Learning Guide 2023

*For Students of **Global Business Department***

武蔵野大学履修案内 Learning Support Page

https://www.musashino-u.ac.jp/student-life/learning/course/course_english.html

履修要覧 日本語版 Course Guide (in Japanese)

http://risyuyouran.musashino-u.ac.jp/yoran/

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1. MUSCAT

Notices on MUSCAT

-MUSCAT is a web portal of Musashino University, designed to provide information necessary for student life and course registration.

  URL: https://muscat.musashino-u.ac.jp

-Students can check notices and information from the University and teachers on MUSCAT.

-To avoid missing important notices, students should check MUSCAT regularly.

-**Class Cancellations** and **Classroom Changes** may be informed on the same day of the class.

-Any disadvantages resulting from not checking MUSCAT will be the responsibility of the individual.

<Account Issuance>

-**Account Notification** (MUSCAT login ID and password) is distributed in the New Student Guidance.

-Students should reissue their account if they lose or forget it.

-Contact MUSIC Helpdesk for reissuing.

  URL: https://mubs.jp/pc-support/

Notice Categories

Notice Category	Recipients	Content
Course Messages	Students registered for the course	-Class cancellations and classroom changes -Preview, report assignments, and distribution of class material
Messages from University	Students of the target department, graduate school, and advanced course	-Course registration and class related information -Information from faculties, departments, graduate school, and advanced course -Information about student life
Messages for you	Target students	-Particular application procedures and reply to inquiries
Job/Career Opening Notice	Students of the target department, graduate school, and advanced course	-Job hunting and career support
Messages from Study support System	Students registered for the course	-Distribution of assignments, exams, and class materials

-The display period for MUSCAT notices is set by the sender. Check expired messages as follows.

  MUSCAT → Notices (Search for Received Messages) → Tick **Include** for **Expired message** in the **Search Condition** setting in the bottom → Click **Search Messages**

-Temporary suspensions of certain menu options may occur for grade registration and course registration confirmation. During this period, **My timetable** and **Grade related information** pages are not available. Confirm **Messages from University** for service suspension schedule.

Information on MUSCAT

-Students can confirm the following information on MUSCAT

Category	Content	Item
Class	My timetable	Course information (timetable, teacher, and classroom) for the registered courses (available after course registration periods).
	Attendance Status	Attendance information recorded by the card reader for each course (excluding online and off-campus classes).
	Learning Management System (Course Power)	Share or distribute class materials, mini-test, assignments, questionnaires, and use information bulletin boards, etc. between teachers and students.
Courses and Grades	Course Registration	Register for courses (available only during course registration or adjustment periods).
	Grade Records	Grades and Credits for the courses a student has taken (available only during the grade disclosure periods).
Syllabus	Syllabus	Syllabus search and teacher's contact information.
Students support	Students record	Student's information (Enrollment Status, Course Registration, Grades, etc.).
Career support	MUC (Career Support Office website)	Company information.
My Tools	Classrooms and audio-visual equipment reservation status	Classroom availability (Students should contact Academic Affairs Administrative Office to reserve a classroom). *Available only for club and group use, not for personal use.
	e-Cabinet	Download application forms and manuals.
Personal Settings	Email Forwarding Setting	Setting of forwarding MUSCAT Notices to email account.
ICT Support	Support Portal Site for Classes using the ICT	Preparation and precautions for taking online classes,
	MUSIC Help Desk	Consult about application, PC problems and settings, and connecting to the campus wireless LAN.

<Note>

-Manuals for MUSCAT and Corse Power are available on MUSCAT

  MUSCAT → My Tools → e-Cabinet → MUSCAT Manuals [for students]

2. Term and Class Period

Academic Calendar and Term

-Academic Calendar determines the duration of each term, class days, and event days at the university

-Academic Calendar is available on MUSCAT.

  (MUSCAT → My Tools → e-Cabinet → Academic Affairs Administrative Office → 01_教務共通)

-To secure sufficient number of classes, class may be conducted on national holidays according to the Academic Calendar.

-Spring semester courses are held through 1st term to 2nd term, while Fall semester courses are held through 3rd to 4th term (Year-round courses are held through 1st term to 4th term). Certain courses may also be held on Saturdays or outside the regular term (August to September or February) as intensive courses.

\<AY 2023\>

Term		Date
Spring Semester	1st Term	4/15 (Sat) to 6/10 (Sat)
	2nd Term	6/15 (Thu) to 8/2 (Wed)
Fall Semester	3rd Term	9/22 (Fri) to 11/13 (Mon)
	4th Term	11/21 (Tue) to 1/27 (Sat)

\<Four-Term System\>

-Musashino University adopts four-term system that divides an academic year into four terms.

-A typical term course is conducted either in two consecutive periods or twice a week. This allows students to focus on each course by taking relatively fewer courses each term which can improve the quality of learning.

-In four-term system, students will steadily grasp the content of the courses and accumulate knowledge and skills by taking a fundamental course in 1st term and advanced course in 2nd term.

Class Period

Class Periods are as follows.

Class Period	Hour (Length)
1st Period	8:50 to 10:30 (100 min)
2nd Period	10:40 to 12:20 (100 min)
Lunch Break	12:20 to 13:10 (50 min)
3rd Period	13:10 to 14:50 (100 min)
4th Period	15:00 to 16:40 (100 min)
5th Period	16:50 to 18:30 (100 min)
6th Period	18:40 to 20:20 (100 min)
7th Period (Graduate School)	20:20 to 22:00 (100 min)

*No break between 6th and 7th period

Classroom

-Classroom notation differs depending on the campus as follows.

Campus	Classroom Plate	Building	Floor	Room
M: Musashino	**1201**	1	2	01
A: Ariake	**1-201**	1	2	01

-Students can check classrooms for courses in **My timetable** and the syllabus on MUSCAT.

-If the classroom is undecided or if it is an online course, blank will be displayed.

-If there is a classroom change, it will be informed on MUSCAT.

-If a course completes only with online classes, **Online** is displayed in the **campus** field in the syllabus.

3. Credit System and Course Category

Credits

-Credit is a unit of standard amount of study hours required to acquire credits for a course.

-A credit corresponds to forty-five hours of study, including both class hours and self-study hours.

-Attending classes is not enough to fulfill the required amount of study hours for acquiring credits. To acquire credits and achieve the objectives of the course, including the acquisition of the knowledge, attitude, and skills, self-study hours are necessary in addition to class hours.

| 1 credit | = | Class hours | + | Self-study hours | = 45 hours |

-The number of credits is calculated as follows, depending on the course type.

Lecture, Seminar course	A credit consists of 45 study hours in combination of 15 to 30 class-hours and self-study hours.
Practice, Experiment course	A credit consists of 45 study hours in combination of 30 to 45 class-hours and self-study hours.

Course Category

Courses are divided into the following categories in the **Necessary Credits for Graduation Requirements**. Refer to the **Course List** in the **Course Guide** for course categories.

a	Required Course	The courses required for graduation.
b	Elective Required Course	The courses students need to acquire a certain number of credits from a designated group.
c	Elective Course	The courses students need to acquire a certain number of credits (other than **a** and **b**).
d	Optional Course	Optional courses counted as the Necessary Credits for Graduation Requirements (other than **a, b, c**).
e	Extra Course*	Extra courses that are not counted as the Necessary Credits for Graduation Requirements.

<Designated Courses>

-Designated courses refer to certain elective required or elective courses that are the core of the curriculum in addition to required courses.

-Designated courses are automatically registered.

-Retaking is not mandatory for a designated course. However, since designated courses are the core of the curriculum, the advanced courses' content is based on the knowledge of the designated courses.

<Course Substitution>

-The curriculum is determined for each year of enrolment in each department.

-Therefore, the courses and course names may differ depending on the year of enrolment even in the same department.

-When a curriculum change results in the abolition of a course or a change in a course name, students will take a new course to replace an old course (Course Substitution).

-In this case, the new course is called **Substituting Course**, and the old (abolished) course is called **Substituted Course**.

-The Substituting Course will be recorded as the Substituted Course on the transcript.

-The list of the substituting and substituted course is on the **Course List** in the **Course Guide** (Refer to your year of enrolment).

(e.g.)

<Optional courses from other faculties/departments>

-Certain courses are open not only to the students in the department but also to other faculties/departments (Listed Courses Only).

-Refer to the link for the details.

 URL: https://risyuyouran.musashino-u.ac.jp/faculty/curriculum-faculty/other-subjects/

<Adjacent Subjects>

-In certain departments, Adjacent Subjects are available as related courses to the department

-Refer to the **Necessary Credits for Graduation Requirements** and the **Course List** in the **Course Guide** for the details.

<Irregular Term Course>

-A course that are conducted with fixed timetable (days of weeks and class periods) is a **Regular term course** whereas a course without fixed timetable is an **irregular term course**.

-Types of Irregular term courses are as follows.

Intensive Course	Classes are conducted on weekends during each term or during the summer or spring intensive terms (or its combination). Refer to the list for the schedule (University webpage → For Student → Course Guide page → English ver. (Learning Support) → Course Registration → Schedule for intensive courses).
On-Demand Course	An online course without fixed timetable that completes only with on-demand content such as videos and class materials distributed by the teacher. On-demand course may also be combined with regular classes. Although, on-demand course does not have a fixed timetable, distribution of materials and assignments submission should be done each week in general, and continuous study is necessary. Contact the teacher for the detailed schedule.

*In principle, irregular term courses are also included in CAP.

Numbering System (Course Number)

-The curriculum is organized systematically to enable students to effectively study courses based on their interests and career goals that aligned with human resource development goals.

-Each course has its course number based on the academic discipline (alphabetical index) and level (generally corresponding to year level) to indicate the systematic organization of the curriculum.

-Students can develop their course registration plan that takes into consideration the level of their studies by referring to the course number.

-Confirm the course numbers on **Course List** in the department's **Course Guide**.

<Course Number Notation>

ABC	1	0	1
Academic Discipline	Course Level	Classification	Reference Number

<Course Level>

Number	Target Program	Course Level
100		Introductory level (equivalent to 1st-year level)
200	Undergraduate	Fundamental level (equivalent to 2nd-year level)
300		Applied level (equivalent to 3rd-year level)
400		Advanced level (equivalent 4th-year level)

<Course Number Example>

	Course Number	Course Title
Example	SIC 101	Introduction to Data Science
	Introductory level course in Smart Intelligence Computing category.	

Course Registration Plan

-Necessary credits for the graduation requirements and open courses are determined based on the diploma policy (policy for graduation and degree-granting) and the curriculum policy (policy for curriculum development and implementation).

-For course registration, it is necessary to confirm the requisites for the 2nd year and graduation requirements as well as developing a course registration plan that effectively supports student's interests and career goals.

-Refer to the **curriculum map** and **course model** in the **Course Guide** as well as confirming the necessary credits for the graduation requirements, course list, syllabus and maximum number of credits students can take per academic year (CAP), and timetable in order to develop a course registration plan.

<Curriculum Map>

-Curriculum map is a systematic representation of the entire curriculum of the department, based on the course numbers and other criteria, and illustrates the orders and interrelationships between courses.

<Necessary Credits for Graduation Requirements and Course List>

-**Necessary Credits for Graduation Requirements** indicates the necessary credits for graduation in each course category (required courses, elective required courses, and elective courses) in Musashino INITIAL/BASIS and departmental courses.

-**Course List** indicates course numbers, course titles, year level, number of credits, and course requisites in each department.

<Note>

-Students can take courses open to their current year level and lower.

  (e.g., 3rd-year students can also take 1st and 2nd-year courses)

-Graduation requirements and Courses may differ depending on the year of enrolment even within the same department. Be sure to confirm the Necessary Credits for Graduation Requirements according to your year of enrolment.

<Course Models>

-Course Models show representative course registration examples based on the department's human resource development goals

-Due to schedule conflicts and excess of class capacity, course model does not guarantee student' course registration. However, students are encouraged to refer to the course model and develop course registration plans while confirming Necessary Credits for Graduation Requirements, CAP, and Course Requisites.

<Syllabus>

-Confirm timetable (days of weeks and class periods), teachers, campuses, and terms for each course in the syllabus.

-Confirm the list for intensive course schedules (University webpage → or Student → Course Guide page

  → English ver. (Learning Support) → Course Registration → Schedule for intensive courses).

Syllabus

<Course Basic Information>

-Basis information (teachers, terms, days of weeks, and class periods) and detailed information (course summary, learning objectives, class schedule for each session, and textbooks) are in the syllabus. Manuals for syllabus are available on MUSCAT (MUSCAT → My Tools → e-Cabinet → MUSCAT Manuals [for students]).

-Students must confirm the syllabus for course registration and class preparation.

-Syllabus may differ each year, so be sure to refer to the syllabus of the conducted year rather than student's year of enrolment (University webpage → Course Guide page → English ver. (Learning Support) → Syllabus).

-Syllabus for the next academic year will be disclosed in early March.

<Classes in a Course>

-If a course has several classes, certain symbols are indicated in the **Course Tittle** to identify the class.

  (e.g., English for Qualifications 1A**[Enterprise]**, English for Qualifications 1A **[Cooperative])**

<Class Title Notation>

Class Symbol (Examples)	Description
[a][A][有]	Conducted on Ariake Campus ([a1][a2][a3]…)
[m][M][武]	Conducted on Musashino Campus ([m1][m2][m3]…)
[Eng]	Conducted in English (for INITIAL courses)
[1/4]	Class 1 of the 4 classes for a course

-For auto-registered courses, students cannot change the class.

-The class is designed for each department or each year of enrolment for certain courses. In this case, the target department and year of enrolment are indicated in the syllabus.

<Course Detailed Information>

-Course summary, learning objectives, class schedule for each session, and textbooks are essential information for course registration and class preparation.

-The Items and descriptions are as follows.

Syllabus Information AY2023

No	Field		Notes
1	Course summary		Summary of the course, including the course level in the curriculum, course content, method of instruction, and overall structure.
2	Course objectives	Knowledge and Specialization	Course objectives that students are expected to acquire. The objectives are set based on the diploma policies of the department/graduate school.
		Interest, Attitude, and Character	
		Thinking and Judgement	
		Practical skills and Expressions	
3	Approach to "The Enhanced Learning Cycle"		The course's approach to "The Enhanced Learning Cycle."
4	Elements of "Active Knowledge"		Elements of Active Learning in class to achieve Musashino University's diploma policy "Active Knowledge."
5	Utilization of ICTs in class		ICTs (BYOD, distribution of course content and materials online, Learning management system, online meeting tools, etc.) used in class. If applicable, a circle is indicated in the field. Also see the item 16. Remark for additional comments.
6	Preparation		Estimated average time for preparation for class and instructions.
7	Reviewing		Estimated average time for reviewing for class and instructions.
8	Assessment Methods		Evaluation criteria for the course, including the assessment types (assignments, quizzes, examinations, etc.) and their weight in the final grade.
9	Class schedule		Overview of each session, which usually consists of the following components (It may differ depending on the course). [Title] Theme of each session [Instructors] (Only for an omnibus course) [Textbook] The pages of the Textbook used in each session [Preparation（min.）] Time for preparation and instruction [Review（min.）] Time for review and instructions [Assignments] Assignment, feedbacks, etc. [Examinations] Written exams, quiz feedback, etc.

		[Dates and periods] only for intensive or irregular term courses [Type of Learning (Mode of Delivery)] Face-to-Face or Online (If a course is conducted in combination of Face-to-Face and Online)
10	Notes	Requisites for taking a course and cautionary points for a course. <e.g.,> ・Class capacity (Maximum number of students in class) ・Course requisite ・If a course is required for a qualification （e.g., a course is for teacher training） ・Equipment used in class ・Attire for experiment or practice
11	Textbooks (Purchase Required)	Information of textbooks used in class. Textbooks can be purchased through MyKiTS (Kinokuniya Book Store). (Learning Guide → "4. Course Registration Plan" → Textbook Purchase)
12	Reference Books (Optional)	Reference book information. It is not available on MyKiTS in general.
13	Others (e.g., Handout is distributed)	Information about distributed class materials.
14	Reference Websites	Websites related to the course.
15	Courses taught by instructor with practical experience (practical-based courses)	The course is taught by instructors with practical experience related to the course if a circle is indicated (As one of the institutional requirements of the higher education student support system, it is required to indicate in the syllabus).
16	Remarks	Other information

-The credits acquired from online courses are limited to 60 credits for the necessary credits for graduation requirements. If the number of credits acquired from online courses exceeds 60 credits, it will not be counted as necessary credits for graduation requirements.

<Type of Learning (Mode of Delivery)>

Type of Learning (Mode of Delivery)	Description	Fixed Timetable	Use of Classroom	60-credit limit for online courses
Face-to-Face (in-person)	Face-to-Face classes are conducted with a fixed timetable	✓	✓	Not included
Face-to-Face (combined with Online: 50% or more of the classes are Face-to-Face)	Classes are conducted in a combination of Face-to-Face and online (Face-to-Face classes account for 50% or more of the total number of classes).	✓	✓	
Online (partially Face-to-Face: over 50% of the classes are Online)	Classes are conducted primarily online, while some classes are conducted Face-to-Face (online classes account for over 50% of the total number of classes).	✓	✓	Included
Online (Live or Live + On-demand)	Classes are conducted online synchronously with a fixed timetable using online meeting tools such as Zoom, Google Meet, Teams, etc.,.	✓	-	
Online (On-demand)	Online classes that are on-demand (study with distributed materials within a designated period without a fixed timetable)	-	-	

*Face-to-Face classes may switch to Online depending on the social situation.

<60-credit limit for online courses>
-The credits acquired from online courses are limited to 60 credits for the necessary credits for graduation requirements (Standards for Establishment of Universities)
-Courses where over 50% of the total number of classes are conducted online are subject to the 60-credit limit for online courses. The "Type of Learning (Mode of Delivery)" for each course is displayed in the syllabus (refer to the table above for the type of learning and 60-credit limit for online courses). Confirm the Course List in the Course Guide for a number of credits for each course.
-The curriculum is designed not to exceed "60-credit limit for online courses" by each department. However, students should ensure that the total number of credits acquired by online courses does not exceed 60 credits when taking mainly online courses for elective courses category.

-Even if a student attend a Face-to-Face class online due to their unavoidable circumstances, it will be considered a Face-to-Face class.

<Exception of 60-credit limit for online courses>

The 60-credit limit for online courses does not apply in the following cases:

(1) Credits of online courses taken in AY2020 and AY2021

It will not account for 60-credit limit for online courses due to special measures for preventing the spread of the COVID-19.

(2) Switching to online classes in the event of a natural disaster

When it is difficult to conduct a Face-to-Face class due to infectious diseases or natural disasters such as earthquakes, the university may switch Face-to-Face classes to online at its discretion. In this case, even if more than half of the total number of classes for a course is conducted online, it will be considered a Face-to-Face course for the courses originally scheduled to be conducted Face-to-Face.

Course Requisites

-Certain courses have requisites based on the learning order of the curriculum.

e.g., **Course A** is fundamental and **Course B** is advanced

Course A is the first half of the content, and **Course B** is the second half of the content

(1) PRE-requisites	Required (Recommended) to take **course A** before **course B**.
(2) SET-requisites	Required (Recommended) to take both **course A** and **course B**.

<Note>

-A course that students must fulfil the requisites is (◆Required requisites) and a course that students should fulfil the requisites is (◇Recommended requisites).

-The content of **Course B** is based on the content of **Course A** even if it is a **Recommended requisite**. Students who fulfil the **Recommended requisites** have priority for an excess of class capacity.

-If a course has requisites, it is indicated on the **Course List** in the **Course Guide** of the department.

-The Course requisite details can be found in the syllabus. Confirm the syllabus for required knowledge, skills, and interests for the course other than **PRE-requisites** and **SET-requisites**.

-A course registration without fulfilling the **Required requisites** will be deleted by the office.

Course Registration before and after a leave of absence

-Contact **Student Support Office** for taking and returning from a leave of absence.

-Consult advisor (teacher) beforehand for future course registration plan after returning from a leave of absence. Use **inquiry form** for inquiries to Academic Affairs Administrative Office (University webpage → For Student → Course Guide page → English ver. (Learning Support) → Contact → Academic Affairs Administrative Office).

Textbook Purchase

-Purchase the textbook in the **Textbooks (Purchase Required)** field in the syllabus before the first class of a course.

-The teacher will have an explanation in the first class of a course in case no textbook information is indicated in the syllabus.

<Textbook Purchase Periods and Procedures>

-As a general rule, students will purchase textbooks through MyKiTS (Kinokuniya Book Store) on MUSCAT (10% discount is available).

-Purchase periods are as follows.

-Refer to MyKiTS for purchase procedures.

-The latest information will be informed on MUSCAT (MUSCAT → Syllabus → MyKiTS).

  MyKiTS URL: https://mirai.kinokuniya.co.jp/musashino/

Purchase Procedure	Purchase Period	Term of Instruction
MyKiTS	Late March to Late April	Year-round/Spring Semester/1st term/2nd term
	Early May to Late July	
	Early September to Early October	Fall Semester/3rd term/4th term
	Mid-October to Early January	

*Purchase periods are subject to change.

<Note>

-Purchase the textbook in the **Textbooks (Purchase Required)** field in the syllabus. Purchase is not required for the textbook in the **Reference Books (Optional)** field in the syllabus.

-It will take 2 to 5 business days to receive the textbooks after the purchase on MyKiTS.

-Inform the teacher in charge of the course if a student is unable to receive the textbook by the first class of a course due to **Sold Out** or **Out of Stock**.

-For textbook return or exchange, bring the unused textbook and its receipt to the on-campus Book Center. For inquiries, contact through MyKiTS.

5. Course Registration

Course Registration

<Course Registration>

-Course registration is required to take a course and acquire credits.

-Course registration is available during **Course Registration** and **Adjustment Periods** on MUSCAT.

-Course registration periods are scheduled before Spring and Fall semesters.

-Confirm the course registration periods and develop a course registration plan. Be aware of maximum number of credits students can take per academic year (CAP).

<Course Registration Adjustment>

-Students can also add or drop courses during course adjustment period in each term.

-Students can change course registration on MUSCAT during course registration and adjustment periods.

-The courses that can be added or dropped during each course registration and adjustment period vary depending on the course's term of instruction. In particular, students can register (add) for year-round, spring-semester, and 1st term courses only during Spring Semester Course Registration Period.

-Attendance is not required for courses that have been dropped.

Confirm **Notes on Course Registration**, and MUSCAT information for course registration.

(University webpage → For Student → Course Guide page → English ver. (Learning Support) → Course Registration

→ Notes on Course Registration)

URL: https://www.musashino-u.ac.jp/student-life/learning/course/course_english.html

<AY2023 Course Registration Schedule>

AY2023 Schedule		Term of Instruction							
		Year-round/Spring Semester/1st Term		2nd Term		Fall Semester/3rd Term		4th Term	
		Add	Drop	Add	Drop	Add	Drop	Add	Drop
Spring Semester	Course registration period March 23 to 24 (Additional period March 29, 17:00) *April 6 to 7 for freshmen (Additional period April 11, 17:00)	✓	✓	✓	✓	✓	✓	✓	✓
1st Term	Adjustment period April 24 to 27	-	✓	✓	✓	✓	✓	✓	✓
2nd Term	Adjustment period June 22 to 26	-	-	-	✓	✓	✓	✓	✓
Fall Semester	Course registration period September 7 to 8 (Additional period September 13, 17:00)	-	-	-	-	✓	✓	✓	✓
3rd Term	Adjustment period September 29 to October 2	-	-	-	-	-	✓	✓	✓
4th Term	Adjustment period November 28 to December 1	-	-	-	-	-	-	-	✓

<Course Registration for Intensive and Irregular term courses>

-For intensive and irregular term courses, course registration periods are based on the course's term of instruction.

-Even if the actual course has not yet started, it may not be possible to add or drop a course during certain course registration and adjustment periods depending on the course's term of instruction (For example, if a summer (July/August) intensive course is indicated as a **spring semester course**, course registration (add) can only be done during the Spring Semester Course Registration Period, and course registration (drop) can be done by the 1st term adjustment period).

<Course registration outside the designated periods (Generally Not Allowed)>

-Course registration (Add and Drop) outside the designated course registration and adjustment periods is not accepted.

-If a student is unable to register during the course registration (adjustment) periods due to unavoidable circumstances, such as illness or injury (traffic accident), please consult the Academic Affairs Administrative Office (It is necessary to provide documents that prove the facts, such as a medical certificate).

Note on Course Registration

<Required and Designated Courses>

-Required courses for student's current year level are automatically registered, and students do not need to register by themselves.

-For certain departments, designated courses are also automatically registered.

-Students should confirm auto-registered courses in **My timetable** on MUSCAT before the beginning of the course.

-If a student is retaking a required or designated course of the lower year level, it will not be automatically registered in general, and students need to register on their own.

<Course Registration for courses held at different campuses>

-If registering for courses held at different campuses, there must be at least one class period blank (100-min blank) in between considering commute time from one campus to another (lunch break and taking an online class is not counted as a blank class period).

-Course Registration is **NOT** accepted in below cases.
(1) Musashino Campus → Online Class →Lunch Break → Ariake Campus

Period	Time	Campus	Course Title
1st period	8:50 to 10:30 (100min)	Musashino	Introduction to SDGs
2nd period	10:40 to 12:20 (100min)	Online (at Musashino)	Introduction to Data Science
Lunch Break	12:20 to 13:10 (50min)	Cannot commute to Ariake in 50 minutes	
3rd period	13:10 to 14:50 (100min)	~~Ariake~~	~~English(Lower-Intermediate)C~~

(2) Musashino Campus　→　Lunch Break　→　Ariake Campus

Period	Time	Campus	Course Title
1st period	8:50 to 10:30 (100min)	-	-
2nd period	10:40 to 12:20 (100min)	Musashino	Japanese Literacy
Lunch Break	12:20 to 13:10 (50min)	Cannot commute to Ariake in 50 minutes	
3rd period	13:10 to 14:50 (100min)	~~Ariake~~	~~English(Lower-Intermediate)C~~

-Course Registration is **ACCEPTED** in below cases.

(1) Musashino Campus　→　Online Class　→Lunch Break　→　Musashino Campus

Period	Time	Campus	Course Title
1st period	8:50 to 10:30 (100min)	Musashino	-
2nd period	10:40 to 12:20 (100min)	Online (at Musashino)	Introduction to Data Science
Lunch Break	12:20 to 13:10 (50min)	No commute is needed	
3rd period	13:10 to 14:50 (100min)	Musashino	Japanese Literacy

(2) Musashino Campus　→　Online Class　→　a period without taking a class　→　Ariake Campus

Period	Time	Campus	Course Title
1st period	8:50 to 10:30 (100min)	-	-
2nd period	10:40 to 12:20 (100min)	-	-
Lunch Break	12:20 to 13:10 (50min)	-	-
3rd period	13:10 to 14:50 (100min)	Musashino	Japanese Literacy
4th period	15:00 to 16:40 (100min)	Online (at Musashino)	Introduction to Buddhism
5th period	16:50 to 18:30 (100min)	Can commute to Ariake in 120 minutes	
6th period	18:40 to 20:20 (100min)	Ariake	English(Lower-Intermediate)D

<When a course is not found on the Course Registration page>

If a course is not found on the Course Registration page, it may be caused by the following matters.

Course Substitution	Find the course in **Substituted courses** on the Course Registration page (MUSCAT).
Irregular term course (Intensive Courses)	Refer to the **Schedule for intensive courses** or find the course in **Select Intensive Course** on the Course Registration page (MUSCAT).
Registration-Closed Courses	Refer to the **List of courses exceeding class capacity** for the details.
Retake Course	Refer to 窓口登録の対象科目・対象者一覧. If the course is listed, students need to complete their course registration at the office or send Course Registration Form to "rishu@musashino-u.ac.jp". Refer to the link for the details. https://www.musashino-u.ac.jp/student-life/learning/course.html
Optional courses from other faculties or departments	Find the course in **Optional Courses of Other Departments** page (MUSCAT). Refer to the link for the course list. https://risyuyouran.musashino-u.ac.jp/faculty/curriculum-faculty/other- subjects/
The term selection on the Course Registration page (MUSCAT) is wrong	Confirm if the selected term on the **Course Registration** page (MUSCAT) matches the course's term of instruction.

Refer to the link for the details (University webpage → For Student → Course Guide page → English ver. (Learning Support) → Course Registration → Notes on Course Registration)

URL: https://www.musashino-u.ac.jp/student-life/learning/course/course_english.html

<Confirmation of Course Registration>

-To confirm Course Registration (Add or Drop), follow the instruction below.

  Course registration page (MUSCAT) → Confirm Entry → Register this Content

  Registration (add or drop) is not completed without clicking **Register this Content**.

-Confirm if receiving a message "Course registration is accepted" to **Messages For You** on MUSCAT.

-Course registration for courses whose term of instruction is no longer subject to the course registration and adjustment periods is not accepted.

-Refer to the link for the details (University webpage → For Student → Course Guide page → English ver. (Learning Support) → Course Registration → Notes on Course Registration).

URL: https://www.musashino-u.ac.jp/student-life/learning/course/course_english.html

<Errors in Course Registration>

-Students cannot acquire credits without course registration regardless of their attendance (except certain accredited courses).

-Students cannot drop the registered courses outside the designated course registration and adjustment periods even if it is mistakenly registered. Therefore, students must confirm their course registration on MUSCAT.

-Refer to the link below for the details (University webpage → For Student → Course Guide page → English ver. (Learning Support) → Course Registration → Notes on Course Registration).

URL: https://www.musashino-u.ac.jp/student-life/learning/course/course_english.html

<Courses that students cannot register on MUSCAT>

-Course registration on MUSCAT is not available for the following students and courses. Submission of **Course Registration Form** during the course registration periods is required for course registration (submit to Academic Affairs Administrative Office).

(1) Retaking of passed courses (if permitted).

(2) Taking courses that require the permission from the department or the advisor.

(3) Taking certain courses instead of abolished courses if individual instruction is given.

(4) Taking qualification courses that requires other application.

(5) Transfer students (only for Spring Course Registration Period).

(6) Exchange students from overseas universities.

(7) When students in graduate school is taking undergraduate courses (if permitted).

-The details for applicable students and courses will be informed on MUSCAT.

-Students cannot register for courses that are not open to their current year level or other department's courses which are not open to other faculties or department (Course Registration Form is not accepted).

<Frequently Asked Questions>

1. A pencil icon appears in each time slot of the timetable when there are courses available. When there is not a pencil icon in a time slot, there are not available courses. For other courses such as courses from other faculties/departments, intensive courses, and irregular term courses, check **Select Intensive Course** or **Optional courses of other departments** in the Course Registration page.

   If a course (a pencil icon) does not appear on the Course Registration page, refer to the link below.

   (University webpage → For Student → Course Guide page → English ver. (Learning Support) → Course Registration → Notes on Course Registration)

   URL: https://www.musashino-u.ac.jp/student-life/learning/course/course_english.html

2. Students cannot drop required courses and qualification courses on MUSCAT (gray notebook icon). Consult advisor if it is necessary to drop the course for certain reasons.

3. Courses registered with **Course Registration Form** cannot be dropped on MUSCAT. To drop the course, submit another **Course Registration Form** at the office or by sending the form to "rishu@musashino-u.ac.jp".

4. If the number of registered credits differs from the **Course Registration** page on MUSCAT, below cases may apply.

   -Credits are divided into each term for a course held over several terms (Year-round, Spring semester, or Fall semester course).

   -A course without CAP (e.g., Internship). Refer to the link below for the details (University webpage → For Student → Course Guide page → English ver. (Learning Support) → Course Registration → Notes on Course Registration).

   URL: https://www.musashino-u.ac.jp/student-life/learning/course/course_english.html

5. Complete course registration in advance since Internet congestion may be expected at the end of each Course Registration (Adjustment) period.

Class Capacity Limit

-For an excess of class capacity, course registration may be limited (It may also apply to online courses).

-Students whose course registration is not approved will be informed on MUSCAT and their course registration will automatically be deleted.

-In general, priority is given as follows (Determined by the University and each department).

Optional courses from other faculties/departments	Students in the department has priority over the students from other departments.
Course Requisites (Recommended)	Students fulfill the requisites has priority (Refer to the Course List and Syllabus for Course Requisites).
Registration at earlier periods	As a general rule, students whose registration is made in earlier course registration periods have priority (e.g., For a 3rd term course, students registered in the spring semester course registration period or by the 2nd term adjustment period have priority over the students who registered in the fall semester course registration period).

Retaking Courses

-Students can retake a failed course (D or X grades) in the next academic year or later. Retaking a course in the same academic year is not accepted.

-Students must retake and complete a required course to fulfill the graduation requirements.

-The former Grade (D or X) will be overwritten by the new grade if retaking.

<Retaking PASSED Courses>

-Students cannot retake the course which they have passed and acquired credits

-Retaking a passed course is accepted for (1. Students who are repeating the graduating year (4th year) or 2. approved under certain condition in Qualification courses).

-The former Grade (Grade and acquired credits) will be overwritten by the new grade (including **failed** grades) if retaking.

The Maximum Number of Credits students can take per year (CAP)

-Upper limit for course registration (CAP) is set for each year level.

-The CAP is designed to ensure sufficient study hours including self-study hours for students.

-Students should develop a balanced course registration plan for each year level, taking into account the CAP.

-CAP does not apply to students who is repeating the graduating year (4th year).

-Students in the department of Global Business Department can take up to 40 credits per academic year in general.

<Exceptions to CAP>

CAP does not apply to certain courses.

Accredited Courses	Partnership Study Abroad Program, Scholarship Abroad Program (SAP), Short-Term Language Training, Recognition of Qualifications, Volunteer Activities and Career Design
Musashino INITIAL/BASIS	Field studies 1 - 4
	Advanced Field Studies 1A - 4D
	Internship
	English for Studying Abroad1-2 (Students enrolled in 2019 or before)
Global Business Department	Internship A - D

<CAP Expansion>

-CAP will be extended for students with higher GPA based on the previous year's cumulative GPA.

-For students with cumulative GPA of 3.00 or higher at the end of an academic year, their CAP will be extended by 4 credits, and students with cumulative GPA of 3.50 or higher at the end of an academic year, their CAP will be extended by 8 credits for upcoming academic year.

Course registration when taking a leave of absence, returning to school, and withdrawal of school

-During a leave of absence, students cannot register for courses. The registered courses for the period will be deleted after submission of a leave of absence.

-Consult advisor (teacher) beforehand about course registration plan after returning to school.

-For withdrawing students, the registered courses will be deleted after submission of withdrawal documents.

Attendance

-Students need to attend each class of a registered course and pass examination (including report assignments) to acquire credits.

-Pay attention to the total number of classes for a course held twice a week or in two-consecutive periods (e.g., if a course is held on Friday 3rd and 4th periods during the 1st term, there will be a total of 14 classes).

-Students who have been absent one-third or more classes of a course will not acquire credits for the course (to be given X grade).

-Attendance rule is as follows.

Total classes of a course (Including a class with exam)	One-third of total classes of a course
7	3
14	5
28	10

<Attendance Card Reader>

-For Face-to-Face courses, touch student ID card on card reader at the entrance of each classroom for attendance record.

-Attendance is recorded by touching students ID card on card reader.

-Students can check their attendance record for each course on MUSCAT (The teacher will manually check attendance for online courses).

-False acts on the attendance card reader system (e.g. not attending the class after touching student ID card, touching a friend's student ID card, and asking others to touch student ID card instead of oneself without attending etc.) will be considered Academic Dishonesty and may result in disciplinary action.

<Note>

1. Attendance card readers are available from 10 minutes before the beginning of each class period (from 30 minutes before for 1st and 3rd periods). Attendance will not be recorded if a student ID card is touched outside the designated attendance record period.

2. Students must touch their student ID card even when they are late for the class period.

3. If not having student ID card, not touching student ID card on card reader, or having any malfunction of the card reader, inform the teacher directly. The teacher can change students' attendance status on MUSCAT.

4. If touching student ID card twice for the same class period, the former record will remain.

5. Whether to use the information on the attendance card reader (including late attendance due to public transportation) is at the discretion of the teacher. Contact the teacher for attendance details.

-For classes held in two consecutive periods, students only need to touch their student ID cards on the card reader for its first period. However, if there is a lunch break in between, students need to touch their student ID cards on the card reader for the third period as well.

Class Period	1st period	2nd period	Lunch Break	3rd period	4th period	5th period	6th period
1 to 2 Consecutive	Required	NOT Required	-				
2 to 3 Consecutive		Required	-	Required			
3 to 4 Consecutive			-	Required	NOT Required		
4 to 5 Consecutive			-		Required	NOT Required	
5 to 6 Consecutive			-			Required	NOT Required
1 to 4 Consecutive	Required	NOT Required	-	Required	NOT Required		
3 to 6 Consecutive			-	Required	NOT Required	NOT Required	NOT Required

-Attendance Status is as follows.

Time	From 10 minutes before class periods (from 30 minutes before for 1st and 3rd periods).	1 to 19 minutes late for class periods.	20 minutes or more late for class periods.
Message			
Status	Attended (Present)	Late	Absent

-Touch student ID card appropriately on the card reader (under the display).

*Touch only student ID card. If a student ID card is placed on top of other IC cards or student ID card is placed inside a wallet or card holder, it may not be recorded properly. Refer to the manual in e-Cabinet on MUSCAT.

(How to use attendance card reader: MUSCAT → My Tools → e-Cabinet → MUSCAT Manuals [for students]
→ 出席カードリーダー → 出席カードリーダーの利用方法について

Online class space

-While Musashino University is primarily giving On-campus education, some courses are conducted online (or its combination). Therefore, students may take an online class on campus.

-Confirm the terms of use and application procedures in the link, and use the online class space.

-As the terms of use, application procedures, and the details of the online class space differ depending on the campus, refer to the link for the details.

URL: https://www.musashino-u.ac.jp/student-life/learning/course/course_english.html

Report of Specified Absence, Report of Absence, and Long-Term Absence

<Report of Specified Absence>

-A report that students cannot attend a class due to specified reasons that University defines as acceptable reasons for absence.

-If accepted, the class a student is absent will not be counted in the total number of classes.

  (e.g., A student who is absent from a class with Specified Absence for a 14-class course, the student's total number of classes expected to attend should be 13.)

-It does not guarantee credits.

<Report of Absence>

-**Report of Absence** is only to clarify the reasons for absence and is not treated as **Specified Absence**.

*Activities approved by the University such as a presentation by University-recognized groups, participation in international or national conferences and competition.

-Unlisted reasons are not considered **Report of Specified Absence** or **Report of Absence** such as delay of public transportation, illness (excluding infectious diseases that should be prevented at the university), job hunting activities (including new employee orientation), and club activities. If a student is absent for unavoidable reasons, contact the teacher directly.

	Content	Contact	Required Documents
Report of Specified Absence	Practical training in curricular courses	Academic Affairs Administrative Office	
	Deaths of relatives up to second-degree	Student Support Office	Funeral notice or official certificate of death
	Infectious diseases that should be prevented at the University		Certificate of permission to attend school issued by Health Center (Infirmary)
	Participation in criminal trials under the lay judge system	Academic Affairs Administrative Office	Certificate of appointment as a lay judge
Report of Absence	Presentation by University-recognized groups, participation in international or national conferences and competition approved by the University.	Student Support Office	Request for permission (form prescribed by the University) or documents that show the details of meetings, sporting events, etc.

<Long-Term Absence >

If a student will be absent for two weeks or more due to illness or other reasons, contact Student Support Office.

Class Cancellation

-Class Cancellation will be informed on MUSCAT.

-Class Cancellation may occur on the day of the class. Therefore, students should check MUSCAT on a regular basis.

-If a teacher does not show up within 30 minutes from the beginning of class period without any prior notice, contact Academic Affairs Administrative Office.

-In the event of disruptions to public transportation due to a natural disaster such as a typhoon or heavy snow, the entire university may be closed. In such cases, it will be informed on MUSCAT or University webpage.

Make-up Class

-Make-up classes will be held for cancelled classes.

-Make-up classes will be held on weekdays, Saturdays, or Make-up class/exam periods.

-The make-up class schedule will be informed on MUSCAT.

Contacting Teachers

-At Musashino University, there are full-time teachers whose primary work place is the university and adjunct teachers who come to the university to teach courses.

-Contact methods differ for full-time teachers and adjunct teachers. Confirm the contact information as follows.
　(MUSCAT → Syllabus → Search by Instructor → View Office Hours)

	Full-Time Teacher	Adjunct Teacher
Contact	-A full-time teacher has a faculty office at the campus, and consultation hours (office hours) are held for students.	-An adjunct teacher does not have a faculty office at the campus. Therefore, contact the teacher in the classroom or visit the Teacher Station (Building 1, 7th floor for Ariake campus/Building 6, 2nd floor for Musashino campus) before or after the class.
	-Information about the faculty office, office hours, and email address are available on MUSCAT (Syllabus → Search by Instructor).	-Class schedule (days of weeks, campus, etc.) and email address are available on MUSCAT (Syllabus → Search by Instructor).
	-Contact the full-time teacher (e.g., advisor) during office hours or by email.	
Advisory System	-At Musashino University, a full-time teacher provides guidance and assistance to students in their academic and personal lives (Advisory System). -Each student is assigned one advisor (teacher) from the department. -An advisor monitors student's course registration and grades, provides guidance and assistance, and acts as a consultant to ensure a meaningful student life by cooperating with other teachers and offices to support a student's university life.	
Note	When contacting a teacher by email, it may take a while to receive a reply.	
	Confirm contact information and methods with the teachers in class, including adjunct teacher.	
	Information regarding classes may be informed on **Learning Management System** other than **Class Notice** on MUSCAT. If no information or responses are found on either web sites, wait for information from the teacher for a while.	
	Academic Affairs Administrative Office does not intermediate between students and teachers regarding absence, class content, or assignments submission.	

<Handling of students' reports and works>

Reports and other works created by students in class may be used as educational materials in other classes or in the next academic year in order to improve the quality of education. If a student does not wish to have their works to be used, consult the teacher in advance.

On-campus IT and network environment

<Use of computers and printers on campus>

-Computers and Printers are placed around the campuses.

-Refer to the link for the location and the term of use.

URL: https://www.musashino-u.ac.jp/student-life/learning/info_tech/

<Network and tools used in class>

-Contact MUSIC helpdesk for inquiries regarding Office365, MUSIC Network, Google Workspace, Zoom, etc.

URL: https://mubs.jp/pc-support/

<Note>

Internet congestion may be expected for Course Registration (Adjustment) periods and report or assignment submission deadline. Therefore, it is recommended that students complete course registration and submission in advance.

7. Examination

Examination (Assessment Methods)

-Students need to attend each class and pass the examination to acquire credits.

-**Examination** refers to the following, include report submission and mini-tests. Confirm the syllabus for assessment methods.

1. Written examination
2. Report
3. Oral examination
4. Graduation thesis
5. Mini-test
6. Presentation
7. Others that are equivalent to the above items related to recognition of credits

-Students who have not completed tuition payments by the deadline or who have not completed course registration cannot take examinations.

Conduct of Examination

-Written examination, oral examinations, mini-tests, presentations are generally conducted in class (If the classroom changes, it will be informed on MUSCAT).

-Written examinations occasionally are conducted during **Make-up class/exam** periods. In such cases, it will be informed on MUSCAT 1 to 2 weeks prior to the exam day.

-Confirm the following notes for written examinations.

<When taking written examinations>

Exam Conditions	Be sure to bring Student ID card.
	*If students forget to bring their student ID cards on the day of the examination, they must issue a Temporary Student ID Card. -Temporary Student ID Card is issued with Certificate Issuing Machine (for a fee of 500 yen). <Certificate Issuing Machine> Ariake: Building 1, 1st floor Musashino: Building 6, 1st floor -Temporary Student ID Card is valid only on the day of issue.
	Be registered for the course of the examination otherwise it will not be valid.
	Take examination during the designated time and classroom otherwise it will not be valid.
Notes	Follow the instructions by the exam proctor in the examination room.
	Students are not allowed to enter the examination room 20 minutes after the beginning of the examination. Students must stay in the examination room for the first 30 minutes of the examination.
	If it is an open-book examination, follow the instructions, and keep other items in bags.
	Turn off mobile phones and other electronic devices and keep them in bags.

	Students are not allowed to use mobile phones or other electronic devices as a clock.
	Student number and student name must be provided on the answer sheet otherwise it will not be valid.

*Electronic devices include smartphones and smartwatches that have functions other than time display and calendar

-Follow the instructions by the teacher for online course examinations.

<If a student is unable to take the examination due to sudden illness or other unavoidable circumstances>

The teacher will decide whether or not to conduct a make-up exams or alternative assignments. Therefore, contact the teacher as soon as possible and follow the instructions.

Academic Dishonesty

-Academic Dishonesty is subject to disciplinary action

-**Examinations** include written examination, reports, oral examinations, mini-tests, theses, presentation or other assignments related to recognition of credits.

-The following acts are considered Academic Dishonest. If a student commits them, all courses being taken in the same term will be given X grades.

<Academic Dishonesty>

1. Having someone else to take the examination (both parties).

2. Exchanging answer sheets with others (both parties).

3. Using cheat sheets (regardless of whether it is used or not).

4. Sharing cheat sheets with others (both parties).

5. Using unauthorized reference materials (regardless of whether it is used or not).

6. Writing notes on personal belongings or other items in advance and using them (regardless of whether it is used or not).

7. Copying others' answers (both parties if the student shows the answers on purpose).

8. Communicating with others through whispers or gestures (both parties).

9. Lending or borrowing authorized reference materials (both parties).

10. Plagiarism or using reference materials, data, charts, and texts on websites without citation.

11. Submitting or using others' report as one's own work.

12. If the teacher determines the work as plagiarized, stolen or duplicated.

13. Any other act considered Academic Dishonesty by the exam proctor or the teacher.

The terms subject to disciplinary action for academic dishonesty.

		The terms subject to disciplinary action for academic dishonesty.								
		Year round	1st Term	2nd Term	Spring Semester	Summer Intensive	3rd Term	4th Term	Fall Semester	Spring Intensive
The term in which the academic dishonesty took place	1st Term	●	●		●					
	2nd Term	●		●	●					
	Summer Intensive*1					●				
	3rd Term	●					●		●	
	4th Term	●						●	●	
	Spring Intensive*2									●

*1 Summer Intensive: From the end of the Spring semester to the beginning of the Fall Semester (excluding the Make-up class/exam period of the Spring semester).

*2 Spring Intensive: From the end of the Fall semester to the end of the academic year (excluding the Make-up class/exam period of the Fall semester).

Make-up Examination

<Make-up Examinations in regular classes>

Follow the instruction by the teacher.

<Make-up Examinations on the Make-up exam date>

-Make-up examination dates are scheduled after each term for students who are unable to take examinations due to illness, accidents, or other unavoidable circumstances.

-The applicable courses are decided by the teacher.

-Students can take a make-up examination as follows if it is applicable.

Reasons	Required Documents	Fee
Illness	Medical certificate and permission to attend university.	1,000 yen for each course
Deaths of relatives up to second-degree	Official certificate of death	1,000 yen for each course
Employment Examination	A certificate from the company (In principle, priority should be given to university examinations).	
Delay of public transportation	A certificate issued by the public transportation.	Not necessary
Natural disasters such as typhoon, flood, etc.	Certificate of Disaster Victim	
Teacher training, on-site training in a facility, hands-on nursing training, etc.	Report of Specified Absence. Report of Absence for Practical Training	
Credits recognition examination for the five universities in the Musashino area	Certificate of examination admission	
Credits recognition examination for the Open University of Japan	Certificate of examination admission	
Other unavoidable circumstance		1,000 yen for each course
Application and Make-up examination dates		
The applicable courses, dates, application periods, and application procedures for make-up examinations will be informed on MUSCAT at the end of each term. Confirm the information and apply to Academic Affairs Administrative Office.		

Grading System

Grading criteria is as follows

Attendance	Score	Result	Grade	Grade Points	Grade Descriptions
Attended more than two thirds or more of the total classes of a course	90 to 100	Pass	S	4.0	Outstanding performance
	80 to 89		A	3.0	Very good performance
	70 to 79		B	2.0	Satisfactory performance
	60 to 69		C	1.0	Not entirely satisfactory however still meets minimum standard
	59 or less	Fail	D	0.0	Below the minimum standard
Absent from one third or more of the total classes of a course			X	0.0	Lack of attendance
Accredited Courses		Pass	AP	-	Credits for study abroad programs, or credits from other universities (for transfer students), and passing accredited courses
		Fail	Fail	-	Failing accredited courses

*Attendance is not included in grade of S, A, B, C, D.

GPA System

-Musashino University adopts GPA system for attainment level assessment.

-GPA (Grade Point Average) is to replace the grades (on a scale of S to X) of the courses with grade points, and evaluate the grade comprehensively based on the average.

-As the minimum level of attainment, a cumulative GPA of 2.00 or higher is required to graduate from the University. Moreover, GPA is used for requisites for the next year level (refer to the **Requisites for the 2nd-year level** for the details).

-GPA is widely used in overseas universities. GPA is one of the objectives for a student who is going to a graduate school or an overseas university (in general, GPA 3.00 or higher is preferable).

<Yearly GPA/Cumulative GPA>

-There are two types of GPA: Yearly GPA and Cumulative GPA.

-Cumulative GPA may be a requirement for Internship courses and Study Abroad Programs.

-Confirm each program's information for the details.

-The courses included in each type of GPA are as follows.

Type of GPA	Course included in GPA
Yearly GPA	Courses taken in an academic year.
Cumulative GPA	All courses taken from the 1st year.

<GPA Formula>

-GPA is calculated as the ratio of the **total grade points** acquired and the **total credits**. The **total credits** refers to the credits of all courses a student has taken from 1st year **including** failed courses (D or X).

-The former Grade and Credits are overwritten by the new Grade including failed grades if retaking.

-Students cannot retake a course which they have passed and acquired credits for (C or better grades).

-The formula and calculation example are as follows.

(GPA Formula)

$$\frac{\text{Total Grade Points of the academic year (from all acquired courses)}}{\text{Total Credits of the academic year (including failed courses D or X)}} = \text{Yearly GPA (truncated to two decimal places)}$$

$$\frac{\text{Total Grade Points of all academic years (from all acquired courses)}}{\text{Total Credits of all academic years (including failed courses D or X)}} = \text{Cumulative GPA (truncated to two decimal places)}$$

Calculation example

Course	Credit	Grade	Grade Point	Total Grade Points (Credit × Grade Point)
Introduction to Buddhism	2	S	4.0	8.0
Introduction to Data Science	1	A	3.0	3.0
Introduction to Artificial Intelligence	1	A	3.0	3.0
English(Lower-Intermediate)A	2	C	1.0	2.0
English(Lower-Intermediate)C	2	D	0.0	0.0
Japanese Literacy	1	B	2.0	2.0
Total	9	-	-	18.0

$$\frac{(2 \times 4.0) + (1 \times 3.0) + (1 \times 3.0) + (2 \times 1.0) + (2 \times 0.0) + (1 \times 2.0)}{2 + 1 + 1 + 2 + 2 + 1} = \text{GPA } 2.00$$

Calculation example (if a grade is improved)

*English (Lower-Intermediate) C's grade improved from D to S

Course	Credit	Grade	Grade Point	Total Grade Points (Credit × Grade Point)
Introduction to Buddhism	2	S	4.0	8.0
Introduction to Data Science	1	A	3.0	3.0
Introduction to Artificial Intelligence	1	A	3.0	3.0
English(Lower-Intermediate)A	2	C	1.0	2.0
English(Lower-Intermediate)C	**2**	**S**	**4.0**	**8.0**
Japanese Literacy	1	B	2.0	2.0
Total	9	-	-	26.0

$$\frac{(2 \times 4.0) + (1 \times 3.0) + (1 \times 3.0) + (2 \times 1.0) + (2 \times 4.0) + (1 \times 2.0)}{2 + 1 + 1 + 2 + 2 + 1} = \text{GPA } 2.88$$

<Course that GPA does not apply>

Accredited Courses (Grade is either AP or Fail) are not included in GPA calculation.

Grade Disclosure and Grade Inquiry

<Grade Disclosure>

Students can confirm their grades in Student record page on MUSCAT. Grades are updated each term. Grade disclosure schedule will be informed on MUSCAT.

(MUSCAT → Student support → Student record → Grade related information → Grade information)

<Grade Inquiries>

-Students can apply for a grade inquiry to confirm the accuracy of the grade.

-Note when applying for a grade inquiry.

1. It is not a system to request a reconsideration or revision of the grades in a casual manner.

2. Students can apply for a grade inquiry only if they meet the criteria of the assessment methods in the syllabus such as examination, attendance, assignments, and providing sufficient, clear, and objective evidence

3. Application period, application procedures, and notice of result will be informed on MUSCAT.

4. Inquiries outside the application periods are not accepted.

-Grade Inquiry will not be accepted for below cases.

An inquiry without referring to the assessment methods or criteria in the syllabus.	*Why did I get a C grade? I have submitted reports.*
Comparing one's grade with other students' grades.	*A friend of mine was given an A grade. Why did I get a B grade?*
Only inquiring the reason for the grades	*I want to know my examination score. I need to be explained the reason.*
An inquiry with insufficient explanation about attendance.	*I think I was not absent from the course that much.*
Request for reconsideration of the grades by presenting one's circumstances.	*I cannot advance to the next year level if I fail this course. Please change the grade.*
Re-inquiry request	*I have received the result, but I would like to request a Grade Inquiry again.*

<Grade Reports>

Grade Reports are sent according to the following schedule.

1st-year students: After Spring Semester, and Fall Semester (twice a year)

2nd to 6th-year students: After Fall Semester (once a year)

Send to: Guarantor (sent directly to the students for international students and graduate school students)

9. Requisites for the 2nd-year level

Requisites for the 2nd-year level

In the Global Business Department, students are required to fulfil the following requisites to complete the first-year education. If students fail to fulfill the requisites, they have to repeat the first-year education. Therefore students will have to take an additional year to graduate from the University.

<Note>

1. Students must confirm if they fulfill the requirements in the Learning Guide (4. Course Registration Plan, 9. **Requisites for the 2nd year**), the Course Guide (**Necessary Credits for Graduation Requirements**), and MUSCAT (**Course/Grade related information**) by themselves. Contact Academic Affairs Administrative Office for questions.
2. Academic Affairs Administrative Office cannot provide individual responses to students regarding whether they fulfill the requirements or they can advance to the next year level
3. Students will repeat the same year level if they fail to fulfill the requirements. There is no remedial measures or consideration as all students are subject to the same rules for the sake of fairness. Therefore, it is important to develop a well-planned course registration plan.

Class Spring: Students Enrolled in April

Students enrolled in April (Class Spring) are required to fulfill the following requisites in the 1st year to advance to the 2nd-year level. If students fail to fulfill the requirements, they have to repeat the 1st-year level.

Requisites for the 2nd-year level

<Students enrolled from AY2021 onwards>

(1) Completion of 30 credits

(2) Incompletion of 2 or less required courses

(3) Cumulative GPA of 1.50 or higher

<Students enrolled in AY2020>

(1) Completion of 30 credits including the following courses
　a 基礎セルフディベロップメント/Fundamental Self-Development
　b データ・情報リテラシー/Literacy for Data and Information

(2) Incompletion of 2 or less required courses

(3) Cumulative GPA of 1.50 or higher

<Students enrolled in AY2016 to 2019>

(1) Completion of 30 credits including the following courses

    a 基礎セルフディベロップメント/Fundamental Self-Development

    b コンピュータ基礎 1 /Computer Basics 1

    c 日本語リテラシー/Japanese Literacy

(2) Incompletion of 2 or less required courses

(3) Cumulative GPA of 1.50 or higher

Class Fall: Students Enrolled in September

Students enrolled in September (Class Fall) are required to fulfill the following requisites in the first half of the 1st year (in the Fall semester) to advance to the department's advanced education (2nd-year level). If students fail to fulfill the requirements, they have to repeat the 1st-year level from April.

Requisites for the 2nd-year level

<Students enrolled from AY2021 onwards >

(1) Completion of 20 credits

(2) Incompletion of 2 or less required courses

(3) Cumulative GPA of 1.50 or higher

<Students enrolled in AY2020>

(1) Completion of 26 credits including the following courses

    a 基礎セルフディベロップメント/Fundamental Self-Development

    b データ・情報リテラシー/Literacy for Data and Information

(2) Incompletion of 2 or less required courses

(3) Cumulative GPA of 1.50 or higher

<Students enrolled in AY2016 to 2019>

(1) Completion of 26 credits including the following courses

   a 基礎セルフディベロップメント/Fundamental Self-Development

   b コンピュータ基礎 1 /Computer Basics 1

   c 日本語リテラシー/Japanese Literacy

(2) Incompletion of 2 or less required courses

(3) Cumulative GPA of 1.50 or higher

Repeating the same year level

-If a student fails to fulfill the requirements and repeat the first-year education, the acquired grades and credits for required courses will be deleted, and the student will retake the courses in the next academic year (excluding the courses with S, A, or AP grade).

The courses whose grades are deleted (need to retake)	Required courses in Musashino INITIAL/BASIS with B or C grade.
	Required courses in Departmental Courses with B or C grade.

-Requisites for the 2nd year after deletion of grades.

1. The acquired credits of other courses that were not subject to deletion of grades will also be included in the Requisites for the 2nd year calculation.

2. The acquired credits of the previous academic years will also be included in the total credits for the Requisites for the 2nd year calculation.

10. Graduation Requirements

Graduation Requirements

Students must fulfill all the following requirements to graduate from the University. Then the president of the University approves their graduation after a faculty meeting.

<Graduation Requirements>

1. To study at the University for 4 years or more (Required being enrolled at least 1 year in each year level).
2. Completion of the curriculum of the department and the necessary credits for graduation:
   124 credits including required courses and elective required courses in Musashino INITIAL/BASIS and departmental courses.
3. Payment for the fees charged by the University.
4. A cumulative GPA of 2.00 or higher (truncated to two decimal places).

"To Study" refers to the period during which a student is enrolled and studying at the university, excluding any periods of leave of absence.

<Note>

1. Students must confirm if they fulfill the graduation requirements in the Learning Guide (4. **Course Registration Plan**, 10. Graduation Requirements), the Course Guide (**Necessary Credits for Graduation Requirements**), and MUSCAT (**Course/Grade related information**) by themselves. Contact Academic Affairs Administrative Office for questions. Academic Affairs Administrative Office cannot provide individual responses to students regarding whether they fulfill the graduation requirements
2. Students will automatically graduate when they fulfil all the graduation requirements. Students cannot delay their graduation once they fulfill the graduation requirements. If a student has a certain reason, consult the advisor in advance.
3. Students who are repeating the graduating year, they will automatically graduate at the end of the Spring Semester if they fulfill the graduation requirements. If a student wishes to graduate at the end of the 1st or the 3rd term, they need to apply separately. The application periods will be informed on MUSCAT.

<Issue of certificate of expected graduation (Students in the graduating year (4th year) >

-Certificate of expected graduation can be issued when students in the graduating year (4th year) fulfill the graduation requirements (including the courses being registered).

-Issue of certificate of expected graduation will be available in mid-May.

Graduation Periods

Graduation Periods are as follows.

Period when Graduation Requirements are fulfilled		Graduation Period	Application	Note
General Case	Fall Semester (4th Term)	Mid to Late March	NOT Required	Students will automatically graduate in the end of the Academic Year once they fulfill the graduation requirements
Repeating graduating year	1st Term	Late May to Early June	Required	Students who apply in advance and fulfill the graduation requirements will graduate in the end of 1st term. *Students cannot graduate in the period without the application. They will automatically graduate in the end of Spring semester (2nd term).
	Spring Semester (2nd Term)	Mid to Late September	NOT Required	Students will automatically graduate in the end of Spring semester once they fulfill the graduation requirements.
	3rd Term	Mid to Late November	Required	Students who apply in advance and fulfill the graduation requirements will graduate in the end of 3rd term. *Students cannot graduate in the period without the application. They will automatically graduate in the end of Fall semester (4th term).
	Fall Semester (4th Term)	Mid to Late March	NOT Required	Students will automatically graduate in the end of Fall semester once they fulfill the graduation requirements.

Degree

Bachelor of Global Business

Early Graduation

Students with high grades, clear goals and determination after graduation can apply for early graduation. The details of the application will be informed on MUSCAT.

*The following information is for the academic year of 2023. The information for the academic year of 2024 will be informed on MUSCAT.

(1) Early Graduation (except Fall enrolled students in the Faculty of Global Studies)

Application Requirements	Students who fulfill all three requirements are eligible for application. 1. Students who is being enrolled in the University (excluding students taking a leave of absence). 2. Students who are graduating within three years and have clear goals and determination after graduation. 3. Students whose cumulative GPA is in the top 5% in the department as of the end of their 1st year.
Procedures/Permission	-Applicants who fulfill the requirements must submit an **Early Graduation Application Form** (3-year Graduation) to the President at the beginning of the 2nd year. -After screening process and interviews and approval by deliberation of the Faculty Council, the President will approve their application. -Approved applicants can take up to 50 credits from listed courses. -If an applicant whose cumulative GPA falls out of the top 3% as of the end of their 2nd year, the early graduation approval will be cancelled.
Approval of Early Graduation	Applicants must fulfil all the following requirements as of the end of their 3rd year for Early Graduation. 1. Completion of the curriculum of the department and the necessary credits for graduation as of the end of their 3rd year. 2. Cumulative GPA is in the top 3% in the department.

(2) Early Graduation (Fall enrolled students in the Faculty of Global Studies)

Application Requirements	Students who fulfill all three requirements are eligible for application. 1. Students who enrolled in the Faculty of Global Studies in September (Class Fall) and is being enrolled in the University (excluding students taking a leave of absence). 2. Students who strongly aim to graduate in March of their **4th** year and have clear goals and determination after graduation. 3. Students who have acquired at least 90 credits and have Cumulative GPA of 3.00 or higher by March of their **3rd** year
Procedures/Permission	-Applicants who fulfill the requirements must submit an **Early Graduation Application Form** to the President by April of their **3rd** year. -After screening process and interviews, and deliberation of the Faculty Council, the President will approve their application. -If an applicant whose cumulative GPA of three years is less than 3.00 as of the end of their **3rd** year, their early graduation approval will be cancelled.
Approval of Early Graduation	Applicants must fulfil all the following requirements by March of their **4th** year for Early Graduation -Completion of the curriculum of the department and the necessary credits for graduation by March of their **4th** year -Cumulative GPA of 3.10 or higher (truncated to two decimal places). -TOEIC 860 or higher score and Japanese Language Proficiency Test N2 or higher or equivalent ability.

Study Abroad Program

Musashino University provides **Study Abroad Programs** for students who are looking for study abroad in overseas universities or other higher educational institutions.

If students are admitted to the University's **study abroad program** (1 and 2 below), the period for studying abroad will be included in the enrolled period at Musashino University. In addition, acquired credits in the study abroad programs will be counted as credits of Musashino University (up to 20 credits for a one-semester program/40 credits for a one-year program) as necessary credits for graduation requirements.

<Study Abroad Program>

-The information about the programs is as follows

Type of Study Abroad Program		Contact	
Long-Term Program (6 months or 1 year)	1. Partnership Study Abroad Program 2. Scholarship Abroad Program (SAP)	International Relations Office	Ariake: Building 1, 7th floor
			Musashino: Building 1, 1st floor
Short-Term Program	Short-Term Language Training	Off-Campus Learning Office	Ariake: Building 6, 1st floor
			Musashino: Building 6, 1st floor

-Refer to the link for overseas partner universities, precedents, scholarships, and other detailed information.

http://www.musashino-u.ac.jp/international/

Partnership Study Abroad Program

-A Study Abroad Program at an overseas partner university.

-Two-Phase Selection by documents and interviews are conducted. Candidates are screened for the purpose of study abroad, motivation and attitude as an exchange student, as well as language and academic ability.

Period	One year in principle (consult the office if considering one semester program).
Recognition of Credits	Acquired credits in the studying abroad programs will be counted as credits of Musashino University up to 40 credits for a one-year program (up to 20 credits for a one-semester program). Refer to **Accredited courses of study abroad programs** page. Students must complete the necessary procedures immediately within a month after their return.
Scholarships	There is a scholarship system called "Musashino University Long-term Study Abroad Scholarship." General Scholarship: available to all outgoing students. It is disbursed by deducting from the tuition fees of the study abroad program, and the amount varies depending on the overseas university. Special Scholarship: available to outgoing students who meet certain conditions related to their grades and language skills. The amount of scholarship is determined through a selection process that involves an evaluation of application documents and an interviews. Contact International Relations Office for the details.
Requirement	1. Having been enrolled in Musashino University for at least a year as of the beginning of the study abroad program, and having acquired 30 credits or more per year. 2. Having cumulative GPA of 2.80 or higher as of application date. 3. Fulfilling the language proficiency requirement of the partner university. 4. Students who are in their 2nd or 3rd year level as of the beginning of the study abroad program (for 4th-year students, they need to return to Japan by August in principle).
Application Periods	Twice a year. Late September for the Spring Departure and Early January for the Fall Departure. Briefing sessions are held in advance.

Scholarship Abroad Program (SAP)

-A Study Abroad Program at an overseas four-year university (or equivalent) or its affiliated language school.

-Students must find the institution and the program by themselves. The institution must fulfill the requirements of the Scholarship Abroad Program (SAP)

Period	One year or one semester (Spring Semester/Fall Semester) in principle.
Recognition of Credits	Acquired credits in the studying abroad programs will be counted as credits of Musashino University up to 40 credits for a one-year program (up to 20 credits for a one-semester program). Refer to **Accredited courses of study abroad programs** page. Students must complete the necessary procedures immediately within a month after their return
Scholarships	There is a scholarship system called "Musashino University Long-term Study Abroad Scholarship." General Scholarship: available to all outgoing students. It is disbursed by deducting from the tuition fees of the study abroad program, and the amount varies depending on the overseas university. Special Scholarship: available to outgoing students who meet certain conditions related to their grades and language skills. The amount of scholarship is determined through a selection process that involves an evaluation of application documents and an interviews. Contact International Relations Office for the details.
Requirement	1. Having been enrolled in Musashino University for at least a year as of the beginning of the study abroad program, and having acquired 30 credits or more per year. 2. Having cumulative GPA of 2.00 or higher as of application date. 3. Students who are in their 2nd, 3rd, or 4th year level as of the beginning of the study abroad program (for 4th-year students, they need to return to Japan by August in principle).
Application Periods	Twice a year. November for the Spring Departure and Late April for the Fall Departure. Briefing sessions are held in advance.

Short-Term Language Training (Overseas program/Online program)

-Short-Term Language Training (Overseas program/Online program) is open to students at Musashino University, and students can acquire credits (excluding certain faculties/departments and year level).

-The details will be informed on MUSCAT.

Type of Program	
Overseas Program	Students participate in an English or Korean language training program in overseas countries during summer and spring vacation. There are opportunities to experience the local culture.
Online Program	Students participate in a language training program online with overseas universities during summer and spring vacation at lower cost while they are at home. Students will learn languages as well as the local cultures and SDGs.

Period	1 week to 5 weeks (Depending on the institution).
Recognition of Credits	2 to 4 credits for Overseas Program. 1 to 5 credits for Online Program.
Fees	Overseas Program: Approximately 200,000 to 700,000 yen (tuition fees, travel expense, etc.). Online Program: Approximately 30,000 to 150,000 yen (tuition fees, etc.). Students who fulfill the language proficiency and GPA can apply for Scholarships (excluding certain programs).
Language Requirement	No Language proficiency requirement (A certain language criteria may be required depending on the program).
Application Period	Briefing sessions are held in April to May for Summer Program and October to November for Spring Program.

Language Center's Intensive Program

Musashino University Language Center offers IELTS preparation lessons and Peer support English lessons for students who intend to improve their language proficiency for study abroad in English speaking country.

1. IELTS preparation lessons

-IELTS is a test used to measure English proficiency for studying in English speaking countries.

-It is recommended for students who intend to study abroad to improve their IELTS band score.

-Students will improve four essential English skills: reading, listening, writing and speaking.

-Students have improved their IELTS band score by an average of 1.0 and successfully completed their study abroad in the past years.

-It is also recommended for students who only wish to improve their English proficiency (not planning study abroad)

<IELTS preparation lessons for AY2023 >

Title	IELTS preparation lessons
Location	Online to avoid infection in principle. A survey result shows that online is more effective than Face-to-Face.
Period	The 2nd, 3rd and 4th terms (Not for the 1st term)
Recognition of Credits	No credit recognition. Students may receive a scholarship up to 1 million yen for study abroad program offered by the University after improving their IELTS band score, and fulfil certain requirements such as GPA.
Fees (estimated)	13,200 yen (estimated) for 1 class per week (total 7 classes). 52,800 yen (estimated) for 4 classes per week (total 28 classes). *It is recommended to take 4 or more classes per week. 75% discount is included for 4 classes per week (original cost is 140,000 yen).
Applicable Students	All undergraduate students at Musashino University.
Application	Follow the instruction informed on MUSCAT, and complete Application Form and payment during the application period.

2. Peer support English lessons

-International students who are fluent in English as facilitators offer English conversation classes (Peer support English lessons).

-It is a free conversation lesson. However, qualified English counselors (Japanese staff) will facilitate conversation and teach English grammar in both Japanese and English for beginners.

-It helps students to learn basic English before a study abroad program, maintain English proficiency after a study abroad program, or prepare for TOEIC.

- Due to infection control measures and student requests, the lessons are conducted online. However, it might be conducted in combination of Face-to-Face and Online. Join the Zoom channel during lunch break and the 3rd period on Monday to Friday. ID and Password will be informed on MUSCAT. (For Face-to-Face lessons, it will be held in English Space in the building 1, 3rd floor).

-Visit English Space during the time if contacting the staff and international students (facilitators).

 *Contact: Musashino University Language Center (International Relations Office) 03-5530-7418

International Lectures

- International Lectures offer a course taught by a teacher from overseas partner universities. Students will learn specialized knowledge of the department from the teacher outside Japan.
- Through International Lectures, students are encouraged to engage with the global community and develop the skills to discover and solve global issues while actively pursuing their academic interests.

Scheduled International Lectures in AY2023

Invited University	Type of Learning (Mode of Delivery)	Course Title
Hotelschool The Hague (the Netherlands)	Online	International Lectures 2 (GB)

Refer to the syllabus for the course details. Course registration procedures will be informed on MUSCAT in late March (Early April for freshman).

Accredited courses for study abroad program

- Acquired credits in the study abroad programs will be counted as credits of Musashino University depending on the program content and class hours.

*It may take 3 to 4 weeks for credit accreditation.

- There are two Credit Accreditation types.

Credit Accreditation Types	
Transferring to credits of related courses	Acquired credits in the study abroad programs will be transferred to credits of related courses in Musashino INITIAL and Departmental Courses (e.g., Language Course).
Converting to the Accredited Courses	If acquired credits in the study abroad programs does not apply to above, it can be converted to the Accredited Courses listed below (elective department course or Optional Courses).

Accredited courses of study abroad programs

Category	Accredited Courses	Credits	Course Category	Notes
Partnership Study Abroad Program	Partnership Study Abroad Program 1	1	Elective Departmental Courses	Acquired credits in the study abroad programs will be counted as credits of Musashino University (by transferring to credits of related courses or converting to the Accredited Courses listed on the left).
	Partnership Study Abroad Program 2	2		
	Partnership Study Abroad Program 3	4		
	Partnership Study Abroad Program 4	6		The credit conversion method for the study abroad programs is as follows (It may not be converted depending on the course content).
	Partnership Study Abroad Program 5	8		Language Course: 18 hours = 1 Credit
	Partnership Study Abroad Program 6	10		Departmental Course: 11.25 hours =1 Credit
	Partnership Study Abroad Program 7	10		Credit Accreditation for the study abroad programs will be up to 40 credits for a one-year program, 20 credits for a one-semester program, and 10 credits for a one-term program.
Scholarship Abroad Program (SAP)	Scholarship Abroad Program 1	1	Elective Departmental Courses	
	Scholarship Abroad Program 2	2		
	Scholarship Abroad Program 3	4		
	Scholarship Abroad Program 4	6		
	Scholarship Abroad Program 5	8		
	Scholarship Abroad Program 6	10		
	Scholarship Abroad Program 7	10		
Short-Term Language Training	Overseas Language Training 1	2	Optional Courses	Depending on the program you participate in, it will be recognized as the Accredited Courses listed on the left.
	Overseas Language Training 2	3		
	Overseas Language Training 3	4		
	Overseas Language Training 4	4		
	Online Language Training 1	1		The credit conversion method is as follows.
	Online Language Training 2	1		18 hours = 1 Credit
	Online Language Training 3	2		
	Online Language Training 4	2		
	Online Language Training 5	3		
	Online Language Training 6	3		
	Online Language Training 7	4		
	Online Language Training 8	5		

12. Transfer to other Faculty/Department

-Musashino University allows students to transfer to other faculty or department in order to resolve mismatches in their academic discipline and provide appropriate academic support to the students for continuing studies.

-Students under certain conditions can apply for transfer to other faculty or department (including distant leaning program)

-If a student pass screening process (written examination, interviews, etc.) for admission to other department, the transfer will be approved.

-The procedures will be informed on MUSCAT by Academic Affairs Administrative Office.

Transferable Departments

(1) On-Campus Program:

    All Faculties and Departments

(2) Distance Learning Program:

    Faculty of Human Sciences, Department of Human Sciences. Faculty of Education, Department of Education

Application Requirements

Students who fulfill the requirements for the transferable department.

Examination

It differs depending on the department. Confirm the application documents informed on MUSCAT.

NOTE

1. Not all credits acquired in the former department will be recognized in the new Department.

2. Acceptance of the transfer may be cancelled if applicants failed to advance to next year level.

3. Once applicants are accepted, they cannot decline transfer for any reasons.

Application Schedule

	Transfer from Fall semester (Only to Distant Learning Program)	Transfer from next Academic Year (To all faculties/departments)
Pre-application period (Documents distribution)	Late June	Mid-October
Preparation of application form and interview with faculty members	Early to Mid-July	Late October to Early November
Application period	Mid to Late July	Early to Mid-November
Screening process	Early to Mid-August	Late November to Mid-December
Notice of result	Early September	Early February

*Confirmed schedule will be informed on MUSCAT.

Maximum numbers of transferable credits

-Acquired credits in the former department will be transferred to the new department up to 60 credits.

-The transferred credits are based on the amount of study hours (AP grade).

-Contact Academic Affairs Administrative Office for the details.