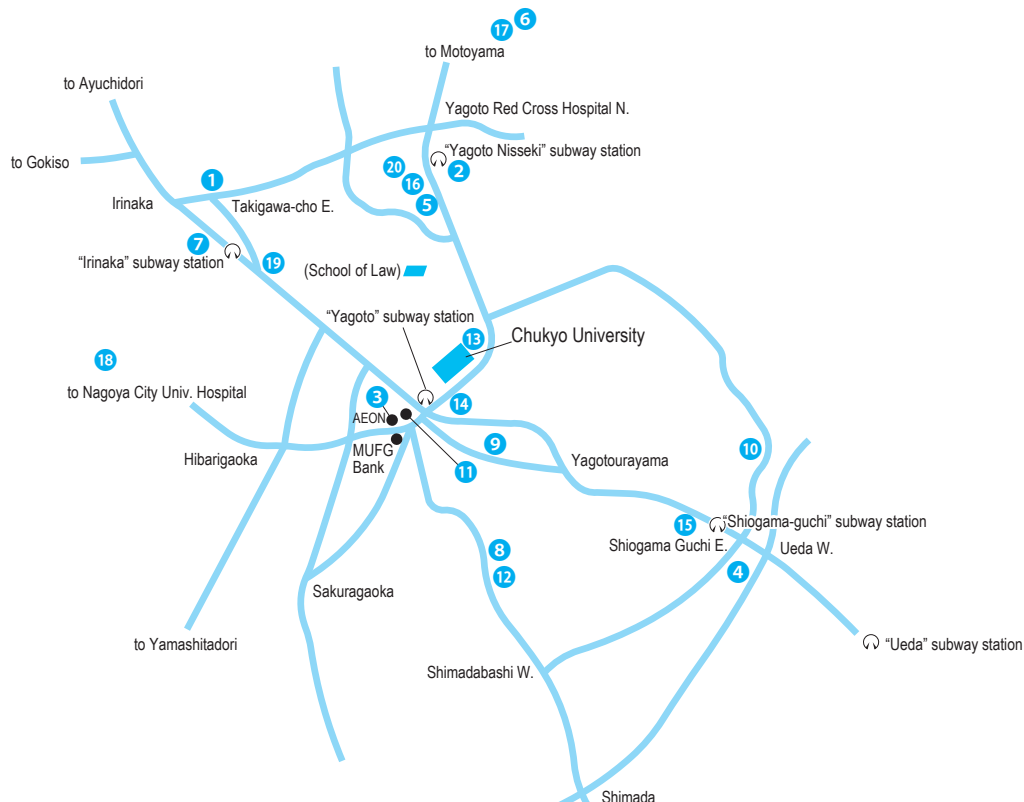
## Hospital map

1	Seirei Hospital	General hospital	56 Kawanayamacho, Showa-ku	052-832-1181
2	Japanese Red Cross Aichi Medical Center Nagoya Daini Hospital	General hospital	Myokencho, Showa-ku	052-832-1121
3	Compass Dental Clinic Yagoto	Dentist	2-1 Ishizaka, Hirojicho, Showa-ku 2-9, Aeon Yagoto branch, 4th floor	052-836-7064
4	Watarai Internal Medicine Clinic	Internal medicine	Asai Building, 1st Floor, 5-121 Motoyagoto, Tempaku-ku	052-833-1811
5	Hakusui Clinic	Internal medicine, neurology, physiotherapy	159-1 Yamazatocho, Showa-ku	052-861-0099
6	Motoyama Jibiinkouka Clinic	Ear, nose, and throat	Motoyama DENTO Building, 3rd Floor, 2-3-1 Higashiyama-dori, Chikusa-ku	052-789-1700
7	Irinaka Eye Clinic	Ophthalmologist	Medical Building, 1st Floor, 7-10 Hayatocho, Showa-ku	052-835-1331
8	Yagoto Eye Clinic	Ophthalmologist	1002 Otokikiyama, Tempaku-ku	052-861-5335
9	Adachi Clinic	Internal medicine	220 Yagotoyama, Tempaku-ku	052-831-9762
10	Yagoto Hospital	Psychiatry	1-403 Shiogamaguchi, Tempaku-ku	052-832-2111
11	Aino Dental Clinic	Dentist	1-1 Ishizaka, Hirojicho, Showa-ku	052-833-2855
12	Hayashi Skin Clinic	Dermatologist	1603 Otokikiyama, Tempaku-ku	052-836-1112
13	Yagoto Clinic (Women only)	Psychosomatic medicine, neurology	Hillcrest 2nd Floor, 5-1-1 Yamatedori, Showa-ku	052-836-5655
14	Sugiura Clinic	Internal medicine	5-33-1 Yamatedori, Showa-ku	052-832-1063
15	Isaji Clinic	Internal medicine, surgery	1413 Hachiman-yama, Tempaku-ku	052-835-1323
	Yamate Ladies Beauty Clinic 1st Floor	Gynecology, dermatology	Nikko Yamatedori Building, 1st to 3rd Floors, 3-9-1 Yamatedori, Showa-ku	052-835-8989
	Yagoto Kobayashi Urology 1st Floor	Urology		052-833-8111
16	Maeda Orthopedic Clinic 2nd Floor	Orthopaedics, physiotherapy		052-861-2251
	Mirai Dental Clinic 2nd Floor	Dentist		052-861-0025
	Komorebi Eye Clinic 3rd Floor	Ophthalmologist		052-837-1750
17	Motoyama Mental Clinic	Psychosomatic medicine, psychiatry	1-48 Kawanayamacho, Showa-ku	052-762-1171
18	Sakura Clinic	Psychosomatic medicine, psychiatry	Riverside Terrace Ishikawabashi B-11, 5-6 Dankeitori, Showa-ku	052-835-8787
19	Risairinakakorono Clinic	Psychosomatic medicine	Koide Building, 2nd Floor, 31-8 Takikawacho, Showa-ku	052-806-0155
20	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" <http://www.nagoya.aichi.med.or.jp>

(Current as of December 2022)



## Global Education Center

The Global Education Center is the service desk for international related matters and organizes programs such as Short-term Study Abroad Program, Semester-long Study Abroad Program, and Student Exchange Program. In addition to providing support for those wishing to study abroad, the Global Education Center also plans and manages a variety of international exchange events. The Global Education 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 Education Center helps international students enrolled at Chukyo University with application procedures related to the status of residence and recruitment for various scholarships. For more information on study abroad programs, international exchange programs, and learning English, please visit our web portal "GLOBAL NAVI".

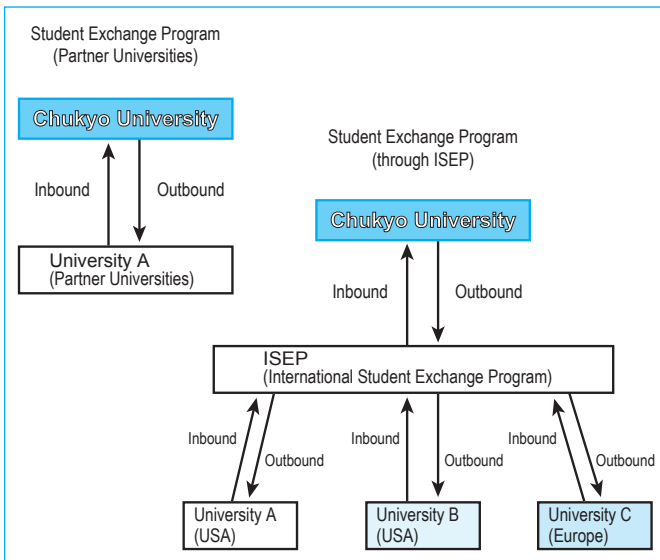
	Nagoya Campus	Toyota Campus
Location	Building No.0, 1st floor	Building No.8, 1st floor
Office hours	Monday to Friday: 9:00 AM to 5:00 PM	
Tel	Nagoya: 052-835-7133 Toyota: 0565-46-6949	

## Study Abroad

### Student Exchange Program

\*Period: August to May (differs depending on the region)

With this program, students take regular courses at a partner university or an ISEP member university for one or two semesters while remaining enrolled in Chukyo University. Students are required to pay tuition only for Chukyo University and to have a plan for their study abroad and to set one or more goals to achieve, in addition to a high language ability (TOEFL iBT® 61 or higher, TOEFL ITP® 500 or higher, or IELTS Academic 6.0 or higher). The Global Education Center provides pre and post program training for students selected to participate in the Student Exchange Program.



### <ISEP>

ISEP is a non-profit organization located in the USA with more than 300 institutions all over the world. Through ISEP, students can choose where to study during their Student Exchange Program from institutions in many regions (countries).

Before applying for the Student Exchange Program, please confirm with the Educational Affairs Center and your professors whether you can apply for the Student Exchange Program and whether you will be able to graduate in four years.

### Semester-long Study Abroad Program

\*Period: August, September, or October to December or the following February (differs depending on the institution)

GLS students are not allowed to apply for this program.

### Short-term Study Abroad Program

(Length: Summer and Spring Breaks)

Students wishing to participate in Short-term Study Abroad Program should inquire at the Global Education Center.

### <Credit Transfer>

Please check with the Educational Affairs Center for the credit transfer for each study abroad program.

## On-campus International Exchanges

### Global Education Center lounge

The Global Education Center on Nagoya Campus has an international exchange lounge (Agora) on the 1st floor of Building No.0, and a learning commons (Porta Linguarum) on the 2nd floor of Building No.16 (Annex). "Agora" is a hub for international students, and serves as an excellent location for international exchange within the university. "Porta Linguarum" offers not only spaces for individual study, group study, and educational guidance, but it also has a lounge space where students can engage in a wide range of language studies.

### Let's Kokusai Koryu

The Global Education Center organizes a variety of events to promote international exchange among students from different countries. Events include country and culture presentations, and activities in Japanese, English, or other languages.

### Buddy Program

The Global Education Center recruits student volunteers to support inbound exchange students to get used to life in Japan. Through volunteer activities, students can develop a better understanding of other cultures and make friends with international students, which will lead to their personal development.

### Let's Blend

A series of virtual international exchange events organized with partner universities. Students have an active role as organizers and moderators of the events. Participants present about each other's country and culture, and engage in 1-on-1 or group conversation. There are no restrictions on major, school year, or language ability.

### International Exchange Volunteer

The Global Education Center recruits student volunteers to organize events, to support inbound exchange students, and to promote study abroad programs. Please check GLOBAL NAVI for details on how to apply.

## English Language Learning

### TOEFL/IELTS Online Course

COURSE	PERIOD
30 weeks course (INTENSIVE)	February to September
15 weeks course (INTENSIVE)	August to November
4/8/12 weeks course (FLEXIBLE)	Spring and Fall semester

### TOEFL ITP® Group Exam

The Global Education Center organizes TOEFL ITP® Group Exams for all students whose native language is not English.

## Portal Website and SNS

### GLOBAL NAVI

GLOBAL NAVI is the Global Education 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 what our students have to say about their study abroad experience.

[https://www.instagram.com/chukyo\\_global/](https://www.instagram.com/chukyo_global/)



## Career Support Division

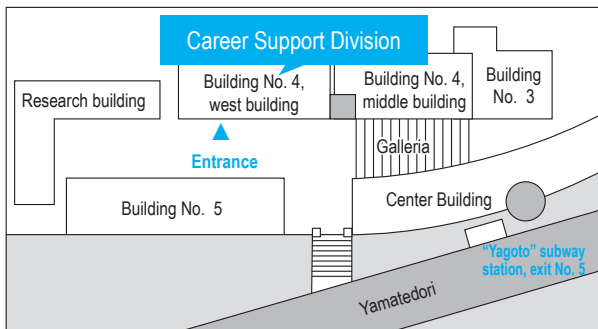
The Career Support Division offers support with students' career-path selection. The resource room also contains books, etc. for international students. Please don't hesitate to use the material available.

### Office Hours and Location

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

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

<Nagoya Campus>





### Post-educational Support Center Work

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

### Main activities, events

#### Scholarship System

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

#### Educational Encouragement Awards

This is a system in which 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

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

### Alumni Association Work

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

### Main Activities, Events

#### Branch Organization

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



## **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.

	<Category of method of taking classes indicated in syllabus>
[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 (1 period: 90 minutes)

Class times differ for each campus.

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

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

## Reading Classroom Numbers

Classrooms are indicated with either a number or a letter of the alphabet. Please refer to the campus map [▶▶▶ See P6 to 7](#) for the locations of each building.

<Basic building indication method>

4	3	1	0	7	A	0	8	1	0
Building No.	Floor No.	Serial No.	Building No.	Floor No.	Serial No.	Building No.	Floor No.	Serial No.	Serial No.

<Some exceptions>

2	1	1	2	1	6	4	1	A
Building No.	Floor No.	Serial No.	Serial No.	Building No.	Floor No.	Serial No.	Serial No.	Serial No.

## Cautions Relating to Classes

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

## Absence from Classes

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

### If absent for 30 days or longer

If absent from classes for 30 days or longer due to illness, injury (a medical certificate is required) or other legitimate reason, obtain the necessary form from the 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

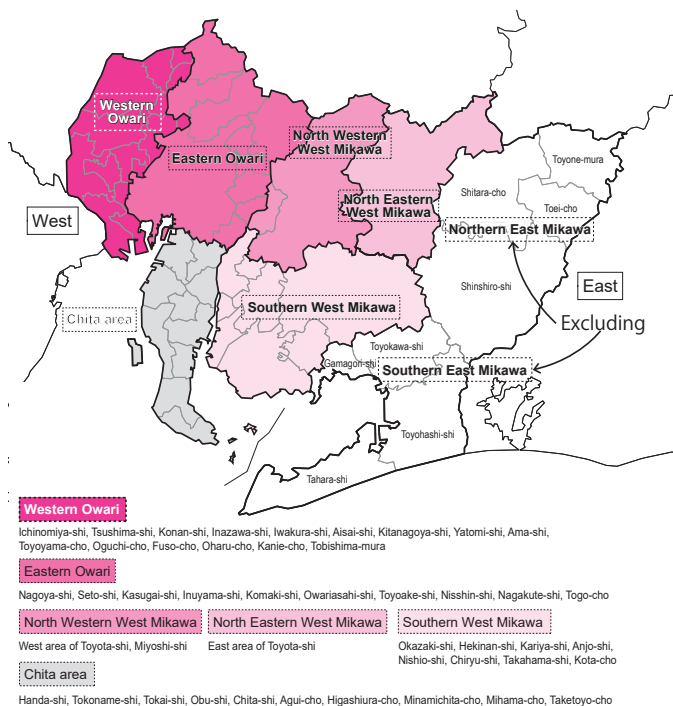
Weather Warnings			
If a storm warning <sup>1</sup> or emergency warning <sup>2</sup> is issued to the Aichi Prefecture area (excl. northern and southern areas of Higashi Mikawa) by the Meteorological Agency	If an announcement is made	Warning lifted before 07:00 (incl. 07:00)	Normal classes from 1st 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 P8](#)



## Textbooks

### New Students

Depending on the COVID-19 situation, textbooks will be "sold at specially prepared areas on campus" or "delivered to you by ordering from the Chukyo University Co-Op website". 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. Please ask at the bookstore if you have any questions regarding the sale of textbooks.

### Location

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

## 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)	9:00 to 12:30

\* The Educational Affairs Center is not open during the Obon holidays and New Year's holidays.

\* Check the school year calendar (calendar of events) [▶▶ See P4 to 5](#) for details on which days the 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.**

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

- \* By registering your e-mail address, you will be notified of class cancellations by e-mail. [▶▶ See P9](#)
- \* 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**

- \* By registering your e-mail address, you will be notified of make-up lecture dates and locations by e-mail.
- \* Other class make-up lectures may overlap on days with scheduled make-up lectures. Consult the teacher in charge. [▶▶ See P9](#)
- \* 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**

- \* By registering your e-mail address, you will be notified of class cancellations by e-mail. [▶▶ See P9](#)
- \* 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 using a computer. 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 P4 to 5 for the course registration schedule [▶▶ See P4 to 5](#) . Please note that schedules may be subject to change. Be sure to check the detailed date 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) Syllabuses



The syllabus can be viewed via the Internet, and is important material for finding out details of classes when registering for courses. [▶▶ See P10](#)

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

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

Chukyo University official website → English → To Chukyo University Students

## Course Registration Flow



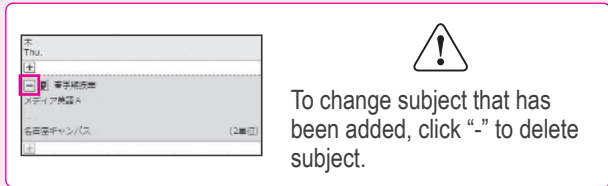
Course Registration Method

(1) Display registration application screen from CHUKYO ALBO

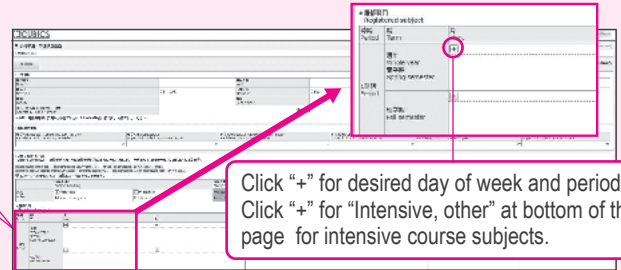


Click "Class registrations"

(2) Select day of week and period



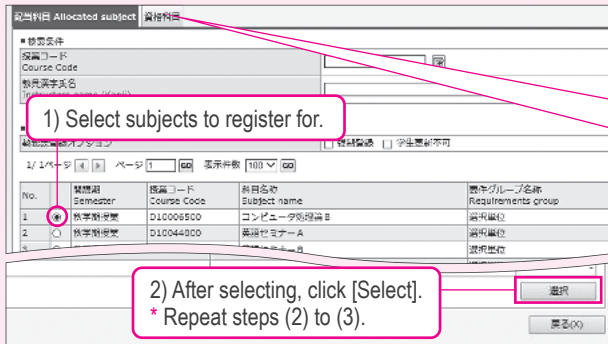
To change subject that has been added, click "-" to delete subject.



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

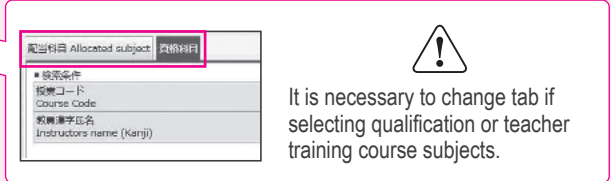
\* If screen at (2) does not appear, refer to "Preparation/Personal Information Registration" below.

(3) Select subjects



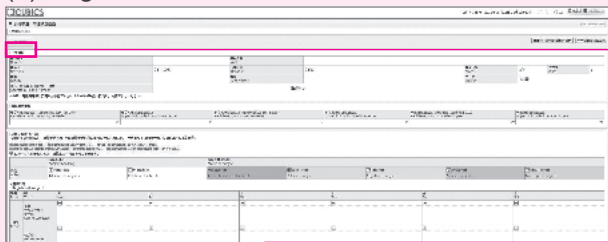
1) Select subjects to register for.

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

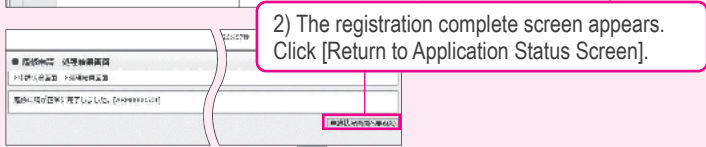


It is necessary to change tab if selecting qualification or teacher training course subjects.

(4) Register for a course

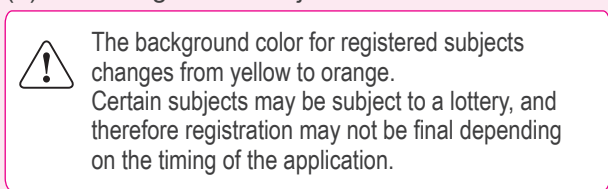


1) After selecting all desired courses, click [Apply].  
\* After clicking, it may take some time to receive a response.

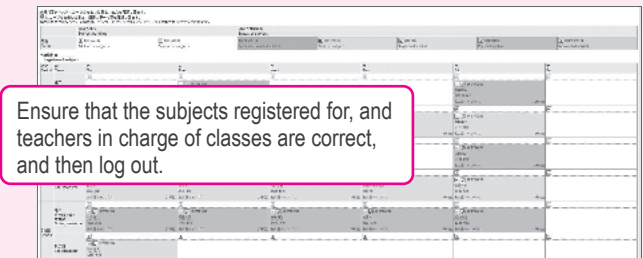


2) The registration complete screen appears. Click [Return to Application Status Screen].

(5) Check registered subjects



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



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

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

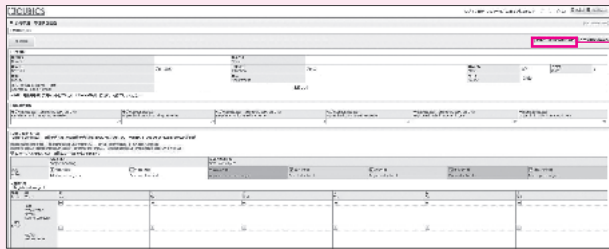
## Checking Timetables, Credit Unit Acquisition Status, Grades, and GPA

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



Click "Class registrations"

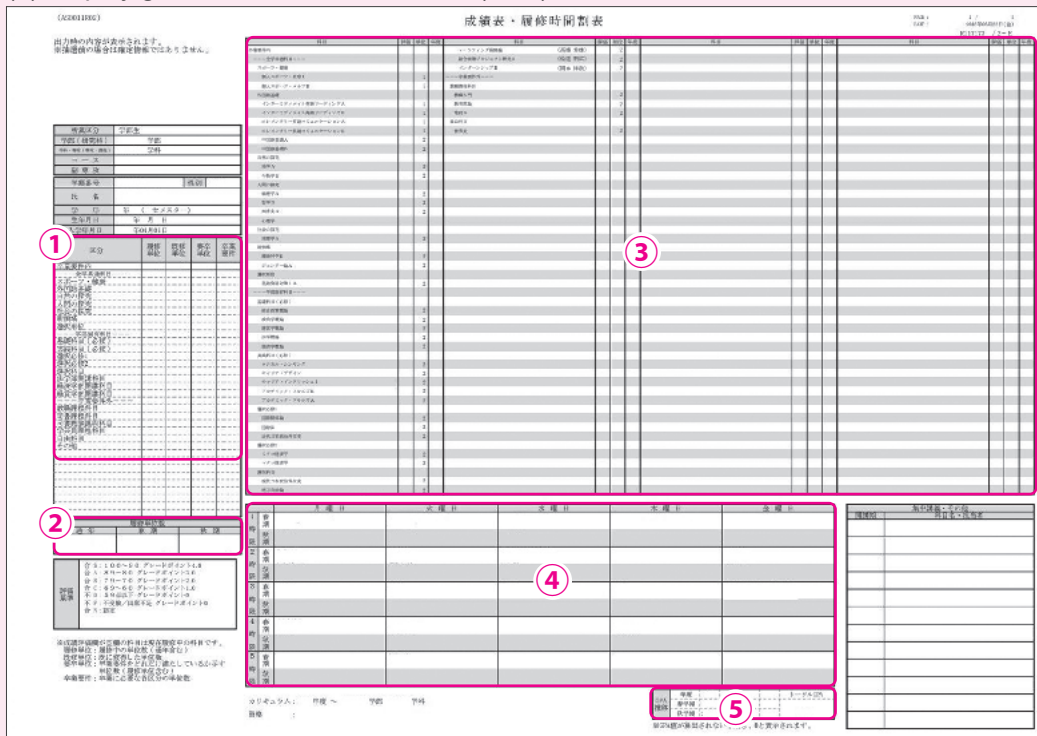
(2) Display grades and class schedules output screen



Click [Output Grades and Class Schedules].

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

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



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

- ① Credit unit acquisition status field**  
The current enrollment and credit unit acquisition status, and number of credit units in each category necessary for graduation are displayed.
- ② Credit units for current semester**  
The number of credit units for courses being taken is displayed.  
A value divided by 2 is counted as the course registration credit unit limit for each semester for spring and fall subjects.  
Example) (4 spring and fall subject credit units/2) + (20 spring semester credit units) = 22 spring credit units
- ③ Enrolled subject, acquired credit unit lists**  
Lists of currently enrolled subjects, subjects taken so far, and respective grades for each subject are displayed.

- ④ Course timetables**  
Timetables for registered subjects are displayed.  
\* Information in output timetables is displayed.  
\* Timetables can also be checked at MaNaBo.  
\* Intensive course subjects are displayed in the "Intensive course, other" field in the lower right.
- ⑤ GPA field**  
The total GPA and GPA for each semester are displayed.

## Examination Types

**Regular Examinations**

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

**Resit Exams**

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

**Reexamination**

Opportunities for reexamination are not available at Chukyo University.

## Examination Conditions

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

## &lt;Examination Precautions (Face-to-Face Format Examinations)&gt;

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

## Examination Time (1 period, 60 minutes)

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

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

## Regular Examinations

**Regular 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 during class by teachers in charge of classes, or will be available on CHUKYO MaNaBo.

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 official website, etc.)

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.

\* Please check "Reports" [▶▶▶ See P46](#) for information on the submission of reports for regular examinations.



## Resit Exams

**Resit Exams**

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

Resit exams are held for all grade years. If absent from regular examinations for a legitimate reason, 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>**

- Subjects for Which Face-to-Face Examinations are Held During the Regular Examination Period
- Certain designated subjects from among those for which online examinations are taken during the regular examination period (information to be posted under "Notices" on CHUKYO ALBO)

\* Applicable subjects may be subject to change.

**<Procedure>**

Please apply on CHUKYO MaNaBo within 7 days, counting from the day after the examination for the relevant subject from which you are absent. (Details on application method to be posted under "Notices" on CHUKYO ALBO).

**<Documents that can be submitted on MaNaBo>**

- 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. [▶▶ See P4 to 5](#)

Information on whether examinations are being held, examination dates and times, and examination methods is provided under "Notices" on CHUKYO ALBO.

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

**<Assessment>**

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

### Report Types

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

### Items Prohibited with Regard to Report Creation

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

### Submission Precautions

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

1. Enter the theme, name of subject, teacher in charge of class, school, department, grade year, student number, and name.
2. Revisions or corrections cannot be made to submitted reports, even if before the submission deadline.
3. Please follow the instructions given by the teachers in charge of classes regarding any other details.

### <If submitting reports in classrooms during the regular examination period>

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

## Improper conduct

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

### <Chukyo University Examination Regulations> (excerpt)

(Improper conduct during regular examinations)

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

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

(Disciplinary action for improper conduct)

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

### <Chukyo University Examination Regulations> (excerpt)

(Delinquency involving regular examinations)

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

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

(Disciplinary action for delinquency)

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

Please note that “Guidelines for Taking Regular Examinations Online” stipulating prohibited items for regular examinations taken online will be posted on CHUKYO ALBO prior to the regular examinations.

## Research ethics

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

### ■ Improper conduct involving research

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

## Delinquency

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

## Grading Criteria

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

Grading criteria is as follows.

Category	Comment	Score	Grade Point (GP)	Evaluated content (English content)
Pass	S	100 to 90 points	4.0	Excellent
	A	89 to 80 points	3.0	Very Good
	B	79 to 70 points	2.0	Good
	C	69 to 60 points	1.0	Pass
	N	Accreditation	-	Credit given under credit provision
Fail	D	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.

## &lt;Purpose of GPA adoption&gt;

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

## &lt;GPA calculation formula&gt;

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.

## &lt;Use of GPA&gt;

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

## &lt;Spring semester subjects&gt;

GPA values are announced on CHUKYO ALBO in August.

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

## &lt;Fall semester subjects, spring and fall subjects&gt;

GPA values are announced on CHUKYO ALBO in February.

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

## &lt;Grade inquiries&gt;

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
<b>1</b> Credit units required for graduation	24	108	132	140
<b>2</b> -- [A] Subjects common to all schools --	0	0	0	0
<b>3</b> -- [J] Floating credit units--	0	0	30	36
<b>4</b> -- Subjects unique to each school --	24	104	98	104
[B] World languages (Elective compulsory)	8	42	40	40
[C] School foundation (compulsory)	0	4	4	4
[D] Foundation in own division (compulsory)	0	6	6	6
[E] Foundation in other divisions (Elective compulsory)	0	10	8	8
[F] Own division subjects (compulsory)	0	16	16	16
[G] Own specialized course subjects (seminar) (Elective compulsory)	8	0	8	8
[H] Elective subjects (Elective)	8	26	16	16
[I] Graduation study (compulsory)	0	0	0	6
<b>5</b> -- Credit units for non-required courses --	0	0	0	
Other	0	0	0	
<b>6</b> [K] Free subjects	0	0	0	

### 1 Credit units required for graduation

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

### 2 Subjects common to all schools

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

### 3 Floating credit units

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

36 credit units are required to graduate.

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

### 4 Subjects unique to each school

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

### 5 Credit units for non-required courses

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

### 6 Free subjects

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

Viewing the Credit Unit Acquisition Status (Calculation Method)

<p>(1) <b>Credit units to be earned for this semester</b> Number of credit units for courses registered (number of credit units incl. spring and fall subjects)</p> <p>(2) <b>Total credit units earned</b> Number of credit units already earned</p> <p>(3) <b>Credit units earned, inclusive</b> 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) <b>Credit units to be earned for this semester</b>). The number for credit units earned, inclusive will drop by the corresponding amount for any courses that are failed.</p> <p>(4) <b>Minimum credit units required for graduation</b> Number of credit units in each class necessary for graduation</p>	<p><b>Point!</b></p> <ul style="list-style-type: none"> <li>The "(3) <b>Credit units earned, inclusive</b>" value will never exceed the "(4) <b>Minimum credit units required for graduation</b>" value.</li> <li>When the "(3) <b>Credit units earned, inclusive</b>" and "(4) <b>Minimum credit units required for graduation</b>" values are equal, subjects for registered courses must be passed to ensure that graduation requirements for the respective category are satisfied.</li> </ul>
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**Notes** • The following diagram is a sample.

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

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

.....  $10 + 2 + 18 = 30$

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

.....  $8 + 42 - 40 = 10$

.....  $10 - 8 = 2$  — total: 30

.....  $8 + 26 - 16 = 18$

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

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

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

The "(3) **Credit units earned, inclusive**" for "Credit units for non-required courses" is not included in "(3) **Credit units earned, inclusive**" for "Credit units required for graduation".  
The "(3) **Credit units earned, inclusive**" for "Credit units for non-required courses" is the total obtained by adding "(1) **Credit units to be earned for this semester**" to "(2) **Total credit units earned**".



## Viewing the Credit Unit Summary Table (Q&A)

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

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

Example

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

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

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

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

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

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

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

Example

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

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

(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]

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

[Department of Global Studies]

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

### Degree Award Policies

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

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

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

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

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

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

Curriculum

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

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

**Subjects common to all schools**

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

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

**Subjects unique to each school**

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

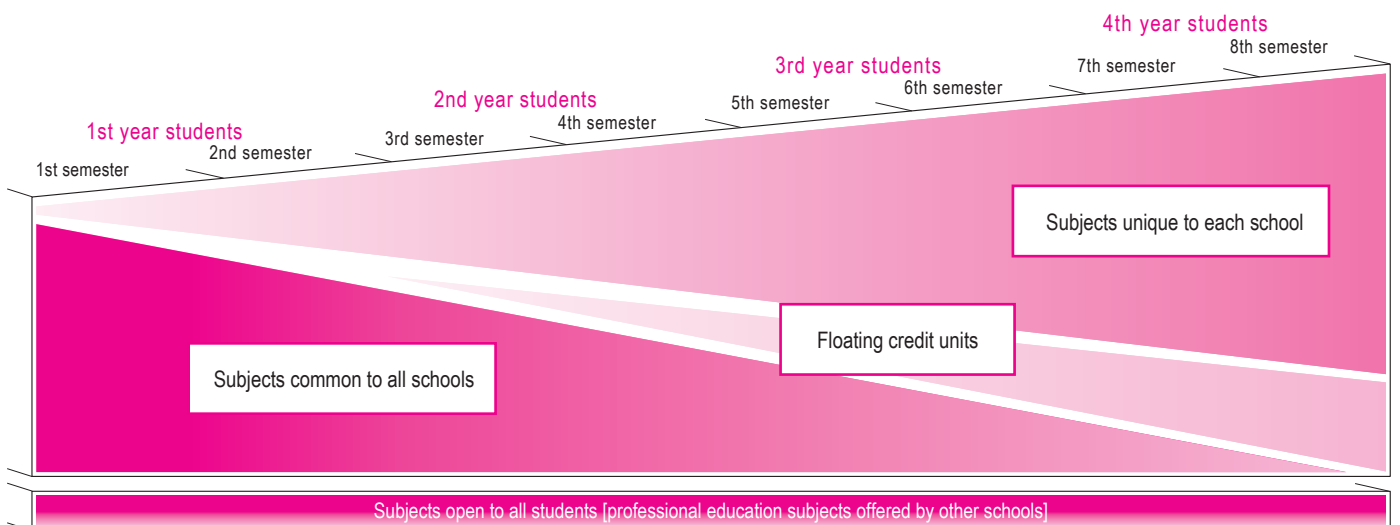
**Subjects open to all students [system allowing students to register for courses offered by other schools]**

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

Semester System & Spring and Fall System

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

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



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



## 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.

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

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

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

### Advancement Requirements

There are no advancement requirements.

### Minimum Credit Units Required for Graduation

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

Subject category		Minimum credit units required for graduation (required credit units)	
Common to all schools	A		0 credit units
Floating	J	Floating credit units *	36 credit units
Unique to each school	B	World languages	Elective Compulsory 40 credit units
	C	School foundation	Compulsory 4 credit units
	D	Foundation in own division	Compulsory 6 credit units
	E	Foundation in other divisions	Elective Compulsory 8 credit units
	F	Own specialized course subjects	Compulsory 16 credit units
	G	Own specialized course subjects (seminars)	Elective Compulsory 8 credit units
	H	Elective subjects	Elective 16 credit units
	I	Graduation research	Compulsory 6 credit units
Subtotal			104 credit units
Total			140 credit units

### Floating Credit Units \*

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

Credit units factored in as [J] floating credit units

Category	Credit units factored in as [J] floating credit units	Reference
Subjects common to all schools	Acquired subjects are all [J] floating credit units.	Page 62
Subjects unique to each school	Acquired credit units which exceed the minimum credit units required for graduation (required credit units) (16 credit units) for [H] elective subjects are floating credit units.	Page 64

### Course Registration Credit Unit Limit

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

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

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

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

Alphabet abbreviation for all specialized courses

· Department of Global Studies ... Specialized course in Philosophical Anthropology [PHAN]/specialized course in Global History [GHIS]/specialized course in International Politics [INTP]/specialized course in International Development Studies [INTD]/specialized course in International Economics [INTE]/specialized course in International Business Studies [INTB]/specialized course in Global Liberal Studies [GLOB]  
 · Department of Linguistics and Cultural Studies ... Specialized course in Linguistics [LING]/specialized course in Intercultural Communication [INTC]/specialized course in English Linguistics and Education [ELNG]/specialized course in English Literature and Culture [ELIT]

# Studies, Division of Global Liberal Studies>

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

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

[Notes]

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

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

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

### Course Registration Method

1st year spring semester students should register for courses together with help from Educational Affairs Center.

Students **must register for courses by themselves as a rule** for the first year fall semester onward.

However, the person in charge at the Educational Affairs Center will carry out the course registration procedure in the case of the following [A] and [G] subject groups only.

#### [A] Subjects common to all schools

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

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

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

#### [G] Own specialized course subjects (seminars)

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

### Details on Each Subject Group

#### [B] World languages (Japanese Language)

##### Minimum credit units required for graduation

[B] 40 credit units elective compulsory

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

##### (1) Course registration

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

A placement test will be held immediately after admission to the university. Classes will then be announced based on Japanese language ability. Japanese language classes cannot be changed.

##### (2) 4 year course model

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

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

\* It is necessary to take Japanese language subjects in the order indicated in the table. Subjects cannot be skipped.

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



## [B] World languages (Japanese Language)

### (3) Japanese language subject groups

Table (1)

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

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

Table (2)

- \* These subjects consist of one 90-minute classes.
- \* These are subjects that can be taken by students who have successfully completed Japanese language VI.
- \* These are subjects that can be taken together with foreign students from other schools.
- \* Japanese language ability of N2 or higher is strongly recommended for taking these subjects.
- \* Refer to the syllabus for details on class content.
- \* Advanced Japanese Language must be taken simultaneously in the following combinations.  
Advanced Japanese Language IA + Advanced Japanese Language IC  
Advanced Japanese Language IB + Advanced Japanese Language ID  
Advanced Japanese Language IIA + Advanced Japanese Language IIC  
Advanced Japanese Language IIB + Advanced Japanese Language IID

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

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

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

**[C] School foundation subjects**

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

**Minimum credit units required for graduation**

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

- (1) Introductory seminar (academic skills)  
The Introductory seminar is designed to improve your academic reading, writing and discussion skills, so you will be prepared to handle the other classes.
- (2) Career design  
This class touches on the various occupational realities and possibilities available, and provides students with the basic knowledge required for career-path selection.

**[D] Own division foundation subjects**

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

**Minimum credit units required for graduation**

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

**[E] Other division foundation subjects**

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

**Minimum credit units required for graduation**

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

**[F] Own specialized course subjects**

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

**Minimum credit units required for graduation**

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

**[G] Own specialized course subjects/seminars**

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

**Minimum credit units required for graduation**

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

- (1) "Affiliate Seminar Requests" must be submitted in the 2nd year fall semester (4th semester). (Details can be found under "Notices" on CHUKYO ALBO.)  
\* As there is only a limited number of places available for each seminar, the teacher in charge will select students.
- (2) For affiliate seminars, a graduation thesis must be submitted as [I] graduation research prior to 4th year course completion.
- (3) Repeating courses  
Once decided, affiliate seminars cannot be changed. If repeating courses, students must register by themselves.

**[H] Elective subjects**

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

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

**Minimum credit units required for graduation**

- [H] 16 credit units

**Subject groups factored in**

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

## [I] Graduation research

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

### Minimum credit units required for graduation

[I] 6 credit units (compulsory)

- (1) Students will be notified of how to prepare and when to submit graduation theses by their teaching advisor.
- (2) Repeating courses  
The teacher in charge cannot be changed.

## [J] Floating credit units

### Minimum credit units required for graduation

36 credit units

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

## Other Subjects

### - Internships

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

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

### Relevant subjects

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

### - Study abroad subjects

Chukyo University employs a system in which credit units are awarded for all kinds of study abroad. There are certain requirements for participation in the program. Those wishing to participate should consult the teacher in charge of GLS, person in charge at the Global Education Center, and person in charge at the Educational Affairs Center to ensure that their application is submitted in time.

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

### Relevant subjects

- Liberal Arts Studies Overseas : 4 credit units
- Study abroad : 12 credit units
- Overseas seminar : 2 credit units

### Academic Advisor System

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

#### [Advice (guidance) criteria]

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

\* 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.

#### [Language (Japanese) counseling]

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

#### [Office hours for lecture, seminar subjects]

- All teachers' offices

## Subjects Open to All Students

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

## Applicable subjects

Please check the Timetable for Subjects Open to All Students.

## Course method

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

- (1) Refer to the "Timetable for Subjects Open to All Students" on CHUKYO ALBO, and decide the subjects you wish to take.
- (2) Please submit applications after checking the application method on CHUKYO ALBO.

\* Course registration and corrections to courses being taken cannot be made on CHUKYO ALBO.

- (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
Letters	Elective credit units unique to each school	4 credit units (Any credit units exceeding 4 credit units will be free credit units.)
Global Studies		
Psychology		
Contemporary Sociology		
Law		
Policy Studies		
Economics		
Management		
Engineering		
Health and Sport Sciences		

## Notes

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







専攻科目 選科科目 固 有 科 目	Lecture on Foreign Policy	4					○		○				
		Special Topics in International Politics	2					○	○	○	○		
		国際平和開発論	4						○		○		
		国際開発学	地域特性と開発	4						○		○	
			国際環境政策論	4					○		○		
			国際開発学特殊講義	2					○	○	○	○	
			市民社会と開発	4						○		○	
			フィールドと開発	4						○		○	
		国際経済学	International Development Policy	4						○		○	
			Special Topics in International Development Studies	2						○	○	○	
			開発経済学	4							○	○	
			産業組織論	4							○	○	
			国際海外投資論	4						○		○	
			国際経済学特殊講義	2						○	○	○	
			環境経済学	4							○	○	
			公共経済学	4							○	○	
			Lecture on Economic Policy	4							○	○	
			Special Topics in International Economics	2							○	○	
		国際ビジネス学	アドバンス 会計・ファイナンス	4							○	○	
			アドバンス 戦略マーケティング	4							○	○	
			多国籍企業論	4						○		○	
			国際ビジネス学特殊講義	2						○	○	○	
			アドバンス 組織・人材マネジメント	4							○	○	
			ビジネスデータ分析	4							○	○	
			Lecture on Cross-cultural Management	4							○	○	
			Special Topics in International Business Studies	2							○	○	
			GLS	Global Media and Culture	4	○		○				○	○
				International Academic Relations	4		○		○			○	○
		Twenty-First Century Cities		4	○		○				○	○	
		Global Peace and Security		4		○		○			○	○	
		日本語学		2				○			○	○	
		関連科目	日本語教授法	2				○			○	○	
日本語教育実習	2						○		○	○			
海外留学科目	12					○	○	○	○	○			
海外セミナー	2		○	○	○	○	○	○	○	○			
国内インターンシップ	2					○	○	○	○	○			
海外インターンシップ	2				○	○	○	○	○				

(付表) 履修制限単位に関する表

学 年	1年次		2年次		3年次		4年次	
	春	秋	春	秋	春	秋	春	秋
セメスター	1	2	3	4	5	6	7	8
1学期間に履修できる 単位数の限度	24	24	24	24	24	24	24	24

## **IV. Materials**

## Earthquake Response

### Chukyo University response

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

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

## <An understanding of earthquakes begins with personal safety!>

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

### Response while commuting, while in the university

#### A. During lectures

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



#### B. When riding the elevator

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



#### C. When commuting

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

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

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



#### D. In case of fire

- (1) Notify those around you. Trigger a fire alarm or ring an emergency bell if there is one nearby.
- (2) Even in the event that fire breaks out, you will be safe provided the fire has not spread to the ceiling. Remain calm, and try to extinguish the fire in its initial stages by using whatever means is readily available.  
\* 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

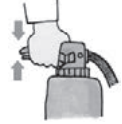
A fire extinguisher can be found in all buildings, on all floors, and in all classrooms.

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

### <Disaster Emergency Message Dial 171>

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

#### ■ Phones that can be used

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

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

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

#### ■ Number of stored messages

1 to 10 messages per telephone number

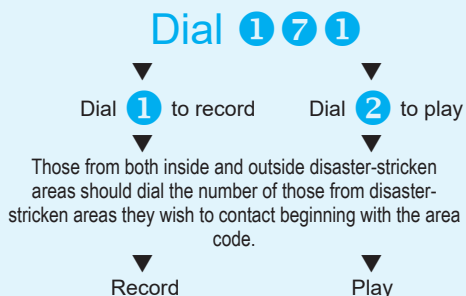
#### ■ Recording time

Max. 30 seconds per message

#### ■ Message storage period

2 days (automatically deleted after 48 hours)

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



### <Use of SNS>

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

[Disaster message boards]

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

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

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

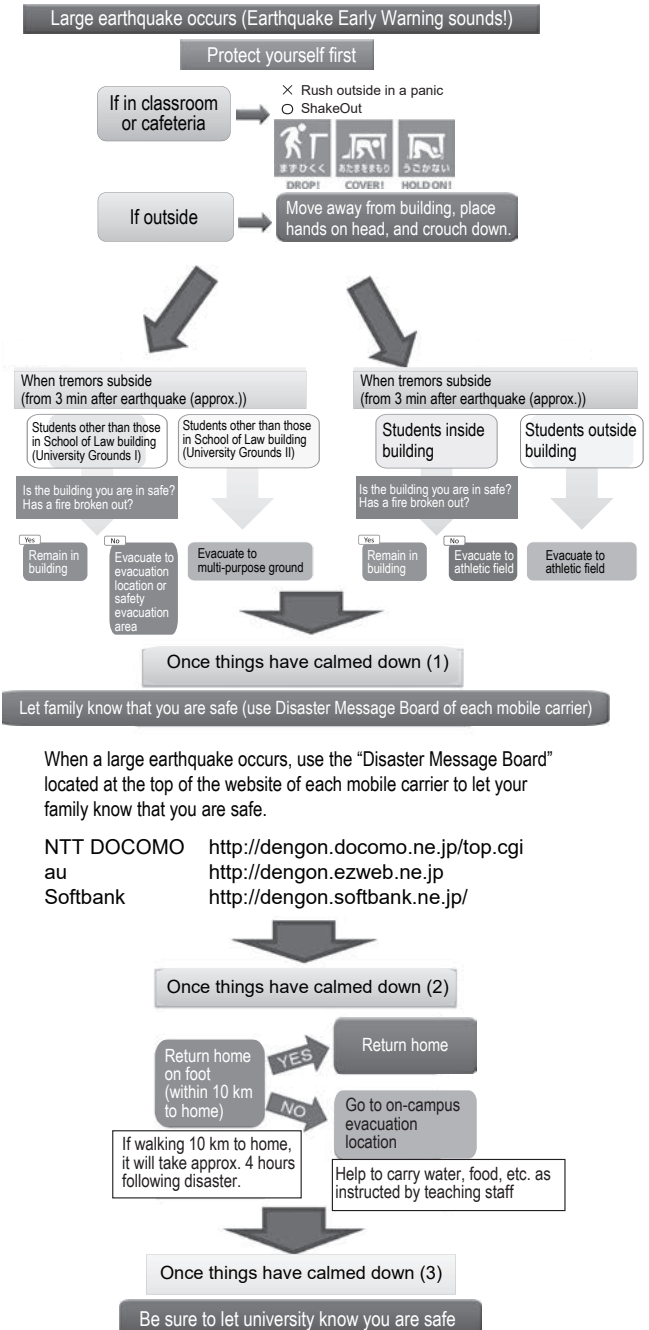
At times of disaster, please check these sites for evacuation information and living support related information.

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

### <Be vigilant against false rumors!!>

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

### Earthquake Response Manual



Refer to the safety notification on "ALBO," select the relevant location (no injuries, minor injury, serious injury), and send. (Comments can also be added)

- If returning home, send before you leave
- If going to evacuation location, notify university from there

