

**Human Sciences**  
International Undergraduate Degree Program

**Osaka University**

# Student Manual

**2024 enrollment**

Human Sciences

International Undergraduate Degree Program

Four-year Bachelor of Human Sciences Program with Three Areas of Focus

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



# Table of Contents

<b>Overview of Program</b>	1
<b>One Program, Two Campuses</b>	2
<b>Outline of Your Studies</b>	3
<b>Course List</b>	6
<b>Course Registration</b>	14
<b>Early Graduation</b>	15
<b>Academic Cohort Advisor</b>	17
<b>Academic Calendar and Class Meeting Times</b>	18
<b>Assessment and Misconduct</b>	20
<b>International Exchange</b>	24
<b>Cyber Media Service</b>	25
<b>Academic Writing and Style Conventions</b>	28
<b>Student Life</b>	29
<b>Academic Resources and Library Service</b>	34
<b>Scholarships</b>	35
<b>Work-Life Balance</b>	36
<b>Office of International Exchange (OIE)</b>	37
<b>Immigration Procedures</b>	38
<b>Access Maps</b>	40

**Shuttle Bus Services** 42

**Human Sciences Code of Academic Conduct** 43

**Note**

Although every effort has been made to ensure this Manual's contents are correct at time of printing (September 2023), please be aware that items covered are subject to change. If you have any questions or concerns about topics covered in this Student Manual, please contact either a relevant International Program Office staff member or one of the core International Program faculty members.

**Additional Volume:**

**Writing and Style Guide**

## Overview of the Program

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, behavioral 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 programs in English at undergraduate and graduate levels, and creating 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 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 program taught in English, with three areas of focus: Diversity and Inclusion Studies, Japan Studies, and Political and Global Studies. The program 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 levelled academic skills that this program sets firmly as learning outcomes will make you attractive to a variety of future employees 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 program 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 an understanding of how diverse people live and work together, and how we create inclusive settings. 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 international-organizations 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 analyze 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 Program, Two Campuses**

As a student in the Human Sciences (HUS) International Undergraduate Degree Program, 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 Research 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 Program 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 will 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.

	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 academic 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.

## 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.

- D** a) **Professional Basic Education Subjects (16 credits)**
  - 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**.
- F** b) **Major Subjects (50 credits or more)**
  - i. **Required subjects (20 credits)**: Each student must acquire all 20 credits from the courses in **Section F in the Course List**.
  - ii. **Elective courses (30 credits or more)**: Each student must acquire 30 credits from the elective subjects of **Section G in the Course List**. Up to 6 credits can also be earned from HUS Major subjects (please consult with the Human Sciences International Program Office for details)

### 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 in the International Program 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.**
  - ii. **Required (6 credits)**: Each student must acquire at least 6 credits from the Global Understanding 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 fulfill 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 program. Please ask the Human Sciences International Program Office 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 the International Program Office.
  - ii. Subjects approved by the School of Human Sciences out of the International Exchange Subjects and Co\* Design Subjects. Please check with the Academic Affairs Office (*Kyomu Gakari*).

**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 **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:

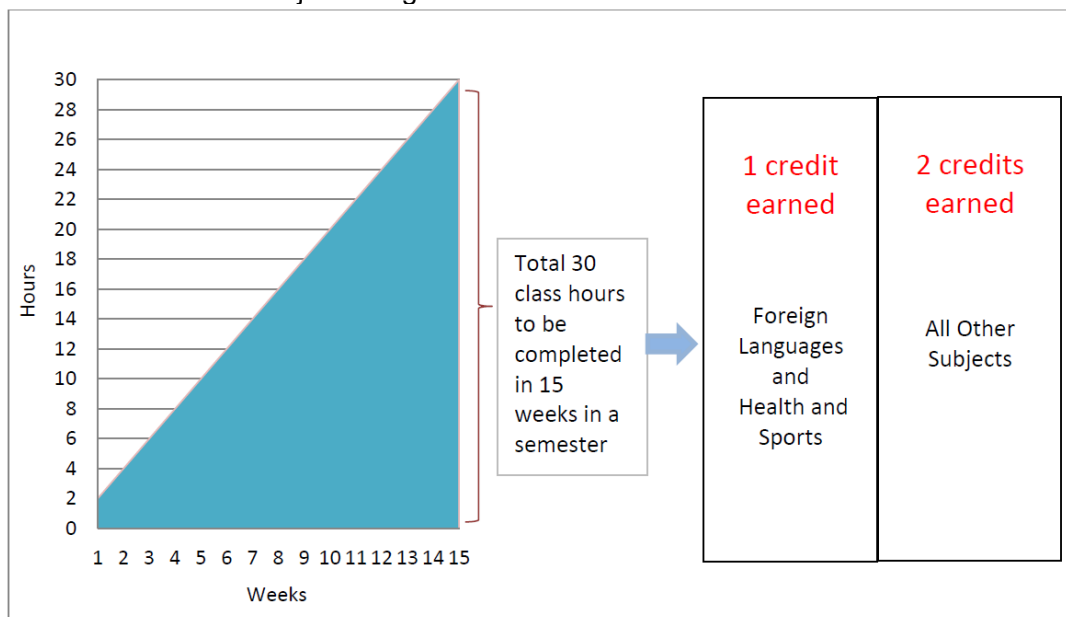
Academic Major	Professional Basic Education Subjects • Elective	<b>E</b>	Students must take an additional 22 elective credits from Sections E, G, H, I, and J (in addition to the credits that are required from E, G, H, I, and J as described above).
Academic Major	Major Subjects • Elective	<b>G</b>	
Global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



## The Calculation of Credits

Credits are calculated in different ways for each subject. 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 Professional Basic Education course, Academic Major courses, and Global Literacy courses. Health and Sports and Foreign Language subjects are calculated differently and carry 1 credit.

The following is the number of in-class and out-of-class hours required to earn credits for each of the aforementioned subject categories.



## Course List

**Note** The following list includes all required and elective courses. Please note that some electives might not be available in an academic year. This may be due to professors' leave of absence or other reasons. Students should regularly check KOAN or contact the academic affairs office for the final confirmation.

section	course code	course name	Diversity	Japan	Politics	Semester	credits
<b>A</b>	13A453	Academic Writing	●	●	●	1	2
	13A403	Critical Thinking Skills	●	●	●	1	2
	13A454	Research Presentation Skills	●	●	●	3	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>B</b>	13A419	Data Processing Skills	●	●	●	1	2
<b>C</b>	TBA	Health and Sports 1	●	●	●	1	1
	TBA	Health and Sports 2	●	●	●	2	1
<b>D</b>	13A425	Quantitative Research Methods	●	●	●	3	2
	13A426	Qualitative Research Methods	●	●	●	3	2
<b>E</b>	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	Introduction to Sociology of Marriage and 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 and Inclusion in Health and Education	●			1-3	2
	13A462	International Organizations and Global Governance	●		●	1-3	2
	13 A 002	Approaches to Understanding Cultures	●			1-3	2
	13 A 039	Media and Communications in Japan	●	●		1-3	2
	13 A 407	Japanese Literature, Modern and Contemporary		●		1-3	2
	13 A 447	Osaka in Modern Japanese Literature		●		1-3	2
<b>F</b>	Z25002	Sociology of Knowledge	●	●	●	3-8	2
	Z25003	Peace and Conflict Studies	●	●	●	3-8	2
	Z25501	Independent Study	●	●	●	3-8	2
	Z25541	Research Data Analysis	●	●	●	3-8	2
	Z25521	Dissertation Seminar	●	●	●	3-8	2
	Z25530	Dissertation Tutorial	●	●	●	3-8	10
<b>G</b>	Z26002	Gender and Education	●	●		3-8	2
	Z26068	Global Health and Education	●	●		3-8	2
	Z26003	Social Stratification in Japanese Society	●	●		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	Primateology in Japan		●		3-8	2
Z26012	Multivariate Data Science	●	●	●	3-8	2
Z26014	International Development and Collaboration I			●	3-8	2
Z26015	International Development and Collaboration II			●	3-8	2
Z26017	Disaster Prevention and International Cooperation	●	●	●	3-8	2
Z26019	Contemporary Japanese Thought		●	●	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
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
Z26034	World Affairs and the Media			●	3-8	2
Z26035	Economic Development			●	3-8	2
Z26050	Classic Poetry in China, Japan, and Korea		●		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
Z26063	Applied Phenomenology	●	●	●	3-8	2
Z26064	Sociology of Migration	●	●	●	3-8	2
Z26065	Psychology of Perception and Cognition	●	●	●	3-8	2
Z26066	Women and Religion in Contemporary Japan	●	●	●	3-8	2
Z26067	Social Science Japanese Texts Reading	●	●	●	3-8	2
Z26069	East Asian International Relations	●	●	●	3-8	2
Z26070	Japanese Diplomacy	●	●	●	3-8	2
Z26071	East Asian Politics	●	●	●	3-8	2
Z26072	Globalization Studies	●	●	●	3-8	2
Z26200	Identity and Citizenship	●	●	●	3-8	2
Z26201	International Economics I	●	●	●	3-8	2
Z26202	International Economics II	●	●	●	3-8	2
Z26203	Negotiation Workshop	●	●	●	3-8	2
Z26204	Ethics and Criminology	●	●	●	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

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
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
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
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
<b>H</b>	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
<b>I</b>	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) 600e	●	●	●	1-3	2
	TBA	International Communication Seminar (Japanese) 600f	●	●	●	1-3	2
<b>J</b>	<p>Each student must acquire <b>2 or more credits</b> by taking optional courses from Section J of the Course List after the 3rd Semester, with the following options:</p> <p>1) Subjects provided by other faculties as <b>Advanced International Exchange Education Subjects</b> as approved by the School of Human Sciences. Please check with the International Program Office.</p> <p>2) Subjects approved by the School of Human Sciences out of <b>International Exchange Subjects</b> and <b>Co* Design Subjects</b>.</p>		●	●	●	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 p. 26 of this Manual for details on KOAN). This should be done well in advance of the deadline for registration. Note that the International Program Office will enroll 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 Program Office.

### Course Withdrawal

Under the Grade Point Average (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.

<b>Note</b>	The application for withdrawal can be submitted during a specified period in each semester. Withdrawal applications outside the application period will not be accepted, and the grade you obtained is calculated towards your GPA.
-------------	---

### 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 Program Office on Suita Campus.

- 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.

- Course re-registration

Students cannot re-register for courses if they have already earned credits from them.

## Early Graduation

Students may become eligible for early graduation after the Fall semester of their 4th year (the 7th semester) if they fulfill 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 Program, 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 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
<b>Semesters 1-3</b>	58 (A + B + C + D + H + I + 16 credits form electives)	56 (A + B + C + D + H + I + 14 credits form electives)
<b>Semester 4</b>	20 (Peace and Conflict Studies + Sociology of Knowledge + 16 credits from electives)	16 (Peace and Conflict Studies + Sociology of Knowledge + 12 credits from electives)
<b>Semester 5</b>	20 (Independent Study + 18 credits from electives)	16 (Independent Study + 14 credits form electives)
<b>Semester 6</b>	20 (Dissertation Seminar + Research Data Analysis + 16 credits from electives)	16 (Dissertation Seminar +16 credits from electives)
<b>Semester 7</b>	10 (Dissertation Tutorial)	14 (Research Data Analysis + 10 credits from elective)
<b>Semester 8</b>	n/a	10 (Dissertation Tutorial)
<b>Total Credits</b>	<b>128</b>	<b>128</b>

NB: As you move on to advanced level courses, electives should reflect your area of focus. **In your last semester you are supposed to only take the Dissertation Tutorial.** However, in the rare case of a student still taking courses required for your graduation, you are expected to inform the course instructor and the administrative office.

### Academic Cohort Advisor

As part of the HUS International Program, 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. Note that the appointment should be made at least seven days in advance.

For the 2024 cohort students, your Academic Cohort Advisor is:

- **Dr Kim Mawer**  
M136 Human Sciences, Suita Campus, email: kim.mawer.hus@osaka-u.ac.jp

For the 2023 cohort students, your Academic Cohort Advisor is:

- **Dr Christian Etzrodt**  
E205 Human Sciences, Suita Campus (until March 2025), email: etzrodt.christian.hus@osaka-u.ac.jp

For the 2022 cohort students, your Academic Cohort Advisor is:

- **Dr Aleksandra Babovic**  
M136 Human Sciences, Suita Campus, email: babovic@hus.osaka-u.ac.jp

For the 2021 cohort students, your Academic Cohort Advisor is:

- **Dr Joseph Pozsgai-Alvarez**  
M205 Human Sciences, Suita Campus, email: jpozsgai@hus.osaka-u.ac.jp

### **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	13:30 – 15:00
4th period	15:10 – 16:40
5th period	16:50 – 18:20
6th period	18:30 – 20:00
7th period	20:10 – 21:40

### 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 the Academic Affairs Office (the form is available in the Academic Affairs 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

<b>Note</b>	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 canceled.
<b>If transport services have not been resumed by 09:00</b>	All classes will be canceled.

- **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 canceled. 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 canceled.
If the warning remains in force after 09:00	All classes will be canceled.

<b>Note</b>	<p>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 here:</p> <p>URL: <a href="http://www.jma.go.jp/en/warn/331_table.html">http://www.jma.go.jp/en/warn/331_table.html</a></p>
-------------	---



We try our best to make-up any canceled 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) taken during your time 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).
- (4) In addition to the criteria listed above, courses designated by the School of Human Sciences which are not eligible for 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 given 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.

**NB:** If you take courses other than the ones listed on pp. 6-13 the automatic GPA calculation in KOAN might be incorrect. Ask the Academic Affairs Office about it.

### **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).

### **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 program 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 honor 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 program 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 program. 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 that 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. You may ask professors for a letter of recommendation (LOR) (5 maximum) to support you when applying to graduate schools or jobs. Upon their acceptance, you are expected to provide them with necessary information required by the graduate school or employer and due dates **at least 30 days in advance**. One week before the LOR due date, you can send them a reminder email.

## **International Exchange**

Students who intend to apply for the Study Abroad program on the basis of student exchange agreements that Osaka University entered into with overseas universities should inform their cohort advisor during their first year in the program. Upon approval of their cohort advisor, students should contact the Office of International Exchange in the School of Human Sciences (<http://oie.hus.osaka-u.ac.jp/> see p.37) during their second semester and apply for Study Abroad by July of their first year in the program. Japanese language proficiency

equivalent to at least N2 is required to communicate with the department's administrative offices and attend the required training courses before going on exchange.

### **Transferring Credits obtained while on Study Abroad**

Provided that conditions are met, credits obtained at a foreign university during the Study Abroad period might be counted towards graduation. Only credits obtained at a foreign university that has an inter-university or inter-departmental student exchange agreement with our University or the School of Human Sciences are applicable. In order to apply for the credit transfer, students should contact the International Program Office upon return and submit the credit transfer application along with the necessary documents. Two categories of credits may be transferable:

- ① Credits obtained from a course while on exchange program that has an equivalent in the HUS International Undergraduate Degree Program curriculum. Up to 30 credits are transferable in this category.
- ② Credits obtained from a course that does not have an equivalent in the HUS International Undergraduate Degree Program curriculum but is relevant to the student's dissertation-related research topic. These are counted as 海外特別研究 I~VI (Study in Foreign Universities I~VI). A maximum of 12 credits can be transferred in this category.

#### **Note**

1. Credits that have already been awarded for a course fulfilled at Osaka University are not eligible for credit transfer.
2. Credits obtained during the Study Abroad period will not be counted towards your GPA.

## **Cyber Media Service**

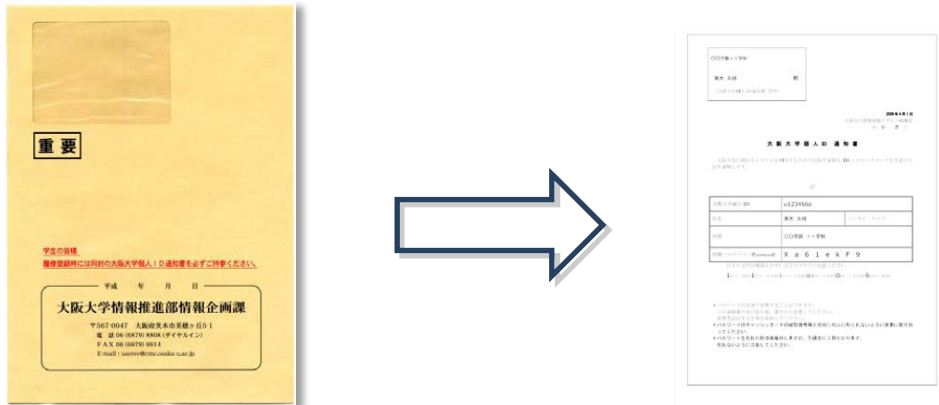
Osaka University provides a wide range of IT services that will assist you in your study, and there are numerous computer rooms on campus.

### **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 program.



### 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.

**Note** Every year you will be required to take an online IT safety course in order to maintain your access to the on-campus wireless LAN services.

### 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 and use your University ID and password to log in.

<https://web.auth.osaka-u.ac.jp/portal/en/index.html>



### KOAN

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



The screenshot shows the KOAN system interface. At the top, it displays the user name 'NAKAZAWA Atsushi' and a 30-minute timeout. The left menu includes 'Japanese', 'Osaka University Portal', 'Course', 'Grades', 'Syllabus', 'Surveys', 'Message Board', 'Canceled and Make-up', 'Careers', and 'WebCT: Class Support System'. The main content area is titled 'Notice to Instructors' and contains several sections: a caution about 30-minute work limits, a note that data may be deleted, 'KOAN English Version Released', 'KOAN may behave slow on April 6, 7 and 9', 'Application for Graduate School Advanced Minor Programs', and 'KOAN User's Manual'. A red arrow points from the 'Course Registration' link in the menu to the 'How to Use the KOAN Test Version' section in the main content.

**Course Registration**

**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 at 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>.



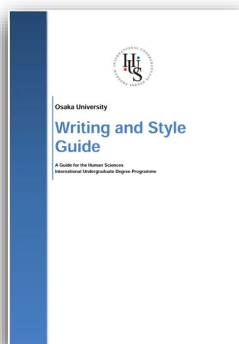
You will need your Osaka University ID and password to log in.

## 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 Program. The guide specifies the conventions that you should adhere to when submitting academic work for courses in the HUS International Program. 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

### General Student Administration

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 Program will carry out such procedures through the International Program 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. 32-33).
Grade transcript	This is issued using an automatic certificate issuing machine.
Reissuance of student I.D.	This is issued by the Student Center, 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



	<b>your planned absence.</b>
<b>Registration form for reinstatement</b>	<b>Please submit this form when the period of leave of absence is over.</b>
<b>Request for reinstatement</b>	<b>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.</b>
<b>Request for withdrawal</b>	<b>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.</b>

### **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 enroll 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 traveling in Japan** or elsewhere generally **please ensure you have travel insurance to cover you for the trip. We strongly recommend that you enroll in a comprehensive insurance plan.**

For detailed information:

- <https://www.osaka-u.ac.jp/en/guide/student/general/insurance.html>



For inquiries concerning the insurance:

- Toyonaka Campus COOP Office (4F, Welfare Center)  
Tel: 06-6850-6114
- Suita Campus COOP Office (School of Engineering 2F, Central Terrace)  
Tel: 06-6877-6509
- Mino Campus COOP Office (1F, Welfare Center)  
Tel: 072-730-2743

### HaCC Osaka University Campus Life Health Support Center (Health and consulting center)

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 center  
(9:30am-12:00pm / 1:00pm-4:00pm)
3. Make a phone call:  
06-6850-6014 (10:00am-12:00pm / 1:00pm-4:00pm)

### HaCC on Toyonaka Campus



### HaCC on Suita Campus



Suita

### HaCC on Mino Campus



Mino

For more information about the HaCC, please visit:

<https://hacc.osaka-u.ac.jp/ja/>



### 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 forbidden. In addition to a financial penalty, illicit use may result in the imposition of other measures such as suspending the issuance of these certificates to the offender and 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 Center on their campus for a health certificate.

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

Campus	Location and hours	Certificates issued
<b>Suita Campus</b>	Lobby, 1st floor, Suita Student Center, IC Hall	<ul style="list-style-type: none"> <li>• Student fare discount certificates (up to 3 per person per day, and up to 10 per person per year)</li> <li>• Student registration certificate</li> <li>• Grades certificates (except for the School of Dentistry)</li> <li>• Certificates of expected graduation (for final-year students only)</li> <li>• Certificates in English can also be issued, except for student fare discount certificates and health certificates</li> <li>• Health certificates</li> </ul>
	Main entrance, 1st floor, Administration Building, Faculty of Medicine	
	Beside the counter of Educational Affairs Division, 1st floor, Administration Building U1M, School of Engineering	
<b>Toyonaka Campus</b>	Lobby, 2nd floor, Student Union, Toyonaka Student Center	08:30 – 17:00
	In front of the Educational Affairs Section, 2nd floor, Building A, Center for Education in Liberal Arts and Science	
<b>Mino Campus</b>	South entrance, 1st floor, Building A, Graduate School of Language and Culture, School of Foreign Studies	08:30 – 19:00

**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 Center.

### Handling of Lost Property

Property is frequently lost, so please 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 labeled. 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. 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, and motorbike**

Osaka University regulates the entrance of vehicles, except for vehicles permitted for physically challenged students, to prevent traffic accidents and to 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 neighborhood of the University. We have been asked to advise students to pay attention to parking rules. 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**






Instructors will require you to do a significant amount of reading. Students in the HUS International Program 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 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 Program 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](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	<a href="http://www.hus.osaka-u.ac.jp/ja/huslibrary/">http://www.hus.osaka-u.ac.jp/ja/huslibrary/</a> (Japanese only) 	Suita
Osaka University Main Library	<a href="http://www.library.osaka-u.ac.jp/index_eng.php">http://www.library.osaka-u.ac.jp/index_eng.php</a> 	Toyonaka
Science and Engineering Library	<a href="http://www.library.osaka-u.ac.jp/rikou_eng.php">http://www.library.osaka-u.ac.jp/rikou_eng.php</a> 	Suita
Life Sciences Library	<a href="http://www.library.osaka-u.ac.jp/seimei_eng.php">http://www.library.osaka-u.ac.jp/seimei_eng.php</a> 	Suita
International Studies Library	<a href="http://www.library.osaka-u.ac.jp/gaikoku_eng.php">http://www.library.osaka-u.ac.jp/gaikoku_eng.php</a> 	Mino

## Scholarships

Students enrolled in the HUS International Undergraduate Degree Program are eligible to apply for various 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 program 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 different funding opportunities available to our students.

<b>Note</b>	In general, the academic requirements for scholarships require you to maintain a minimum GPA of 2.8 ( <b>out of a 4-point scale</b> ), assessed after 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 available on a competitive basis to students enrolled in Osaka University. The JASSO Scholarship for Privately Financed Students is a 6-month stipend (48,000 yen monthly). The International College Office will contact scholarship candidates should they be eligible to be recommended.

## Scholarships Offered by Osaka University

- **Honors Scholarships**

Osaka University provides a number of Honors 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 having difficulty paying tuition fees may apply for tuition fee exemption. The deadlines for applying 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 Office of International Exchange website 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 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 a great opportunity to learn Japanese culture and customs in English 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 Center for International Education and Exchange on Suita Campus. IRIS is the place where international students can visit for a consultation or seek information on various matters. IRIS is also where international students, Japanese students, faculty and administrative staff of Osaka University, 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 space allows you to enjoy the multi-video system, computers, newspapers from abroad, and magazines, among other things.

### **Multilingual 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 to contribute 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 Program students to work and relax and is located in the Human Sciences Building on the 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 available for use.

### **Learning Commons Room**

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

### **The International Program Student Common Room**

The International Program Student Common Room (E521, Human Sciences – Suita Campus) is a space provided for Human Sciences International Program students. There is an external monitor provided for your use. Please note that administrative staff is also working there from Wednesday to Friday. Please come to the International Program 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 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 OIE provides to students.

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

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



<https://oie.hus.osaka-u.ac.jp/?en>



**Note**

Students who wish to undertake Study Abroad in their 3rd year should inform their Cohort Advisor during their 1<sup>st</sup> year in the program and then consult with OIE. Students who wish to undertake Study Abroad in their 3rd year must begin the application process in July of their 1st year in the program.

## 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

When granted a permission to land in Japan, a residence card will be issued to mid and long-term residents. 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.

A 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 before 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 the aforementioned busy months. After you receive the notice, you visit the Regional

Immigration Office with the notice, passport, and 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 “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 a “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 must apply for a 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 a work permit. Please be sure to get 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>



Access Maps

Access Map Public Transport Connections for Osaka University Campuses





## Shuttle Bus Service

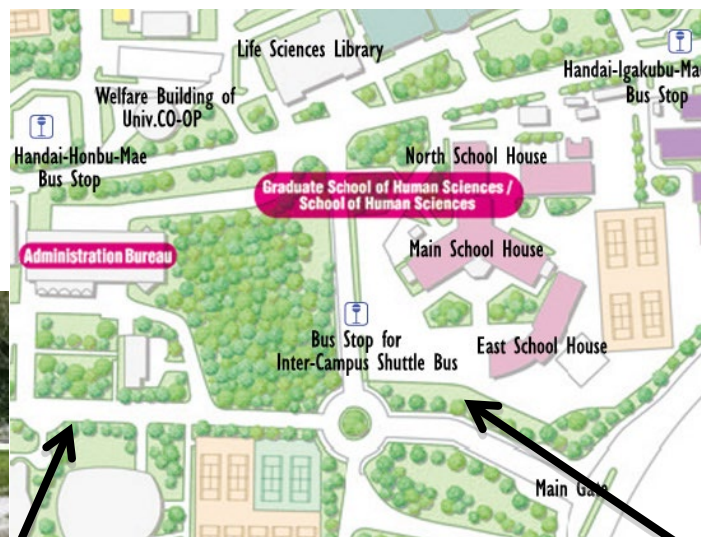
### Main Library – Toyonaka



Bus stop (arrives and departs)



### Human Sciences – Suita



Bus stop (coming from Toyonaka)



Bus stop (going to Toyonaka)

## Human Sciences Code of Academic Conduct

### OSAKA UNIVERSITY

#### Osaka University, Human Sciences International Undergraduate Degree Program

#### *Code of Academic Conduct*

This Code of Academic Conduct supports high standards of behavior and ensures fair evaluation of student learning. Student conduct is taken seriously at the **Osaka University Human Sciences International Undergraduate Degree Program**. Unless explicitly authorized, misconduct includes but is not limited to the following:

#### **Cheating on exams or other coursework**

- Copying or attempting to copy from another student or allowing another student to copy.
- Displaying or using any unauthorized material such as notes, cheat sheets, or electronic devices, including mobile phones.
- Looking at another student's exam.
- Talking, texting, or communicating during an exam.
- Altering graded assignments or exams for re-grading purposes.
- Bringing pre-written answers to an exam.
- Having another person take an exam for you or taking an exam for another student.
- Continuing to work on an exam after the instructor has announced that all students must stop working.
- Stealing another student's work.

#### **Plagiarism**

- Taking credit for any work created by another person. Work includes but is not limited to books, articles, experimental methodology or results, compositions, images, lectures, computer programs, and internet postings.
- Copying any work belonging to another person without indicating that the information is copied and properly citing the source of the work.
- Copying assigned coursework from another student or allowing another student to copy
- If not directly copied, using another person's presentation of ideas without putting it in your own words or form and not giving a proper citation.
- Creating false citations that do not correspond to the information you have used.
- Self-plagiarism.
- Purchasing an assignment from an online site and submitting it as your work.
- Requesting or paying someone else to write original work for you, such as an assignment, essay, or computer program, and submitting it as your work.

**Unauthorized collaboration (working on your own is expected unless you are informed that working together is allowed)**

- Working with another student on graded coursework without permission of the instructor.
- Working with another student beyond the limits set by the instructor.

**Misuse of an instructor's course materials or the materials of others, including but not limited to:**

- Posting or sharing any course materials of an instructor without the explicit written permission of that instructor.
- Purchasing or copying assignments or solutions to complete any portion of graded work.

**Lying or fraud**

- Giving false excuses to obtain exceptions, such as the postponement of an exam or assignment due date, assignment of incomplete grades, or late drops.
- Forging signatures or submitting documents containing false information.

**Submitting the same work in multiple classes without the permission of the instructor**

- Submitting the same work in two or more different classes without the permission of all relevant instructors.
- Submitting work completed at a previous institution

**Social Media**

- Students are personally responsible for what they communicate through social media must adhere to the standards of behavior set out in this policy and any related Osaka University policies.
- Students should be aware of their association with and responsibilities to the University and ensure that their profiles, updates, and related content are consistent with:
- The University's policies, including but not limited to treatment of others, data protection, dignity, electronic mail usage, and information security;
- Student's Account Registration Agreement with the University;
- How they would wish to present themselves – including to future employers.
- Communications on social media must be respectful at all times and in accordance with this policy. The use of social media must not infringe on the rights or privacy of other students or staff, and students must not make ill-considered comments or judgments about other students, staff, or third parties.
- Students must be aware of the potential impact and permanence of anything which students post online. Therefore, they should avoid posting anything online that they would not wish to be in the public domain or would not be willing to say personally to the face of another individual.

- The following non-exhaustive list may, according to the circumstances, be considered unacceptable and should never be posted:
  - confidential information (which may include research not yet in the public domain, information about fellow students or staff or personnel matters, non-public or not yet approved documents or information);
  - details of complaints and/or legal proceedings/potential legal proceedings involving the University;
  - personal information about another individual, including contact information, without their express permission;
  - comments posted using fake accounts or using another person's name or image without their consent;
  - material, including images, that is threatening, harassing, discriminatory, illegal, obscene, indecent, defamatory, or hostile towards any individual or entity;
  - any posting that constitutes a criminal offence;
  - anything which may bring the University into disrepute or compromise the safety or reputation of colleagues, former colleagues, students, staff, and those connected with the University
- Where social media is used as a teaching and learning tool, all students must agree to the terms of use of the social media website and the University's terms and conditions relating to the use of social media in this context before accessing and posting content on social media in a teaching and learning context.

### **Cyber Bullying via social media sites**

- The University will not accept any form of bullying or harassment by or of members of University staff or students.
- The following examples illustrate the types of behavior, displayed through social media communications, which the University considers to be forms of cyber bullying:
  - spreading rumors, lies, or gossip;
  - posting private information;
  - intimidating or aggressive behavior;
  - offensive or threatening comments or content;
  - posting comments/photos, deliberately mocking an individual with the intent to harass or humiliate them.
- Cyber bullying may also occur via other means of electronic communication such as email, text, or instant messaging.
- Any student experiencing cyber bullying by another student or a member of University staff will have to report immediately to their cohort advisor, who will follow the procedures set by Osaka University concerning the case.

### **Social Media: Intellectual property**

- All students must ensure permission to share any third-party materials, including all images, photographs, text, and videos, before uploading them to or linking to them via social media and, where sharing is permitted, should ensure that such materials or shared links are credited appropriately.



- In addition, all students must check the terms and conditions of a social media account and/or website before uploading material to it; by posting material to social media accounts and/or websites, you may be releasing ownership rights and control of the content. For this reason, students must exercise caution in sharing all information.
- The University is not responsible for, nor does it hold any ownership of any content posted by its students, other than content posted by students using University accounts, or in the course of their duties, as a form of professional communication.

**Intimidation or disruption includes, but is not limited to the following:**

- Exerting undue pressure on an instructor or teaching assistant to regrade work, change a final grade, or obtain an exception such as changing the date of an exam, extending a deadline, or granting an incomplete grade or withdrawal.
- Refusing to leave an office when directed to do so.
- Physically or verbally intimidating or threatening an instructor, teaching assistant, staff person, or student, including yelling at them, invading personal space, or engaging in any form of harassment.
- Repeatedly contacting or following an instructor, teaching assistant, staff person, or a fellow student when directed not to do so.
- Misusing a classroom-shared internet page by posting material unrelated to the course.
- Interfering with an instructor's or teaching assistant's ability to teach a class
- Interfering with other students' participation in a class by interrupting, physically causing a disruption, or excessive talking.

**The Policy of Freedom of Speech and Expression**

The Human Sciences International Undergraduate Degree Program strives to provide a safe and welcoming environment where students and professors can enjoy academic freedom in their teaching, learning, and research activities. In our Program, we are learning about, discussing, and trying to think of new solutions to problems that are often complex, involve multiple perspectives, and ones that sometimes create emotional responses from us. We need to balance the desire for open debate with an awareness that we could encroach or tread on other people's values and political, religious, and cultural beliefs. For this reason, we need to create a learning community where we are all mindful of the importance of creating a supportive, trust-building, respectful, and caring environment that also allows for honesty, civility, free inquiry, creativity, and open exchange. This is not an easy task, but we expect all of you to try your best to meet and balance these ideals as we, the faculty, also try to do. Disagreements are inevitable, but the critical task is to ensure that we challenge only the ideas that people hold using academic arguments rather than attacking an individual for their ideas. The difference here may not be easy to grasp, but we hope this is one of the learning outcomes of this Program.

## **Upholding Academic Conduct at the Osaka University Human Sciences International Undergraduate Degree Program**

Students, HUS International Undergraduate Degree Program staff, and the administration all have a role in maintaining an open and secure learning environment at the HUS International Undergraduate Degree Program.

The success of our Code of Academic Conduct depends largely on the degree that it is willingly supported by students.

### **Students:**

- Are responsible for knowing what constitutes cheating. Ignorance is not an excuse.
- Are required to do their work unless otherwise allowed by the instructor.
- Are expected to help prevent cheating by reminding others about this Code and not helping other students gain an unfair advantage.
- Are strongly encouraged to hold each other accountable by reporting any form of suspected cheating to the University.
- Must respect the copyright privileges of works produced by the HUS International Undergraduate Degree Program, the faculty, the University, and other copyright holders.
- Shall not threaten, intimidate or pressure instructors, teaching assistants, or fellow students or interfere with grading any coursework.
- Shall not disrupt classes or interfere with the teaching or learning environment.
- Shall not threaten or intimidate their peers, instructors, or staff members

HUS International Undergraduate Degree Program members and instructors are responsible for teaching courses and evaluating student work and are governed by Osaka University policies and regulations. HUS International Undergraduate Degree Program members and instructors are encouraged to:

### **HUS program instructors**

- Inform students of the course and grading requirements, and standards of scholarship and conduct to be observed on all coursework, in writing if possible, such as in the course syllabus.
- Monitor students who receive publicly funded scholarships to maintain satisfactory academic progress and professional conduct.
- Monitor examinations to help prevent cheating. Report all suspected cases of cheating and other misconduct.

In the best interests of the student, when there is problematic behavior, acute academic underperformance, or an exceeding number of unexcused classes in multiple courses within one semester or a year, the Director of the program reserves the right to contact the student's family (parents, guardians) to inform them of the situation.

### **University Administration**

- Provide assistance in monitoring students who are a recipient of a publicly funded scholarship so that they maintain satisfactory academic progress and professional conduct
- Help to educate HUS International Undergraduate Degree Program members, instructors, and students about the Code of Academic Conduct.
- Assists about how to prevent and address cheating.

### **Procedures regarding misconduct**

Instructors and teaching assistants may direct a student to leave a class immediately if the student's disruptive behavior.

- Instructors, teaching assistants, and staff should contact the police if they feel physically threatened.
- If the student contests a report of cheating or other misconduct, depending on the gravity of the action, the matter may be resolved by a hearing before the Osaka University Committee for the Promotion of International Education (CPIE).
- The policy and procedures to resolve cases of suspected cheating, disruption, threats, or intimidation should conform to Osaka University Student Discipline.
- Should the Committee for the Promotion of International Education 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 counted towards the GPA.
- Procedural fairness is basic to the proper enforcement of University policies and campus regulations. The confidence of students and instructors in these procedures must be maintained.