

**2026 Academic Guidelines
for
YOKOHAMA Socrates Program**
YNU Program for SOcially Resilient And SusTainable EcoSystems
For students enrolled in 2026

**College of Urban Sciences
YOKOHAMA National University**

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Introduction

This Guidelines document contains the necessary information for students enrolled in the YOKOHAMA Socrates Program at Yokohama National University. Please read and follow these Guidelines carefully and keep them throughout your time at the university, as they will serve as the basis for your course requirements until graduation.

General information on courses is available online. Please check it through the YNU Educational Affairs Information System. Within this system, you will find essential information about each course, including details about the instructors, the purpose and content of the classes, the course schedule, required textbooks and reference materials, methods of evaluation, and prerequisites. These details serve as reference materials for you to select courses on your own initiative. At the same time, by adequately utilizing them for preparation and review before and after each class, they will significantly contribute to enhancing the effectiveness of your learning. They are crucial for helping you plan your courses smoothly.

YNU has implemented the Grade Point Average (GPA) system, aiming for a more comprehensive education.

※Grade Point Average (GPA)

GPA (Grade Point Average) is calculated by multiplying the number of credits for the course by the Grade Points (GP) for the course taken by the student and dividing the sum of the two by the total number of credits for the registered courses.

$$\text{GPA} = \frac{\sum (\text{Grade Points} \times \text{Course Credits})}{\sum \text{Course Credits}}$$

These figures will help us to monitor your academic progress and provide you with detailed guidance.

I . Courses and Registration

1 . Course Schedule

The YOKOHAMA Socrates Program adopts a two-semester-six-term concurrent system, which combines a two-semester structure, dividing the academic year into spring and fall semesters, with a six-term system, dividing the year into six periods.

Courses consist of semester courses corresponding to each semester and term courses corresponding to each of the six terms.

Semester courses are those that are completed within a 16-week class period per semester, excluding vacation periods.

Term courses are offered during the spring semester class periods (1st and 2nd Terms) and the fall semester class periods (4th and 5th Terms). Each term lasts 8 weeks, and a one-credit lecture course is completed within that period. For two-credit courses, classes are held twice a week over an 8-week term. In addition, intensive term courses may be offered during the summer vacation period (3rd Term) and the spring vacation period (6th Term).

April	May	June	July	August	September	October	November	December	January	February	March
Spring Semester						Fall Semester					
Spring Semester Classes				Summer Vacation		Fall Semester Classes				Winter Vacation	
1st Term		2nd Term		3rd Term		4th Term		5th Term		6th Term	

2 . Class Periods

Courses are held according to the following timetable :

Period	Hours
1	8:50~10:20
2	10:30~12:00
3	13:00~14:30
4	14:40~16:10
5	16:15~17:45
6	17:50~19:20

3 . Criteria for Course Credits

The criteria for course credits are based on the YNU regulations, wherein it is stated that the content of a one-credit course requires 45 hours of study. In the YOKOHAMA Socrates Program, depending on the method of instruction, the credits are, in principle, determined as follows.

Methods of Instruction	Semester Courses	Term Courses
Lectures	2 credits for a 15-week class, with 2 hours per week	1 credit for an 8-week class, with 2 hours per week (including regular examinations)
Practicums	2 credits for a 15-week class, with 2 hours per week (in principle)	
Workshops	3 credits for a 15-week class, with 2 hours per week (in principle)	

The term "2 hours per week" indicates one period on the timetable. The 45 hours of study required to earn one credit consists of class time and self-study time (preparation and review). At the university level, it is essential to recognize that learning extends beyond class hours and to actively engage in self-study outside of class. Working on assignments given by the instructor in charge as well as studying independently and proactively on one's own initiative are both crucial.

4. Graduation Requirements and Criteria for Initiating Graduation Research

To be conferred a degree from the YOKOHAMA Socrates Program, the following five requirements must be fulfilled. Criteria for initiating graduation research, among other matters, are separately specified in section II -2.

- (1) Being enrolled in the YOKOHAMA Socrates Program for four years or more (excluding periods of leave of absence).
- (2) Having earned at least 124 credits in the courses required for graduation as specified in the table of Curriculum Requirements (under II-1).
- (3) Having a cumulative GPA of 2.0 or higher.
- (4) Present your graduation research project and successfully defend it.
- (5) Meeting one of the following criteria in terms of Japanese language proficiency.
 1. Completing the designated courses at the J200 level.
 2. Being certified at the J300 level through the Japanese placement test of YNU.

5. Course Overview (Syllabus)

In the educational curriculum, the decision of which courses to take is entrusted to the initiative of the students. However, it is an extremely important matter that determines the content of university studies. Therefore, at YNU, we digitize and publicly release the syllabi for all courses. In these course overviews, basic information about each course is detailed, including information about the instructor(s), class objectives, contents, class schedules, textbooks and supplementary materials, learning objectives, grading criteria, and course prerequisites.

Please access the syllabus through the YNU Educational Affairs Information System.

Students should carefully read the course overviews in advance and proactively plan their course enrollment. Moreover, by making the most of the specific class schedules and other details listed in the syllabus, students can prepare, and review as necessary for each weekly class, thus enhancing the effectiveness of their learning and facilitating a smooth progression of their course plans.

6. Course Registration Procedures

(1) Notes on Course Registration

To enroll in courses and earn the designated credits, students must register for the courses they intend to take in advance. This procedure is called course registration. Students need to decide on their course selections according to the class schedule and register for them through the YNU Educational Affairs Information System within the specified period. Even if you attend a class, you will not be able to receive any grades or credits for it without completing the course registration.

Notes

- (i) Course registration for the spring semester courses (including spring semester courses, 1st Term courses, 2nd Term courses, and 3rd Term courses) and courses offered throughout the academic year must be completed within the designated period at the beginning of the spring semester. For fall semester courses (including fall semester courses, 4th Term courses, 5th Term courses, and 6th Term courses), registration must be done within the designated period at the beginning of the fall semester. No additions, corrections, or changes to course registration will be allowed after the specified deadlines.
- (ii) Students will not be allowed to take courses for which they have not registered.
- (iii) Students may not register for two or more courses held during a given period on the same day.
- (iv) Students are required to enroll in courses to which they are assigned .
- (v) In courses where the number of students exceeds the capacity of the classroom, adjustments to course registration are generally made.
- (vi) For courses with registration restrictions, only students with permission are allowed to register; others are not permitted.
- (vii) Courses for which credits have already been earned may not be retaken.

(viii) Students must take courses within the maximum number of registered credits specified by the program.

(2) Course Registration Schedule

Those who register for courses must do so through the YNU Educational Affairs Information System during the designated course registration period at the beginning of each semester. Please check the courses you have registered during the Confirmation and Correction Periods, and make any necessary corrections during that time. Cancellation of 1st and 4th Term courses and semester courses can be made through the YNU Educational Affairs Information System. However, cancellation of 2nd and 5th Term courses may not be possible through the YNU Educational Affairs Information System, so please consult with the International Education Section before proceeding. Cancellation after the designated period will not be accepted. For the course registration schedule and precautions, please refer to the separate handout on the course registration period.

7. Grading Methods

(1) Grades are determined based on examination scores, reports, and other factors.

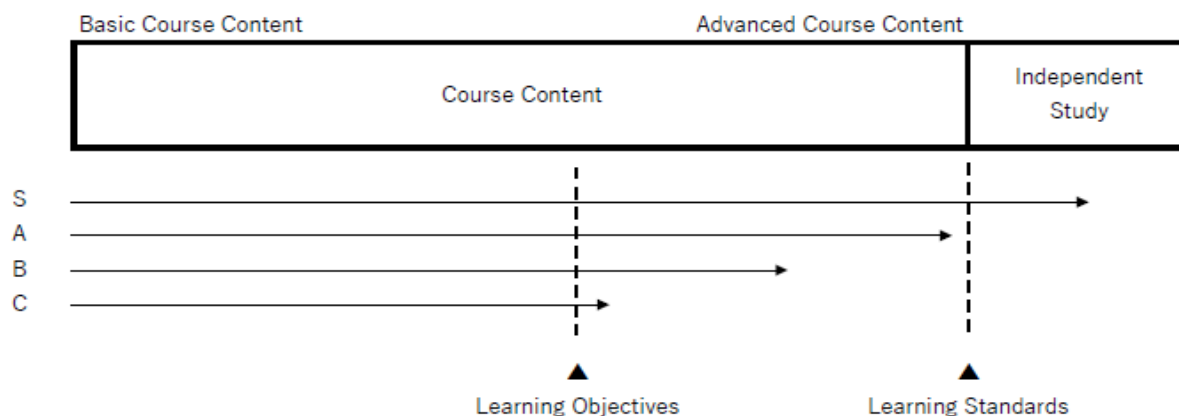
As a general rule, students are required to attend all classes for courses for which they have registered.

In general, grades are determined according to the following criteria.

1. Refer to the syllabus for grading methods.
2. The Grade Definitions below show how the Learning Standards relate to the Learning Objectives. YNU's syllabi describe Learning Standards and Learning Objectives to enhance student learning. However, courses that are graded on a "pass/fail" basis, which is difficult to grade on a 5-point scale, are not given a GP (Grade Point).

Grade Definitions

Grade	秀(S)	優(A)	良(B)	可(C)	不可(F)
Definitions	Exceeded the Learning Standards.	Achieved the Learning Standards.	Achieved some level of mastery between the Learning Standards and the Learning Objectives.	Achieved the Learning Objectives.	Did not achieve the Learning Objectives.



Learning Standards: To achieve Learning Standards, students are required to obtain a firm grasp of most of the course content.

To exceed the Learning Standards, students are required to study further independently.

Learning Objectives: Learning Objectives indicate the minimal level of mastery that students are required to achieve to pass the course. Students who have met the Learning Objectives are required to study further to meet the Learning Standards.

(2) YNU has implemented the Grade Point Average (GPA) system.

GPA (Grade Point Average) is calculated by multiplying the number of credits for the course by the Grade Points (GP) for the course taken by the student and dividing the sum of the two by the total number of credits for the registered courses. Courses that are graded on a "pass/fail" basis, which is difficult to grade on a 5-point scale, are not given a GP.

Grade	Grade Point	Grade
秀(S)	4.5	100-90
優(A)	4	89-80
良(B)	3	79-70
可(C)	2	69-60
不可(F)	0	59 or lower

$$\text{GPA} = \frac{\Sigma (\text{Grade Points} \times \text{Course Credits})}{\Sigma \text{Course Credits}}$$

- (3) Students may register again for courses in which they receive a grade of "F(fail)." If a student retakes a class, the new GP will be used in calculating the GPA, and the denominator (i.e., the number of credits) will not increase.
- (4) Credits earned for courses taken at other universities and approved by our university are not included in the GPA calculation.
- (5) There is a maximum number of credits that may be registered each semester (some courses may be exempt from this limit). Retaken courses must also fall within this limit.
- (6) Course registration must be completed within the designated period. In addition, be sure to confirm the details of your course registration. GPA is affected by the number of credits for registered courses, so be sure to complete the procedures within the specified period. Please note that requests to correct registered courses, due to reasons such as personal oversight, will not be accepted after the designated deadline.
- (7) The credits for canceled courses are subtracted from the total registered credits.
- (8) Please verify your grades for each semester using the YNU Educational Affairs Information System at the beginning of the subsequent semester. Details regarding the viewing period and methods will be announced separately.
- (9) If you have any questions about registration, grades, etc., please contact the International Education Section for clarification.
- (10) If you wish to appeal a course grade, please submit the designated form in accordance with the period and procedures prescribed by the college offering the course, after the grade has been released via the YNU Educational Affairs Information System. Information on the grade confirmation period and related procedures will be announced via the LMS and other channels, so be sure to check such notifications carefully.

Grounds for appeal are limited to the following:

- 1) There appears to be an error on the part of the instructor, such as an incorrect entry of the grade.
- 2) Taking into consideration the grading method announced in the syllabus or related materials, there is reason to doubt the evaluation result.
- 3) Other specific and justifiable reasons.

8. Final Examinations

(1) As a general rule, the examination for each course is scheduled during the following period.

Courses	Examination Period	Period
1st Term Courses	Spring First Half (1st Term) Examinations	Early June
2nd Term Courses, Spring Semester Courses	Spring Semester and Spring Second Half (2nd Term) Examinations	Late July ~ Early August
4th Term Courses	Fall First Half (4th Term) Examinations	Late November
5th Term Courses, Fall Semester Courses	Fall Semester and Fall Second Half (5th Term) Examinations	Early February ~ Mid-February

(2) As a general rule, examinations during the examination period will be held on the days and times listed in the class schedule.

(3) As a general rule, classes during the examination week are as follows.

	Spring First Half (1stTerm) Examinations	Spring Semester and Spring Second Half (2nd Term) Examinations	Fall First Half (4th Term) Examinations	Fall Semester and Fall Second Half (5th Term) Examinations
Semester Courses	Regular Classes	Examinations/Cours es without examinations are canceled	Regular Classes	Examinations/Cours es without examinations are canceled
Term Courses	Classes/Classes and examinations	Classes/Classes and examinations	Classes/Classes and examinations	Classes/Classes and examinations

(4) For information regarding the subjects for the exams, follow the instructions given by the instructor during class or through announcements on the Learning Management System (LMS).

(5) When taking the examinations, it is required to present your student ID card on the desk. Students who do not have their student ID card with them must go to the International Education Section before the examinations start and obtain a temporary student ID card for the examinations.

(6) In some cases, submission of a term paper may be required instead of a regular examination. For details such as submission deadlines, please consult with the instructor, following the same procedure as for subjects with exams.

(7) Engaging in dishonest conduct during examinations or plagiarism in term papers is subject to disciplinary action as outlined in Article 61 of the YNU regulations.

9. Make-Up Examinations

If a student is unable to take an examination during the end-of-semester exam period due to the following reasons, the student may apply for a make-up exam for the relevant subject.

- (1) Illness or injury of the student (requires a medical certificate from a doctor indicating the period of treatment) *1
- (2) Death of a first- to third-degree relative or other family member residing with the student (documentation required)
- (3) Significant delay or suspension of public transportation (documentation required)
- (4) Participation in jury duty (lay judge system) under the Act on Criminal Trials with Participation of Lay Judges, including related procedures (documentation required).
- (5) Other circumstances deemed unavoidable by the Dean (requires a letter of explanation) *2

*1 If a doctor's certificate is required under (1) above, an application for a make-up examination will be accepted only if the applicant submits either (i) or (ii) below:

- i . The examination date of the subject for which a make-up examination is requested falls within the period for treatment.
- ii . The onset date is indicated on the medical certificate, confirming that the student was unable to take the examination on the examination date due to illness or injury.

Please note that falsification of medical certificates or other supporting documents is illegal and constitutes a serious violation of university regulations.

*2 Job hunting is not considered an unavoidable circumstance under this category and is therefore not allowed.

Requests for a make-up exam should follow the guidelines below. The student will then be contacted regarding the approval status of the request, including details such as the scheduled date, format, and other relevant instructions. If the student is unable to attend the approved make-up exam, they will not be allowed to request another make-up exam.

-Deadline for requests: 17:00 on the business day following the final day of the end-of-semester exam period

(If the day falls on a holiday, the deadline is extended to the following business day.)

-Where: International Education Section, Global Promotion Division

-How: Submit a written application for a make-up exam along with the necessary documentation. If the student is unable to go in person to the office, they may send a representative or submit the application via e-mail. For further

information, please contact the International Education Section.

1 0 . Procedures After Returning from an Exchange Program

(1) About Course Registration

In principle, students are not allowed to register for courses while on exchange. However, students may register for thesis-related courses after returning, with the permission of the instructor, provided that continuous academic supervision is available during the exchange period.

The following courses are the only thesis-related courses:

- Senior Seminar A
- Senior Seminar B
- Senior Thesis / Projects A
- Senior Thesis / Projects B

If you return to Japan in the middle of a semester and wish to register for courses for that semester, please contact the International Education Section as soon as possible.

(2) Credit for Courses Taken during the Exchange Period

After returning to Japan, if you wish to receive credit for courses taken at your study abroad destination, please contact the International Education Section, and follow the procedures below. Please note that not all the courses applied for will necessarily be approved for credits.

1. Please submit the following documents to the International Education Section, Global Promotion Division.

- Transcript issued by the study abroad institution
- Syllabus from the study abroad institution (in Japanese or English)
- Syllabus from YNU
- Application Form for Recognition of Credits Earned through Exchange Study (Prescribed form)

2. After approval of credit recognition, please collect your Credit Certificate at the International Education Section, Global Promotion Division.

*1 There are two types of credit recognition. "Transfer" means that courses taken during the exchange period are recognized as equivalent to courses offered by YNU and may be counted toward the credits required for graduation. "Approval" means that the courses taken during the exchange period are recorded on the academic transcript; however, they are not counted toward the credits required for graduations.

*2 Please be careful not to substitute a course corresponding to one credit for a two-credit course, or to treat courses with clearly different content as equivalent.

*3 When applying for credit recognition, please note that, pursuant to Article 39-3 of the Academic Regulations, the total number of credits earned for courses taken under the provisions of the preceding paragraph, Articles 42, 42-2, and 55, together with credits deemed to have been earned or granted by the Dean under Articles 28 and 43, may not exceed 60 credits.

In addition to the information provided in these Academic Guidelines, students must refer to the separately established guidelines for details regarding course registration during the exchange period, credit recognition, and other related matters. In particular, students who wish to participate in an exchange program must, under the guidance of their instructor, prepare a course plan prior to departure and ensure that they have a clear prospect of meeting the requirements to begin the graduation thesis, specifically having earned at least 100 credits and at least 18 credits of Workshop courses by the end of their third year.

1 1 . Enrollment in Courses at Other Institutions

(1) Recognition of Credits Earned Outside YNU

Credits earned at other universities or educational institutions outside YNU may be recognized as credits earned at YNU upon approval by the College of Urban Sciences. Students wishing to use this system should contact the International Education Section.

(2) Credit Recognition System among Universities in Yokohama

The credit recognition system among universities in Yokohama allows students to take courses offered by any of the 12 participating public and private universities in Yokohama free of charge, based on mutual agreements. Students wishing to use this system should contact the International Education Section.

(3) Credit Recognition System with The Open University of Japan (Special Auditing Students)

YNU has established a system whereby students may earn credits at YNU for designated courses taken at The Open University of Japan as “Special Auditing Students,” based on the credit recognition agreement with The Open University of Japan. Students wishing to use this system should contact the International Education Section.

II. Curriculum Requirements

1. Curriculum Requirements

To obtain a degree from the YOKOHAMA Socrates Program, the following four requirements must be met.

- (1) Earn at least the minimum number of credits for each course category indicated in the YOKOHAMA Socrates Program Curriculum Requirements table below, totaling 124 credits or more.
- (2) Have a GPA of 2.0 or higher for the credits.
- (3) Present your graduation research project and successfully defend it.
- (4) Meet one of the following criteria in terms of Japanese language proficiency:
 1. Complete the designated courses at the J200 level.
 2. Be certified at the J300 level through the Japanese placement test of YNU.

Curriculum Requirements (List of Required Credits to be Earned in the Socrates Program)

Categories of Education	Credits to be Earned	
Japanese Language and General Education	28	
Academic Skills	14	64
Introductory Courses	8	
Specialized Elective Courses	42	
Other Elective Courses		
Workshops	24	
Thesis-Related Courses	8	
Total	124	

2. Graduation Research

(1) Requirements for Registering for Thesis-Related Courses

To commence work on the graduation research project, students must have been enrolled in the program for at least three years and have earned at least 100 credits required for graduation. Additionally, students must have earned at least 18 credits in Workshops. Failure to meet these requirements will prevent students from initiating the thesis project, resulting in a delay in graduation.

(2) Registration for Thesis-Related Courses

Students who commence graduation research must register for courses in accordance with the registration procedures described above, in the same manner as for other courses.

Thesis-related courses are offered in both the spring and fall semesters for fourth-year students. **Students who have begun their graduation research must register for the semester in which they submit the "Graduation Research Title Form" and the semester in which they submit the results of their graduation research, earning a total of 4 credits.**

(3) Submission of "Graduation Research Title Form"

Students who have initiated their graduation research must, under the guidance of their advisors, determine the title of their graduation research and submit the "Graduation Research Title Form" to their advisors by the specified deadlines (refer to the table below). If you do not submit the form, you will not receive credit for your graduation research. **The**

deadline for submitting the results of graduation research must be strictly adhered to. No work submitted after the due date will be accepted.

	Deadline for Submission of "Graduation Research Title Form"	Deadline for Submission of Graduation Research Results
For students graduating in March	End of June of the same academic year**	End of January of the same academic year**
For students graduating in September	Late December of the previous academic year*	End of July of the same academic year**

* The deadline is set for the day before the start of the winter vacation.

** If it falls on a Saturday or Sunday, the deadline will be the preceding Friday.

3 . Maximum Credits Limit for Course Registration

The maximum number of credits that can be taken per semester is set at 24. Students must register for courses within this limit. However, the following courses are excluded from this maximum limit:

1. Intensive, irregular, 3rd term, and 6th term courses

However, for YNU General Education courses, only courses offered in the 3rd or 6th Term are exempted from the limit.

2. Workshops
3. Thesis-Related Courses

III. Registering for Courses

The YOKOHAMA Socrates Program is a bilingual program with English as the first language and Japanese as the second language. Courses required for graduation are, in principle, offered in English, although some courses are offered in Japanese. In this program, students proceed with their studies while gradually acquiring Japanese as a second language. As their Japanese proficiency improves, they will also be able to enroll in courses offered in Japanese, allowing them to choose from a wider range of subjects.

1. Japanese Language and General Education

Students are required to take at least 28 credits in Japanese Language and General Education.

Categories of Education	Course Name	Year(s) to Take	Credits	Note
Japanese Language and General Education	Please refer to the materials distributed separately. *1	1	28	Please refer to the materials distributed separately.

(1) Retaking Courses

- If students receive a grade of “F(fail),” they are allowed to retake the course.
- For retaking YNU General Education courses, please refer to the *Course Guide for YNU General Education Courses (for students enrolled in AY2026)* distributed in the relevant academic year.
- Different rules apply for Japanese Language courses. Students should contact the International Education Section for further information.

(2) Counting Credits toward Graduation

-Up to 4 credits earned from sports-related courses within the YNU General Education curriculum—including “Health and Physical Education Courses” and other practice-type sports courses—may be counted toward graduation as General Education credits. Credits earned in excess of 4 credits will be treated as extra credits and will not be counted toward graduation.

-Excess credits earned for Japanese Language and General Education courses may be converted to Other Elective Course credits, up to a maximum of 20 credits. However, credits earned from sports-related courses within the YNU General Education curriculum—including Health and Physical Education Courses and other practice-type sports courses—may not be included as Other Elective Course credits.

(3) Course Eligibility Based on Japanese Language Level

In the YOKOHAMA Socrates Program, students may gradually enroll in YNU General Education courses according to their level of Japanese language proficiency. At Japanese levels J100 to J400, students mainly take YNU General Education courses offered in English. Upon reaching Japanese levels J500 to J600, students become eligible to enroll in YNU General Education courses offered in Japanese as well. For details on these courses, please refer to the *Course Guide for YNU General Education Courses*, which is distributed separately.

(i) Japanese J100 and J200 levels (Beginner 1-2)

- Students are required to take Intensive Japanese Language Courses and Kanji Courses (12 credits of intensive courses and 2 credits of Kanji courses, at each level).
- With regard to YNU General Education courses, students may take courses offered in English, such as “International Understanding” courses, as well as “Health and Physical Education” courses. For information on the availability of practice-type sports courses, please refer to the timetable distributed at the beginning of the academic year. When enrolling in “Health and Physical Education” Courses (“Health and Physical Education Seminar B”), please note that there are specific Japanese language requirements and registration procedures. Be sure to refer to the *Course Guide for YNU General*

Education Courses distributed separately.

-As priority is given to Japanese language courses, “Introductory Foreign Language” courses may not be taken.

(ii) Japanese J300 and J400 level (Intermediate 1-2)

-It is strongly recommended to take the Comprehensive Japanese Language Course (either 4 credits of Comprehensive Course at each level, which may be taken over two terms or 8 credits of Comprehensive Course at each level).

-For the remaining required credits, students may take Japanese language courses and *YNU General Education* courses offered in English, such as “International Understanding” courses, as well as “Health and Physical Education” courses. For information on the availability of practice-type sports courses, please refer to the timetable distributed at the beginning of the academic year. When enrolling in “Health and Physical Education” Courses (“Health and Physical Education Seminar B”), please note that there are specific Japanese language requirements and registration procedures. Be sure to refer to the *Course Guide for YNU General Education Courses* distributed separately.

-As priority is given to Japanese language courses, “Introductory Foreign Language” courses may not be taken.

(iii) Japanese J500 level (Advanced 1)

-It is strongly recommended that students take the Comprehensive Japanese Language Course (either “2 credits of the Comprehensive Japanese Language Course (which may be taken over two terms)” or “4 credits of the Comprehensive Japanese Language Course”).

-For the remaining required credits, students must take Japanese language courses and YNU General Education courses offered in English and Japanese. Students who wish to enroll in “Introductory Foreign Language” courses should consult the International Education Section in advance.

(iv) Japanese J600 level (Advanced 2)

-Students should take Japanese language courses, YNU General Education courses offered in English and Japanese. Students who wish to enroll in “Introductory Foreign Language” courses should consult the International Education Section in advance.

2. Academic Skills

Students are required to take all 14 credits in Academic Skills.

Categories of Education	Course Name	Year(s) to Take	Credits			Note
			Compulsory	Elective Compulsory	Elective	
Academic Skills	Basic Seminar I	1	2			
	Basic Seminar II	1	2			
	Academic Writing I	1	2			
	Academic Writing II	2	2			
	Academic Presentation Skills	1	2			
	Japan Studies Project	2	2			
	Introduction to Mathematics, Data Science and AI	2	2			

3. Introductory Courses

Students are required to take all 8 credits in Introductory Courses.

Categories of Education	Course Name	Year(s) to Take	Credits			Note
			Compulsory	Elective Compulsory	Elective	
Introductory Courses	Introduction to Sustainable Societies and Cultures	1	2			

Introductory Courses	Introduction to History and Geography	1	2			
	Introduction to Environment and Resilience Studies	1	2			
	Introduction to Governance and Development	1	2			

4. Specialized Elective Courses, Other Elective Courses

Students are required to take at least 42 credits in Specialized Elective Courses and Other Elective Courses.

(1) Specialized Elective Courses *1

Categories of Education	Course Name	Year(s) to Take	Credits			Note*2
			Compulsory	Elective Compulsory	Elective	
Specialized Elective Courses	Sustainable Societies and Cultures					
	Gender and Inclusive Societies in Japan and Latin America	2~		2		Offered every other year
	Indigenous Studies	2~		2		Offered every other year
	Popular Culture and Regions	2~		2		
	Topics in Sustainable Societies and Cultures	2~		2		
	History and Geography					
	The Kanto Massacres in History and Historiography	2~		2		Offered every other year
	Environmental Histories of Japan	2~		2		Offered every other year
	Topics in History and Geography	2~		2		
	Cross-Border Societies and Regions	3~		2		
	Environment and Resilience Studies					
	Disaster Risk Reduction and Management	2~		2		Offered every other year
	Our Future in Climate Change Resilience	2~		2		Offered every other year
	Urban Sustainability and Resilience	2~		2		
	Environmental Policy and Ethics	2~		2		
	Vulnerability and Resilience of our Environment	2~		2		
	Governance and Development					
	Global Development	2~		2		Offered every other year
	International Development Cooperation Agenda	2~		2		Offered every other year
	Politics and Philosophy	2~		2		
	International Public Administration	3~		2		

Specialized Elective Courses	The Rule of Law in Developing Countries: Theory and Practice	3~		2		
	ODA and Practical Issues	3~		2		
	Diversity Studies					
	Culture and Identity in Contemporary Japan	2~		2		
	Muslim Minority Communities in a Global Context	2~		2		
	Transnational Governance and Markets					
	Economic Development	2~		2		
	Markets and Societies	3~		2		
	Societies and Ecosystems					
	Representation and the Media	1~		2		
	Sustainable Ecosystems	2~		2		
	Japanese Studies					
	Japanese Studies A	2~		2		
	Japanese Studies B	2~		2		
	Data Science					
	Data Literacy for Problem Solving	2~		2		
	Computational Thinking	2~		2		
	Creative Competencies					
	Creative Competencies A	1~		2		
	Visual Culture	1~		2		
	Business Presentation Skills	1~		2		
	Debating Contemporary Issues	1~		2		
	Local-exchange Subjects					
	Local Partnerships and Urban Regeneration A	1~		2		In Japanese*2
	Local Partnerships and Urban Regeneration B	1~		2		In Japanese*2
	Global-Local Project Based Learning I	1~		1		In Japanese*2
	Global-Local Project Based Learning II	1~		1		In Japanese*2
	Global-Local Project Based Learning III	1~		1		In Japanese*2
	Global-Local Project Based Learning IV	1~		1		In Japanese*2
	Global-Local Project Based Learning V	1~		1		In Japanese*2
	Global-Local Project Based Learning VI	1~		1		In Japanese*2
	Others					
	Job-Hunting in Japan	2~		2		In Japanese*2

Internship A	2~		1		
Internship B	2~		1		
Internship C	2~		2		

*1 If students receive a grade of “F(Fail),” they are allowed to retake the course. In principle, students are required to take a course of the same title in the following year or later. However, if the course is not offered, students may freely choose another course that they have not yet completed from within the same categories (“Sustainable Societies and Cultures” “History and Geography” “Environment and Resilience Studies” “Governance and Development” “Diversity Studies” “Transnational Governance and Markets” “Societies and Ecosystems” “Japanese Studies” “Creative Competencies” “Data Science” “Local-exchange Subjects” “Others”).

*2 Some courses may be taken even if students have not yet reached the advanced level of Japanese. Please check the course syllabi for the relevant academic year for the most up-to-date information, including the language of instruction and the required Japanese language proficiency level for enrollment. For information on “Local-exchange Subjects” and details of the Community-Based Fieldwork, please also refer to the website (<https://www.chiki-ct.info/link>).

(2) Other Elective Courses

The following courses will be counted toward graduation as Other Elective Courses, up to a maximum of 20 credits.

1). Japanese Language and General Education courses taken in excess of 28 credits, excluding practice-type sports courses. *1

2). Lecture and Seminar courses offered by the Department of Urban and Social Studies, College of Urban Sciences, that are open to students who meet the required Japanese language proficiency level and other prerequisites for enrollment. *2

3). Courses offered by other departments and colleges that are open to students who meet the required Japanese language proficiency level and other prerequisites for enrollment.

*1 Credits earned from sports-related courses—namely, “Health and Physical Education” Courses and other practice-type sports courses within the YNU General Education curriculum—may not be converted to Other Elective Courses.

*2 For information on courses offered, please refer to the materials distributed separately at the orientation held at the beginning of the academic year. For details of eligible courses and the required Japanese language proficiency level, please check the syllabus for each course or inquire at the International Education Section, Global Promotion Division.

5. Workshops

Students are required to take two Workshops (Elective Compulsory) in each of the following semesters: the second year (spring and fall semesters) and the third year (spring and fall semesters), for a total of 24 credits. *1

Categories of Education	Course Name	Year(s) to Take	Credits			Note
			Compulsory	Elective Compulsory	Elective	
Workshops	Workshop on Sustainable Societies and Cultures I	2		3		
	Workshop on Sustainable Societies and Cultures II	2		3		
	Workshop on Sustainable Societies and Cultures III	3		3		
	Workshop on Sustainable Societies and Cultures IV	3		3		

Workshops	Workshop on History and Geography I	2		3		
	Workshop on History and Geography II	2		3		
	Workshop on History and Geography III	3		3		
	Workshop on History and Geography IV	3		3		
	Workshop on Environment and Resilience Studies I	2		3		
	Workshop on Environment and Resilience Studies II	2		3		
	Workshop on Environment and Resilience Studies III	3		3		
	Workshop on Environment and Resilience Studies IV	3		3		
	Workshop on Governance and Development I	2		3		
	Workshop on Governance and Development II	2		3		
	Workshop on Governance and Development III	3		3		
	Workshop on Governance and Development IV	3		3		
	Study Abroad Workshop I	2		3		*2
	Study Abroad Workshop II	2		3		*2
	Study Abroad Workshop III	3		3		*2
	Study Abroad Workshop IV	3		3		*2

*1 Students who meet certain Japanese language proficiency levels and other prerequisites may enroll in Studio Courses offered by the Department of Urban and Social Collaboration, College of Urban Sciences, from their third year onward. However, as is the case for other students in the department, enrollment is subject to selection based on course capacity. For details, please inquire at the International Education Section, Global Promotion Division.

*2 These courses may be registered only during the exchange study period. Students may register for up to 3 credits per semester, with a maximum of 6 credits for a two-semester exchange period. Please note that during the exchange study period, students may not enroll in other Workshops ("Workshop on ~") besides the courses specified above

6. Thesis-Related Courses

Students are required to take all 8 credits in Thesis-Related Courses.

Categories of Education	Course Name	Year(s) to Take	Credits			Note
			Compulsory	Elective Compulsory	Elective	
Thesis-Related Courses	Senior Seminar A	4	2			
	Senior Seminar B	4	2			
	Senior Thesis / Projects A	4	2			
	Senior Thesis / Projects B	4	2			

IV. Academic Affairs Procedures

1. Issuance of Certificates and Transcripts

When applying for certificates, please confirm in advance where the documents will be submitted, the purpose of the request, and the number of copies required.

(1) Certificates issued at the International Education Section, Global Promotion Division

-Certificate of Enrollment (issued in approximately 3 business days)

-Other specific certificates (issued in approximately 7 business days; however, English versions may take approximately two weeks)

The processing time may vary depending on the details of the request and the time of application.

(2) Certificates issued from the Certificate Issuing Machine

-Certificate of Enrollment (Japanese and English)

-Certificate of Expected Graduation (Japanese and English)

-Transcript (Japanese and English)

-Student Discount Certificate

-Health Examination Certificate

2. Leave of Absence, Reinstatement and Withdrawal from YNU

* Requests for a Leave of Absence or Withdrawal must be submitted to the International Education Section at least 30 days prior to the intended start date of the leave of absence or withdrawal.

(1) Leave of Absence

i. Students who wish to take a leave of absence due to illness or other reasons may apply for a leave of absence in accordance with the "Criteria for Permission for Leave of Absence at YNU". Upon approval by the President, they may take a leave of absence until the end of the academic year. Please contact the International Education Section in advance to obtain the necessary forms.

ii. In cases where a student is deemed unable to continue study due to illness, a leave of absence may be ordered.

iii. If the reason for the leave of absence (of a student who has been given the permission) is not resolved by the expiration date, the student may request an extension of up to one year. Please contact the International Education Section in advance to obtain the necessary forms and complete the procedures before the leave period expires.

iv. The period of leave of absence is not counted toward the period of enrollment.

v. The total period of leave of absence may not exceed 4 years, except in cases specified in Item (2) of Paragraph 1 of the Criteria for Permission for Leave of Absence (childbirth or childcare).

vi. When a leave of absence is granted or ordered, the full amount of tuition from the month following the start of the leave period (or the same month if it starts on the first day of the month) until the month preceding reinstatement may be exempted. However, if the leave is approved on or after May 1 for the spring semester or on or after November 1 for the fall semester, and the student has not been granted a deferment of tuition payment, the tuition for that semester will not be exempted (Reference: Article 15 of the Regulations on Tuition Fee Exemption and Deferment at YNU).

Reference: Criteria for Permission for Leave of Absence at YNU

Article 1: Students are eligible for a leave of absence if they meet any of the following criteria and require an absence for three consecutive months or more, upon which the leave of absence is granted.

(1) When a student is ill or injured (A medical certificate from a doctor is required).

(2) When a student gives birth or is engaged in childcare, up to the day the child (including legally adopted children) reaches three years old (A medical certificate or equivalent documentation is required).

(3) When a student faces difficulty in paying tuition due to financial issues (A statement of reasons and supporting documents for verification are required).

(4) When a student must temporarily be engaged in the family business due to the death of the head of the household, etc. (A statement of reasons and supporting documents for verification are required).

- (5) When nursing or caring for family members (For nursing care, a letter of reasons and a doctor's certificate proving the need for nursing care are required. For caregiving, a statement of reasons and supporting documents are required).
- (6) Due to work-related reasons (A certificate from the workplace is required).
- (7) When it is recognized as educationally beneficial to study at a foreign university, junior college, or graduate school (Documents certifying the university, junior college, or graduate school where the student is studying, as well as documentation of the content of the study, are required).
- (8) When there are unavoidable reasons recognized by the faculty council (Documentation providing the reasons is required).

(2) Reinstatement

- i . If the reason for a student's leave of absence is resolved during the period of leave, the student may submit a request for reinstatement to the Socrates Program Office (International Education Section), through which the president may permit the student to re-enroll.
- ii . Once a student has re-enrolled, they must pay the tuition for that semester (spring semester or fall semester), prorated for the months they will attend.

(3) Withdrawal

- i . A student who wishes to withdraw from YNU may submit an application for withdrawal along with a detailed statement of reasons and obtain permission from the president of the university. In that case, please notify the Socrates Program Office in advance to obtain the designated form.
- ii . Upon withdrawing from YNU, the student must pay tuition for the semester.
- iii . A student who withdraws from YNU must return their student ID card (ID card), library card, etc.

3 . Various Necessary Procedures

(1) Transfer of your registered domicile, change of name (surname /given name)

If there are any changes as mentioned above, please inform the Educational Planning Division (2nd floor of the Student Center).

(2) Change of contact persons (parents or others), changes in their address

If there are any changes as mentioned above, please inform the Educational Planning Division (2nd floor of the Student Center).

(3) Change of address (commuting method)

If there are any changes as mentioned above, please notify the Educational Planning Division and the Student Support Division (2nd floor of the Student Center) with your student ID card.

(4) Notification of Absence

In case of absence from class due to illness or other unavoidable reasons, the student must submit a doctor's certificate (*specifying the period of medical treatment) or a detailed statement explaining the reasons for the absence (Please submit this document as soon as possible after the reason is resolved). Each instructor in charge of the class will determine whether the absence will be treated as an excused absence.

4 . Procedures for Obtaining Certificates after Graduation

Please refer to the YNU website.

Japanese : <http://www.ynu.ac.jp/campus/procedure/certificate.html>

English : <https://www.ynu.ac.jp/english/current/academic/certificate/>