



Fall 2020—Spring 2021

# GBP/SCOPE/IGESS Student Handbook



- GLOBAL BUSINESS PROGRAM (GBP)
- SUSTAINABILITY CO-CREATION PROGRAMME  
(SCOPE)
- INSTITUTE FOR GLOBAL ECONOMICS AND SOCIAL  
SCIENCES (IGESS)

## Chapter 2      GBP Curriculum

### 2.1 List of Credits required for Graduation

In order to obtain the degree of Bachelor of Business Administration, students need to fulfill all the credit requirements specified below during their four years of attendance.

Courses offered in GBP are classified into three categories: (1) Liberal Arts Courses (2) Business Administration Courses (3) Courses Offered by Other Programs. GBP students are required to earn 36 credits or more from the courses in the first category; 68 credits or more from the courses in the second category; 20 credits or less from the third category. In total, they need to earn 124 credits or more to graduate and to obtain a Bachelor's degree in Business Administration.

Courses		Number of Credits required for Graduation			
Liberal Arts Courses	Humanities		Compulsory elective, 2 credits or more	Compulsory elective*1, 12 credits or more	
	Social Sciences		Compulsory elective, 2 credits or more		
	Natural Sciences		Compulsory elective, 2 credits or more		
	Academic Skills	Compulsory*2, 8 credits			36 credits or more
	Foreign Language Courses	Compulsory, 6 credits *4			
	Language Education	Elective*3			
	Information Technology	Elective			
	Career Development Skills	Elective			
	Health and Physical Education	Compulsory elective, 2 credits or more			
	Liberal Arts Courses in Japanese	Elective, 2 credits or less			
Business Administration Courses	Introductory Courses of Business Administration		Compulsory elective	12 credits or more	
		Introduction to University Study	Compulsory, 2 credits		
	Intermediate/Advanced Courses of Business Administration	Elective			
	Special Topics in Management	Elective			
	Global Business Courses			Compulsory elective, 12 credits or more	
		Seminar	Elective, 8 credits or less		
Business Administration in Japanese	Elective, 8 credits or less			68 credits or more	
Courses Offered by Other Programs	Exchange Students from Overseas Program (ESOP)	Elective			20 credits or less
	Global Open Courses	Elective			
	Courses Offered by the Global Education Center	<ul style="list-style-type: none"> <li>• International Volunteer Program *6</li> <li>• International Internship Program *6</li> </ul>	Elective		
		Japanese Language Program	Elective, • 6 subjects or less (If Foreign Language Courses are compulsory.) • 12 subjects or less *7 (If Foreign Language Courses are not compulsory.)		

124 credits or more \*5

\*1 Compulsory Elective: courses are compulsory but students **can choose classes to take**.

\*2 Compulsory: courses are compulsory and students **need to take required classes**.

\*3 Elective: courses are elective and students **can choose classes to take**.

\*4 As for the Foreign Language Courses, students are required to learn Japanese. However, for those who are acknowledged by university to have reached a certain level of Japanese language skills at the time of entrance, the Foreign Language Courses are not compulsory. In that case, they need to acquire an additional 2 credits or more from the Upper Division Liberal Arts Courses (See 2.4). However, in that case, the required subtotal credits from the Liberal Arts Courses is still the same (36 credits or more).

GBP Only

- \*5 Even if students have acquired all the credits required for graduation by the end of the 3rd year, they need to take 8 credits or more during their senior year (excluding Qualification Courses (See 2.2)).
- \*6 Non-accredited courses are included in the International Volunteer & International Internship Programs. Please contact the Global Education Center for further information.
- \*7 Students are allowed to register to acquire 12 subjects from the Japanese Language Program (JLP) without charge. Students are required to pay an extra fee(s) if they register to acquire a 13th JLP subject or more.

### 2.3 Maximum Allowable Number of Credits in Registration

There is a maximum number of credits that can be registered for in each semester and in one academic year.

Registering for more than the maximum number of credits will result in a registration error, and the whole registration will not be approved.

<When no Qualification Courses are registered for (1<sup>st</sup> to 4<sup>th</sup> year)>

Fall Semester Courses	+	Spring Semester Courses	≤	Per year
26 credits or less		26 credits or less		49 credits

<When Qualification Courses are registered for (1<sup>st</sup> year)>

Fall Semester Courses	+	Spring Semester Courses	≤	Per year	+	Qualification Courses	≤	65 credits
26 credits or less		26 credits or less		49 credits		No limit		

<When Qualification Courses are registered for (2<sup>nd</sup> to 4<sup>th</sup> year)>

Fall Semester Courses	+	Spring Semester Courses	≤	Per year	+	Qualification Courses	≤	72 credits
26 credits or less		26 credits or less		49 credits		No limit		

## Chapter 3 SCOPE Curriculum

### 3.1 SCOPE's Objectives:

SCOPE's objectives are to develop “glocal” (global plus local) human resources and to contribute to realizing a “sustainable society” in the glocal environment. These resources are those who can command both global and local points of view respectively, which lead to the creation of a sustainable society.

In our modern life, we face increasing challenges to maintain peaceful and prosperous societies, considering a number of factors such as global environmental problems, an ever growing world population, globalization of economic activities and consumer behavior as well as continuous political and/or religious conflicts in some regions. Now it is the time we take actions to make a new model to realize a "sustainable society." By joining forces to achieve a sustainable society, it is imperative that students first grasp the whole structure as to how such issues are related to each other, and develop solution-oriented thinking skills. SCOPE utilizes experiential learning, research, and service activities to implement practical solutions for a sustainable future.

## 3.2 Curriculum

Fields		Credit requirements		
Liberal Arts Courses	Humanities	Compulsory elective, 2 or more credits	Compulsory electives, 12 or more credits	31 or more credits
	Social Sciences	Compulsory elective, 2 or more credits		
	Natural Sciences	Compulsory elective, 2 or more credits		
	Academic Skills	Compulsory, 8 credits		
	Foreign Language Courses *1	Compulsory, 3 credits		
	Language Education	Elective		
	Information Technology	Elective		
	Career Development Skills	Elective		
	Health and Physical Education	Compulsory elective, 2 or more credits		
	Liberal Arts Courses in Japanese	Elective (Upper limit: 2 credits)		
Disciplinary & Elective Courses	Introduction to Sustainability Studies	Compulsory, 2 credits		40 or more credits
	Seminar	Compulsory elective, 12 or more credits (No Upper limit)		
	Thesis	Elective (Upper limit:2 credits)		
	Japan & Sustainability	Elective		
	Humanities	Elective		
	Environment & Society	Elective		
	Field Based & Interactive Learning	Elective		
	Sustainability Studies in Japanese	Elective (Upper limit: 20 credits)		
	Global Open Courses *2	Elective		
	Exchange Students from Overseas Program (ESOP) *3	Elective		
	Unrestricted Electives *4,*5,*6 ("International Internship", "International Volunteer", "ERP", "Japanese Language Program")	Elective (Upper limit: 30 credits)		
Total Credits Required to Graduate 124 Credits				

\*1- As for the Foreign Language Courses, students are required to learn Japanese. However, for those who are acknowledged by university to have reached a certain level of Japanese language skills at the time of entrance, the Foreign Language Courses are not compulsory. In that case, they need to acquire an additional 2 credits or more from the Upper Division Liberal Arts Courses (See 3.5.). However, in that case, the required subtotal credits from the Liberal Arts Courses is still the same (31 credits or more).

\*2- Organized and offered by other faculties except the Faculty of Sustainability Studies.

\*3- Students are not allowed to register for Japanese language classes in ESOP (Exchange Students from

Overseas Program).

- \*4- Non accredited courses are included in the International Volunteer & International Internship Programs. Please contact the Global Education Center for further information.
- \*5- The upper limit of the allowable attainment of ERP (English Reinforcement Program) is 4 credits.
- \*6- Students are allowed to register to acquire 12 subjects from the Japanese Language Program (JLP) without charge. Students are required to pay an extra fee(s) if they register to acquire a 13th JLP subjects or more.

As for some special words and phrases used in the curriculum table, refer to the explanations in the following chapters.

### 3.2.1 Total Credits Required to Graduate

*Total Credits Required to Graduate* means the necessary number of credits for a student to acquire to graduate. The faculty specifies the number to be at least "124 credits" for SCOPE students. If students have not acquired enough credits to meet this requirement, they will not be able to graduate. Students should also note that they need to meet similar credit requirements for promotion, and in some cases, they must earn class credits from the specified fields.

### 3.2.2 Compulsory

The word *Compulsory* indicates the type of credit students must acquire in order to advance or graduate.

Student's promotion and graduation will be affected without proper acquisition of these credits, so it is strongly recommended to take the relevant classes during the academic year when they are allocated.

### 3.2.3 Compulsory Elective

Attending *Compulsory Elective* classes, students need to acquire a certain number of this type of credit after choosing from the specified fields. Take "Seminar" as an example. The curriculum table shows; "Seminar. Compulsory Elective; 12 or more credits", which means students need to acquire 12 or more credits from the specified field "Seminar."

### 3.2.4 Elective

An *Elective* type of credit is calculated into the total number of credits required to graduate, but no acquisition of this type of credit will affect neither a student's promotion nor graduation. For example, "Sustainability Studies in Japanese" or "Unrestricted Electives" corresponds to this category.

### 3.2.5 Humanities

Special attention should be paid to *Humanities* since both "Liberal Arts Courses" and "Disciplinary & Elective Courses" have the same *Humanities* name in their fields. However, these *Humanities* courses are different and contain different classes.

### 3.3 Maximum Allowable Number of Credits in Registration

Students are not allowed to take an unlimited number of credits, and the maximum allowable number of credits in registration is limited to 49 credits in each year. Also note the total number of credits for which a student can register in each semester is limited.

Term \ Academic year	1st year Freshman	2nd year Sophomore	3rd year Junior	4th year Senior
Fall Semester	26	26	26	26
Spring Semester	26	26	26	26
Year	49	49	49	49

The following is a quick way to calculate the maximum allowable number of credits in each semester:

#### 3.3.1 Fall Semester

The maximum allowable number of course credits in the Fall Semester	$\leq 26$ credits
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#### 3.3.2 Spring Semester

The maximum allowable number of course credits in the next Spring Semester			
<b>49 credits</b> <b>(The maximum annual allowable credits)</b>	<b>—</b>	The number of credits registered for in the Fall Semester	<b><math>\leq 26</math> credits</b>
<b>=</b>			

# Chapter 4 IGESS Curriculum

## 4.1 Curriculum

Fields (Category No.)			Credit requirements		
General Education Courses	1	Core Courses (Compulsory)	2 credits	40 or more credits	124 or more credits (*3)
	2	Academic Skills (Compulsory)	8 credits		
	3	Foreign Language Courses -Japanese- (Compulsory)	3 or more credits		
	4	Humanities	12 or more credits		
	5	Social Sciences			
	6	Natural Sciences			
	7	Language Education			
	8	Information Technology			
	9	Career Development Skills			
	10	Health and Physical Education			
	11	Global Open Courses (*1)			
	12	Tama Campus General Education Courses			
Advanced Courses	IGESS: Disciplinary Courses	I	Introduction to Economics	60 or more credits	76 or more credits
		II	Global Economy		
		III	Global Business		
		IV	Global Issues		
		V	Japanese Society in a Global World		
		VI	Media, Communication and Culture		
		VII	Seminar		
	Elective Courses	a	Exchange Students from Overseas Program (ESOP)		
		b	English Reinforcement Program (ERP)		
		c	Faculty of Business Administration (Global Open Courses)		
		d	Faculty of Sustainability Studies (*2)		
		e	Faculty of Economics (*2)		
f	International Internship & International Volunteer				

(\*1) The following courses are not included: Courses offered at Tama Campus, the Faculty of Business Administration and the Faculty of Sustainability Studies.

(\*2) Except I~VII courses.

(\*3) Including taking 4 or more credits in students' 4th year. (Students must acquire 4 credits even if they have acquired all credits required for graduation by the end of the 3rd year.)

The chart on page 38 is the curriculum for the IGESS program. Students are expected to make their own individual plans according to the chart. Please refer to the following points:

#### **4.1.1 Credit requirements for Promotion and Graduation**

IGESS students must acquire at least 124 credits in total in order to graduate. Be careful, as students must obtain all the credits in order to graduate. Also, please note that students are required to obtain particular credits for promotion. Read “4.3 Promotion Provisions” for details.

#### **4.1.2 Compulsory Courses**

Compulsory courses are the courses that must be acquired in order to promote or graduate. Students must acquire these credits, or it will affect their promotion or graduation. Therefore, make sure to obtain these credits in each required year.

#### **4.1.3 Compulsory Elective Courses**

Compulsory electives are courses in which students need to acquire a certain number of credits from the specified fields. Students can choose which courses to take from the specified fields. For example, students are required to take at least 12 credits among General Education Courses (4)~(10).

#### **4.1.4 Elective Courses (Unrestricted)**

Elective courses are courses which are calculated into the total number of credits required to graduate. However, the acquisition of credits for these courses will not affect a student’s promotion nor graduation.

**4.2 Maximum Allowable Number of Credits in Registration**

**4.2.1 Maximum Allowable Number of Credits in Registration**

Students are not allowed to take an unlimited number of credits. The maximum allowable number of credits students may register for each year is limited to 49 credits. Also note that the total number of credits for which a student can register in each semester is limited as well.

If a student fails to be promoted to the next year, they have to refer the maximum allowable number of credits in their repeated year.

Term \ Year	1st year (Freshman)	2nd year (Sophomore)	3rd year (Junior)	4th year (Senior)
Fall Semester	26	26	26	26
Spring Semester	26	26	26	26
Year	49	49	49	49

**4.2.2 Calculation Method of the Maximum Allowable Number of Credits in Registration**

• **Fall Semester**

The maximum allowable number of course credits in the Fall Semester

$$\leq 26 \text{ credits}$$

• **Spring Semester**

The maximum allowable number of course credits in the next Spring Semester

$$= 49 \text{ credits} - \text{The number of credits registered for in the Fall Semester} \leq 26 \text{ Credits}$$

\* Credits for International Internship and International Volunteer are excluded from the annual total credit upper limit.