

Learning Guide 2021

For Students of Global Business Department

武蔵野大学履修案内 Course Guide, Syllabus, and other information
<http://www.musashino-u.ac.jp/gakumu/information>

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 for students to access information about university life and courses (<https://muscat.musashino-u.ac.jp>). Students should regularly check MUSCAT for important notices from instructors and offices. For example, class cancellations or changes of classrooms may be notified on the day.

Notices on MUSCAT

Notice category	Notice To	Examples
Course Messages 講義のお知らせ	The students registered for the course	<ul style="list-style-type: none"> • Class cancellations, change of classrooms • Report assignments, distribution of course materials
Messages from University 大学からのお知らせ	All students or students in departments subjected	<ul style="list-style-type: none"> • Course registration and other important notice about courses • Information from faculties or departments • Information related university life
Messages For You あなたあてのお知らせ	Particular students	<ul style="list-style-type: none"> • Notices about enquiries
Job / Career Opening Notice 就職のお知らせ	Students in departments subjected	<ul style="list-style-type: none"> • Information about career support
Messages from Study support system 学修支援システムからのお知らせ	Students registered for the course	<ul style="list-style-type: none"> • Class assignments, tests, distribution of course materials

Functions on MUSCAT

Category	Content	Detail
Class 授業	My timetable My 時間割	Information about course schedules, instructors, and classrooms of the courses you registered (Available after course registration period)
	Attendance Status 出席確認	Attendance information recorded by the card reader system
	Learning Management System (Course Power) 学修支援システム	The tool for distributing course materials, mini-tests, report assignments, or questionnaires, and exchanging information bulletin boards
Courses and Grades 履修・成績	Course Registration 履修登録	Course registration for the courses you will take (Available only during the periods for course registration and adjustment)
	Grade Records 成績照会	Grades and credits for the courses you have taken (Available during the period which the grade records can be accessed)
Syllabus シラバス	Syllabus シラバス	Syllabus search for course planning (instructors' contact information)
Students support 学生支援	Student record 学生カルテ	Verification of personal registration information to the university
Career support 就職・キャリア支援	Search for companies 企業情報検索	Company information for job-hunting activities
My Tools My ツール	Classrooms and audio-visual equipment reservation status 教室・AV 機器予約状況照会	Availability of classrooms and audio-visual equipment (For booking classrooms, please contact Academic Affairs Administrative Office.) *It is available only for a group use
	e-Cabinet 電子キャビネット	Downloading e-files (e.g. application forms, manuals, etc.)
Personal Settings 個人設定	Email Forwarding Setting メール転送設定	Setting of forwarding MUSCAT notices to your email account

2. Terms and Timetable

Academic Calendar, Terms

Academic year of the University is divided into four terms as indicated in Academic Calendar. Classes will be held on some public holidays according to the Academic Calendar.

Students can download the Academic Calendar from MUSCAT [My Tools > e-Cabinet > 学務課・武蔵野学務室 > 01 教務共通].

<AY 2021>

Term		Dates
Spring Semester	1st Term	April 9 (Fri) - May 28 (Fri)
	2nd Term	May29 (Sat) - July 16 (Fri)
Fall Semester	3rd Term	September 24 (Fri) - November 15 (Mon)
	4th Term	November 19 (Fri) - January 29 (Sat)

Four-term System

The University adopts the four-term system which divides an academic year into four terms. Term courses are held twice a week or held in two consecutive periods in a day. The four-term system allows more effective learning experience for students by focusing on the appropriate number of courses. In addition, students will develop a solid understanding and effectively accumulate skills and knowledge in an orderly sequence of learning, such as taking a fundamental course in the 1st term and more advanced course in the 2nd term.

Semester courses are held in the 1st-2nd term or the 3rd-4th term (Year-round courses are held through the 1st term to the 4th term). Certain courses may have intensive classes which are held on a weekend during a term or out of terms (in July, August, September or February).

Class Hours (Timetable)

Class Hours (Periods) are as follows.

Period	Undergraduate / Graduate
1	8:50-10:30 (100 min)
2	10:40-12:20 (100 min)
Lunch Break	12:20-13:10 (50 min)
3	13:10-14:50 (100 min)
4	15:00-16:40 (100 min)
5	16:50-18:30 (100 min)
6	18:40-20:20 (100 min)
7	20:20-22:00 (100 min)

Classroom

Classroom Number label differs depending on the campus.

Campus	Classroom plate	Building	Floor	Room
M: Musashino	1201	01	02	01
A: Ariake	1-201	01	02	01

Classrooms are indicated on Syllabus and My timetable on MUSCAT (a blank indicates TBD). It will be notified on MUSCAT if there is any changes in classrooms. If a course completes only with online sessions, it will be indicated online.

3. Credit System and Course Category

Credits

Credit is a unit of study at university, which shows a regular amount of time for learning in a course. One credit is equivalent to the content required forty-five hours for learning including self-study. It means that students are required not only to attend classes but also to spend sufficient time for self-study to earn credits and to acquire skills, knowledge and the attitude described in the learning objectives of the course.

$$\boxed{1 \text{ credit}} = \boxed{\text{Class-hours}} + \boxed{\text{Self-study}} = 45 \text{ hours}$$

The allocation of the 45 hours depends on class type as follows.

Lecture, Seminar (e.g., Language Course)

One credit consists of 45 study hours in combination with 15-30 hours in class and self-study.

Practice, Experiment course

One credit consists of 45 study hours in combination with 30-45 hours in class and self-study.

Course Category

Courses can be divided into the following categories. You will find the category of each course in the Course List of the department.

a Required [Compulsory] Courses	The courses required for graduation
b Elective Required Courses	The group of courses students need to select and complete certain credits
c Elective Courses	The courses to be completed up to a certain number of credits (except a-b)
d Optional Courses	Optional courses included in the total necessary credits (except a-c)
e Extra Courses*	Extra courses which are not included in the total necessary credits

Designated Courses

Designated courses refer to the courses which will be automatically registered for their particular importance as the core of the curriculum (in addition to the required courses). Designated courses are selected from elective courses or elective required courses by the department. Students must take designated courses as well as the required courses. However, if students fail a designated course (excluding required courses), it is not mandatory to retake the course.

Numbering System

The courses of the University are systematically organized considering the sequence of learning, so that students can learn effectively along their interests and career plan. The numbering system shows this systematical and sequential structure of the curriculum by numbering courses according to academic fields and their level (normally equivalent to the year-level). The course number of each course is shown on the Course List.

i.e., SIC 101 データサイエンス基礎 / Introduction to Data Science

This indicates an introductory level course (equivalent to the 1st-year) in Smart Intelligence Computing category.

Course Number

ABC	1	0	1
Academic field	Course level	Reference number	

Course Level

	Program	Course level
100	Undergraduate Program	Introductory level (1st-year or equivalent)
200		Fundamental level (2nd-year or equivalent)
300		Advanced level (3rd-year or equivalent)
400		Advanced level (4th-year or equivalent)
500	Special Transfer Course	Advanced level for professional degree (except joint courses with Master's courses)
600	Master's Program	Lecture / Seminar
700		Master Thesis Research
800	Doctor's Program	Lecture / Seminar
900		Doctoral Dissertation

4. Course Planning

Course Planning

Courses and necessary credits for the graduation requirements are based on the diploma policy (policy for graduation and degree-granting) and the curriculum policy (policy for curriculum conducting and carrying it out). For course planning, you should make sure of the requisites of the upper year-level and necessary credits to graduate from the University. Referring to other information such as timetable, curriculum map, course models, syllabuses and maximum number of credits [CAP] students can take per academic year etc. are also essential information for better course planning.

■ Curriculum Map

This is an overview of the curriculum of the department which aligns the courses by their area and year-level. It is helpful to understand the sequence and the relation of the courses from a bigger picture with the curriculum map.

■ Necessary Credits for Graduation Requirements

A table which shows necessary credits for the graduation requirements in each course category (required courses, elective required courses, elective courses, and optional courses) in Musashino INITIAL / BASIS and the departmental courses. In course planning, you need to make sure of the category of the courses you will take.

* It may differ depending on year of enrollment, please refer to the Necessary Credits for Graduation Requirements according to your enrollment year.

■ Course List

You will find basic information about courses in Musashino INITIAL / BASIS and the departmental courses. For example, course numbers, course titles, credits and year-level of courses, and course requisites are described in the Course List.

■ Course Models

Examples of course taking patterns according to your interests, the aim of learning or the postgraduate career.

■ Syllabus and Timetable

Students can find timetable (days and periods), instructors, campuses, terms for classes in their syllabuses. As for intensive courses, please see the web page (<http://www.musashino-u.ac.jp/gakumu/information>).

Syllabus

Syllabus provides a fundamental information (instructor, terms, days of weeks, and periods) and details (course summary, learning objectives, class schedule, and textbooks) Please see syllabus for course planning and preparation for a course. Syllabus for a course may differ each year, please refer to the syllabus of the year you are looking for.

■ Fundamental Information

Instructor, campus, terms, days of weeks, periods, classrooms, department, form of course (Face-to-Face or Online), etc.

<Type of Learning (Form of Course)>

Type of Learning (Form of Course)	Description	Class Hour (Timetable) allocation	Classroom allocation
Face-to-Face	Only Face-to-Face sessions	Yes	Yes
Face-to-Face + Online course (Live or On-demand)	In combination of Face-to-Face and Online	Yes (Excluding On-demand sessions)	Yes (Only for Face-to-Face sessions)
Online course (Live or Live + On-demand)	A course completes with online content	Yes	No
Online course (On-demand)		No	No

* Face-to-Face course may shift to online depending on the COVID-19 situation.

* Online (Live) is a course with timetable allocation using online tools (Zoom, Google Meet, Teams, etc.) whereas online (On-demand) is a course without timetable allocation. Students will learn from course content and materials distributed online and online submission of report or assignments may be required during designated periods within a term.

■ Description of Syllabus

Course summary, course objectives, preparation, reviewing, class schedule for each session, textbooks, and other necessary information are as follow.【Syllabus Descriptions】 (AY2021)

No	Item	Description
1	Course summary	Introduction or summary of the course. Course content, level, overview, etc.
2	Course objectives	Course objectives which students are expected to learn. It is based on diploma policy (DP) of the department.
	Knowledge and Specialization	
	Interest, Attitude, and Character	
	Thinking and Judgement	
	Practical skills and Expressions	
3	Elements of “Active Knowledge” in class	Elements of Active Learning in class to accomplish Musashino University’s diploma policy “Active Knowledge”.
4	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 box. Please also see the item 14. Remark for supplementary comments.
5	Preparation	Estimated average time for preparation for class and instructions.
6	Reviewing	Estimated average time for reviewing for class and instructions.
7	Class schedule	Outlines of each session for a course. In general, it is described as follows (It may differ depending on the course). [Title] Theme of each session [Instructors] (Only for an omnibus course) [Textbook] Textbook pages [Preparation (min.)] Time for preparation and instruction [Review (min.)] Time for review and instructions [Assignments] Reports, feedbacks, etc. [Examinations] Written text, quiz feedback, etc. [Dates and periods] only for intensive or biweekly courses, etc. [Type of Learning (Form of Course)] Face-to-Face or Online (If a course is held in combination of Face-to-Face and Online)
8	Assessment Methods	How students are evaluated in a course and its percentages (Assignments, quizzes, examinations, etc.)

9	Notes	<p>Requisites for taking a course and cautionary points for a course. <e.g.,></p> <ul style="list-style-type: none"> • Class capacity (Maximum number of students in class) • Requisites for taking a course • 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
10	Textbooks	<p>Information of textbooks used in class. Textbooks can be purchased through MyKiTS (Kinokuniya Book Store).</p> <p>(Learning Guide → “4. Course Planning” → Textbook Purchase)</p>
11	Reference books	Reference book information. It is not available on MyKiTS in general.
12	Reference websites	Websites related to a course.
13	Courses taught by instructor with practical experience (Practical-based courses)	A course taught by instructor with practical experience if a circle is indicated. (It is required in the syllabus by the act on study support at Universities as one of the institutional requirements)
14	Remarks	Other information

Course Requisites

Certain courses have requisites to ensure effective learning.

- (1) PRE-requisites: Students should take course A before course B
- (2) SET-requisites: Students should take both course A and course B

NOTE

In most cases, course requisites are guidelines for better course planning (not requirements for registration*). However, for certain courses, course requisites are required conditions for taking the courses. In this case, students can take the courses only if they meet the requisites (requirements for registration).

*For an excess of class capacity, students who meet the requisite will be given priority.

The details of the requisites are described on Syllabus. Not all courses explicitly state course requisites. Therefore students should confirm Syllabus for details and other premises of courses such as desirable knowledge, skills, or interests which students are expected to have before taking the courses.

Textbook Purchase

In general rule, students will purchase textbooks through MyKiTS (Kinokuniya Book Store) on MUSCAT. Please refer to the schedule below for purchase periods. Please see MyKiTs for details. Updated information will be notified on MUSCAT.

■ How to Purchase Textbook

Purchase Periods	MyKiTS (online) / Bookshop	Semester / Term
late March ~ late April	MyKiTS	Spring
early May ~ late July	MyKiTS	(Spring / 1 st term / 2 nd Term / Year-round)
early September ~ early October	MyKiTS	Fall
mid-October ~ early January	MyKiTS	(Fall / 3 rd Term / 4 th Term)

* Purchase periods are subject to change.

CAUTION: It may take 2-5 business days to receive textbooks for textbook purchase on MyKiTS Please place an order in advance.

5. Course Registration

Course Registration Period

Course registration is the procedure for taking courses and earning credits. The course registration periods are scheduled before the beginning of spring semester and fall semester. In addition, there are adjustment periods in each term. Students can complete these procedures on MUSCAT during the periods.

Students can add or drop courses before the beginning of their terms. In other words, students cannot add (drop) courses once the course term has started. Especially, you should note that year-round courses, spring-semester courses and 1st term courses can be registered only during Spring Semester course registration period (late March for current students, early April for incoming students and students repeating 1st-year). Please make sure of each schedule for registration or adjustment throughout the academic year.

■ Issue of certificate of expected graduation

It is necessary that students meet the graduation requirement (including the courses being registered) to issue certificate of expected graduation. Therefore, students should make yearly course registration in Spring Semester course registration period. Issue of certificate of expected graduation is scheduled in mid-May.

AY2021 Course Registration Schedule

AY2021 Schedule		Course Terms							
		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 - 24 (Additional registration day March 29) [April 4 - 5 (17:00) for freshmen*] (Additional registration day April 7)	✓	✓	✓	✓	✓	✓	✓	✓
1st Term	Adjustment period April 16 - 19	-	✓	✓	✓	✓	✓	✓	✓
2nd Term	Adjustment period June 5 - 8	-	-	-	✓	✓	✓	✓	✓
Fall Semester	Course registration period September 9 – 10 (Additional registration day September 16)	-	-	-	-	✓	✓	✓	✓
3rd Term	Adjustment period October 1 – October 4	-	-	-	-	-	✓	✓	✓
4th Term	Adjustment period December 1 – December 4	-	-	-	-	-	-	-	✓

* Incoming students and the students who repeat the 1st-year.

■ Registration for Intensive Courses

The registration periods for intensive courses also depend on its course terms. For example, if a summer (July / August) intensive course is indicated spring semester course, students can register this course only during the Spring Semester course registration period (late March for current students). In this case, students can drop the course only during the 1st term adjustment period (mid-April).

■ Overdue Registration

Course registration (Add and Drop) outside the specified periods is not acceptable. However, overdue registration might be permitted only for illness or other unavoidable reason. In this case, students need to consult Academic Affairs Administrative Office and are required to present medical certificates or other documents to verify the reason.

Other important points

■ Auto-registered Courses

Required courses and other designated courses are automatically registered, thus students do not need to register by themselves*. However, to secure registration, students should confirm registration status on MUSCAT before the beginning of the course terms.

*If a student is retaking a required or designated course which are open to lower academic year students, the courses will not be automatically registered (except for certain courses). In this case, students must register by themselves.

■ When registering courses held in different campuses

Considering commute time from a campus to one another, there has to be at least a blank class period in between otherwise your course registration cannot complete. Lunch break and taking an online course after a course held in a campus are assumed you are still in the same campus.

You cannot register below cases

×(1) Musashino Campus → Online Session → Lunch Break → Ariake Campus

1st period: Musashino

2nd period: Online

Lunch Break

3rd period: Ariake

×(2) Musashino Campus → Lunch Break → Ariake Campus

2nd period: Musashino

Lunch Break

3rd period: Ariake

Below cases are available

✓(1) Musashino Campus → Online Session → Lunch Break → Musashino Campus

1st period: Musashino

2nd period: Online

Lunch Break

3rd period: Musashino

✓(2) Musashino Campus → Online Session → a period without class → Ariake Campus

3rd period: Musashino

4th period: Online

5th period: No class

6th period: Ariake

■ Errors in Registration

Students cannot earn credits without course registration regardless of their attendance (except certain accredited courses). Also, students cannot drop the registered courses after the scheduled periods even if it is mistakenly registered. For course registration, students should make sure of their registration status in My timetable on MUSCAT to prevent any omissions or errors.

■ Courses cannot be registered on MUSCAT

For certain students and certain courses, registration cannot complete on MUSCAT. In such case, students need to submit a course registration form to Academic Affairs Administrative Office* during the course registration periods (or the adjustment periods). If your case corresponds with any of the following cases, you cannot complete registration on MUSCAT, and you need to complete the procedures with a course registration form.

- (1) Repeating the courses you have passed (only when you have permission from administrative regulations)
- (2) Taking courses which require the consent of the department or an academic advisor
- (3) Taking certain courses instead of closed courses (according to the instruction of the department or Academic Affairs Administrative Office)
- (4) Taking the courses in the qualification program which require other application for registration
- (5) Students who has not completed re-entry procedures.
- (6) Transfer students from other faculty or department or other university
- (7) Exchange students from overseas universities (with partnership)
- (8) Graduate students taking undergraduate courses

* The details will be notified on MUSCAT

* If students need to submit a course registration form, be aware of office hours of Academic Affairs Administrative Office.

* Students cannot register courses open to above their academic year nor other departmental courses which are not open to other faculties or departments.

Capacity Limits

For an excess of class capacity, course registration may have to be limited. In such case, a draw will be held, and students who are not selected for a course will be notified on MUSCAT (their registration will be automatically deleted). Due to operational reasons, online courses may also have to be limited.

In general, priority is given as follows.

(1) Open courses from other faculties or departments

Students can take courses of other faculty or department if they are listed as open courses. However, for an excess of class capacity, the students in the offering department or faculty have priority for these courses.

(2) Course requisites

If the course has a requisite, the students who meet the requisite will be given priority.

(3) Registration at earlier periods

In principle, students who registered a course at earlier periods will be given priority. For example, if the registration for a 3rd term course has an excess of class capacity, the students who registered in the spring semester (or by the adjustment periods in the 2nd term) will have priority over the students who registered for the course in the fall semester registration period.

Retaking Courses

If students fail a course (grade D or X), students can retake the course in the next academic year or later. If students fail a required course, they must retake and complete the course to meet the graduation requirements. In this cases, the former grade (D or X) will be overwritten by the final grade in retaking.

NOTE: Students cannot retake the courses which they have already passed and earned credits for (except the students repeating the 4th-year / year of graduation). In this case also, former grade will be overwritten by the final grade in retaking.

The Maximum Number of Credits [CAP]

There is a maximum number of credits [CAP] students can take per academic year. This is to allow students to have plenty of time for learning including self-study. Students should consider CAP for better course planning.

■ The Maximum Number of Credits

Generally, students can take courses up to 40 credits per academic year.

■ Exceptions to CAP

The maximum number of credits [CAP] does not apply to certain accredited courses which do not require registration such as Internship practice, study abroad program, etc.

NOTE: There are no maximum limits for students repeating the 4th-year (year of graduation).

■ Expansion of the Maximum Number of Credits

The maximum number of credits [CAP] will be extended for students with higher GPA. Students with GPA of 3.00 or higher will be allowed to add 4 credits per year. Student with GPA of 3.50 or higher will be allowed to add 8 credits per year.

6. Classes

Attendance

For accreditation of credits, students are required to attend each class and pass examinations in the course. The University will not grant credits to students who have been absent one-third or more (to be given X grade). Please see the following table.

Total number of course sessions (Including a session with exam)	One-third of total number of course sessions
7	3
14	5
28	10

Attendance Card Reader

For Face-to-Face courses, be sure to tap your student ID card on card reader at entrance of each classroom for your attendance record. Students can check their attendance record for each course on MUSCAT.

* Instructors will check attendance separately for online courses.




■ How to use Card Reader

- (1) You can tap your student ID card on card reader 10 minutes before the class (30 minutes before the class for the period 1 and 3). If you tap it on card reader before that, your attendance will not be recorded properly.
- (2) You must tap it on card reader even when you are late for the beginning of class.
- (3) If you do not present your ID card, or having forgot to tap your ID card, you need to report it to instructor.
- (4) False acts on the attendance card reader system will be regarded as acts of dishonesty (e.g. not attending the class after tapping your ID card, asking someone to tap your ID card instead of yourself without attending the class, etc.).
- (5) Attendance records in this card reader system will be used at the discretion of the class instructor. Please contact the class instructor for details on attendance registration status.
- (6) Please note that financial support for students may be discontinued for low attendance rates. Attendance records on MUSCAT will be used to determine student's qualification for receiving financial support by New Learning Support System for Higher Education.

<In case of consecutive periods>

Periods	1	2	lunch break	3	4	5	6
1-2	Required	Not required	-				
2-3		Required	-	Required			
3-4			-	Required	Not required		
4-5			-		Required	Not required	
5-6			-			Required	Not required
1, 2, 3 and 4	Required	Not required	-	Required	Not required		
3, 4, 5 and 6			-	Required	Not required	Not required	Not required

<Attendance Status>

Time	10 minutes before class starts (1st and 3rd period: 30 minutes before class starts)	1-19 minutes after class starts	20 minutes after class starts
Screen display			
registration	Attended (Present)	Late	Absent

Report of Specified Absence

Report of “specified absence” refers to reporting an absence for specified reasons the University defines as acceptable reasons for absence. If students have to be absent from class for the following reasons, they can submit a report of specified absence to the offices. In this case, the class session students are absent from will not be included in the total number of class sessions expected to attend.

(For example, if a student submits a report of specified absence for a course which consists of 14 sessions, the total number of sessions expected to attend will be 13.)

Report of Absence

Report of absence refers to reporting an absence for participation in academic meetings, sporting events or other activities authorized by the University. In this case, students can submit a report of absence (authorized by the offices) to the instructor of the course absent from. However, unlike a report of “specified absence”, a report of absence is a procedure just to clarify the reasons for absence, and does not affect the number of absence itself.

	Applicable Reasons	Points of Contact	Required Documents
Report of Specified Absence	Practices on curricular activities	Academic Affairs Administrative Office	
	Deaths of immediate relatives (first and second-degree family members only)	Student Support Office	A letter of appreciation to people attending the funeral or an official certificate of death
	Prevention of Infection		Permit certificate issued by Health Center (Infirmary)
	Participation in lay judge system	Academic Affairs Administrative Office	Official certificate
Report of Absence	Participation in academic meetings, sporting events or other activities authorized by the University	Student Support Office	Request for permission (form prescribed by the University) Material that shows the details of meetings, sporting events, etc.

NOTE: Other reasons which are not included in the table above, such as deaths of relatives (excluding first and second-degree family members), delays in transport, illness, and student’s club activities, will not be applicable. However, if you cannot attend classes for longer than 2 weeks due to illness or other reasons, please contact Student Support Office.

Cancellations of Classes

Cancellations of class will be notified on MUSCAT. Occasionally, it may be notified on the day, and thus students should check MUSCAT before class every day. If the instructor does not show up within 30 minutes of the beginning of class without any notice, please contact Academic Affairs Administrative Office.

If all classes of the day have to be cancelled due to the unavailability of transport by a typhoon or heavy snow, it will be announced on MUSCAT and the university website.

Make-up Classes

Make-up classes will be held instead of the cancelled classes. It will be held on weekdays or Saturdays. The schedule and classrooms of the make-up classes will be notified on MUSCAT.

Contact with instructors

Contact with Full-time instructors

Students can contact full-time instructors during open office hours or by email. Students will find information about full-time instructors such as laboratories, open office hours, and email addresses on syllabuses (MUSCAT).

Advisor System

A full-time instructor as an advisor for each student provides support (Guidance and Advice) in both study and lives. An advisor will cooperate with other instructors and offices to support a student's university life while closely looking at a student's course registration and grades.

Contact with Part-time instructors

If students need to contact part-time instructors out of class, please check their lecture schedule and visit the Teacher Station (7F Building No.1, Ariake campus / 2F Building No.6, Musashino campus). Students will find information about part-time instructors' schedule and contact information on syllabus.

* In principle, Academic Affairs Administrative Office cannot be an intermediary between students and instructors about attendances, report submission, or questions about courses.

7. Examinations

The Methods of Assessment

For accreditation of credits, students are required to attend each session of a courses and pass an examination of a course. “Examinations” include report submission, mini-exams and any other methods (1-7 below) for assessments related to accreditation of credits. Students will find the methods of assessment for each course on Syllabus. Further details about examinations will be informed by the instructor if needed.

1. Written examination
2. Report submission
3. Oral examination
4. Graduation thesis
5. Mini- exams
6. Presentation
7. Others for recognition of credits

NOTE: Students who have not paid tuition fees or not completed course registration by the due dates will not be eligible to take examinations.

Directions for Examinations

Written or oral examinations, mini-exams, presentations are normally held in class. However, written examinations may be held on Saturdays, if they cannot be held on the normal day of class due to classroom capacity or other reasons. In this case, necessary information will be notified on MUSCAT usually one or two weeks before the examination day. Regarding written examinations, you should confirm the following directions.

* Examination for online course, it will be notified on MUSCAT.

■ Directions about Written Examinations

- (1) Students must bring Student ID card with themselves.
- (2) Students must be registered for the course otherwise it will be invalid.
- (3) Students must take examinations during the designated time and in designated classroom otherwise it will be invalid.

Temporary Student ID

Students will be asked to present their Student ID card during the examination. If students forget to bring it on the day of examination, they must have a Temporary Student ID for Examinations issued from Certificate Issuing Machine (for a charge of 500 yen, valid only on the day of issue).

[Certificate Issuing Machine]

Ariake Campus: The first floor of Building No.1

Musashino Campus: The first floor of Building No. 6

■ Directions in Examination Room

- (1) You must follow all relevant instructions of the proctor in the examination room.
- (2) You will not be permitted to enter the examination room 20 minutes after the beginning of the examination, and you will not be permitted to leave the room in the first 30 minutes of the examination.
- (3) In open-book or note-allowed exams, you must follow all relevant instructions. Except for designated materials, all other items must be put in your bag.
- (4) You must turn off all mobile phones or similar electronic devices and put them in your bag.
- (5) You are not allowed to use mobile phones or similar electronic devices as a clock.
- (6) You must write your name, student number and other required information on the examination paper before submission otherwise your examination paper will be invalid.

Acts of dishonesty

Cheating, plagiarism, or other dishonest acts during examinations will be strictly disciplined. “Examinations” include reports, oral exams, mini-tests, theses, presentation or other assignments related to credit accreditation as well as written exams. The following acts will be considered as “Acts of dishonesty”. If a student commits any of these acts, they are given X grades for all courses taken during the term including semester courses and year-round courses.

■ Definitions: Acts of dishonesty

- (1) Getting someone to take an examination for you (both students)
- (2) Exchanging your examination paper with someone else (both students)
- (3) Using a cheat sheet or getting caught with physical evidence irrespective of whether it has actually been used
- (4) Sharing your cheat sheet with someone else (both students)
- (5) Using reference materials that are not permitted (getting caught with physical evidence irrespective of whether it has actually been used)
- (6) Having written on your personal belongings or other items in advance and using them (getting caught with physical evidence irrespective of whether it has actually been used)
- (7) Copying from other's examination paper (both students if the person showed his/her examination paper to you on purpose)
- (8) Communicating to other examination taker by whispering or using body language (both students)
- (9) Lending or borrowing permitted reference materials (both students)
- (10) Plagiarizing data, text, etc. from reference literature, figures/tables and online sources without explicitly citing the reference
- (11) Submitting or using a report written by other person (an acquaintance, friend or other person) and pretending that you have written it yourself
- (12) Submitting a report with content identified as plagiarized, stolen or copied by the instructor in charge
- (13) The act deemed an act of dishonesty by the examination proctor

Make-up Examinations

■ Make-up Examinations in Classes

When a make-up examination is carried out during regular classes, follow the directions of the instructor. In this case, the procedures below are not required.

■ Make-up Examination Period

Students may be allowed to take a make-up examination at the scheduled period in each term by discretion of the instructor if having missed an examination in class due to illness, accidents, or other unavoidable reasons. If the course is listed for "Make-up Examination" course, students can take its make-up examination by applying and following the procedures as follows. Please note that not all courses will have a make-up examination.

(1) Reasons for Make-up Examination (Necessary Documents)

1. Illness (medical certificate or permission to attend university)
2. Death of a second-degree or closer relative (a document that provides proof of the death)
3. Employment examination (a certificate about the employment examination issued by the company or other employer).* In principle, priority should be given to university examinations.
4. Delay in public transport (a certificate issued by the public transport company)
5. Natural disaster such as a typhoon, flood, etc. (a disaster-victim certificate from the administrative authority)
6. Teacher training, on-site training in a facility, hands-on nursing training, etc. (Report of Specified Absence)
7. Examination for credits under the interchangeable credit system between the five universities in the Musashino area (a certificate of attendance of the examination)
8. Examination for credits from the Open University of Japan (admission ticket for the examination)
9. Other reasonable causes

Students will not be allowed to take a make-up examination for any other reasons.

(2) Examination Fee

1,000 yen per course (Free of charge for the reasons 4 to 8 above)

(3) Procedure for Make-up Examinations

Information about make-up examinations (courses, exam schedule, application period, etc.) will be notified on MUSCAT at the end of each term. Students need to confirm the notice, then follow the all necessary procedures.

8. Grades

Grading System

Student's performance is evaluated by the following grading system.

Attendance	Score	Classification	Grade	Grade Points	Grade Descriptions
Attended more than two thirds of the classes	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 requirement
	59 or less	Fail	D	0.0	Below the minimum passing standard
Absent from one third or more of the classes	X		0.0	Lack of attendance or not evaluable	
Accredited courses		Pass	Pass	-	Accredited credits without grades. For example, credits for study abroad programs, or credits from other universities (for transfer students).
		Fail	Fail	-	Not accredited credits without grades.

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

GPA

The University has a GPA system for the general assessment of attainment level. GPA [Grade Point Average] is an indicator of a total value of grades of courses a student has taken, which is calculated by the average grades (on a scale of S-X) of each course. As the minimum level of attainment, a cumulative GPA of 2.00 or higher is required to graduate from the University. Moreover, GPA system has been used as requisites for the next year. (Please refer to the Chapter of "Requisites for the 2nd year" for more details.)

In addition, GPA is widely used in universities in many countries. GPA will be one of the objectives if a student is aiming to advance to a graduate program or to attend an overseas university. (In general, GPA 3.00 or higher is preferable.)

■ The Formula for GPA

GPA is calculated by the ratio of the total grade points and the total credits. The total credits mean the sum total of the credits of the courses a student has taken including failed courses (D or X). An example of GPA calculation is as follows.

$$\text{GPA (truncated to 2 decimal places)} = \frac{\text{Total Grade Points}}{\text{Total Credits (including D or X)}}$$

GPA calculation example

Courses	Credits	Grades (Points)	Grade Points per course
Buddhism A	4	S (4.0)	16.0
Physical Education B	1	B (2.0)	2.0
English 1	1	C (1.0)	1.0
English 2	1	D (0.0)	0.0
Information 1	1	A (3.0)	3.0
Total	8	-	22

$$\frac{22 [(4 \times 4.0) + (1 \times 2.0) + (1 \times 1.0) + (1 \times 0.0) + (1 \times 3.0)]}{8 [=4 + 1 + 1 + 1 + 1]} = \text{GPA } 2.75$$

■ Yearly GPA / Cumulative GPA

(1) Yearly GPA

A yearly GPA is calculated with the courses a student has taken in a single academic year.

(2) Cumulative GPA

A cumulative GPA is calculated with all courses a student has taken from the 1st year, which is applied to:

- Requisites for the 2nd year (1.50 or higher)
- The graduation requirements (2.00 or higher)
- Entry qualifications for Internship as Musashino INITIAL / BASIS.
- Entry qualifications for Study Abroad Program.

■ Courses which GPA does not apply

The following courses are not given grade points, and thus, they do not apply to GPA.

(1) Accredited Courses

Accredited credits without grades (Pass or Fail).

(2) Credits from other Universities

The credits earned from other universities (study abroad programs or transfer credits), which the university accepted under certain conditions.

Grade Records, Grade Inquiries

■ Grade Record

Students can confirm their grade record on MUSCAT. Grades for each course will be uploaded after the end of its term (schedules will be notified on MUSCAT).

■ Grade Inquiries

Students can ask for grade inquiry to confirm if the grade given is appropriate. Please note that it is “not” a system allowing students to casually ask instructors for recount nor revise the evaluation. The inquiry will be accepted only when students have sufficient, clear, and objective facts, results, evidence, and reasons. Further information about schedules and procedures will be notified on MUSCAT. Students must follow the instructions and procedures completely otherwise your Grade Inquiry will not be accepted. Grade inquiry outside specified periods will not be accepted.

Grade Inquiry will “not” be accepted for below cases.

- 1) An inquiry without referring to the assessment methods or criteria on syllabus.
Why did I get a C even if I submitted reports?
- 2) Comparing one's grade with other students'.
A friend of mine was given an A grade. Why did I get a B grade?
- 3) Only asking the reason of the grades
Let me know the score of the examinations. I need to be explained the reason.
- 4) An inquiry with insufficient explanation about absence.
I think I was not absent from the course that much.
- 5) Pleading with the instructor without justifiable reasons.
My grade need to be altered because I cannot promote to next year if I fail this course.

9. Requisites for the 2nd-year

Requisites for the 2nd-year

In the Global Business Department, students must meet the following requisites to complete the first-year education. If students fail to meet these requisites, they have to repeat the first-year education. Therefore students will have to take another year to graduate from the University.

If you fail to meet these requisites and have to repeat the first-year education, your grades and credits for required courses will be deleted, therefore you have to take the courses again in next academic year (excluding the courses with S or A grades).

Class Spring: Students Enrolled in April

Students enrolled in the University in April (Class Spring) are required to meet these requisites in the first year to proceed to the 2nd year. If you fail to meet these requisites, you have to repeat the 1st-year.

Requisites for the 2nd-year

<Students enrolled in AY2021 >

- (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 AY2016-2019>

- (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 August

Students enrolled in the University in August/September (Class Fall) are required to meet these requisites in the first half of the 1st year (in the Fall semester) to proceed to the department's advanced education. If you fail to meet these requisites, you have to repeat the first-year education from the beginning (from April).

Requisites for the 2nd-year

<Students enrolled in AY2021>

- (1) Completion of 20 credits
- (2) Incompletion of 2 or less required courses
* Excluding the course which is not open to a student during an academic year.
- (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 AY2016-2019>

- (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

10. Graduation Requirements

Graduation Requirements

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

- (1) To study at the University for 4 years or more (Required being enrolled at least for 1 year in each academic year).
- (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 2 decimal places).

Degree: Bachelor of Global Business

Early Graduation (Class Fall)

Students with excellent grades will be allowed to graduate in 3 and a half years (in March of the 4th year).

■ Application Requirements

- Students who enrolled in the Faculty of Global Studies in August/September (Class Fall) (excluding students taking a leave of absence).
- Students who strongly aim to graduate in March of the 4th year, and have clear goals and plans after graduation.
- Students who earned at least 90 credits by March of the 3rd year, and have Cumulative GPA of 3.00 or higher.

■ Examination / Permission

- Applicants who meet those requirements must submit an "early graduation application form" to the President by April of the 3rd year.
- By screening process and interviewing, the early graduation will be permitted by the President after deliberation of the Faculty Council.
- As of the end of the 3rd year, if a Cumulative GPA is less than 3.00, the early graduation permission will be canceled.

■ Early Graduation Requirements

Students need to complete all the requirements below as of March in the 4th year for early graduation.

- 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.
- Payment for the fees charged by the University.
- Cumulative GPA of 3.10 or higher (truncated to 2 decimal places).
- TOEIC® 860 or higher score and Japanese Language Proficiency Test N2 or higher or equivalent ability.

11. Study Abroad Program

Overview

Musashino University provides the opportunity for students to study at overseas universities or other higher educational institutions in foreign countries. If students are admitted to the University's official study abroad program (1 and 2 below), the period for studying abroad will be included in the enrollment period at Musashino University. In addition, earned credits from studying abroad can be accredited up to 40 credits for one year (20 credits for one semester) as necessary credits for graduation.

[Long-term (6 months or 1 year)]

- 1) Exchange Student Program (Partnership Study Abroad Program)
- 2) Study Abroad Program (SAP)

[Short-term]

- 3) 2nd Term Study Abroad Program
- 4) Language School Program

The following web page is for basic information about the programs above. Information about overseas universities with a partnership, examples of language school programs and scholarships are described.

Musashino University website (Inter cross cultural exchange · Study abroad)

<http://www.musashino-u.ac.jp/international/> (in Japanese)

<Inquiries on Studying Abroad>

Long-term: International Relations Office

(Musashino Campus: 1st floor of Building No.1 / Ariake Campus: 7th floor of Building No.1)

Short-term: Office for Off-Campus Learning

(Musashino Campus: 1st floor of Building No.6 / Ariake Campus: 1st floor of Building No.1)

Exchange Student Program (Partnership Study Abroad Program)

The Exchange Student Program is studying abroad at an overseas university which has partnership agreements with Musashino University.

Length: In principle, this program is for one year (please consult if applying for one semester program).

Recognition of Credits: Up to 40 credits for one year (20 credits for one semester) can be accredited depending on learning hours. After the program, students will be required to complete the necessary procedure immediately within a month to have their credits recognized.

Fees: Students will be eligible to apply for scholarships and subsidy from the University. For details, please consult International Relations Office in advance.

Eligibility:

- (1) Having been in Musashino University for at least a year as of the beginning of the program, and having earned over 30 credits per year.
- (2) Excellent personality and academic skills (examined through interviews)
- (3) Cumulative GPA 2.80 or higher as of application date
- (4) Meeting the language proficiency requirements of the partnership universities.
- (5) Participants should be the 2nd or 3rd year students as of the beginning of the program (For 4th year students, they need to return to Japan by August in principle).

Application Periods: Twice a year. Late September for the programs in the Spring Semester and early January for the programs in the Fall Semester. Briefing sessions will be given in advance.

Study Abroad Program (SAP)

Students study abroad at an overseas four-year university or its language school affiliated (the institution must meet certain requirements and conditions). Student by themselves look for information and decide destination and institutions to study abroad. Although students will decide the institution, it still needs to be approved by Musashino University.

Length: In principle, for one semester or one academic year (two semesters) of Musashino University.

Recognition of Credits: Up to 40 credits for one year (20 credits for one semester) can be accredited depending on learning hours. After the program, students will be required to complete the necessary procedure immediately within a month to have their credits recognized.

Fees: Although students need to pay tuition fees for host institution by themselves, students can apply for exemption of half tuition fees of Musashino University under certain conditions. Also, students will be eligible to apply for subsidy from the University. For details, please consult International Relations Office in advance.

Eligibility:

- (1) Having been in Musashino University for at least a year as of the beginning of the program, and having earned over 30 credits per year.
- (2) Cumulative GPA 2.00 or higher as of application date
- (3) Participants should be the 2nd-year or higher as of the beginning of the program. The 4th-year participants will have to return to Japan by August in principle.

Application Periods: Twice a year. November for the Spring Semester and late April for the Fall Semester. Briefing sessions will be given in advance.

2nd Term Study Abroad Program

* AY2021 2nd Term Study Abroad Program is cancelled due to the pandemic of COVID-19.

Students study abroad at overseas universities or language school program based on a partnership agreement in between during 2nd term to summer vacation (late May to Early September). June and July is a period when the travel expenses are relatively low since there are less Japanese studying abroad students. It secure approximately 2 months study to improve English proficiency. The details will be notified on MUSCAT.

Length: 5 weeks to 10 weeks (Depending on the university).

Recognition of Credits: Depending on the amount of learning hours and achievement (5 to 10 credits depending on the period)

Fees: Students need to pay all expenses (tuition for the host institution, living expense, travel expense, etc.) by themselves. Students will be eligible to apply for subsidy from the University. (Students need to meet a requirement).

Eligibility: Students above their 2nd year.

Language School Program

* AY2021 Summer Language School Program (Going Overseas) is cancelled due to the pandemic of COVID-19. AY2021 Spring Language School Program is on schedule (It is subject to change depending on the COVID-19 situation).

Language School Program is a program for students to participate in. The details will be notified on MUSCAT.

(Going Overseas)

Students in overseas country participate in a language training program in English, Korean, or Chinese language during the summer or spring vacation. It also provides students to experience different cultures while improving language skills.

(Online)

Participating in a language training program online with overseas universities. Students at home not only improve their language skills, but also learning SDGs and different cultures.

Language Center's Intensive Program

The Language Center at Musashino University offers IELTS preparation courses and Peer support English lessons for students who intend to improve their language skills for studying abroad.

■ IELTS preparation courses

IELTS test is usually used for measuring English proficiency required for studying in Anglophone countries (UK, Canada, Australia, etc.).

The University recommends that students who intend to study abroad take these courses which enable them to improve their 4 essential English skills of reading, listening, writing and speaking. Many students achieved their studying abroad plans by improving their IELTS band score by 1.0 or more after taking this course. The program is also for students who hope to improve their English proficiency (It does not have to be related to studying abroad).

<Summary of the program for AY2021>

Location: Online to avoid infection (There is a survey result proves online is more effective than Face-to-Face)

Terms: The 2nd, 3rd and 4th terms (Not for 1st term)

Recognition of Credits: No credit recognition of this program itself. However, if students are admitted to the University's official studying abroad program and complete it, students get a reward of up to 1 million yen while achieving GPA-standards

Fees: JPY13,200 (estimated) for 1 sessions per week (total 7 sessions) / JPY52,800 (estimated) for 4 sessions per week (total 23 sessions)

* These are 75% student discount from the original cost of JPY140,000 (4 sessions per week).

Eligible students: Students in all departments

Application: Fill out and submit the application form with its payment during the application period informed on MUSCAT.

Contact: Musashino University Language Center (International Relations Office)

■ Peer support English lessons

International Relations Office offers peer support English lessons. International students who are fluent in English will be peer supporters in English lessons (mainly free conversation). For beginners, qualified English teachers or English learning counselors will facilitate conversation and teach grammar in both Japanese and English to make the lessons constructive.

Peer support English lessons are useful for training English before studying abroad, maintaining English proficiency after study abroad or preparation for TOEIC. In principle, the lessons will be held online in response to the pandemic of COVID-19. (It will be held at English Space on the 3rd floor of Building No.1 at Ariake Campus if it is Face-to-Face). ID and Password will be notified on MUSCAT. Please join during lunch break or 3rd period from Monday to Friday or come to English Space if it is held Face-to-Face.

TEL: (in Japan) 03-5530-7418 / (from overseas) +81-3-5530-7418

International Lectures

Musashino University invites the instructors in International Lectures for offering students to acquire specialized knowledge taught in English. These lectures are effective for both those who aim to have long-term studying abroad and returning students from their studying abroad for maintaining their English proficiency.

* Please refer to the syllabuses for more details. Registration procedures will be notified on MUSCAT in late March (Early April for freshman).

12. Transfer to other Faculty / Department

Transfer to other Faculty / Department

The University admits students to apply for transfer to other faculty or department under certain conditions (including distant learning program of the University) in order to resolve mismatch problems in their academic discipline they chose and provide appropriate academic advising to the students for continuing their studies. If a student pass examination for admission to other department, the transfer will be approved. Further information on specific procedures will be notified on MUSCAT by Academic Affairs Administrative Office.

■ Eligibility

(1) Students who meet the application requirements of the department they apply

■ NOTE

(1) Not all credits you earned in your former Faculty/Department will be accredited as your necessary credits for graduation in the Faculty/Department you transfer to.

(2) It may be cancelled if you end up repeating the same year.

(3) You can NOT refuse your transferring after passing the examination.

■ Application Schedule

Mid-October ~ late October	Distribution of materials (Academic Affairs Administrative Office)
	Application (Academic Affairs Administrative Office)
Early November ~ late November	Examination
After late January	Notification

■ Maximum numbers of replaceable credits for transfer students

1st-year to 2nd-year	CAP for the 1st-year in the transferred department
2nd-year to 1st-year	
2nd-year to 2nd-year	60 credits
2nd-year to 3rd-year	

For more details on credits recognition, please contact Academic Affairs Administrative Office in Ariake or Musashino.