

[9] Course Registration, Examination and Grade (Master's Program)

Notes on Course Registration for Master's Students

- ① Online registration must be finished during the registration period (Only regular students).
- ② Students cannot register for courses they have already passed.
- ③ Students cannot register for two courses held at the same time slot.
- ④ Be sure to read this handbook thoroughly and understand the curriculum, degree requirements and course descriptions. If you wish to take courses offered by other faculties or graduate schools, confirm whether the courses are open for students in other faculties/graduate schools. Visit <http://syllabus.doshisha.ac.jp> to see course syllabus.
- ⑤ Make sure to enter the correct code when you register the course online:
for courses offered in Master's Program of Graduate School of Global Studies, the course code should be the 8-digit code starting with "3 1 8" and be followed with 3-digit class code.

3 1 8 x x x x x	-	c c c
↑		↑
course code		class code
(8-digit)		(3-digit)

- ⑥ Allow enough time and complete online course registration within the course registration period. Other than errors caused by Doshisha network failure or unless the server is down, the Office will not deal with any errors, or incomplete registration due to personal circumstances (e.g. PC trouble).
- ⑦ For course registration for Spring Semester, any change (addition or cancel) cannot be accepted outside the registration period.
(Note) For course cancellation, Course Withdrawal Period will be set about 1 month after the semester starts and students can proceed course cancellation online in this withdrawal period.
- ⑧ Students must register all courses for both Semesters (not only for Spring Semester but also for Fall Semester) in April. Around late September (before the Fall Semester courses start), the change of course registration (addition/deregistration) for Fall Semester courses will be accepted. Please confirm the schedule determined which will be posted on message board in July.
- ⑨ All undergraduate level courses, the courses offered by a university in the credit transfer program among four universities in Kansai and "internship" cannot be registered online. Be sure to complete registration by submitting the prescribed form to the GSGS Office during the registration period.
- ⑩ For some courses (seminars, experiments, practicums, language courses etc.) that involve activities such as "seeing," "listening," "speaking" and "using arms and legs" that could be "social barriers" for students with physical and mental disabilities, alternative measures may be provided as "reasonable accommodation" to their needs.
Please contact the Graduate School of Global Studies Office for more details before course registration.

① The requirements for Master's Degree Program's students in their second year and above who wish to receive a certificate of expected completion are as follows:

1. The total of "the number of credits earned to date" and "the number of credits for newly registered courses" (only those credits that will be added to the number of credits for completion) must be at least the required number of credits for completion.

*Please note that course registrations after the registration period will not be accepted.

2. Student must be expected to be enrolled for at least two years (not including the period of leave of absence).

In addition, students can register for fall semester courses during the spring semester registration period even if they take a leave of absence during the spring semester. If students wish to receive certificates of expected completion due to job hunting or other reasons while they are on a leave of absence, they must register for fall semester courses during the spring semester registration period.

Course Registration Schedule

<Spring Semester>

● Consultation on Course Registration with Your Main Advisor

Each student must create a course schedule for the entire year. Write the courses you wish to take on the Course Registration Form and submit it to your advisor on Consultation Day, April 4 (Mon).

● Online Registration (Only regular students)

When: April 5 (Wed) 10:00a.m. – April 6 (Thu) 5:00p.m. JST

How : Register via online study support system, DUET (Doshisha University Electronic Tutorial System).

Students can access DUET with any computer having internet connection (even at home).

Student can revise their registrations online during the period above.

For further details, refer to "Instructions on use of general registration using DUET."

If you have any inquiries or any problems on registration or you are a special student, contact the Office of Graduate School of Global Studies by April 5 (Wed) 5:00p.m. JST.

● Advance Registration

For the courses which requires advance registration (indicated with the note of "Advance Registration" in the course list), students cannot register the courses online. (For the course list, please see P.114.) To register the courses, follow the instructions below:

There are also courses which requires advance registration in the courses offered by other graduate schools or faculties (including "Japanese Language and Culture Subjects"). Check with the graduate schools or faculties which offer the courses.

■ “Internship”

If you wish to take the above course, consult with the professor, and come to the GSGS Office by April 5 (Wed).

As it is a course requiring off-campus internship, students who are expected to complete their degree in September, AY 2023 or later are not allowed to take this course.

Credit Transfer Program among Four Universities in Kansai

Doshisha University has the credit transfer program among four universities in Kansai (namely, Doshisha University, Ritsumeikan University, Kansai University and Kwansai Gakuin University) under Credit Transfer Agreement. If you wish to take courses offered by a university in this program, consult with your main advisor first and then contact GSGS Office. (The credits earned may be transferred if approved.) For Course Guide and Timetables of this program, they are provided by email.

(Materials to be submitted for application)

① Application form

② 2 Photos (3×2.4cm)

Place of submission: The Office of Graduate School of Global Studies.

Deadline: April 4 (Tue) 5:00p.m.

● Downloading “Course registration check sheet” on DUET for checking registered courses and correcting errors

Please check the registered courses online and correct the errors (if any) during the period below:

When : April 12 (Wed), to April 14 (Fri)

Where : Graduate School of Global Studies Office

Check registered courses and inform the GSGS Office if there are any errors.

● Course Withdrawal

If you feel that the content of a course is different from what you expected, you can withdraw from the course approximately one month after its first meeting of the class without affecting your GPA.

When : May 15 (Mon) & 16 (Tue)

How : Online (DUET) (Only regular students)

Those who wish to withdraw from the undergraduate level courses registered by submitting the Course Registration Form to the GSGS office and those who are special students must complete the course withdrawal procedure at the GSGS Office during the period above..

*Please note that you cannot withdraw from the courses listed below:

Those who have a special reason to withdraw from the courses below must contact the GSGS Office by the deadline of course withdrawal of each semester.

■ List of Courses which cannot be withdrawn

Course Code	Semester	Course Titles & Class
31800002	Spring/Fall	Introduction to Global Studies ①~②
31800003	Fall	Theory and Methods ①~⑤
31800004	Spring	Integral Seminar ①~④
31810008	Spring	Research Seminar in American Studies I ①~⑦
31810009	Fall	Research Seminar in American Studies II ①~⑦
31810010	Spring	Research Seminar in American Studies III ①~⑦
31810011	Fall	Research Seminar in American Studies IV ①~⑦
31820005	Spring	Research Seminar in Contemporary Asian Studies I ①~⑥
31820006	Fall	Research Seminar in Contemporary Asian Studies II ①~⑥
31820007	Spring	Research Seminar in Contemporary Asian Studies III ①~⑥
31820008	Fall	Research Seminar in Contemporary Asian Studies IV ①~⑥
31830005	Spring	Research Seminar in Global Society Studies I ①~⑨
31830006	Fall	Research Seminar in Global Society Studies II ①~⑨
31830007	Spring	Research Seminar in Global Society Studies III ①~⑨
31830008	Fall	Research Seminar in Global Society Studies IV ①~⑨
31800146	Spring	Internship

*If you would like to withdraw from the above listed courses for a compelling reason, please consult with the office of Graduate School of Global Studies before the semester's Withdrawal Period.

<Fall Semester>

*Course registration procedure for Fall Semester is almost similar to the procedure in Spring Semester. For details, please check the message board, DUET and University website.

• **Registration period**

Around mid or late September: Course registration and change for Fall Semester

Late October: Course withdrawal

Studying at Overseas Universities

Students who have studied abroad under Article 20-2* of the Doshisha University School Regulations may transfer credits earned at foreign universities into credits required for completion of the students' Master's program, if approved. Each student will be permitted study abroad for up to one year, with a maximum one-year extension permitted in special circumstances. The period of studying abroad will be included in term of study or enrollment period.

*Students enrolling in Doshisha University for 1 year or more will be permitted to attend a graduate school in a foreign country for 6 months or 1 year while retaining student status at Doshisha University, if the faculty committee deems it effective from an educational standpoint, and if the President approves.

Examinations

Instructions on examinations and reports will be posted on the message board.

Notes on Exams

- Bring your Student ID card for taking an exam.
- Use a pen for writing your student ID number and name on answer sheets.

- Students who are more than 15 minutes late for an exam are not permitted to take the exam. And students cannot leave the room until 30 minutes have passed after the exam starts.
- Students with less than two-thirds class attendance may not be permitted to take an exam, at the discretion of the professor in charge.

NOTE for Submitting Reports

- Staple the prescribed cover to your report
Prescribed covers are available at the CO-OP store, or can be downloaded at the website below:
(http://www.doshisha.ac.jp/students/curriculum/exam_type.html)
- Show student ID card when submitting reports. Reports must be submitted in person.
- No reports will be accepted after the deadline. If you cannot meet the deadline due to accident or unavoidable circumstances, contact the submission destination before the deadline.
- The prescribed “Report cover sheet” must be filled in with a pen (no pencils).
- Reports cannot be edited or amended after submission.
- Keep your receipt until you receive your grade.

Grade Point Average (GPA) Evaluation System

Each course is graded in seven levels (A+, A, B+, B, C+, C, and F) and is converted to Grade Point ranging from 4.5-0.0, with which the GPA per credit is calculated. Please see the following chart.

<Academic Grading Scale>

Grade	Grade Point	Description
A+	4.5	Excellent
A	4.0	Superior
B+	3.5	Very Good
B	3.0	Good
C+	2.5	Fair
C	2.0	Pass
F	0.0	Fail

Some courses are graded PAS (pass), FAL (fail), TFC (transferred), PEN (pending) and CNT (continued); these are not included in GPA calculation.

*For Pass / Fail courses, refer to the lists on P.145.

F-graded Courses and Repeating the Course

F or FAL means that you did not pass the course and did not earn any credits. Students can repeat a class only when they have failed it.

How to calculate GPA

Semester GPA and cumulative GPA are calculated using Grade Points converted from Grades. If you repeat an F-graded course and receive a C or higher grade, the most recent grade will be the course result.

Courses with no credits or that are not covered by the Academic Grading Scale are not included in GPA.

$$\text{GPA} = \frac{((A+) \times 4.5 + (A) \times 4.0 + (B+) \times 3.5 + (B) \times 3.0 + (C+) \times 2.5 + (C) \times 2.0 + (F) \times 0.0) \div ((A+) + (A) + (B+) + (B) + (C+) + (C) + (F))$$

("A") - ("F") indicates respective total numbers of credits for courses graded A - F)

Pass / Fail Courses

For courses in the lists below, Pass / Fail grading is adopted.

Course Code	Course Titles & Class
31800002	Introduction to Global Studies ①~②
31800146	Internship
31800091	Master's Thesis
31800092	Seminar Paper
31800145	Fieldwork