



Osaka University

Student Manual

**Guide for the Human Sciences
International Undergraduate Degree Programme**

Academic Year 2020

Human Sciences

International Undergraduate Degree Programme

Four-year Bachelor of Human Science Programme with Three Areas of Focus

<http://g30.hus.osaka-u.ac.jp/>



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Note 1

Although every effort has been made to ensure this Manual's contents are correct at time of printing (September 2020), please be aware that items covered are subject to change. If you have any questions or concerns about topics covered in this Manual please contact either a relevant International Programme Office staff member or one of the core International Programme faculty members.

Additional Volumes

I. Code of Academic Conduct

II. Writing and Style Guide

Overview of the Programme

The School of Human Sciences was established in 1972 as the first faculty in Japan to carry the name 'Human Sciences'. The school has led the field in producing innovative and relevant research. It offers interdisciplinary courses that aim to foster a better understanding of human beings and their relationship to other human beings, to their communities, other societies and also to other living things, as well as technology. Our hope is to contribute towards building a more humane and just society. Areas of study include sociology, political science/international relations, education, behavioural sciences, gender studies, human development, and area studies. Our focus is the development of an interdisciplinary, international, and problem-solving orientation to research and education. The approach is hands-on and empirical with an emphasis on fieldwork.

The Ministry of Education, Culture, Sports, Science, and Technology (MEXT) in Japan launched the Global 30 project (2009-2014) and the Top Global University Project (2014-2023) to increase the international competitiveness of Japanese universities in the context of high levels of global student mobility. Global 30, also known as G30, was part of the Ministry's plan to increase the number of international students in Japan to 300,000 by the year 2020. Universities that were awarded the G30 funding, including Osaka University, were tasked with developing full degree programmes in English at undergraduate and graduate levels, and to create an enabling campus environment for international students. At the same time, these kinds of internationalization activities are expected to create an enabling environment for Japanese students and researchers, to their increase language skills and foster the confidence to become active players in today's increasingly interconnected world.

The School of Human Sciences offers an undergraduate degree programme taught in English, with three areas of focus: Diversity and Inclusion Studies, Japan Studies, and Political and Global Studies. The programme includes Japanese language education in addition to the main academic components, which range from foundation to advanced courses, all delivered in English. Students should achieve a high level of proficiency in Japanese as well as mastery of their particular disciplinary focus by the time they graduate.

The research, Japanese language, and high level academic skills that this programme sets firmly as learning outcomes will make you attractive to a variety of future employers once you graduate. To achieve these outcomes, you will need to work hard. We see some of you staying on to work for companies in Japan, while others may choose international companies with a Japan portfolio or with a global orientation. Regardless of which area you concentrate on, you will have numerous opportunities to continue studies at the post-graduate level at Osaka University or other top-level universities in Japan or overseas.

Shared Vision for the Three Focus Areas

If successful, you will graduate from Osaka University with a Bachelor of Human Sciences degree, and a focus in one of the following three areas: Diversity and Inclusion Studies, Japan Studies, or Political and Global Studies. You will take introductory courses in all three areas in the first three semesters to help you decide where your interests lay. In the first three semesters, you will also take skills-based courses in academic writing, research methods, and critical thinking. In addition, you will take foundation courses in Human Sciences, including introductory courses in sociology, international education, and gender studies. You will have a heavy load of required courses in the first three semesters, but this will lighten as you move through the programme and you can take more elective subjects in your area of focus.

Diversity and Inclusion Studies

Diversity and inclusion have become important areas of concern in education, health, workplaces, policy making, and local communities etc. Many of the Sustainable Development Goals (SDGs) require understanding of how diverse people live and work together, and how we create inclusive settings. This focus is tied to our UNESCO Chair in Global Health and education. This focus is appropriate for those thinking about careers in international organizations, non-governmental sector, and human resource of corporate social responsibility (CSR) sections of companies.

Japan Studies

The Japan Studies focus invites students to study Japan from a number of angles including its institutions, culture, history, society, social systems, as well as its global influence. This focus will prepare you for a career with a Japan focus or as a basis for a future academic career.

Political and Global Studies

Political and Global Studies offers students a rigorous selection of courses covering domestic politics, international relations, political economy, international law, diplomacy, and East Asian and Japan-specific courses. This is appropriate for government-related or internationally focused careers.

Throughout your studies, we encourage you to:

- Think about arguments, data, and other forms of evidence from comparative and multiple perspectives, and to look at contemporary issues from a variety of viewpoints. We are in a period of dynamic transformation and we want you to consider the importance of different processes and viewpoints.
- Study and analyse contemporary issues as a global citizen, and present your own views and ideas logically using relevant concepts and theoretical frameworks.
- Engage in constructive dialogue and deliberations with other students, faculty members, and a variety of social actors in order to take necessary action independently and/or in collaboration for effective problem solving.
- Acquire a high-level of Japanese language proficiency in order to take some electives offered in Japanese in different human sciences-related disciplines in your 3rd and 4th years.

One Programme, Two Campuses

As a student in the Human Sciences (HUS) International Undergraduate Degree Programme, you will take classes on two different campuses, Toyonaka Campus and Suita Campus, and interact with two different sets of administrative staff. In semesters 1-3, you will primarily interact with the administrative staff in the International College on Toyonaka Campus, located on the 5th floor of the Multidisciplinary Building. Students receiving a MEXT or Osaka University scholarship will sign for the scholarship every month at the International College office on Toyonaka Campus for the first three semesters. After this, students will normally sign at the Human Sciences International Programme Office (formerly the G30 Office), located in the Academic Affairs Office (*Kyomu Gakari*) on the 2nd floor of the School of Human Sciences on Suita Campus.

The International House dormitory is located on Toyonaka Campus and the Human Sciences Building is located on Suita Campus. Most of your courses in semesters 1-3 take place on Toyonaka Campus, and most of your courses from the fourth semester onward will take place in the HUS building on Suita Campus.

Outline of Your Studies

To graduate, students need to complete a total of 128 credits. The breakdown of credits required for graduation is as follows. This is applicable from 2019 enrolment.

	Classification	Category		Section	Credits	
I	Liberal Art Education (26 credits)	Liberal Arts Education		required	A	22
		Informatics		required	B	2
		Health & Sports Education Subjects (1 credit per course)		required	C	2
	Subtotal					26
II	Academic Major (66 or more credits)	Professional basic education subjects (16 credits)		required	D	4
				elective	E	12
		Major subjects (50 or more credits)		required	F	20
				elective	G	30
Subtotal					66	
III	Global Literacy (14 or more credits)	Multilingual Education (12 or more credits)	First Foreign Language (1 credit per course)	required	H	6
			Global Understanding (2 credits per course)	required	I	6
		Advanced Global Literacy Education (2 or more credits)		required	J	2
Subtotal					14	
IV		Free Electives (22 or more credits)				22
TOTAL					128 credits (min)	

Note!

The term 'credit' is used to describe an amount of learning. In principle, one credit is given for every 45 hours of study both within and outside of the classroom. Most courses count for 90 hours and are worth 2 credits. However, credits are calculated slightly differently in language courses and some other subjects. Please refer to p. 6 of this manual for further information.

Guidelines for Enrolment in Human Science Courses (Applicable from October 2020)

In the Human Science International Undergraduate Degree Program, in addition to the matters stipulated in the Rules of the Department of Human Sciences, the following shall be prescribed with regard to the methods of taking and the handling of credits to be acquired by those who enter the University beginning in and after October 2020.

Classification of Subjects

The courses you will study at Osaka University are divided into **Liberal Arts, Academic Major, Global Literacy, and Free Electives**. To graduate you must achieve the required number of credits in each section.

I. Liberal Arts (26 credits)

Each student must acquire 26 or more credits from the liberal arts education subjects, which fall into the following categories:

- A** **a) Liberal Arts Education (22 credits)**
Each student must acquire 22 credits from the class subjects in **Section A of the Course List** (which starts on p. 6), as specified by the Human Science Course.
- B** **b) Informatics (2 credits)**
Each student must acquire 2 credits of "Data Processing Skills" (this is **Section B in the Course List**).
- C** **c) Health and Sports Education Subjects (2 credits)**
Each student must successfully complete "Health & Sports 1" and "Health & Sports 2" for a total of 2 credits (**Section C in the Course List**).

II. Academic Major (66 credits or more)

Each student must acquire a minimum of 66 credits, consisting of 24 credits of required subjects and 42 credits of elective subjects, by the following methods.

- a) Professional Basic Education Subjects (16 credits)**
 - D** **i. Required subjects (4 credits):** Each student must acquire 2 credits each of "Quantitative Research Methods" and "Qualitative Research Methods" for 4 credits **Section D in the Course List**.
 - E** **ii. Elective courses (12 credits or more):** Each student must acquire 12 credits from the elective subjects of **Section E in the Course List**.
- b) Major Subjects (50 credits or more)**
 - F** **i. Required subjects (20 credits):** Each student must acquire all 20 credits from the courses in **Section F in the Course List**.
 - G** **ii. Elective courses (30 credits or more):** Each student must acquire 30 credits from the elective subjects of **Section G in the Course List**.

III. Global Literacy (14 credits or more)

Each student must acquire 14 credits or more from Global Literacy subjects as outlined below.

- H** **a) Multilingual Education (12 credits above)**
 - i. Required (6 credits):** Each student must acquire 6 or more credits from the First Foreign Language category (for students on the International Programme this means Japanese language courses) listed in **Section H in the Course List**. Your Japanese ability will be assessed at the start of the 1st semester.
You will take two, one-credit language courses per week in the first three semesters.

- I** ii. **Required** (6 credits): Each student must acquire at least 6 credits from the Global Understandings courses listed in **Section I in the Course List**.

Note For students with an advanced Japanese language proficiency who have been assessed at the 700 level or above, you can fulfil the Multilingual education requirements in two ways. You can take another language (but not English as a foreign language) or certain Japanese medium courses that are offered outside our programme. Please ask the International Programme Office (G30 Office) staff for further details.

Note The credits earned by completing and acquiring the Japanese 500 and 600 level courses from the Global Understanding Subjects can be counted for up to 2 credits of the First Foreign Language requirement.

- J** b) **Advanced global literacy education (2 or more credits)**
 Each student must acquire 2 or more credits by taking optional courses from **Section J of the Course List after the 4th Semester**, with the following options:
- i. Subjects provided by other faculties as Advanced International Exchange Education Subjects as approved by the School of Human Sciences. Please check with International Programme Office;
 - ii. Subjects approved by the School of Human Sciences out of International Exchange Subjects and Global Initiative Subjects.

IV. Free Electives (22 credits or more)

In addition to a total of 106 credits consisting of 26 credits of Liberal Arts, 66 credits of Academic Major Subjects, and 14 credits of Global Literacy, a free elective refers to credits (22 or more credits) that must be taken from Academic Major and Global Literacy courses.

The credits of the optional curriculum are classified into each category, but the number of credits to be acquired from Academic Major and Global Literacy is not fixed – students can freely acquire credits from the section of **E, G, H, I, and J**.

Each student must acquire a total of 22 or more credits exceeding the number of credits required for graduation provided for in the following account categories:

Academic Major	Professional Basic Education Subjects • Elective	E	Students must take an additional 22 elective credits from Sections E, G, H, I, and J (in addition to the credits that are required from E, G, H, I, and J as described above).
Academic Major	Major Subjects • Elective	G	
Global Literacy	Multilingual Education • First Foreign Language	H	
Global Literacy	Multilingual Education • Global Understanding	I	
Global Literacy	Advanced Global Literacy Education	J	

The Calculation of Credits

Credits are calculated in different ways for each subject. The following figure shows the number of class hours required to earn credits for each of the aforementioned subject categories:

According to MEXT, one semester consists of 16 weeks, 15 weeks of classes and 1 exam week (technically two 8-week quarters). A 2-credit course should consist of 90 academic hours. One academic hour is equivalent to 45 minutes, actual time. One period of the class schedule is considered to be equal to two academic hours, which corresponds to 90 minutes of actual contact time. Accordingly, completion of a class per semester is calculated to involve 30 academic hours of study in a classroom setting and at least 60 academic hours of out of class study, which is equivalent to 2 credits for Liberal Arts and Academic Major courses. Health and Sports and Foreign Language subjects are calculated differently and carry 1 credit.

Course List

section	course code	course name	Politics	Diversity	Japan	Semester	credits
A	13A453	Academic Writing	●	●	●	1	2
	13A403	Critical Thinking Skills	●	●	●	1	2
	13A454	Research Presentation Skills	●	●	●	1	2
	13A449	Introduction to International Education	●	●	●	1	2
	13A448	Introduction to Sociology	●	●	●	1	2
	13A452	Introduction to Politics	●	●	●	1	2
	13A455	Introduction to Diversity and Inclusion Studies	●	●	●	1	2
	13A456	Introduction to Japan Studies	●	●	●	1	2
	13A457	Introduction to Global Studies	●	●	●	2	2
	13A436	Gender Studies	●	●	●	2	2
	13A458	Japanese Society and Culture	●	●	●	2	2
B	13A419	Data Processing Skills	●	●	●	1	2
C	TBA	Health and Sports 1	●	●	●	1	1
	TBA	Health and Sports 2	●	●	●	2	1

D	13A425	Quantitative Research Methods	●	●	●	3	2
	13A426	Qualitative Research Methods	●	●	●	3	2
E	13A433	Human Rights		●	●	1-3	2
	13A410	Global Citizenship		●	●	1-3	2
	13A429	Japanese History	●		●	1-3	2
	13A459	Political Economy	●			1-3	2
	13A451	Introduction to Cultural Anthropology		●	●	1-3	2
	13A412	Introduction to Social Psychology		●	●	1-3	2
	13A413	Intro to Sociology of Marriage & the Family		●		1-3	2
	13A414	Politics in Post-War Japan	●			1-3	2
	13A415	Religion in Japanese Society	●		●	1-3	2
	13A427	Japan in the World	●		●	1-3	2
	13A439	Japanese Law	●		●	1-3	2
	13A440	Media Sociology	●	●	●	1-3	2
	13A441	Cross Cultural Psychology		●		1-3	2
	13A460	Civil Society Movements	●	●		1-3	2
	13A446	International Law	●			1-3	2
	13A461	Diversity & Inclusion in Health & Education		●		1-3	2
	13A462	International Orgs & Global Governance	●	●		1-3	2
	13A002	Approaches to Understanding Cultures		●		1-3	2
	13A039	Media and Communications in Japan		●	●	1-3	2
	13A407	Japanese Lit, Modern and Contemporary			●	1-3	2
13A447	Osaka in Modern Japanese Literature			●	1-3	2	

F	Z25003	Peace and Conflict Studies	●	●	●	3-8	2
	Z25002	Sociology of Knowledge	●	●	●	3-8	2
	Z25503	Independent Study	●	●	●	3-8	2
	Z25541	Research Data Analysis	●	●	●	3-8	2
	Z25521	Dissertation Seminar	●	●	●	3-8	2
	Z25530	Dissertation Tutorial	●	●	●	3-8	10
G	Z26068	Global Health and Education		●		3-8	2
	Z26002	Gender and Education		●	●	3-8	2
	Z26003	Social Stratification in Japanese Society		●	●	3-8	2
	Z26069	East Asian International Relations	●		●	3-8	2
	Z26005	Popular Culture in Japan			●	3-8	2
	Z26008	Gender and Development		●		3-8	2
	Z26009	Diversity and Human Rights in Japan	●	●	●	3-8	2
	Z26010	Contemporary Educational Issues in Japan		●	●	3-8	2
	Z26011	Primatology in Japan			●	3-8	2
	Z26012	Multivariate Data Science	●	●	●	3-8	2
	Z26013	Issues in Asian Anthropology		●	●	3-8	2
	Z26014	Int'l Development & Collaboration I	●			3-8	2
	Z26015	Int'l Development & Collaboration II	●			3-8	2
	Z26017	Disaster Prevention & Int'l Cooperation	●	●	●	3-8	2
Z26019	Contemporary Japanese Thought	●		●	3-8	2	

G	Z26020	Comparative Theories of Society and Culture	●	●	●	3-8	2
	Z26021	Issues in Gerontology		●	●	3-8	2
	Z26022	Food, Culture and Society		●	●	3-8	2
	Z26023	Global Issues in Education		●	●	3-8	2
	Z26024	Psychology of Aging		●		3-8	2
	Z26025	Special Topic in Human Sciences I				3-8	2
	Z26026	Special Topic in Human Sciences II				3-8	2
	Z26027	Special Topic in Human Sciences III				3-8	2
	Z26028	Special Topic in Human Sciences IV				3-8	2
	Z26029	Special Topic in Human Sciences V				3-8	2
	Z26030	Peace Operations and the Global Community	●	●		3-8	2
	Z26031	Global Environment-Development Balance	●	●		3-8	2
	Z26032	Global Civil Society	●	●		3-8	2
	Z26033	International Trade and Investment	●	●		3-8	2
	Z26034	World Affairs and the Media	●			3-8	2
	Z26035	Economic Development	●			3-8	2
	Z26070	Japanese Diplomacy	●		●	3-8	2
	Z26037	Topics in Japanese Culture I			●	3-8	2
	Z26038	Topics in Japanese Culture II			●	3-8	2
	Z26039	Topics in Japanese Culture III			●	3-8	2

G	Z26040	Topics in Japanese Culture IV			●	3-8	2
	Z26041	Topics in Japanese Society I			●	3-8	2
	Z26042	Topics in Japanese Society II			●	3-8	2
	Z26043	Topics in Japanese Society III			●	3-8	2
	Z26044	Topics in Japanese Society IV			●	3-8	2
	Z26045	Topics in Japanese Religion I			●	3-8	2
	Z26046	Topics in Japanese Religion II			●	3-8	2
	Z26047	Topics in Japanese Political Thought I	●		●	3-8	2
	Z26048	Topics in Japanese Political Thought II	●		●	3-8	2
	Z26049	Japanese Aesthetics			●	3-8	2
	Z26050	Classic Poetry in China, Japan and Korea			●	3-8	2
	Z26051	Japanese Philosophical Thoughts in Global Contexts	●		●	3-8	2
	Z26052	History of Meiji Japan	●		●	3-8	2
	Z26053	Traditional Performing Arts in Contemporary Japanese Society				3-8	2
	Z26054	Gender in Contemporary Japanese Popular Culture		●	●	3-8	2
	Z26057	Statistics for Social Research	●	●	●	3-8	2
	Z26058	Sociological Theory	●	●	●	3-8	2
	Z26060	Comparative Education		●	●	3-8	2
	Z26071	East Asian Politics	●		●	3-8	2
	Z26063	Applied Phenomenology	●	●	●	3-8	2

G	Z26064	Sociology of Migration	●	●	●	3-8	2
	Z26065	Psychology of Perception and Cognition	●	●	●	3-8	2
	Z26072	Globalization Studies	●	●	●	3-8	2
	Z26503	Seminar in Studies of Multicultural Societies	●	●	●	3-8	2
	Z26505	Seminar in Cultural Icons in Manga and Anime	●	●	●	3-8	2
	Z26507	Seminar for Contemporary Philosophy	●	●	●	3-8	2
	Z26508	Seminar in International Labor Theory	●	●	●	3-8	2
	Z26509	Seminar in Intellectual History	●	●	●	3-8	2
	Z26066	Women and Religion in Contemporary Japan	●	●	●	3-8	2
	Z26067	Social Science Japanese Texts Reading	●	●	●	3-8	2
	Z26073	Study in Foreign Universities I	●	●	●	3-8	2
	Z26074	Study in Foreign Universities II	●	●	●	3-8	2
	Z26075	Study in Foreign Universities III	●	●	●	3-8	2
	Z26076	Study in Foreign Universities IV	●	●	●	3-8	2
	Z26077	Study in Foreign Universities V	●	●	●	3-8	2
Z26078	Study in Foreign Universities VI	●	●	●	3-8	2	
H	TBA	Japanese Language 101	●	●	●	1-3	1
	TBA	Japanese Language 102	●	●	●	1-3	1
	TBA	Japanese Language 201	●	●	●	1-3	1
	TBA	Japanese Language 202	●	●	●	1-3	1
	TBA	Japanese Language 301	●	●	●	1-3	1
	TBA	Japanese Language 302	●	●	●	1-3	1

	TBA	Japanese Language 401	●	●	●	1-3	1
	TBA	Japanese Language 402	●	●	●	1-3	1
I	TBA	International Communication Seminar (Japanese) 103	●	●	●	1-3	2
	TBA	International Communication Seminar (Japanese) 203	●	●	●	1-3	2
	TBA	International Communication Seminar (Japanese) 303	●	●	●	1-3	2
	TBA	International Communication Seminar (Japanese) 403	●	●	●	1-3	2
	TBA	International Communication Seminar (Japanese) 500a	●	●	●	1-3	2
	TBA	International Communication Seminar (Japanese) 500b	●	●	●	1-3	2
	TBA	International Communication Seminar (Japanese) 500c	●	●	●	1-3	2
	TBA	International Communication Seminar (Japanese) 500d	●	●	●	1-3	2
	TBA	International Communication Seminar (Japanese) 500e	●	●	●	1-3	2
	TBA	International Communication Seminar (Japanese) 500f	●	●	●	1-3	2
	TBA	International Communication Seminar (Japanese) 600a	●	●	●	1-3	2
	TBA	International Communication Seminar (Japanese) 600b	●	●	●	1-3	2
	TBA	International Communication Seminar (Japanese) 600c	●	●	●	1-3	2
	TBA	International Communication Seminar (Japanese) 600d	●	●	●	1-3	2
	TBA	International Communication Seminar (Japanese) 600 ^e	●	●	●	1-3	2
	TBA	International Communication Seminar (Japanese) 600f	●	●	●	1-3	2
J	<p>Starting from the 5th semester, you can take optional courses from the subjects below:</p> <ol style="list-style-type: none"> Subjects provided by other faculties as Advanced Global Literacy Education subjects and also designated by HUS. Subjects approved by HUS out of International Exchange Subjects and Global Initiative Subjects. You will need to check with the International Programme Office (G30 Office) before registering for these courses. 		●	●	●	4-8	2

Course Registration

How to Complete Course Registration

You will need to complete the registration yourself using the online student affairs information system, known as KOAN (please refer to pp. 24-25 of this manual for details on KOAN). This should be done well in advance of the deadline for registration. Note that the International Programme Office will enrol you in the required courses and language courses. For required courses you are not allowed to withdraw.

Registration Procedures for Re-Taking Courses

These procedures are required when you have to repeat the course you have taken in the previous semester for reasons such as failing. While in principle registration is not necessary for courses in required subjects in the first three semesters, you should complete the registration procedures to retake the same course later. For further details, consult the International Programme Office.

Course Withdrawal

Under the GPA system, if you find that the content of a course differs from what you expected or your knowledge is insufficient to complete the course, you will be allowed to withdraw from the course through KOAN. You may re-register for the same course in the following semester if desired. Courses from which you withdraw will be marked with a "W" in KOAN, and will not be counted towards your GPA.

Note The application period for withdrawal can be submitted during a specified period in each semester. Withdrawal applications outside the application period will not be accepted.

Notes for Course Registration

- Registration for non-assigned courses is not permitted

You can register only for courses assigned to your year, school, and department.

- Registration for two or more courses in the same time slot is not permitted

For obvious reasons, you cannot register for two or more courses in the time slot of the class schedule. This can sometimes emerge as a problem if a professor has changed the day or time of his/her class, but the online system does not reflect this. In semesters 1-3 check with administrative staff in the International College on Toyonaka Campus. From semester four onwards check with the International Programme Office on Suita.

- Limited number of students to be accepted

Some courses in the Elective Subjects category can accept only a limited number of students due to the nature of the subject to be studied or the capacity of the classroom. For this reason, please register as early as possible.

Early Graduation

Students may become eligible for early graduation after the Fall semester of their 4th year (the 7th semester) if they fulfil certain requirements in each year of their study. Generally, graduation from university requires four years of enrolment and acquisition of all the credits necessary for graduation. Students enrolled in the HUS International Undergraduate Degree Programme, however, are eligible for early graduation, if the University acknowledges that they have earned all the credits necessary for graduation with an excellent academic record within the shorter time frame. Early graduation is granted to students who have met all the strict standards set for each year at the University.

Procedures for Early Graduation

- (1) At the end of the fifth semester, the student reconfirms their desire to graduate early. To do this, the student must have completed 98 credits as outlined below, including successful completion of the Independent Study Project. A Grade Point Average (GPA: S=4, A=3, B=2, C=1, F=0) of 3.0 is required (out of a 4-point scale).
- (2) Following this, the Committee for the Promotion of the Internationalization of Education (CPIE) will review the request for early graduation and, if the above conditions have been met, give authorization for the student to complete their studies to graduate at the end of the seventh semester.

The Final Authorization Procedures for Early Graduation

The final authorization for early graduation will be carried out on the following basis:

First, the HUS the Academic Affairs Office (*Kyomu Gakari*) will verify that all requirements have been met.

Then, CPIE will screen the application and if satisfied will submit the application for early graduation to the HUS Faculty for final approval.

Pace of Credit Acquisition Required for Early Compared to Four-year Graduation

To give you an idea of the required course load you would be undertaking if you elect to undertake early graduation, the following table provides a comparison between early graduation and four-year graduation (subject to meeting all other relevant requirements).

Semester	Early Graduation	Four-year Graduation
Semesters 1-3	58 (A + B + C + D + H + I + 16 credits form electives)	56 (A + B + C + D + H + I + 14 credits form electives)
Semester 4	20 (Peace and Conflict Studies + Sociology of Knowledge + 16 credits form electives)	16 (Peace and Conflict Studies + Sociology of Knowledge + 12 credits form electives)
Semester 5	20 (Independent Study + 18 credits form electives)	16 (Independent Study + 14 credits form electives)
Semester 6	20 (Dissertation Seminar + Research Data Analysis + 16 credits form electives)	16 (16 credits form electives)
Semester 7	10 (Dissertation Tutorial)	14 (Dissertation Seminar + Research Data Analysis + 10 credits form elective)
Semester 8	n/a	10 (Dissertation Tutorial)
Total Credits	128	128

NB: As you move on to advanced level courses, elective should reflect your area of focus.

Academic Cohort Advisor

As part of the HUS International Programme we offer a range of academic support services to students. While you can (and we would encourage you to) discuss issues with your instructors during scheduled class times and office hours, if you have issues that you wish to discuss in some detail we also provide a system of **Academic Cohort Advisors**. Your advisor will be able to assist you on matters to do with course registration, and should you have any questions, concerns or issues about your studies or other matters please feel free to make an appointment.

For the 2020 cohort students, your Academic Cohort Advisor is:

- **Dr Viktoriya Kim**
M136 Human Sciences, Suita Campus

For the 2019 cohort students, your Academic Cohort Advisor is:

- **Dr Paola Cavaliere**
M136 Human Sciences, Suita Campus

For the 2018 cohort students, your Academic Cohort Advisor is:

- **Dr Philip Streich**
E205 Human Sciences, Suita Campus

For the 2017 cohort students, your Academic Cohort Advisor is:

- **Dr Aleksandra Babovic**
M136 Human Sciences, Suita Campus

Office Hours

All professors will provide opportunities for student consultation outside of regularly scheduled course times. Professors will provide one weekly 90-minute consultation time (referred to as office hours), and they may provide additional consultation times upon contact by email. Please check with your course syllabus or with professors to ensure you are aware of their office hours and locations.

Etiquette for visiting a professor during Office Hours:

1. Contact the professor and arrange the day and time by email.
2. Generally, professors allocate 15 minutes for a consultation.
3. If you arrive for Office Hours without an appointment, anticipate that you might have to wait or come back another day.
4. Make sure you are on time in order to make full use of your time slot.
5. Come to Office Hours prepared: know exactly what information is needed and bring along the relevant material for reference.
6. Make sure to provide the professor with all necessary information and questions you would like to be addressed so that he or she has a reasonable time for preparation. This will help us better to advise you.

Academic Calendar and Class Meeting Times

Class Schedule

Classes take place according to the schedule below. With the exception of foreign language classes and some other special exceptions, Osaka University classes meet once a week. Because of the distance between Toyonaka and Suita campuses, it is not advised to take courses on different campuses back-to-back.

Period	Time	
1st period	8:50 – 10:20	
2nd period	10:30 – 12:00	
3rd period	13:00-14:30	
4th period	14:40-16:10	
5th period	16:20-17:50	
6th period	Toyonaka, Suita: 18:00-19:30	Mino: 18:10 – 19:40
7th period	Toyonaka, Suita: 19:40 – 21:10	Mino: 19:50 – 21:20

Term System

Osaka University employs a semester system, although the academic year is technically divided into four quarter-terms (autumn, winter, spring and summer terms). In practice, each course is completed over two combined eight-week quarter-terms (autumn and winter terms and spring and summer terms) comprising a single semester of 16 weeks. Through this system, the University offers consistent education over a four-year period.

Year	First year		Second year		Third year		Forth year	
Program Semester	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8
University Term	Fall and winter terms	Spring and summer terms	Fall and winter terms	Spring and summer terms	Fall and winter terms	Spring and summer terms	Fall and winter terms	Spring and summer terms

Class Attendance

Students are expected to attend all scheduled classes. If you are unable to attend scheduled classes for the following reasons you must submit a **Notification of Absence** to *Kyomu Gakari* office (the form is available in the *Kyomu Gakari* office):

- Suspension for infectious illnesses (requires medical certificate)
- Death of relatives (second degree of kinship)
- Summons to appear in court
- Teaching practice or care practice

Note! You are expected to attend all scheduled class sessions for enrolled courses. If you cannot attend scheduled sessions due to illness or unavoidable circumstances ensure that you notify your instructor via email. Failure to attend three or more scheduled classes may result in a range of academic penalties, including being awarded a failing grade for the entire course. In addition, late attendance for scheduled classes may result in penalties.

Policy on Cancellation of Classes in the Event of Suspension of Transport Services and Storm Warnings

● Policy in the event of suspension of transport services

The following applies to the Hankyu rail service used by students commuting to the Toyonaka area. Should transport services be suspended due to strike action, accidents, and natural disasters or for other reasons, the policy on cancellation is as set out below.

Time of resumption of transport services	Class cancellation
If transport services are resumed before 06:00	Classes will be held as scheduled.
If transport services have been resumed by 09:00	Morning classes will be cancelled.
If transport services have not been resumed by 09:00	All classes will be cancelled.

● Policy on class cancellation in the event of a storm warning

If a storm warning is issued for Toyonaka, Suita, Ibaraki or Mino, or for the area including these cities, classes will be cancelled. If the warning is lifted, the following will apply.

For the entire University

Storm warning	Class cancellation
If the warning is lifted before 06:00	Classes will be held as scheduled.
If the warning is lifted between 06:00 and 09:00	Morning classes will be cancelled.
If the warning remains in force after 09:00	All classes will be cancelled.

Note!	Check the Internet or other sources to see whether the warning is lifted or if it remains. The Japan Meteorological Agency advisories can be found at this URL: http://www.jma.go.jp/en/warn/331_table.html
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We try our best to make-up any cancelled classes, but this is not always possible.

Assessments and Misconduct

Assessments, Grades, Examinations and Feedback

Written examinations, essays, oral examinations, practical reports or other assessment procedures will be undertaken each semester to assess students' subject grades. Note also that these conditions will also be applied, as a general rule, ad-hoc and other forms of examinations. For rules on taking exams, please follow the instructions of the supervisor.

The HUS Program recognizes the importance of giving feedback on a student's work as it is a valuable tool for ensuring improvement in future work or activity. In general, professors offer feedback on exam papers or coursework assignments using rubrics with marking criteria explained. These are related to the learning outcomes and assessment criteria for the task so that students are aware of what is expected of them and the points they need to further improve over the course of the semester. In special cases, a professor may provide additional feedback. Should you require additional feedback, please arrange an appointment

during Office Hours. Beware that properly understanding what is expected of you and accordingly integrating the professor's feedback in your next written/presentation work is of crucial importance for your academic progress.

Grades

- (1) Your grades will be determined based on the grading policy made clear in the syllabus for any particular course.
- (2) Grades are assessed according to the following table:

Grade	Mark	Evaluation	Description
S	90 ~ 100	Exceeds expectations	Pass
A	80 ~ 89	Meets all expectations	
B	70 ~ 79	Meets some expectations	
C	60 ~ 69	Falls below expectations	
F	0 ~ 59	Fails to meet expectations	Fail

- (3) For subjects for which you have passed, you will be assigned the prescribed credits, and the relevant subject name, number of credits, the academic year in which the credits were obtained, and the grade, will be entered in the school register. Once credits have been acquired in a given subject, they cannot be withdrawn or altered by being re-acquired.

Grade Point Average (GPA) System

The **GPA** system is a common method used to evaluate academic grades. Students receive grade evaluations after course completion, which are converted into Grade Points (GP), with the student's overall average computed as the GPA.

Grade	Grade Point	Evaluation
S	4.0	Exceeds expectations
A	3.0	Meets all expectations
B	2.0	Meets some expectations
C	1.0	Falls below expectations
F	0.0	Fails to meet expectations

GPA calculation will include all courses in the Liberal Arts, Academic Major Subjects, Global Literacy, and Free Electives, courses evaluated by examination performance based on the Osaka University Undergraduate Regulations Article 10, Chapter 7, Section 2 and which are required for graduation as determined by each school, faculty and/or department.

However, courses corresponding to any of the following criteria will not be included in the

GPA calculation:

- (1) Courses taken at other universities (including junior colleges) or in universities abroad (including junior colleges), while enrolled as a student at Osaka University.
- (2) Courses taken at other universities (including junior colleges) or in universities abroad (including junior colleges) prior to enrolment at Osaka University (including courses taken as a credited auditor).
- (3) Studies undertaken at non-university educational facilities (non-degree courses at junior or technical colleges, or any other studies recognized by the Ministry of Education, Culture, Sports, Science and Technology) that count towards credit and are considered registered courses at Osaka University.
- (4) According to the Osaka University Undergraduate Regulations, Articles 14-15 concerning transfer students, courses that are recognized as having equivalent or greater scholastic value to courses offered at Osaka University.
- (5) In addition to the criteria listed above, courses designated by the School of Human Sciences (as exempted from GPA calculation).

‘Semester GPA’ is calculated for the current semester and ‘Cumulative GPA’ is calculated for the entire duration of enrolment in the University. Both Semester GPA and Cumulative GPA are calculated as follows (the GPA will be rounded off to two decimal places):

Semester GPA calculation formula

$$\text{Semester GPA} = \frac{\text{Sum of (For each course: grade points earned} \times \text{credits earned) per semester}}{\text{Total credits earned per semester}}$$

Cumulative GPA calculation formula

$$\text{Cumulative GPA} = \frac{\text{Sum of (For each course: grade points earned} \times \text{credits earned) for enrollment duration}}{\text{Total credits earned for enrollment duration}}$$

Each GP is assigned the corresponding grade evaluation.

Grade Evaluation	S (90% and above)	A (80% ~ 89%)	B (70% ~ 79%)	C (60% ~ 69%)	F (Below 60%)
GP	4.0	3.0	2.0	1.0	0.0

* Calculating your GPA:

The number of grade point S credits x 4+ the number of grade point A credits x 3 + the number of grade point B credits x 2 + the number of grade point C credits x 1 + the number of grade point F credits x 0 / divided by the total number of credits for the previous academic year/semester.

Your Semester GPA and Cumulative GPA can be verified on KOAN in the “Grades” section under “Check Credit Record.” GPA will be calculated based on the official grades submitted immediately prior to the public posting of grades by each respective school/faculty. Your GPA will *not* be recorded on your transcript.

Supplementary Examinations

If you are unable (or have been unable) to sit all or part of an examination due to illness or other unavoidable circumstances, you must submit a notification of absence from lectures/examination promptly. If your absence is due to illness, please append a medical certificate. In other cases, please append a written explanation with an appropriate certificate. A supplementary examination may be arranged if deemed appropriate by the instructor responsible for that subject.

Submission of Reports (e.g., Essays, Portfolios, Reviews and Other Non-Examination Forms of Assessment)

With regard to the method, location and deadline for the submission of reports, please follow the instructions of the instructor responsible for that course. Once the submission period and the acceptance period have passed, no reports can be accepted unless the instructor explicitly agrees to a reasonable extension (see below for further information).

Note! Some instructors require that written reports be submitted with a completed **Assignment Cover Sheet** (see sample on p. 37). This can be done with printed or electronic copies. Please consult your instructor for further details.

Failure to Complete Course Assessment Requirements

If you are enrolled in a course you are expected to submit **all** required assessment items, to meet the minimum course attendance requirements, and to complete all other work as directed by the instructor. While late submission of course assessment items may be permitted in special circumstances, the general policy is that marks awarded for such assessments will be “capped” (i.e., a limit will be imposed on the maximum marks that can be awarded for such assessments). It is your responsibility to ensure you are aware of course requirements and you should speak with your instructor if you have any questions or concerns regarding course requirements. If you are experiencing difficulties with time management or other areas that may significantly affect your ability to submit coursework you should contact your instructor, cohort advisor, or programme directors as soon as possible so you can be provided with study support.

Note! You are expected to submit all assessments required by a course by the specified due date. Failure to do so may result in you receiving a failing grade for the entire course. Students will NOT be permitted to withdraw from a course in order to avoid receiving a failing grade due to non-submission of course assessments.

If you have not officially withdrawn from a course and have not completed all course requirements, you will be awarded an F grade with a GP = 0.0. This will be counted towards your GPA.

Please note that if you retake a course that you have previously failed (and received a GP = 0.0), the previous result will still be counted towards your GPA.

Academic Misconduct

Academic misconduct is defined as any case of cheating, plagiarism or falsification of information in an attempt to deceive and gain an unfair advantage in assessment.

“Assessment” covers all forms of written work including end-of-term, mid-term or routine examinations, submission of reports, practical reports, submission of handiwork, and lab tests, as well as oral examinations, presentations, demonstrations, and research designs.

Note! Academic misconduct in written requirements or examinations will be dealt with severely. Students are called upon to uphold the honour of Osaka University in examinations and writing requirements, as at other times.

All alleged cases of academic impropriety will be investigated thoroughly by the International College Academic Affairs Committee. The course instructor is required to submit a full report outlining when, where and how the academic misconduct took place. In the case of plagiarism, the instructor will submit copies of the text from which the student has copied without acknowledging his or her source(s).

All programme instructors have access to software to check for plagiarism and this will show what percentage, if any, of a text has been copied from another digital source.

The Committee will then study this report and make a judgment about the case. **Should the Committee find evidence of academic misconduct, appropriate action will be taken that can range from being given a zero grade for the relevant course to zero grades for all classes taken that semester.**

Grade invalidation due to academic misconduct will be replaced with a grade F (GP = 0.0), and will be counted towards the GPA. If grades are found to be invalid after Semester GPA calculations have been conducted, both the Semester GPA and Cumulative GPA will be recalculated and amended to reflect such changes.

For scholarship students, evidence of academic misconduct could lead to withdrawal of support by the University or outside funding body. Repeated academic misconduct would lead to expulsion from the programme. Proven cases of academic misconduct will remain on the student's record and have a negative impact on any references that are later requested by the student.

Note! Osaka University takes all forms of academic misconduct very seriously. If you need further advice on this matter, please speak to a course instructor or your Cohort Advisor.

Email etiquette

Students can, where necessary, send emails to professors to get clarification on an assignment, to request a meeting and ask for a letter of recommendation. Do not send emails to ask questions that are answered on the syllabus or can be found in course materials. For classes with a teaching assistant (TA) it may be appropriate to first direct questions to the TA to avoid overloading the course instructor.

1. Allow the proper amount of response time. Osaka University is a research university and all professors undertake research work while teaching. Give professors enough time to respond to emails. Remember they receive many emails a day, so give them at least 72 hours to respond before following up. Students who intend to email their professors over the weekend or on holidays should wait until school is back in session.
2. Do not send multiple emails. Email is not the place for venting frustrations or for complaining. When students have concerns about a class or other important matters, they should only use email to make an appointment to discuss them.
3. Style: Emails should be formal. Avoid text speak and other slang terms, and skip using all caps. Emoticons should also be avoided.
4. When requesting a letter of recommendation, please ask well in advance of any deadlines.

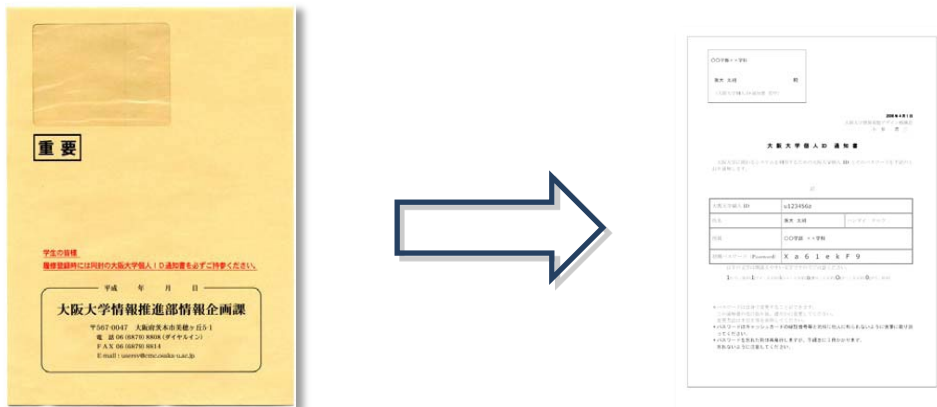
Cyber Media Service

Osaka University provides a wide range of IT services that will assist you in your study, and there are numerous computer rooms on campus.

Your Personal Osaka University ID and Password

To access and use the various IT services that Osaka University provides you will need your Osaka University ID and password.

Note! The information concerning your personal ID and Password will be provided to you in a sealed envelope upon arrival and enrolment in the programme.



The Wireless LAN Service

The wireless LAN service, ODINS, is available in a number of locations, including the Human School of Science, the Toyonaka Branch of the Centre for International Education and Exchange, the areas surrounding the benches in the corridors in the Lecture Building of the Institute for Higher Education Research and Practice, the Student Commons, and the Life Sciences Library. You will need your Osaka University personal ID and password to log in.

The Osaka University Portal System (My Handai マイハンダイ)

The Osaka University Portal System provides useful information on the latest developments at the University. The Portal System also contains links to a variety of Electronic Journals and databases. You can access this system from the following website:

<http://web.auth.osaka-u.ac.jp/portal/en/>



Use your University ID and password to log in.

The online registration system used in Osaka University is called KOAN. You can access this system from the following website: <https://koan.osaka-u.ac.jp/>



Course Registration

Notice to Instructors

<Caution>
Please take caution with work which takes over 30 minutes, like evaluation grade registration and syllabus registration.
The data you entered may be deleted unless you save the data as a draft frequently.

KOAN English Version Released
The KOAN English Version has been released on April 1, 2010. Menu, functions and items are displayed in English. After you log in to KOAN, you may switch to either language version by clicking the buttons "English" and "Japanese" on the top of the menu. (2010.3.31)

KOAN may behave slow on April 6, 7 and 9.
Due to Registration Lottery for new students, KOAN may behave slow especially between 9:00 and 16:00. We appreciate your cooperation. (2010.3.31)

Application for Graduate School Advanced Minor Programs
In April 2009, Osaka University set up programs linking curricula of graduate schools for the purpose of providing motivated students with an opportunity to master the basics in a wide range of fields while majoring in an advanced specialty. For further information about application of those Programs, please refer to the following Home Page.
→ [Application for Graduate School Advanced Minor Programs](#) (The website is written in Japanese)
→ [OSAKA UNIVERSITY HOMEPAGE](#) (The website is written in Japanese) (2010.4.6)

KOAN User's Manual *Please refer to "Available Functions of KOAN"
(Frequently Asked Questions)

How to Use the KOAN Test Version

- If you are currently logged in to the Main Version (<https://koan.osaka-u.ac.jp/>) and wish to use the Test Version, please click [here](#). You will be transferred to the Japanese test version.
- If you are logged in to the Test Version (<https://test.koan.osaka-u.ac.jp/>), please start the operation from the menu on the left.
- Data and settings etc. in the Test Version are copied from the Main Version every Saturday at midnight.

Computer (Information Education) Rooms on Campus

The closest IT facilities to the International College (Toyonaka campus) and the Human Sciences Building (Suita campus) can be found here:

Campus	Department	Terminal Room	Terminal
Toyonaka Campus	University Library	Learning Commons, 2F	12
		Terminal Zone, 3F	38
	Center for International Education and Exchange	Toyonaka Branch	3
Suita Campus	School of Human Sciences	Computer Room, 1F, Main Building	10
	Life Sciences Library	Terminal Corner	5
	Center for International Education and Exchange	2F, Information Room for International Students	6

Free Printing Locations

- Mino Campus: Computer room in the General Research Building. The free printing service is only available on Mino campus.
- **About the output limit** : To confirm the number of sheets printed, please login to "MyHandai" and check "list number of sheets printed." However, the listed number of sheets is the count up to the previous day, so please be careful. For further information, please visit here: <http://www.cmc.osaka-u.ac.jp/edu/users/printer.php>



CLE

CLE is the online virtual learning environment system that is used in Osaka University for e-learning. By logging onto CLE students can access lecture notes online, submit assignments, and participate in online discussions with other students and with the instructor. If you are taking a course that utilizes CLE, please access the page devoted to the course from the following website: <https://cle.koan.osaka-u.ac.jp>.



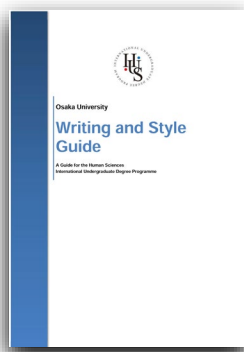
You will need your Osaka University ID and password to log in.

Data Backup

It is your responsibility to ensure that all your assignments and work relating to your academic studies are adequately protected from inadvertent destruction and loss. You should ensure that your computer files (e.g., essays, notes, project data, and bibliographic data) are backed up on a regular basis. Failure to submit assessable work due to data destruction or loss will **not** be accepted as providing grounds for extensions or special consideration in marking your coursework!

Academic Writing and Style Conventions

You have been provided with a **Writing and Style Guide** designed for all students in the Human Sciences International Undergraduate Degree Programme. The guide specifies the conventions that you should adhere to when submitting academic work for courses in the HUS International Programme. You are expected to follow the guidelines as outlined in the



guide for all of your courses.

The guide contains essential information relating to how you should undertake essays, projects and dissertations and how to appropriately format and cite any reference materials you have utilized. In addition, there are a number of useful sections relating to how your academic work will be graded, a reference for correct grammar and punctuation and a checklist for important writing and research skills.

Student Life Matters

General Student Administration Matters

As previously outlined, student administration procedures are to be carried out at the International College Office in the first three semesters. However, from semester 4 onwards, students on the Human Sciences Programme will carry out such procedures through the International Programme Office for all matters detailed on the table.

General Student Administration Procedures

Item	Application
Notification of absence from classes/examination	This is required if you are absent from class or unable to sit examinations due to illness, injury or any other unavoidable circumstances. (In the case of illness or injury, a medical certificate will be required.)
Registration form for surname change	You will need to submit documents certifying the change, such as your Certificate of Residence. (If you are a foreign national, a copy of your Foreign Residence Certificate will be required.)
Registration form for address change	Note: This should be registered on KOAN by yourself.
Registration form for change of guardian	Note: This should be registered on KOAN by yourself.
Registration form for change of guardian's address	Note: This should be registered on KOAN by yourself.
Certificate of university commute	You can purchase a commuter pass using your student I.D. and the commutation fare discount certificate. If an additional certificate is needed for a specific transport body, please make a request at the time.
Student registration certificate	This is issued using an automatic certificate issuing machine (see pp. 30-31).
Grade transcript	This is issued using an automatic certificate issuing machine.
Reissuance of student I.D.	This is issued by the Student Centre, Toyonaka or Suita.
Provisional examination admission card	You need to acquire one of these if you have forgotten your student I.D. at an examination.

Request for leave of absence	This is required if you are absent for more than 3 months. (In the case of illness or injury, a medical certificate will be required.) Please complete the procedure at least one month before the first day of your planned absence.
Registration form for reinstatement	Please submit this form when the period of leave of absence is over.
Request for reinstatement	When the reason for your leave of absence is resolved, and you wish to resume your studies, please complete the procedure at least one month before the first day on which you wish to be reinstated.
Request for withdrawal	You will not be permitted to withdraw from the program unless payment has been made in full for the tuition fees for the term in which you wish to withdraw. Please complete the procedure at least one month before the day on which you wish to withdraw.

Personal Accident Insurance for Students Pursuing Education and Research

This insurance plan covers injuries (this term is used here to mean sudden and accidental physical injuries resulting from external causes) incurred while engaged in educational or research activities (i.e. while engaged in regular curricular activities, school functions or official extra-curricular activities), or while commuting to and from the University (this includes travel between campus facilities). All students are required to enrol in this insurance plan. In addition, students who own a bicycle must carry bicycle insurance.

In the event that you incur an injury while insured under this insurance plan, please carry out the appropriate notification procedure promptly at the Osaka University COOP. This insurance plan applies under the following conditions: if the injury was incurred while engaged in regular curricular activities or school functions, and has been followed by at least 4-days medical treatment; if the injury was incurred while engaged in official extra-curricular activities, and has been followed by at least 14-days medical treatment; if the injury was incurred while engaged in commuting to or from the University, and has been followed by at least 7-days' medical treatment.

Note also that not all injuries, even those incurred while engaged in educational or research activities or while commuting to or from the University, will necessarily be covered by this insurance policy. In addition, this insurance does not cover normal travel so **when returning home or travelling in Japan** or elsewhere generally **please ensure you have travel insurance to cover you for the trip. We strongly recommend that you enrol in a comprehensive insurance plan.**

For inquiries concerning the insurance:

- Email: inves@osaka-univ.coop
- <http://www.osaka-univ.coop>



- Toyonaka Campus COOP (4th floor in the COOP Building)
Tel: 06-6841-3326
- Suita Campus COOP (COOP Welfare Building in Engineering Faculty or Honbumaeten)
Tel: 06-6877-6509 / 06-6878-7953
- Mino Campus (2nd floor in the COOP Building)
Tel: 072-730-2743

Osaka University Health Care Centre

Students have an access to on-campus health care centre. Their service includes regular medical check-ups, physical issues (e.g., sickness and injury), and emotional/mental health issues (e.g., depression). Prior booking is required.

- **Three ways to make an appointment**

1. Send an email to:
gakusou@wellness.hss.osaka-u.ac.jp
2. Visit them directly to Toyonaka health care centre
(9:30am-12:00pm / 1:00pm-4:00pm)
3. Make a phone call:
06-6850-6014 (9:30am-12:00pm / 1:00pm-4:00pm)

Health Care Centre on Toyonaka Campus



Health Care Centre on Suita Campus



Suita

Health Care Centre on Mino Campus



Mino

For more information about the health care centre, please visit:

<http://www.healthcarecenter.osaka-u.ac.jp/english.html>



Student Fare Discount Certificates

These certificates are provided in order to reduce the economic burden of pursuing university studies, and to help encourage the take-up of further education.

If you wish to use student fare discount certificates, you may obtain a maximum of 10 certificates from automatic certificate issuing machines in the course of one year. If you genuinely need more than 10 of these certificates, please apply at the International College Office. Student fare discount certificates are valid for three months from the date of issue.

Note! The illicit use of student fare discount certificates is absolutely forbidden. In particular, please note that, in addition to a financial penalty, illicit use may result in the imposition of other measures such as suspending the issuance of these certificates not only to the offender but to all students.

Automatic Certificate Issuing Machines

Automatic Certificate Issuing Machines will be in service from Monday to Friday, excepting public holidays and end-of-year and New Year's holidays. The machine can issue the following types of certificates;

- Fare discount certificates for student travel (3 copies a day, up to 10 copies a year). Students needing additional copies should contact the Educational Affairs Division of their school or graduate school.
- Student registration certificates (*excepting certificates for students of the United Graduate School of Child Development)
- Grades Certificates (excepting certificates for students of Dentistry and the United Graduate School of Child Development)
- Certificates of expected graduation (for undergraduate students) and certificates of expected completion (for students in the last year of graduate school).
- Health certificates In certain cases, students will have to contact the Health Centre on their campus for a health certificate.

Locations equipped with automatic certificate issuing machines, please see the following

Campus	Location and hours	Certificates issued
Suita Campus	Lobby, 1st floor, Suita Student Centre, IC Hall	<ul style="list-style-type: none"> • Student fare discount certificates (up to 3 per person per day, and up to 10 per person per year) • Student registration certificate • Grades certificates (except for the School of Dentistry) • Certificates of expected graduation (for final-year students only) • Certificates in English can also be issued, except for student fare discount certificates and health certificates
	Main entrance, 1st floor, Administration Building, Faculty of Medicine	
	Beside the counter of Educational Affairs Division, 1st floor, Administration Building U1M, School of Engineering	
Toyonaka Campus	Lobby, 2nd floor, Student Union, Toyonaka Student Centre	<ul style="list-style-type: none"> • Health certificates
	In front of the Educational Affairs Section, 2nd floor, Building A, Centre for Education in Liberal Arts and Science	
Mino Campus	South entrance, 1st floor, Building A, Graduate School of Language and Culture, School of Foreign Studies	<ul style="list-style-type: none"> • Health certificates

Note! These machines will be in service from Monday to Friday, excepting public holidays and end-of-year and New Year's holidays. During long holiday periods they will be in service until 17:00. Certain individuals may be unable to obtain health certificates from the automatic certificate issuing machines. If this applies to you, please apply to the campus Health Care Centre.

Handling of Lost Property

Property is frequently lost, so please be sure to mark your belongings with your name and university registration number. If you find lost property on the University premises, please inform the International College Office promptly. Notification of lost property will be carried out via a bulletin board (check outside the International College Office) or owners of lost property will be contacted directly (via email or telephone) if the items have been labelled. Regrettably, incidents of theft occur frequently on University premises, and new students are particularly prone to having their property stolen. We therefore ask all students to take good care of their personal property.

Parking for Students Commuting by Bicycle

If you commute by bicycle, please park your bicycle in the specified location on arrival. In order to avoid accidents, please do not use your bicycle to get around campus, but walk.

Note! Illegally-parked or abandoned bicycles may be removed by campus authorities.

Prohibition of entering campus (commuting) by car, motorcycle, & motorbike

Osaka University regulates the entrance of vehicles, except for vehicles permitted for physically challenged students, to prevent traffic accidents while commuting to school or on campuses and secure quiet environment for education and research. Therefore, please use public transport such as trains and buses for commuting.

The University has received many complaints from local residents, police, and the Toyonaka City Office about students who have illegally parked their cars and motorcycles in the neighbourhood of the University. We have been asked to advise students to pay attention to rules regards parking. We expect all students to conduct themselves in a way that brings credit to themselves and the University.

Academic Resources and Library Service

Course Reading Material






All of your classes will require you to do a significant amount of reading. Students in the HUS International Programme generally do not need to buy textbooks for courses. With a few possible exceptions, reading material is provided to the students in each course free of charge through the use of photocopies or PDFs. Digital copies of readings are provided through the course CLE site, email, or other means using the Internet. Readings are provided to the extent that copyright is not infringed upon.

Libraries

Students enrolled in the HUS International Undergraduate Degree Programme will have access to a wide range of facilities at the School of Human Sciences and across Osaka University. The University has numerous on-campus libraries and reference rooms featuring extensive collections of books and periodicals. The University's electronic databases and online collections, including e-journals and other electronic resources, are also available to all students. It is possible to search for the materials available at all of the University's libraries online: http://www.library.osaka-u.ac.jp/index_eng.php



Overview of Library Facilities Available at Osaka University

Library	Website	Campus
The Library of the Graduate School of Human Sciences	http://www.hus.osaka-u.ac.jp/ja/huslibrary.html 	Suita
Osaka University Main Library	http://www.library.osaka-u.ac.jp/index_eng.php 	Toyonaka
Science and Engineering Library	http://www.library.osaka-u.ac.jp/rikou_eng.php 	Suita
Life Sciences Library	http://www.library.osaka-u.ac.jp/seimei_eng.php 	Suita
International Studies Library	http://www.library.osaka-u.ac.jp/gaikoku_eng.php 	Mino

Scholarships

Students enrolled in the HUS International Undergraduate Degree Programme are eligible to apply for a variety of financial aid schemes. Two types of financial support are available to our students on a competitive basis: tuition reduction and bursaries. Bursaries that the students enrolled in our programme may wish to apply for include scholarships provided by the University, scholarships provided by the Japanese government, and scholarships made available by various private and public organizations. This section provides basic information on the various funding opportunities available to our students.

Note! In general, the academic requirements for scholarships require that you maintain at a minimum a GPA of 2.8 (out of a 4-point scale), which is assessed at the conclusion of each full academic year of study. In addition, we would encourage all scholarship holders to undertake their studies with a high degree of integrity and with the recognition that being awarded a scholarship to attend a world leading university is a privilege.

Scholarships Offered by the Japanese Government

- **Scholarships Offered by the Japan Student Services Organization (JASSO)**

The Japan Student Services Organization (JASSO) provides a limited number of scholarships that are available on a competitive basis to students enrolled in Osaka University. The JASSO Scholarship for Privately Financed Students is a monthly stipend (48,000 yen) available for 6 months for successful applicants. The International College

Office will contact scholarship candidates should they be eligible to be recommended.

Scholarships Offered by Osaka University

- ***Honours Scholarships***

Osaka University provides a number of Honours Scholarships to outstanding students - both academically and in terms of extracurricular achievements - who need financial support in order to be able to continue their study. The International College Office will contact scholarship candidates should they be eligible to be recommended.

- ***Tuition Fee Exemption***

Students who are having difficulty paying tuition fees may apply for tuition fee exemption. The deadlines for submitting an application for tuition fee exemption are late March and late September. For additional information, please refer to the following website:

<http://www.osaka-u.ac.jp/en/guide/student/tuition/remission>



Scholarships Offered by Private Foundations and Organizations

Please refer to the Scholarships section of the website of the Office of International Exchange and the Scholarship support in the Message Board on your KOAN site for the latest information on the scholarships available and the relevant deadlines.

Work-Life Balance

Besides having a busy study life, why not treat yourself to something good? Having a cup of coffee and chatting with other Japanese and international students or even just sitting, relaxing and reading the magazines/newspapers you are familiar with might be a start! Remember, a balanced school life can make your time in Osaka more enjoyable. Here are a few suggestions for you:

English Lounge

The Office of International Exchange (OIE) in the School of Human Sciences is hosting an English Lounge. This lounge will provide you with a great opportunity to learn Japanese culture and customs in English together with students/faculty from inside/outside Japan. Please come and join in the fun!

<http://oie.hus.osaka-u.ac.jp/>



Information Room for International Students (IRIS)

The Information Room for International Students (IRIS) is located in the Centre for International Education and Exchange on Suita Campus. IRIS is the place where international students can visit for consultation, or seek information on various matters. IRIS is also the place where international students, Japanese students, faculty and administrative staff of Osaka University as well as host families and volunteers of local communities visit for many kinds of international exchange activities. The room is open from Monday to Friday (8:30 – 18:00). The room allows you to enjoy the multi-video system, computers, and

newspapers from abroad, and magazines, among other things.

English Café, Toyonaka

English Café is held every Friday evening during the semester in the Student Cafeteria in the School of Engineering (Famille). It's a place to make friends around the world. Come for fun, games and chat! Free for international students.

<https://www.celas.osaka-u.ac.jp/students/international/cafe/application/>



Osaka International House Foundation

Osaka International House Foundation is a public-service corporation founded by Osaka city, with the purpose of contributing to the internationalization of Japan. They offer consultation, interpretation services and Japanese learning to foreign residents. You can also get the latest information on cultural activities happening in Osaka.

<http://www.ih-osaka.or.jp/english/>



International Café

The international café provides a space for international and International Programme students to work and relax and is located in Human Sciences Building on Suita campus. Despite its name, it does not provide food or beverages. The café area is located near the main entrance to the Human Sciences building and is clearly signposted. There is an indoor area with an outdoor deck area available for you to use.

Learning Commons Room

These are rooms located in the North building of Human Sciences on the 2nd floor next to the HUS library. Eating and drinking are prohibited here. You can study in the room except for the day an event is held here. Please check the white board at the door.

The International Programme Student Common Room

The International Programme Student Common Room (E521, Human Sciences – Suita Campus) is a space provided for Human Sciences International Programme students. There is an external monitor provided for your use. Please note that administrative staff are also working there Wednesday to Friday. Please come to the International Programme office to borrow the room key during office hours (Mon-Fri, 8:30 to 17:15).

Office of International Exchange (OIE)

The Office of International Exchange (OIE) in the Graduate School of Human Sciences/School of Human Sciences has been established to promote overseas study and international exchange. It provides support for daily living, education and research matters for international students and also provides information and consultation for Osaka University students seeking to study abroad. You should feel free to draw upon the many academic and personal services and resources that OIE provides to students.

For enquiries you can visit the office or access the office website:

- OIE, Human Sciences Building, 2st floor of the HUS Main Building, Suita.

<http://oie.hus.osaka-u.ac.jp/english/index.html>



Note! Students who wish to undertake Study Abroad in their 3rd year must begin the application process in July of their 1st year in the programme.

Immigration Procedures

The Osaka University Support Office, assisting international students regarding the visa. For necessary immigration procedures during your stay, please check the Support Office website: <https://iss-intl.osaka-u.ac.jp/supportoffice/>



Details on updating, reissuing, and extending your visa are available from the Support Office website at the following link:

<https://iss-intl.osaka-u.ac.jp/supportoffice/eng/visa/change/>



Residence Card

A residence card will be issued to mid- and long-term residents when granted permission to land in Japan. All or part of the information printed on the residence card will be recorded on an IC chip embedded in the card for the purpose of preventing the residence cards from being forged or altered. Residence card must be carried at all times while you are in Japan. So please do not forget to carry your card.

Residence card is not issued to persons granted permission to stay for less than 3 months. Notification and/or application procedures will be necessary in the following cases:

- Notification of a change of name, date of birth, gender, or nationality/region
- Application for updating the validity period of the residence card
- Application for extension of the period of stay
- Application for change of resident status
- Application for re-issuance of a residence card
- Notification of an affiliated organization
- Notification about one's spouse

Extending Period of Stay

If you wish to extend your permitted term of residence, you must apply for an extension at the immigration office prior to your expiration date. You are allowed to apply starting 3 months prior to the expiration date. Make sure to apply well in advance since the immigration office is very busy – especially in March, April, September and October. After you submit the

application form to the immigration office, a notice is sent to the applicant in about 2 weeks outside of the aforementioned busy months. After you receive the notice, you visit the Regional Immigration Office with the notice, passport and the fee. Then a new residence card with the new expiration date will be issued.

Work Permit for Part-time Job

Those with “Student”, “Cultural Activities” or “Dependent” status of residence are not permitted to work without a work permit. Only those who need to supplement school and living expenses will be able to obtain a work permit, which is a “permission to engage in activity other than that permitted under the status of residence previously granted.” A work permit allows the holder to work part-time. Those who work without this permission will be subject to punishment or deportation from Japan.

Even if you obtain this work permit, working hours are limited. Those with “Student” and “Dependent” status will be allowed to work up to 28 hours per week. Those with “Student” visa can work up to 8 hours a day only during winter/spring and summer vacations. It is forbidden to work more than the restricted working hours. Those with “Cultural Activities” status need to apply for the work permit for each job. So after you find the job, you need to apply for the work permit. It is illegal to start working before you obtain the work permit. Please be sure to obtain the work permit before starting to work.

Immigration Bureau of Japan

Please check the Immigration Bureau of Japan website for updated information:


<http://www.immi-moj.go.jp/english/index.html>



Sample Assignment Cover Sheet

Assignment Cover Sheet

Human Sciences International Undergraduate Degree Program, Osaka University

Name:		
Class:		
Course Code:		
Course Title:		
Assignment Number:		
Assignment Type:		
Title:		
Word Count: <small>(Including notes, excluding references and bibliography)</small>		
Student Declaration		
<p>i. I affirm that, with the exception of specific acknowledgements, the work submitted is entirely my own.</p> <p>ii. I affirm that none of the work submitted has been previously submitted in fulfillment of another assignment.</p> <p>iii. Any sentences or passages quoted from the work of other (with or without trivial changes) have been placed within quotation marks, or indented from both margins. The source of these sentences or passages has been specifically acknowledged by reference to the author, publication and page.</p> <p>iv. I understand that engaging in any form of Academic Misconduct (see statement below) including plagiarism (the unacknowledged quotation of sentences and passages from the work of others), or the submission of work other than my own, will be considered grounds for failure in this assignment.</p>		
Academic Misconduct		
<p>Academic misconduct is defined as any case of cheating, collusion, plagiarism or falsification of information in an attempt to deceive and gain an unfair advantage in assessment. Assessment includes all forms of written work, lab tests, demonstrations, designs, presentations, in-class tests and all forms of examination.</p> <p>All alleged cases of academic impropriety will be investigated thoroughly by the International College Academic Affairs Committee. The course instructor is required to submit a full report outlining when, where and how the academic misconduct took place. In the case of plagiarism, the instructor will submit copies of the text from which the student has copied without acknowledging his or her source(s). The Committee will then study this report and make a judgment about the case. Should the Committee find evidence of academic misconduct, appropriate action will be taken that can range from being given a zero grade for the relevant course to zero grades for all classes taken that semester. For scholarship students, evidence of academic misconduct could lead to withdrawal of support by the University or outside funding body. Repeated academic misconduct would lead to expulsion from the program. Proven cases of academic misconduct will remain on the student's record and have a negative impact on any references later requested by the student.</p> <p>If you need further advice on this matter please speak to your academic advisor before submitting any work.</p>		
Signature  <small>(or name if electronic submission)</small>		Date:
OFFICE USE ONLY: Submission Details:	Date received:	Late submission date: Penalty for late submission:

You can download the form from the link below.

<http://g30.hus.osaka-u.ac.jp/useful-links/>



Access Maps

Access Map Public Transport Connections for Osaka University Campuses





Shuttle Bus Service

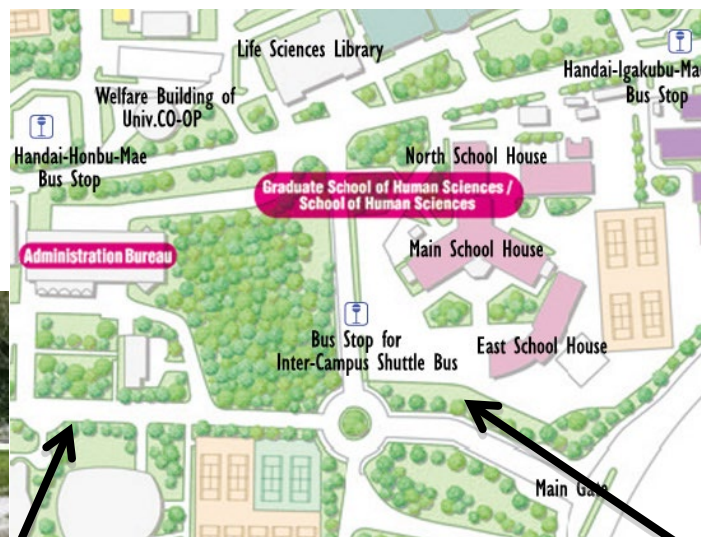
Main Library – Toyonaka



Bus stop (arrives and departs)



Human Sciences – Suita



Bus stop (coming from Toyonaka)



Bus stop (going to Toyonaka)