

Learning Guide 2020

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/>

Table of Contents

1. MUSCAT	p. 3
Notices on MUSCAT/Functions on MUSCAT	
2. Term Dates and Timetable	p. 4
Academic Calendar, Term Dates/Timetable/Classroom	
3. Credit System and Course Category	p. 5
Credits/Course Category/Numbering System/Course Requisites	
4. Course Planning	p. 7
Course Planning/Syllabus/Textbooks	
5. Course Registration	p. 9
Course Registration Period/Capacity Limits/Repeating Courses/The Maximum Number of Credits[CAP]	
6. Classes	p.12
Attendance/Cancellations of Classes/Make-up Classes/Contact with Instructors	
7. Examinations	p.15
The Methods of Assessment/Directions for Examinations/Acts of dishonesty/Make-up Examination	
8. Grades	p.17
Grading System/GPA/Grade Records, Grade Inquiries	
9. Requisites for the 2nd-year (in Ariake Campus)	p.19
10. Graduation Requirements/Early Graduation (Class Fall)	p.21
Graduation Requirements/Degree/Early Graduation	
11. Study Abroad Program	p.22
Overview/Exchange Student Program/Study Abroad Program (SAP)/ Summer/Spring Language School Program/Language Center's Intensive Program/International Lectures	
12. Transfer to Another Faculty/Department	p.25

1. MUSCAT

Notices on MUSCAT

MUSCAT is a portal site of Musashino University for students to access information about campus life and course learning (<https://muscat.musashino-u.ac.jp>). Students should regularly check MUSCAT not to miss important notices from instructors or the administrative offices. For example, occasionally, class cancellations or changes of classrooms may have to be notified on the day.

Notices on MUSCAT

Notice type	Notice To	Examples
Class contact 講義のお知らせ	The students registered for the course	<ul style="list-style-type: none"> • Class cancellations, changes of classrooms • Report assignments, distribution of materials
Common contact 大学からのお知らせ	All students or students of addressed departments	<ul style="list-style-type: none"> • Course registration and other important procedures about classes • Information from faculties or departments • Help and support for students
Individual notices あなたあてのお知らせ	Particular students	<ul style="list-style-type: none"> • Notices about enquiries
Career support 就職のお知らせ	Students of addressed departments	<ul style="list-style-type: none"> • Information about career support
Study support system 学修支援システムからの お知らせ	Students registered for the class	<ul style="list-style-type: none"> • Class assignments, tests, distribution of materials

Functions on MUSCAT

Category	Content	Detail
Classes 授業	My timetable My 時間割	Information concerning the course schedules, instructors, and classrooms of the courses you registered (Indicated after the course registration period.)
	Attendance status 出席確認	Attendance information recorded by the card reader system
	Study support system (report submission, mini-exams) 学修支援システム (レポート・小テスト)	The tool for distributing course materials, transferring 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 classes you will take (Indicated only during the periods for course registration and adjustment.)
	Grades 成績照会	Grades and credits for the courses you have taken (Indicated 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
Students support 学生支援	Students' 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 the classrooms, please get to the Academic Affairs Administrative Office.)
	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 メール転送設定	Setting of forwarding MUSCAT notices to your email account

2. Term Dates and Timetable

Academic Calendar, Term Dates

The academic year of the University begins on April 1st and it is divided into four terms. The periods of the term are stated in the Academic Calendar. You 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].

According to the Academic Calendar, classes will be held on some public holidays. In that case, substitute holidays are scheduled in advance in the Academic Calendar.

<AY 2020>

Term		Term dates
Spring Semester	1st Term	April 9 (Thu.) - May 28 (Thu.)
	2nd Term	May29 (Fri.) - July 16 (Thu.)
Fall Semester	3rd Term	September 21 (Mon.) - November 21 (Sat.)
	4th Term	November 23 (Mon.) - January 30 (Sat.)

Four-term System

The University adopts the four-term system which divides the academic year into four terms. Their classes are held twice a week or for two consecutive periods in a day. The four-term system allows more condensed 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). Some courses may have intensive classes which are held on a weekend in term or out of term (in August, September or January).

Timetable

Please note that the timetable differs between the spring semester and the fall semester in the AY2020.

Period	April 1(Wed.) - July 31(Fri.)		August 1(Sat.) - March31(Wed.)	
	Undergraduate	Graduate	Undergraduate	Graduate
1	9:00-10:40(100 min)		9:00-10:30(90 min)	
2	10:50-12:30(100 min)		10:40-12:10(90 min)	
Lunch break	12:30-13:20(50 min)		12:10-13:00(50 min)	
3	13:20-15:00(100 min)		13:00-14:30(90 min)	
4	15:10-16:50(100 min)		14:40-16:10(90 min)	
5	17:00-18:40(100 min)		16:20-17:50(90 min)	
6	18:50-20:30(100 min)	18:50-20:20(90 min)	18:00-19:30(90 min)	18:20-19:50(90 min)
7	-	20:30-22:00(90 min)	-	20:00-21:30(90 min)

Classroom

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

Classrooms are shown on Syllabus and My timetable on MUSCAT (a blank shows TBD). Changes of classrooms will be notified on MUSCAT.

3. Credit System and Course Category

Credits

Credit is a unit of study at university, which shows a normal amount of time for learning in a course. One credit is equivalent to the contents required forty-five hours for learning including self-study. It means that students are required not only to attend classes but also to spend enough 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 types as follows.

Lecture, Seminar

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 from which 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 not included in the total necessary credits

*Extra Courses (Example): Courses provided by the Open University of Japan

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 you failed a designated course (excluding required courses), repeating the course is not mandatory.

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.

Ex. CLT 101 コンピュータ基礎 1 / Computer Basic 1

This indicates an introductory level course (equivalent to the 1st-year) in the area of computer literacy (CLT).

Course Number

A	B	C	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). In course planning, you should make sure of the requisites of the upper year-level and necessary credits to graduate from the University at first. Referring to other information such as timetable, curriculum map, course taking models, syllabuses and the maximum number of the credits [CAP] etc. are also essential 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

This table shows necessary credits for the graduation requirements in total and in course categories (required courses, elective required course, and elective courses) in Musashino BASIS and the specialized courses. In course planning, you should make sure of the category of the courses you will register for.

■ Course List

You will find basic information about courses in Musashino BASIS and the specialized courses of the department. For example, course numbers, course titles, credits and year-level of courses, and course requisites are shown on 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

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

Syllabus

Syllabus is a description of a course, which shows the instructor, course summary, learning objectives, the methods of assessment, and course schedule. Learning objectives mean skills, knowledge and attitude you will acquire at the end of the course. Syllabus also provides information for preparing classes such as textbooks, reference books, instructions for preparation and review.

■ Description of Syllabus

- (1) Course Summary
- (2) Course Objectives based on the diploma policies (DPs)
 1. Knowledge and Specialties
 2. Interest, Attitude, and Personality
 3. Thinking and Judgement
 4. Practical skills and Expression
- (3) Elements of "Active knowledge" in class
- (4) Utilization of ICTs in class
- (5) Preparation and Reviewing
- (6) Class Schedule
- (7) Assessment Methods
- (8) Notes (Course requisites or other information)
- (9) Textbooks, Reference books, and Reference websites
- (10) Practical based courses by instructors with practical experiences
- (11) Remarks

Course Requisites

Some courses have requisites for taking them to ensure effective learning. Course requisites refer to instructions for taking courses according to the sequence of learning. For example, if course A and course B has a relationship of fundamental to applied, or the first half to the second half, there will be requisites as follows.

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

NOTE

In most cases, course requisites will be a guideline for better course planning (*not* requirements for registration*). However, some courses regard course requisites as necessary conditions for taking them. In this case, you can take the courses only if you meet the requisites (*requirements* for registration).

*In an excess of class capacity, the students who meet the requisite will be given priority, so that the students who do not meet the requisites may not be allowed to take the course.

Course requisites are shown on the Course List, and the details of the requisites will be described on Syllabus. Not all courses explicitly state course requisites, so you should look up Syllabus in detail and also for other premises of courses such as desirable knowledge, skills, or interests which students are expected to have for taking the courses.

Textbooks

You will find information about textbooks on syllabuses (If not, please ask the instructor during classes). You need to prepare them before the first classes for each course start.

Textbook Sale

You can purchase textbooks on the website “MyKiTS” (Kinokuniya Online Textbook Store) or at a campus bookshop. The schedule for textbook sale are as follows.

Sales Period	MyKiTS (online) / Bookshop	Semester / Term
late March ~ late April	MyKiTS	Spring
early May ~ late August	Campus bookshop	(Spring / 1 st term / 2 nd Term / Year-round)
early September ~ early October	MyKiTS	Fall
mid-October ~ early February	Campus bookshop	(Fall / 3 rd Term / 4 th Term)

* Please note that sales period may be altered in some reasons.

ATTENTION: Please order your textbooks with time to spare, for it will take 3-5 working days for you to receive them after your order via MyKiTS.

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 the spring semester and the fall semester. In addition, there are the adjustment periods in the 2nd week of each term to drop courses in registration. You can complete these procedures on MUSCAT except in certain cases.

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

AY2020 Course Registration Schedule

AY2020 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 24 - 25 (Additional registration day March 30) [April 4—6 13-16 for freshmen*] (Additional registration day April 8 21)	✓	✓	✓	✓	✓	✓	✓	✓
1st Term	Adjustment period April 16—19 24-27	-	✓	✓	✓	✓	✓	✓	✓
2nd Term	Adjustment period June 5 - 8	-	-	-	✓	✓	✓	✓	✓
Fall Semester	Course registration period September 10 – 11 (Additional registration day September 16)	-	-	-	-	✓	✓	✓	✓
3rd Term	Adjustment period September 28 – October 1	-	-	-	-	-	✓	✓	✓
4th Term	Adjustment period November 30 – December 3	-	-	-	-	-	-	-	✓

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

■ Registration for Intensive Courses

The registration periods for intensive courses also depend on their course terms. For example, if an intensive course which will be delivered in the summer term (August) is defined as the spring semester course, you can register the course only during the initial registration period (late March for current students). In this case, you can drop the course only at the adjustment period in the 1st term (mid-April).

■ Overdue Registration

It is not acceptable to submit course registration (add or drop) after the deadline of the scheduled period above. However, overdue registration may be permitted for students who could not make registration in the period for illness or other unavoidable reason. In this case, you should consult the Academic Affairs Administrative Office (you will be asked to show medical certificates or other documents to verify the reason).

Other important points

■ Auto-registered Courses

Required courses and other designated courses are automatically registered so that you do not need to register for the courses by yourself*. However, to secure your registration, you need to check registration status on MUSCAT before the beginning of the course terms.

*If you failed a required course and you will repeat it in the next year or later, the course will not be automatically registered (except the students repeating the year). In this case, you must register it by yourself.

■ Errors in Registration

You cannot earn credits without course registration even if you attend classes (except certain accredited courses). Also, you cannot drop the registered courses after the scheduled periods even if you mistakenly registered for them and you do not intend to attend. In course registration, you should make sure of your registration status on My timetable on MUSCAT to prevent any omissions or errors.

■ If you cannot complete Course Registration on MUSCAT

If you cannot complete course registration on MUSCAT for some reasons, you must submit a course registration form to the 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 so you need to complete 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 demand the consent of the department or an academic advisor
- (3) Taking certain courses instead of abolished courses (according to the instruction of the department or Academic Affairs Administrative Office)
- (4) Taking the courses on the qualification program which demand another application for registration
- (5) Students coming back from study abroad or temporary absence
- (6) Transfer students from another faculty or department, or another university
- (7) Exchange students from overseas universities (with partnership)

* If you will submit a course registration form, be careful about open hours of Academic Affairs Administrative Office (from 9 a.m. to 5 p.m. on weekdays) in spite of the periods above.

Capacity Limits

For an excess of class capacity, course registration may have to be limited to the acceptable number of students for classes. If you are not allowed to take a course due to class capacity, it will be notified on MUSCAT soon after the registration period and your registration for the course will be automatically deleted. When a course has set limits on the number of students, permission for taking the course will be given as considering the following things.

(1) Open courses of another faculty or department

You can take courses of another faculty or department if they are listed as open courses. However, in 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 to be taken, the students who meet the requisite will be given priority.

(3) Registration at earlier periods

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

Repeating Courses

If you failed a course (grade D or X), you can repeat the course in the next academic year or later. If you failed a required course, you must repeat and complete the course to meet the graduation requirements. In these cases, your former grade (D or X) will be overwritten by the final grade in repeating.

NOTE: You cannot repeat the courses which you have already passed and earned credits for (except the students repeating the 4th-year).

The Maximum Number of Credits [CAP]

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

■ The Maximum Number of Credits

Normally, students are allowed to take courses up to 40 credits per academic year.

■ Exceptions to CAP

The maximum number of credits [CAP] is not applied to certain accredit courses which do not demand registration such as Internship practice and the study abroad program.

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

■ **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 from classes one-third or more (to be given X grade). For example, you will be given X if the number of absence reached 6 times from a course which consists of 16 class sessions (as the following table).

Total number of class sessions (Including a session with exams)	One-third
7	3
8	3
14	5
16	6
30	10
32	11

Attendance Record during Online Learning Period

Absence symbol "欠" appears on attendance status page on Muscat for most students since attendance card reader is not collecting attendance records during the online learning period, whereas it is still feasible for instructors to manually edit attendance status and reflect on Muscat. Hence, attendance status for some students may have already reflected on a regular basis. Instructors may apply overall evaluation based on assignments and reports when having difficulty in checking attendance for some courses. If you are unable to attend class or submit assignment on time caused by network error or computer malfunction, please immediately contact your instructor directly.

Attendance Card Reader

In order to record your attendances, be sure to tap your student ID card on the card reader at the entrance of each classroom. During the academic year, you can view your attendance record for each course in MUSCAT.




■ How to use Card Reader

- (1) You can tap your student ID card on the card reader 10 minutes before the class (30 minutes before the class for the period 1 and 3). If you tap it on the card reader before that, your attendance will not be recorded properly.
- (2) You must tap it on the card reader even when you are late for the beginning of the class.
- (3) If you left you ID card at home, or if you forgot tapping your ID card, you need to report it to the class 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 this financial support for students may be discontinued for low attendance rates. Attendance records in MUSCAT will be used to determine student's qualification for receiving financial support by New Learning Support System for Higher Education.

<In case of two 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

<registration 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	Attendance	Lateness	Absence

Report of Specified Absence

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

(For example, if you can submit a report of specified absence for a course which consists of 16 class sessions, the total number of class sessions expected to attend will be 15 class sessions.)

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, you can submit a report of absence (authorized by the administrative offices) to the instructor of the class you are absent from. However, unlike a report of “specified absence”, a report of absence is a procedure just to clarify the reason 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 criminal trial as Jury Duty	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 circle or club activities, will not be applicable to these procedures.

However, if you cannot attend classes for longer than 2 weeks due to illness or other reasons, please contact with the Student Support Office.

Cancellations of Classes

Cancellations of classes will be notified on MUSCAT. Occasionally, it may have to be notified on the day, so you should check MUSCAT before the class every day. If the instructor does not show up within 30 minutes of the beginning of the class without any notice, please report to the 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 by the Academic Affairs Administrative Office.

Contact with instructors

Contact with Full-time instructors

You can contact with full-time instructors during open office hours or by email. You will find information about full-time instructors such as laboratories, open office hours, and email addresses in instructor information in syllabuses.

Contact with Part-time instructors

If you need to contact with 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). You will find information about part-time instructors' schedule by syllabus search.

In principle, the Academic Affairs Administrative Office (Teacher Station) does not relay contacts between students and instructors about attendances, report submission, or questions about classes except the procedures described in other sections on this guide.

7. Examinations

The Methods of Assessment

For accreditation of credits, students are required to attend each class and pass an examination in a course. Here, examinations include report submission, mini-exams and any other methods (1-7 below) for assessments related to accreditation of credits. You will find the methods of assessment in each course on Syllabus. Further details about examinations will be informed by the instructor as 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 classes. 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.

■ Directions about Written Examinations

- (1) You must bring your Student ID card with you.
- (2) If you take the examination of the course which you are not registered for, your examination will be invalid.
- (3) You must take examinations in the designated time and classroom. If not, your examination will be invalid.

Temporary Student ID

You will be asked to present your Student ID card during the examination. If you forget to bring it on the day of examination, you 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 it in the first 30 minutes of the examination.
- (3) In open-book or note-allowed exams, you must follow all relevant instructions and put everything in your bag except designated materials.
- (4) You must switch off all mobile phones or similar electronic devices and put them in your bag. You are not allowed to use such devices as a clock.
- (5) You must write your name, student number and other required information on the examination paper before submission. If not, your examination paper will be invalid.

Acts of dishonesty

Cheating, plagiarism, or other dishonest acts during examinations will be strictly disciplined. In this case, “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 “Acts of dishonesty”. If you commit one of these acts, you are given X grades for all courses you are taking at the term including semester courses and year-round courses.

■ Definitions: Acts of dishonesty

- (1) Getting someone to take an examination for you (both parties)
- (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 another examination paper (both students if the person showed his/her examination paper to you on purpose)
- (8) Communicating to another 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 another person (an acquaintance, friend or other person) and pretending that you have written it yourself
- (12) Submitting a report with content identified by the instructor in charge as plagiarized, stolen or copied
- (13) The act deemed by the examination proctor to be committing an act of dishonesty for any other reason

Make-up Examinations

■ Make-up Examinations in Classes

When a make-up examination is carried out during normal classes, follow the directions of the instructor. In this case, the following procedure will not be applied.

■ Make-up Examination Period

If you missed an examination in classes due to illness, accidents, or other unavoidable reason, you may be allowed to take a make-up examination at the scheduled period in each term by discretion of the instructor. In this case that the courses are listed in the “Make-up Examination” lineup, you need to apply the following procedure to take it. 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. (an excused absence authorization form)
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

You will not be allowed to take a make-up examination for any reasons other than the above.

(2) Examination Fee

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

(3) Procedure for Make-up Examinations

Information about make-up examinations (ex. courses, exam schedule, application period, etc.) will be notified on MUSCAT at the end of each term. You need to check the notice, then take 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 over 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	Minimum passing (not good enough)
	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 evaluation. For example, credits for study abroad programs, or credits from other universities (for transfer students).
		Fail	Fail	–	Not accredited credits without evaluation.

* 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 in the courses you have taken, which is calculated by the average grades (equivalent to 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 applied in universities in many countries. GPA will be one of the objectives if you are aiming to go on 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 you have taken including failed courses (D or X). An example of GPA calculation is noted below.

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

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 on the courses you have taken in a single academic year, which is applied to the requisites to the 2nd year (1.50 or higher)

(2) Cumulative GPA

A cumulative GPA is calculated on all courses you haven taken from the 1st year, which is applied to:

- The graduation requirements (2.00 or higher)
- Entry qualifications for Internship as Musashino BASIS.
- Entry qualifications for Study Abroad Program. etc.

■ Courses to which GPA does not apply

The following courses are not given grade points so they are not applied to GPA.

(1) Accredited Courses

Accredited credits without grades (Pass or Fail).

(2) Credits of Another University

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

Grade Records, Grade Inquiries

■ Grade Record

You can view your grade record on MUSCAT. Grades for each course will be uploaded after the end of its term (specific schedule will be notified on MUSCAT).

■ Grade Inquiries

If you would like to confirm the appropriateness of your grades, you may ask for a recount or reevaluation to the instructor through the Academic Affairs Administrative Office.

You must note that this is not a system allowing students to casually ask instructors to rethink or revise the evaluation. Your request for a recount will be accepted only when you have clear grounds for questioning your grades. You may not make inquiries on the phone or by email, nor to make inquiry after the duration of inquiries. Further information about schedule and procedure of the recount will be notified on MUSCAT.

You will not be eligible to ask for a recount when you do not provide specific evidence of how the evaluation is questionable. Here are examples of unacceptable reasons for questioning an evaluation:

- 1) An inquiry without referring to the assessment methods or criteria written in the syllabuses specifically enough.
Why did I get a C even if I submitted reports?
- 2) Just comparing your grades with those of other students.
My friend 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 shared the reason.
- 4) An inquiry with imprecise explanation about absence.
I think I was not absent from the classes 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 (in Ariake Campus)

Requisites for the 2nd-year (in Ariake campus)

The University's first-year education is offered in Musashino campus for all undergraduate students. After the first-year education, more specialized education is offered in Ariake campus for students of the Global Business Department.

In the Global Business Department, students must meet the following requisites to complete the first-year education in Musashino campus. If you fail to meet these requisites, you have to repeat the first-year education in Musashino campus before proceeding to Ariake campus. This means you 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 so you have to take the courses again next academic year (excluding the courses given 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 in Ariake campus. If you fail to meet these requisites, you have to repeat the 1st-year.

Requisites for the 2nd-year

(1) Completion of 30 credits including the following courses

<Students enrolled in AY2020>

- a 基礎セルフディベロップメント/Basic Self-development
- b データ・情報リテラシー/Literacy for Data and Information

<Students enrolled in AY2014-2019>

- a 基礎セルフディベロップメント/Basic 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) Not failing more than 2 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 in Ariake campus. If you fail to meet these requisites, you have to repeat the first-year education in Musashino campus from the beginning (from April).

Requisites for Learning in Ariake Campus

(1) Completion of 26 credits including the following courses

<Students enrolled in AY2020>

- a 基礎セルフディベロップメント/Basic Self-development
- b データ・情報リテラシー/Literacy for Data and Information

<Students enrolled in AY2014-2019>

- a 基礎セルフディベロップメント/Basic 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) Not failing more than 2 required courses

(3) Cumulative GPA of 1.50 or higher

10. Graduation Requirements

Graduation Requirements

Students must meet each of the following requirements to graduate from the University. Then the president of the University approves their graduation after a meeting with the Faculty Council.

- (1) To study at the University for 4 years or more (Required attending 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 BASIS and specialized courses.
- (3) Payment for the fees charged by the University.**
- (4) A cumulative GPA of 2.00 or higher (rounded to the second decimal place).**

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.

- Cumulative GPA is 3.10 or higher.
- 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 you are admitted to the University's official study abroad program, the period for study abroad will be included in the enrollment period at Musashino University. In addition, the earned credits from studying abroad can be accredited up to a maximum of 40 credits as necessary credits for graduation in order to enable students to study abroad without a leave of absence or repeating a year.

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

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

[Short-term]

- 3) Summer/Spring Language School Program
- 4) Language Center's Intensive 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 shown on it.

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, for one year or one half of the University's academic year (Spring or Fall Semester).

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

Fees: Please contact the International Relations Office for information about tuition fees, scholarships and subsidy for the program.

Eligibility:

- (1) Having been registered with the University for at least a year, as of the beginning of the program, and having earned 30 credits per year.
- (2) Excellent personality and academic skills (examined through interviews)
- (3) Cumulative GPA 2.80 or higher in applying
- (4) Meeting the language proficiency requirements by the partnership universities.

Application Periods: Twice a year. Late September or 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)

For students studying abroad at an overseas university (for no longer than a year) with official approval, the credits from the overseas university can be accredited as the credits of Musashino University. Also, the length of study abroad can be included in the enrollment period at Musashino University. Although students will decide their destination and institutions by themselves, the University will approve studying abroad only at a four-year university or a language school affiliated with a four-year university.

Length: In principle, for one semester or one academic year of the University.

Recognition of Credits: Up to 40 credits in one year (20 credits for one semester) can be accredited depending on the programs. After the program, s/he will be required to complete the necessary procedure immediately to have their credits recognized within a month. If not, the University will not approve the program and will not recognize any credits nor enrollment at the period.

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

Eligibility:

- (1) Having been registered with the University for at least a year, as of the beginning of the program, and having earned 30 credits per year.
- (2) Cumulative GPA 2.00 or higher in applying
- (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.

Summer/Spring Language School Program

This program refers to participation in a language training program at overseas universities based on an agreement between the University and them. English, Korean, or Chinese language training programs are provided during the summer and spring vacations. These programs provide participants with the opportunity to not only improve their language skills but also to experience different cultures.

Every student of the University is eligible to participate in these programs, with no requirements about language proficiency, etc. Participation in one of these programs will also allow students to earn credits for the course (except some faculties/departments). Information on briefing sessions or application for these programs will be notified on MUSCAT.

Language Center's Intensive Program

The Language Center of 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 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 who have taken these courses achieve their studying abroad with making their IELTS band score by 1.0 or so. These program also aim to those who wish to improve their English skills without studying abroad.

<Summary of the program for AY2020>

Location: Ariake Campus and Musashino Campus

Period: The 2nd, 3rd or the 4th term (There will be no courses during the 1st term)

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

Fees: JPY13,200 for 1 sessions per week (total 8 times) / JPY52,800 for 4 sessions per week (total 32 times)

* These are the 75% student discount from the original cost of JPY140,000.

Eligible students: Students in all departments

Application: Download the application form on the website of Language Center, fill it in, and submit it as well as paying the fees during the application period notified on MUSCAT.

Contact: Musashino University Language Center (International Relations Office)

■ Peer support English lessons

International Relations Office offers peer support English lessons. International students 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 to make the lessons more constructive in both Japanese and English.

There are various ways to use it, such as training English before studying abroad, maintaining English skills after studying abroad or studying for TOEIC. The lessons will be held at English Space on the 3rd floor of Building No.1 on the Ariake Campus from 2nd to 3rd period on Mon, Wed, Thu, and Fri.

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

International Lectures

Musashino University invites the instructors from overseas universities which have partnership agreements in International Lectures (the 2nd term) for offering students to take specialized courses taught in English. These lectures are effective for both those who aim to have long-term study abroad and returning students from their studying abroad for keeping their English ability. The University expects our students will be able to feel familiar to international affairs and enjoy the better educational effects triggered by these programs.

Please refer to the syllabuses or MUSCAT notices for more details.

12. Transfer to Another Faculty/Department

Transfer to Another Faculty/Department

The University admits students to apply for transfer to another faculty or department under certain conditions (including distant leaning program of the University) in order to resolve mismatch problems in their academic field they chose and provide appropriate academic advising to the students for continuing their studies. If you pass the examination for admission to the department, your 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 for the department they apply

■ NOTE

- (1) Not every credits you earned in your former Faculty/Department may be accredited as your necessary credits for graduation in the Faculty/Department you will belong to later.
- (2) It is possible for you to lose the pass of this examination 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.