

STUDENT HANDBOOK

International College of Liberal Arts (iCLA)

Yamanashi Gakuin University

Academic Year

2026

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I. University Overview

1. Yamanashi Gakuin University

(1) Faculty and Department

- Faculty of Law, Department of Law
- Faculty of Business Administration, Department of Business Administration
- Faculty of Health and Nutrition, Department of Nutrition
- International College of Liberal Arts, Department of International Liberal Arts
- Faculty of Sport Science, Department of Sport Science

2. International College of Liberal Arts (iCLA)

(1) Faculty and Department Names

- Faculty (Japanese) : 国際リベラルアーツ学部
- Faculty (English) : International College of Liberal Arts
- Department (Japanese) : 国際リベラルアーツ学科
- Department (English) : Department of International Liberal Arts
- Degree (Japanese) : 学士 (国際リベラルアーツ)
- Degree (English) : Bachelor of International Liberal Arts

3. Yamanashi Gakuin University's Philosophy

(1) Educational Principles

Yamanashi Gakuin University aims to nurture individuals who have the ability to create an ideal future through the application of creativity and enterprise and who possess a broad international perspective in addition to immediately applicable knowledge and skills.

(2) Educational Goal

Nurture the "skills needed for leading life in confidence and courage."

(3) Objectives and Educational Goals in the Academic Regulations

The purpose of the University is to foster individuals to possess a wide range of global perspectives, practical abilities, specialized knowledge, and creativity to create an ideal future society through education and research in the fields of Law, Business Administration, Nutrition, International Liberal Arts, and Sports Science in accordance to the University's policies and regulations. To this end, the Educational Goal is to nurture individuals to be resilient and passionate for life.

4. Yamanashi Gakuin University 3 Policies

(1) Diploma Policy (DP)

Yamanashi Gakuin University awards Diplomas to students who acquire the following abilities in accordance with the goal of nurturing the “skills needed for leading life in confidence and courage.”

- 1 The ability to build a foundation of “practical knowledge and skills” and “creativity and the ability to take initiative” to contribute to the society.
- 2 The ability to communicate with people from diverse cultures and adapt to different situations in their native and/or non-native languages.
- 3 The ability to set one’s own goals and be willing to visualize themselves accomplishing them.
- 4 The ability to understand one’s self, decide one’s own thoughts and actions, and build positive relationships with others.

(2) Curriculum Policy (CP)

Yamanashi Gakuin University organizes and implements its curriculum based on the Diploma Policy.

Educational Overview

- 1 In the specialized courses of the Faculty, students will acquire the “practical knowledge and skills” and “creativity and the ability to take initiative” as stated in DP1.
- 2 In courses outside of the specialized courses of the Faculty, students will acquire the abilities listed in the university-wide DP through the completion of courses.

Methodology

- 1 In Lecture-based courses, courses will be conducted to not only teach knowledge and skills, but also to foster the ability to apply the knowledge and skills through active learning methods.
- 2 In Seminar courses, project-based learning methods will be implemented to foster creativity and the ability to take initiative.

Evaluation Methods

- 1 In Lecture-based courses, not only is the retention of knowledge and skills measured, but also the ability to apply knowledge and skills is evaluated through performance.
- 2 In Seminar courses, projects will be assessed through behavioral evaluation from actions while conducting the project, as well as performance evaluation from the projects’ results.
- 3 Evaluation criteria for each course will be defined by the syllabus and the rubric.
- 4 Graduation is assessed according to the criteria specified in the Regulations for each Faculty’s Course of Study.

(3) Admissions Policy (AP)

In accordance with the Diploma Policy stipulated above, Yamanashi Gakuin University accepts students with the following motivation and abilities.

- 1 Knowledge and Skills
People who have the basic academic skills that will contribute to their studies in each department
- 2 Ability to think, make judgements, and express oneself
People who can investigate issues from multiple perspectives, make appropriate judgements, and express themselves.
- 3 Having the conviction to learn with initiative and in cooperation with diverse peoples
People who are willing to set goals and objectives and grow with ambition.

5. International College of Liberal Arts 3 Policies

(1) Diploma Policy (DP)

1 To Value Knowledge

[Having high oral and written communication skills to be able to both comprehend and transfer knowledge]

2 To Be Able to Adapt to a Changing World

[Having critical, creative, problem-solving, intercultural skills, global and independent mindset to adapt to a changing world]

3 To Believe in Collaboration

[Having a disposition to work effectively and inclusively in teams]

4 To Act from a Sense of Personal and Social Responsibility

[Having good ethical and moral values to make positive impacts in the world]

(2) Curriculum Policy (CP)

Formulation of Curriculum

1 By registering for language courses (English for Academic Excellence and Japanese Language Program), Foundation Courses and certain courses from each subject area, students will form the foundation for acquiring the abilities set forth in the YGU DP and the iCLA DP.

2 Students will acquire the ability to think critically, creatively, and globally to work collaboratively to solve problems through interdisciplinary and lifelong learning in the fields of Global Business and Economics, Political Science, Psychology, Data Science, Interdisciplinary Arts, and Japan Studies.

Methodology

1 Through each subject area, classes will be conducted using active learning methods such as discussion, presentation, debate, and other methods, in order to convey knowledge and skills as well as to develop the ability to apply them in both Lecture and Seminar class styles.

2 In Workshops, students will learn through planning, proposing, demonstration, creation, and production of work in each field to foster creativity, initiative, and expression.

Evaluation Methods

1 In Lecture and Seminar courses for each subject area, not only is the retention of knowledge and skills is measured, however, also the ability to apply knowledge and skills are evaluated through oral presentation or written works (or both).

2 In Workshops, students will be assessed through a performance evaluation of the instruction and their ability to execute projects is assessed.

3 Evaluation criteria for each class will be defined by the syllabus and the rubric.

4 Graduation is assessed according to the criteria specified in the Regulations for the International College of Liberal Arts Course of Study.

(3) Admissions Policy (AP)

We seek individuals:

1 who are motivated and hardworking;

2 who can demonstrate academic potential and can prove success in their past activity;

3 who are tolerant, curious, and possess critical and flexible thinking;

4 who can prove English proficiency at the level needed to pursue studies at iCLA, and demonstrate foreign language learning ability.

• Basic knowledge and skills

Because almost all courses are taught in English, students are required to have a high school level of English language proficiency at the time of admission. In addition, students are required to have basic knowledge of Japanese, mathematics, science, civics, and geography and history in order to take a wide range of liberal arts courses.

• Ability to think, judge, and express oneself

People who have critical, creative, independent, and global thinking skills, and the ability to express their thoughts appropriately in English and Japanese.

• Independence, diversity, and collaboration

People who are curious about different cultures and highly motivated to work with people from diverse cultural backgrounds to solve common problems in order to play an active role in the international community.

6. Notifications/Contact from the University

(1) How the University contacts students

The University mainly uses email and the portal site to contact students. Students should make a habit of staying up-to-date with the latest information to complete necessary procedures before their deadline.

① Integrated Authentication ID

The Integrated Authentication ID is used for University services such as the student portal, campus Wi-Fi, etc. The University notifies students of their username and initial password upon matriculation.

② Learning Management System "UNIPA"

The learning management system is a web-based system that allows students to check information and complete procedures necessary for their course of study. The University uses a learning management system called "Universal Passport" (UNIPA), which has various functions such as course registration, timetable inquiry, attendance management, syllabus search, grade inquiry, various applications, and notices (<https://unipa.ygu.ac.jp/uprx/>).

③ iCLA Navi

The iCLA Navi is a portal site where students can easily access essential information necessary to navigate student life, including academics, university fees, dormitory, residence status, career support, frequently asked questions, and more (<https://ygustudents.sharepoint.com/sites/iCLANavi>).

④ University email

The University notifies students of their University email address upon matriculation. Email communication from the University is directed to this email address. When contacting the University, students should use this email address and clearly state the subject, recipient details, student ID, and full name in the email.

⑤ Official websites

- Yamanashi Gakuin University (Japanese): <https://www.ygu.ac.jp/>
- Yamanashi Gakuin University (English): <https://www.ygu.ac.jp/en/>
- International College of Liberal Arts (Japanese): <https://www.icla.ygu.ac.jp/jp/>
- International College of Liberal Arts (English): <https://www.icla.ygu.ac.jp/en/>

II. Course Enrollment

1. Student Status

(1) Period of Enrollment

Enrollment refers to a student being on the University registry. A student's Period of Enrollment cannot exceed 16 semesters.

(2) Period of Study

The Period of Study is the required period students must study in order to graduate. At this University, the Period of Study is 8 semesters.

(3) Year level

Spring entrants: The year begins on April 1 and ends on March 31 the following year

Fall entrants: The year begins on September 1 and ends on August 31 the following year

(4) Entrance dates

April 3 or September 1

(5) Graduation dates

March 15 or August 31

(6) Student ID number

The student ID number is a seven-digit number that appears on the student ID card. This number is assigned to each student upon enrollment and is used to manage various information during a student's enrollment.

<u>26</u>	<u>08</u>	<u>999</u>
Year of Admission	Faculty · Department	Individually Assigned Number

(7) Digital student ID card

The digital student ID card serves as identification to prove that a student is enrolled at the University, and is displayed digitally on a student's smartphone. Students are required to always carry it with them. Unauthorized use or lending of the card to others is prohibited. If a student replaces their smartphone, they must complete the reauthentication procedures through the iCLA Navi. The card will become invalid when a student leaves the University due to graduation, Withdrawal, or Dismissal.

(8) Certificates

The University can issue the following certificates.

	Certificate	Eligibility	Where to apply	Fee
1	Certificate of Enrollment	Degree-seeking students	Certificate Issuance Machine	300 JPY
2	Academic Transcript	Students that have completed at least 1 semester	Certificate Issuance Machine	300 JPY
		Graduates	Campus Information Desk/iCLA Admin Office	500 JPY
3	Certificate of Expected Graduation	4 th year students expected to graduate within 1 year	Certificate Issuance Machine	300 JPY
4	Certificate of Graduation	Students that graduated from iCLA	Campus Information Desk/iCLA Admin Office	500 JPY
5	Medical Checkup Certificate	Degree-seeking students	Certificate Issuance Machine	300 JPY
6	Student Travel Discount Certificate	Degree-seeking students	Certificate Issuance Machine	Free
7	Certificate (for JR East)	All students	Certificate Issuance Machine	Free
8	School Commuting Certificate	All students	UNIPA	Free

* 1-4 can be issued in Japanese and English, 5-8 can be issued in Japanese

(9) Change of Student Status

A change in a student's enrollment status is called a Change of Student Status.

① Leave of Absence

When a student is unable to study for 3 or more months, they can take a Leave of Absence with permission from the President. The duration of a Leave of Absence is 1 or 2 semesters, and can be extended for up to an additional 2 semesters under special circumstances. Students are not allowed to take a Leave of Absence for more than 8 semesters in total. The period of a Leave of Absence does not count toward the Period of Study, and graduation is automatically postponed by the number of semesters of a Leave of Absence. During a Leave of Absence, the student's year level and semester will remain the same. However, a Leave of Absence counts towards a student's Period of Enrollment.

② Reinstatement from Leave of Absence

Reinstatement is when a student returns to the University after a Leave of Absence with permission from the President. Students take courses based on the curriculum and system of the academic year in which they return to the University.

③ Withdrawal

Withdrawal is when a student leaves the University with permission from the President. The University may issue a recommendation for Withdrawal if a student has a poor academic performance etc.

④ Dismissal

Dismissal is when the University removes a student from the University registry. The following students are subject to Dismissal:

- Those who fail to pay university fees and other obligatory fees even after being reminded to do so
- Those who have exceeded the Period of Enrollment
- Those whose reason for a Leave of Absence has not been resolved even after the period of Leave of Absence has ended
- Those who do not register for courses within the relevant academic year even after being reminded
- Those who have been missing for a long period of time (have not responded to contact from the University for more than 1 year), or those who have deceased
- International students whose status of residence required to stay in Japan has expired, or those whose actual activities permitted by their status of residence cannot be verified
- Those who do not follow the procedures for Withdrawal from the University without a valid reason even after being advised
- Those subject to disciplinary action of Dismissal due to violating the University rules and regulations or their responsibility as a student

⑤ Re-Enrollment

A student who withdrew from the University or was dismissed for non-payment of university fees and other obligatory fees may re-enroll in the University with the President's permission. In principle, the Re-Enrollment date must be within 5 years from the date of Withdrawal or Dismissal. Re-Enrollment is permitted only if the student passes the Re-Enrollment exam and the student quota is not exceeded.

⑥ Graduation Deferment

A student who has completed the requirements for graduation may continue to enroll in the University with permission from the President. In principle, students may defer graduation each semester for up to 2 semesters. However, they may be permitted to defer up to a total of 4 semesters. The following students are eligible:

- Meets or expects to meet graduation requirements
- Period of Enrollment does not exceed 16 semesters after graduation deferment
- Tuition and other fees have been paid in full
- Does not have the status of residence "Student"

2. Curriculum

(1) Curriculum overview

The iCLA curriculum is cross-disciplinary, allowing students to study subjects from multiple perspectives and to connect knowledge from a broad range of disciplines. In the 1st year, students focus on studying EAE, foundation courses, and pathway courses, while in the 2nd year they take a wide-variety of Lecture courses and Workshops. In the 3rd year, students focus on in-depth study in their chosen major at iCLA or at a Study Abroad university, and in the 4th year, students can engage in a ‘Seminar’ and ‘Graduation Research Project’ as a culmination of their studies.

Year Level	1		2		3		4	
Semester	1	2	3	4	5	6	7	8
EAE	EAE						
Liberal Arts Program	Foundation Courses						
	Japanese Language Program						
	Global Business & Economics/Political Science/Psychology/Data Science/Interdisciplinary Arts/Japan Studies/Quantitative Reasoning & Natural Sciences/Health & Physical Education/Sociology						
	Major						
						Study Abroad	Seminar	GRP

(2) Programs of study and subject areas

① English for Academic Excellence Program (EAE)

② Liberal Arts Program (LA)

(A) Foundation Courses

(B) Major Areas

(a) Global Business & Economics

(b) Political Science

(c) Psychology

(d) Data Science

(e) Interdisciplinary Arts

- Language Arts

- Arts

- Performing Arts

- Music

(f) Japan Studies

- History

- Japanese Language

- Other such Japan Studies courses (Courses with JPNA course number)

(C) Quantitative Reasoning & Natural Sciences

(D) Health & Physical Education

(E) Sociology

(3) Course List

科目区分 Cluster/ Discipline	コースナンバー Course Number	授業科目名称 Course Title	履修の前置条件 Prerequisites	単位数 Credits	開講年 Year	開講学期 Semester	単位取得 # Credits			履修形態 Class Style		
			コースナンバーまたは 科目番号と単位の条件 Course Number or Credits				必修 Req	選択 Elec	自由 Free	講義 Lec	演習 Sem	実習 WS
英語力向上 English for Academic Excellence	EFAE010	English for Academic Excellence (EFAE) : A 英語力向上 A	none	1	毎年 Every Year	前期 Spring & Fall	15					
	EFAE020	English for Academic Excellence (EFAE) : B 英語力向上 B	EFAE010 or equivalent	1	毎年 Every Year	前期 Spring & Fall	15					
基礎教育 Foundation Courses	— 前期 (3単位) Subtotal: 2											
	FNDN000	Reading for Academic Dialogue アカデミック読解対話	EFAE020 or equivalent, OR placement test	1	毎年 Every Year	前期 Spring & Fall	3					
	FNDN070	Introduction to Academic Writing アカデミックライティング	EFAE020 or equivalent, OR placement test	1	毎年 Every Year	前期 Spring & Fall	3					
	FNDN080	English for Liberal Arts リベラルアーツ英語	EFAE020 or equivalent, OR placement test	1	毎年 Every Year	前期 Spring & Fall	3					
	FNDN100	Academic Reading Across Disciplines 学際横断的アカデミックリーディング	Placement test	1	毎年 Every Year	前期 Spring & Fall	3					
	FNDN101	英語文 1	Placement test	1	毎年 Every Year	前期 Spring & Fall	3					
	FNDN102	英語文 2	FNDN101	1	毎年 Every Year	前期 Spring & Fall	3					
	FNDN103	Expository Research Writing アカデミック論文	Placement test	1	毎年 Every Year	前期 Spring & Fall	3					
	FNDN146	Foundation for College Success 大学への準備	none	1	毎年 Every Year	前期 Spring & Fall	1					
	FNDN145	Modern World History 現代世界史	none	1	毎年 Every Year	後期 Fall	3					
	FNDN265	Interfaith インターフェイス	none	2	毎年 Every Year	前期 Spring & Fall	1					
FNDN499	Graduation Research Project 卒業研究	Graduation Research Project (see page 26)	4	毎年 Every Year	前期 Spring & Fall	2						
— 前期 (11単位) Subtotal: 11												
グローバルビジネス ・ 経済学 Global Business & Economics	ECON101	Microeconomics 微观経済学	none	1	毎年 Every Year	前期 Spring & Fall	3					
	ECON102	Macroeconomics 宏观経済学	none	1	毎年 Every Year	前期 Spring & Fall	3					
	BUSN/PSC1105	Introduction to Global Business Management グローバルビジネス・マネジメント入門	none	1	毎年 Every Year	前期 Spring & Fall	3					
	ECON120	Accounting 会計学	none	1	毎年 Every Year	前期 Spring	3					
	ECON201	Intermediate Microeconomics 中級微观経済学	ECON101	1	毎年 Every Year	後期 Fall	3					
	ECON202	Intermediate Macroeconomics 中級宏观経済学	ECON102	2	毎年 Every Year	後期 Fall	3					
	ECON205	Financial Management ファイナンス	ECON101 AND ECON120	2	毎年 Every Year	後期 Fall	3					
	BUSN/PSC211	International Management 国際経営学	none	2	毎年 Every Year	後期 Fall	3					
	ECON/PSC149&215	Game Theory ゲーム理論	ECON101	2	毎年 Every Year	前期 Spring	3					
	ECON/JPA130	Japanese Economy & Business 日本経済	none	1	毎年 Every Year	後期 Fall	3					
	BUSN235	Foundation of Marketing マーケティング基礎	none	2	毎年 Every Year	前期 Spring & Fall	3					
	BUSN240	Introduction to Strategic Management 経営戦略入門	none	2	毎年 Every Year	前期 Spring	3					
	ECON/DATA246	Investment 投資経済学	ECON205 or ECON140	2	毎年 Every Year	前期 Spring	3					
	BUSN265	Marketing in Practice 実践マーケティング	none	2	毎年 Every Year	後期 Fall	3					
	ECON270	Money, Banking, and Financial Markets 貨幣金融	ECON205 or ECON140	2	毎年 Every Year	前期 Spring	3					
	BUSN/DATA271	Marketing Research and Analytics マーケティングリサーチとデータ分析	BUSN235 OR ECON260	2	毎年 Every Year	前期 Spring	3					
	BUSN280	Digital Marketing デジタルマーケティング	BUSN235 OR ECON260	2	毎年 Every Year	後期 Fall	3					
	ECON/DATA291	International Economics 国際経済学	AREA/PSC/ECON202	2	毎年 Every Year	前期 Spring	3					
	ECON315	Demotrics 人口統計学	ECON205 or ECON140	3	毎年 Every Year	後期 Fall	3					
	ECON/PSC/DATA321	International Trade Theory and Policy 国際貿易 理論政策	ECON101 OR ECON102	3	毎年 Every Year	前期 Spring	3					
	ECON325	International Finance 国際金融	ECON101 AND ECON102	3	毎年 Every Year	後期 Fall	3					
	BUSN/PSYC327	Leadership and Organizational Behavior リーダーシップ/組織行動学	none	3	毎年 Every Year	前期 Spring	3					
	ECON/DATA331	Risk Management リスクマネジメント理論	ECON205 or ECON140; AND AREA/PSC/ECON203	3	毎年 Every Year	後期 Fall	3					
	BUSN335	Brand Management ブランドマネジメント	BUSN235 OR ECON260	3	毎年 Every Year	前期 Spring	3					
	BUSN340	The Art of Value: Being an Entrepreneur 価値創造 起業家であること	DATA/SOCU/AREA265	3	毎年 Every Year	後期 Fall	3					
	ECON333	Development Economics 開発経済学	ECON101	3	毎年 Every Year	前期 Spring	3					
	ECON325	Labor Economics: Jobs, Wages, and Why They Matter 労働経済学 (仕事、賃金、なぜそれが重要なのか)	ECON101	3	毎年 Every Year	後期 Fall	3					
	ECON/DATA364	Portfolio Management ポートフォリオ管理	ECON205 or ECON140; AND AREA/PSC/ECON203	3	毎年 Every Year	前期 Spring	3					
	ECON395	Economics of Sustainable Development 持続可能な開発の経済学	none	3	毎年 Every Year	前期 Spring	3					
	BUSN390	Sustainable and Consumer Behavior 持続可能な消費行動	BUSN235 or ECON260; AND BUSN/DATA271	3	毎年 Every Year	後期 Fall	3					
	BUSN295	Advanced Strategic Management 高度経営戦略学	BUSN240	3	毎年 Every Year	後期 Fall	3					
	ECON/ECON499	Seminar (Global Business & Economics) 学際国際ビジネス経済学演習	(see page 26)	4	毎年 Every Year	前期 Spring & Fall	1					
— 前期 (32単位) Subtotal: 32												

※ ① 科目番号2桁00は履修制限なし。② 履修制限あり。③ 履修制限あり。④ 履修制限あり。⑤ 履修制限あり。⑥ 履修制限あり。⑦ 履修制限あり。⑧ 履修制限あり。⑨ 履修制限あり。⑩ 履修制限あり。⑪ 履修制限あり。⑫ 履修制限あり。⑬ 履修制限あり。⑭ 履修制限あり。⑮ 履修制限あり。⑯ 履修制限あり。⑰ 履修制限あり。⑱ 履修制限あり。⑲ 履修制限あり。⑳ 履修制限あり。㉑ 履修制限あり。㉒ 履修制限あり。㉓ 履修制限あり。㉔ 履修制限あり。㉕ 履修制限あり。㉖ 履修制限あり。㉗ 履修制限あり。㉘ 履修制限あり。㉙ 履修制限あり。㉚ 履修制限あり。㉛ 履修制限あり。㉜ 履修制限あり。㉝ 履修制限あり。㉞ 履修制限あり。㉟ 履修制限あり。㊱ 履修制限あり。㊲ 履修制限あり。㊳ 履修制限あり。㊴ 履修制限あり。㊵ 履修制限あり。㊶ 履修制限あり。㊷ 履修制限あり。㊸ 履修制限あり。㊹ 履修制限あり。㊺ 履修制限あり。㊻ 履修制限あり。㊼ 履修制限あり。㊽ 履修制限あり。㊾ 履修制限あり。㊿ 履修制限あり。

科目区分 Cluster/Discipline	コースナンバー Course Number	授業科目の名称 Course Title	履修の前置条件 Prerequisites コースナンバーまたは 学修単位数の要件 Course Number or Credits	相当 年次 Grade Level	開講年 Year	開講学期 Semester	単位数 # Credits					授業形態 Class Style									
							必 修 Req	講 義 Elec	自 由 Free	講 義 Lec	演 習 Sem	実 習 WS	必 修 Req	講 義 Elec	自 由 Free	講 義 Lec	演 習 Sem	実 習 WS			
政治学 Political Science	PSCI100	Introduction to Political Science 政治学入門	none	1	毎年 Every Year	前-後期 Spring & Fall	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	PSCI/SOCI/ECON210	Methods of Social Research 社会科学研究法	none	1	毎年 Every Year	前期 Spring	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	PSCI230	Comparative Politics 比較政治学	PSCI100	1	毎年 Every Year	前期 Spring	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	PSCI230	International Relations 国際関係学	PSCI100	1	毎年 Every Year	前期 Spring	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	PSCI/ECON235	Current Money Issues of Political Economy 政治経済学が直面する通貨問題	PSCI100 AND ECON101	2	毎年 Every Year	後期 Fall	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	PSCI240	Introduction to Public Administration 行政学入門	PSCI100	1	毎年 Every Year	後期 Fall	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	PSCI/SOCI255	Public Policy and Service 公共政策と社会サービス	PSCI240	2	毎年 Every Year	前期 Spring	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	PSCI/ECON265	Geographical Political Economy 地理政治学	ECON101 OR PSCI230	2	毎年 Every Year	前期 Spring	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	PSCI270	Democracy and Democratization 民主主義の発展	PSCI230	2	毎年 Every Year	後期 Fall	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	PSCI/ECON275	International Political Economy 国際政治経済学	ECON101 OR ECON102, AND PSCI230	2	毎年 Every Year	後期 Fall	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	PSCI311	International Relations in the Asian Pacific Region アジア太平洋地域の国際関係論	PSCI230	2	毎年 Every Year	前期 Spring	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	PSCI320	International Security 国際安全保障学	PSCI230	2	毎年 Every Year	前期 Spring	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	PSCI330	International Organization 国際機関論	PSCI230	2	毎年 Every Year	後期 Fall	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	PSCI/PA335	Japanese Politics and Diplomacy 日本政治外交学	PSCI230 OR PSCI230	2	毎年 Every Year	後期 Fall	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	PSCI/ECON/DATA356	Political Economy of Development 開発政治経済学	ECON101 OR ECON102, AND PSCI230	3	毎年 Every Year	後期 Fall	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	PSCI/SOCI370	Nonprofit Social Enterprise Management 非営利社会企業マネジメント	PSCI240	3	毎年 Every Year	後期 Fall	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	PSCI499	Seminar (Political Science) 政治学実習 (see page 26)	none	4	毎年 Every Year	前-後期 Spring & Fall	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
	—	併修 (1単位) Subtotal: 17	none	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
	心理学 Psychology	PSYC100	Introduction to Psychology 心理学入門	none	1	毎年 Every Year	前-後期 Spring & Fall	3	0	0	0	0	0	0	0	0	0	0	0	0	0
		PSYC150	Introduction to Psychology 心理学入門	none	1	毎年 Every Year	後期 Fall	3	0	0	0	0	0	0	0	0	0	0	0	0	0
PSYC/DATA190		Research Design 研究デザイン	none	1	毎年 Every Year	前-後期 Spring & Fall	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
PSYC201		Social Psychology 社会心理学	PSYC100 OR PSYC150	2	毎年 Every Year	後期 Fall	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
PSYC210		Cognitive Psychology 認知心理学	PSYC100 OR PSYC150	2	毎年 Every Year	前期 Spring	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
PSYC230		Developmental Psychology 発達心理学	PSYC100	2	毎年 Every Year	前期 Spring	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
PSYC230		Psychology of Learning and Educational Motivation 学習心理学と教育動機論	PSYC100 AND PSYC/DATA190	2	毎年 Every Year	後期 Fall	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
PSYC240		Developmental Psychology 発達心理学	PSYC150 AND PSYC/DATA190	2	毎年 Every Year	後期 Fall	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
PSYC250		Psychobiology 心理生物学	PSYC150	2	毎年 Every Year	前期 Spring	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
PSYC260		Health Psychology 健康心理学	PSYC100 OR PSYC150	2	毎年 Every Year	後期 Fall	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
PSYC290		Advanced Research Methods 研究法論	PSYC/DATA190	2	毎年 Every Year	後期 Fall	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
PSYC/DATA311		Quantitative Methods 統計学	1) PSYC/DATA190 OR ECON/DATA990 OR QEA/PSCI/ECON201, AND 2) PSYC201	3	毎年 Every Year	後期 Fall	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
PSYC330		Individual Differences 個人差論	PSYC100 AND PSYC/DATA190	3	毎年 Every Year	前期 Spring	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
PSYC340		Applied Exceptional Psychology 応用異常心理学	PSYC230 OR PSYC230	3	毎年 Every Year	後期 Fall	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
PSYCECON349		Consumer Psychology 消費者心理学	PSYC201	3	毎年 Every Year	前期 Spring	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
PSYCECON/DATA352		Economic Psychology 経済心理学	1) PSYC/DATA190 OR ECON/DATA990 OR QEA/PSCI/ECON201, AND 2) PSYC201	3	毎年 Every Year	前期 Spring	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
PSYC499		Seminar (Psychology) 心理学実習 (see page 26)	none	4	毎年 Every Year	前-後期 Spring & Fall	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
—	併修 (1単位) Subtotal: 17	none	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
データサイエンス Data Science	DAT4100	Introduction to Computer Science コンピュータサイエンス入門	none	1	毎年 Every Year	前期 Spring	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	DAT4150	Introduction to Python Programming Pythonプログラミング入門	none	1	毎年 Every Year	前-後期 Spring & Fall	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	DAT4160	Coating Systems Python コートシステム Python	DAT4130 (can be taken concurrently)	1	毎年 Every Year	前-後期 Spring & Fall	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
	DAT4240	Data Visualization Techniques in Python Pythonを用いたデータ可視化技術	DAT4130 AND QEA/PSCI/ECON201	2	毎年 Every Year	後期 Fall	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	DAT4250	Mathematics for Data Science データサイエンスのための数学	DAT4150 AND QEA4102 AND QEA/PSCI/ECON201	2	毎年 Every Year	前期 Spring	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	DAT4/SOCI/QR3A265	Science, Society & Self 科学、社会と自己	none	2	毎年 Every Year	前-後期 Spring & Fall	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	DAT4/QR3A260	AI Discovery: Foundations & Discovery AI発見 - 基礎と発見	DAT4/SOCI/QR3A265	2	毎年 Every Year	前期 Spring	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	DAT4/QR3A310	AI in Action: Real-World Applications AI在行动 - 现实世界中的应用	DAT4/SOCI/QR3A265	3	毎年 Every Year	後期 Fall	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	DAT4/SOCI/QR3A340	The Art & Science of Decision Making in an Era of Accelerating Change: 変化する加速時代における意思決定の芸術と科学 - 加速化の時代	DAT4/SOCI/QR3A265	3	毎年 Every Year	前期 Spring	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	DAT4350	Machine Learning 機械学習	DAT4160 AND DAT4240 AND DAT4350	3	毎年 Every Year	後期 Fall	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	DAT4499	Seminar (Data Science) データサイエンス実習 (see page 26)	none	4	毎年 Every Year	前-後期 Spring & Fall	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
	—	併修 (1単位) Subtotal: 11	none	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—

※ 全コースは2025年度に開講予定です。Not all courses listed above are offered in 2026AY.
※ 併修は2単位、最大3単位を履修できます。Concurrent: 2 units, 3 courses max. 併修は2単位を超過する履修は認められません。(例: PSY/SOCI/ECON210)

科目区分 Cluster/Discipline	コースナンバー Course Number	授業科目の名称 Course Title	履修の前置条件 Prerequisites コースナンバーまたは 学修単位数の要件 Course Number or Credits	相当 年次 Grade Level	開講年 Year	開講学期 Semester	単位数 # Credits					授業形態 Class Style									
							必 修 Req	講 義 Elec	自 由 Free	講 義 Lec	演 習 Sem	実 習 WS	必 修 Req	講 義 Elec	自 由 Free	講 義 Lec	演 習 Sem	実 習 WS			
文学 言語学 Language Arts	LANG100	Introduction to Language Concepts 言語学入門	none	1	毎年 Every Year	後期 Fall	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	LANG110	English for Specific Purposes 特定目的英語	none	1	毎年 Every Year	前期 Spring	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	LANG120	Literature Appreciation 文学鑑賞	none	1	毎年 Every Year	前-後期 Spring & Fall	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	LANG170	The Art of Storytelling ストーリーテリングの芸術	ENK102 OR FNK103	1	毎年 Every Year	前期 Spring	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	LANG200	Second Language Acquisition 第二言語習得論	LANG100	1	毎年 Every Year	前期 Spring	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	LANG210	Phonetics 音韻論	none	1	毎年 Every Year	後期 Fall	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	LANG215	Phonology 音韻論	none	2	毎年 Every Year	前期 Spring	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	LANG50C221	Archaeolinguistics 考古言語学	none	2	毎年 Every Year	後期 Fall	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	LANG230	Myths and Fantasies from Around the World 世界各地の神話とファンタジー	none	2	毎年 Every Year	後期 Fall	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	LANG/PA245	East-Asian Japanese History and Literature 東洋日本史文学	HIST/PA2170	2	併修 Conc	後期 Fall	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	LANG260	Japanese Comics, Film, and Shows マンガ・アニメ・テレビ・映画・ドラマ	none	2	併修 Conc	前期 Spring	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	LANG300	World English 世界英語	LANG200 (Can take concurrently to satisfy prerequisite)	3	毎年 Every Year	後期 Fall	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	LANG/PA395	East Asian Takes of the Supernatural 東洋の超自然現象	LANG/PA245 OR LANG/PA246 OR HIST/PA230 OR HIST/PA261	3	毎年 Every Year	後期 Fall	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	LANG325	Songs and Poetry 歌と詩	LANG170 OR LANG230	3	毎年 Every Year	後期 Fall	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	LANG360	Second Language Acquisition 第二言語習得論	LANG100	3	毎年 Every Year	前期 Spring	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	—	併修 (1単位) Subtotal: 15	none																		

科目区分 Cluster/Discipline	コースナンバー Course Number	授業科目の名称 Course Title	履修の前提要件 Prerequisites コースナンバーまたは 学修単位の名称 Course Number or Credits	配当 有次 Grade Level	開講年 Year	開講学期 Semester	単位数 # Credits			授業形態 Class Style			
							必 修 Req	選 修 Elec	自 由 Free	講 義 Lec	演 習 Sem	実 習 WS	
人文教養 Inter- disciplinary Arts	音楽 Music	MUSC120 Fundamentals of Sound and Music 音の基礎概論	none	1	毎年 Even Year	前期 Spring	3	0	0	0	0	0	
		MUSC/JPA410 Japanese Traditional Music 伝統音楽概論	none	2	毎年 Even Year	前期 Spring	3	0	0	0	0	0	
		ARTS/MUSC211 Creative Strategies 創造的戦略	none	2	偶数年 Even Year	前期 Spring	3	0	0	0	0	0	
		MUSC240 Music of the 20th Century 20世紀音楽	none	2	偶数年 Even Year	前期 Fall	3	0	0	0	0	0	
		MUSC251 Music Technology 音楽技術	none	2	毎年 Even Year	前期 Fall	3	0	0	0	0	0	
		MUSC/ARTS260 Sound and Signal Processing 音と信号処理	none	2	奇数年 Odd Year	前期 Fall	3	0	0	0	0	0	
		MUSC315 Auto Engineering 自動工学	MUSC/ARTS260 OR MUSC251 AND MUSC120	2	毎年 Even Year	前期 Fall	3	0	0	0	0	0	
		MUSC320 Performance Strategies パフォーマンス戦略	MUSC/ARTS260 OR MUSC240 AND MUSC120	3	偶数年 Even Year	前期 Spring	3	0	0	0	0	0	
		—	At least 3 music courses OR workshops from the following: ARTS/MUSC110 MUSC120 MUSC/JPA410 ARTS/MUSC211 MUSC240 MUSC250 MUSC/ARTS260 MUSC320 MUSC/JPA410 MUSC/JPA4189 MUSC/JPA4189 MUSC/PART 120	3	奇数年 Odd Year	前期 Spring	3	0	0	0	0	0	
		MUSC/PART 120 Workshop: Guitarワークショップ: 吉他就教 (春)	none	1	毎年 Even Year	前期 Fall	1	0	0	0	0	0	
MUSC/JPA4187 Workshop: Japanese Kotoワークショップ: 和太鼓 (春)	none	1	毎年 Even Year	前期 Fall	1	0	0	0	0	0			
—	合計 (11単位) Subtotal: 11												
人文教養 Inter- Arts	—	INTA499 Seminar (Interdisciplinary Arts) 学際的ゼミナール	(see page 26)	4	毎年 Even Year	前期 Spring & Fall	1	0	0	0	0	0	
		—	合計 (11単位) Subtotal: 1										
歴史学 History	—	HIST/JPA410 Introduction to Japanese History 日本史入門	none	1	毎年 Even Year	前期 Spring	3	0	0	0	0	0	
		HIST/JPA425 Japanese History in Popular Media 大衆メディアにおける日本史	HIST/JPA410	2	偶数年 Even Year	前期 Fall	3	0	0	0	0	0	
		HIST/JPA4261 Politics, Gender, and Ideologies in Modern Japanese History 近代日本史における政治、ジェンダー、イデオロギ	HIST/JPA410	2	毎年 Even Year	前期 Spring	3	0	0	0	0	0	
		HIST/JPA430 History of Science and Medicine in Japan 日本における科学と医学の歴史	HIST/JPA4260 OR HIST/JPA4261	3	偶数年 Odd Year	前期 Fall	3	0	0	0	0	0	
		—	1) At least two courses from the following (no more than one course from any SubE1 period): HIST/JPA410 1. HIST/JPA4260 or LANC/JPA4260 HIST/JPA4260 or HIST/JPA4261 SOCJ/JPA4270 or SOCJ/JPA4275 AND 2) JPA4112 or above	3	毎年 Even Year	前期 Spring	3	0	0	0	0	0	
		—	合計 (5単位) Subtotal: 5										
		日本研究 Japan Studies	日本語研究 Japanese Language	JPA4100 Introductory Japanese for Non-Beginners 日本語入門	none	1	毎年 Even Year	前期 Spring & Fall	2	0	0	0	0
				JPA4111 Japanese Language 1 日本語1	JPA4100 or equivalent	1	毎年 Even Year	前期 Spring & Fall	3	0	0	0	0
				JPA4112 Japanese Language 2 日本語2	JPA4111 or equivalent	1	毎年 Even Year	前期 Spring & Fall	3	0	0	0	0
				JPA4113 Japanese Language 3 日本語3	JPA4112 or equivalent	1	毎年 Even Year	前期 Spring & Fall	3	0	0	0	0
JPA4114 Japanese Language 4 日本語4	JPA4113 or equivalent			1	毎年 Even Year	前期 Spring & Fall	3	0	0	0	0		
JPA4115 Japanese Language 5 日本語5	JPA4114 or equivalent			1	毎年 Even Year	前期 Spring & Fall	3	0	0	0	0		
JPA4116 Japanese Language 6 日本語6	JPA4115 or equivalent			1	毎年 Even Year	前期 Spring & Fall	3	0	0	0	0		
JPA4117 Japanese Language 7 日本語7	JPA4116 or equivalent			1	毎年 Even Year	前期 Spring & Fall	3	0	0	0	0		
JPA4120 Professional Writing in Japanese 日本語の専門的書式	native OR JPA4117 or equivalent			1	毎年 Even Year	前期 Spring & Fall	3	0	0	0	0		
JPA421 JPT N2 Preparation JPT N2 準備	JPA4115 or equivalent or with the instructor's approval			1	毎年 Even Year	前期 Spring & Fall	2	0	0	0	0		
JPA420 Socio-Cultural Communication in Japanese 日本語の社会的文化コミュニケーション	JPA4220 OR JPA4116 or equivalent	1	毎年 Even Year	前期 Spring & Fall	1	0	0	0	0				
JPA421 JPT N1 Preparation JPT N1 準備	JPA4117 (can be taken concurrently) or equivalent or with the instructor's approval	1	毎年 Even Year	前期 Spring & Fall	2	0	0	0	0				
JPA4103 Winter Japanese Language Course for N5 Level 冬期日本語講座 N5レベル	JPA4112 or with the instructor's approval	1	毎年 Even Year	前期 Fall	2	0	0	0	0				
JPA4104 Winter Japanese Language Course for N4 Level 冬期日本語講座 N4レベル	JPA4114 or with the instructor's approval	1	毎年 Even Year	前期 Fall	2	0	0	0	0				
JPA4105 Winter Japanese Language Course for N3 Level 冬期日本語講座 N3レベル	JPA4115 or with the instructor's approval	1	毎年 Even Year	前期 Fall	2	0	0	0	0				
—	合計 (15単位) Subtotal: 15												
日本研究 Japan Studies	—	JPA4225 Cultural Exchange in Japanese Society 日本社会における文化交流	JPA4210 OR JPA4115 or equivalent	1	毎年 Even Year	前期 Spring & Fall	3	0	0	0	0		
		JPA4499 Seminar (Japan Studies) 日本研究ゼミナール	(see page 26)	4	毎年 Even Year	前期 Spring & Fall	1	0	0	0	0		
—	合計 (2単位) Subtotal: 2												
数理推理 + 自然科学 Quantitative Reasoning & Natural Sciences	—	QREA101 Math for Liberal Arts 文系のための数学	none	1	毎年 Even Year	前期 Spring	3	0	0	0	0		
		QREA102 College Algebra 大学代数	none	1	毎年 Even Year	前期 Fall	3	0	0	0	0		
		QREA/PSCI/ECON203 Statistics 統計学	none	2	毎年 Even Year	前期 Spring	3	0	0	0	0		
		SCNS110 Earth Science 地球科学	none	1	毎年 Even Year	前期 Fall	3	0	0	0	0		
		—	合計 (4単位) Subtotal: 4										
保健体育 Health & Physical Education	—	SPHY/JPA4185 Health & Physical Education (Aero) 健康体育 (エアロ)	none	1	毎年 Even Year	前期 Spring	1	0	0	0	0		
		SPHY/JPA4186 Health & Physical Education (Karat) 健康体育 (空手)	none	1	毎年 Even Year	前期 Fall	1	0	0	0	0		
		SPHY/JPA4189 Health & Physical Education (Shugendo) 健康体育 (修験道)	none	1	毎年 Even Year	前期 Spring	1	0	0	0	0		
—	合計 (3単位) Subtotal: 3												
社会学 Sociology	—	SOCI/JPA4160 The Anthropology of Japan 日本文化人類学	none	1	毎年 Even Year	前期 Fall	3	0	0	0	0		
		SOCI/JPA4270 Japan: Case Studies in Society & Culture 日本: 社会と文化の事例研究	none	2	偶数年 Even Year	前期 Spring	3	0	0	0	0		
		SOCI/JPA4275 Japan: Case Studies in Faith & Folklore 日本: 信仰と民俗の事例研究	none	2	奇数年 Odd Year	前期 Spring	3	0	0	0	0		
		SOCI/PART/JPA430 Folklore and Archeology of Yamanaishi 山梨県の民俗学と考古学	none	3	毎年 Even Year	前期 Fall	3	0	0	0	0		
		SOCI/JPA4166 Workshop: Full Culture Workshop: 文化のワークショップ	none	1	毎年 Even Year	前期 Spring	1	0	0	0	0		
—	合計 (5単位) Subtotal: 5												

※ 2024年度以降の授業科目は2024年度以降に開講される。なお、上記の科目は2024年度以降に開講される。 (例: PSCI/SOCI/ECON210)
 ※ 科目コードは、数字3桁の科目区分コードと、2桁の科目番号と、1桁の科目種別コードとで構成される。 (例: PSCI/SOCI/ECON210)
 ※ 一部の科目は2024年度以降に開講される。 (例: PSCI/SOCI/ECON210)
 ※ 一部の科目は2024年度以降に開講される。 (例: PSCI/SOCI/ECON210)
 ※ 一部の科目は2024年度以降に開講される。 (例: PSCI/SOCI/ECON210)

(4) Major

A major is the primary field of study that undergraduate students pursue. iCLA allows students to select 1 of the following 6 fields of study.

- Global Business & Economics
- Political Science
- Psychology
- Data Science
- Interdisciplinary Arts
- Japan Studies

Majors must be selected from a subject area in which a student has taken a corresponding pathway course. To select Psychology or Data Science, students must have earned a grade of B or higher in the respective major's pathway course. After declaration, under the consistent guidance of an advisor, students will continue to take Lecture courses in the major to enhance their expertise in that field. See the iCLA Navi for the procedures to declare or change majors.

(5) Minor

A minor is an optional secondary field of study that undergraduate students pursue in addition to a major. iCLA allows students to select 1 of the following 3 fields of study. However, students may not select the same field of study as their major.

- Political Science
- Psychology
- Japan Studies

To fulfill the requirements for a minor, students must earn 18 credits from the designated courses for the minor, including a grade of B or higher in one pathway course and in at least three courses other than a pathway course. See the iCLA Navi for the procedures to declare or change minors.

(6) Graduation requirements

In order to graduate from the University, students must complete requirements ①~③ listed below.

① Period of Study

In principle, students must complete a Period of Study of 8 or more semesters.

② Number of credits

In order to graduate, students must earn a total of 124 credits or more from courses recognized by iCLA. However, only up to 6 credits from Japanese language courses can be counted toward graduation if a student takes both 'EAE A' and 'EAE B,' and only up to 24 credits if a student takes only 'EAE B' or if they are exempted from taking EAE.

③ Required and required-elective courses

Students who entered in 2024 or earlier must earn credits in the following

Category	Required and required-elective courses
For students who entered in 2024AY or earlier	English Language <ul style="list-style-type: none"> 'English for Academic Excellence: B (EAE B)' (15 credits) Students who are admitted as international degree-seeking students, or students who are deemed to have the same level of English proficiency as is required for international degree-seeking students, are exempted from this requirement.
	Japanese Language <ul style="list-style-type: none"> 'Professional Writing in Japanese' (3 credits) For students whose native language is Japanese, and students who are deemed to have equivalent Japanese language proficiency. 'Japanese Language 2' (3 credits) For international students etc. whose native language is not Japanese. However, students who are deemed not to need to take these courses depending on test results in a Japanese language proficiency exam after admission are exempted from this requirement.
	Foundation <ul style="list-style-type: none"> 1st year foundation course as below <ul style="list-style-type: none"> 'Foundation for College Success' (1 credit) or 'Omnibus Themes'^{*1} (3 credits) Foundation academic writing and reading course(s) as below <ul style="list-style-type: none"> 'Composition 1' and 'Composition 2' and 'Academic Reading Across Disciplines' (9 credits total) or 'Expository Research Writing' (3 credits) <small>*Available until AY2023</small>
	Pathway <ul style="list-style-type: none"> At least 3 Pathway Courses listed below, each from a different subject area (9 credits total) <ul style="list-style-type: none"> Global Business & Economics: <ul style="list-style-type: none"> 'Microeconomics' 'Introduction to Global Business Management' Political Science: <ul style="list-style-type: none"> 'Introduction to Political Science' Psychology: <ul style="list-style-type: none"> 'Introduction to Psychology' 'Introduction to Psychobiology' Data Science: <ul style="list-style-type: none"> 'Introduction to Python Programming' Interdisciplinary Arts:

For students who entered in 2024AY or earlier		'Introduction to Language Concepts' 'Literature Appreciation' 'Art Appreciation' 'Introduction to Filmmaking' 'Fundamentals of Sound and Music' 'Interdisciplinary Arts' ^{*2} <ul style="list-style-type: none"> Japan Studies: <ul style="list-style-type: none"> 'Introduction to Japanese History' 'The Anthropology of Japan' 'Japanese History Since 1800' ^{*3} <small>*Available until AY2025 *Available until AY2022</small>																
	Major	Requirements for each major are listed separately below. Refer to II-2-4 for details about selecting a major. <table border="1"> <thead> <tr> <th colspan="2">Global Business & Economics</th> </tr> </thead> <tbody> <tr> <td>Option 1 <ul style="list-style-type: none"> "Lecture Courses"^{*4} (30 credits) 'Seminar' (1 credit) 'Graduation Research Project' (2 credits) </td> <td>Option 2 <ul style="list-style-type: none"> "Lecture Courses"^{*4} (33 credits) </td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Political Science</th> </tr> </thead> <tbody> <tr> <td>Option 1 <ul style="list-style-type: none"> "Lecture Courses"^{*4} (30 credits) 'Seminar' (1 credit) 'Graduation Research Project' (2 credits) </td> <td>Option 2 <ul style="list-style-type: none"> "Lecture Courses"^{*4} (33 credits) </td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Interdisciplinary Arts</th> </tr> </thead> <tbody> <tr> <td>Option 1 <ul style="list-style-type: none"> "Lecture Courses"^{*4} (30 credits) 'Seminar' (1 credit) 'Graduation Research Project' (2 credits) </td> <td>Option 2 <ul style="list-style-type: none"> "Lecture Courses"^{*4} (33 credits) </td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Japan Studies</th> </tr> </thead> <tbody> <tr> <td>Option 1 <ul style="list-style-type: none"> "Lecture Courses"^{*4} (30 credits) 'Seminar' (1 credit) 'Graduation Research Project' (2 credits) </td> <td>Option 2 <ul style="list-style-type: none"> "Lecture Courses"^{*4} (33 credits) </td> </tr> </tbody> </table>	Global Business & Economics		Option 1 <ul style="list-style-type: none"> "Lecture Courses"^{*4} (30 credits) 'Seminar' (1 credit) 'Graduation Research Project' (2 credits) 	Option 2 <ul style="list-style-type: none"> "Lecture Courses"^{*4} (33 credits) 	Political Science		Option 1 <ul style="list-style-type: none"> "Lecture Courses"^{*4} (30 credits) 'Seminar' (1 credit) 'Graduation Research Project' (2 credits) 	Option 2 <ul style="list-style-type: none"> "Lecture Courses"^{*4} (33 credits) 	Interdisciplinary Arts		Option 1 <ul style="list-style-type: none"> "Lecture Courses"^{*4} (30 credits) 'Seminar' (1 credit) 'Graduation Research Project' (2 credits) 	Option 2 <ul style="list-style-type: none"> "Lecture Courses"^{*4} (33 credits) 	Japan Studies		Option 1 <ul style="list-style-type: none"> "Lecture Courses"^{*4} (30 credits) 'Seminar' (1 credit) 'Graduation Research Project' (2 credits) 	Option 2 <ul style="list-style-type: none"> "Lecture Courses"^{*4} (33 credits)
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For students who entered in 2024AY or earlier		
	Psychology	
	<p>Option 1</p> <ul style="list-style-type: none"> Major area courses as below <ul style="list-style-type: none"> "Lecture Courses"^{***4} (30 credits) 7 designated courses below (21 credits) <ul style="list-style-type: none"> 'Introduction to Psychology' 'Introduction to Psychobiology' 'Research Design' 'Social Psychology' 'Cognitive Psychology' 'Developmental Psychology' 'Individual Differences' Other courses (9 credits) ('Statistics' can also be counted) 'Seminar' (1 credit) 'Graduation Research Project' (2 credits) 	<p>Option 2</p> <ul style="list-style-type: none"> Major area courses as below <ul style="list-style-type: none"> "Lecture Courses"^{***4} (33 credits) 7 designated courses below (21 credits) <ul style="list-style-type: none"> 'Introduction to Psychology' 'Introduction to Psychobiology' 'Research Design' 'Social Psychology' 'Cognitive Psychology' 'Developmental Psychology' 'Individual Differences' Other courses (12 credits) ('Statistics' can also be counted)
Data Science		
Data Science for Political Economy		
<p>Option 1</p> <ul style="list-style-type: none"> Major area courses as below <ul style="list-style-type: none"> "Lecture Courses"^{***4} (30 credits) 9 designated courses below (27 credits) <ul style="list-style-type: none"> 'Introduction to Python Programming' 'Introduction to Political Science' 'Microeconomics' 'Research Design' 'Statistics' 	<p>Option 2</p> <ul style="list-style-type: none"> Major area credits as below <ul style="list-style-type: none"> "Lecture Courses"^{***4} (33 credits) 9 designated courses below (27 credits) <ul style="list-style-type: none"> 'Introduction to Python Programming' 'Introduction to Political Science' 'Microeconomics' 'Research Design' 'Statistics' 	

For students who entered in 2024AY or earlier		
	<ul style="list-style-type: none"> 'Data Visualization Techniques in Python' 'Mathematics for Data Science' 'Machine Learning' 'Econometrics' 1 course from the courses below (3 credits) <ul style="list-style-type: none"> 'Political Economy of Development' 'International Trade: Theory and Policy' 'Seminar' (1 credit) 'Graduation Research Project' (2 credits) 	<ul style="list-style-type: none"> 'Data Visualization Techniques in Python' 'Mathematics for Data Science' 'Machine Learning' 'Econometrics' Other courses including at least 1 course from the courses below (6 credits) <ul style="list-style-type: none"> 'Political Economy of Development' 'International Trade: Theory and Policy'
	Data Science for Psychology	
<p>Option 1</p> <ul style="list-style-type: none"> Major area courses as below <ul style="list-style-type: none"> "Lecture Courses"^{***4} (30 credits) 8 designated courses below (24 credits) <ul style="list-style-type: none"> 'Introduction to Python Programming' 'Introduction to Psychology' 'Research Design' 'Statistics' 'Social Psychology' 'Data Visualization Techniques in Python' 'Mathematics for Data Science' 'Machine Learning' 2 courses from the courses below (6 credits) <ul style="list-style-type: none"> 'Cyberpsychology' 'Consumer Psychology' 	<p>Option 2</p> <ul style="list-style-type: none"> Major area courses as below <ul style="list-style-type: none"> "Lecture Courses"^{***4} (33 credits) 8 designated courses below (24 credits) <ul style="list-style-type: none"> 'Introduction to Python Programming' 'Introduction to Psychology' 'Research Design' 'Statistics' 'Social Psychology' 'Data Visualization Techniques in Python' 'Mathematics for Data Science' 'Machine Learning' Other courses including at least 2 courses from the courses below (9 credits) 	

For students who entered in 2024Y or earlier		<ul style="list-style-type: none"> 'Economic Psychology' 'Individual Differences' 'Seminar' (1 credit) 'Graduation Research Project' (2 credits) 	<ul style="list-style-type: none"> 'Cyberpsychology' 'Consumer Psychology' 'Economic Psychology' 'Individual Differences'
		Data Science for Finance	
		<p>Option 1</p> <ul style="list-style-type: none"> Major area courses as below <ul style="list-style-type: none"> "Lecture Courses"^{**4} (30 credits) 9 designated courses below (27 credits) 'Introduction to Python Programming' 'Accounting' 'Financial Management' 'Research Design' 'Statistics' 'Data Visualization Techniques in Python' 'Mathematics for Data Science' 'Machine Learning' 'Econometrics' 1 course from the courses below (3 credits) 'Investment' 'Risk Management' 'Portfolio Management' <ul style="list-style-type: none"> "Seminar" (1 credit) 'Graduation Research Project' (2 credits) <p><small>** Including 3 credits from a Pathway Course in their major area</small></p>	<p>Option 2</p> <ul style="list-style-type: none"> Major area courses as below <ul style="list-style-type: none"> "Lecture Courses"^{**4} (33 credits) 9 designated courses below (27 credits) 'Introduction to Python Programming' 'Accounting' 'Financial Management' 'Research Design' 'Statistics' 'Data Visualization Techniques in Python' 'Mathematics for Data Science' 'Machine Learning' 'Econometrics' Other courses including at least 1 course from the courses below (6 credits) 'Investment' 'Risk Management' 'Portfolio Management' <p><small>** Including 3 credits from a Pathway Course in their major area</small></p>
Quantitative Reasoning & Natural Sciences	<ul style="list-style-type: none"> 1 course from the 4 courses below (3 credits) 'Math for Liberal Arts' 'College Algebra' 'Earth Science' 'Statistics' 		

Students who entered in 2025 or later must earn credits in the following

Category	Required and required-elective courses
English Language	<ul style="list-style-type: none"> 'English for Academic Excellence: B (EAE B)' (15 credits) <p>Students who are admitted as international degree-seeking students, or students who are deemed to have the same level of English proficiency as is required for international degree-seeking students, are exempted from this requirement.</p>
Japanese Language	<ul style="list-style-type: none"> 'Professional Writing in Japanese' (3 credits) <p>For students whose native language is Japanese, and students who are deemed to have equivalent Japanese language proficiency.</p> <ul style="list-style-type: none"> 'Japanese Language 2' (3 credits) <p>For international students etc. whose native language is not Japanese. However, students who are deemed not to need to take these courses depending on test results in a Japanese language proficiency exam after admission are exempted from this requirement.</p>
Foundation	<ul style="list-style-type: none"> 1st year foundation course as below <ul style="list-style-type: none"> 'Foundation for College Success' (1 credit) Foundation academic writing and reading course(s) as below <ul style="list-style-type: none"> 'Composition 1' and 'Composition 2' and 'Academic Reading Across Disciplines' (9 credits total) or 'Expository Research Writing' (3 credits)
Pathway	<ul style="list-style-type: none"> At least 3 Pathway Courses listed below, each from a different subject area (9 credits total) Global Business & Economics: <ul style="list-style-type: none"> 'Microeconomics' 'Introduction to Global Business Management' Political Science: <ul style="list-style-type: none"> 'Introduction to Political Science' Psychology: <ul style="list-style-type: none"> 'Introduction to Psychology' 'Introduction to Psychobiology' Data Science: <ul style="list-style-type: none"> 'Introduction to Python Programming' Interdisciplinary Arts: <ul style="list-style-type: none"> 'Introduction to Language Concepts' 'Literature Appreciation' 'Art Appreciation'

For students who entered in 2025AY or later		<ul style="list-style-type: none"> 'Introduction to Filmmaking' 'Fundamentals of Sound and Music' 'Interdisciplinary Arts' • Japan Studies: <ul style="list-style-type: none"> 'Introduction to Japanese History' 'The Anthropology of Japan'
	Major	<p>Requirements for each major area are listed separately below. Refer to II-2-4 for details about selecting a major.</p> <p>Global Business & Economics</p> <ul style="list-style-type: none"> • Total 36 credits in the major area as below <ul style="list-style-type: none"> • "Lecture Courses"^{*1} (36 credits) <p>Political Science</p> <ul style="list-style-type: none"> • Total 36 credits in the major area as below <ul style="list-style-type: none"> • "Lecture Courses"^{*1} (36 credits) <p>Interdisciplinary Arts</p> <ul style="list-style-type: none"> • Total 36 credits in the major area as below <ul style="list-style-type: none"> • "Lecture Courses"^{*1} (36 credits) <p>Japan Studies</p> <ul style="list-style-type: none"> • Total 36 credits in the major area as below <ul style="list-style-type: none"> • "Lecture Courses"^{*1} (36 credits) <p>Psychology</p> <ul style="list-style-type: none"> • Total 36 credits in the major area as below <ul style="list-style-type: none"> • "Lecture Courses"^{*1} (36 credits) <ul style="list-style-type: none"> • 7 designated courses below (21 credits) <ul style="list-style-type: none"> 'Introduction to Psychology' 'Introduction to Psychobiology' 'Research Design' 'Social Psychology' 'Cognitive Psychology' 'Developmental Psychology' 'Individual Differences' • Other courses (15 credits) ('Statistics' can be counted)

For students who entered in 2025AY or later	Data Science
	<p>Data Science for Political Economy</p> <ul style="list-style-type: none"> • Total 36 credits in the major area as below <ul style="list-style-type: none"> • "Lecture Courses"^{*1} (36 credits) <ul style="list-style-type: none"> • 9 designated courses below (27 credits) <ul style="list-style-type: none"> 'Introduction to Python Programming' 'Introduction to Political Science' 'Microeconomics' 'Research Design' 'Statistics' 'Data Visualization Techniques in Python' 'Mathematics for Data Science' 'Machine Learning' 'Econometrics' • Other courses including at least 1 course from the courses below (9 credits) <ul style="list-style-type: none"> 'Political Economy of Development' 'International Trade: Theory and Policy' <p>Data Science for Psychology</p> <ul style="list-style-type: none"> • Total 36 credits in the major area as below <ul style="list-style-type: none"> • "Lecture Courses"^{*1} (36 credits) <ul style="list-style-type: none"> • 8 designated courses below (24 credits) <ul style="list-style-type: none"> 'Introduction to Python Programming' 'Introduction to Psychology' 'Research Design' 'Statistics' 'Social Psychology' 'Data Visualization Techniques in Python' 'Mathematics for Data Science' 'Machine Learning' • Other courses including at least 2 courses from the courses below (12 credits) <ul style="list-style-type: none"> 'Cyberpsychology' 'Consumer Psychology' 'Economic Psychology' 'Individual Differences'

	<p style="text-align: center;">Data Science for Finance</p> <ul style="list-style-type: none"> Total 36 credits in the major area as below <ul style="list-style-type: none"> "Lecture Courses"^{*1} (36 credits) <ul style="list-style-type: none"> 9 Designated courses below (27 credits) <ul style="list-style-type: none"> 'Introduction to Python Programming' 'Accounting' 'Financial Management' 'Research Design' 'Statistics' 'Data Visualization Techniques in Python' 'Mathematics for Data Science' 'Machine Learning' 'Econometrics' Other courses including at least 1 course from the 3 courses below (9 credits) <ul style="list-style-type: none"> 'Investment' 'Risk Management' 'Portfolio Management' <p><small>*1 Including 3 credits from a Pathway Course in their major area</small></p>
Quantitative Reasoning & Natural Sciences	<ul style="list-style-type: none"> 1 course from the 4 courses below (3 credits) <ul style="list-style-type: none"> 'Math for Liberal Arts' 'College Algebra' 'Earth Science' 'Statistics'

(6) Study Abroad

Study Abroad refers to studying at an overseas university that has an exchange agreement with a student's home university, while the student remains enrolled at their home institution and aims to transfer credits. Credits earned at the Study Abroad university will be recognized at iCLA if the student fulfills the designated requirements and completes the credit transfer procedures. The duration of Study Abroad is equivalent to either 1 or 2 semesters at iCLA. During Study Abroad, students are responsible for paying iCLA's University fees, and fees at the Study Abroad university such as accommodation expenses, food expenses, living costs, textbook fees, visa fees, travel expenses, overseas travel insurance, transportation expenses and other miscellaneous costs. Eligibility for the Study Abroad internal application is as follows.

Major	Students must have declared a major.
Courses	Students must have earned credits for, or be currently taking, the following courses. In the latter case, failure to earn the required credits will result in the rejection of the application.

	<ul style="list-style-type: none"> Foundation Courses required for graduation A Pathway Course from declared major area
Grades and Language Proficiency	Students must meet the following criteria and also satisfy the academic and language requirements established by the Study Abroad university. <ul style="list-style-type: none"> English language proficiency: IELTS score of 6.0 (each subsection 6.0) or higher Cumulative GPA at the time of the Study Abroad internal application: 3.0 or higher

For further details refer to the Study Abroad Guide.

(7) Seminar and Graduation Research Project (GRP)

① Seminar

'Seminar' is a course in which students work under the supervision of their advisor to integrate diverse academic knowledge and skills learned from different courses to prepare a proposal for their 'Graduation Research Project'. Students who wish to be registered for the 'Seminar' course must complete the following requirements.

- Earned credits for all required Foundation Courses
- Completed at least 6 semesters and earned a total of at least 82 credits
- For Global Business & Economics, Political Science, Interdisciplinary Arts, or Japan Studies majors, earned credit for at least 7 lecture courses (21 credits) that satisfy the major requirements
- For Psychology majors, earned credit for at least 7 lecture courses (21 credits), of which at least 4 must be "designated courses" (12 credits) that satisfy the major Graduation Requirements
- For Data Science majors, earned credit for at least 7 lecture courses (21 credits), of which at least 6 must be "designated courses" (18 credits) that satisfy the major Graduation Requirements
- Have a GPA of 2.5 or higher at the time of registering for 'Seminar'
- Received the necessary approval from advisor

*Students who entered in 2024AY or earlier are not subject to the GPA requirement

② Graduation Research Project (GRP)

The 'Graduation Research Project' ('GRP') is a course in which students conduct and communicate research as the culmination of their academic studies under the supervision of their 'Seminar' advisor. The 'GRP' will be graded after a review by 3 instructors. In principle, the 'GRP' is taken in the final semester before graduation, and directly after completing 'Seminar'. It is not possible to take 'Seminar' and the 'GRP' during Study Abroad.

3. Course of Study

(1) Overview

① Semester system

The University divides the academic year into 2 semesters: the spring semester (April 1 to August 31) and the fall semester (September 1 to March 31). Each semester consists of 15 weeks of classes, 2 days of final exams, and a period when classes are not in session. Additionally, the fall semester has 5 weeks of classes during the winter program.

② Winter program

From February to March, supplementary courses are provided for the following students:

- “English for Academic Excellence” students whose evaluation at end of December was put on hold
- Students who are considering taking the Japanese Language Proficiency Test (JLPT) in preparation for employment in Japan

③ Class hours

1 st Period	2 nd Period	Lunch Break	3 rd Period	4 th Period	5 th Period	6 th Period
9:00-10:15	10:25-11:40	11:40-12:40	12:40-13:55	14:05-15:20	15:30-16:45	16:55-18:10

④ Credit system

At universities, students study within a carefully designed credit system. The credit system is a system in which students earn credits by taking courses, passing the necessary exams, and are awarded a degree when the number of credits earned reaches a designated total. A credit is an indicator of how much time is required to acquire the contents of a course, and the standard is that 1 credit equals 45 hours of study, which includes not only class time but also time spent studying outside of class (preparation, review, etc.). The credits for each course and credits transferred from exchange partners are calculated according to each course’s style, educational outcome, and the study time required outside class.

(2) Planning course of study

① Study plan

At university, students plan and select courses on their own. Students should carefully read the following materials and consult with their advisor before planning their course of study.

- Graduation requirements: Section II-2-6 “Graduation Requirements”
- Course list: Section II-2-3 “Course List”
- Syllabus: A document that lists information such as course objectives, lesson plans, contents of class preparation and review, and evaluation methods, etc. that can be confirmed on UNIPA
- Timetable: A table with the day of the week, period, and classroom where the class will be held that is distributed before the start of the semester available on iCLA Navi

- Study Plan Sheet: A checklist of courses required for graduation available on iCLA Navi

② Advising system

Advising refers to the educational guidance provided by faculty members to help students set and achieve academic goals toward graduation and their career path. Students who take “English for Academic Excellence” will be assigned a faculty member from the EAE Program as their EAE advisor. For students who have begun the Liberal Arts Program, a faculty member from the Liberal Arts Program will be assigned as their temporary academic advisor. After declaring a major, a faculty member in charge of that major will be a student’s academic advisor. Students should proactively consult with their advisors and seek guidance and advice on their study plan towards graduation and career path after graduation.

③ Course credit number guideline

There is no designated number of credits that must be taken each semester; however, in order to obtain 124 credits in 8 semesters, students are strongly recommended to take 16 to 18 credits each semester.

④ Maximum number of credits

The maximum number of credits is the total number of credits that a student may register for during each year level.

Year level	1st year	2nd year	3rd year	4th year
Maximum number of credits	36 credits	42 credits	42 credits	42 credits

Registered courses will be added to the maximum number of credits regardless of whether credit was earned. In other words, courses in which a student received an “F”, “NP” or “W”, and credits earned and transferred from Study Abroad, are included in this calculation. In order to register for 20 credits or more for 1st year students and 22 credits or more for 2nd to 4th year students in a semester, students must apply and be approved for a “Course Overload”. If a “Course Overload” application is not submitted or is rejected, a portion of the student’s registered courses will be cancelled. Even if a “Course Overload” is approved for a semester, the maximum number of credits students can take per year level remains the same. See the iCLA Navi for the “Course Overload” procedures.

⑤ Course prerequisites

Course prerequisites are conditions that must be met prior to enrolling in a course, and are found in the course list and syllabi. Prerequisites can be a course that must be completed, or certain standards in an exam. However, even if a student does not meet a prerequisite, they can apply for a Prerequisite Waiver during the course registration period and enroll in the course if it is recognized they have the knowledge and skills equivalent to the prerequisite. Additionally, if a degree-seeking student who receives an “A” in a Japanese language course obtains a high enough score on a test to skip a level of Japanese, they can register for a higher level Japanese language course even if they do not meet the prerequisite. See the iCLA Navi for the prerequisite waiver procedures.

(3) Registering for courses

① Course registration

Course registration is a procedure in which students register for courses, and is only available during a designated period each semester. In order to earn the credits required for graduation, students must make their own semester course timetable and register for courses on UNIPA. If registration is not done correctly, students will not be able to earn credits even if they attend class, so it is the students' responsibility to make sure that course registration is done properly.

② Registration period

- Students can review the course registration period on the Academic Calendar and iCLA Navi
- Failure to register for courses during the designated registration period without a valid reason may result in Dismissal
- Courses cannot be registered, changed, deleted, or withdrawn outside the designated periods
- If a student withdraws from a course during the Course Withdrawal Period, a "W" will appear on their transcript

③ Restrictions on course registration

- Students cannot register for multiple courses in the same timeslot
- If the maximum number of students that can enroll in a course is set, students are, in principle, registered on a first-come, first-served basis
- In principle, if a course has multiple sections and students are assigned to a section, they must take that section
- There are several courses that students cannot register by themselves; these courses will be registered by the iCLA Administrative Office

④ Re-registering in courses

While students cannot re-register for courses in which they earned credit, they can re-register for courses in which they received an "F", "NP" or "W" grade. However, the course may not be available from the following semester onwards.

⑤ Liberal Arts courses available to EAE students

Students may take "Workshop" courses other than 'Foundation for College Success' while enrolled in EAE.

4. Classes

(1) Attendance

① Attending class

Courses are designed based on the study hours necessary to earn credit; thus, attending class is mandatory. Attendance is recorded from the first day of class, regardless of when registration is completed. If a student's number of absences exceeds one-third of the total number of classes for a given course, the student will lose their eligibility to take exams for that course and will receive an "F" or "NP" for the course.

② Late

The course instructor decides how arriving to class late is handled. In the case that being late to class is due to disruptions in the public transportation schedule, students may submit a proof of delay certificate to the course instructor. Students should contact the public transportation company for details if necessary.

③ Excused Absence

When a student is absent from a class due to one of the unavoidable circumstances listed below, the student can apply for a University-approved absence called Excused Absence.

- Bereavement of relatives within a third-degree relationship
- Illness or injury diagnosed by a physician
- When the student is required to attend as a juror as according to the "Law concerning participation as a juror in criminal trials"
- Suspension order to enter the University grounds upon infectious diseases listed in the Article 19 of "School Health and Safety Act"
- When participating in practical training for a course on the regular curriculum
- When the student is designated as the Performance Strengthening Student, and is participating in training camps etc. recognized by the University
- When participating in University-approved extracurricular activities as an official organization managed by the Student Center
- When the Student Center Health Support Division has deemed an Excused Absence appropriate for reasonable accommodations
- Other absences approved by the President

If the application is approved, the course instructor will provide the student class handouts and instructions on self-study content. By supplementing their studies to the same extent as the missed class with the provided materials, they will not be considered absent. Excused Absences can only be applied to a maximum of less than half of the total number of classes for each course. See the iCLA Navi for the Excused Absence procedures and necessary documentation.

④ Suspension of attendance

If a student contracts any of the following infectious diseases, their attendance will be suspended in accordance with Article 19 of the "School Health and Safety Act." If a student has or suspects they have contracted an infectious disease, they should follow the necessary procedures immediately, and avoid contact with other people to prevent infection during the period of suspended attendance. See the iCLA Navi for the procedures related to suspension of attendance.

Disease	Length of suspension	
Type 1 Ebola hemorrhagic fever, Crimean-Congo hemorrhagic fever, smallpox, South American hemorrhagic fevers, plague, poliomyelitis, Marburg disease, diphtheria, Lassa fever, Severe acute respiratory syndrome (SARS), Middle East Respiratory Sub-Syndrome (MERS), specific avian influenza	Until recovery	
Type 2	Novel coronavirus infections (limited to coronaviruses of the genus Beta coronavirus)	Until 5 days after the onset of symptoms and 1 day after the fever has subsided
	Seasonal influenza (except specific avian influenza)	Until 5 days after the onset of symptoms and 2 days after the fever has subsided
	Pertussis (whooping cough)	Until peculiar cough disappeared or completed treatment of appropriate antimicrobial substance preparations for 5 days
	Measles (rubeola)	Until 3 days after the fever has subsided
	Parotitis (mumps)	Until 5 days after the onset of swelling of the parotid, submandibular or sublingual glands and until the patient is in good general condition
	Rubella (German measles; three-day measles)	Until the rash has subsided
	Chickenpox (varicella)	Until the chickenpox blisters have formed scabs
	Adenovirus	Until 2 days after major symptoms have subsided
Tuberculosis and meningococcal meningitis	Until a physician has determined that there is no further risk of infection	
Type 3 Cholera, shigellosis, E. coli (Escherichia coli), typhoid fever, paratyphoid fever, epidemic keratoconjunctivitis, acute hemorrhagic conjunctivitis, other infectious diseases	Until there is no further risk of infection	

(2) Class cancellations, make-up classes, and classroom changes

① Class cancellations

Classes may be cancelled if there are special school events or if the instructor is unable to conduct class due to unavoidable circumstances for more than one-third of a class. Course instructors send a class cancellation notice on UNIPA; however, if there is no cancellation notice or special instructions, and the instructor does not show up in the classroom at least 25 minutes after the class start time, students should contact the iCLA Administrative Office.

② Make-up classes

In principle, make-up classes are held for cancelled classes. Make-up classes may be held on the make-up class day designated in the academic calendar, or another day during the period classes are being held.

③ Classroom change

If the assigned classroom is changed, or if a different classroom is used temporarily, this will be announced on UNIPA.

(3) Unforeseen circumstances

① Injury or feeling unwell during class

If a student is injured or feels unwell during class and visits a hospital, they should notify the Health and Medical Care Office. Students at this University are covered by the "Student Accident Insurance for Education and Research" and may be compensated for injuries.

② Extreme weather

In the event of extreme weather (typhoons, heavy snow, etc.), the University's response to classes and final exams will be as follows:

- Information will be posted on the University's website (<https://www.ygu.ac.jp>) at around 6:00 in the morning on the day of the event (or as appropriate depending on the situation)
- If any of the following "emergency warnings" ("tokubetsu keiho") issued by the Japan Meteorological Agency are in effect in Yamanashi Prefecture at 5:30 in the morning, the University will suspend all operations and cancel classes and exams in order to ensure the safety of the students, faculty, and staff
Emergency Warnings: Heavy Rain Special Warning / Heavy Snow Special Warning / Wind Storm Special Warning / Snow Storm Special Warning
- To ensure the safety of students, faculty, and staff, in situations that transportation is restricted, the school may close for the day and cancel all classes and final exams based on a comprehensive assessment of the situation regardless of the specified time and conditions

- Since typhoons and snowfall vary depending on location, students should prioritize their personal safety when commuting to and from the University, and not force themselves to commute in unsafe conditions
- During off-campus training, etc., students should follow the course instructor's instructions
- Cancelled classes and cancelled exams will be given at a later date, and details will be announced by email and on UNIPA

③ Nankai Trough Earthquake

When unusual activity is detected or when the likelihood of an earthquake is considered relatively high along the Nankai Trough, Nankai Trough Earthquake Extra Information are issued by the Japan Meteorological Agency. After the information title, specific keywords are added, and the information is released in the form of "Nankai Trough Earthquake Extra Information (●●)," etc. The University decides whether to proceed with classes, exams, events, and extracurricular activities (hereinafter referred to as "activities") based on the content of the keywords.

- If the "Nankai Trough Earthquake Extra Information (Megaquake Alert)" is issued, all activities will be canceled until the University provides further instructions, and students are advised to prepare for emergency evacuation and a megaquake
- For other cases, students should proceed with regular activities unless the University provides further instructions

(4) Classroom code of conduct

Classes are a place of learning. It is important students respect the time they spend with other students and course instructors to maintain a positive learning environment. If a student is found to have committed any of the following acts which are deemed particularly malicious, they will be subject to disciplinary action according to the University Regulations. See the iCLA Navi for details.

- Disrupting class despite warnings or instructions from the instructor or other students
- Falsely reporting attendance records or falsifying attendance records
- Engaging in actions prohibited by the instructor in assignments, reports, or exams
- Any actions deemed dishonest or improper by the instructor

5. Exams

(1) Exam outline

Taking exams and receiving an overall passing grade, including all other grading criteria, is required to earn credit for a course. Exams include final exams, exams given during class hours, and external exams related to a class subject.

(2) Final exam

A final exam is given during finals week following the last week of classes. The method of exam may vary by subject, and includes written exams, reports, oral exams, and practical exams etc. The timetable for the final exam is posted to the iCLA Navi about one month before the final exams begin. The following students are disqualified from taking a final exam and unable to earn credit for a course:

- Those who have not registered for courses
- Those who have not presented their student ID card (only those who have completed the student ID card reissue procedure will be issued a temporary student ID card)
- Those who have not paid university fees and other obligatory fees
- Those whose number of class absences exceeds one-third of the total number of classes (however, more stringent requirements may be imposed at the discretion of the course instructor, with the number of absences clearly indicated in the syllabus)

(3) Make-up exam

A make-up exam is a special exam offered after a student is unable to take the scheduled final exam due to one of the unavoidable circumstances listed below.

- Death or funeral of a relative (within a third-degree relationship)
- Illness etc.
- Traffic accidents
- Delays in public transportation (i.e., buses, trains)
- Employment exam
- Representing the University in sports competitions or participating in competitions at national level or higher
- Others

The evaluation of the make-up exam will be conducted in the same manner as the regular final exam. No further exams will be given to students who miss the make-up exam. The make-up exam system does not apply to mid-term exams or other exams held outside of the final exam period. Students who miss such exams should consult with the course instructor. Students eligible to take a make-up exam must follow the necessary procedures. See the iCLA Navi for the Make-up exam procedures and necessary documentation.

(4) Re-take exam

A re-take exam is a special exam etc. offered at the discretion of the University to 4th year students who fail to earn credit for a course following the final exam. Eligible students are notified by the University after the final exam period. Students who did not attend the final exam etc., or who received an "F" or "NP" due to their attendance rate are not eligible to take a re-take exam. If a student passes a course after taking a re-take exam, the grade will be a "D" or "P". Students are notified of the results of re-take exams on UNIPA the day of grade release.

(5) Important notes for taking exams

When taking exams, students must follow an instructor's rules given in advance and the exam supervisor's instructions. If a student is found to have committed an illicit act, not only in written exams but also in online exams, report exams, etc., the Dean will be notified of the fact and the student will be subject to disciplinary action in accordance to the University Regulations. Illicit behavior includes but is not limited to the following:

- Impersonation by someone other than a qualified examinee
- Cooperative preparation of answers by multiple people
- Plagiarism of other examinees' answers
- Malicious acts such as using cheat sheets, cheating, private conversations, etc.
- Writing answers on references that are allowed to be brought in and lending or borrowing references
- Use of reference materials or personal belongings that are not permitted to be brought into the exam
- Behavior that significantly affects the conduct of the exam or other examinees
- Failure to follow the instructions of the course instructor or supervisor when preparing answers
- Direct usage of AI-generated text, etc.

6. Grades

(1) Grade evaluation

Grade evaluation is based on a five-grade scale. Letter grades and their Grade Points (GP) are given in the table below.

GPA	Grade	Evaluation	Pass or Fail	Credit	GP	Interpretation of grade
GP counted	A	100-90	Pass	Earned	4.0	Excellent
	B	89-80			3.0	Good
	C	79-70			2.0	Satisfactory
	D	69-60			1.0	Marginal
	F	59-0	Fail	Not earned	0.0	Fail
GP not counted	P	100-60	Pass	Earned	—	Pass
	NP	59-0	Fail	Not earned	—	Non-pass
	R	Recognized credit course	—	Earned	—	Credits gained at other universities and recognized as this University's credits
	W	Withdrawal	—	Not earned	—	Course enrollment was cancelled following the necessary procedures

(2) GPA (Grade Point Average)

① Calculation method

GPA indicates the average grade points earned per credit, and is calculated using the formula below (expressed to the second decimal place, with the third decimal rounded half up).

Method of GPA calculation
For the applicable period: $\frac{\text{Sum total of [(4.0 x \# of A credits) + (3.0 x \# of B credits) + (2.0 x \# of C credits) + (1.0 x \# of D credits)]}{\text{Sum total of the number of credits for which the student has registered (including F credits)}}$

If a student retakes a failed course, the failing grade before the retake will not be counted toward the total number of registered credits, and only the final grade will be counted. For example, if a student retakes a course with an "F" grade and receives an "A", only the final grade of "A" will be included in the GPA calculation. Courses evaluated as "P", "NP" ('English for Academic Excellence A', 'English for Academic Excellence B', 'Graduation Research Project' and 'Internship'), "R" (transfer credit courses), and "W" (withdrawn courses) are not included.

② How GPA is used

The University may use a student's GPA in the following cases:

- To equalize grading between Faculty, majors, and instructors by analyzing/releasing GPA distribution
- To help determine level of achievement in "English for Academic Excellence"

III. Career and Employment

1. Career Support Outline

(1) Overview

The University offers a wide range of career support services, including individual consultations, seminars, events, public servant and qualification exam preparations, and internship-related information.

(2) Individual consultations

Individual consultations are available for students seeking advice regarding their job-search. 1st to 3rd year students can discuss the job-hunting schedule, self-understanding, available resources, obtaining qualifications, and internships; 4th year students can discuss their job-hunting progress. See the iCLA Navi, UNIPA, and email for details regarding appointments.

(3) Seminars, events, and exam preparation

The University offers seminars useful for job-hunting, hosts events featuring companies and alumni, and provides support for public service and qualification exam preparation. Furthermore, iCLA offers the "Working in Japan" seminar, which provides a structured introduction to the Japanese job market and the job-hunting process, as well as a mock job interview workshop by an external human resources recruitment company. See the iCLA Navi, UNIPA, and email for details.

(4) Internships

Internships are opportunities for students to gain practical experience at a company or organization prior to employment. "University-dispatched internships" are designated internships where students apply through the University for companies and organizations with slots set aside for students at this University. Students can also apply for "open internships" on their own through company websites and employment information sites. In principle, students participate in internships in the period after final exams and before orientation for the following semester (August, January through March). 2nd to 4th year students who participate in an internship with 80 or more working hours may earn credit after completing required procedures; however, only 1 credit may be earned during a student's enrollment. If participating in an internship outside of Japan, students are required to enroll in overseas travel insurance, medical insurance, etc. at their own expense. For more information, see the iCLA Internship Guide available on the iCLA Navi.

(4) Japanese language learning support for international and returnee students

iCLA provides a range of learning support to enable students to acquire Japanese language proficiency required for job hunting in Japan. In addition to Japanese language courses, support includes a Japanese Language Intensive Program, one-on-one tutoring sessions, and preparation materials for the Japanese Language Proficiency Test.

IV. Student Life

1. Information Services and Study Resources

(1) General Library of YGU

① Overview

The General Library houses not only Japanese books, journals, magazines, and newspapers, a collection of more than 70,000 foreign language books and eBooks. Students can borrow books by presenting their student ID card to the library staff. The library also provides a group study room called the Learning Commons, printers, copiers, and desktop computers. On the website (<https://www.ygu.ac.jp/lib/>) the following e-resources are also available:

- E-books
- Online database
- My Library
- GAKUNIN

② My Library

Off-campus partial access to the database, extend the loan period for borrowed books and save search history.

- Log-in user ID: Student ID number
- Password: lib + Birthdate (MMDD)

③ GAKUNIN

GAKUNIN is a federation consisting of academic societies, research institutions, and publishers that publish academic e-resources and the universities that use them. Each participating institution and the users who belong to it can access a wide variety of services while off University premises. Log in with your Integrated Authentication ID and password.

(2) Language Acquisition Center (LAC)

① Overview

The Language Acquisition Center (LAC) is a facility for learning Japanese and English comprised of the Language Media Center and the Reading Center, with Language Learning Advisors who provide language study and testing support. The LAC is available to all students, faculty, and staff. However, EAE students have priority in using the LAC facilities and materials.

② Resources

The LAC resources include books, language proficiency test study materials (TOEFL, TOEIC, IELTS, Eiken, JLPT), audio-visual materials, laptop computers, and board games. iCLA students can take out designated materials. See the LAC Handbook on the iCLA Navi for procedures.

③ Language exams

The LAC holds the TOEFL ITP English proficiency exam on a regular basis. The exam is free of charge to EAE students, and all other degree-seeking students may take the exam free of charge once every two consecutive semesters from the semester they entered iCLA.

(3) Internet Access

Students can connect to the YGU_Wi-Fi wireless network by logging in with their Integrated Authentication ID and password.

(4) Information service policies

Students must abide by the following policies when using the University's Information Services. The University monitors its networks and computers and will investigate any violations of the policies. Severe violations may not only lead to the termination of usage rights, but also criminal prosecution and restitution for any damages incurred.

- Do not illegally download or upload any copyrighted files and content
- Do not illegally duplicate any copyrighted content or software
- Do not install proprietary software without a proper license
- Do not hack anyone's private computer, email, or account
- Do not plagiarize or destroy data, or use fraudulent data
- Do not disclose passwords and personal data to others
- Do not illegally provide or disseminate personal information other than your own to third parties
- Do not commit identity theft
- Do not take part in hate speech, libel, or other offensive or antisocial ways of using social networks, and abide by the rules of each social network
- Do not install separate internet service in the dormitories*

*The YGU network was made for education purposes, thus only HTTP and HTTPS protocols are allowed; the network cannot access POP/SMTP email, online gaming software (such as Steam), or FTP

2. Facilities

(1) Common guidelines for use of facilities

- Use facilities in a way that is safe and comfortable to all students
- Use facilities in a clean manner and handle all equipment with care
- Use facilities solely for the purposes of learning, intercultural exchange, and recognized club activities
- Do not talk, make noise, or play music at a volume that disturbs neighbors
- Do not eat, drink, smoke, use fire, or bring pets and other animals in the facilities
- Do not leave personal belongings unattended; any personal belongings left unattended will be taken to the Campus Information Desk as lost property or disposed
- Do not take out property from inside the facilities
- Before leaving the facility, clean up all trash, turn off all electric appliances and lights, return chairs, tables, equipment, etc. to their original places, and close windows and doors
- Immediately report any stains, damage, or destruction of equipment or supplies, whether intentional or unintentional, and pay any associated damage or restoration costs
- Abide by the rules of each facility's Usage Agreement; students who violate any of the rules governing the use of facilities may be held financially liable for damages, lose after-hours usage privilege, and may be prohibited from using the facilities

(2) Facilities other than classrooms

① Usage Hours

Facility	When classes are in session	When classes are not in session
Language Acquisition Center (LAC)	Weekdays 9:00-17:00	Weekdays 9:00-17:00
Student Lounge	Monday-Sunday 9:00-22:00	Monday-Sunday 9:00-22:00*
Self-Study Area 1, 2	24 hours, 7 days a week	24 hours, 7 days a week*
3 rd Floor Rooftop Garden	Weekdays 9:00-18:10	Not available
South Balcony	Weekdays 9:00-18:10	Not available
North Balcony	Only in an emergency	Only in an emergency

* The facility may be unavailable due to maintenance, cleaning, or other unforeseen issues

② Rooftop Garden usage rules

- Do not act in any way that could damage the grass
- Do not touch any plants, equipment, or the automatic sprinklers in the garden
- Do not use the rooftop to the second-floor balcony emergency exit stairs unless in an emergency

(3) Outside visitors

Visitors who are not this University's students, faculty, or staff may only enter the iCLA building during office hours. When entering the building, visitors must check in at the office and wear a visitor's badge inside the building. In principle, outside visitors are not allowed inside the dormitories.

3. Student Life Counseling and Support

(1) Concerns about student life

The University provides consultation services to help students maintain their physical and mental health to make the most of their university life.

① University Health and Medical Care Office

The University Health and Medical Care Office is staffed by specialists who provide first aid for injuries, rest for the physically ill, and health counseling. In addition, health checkups are conducted every April for the prevention and early detection of illness.

② Student Counseling Room

At the Student Counseling Room, students can consult with counselors (clinical psychologists and licensed psychologists, available only in Japanese and Chinese) on matters ranging from small to large concerns.

③ Smart Consultation Room

The Smart Consultation Room is a multilingual online counseling service mainly for foreigners living in Japan. Students can receive free counseling in English, Japanese, Chinese etc. See the iCLA Navi for usage procedures.

④ Student Diversity and Accessibility Support Office

The Student Diversity and Accessibility Support Office coordinates reasonable accommodations for students with disabilities and students who need study support regardless of whether they have a clear disability. The office supports students so that they can demonstrate their true abilities. Students who wish to receive special learning support contact icla.accessibility@c2c.ac.jp.

⑤ Harassment contact point

The University has a harassment contact point in order to create an environment where all students, faculty, and staff are respected as individuals and can engage in education, research, study and training, and other activities based on mutual trust.

(2) Confidentiality

The content of a student's consultation will be kept strictly confidential, and will not be told to outside parties without the consent of the student themselves. However, information may be shared with relevant parties if there is a risk of harm to self or others, or if an emergency response is necessary.

4. Insurance

(1) Personal Accident Insurance for Students Pursuing Education and Research (Gakkensai)

① Overview

The University enrolls all students into "Personal Accident Insurance for Students Pursuing Education and Research" that provides necessary benefits in case of injuries sustained during educational and research activities. If a student incurs an injury, they are advised to report to the Health and Medical Care Center.

② Compensation Coverage

Type	During Regular Curricular Activities and School Events	Within the Campus During Extra-curricular Activities
	Death	12,000,000 JPY
Permanent Disability	720,000 to 18,000,000 JPY depending on the gravity of the disability	360,000 to 9,000,000 JPY depending on the gravity of the disability
Medical Treatments	3,000 to 300,000 JPY depending on the number of days of treatment (applicable when treatment days are 1 or more)	30,000 to 300,000 JPY depending on the number of days of treatment (applicable when treatment days are 14 or more)
Hospitalization (per day)	4,000 JPY	4,000 JPY

③ Items excluded from compensation

- Deliberate events, battery, illness, damages from natural disasters, driving without a license or under the influence of alcohol, suicidal actions, usage of drugs
- High-risk extra-curricular activities such as mountain climbing and skydiving
- When the number of treatment days does not reach the established required number

*The definition of treatment days may vary in accordance with the type of injury; therefore, avoid relying on self-judgments and make sure to consult with the Health and Medical Care Office

(2) Comprehensive Insurance for Students Lives Coupled with Gakkensai for International Students

① Overview

In addition to Gakkensai, international degree-seeking students are automatically enrolled in the Comprehensive Insurance for Students Lives Coupled with Gakkensai for International Students.

② Compensation Coverage

Coverage Items	Coverage Amount
Personal Liability	100,000,000 JPY
Death/permanent disability	1,000,000 JPY
Rescue expenses	3,000,000 JPY

5. University Fees

(1) University fees

University fees include the matriculation fee, tuition, facility and equipment fees, and enrollment retention fees.

Fee type	Amount
Matriculation fee (1st semester only)	200,000 JPY
Tuition fee	658,000 JPY per semester
Facility and equipment fees	190,000 JPY per semester
Enrollment retention fee (only for Leave of Absence, Graduation Deferment)	30,000 JPY per semester

*The above matriculation, tuition, facility and equipment fees apply to students who entered in the 2026 academic year; the university fees set at the time of a student's matriculation apply through graduation

(2) Payment methods

University fees must be paid each semester and, in principle, by direct debit. If a student is unable to pay by direct debit, such as in cases where they do not have a bank account in Japan, university fees can be paid through a bank deposit transfer using an invoice.

(3) Notification

The University will send the transfer amount notification to a student's guarantor by post for direct debit, or the invoice to a student's University e-mail for the bank deposit transfer. In principle, the University will send the notification for the spring semester at the end of January, and for the fall semester in mid-June; however, recipients of The New System for Higher Education Aid or the iCLA Academic Scholarship will receive the notification later.

(4) Payment deadlines

Direct debit is transferred on the day listed on the notification of the designated month. All other payment methods are due on the last day of the designated month. The designated months are as follows:

Category	Spring semester	Fall semester
Students paying full tuition	February preceding the semester	July preceding the semester
The New System for Higher Education Aid (newly approved in Spring)	The month after approval to the system	December during the semester
The New System for Higher Education Aid (newly approved in Fall)	February preceding the semester	The month after approval to the system*

The New System for Higher Education Aid (continuing students)	May during the semester	December during the semester
iCLA Academic Scholarship Recipients	May during the semester	October during the semester

*The payment deadline for students approved to the system in February or later is March 10th

(5) Important Notes

Failure to pay tuition and other fees by the designated deadline may result in suspension of eligibility to take final examinations, withholding of grade release, scholarship renewal suspension, or Dismissal from the University.

6. Scholarships and Loans

(1) Scholarships

① C2C Student Excellence Program - Academic Excellence Category

The University offers this scholarship to encourage students to achieve outstanding academic performance. The amount is 300,000 JPY for Type A and 150,000 JPY for Type B. Students can apply once a year and there is no repayment obligation. Further details can be found on the University website (https://www.ygu.ac.jp/for-students/fees_scholarship/c2cscholarship/), and application guidelines are announced by email and on UNIPA.

② C2C Student Excellence Program - Foreign Language Learning Excellence Category

The University offers this scholarship to encourage foreign language learning activities that enhance students' communication skills and deepen their understanding of foreign cultures. The amount is 300,000 JPY for Type A and 150,000 JPY for Type B. Eligible languages are Japanese, English, and Chinese; applicants may apply for multiple languages other than their home country's official language. Students can apply once a year and there is no repayment obligation. Further details can be found on the University website (https://www.ygu.ac.jp/for-students/fees_scholarship/c2cscholarship/), and application guidelines are announced by email and on UNIPA.

③ C2C Student Excellence Program - Idea to Action Category

The University offers this scholarship to encourage initiatives that contribute to the community or business sector. The amount is up to a maximum of 300,000 JPY per project. Further details can be found on the University website (https://www.ygu.ac.jp/for-students/fees_scholarship/c2cscholarship/), and application guidelines are announced by email and on UNIPA.

④ The New System for Higher Education Aid

The Japanese government offers reduction or exemption of matriculation and tuition fees and as well as scholarships without repayment obligation based on the family's income, so that motivated and talented young students who wish to attend a vocational school, junior college, or university would not have to give up their enrollment to study at higher education for financial reasons. Students whose status of residence is "Student" are ineligible to apply for this aid. Further details can be found at the MEXT's website (https://www.mext.go.jp/a_menu/koutou/hutankeigen/index.htm), and the application guidelines will be posted on the University's website as well as announced by email and on UNIPA.

(2) Loans

① Japan Student Services Organization

JASSO offers loans to students who cannot continue their studies due to financial difficulties. The "Type 1" loan is interest-free and the "Type 2" loan has interest; the loan is provided in monthly disbursement.

Students whose residence status is "Student" are ineligible to apply for this loan. Further details can be found at JASSO's website (<http://www.jasso.go.jp/shogakukin/>).

② Japan Finance Corporation Education Loan

Japan Finance Corporation offers loans to those who require educational support. To apply for this loan, the student's guarantor must be a resident of Japan. Further details can be found at the Japan Finance Corporation's website (<https://www.jfc.go.jp/n/finance/search/ippan.html>).

③ Tuition Support System

C2C Global Education Japan Inc. and Orient Corporation (Orico) jointly offer loans. Orico will pay the university fees on behalf of the guarantor, and the guarantor will repay it to Orico in monthly installments. To apply for this loan, the student's guarantor must be a resident of Japan. Further details can be found at Orico's website (<http://www.orico.tv/gakuhi/index.php?clientid=14584395>).

(3) Others

Some prefectures, cities, towns, villages, and private organizations may offer various scholarships. For scholarships where students apply through the University, further details will be posted on the University's website and announced by email and on UNIPA.

7. Status of Residence

(1) Status of residence "Student"

① Overview

Most international students obtain a "Student" status of residence and a residence card upon entering Japan. The status of residence "Student" is granted to foreigners to study at Japanese educational institutions, and a residence card is issued to mid-to-long-term residents who are permitted to stay in Japan for 3 months or more by the Immigration Services Agency of Japan. Residents who do not engage in the activities designated for their status of residence (receiving an education) for 3 or more months may be subject to revocation of their status and be required to leave Japan. By law, residence card holders are required to carry their resident card at all times, and penalties will be imposed if the card is not carried.

② Maintaining the status of residence "Student"

Students must fulfill the following requirements in order to maintain the "Student" status of residence, and failure to comply may result in the Immigration Services Agency of Japan not granting an extension of period of stay.

- Students must attend classes to maintain their status of residence
- Students must systematically obtain credits towards graduation and maintain a satisfactory cumulative GPA
- If a Leave of Absence is approved by the University, students must leave Japan
- When returning to the University after Study Abroad or a Leave of Absence, international students must apply for a Certificate of Eligibility through the University to obtain a status of residence again
- When student's address has changed, students should promptly visit city hall and complete the address change procedures
- When there is a change in name, gender, or nationality/region etc., the necessary procedures must be followed within 14 days at the Immigration Services Agency of Japan
- Students must report all changes to their residence card and any other changes in status to the University through the designated form
- When the Residence Card is lost, report promptly to the nearest police station and the iCLA Administrative Office
- When the residence card is due to expire, in principle, an application for an extension of period of stay should be made through the University around 3 months prior to the expiration date

(2) Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted

① Overview

A permission required when a foreigner with a status of residence wishes to engage in activities other than what is permitted by their status of residence that involves operating a business that generates income or

activities that receive remuneration such as a part-time job, paid internship etc. Since international students are permitted to stay in Japan for the purpose of studying at a university, working part-time to earn an income is considered an activity outside the "Student" status and is not originally permitted. Therefore, international students need to obtain permission from the Immigration Services Agency before engaging in part-time work or paid internships. Students who wish to apply for permission should contact the iCLA Administrative Office.

② Working hours

International students may work part-time up to a maximum of 28 hours per week of total work time within the Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted. The same restrictions apply when working multiple part-time jobs or when working part-time during periods when classes are not in session. However, during the following long breaks stipulated in the University Policies and Regulations, students may work part-time up to 8 hours per day.

- Summer Break: Friday, July 31, 2026 - Wednesday, August 19, 2026
- Winter Break: Friday, December 25, 2026 - Tuesday, January 12, 2027
- Spring Break: Tuesday, March 16, 2027 - Wednesday, March 24, 2027

Students who are expected to graduate during the academic year in which the internship takes place, and who have earned 112 or more credits required for graduation, may apply for permission to work more than 28 hours per week, even outside of long breaks.

③ Place of employment

Part-time work (including washing dishes, cleaning, handing out tissues, and calling out outside the store) in the following places where adult entertainment business, special sex industry business, or sex referral business is conducted is prohibited by law.

Adult entertainment business	Eating & drinking establishments that involve entertaining customers, Snacks, Bars, Nightclubs, Hostess clubs (Kyabakura), Host clubs, Cabarets (Kyabare), Clubs, Dance clubs, Mahjong parlors, Pachinko parlors, Arcades (Game centers), etc.
Special sex industry business	Soap lands, Illicit massage parlors, Love hotels, Sex shops, Dating cafés, Prostitution/call girl businesses, adult video mail order shops, adult video streaming businesses, etc.
Sex referral business	Telephone Club (Tere-kura), etc.

④ Student Obligations

Students must carry a residence card with the stamp of Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted while at work. Students must report to the

University with a Current Status Report when there are any decisions or changes in the place of employment, job description, or hours of work.

⑤ Penalties and disciplinary action for illegal work

Violation of the law on activities other than those permitted under the status of residence will result in a fine, imprisonment, and/or deportation (i.e., being forcibly sent back to one's home country). In principle, re-entry into Japan is not allowed for a period of 5 years after deportation.

Violation	Penalties and Disciplinary Actions
Exceeding the permitted working hours	Under the Immigration Control and Refugee Recognition Act, imprisonment or a fine (or both) shall be imposed. If sentenced to imprisonment, the student shall be subject to deportation procedures.
Working in a forbidden establishment	
Working without obtaining Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted	
Continuing to work after the expiration of the Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted	
Not attending classes and only going to part-time job	Under the Immigration Control and Refugee Recognition Act, imprisonment or a fine (or both) shall be imposed. Additionally, the student shall be subject to revocation of their status of residence, and shall be subject to deportation procedures.

(3) After graduation or leaving the University

Upon graduation/Withdrawal/Dismissal from the University, a student's residence card will become invalid regardless of its expiration date. Therefore, holders of the residence status "Student" must immediately leave Japan or apply for an appropriate residence status. Additionally, students must submit a "notification of the accepting organization" to the nearest regional Immigration Services Bureau within 14 days after leaving the University. Refer to the Immigration Services Agency of Japan website and make sure to complete the procedure.

https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00014.html

① Working

Students who have received a job offer (Naitei) and plan to start working immediately after graduation, must consult with their employer to change to the appropriate status of residence that allows work, such as an "Engineer/Specialist in Humanities/International Services".

② Job offer recipients

Students who have been offered employment and wish to stay in Japan until they are hired by the company in Japan must consult with the company and change their status of residence to "Designated Activities (Job offer recipients)".

③ Continuation of job search

Students who have been seeking employment since before graduation but have not received a job offer and wish to continue seeking employment in Japan after graduation must change their status of residence to "Designated Activities (Job Search)". The period of stay is 6 months, and can be extended for another 6 months if necessary. To apply, students require a letter of recommendation from the University. The University issues a letter of recommendation to those who are deemed appropriate based on a comprehensive evaluation of their academic and behavioral record, job hunting activity record and plan, financial ability, and other factors.

④ Enrollment in another education institution

Students who have received an admission offer from an educational institution in Japan and the program starts immediately after leaving the University must consult with their new education institution for the application of extension of period of stay.

⑤ Awaiting admission in graduate school

Students who have been accepted by a graduate school in Japan and wish to stay in Japan until the program begins must consult with the graduate school and change their status of residence to "Designated Activities (Waiting for Admission)".

⑥ Departure from Japan

If students depart Japan after leaving the University, they must complete the following procedures. Failure to do so may negatively affect future residence-related applications or the signing of new contracts in Japan.

- Students must complete cancellation procedures for lease agreements, utilities (electricity, gas, water, etc.), mobile phone and internet services, and bank accounts, and must settle any outstanding payments
- No later than 14 days prior to their departure from Japan, students must submit a notification of moving out of Japan at the municipal office, complete withdrawal procedures for the National Pension and National Health Insurance, and settle any outstanding payments
- Students must return their Residence Card to the immigration officer at the port of departure and declare that they will not remain in Japan under their current status of residence
- Students must submit to the iCLA Office a copy of the Residence Card after it has been hole-punched at the port of departure

V. Contact Information

1. Office

(1) Office list

Office	Location	Office hours
iCLA Administrative Office	iCLA Building 1F	Weekdays 9:00–17:00
Language Acquisition Center (LAC)	iCLA Building 2F	Weekdays 9:00–17:00
Campus Information Desk	Crystal Tower 2F	
Health and Medical Care Office	Campus Center 2F	
Student Counselling Office	Campus Center 3F	
Student Diversity and Accessibility Support	Campus Center 3F	
General Library	No. 33 Building	Weekdays 9:00–20:00 Saturdays 9:30–16:30

*See the iCLA Navi for how to seek consultation at the iCLA Administrative Office

*The iCLA Administrative Office hours are the same as above on holidays when classes are in session

*Office hours may change during periods when classes are not in session

2. Contact Information

(1) Address list

① iCLA

Address used to write in formal documents (i.e., Lease Agreement)
iCLA, Yamanashi Gakuin University, 2-4-5 Sakaori, Kofu, Yamanashi, 400-8575

② iCLA Administrative Office

Address used to send forms etc. to the office
iCLA Administrative Office, Yamanashi Gakuin University, 2-7-17 Sakaori, Kofu, Yamanashi, 400-0805

③ iCLA Dormitory

Address for personal usage (i.e., mail, postage etc.)
Room No. (i.e., E000), iCLA Dormitory, iCLA, Yamanashi Gakuin University,
2-7-17 Sakaori, Kofu, Yamanashi, 400-0805

(2) iCLA Administrative Office Email Addresses

Type of inquiry	Email address
General inquiries	icla.contact@c2c.ac.jp
Academic affairs and tuition	icla.academics@c2c.ac.jp
Student life and dormitory	icla.studentaffairs@c2c.ac.jp
Status of residence and scholarships	icla.international@c2c.ac.jp
Study abroad	icla.outbound@c2c.ac.jp
Career	icla.career@c2c.ac.jp
Language learning and English proficiency tests	lac@c2c.ac.jp
Harassment contact point	icla.equalopportunity@c2c.ac.jp
Special learning support	icla.accessibility@c2c.ac.jp

(3) Emergency contact information

Emergency contact	Hours	Telephone number
iCLA Administrative Office	Weekdays 9:00-17:00	Internal (1350) External (055-224-1350)
Keyaki Total Management Office	Weekdays 9:00-17:00	055-233-6962
Keyaki Total Management Office	Outside above hours	0120-164-024
Main Gate Reception	6:00-22:00	Internal (1490) External (055-224-1490)
Police	-	110
Fire Department/Ambulance	-	119

*Consult at the building manager's office (only in Japanese) located on the first floor of the iCLA dormitory in case of unexpected situations (i.e., illnesses that require immediate attention, accidents, problems with the dormitory building) on holidays or outside of office hours