

**2024 Academic Guidelines**  
**for**  
**YOKOHAMA Socrates Program**  
(YNU Program for SOcially Resilient And SusTainable EcoSystems)

**College of Urban Sciences**  
**YOKOHAMA National University**

# Contents

I . Courses and Registration .....	2
1 . Course Schedule .....	2
2 . Class Periods .....	2
3 . The Criteria for Course Credits .....	2
4 . Graduation Requirements and Criteria for Initiating Graduation Research.....	3
5 . Course Overview (Syllabus).....	3
6 . Course Registration Procedures .....	3
7 . Grading Methods .....	4
8 . Final Examinations.....	6
9 . Make-Up Examinations .....	7
10 . Procedures After Returning from an Exchange Program.....	8
II . Curriculum Requirements.....	9
1 . Curriculum Requirements .....	9
2 . Graduation Research.....	9
3 . Maximum Credits Limit for Course Registration.....	10
4 . Courses Open to Other Faculties.....	10
III . Registering for Courses.....	10
1 . Japanese Language and General Education.....	11
2 . Academic Skills.....	12
3 . Introductory Courses.....	12
4 . Specialized Elective Courses, Other Elective Courses .....	12
5 . Workshops.....	15
6 . Thesis-Related Courses .....	16
IV . Academic Affairs Procedures .....	17
1 . Issuance of Certificates and Transcripts.....	17
2 . Leave of Absence, Re-enrollment and Withdrawal from YNU.....	17
3 . Various Notifications.....	18
4 . Procedures for Certificates after Graduation.....	19

# Introduction

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

General information on courses are available for viewing on the web. Please check them through the YNU Educational Affairs Information System. Within this system, you will find essential information about each course, 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 autonomously select courses, and at the same time, by adequately utilizing them for preparation and review before and after each class, they significantly contribute to enhancing the effectiveness of your learning. They are crucial for smoothly progressing through your course plan.

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.

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

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, excluding vacation periods for each semester.

Term courses are offered in the spring semester class periods (1st and 2nd Term) and the fall semester class periods (4th and 5th Term), and one credit of lecture courses is completed in a class period of 8 weeks per term (8 weeks twice a week per term for 2 credit courses). In addition, intensive lectures on term subjects may be offered during the summer vacation period (3rd Term) and 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 schedule:

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. The Criteria for Course Credits

The criteria for course credits are based on the YNU regulations, wherein one credit for a course is based on the content requiring 45 hours of study. In the YOKOHAMA Socrates Program, depending on the method of instruction, the general principles are 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 (general rule)	
Workshops	3 credits for a 15-week class, with 2 hours per week (general rule)	

The term "2 hours per week" indicates one period on the timetable. The 45 hours of study required to earn one credit is the total of class time and self-study time (preparation and review time). In universities, it is necessary to acknowledge that learning extends beyond class hours and to actively engage in self-study outside of class, both in

assignments given by the instructor in charge and on their initiative.

#### **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) Complete at least the minimum number of credits specified for each course category indicated in the YOKOHAMA Socrates Program Curriculum and Requirements table below, totaling 124 credits or more.
- (3) Have a cumulative GPA of 2.0 or higher.
- (4) Present your graduation research project and successfully defend it.
- (5) 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.

#### **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 syllabi for all courses. In these course overviews, basic information about each course is detailed, including information about the teachers in charge, class objectives, contents, class plans, textbooks and supplementary materials, learning objectives, grading criteria, and course prerequisites.

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

Students are encouraged to carefully read the course overviews in advance and proactively plan their course enrollment based on their own initiative. Moreover, the syllabus includes specific lesson plans and other details. By thoroughly utilizing preparation, previewing, and review as necessary for each weekly class, students can enhance the effectiveness of their learning, 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. Attending classes without completing the course registration will not result in the acquisition of credits.

##### **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 is to be completed during 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 is to be done during 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 more than one course held during a given period on the same day of the week.
- ( iv ) Students are required to enroll in courses for which classes are designated.
- ( 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 to register.
- (vii) Courses for which credits have been earned may not be retaken.  
(However, for Japanese Language/Foreign Language and Health and Sports Courses, students must follow the instructions of the instructor in charge.)
- (viii) When retaking Foreign Language Courses and Health and Sports Courses, students must follow the instructions for the respective courses.
- (ix) 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 be sure to check the courses you have registered during the Confirmation and Correction Periods, and if there are any corrections, please make them during these periods. Cancellation of 1st Term 1 and 4th Term courses and semester courses, as well as semester courses, can be made through the YNU Educational Affairs Information System. However, cancellation of 2nd Term and 5th Term courses may not be possible through the YNU Educational Affairs Information System, so please consult with the Socrates Program Office (International Education Section) before proceeding. Cancellation after the designated date 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 given based on examination scores, reports, and other factors.

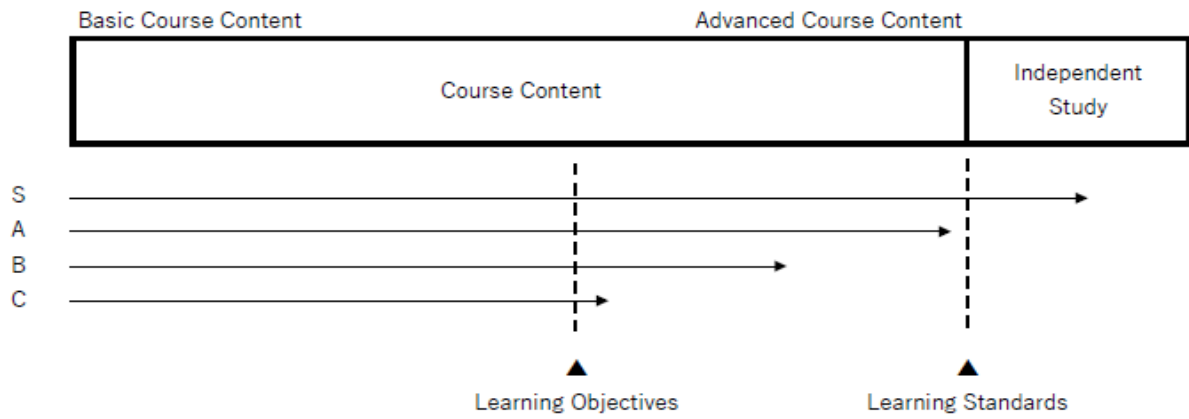
As a general rule, students are required to attend all classes for courses for which they have registered.

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 acquire 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

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

- (3) Students may register again for courses in which they receive a grade of "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 limit on the number of credits that can be registered for each semester (with some subjects eligible for relaxed limits). For retaking courses, ensure that they fall within this specified credit 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 Socrates Program Office (International Education Section) for clarification.
- (10) If you would like to file an appeal about a course grade, please submit the designated form to the Socrates Program Office (International Education Section), within one month.

The Grade Confirmation is to ask the faculty member to confirm whether there are any mistakes in the transcriptions of grades or scoring. This request should only be made after confirming the rubrics written in the syllabus and judging that there are obvious mistakes. We will not accept any unfounded request or petition for changing a grade for the reason that a poor grade adversely affects such things as graduation, promotion, laboratory assignment, etc.

## 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 (1st Term) 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/Courses without examinations are canceled	Regular Classes	Examinations/Courses without examinations are canceled
Term Courses	Classes/Courses and examinations	Classes/Courses and examinations	Classes/Courses and examinations	Classes/Courses and examinations

- (4) The information regarding the subjects for the exams should be followed based on 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 Socrates Program Office before the start of their examinations to obtain a temporary student ID card for the examinations.
- (6) In some cases, a report 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) During examinations, engaging in dishonest conduct or plagiarism in reports 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, they can request permission to take a make-up exam.

- (1) Illness or injury of the student (requires a medical certificate from a doctor) \*1
- (2) Death of a parent or other family member residing with the student (requires documentation to verify the death)
- (3) Substantial delay or stoppage of public transportation (requires documentation to verify the facts)
- (4) Other circumstances that are considered to be unavoidable by the Dean (requires a letter of explanation) \*2

\*1 If a doctor's certificate is required due to (1) above, an application for a make-up examination will be accepted only if the applicant submits either (1) or (2) 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 applicant was unable to take the examination due to illness or injury on the day of the examination.

\*2 Job hunting is not included in this reason and is therefore not allowed.

Requests for a make-up exam should follow the guidelines below. Subsequently, the student will then be contacted with information regarding the approval status of their 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: the YOKOHAMA Socrates Program Office (International Education Section)

-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 YOKOHAMA Socrates Program Office (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 to their home country with the permission of the instructor, provided that the instructor 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 Socrates Program Office (International Education Section) as soon as possible.

### (2) Credit for courses taken during the exchange period

After returning to your home country, if you wish to receive credit for courses taken at your study abroad destination, please contact the Socrates Program Office (International Education Section) and follow the procedures below. Please note that not all the courses you apply for will be granted credits.

1. Please submit the following documents to the Socrates Program Office (International Education Section).

- Transcript from the study abroad institution
- Syllabus from the study abroad institution (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 pick up your credit certificate at the Socrates Program Office(International Education Section).

\*1 There are two types of credit approval. “Transfer” means that courses taken during an exchange period can be counted as courses offered by YNU and approved as credits required for graduation. “Certification” means that the courses taken during an exchange period will be listed on the transcript, but they will not be approved as credits toward graduation requirements.

\*2 Please be careful not to equate a course with the equivalent of one credit hour into a two-credit course, or into a course with clearly different content.

\*3 When applying for credit certification, remember that the total credits earned during the exchange period, including those considered or granted by the Dean of the College, cannot exceed 60 credits according to Article 39-3 of the Academic Regulations.

## II. Curriculum Requirements

### 1. Curriculum Requirements

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

- (1) Earn at least the minimum number of credits for each course category indicated in the YOKOHAMA Socrates Program Curriculum and 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. Completion of designated courses at the J200 level.
  2. Certification as J300 level by 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	Japanese Language and General Education	28	28
	Health and Sports Courses	0~4	
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 Initiating the Graduation Research Project

To commence work on the 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 accumulate a minimum of 18 credits in workshop courses. Failure to meet these requirements will prevent students from initiating the thesis project, resulting in a delay in graduation.

#### (2). Registration for Graduation Research

Students who commence graduation research must register for courses following the registration procedures described above, as well 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 same academic year*	End of July of the same academic year**

\* The deadline is set as 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 credits, so please register for courses within this limit. However, the following cases are excluded from this maximum limit:

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

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

2. Workshops
3. Thesis-related courses

### 4. Courses Open to Other Faculties

Students can enroll in courses offered by other faculties as university-wide open courses. The credits obtained from these courses will be treated as extra credits and cannot be counted towards graduation credits. For information regarding courses offered by each faculty and registration details, please inquire at the Socrates Program Office (International Education Section).

## III. Registering for Courses

The YOKOHAMA Socrates Program is a bilingual program with English as the first language and Japanese as the second language. All mandatory subjects required for graduation will be conducted in English, while the range of subjects available for enrollment will expand based on proficiency in Japanese.

The YOKOHAMA Socrates Program students are required to take a Japanese Placement Test upon admission.

\*1 Based on the results, eligibility for enrollment in specific courses will be determined.

## 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
			Compulsory	elective compulsory	elective	
General Education	Please check the separately distributed documents. *1	1	Please check the separately distributed documents.			
Japanese Language	Please check the separately distributed documents.	1	Please check the separately distributed documents.			
Health and Sports Courses	Please check the separately distributed documents.	1	Please check the separately distributed documents.			

\*1 If students fail to earn credits, they are allowed to retake the course. In general, 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 are free to choose it from among the uncompleted General Education courses.

\*2 Japanese Language and General Education will have an expanded range of subjects available for enrollment based on the results of the Japanese Placement Test.

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

-Students are required to take intensive Japanese language courses and Kanji courses (12 credits for each level of intensive courses and 2 credits for Kanji courses).

-Students can also take international exchange courses and health and sports courses offered in English.

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

-It is strongly recommended to take the Comprehensive Japanese Language Course (either "4 credits for each level of the Comprehensive Course (can be taken for 2<sup>nd</sup> terms)" or "8 credits for each level of the Comprehensive Course").

-For the remaining credits, students must take Japanese language courses, international exchange courses\*2 offered in English, as well as health and sports courses\*1.

(3) 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 (can be taken for 2<sup>nd</sup> terms)" or "4 credits of the Comprehensive Japanese Language Course").

-For the remaining required courses, students must take Japanese language courses, General Education courses\*2 offered in English and Japanese, as well as health and sports courses\*1.

(4) Japanese J600 level (Advanced 2)

-Students can take Japanese language courses, General Education courses\*2 offered in English and Japanese, as well as health and sports courses\*1.

\*1 Credits earned in excess of the required number of credits for Japanese language and General Education courses may be converted to credits for specialized related courses (however, the maximum number of credits is 20). For details, please refer to "4. Specialized Elective Course, Other Elective Courses" on page 12.

\*2 For information on international exchange courses and General Education courses, please check the course guide for General Education courses.

## 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			
	Data Literacy	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			
	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
			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
	Introduction to SDGs	2		2		Offered every other year
	Japanese Popular Culture	2		2		
	Media, Culture, and the Middle East	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 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 Administration	3		2		
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 Digital Design	1		2		
Photography	1		2		
Business Presentation Skills	1		2		
Debating Contemporary Issues	1		2		
Others					
Social Entrepreneurship	1		2		
Global-Local Project Based Learning I	1		1		
Global-Local Project Based Learning II	1		1		
Global-Local Project Based Learning III	1		1		
Global-Local Project Based Learning IV	1		1		
Global-Local Project Based Learning V	1		1		
Global-Local Project Based Learning VI	1		1		
Job-Hunting in Japan	2		2		
Internship A	2		1		
Internship B	2		1		
Internship C	2		2		

\*1 If students fail to earn credits, they are allowed to retake the course. In general, 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 are free to choose it from among the 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” “Data Science” “Creative Competencies” “Others”).

## (2) Other Elective Courses

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

1. Japanese Language and General Education courses taken in excess of 28 credits
2. General Education courses conducted in Japanese open to students who meet the prerequisites for Japanese language Courses.
3. Courses offered by the College of Urban Sciences open to students who meet the prerequisites for Japanese language courses.
4. Courses from other departments and faculties open to students who meet the prerequisites for Japanese language courses.

\*1 For details regarding the specific subjects and the prerequisites for taking Japanese language courses, please inquire at the Socrates Program Office (International Education Section).



## 5. Workshops

Students are required to take at least 24 credits in Workshops.

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		
	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		

\* Students who meet certain Japanese language proficiency requirements are eligible to enroll in the Studio courses offered by the College of Urban Sciences. However, selection may be made based on the number of available slots. For details, please inquire at the Socrates Program Office (International Education Section).

## 6. Thesis-Related Courses

Students are required to take all 8 credits in Thesis Seminars.

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

Concerning certificates, please apply after confirming the destination, the reason for their necessity, and the number of copies required.

#### (1) At the Socrates Program Office (International Education Section)

- Certificate of Enrollment (available in 3 days)
- Other specific certificates (available in 7 days, but may take up to 3 weeks in English versions)
- \*Excluding Saturdays, Sundays, and holidays

#### (2) Issuance from the Certificate Issuing Machine (Immediate Issuance)

- Certificate of Enrollment (Japanese and English)
- Certificate of Expected Graduation (Japanese and English)
- Transcript (Japanese and English)
- Student Discount Certificate
- Health Certificate

### 2. Leave of Absence, Re-enrollment and Withdrawal from YNU

\* Requests for Leave of Absence and Withdrawal must be submitted to the YOKOHAMA Socrates Program Office (International Education Section) at least 10 days before the start date of the leave of absence or withdrawal. Documents should be obtained at least one month in advance, as they must be deliberated by the relevant committee.

#### (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" and obtain approval from the President to take a leave of absence until the end of the current academic year. Please contact the YOKOHAMA Socrates Program Office (International Education Section) in advance and request the necessary forms.
- ii. In cases where a student is deemed unsuitable for study due to illness, a leave of absence may be ordered.
- iii. Students granted a leave of absence, whose reason for the leave of absence has not been resolved by the expiration of the leave of absence, may request an extension of up to one year. Then, please contact the YOKOHAMA Socrates Program Office (International Education Section) in advance to request the necessary forms and complete the procedures before the expiration of the leave of absence.
- iv. The period of leave of absence is not counted as part of the enrollment period.
- v. The period of leave of absence may not exceed a total of 4 years, except for the period of leave of absence granted for the student's childbirth or childcare, as specified in Item 2 of Paragraph 1 of the Criteria for Permission for Leave of Absence from YNU.
- vi. When a leave of absence is granted or ordered, the full amount of tuition from the month following the start of the leave of absence (or the current month if the leave of absence started on the first day of the month) up to the month preceding the month of reinstatement may be exempted. However, students whose leave of absence was approved on or after May 1 for the spring semester or on or after November 1 for the fall semester, and who have not been granted a deferment of tuition payment, will not be exempted from the tuition for that semester. (Reference: Article 15 of the Regulations on Tuition Fee Exemption and Deferment at YNU).

Reference: Criteria for Granting of Leave of Absence from YNU

Article 1: Students are eligible for a leave of absence if they meet any of the following criteria and require continuous absence for three 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 their child (including legally adopted children) reaches three years old. (A medical certificate or equivalent documentation is required.)
- (3) When financial support for tuition becomes difficult. (A statement of reasons and supporting documents for verification are required.)
- (4) When temporarily 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) When 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) Re-enrollment**

1. If the reason for a student's leave of absence is resolved during the period of their leave, the student may submit a request for re-enrollment to the Socrates Program Office (International Education Section), through which the president may permit the student to re-enroll.
2. 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**

1. 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.
2. Upon withdrawing from YNU, the student must pay tuition for the semester.
3. A student who withdraws from YNU must return their student ID card (ID card), library card, etc.

### **3. Various Notifications**

**(1) Transfer of the registered domicile, Name(surname) change (including parents and other contact persons)**

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

**(2) Change of parents and other contact persons, etc. including changes in their address**

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

**(3) Change of student's address (commuting method)**

If there are any changes as mentioned above, please notify 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 of the reasons for the absence. (Please submit this document as soon as possible after the reason is resolved.) Each faculty member in charge of the class will decide on

public absences.

#### **4 . Procedures for 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/>