

School of Integrated Arts and Sciences

**Department of Integrated Global Studies**

# **Student Handbook**

**For Newly Enrolled Students in 2021**



HIROSHIMA UNIVERSITY

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“HiPROSPECTS®”
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# Introduction

2021

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# I. Student Handbook

1. This Student Handbook includes various rules of the University and the School, curricula and main points of course registration for new students joining the Department of Integrated Global Studies, School of Integrated Arts and Sciences, in academic year 2021.
2. Students who join the Department of Integrated Global Studies, School of Integrated Arts and Sciences in academic year 2021 must follow the rules and procedures set forth in this Student Handbook to select subjects until they graduate from the university. Please keep this handbook safely.
3. This Student Handbook contains a lot of information. If they cannot find the page of the information they need to refer to, or if they are not certain whether they understand the rules, please bring this Student Handbook to the School Support Office (IGS Support Section) to confirm the information.

## [Notes]

- Notices to students will be posted on “My MOMIJI.” Be sure to log in to the site of My MOMIJI to check the latest information once a day.
- Important information will be posted both on “My MOMIJI” and on the bulletin board near the entrance of West Lecture Hall J.
- Be careful not to miss important notices; they may suffer from unexpected disadvantages.

## II. Diploma Policy

The Integrated Global Studies Program has three basic principles – “integrated thinking”, “global vision”, and “cooperative action” – with the aim of fostering self-motivated and independent professionals, who are able to grasp issues from a global perspective that crosses the differences that exist between nations, ethnic groups, cultures, and religions, and have the interdisciplinary knowledge and wide range of insights, based on technical knowledge and thinking abilities, that are required in order to identify issues, analyze their causes, and find solutions. The program requires students to enhance their language skills for communication, and to take a specialized education built on the foundation of liberal arts education. The program enables students to collaborate with others in different positions, and to work cooperatively for solutions in order to develop their ability to put integrated global studies into practice.

This program awards “Bachelor of Arts and Sciences” to students who have acquired the required number of credits set forth in the curriculum and acquired the following abilities:

(1) Integrated Thinking: Understand and analyze the various challenges confronting the international community from multifaceted perspectives transcending disciplinary boundaries between the humanities and sciences

(2) Global Vision: Understand others irrespective of the differences among countries/regions, cultures, religions and languages, and think about things from a global perspective encompassing human society and its surrounding natural environment

(3) Cooperative Action: Address various challenges of the international community from a peace-seeking viewpoint, and work toward the realization of world peace and harmony between people and nature, in a cooperative and creative manner

## II. Curriculum Policy

The Integrated Global Studies Program organizes and implements the following educational curriculum in order to realize the diploma policy set forth for the program.

(1) In order to foster “integrated thinking”, the Integrated Global Studies Program offers interdisciplinary and integrated specialized education beyond the borders of humanities, social and natural sciences, and is built on their liberal arts education. In the 2nd Year students start studying Multidisciplinary Subjects, and then IGS Subjects, one subject of which, in principle, is completed in eight weeks and acquires one credit. Therefore, they are able to touch on a greater number of academic fields in order to acquire a broad range of knowledge, which is intended to enable students to foster the ability to understand events from a “global vision” and with “integrated thinking.” They also have the opportunity to take classes offered not only at the Department of Integrated Arts and Sciences but also at other schools, to enhance their specialization or to enable them to take interdisciplinary studies in other fields. “Graduation Thesis” in the 4th year, as a practical educational task, requires students to fully exert their expertise and utilize their “integrated thinking”.

(2) 1st Year: Students take Liberal Arts Education, including Foreign Languages. They are also required to take the Introductory Seminar for 1st-Year Students and Contemporary Issues of Japan II offered in the 1st semester, as well as and Contemporary World Issues I offered in the 2nd semester, in order to learn about the three fields – “Culture and Tourism”, “Peace and Communication”, and “Environment and Society.” Through courses and discussions among students, they will come to understand interdisciplinary approaches to the various problems facing international society.

(3) 2nd Year: Students take Multidisciplinary Subjects in order to learn basic knowledge and methodologies in various fields as a foundation for discussing the various problems of international society. At the same time, they take IGS core subjects to foster their basic literacy and learn the subject. Based on this foundation, they will acquire a wide range of knowledge, skills, and thinking abilities useful for integrated global studies across the whole framework of academic fields. Students who are Japanese native speakers will study abroad for about half a year, where the credits they have acquired will be approved as credits for Elective Subjects. They can take advanced language subjects from the 2nd year onward.

(4) 3rd Year: Students gain experience in group work with those belonging to diverse cultures, nationalities, and different areas of expertise, in Project-Type Problem Solving Research and Global Internship Subjects, while continuing to take IGS subjects to enhance their expertise. They can also select Elective Subjects offered in Japanese at the Department of Integrated Arts and Sciences, and at other schools, in order to further enhance their expertise. It will be useful for students who are not Japanese native speakers to take Specialized Subjects offered in Japanese at the Department of Integrated Arts and Sciences, in order to enhance their command of advanced Japanese language.

(5) 4th Year: Students are required to take “Graduation Thesis”. Select one of the following:

#### A. Research-Oriented Track

In order to enhance their “integrated thinking” and expertise, students take “Graduation Thesis” to acquire six credits. Those who hope to go on to the graduate school will need to take this course. They must prepare their graduation thesis in English, in principle, although students who are not Japanese native speakers can choose to write it in Japanese instead. They will be taught to utilize perspectives from more than one field and methodology in a comprehensive manner.

#### B. Practice-Oriented Track

In order to foster “cooperative action”, to acquire six credits for “Graduation Thesis” students are required to take seminars that are held in cooperation with companies and other outside organizations, and submit a short essay. They must prepare the essay in English, in principle, although students who are not Japanese native speakers can choose to write it in Japanese instead.



### III. Academic Calendar and Class Schedule

#### ■Class Schedule

Period	1	2	3	4	5	6	7	8	9	10
Time	8:45 ~ 9:30	9:30 ~ 10:15	10:30 ~ 11:15	11:15 ~ 12:00	12:50 ~ 13:35	13:35 ~ 14:20	14:35 ~ 15:20	15:20 ~ 16:05	16:20 ~ 17:05	17:05 ~ 17:50

#### ■Semester Distinction

Semester	Distinction	Period
First (Spring) Semester	Spring Holidays	April 1st ~ April 7th
	Class Period	April 8th ~ August 10th
	Summer Holidays	August 11th ~ September 30th
Second (Fall) Semester	Class Period	October 1st ~ December 25th
	Foundation Day	November 5th
	Winter Holidays	December 26th ~ January 5th
	Class Period	January 6th ~ February 15th
	End of the Year Holidays	February 16th ~ March 31st

**IV. School of Integrated Arts and Sciences, Department of Integrated Global Studies Graduation Requirements (Course Registration List)**

Appendix 2 (Article 5 of the Hiroshima University School of Integrated Arts and Sciences By-Laws)

Type	Subject Type	Required No. of credits	Subjects/ "Subject Name"	No. of credits for 1 subject	Type of course registration	Year in which the subject is taken (Note 1)
<b>Liberal Arts Education</b>						
	Peace Science Courses	2		2	Elective /Required	1
	<b>Basic Courses in University Education</b>					
	Introduction to University Education	2	"Introduction to University Education"	2	Required	1
	Introductory Seminar for First-Year Students	2	"Introductory Seminar for First-Year Students"	2	Required	1
	<b>Common Subjects</b>					
	<b>Area Courses (Note 2)</b>					
	Courses in Arts and Humanities/Social Sciences	8	Take the following four subjects - "Contemporary Issues of Japan I", "Contemporary Issues of Japan II", "Contemporary World Issues I", and "Contemporary World Issues II".	2	Required	1
	Courses in Natural Sciences	4		2	Elective /Required	1
	Courses in Arts and Humanities/Social Sciences and Courses in Natural Sciences	(12) (Note 3)			Elective /Required	1
	<b>Foreign Languages</b>					
	English	12	(Note 4)		Elective /Required	1
	Japanese					
	Non-English Foreign Languages(German, French, Spanish, Russian, Chinese, Korean, and Arabic)					
	Information and Data Science Courses	2	Take the following subject - "Exercise in Information Literacy"	2	Required	1
	Health & Sports Courses	2		1 or 2	Required	1
	Social Cooperation Courses	(0)	Up to 2 credits can be included in Area Courses	2	Elective	1
	Foundation Courses (Note 2)	(12) (Note 3)		2	Elective /Required	1
Sub-total 1: No. of credits for Liberal Arts Education		46				
<b>Specialized Subjects</b>						
	Multidisciplinary Subjects (Note 5)	10		1	Elective /Required	2
	IGS Core Subjects (Note 6)	12		1 or 2	Elective /Required	1
	IGS Subjects (Note 7)	26		1 or 2	Elective /Required	2
	Project-Type Problem Solving Research	4	"Project-Type Problem Solving Research"	4	Required	3
	Global Internship Subjects (Note 8)	6	"Internship Orientation"	1	Required	2
			"Global Internship"	4		
			"Internship Reflection"	1		3
	Elective Subjects (Note 9)	18	Elective Subjects (Note 9)	1 or 2	Elective	1
	Graduation Thesis (Note 10)	6	Graduation Thesis (Note 10)	6	Required	4
Sub-total 2: No. of credits for Specialized Subjects		82				
No. of credits required for graduation (Total of Sub-total 1 and Sub-total 2)		128				

Note 1: As for Liberal Arts Education, the number shown in the column of "Year in which the subject is taken" shows the standard year in which you can start taking the course. If you fail to acquire credits, you can take the course later. As for Specialized Subjects, the number in the column of "Year in which the subject is taken" shows the year in which you can start taking the courses, and you can take the courses afterwards.

Note 2: You can include up to 8 credits from courses instructed in Japanese in Area Courses. If necessary, you can also take Foundation Courses instructed in Japanese after consultation with your tutor.

Note 3: You must acquire 12 credits from Area Courses and Foundation Courses.

Note 4: As for Foreign Languages courses, students who are native Japanese speakers must take 8 credits from English courses and 4 credits from Non-English Foreign Languages courses. Students who are not native Japanese speakers must take 12 credits from Japanese courses. Students who are admitted to be fluent in both English and Japanese must take 12 credits mainly from Non-English Foreign Languages courses. The foreign language study plan will be decided in consultation with your tutor. For the detailed criteria for language course enrollment, please refer to the section relating to Foreign Languages courses in the Student Handbook.

Note 5: School of Integrated Arts and Sciences multidisciplinary subjects are instructed either in English or Japanese. If two courses are offered with the same course name and one is instructed in Japanese and the other in English, credits for only one of them can be acquired. You must take 10 credits in total from the three divisions of Human Studies, Social Studies and Natural Studies. You must take at least 2 credits from each division.

Note 6: You must take 12 credits from IGS core subjects, including 4 credits for the required courses.

Note 7: As for IGS subjects, it is desirable for you to take subjects from all three fields ("Culture and Tourism," "Peace and Communication," and "Environment and Society") in a good balance. You must take at least 6 credits in total including 2 credits of the required courses from each field.

Note 8: You must select one course from "International Business Internship Course," "Overseas Internship Course," and "Community Activities Internship Course." You are required to acquire 6 credits through the course including 1 credit each for "Internship Orientation" and "Internship Reflection."

Note 9: (1) If you acquire more credits for Foreign Languages courses in the Liberal Arts Education, IGS core subjects or IGS subjects in the Specialized Subjects than required for graduation, you can count the excessive number of credits as credits for elective subjects. If students who are not Japanese native speakers acquire more than 12 credits for Japanese courses, you can count the excessive number of credits as credits for elective subjects.

(2) You can include up to 16 credits from courses offered at the Department of Integrated Arts and Sciences in credits for elective subjects.

(3) You can include up to 16 credits acquired at overseas universities in credits for elective subjects.

(4) You can include up to 10 credits acquired from courses offered at other schools, etc. in credits for elective subjects.

Note 10: You must select "Research-oriented Track" or "Practice-oriented Track". In the Research-oriented Track, you are required to carry out graduation research and submit a graduation thesis. In the Practice-oriented Track, you are required to complete seminars in cooperation with organizations outside the university and submit a short paper.

## V. List of Specialized Subjects

The number in the column of "Univ Year" shows the standard year in which you can start taking the course.

Subject Type	Subject Name	No. of credits	Univ Year	Required Course	Language of Instruction E:English J:Japanese
Multidisciplinary Subjects/Human Studies	World Englishes	1	2		E
Multidisciplinary Subjects/Human Studies	Multiculturalism in Japan	1	2		E
Multidisciplinary Subjects/Human Studies	Japanese Buddhism	1	2		E
Multidisciplinary Subjects/Human Studies	Cognitive Psychology	1	2		E
Multidisciplinary Subjects/Human Studies	Hinduism and Buddhism in South Asia	1	2		E
Multidisciplinary Subjects/Human Studies	Japanese Arts and Aesthetics	1	2		E
Multidisciplinary Subjects/Human Studies	New Media and Art	1	2		E
Multidisciplinary Subjects/Human Studies	Social Psychology	1	2		E
Multidisciplinary Subjects/Human Studies	Wonder of Meaning I	1	2		J
Multidisciplinary Subjects/Human Studies	Wonder of Meaning II	1	2		J
Multidisciplinary Subjects/Human Studies	New Media and Art	1	2		J
Multidisciplinary Subjects/Human Studies	Cognition and Learning I	1	2		J
Multidisciplinary Subjects/Human Studies	Cognition and Learning II	1	2		J
Multidisciplinary Subjects/Human Studies	Introductory Lectures of Human Movement Sciences I	1	2		J
Multidisciplinary Subjects/Human Studies	Introductory Lectures of Human Movement Sciences II	1	2		J
Multidisciplinary Subjects/Human Studies	Japanese Buddhism	1	2		J
Multidisciplinary Subjects/Human Studies	Social Psychology	1	2		J
Multidisciplinary Subjects/Human Studies	Multiculturalism in Japan	1	2		J
Multidisciplinary Subjects/Human Studies	Cognitive Psychology	1	2		J
Multidisciplinary Subjects/Human Studies	Hinduism and Buddhism in South Asia	1	2		J
Multidisciplinary Subjects/Human Studies	Sleep and Health	1	2		J
Multidisciplinary Subjects/Human Studies	Japanese Arts and Aesthetics	1	2		J
Multidisciplinary Subjects/Social Studies	Issues in International Sociology	1	2		E
Multidisciplinary Subjects/Social Studies	Topics in History of Science	1	2		E
Multidisciplinary Subjects/Social Studies	Invitation to World Literature	1	2		E
Multidisciplinary Subjects/Social Studies	History and Historiography	1	2		E
Multidisciplinary Subjects/Social Studies	Knowledge of Anthropology	1	2		E
Multidisciplinary Subjects/Social Studies	Regional Geography of the Seto Inland Sea	1	2		E
Multidisciplinary Subjects/Social Studies	Tourism Studies	1	2		E
Multidisciplinary Subjects/Social Studies	Rural Revitalization	1	2		E
Multidisciplinary Subjects/Social Studies	Topics in History of Science	1	2		J
Multidisciplinary Subjects/Social Studies	Tourism Studies	1	2		J
Multidisciplinary Subjects/Social Studies	Gender Studies I	1	2		J
Multidisciplinary Subjects/Social Studies	Gender Studies II	1	2		J
Multidisciplinary Subjects/Social Studies	History and Historiography	1	2		J
Multidisciplinary Subjects/Social Studies	Introductory Course in Japanese Social Policies I	1	2		J
Multidisciplinary Subjects/Social Studies	Introductory Course in Japanese Social Policies II	1	2		J
Multidisciplinary Subjects/Social Studies	Chinese Traditional Culture I	1	2		J
Multidisciplinary Subjects/Social Studies	Chinese Traditional Culture II	1	2		J
Multidisciplinary Subjects/Social Studies	Environmental Issues and Social Movement	1	2		J
Multidisciplinary Subjects/Social Studies	Issues in International Sociology	1	2		J
Multidisciplinary Subjects/Social Studies	Knowledge of Anthropology	1	2		J
Multidisciplinary Subjects/Social Studies	Rural Society, Culture and Natural Resource Management	1	2		J
Multidisciplinary Subjects /Natural Studies	Climate Change	1	2		E
Multidisciplinary Subjects /Natural Studies	Frontiers of Material Science	1	2		E
Multidisciplinary Subjects /Natural Studies	Fundamentals of Life Science	1	2		E
Multidisciplinary Subjects /Natural Studies	Environment and Ecology	1	2		E
Multidisciplinary Subjects /Natural Studies	Environmental Science in Catchment Areas	1	2		E
Multidisciplinary Subjects /Natural Studies	Natural Histories and Sciences	1	2		E
Multidisciplinary Subjects /Natural Studies	Earth Environmental Chemistry	1	2		E
Multidisciplinary Subjects /Natural Studies	Environment and Ecology	1	2		J

The number in the column of "Univ Year" shows the standard year in which you can start taking the course.

Subject Type	Subject Name	No. of credits	Univ Year	Required Course	Language of Instruction E:English J:Japanese
Multidisciplinary Subjects /Natural Studies	Fundamentals of Biochemistry I	1	2		J
Multidisciplinary Subjects /Natural Studies	Fundamentals of Biochemistry II	1	2		J
Multidisciplinary Subjects /Natural Studies	Biodiversity and Ecology I	1	2		J
Multidisciplinary Subjects /Natural Studies	Biodiversity and Ecology II	1	2		J
Multidisciplinary Subjects /Natural Studies	Thermodynamics I	1	2		J
Multidisciplinary Subjects /Natural Studies	Thermodynamics II	1	2		J
Multidisciplinary Subjects /Natural Studies	Introduction to Modern Physics	1	2		J
Multidisciplinary Subjects /Natural Studies	Organic Structure Analysis I	1	2		J
Multidisciplinary Subjects /Natural Studies	Organic Structure Analysis II	1	2		J
Multidisciplinary Subjects /Natural Studies	Earth Environmental Chemistry	1	2		J
IGS Core Subjects	Global Environmental Issues from the Social and Scientific Perspectives I	1	2	○	E
IGS Core Subjects	Peace and Coexistence I	1	2	○	E
IGS Core Subjects	Social Statistics Analysis I	1	2	○	E
IGS Core Subjects	Cross-cultural Negotiation I	1	2	○	E
IGS Core Subjects	Global Environmental Issues from the Social and Scientific Perspectives II	1	2		E
IGS Core Subjects	Peace and Coexistence II	1	2		E
IGS Core Subjects	Cross-cultural Negotiation II	1	2		E
IGS Core Subjects	Social Statistics Analysis II	1	2		E
IGS Core Subjects	Special English Training for Studying Abroad	2	1		E
IGS Core Subjects	Academic Presentation I	1	3		E
IGS Core Subjects	Academic Presentation II	1	3		E
IGS Core Subjects	Academic Writing I	1	3		E
IGS Core Subjects	Academic Writing II	1	3		E
IGS Core Subjects	Debate I	1	2		E
IGS Core Subjects	Debate II	1	2		E
IGS Core Subjects	Academic Presentation in Japanese as a Second Language I	1	2		J
IGS Core Subjects	Academic Presentation in Japanese as a Second Language II	1	2		J
IGS Core Subjects	IGS Special Topics AI	1	2		E
IGS Core Subjects	IGS Special Topics AII	1	2		E
IGS Core Subjects	IGS Special Topics BI	1	2		E
IGS Core Subjects	IGS Special Topics BII	1	2		E
IGS Subjects/Culture and Tourism Field	Anthropology of Globalization I	1	2	○	E
IGS Subjects/Culture and Tourism Field	Contemporary Issues in International Tourism I	1	2	○	E
IGS Subjects/Culture and Tourism Field	Anthropology of Globalization II	1	2		E
IGS Subjects/Culture and Tourism Field	Contemporary Issues in International Tourism II	1	2		E
IGS Subjects/Culture and Tourism Field	Field Seminar in Contents Tourism I	1	2		E
IGS Subjects/Culture and Tourism Field	Field Seminar in Contents Tourism II	1	2		E
IGS Subjects/Culture and Tourism Field	Contemporary Philosophy I	1	2		E
IGS Subjects/Culture and Tourism Field	Contemporary Philosophy II	1	2		E
IGS Subjects/Culture and Tourism Field	Anthropology of Knowledge I	1	2		E
IGS Subjects/Culture and Tourism Field	Anthropology of Knowledge II	1	2		E
IGS Subjects/Culture and Tourism Field	Anthropology of Migration I	1	2		E
IGS Subjects/Culture and Tourism Field	Anthropology of Migration II	1	2		E
IGS Subjects/Culture and Tourism Field	Japanese Popular Arts and Culture I	1	2		E
IGS Subjects/Culture and Tourism Field	Japanese Popular Arts and Culture II	1	2		E
IGS Subjects/Culture and Tourism Field	Japanese Religious Culture I	1	2		E
IGS Subjects/Culture and Tourism Field	Japanese Religious Culture II	1	2		E
IGS Subjects/Culture and Tourism Field	Japanese Tourism I	1	2		E
IGS Subjects/Culture and Tourism Field	Japanese Tourism II	1	2		E
IGS Subjects/Peace and Communication Field	Language and Thought I	1	2	○	E
IGS Subjects/Peace and Communication Field	Peace and Conflict Research I	1	2	○	E
IGS Subjects/Peace and Communication Field	Language and Thought II	1	2		E
IGS Subjects/Peace and Communication Field	Peace and Conflict Research II	1	2		E
IGS Subjects/Peace and Communication Field	The Japanese Culture and Peace ※	2	2		E

The number in the column of "Univ Year" shows the standard year in which you can start taking the course.

Subject Type	Subject Name	No. of credits	Univ Year	Required Course	Language of Instruction E:English J:Japanese
IGS Subjects/Peace and Communication Field	Cultural Psychology I	1	2		E
IGS Subjects/Peace and Communication Field	Cultural Psychology II	1	2		E
IGS Subjects/Peace and Communication Field	Ethics, Killing and Violence I	1	2		E
IGS Subjects/Peace and Communication Field	Ethics, Killing and Violence II	1	2		E
IGS Subjects/Peace and Communication Field	Middle East Politics and Islam I	1	2		E
IGS Subjects/Peace and Communication Field	Middle East Politics and Islam II	1	2		E
IGS Subjects/Peace and Communication Field	Foreign Language Acquisition and Communication I	1	2		E
IGS Subjects/Peace and Communication Field	Foreign Language Acquisition and Communication II	1	2		E
IGS Subjects/Peace and Communication Field	Psycholinguistics I	1	2		E
IGS Subjects/Peace and Communication Field	Psycholinguistics II	1	2		E
IGS Subjects/Peace and Communication Field	Conflict Resolution I	1	2		E
IGS Subjects/Peace and Communication Field	Conflict Resolution II	1	2		E
IGS Subjects/Environment and Society Field	Environmental Economics and Policy I	1	2	○	E
IGS Subjects/Environment and Society Field	Natural Disasters and Society I	1	2	○	E
IGS Subjects/Environment and Society Field	Environmental Economics and Policy II	1	2		E
IGS Subjects/Environment and Society Field	Natural Disasters and Society II	1	2		E
IGS Subjects/Environment and Society Field	Experiments in Environmental Economics I	1	2		E
IGS Subjects/Environment and Society Field	Experiments in Environmental Economics II	1	2		E
IGS Subjects/Environment and Society Field	Experimental Methods and Laboratory Work in Science for IGS I	1	3		E
IGS Subjects/Environment and Society Field	Experimental Methods and Laboratory Work in Science for IGS II	1	3		E
IGS Subjects/Environment and Society Field	Principles of Physics I	1	2		E
IGS Subjects/Environment and Society Field	Principles of Physics II	1	2		E
IGS Subjects/Environment and Society Field	Study on Japanese Companies and Social Entrepreneurship ※	2	2		E
IGS Subjects/Environment and Society Field	Physical Chemistry of Materials and Environmental Applications I	1	2		E
IGS Subjects/Environment and Society Field	Physical Chemistry of Materials and Environmental Applications II	1	2		E
IGS Subjects/Environment and Society Field	Japanese Society and Gender Issues ※	2	2		E
IGS Subjects/Environment and Society Field	Family Diversity I	1	2		E
IGS Subjects/Environment and Society Field	Family Diversity II	1	2		E
IGS Subjects/Environment and Society Field	BiogeochemistryI	1	2		E
IGS Subjects/Environment and Society Field	BiogeochemistryII	1	2		E
IGS Subjects/Environment and Society Field	Inorganic and Organic Chemistry I	1	2		E
IGS Subjects/Environment and Society Field	Inorganic and Organic Chemistry II	1	2		E
IGS Subjects/Environment and Society Field	Inorganic Chemistry I	1	2		E
IGS Subjects/Environment and Society Field	Inorganic Chemistry II	1	2		E
Project-Type Problem Solving Research	Project-Type Problem Solving Research	4	3	○	E
Global Internship Subjects	Internship Orientation	1	2	○	E
Global Internship Subjects	Global Internship	4	2	○	E
Global Internship Subjects	Internship Reflection	1	3	○	E
Elective Subjects	Laboratory Work in Natural Sciences	1	1		J
Elective Subjects	Practical Methods in Natural Sciences	1	1		J
Elective Subjects	Seminar in English Pronunciation	2	2		J
Elective Subjects	Advanced English Listening Comprehension	2	2		J
Elective Subjects	English Conversation	2	2		J
Elective Subjects	Intermediate Level Seminar in Integrated German I	2	2		J
Elective Subjects	Intermediate Level Seminar in German Listening Comprehension I	2	2		J
Elective Subjects	Seminar on Intermediate German Conversation I	2	2		J
Elective Subjects	Seminar in Intermediate French IA	2	2		J
Elective Subjects	Intermediate Level Seminar in Integrated French IB	2	2		J
Elective Subjects	Intermediate Course in French Language (first semester)	2	2		J
Elective Subjects	Seminar on Intermediate Chinese Writing	2	2		J

The number in the column of "Univ Year" shows the standard year in which you can start taking the course.

Subject Type	Subject Name	No. of credits	Univ Year	Required Course	Language of Instruction E:English J:Japanese
Elective Subjects	Seminar on Intermediate Chinese Listening Comprehension	2	2		J
Elective Subjects	Seminar on Intermediate Chinese Conversation	2	2		J
Elective Subjects	Seminar in Current German	2	3		J
Elective Subjects	Intermediate Level Seminar in Integrated German II	2	2		J
Elective Subjects	Intermediate Level Seminar in German Listening Comprehension II	2	2		J
Elective Subjects	Seminar on Intermediate German Conversation II	2	2		J
Elective Subjects	Seminar in Intermediate French IIA	2	2		J
Elective Subjects	Intermediate Level Seminar in Integrated French IIB	2	2		J
Elective Subjects	Intermediate Course in French Language (second semester)	2	2		J
Elective Subjects	Seminar on Advanced Chinese Writing	2	3		J
Elective Subjects	Seminar on Advanced Chinese Listening Comprehension	2	3		J
Elective Subjects	Seminar on Advanced Chinese Conversation	2	3		J
Elective Subjects	Seminar on Intermediate Chinese Text Reading	2	2		J
Elective Subjects	Advanced English Expository Writing	2	3		J
Elective Subjects	Advanced Seminar in German Reading Comprehension	2	3		J
Elective Subjects	Seminar on Advanced German Conversation I	2	3		J
Elective Subjects	Advanced Seminar in French Writing	2	3		J
Elective Subjects	Advance Course in French Language (first semester)	2	3		J
Elective Subjects	Ethics in Science	2	2		J
Elective Subjects	Seminar in English for Life Sciences	2	3		J
Elective Subjects	Seminar in Sports and Health Scientific English	2	3		J
Elective Subjects	Seminar in German Text Writing	2	3		J
Elective Subjects	Seminar on Advanced German Conversation II	2	3		J
Elective Subjects	Advance Course in French Language (second semester)	2	3		J
Elective Subjects	Seminar on Advanced Chinese Text Reading	2	3		J
Elective Subjects	English for the Physical Science	2	3		J
Elective Subjects	Seminar in Advanced French Text Reading	2	3		J
Elective Subjects	IGS Study Abroad I	1	2		
Elective Subjects	IGS Study Abroad II	1	2		
Elective Subjects	IGS Study Abroad III	1	2		
Elective Subjects	IGS Study Abroad IV	1	2		
Elective Subjects	IGS Study Abroad V	1	2		
Elective Subjects	IGS Study Abroad VI	1	2		
Elective Subjects	IGS Study Abroad VII	1	2		
Elective Subjects	IGS Study Abroad VIII	1	2		
Elective Subjects	IGS Study Abroad IX	1	2		
Elective Subjects	IGS Study Abroad X	1	2		
Elective Subjects	IGS Study Abroad XI	1	2		
Elective Subjects	IGS Study Abroad XII	1	2		
Elective Subjects	IGS Study Abroad XIII	1	2		
Elective Subjects	IGS Study Abroad XIV	1	2		
Elective Subjects	IGS Study Abroad XV	1	2		
Elective Subjects	IGS Study Abroad XVI	1	2		
Elective Subjects	Overseas Seminar for Specialized Topics	1	1		
Graduation Thesis	Graduation Thesis	6	4	○	E

Subjects marked "\*" are offered by the Morito Institute Global Higher Education.









Academic Year 2021

Goal-oriented Educational Management  
System

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HIROSHIMA UNIVERSITY

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# I. Hiroshima University's goal-oriented educational management system, HiPROSPECTS®

## 1. What is HiPROSPECTS®?

At Hiroshima University, we operate an original goal-oriented educational management system called “Hiroshima University Program of Specified Education and Study.” Through this system, we aim to provide each student with personalized and closely monitored support for learning, ensure high-quality graduates, and continue improving the quality of education. We casually refer to the Hiroshima University Program of Specified Education and Study as HiPROSPECTS®.

In the framework of HiPROSPECTS®, your education at HU proceeds as follows:

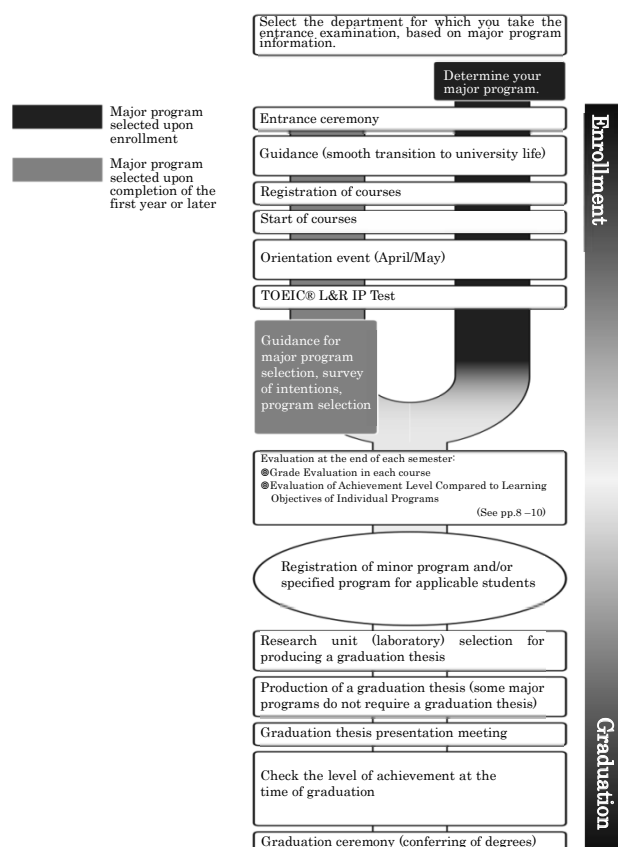
- Upon enrollment, it clearly specifies the skills and knowledge that students need to develop before graduation as “Learning objectives”. You are required to keep learning in accordance with the prescribed curricula to learning objectives.
- It provides academic support to each of you by periodically checking the level of learning objectives, feeding it back to you and assisting your learning based on the results. For example, if a periodic check indicates you have a specific weakness, you receive advice on how to readjust your learning to overcome that weakness.

Above is how HiPROSPECTS® basically works. We encourage students to do their best to not only achieve their learning objectives but also acquire knowledge and competency well beyond them.

## 2. From Enrollment to Graduation

At the beginning of each semester, you are required to complete course registration to attend classes in you wish to take. You earn credits by attending classes and passing a final examination in each of these subjects.

By fulfilling the requirements for graduation in your major program (see p. HiPRO 3), you can graduate with a bachelor's degree.



## II. Structure of HiPROSPECTS®

HiPROSPECTS® is composed of three kinds of programs: **major, minor, and specified programs**.

Every student is required to register for a major program to graduate from Hiroshima University (HU) with a bachelor's degree in their major. On the other hand, minor and specified programs are fully optional programs, and it is only necessary for students who wish to take them to register for any of them.

Students should understand details of the individual kinds of programs shown below, before proceeding with their learning activities.

### 1. Major Programs

#### 1) Objective

Major Programs are courses of study that all students are required to take in order to graduate from their schools/departments, with a bachelor's degree in their respective major. Individual major programs are organized in a systematic and consistent manner, with both liberal arts and specialized courses.

Every student has to register for one major program provided by the school/department that they belong to.

If you want to register for a major program provided by a school/department other than the one that you belong to, you have to transfer to the school/department that provides the major program which you want to take.

#### 2) Evaluation at the end of each semester and graduation

In major programs, your performance in courses is evaluated at the end of each semester (see p. HiPRO 8 ~ 10), so that your level of achievement can be checked. You can graduate with a bachelor's degree by fulfilling the requirements for graduation of your major program.

#### 3) Other

For more details information about major programs, see the pages about specialized education courses.

## 2. Minor and Specified Programs

### 1) Objective

Minor and specified programs are intended to provide students with the opportunity to learn in different fields of study, in parallel to their study in their major program. Please note that if you do not want to take any of minor/specified programs, you do not have to do so.

Programs	Objective
<b>Minor programs</b>	Programs designed to provide students with the opportunity to learn the basics or outline of another major program
<b>Specified programs</b>	Programs designed 1) to provide students with the opportunity to learn in fields which major programs do not specialize in (e.g., programs for training in high-level English skills) and 2) to help students acquire qualifications (e.g., qualification of a curator/teacher librarian)

### 2) Similarities and differences

There are similarities and differences between minor and specified programs as shown below.

#### i. Similarities

Item	Similarities between Minor and Specified Programs
Relationship to major programs	<b>Depending on the graduation requirements in individual major programs</b> , credits obtained in minor/specified programs can be approved as credits required for the graduation of major programs. Please refer to the graduation requirements in your major program.
Procedure to register with programs	Depending on the scheduled starting dates of classes provided in minor/specified program guides, students have to apply for registration for programs that they want to take, between early January and early February every year (*), using the survey function of "My MOMIJI." Those whose applications are approved can start to take the programs in the following academic year.  * In some specified programs, when to apply for registration is different from this period. For further information, see "Specified Programs" on the official HiPROSPECTS® website.
Taking courses	<ul style="list-style-type: none"> <li>● When you have obtained credits for courses provided in minor/specified programs after entering the University before the registration to the minor/specified programs, such credits can be approved as those that should be met for completion of the programs.</li> <li>● Because of course time schedules, students cannot necessarily take all courses offered in minor/specified programs.</li> </ul>

	<ul style="list-style-type: none"> <li>Grades awarded for the courses offered in minor/specified programs are taken into account in calculating GPA (grade point average: HU's university-wide system of judging students' performance) (see p. HiPRO 8 ~ 10).</li> </ul>
Described in the academic transcripts	For those who are taking minor/specific programs, it is described as "Currently Enrolled" in their academic transcripts. For those who have completed minor/specific programs, it is described as "Completed" in their academic transcripts.

\* In some specified programs, when to apply for registration is different from the period of time mentioned above. For further information, see "Specified Programs" on the official HiPROSPECTS® website.

## ii. Differences

Item	Minor Programs	Specified Programs
Number of programs that one student can register for	Each student can register for only one minor program.	Each student can register with one or more specified programs.
Selection of programs	Students can select from among programs other than those provided by their own major programs.	In principal, students can select from among all specified programs.
Requirements for completion of programs	Students who are allowed to graduate from HU after obtaining the necessary credits for the completion of their minor programs are accredited with successful completion of the programs.	Students who graduate from or leave HU after obtaining the necessary credits for the completion of their specified programs are accredited with successful completion of the programs.
Delivery of certificates	In every minor program, certificates of completion are issued.	Certificates of completion are not issued except some programs.



### 3) Procedures to start programs as follows:

Shown below are the procedures to be followed to start taking minor/specified programs.

Time	Details
Early January to early February (*)	<ul style="list-style-type: none"><li>● Learn about how to apply for minor/specified programs, etc. at “My MOMIJI” on the web.</li><li>● For details of minor/specified programs which you want to take, including requirements to be satisfied by applicants for the programs, refer to the guide to the minor/specified programs. ↓</li><li>● Consult with your tutor or academic advisor before application, if necessary. ↓</li><li>● Use the survey function of “My MOMIJI,” to apply for registration to minor/specified programs which you want to take. ↓</li><li>● Make sure that your application is approved or not.</li></ul>
Spring semester of the following academic year	<ul style="list-style-type: none"><li>● If your application is accepted, you can start minor/specified programs.</li></ul>

### 4) Other

You are required to carefully read the instruction of minor/specified programs which you want to take, and have a clear understanding of the learning objectives set by program before starting to take them. If you have questions at the time of application, consult with your tutor or student support office.

### ■ Three materials for a better understanding of HiPROSPECTS®

The three materials shown below are available online; they will help you obtain a better understanding of programs provided within the framework of HiPROSPECTS®.

	Content	Where available
<b>Specifications for major programs</b>	Details of <b><u>individual major programs</u></b> (Outlines of programs, diploma policy [principles for conferral of degrees, learning objectives of programs], curriculum policy [principles for curriculum organization and implementation], expected learning outcome, qualifications that those who have complete can acquire, etc.)	Official HiPROSPECTS® website
<b>Instructions for minor/specified programs</b>	Details of <b><u>individual minor/specified programs</u></b> (Outlines of programs, learning objectives, when to apply, requirements for registration, courses provided in programs, etc.)	
<b>Syllabus</b>	Details of <b><u>courses making up programs</u></b> (Class schedule, suggestions on preparation and review, text/reference books, grading method, etc.)	Available on “My MOMIJI”

\* The official HiPROSPECTS® website’s URL

(Major programs) <https://www.hiroshima-u.ac.jp/en/prog/features/major>

(Minor programs) <https://www.hiroshima-u.ac.jp/en/prog/features/minor>

(Specified programs) <https://www.hiroshima-u.ac.jp/en/prog/features/specific>

### III. Evaluation Method

One of the main features of the HiPROSPECTS® educational management system is the introduction of a new evaluation method for student learning outcome.

Under the system, HU sets up a **set of learning objectives for individual programs**, compared to which the achievement level of students taking their respective major programs is measured, in addition to the **grade evaluation of courses** which is made conventionally.

This system helps students gain a clear understanding of the abilities that they have acquired, and learn a better way to learn.

#### 1. Grade Evaluation of Courses

In accordance with the graduation requirements, students are required to take courses and examinations to obtain the necessary credits for graduation, etc.

The grading scale consists of five grades: S: excellent, A: very good, B: good, C: fair, and D: poor (fail). Only students who have gained S, A, B, and C can pass the course. Students are informed of their grading results at the end of every semester.

The grading methods are available in the syllabuses.

#### 2. HU's Standard GPA (Grade Point Average) System

Students are informed of their own GPA, which is calculated using a consistent method of calculation across HU, as a measure of comprehensive evaluation based on grade evaluation of courses. The formula for calculating GPA is shown below.

In addition to being used for academic guidance to students, GPA is used as basic data in determining eligibility for scholarships/school fee exemption, selecting honor students, and giving various awards to students.

[HU's Standard Formula of Calculating GPA (Grade Point Average)]

$$\text{GPA} = \frac{\text{the number of S-grade credits} \times 4 + \text{the number of A-grade credits} \times 3 + \text{the number of B-grade credits} \times 2 + \text{the number of C-grade credits} \times 1}{\text{the total number of credits for the courses which the student has registered} \times 4} \times 100$$

Note: The denominator of the formula is the total number of credits for the courses which a student has registered. This means that in cases where a student registers too many courses to successfully complete all of them, his or her GPA could inevitably become lower.

The following are sample calculations of GPA.

**Student A's case** A case where a student registers the appropriate number of courses

The total number of credits for the course which she has registered: 20 credits (10 courses, 2 credits each)

Her grades for the first semester: S: 10 credits, A: 4 credits, B: 2 credits, C: 4 credits

$$\frac{10 (S) \times 4 + 4 (A) \times 3 + 2 (B) \times 2 + 4 (C) \times 1}{20 \times 4} \times 100 = 75.00$$

**Student B's case** A case where a student registers too many courses

The total number of credits for the courses he has registered: 30 credits (15 courses, 2 credits each)

His grades for the first semester: S: 0 credits, A: 10 credits, B: 2 credits, C: 12 credits, D: 6 credits

$$\frac{0 (S) \times 4 + 10 (A) \times 3 + 2 (B) \times 2 + 12 (C) \times 1}{30 \times 4} \times 100 = 38.33$$

**[Courses taken into account in the GPA calculation]**

**All courses graded on a five-grading scale (including "absence")** are taken into account in the GPA calculation. **Courses taken as a part of minor/specified programs** are also taken into account in the calculation.

**[Courses not taken into account in the GPA calculation]**

**Courses** not graded on a five-grading scale, **such as those graded "Credit Transfer"** are not taken into account in the GPA calculation. In addition, **in the case where a student states that "Credit Unnecessary" in registration for a certain course**, in principle, his or her grade in the course is not rated on a scale of five, and therefore the course is **not taken into account in calculating his or her GPA**.

**[Note: Courses graded "Credit Transfer"]**

Credits awarded by other universities or institutions (including those for foreign language proficiency tests, etc.) are recognized as those for courses provided by HU. However, in the case where credits are awarded for any courses not rated on a five-grading scale, only a statement of "Credit Transfer" is recorded in the "Grade Evaluation" column of such courses. See below for the details:

- In case where credits which students obtained at other universities or institutions (including those for foreign language proficiency tests, etc.) before entering HU (including the case of transferring to HU) are recognized as those for courses provided by HU, no five-scale grades are given to them.
- In case where credits which students obtained at other universities or institutions (including those for foreign language proficiency tests, etc.) after entering HU are recognized as those for courses provided by HU, in principle, no five-scale grades are given to them. However, five-scale grades may be given to them only when agreements etc. with the institutions give reason for that. (Handling of grades varies from school to school of HU. In case where five-scale grades are given, the given grades are taken into account in the GPA calculation.)

### 3. Evaluation of Achievement Level Compared to Learning Objectives of Individual Programs

In major programs, each student's level of achievement is checked compared to concrete learning objectives provided in the specifications for major programs.

Students' level of achievement is rated on a three-grading scale in major programs: Excellent, Very Good, and Good, and students are informed of their grading results at the end of every semester.

Grades given to students in individual courses, such as S, A, B, C, help students understand how well they have done in the courses. However, these grades are not enough for students to understand how far they have reached the learning objectives of their major programs. If students can have a clear understanding of their own achievement level compared to the objectives, it will help them identify what they have acquired so far and what they lack in order to eventually reach the objectives, based on which they can develop plans for what courses they should take in the following semester.

The evaluation of achievement level is updated every semester, and each student's final level of achievement is communicated to them at the time of graduation. Even if you receive a "Good" grade at some point in time, it is possible for you to receive an "Excellent" grade at the time of graduation if you make a continuous effort. On the contrary, even if you receive an "Excellent" grade at some point in time, it is possible for you to receive a lower grade later if you neglect your efforts. Students are required to continue studying hard until graduation, by referring to the results of achievement level evaluation communicated to them every semester.

#### ■ How to check your grades for individual courses, GPA, and level of achievement

Your grades, GPA, and level of achievement compared to program learning objectives are available on "My MOMIJI."



The screenshot displays the My MOMIJI web portal. On the left, a navigation menu includes sections for 'Academic Register Management', 'Course Information', 'Grades', and 'Achievement Level Evaluation'. Under 'Grades', there are links for 'Check Grades For Register', 'Check Grades Awarded', and 'Check GPA'. Under 'Achievement Level Evaluation', there is a link for 'Program Achievement Level Information'. The main content area shows a 'Message' board with several unread messages, including one from the Faculty/School and another regarding General Education Information. Two callout boxes with arrows point to the 'Check Grades For Register' link and the 'Program Achievement Level Information' link, with the text 'You can check the grade evaluation' and 'You can check the achievement evaluation' respectively.

#### IV. List of Minor Programs

Campus	Names of Minor Programs	Offered by:
Higashi Hiroshima Campus	Integrated Arts and Sciences	School of Integrated Arts and Sciences
	Philosophy/Thought and Cultural Studies	School of Letters
	History	
	Geography, Archaeology and Cultural Properties	
	Japanese and Chinese Literature and Languages	
	European and American Literature and Languages/Linguistics	
	Elementary School Teacher Education	School of Education
	Special Support School Teacher Education	
	Secondary School Science Education	
	Secondary School Mathematics Education	
	Secondary School Technology and Information Education	
	Secondary School Social Studies/Geography/History/Civic Education	
	Secondary School Japanese Language Education	
	Secondary School English Language Education	
	Teaching Japanese as a Second Language	
	Health and Sports Sciences Education	
	Human Life Sciences Education	
	Music Culture Education	
	Art Education	
	Educational Studies	
	Psychology	
	Public Policy	School of Law
	Business Law	School of Economics
	Economic Analysis	School of Science
	Mathematics	
	Chemistry	
	Earth and Planetary Systems Science	School of Engineering
	Mechanical Systems Engineering	
	Transportation Systems Program	
	Educational Program for Materials and Processing	
	Educational Program for Energy Transform Engineering	
Electrical, Systems and Information Engineering Program		
Electronic Devices and Systems Program		
Applied Chemistry		
Chemical Engineering		
Biotechnology		
Civil and Environmental Engineering		
Architecture and Building Engineering	School of Applied Biological Science	
Integrative Hydrospheric Science Program		
Applied Animal and Plant Science Program		
Food Science Program		
Molecular Agro-Life Science Program	School of Informatics and Data Science	
Informatics and Data Science Program		

Students should read the instructions of minor programs (see p. HiPRO 7) carefully to gain a firm understanding of the minor program which they want to take, such as learning objectives, before applying for taking the program.

## V. List of Specified Programs

### [Programs for learning special fields of study not covered by major programs]

Campus	Names of Specified Programs	Offered by:
Higashi Hiroshima Campus	Global Peace Leadership Program	Headquarters for Education
	Hiroshima Peace Initiative Leader Program	
	Fostering Globally-Minded Teachers	School of Education
	Science Communicator Program	School of Science
	Fundamental Statistics	School of Informatics and Data Science/ Information Media Center
	Fundamental Information Processing	
	Building Professional English Skills	Institute for Foreign Language Research and Education (FLARE)
	Study Program for Building Trilingual Language Skills	
	Accessibility Leader Program	Accessibility Center
	Diversity & Inclusion Program	Research Center for Diversity and Inclusion
Kasumi Campus	Training Program for Clinical Trial Specialist to Evaluate Functional Foods	School of Pharmaceutical Sciences

### [Programs offered for acquiring qualifications]

Campus	Names of Specified Programs	Offered by:
Higashi Hiroshima Campus	Curator Qualification Course	Hiroshima University Museum School of Integrated Arts and Sciences School of Letters School of Education School of Science School of Applied Biological Science
	Social Researcher Qualification Course	School of Integrated Arts and Sciences School of Letters School of Education School of Law
	Teacher Librarian Qualification Course	School of Education

Students should read the instruction specified programs (see p. HiPRO 7) carefully to gain a firm understanding of the specified program(s) that they want to take, such as learning objectives, before applying for taking the program(s).

#### ■ Qualifications related to specified programs

As shown above, specified programs are divided into two types: one is programs for learning special fields not covered by major programs and the other is programs offered to help students acquire qualifications. The table below is a list of the latter, with the outlines of qualifications related to such programs.

Please note that **in order to acquire the qualifications, it is not enough to complete the specified programs related to the qualifications.** It is necessary to follow the

prescribed procedures after earning the necessary credits for completion of the specified program. Refer to the instruction of specified programs, etc.

Qualifications (Name of Related Specified Programs)	Outlines of the Qualifications, etc.
<p><b>Curator</b> (Curator Qualification Course)</p>	<p>A curator is a specialist positioned in a museum according to the Museum Act, who is engaged in collection, storage, display and research of museum materials, and related activities. Museums under the Museum Act include history museums, archaeology museums, art museums/galleries, zoos, botanical gardens, aquariums, and science museums.</p> <p>In order to acquire the qualification of a curator, it is necessary to acquire credits for courses related to museums stipulated by a MEXT ministerial ordinance and graduate from university with a bachelor's degree. The "Curator Qualification Course" is organized for acquiring such credits.</p> <p>Please note that in order to become a curator, it is not enough to complete the course. In order to work as a curator, it is necessary to be appointed as a curator by a museum.</p>
<p><b>Social Researcher</b> (Social Researcher Qualification Course)</p>	<p>A social researcher is a research specialist with the ability to use his or her knowledge and skills of social research to capture public opinion and market trends and analyze social phenomena, etc.</p> <p>In order to acquire the qualification of a social researcher, it is necessary to obtain credits for "courses necessary for social researchers" prescribed by the Japanese Association for Social Research. The "Social Researcher Qualification Course" is made up of such courses.</p>
<p><b>Teacher Librarian</b> (Teacher Librarian Qualification Course)</p>	<p>School libraries are indispensable for schools which aim at fostering students' "zest for living" with emphasis on "solid academic prowess," "a well-rounded character," etc., and play a role as "learning resources center" and "reading center" in schools. A teacher librarian is an expert engaged in school library management.</p> <p>In order to acquire the qualification of a teacher librarian, it is necessary to be a teacher with a teaching certificate and complete "courses for training teacher librarians" specified by the regulations for training teacher librarians of the School Library Law. The "Teacher Librarian Qualification Course" is made up of such courses.</p>



## VI. HiPROSPECTS®-Related Regulations

### 1. Hiroshima University Rules for Education Programs

February 14, 2006  
Regulation No. 5

Hiroshima University Rules for Education Programs

(Overview)

Article 1 These Rules stipulate the necessary matters for the education programs of Hiroshima University (hereinafter referred to as the “University”) pursuant to Article 19.5 of Hiroshima University General Rules (Regulation No. 2 of April 1, 2004; hereinafter referred to as the “General Rules”).

(Purpose)

Article 2 The purpose of the education programs of the University is to provide systematic curriculums that specify respective goals for attainment and include the assessment of achievement levels and to provide the students with diverse learning opportunities.

(Name)

Article 3 The education programs of the University are managed under the goal-oriented educational management system referred to as Hiroshima University Program of Specified Education and Study (HiPROSPECTS).

(Program Types)

Article 4 The education programs consist of major programs, minor programs and specific programs depending on their educational goals.

Article 5 The major program is a program in which a combination of liberal arts education and specialized education is designed across academic years in a consistent and harmonious manner for the obtainment of the bachelor’s degree.

Article 6 The minor program is a program designed to provide the students with opportunities to study, in parallel with their major program, the basics or overview of a different major program, in order to ensure the diversity of bachelor’s degree education and to cater for diverse abilities, aptitudes and learning appetites of the students.

Article 7 The specific program is a program designed to provide learning opportunities of a certain field that is not specialized as part of the major programs or for the obtainment of a certified qualification.

(Establishment and Design)

Article 8

1. A major program or minor program may be established in one School or across two or more Schools.
2. A specific program may be established in one School, etc. (including Schools, Graduate Schools, Laboratories, and “National Joint Usage Facilities” designated by the Ministry of Education, Culture, Sports, Science and Technology and the Joint Education and Research Facilities on Campus; hereinafter the same shall apply) or across two or more Schools, etc.
3. In order to establish a new program, the faculty members’ committee (as stipulated in Articles 12 through 14) shall prepare a program description as stipulated in Article 15 and obtain the approval of the Vice Executive (Educational Planning) through the School, etc. in which the program to be established, in principle by the end of July of the fiscal year preceding the scheduled fiscal year.

Article 9

1. A major program shall be designed with an express presentation of the students’ attainment goal and the significance thereof as well as the professional qualities to be fostered. The number of credits required for completing a major program shall be as stipulated in Article 44.1

of the General Rules.

2. The necessary matters for taking a major program shall be stipulated by the relevant School.

#### Article 10

1. A minor program shall be designed for studying the basics or overview of a major program and shall consist of a selection from the major program's courses. A minor program shall be designed with an express presentation of the students' attainment goal. The number of credits required for completing a minor program shall be 16 or more and shall not exceed 30.

2. The necessary matters for taking a minor program shall be stipulated separately.

#### Article 11

1. A specific program shall be designed for the learning of a certain field that is not specialized as part of the major programs or the obtainment of a certified qualification and shall consist of a selection from courses of a major program and/or new courses. A specific program shall be designed with an express presentation of the students' attainment goal. The number of credits required for completing a specific program shall be about 10.

2. The necessary matters for taking a specific program shall be stipulated separately.

(Program Management Organization)

#### Article 12

1. Each program shall have a faculty members' committee to ensure responsible program management.

2. The faculty members' committee of a major program that constitutes the foundation for providing a minor program shall also serve as the faculty members' organization to ensure responsible management of the minor program.

3. Notwithstanding the provisions of paragraph 1 above, the School, etc. that intends to establish a specific program may choose to designate a responsible faculty member for the program and not to provide a faculty members' committee to the extent that the School, etc. considers that that should suffice to ensure responsible program management.

#### Article 13

1. The faculty members' committee of a major program shall consist of the University's permanent faculty members who teach specialized education subjects from among all teachers who engage in the major program and a chief member shall be appointed to supervise the business of the faculty members' committee.

2. A faculty member who teaches specialized education subjects that are included in two or more major programs shall in principle choose one major program and serve as a member of its faculty members' committee.

Article 14 The faculty members' committee of a specific program shall consist of the faculty members who teach the program's courses and a chief member shall be appointed to supervise the business of the faculty members' committee.

(Program Description)

Article 15 The faculty members' committee as stipulated in Articles 12 through 14 shall determine the students' attainment goals, the necessary information for choosing the program, the method for taking the program and so on and expressly stipulate such matters in the relevant program description.

(1) Major program -- Major Program Description (as per Form 1 attached hereto)

(2) Minor program -- Minor Program Description (as per Form 2 attached hereto)

(3) Specific programs -- Specific Program Description (as per Form 3 attached hereto)

(Syllabus)

Article 16 Each teacher shall prepare a syllabus for each of his/her courses that summarizes the necessary information for taking the subject.

(Registration)

#### Article 17

1. Some major programs shall be registered for at the time of the students' enrollment in the

University and some other major programs may be chosen and registered for after the student's enrollment in the University. Each student shall register for one major program.

2. Minor programs and specific programs shall be registered for when a student has applied for a program and obtained the approval of the relevant faculty members' committee.

(Switching between Major Programs)

Article 18 In the event that a student wishes to switch to a different major program, the following items shall apply as applicable.

(1) In the event that a student wishes to take a major program provided by a School other than his/her own, the student may register for that program after obtaining the approval pursuant to Article 36 of the General Rules.

(2) In the event that a student wishes to take a different major program provided by his/her School, the student may register for that program after obtaining the approval for switching to a different Course pursuant to Article 37 of the General Rules or otherwise as stipulated by the School.

(Student Appraisal)

Article 19

1. The Grade Point Average (GPA) shall be determined based on the student's performance appraisal of the courses and notified to the student for each semester as the comprehensive performance appraisal index.

2. In addition to the performance appraisal of the courses, the student's achievement level in respect of the goal provided for the major program shall be appraised and notified for each semester.

3. In addition to the provisions of paragraphs 1 and 2 above, the necessary matters for student appraisal shall be stipulated separately.

(Inspection and Assessment)

Article 20 The faculty members' committee shall inspect and assess the program based on the results of the students' achievement level appraisal and other aspects of the program's execution status.

(Improvement)

Article 21

1. The faculty members' committee shall improve the program based on the result of the inspection and assessment under Article 20.

2. The faculty members' committee shall obtain the approval of the Vice Executive (Educational Planning) through the School, etc. for any intended improvement of the program, except for a minor one.

(Abolishment)

Article 22 In the event that a School, etc. intends to abolish a program based on the result of the inspection and assessment under Article 20, it shall obtain the approval of the Vice Executive (Educational Planning).

(Miscellaneous)

Article 23 In addition to the provisions of these Rules, the necessary matters for the execution of the programs shall be as stipulated by the relevant School, etc.

Form 1 (in relation to Article 15 (1))

Major Program Description

Name of School (Course) [ \_\_\_\_\_ ]

Program name (Japanese)	.....
(English)	.....
1. Degree to be obtained	
2. Overview	
3. Diploma policy (the standards to give the degree and the students' attainment goal)	
4. Curriculum policy (the policy for the design and execution of education program)	
5. Date of commencement; requirements for registration	
6. Certified qualifications that may be obtained	
7. Courses and their contents	
8. Outcome of learning	
9. Graduation thesis (research)	
10. System of responsibility	

Form 2 (in relation to Article 15 (2))

Minor Program Description

Name of School (Course) [ \_\_\_\_\_ ]

Program name (Japanese)	.....
(English)	.....
1. Overview	
2. Attainment goal	
3. Registration period	
4. Requirements for registration	
5. Maximum number of students to be registered	
6. Courses and their contents	
7. Requirements for completion	
8. System of responsibility	
9. Number of credits acceptable for completion of the program from among the student's already obtained credits	
(1) Number of credits acceptable from among the student's already obtained credits from other university or institution	
(2) Number of credits acceptable from among the student's already obtained credits from Hiroshima University (including credits obtained as a non-degree student).	

## Specific Program Description

Name of School, etc. [ ]

Program name	(Japanese)
	----- (English)
1. Overview	
2. Attainment goal	
3. Registration period	
4. Requirements for registration	
5. Maximum number of students to be registered	
6. Courses and their contents	
7. Requirements for completion	
8. System of responsibility	
9. Number of credits acceptable for completion of the program from among the student's already obtained credits (1) Number of credits acceptable from among the student's already obtained credits from other university or institution (2) Number of credits acceptable from among the student's already obtained credits from Hiroshima University (including credits obtained as a non-degree student).	

## 2. Hiroshima University Detailed Rules for Taking a Minor Program

March 14, 2006

Approved by Vice President (Education and Research)

### Hiroshima University Detailed Rules for Taking a Minor Program

#### (Purpose)

Article 1 These Detailed Rules stipulate the necessary matters for taking a minor program from among the education programs of Hiroshima University (hereinafter referred to as the "University") pursuant to the provisions of Article 10.2 of the Hiroshima University Rules for Education Programs (Regulation No. 5 of February 14, 2006; hereinafter referred to as the "Regulation").

#### (Program Names and Responsible Schools)

Article 2 The names of minor programs and the Schools that provide the respective programs shall be as per the Exhibit hereto.

#### (Courses and How to Take Them)

Article 3 The courses of each minor program and how to take them shall be expressly stipulated in the minor program description as defined in Article 15 (2) of the Regulation (hereinafter referred to as "program description").

#### (Registration)

##### Article 4

1. A student may register for one minor program only when he/she satisfies its standards for registration. However, a student cannot register for a minor program provided on the basis of his/her own major program.
2. The procedure for the registration under paragraph 1 above shall be followed during the specified period at the end of each grade and the approval or disapproval for registration shall be determined by the faculty members' committee of each program.
3. A student may count the course credits of the relevant minor program that have been obtained before his/her registration for the program under paragraph 1 above into the number of credits required for completing the program.
4. The necessary matters for the registration for a minor program shall be stipulated by the program's faculty members' committee.
5. To the extent that a student is registered for a minor program, the Dean of the School of his/her major program shall include in his/her academic transcript that he/she is taking the minor program.

#### (Registration Procedure)

Article 5 At the beginning of each semester, each School shall publish the offered for the semester and their teachers.

Article 6 Each student shall follow the specified procedure to register for his/her intended courses within the period designated by the relevant School in each semester.

#### (Acceptance of Already Obtained Credits of Newly Enrolled Students)

##### Article 7

1. The maximum number of a student's already obtained credits (only as stipulated in Paragraphs 1 and 2 of Article 31 of Hiroshima University General Rules (Regulation No.2 of April 1, 2004)) acceptable for completing his/her minor program shall be less than half of the total number of credits required and shall be determined upon the discussion of the program's faculty members' committee and expressly stipulated in the relevant program description.
2. The maximum number of a student's already obtained credits (from the University only and including the credits obtained as a nondegree student) acceptable for completing his/her minor program shall be determined upon the discussion of the program's faculty members' committee and expressly stipulated in the relevant program description.

#### (Completion Approval)

Article 8

1. The faculty members' committee of each minor program shall approve the program completion of the students who have been approved for graduation and have obtained the course credits stipulated in the program description of the minor program.
2. The Dean of the School providing each minor program shall issue the minor program completion certificate (as per the Form attached hereto) to each student who has completed the minor program.
3. When a student completes his/her minor program, the Dean of the School of his/her major program shall include in his/her academic transcript that he/she completed the minor program.

(Calculation Standards for the Number of Credits)

Article 9 The number of course credits shall be calculated in accordance with the provisions of the Hiroshima University Rules for Liberal Arts Subjects (Regulation No.6 of February 14, 2006) with respect to liberal arts subjects and the provisions of the relevant School's detailed rules with respect to specialized education subjects.

(Examination and Makeup Examination)

Article 10 The examination and makeup examination shall be conducted in accordance with the provisions of the Hiroshima University Rules for Liberal Arts Subjects with respect to liberal arts subjects and the provisions of the relevant School's detailed rules with respect to specialized education subjects.

(Handling of Credits)

Article 11 The credits obtained in a minor program may be counted concurrently as the credits required for the completion of a major program to the extent permitted by the standards of the major program.

(Miscellaneous)

Article 12 In addition to the provisions of these Detailed Rules, the necessary matters for taking a minor program shall be stipulated by its faculty members' committee.

Exhibit (in relation to Article 2)

(Omitted)

Form (in relation to Article 8.2)

No.
Minor Program Completion Certificate
School/Course Name Date of birth
I hereby certify that the above student has completed the minor program "_____" of Hiroshima University.
Date: _____
President of Hiroshima University (Seal)

### 3. Hiroshima University Detailed Rules for Taking a Specific Program

May 14, 2006

Approved by Vice President (Education and Research)

#### Hiroshima University Detailed Rules for Taking a Specified Program

##### (Purpose)

Article 1 These Detailed Rules stipulate the necessary matters for taking a specific program from among the education programs of Hiroshima University (hereinafter referred to as the "University") pursuant to the provisions of Article 11.2 of the Hiroshima University Rules for Education Programs (Regulation No. 5 of February 14, 2006; hereinafter referred to as the "Regulation").

##### (Program Names and Responsible Schools)

Article 2 The names of specific programs and the schools, etc. (including schools, graduate schools, laboratories, and "joint usage facilities" designated by the Ministry of Education, Culture, Sports, Science and Technology and the University's joint education and research facilities; hereinafter the same shall apply) that provide the respective programs shall be as per the Exhibit hereto.

##### (Courses and How to Take Them)

Article 3 The courses of each specific program and how to take them shall be expressly stipulated in the specific program description as defined in Article 15 (3) of the Regulation (hereinafter referred to as "program description").

##### (Registration)

###### Article 4

1. A student may register for a specific program when he/she satisfies its standards for registration.
2. The procedure for the registration under paragraph 1 above shall be followed during the specified period at the end of each term or semester and the registration period and the approval or disapproval for registration shall be determined by the program's faculty members' committee or responsible faculty member.
3. The students may count the course credits of the relevant specific program that have been obtained before their registration for the program under paragraph 1 above into the number of credits required for completing the program.
4. The necessary matters for the registration for a specific program shall be stipulated by the program's faculty members' committee or responsible faculty member.
5. To the extent that a student is registered for a specific program, the Dean of the School of his/her major program shall include in his/her academic transcript that he/she is taking the specific program.

##### (Registration Procedure)

Article 5 At the beginning of each semester, each School, etc. shall publish the courses offered for the semester and their teachers.

Article 6 Each student shall follow the specified procedure to register for his/her intended courses within the period designated by the relevant School, etc. in each semester.

##### (Acceptance of Already Obtained Credits of Newly Enrolled Students)

###### Article 7

1. The maximum number of a student's already obtained credits (only as stipulated in Paragraphs 1 and 2 of Article 31 of Hiroshima University General Rules (Regulation No.2 of April 1, 2004)) acceptable for completing his/her specific program shall be less than half of the total number of credits required and shall be determined upon the discussion of the program's faculty members' committee (or, where the School, etc. does not provide the faculty members' committee, at the discretion of the responsible faculty member; the same shall apply in the following paragraph) and expressly stipulated in the relevant program description.



2. The maximum number of a student's already obtained credits (from the University only and including the credits obtained as a nondegree student) acceptable for completing his/her specific program shall be determined upon the discussion of the program's faculty members' committee and expressly stipulated in the relevant program description.

(Completion Approval)

#### Article 8

1. The faculty members' committee or responsible faculty member of each specific program shall approve the program completion of the students who have been approved for graduation and have obtained the course credits stipulated in the program description of the specific program. However, the completion of a specific program shall be approved for a student who has not been approved for graduation to the extent that he/she has obtained the class subject credits stipulated in the program description of the specific program and that the Dean of the School of his/her major program also recognizes the student's completion of the specific program.
2. The Dean of the School providing each specific program may issue the specific program completion certificate (as per the Form attached hereto) to each student who has completed the specific program.
3. When a student completes his/her specific program, the Dean of the School of his/her major program shall include in his/her academic transcript that he/she completed the specific program.

(Calculation Standards for the Number of Credits)

#### Article 9

1. The number of course credits shall be calculated in accordance with the provisions of the Hiroshima University Rules for Liberal Arts Subjects (Regulation No.6 of February 14, 2006) with respect to liberal arts subjects and the provisions of the relevant School's detailed rules with respect to specialized education subjects.
2. Notwithstanding the provisions of paragraph 1 above, the calculation standards for the number of credits of the courses that are newly offered by the School, etc. as part of a specific program shall be determined by the program's faculty members' committee or responsible faculty member pursuant to the provisions of Article 19-3.1 of the Hiroshima University General Rules and expressly stipulated in the relevant program description.

(Examination and Makeup Examination)

Article 10 The examination and makeup examination shall be conducted in accordance with the provisions of the Hiroshima University Rules for Liberal Arts Subjects with respect to liberal arts subjects and the provisions of the relevant School's detailed rules with respect to specialized education subjects.

#### Article 11

1. Notwithstanding the provisions of Article 10 above, the examination for a course that is newly offered by the School, etc. as part of a specific program shall be conducted in principle at the end of the term upon the end of the relevant class sessions. However, the term-end examination may be replaced by the appraisal of reports or participation in the class sessions.
2. The method and date of an examination shall be published in advance by the relevant School, etc.
3. A student whose class attendance record is less than two-thirds of the designated class hours shall not qualify for taking the examination. However, where a student has followed the specified procedure to provide notification of his/her absence and the absence is recognized as one caused by illness or other unavoidable reason, his/her qualification for taking the examination shall be at the discretion of the teacher of the course.

#### Article 12

1. Notwithstanding the provisions of Article 10, with respect to the courses that are newly offered by the School, etc. as part of a specific program, a student who was unable to take the examination due to any of the following reasons may take a makeup examination:
  - (1) bereavement due to the death of the spouse or a relative within the third degree of kinship;

- (2) injury or illness (exclusively in the case of hospitalization or similar condition);
  - (3) act of God or other extraordinary disaster;
  - (4) public transportation accident; or
  - (5) other unavoidable circumstance.
2. A student who wishes to take a makeup examination of a course shall file an application in the designated makeup examination application form with the evidence of the reason thereof to the Dean of the School, etc. providing the specific program, in principle within one week after the date of the examination.
  3. The student whose application for a makeup examination has been approved shall take the makeup examination, in principle on the date designated by the course's teacher.
  4. The makeup examination shall be conducted within three weeks after the date of the examination of the relevant course.

(Handling of Credits)

Article 13 The credits obtained in a specific program may be counted concurrently as the credits required for the completion of a major program to the extent permitted by the standards of the major program.

(Miscellaneous)

Article 14 In addition to the provisions of these Detailed Rules, the necessary matters for taking a specific program shall be stipulated by its faculty members' committee or responsible faculty member.

Exhibit (in relation to Article 2)

(Omitted)

Form (in relation to Article 8.2)

No.
Specified Program Completion Certificate
School/Course Name Date of birth
I hereby certify that the above student has completed the specific program “_____” of Hiroshima University.
Date: _____
President of Hiroshima University (Seal)

## VII. Contact Points Related to Minor and Specified Programs

### ■ Contact points related to minor programs

Schools	Contact Point	Telephone No.	E-mail Address
School of Integrated Arts and Sciences	Support Office for the fields of Integrated Arts and Sciences	(082)424-6315	souka-gaku-sien@office.hiroshima-u.ac.jp
School of Letters	Support Office for the fields of Humanities and Social Sciences Letters (in charge of School of Letters)	(082)424-6613	bun-gaku-sien@office.hiroshima-u.ac.jp
School of Education	Support Office for the fields of Education	(082)424-6725	kyoiku-gakusi@office.hiroshima-
School of Law (Daytime Course)	Support Office for the fields of Humanities and Social Sciences (in charge of School of Law)	(082)424-4647	syakai-gaku-sien@office.hiroshima-u.ac.jp
School of Economics (Daytime Course)	Support Office for the fields of Humanities and Social Sciences (in charge of School of Economics)	(082)424-4646	
School of Science	Support Office for the fields of Science	(082) 424-7317	ri-gaku-sien@office.hiroshima-
School of Engineering	Support Office for the fields of Engineering (in charge of School of Engineering)	(082)424-7524	kou-gaku-gakubu@office.hiroshim a-u.ac.jp
School of Applied Biological Science	Support Office for the fields of Biosphere Science	(082)424-7915	sei-gaku-sien@office.hiroshima-
School of Informatics and Data Science	Support Office for the fields of Engineering (in charge of School of Informatics and Data Science)	(082)424-7611	kou-gaku-gakubu@office.hiroshim a-u.ac.jp

### ■ Contact points related to Specified Programs

Name of Program	Contact Point	Telephone No.	E-mail Address
Global Peace Leadership Program	Education Promotion Group (Student Plaza 3 <sup>rd</sup> floor)	(082)424-6158	gsyugakukm-group@office.hiroshima-u.ac.jp
English Language-related Professional Training			
Trilingual Speaker Training Program			
Curator Qualification Curator			
Social Researcher Qualification Course			
Accessibility Leader Training Program			
Science Communicator Program	Support Office for the fields of Science	(082)424-7317	ri-gaku-sien@office.hiroshima-

Basic Statistics	Support Office for the fields of Engineering (in charge of School of Informatics and Data Science)	(082)424-7611	kou-gaku-gakubu@office.hiroshima-u.ac.jp
Basic Information Processing			
Hiroshima Peace & Coexistence Leader Training Program	Department of Research and Academia-Government-Community Collaboration (Community Cooperation Division)	(082)424-5691	chiikirenkei@office.hiroshima-u.ac.jp
Diversity & Inclusion Program	Research Center for Diversity and Inclusion	(082)-424-4559	diversity-center@hiroshima-u.ac.jp
Global Teacher Training Program	Support Office for the fields of Education	(082)424-6725	kyoiku-gakusi@hiroshima-u.ac.jp
Teacher Librarian Qualification Course			
Food Clinical Trial Scientist Training Program	Student Support Group, Kasumi Campus Management Support Office (in charge of School of Pharmaceutical Sciences)	(082)257-5777	kasumi-gaku-p@office.hiroshima-u.ac.jp

If you have questions, contact the Education Promotion Group (Student Plaza 3<sup>rd</sup> floor). Be sure to include your name and student ID number in your email.

## **VIII. University-wide Implementation of TOEIC® L&R IP**

Hiroshima University has been working on the development of human resources who can respond to globalization. As part of its efforts, HU has implemented a university-wide TOEIC® Listening & Reading Institutional Program. Every undergraduate student of HU is required to take the test twice: once in May in their first year and once in their third year or later. (Please note that when to take the test for the second time varies depending on the school/department that each student belongs to. For detailed information, visit the URL shown below.)

The introduction of this program makes it possible for students to check their own English proficiency both immediately after enrollment at HU (before starting to study English at HU) and at the time of graduation (after studying the language for some years at HU).

There are some key benefits from the university-wide implementation of the TOEIC® L&R IP. One is that based on the scores students earned in the program, HU can improve the quality of its English education for students, with others shown below:

- Students can obtain a clear understanding of their own English proficiency by the generally accepted standard.
- Students can use their scores as a self-marketing tool in applying for graduate admission or job hunting, because it is a widely accepted test
- High scores on the test can be applied as credits for foreign language courses (English) of the liberal arts education program of HU.

### **Information for Students**

For the latest information about the program, visit the MOMIJI website, and move to “Academic Support” and then to “TOEIC®L&R IP Information” (<https://momiji.hiroshima-u.ac.jp/momiji-top/en/learning/toeicip.html>).

## IX. Packages of Informatics and Data Science Courses

Hiroshima University School of Informatics and Data Science offers packages of specialized informatics and data science courses for learning systematic analytical methodologies and information processing techniques necessary in various fields of study. The school recommends students choose from among these packages, according to their fields of study.

The school believes that knowledge acquired from the recommended packages of informatics and data science courses will help students on various occasions, such as in studying for a graduation report in their respective field of study, in studying in graduate school, and in working in the real world after graduation.

The school hopes that many students will take the packages of informatics and data science courses.

### List of Recommended Packages of Informatics and Data Science Courses according to Field of Study

classification	Course Name	Number of credits	Semester/ Term	Package (Field of Study)																																
				Integrated Arts and Sciences	Digital Humanities*	Psychology	Information and Society	Economics	Bioscience	Earth and Planetary Systems Science	Medicine	Machine/Transportation Engineering	Information Engineering	Applied Chemistry, Bioengineering, Chemical Engineering	Data Science in Information-based Society	Architecture	Applied Biological Science																			
Informatics and Data Science Courses	Fundamentals of Probability Theory	2	2S(4T)	<input type="checkbox"/>				<input type="checkbox"/>																												
	Inferential Statistics	2	3S(1T)					<input type="checkbox"/>																<input type="checkbox"/>												
	Basic and practice in Categorical data analysis	2	3S(2T)		<input type="checkbox"/>	<input type="checkbox"/>																														
	Linear Regression Model	2	3S(2T)	<input type="checkbox"/>									<input type="checkbox"/>																							
	Differential Equations	2	3S(2T)	<input type="checkbox"/>											<input type="checkbox"/>																					
	Software Engineering	2	3S(2T)											<input type="checkbox"/>																						
	System Optimization	2	4S(3T)	<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>												<input type="checkbox"/>										
	Generalized Linear Model	2	4S(3T)	<input type="checkbox"/>		<input type="checkbox"/>																														
	Multivariate Analysis	2	4S(3T)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>					<input type="checkbox"/>																						
	Digital Circuit Design	2	4S(3T)		<input type="checkbox"/>	<input type="checkbox"/>								<input type="checkbox"/>																						
	Algorithms and Data Structures	2	4S(3T)												<input type="checkbox"/>	<input type="checkbox"/>																				
	Databases	2	4S(4T)		<input type="checkbox"/>										<input type="checkbox"/>	<input type="checkbox"/>																				
	Computer Architecture	2	4S(4T)												<input type="checkbox"/>	<input type="checkbox"/>																				
	Numerical Computation	2	4S(4T)	<input type="checkbox"/>								<input type="checkbox"/>																								
	Fourier Analysis	2	4S(4T)	<input type="checkbox"/>																																
	Stochastic Modeling	2	4S(4T)	<input type="checkbox"/>																																
	Programming Languages	2	4S(4T)	<input type="checkbox"/>																																
	Survey design	2	5S(1T)	<input type="checkbox"/>				<input type="checkbox"/>																												
	Data Mining	2	5S(1T)											<input type="checkbox"/>											<input type="checkbox"/>											
	Biostatistics	2	5S(2T)									<input type="checkbox"/>		<input type="checkbox"/>																				<input type="checkbox"/>		
	Econometrics	2	5S(2T)						<input type="checkbox"/>																											
	Image Processing	2	5S(2T)																																	
	Information Society and Security	2	5S(2T)					<input type="checkbox"/>																												
	Natural Language Processing	2	5S(2T)	<input type="checkbox"/>	<input type="checkbox"/>																															
	Biomedical Statistics	2	6S(3T)						<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>																							
	Visual Computing	2	6S(3T)																																	<input type="checkbox"/>
	Artificial Intelligence and Machine Learning	2	6S(3T)												<input type="checkbox"/>																					
	Parallel and Distributed Processing	2	6S(3T)	<input type="checkbox"/>																																
	Society and Data Analysis	2	6S(3T)					<input type="checkbox"/>																		<input type="checkbox"/>										
	Time Series Analysis	2	6S(3T)						<input type="checkbox"/>					<input type="checkbox"/>																						
	Stochastic Processes	2	6S(4T)	<input type="checkbox"/>																																
	Big Data	2	6S(4T)																																	
	Data Analysis for Medical and Welfare Policies	2	6S(4T)					<input type="checkbox"/>							<input type="checkbox"/>																					

Notes: Courses with “o” are included recommended packages according to respective fields of study. The semesters/terms shown above are subject to change; please check the time schedule of each academic year.

Recommended packages according to major programs are shown in the list below. Even if the major program you belong to (or want to belong to) is not included in the list, it is possible for you to take any of the courses shown above. The school hopes that many students will not hesitate to take its informatics and data science courses.

Major Program	Recommended Package
<b>(School of Integrated Arts and Sciences)</b> Integrated Arts and Sciences	Integrated Arts and Sciences
<b>(School of Letters)</b> European and American Literature and Languages/Linguistics	Digital Humanities
<b>(School of Education)</b> Psychology	Psychology
<b>(School of Law)</b> Public Policy, Business Law, Legal Profession Training Course	Information and Society
<b>(School of Economics)</b> Economic Analysis	Economics
<b>(School of Science)</b> Biology	Bioscience
<b>(School of Science)</b> Earth and Planetary Systems Science	Earth and Planetary System Science
<b>(School of Medicine, School of Dentistry, School of Pharmaceutical Sciences)</b> Medicine, Nursing, Physical Therapy, Occupational Therapy, Dentistry, Oral Health Science, Oral Engineering, Pharmaceutical Sciences, Medicinal Sciences	Medicine
<b>(School of Engineering)</b> Mechanical Systems Engineering, Transportation Systems Program, Educational Program for Materials and Processing, Educational Program for Energy Transform Engineering	Machine/Transportation Engineering
<b>(School of Engineering)</b> Electrical, Systems and Information Engineering Program, Electronic Devices and Systems Program	Information Engineering
<b>(School of Engineering)</b> Applied Chemistry, Chemical Engineering, Biotechnology	Applied Chemistry, Bioengineering, Chemical Engineering
<b>(School of Engineering)</b> Civil and Environmental Engineering	Data Science in Information-based Society
<b>(School of Engineering)</b> Architecture and Building Engineering	Architecture
<b>(School of Applied Biological Science)</b> Applied Animal and Plant Science Program, Food Science Program, Integrative Hydrospheric Science Program, Molecular Agro-Life Science Program	Applied Biological Science

## X. First-Year Internship Program (for Social Experience) for All Students

Hiroshima University provides the program entitled “First-Year Internship Program (for Social Experience)” where all our first year undergraduate students have the opportunities for social and working experience in companies or organizations off the campus as well as for volunteer activities.

The purpose of this program is to raise students’ learning motivation and help them enrich their student lives by associating learning at university with social experience, as well as to give them an opportunity to think about their career path and occupational aptitude.

The contents, the methods and the host organizations for the program differ according to the school/department. For details, please refer to the following table.

School/Department	Method of implementation of the First-Year Internship Program (for Social Experience)
School of Integrated Arts and Sciences	This program is implemented as part of “Introductory Seminar for First-Year Students”. The details are explained in the class.







# Liberal Arts Education

AY2021

**Hiroshima University**



広島大学

## NOTES

1. Classes of liberal arts education subjects are held on the Higashi-Hiroshima, Kasumi or Higashi-Senda Campus. Check the Liberal Arts Education Class Timetable booklet, which will be distributed separately, to find out on which campus each of your desired subjects is taught, and carry out the registration procedures.
2. All notices to students regarding liberal arts education classes (schedule changes, class cancellations, makeup classes, classroom changes, exam information, etc.) will be communicated via MOMIJI. MOMIJI consists of two sections: MOMIJI Top, which can be viewed by any user, and My MOMIJI, which can only be accessed by using an authorized ID and password. Failure to check MOMIJI may result in unexpected detriment, so be sure to access both MOMIJI sections at least once a day.
3. If you have any questions about information contained in the Student Handbook, visit the relevant office and ask questions. Do not forget to bring this handbook with you when you come to the office.

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# I. Principles and Purpose of Liberal Arts Education

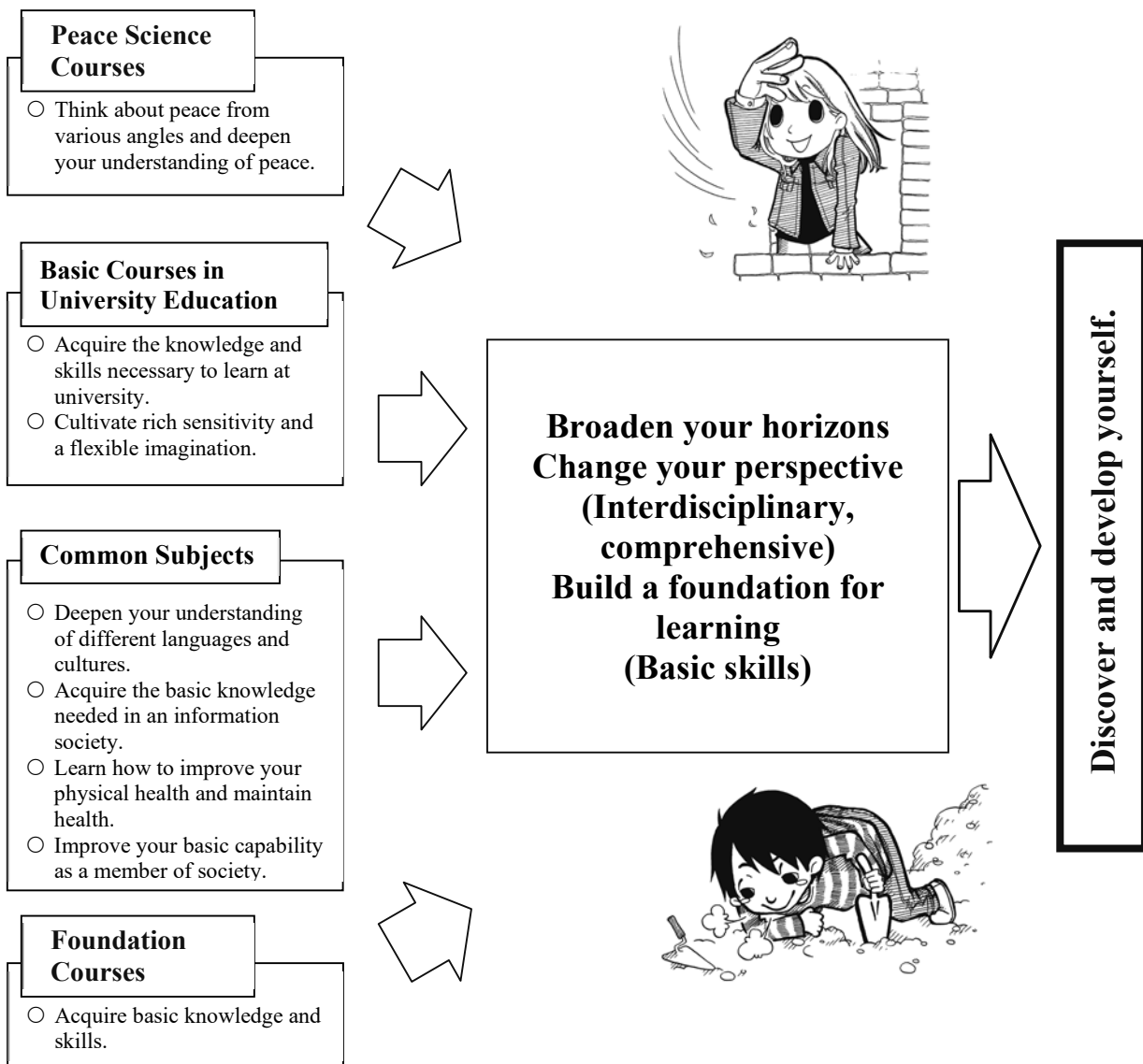
## Principles of Liberal Arts Education

In keeping with its founding spirit, which honors the regional characteristics and internationalism of Hiroshima—an international city of peace and culture—and in order to respond to the demands of society as one of the largest comprehensive universities in Japan, Hiroshima University offers liberal arts education to cultivate within students a broad and deep cultural sensitivity, comprehensive judgment and rich humanity. By providing specialized education on the basis of a holistic liberal arts education, we aim to develop individuals who can contribute to international society by working to promote international understanding and world peace based on human dignity and love.

## Purpose of Liberal Arts Education

The purpose of liberal arts education is to cultivate rich humanity supported by a broad education. Students are expected not only to acquire basic knowledge and skills that link directly to their specialty, but also to develop academic interest in a wide range of fields and cultivate the ability to approach things in an interdisciplinary and comprehensive manner. We hope that you will make the best use of what you have learned through liberal arts education to achieve your personal growth and contribute to a better future for mankind.

## [Conceptual illustration of liberal arts education]



## Subject Type of Liberal Arts Education

To achieve the principles and purpose of liberal arts education, students will select and learn subjects from four major categories: Peace Science Courses, Basic Courses in University Education, Common Subjects, and Foundation Courses. Basic Courses in University Education and Common Subjects are further divided into several subcategories.

[Subject Type]

<u>Peace Science Courses</u>	<u>Basic Courses in University Education</u>	<u>Common Subjects</u>	<u>Foundation Courses</u>
	Introduction to University Education	Area Courses	
	Introductory Seminar for First-Year Students	Foreign Languages (English, Non-English Foreign Languages)	
		Information and Data Science Courses	
		Health and Sports Courses	
		Social Cooperation Courses	

[Educational Goals of Each Subject Type]

Subject Type		Educational Goals
Peace Science Courses		To provide students with the opportunity to think about peace from various perspectives, such as war/conflict, the abolition of nuclear weapons, poverty, starvation, population growth, the environment, education and culture, and thereby to deepen their understanding of peace
Basic Courses in University Education	Introduction to University Education	To enable students to understand the significance and objectives of studying at university and acquire the skills and attitude necessary for studying at university
	Introductory Seminar for First-Year Students	To develop students' ability to think logically, based on facts and evidence, regarding historical and contemporary issues facing humankind and society, to examine their own thoughts critically, and to express their own ideas effectively
Common Subjects	Area Courses	To help students explore how knowledge accumulated by mankind has been created and developed, and what concepts underlie such knowledge, from cultural, social and natural scientific perspectives, and learn intellectual techniques required across disciplines, beyond their specialized fields
	Foreign Languages • English • Non-English Foreign Languages	To develop students' communication skills necessary for receiving and transmitting information effectively in various foreign languages, and deepen their knowledge and understanding of different languages and cultures, so as to enable them to play an active role in the era of globalization
	Information and Data Science Courses	To equip students with the basic knowledge and skills necessary to use data in today's advanced information society, develop their understanding of the usefulness and problems of computers and information-related ethical issues, so as to ensure the proper use of data and grow up their stance toward new technology.
	Health and Sports Courses	To introduce students to scientific theories for promoting health and physical strength, and develop an attitude of enjoying sports throughout their lifetime as well as social skills, such as manners and cooperation, through the practice of sports suited to their own aptitudes and sports skills
	Social Cooperation Courses	To help students understand diversity in society and improve their ability to participate in and contribute to society through engaging in various practical activities
Foundation Courses		As pre-specialized education, which is organically linked to specialized education, Foundation Courses are aimed at providing students with the basic knowledge necessary to understand specialized studies in their chosen areas, and thereby providing them with the logical structure and system of the basic disciplines and helping them acquire the knowledge and skills necessary for further academic development.

## II. Terms and General Notes

### 1. Academic Term, Term, and Semester

At Hiroshima University, the academic year is divided into two semesters: the first (spring) semester (from April 1 to September 30) and the second (fall) semester (from October 1 to March 31 of the following year). Students register for subjects of their own choice each semester, in principle. Each semester is further divided into two terms, making a total of four terms in a year (from the first term to the fourth term). There are two types of subjects, depending on the class method: term subjects for which classes are held two classes a week over one term, and semester subjects for which classes are held a class a week over one semester (i.e., two terms).

In general, we refer to the first (spring) semester of the first year as the “first semester,” the second (fall) semester of the first year as the “second semester,” the first (spring) semester of the second year as the “third semester,” and the second (fall) semester of the second year as the “fourth semester,” and so on.

School Year	1st Year				2nd Year				
Academic Term	1st (Spring) Semester		2nd (Fall) Semester		1st (Spring) Semester		2nd (Fall) Semester		...
Term	1st Term	2nd Term	3rd Term	4th Term	1st Term	2nd Term	3rd Term	4th Term	...
Semester	1st Semester		2nd Semester		3rd Semester		4th Semester		

### 2. Class Subjects and Credits

#### (1) Class subjects

Liberal arts education subjects offered in this academic year can be checked on My MOMIJI. Students in the evening course of the School of Law or the School of Economics may take subjects offered during the daytime class hours, up to the specified number of credits, regardless of the campus on which the subject is taught. Subjects offered during evening class hours may be taken only by approved students enrolled in specific schools.

#### (2) Credits and acquisition of credits

To graduate from the university, students are required to complete the required minimum number of credits specified in the Graduation Requirements (*Rishu Kijunhyo*) of their school.

Credits will be given when a student passes the examinations, etc. for each subject. The number of credits for each subject is determined based on the Credit Calculation Standards specified elsewhere, taking into account the amount of time required for the completion of a given subject, including time for preparation and review. For details, refer to the syllabus posted on My MOMIJI.

#### [Number of Credits and Study Hours (example)]

Class Format (No. of credits)	Study Hours	Breakdown of Study Hours
Lecture (2 credits)	90 hours	(2 hours of lessons + 4 hours of preparation/review) × 15
Seminar/Practical Training (1 credit)	45 hours	(2 hours of lessons + 1 hour of preparation/review) × 15
Experiment (1 credit)	45 hours	(3 hours of lessons + 0 hours of preparation/review) × 15

#### Notes:

- As per the relevant law, for every subject, one credit requires 45 hours of study including preparation and review.
- For some subjects, different calculation standards may apply. For details, refer to the Hiroshima University Liberal Arts Education Course Completion Regulations (p. LAE 17–19).

In principle, the same subject taken more than once will only be counted once toward graduation. Credits will not be awarded for retaken subjects. However, the following subjects are



repeatable, and students will receive credits for each successful completion, up to a predetermined maximum number.

[Subjects with Repeatable Credits]

Foreign Languages	Communication I, Communication II, Field Research in the English-speaking World, Advanced English for Communication, Foreign Languages: Basic Studies (classes are held during evening hours), Overseas Language Seminar
Health and Sports Courses	Practicum in Sports, Sports Theory and Exercise
Social Cooperation Courses	Overseas Field Studies, Overseas Field Studies: Advanced, Independent Study: Front Runner Program Experiences to improve skills for international exchanges Collaborative Online International Seminar A Collaborative Online International Seminar B

### 3. Others

- (1) University Year in which the subject is taken  
The school year for which a subject is intended to be taken is referred to as the “University Year in which the subject is taken.” For example, in the case of a subject whose University Year in which the subject is taken is “2,” you can take that subject from your third or fourth semester. The target year and semester in which the subject is offered differ depending on the subject. Please refer to the syllabus posted on My MOMIJI for more detail.
- (2) Designated class period  
As for required subjects, required elective subjects, and some recommended subjects, specified in the Graduation Requirements, etc. of each School, Department/Cluster, Course, Major or Program (hereinafter “each School, etc.”), follow the instructions given by your school. These subjects should be taken on the designated day of the week and period.  
For a class-designated subject taught by multiple instructors, confirm the name of the instructor in charge by referring to the Specific Course Information of Liberal Arts Education Program on the Registering/Checking Courses section of My MOMIJI.
- (3) Students requiring special assistance  
If you require special assistance to study at the university, consult the Liberal Arts Education Section of the Education Promotion Group (on the first floor of the administration building of the School of Integrated Arts and Sciences) or the Student Support Office of your school.
- (4) Important notes for course registration in the second year onward  
The name of a subject may be changed; be sure to check the Corresponding Table for Liberal Arts Education Course, provided in the Liberal Arts Education section on the MOMIJI Top Page (<https://momiji.hiroshima-u.ac.jp/momiji-top/learning/kyouyou/>), etc.

### III. Registering for Liberal Arts Subjects

#### 1. Peace Science Courses

##### 1) Goals

Peace Science Courses are aimed at deepening students' understanding of peace by encouraging them to think about it from various perspectives, such as war/conflict, the abolition of nuclear weapons, poverty, starvation, population growth, the environment, education, and culture.

\* Purpose of offering Peace Science Courses: Hiroshima University upholds the pursuit of peace as one of its five guiding principles. Hiroshima University students are expected to cultivate their awareness of peace. Needless to say, to promote peace, it is necessary to face squarely the horrors of war and nurture a perspective for seeking disarmament including nuclear abolition. It is also important to think about peace from various perspectives, such as poverty, starvation, population growth, the environment and culture. We offer these courses to provide students with an opportunity to think about peace.

##### 2) Content

Each instructor gives lectures on peace-related topics from the standpoint of his/her own specialized field, to provide students with the opportunity to think about peace.

In every peace subjects, students are required to submit a report that includes a couple of assignments such as visiting a monument and watching a video relating to peace.

##### 3) Important notes for course registration

a. A student should select a subject from those offered in the class periods designated by his/her school.

For the periods designated by each school and the subjects offered, see the Liberal Arts Education Class Timetable or My MOMIJI.

b. The maximum number of credits obtainable from Peace Science Courses is two (one subject).

#### 2. Introduction to University Education

##### 1) Goals

Introduction to University Education is aimed at helping students understand the significance and objectives of studying at university and acquire the skills and attitude necessary for studying at university

##### 2) Content

This subject helps students clarify what they aim to study at university and their learning objectives. They will also learn how to create reports, ethical standards for collecting and disseminating information, how to interact with others, and the facilities and various systems of the university.

##### 3) Important notes for course registration

Attend classes in the period designated by your school.

For the designated class period, follow the instructions given by your school or see My MOMIJI.

#### 3. Introductory Seminar for First-Year Students

##### 1) Goals

This seminar is aimed at helping students acquire the ability to think logically, based on evidence, about historical and contemporary issues facing humankind and society, critically examine their own thoughts, and express their own ideas effectively.

##### 2) Content

Unlike in high school where most classes are taught as passive lectures, at university students are expected to take the initiative in their learning. The seminar is designed to develop in students an attitude of learning independently and expressing their opinions actively. Student's self-study attitude, participation in class discussions and performance in Q&A sessions will be evaluated.

All students must take two credits from the Introductory Seminar for First-Year Students. In principle, classes are taught in a small group setting with about 10 students. However, in some schools, classes are conducted in a large group format.

##### 3) Important notes for course registration

Being fully aware of their status as a university student, students should prepare for class well to understand the materials to be covered in class and actively participate in class.

For details, follow the instructions of your school.

#### 4. Area Courses

##### 1) Goals

Subjects under this category are aimed at having students explore how knowledge accumulated by humankind has been created and developed, and what concepts underlie such knowledge, from cultural, social and natural scientific perspectives, and learn the intellectual techniques required across disciplines, beyond disciplinary boundaries.

##### 2) Content

These subjects provide students with the basic knowledge necessary to inherit civilization and pursue intellectual creation and inspire an intellectual interest in various academic disciplines.

This category consists of two groups of subjects: Courses in Arts and Humanities/Social Sciences, and Courses in Natural Sciences.

##### 3) Important notes for course registration

- a. All students are required to take four credits of Courses in Arts and Humanities/Social Sciences and four credits of Courses in Natural Sciences. A total of eight credits are required in this category. In Area Courses, each school designates a specific time slot or class period in which its students should take a subject. By taking a subject (two credits) offered in the period designated by your school each semester, you will be able to obtain a total of eight credits. You can also take an area course subject held in a class period other than the designated period.
- b. Some schools require more than eight or more credits of these subjects for graduation. Also note that subjects designated as required subjects, required elective subjects and recommended subjects vary depending on the school, so refer to the Graduation Requirements specified by your school or other relevant sources.
- c. For designated periods and subjects offered, check My MOMIJI.

#### 5. Foreign Languages

##### Goals

Foreign language subjects are aimed at developing students' communication skills necessary to receive and transmit information effectively in various foreign languages, and deepening their knowledge and understanding of different languages and cultures, to prepare them to play an active role in the era of globalization.

##### (1) English

##### 1) Content

Classes are organized according to students' proficiency levels, in principle.

##### ① Basic English Usage

This course is designed for students to acquire the vocabulary and grammar skills necessary for everyday communication in English (equivalent to a TOEIC ® L&R Test score of 600) through self-study via WBT (Web-Based Training).

- a. Basic English Usage I (held in the first semester, in principle)
- b. Basic English Usage II (held in the second semester, in principle)

##### ② Communication I, II

- a. Communication I A, Communication I B (held in the first semester, in principle)  
I A focuses on speaking skills and I B focuses on reading skills, to develop students' basic English skills.
- b. Communication II A, Communication II B (held in the second semester, in principle)  
II A focuses on writing skills and II B focuses on listening skills, to develop students' basic English skills.

##### ③ Communication III

Communication III A, Communication III B (held in the third and fourth semesters)  
This course is designed for students to enhance their basic skills acquired in Communication I and II, with III A focusing on presentation skills and III B focusing

on comprehension skills.

④ Communication Seminar

This course is designed for students to improve their command of English to communicate in English in everyday situations and in an international environment.

The Communication Seminar is a subject offered in place of Basic English Usage, for students in the Department of Integrated Global Studies of the School of Integrated Arts and Sciences, the Program of Medicine of the School of Medicine, the Program of Dentistry of the School of Dentistry, the Program of Pharmaceutical Sciences of the School of Pharmaceutical Sciences, and the Program of Medicinal Sciences of the School of Pharmaceutical Sciences.

a. Communication Seminar I

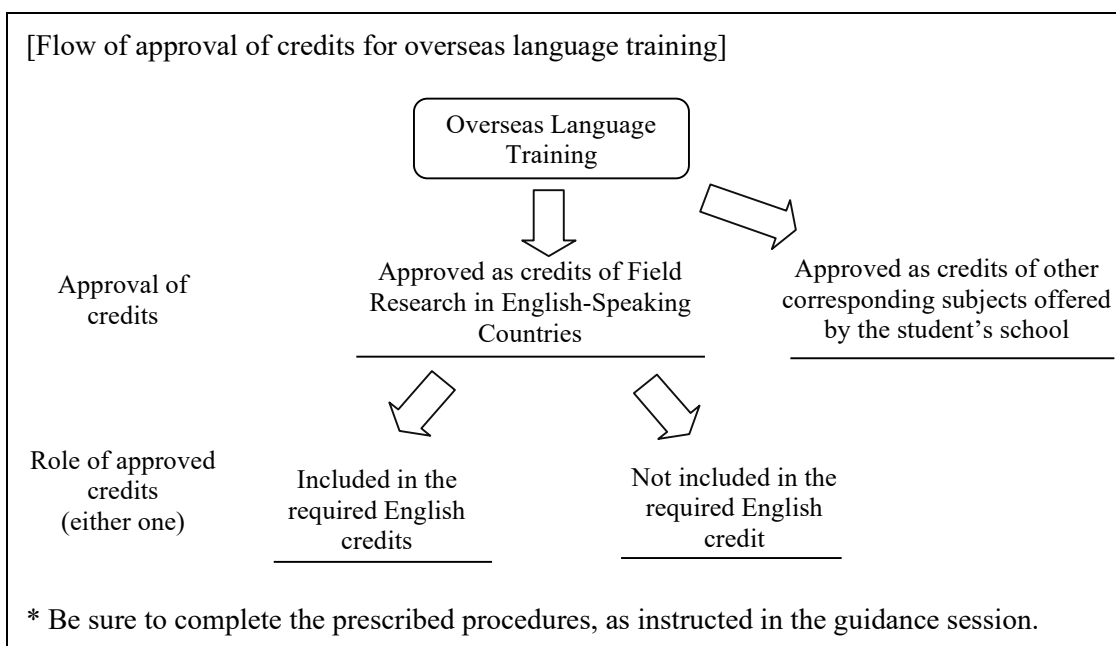
b. Communication Seminar II

⑤ Field Research in the English-speaking World

This program allows students to participate in language training at a university in an English-speaking country and learn English and the culture of the English-speaking country while experiencing life in that country. Credits are obtainable from this program. As a rule, one credit is granted for 30 hours of training at the host university (up to four credits may be granted). Credits are approved based on the evaluation by the host university. This program is open to all students, regardless of their year of study.

Some schools approve credits earned from overseas language training as credits of Basic English Usage, Communication Seminar, I, II, or III. For details, contact the Student Support Office of your school. Note that the name of the subject and grade may not be replaced once the credit has been awarded.

For detailed information on the program and registration procedures, see the syllabus.



⑥ Online English Seminar I, II, III (<http://onleng.hiroshima-u.ac.jp>)

In these subjects, students will perform self-study on specific themes such as fast reading training, listening comprehension training and vocabulary/grammar study, using computers. Thirty hours of self-study equals one credit. The credit will be awarded if a student passes the term-end exam.

For detailed information on registration procedures, visit the URL above or see the syllabus.

⑦ Advanced English for Communication

This course is designed for improving higher English communication skills through various communicative activities.

2) Important notes for course registration

- ① Graduation Requirements for English subjects  
Refer to the Graduation Requirements specified by your school, etc. to check the required number of credits and subjects. Some schools, etc. allow credits earned from Field Research in the English-speaking World and Online English Seminar I, II or III to be counted toward the required English credits for graduation (number of credits required).  
For details, refer to the Graduation Requirements specified by your school, etc.
- ② Approval of credits earned from courses other than regular class subjects  
Students who have obtained the specified scores or grades on foreign language proficiency tests, such as TOEIC®, TOEFL®, IELTS and EIKEN, will be awarded credits, in accordance with the standards specified separately. (Refer to pp. LAE 20-21 “Handling of Credit Approval for Foreign Language Proficiency Tests, etc.”)  
Some schools approve credits obtained from courses taken at the Open University of Japan. For details, contact the Student Support Office of your school.

## (2) Non-English Foreign Languages

As Non-English Foreign Languages, seven languages are offered: Arabic, Chinese, French, German, Korean, Russian and Spanish. These seven languages include major world languages that are inseparable from the development of modern and contemporary civilizations, and languages of Asian countries geographically close to Japan.

### 1) Content

- ① Types of subjects
  - a. Basic Foreign Language I·II (held in the first and second terms respectively, two classes a week)  
This subject is aimed at having students learn the basics of pronunciation and notation, basic grammar, and sentence patterns, and acquire basic communication skills.
  - b. Basic Foreign Language III·IV (held in the third and fourth terms respectively, two classes a week)  
Following Basic Foreign Language I·II, this subject is also aimed at having students learn the basic sentence patterns and grammar.
  - c. A student who wants to learn his/her chosen second foreign language more deeply may take an Intensive Foreign Language course.
    - Intensive Foreign Language I A (held in the first term, two classes a week)
    - Intensive Foreign Language I B (held in the second term, two classes a week)
    - Intensive Foreign Language II A (held in the third term, two classes a week)
    - Intensive Foreign Language II B (held in the fourth term, two classes a week)

Classes are taught by native speakers of the language, in principle. Basic Foreign Language and Intensive Foreign Language are linked. Students can study the language intensively, four times a week, to develop practical skills in speaking, listening, reading and writing. Intensive Foreign Language is offered for Chinese, French, German, Korean and Spanish. Please note that you may not be able to take this subject due to timetable conflicts, depending on your school.

The four classes (two Basic Foreign Language classes and two Intensive Foreign Language classes) held each week are interrelated. By attending four classes a week, students will be able to develop practical language skills in an intensive manner. To achieve the desired results, your active class participation is of course essential.

NB: The number of classes held and also the number of students in each class are limited. If the number of applicants exceeds the capacity, a random computerized draw will be held. An explanatory meeting will be held if necessary, be sure to attend it.

- Examples of how to take Intensive Foreign Language: (in the case of French)
  - [First term] Basic French I (two classes a week), Intensive French I A (two classes a week)
  - [Second term] Basic French II (two classes a week), Intensive French I B (two classes a week)
  - [Third term] Basic French III (two classes a week), Intensive French II A (two classes a week)
  - [Fourth term] Basic French IV (two classes a week), Intensive French II B (two classes a week)
- In addition, to support students’ out-of-class studies, the Institute for Foreign Language

Research and Education offers various learning programs for a second foreign language.

If you participate in a language training program offered in China, France, Germany, Russia, South Korea or Spain by Hiroshima University or an educational institution in that country, and meet the prescribed requirements, the credits earned from the training program will be recognized as credits for Overseas Language Seminar. For details, see the syllabus of Overseas Language Seminar.

2) Important notes for registration

① Graduation Requirements for Non-English Foreign Languages

Some schools specify languages that students may choose or must take, and the number of credits that must be earned from the Second Foreign Language. Refer to the Graduation Requirements of your school, etc.

② Other notes

- a. For Basic Foreign Language II, III, IV, you must choose the same language as the one you took for Basic Foreign Language I.
- b. For periods in which classes are held, follow the instructions given by your school.

6. Information and Data Science Courses

1) Goals

Information and Data Science Courses are aimed at having students acquire the basic knowledge and skills necessary to use data in today's advanced information society, develop their understanding of the usefulness and problems of computers and information-related ethical issues, to ensure the proper use of data, and grow up their stance toward new technology.

2) Content

a. Lecture-based subjects

“Introduction to Information and Data Sciences”

The teaching method of this subject comprises lectures and practical training, except guidance and term-end examination, etc. A total of 12 classes are held, with lectures and corresponding practical training occurring alternately. The lectures cover various topics, including “fundamentals of computer and network technology,” “communication,” “investigation and information,” and “media and information society,” encouraging students to think about these issues from various angles. Students will also learn about information ethics through lectures and online materials.

Lectures and practical training are conducted in different classrooms. Please note that you may need to travel to a different classroom every period.

“Introduction to Information Literacy”

Classes are only held on the Higashi-Senda Campus.

Classes are a combination of lecture and demonstration, covering the fundamentals of computer and network technology and the possibility and problems of an information society.

b. Practical training-based subjects

“Exercise in Information Literacy”

After the practical training on basic computer operations, the use of office tools, the use of networks, and information ethics, students will learn the basic skills necessary for problem solving and information receipt and transmission, in line with specific themes.

3) Important notes for course registration

① Graduation Requirements for Information and Data Science Courses, and selection of subjects

a. Graduation Requirements (required subjects, elective subjects, the required number of credits for graduation, etc.) vary depending on the school, etc. Check the Graduation Requirements specified by your school.

b. Students in the School of Law and the School of Economics (Evening Course) should take “Introduction to Information Applications” held on the Higashi-Senda Campus.

② Other important notes

a. For “Introduction to Information and Data Sciences”, a guidance session will be held in the first week.

The date, time and classroom will be announced on the Liberal Arts Education section

on MOMIJI or My MOMIJI. Dates/times and classrooms differ depending on the school.

During the guidance session, students will be asked to fill out a questionnaire about their experience of computer use. Students will be divided into classes based on the questionnaire results. Depending on the class, you may have to go to a different classroom on the second week. So be sure to check the classroom on the Liberal Arts Education section on MOMIJI or My MOMIJI.

- b. The “Exercise in Information Literacy” held in the second (fall) semester by the Information Media Center is offered for students who retake the subject, with a limit set on the number of attendees. Therefore, remember you may not be able to attend classes.

## 7. Health and Sports Courses

### 1) Goals

Subjects in this category are aimed at having students learn scientific theories for promoting health and physical strength, and develop an attitude of enjoying sports throughout their lifetime as well as social skills, such as manners and cooperation, through the practice of sports suitable for their own aptitudes and sports skills.

### 2) Content

As subjects that encourage students to think about health throughout their life, lecture subjects, practical training subjects and exercise subjects are integrated and offered under one subject category. As practical training-based subjects, “Practicum in Sports A” and “Practicum in Sports B (primarily for students with disabilities or illness)” are offered. As a lecture-based subject, “Health and Sports Sciences” is offered. An exercise subject that combines practical training and a lecture titled “Sports Theory and Exercise” is also available.

### 3) Important notes for course registration

- a. Graduation Requirements (required subjects, elective subjects, the required number of credits for graduation, etc.) vary depending on the school, etc. Check the Graduation Requirements specified by your school.
- b. “Practicum in Sports A,” “Practicum in Sports B,” and “Sports Theory and Exercise” are free repeatable subjects. You can take these subjects repeatedly, even if the instructor, subject name or sport is the same. However, in the first year, you can take one subject only in the first and second terms, and one subject only in the third and fourth terms (except for intensive courses).
- c. For “Practicum in Sports A,” “Practicum in Sports B” and “Sports Theory and Exercise,” a guidance session will be held in the first class. Details about the guidance session including the place, what to wear, and the preparation of athletic shoes will be available on the syllabus and the Liberal Arts Education section on MOMIJI.
- d. The schedule of guidance sessions for intensive courses will be posted the Liberal Arts Education section on MOMIJI.

## 8. Social Cooperation Courses

### 1) Goals

Subjects in this category are aimed at helping students understand diversity in society and improve their ability to participate in and contribute to society through engaging in various practical activities.

### 2) Content

Social Cooperation courses are designed to help students develop the basic skills necessary to work, as responsible members of society, in collaboration with a wide range of people at their workplace or in the community. In addition to subjects related to volunteer education and career education.

### 3) Important notes for course registration

Graduation Requirements (required subjects, elective subjects, the required number of credits for graduation, etc.) vary depending on the school, etc. Check the Graduation Requirements specified by your school.

## 9. Foundation Courses

### 1) Goals

Foundation Courses are offered under the program of pre-specialized education, which is organically linked with specialized education. Foundation Courses are aimed at providing students with the basic knowledge necessary to understand specialized studies in their chosen areas, and thereby providing them with the logical structure and system of the basic disciplines and helping them acquire the knowledge and skills necessary for further academic development.

### 2) Content

Subjects in this category provide students with the basic knowledge and skills required to understand the logical structure and pursue studies in their chosen specialized fields. Subjects that cover elementary level content are available for students who have not studied particular subjects in high school (such as “Foundation physics for life science,” “Foundation biology for life science,” etc.)

### 3) Important notes for course registration

For the required subjects and the minimum number of required credits in the Foundation Courses category required for graduation, refer to the Graduation Requirements specified by your school. Class subjects other than those listed in the Graduation Requirements may not be included as the graduation requirements.



## IV. Course Registration Procedures, Consultation, etc.

### 1. Course Registration Procedures

Students must create a study plan based on the Graduation Requirements (*Rishu Kijunhyo*) specified by their school, with using the Syllabus as a reference, and then register for the subjects they intend to take during the designated course registration period. Please note that you cannot register for the same subject more than once in the same semester (first and second terms, or third and fourth terms). If the number of applicants exceeds the enrollment limit, a computerized random draw will be held, so be sure to register for a subject with an enrollment limit, check the draw results on My MOMIJI.

Students will not receive credits for subjects they have not registered, even if they attend classes and take examinations.

The details of the registration procedure for each subject will be posted on My MOMIJI before the start of each term.

### 2. Consultation for Course Registration

If you have questions or want to schedule a consultation regarding course registration for liberal arts education subjects, contact the Liberal Arts Education Section of the Education Promotion Group or the Higashi-Senda Area Support Office. For questions or consultations regarding the graduation requirements specified by each school, you should contact the Student Support Office of your school.

For contact information, see p. LAE 22.

Note: Leave of absence due to illness or some other reason

In liberal arts education subjects, students wishing to take a leave of absence for two consecutive weeks or longer due to illness or other compelling reason must submit a prescribed Leave of Absence Application Form to the Students Support Office of their school, together with a document certifying the reason for absence (e.g., a medical certificate). In the case of a leave of absence of less than two weeks, you should apply directly to the instructor in charge of each relevant subject.

Please note that there is a different application form for a leave of absence due to practical training such as practice teaching and caregiving training.

If you are absent from an examination due to illness or some other compelling reason, follow the prescribed procedures described in 4. Makeup Examinations section on p. LAE 15.

Detailed information on liberal arts education, including course registration procedures is available on the Liberal Arts Education section on MOMIJI (<https://momiji.hiroshima-u.ac.jp/momiji-top/learning/kyouyou/>).

## ● Regarding MOMIJI

MOMIJI is a system for providing the students of Hiroshima University with essential information about academic and campus life. MOMIJI consists of two sections: MOMIJI Top and My MOMIJI. MOMIJI Top provides general information regarding events, club activities, various procedures, etc., and is open to public access. My MOMIJI is only accessible by those who have authorized access, by logging in with their HU ID (*hirodai* ID) and HU password (*hirodai* password)

### (1) HU ID (*hirodai* ID) and HU password (*hirodai* password)

Students will receive their own HU ID and HU password to access My MOMIJI. By logging in to My MOMIJI, you can view your personal information including your registered contact information and grades, and perform various procedures including course registration and changes. To prevent spoofing by a third party and enjoy a safe student life, be sure to keep your HU ID and HU password confidential.

### (2) Notifications, information on class cancellations/makeup classes/classroom changes/exams

Information related to studies and student life, including class cancellations, makeup classes and exams, will be announced via My MOMIJI. Be sure to access My MOMIJI at least once a day so as not to miss important information.

### (3) Course registration

Course registration should be done via My MOMIJI, during the specified course registration period. Registration will not be accepted outside the course registration period. The course registration period will be announced on MOMIJI Top. For some classes, adjustment of attendees may be conducted; please follow the relevant instructions. Syllabuses can be viewed on My MOMIJI. (Refer to p. LAE 13.)

### (4) Student record information

Students can access their personal information recorded in the school register (the school to which they belong, their current address, their telephone number, their parents' contact information, etc.) from My MOMIJI. Students' information is used by tutors for the purpose of student guidance, and administrative staff for emergency communications. Therefore, if any of your registered personal information changes, you must immediately notify the Student Support Office of your school. You can make changes to your email address, mobile phone number or home phone number via My MOMIJI, when you access it from the on-campus network (HINET 2014).

### (5) Grades

Students can view their grades on My MOMIJI. Please note that some schools require an interview and approval by the tutor or academic advisor. (See p. LAE 16.)

### (6) Questionnaire surveys

My MOMIJI has a questionnaire function. Student evaluation surveys are conducted online to help the academic staff identify problems and improve their classes.

### (7) Access to My MOMIJI

My MOMIJI can be accessed from computers, tablets and smartphones connected to on-and off-campus networks. Information containing personal information (student data, grades, etc.) can be viewed only when accessing My MOMIJI through the on-campus network.

### (8) Accessible hours

MOMIJI can be accessed 24 hours a day. However, the system may be unavailable at times due to maintenance or some other reason. In these cases, the information will be posted under System Information section on MOMIJI Top.

### (9) Other important notes

The My MOMIJI FAQ is available at the following URL. Be sure to read the FAQ before you use My MOMIJI.

<https://momiji.hiroshima-u.ac.jp/momiji-top/information/attention.html>

Expected ethical standards and points to note when using network services including MOMIJI and e-mail will be explained in a class titled "Introduction to University Education."

These matters are also explained in the "Prevention of Computer-related Problems" section of the Student Life Handbook. Please read and understand these instructions before using computers and network resources.

## V. Examinations and Grading

### 1. Term-end Examinations

- a. Normally, the term-end examination of a subject is offered after 15 classes have been conducted. Students should try to attend all classes.
- b. Students are not allowed to sit for the term-end examination if their class attendance is less than two-thirds of all the classes held. However, if you were absent due to illness or other unavoidable reason and have carried out the prescribed procedures, the instructor in charge of the relevant subject may allow you to take the term-end exam.
- c. Details about examinations, including dates and times, will be announced separately.

### 2. Important Notes on Examinations

#### [In-person exam]

- a. Students must present their student ID card on the desk during the exam.
- b. Students are not allowed to take an exam without a valid student ID card. If you forget your student ID card on the day of your exam, carry out the specified procedures before the exam starts.
- c. If students arrive late, they may not be permitted to enter the exam room.
- d. Students are not allowed to leave the exam room during the first 30 minutes of the exam.
- e. Students are not allowed to take answer sheets out of the exam room.
- f. Students must turn off their mobile devices (cell phone, smartphone, etc.) and place them in their bag. These devices are not allowed to be used for time keeping.
- g. Items not necessary for the exam (cell phone, smartphone, etc.) are not allowed to be placed on the desk. If you place such items on the desk or use them, you may be deemed to have committed cheating.
- h. Students must follow the instructions of the supervisor (test proctor) during the exam.

#### [Online exam]

- a. Make sure that you have your student ID card with you because it may be needed to verify your identity and for logging in.
- b. If you are required to log in, you must use your Hiroshima University student account.
- c. Before starting the exam, make sure that nobody is near you.
- d. If you are late for the exam, you may not be allowed to take it.
- e. For the duration of the exam period, do not place items (smartphones, etc.) that are not required for the exam on your desk or where you can see them. If you do so, it may be considered an act of cheating.
- f. You must follow the instructions of the exam supervisor (proctor) during the test.

### 3. Cheating

If a student engages in cheating during an exam for a Liberal Arts Education subject, he/she will receive a failing grade (D) for all Liberal Arts Education subjects (except Introductory Seminar for First-Year Students) he/she is registered for during that semester. In addition, the student will face strict disciplinary action as per the Hiroshima University Student Disciplinary Regulations.

### 4. Makeup Examinations

If a student misses some or all of the term-end exams due to illness or other unavoidable circumstances, he/she may be allowed to take makeup exams for the missed exams. If you wish to take a makeup exam, submit a prescribed application form, together with a document objectively certifying the reason for the absence (e.g., a medical certificate) to the Student Support Office of your school (or the Higashi-Senda Area Support Office [Student Support Counter] for students enrolled in an evening course of the School of Law or the School of Economics), within one week of the missed exam. After your application for a makeup exam has been accepted, follow the instructions of the instructor of the relevant subject.

For details, refer to Article 8 of the Hiroshima University Regulations on Liberal Arts Education Subjects (p. LAE 18).

5. Special Arrangements for Examinations, etc.

Students who have difficulty taking a term-end exam, etc. under normal conditions due to physical disability, etc. may apply for special arrangements to the Student Support Office of their school.

For details, refer to “Special Measures Regarding Examinations, etc. for Disabled Students (Arrangement)” (School Regulations).

6. Grading

- a. Grades will be comprehensively decided based on examinations, reports, class attendance and participation, etc. Grades are given in five levels of Excellent (S), Superior (A), Good (B), Fair (C) and Poor (D). Excellent, Superior, Good, and Fair are passing grades, while Poor is a failing grade.
- b. Regarding the announcement of grades, students should follow the instructions given by their school, etc. Grades for term subjects will be announced at the same time as those for semester subjects.
- c. If you have any questions about your grades, you can inquire directly with the instructor in charge of the relevant subject, or apply for a grade review by submitting the prescribed form. To file a grade objection, fill in the necessary information in the Grade Objection Form, and submit it together with your academic record to the Liberal Arts Education Section of the Education Promotion Group (or the Higashi-Senda Area Support Office [Student Support Counter] for students enrolled in an evening course of the School of Law or the School of Economics), during the period from the grade announcement day to the last day of the course registration period for the following term.

Detailed information is available at the following URL:

[https://momiji.hiroshima-u.ac.jp/momiji-top/learning/post\\_4.html](https://momiji.hiroshima-u.ac.jp/momiji-top/learning/post_4.html)

## VI. Liberal Arts Education-Related Regulations, etc.

### 1. Hiroshima University Liberal Arts Education Course Completion Regulations

February 15, 2011 Regulation No. 3

(Purpose)

Article 1 These Regulations shall define, based on Article 19-3 of the Hiroshima University General Provisions (April 1, 2004 Regulation No. 2), necessary matters concerning the registration, etc. of Liberal Arts Education subjects of Hiroshima University.

(Subject Categories & Educational Goals)

Article 2 The categories and educational goals of Liberal Arts Education subjects shall be as shown in the following table.

Subject Category		Educational Goals
Peace Science Courses		To provide students with the opportunity to think about peace from various perspectives, such as war/conflict, the abolition of nuclear weapons, poverty, starvation, population growth, the environment, education and culture, and thereby to deepen their understanding of peace
Basic Courses in University Education	Introduction to University Education	To enable students to understand the significance and objectives of studying at university and acquire the skills and attitude necessary for studying at university
	Introductory Seminar for First-Year Students	To develop students' ability to think logically, based on facts and evidence, about historical and contemporary issues facing humankind and society, to examine their own thoughts critically, and to express their own ideas effectively
Common Subjects	Area Courses	To help students explore how knowledge accumulated by humankind was created and developed and what concepts underlie such knowledge, from cultural, social and natural scientific perspectives, and learn intellectual techniques required across disciplines, beyond their specialized fields
	Foreign Languages	To develop students' communication skills necessary to receive and transmit information effectively in various foreign languages, and deepen their knowledge and understanding of different languages and cultures, so as to enable them to play an active role in the era of globalization
	Information and Data Science Courses	To equip students with the basic knowledge and skills necessary to use data in today's advanced information society, develop their understanding of the usefulness and problems of computers and information-related ethical issues, so as to ensure the proper use of data and grow up their stance toward new technology.
	Health and Sports Courses	To introduce students to scientific theories for promoting health and physical strength, and develop the attitude of enjoying sports throughout one's lifetime as well as social skills, such as manners and cooperation, through the practice of sports suitable for own aptitudes and sports skills
	Social Cooperation Courses	To help students understand diversity in society and improve their ability to participate in and contribute to society through engaging in various practical activities
Foundation Courses		As pre-specialized education, which is organically linked to specialized education, Foundation Courses are aimed at providing students with the basic knowledge necessary to understand specialized studies in their chosen areas, and thereby providing them with the logical structure and system of the basic disciplines and helping them acquire the knowledge and skills necessary for further academic development.

(Class Subjects & Number of Credits, etc.)

Article 3 The class subjects offered as liberal arts education subjects (hereinafter, "class subjects"), the number of credits, etc. shall be as shown in the Appended Table.

2 The class schedule shall be announced at the start of the academic year.

(Taking Subjects)

Article 4 How to take liberal arts education subjects shall be provided for in the by-laws of each school.

(Standards for Calculating Credits)

Article 5 The number of credits for each class subject shall be calculated in accordance with the following standards, according to the class format:

- (1) For lectures, one credit shall consist of 15-hours' worth of classes.
  - (2) For seminars and practical training, one credit shall consist of 30-hours' worth of classes.
  - (3) For experiments, one credit shall consist of 45-hours' worth of classes.
- 2 In the case of a class subject taught through a combination of two or more methods, the number of hours spent for each class method shall be determined in light of the standards prescribed in the preceding paragraph, so that a one-credit class subject requires 45 hours of work.
- 3 Notwithstanding the stipulations set forth in the preceding two paragraphs, the matters in the following items shall be as prescribed in the said items.
- (1) For the Introductory Seminar for First-Year Students, one credit shall consist of 15-hours' worth of classes.
  - (2) For Information and Data Science Courses and Exercise in Information Literacy, which are offered under the Information and Data Science Courses category, one credit shall consist of 15-hours' worth of classes.

(Course Registration Procedure)

Article 6 Students must register for the class subjects that they intend to take by following the prescribed procedures within the specified period each semester. However, for a class subject that restricts the number of attendees, a student may not be granted approval to take a class even if he/she has completed the prescribed procedure.

- 2 If a student fails to follow the prescribed procedure stipulated in the main text of the preceding paragraph, he/she will not be granted approval to take a class subject. However, approval may be given with the consent of the instructor in charge of the relevant class subject only if special circumstances exist.
- 3 In principle, students may not retake class subjects for which credits have already been granted.

(Examinations)

Article 7 In principle, examinations shall be held at the end of each term. However, for some class subjects, grade assessment may be conducted based on written assignments or in-class performance, in place of examinations.

- 2 The examination methods and schedule shall be announced in advance.
- 3 Students who attend less than two-thirds of the classes held will not be allowed to take an examination. However, in cases where absence is taken following the predetermined procedures and is recognized as being due to illness or other unavoidable circumstances, the decision shall be left to the instructor in charge of the relevant class subject.

(Makeup Examinations)

Article 8 A student who was unable to take an examination due to any of the reasons listed in the following items may take a makeup examination.

- (1) Absence due to the death of a spouse or a person within the third-degree kinship
  - (2) Injury or illness (restricted to instances of hospitalization or equivalent circumstances)
  - (3) Natural disaster or other extraordinary disaster
  - (4) Sudden accident of public transportation
  - (5) Other unavoidable circumstances
- 2 In principle, a student who wishes to take a makeup examination must submit a designated application to the dean of the school to which he/she belongs within one week of the original examination date of the relevant class subject.
- 3 In principle, a student who has been authorized to take a makeup examination must take a makeup examination on the date and at the time designated by the instructor in charge of the relevant class subject.
- 4 A makeup examination shall be conducted within three weeks after the original examination date of the relevant class subject.

(Miscellaneous Rules)

Article 9 In addition to the matters prescribed in these Regulations, any necessary matters concerning registration for liberal arts education subjects shall be determined by the Headquarters for Education.

(Omitted)

Supplementary Provisions

- 1 These Regulations shall come into effect on April 1, 2021.
- 2 With regard to class subjects in liberal arts education for students who were admitted prior to AY2020, notwithstanding the provision of the Hiroshima University Regulations on Liberal Arts Education Subjects revised in accordance with these Regulations (hereinafter, “New Regulations”), the provisions then in force shall remain applicable.
- 3 Notwithstanding the provision of the preceding paragraph, the said students may be allowed to take the subjects stipulated in the New Regulations when it is deemed educationally beneficial, as defined by the Headquarters for Education.

Appended Table (omitted)

Note: Please check the Appended Table on My MOMIJI.

## 2. Handling of Credit Approval for Foreign Language Proficiency Tests, etc.

As per Articles 30-1 and 31-2 of the Hiroshima University General Provisions (hereinafter, “General Provisions”), and as elsewhere stipulated by the Minister of Education, Culture, Sports, Science and Technology, students who have obtained the specified scores or grades on foreign language proficiency tests, such as the Practical English Proficiency Test (EIKEN), IELTS, TOEFL®, or TOEIC®, will be awarded credits, as outlined below.

- (1) Applicable foreign language proficiency tests
  - ① Practical English Proficiency Test (EIKEN)
  - ② TOEFL® Test
  - ③ TOEIC® public test, or TOEIC® IP test recognized by the Institute for Foreign Language Research and Education of Hiroshima University
  - ④ IELTS

- (2) Subjects for which credits may be granted, and number of credits

① Practical English Proficiency Test (EIKEN)

Grade	Subject	No. of credits
Grade 1	Basic English Usage, Communication Seminar	Up to 2
	Communication I, II, III	Up to 6
Grade Pre-1	Basic English Usage, Communication Seminar	Up to 2
	Communication I, II, III	Up to 4

② TOEFL® Test

Score		Subject	No. of credits
Paper-based	Internet-based		
560 or above	83 or above	Basic English Usage, Communication Seminar	Up to 2
		Communication I, II, III	Up to 6
520 or above Below 560	68 or above Below 83	Basic English Usage, Communication Seminar	Up to 2
		Communication I, II, III	Up to 4

Note: The score of a TOEFL ITP® test conducted at Hiroshima University will be converted to an equivalent paper-based score shown in the above table.

- ③ TOEIC® public test or TOEIC® IP test recognized by the Hiroshima University Institute for Foreign Language Research and Education  
IP Test

Score	Subject	No. of credits
860 or above	Basic English Usage, Communication Seminar	Up to 2
	Communication I, II, III	Up to 6
730 or above Below 860	Basic English Usage, Communication Seminar	Up to 2
	Communication I, II, III	Up to 4

Notes:

- TOEIC® refers to TOEIC® Listening & Reading Test.
- Basic English Usage refers to Basic English Usage I and Basic English Usage II.



- Communication Seminar refers to Communication Seminar I and Communication Seminar II.
- Communication I, II refers to Communication I A, Communication I B, Communication II A, and Communication II B.
- Communication III refers to Communication III A, Communication III B, and Communication III C.

④ IELTS

Score	Subject	No. of credits
6.5 or above	Basic English Usage, Communication Seminar	Up to 2
	Communication I, II, III	Up to 6
5.5 or above Below 6.5	Basic English Usage, Communication Seminar	Up to 2
	Communication I, II, III	Up to 4

(3) Methods and scope of application for credit approval

- ① A student who acquired a prescribed grade or score after admission and who wishes to receive credit approval as per the provisions stipulated in Article 30-1 of the General Provisions must submit an Application for Credit Approval for Foreign Language Proficiency Tests, etc. to the school to which he/she belongs within two weeks after the start of each semester, along with an original copy of the certificate or score report, as a rule.
- ② Applications will be accepted only for subjects for which credits have not been granted at the time of application.
- ③ Upon approval, the predetermined number of credits will be granted, but no grades will be assigned.
- ④ The number of approved credits for each subject is 1 (one).
- ⑤ If you apply for approval of credits for a subject for which you are currently registered, you must make a change to the registered content for that subject by selecting either “Credits not required,” or “Cancellation of registration.”

(4) Application

- ① These handling rules shall be applied to students admitted in or after AY2017.
- ② Provisions then in force regarding the handling of credit approval for foreign language proficiency tests, etc. for students admitted prior to AY2016 shall remain applicable, notwithstanding the stipulations herein.

## VII. Contact Information of Offices in Charge of Liberal Arts Education and Student Support at Each School

If you have questions or want to schedule a consultation regarding liberal arts education subjects, contact the Liberal Arts Education Section of the Education Promotion Group or the Higashi-Senda Area Support Office. For questions or consultations regarding the Graduation Requirements specified by each school, contact the Student Support Office of your school.

Be sure to include your name and student ID number in your email, when you send it.

### Higashi-Hiroshima Campus (Higashi-Hiroshima City) Service hours: 8:30–17:15, Monday to Friday

School	Office in Charge	Email Address
School of Integrated Arts and Sciences	In charge of Department of Integrated Arts and Sciences	souka-gaku-sien@office.hiroshima-u.ac.jp
	In charge of Department of Integrated Global Studies	
School of Letters	In charge of Undergraduate Program	bun-gaku-sien@office.hiroshima-u.ac.jp
School of Education	In charge of Undergraduate Program	kyoiku-gakusi@office.hiroshima-u.ac.jp
School of Law Day Course	In charge of School of Law	syakai-gaku-sien@office.hiroshima-u.ac.jp
School of Economics Day Course	In charge of School of Economics	
School of Science	In charge of Undergraduate Program	ri-gaku-sien@office.hiroshima-u.ac.jp
School of Engineering	In charge of School of Engineering	kou-gaku-gakubu@office.hiroshima-u.ac.jp
School of Applied Biological Science	In charge of Undergraduate Program	sei-gaku-sien@office.hiroshima-u.ac.jp
School of Informatics and Data Science	In charge of School of Informatics and Data Science	kou-gaku-gakubu@office.hiroshima-u.ac.jp
Liberal Arts Education section of Education Promotion Group		gsyugaku-group@office.hiroshima-u.ac.jp

Note: The Liberal Arts Education Office is located on the first floor of the administration building of the School of Integrated Arts and Sciences.

### Kasumi Campus (Hiroshima City) Service hours: 8:30–17:15, Monday to Friday

School	Office in Charge	Email Address
School of Medicine	Kasumi Campus Management Support Office Student Support Group (In charge of School of Medicine)	kasumi-gaku-m@office.hiroshima-u.ac.jp
School of Dentistry	Kasumi Campus Management Support Office Student Support Group (In charge of School of Dentistry)	kasumi-gaku-d@office.hiroshima-u.ac.jp
School of Pharmaceutical Sciences	Kasumi Campus Management Support Office Student Support Group (In charge of School of Pharmaceutical Sciences)	kasumi-gaku-p@office.hiroshima-u.ac.jp

### Higashi-Senda Campus (Hiroshima City) Service hours: 12:30–21:15, Monday to Friday

School	Office in Charge	Email Address
School of Law Evening Course	Higashi-Senda Area Support Office (In charge of School of Law Evening Course)	senda-gaku-sien@office.hiroshima-u.ac.jp
School of Economics Evening Course	Higashi-Senda Area Support Office (In charge of School of Economics Evening Course)	

## VIII. Foreign Language Subjects for IGS Students

### Type I Course Requirements

		Required No. of credits	Subjects	No. of credits (Note 1)	Type of course registration	Year in which the subject is taken (Note 2)	
English (Note 3)	Communication Seminar	2	Communication Seminar I	1	Required	1	
			Communication Seminar II	1		1	
	Communication I	4	Communication IA	3(1)	Elective /Required	1	
			Communication IB	3(1)		1	
	Communication II	Communication IIA	3(1)	1			
		Communication IIB	3(1)	1			
	At least 2 subjects from the four subjects above (Note 4)						
	Communication III	2	Communication IIIA	1	Elective /Required	2	
			Communication IIIB	1		2	
			Communication IIIC	1		2	
At least 2 subjects from the three subjects above							
Second Foreign Languages	Select one language from German, French, Spanish, Russian, Chinese, Korean, and Arabic	4	Basic Foreign Language I	1	Elective /Required	1	
			Basic Foreign Language II	1		1	
			Basic Foreign Language III	1		1	
			Basic Foreign Language IV	1		1	

(Note 1) If the maximum number of credits you can acquire from a subject differs from the number of credits given to you by attending the class, the latter is shown in parentheses.

(Note 2) The number shown in the column of “Year in which the subject is taken” shows the standard year in which you can start taking the course. If you fail to acquire credits, you can take the course later.

(Note 3) You can transfer the credits acquired by completing courses of "Field Research in the English-speaking World" of short-term overseas language programs, self-learning "Online English Seminar I, II, and III", or "Advanced English for Communication" to 8 English credits required for graduation. You may also acquire credits by taking some foreign language proficiency tests or participating in language programs. For details, please refer to the sections relating to the English of Liberal Arts Education, “Handling of Credit Approval for Foreign Language Skills Tests, etc” and “Agreement on the Approval of Credits Acquired from Language Training at Foreign Training Institutions” in the Student Handbook.

(Note 4) It is desirable to take all four subjects.

## Type II Course Requirements

Subjects (Note 1)	Required No. of credits	No. of credits (Note 2)	Type of course registration	Year in which the subject is taken (Note 3)	Subject Affiliation
Basic Japanese I	12	3 (1)	Elective /Required	1	Liberal Arts Education
Basic Japanese II		3 (1)		1	Liberal Arts Education
Basic Japanese III		3 (1)		1	Liberal Arts Education
Basic Japanese IV		3 (1)		1	Liberal Arts Education
Advanced Japanese Vocabulary A		1		1	Morito Institute of Global Higher Education
Advanced Japanese Vocabulary B		1		1	Morito Institute of Global Higher Education
Advanced Japanese Listening A		1		1	Morito Institute of Global Higher Education
Advanced Japanese Listening B		1		1	Morito Institute of Global Higher Education
Advanced Japanese Analysis A		1		1	Morito Institute of Global Higher Education
Advanced Japanese Analysis B		1		1	Morito Institute of Global Higher Education
Advanced Japanese Cinema A		1		1	Morito Institute of Global Higher Education
Advanced Japanese Cinema B		1		1	Morito Institute of Global Higher Education
Business Japanese A		1		1	Morito Institute of Global Higher Education
Business Japanese B		1		1	Morito Institute of Global Higher Education
Academic Writing A		1		1	Morito Institute of Global Higher Education
Academic Writing B		1		1	Morito Institute of Global Higher Education

(Note 1) Subjects you can take will be decided on the placement test result.

(Note 2) If the maximum number of credits you can acquire from a subject differs from the number of credits given to you by attending the class, the latter is shown in parentheses.

(Note 3) The number shown in the column of “Year in which the subject is taken” shows the standard year in which you can start taking the course. If you fail to acquire credits, you can take the course later.

### Type III Course Requirements

Language (Note 1) (Note 2)	Required No. of credits	Subjects	No. of credits (Note 3)	Type of course registration	Year in which the subject is taken (Note 4)
German	12	Basic German I	1	Elective /Required	1
		Basic German II	1		1
		Basic German III	1		1
		Basic German IV	1		1
		Intensive German IA	1		1
		Intensive German IB	1		1
		Intensive German IIA	1		1
		Intensive German IIB	1		1
		Overseas Language Seminar (German)	4(1-4)		1
French	12	Basic French I	1	Elective /Required	1
		Basic French II	1		1
		Basic French III	1		1
		Basic French IV	1		1
		Intensive French IA	1		1
		Intensive French IB	1		1
		Intensive French IIA	1		1
		Intensive French IIB	1		1
		Overseas Language Seminar (French)	4(1-4)		1
Spanish	12	Basic Spanish I	1	Elective /Required	1
		Basic Spanish II	1		1
		Basic Spanish III	1		1
		Basic Spanish IV	1		1
		Intensive Spanish IA	1		1
		Intensive Spanish IB	1		1
		Intensive Spanish IIA	1		1
		Intensive Spanish IIB	1		1
		Overseas Language Seminar (Spanish)	4(1-4)		1
Chinese	12	Basic Chinese I	1	Elective /Required	1
		Basic Chinese II	1		1
		Basic Chinese III	1		1
		Basic Chinese IV	1		1
		Intensive Chinese IA	1		1
		Intensive Chinese IB	1		1
		Intensive Chinese IIA	1		1
		Intensive Chinese IIB	1		1
		Overseas Language Seminar (Chinese)	4(1-4)		1
Korean	12	Basic Korean I	1	Elective /Required	1
		Basic Korean II	1		1
		Basic Korean III	1		1
		Basic Korean IV	1		1
		Intensive Korean IA	1		1
		Intensive Korean IB	1		1
		Intensive Korean IIA	1		1
		Intensive Korean IIB	1		1
		Overseas Language Seminar (Korean)	4(1-4)		1
Russian	12	Basic Russian I	1	Elective /Required	1
		Basic Russian II	1		1
		Basic Russian III	1		1
		Basic Russian IV	1		1
		Overseas Language Seminar (Russian)	4(1-4)		1

Language (Note 1) (Note 2)	Required No. of credits	Subjects	No. of credits (Note 3)	Type of course registration	Year in which the subject is taken (Note 4)
Arabic	12	Basic Arabic I	1	Elective /Required	1
		Basic Arabic II	1		1
		Basic Arabic III	1		1
		Basic Arabic IV	1		1
English		Advanced English for Communication	2(1)*		1
		Online English Seminar III	1		1
		Communication Seminar I	1		1
		Communication Seminar II	1		1
Japanese		Advanced Japanese Vocabulary A	1		1
		Advanced Japanese Vocabulary B	1		1
		Advanced Japanese Listening A	1		1
		Advanced Japanese Listening B	1		1
		Advanced Japanese Analysis A	1		1
		Advanced Japanese Analysis B	1		1
		Advanced Japanese Cinema A	1		1
		Advanced Japanese Cinema B	1		1
	Business Japanese A	1	1		
	Business Japanese B	1	1		
	Academic Writing A	1	1		
	Academic Writing B	1	1		

(Note 1) Select one language from German, French, Spanish, Chinese, and Korean. Take both Basic language courses and Intensive language courses (8 credits).

(Note 2) You can acquire 4 out of 12 credits from any language courses. However, you can't take Intensive courses only.

(Note 3) If the maximum number of credits you can acquire from a subject differs from the number of credits given to you by attending the class, the latter is shown in parentheses.

(Note 4) The number shown in the column of "Year in which the subject is taken" shows the standard year in which you can start taking the course. If you fail to acquire credits, you can take the course later.

## IX. Rules Concerning the Approval of Credits Acquired by the Japanese Language Proficiency Test

Hiroshima University School of Integrated Arts and Sciences, Department of Integrated Global Studies,  
Rules Concerning the Approval of Credits Acquired by the Japanese Language Proficiency Test

December 8, 2017

Approved by the Dean

With regard to the “other learning specified separately by the Minister of Education, Culture, Sports, Science and Technology” stipulated in Article 30 Paragraph 1 and Article 31 Paragraph 2 of Hiroshima University General Provisions (the “General Provisions”), credit approval based on the Japanese Language Proficiency Test shall be carried out in line with the following rules:

### 1. Target examination

Japanese Language Proficiency Test (JLPT)

### 2. Target courses and number of credits

Level	Target courses	Number of credits to be granted
N1	Basic Japanese I, II, III, IV	Up to 6
N2	Basic Japanese I, II, III, IV	Up to 3

### 3. Application procedures and scope of credit approval

- 1) Of the students who passed N1 or N2 before being enrolled to HU, those wishing to have their credits granted under Article 31 Paragraph 2 of the General Provisions shall submit to the Dean of the School of Integrated Arts and Sciences the Application for Credit Approval by the Japanese Language Proficiency Test (Appendix), together, as a general rule, with an original copy of the Japanese-Language Proficiency Test Certificate of Result and Scores, in place of the Application for Approval of Previously Acquired Credits specified in the Hiroshima University By-Laws Regarding Approval of Previously Acquired Credits.
- 2) Of the students who passed N1 or N2 after being enrolled to HU, those wishing to have their credits granted under Article 30 Paragraph 1 of the General Provisions shall submit to the Dean of the School of Integrated Arts and Sciences the Application for Credit Approval by the Japanese Language Proficiency Test, together, as a general rule, with an original copy of the Japanese-Language Proficiency Test Certificate of Result and Scores, within two weeks after the beginning of class lessons in each semester.
- 3) Application shall be accepted only for courses for which credits have not been acquired at the time of the application.
- 4) For courses for which application for credit approval has been accepted, only credits shall be granted and grading shall not be conducted.
- 5) The number of credits granted for each course shall not exceed three.

- 6) Students wishing to have credits granted for the courses they have already registered for at the time of the application shall change the registration for said courses by choosing either “No credit needed” or “Cancel registration.”

#### Supplementary Provisions

These rules shall take effect on April 1, 2018.

#### Supplementary Provisions (Partial revision made on April 3, 2019)

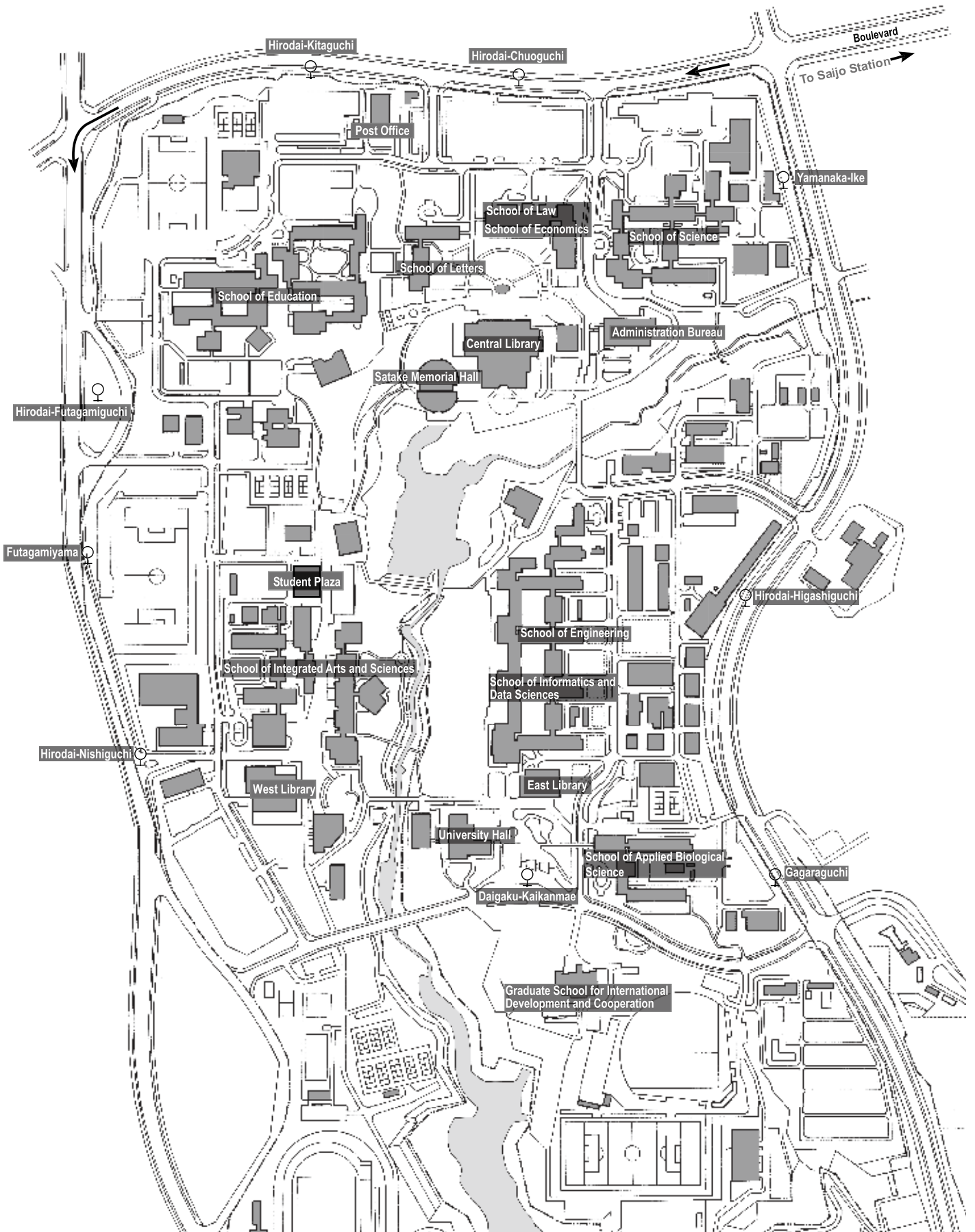
1. These rules shall take effect on April 1, 2019.
2. For approval of credits of students admitted prior to AY2018, the provisions then in force regarding the Rules Concerning the Approval of Credits Acquired by the Japanese Language Proficiency Test shall remain applicable, notwithstanding the stipulations herein.

#### Supplementary Provisions (Partial revision made on May 13, 2020)

1. These rules shall take effect on April 1, 2020.
2. For approval of credits of students admitted prior to AY2019, the provisions then in force regarding the Rules Concerning the Approval of Credits Acquired by the Japanese Language Proficiency Test shall remain applicable, notwithstanding the stipulations herein.

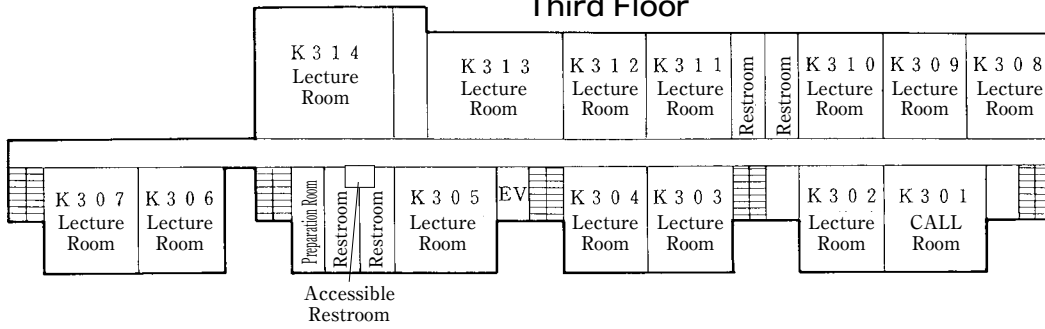


# Campus Map (Higashi-Hiroshima Academic Area)



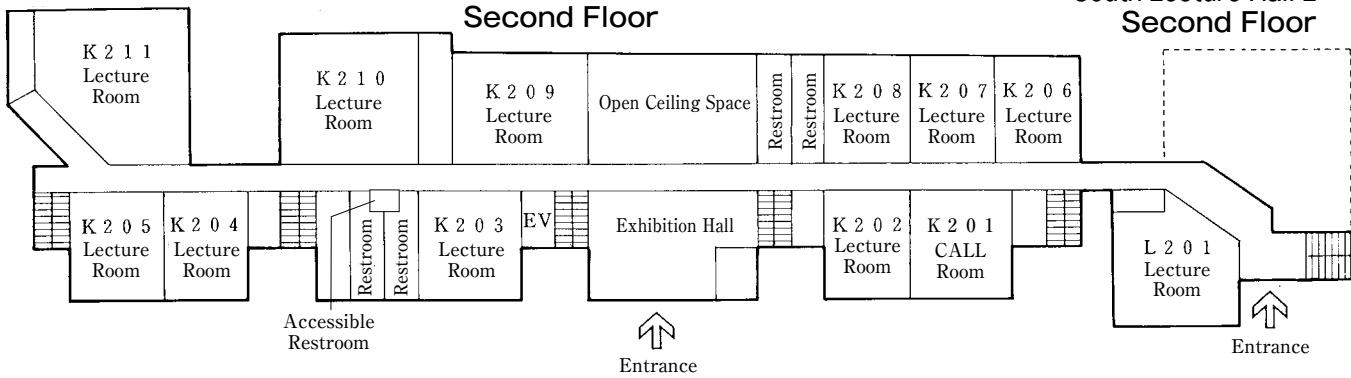
# School of Integrated Arts and Sciences Location Map of Lecture Rooms

## East Lecture Hall K Third Floor



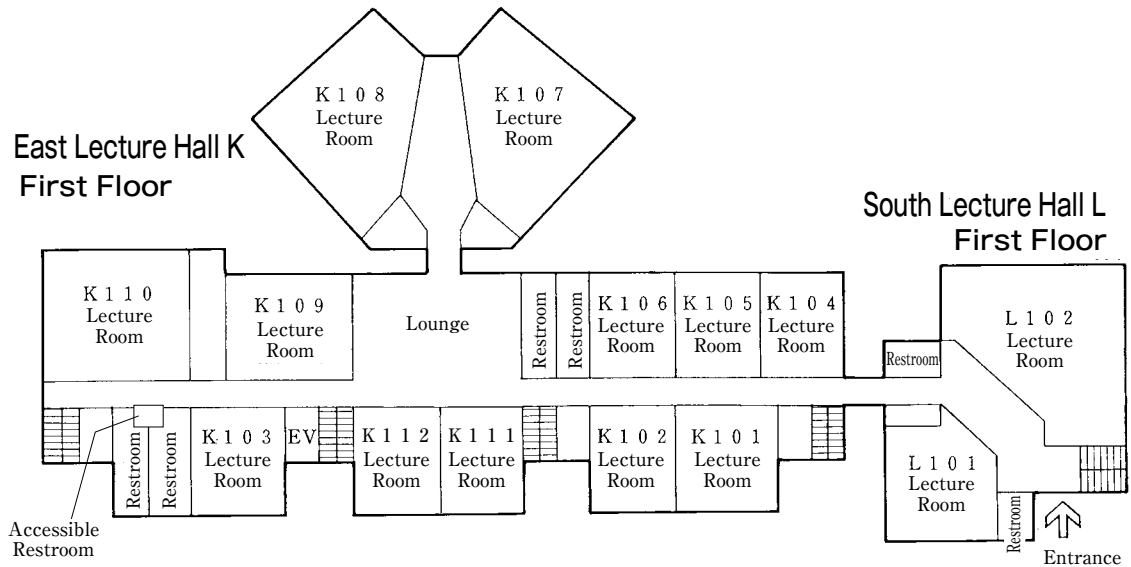
## East Lecture Hall K Second Floor

## South Lecture Hall L Second Floor



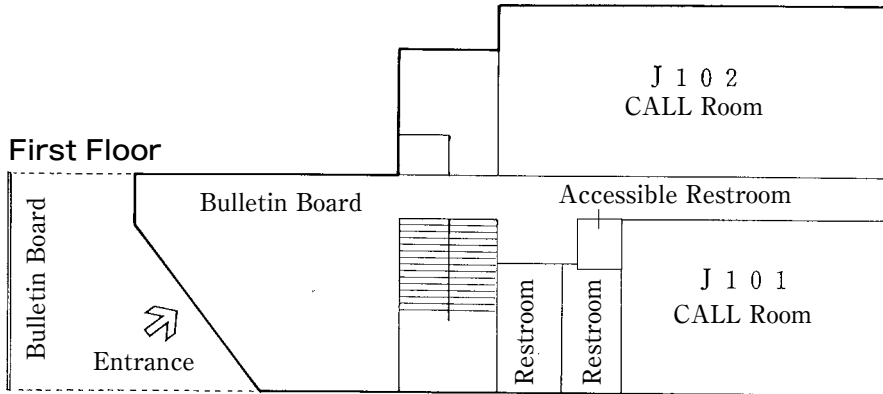
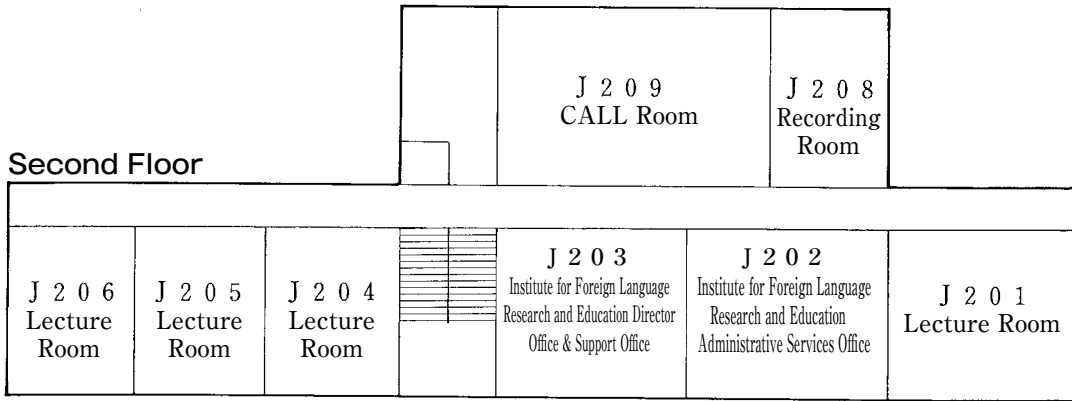
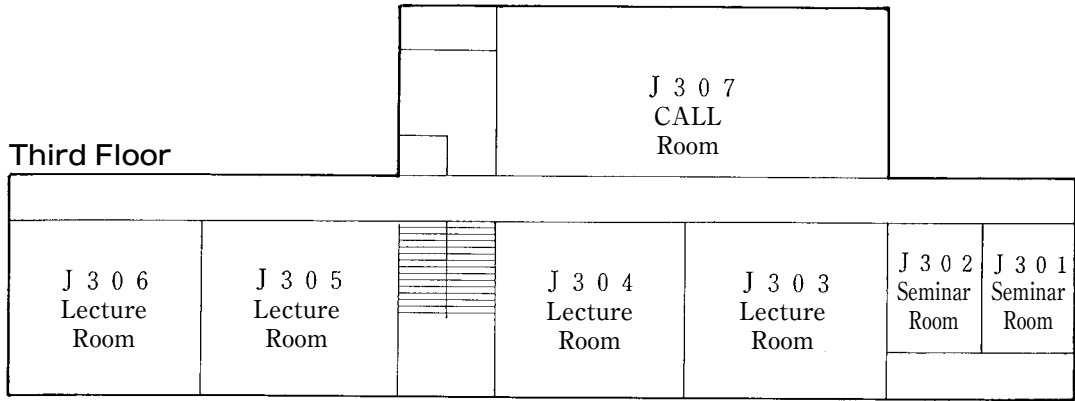
## East Lecture Hall K First Floor

## South Lecture Hall L First Floor



EV...Elevator

# West Lecture Hall J



# Student Research/Experiment Facilities H

## Third Floor

	Restroom	H 3 0 7 Graduate School Advanced Facility Room	H 3 0 6 Graduate School Advanced Facility Room	H 3 0 5 Chemistry Preparation Room	H 3 0 4 Chemistry Laboratory I
	Restroom				
H303 Fume Hood Room	H 3 0 2 Chemistry Laboratory II			H 3 0 1 Chemistry Laboratory III	

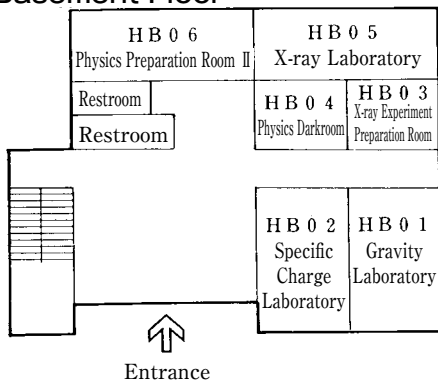
## Second Floor

	Restroom	H 2 1 0 Geoscience Sample Room	H 2 0 9 Geoscience Preparation Room	H 2 0 8 Geoscience Thin Section Room	H 2 0 7 Geoscience Machine Room	H 2 0 5 Biology Sample Room	H 2 0 4 Biology Laboratory I
	Restroom						
H 2 1 1 Accessibility Center Research / Laboratory	H 2 0 6 Geoscience Laboratory			H 2 0 3 Chemistry Experiment Preparation Room	H 2 0 2 Biology Preparation Room	H 2 0 1 Biology Laboratory II	

## First Floor

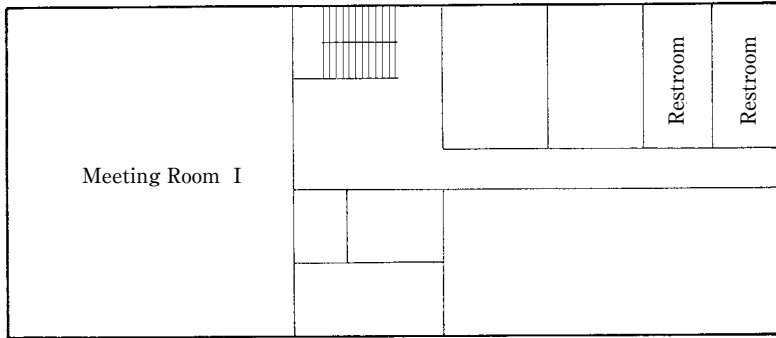
	Restroom	H 1 0 8 Physics Laboratory I			H 1 0 7 Spectroscopy Laboratory	H 1 0 6 Physics Laboratory III	H 1 0 5 Laser Laboratory
	Restroom						
H 1 1 0 Seminar Room II	H 1 0 9 Seminar Room I	H 1 0 4 Physics Laboratory II			H 1 0 3 Physics Preparation Room I	H 1 0 2 Physics Laboratory IV	H 1 0 1 Computer Laboratory

## Basement Floor

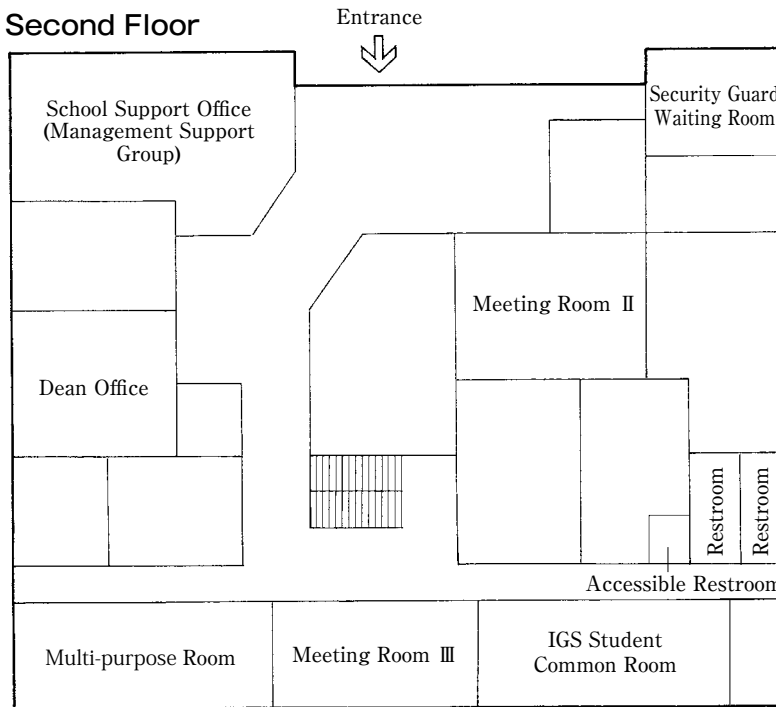


# Student Offices M

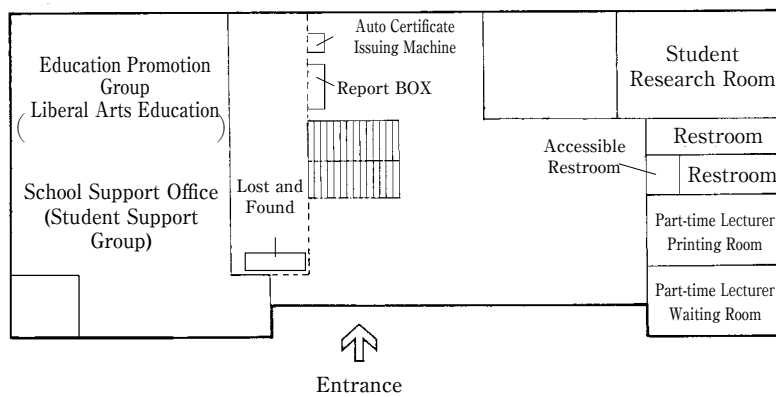
## Third Floor



## Second Floor



## First Floor











# Specialized Subjects

2021

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# I. Notes on Enrollment in Specialized Subjects Courses

## 1. Course Registration Procedures

Carry out course registration via “My Momiji” using a PC available either on or off campus. You will be instructed on how to use My Momiji during the First-Year Students’ Guidance.

If, for some reason, you are unable to complete your course registration on My Momiji, inquire at the School Support Office (IGS Support Section) offering the courses in question. (For liberal arts education courses, inquire at Education Promotion Group [liberal arts education] [1st floor, Student Offices M]).

### Course registration period

The course registration periods are as follows. The specific dates for each term will be announced on the My Momiji bulletin board, etc.

- ◆ 1st term (Registration of 1st term courses, 2nd term courses, and 1st semester courses you wish to enroll in) ..... Early April
- ◆ 2nd term (Registration and cancellation of 2nd term courses only) ..... Early June
- ◆ 3rd term (Registration of 3rd term courses, 4th term courses, and 2nd semester courses you wish to enroll in) ..... Early October
- ◆ 4th term (Registration and cancellation of 4th term courses only) ..... Early December

① For enrollment in intensive courses, etc., course registration periods may be set by each relevant School, separately from the above registration periods. In such cases, notice will be given on My Momiji, the School’s bulletin board, etc.

② For liberal arts and specialized education courses, course registration for required courses and courses divided into several classes may be carried out by the relevant Office. In such cases, course registration cannot be canceled by students. If you have any questions, etc., inquire at the School Support Office (IGS Support Section). (For liberal arts education courses, inquire at Education Promotion Group [liberal arts education section]).

③ All registered courses will be included in the denominator for calculating GPA. Be careful and conservative regarding your course registration, because failure to complete any of the registered courses may lower your GPA. (See p. HiPRO 8)

④ Other matters concerning course registration will be announced on My Momiji, the School’s bulletin board, etc.

## 2. Specialized Subjects

The Department of Integrated Global Studies offers interdisciplinary and integrated specialized education beyond the borders of humanities, social and natural sciences.

- 1) “Multidisciplinary subjects” of the School of Integrated Arts and Sciences provide basic knowledge and methodologies of various fields that are the basis of thinking about various issues in the global community. Multidisciplinary Subjects consist of various subjects of the three divisions of Human studies, Social studies, and Natural studies.
  
- 2) “IGS core subjects” are subjects to develop the literacy which is the basis of studying integrated global studies. These courses focus on deepening knowledge and abilities that are the basis of global integrity: understanding the natural environment and basic concept of building peace, improving cross-cultural communication ability, as well as information processing ability to understand global statistical data and analyze them from various perspectives. Students can also take language courses that suit each student’s native and foreign language proficiency to improve their English writing abilities, discussion and presentation abilities in English and Japanese.
  
- 3) “IGS subjects” are subjects to improve students’ “integrated thinking” and obtain knowledge and perspectives necessary for “global vision”. Well-balanced learning of the following three fields will help students to obtain knowledge, skills, and ability to think required for the global integrity beyond the borders of the academic fields.
  - Culture and Tourism Field: Subjects to learn about cultures, history, religions, and tourism
  - Peace and Communication Field: Subjects to learn about international relations and peace building, diversity, and language communication
  - Environment and Society Field: Subjects to learn about environmental issues, natural disasters, and social issues
  
- 4) “Project-Type Problem Solving Research” is a course to learn how to practically use the “integrated thinking” and “global vision” as well as to improve students’ cooperative behavior. In these courses, students will learn in a group consisting of people from different cultural backgrounds, nationalities, and fields of study to identify problems that should be addressed in relation to global issues, and think about approaches and methods to address them. Then students will make a presentation and group discussion in English.
  
- 5) “Global internship subjects” offer students opportunities to practice student’s skills of “cooperative behavior” in society. Students are required to acquire 6 credits through the courses

together with pre-program “Internship Orientation” and post-program “Internship Reflection”. Students will select one of the following three courses depending on your own interests.

- International Business Internship Course: Internships done in Japan at companies, research and educational institutions, or organizations engaged in global operations
- Community Activities Internship Course: Internships done at NGOs, NPOs, or governmental organizations carrying out regional activities
- Overseas Internship Course: Internships done overseas at companies, international organizations, NGOs, NPOs, or research and educational institutions

6) “Elective subjects” are provided to further strengthen students’ specialized knowledge and skills. You can include credits for IGS core subjects, IGS subjects, other subjects offered at the Department of Integrated Arts and Sciences, subjects studied at overseas universities, and subjects offered by the other schools in elective subjects. Students whose native language is Japanese can include English courses in specialized subjects and Advanced Non-English Foreign Languages courses, and students whose native language is not Japanese can include English courses in specialized subjects, Non-English Foreign Languages, and Advanced Japanese courses.

### **3. Examinations**

1) Examinations will be given in each term. Information on examination dates, times, etc. will be announced on a separate occasion.

2) Points to note when taking examinations

- ① Place your student ID card on your desk during examinations.  
If you do not have your student ID card with you, you will not be able to take the examination. In such case, follow the specified procedures.
- ② If you arrive late for an examination, you may not be permitted to take the examination.
- ③ You may not leave the examination room before 30 minutes have passed after the start of the examination.
- ④ You may not take the examination paper outside the examination room.

3) Academic misconducts

If you commit an academic misconduct in a specialized education course examination, you will receive grade “Poor (D)” (Fail) for all the specialized education courses you are enrolled in for that particular term. In addition, you will be subject to disciplinary action in line with the “Hiroshima University Student Disciplinary Regulations”

#### 4) Make-up examinations

As a general rule, make-up examinations are not provided. Students may be allowed to take make-up examinations only in cases where they could not take term-end examinations due to circumstances beyond their control. In such cases, submit to the School Support Office (IGS Support Section) an application form for a make-up examination, together with documents certifying the circumstance that prevented you from taking the examination, within one week after the examination in question ended.

<Reference> Rules Concerning the Implementation of Specialized Subjects Course Examinations (See p. SS23.)

### 4. Reports

1) With respect to reports assigned to students in the place of usual written tests, etc., be sure to submit them in compliance with the instructions given by professors concerning due dates, place for submitting, content, volume, etc.

#### 2) Academic misconducts

If you are found to have committed any of the following acts, such act will be regarded as equal to an academic misconduct committed during a written examination and subject to strict measures. Be careful not to commit such academic misconducts.

- (1) The act of plagiarism: using data or accounts (including sentence structures or expressions), interpretations (including basic ideas), etc. that are contained in another person's copyrighted works or available on the Internet without stating that said data, accounts, or interpretations are quotations or indicating their sources, and pretending in your report as if you are the creator of such data, accounts, interpretations, etc.
- (2) The act of stealing another person's work: submitting a report (in whole or in part) written by another person, and falsely claiming that you have written that report
- (3) The act of repetitive use of one and the same report: submitting the same report for assignments of several different courses
- (4) An act viewed as clearly lacking transparency or fairness associated with the preparation or submission of a report
- (5) The act of cooperating in or instigating any of the above academic misconducts

## **5. Grading**

1) Your academic performance will be evaluated based on the results of your examinations, reports, and commitment to class lessons.

A five-level evaluation system (S (100 to 90 percent), A (89 to 80 percent), B (79 to 70 percent), C (69 to 60 percent), D (Fail (under 60 percent))) will be utilized to indicate your academic results. S, A, B, and C grades indicate a “Pass.”

2) You will be notified of your grades on My Momiji.

## **6. Sending Academic Records to Guardians**

From the second year after entrance to HU, in late May each year, we notify the guardian of each undergraduate student of the student’s credit-earning status up to the previous school year, as well as the courses registered for the spring semester of the current school year.

Such notice is sent to the “Contact information of your parents, etc.” stated on the “Student Information Registration Sheet.” If, for such reason as moving, any change is made to the “Contact Address of Parents, etc.,” promptly notify the School Support Office (IGS Support Section) of such change.

## **7. Enrollment of Students Needing Special Consideration in Attending Courses**

Students who are in need of special consideration, due to disability, etc. are asked to consult the School Support Office (IGS Support Section) about how to take courses.

With respect to special measures concerning examinations, etc. for students needing special consideration in attending courses, see “Hiroshima University Regulations on Assisting Disabled Students with Learning, etc.” and “Special Measures Regarding Examinations, etc. for Disabled Students (Arrangement)” at <https://momiji.hiroshima-u.ac.jp/momiji-top/en/international/regulationsen.html>.

## **8. Office Hours**

The School has a system called “Office Hours.” The Office Hours ensure that academic staff are available in their offices at specified hours of specified days of the week. Students can visit the academic staff members’ offices at any time during their Office Hours and ask questions, seek advice, etc. concerning the content of class lessons or other matters regarding their studies.

The hours and days of the week of each academic staff member’s Office Hours are posted on the website of the School of Integrated Arts and Sciences. Students are encouraged to make the most of this system.

## 9. Steps to Selecting a Field

Via the following steps, students will select one area of concentration from the three fields listed below.

- Culture and Tourism Field
- Peace and Communication Field
- Environment and Society Field

### 1) New Student Orientation

- First-Year Students Guidance in early April: Explanation about the overview of the three fields, faculty introduction
- Orientation Event in April: Explanation about the contents of the three fields (Curriculum models, Academic calendar, etc.)

### 2) Introductory Seminar for First-Year Students

- In order to deepen understanding about the contents of each field, students will conduct interviews with faculty, study about their area of specialization and thesis, and then present the findings.

### 3) “Contemporary World Issues I” and “Contemporary Issues of Japan II”

- In “Contemporary Issues of Japan II” (2<sup>nd</sup> Term), students will learn about the contents taught in each of the three fields.
- In omnibus-style “Contemporary World Issues I” (3<sup>rd</sup> Term), IGS faculty will introduce their research area and its relation to the three fields. Students will learn to associate various global events with the three fields. At the conclusion of “Contemporary World Issues I”, students will receive an explanation about how to choose their field, set up a study plan.

### 4) Final Decision on the Selection of a Field

- Students will consult with both their tutor and a faculty member of their desired field in December. The students will then have until mid-January to submit the “Field Request Form” .
- The tutor will confirm each student’s request by the end of January, and the IGS Academic Affairs Subcommittee will make the final decision in February.
- The Department aims to have a good balance of the number of students in each field. In the event that many students have a strong interest in one particular field, it is possible that adjustments will be made, taking account of the contents of the “Field Request Form”, grades and other factors.



## 10. Procedures for Studying Abroad and Credit Approval

Students of the Department of Integrated Global Studies who speak Japanese as a first language, have Japanese nationality, and have graduated from a high school located within Japan that is operated under the Japanese school education system are required to study abroad for at least one semester.(See p. SS25) The following are the procedures required for those who study abroad and the rules of approval of credits of subjects they study at overseas universities (up to 16 credits) as credits for the School's Specialized Subjects (elective subjects).(See p. SS26)

### 1) Procedures

#### (1) Before leaving Japan

1. In order to clarify beforehand what subjects students can study at the overseas university, and how the credits they acquire at that university are approved after returning to Japan, they must consult with their tutor and prepare a "Study Plan" (in the prescribed format) stating the name of the subjects they plan to study and the number of credits at overseas universities, as well as the name of the subjects offered at the Department of Integrated Global Studies and the number of credits for which they wish their credits to be approved.
2. The students must submit to the Dean of the School of Integrated Arts and Sciences the Study Plan they prepared as referred to in above paragraph 1, the admission letter from the overseas university at which they will study, and a document explaining the details of the curriculum (such as the university's syllabus).

#### (2) During studying abroad

1. The students must consult with tutor whether they can take the subjects at the overseas university as set out in the Study Plan. If they need to change the subjects they study, they should modify the Study Plan, gain an approval of the tutor, and submit it to the Dean of the School of Integrated Arts and Sciences.
2. The students will from time to time report to the Department of Integrated Global Studies how they are getting along and how field study is proceeding.

#### (3) After returning to Japan

1. Students must prepare a "Request for Study Abroad Credit Approval" in the prescribed format, obtain field tutor's approval, and submit it to the Dean of the School of Integrated Arts and Sciences together with the syllabus explaining the details of the content of classes and the academic transcript.
2. The credits the students acquired at the overseas university will be approved as credits for Specialized Subjects (elective subjects) of the Department of Integrated Global Studies based on

the application form mentioned in above paragraph 1.

## 2) Credit Approval

1. Credits students acquired at the overseas university will be, in principle, approved as credits for IGS Study Abroad I to XVI (1 credit each).
2. Credits students acquired at the overseas university will be approved as Hiroshima University's credits, if the content of the subjects they studied at the overseas university are deemed to be supplementary to the education offered at the Department of Integrated Global Studies and to have educational benefits. The educational benefits will be determined based on the following criteria (a.-c.).

<Credit Approval Criteria>

- a. The credits of the subjects that are related to “the Three Fields” will be approved in principle.
- b. Up to 8 credits for language courses will be approved. However, credits for beginner language courses for languages the student has already studied in Japan will not be approved.
- c. Credits for sports-related courses will not be approved.

3. The approved credits will not be graded. The evaluation column for IGS Study Abroad I to XVI will be marked as T (Credit Transfer).

## 11. Requirements for Advancing to the 2nd Year

To advance to the 2nd year, the following requirements will be fulfilled in principle:

- Acquire 30 or more credits in Liberal Arts Education subjects.
- For students who speak Japanese as a first language, have a score of approximately 650 or above in the TOEIC® L&R test.

Students who do not expect to be able to achieve the above requirements at the end of the 1st year will discuss their future study plan and measures to improve their English skills with their tutor, and submit a document stating their future plan to the IGS Academic Affairs Subcommittee by the end of the 1st year.

## II. Hiroshima University School of Integrated Arts and Sciences By-Laws

- Hiroshima University School of Integrated Arts and Sciences By-Laws

April 1, 2004

Approved by the Dean

(Purpose)

### Article 1

Education at the School of Integrated Arts and Sciences, Hiroshima University (the “School”) shall be governed by the Hiroshima University General Provisions (April 1, 2004 Regulation No.2, the “General Provisions”), Hiroshima University Education Program Regulations (February 14, 2006 Regulation No.5), Hiroshima University Liberal Arts Education Course Completion Regulations (February 15, 2011 Regulation No.3, the “Liberal Arts Education Course Completion Regulations”) and this by-law.

(Educational/Academic Purposes)

### Article 2

The purpose of the School is to develop independent and autonomous students with comprehensive perspectives and thinking ability by providing specialized education focused on advanced liberal arts education based on the principles of interdisciplinary, integrity, and creativity.

(Department)

### Article 3

The School shall have the Department of Integrated Arts and Science and the Department of Integrated Global Studies.

(Curriculum)

### Article 4

1 The curriculum of the School shall be systematically structured as “Major Program” consisting of subjects necessary to achieve educational goals.

2 The Major Program offered at the School are as follows:

Department	Major Program	Division
Department of Integrated Arts and Sciences	Program of Integrated Arts and Sciences	Human Research Division
		Natural Sciences Research Division
		Social Studies Research Division
Department of Integrated Global Studies	Program of Integrated Global Studies	

(Subjects and Registration)

Article 5

- 1 The subjects are divided into two groups of “Liberal Arts Education” and “Specialized Subjects”.
- 2 The subjects of the Liberal Arts Education and how to enroll in these subjects are as set forth in the “Liberal Arts Education Course Completion Regulations”, Appendix 1 and Appendix 2.
- 3 The subjects of the Specialized Subjects and how to enroll in these subjects are as set forth in Appendix 1 and Appendix 2.

(Registration and Change of Division)

Article 6

- 1 First-year students of the Department of Integrated Arts and Science must select one of the three educational divisions set out in Article 4 Paragraph 2 and submit it by the prescribed form by the specified registration deadline.
- 2 Registration of the educational divisions shall be approved by the Dean based on the decision of the School of Integrated Arts and Sciences Faculty Meeting (“the Faculty Meeting”).
- 3 If students wish to change the division registered as set out in the previous paragraph, they must submit the prescribed Division Change Form to the Dean to obtain his/her approval.
- 4 The timing and method of the registration and change of educational division shall be separately decided.

(Course Registration Procedures)

Article 7

The name of subjects and instructors shall be announced at the beginning of each academic year.

Article 8

Students must take the prescribed procedures to register the subjects they wish to study during the specified period of each term.

(Guidance for Students Who Have Acquired Too Few Credits)

Article 9

Instructors must provide the necessary guidance to students who have acquired too few credits and encourage them to take the necessary number of credits.

(Maximum Number of Credits for Which Students Can Register)

Article 10

- 1 Students may register for up to 26 credits per semester to acquire the credits required for graduation.
- 2 Notwithstanding the provision of the previous paragraph, in accordance with separately-decided rules, students who have acquired the required credits with excellent academic achievement may be permitted to register subjects with the number of credits exceeding the maximum number during only the next academic year.

(Approval of Credits Acquired Before Entering the School)

#### Article 11

- 1 The maximum number of credits a first-year student acquired before they entered the School which may be approved in accordance with Article 2 Paragraph 1 of the Hiroshima University By-Laws Regarding Approval of Previously Acquired Credits (approved by the Vice President (in charge of education and students) on April 1, 2004) shall be 60.
- 2 Notwithstanding the provision of the previous paragraph, credits for subjects offered at Hiroshima University acquired by first-year students before entering the School (including credits acquired by such students as credited auditors) may be approved by the Dean based on the decision of the Faculty Meeting.

(Japanese Language /Japanese Culture Subjects)

#### Article 12

- 1 If international students and students other than international students who have attended secondary education outside Japan for a long period take Japanese language/culture courses and acquire credits, they can transfer the credits for such subjects to credits for Liberal Arts Education required for graduation. However, you cannot count the credits for subjects on Japanese culture as credits for foreign languages.
- 2 The subjects and the maximum number of credits replaced by credits for subjects mentioned in the previous paragraph shall be as follows:

Department	Subject	Max. no. of credits
Department of Integrated Arts and Sciences	Area Courses	10
	Foreign Languages	6
Department of Integrated Global Studies	Foreign Languages	12

(Long-term Completion of Curricula)

#### Article 13

- 1 Students who have been enrolled in the School for a long period of time shall be treated in accordance with the Hiroshima University By-Laws on the Treatment of Long-term Completion of Curricula (approved by the Vice President (in charge of education and students) on April 1, 2004).
- 2 The maximum length of long-term study in the School shall be 8 years.

(Completion of Educational Curriculum)

#### Article 14

Completion of the educational curriculum shall be acknowledged for students who have acquired the number of credits set out in Appendix 1 and Appendix 2.

(Credit Calculation Criteria)

#### Article 15

- 1 The number of credits for each course shall be given in accordance with the following rules depending on the course type of each subject.
  - (1) 1 credit will be given for 15 hours of lectures.
  - (2) 1 credit will be given for 15 or 30 hours of seminars.
  - (3) 1 credit will be given for 30 or 45 hours of experiments and practical.

- 2 If two or more course types are combined for one subject, hours of the course type for credit calculation shall be decided taking into consideration the rules set forth in the previous paragraph, and it needs to be consisted that 1 credit will be given for 45 hours of study.

(Examination)

Article 16

- 1 Examinations consist of subject examinations and report.
- 2 In principle, an examination shall be carried out at the end of the term when the course ended. However, in some courses, a mark given for papers and/or class participation may be used as the examination grade.
- 3 The date and the method of examinations will be announced beforehand.
- 4 If students have not attended more than two-third of the course, they cannot take the examination. However, if students haven't attended classes after taking prescribed procedures, and it was admitted that their absence was because of inevitable reasons such as the students' ill health, then the course instructor will decide whether the students can take the examination.

(Make-up examinations)

Article 17

- 1 Students who cannot take the examination because of one of the following reasons can take the make-up examination:
  - (1) Death of the student's spouse or family member within the third degree
  - (2) Sickness or injury that requires hospitalization or similar conditions
  - (3) Natural disaster or other emergencies
  - (4) Unexpected transportation accident
  - (5) Other inevitable reasons
- 2 In principle, students who wish to take a make-up examination must submit the prescribed application form to the School Dean within one week from the date of the original examination.
- 3 Students who are admitted to take a make-up examination must in principle take the examination on the day specified by the instructor.
- 4 Make-up examinations shall be carried out within three weeks from the date of the original examination.

(Grade Point Average)

Article 18

Students' academic grades of all subjects they take shall be evaluated using the Grade Point Average (GPA) calculated using the following formula.

$$\text{Grade of Point Average} = ((\text{The number of Ss} \times 4 + \text{the number of As} \times 3 + \text{the number of Bs} \times 2 + \text{the number of Cs} \times 1) / (\text{The total number of credits for all registered subjects} \times 4)) \times 100$$

(Evaluation of Achievement)

Article 19

- 1 In addition to the grading set forth in Article 19 Paragraph 5 of the "General Provisions", the

achievement of the goals of the educational programs will be also evaluated.

- 2 The achievement of the goals mentioned in the previous paragraph shall be evaluated in three grades “Extremely Excellent,” “Excellent,” and “Good” using the separately-decided evaluation points/criteria for the achievement of educational programs.

(Teacher’s License)

Article 20

- 1 Students of the Department of Integrated Arts and Science will become qualified for the following Teacher’s License shown in the table below by acquiring the number of credits set forth in the Education Personnel Certification Act (Act No. 147 of 1949) and the Ordinance for the Enforcement of Education Personnel Certification Act (Ordinance of the Ministry of Education No.26 of 1954).

License type	License subject
Type I Senior High School Teacher License	Geography and history
	Civics
	Mathematics
	Science
	English

- 2 The required subjects mentioned in the previous paragraph and the registration procedure will be separately decided.

(Other Courses Offered at Other Schools)

Article 21

If students wish to take subjects offered at other schools, they can take the subjects in accordance with the decision of the schools.

(Minor Programs and Special Programs)

Article 22

- 1 Students can take a Minor Program in accordance with the Hiroshima University By-Laws for the Completion of a Minor Program (approved by the Vice President (in charge of education and research) on March 14, 2006).
- 2 Students can take a Special Program in accordance with the Hiroshima University By-Laws for the Completion of a Special Program (approved by the Vice President (in charge of education and research) on March 14, 2006).

(Leave of absence from the University)

Article 23

- 1 Students who wish to take a temporary leave from the University must submit the prescribed form to the School Dean to obtain his/her approval.
- 2 If students taking a temporary leave wish to shorten the period of leave from the University, they must submit the prescribed form to the School Dean to obtain his/her approval.

(Withdraw from the University)

Article 24

Students who wish to withdraw from the University must submit the prescribed form to the School Dean to obtain the approval of the President.

(Transfer to Another University)

Article 25

- 1 Students who wish to transfer to another university must submit the prescribed form to the School Dean to obtain the approval of the President based on the decision of the Faculty Meeting.
- 2 Students of another university who wish to transfer to the School must submit the prescribed form to the School Dean to obtain the approval of the President based on the decision of the Faculty Meeting.

(Changing the Registered Program)

Article 26

- 1 Students who wish to change to another Major Program of the School must obtain the approval to do so.
- 2 Necessary matters concerning the change to another department will be separately decided.
- 3 Students who wish to change the registered Major Program to the Major Program of another School must obtain prior approval to change the School in accordance with the Hiroshima University By-Laws Regarding Faculty Transfer (approved by the Vice President (in charge of education and students) on April 1, 2004).

(Graduation Thesis)

Article 27

- 1 Credits for the Graduation Thesis will be given based on the result of the thesis examination.
- 2 The thesis examination mentioned in the previous paragraph shall consist of an evaluation of the thesis and an oral examination or presentation.
- 3 Students who wish to take the Graduation Thesis must decide their advisor beforehand and obtain his/her approval.
- 4 Students must submit their thesis to the School Dean by the specified deadline.

(Graduation Requirements)

Article 28

The requirements to graduate from the School are to study for 4 years or longer at this School and acquiring the required number of credits in the graduation requirements shown in Appendix 1 and Appendix 2.

(Early Graduation)

Article 29

The requirements to graduate the School earlier are to study for 3 years or longer at this School, being recognized to have acquired the required number of credits in the graduation requirements with excellent grades, and meeting separately-decided requirements.

(Screening of Degrees)



#### Article 30

The School shall conduct a screening for a bachelor's degree based on the diploma policy of the School.

#### (Enrollment of Graduates to the Undergraduate Program)

#### Article 31

- 1 The method and date to select the graduates of other universities who wish to be enrolled to the undergraduate program of the School shall be separately decided in accordance with the provision of Article 14 Paragraph 1 of the "General Provisions".
- 2 The graduates of other universities may be selected to be enrolled to the undergraduate program of the School, if there are vacancies in the department.
- 3 The graduates who are enrolled to the School will become third-year students.
- 4 The number of credits acquired by the students and the subjects they are required to take will be decided by the School Dean based on decision in the Faculty Meeting.

#### (Re-enrollment)

#### Article 32

- 1 If former students of the School wish to be admitted to re-enroll the School, they must submit the re-enrollment application form together with the necessary documents and application fee to the School Dean by the end of February in accordance with the provision of Article 14 Paragraph 2 of the "General Provisions".
- 2 Former students may be selected to be admitted to re-enroll the School, if there are vacancies in the department. However, those who left the University more than five years ago cannot apply for re-enrollment.
- 3 The number of credits acquired by the students and the subjects they are required to take will be decided by the School Dean based on decision in the Faculty Meeting.

#### (Miscellaneous Rules)

#### Article 33

In addition to the provisions of this by-law, necessary matters in relation to the education of the students of the School will be separately decided.

#### Supplementary Provision

- 1 This by-law will become effective on April 1, 2004.
- 2 Notwithstanding any provisions of this by-law, Educational curriculum for students who entered the university on or before 2003 will be governed by previous by-law. However, if necessary for educational purposes, the students may take the subjects set forth in this by-law.
- 3 If students take subjects and obtain credits based in accordance with the proviso of the previous article, such subjects will be, as prescribed separately, deemed to be subjects in accordance with the old By-law of the Hiroshima University School of Integrated Arts and Sciences before the modification, and credits for such subjects given.

#### Supplementary Provision (Partial revision made on November 24, 2004)

This by-law will become effective on November 24, 2004.

#### Supplementary Provision (Partial revision made on April 1, 2006)

- 1 This by-law will become effective on April 1, 2006.
- 2 Notwithstanding any provisions of the modified By-law of the Hiroshima University School of Integrated Arts and Sciences, the educational curriculum of students who entered the University by 2005 shall be in accordance with previous by-law before the modification.

Supplementary Provision (Partial revision made on March 19, 2007)

This by-law will become effective on April 1, 2007.

Supplementary Provision (Partial revision made on March 5, 2008)

This by-law will become effective on April 1, 2008.

Supplementary Provision (Partial revision made on January 14, 2009)

This by-law will become effective on April 1, 2009)

Supplementary Provision (Partial revision made on October 21, 2009)
- 1 This by-law will become effective on October 21, 2009, and the provisions of the modified By-law of the Hiroshima University School of Integrated Arts and Sciences shall apply from April 1, 2009.
- 2 The Agreement on the Minor Program Enrolment Criteria of the School of Integrated Arts and Sciences, Hiroshima University (approved by the School Dean on April 1, 2006) will be abolished.
- 3 Notwithstanding any provisions of the modified By-law of the Hiroshima University School of Integrated Arts and Sciences, the educational curriculum of students who entered the University by 2008 shall be in accordance with previous by-law before the modification.

Supplementary Provision (Partial revision made on February 17, 2010)
- 1 This by-law will become effective on April 1, 2010.
- 2 Notwithstanding any provisions of the modified By-law of the Hiroshima University School of Integrated Arts and Sciences, the educational curriculum of students who entered the University by 2009 shall be in accordance with previous by-law before the modification.

Supplementary Provision (Partial revision made on March 21, 2010)
- 1 This by-law will become effective on April 1, 2010.
- 2 Notwithstanding any provisions of the modified By-law of the Hiroshima University School of Integrated Arts and Sciences, the educational curriculum of students who entered the University by 2009 shall be in accordance with previous by-law before the modification.

Supplementary Provision (Partial revision made on February 16, 2011)
- 1 This by-law will become effective on April 1, 2011.
- 2 Notwithstanding any provisions of the modified By-law of the Hiroshima University School of Integrated Arts and Sciences, the educational curriculum of students who entered the University by 2010 shall be in accordance with previous by-law before the modification.

Supplementary Provision (Partial revision made on March 19, 2011)
- 1 This by-law will become effective on April 1, 2011.
- 2 Notwithstanding any provisions of the modified By-law of the Hiroshima University School of Integrated Arts and Sciences, the educational curriculum of students who entered the University by 2010 shall be in accordance with previous by-law before the modification.

Supplementary Provision (Partial revision made on March 19, 2012)
- 1 This by-law will become effective on April 1, 2012.
- 2 Notwithstanding any provisions of the modified By-law of the Hiroshima University School of Integrated Arts and Sciences, the educational curriculum of students who entered the University by 2011 shall be in accordance with previous by-law before the modification.

Supplementary Provision (Partial revision made on March 19, 2013)

- 1 This by-law will become effective on April 1, 2013.
- 2 Notwithstanding any provisions of the modified By-law of the Hiroshima University School of Integrated Arts and Sciences, the educational curriculum of students who entered the University by 2012 shall be in accordance with previous by-law before the modification.

Supplementary Provision (Partial revision made on March 19, 2014)

- 1 This by-law will become effective on April 1, 2014.
- 2 Notwithstanding any provisions of the modified By-law of the Hiroshima University School of Integrated Arts and Sciences, the educational curriculum of students who entered the University by 2013 shall be in accordance with previous by-law before the modification.

Supplementary Provision (Partial revision made on September 10, 2014)

- 1 This by-law will become effective on September 10, 2014 and begins to be applied on April 1, 2014.
- 2 Notwithstanding any provisions of the modified By-law of the Hiroshima University School of Integrated Arts and Sciences (the “New By-law”), the educational curriculum of students who entered the University by 2013 shall be in accordance with previous by-law. However, if necessary for educational purposes, the students may take the subject set forth in the New By-law.
- 3 If students take subjects and obtain credits in accordance with the proviso of the previous article, such subjects will be, as prescribed separately, deemed to be subjects in accordance with the old By-law of the Hiroshima University School of Integrated Arts and Sciences before the modification, and credits for such subjects given.

Supplementary Provision (Partial revision made on March 19, 2015)

- 1 This by-law will become effective on April 1, 2015.
- 2 Notwithstanding any provisions of the modified By-law of the Hiroshima University School of Integrated Arts and Sciences (the “New By-law”), the educational curriculum of students who entered the University by 2014 shall be in accordance with previous by-law. However, if necessary for educational purposes, the students may take the subjects set forth in the New By-law.
- 3 If students take subjects and obtain credits in accordance with the proviso of the previous article, such subjects will be, as prescribed separately, deemed to be subjects in accordance with the old By-law of the Hiroshima University School of Integrated Arts and Sciences before the modification, and credits for such subjects are given.

Supplementary Provision (Partial revision made on March 19, 2016)

- 1 This by-law will become effective on April 1, 2016.
- 2 Notwithstanding any provisions of the modified By-law of the Hiroshima University School of Integrated Arts and Sciences (the “New By-law”), the educational curriculum of students who entered the University by 2015 shall be in accordance with previous by-law. However, if necessary for educational purposes, the students may take the subjects set forth in the New By-law.
- 3 If students take subjects and obtain credits in accordance with the proviso of the previous article, such subjects will be, as prescribed separately, deemed to be subjects in accordance with the old By-law of the Hiroshima University School of Integrated Arts and Sciences before the

modification, and credits for such subjects are given.

Supplementary Provision (Partial revision made on March 19, 2017)

- 1 This by-law will become effective on April 1, 2017.
- 2 Notwithstanding any provisions of the modified By-law of the Hiroshima University School of Integrated Arts and Sciences (the “New By-law”), the educational curriculum of students who entered the University by 2016 shall be in accordance with previous by-law. However, if necessary for educational purposes, the students may take the subjects set forth in the New By-law.
- 3 If students take subjects and obtain credits in accordance with the proviso of the previous article, such subjects will be, as prescribed separately, deemed to be subjects in accordance with the old By-law of the Hiroshima University School of Integrated Arts and Sciences before the modification, and credits for such subjects are given.

Supplementary Provision (Partial revision made on March 19, 2018)

- 1 This by-law will become effective on April 1, 2018.
- 2 Notwithstanding any provisions of the modified By-law of the Hiroshima University School of Integrated Arts and Sciences (the “New By-law”), the educational curriculum of students who entered the University by 2017 shall be in accordance with previous by-law. However, if necessary for educational purposes, the students may take subject set forth in the New By-law.
- 3 If students take subjects and obtain credits in accordance with the proviso of the previous article, such subjects will be, as prescribed separately, deemed to be subjects in accordance with the old By-law of the Hiroshima University School of Integrated Arts and Sciences before the modification, and credits for such subjects are given.

Supplementary Provision (Partial revision made on March 19, 2019)

- 1 This by-law will become effective on April 1, 2019.
- 2 Notwithstanding any provisions of the modified By-law of the Hiroshima University School of Integrated Arts and Sciences (the “New By-law” ), the educational curriculum of students who entered the University by 2018 shall be in accordance with previous by-law. However, if necessary for educational purposes, the students may take subject set forth in the New By-law.
- 3 If students take subjects and obtain credits in accordance with the proviso of the previous article, such subjects will be, as prescribed separately, deemed to be subjects in accordance with the old By-law of the Hiroshima University School of Integrated Arts and Sciences before the modification, and credits for such subjects are given.

Supplementary Provision (Partial revision made on March 19, 2020)

- 1 This by-law will become effective on April 1, 2020.
- 2 Notwithstanding any provisions of the modified By-law of the Hiroshima University School of Integrated Arts and Sciences (the “New By-law” ), the educational curriculum of students who entered the University by 2019 shall be in accordance with previous by-law. However, if necessary for educational purposes, the students may take subject set forth in the New By-law.
- 3 If students take subjects and obtain credits in accordance with the proviso of the previous article, such subjects will be, as prescribed separately, deemed to be subjects in accordance with the old By-law of the Hiroshima University School of Integrated Arts and Sciences before the modification, and credits for such subjects are given.

Supplementary Provision (Partial revision made on March 19, 2021)

- 1 This by-law will become effective on April 1, 2021.

2 Notwithstanding any provisions of the modified By-law of the Hiroshima University School of Integrated Arts and Sciences (the “New By-law” ), the educational curriculum of students who entered the University by 2020 shall be in accordance with previous by-law. However, if necessary for educational purposes, the students may take subject set forth in the New By-law.

3 If students take subjects and obtain credits in accordance with the proviso of the previous article, such subjects will be, as prescribed separately, deemed to be subjects in accordance with the old By-law of the Hiroshima University School of Integrated Arts and Sciences before the modification, and credits for such subjects are given.

### III. Rules and Guidelines Concerning Specialized Subjects

#### 1. Maximum Number of Credits for Which Students Can Register

##### - Hiroshima University School of Integrated Arts and Sciences Agreement Concerning the Maximum Number of Credits for Which Students of the Department of Integrated Global Studies Can Register

November 20, 2019

Approved by the Dean

Hiroshima University School of Integrated Arts and Sciences Agreement Concerning the Maximum Number of Credits for Which Students of the Department of Integrated Global Studies Can Register

(Purpose)

Article 1

Under the provisions of Article 10 of the Hiroshima University School of Integrated Arts and Sciences By-laws (the “By-laws”), this agreement specifies the necessary matters concerning the maximum number of credits that can be registered for by students of Hiroshima University School of Integrated Arts and Sciences (the “School”) Department of Integrated Global Studies (the “Department”).

(Target students)

Article 2

This agreement shall apply to students enrolled in the Department. However, students falling into any of the following categories shall not be covered by this agreement.

- (1) Students enrolled in the Department for three years or longer
- (2) Students readmitted to the School or transferred from another school to the School
- (3) Students transferred from another department

(Maximum number of credits for which students can register)

Article 3

Students may register for up to 26 credits per semester. These credits, however, shall not include credits for intensive courses.

(Acknowledgement, etc. of high-achieving students)

Article 4

The timing of acknowledging those who have acquired the credits specified in Article 10,

Paragraph 2 of the By-laws with excellent academic records (“high-achieving students”) shall be the end of the first school year and the end of the second school year.

#### Article 5

Those eligible to be acknowledged as high-achieving students are students who have earned at least 36 credits during the past one year (excluding credits for intensive courses, courses related to teacher training, internships, and *dowa* anti-discrimination and human rights education courses) and have obtained A or better grades for over 70% of the credits they have registered for the relevant period.

2 Notwithstanding the provisions in the preceding paragraph, in order for students who have studied abroad for three months or more during the past one year to be eligible to be acknowledged as high-achieving students, they need to have earned at least 18 credits during the year (excluding credits for intensive courses) and obtained A or better grades for over 70% of the credits they have registered for the relevant period.

#### Article 6

Those acknowledged as high-achieving students may register for the number of credits exceeding the maximum credits only for the next academic year.

#### Supplementary provision

This agreement shall take effect on November 20, 2020.

## **2. Rules Concerning the Implementation of Specialized Subjects Course Examinations**

### **- Hiroshima University School of Integrated Arts and Sciences Rules on the Implementation of Specialized Subjects Course Examinations**

April 1, 2006

Approved by the Dean

Hiroshima University School of Integrated Arts and Sciences Rules on the Implementation of Specialized Subjects Course Examinations

(Purpose)

Article 1

In addition to the provisions specified in the Hiroshima University School of Integrated Arts and Sciences Bylaws, the following rules shall apply to the implementation of examinations for the Specialized Subjects courses offered by Hiroshima University School of Integrated Arts and Sciences.

(Examination dates)

Article 2

- 1 As a general rule, examinations shall be conducted at the term end on the dates specified in advance. However, as needed, examinations may be conducted on an extraordinary basis.
- 2 Notice of an examination shall be given by one week before the examination date.

(Implementation of examinations)

Article 3

The following rules shall be observed when implementing examinations.

- (1) Examinations shall take place during class hours.
- (2) Students taking examinations shall place their student ID card or examination certificate on their desk during the examination.
- (3) After the examination starts, the examination supervisor shall identify the examinees.
- (4) Examinees who have arrived after one-third or more of the examination time has passed shall not be allowed to take the examination.
- (5) Examinees shall not leave the examination room before 30 minutes have passed after the examination starts.
- (6) Examinees shall keep all items except for those necessary for taking the examination by their feet.

(Examination supervisor)

Article 4

The following rules shall apply to examination supervisors.

- (1) As a general rule, a faculty member teaching the course for which the examination is



conducted shall supervise examinations with up to 50 examinees.

- (2) As a general rule, one assistant supervisor shall be added for examinations with every 50 examinees.

(Academic misconducts)

#### Article 5

If any academic misconduct is discovered during an examination, the following steps shall be taken.

- (1) If any academic misconduct is discovered during an examination, the supervisor shall take away the examination paper and all other items of evidence from the suspected examinee, stop him or her from taking the examination on the spot, and have him or her stay in the examination room until the end of the examination.
- (2) After the end of the examination, the supervisor overseeing the classroom in which the examination in question took place shall confirm the facts concerning the academic misconduct with the examinee himself or herself, in the presence of the chairperson of the Academic Affairs Committee of School. The supervisor must participate in this confirmation process.
- (3) If any academic misconduct is discovered under circumstances other than those above, the faculty member teaching the course for which the examination is conducted shall confirm the facts concerning the academic misconduct with the examinee himself or herself, in the presence of the chairperson of the Academic Affairs Committee of School.

#### Supplementary provision

These Rules shall take effect on April 1, 2006.

Supplementary provision (Partial revision made on March 19, 2013)

These Rules shall take effect on April 1, 2013.

Supplementary provision (Partial revision made on March 19, 2016)

These Rules shall take effect on April 1, 2016.

### 3. Arrangement for Studying Abroad for Students of the IGS

Arrangement for Studying Abroad for Students of the Department of Integrated Global Studies,  
School of Integrated Arts and Sciences, Hiroshima University

August 7, 2018

Approved by the Dean

(Purpose)

Article 1 This Arrangement shall prescribe matters necessary to studying abroad for students of the Department of Integrated Global Studies, School of Integrated Arts and Sciences (hereinafter, “this Department”).

(Purpose)

Article 2 In principle, students in this Department shall study abroad in the fall semester of the second year in order to obtain English communication skills, a broad knowledge of international society, and an interdisciplinary ability to solve problems.

(Target Students)

Article 3 A student who studies abroad in accordance with Article 2 above shall satisfy all of the following items:

[1] Speak Japanese as a first language.

[2] Have Japanese nationality.

[3] Have graduated from a high school located within Japan that is operated under the Japanese school education system.

(Exemption for Studying Abroad)

Article 4 Notwithstanding the provision of Article 2 above, a student may be exempted from studying abroad when the IGS Academic Affairs Subcommittee determines that there are special circumstances that make it inappropriate for him/her to do so.

(2) A person who wishes to be exempted from studying abroad shall submit a prescribed form by the end of June of the second year to apply for the exemption.

Article 5 In addition to the rules specified here, necessary matters shall be separately prescribed.

Supplementary Provisions

This Arrangement shall come into effect from August 7, 2018 and shall be applied to students admitted from FY2018.

## **4. Arrangement for Approval of Credits Acquired During Studying Abroad**

Arrangement for Approval of Credits Acquired During Studying Abroad by Students of the Department of Integrated Global Studies, School of Integrated Arts and Sciences

August 7, 2018

Approved by the Dean

(Purpose)

Article 1 This Arrangement shall prescribe matters necessary to the approval of credits acquired by students of the Department of Integrated Global Studies, School of Integrated Arts and Sciences (hereinafter, “this Department”) at a overseas university.

(Procedures for Approval of Credits before Studying Abroad)

Article 2 A student intending to obtain the approval of credits must discuss the matter with a tutor in advance to determine the subjects to be taken and the number of credits to be earned at the overseas university as well as the subjects and the number of credits at this Department for which the student is applying for approval.

(2) A student intending to obtain the approval of credits must fill in the matters decided in accordance with the preceding paragraph on the Study Plan (Appended Form Article 1) and submit it to the Dean of the School of Integrated Arts and Sciences (hereinafter, “the Dean”) along with the acceptance letter from the overseas university at which the student will be enrolling and the document stating the content of the subjects that will be taken at the university (hereinafter, “Syllabus, etc.”)

(3) The documents in the preceding paragraph shall be submitted at least one month before studying abroad.

(Procedures for Approval of Credits during Studying Abroad)

Article 3 A student intending to obtain the approval of credits must resubmit the documents designated in Paragraph 2 of Article 2 to the Dean if the student changes the subjects to be taken at the overseas university, provided that only Syllabus, etc. for new subjects after the change shall be attached.

(2) A student intending to obtain the approval of credits shall report to a tutor the study and living conditions during studying abroad as needed.

(Procedures for Approval of Credits after Returning to Japan)

Article 4 A student intending to obtain the approval of credits must fill in the Request for Study Abroad Credit Approval (Appended Form Article 2), obtain approval from a tutor, and submit it to the Dean along with an academic transcript and Syllabus, etc.

(2) The documents in the preceding paragraph shall be submitted within one month after the student’s return to Japan.

(Approval of Credits)

Article 5 When deemed educationally beneficial, the Department may regard credits acquired by a student at a overseas university as credits acquired by completing subjects at this Department,

following a prescribed review.

(2) In the case that approval is granted for credits in accordance with the preceding paragraph, the subjects at this Department shall in principle be “IGS Study Abroad I-XVI (one credit for each subject)”.

(3) The number of credits that may be approved shall be limited to 16.

Article 6 In addition to the rules specified herein, matters necessary to the approval of credits acquired during studying abroad by students of this Department shall be separately prescribed at the Department of Integrated Global Studies Steering Committee based on deliberations at the IGS Academic Affairs Subcommittee.

#### Supplementary Provisions

This Arrangement shall come into effect from August 7, 2018 and shall be applied from August 7, 2018.

## 5. Global Internship Program

### 1. Composition of the program

The Global Internship Program comprises the following three subjects. All subjects are compulsory and should be taken in the third year.

Internship Orientation	1 credit
Global Internship	4 credits
Internship Reflection	1 credit

### 2. Purpose

The Global Internship Program is carried out to encourage students to learn the connection between their learning at university and society at large, determine their future courses of action in learning and enhance their motivation. It gives them a chance to review their career design by participating in internship or training programs offered by, or volunteer activities for, private companies, public organizations, nonprofit organizations, and research and educational institutions in and outside of Japan. The specific purposes are as follows:

- To acquire skills and techniques required for playing an active role in global and local settings, to determine the future course of action in learning by recognizing what one lacks;
- To determine the future course of action in learning and enhance motivation for job hunting by reviewing one's career design, career path and career options and recognizing required skills and techniques;
- To determine the future course of action in learning and enhance motivation not only by learning the connection between one's specialized field/expertise and society but also by discovering challenges of companies and society and recognizing what kind of expertise is required to solve such challenges; and
- To consider what "good deeds as a professional" are, and deepen understanding of professional ethics.

### 3. Internship Orientation

Students need to take the Internship Orientation class as part of prior learning, in principle in the spring semester in the third school year, to learn about professional ethics and prepare internship plans, etc.

### 4. Global Internship

(1) Students will select one out of the three courses below.

#### International Business Internship Course

Domestic internship conducted in companies, research and educational institutions, and other organizations that have international operations.

Expected operations and training: All operations necessary for international business development

#### Community Activities Internship Course

Internship conducted in NGOs, NPOs, and administrative organs that are engaged in community activities.

Expected operations and training: Operations concerning social security, tourism, peace, disaster prevention, the environment, education, agriculture, forestry and fisheries, and living support for foreign residents.

#### Overseas Internship Course

Overseas internship conducted in companies, international agencies, NGOs, NPOs, and research and education institutions.

#### (2) Implementation period and duration

The period for doing internships will be, in principle, during summer vacation in the third school year, since this period does not affect class attendance. Provided, however, that students can do their internships during a school term when approved by IGS Academic Affairs Subcommittee (e.g. doing an internship on Wednesdays for two months.).

The internship duration must be two weeks (actual working hours: 60 hours) or longer.

#### (3) Approval of credits and evaluation

Students need to submit an internship implementation plan during a designated period before doing their internship, and acquire approval of the IGS Academic Affairs Subcommittee. After completing the internship, students need to submit a completion certificate issued by accepting organizations or companies and internship report to the IGS Academic Affairs Subcommittee. In principle, credit approval and academic result evaluation will be carried out based on the evaluations on the completion certificate by the receiving organizations and Internship Report submitted by the student.

### 5. Internship Reflection

Students need to take the Internship Reflection class after the internship, in principle in the fall semester in the third school year, to conduct self-evaluation and confirm their accomplishments and points to be improved.

## 6. Agreement on Graduation Thesis Offered at the IGS

Agreement on Graduation Thesis Offered at the Department of Integrated Global Studies,  
School of Integrated Arts and Sciences, Hiroshima University

March 28, 2018

Approved by the Dean

(Purpose)

Article 1. This Agreement shall prescribe matters necessary for Graduation Thesis at the Department of Integrated Global Studies, School of Integrated Arts and Sciences, Hiroshima University (hereinafter, "Graduation Thesis"), in accordance with the stipulations of Article 27 of Hiroshima University School of Integrated Arts and Sciences By-Laws (hereinafter, "By-Laws").

(Requirements for Registering Graduation Thesis)

Article 2

- (1) Graduation Thesis can be taken only by fourth-year students who have acquired at least about 100 credits out of the credits required for graduation including "Contemporary Issues of Japan I", "Contemporary Issues of Japan II" and "Contemporary World Issues I" at the end of their third year (or at the end of the preceding semester of the semester in which students is intending to take Graduation Thesis for students who have been in the university for longer than the standard term of study; the same shall apply hereinafter), and who have completed studying abroad for students specified in Article 3 of Arrangement for Studying Abroad for Students of the School of Integrated Arts and Sciences, Department of Integrated Global Studies, Hiroshima University (hereinafter, "the Arrangement") (excluding students who have been exempted from studying abroad under Article 4 of the Arrangement).
- (2) Notwithstanding the provisions in the preceding paragraph, the handling of students who wish to graduate early shall be prescribed separately.

(Request for Desired Chief Academic Advisor for Graduation Thesis)

Article 3

- (1) In the third year, a student who intends to take Graduation Thesis must select academic advisors according to the procedures set forth below.
  - [1] A student shall see more than one faculty member from whom he/she wishes to receive primary supervision between September 1 and October 20 in the third year, consult his/her tutor, obtain the said faculty members' approval to submit a request for their supervision, then prepare a Request for Desired Chief Academic Advisor for Graduation Thesis Form (hereinafter, "the Request Form") and submit it to the IGS Academic Affairs Subcommittee (the IGS Office).
  - [2] The IGS Academic Affairs Subcommittee shall coordinate and select Chief Academic Advisors in consideration of the content of the Request Forms described in the preceding

item and the number of students allowed to be supervised that is specified in Article 5, and notify the students. If coordination is necessary within the department for such reasons as exceedance of the number of students allowed to be supervised or inadequacies in the contents of the Request Form, such cases shall be addressed individually.

[3] A student shall consult the Chief Academic Advisor selected in accordance with the preceding item, select more than one Sub Academic Advisor by February 10, and report to that effect to the IGS Academic Affairs Subcommittee via the Chief Academic Advisor.

(2) Notwithstanding the preceding paragraph, the selection of the Chief Academic Advisor shall be canceled for any person who fails to fulfill the requirements set forth in Paragraph 1 of Article 2 above.

(Supervision Period of Chief Academic Advisor)

Article 4 In principle, the Chief Academic Advisor shall start to provide supervision to students in the fourth term of the third year.

(Number of Students Allowed to be Supervised)

Article 5

(1) In principle, the number of students whom one faculty member can supervise as a Chief Academic Advisor shall be between one and four.

(2) In the event that the number of requests for supervision exceeds the number of students allowed to be supervised stipulated in the preceding paragraph, the desired Chief Academic Advisor who has received a request for supervision shall select students to be supervised by taking a comprehensive look at the following situations of all students who have made such a request.

[1] The status of taking subjects the desired Chief Academic Advisor has required students to take when they attend Graduation Thesis

[2] The content of the Request Form

[3] GPA achieved up to the second term of the third year

(Change of Chief Academic Advisor)

Article 6 If a student wishes to change his/her Chief Academic Advisor selected in accordance with Paragraph 1 of Article 3, he/she shall submit a notification of change of Graduation Thesis Chief Academic Advisor to the IGS Academic Affairs Subcommittee (the IGS Office).

(Requirements for Submitting a Thesis)

Article 7 In order to submit a thesis, a student shall fulfill any of the requirements set forth in the following items.

[1] In principle, has a score of 800 or above in the TOEIC®L&R test, Grade Pre-1 or above in the EIKEN test, a score of 80 or above in the TOEFL®iBT test, or a score of 5.5 or above in the IELTS™ (BAND) test. For students who speak other languages as their first language, however, these may be substituted with N2 level in the Japanese-Language Proficiency Test.

[2] Have acquired 4 or more credits in subjects for advanced English learners that are designated by the Department of Integrated Global Studies.



(2) In addition to the matters specified in Item [1] of the preceding paragraph, the handling of external English proficiency tests shall be prescribed by the IGS Academic Affairs Subcommittee.

(Submission of Thesis)

Article 8 A student shall submit a thesis, along with a Graduation Thesis Submission Form and a copy of the score certificate of language proficiency tests specified in Item [1] of Article 7 or an academic transcript showing that the subjects specified in Item [2] of Article 7 have been completed, to the IGS Academic Affairs Subcommittee (the IGS Office) by January 31 of his/her fourth year.

Article 9 Notwithstanding the provisions in Article 8, the deadline for submitting a thesis for students who expect to graduate in September shall be July 31.

(Others)

Article 10 If the deadline specified in this Agreement is a holiday designated by the university, the following day of the said holiday shall be deemed to be the deadline.

(2) In addition to the rules specified herein, matters necessary to the graduation thesis will be separately decided.

#### Supplementary Provisions

This Agreement shall come into effect from April 1, 2018.

Supplementary Provisions (Partially revised on February 20, 2019)

This Agreement shall be applied from April 1, 2019.

Supplementary Provisions (Partially revised on January 15, 2020)

This Agreement shall be applied from April 1, 2020.

## 7. Arrangement for Early Graduation

Hiroshima University School of Integrated Arts and Sciences  
Arrangement for Early Graduation

December 15, 2004  
Approved by the Dean

(Purpose)

Article 1 Under the provisions of Article 29 of the Hiroshima University School of Integrated Arts and Sciences By-Laws, this Arrangement shall prescribe matters necessary to early graduation from Hiroshima University School of Integrated Arts and Sciences (hereinafter, “this School”).

(Approval of Early Graduation Candidates, etc.)

Article 2 A student who intends to graduate early must perform the prescribed procedures and apply to the Dean by the end of the second year, provided that this shall exclude students who transferred to this School.

Article 3

(1) If a student of the Department of Integrated Arts and Sciences who applied for early graduation has acquired 100 or more credits including “Invitation to Integrated Arts and Sciences” and “Introduction to Integrated Arts and Sciences” (excluding subjects for teacher education, internship programs and subjects concerning antidiscrimination education), and obtained superior or better grades in 90 percent or more of the acquired credits at the end of the second year, the student shall be approved as an early graduation candidate by the Dean.

(2) If a student of the Department of Integrated Global Studies who applied for early graduation has acquired 100 or more credits including “Contemporary Issues of Japan I”, “Contemporary Issues of Japan II”, “Contemporary World Issues I” and “Contemporary World Issues II”, and obtained superior or better grades in 90 percent or more of the acquired credits at the end of the second year, the student shall be approved as an early graduation candidate by the Dean.

Article 4 A student who has been approved as an early graduation candidate may take Graduation Thesis from the third year.

(Approval of Early Graduation)

Article 5 If a student who has been approved as an early graduation candidate has acquired the number of credits required for graduation and obtained superior or better grades in 90 percent of the acquired credits at the end of the third year or the end of the first semester of the fourth year, the student shall be approved for early graduation by the Dean.

Supplementary Provisions

This Arrangement shall come into effect from April 1, 2004 and shall be applied to students

admitted from FY2002.

Supplementary Provisions (Partially revised on April 1, 2006)

This Arrangement shall come into effect from April 1, 2006.

Supplementary Provisions (Partially revised on March 19, 2013)

This Arrangement shall come into effect from April 1, 2013.

Supplementary Provisions (Partially revised on March 31, 2015)

This Arrangement shall come into effect from April 1, 2015.

Supplementary Provisions (Partially revised on March 24, 2016)

This Arrangement shall come into effect from March 24, 2016 and shall be applied from April 1, 2015.

Supplementary Provisions (Partially revised on March 19, 2018)

This Arrangement shall come into effect from March 19, 2018 and shall be applied from April 1, 2018.

Supplementary Provisions (Partially revised on March 19, 2019)

This Arrangement shall come into effect from March 19, 2019 and shall be applied from April 1, 2019.

## 8. Rules for the Handling of Hiroshima University By-Laws Regarding Approval of Previously Acquired Credits

Rules for the Handling of Hiroshima University By-Laws Regarding Approval of Previously Acquired Credits at the Hiroshima University School of Integrated Arts and Sciences

December 15, 2004

Approved by the Dean

No.1 Based on stipulations in Article 2 of Hiroshima University By-Laws Regarding Approval of Previously Acquired Credits (April 1, 2004 Approved by the Vice President (Education/Students)), the number of approved credits, etc. shall be handled as follows at the Hiroshima University School of Integrated Arts and Sciences.

Department of Integrated Arts and Sciences

Subject Classification		Number of approved credits	How to approve the credits	
Liberal Arts Education Courses	Peace Science Courses		Limited to 60  1 Instructors of the subjects for which a student intends to gain the approval of credits confirms the content of the subjects (Syllabus), and after the approval is obtained from a tutor for all of the subjects, the credits are approved following a prescribed meeting. 2 For Foreign Languages, the number of approved credits shall be limited to four for English and four for Basic Foreign Languages. 3 For Basic Courses in University Education, credits shall not be approved in principle.	
	Basic Courses in University Education	Introduction to University Education		
		Introductory Seminar for First-Year Students		
	Common Subjects	Area Courses		
		Foreign Languages		English
				Basic Foreign Languages
		Information and Data Science Courses		
		Health and Sports Courses		
Social Cooperation Courses				
Foundation Courses				
Total		Limited to 60		

Department of Integrated Global Studies

Subject Classification		Number of approved credits	How to approve the credits	
Liberal Arts Education Courses	Peace Science Courses		Limited to 60  1 Instructors of the subjects for which a student intends to gain the approval of credits confirms the content of the subjects (Syllabus), and after the approval is obtained from a tutor for all of the subjects, the credits are approved following a prescribed meeting. 2 For Foreign Languages, the number of approved credits shall be limited to six. 3 For Basic Courses in University Education, credits shall not be approved in principle.	
	Basic Courses in University Education	Introduction to University Education		
		Introductory Seminar for First-Year Students		
	Common Subjects	Area Courses		
		Foreign Languages		English
				Basic Foreign Languages
		Information and Data Science Courses		
		Health and Sports Courses		
Social Cooperation Courses				
Foundation Courses				
Total		Limited to 60		

- No. 2 A student intending to obtain the approval must submit the Application for Approval of Previously Acquired Credits (Appended Form) and an academic transcript to the Dean by June 30th of the year of admission (or the following day or the day after that if June 30th is a holiday) after gaining approval from a tutor (the Application for Approval shall be submitted to the Support Office (in charge of undergraduate programs)).
- No. 3 When approval is granted for previously acquired credits, guidance shall be given to ensure that students can complete a wide range of subjects such as by allowing the completion of other electives, etc. in place of the approved credits.
- No. 4 Even if approval is granted for previously acquired credits, the term of study shall not be shortened.

#### Supplementary Provisions

These Rules shall come into effect from December 15, 2004 and shall be applied from April 1, 2004.

#### Supplementary Provisions (Partially revised on April 1, 2006)

- 1 These Rules shall come into effect from April 1, 2006.
- 2 For approval of previously acquired credits of students admitted prior to FY2005, the provisions then in force shall remain applicable notwithstanding the stipulations concerning Handling of Hiroshima University By-Laws Regarding Approval of Previously Acquired Credits at the Hiroshima University School of Integrated Arts and Sciences revised by these Rules.

#### Supplementary Provisions (Partially revised on February 16, 2011)

- 1 These Rules shall come into effect from April 1, 2011.
- 2 For approval of previously acquired credits of students admitted prior to FY2010, the provisions then in force shall remain applicable notwithstanding the stipulations concerning Handling of Hiroshima University By-Laws Regarding Approval of Previously Acquired Credits at the Hiroshima University School of Integrated Arts and Sciences revised by these Rules.

#### Supplementary Provisions (Partially revised on March 19, 2013)

- 1 These Rules shall come into effect from April 1, 2013.
- 2 For approval of previously acquired credits of students admitted prior to FY2012, the provisions then in force shall remain applicable notwithstanding the stipulations concerning Handling of Hiroshima University By-Laws Regarding Approval of Previously Acquired Credits at the Hiroshima University School of Integrated Arts and Sciences revised by these Rules.

#### Supplementary Provisions (Partially revised on March 19, 2014)

- 1 These Rules shall come into effect from April 1, 2014.
- 2 For approval of previously acquired credits of students admitted prior to FY2013, the provisions then in force shall remain applicable notwithstanding the stipulations concerning

Handling of Hiroshima University By-Laws Regarding Approval of Previously Acquired Credits at the Hiroshima University School of Integrated Arts and Sciences revised by these Rules.

Supplementary Provisions (Partially revised on March 19, 2018)

- 1 These Rules shall come into effect from April 1, 2018.
- 2 For approval of previously acquired credits of students admitted prior to FY2017, the provisions then in force shall remain applicable notwithstanding the stipulations concerning Handling of Hiroshima University By-Laws Regarding Approval of Previously Acquired Credits at the Hiroshima University School of Integrated Arts and Sciences revised by these Rules.

Supplementary Provisions (Partially revised on March 19, 2019)

- 1 These Rules shall come into effect from April 1, 2019.
- 2 For approval of previously acquired credits of students admitted prior to FY2018, the provisions then in force shall remain applicable notwithstanding the stipulations concerning Handling of Hiroshima University By-Laws Regarding Approval of Previously Acquired Credits at the Hiroshima University School of Integrated Arts and Sciences revised by these Rules.

Supplementary Provisions (Partially revised on March 19, 2020)

- 1 These Rules shall come into effect from April 1, 2020.
- 2 For approval of previously acquired credits of students admitted prior to FY2019, the provisions then in force shall remain applicable notwithstanding the stipulations concerning Handling of Hiroshima University By-Laws Regarding Approval of Previously Acquired Credits at the Hiroshima University School of Integrated Arts and Sciences revised by these Rules.

## **9. Agreement on the Approval of Credits Acquired from Language Training at Foreign Training Institutions**

Hiroshima University School of Integrated Arts and Sciences  
Agreement on the Approval of Credits Acquired from Language Training at Foreign Training Institutions

December 15, 2004  
Approved by the Dean

Hiroshima University School of Integrated Arts and Sciences Agreement on the Approval of Credits Acquired from Language Training at Foreign Training Institutions

(Purpose)

### Article 1

This Agreement specifies the necessary matters concerning the approval of credits acquired by students enrolled in Hiroshima University School of Integrated Arts and Sciences (hereinafter referred as “the School”) from short-term overseas language training (including self-financed study) at a foreign training institution.

(Foreign Training Institution)

### Article 2

A foreign training institution shall be a university, a university-affiliated facility, or an institution approved by the School (excluding language schools other than universities).

(Application Procedures for Credit Approval)

### Article 3

- (1) Students wishing to apply for credit approval must submit a designated application form, which states training institution, training content and training period, to the Dean of the School in advance.
- (2) Students wishing to apply for credit approval must ask the host training institution to conduct a performance evaluation, using the designated evaluation request letter and evaluation form.
- (3) Students wishing to apply for credit approval must submit a designated application form along with the evaluation form issued by the host training institution, within one month after returning to Japan.

(Approval of Credits)

### Article 4

- (1) If the content learned at a foreign training institution is deemed educationally beneficial for

studying the curriculum of the School, credits acquired at a foreign training institution may be approved as credits acquired from subjects offered by the School, following the prescribed screening process.

(2) Credits to be approved are up to 4.

(Total Number of Training Hours)

Article 5

The total number of hours spent in training shall be 30 hours or more.

Supplementary Provision

This Agreement shall take effect on December 15, 2004, and apply from April 1, 2004.

Supplementary Provision (Partial revision made on March 19, 2013)

This Agreement shall take effect on April 1, 2013.



## **IV. Graduate Course Attendance (Early Course Attendance) System under “Hiroshima University By-Laws for the Completion of Graduate School Class Subjects by Undergraduate Students”**

### **Early course attendance system**

The early course attendance system aims to provide undergraduate students with outstanding academic performances who wish to advance to a HU graduate school with the opportunity to attend courses offered under HU graduate programs and to ensure consistency between undergraduate and graduate education.

Of the credits that an early course attendee has acquired through this system, up to 10 credits specified by each graduate school may be included in the credits required for completion of that graduate school, provided that the early attendee has advanced to that particular graduate school.

Notices regarding the application procedures for undergraduate students enrolled in academic year 2021 shall be posted on My Momiji in academic year 2023.

### **Graduate schools to which this system is planned to be applied (as of April, 2021)**

Graduate School of Humanities and Social Sciences, Graduate School of Advanced Science and Engineering, Graduate School of Integrated Sciences for Life, and Graduate School of Biomedical and Health Sciences.

### **Attendee eligibility**

- (1) At the time of attending early courses, students in the year they are expected to graduate from the School they are enrolled in
- (2) Students wishing to advance to a HU graduate school
- (3) Students whose GPA until the end of the academic year (second semester) preceding the academic year in which they wish to attend early courses exceeds the number specified by the graduate school (major) they wish to advance to

### **Where to find information concerning the early course attendance system**

You can find information concerning the early course attendance system by clicking on Momiji HOME -> Academic Support -> Undergraduate Education.

## **V. Other Rules**

If you would like to confirm other rules of Hiroshima University, please check the following URL.

<https://momiji.hiroshima-u.ac.jp/momiji-top/en/international/regulationsen.html>





# Appendices

2021

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# I . Hiroshima University IGS Scholarship

## Guide for the Granting of Hiroshima University IGS Scholarship

January 7, 2020

Approved by the Executive Vice President  
(Educations)

(Purpose)

No. 1 This Guide prescribes matters necessary for the granting of the Scholarship by the Department of Integrated Global Studies, School of Integrated Arts and Sciences, Hiroshima University (hereinafter, “IGS Scholarship”) funded with Named Funds for Hiroshima University pursuant to the provision of No. 2, Paragraph 2 of the Guide for the Handling of Named Funds for Hiroshima University (December 9, 2015, Approved by the President).

(Objective)

No. 2 The objectives of the IGS Scholarship are to alleviate economic anxiety of international students at the Department of Integrated Global Studies, School of Integrated Arts and Sciences, Hiroshima University (hereinafter, “IGS”) (such students include those who passed the entrance examination and are going to enter IGS; hereinafter, “International Students”) before their enrollment, thereby reinforcing the system of strategically attracting excellent International Students, and to mitigate economic burden of International Students during their enrollment so that excellent and motivated International Students can concentrate on their study without anxiety.

(Types of Scholarship)

No. 3 The IGS Scholarship comprises Scholarship for Newly Enrolled Students and Scholarship for Current Students.

(Scholarship for Newly Enrolled Students)

No. 4 International Students eligible for the Scholarship for Newly Enrolled Students shall be the students with foreign nationality (including those who had dual nationality in Japan and a foreign country at the time of entrance examination and will select their foreign nationality and renounce Japanese nationality before enrollment) who meet the following qualifications at the time of enrollment.

(1) Those who hold or are planning to obtain a visa with the status of “Student” as stipulated in the Appended Table I (4) of the Japanese Immigration Control and Refugee Recognition Act (Cabinet Order No. 319 of 1951)

(2) Those who do not receive any other scholarships

(3) Those who are not planning to receive any other scholarships

(Scholarship for Current Students)

No. 5 International Students eligible for the Scholarship for Current Students shall be, in the academic year that the scholarship will be awarded (hereinafter, “Scholarship Year”), students

with foreign nationality who are studying in their second or later year at IGS, meet the qualifications listed in the following items and fulfill the criteria specified in the next paragraph, such as academic result, as of April 1 of the Scholarship Year.

- (1) Those who hold or are planning to obtain a visa with the status of “Student” as stipulated in the Appended Table I (4) of the Japanese Immigration Control and Refugee Recognition Act (Cabinet Order No. 319 of 1951)
- (2) Those who do not receive any other scholarships
- (3) Those who are not planning to receive any other scholarships
- (4) Those whose allowance sent from their private funding source does not exceed ¥90,000 on average per month, in the year before the academic year for which the scholarship will be awarded
- (5) Those whose allowance sent from their private funding source is not due to exceed ¥90,000 on average per month, in the academic year for which the scholarship will be awarded
- (6) Those who have been enrolled for four years or less

2 International Students eligible for the Scholarship for Current Students shall be those who have earned the standard number of credits, calculated by formula (1), and whose academic result (GPA) is 60 points or higher, calculated by formula (2) based on the academic performance for the most recent one year. Please note, however, that the GPA is calculated over all courses except those for which an evaluation field shows “Credits Transfer.”

(1) Calculation formula for the standard number of credits to be earned

$$\text{No. of credits required for graduation} \times \frac{\text{No. of semesters in which the student is in IGS}}{\text{No. of remaining semesters till graduation (8semesters)}}$$

(2) Calculation formula for academic result (GPA)

$\frac{(\text{No. of credits with "S"} \times 4) + (\text{No. of credits with "A"} \times 3) + (\text{No. of credits with "B"} \times 2) + (\text{No. of credits with "C"} \times 1)}{\text{Total No. of earned credits} \times 4 \text{ (from all courses except those for which an evaluation field shows "T: Credits Transfer")}} \times 100$
--

(Scholarship Amounts and Number of Recipients)

No. 6 The per capita amount of the Scholarship for Newly Enrolled Students shall be 300,000 yen.

2 The amount of the Scholarship for Current Students per capita and the maximum number of recipients per school year are as described in the following items:

- (1) Amount equivalent to one full-year tuition: 20% of applicants (To be rounded up to the nearest whole number)
- (2) Amount equivalent to half of one full-year tuition: 30% of applicants (To be rounded up to the nearest whole number)

3 Notwithstanding the provisions of the preceding paragraph, the minimum number of recipients per school year shall be two each for both items in the same paragraph.



However, this shall not apply if no one fulfills the requirements set forth in No. 5.

(Application Procedure)

No. 7 International Students who hope to receive the Scholarship for Newly Enrolled Students must submit the prescribed confirmation form to the Dean of the School of Integrated Arts and Sciences during the designated enrollment period.

2 International Students who hope to receive the Scholarship for Current Students must submit the prescribed application form to the Dean of the School of Integrated Arts and Sciences in January of the academic year preceding the academic year in which they hope to receive the scholarship.

(Determination of Recipients)

No. 8 The Dean of the School of Integrated Arts and Sciences shall determine the recipients of the Scholarship for Newly Enrolled Students from applicants who submitted the Confirmation form and meet the qualifications described in No. 4.

2 The Dean of the School of Integrated Arts and Sciences shall determine the recipients of the Scholarship for Current Students from International Students who submitted the Application Form, based on the applicant's submitted Application Form and academic results.

3 After determining the scholarship recipients, the Dean of the School of Integrated Arts and Sciences shall promptly report the results to the Executive Vice President (Education) and notify the results to scholarship applicants.

(Handling of Tuition Exemption)

No. 9 Students who have been granted the IGS Scholarship are not allowed to apply for tuition exemption for the relevant academic year. Provided, however, those who are granted the amount prescribed in No. 6, Paragraph 1, Item 2 or Paragraph 2, Item 2 are allowed to apply for the exemption of tuitions for one semester.

(Cancellation and Refund of the Scholarship)

No. 10 The Dean of the School of Integrated Arts and Sciences may cancel the granting of the scholarship when he/she finds that a recipient falls under any one of the conditions below:

- (1) When it has been proved that false statements had been made in the Application Form;
- (2) When the recipient took a leave of absence, withdrew, or was removed from the register;
- (3) When the recipient passed away;
- (4) When the recipient is no longer an International Student meeting the qualifications described in the items of No. 4 or No. 5;
- (5) When it is determined that the recipient's academic results are poor;
- (6) When the recipient conducted an act that significantly harms the credibility of Hiroshima University; or
- (7) When the recipient can no longer achieve his/her purpose of learning due to illness or other reasons.

2 When a cancellation of the granting of the scholarship is made pursuant to the provision of the preceding paragraph, a notification shall be given to the recipient.

3 The Dean of the School of Integrated Arts and Sciences may claim the refund of already

provided scholarship if a recipient falls under any of the conditions described in Paragraph 1 and has committed gross negligence.

4 A recipient who has received a claim for refund pursuant to the provision of the preceding paragraph must refund the scholarship promptly.

No. 11 In addition to the rules specified herein, matters necessary to the IGS Scholarship will be separately decided by the IGS Faculty Meeting.

#### Supplementary Provisions

1 This Guide shall come into effect from April 1, 2021.

2 This Guide shall be effective until March 31, 2024.

## II. The Use of IGS Student Common Room

**Please use the IGS Student Common Room with respect to others, do not interrupt others by your behavior and follow the rules written below.**

- The IGS Student Common Room is a place for study and meetings for IGS students.
  - You can use this room Monday to Friday from 8am to 7pm. However, the room is closed on weekends, holidays and from December 29th to January 3rd of the following year.
  - Please notify the staff members if you break any items as soon as possible.
  - We, School of Integrated Arts and Sciences are not responsible for any lost or stolen property in the IGS Student Common Room.
- 
- ✓ Do not use the room for purposes other than the purposes stated above.
  - ✓ No garbage and no rubbish bin in the room.
  - ✓ No fire
  - ✓ No smoking
  - ✓ No use outside the regular room hour setting.
  - ✓ Do not take out any equipment of the room.
  - ✓ Clean after use
  - ✓ Do not leave your valuables in the room.

### **[The use of lockers]**

1st year IGS students can use their locker from April to February. Please make sure to clean both inside and outside the locker and take your locker key off by February 15th.

- ✓ First year students can each use an assigned locker. You are required to prepare and manage keys yourself.
- ✓ To prevent theft, do not put any valuables in the room.
- ✓ Do not put food inside the locker.
- ✓ Clean after use

### III. IGS Student Ambassador

#### Outline:

IGS student ambassadors will represent the IGS students. Student ambassadors will be selected from each class of the Introductory Seminar for First-Year Students.

#### Selection:

Up to four ambassadors can be selected. They should represent a variety of nationalities and gender. The selection process will be decided by the head of IGS in consultation with the last ambassadors.

#### Term:

The length of the ambassador position will be for one full year, starting in May of the new school year and finishing at the end of April of the following year. The Student Ambassador must be able to participate during the school year in order to fulfill the roles and responsibilities of the position.

#### Responsibilities:

- 1) The ambassadors will represent the students. The students can voice their ideas, concerns, or opinions regarding the program, school, or daily life to the ambassadors.
- 2) The ambassadors will transfer the students' ideas, concerns and opinions to the IGS professors and staff once a semester in the Regular Ambassador Meeting. They can also consult with the IGS UEA and ask for a special ambassador meeting when necessary. Though problems may not be resolved, the ambassadors may help to facilitate or create solutions within his or her capacity.
- 3) The ambassadors will work together to plan an annual social event for the IGS students, staff, and professors. They will also organize other events as they see fit.
- 4) The ambassadors plan and conduct part of the orientation event and other activities for new first year students in cooperation with IAS students. They can also conduct other events for new IGS students only.
- 5) The ambassadors help to present IGS, e.g. for schools visiting HU.
- 6) After finishing their term as ambassadors, former ambassadors will continue as contact persons for students from their year and support current ambassadors.

## IV. List of Faculty Members

As of April 1st, 2021

<b>Field</b>	<b>Name</b>
Culture and Tourism	Funck, Carolin
Culture and Tourism	Seki, Koki
Culture and Tourism	Grajdian, Maria M.
Culture and Tourism	Kawamoto, Naoe
Culture and Tourism	Nishi, Makoto
Culture and Tourism	Rigsby, Curtis
Culture and Tourism	Jang, Kyungjae
Culture and Tourism	Qu, Meng
Peace and Communication	Katayanagi, Mari
Peace and Communication	Shibata, Miki
Peace and Communication	Tatsukawa, Keiso
Peace and Communication	Takee, Tomoko
Peace and Communication	Machida, Akira
Peace and Communication	Taferner, Robert
Peace and Communication	Yamane, Tatsuo
Peace and Communication	Amano, Shuichi
Environment and Society	Kaneko, Shinji
Environment and Society	Villeneuve, Masumi
Environment and Society	Yamada, Toshihiro
Environment and Society	Hasegawa, Yuji
Environment and Society	Iwamoto, Yoko
Environment and Society	Shirakawa, Toshiyuki
Environment and Society	Tanaka, Shinpei
Environment and Society	Watanabe, Chiho

## V. Contact Information

IGS Support Section  
Department of Integrated Global Studies  
School of Integrated Arts and Sciences  
Hiroshima University

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広島大学総合科学部国際共創学科  
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