

Chapter 1 General Provisions

(Goals)

Article 1 (1) Hosei University seeks to develop educated citizens who contribute to the public good. As befits an honoured academic institution, the University pursues its mission based on the spirit of democracy, and through inclusion of world cultures, acquisition of deeper knowledge, and the love of truth and peace.

(2) Specific goals for developing human resources at the Faculty and Department level, together with other educational and research goals, are set forth in Appendix (11).

(Publication of educational and research information)

Article 1-2 The University, in accordance with law, will actively publish information on its educational and research activities.

(Faculties)

Article 2 (1) The University is comprised of the Faculty of Law, the Faculty of Letters, the Faculty of Economics, the Faculty of Social Sciences, the Faculty of Business Administration, the Faculty of Intercultural Communication, the Faculty of Sustainability Studies, the Faculty of Social Policy and Administration, the Faculty of Computer and Information Sciences, the Faculty of Lifelong Learning and Career Studies, the Faculty of Engineering and Design, the Faculty of Science and Engineering, the Faculty of Bioscience and Applied Chemistry, the Faculty of Global and Interdisciplinary Studies, and the Faculty of Sports and Health Studies.

(2) The Center for Higher Education Development and Support has been established. The details of the Center are provided elsewhere.

(3) The Global Education Center has been established at the University. The details of the Center are provided elsewhere.

(Departments and admission quotas)

Article 3 (1) Our Faculties have the following Departments:

Faculty of Law	Department of Law, Department of Political Science, Department of Global Politics
Faculty of Letters	Department of Philosophy, Department of Japanese, Department of English, Department of History, Department of Geography, Department of Psychology
Faculty of Economics	Department of Economics, Department of International Economics, Department of Business Economics
Faculty of Social Sciences	Department of Policy Science on Society, Department of Sociology, Department of Media and Communication Studies

Faculty of Business Administration	Department of Business Administration, Department of Business Strategy, Department of Markets and Management
Faculty of Intercultural Communication	Department of Intercultural Communication
Faculty of Sustainability Studies	Department of Sustainability Studies
Faculty of Social Policy and Administration	Department of Community Development, Department of Clinical Psychology
Faculty of Computer and Information Sciences	Department of Computer Science, Department of Digital Media
Faculty of Lifelong Learning and Career Studies	Department of Lifelong Learning and Career Studies
Faculty of Engineering and Design	Department of Architecture, Department of Civil and Environmental Engineering, Department of Engineering and Design
Faculty of Science and Engineering	Department of Mechanical Engineering, Department of Electrical and Electronic Engineering, Department of Applied Informatics, Department of Industrial and Systems Engineering, Department of Advanced Sciences
Faculty of Bioscience and Applied Chemistry	Department of Frontier Bioscience, Department of Chemical Science and Technology, Department of Clinical Plant Science
Faculty of Global and Interdisciplinary Studies	Department of Global and Interdisciplinary Studies
Faculty of Sports and Health Studies	Department of Sports and Health Studies

- (2) The Faculty of Letters' Department of Japanese, the Faculty of Sustainability Studies, and the Faculty of Lifelong Learning and Career Studies use the day and evening courses system.
- (3) The Sports and Science Institute (hereinafter, SSI) is established as a part of our undergraduate education system.
- (4) (Deleted)
- (5) The Faculty of Law, the Faculty of Letters, and the Faculty of Economics provide correspondence education courses, collectively called the School of Correspondence Education. The rules for the School are provided elsewhere.
- (6) At the University, admission quotas are set as follows:

Faculty/Department	Annual quota	Quota for transfer admission	Capacity
		3 rd year	
Faculty of Law	804		3, 216

Department of Law	483		1, 932
Department of Political Science	172		688
Department of Global Politics	149		596
Faculty of Letters	655		2, 620
Department of Philosophy	77		308
Department of Japanese	187		748
Department of English	126		504
Department of History	100		400
Department of Geography	99		396
Department of Psychology	66		264
Faculty of Economics	876		3, 504
Department of Economics	482		1, 928
Department of International Economics	244		976
Department of Business Economics	150		600
Faculty of Social Sciences	742		2, 968
Department of Policy Science on Society	216		864
Department of Sociology	316		1, 264
Department of Media and Communication Studies	210		840
Faculty of Business Administration	761		3, 044
Department of Business Administration	316		1, 264
Department of Business Strategy	232		928
Department of Markets and Management	213		852
Faculty of Intercultural Communication	249		996
Department of Intercultural Communication	249		996
Faculty of Sustainability Studies	333		1, 332
Department of Sustainability Studies	333		1, 332
Faculty of Social Policy and Administration	231		924
Department of Community Development	147		588
Department of Clinical Psychology	84		336
Faculty of Computer and Information Sciences	156		624
Department of Computer Science	78		312
Department of Digital Media	78		312
Faculty of Lifelong Learning and Career Studies	294		1, 176
Department of Lifelong Learning and Career Studies	294		1, 176
Faculty of Engineering and Design	292		1, 168

Department of Architecture	132		528
Department of Civil and Environmental Engineering	80		320
Department of Engineering and Design	80		320
Faculty of Science and Engineering	553		2, 212
Department of Mechanical Engineering	143		572
Department of Electrical and Electronic Engineering	110		440
Department of Applied Informatics	110		440
Department of Industrial and Systems Engineering	80		320
Department of Advanced Sciences	110		440
Faculty of Bioscience and Applied Chemistry	230		920
Department of Frontier Bioscience	72		288
Department of Chemical Science and Technology	80		320
Department of Clinical Plant Science	78		312
Faculty of Global and Interdisciplinary Studies	100		400
Department of Global and Interdisciplinary Studies	100		400
Faculty of Sports and Health Studies	165		660
Department of Sports and Health Studies	165		660
Total	6, 441		25, 764

(Graduate Schools and Professional Schools)

Article 4 The University will establish graduate schools and professional schools. The rules regarding graduate schools and professional schools are provided elsewhere.

(Libraries and education & research facilities)

Article 5 The University will establish libraries, laboratories, research institutes, and other attached facilities. The rules for these facilities are provided elsewhere.

Chapter 2 Staff

(President)

Article 6 (1) The University will appoint a President.

(2) The President will govern university affairs and administer University staff.

(Deans)

Article 7 (1) Each Faculty of the University will appoint own Dean.

(2) The Dean of each Faculty will execute important Faculty affairs.

(3) (Deleted)

(Faculties)

Article 8 The University will consist of professors, associate professors, lecturers, assistant professors, assistants, and other staffers. The rules for staff are provided elsewhere.

(Faculty Council)

Article 9 (1) The University will establish Faculty Councils.

- (2) The Faculty Council will be established within each Faculty and will consist of professors and associate professors. However, each Council may add full-time lecturers and assistant professors in accordance with Faculty rules.
- (3) The details of the Faculty Council are provided elsewhere.

(Faculty Council meetings)

Article 10 (1) Faculty Council meetings are initiated when and as deemed necessary by the Dean, or whenever more than one-third of the Council members request a meeting. Faculty Council meetings require the attendance of more than two-thirds of the members to be valid.

- (2) Faculty Council meetings will be chaired by the Dean, or by a professor designated by the Dean when the Dean cannot attend a meeting.
- (3) Faculty Council meetings will deliberate and discuss the following matters:
- (i) Admission (including transfer admission) and graduation of students
 - (ii) Conferral of degrees
 - (iii) Mutual election of the Dean
 - (iv) Determination of faculty members
 - (v) Determination of the curriculum and subjects
 - (vi) Faculty members in charge of subjects offered
 - (vii) Implementation of entrance examinations
 - (viii) Implementation of subject examinations
 - (ix) Rewards and disciplinary actions for students
 - (x) Student enrolment
 - (xi) Recommendation of professors emeriti
 - (xii) Recommendation of the Council members as the directors of educational corporations
 - (xiii) Other matters the President deems necessary
- (4) The Faculty Council, in addition to the preceding paragraph, may deliberate matters on education and research activities under the control of the President and the Dean and express its opinions upon request by the President.
- (5) With regard to (x) in the Paragraph (iii), matters that require deliberation by the Faculty Council meeting are: promotion, grade repetition, inter-faculty transfer, inter-department transfer, change of major, transfer to a

correspondence course, withdrawal, expulsion, return to University, reenrolment, registered absence, and overseas study. Matters related to enrolment are discussed elsewhere.

(Deans' Council meetings)

Article 11 (1) The President will call the Deans' Council meeting to deliberate on matters common to all Faculties.

(2) Rules on the Deans' Council meeting are provided elsewhere.

Article 12 (1) (Deleted)

(2) (Deleted)

(3) (Deleted)

Chapter 3 Faculties

Section 1 Maximum Study Period and Registration Period

(Maximum study period and registration period)

Article 13 (1) At the University, the study period is four years. Excluding a period of registered leave, students cannot enrol at the University for more than eight years.

(2) In cases where a student enrolls in the Spring Semester and takes a temporary leave, withdraws, or is expelled from the University in the Fall Semester, or where a student returns to or reenrols at the University in the Fall Semester, or where a student withdraws from study in the Spring Semester and reenrols in the Fall Semester, the duration of registration for the student for the year is calculated as 0.5 years.

(3) Students admitted under Articles 31 and 32 cannot be enrolled at the University for a period exceeding twice as long as the study term.

Section 2 Curricula

(Curricula and subjects)

Article 14 (1) Each Faculty will offer subjects necessary for achieving its educational purposes and systematically establish a curriculum of study.

(2) Subjects offered by Faculties/Departments are divided into the subjects listed in Article 17 and 17-2, which are allocated over four years.

(Curricula in which degrees can be obtained by taking classes administered in English)

Article 14-2 Curricula in which degrees can be obtained by taking classes administered in English are established at

the following Faculties at the University:

Global Business Program (GBP), the Department of Business Administration, the Faculty of Business Administration Sustainability Co-Creation Programme (SCOPE), the Department of Humanity and Environment, the Faculty of Humanity and Environment

(Subject and Credit)

Article 15 The subjects and credits listed in Article 14 are provided as in Appendix (1).

(Multidisciplinary subjects)

Article 15-2 The multidisciplinary subjects listed in Appendix (1) can be taken by students to obtain specialized subject credits required for graduation. The subjects and credits for these cases are provided elsewhere.

Article 16 (Deleted)

(Credits required for graduation)

Article 17 (1) The Faculty of Law requires 132 credits for graduation ,divided into the following subject groups:

Basic Subjects	44 credits or more
Specialized Subjects	88 credits or more

(1-2) (Deleted)

(2) The Faculty of Letters requires 132 credits for graduation, divided into the following subject groups:

Basic Subjects	44 credits or more
Specialized Subjects	88 credits or more

(3-1) The Faculty of Business Administration requires 132 credits for graduation, divided into the following subject groups:

Basic Subjects	44 credits or more
Linkage Subjects	4–20 credits
Specialized Subjects	68 credits or more

(3-2) The GBP (Faculty of Business Administration) requires 124 credits for graduation , divided into the following subject groups. However, students can obtain up to 20 credits from linkage subjects.

Basic Subjects	36 credits or more
Linkage Subjects	20 credits or less
Specialized Subjects	68 credits or more

(4) The Faculty of Intercultural Communication requires 126 credits for graduation, divided into the following subject groups. Students must obtain 82 credits or more by combining specialized and elective subjects.

Basic Subjects	44 credits or more
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Specialized Subjects 64 credits or more

Elective Subjects 18 credits or less

(5-1) The Faculty of Sustainability Studies requires 130 credits for graduation, divided into the following subject groups:

Basic Subjects 40 credits or more

Literacy Subjects 6 credits or more

Development Subjects 84 credits or more

(5-2) The SCOPE (Faculty of Sustainability Studies) requires 124 credits for graduation, divided into the following subject groups.

Basic Subjects 31 credits or more

Development Subjects 40 credits or more

(6) The Faculty of Lifelong Learning and Career Studies requires 132 credits for graduation, divided into the following subject groups:

Basic Subjects 36 credits or more

Core Subjects 20 credits or more

(8 credits or more must be from one field selected from 'Development and educational career', 'Business career' and 'Life career'.)

Development Subjects 52 credits or more

(36 credits or more must be from the same field as selected for Core Subjects.)

(7-1) The Department of Economics (Faculty of Economics) requires 124 credits for graduation, divided into the following subject groups. However, students must obtain a total of 120 credits or more from the Foreign Language Subjects, the Health and Physical Education Subjects, the General Education Subjects, and the Specialized Subjects.

Basic Education Subjects 4 credits

Foreign Language Subjects 12 credits

Health and Physical Education Subjects 2 credits or more

General Education Subjects 26 credits or more

Specialized Subjects 76 credits or more

(7-2) The Department of International Economics (Faculty of Economics) requires 124 credits for graduation, divided into the following subject groups. However, students must obtain a total of 120 credits or more from the Foreign Language Subjects, the Health and Physical Education Subjects, the General Education Subjects, and the Specialized Subjects.

Basic Education Subjects 4 credits

Foreign Language Subjects 20 credits

Health and Physical Education Subjects 2 credits or more

General Education Subjects	24 credits or more
Specialized Subjects	70 credits or more

(7-3) The Department of Business Economics (Faculty of Economics) requires 124 credits for graduation, divided into the following subject groups. However, students must obtain a total of 120 credits or more from the Foreign Language Subjects, the Health and Physical Education Subjects, the General Education Subjects, and the Specialized Subjects.

Basic Education Subjects	4 credits
Foreign Language Subjects	12 credits
Health and Physical Education Subjects	2 credits or more
General Education Subjects	22 credits or more
Specialized Subjects	80 credits or more

(8) The Faculty of Social Sciences requires 124 credits for graduation, divided into the following subject groups:

Common Basic Subjects	30 credits or more
Entry Subjects	12 credits or more
Specialized Subjects	62 credits or more
Elective Subjects	20 credits or more

(9) (Deleted)

(10) The Faculty of Social Policy and Administration requires 124 credits for graduation, divided into the following subject groups:

General Education Subjects	30 credits or more
Specialized Subjects	80 credits or more

(11-1) The Department of Computer and Information Sciences (Faculty of Computer and Information Sciences) requires 124 credits for graduation, divided into the following subject groups:

Foreign Language Subjects	10 credits
Multidisciplinary Basic Subjects	10 credits
Basic Science Subjects	9 credits or more
Specialized Subjects	74 credits or more

(11-2) The Department of Digital Media (Faculty of Computer and Information Sciences) requires 124 credits for graduation, divided into the following subject groups:

Foreign Language Subjects	10 credits
Multidisciplinary Basic Subjects	10 credits
Basic Science Subjects	13 credits or more
Specialized Subjects	72 credits or more

(12-1) The Department of Architecture (Faculty of Engineering and Design) requires 124 credits for graduation, divided into the following subject groups:

Foreign Language Subjects	8 credits
Foundation Subjects	6 credits

Specialized Subjects 66 credits or more

(12-2) The Department of Civil and Environmental Engineering (Faculty of Engineering and Design) requires 124 credits for graduation, divided into the following subject groups:

Foreign Language Subjects 8 credits

Foundation Subjects 40 credits or more

Specialized Subjects 76 credits or more

(12-3) The Department of Engineering and Design (Faculty of Engineering and Design) requires 124 credits for graduation, divided into the following subject groups:

Foreign Language Subjects 8 credits

Foundation Subjects 20 credits or more

Specialized Subjects 82 credits or more

(13-1) The Department of Mechanical Engineering, Department of Electrical and Electronic Engineering, Department of Applied Informatics, and Department of Industrial and Systems Engineering (Faculty of Science and Engineering) each requires 124 credits for graduation, divided into the following subject groups:

English Subjects 8 credits or more

General Subjects 12 credits or more

General Science Subjects 12 credits or more

Specialized Subjects 80 credits or more

Open Elective Subjects 12 credits or less

(13-2) The Department of Advanced Sciences (Faculty of Science and Engineering) requires 124 credits for graduation, divided into the following subject groups:

English and Elective Language Subjects 18 credits or more

General Subjects 12 credits or more

General Science Subjects 12 credits or more

Specialized Subjects 62 credits or more

Open Elective Subjects 20 credits or less

(14) The Faculty of Bioscience and Applied Chemistry requires 124 credits for graduation, divided into the following subject groups. Students can obtain up to 44 credits by combining English Subjects, General Subjects, and General Science Subjects; up to 92 credits from Specialized Subjects; and up to 12 credits from Elective Subjects.

English Subjects 8 credits or more

General Subjects and General Science Subjects 24 credits or more

Specialized Subjects 80 credits or more

Elective Subjects 12 credits or less

(15) The Faculty of Global and Interdisciplinary Studies requires 124 credits for graduation, divided into the following subject groups. Students can obtain up to 26 credits from Entry Subjects.

Multidisciplinary Subjects 16 credits or more

Entry Subjects	22 credits or more
Intermediate Subjects	36 credits or more
Advanced Subjects and Seminar Subjects	36 credits or more

(16) The Faculty of Sports and Health Studies requires 124 credits for graduation, divided into the following subject groups:

General Education Subjects	28 credits or more
Specialized Subjects	90 credits or more

(SSI – credits required for graduation)

Article 17-2

(1) The Faculty of Law SSI requires 132 credits for graduation, divided into the following subject groups:

Basic Subjects	24 credits or more
SSI Subjects	44 credits or more
Specialized Subjects	56 credits or more

(2) The Faculty of Letters SSI requires 132 credits for graduation, divided into the following subject groups:

Basic Subjects	24 credits or more
SSI Subjects	44 credits or more
Specialized Subjects	56 credits or more

(3) The Faculty of Business Administration SSI requires 132 credits for graduation, divided into the following subject groups:

Basic Subjects	24 credits or more
SSI Subjects	44 credits or more
Linkage Subjects	4–8 credits
Specialized Subjects	48 credits or more

(4) The Faculty of Intercultural Communication SSI requires 126 credits for graduation, divided into the following subject groups. Students must obtain 56 credits or more by combining the Faculty's Specialized Subjects and Elective Subjects.

Basic Subjects	24 credits or more
SSI Subjects	44 credits or more
Faculty's Specialized Subjects	38 credits or more
Elective Subjects	18 credits or less

(5) The Faculty of Sustainability Studies SSI requires 130 credits for graduation, divided into the following subject groups:

Basic Subjects	24 credits or more
SSI Subjects	44 credits or more
Literacy Subjects	6 credits or more

Development Subjects 56 credits or more

(6) The Faculty of Lifelong Learning and Career Studies SSI requires 132 credits for graduation, divided into the following subject groups:

Basic Subjects 24 credits or more

SSI Subjects 44 credits or more

Specialized Subjects 56 credits or more

(7) The Faculty of Economics' Department of Economics and Department of Business Economics SSIs requires 124 credits for graduation, divided into the following subject groups:

Basic Education Subjects 4 credits

Foreign Language Subjects 6 credits

Health and Physical Education Subjects 2 credits or more

General Education Subjects 14 credits or more

SSI Subjects 44 credits or more

Specialized Subjects 54 credits or more

(8) The Faculty of Social Sciences SSI, requires 124 credits for graduation, divided into the following subject groups. Students must obtain 30 credits or more by combining the Faculty's Specialized Subjects and Elective Subjects.

Common Basic Subjects 30 credits or more (including 14 credits from SSI Basic Subjects)

Entry Subjects 12 credits or more

Specialized Subjects 62 credits or more

Elective Subjects 20 credits or more

(9) The Faculty of Social Policy and Administration SSI requires 124 credits for graduation, divided into the following subject groups:

General Education Subjects 30 credits or more

SSI Subjects 44 credits or more

Specialized Subjects 50 credits or more

(10) The Faculty of Engineering and Design's Department of Engineering and Design SSI, requires 124 credits for graduation, divided into the following subject groups:

Foreign Language Subjects 4 credits or more

Foundation Subjects 12 credits or more

SSI Subjects 44 credits or more

Specialized Subjects 64 credits or more

(11) (Deleted)

Article 17-3 (Deleted)

(Other Faculties' open subjects and other Departments' subjects)

Article 18 (1) (Deleted)

(2) Students may take subjects offered at other Faculties and Departments and use the credits to meet their elective subject credit requirements for graduation. The subjects and credits offered are listed elsewhere.

(3) (Deleted)

(4) (Deleted)

(5) (Deleted)

Article 18-2 (Deleted)

(Subjects offered by graduate schools and professional schools)

Article 18-3 Students may take subjects offered by this University's graduate schools and professional schools and use the credits to meet their elective subject requirements for graduation. The subjects and credits offered are listed elsewhere.

Article 18-4 (Deleted)

Article 18-5 (Deleted)

(Global open subjects)

Article 18-6 (1) Global open subjects are established by the Faculties of this University.

(2) Students may take global open subjects and use the credits to meet their elective subject requirements for graduation. The subjects and credits offered are listed elsewhere.

(Subjects offered by the Global Education Center)

Article 18-7 (1) The Global Education Center's subjects are offered at the Faculties of this University.

(2) Students may take subjects offered by the Global Education Center listed in Appendices (1) and use the credits to meet their elective subject requirement for graduation. The subjects and credits offered are listed elsewhere.

(Promotion rules)

Article 19 (1) Students cannot advance to the next grade in accordance with the rules provided elsewhere if they have not taken the required subjects for the current grade or if they have not obtained the required credits for the current grade.

(2) Students are allowed to advance to the next grade at the beginning of the academic year if they have satisfied the conditions provided in the previous paragraph and have enrolled in the current grade for one year.

Article 20 (Deleted)

(Correspondence education and credit transfer)

Article 21 (1) Students may transfer credits obtained from the School of Correspondence Education and use them for normal courses at the University.

(2) To transfer credits as provided in the previous paragraph, students must obtain the approval of the Dean of the relevant Faculty.

(Study at educational institutions other than universities)

Article 21-2 Credits obtained in non-degree courses at junior colleges and technical colleges, or other studies designated elsewhere by the Minister of Education, Culture, Sports, Science and Technology, may be considered for credits at the University if such studies are found to be educationally beneficial; with the approval of the relevant Faculty Council, students may use such credits to meet the credit requirements for the University. Such credits are shown in Appendix (10).

(Recognition of credits obtained prior to admission)

Article 21-3 Credits obtained prior to admission to the University at other universities, junior colleges, technical colleges, or at non-degree courses at junior or technical colleges, or at institutes designated elsewhere by the Minister of Education, Culture, Sports, Science and Technology, may be used to meet the credit requirements for the University if such studies are found to be educationally beneficial; all such credit transfers must be approved by the relevant Faculty Council provided the students were not admitted by transfer. Such credits are shown in Appendix (10).

(Study at other universities)

Article 21-4 Credits obtained from other universities and junior colleges, in accordance with the rules of the University, may be used to meet the credit requirements for the University with the approval of the relevant Faculty Council. Such credits are shown in Appendix (10).

(Studies that highly use a variety of media)

Article 21-5 Certain classes may be taken from outside a classroom setting using a variety of media in accordance with the rules set elsewhere by the Minister of Education, Culture, Sports, Science and Technology. Such credits are shown in Appendix (10).

(Registration of subjects)

Article 22 Students must register subjects they plan to take every year during the prescribed period for approval.

(Maximum number of subjects to take)

Article 22-2 (1) The number of credits students may pursue during one year is determined by each Faculty but must not exceed 50 credits (including credits from repeated subjects) except for the subjects provided in the third paragraph and Article 24, paragraph (1).

(2) Faculties may approve enrolment in subjects and credits exceeding the limit set in the previous paragraph if students have completed prescribed subjects with excellent grades.

(3) With regard to the subjects offered during the summer, winter and spring holidays provided in Article 28, paragraph (1), item (4), the number of credits students may pursue is determined by each faculty.

(Credits)

Article 23 The number of credits allocated to each subject is calculated based on the standard that one credit is given per 45 hours of study, as well as in consideration of class method used, education effects expected, the amount of study required outside the class, and other factors. More details are as follows:

(i) For lectures and seminars, one credit is given for a period between 15 and 30 hours of study, determined by the Faculty concerned.

(ii) For experiments, exercises, and practices, one credit is given for a period between 30 and 45 hours of study, determined by the Faculty concerned.

(iii) Of the class types provided in (1) and (2), for class types that concurrently use more than one method, one credit is given for the hours prescribed by the Faculty concerned in consideration of the method combination and the standard set in (2).

2 Regardless of the preceding paragraph, for graduation theses, graduation projects, graduation productions, etc., credits awarded are determined in consideration of efforts required.

(Teacher training and qualification courses)

Article 24 Students who want to be qualified as junior high school and high school teachers, teacher librarians, librarians, or curators or who want to work as community education workers must acquire the appropriate credits in prescribed subjects as well as specialized subjects offered by the Faculty/Department concerned.

2 Subjects necessary for qualification as junior high and high school teachers are listed in Appendix (3).

3 Subjects necessary for qualification as teacher librarians are listed in Appendix (4).

4 Subjects necessary for qualification as librarians are listed in Appendix (5).

5 Subjects necessary for qualification as curators are listed in Appendix (6).

6 Subjects necessary for qualification as community education workers are listed in Appendix (7).

7 Types and subjects of educational personnel qualifications that can be obtained by concurrently taking educational personnel-related specialized subjects are listed in Appendix (8).

Section 3 Examinations and Assessments

(Examinations)

Article 25 For every subject taken, examinations will be regularly held for assessment. Special examinations may be held depending on the progress of tasks.

2 Graduation theses may involve oral examinations.

3 Students who have not paid tuition fees by the prescribed date are not allowed to take examinations. However, students who cannot pay tuition fees for special reasons may be allowed to take examinations on application.

4 Examination methods are provided elsewhere.

5 Students who have taken a leave of absence or have been suspended from this University are not allowed to take examinations.

6 If students obtained credits from subjects that ended in the Spring Semester and then took a leave of absence, withdrew, or were expelled from this University in the Fall Semester, the credits and grades the students obtained from such subjects will be recognized.

7 If students who took a leave of absence in the Spring Semester in accordance with the provisions of Article 36 or students who returned to or rerolled in the Fall Semester in accordance with the provisions of Article 40 have taken examinations of the subjects that ended in the Fall Semester and obtained the prescribed credits, such credits and grades will be recognized.

(Assessments)

Article 26 Students are graded into A+, A, B, C, and D levels, with A+, A, B, and C being passing grades, awarding the students the prescribed credits. D is a non-passing grade. The grades given to transferred credits are R and the grades given to credits obtained at overseas universities are S.

2 The relationships between grade and raw score are as follows:

(1) A+ 100–90

(2) A 89–80

(3) B 79–70

(4) C 69–60

(5) D 59–0

3 Regardless of the provisions of the first paragraph and in accordance with the provisions of the Faculty concerned, P may be given to students as a passing grade and awarded with the prescribed credits; F will be a non-passing grade.

4. As an index for comprehensively assessing learning effects of the grading system provided in the first paragraph, Grade Point Average can be used.

5 Regardless of the provisions of the first paragraph and in accordance with the provisions of the Faculty concerned, A+, A, B, or C grades may be given to the credits students obtained elsewhere prior to admission to this University.

- 6 Students will be informed of the grades awarded under the preceding paragraphs 1 to 5.
- 7 Grades become final at the end of each academic year. However, for the subjects for which grades are determined in the Spring Semester, the grades become final at the end of the Spring Semester.

Section 4 Academic Years, Semesters, and Holidays

(Academic years)

Article 27 At the University, the academic year starts on April 1 and ends on March 31 of the next year. However, for students admitted in the Fall Semester, the academic year starts on September 16 and ends on September 15 of the next year.

2 An academic year is divided into the Spring Semester and the Fall Semester. However, if necessary for educational purposes, the final date of the Spring Semester and the starting date of the Fall Semester may be changed with the approval of the President following deliberation by the Deans' Council meetings.

Spring Semester April 1 to September 15

Fall Semester September 16 to March 31

3 Each of the semesters established in the preceding paragraph may be further divided into first and second periods.

(Holidays)

Article 28 Holidays at this University are provided as follows:

(1) Sundays

(2) Holidays stipulated in the National Holidays Act

(3) Anniversary of the founding of Hosei University: April 10

(4) Summer, winter and spring holidays are outlined elsewhere.

2 (Deleted)

3 As appropriate, the President may temporarily change the holidays provided in the first paragraph or tentatively create additional holidays.

4 Such changes in and creation of holidays will be announced on all such occasions.

5 Regardless of the provisions of the first paragraph, classes may be held on holidays if considered necessary for educational purposes.

Section 5 Admission, Intra-University Transfer, Inter-Faculty Transfer, Overseas Study, Leave of Absence, Withdrawal, Return from a Leave of Absence, Expulsion, Reenrolment

(Admission)

Article 29 The ordinary timing of admission at the University is at the beginning of each academic year. However, students starting in the Fall Semester are admitted on September 10.

2 Fall admission provided in the preceding paragraph is implemented by the Faculty of Global and Interdisciplinary Studies and the curricula in which degrees can be obtained by taking classes administered in English in accordance with Article 14-2. Treatment of fall admission students is described elsewhere.

3 People who wish to enter the University must go through the prescribed procedure and sit the entrance examination.

4 People who fall under Article 30 (1) and who have passed the entrance examination of the University are admitted to the University with the approval of the President following deliberation by the relevant Faculty Council.

(Admission criteria)

Article 30 People who wish to enter this University must meet any of the following criteria:

(1) Graduates of high schools

(2) Graduates of integrated junior and senior high schools

(3) People who have completed 12 years of school education using a normal curriculum

(4) People who have completed 12 years of school education overseas or the equivalent designated by the Minister of Education, Culture, Sports, Science and Technology

(5) People who have completed a course offered by overseas education institutes recognized by the Minister of Education, Culture, Sports, Science and Technology as using a curriculum equivalent to that of high schools in Japan

(6) People who have completed an advanced course at vocational schools (three years or longer; the course must meet standards set by the Minister of Education, Culture, Sports, Science and Technology) designated by said Minister after the date set by said Minister

(7) People designated by the Minister of Education, Culture, Sports, Science and Technology

(8) People who have passed the Upper Secondary School Equivalency Examination held under the Upper Secondary School Equivalency Examination Rules (including those who have passed the University Entrance Qualification Test)

(9) People who have reached a reasonable age and are recognized by this University to have academic ability equivalent to that of high school graduates

(Transfer admission)

Article 31 At this University, transfer to the second or third year grade level may be permitted, provided candidates pass the examination.

2 The candidates must meet the following criteria:

(1) have a bachelor's degree;

(2) have completed an appropriate duration of study at another university, such that it is reasonable to approve such a transfer;

(3) have graduated from a junior college or a technical college;

(4) have completed an appropriate duration of study overseas, such that it is reasonable to approve such a transfer; or

(5) have completed a specialized course at a vocational school that meets the standards set by the Minister of Education, Culture, Sports, Science and Technology.

(6) (Deleted)

3 Applications for transfer admission are reviewed and approved by the President following deliberation by the relevant Faculty Council.

4 The rules regarding transfer admission are provided elsewhere.

(Intra-university transfer)

Article 32 Students can apply for transfer between a normal course and a correspondence course at this University in accordance with the rules provided elsewhere.

2 Such supplications are reviewed and approved by the President following deliberation by the relevant Faculty Council.

Article 33 (Deleted)

(Inter-Faculty and inter-Department transfer)

Article 34 At this University, applications for transfer between Faculties or Departments may be approved upon consideration.

2 Such applications for transfer are reviewed and approved by the President following deliberation by the relevant Faculty Council.

3 The rules on inter-Faculty and inter-Department transfer are provided elsewhere.

(Study abroad)

Article 35 Students who wish to study overseas in accordance with the rules set by the University may do so with the approval of the Dean of their Faculty.

2 Of the period of overseas study done in accordance with the preceding paragraph, a maximum of one year may be included in the study period at the University. However, a maximum of one and a half years may be included if students are enrolled at the Faculty of Letters' Department of English, the Faculty of Economics, the Faculty of Business Administration, the Faculty of Social Sciences, the Faculty of Engineering and Design, the Faculty of Science and Engineering, the Faculty of Bioscience and Applied Chemistry, or the Faculty of Sports and Health Studies (half a year of the permitted one and a half years must be completed with the Study Abroad Program for the Faculty of Letters' Department of English, the Faculty of Economics, and the Faculty of Business Administration) and a maximum of two years may be included if students are enrolled at the Faculty of Intercultural Communication, the Faculty of Social Policy and Administration, or the Faculty of Global and Interdisciplinary Studies.

3 The credits acquired at universities overseas with University approval by the University's students may be used to satisfy their graduation requirements at the University upon the review and approval of the relevant Faculty Council. The credits recognized at the University are listed in Appendix (10).

(Leave of absence)

Article 36 Students who wish to take a leave of absence due to unavoidable reasons such as illness must submit an application for a leave of absence with the signature of a guarantor for review and approval by the President.

2 The period of a leave of absence cannot be included in the registration period.

3 A leave of absence applies only to the academic year concerned, regardless of whether it is a year-long leave, Spring Semester leave, or Fall Semester leave. Students wishing to extend their leave across two academic years may do so for up to two full consecutive years by submitting an application for approval. However, leaves taken by foreign students to for compulsory military services back home is provided elsewhere.

4 The total period of leave students may take is four years. A Spring Semester leave and a Fall Semester leave are calculated as a half-year leave each.

5 Students on leave may return to this University only at the beginning of the academic year or at the beginning of the Fall Semester.

Article 36-2 (Deleted)

(Study during a leave of absence)

Article 36-3 Students on leave cannot take subjects at the University.

2 If students applied for a leave of absence to study at other universities, educational institutes other than universities, or universities or other educational institutes overseas, and such applications were reviewed and approved for special reasons by the President, then the credits acquired through such study may be recognized as credits for the University under Article 21-2, Article 21-4, or Article 35-3. However, the term of such temporal leave cannot be included in the registration period at the University.

3 The procedure for study during a leave provided in the preceding paragraph is provided elsewhere.

(Withdrawal)

Article 37 Students who wish to withdraw from this University for unavoidable reasons such as illness must submit an application for withdrawal with the signature of a guarantor for review and approval by the President following deliberation by the relevant Faculty Council.

2 The withdrawal date is the date on which the application is approved by the President. However, the date of withdrawal due to death is the date of the student's death.

(Leave or withdrawal orders)

Article 38 Students judged by the University physician to be unfit for study at the University may be ordered to take a leave of absence or withdraw from the University by the President following deliberation by the relevant Faculty Council.

(Expulsion)

Article 39 Students who fall under any of the following criteria will be expelled from the University by the President following deliberation by the relevant Faculty Council.

(1) Students who have failed to pay the course fee or other fees by the prescribed date

(2) Students who have exceeded the maximum registration period provided in Article 13

(3) Students who have exceeded the maximum term of leave provided in Article 36-2

(4) (Deleted)

(5) First-year students who are considered to lack the will to study at this University for reasons such as failing to receive their student ID and failing to sign up for classes by due dates

2 The expulsion date for students failing to pay the course fee or other fees by prescribed dates is the first day of the Spring Semester for those failing to pay the course fee for the Spring Semester and the first day of the Fall Semester for those failing to pay the course fee for the Fall Semester.

3 The expulsion date for students who have exceeded the maximum registration period is the last day of the semester in which the maximum term has been reached. However, under unavoidable (for example, curriculum-related) circumstances, the expulsion date is the last day of the academic year in which the maximum term has been reached.

(Return from leave, reenrolment)

Article 40 An application for return from a leave of absence or for reenrolment, carrying the signature of a guarantor, must be submitted by any student who withdrew, or was expelled under Article 39-1, from the University in the past; such an application may be approved by the President following deliberation by the relevant Faculty Council.

2 The timing of return from a leave of absence or of reenrolment is the beginning of the academic year or the beginning of the Fall Semester.

3 (Deleted)

Section 6 Tuition Fees

(Tuition fees)

Article 41 The course fee, admission fee, experiment and exercise fee, leave registration fee, readmission fee, and examination fee are outlined in Appendix (9).

2 People who have been admitted to this University must pay, at the same time as the admission procedure, the course fee, admission fee, experiment and exercise fee, education enrichment fee, and other necessary fees.

- 3 Tuition fees are determined on April 1 of the academic year concerned and do not change during the academic year. Annual tuition fees for those students admitted in the Fall Semester are determined on September 16.
- 4 Half of the course fee, experiment and exercise fee, and education enrichment fee must be paid by the end of April; the other half must be paid by the end of September. However, delayed payments may be permitted by the President.
- 5 For students who have failed to advance to the next grade due to circumstances provided in Article 19 or other reasons, the course fee, experiment and exercise fee, and education enrichment fee that applied in their admission year apply in principle. However, such students must pay any membership fees that apply in the year concerned.
- 6 Students who have failed to satisfy credit requirements for graduation by the end of their fourth year must pay the course fee, experiment and exercise fee, and education enrichment fee that applied in their admission year. As for membership fees, students must pay the fees that apply in the year concerned. For students who have enrolled in the fourth year for one year and whose credit shortage for graduation is 24 credits or less, the annual course fee is reduced by half.
- 7 Students who have been awarded a degree at the end of the academic year under the provisions of Article 49-2 and 49-6 are not required to pay the tuition fees for the second semester.
- 8 Membership fees in the second year or higher grades must be paid with the first-term course fee.
- 9 Students enrolling in the teacher training course or a qualification course must pay the teacher training course fee, scientific experiment fee, and qualification course fee outlined elsewhere.
- 10 Students who have been approved to take a leave of absence must pay the leave registration fee provided in Appendix (9) but are not required to pay the course fee, experiment and exercise fee, and educational enrichment fee. For such students, membership fees are provided as follows:
 - (1) Students who have been approved to take a year-long leave are not required in principle to pay membership fees except for the initial fees.
 - (2) Students who have been approved to take a Spring Semester leave or a Fall Semester leave, or students on Spring Semester leave who have been approved to extend their leave into the Fall Semester must in principle pay membership fees.
- 11 The provisions of Article 41-10 above notwithstanding, students who take a leave of absence in the semester that they entered the University (including via intra-university transfer, transfer admission, graduate entry, return or re-enrolment) are required to pay the course fee, experiment and exercise fee, educational support fee and membership fees that applied in the semester of admission. However, these students are not required to pay the leave registration fee for the semester of admission.
- 12 Students who withdrew or were expelled from this University in the past and have been approved to reenrol at the University must pay the readmission fee provided in Appendix (9).
- 13 For students returning from a leave of absence or rerolling, the course fee, experiment and exercise fee, education enrichment fee, and membership fees for the year concerned apply.
- 14 Non-degree students must pay the registration and enrolment fees provided in Appendix (9).
- 15 Tuition and other fees paid are not refundable.

- 16 Students engaged in overseas study must still pay the course fee to the University.
- 17 The fees and details of the Study Abroad Program are provided elsewhere.
- 18 Regardless of paragraphs 5, 6, 8 and 10, students must pay the alumni association fee (one of the mandatory membership fees) at the same time as the course fee for the first semester of their fourth year.

(Tuition fees related to transfer admission and intra-university transfer)

Article 41-2 The course fee, admission fee, experiment and exercise fee, education enrichment fee, and examination fee related to transfer admission and intra-University transfer are provided in the preceding Article and below:

- (1) For students who have been accepted to this University by transfer, the admission fee for the year concerned applies. Such transfer students will pay the course fee, experiment and exercise fee, and education enrichment fee that applied in the admission year of other students who have been promoted to the grade through a normal path. Students must pay any membership fees that apply in the year concerned.
- (2) University graduates who have been accepted to the University by transfer must pay the admission fee for the admission year. As for the course fee, experiment and exercise fee, and education enrichment fee, the fees that applied to other non-transfer students in the same grade in their admission year apply. Students must pay the membership fees prescribed for the grade to which they transfer. Graduates of the University who have re-entered the University are required to pay half of the admission fee for the admission year concerned.
- (3) (Deleted)
- (4) Students who have been permitted to transfer from a correspondence course to a normal course within this University must pay the admission fee for the admission year concerned. As for the course fee, experiment and exercise fee, and education enrichment fee, the fees that applied to other non-transfer students in the same grade in their admission year apply. Students must pay the membership fees prescribed for the grade to which they transfer.
- (5) As the course fee, experiment and exercise fee, and education enrichment fee for students who have been permitted to transfer to other Faculties or Departments within this University, the fees that applied in their admission year apply.

Section 7 Special Students

(Non-degree students)

Article 42 The President may accept the admission of non-degree students with the approval of the relevant Faculty Council.

(Special trainees)

Article 42-2 The President may accept the admission of special trainees with the approval of the relevant Faculty Council. Details on special trainees are provided elsewhere.

(Special auditors)

Article 42-3 The President may accept the admission of special auditors with the approval of the relevant Faculty Council. Details on special auditors are provided elsewhere.

(Domestic exchange students)

Article 42-4 The President may accept the admission of students of other universities as domestic exchange students under inter-university agreements with the approval of the relevant Faculty Council. Details on domestic exchange students are provided elsewhere.

(International exchange students)

Article 42-5 The President may accept the admission of students of foreign universities under inter-university agreements with the approval of the relevant Faculty Council. Details on international exchange students are provided elsewhere.

(Eligibility of non-degree students)

Article 43 Those eligible under Article 30 are eligible for enrolment as non-degree students.

2 Regardless of the preceding paragraph, the eligibility criteria for foreign non-degree students are provided elsewhere:

Article 44 (Deleted)

(Credits obtainable by non-degree students in one year)

Article 45 Non-degree students are not allowed to obtain more than 30 credits per year.

(Credits awarded to non-degree students)

Article 46 Non-degree students may sit examinations of their enrolled subjects. If they pass, they will be awarded credits and be issued certificates upon their request.

2 (Deleted)

3 (Deleted)

(Admission of foreigners)

Article 47 Foreigners who are eligible to enter the University and hold a certificate issued by a foreign diplomatic mission based in Japan that is valid during the students' intended enrolment period may be permitted by the President to enter this University after screening, provided that the admission quota has not been reached. The number of subjects students may take is provided elsewhere.

(Application of University rules)

Article 48 Unless otherwise specified, the University rules apply to non-degree students special trainees, special auditors, domestic exchange students, and international exchange students.

Section 8 Graduation and Degrees

(Degrees awarded)

Article 49 Students who have enrolled at the University for four years or longer and who have satisfied the credit requirements for graduation will be awarded a bachelor's degree and the diploma by the President.

2 Students who have satisfied the graduation requirements provided in the preceding paragraph are awarded the diploma at the end of the academic year. However, upon a student's request, the diploma can be awarded at the end of the Spring Semester.

3 Regardless of the preceding paragraph, students who were admitted to this University in the Fall Semester and have satisfied graduation requirements provided in paragraph 1 are awarded the diploma at the end of the Spring Semester. However, upon a student's request, the diploma can be awarded at the end of the Fall Semester.

4 Regardless of paragraph 1, students who have enrolled at this University for three years or longer and who have obtained the credits required for graduation with excellent results may be awarded a bachelor's degree and the diploma by the President.

5 Requirements for early graduation as outlined in the preceding paragraph are provided elsewhere.

6 In the case of the preceding paragraph, graduation is confirmed on March 24 for the year-end graduation and September 15 for the Spring Semester-end graduation.

(Degrees)

Article 50 Degrees provided in the preceding article are as follows:

Faculty of Law

Bachelor of Arts (Law)

Bachelor of Arts (Politics)

Bachelor of Arts (Global Politics)

Faculty of Letters

Bachelor of Arts (Philosophy)

Bachelor of Arts (Japanese Language and Literature)

Bachelor of Arts (English)

Bachelor of Arts (History)

Bachelor of Arts (Geography)

Bachelor of Arts (Psychology)

Faculty of Economics

Bachelor of Arts (Economics)

Faculty of Social Sciences	Bachelor of Arts (Social Sciences)
Faculty of Business Administration	Bachelor of Arts (Business Administration)
Faculty of Intercultural Communication	Bachelor of Arts (Intercultural Communication)
Faculty of Sustainability Studies	Bachelor of Arts (Humanity and Environment)
Faculty of Social Policy and Administration	
Department of Community Development	Bachelor of Arts (Social Policy)
Department of Clinical Psychology	Bachelor of Arts (Clinical Psychology)
Faculty of Computer and Information Sciences	Bachelor of Science (Computer and Information Sciences)
Faculty of Lifelong Learning and Career Studies	Bachelor of Arts (Lifelong Learning and Career Studies)
Faculty of Engineering and Design	Bachelor of Science and Engineering (Mechanical Engineering)
	Bachelor of Science and Engineering (Aviation Technology)
	Bachelor of Science and Engineering (Electrical and Electronic Engineering)
	Bachelor of Science and Engineering (Applied Informatics)
	Bachelor of Science and Engineering (Industrial and Systems Engineering)
	Bachelor of Science and Engineering (Advanced Sciences)
Faculty of Science and Engineering	Bachelor of Science and Engineering
Faculty of Bioscience and Applied Chemistry	
Department of Frontier Bioscience	Bachelor of Bioscience (Frontier Bioscience)
	Bachelor of Bioscience (Clinical Plant Science)
Department of Chemical Science and Technology	Bachelor of Science (Chemical Science and Technology)
Department of Clinical Plant Science	Bachelor of Bioscience (Clinical Plant Science)
Faculty of Global and Interdisciplinary Studies	Bachelor of Arts (Liberal Studies)
Faculty of Sports and Health Studies	Bachelor of Arts (Sports and Health)

Section 9 Extension Courses

(Extension courses)

Article 51 The University offers extension courses in locations where the host faculties are located or other places at appropriate times. Rules on extension courses are provided elsewhere.

Section 10 Rewards and disciplinary actions

(Awards)

Article 52 Awards may be given to students with outstanding character or academic performance.

2 Rules on awards are provided elsewhere.

(Disciplinary actions)

Article 53 Students confirmed to have violated University rules or orders or who have failed to meet the duties of students in other ways will be disciplined by the President with the approval of the relevant Faculty Council.

2 There are three types of disciplinary action: reprimand, suspension, and expulsion.

3 Expulsion, as provided in the preceding paragraph, applies to students who fall under any of the following criteria:

(1) Those who displayed notably bad conduct and show no prospects for improvement

(2) Those who disturbed the order of this University or failed to meet their duties as students in other ways

(3) Those who significantly damaged the honour of this University

4 Suspension, as provided in the second paragraph, is for a fixed term shorter than six months or may be indefinite; the following items apply:

(1) The suspension period is added into the registration period provided in Article 13 but not into the study period. However, a suspension shorter than three months is added into the study period.

(2) Students who receive a six-month or indefinite suspension cannot advance to the next grade or graduate in that year.

(3) Students suspended from this University, in principle, cannot enter the premises, or use the facilities of this University, including attending classes or examinations, except when such students are ordered by this University to do so. Such students also cannot participate in the extracurricular activities of this University.

(4) Students suspended from this University are not allowed to take a leave under the provisions of Article 36 or to study abroad under the provisions of Article 35.

5 Other than the preceding paragraph 1 to 4, rules on disciplinary actions are provided elsewhere.

(Re-examination)

Article 53-2 Students who disagree with the disciplinary action imposed on them by this University may request the President's re-examination of the decision.

2 Re-examination, as provided in the preceding paragraph, may be requested within two weeks of the announcement of the disciplinary action concerned.

Chapter 4 Principles to be Adhered to by Students

(Student principles)

Article 54 Our students, to achieve the founding goals and missions of the University, must observe the following:

- (1) Students shall respect the dignity of individuals and strive for the integrity of human character by cultivating knowledge and virtue.
- (2) Students shall love truth and freedom, value their responsibilities, and act with a humble attitude.
- (3) Students shall cultivate autonomous spirits and promote the academic traditions of this University through mutual love, respect, and cooperation.
- (4) Students shall create a peaceful nation and society by gaining political knowledge as right-minded citizens.
- (5) Students shall maintain good customs and manners by observing rules and orders.

Chapter 5 Evaluation of the University

(Self-inspection and evaluation)

Article 55 The University, with the aim of improving its educational and research standards and thereby attaining the goals provided in Article 1, will conduct self-inspections and evaluations of its education and research activities.

2 Details on the self-inspections and evaluations provided in the preceding paragraph are provided elsewhere.

(Evaluation by certified entity)

Article 56 The University, in addition to applying self-evaluation measures as provided in the preceding article, will receive evaluations at an interval set by a Cabinet Order, by evaluation entities certified by the Minister of Education, Culture, Sports, Science and Technology.