

# The Institute for the Liberal Arts

**S t u d e n t   H a n d b o o k   2 0 2 3**

 Doshisha University

# Academic Calendar 2023

## Spring Semester

### 2023

April	1 (Sat)	Start of Spring Semester Spring Semester Convocation Ceremony
	2 (Sun)	} Course guidance for new students
	3 (Mon)	
	4 (Tue)	
	5 (Wed)	
	6 (Thu)	} Course registration for Spring Semester* <sup>1</sup>
	7 (Fri)	
	8 (Sat)	Classes begin
	28 (Fri)	Deadline for payment of Spring Semester fees
	29 (Sat)	} University holidays
May	5 (Fri)	
July	17 (Mon)	Marine Day (classes held as usual)
	28 (Fri)	Last day of classes
	29 (Sat)	Final exams begin
August	10 (Thu)	Final exams end
	11 (Fri)	Summer Recess begins
Early September		Announcement of Graduation Results
September	7 (Thu)	Summer Recess ends
	8 (Fri)	Grade Notification* <sup>2</sup>
	20 (Wed)	End of Spring Semester
	23 (Sat)	Spring Semester Graduation Ceremony

## Fall Semester

September	21 (Thu)	Start of Fall Semester Fall Semester Convocation Ceremony
	21 (Thu)	} Course Registration for Fall Semester
	22 (Fri)	
	25 (Mon)	Classes begin
October	9 (Mon)	National Sports Day (classes held as usual)
	31 (Tue)	Deadline for payment of Fall Semester fees
November	3 (Fri)	Culture Day (University holiday)
	4 (Sat)	} Doshisha Clover Festival
	5 (Sun)	
	5 (Sun)	Sports Festival
	23 (Thu)	Labor Thanksgiving Day (University holiday)
	26 (Sun)	} Doshisha Eve (no classes)
	27 (Mon)	
	28 (Tue)	
	29 (Wed)	Anniversary of Establishment (University holiday)
December	23 (Sat)	Winter Recess begins
	25 (Mon)	Nativity (University holiday)
<b>2024</b>		
January	8 (Mon)	Winter Recess ends
	8 (Mon)	Coming of Age Day (University holiday)
	9 (Tue)	Classes recommence
	23 (Tue)	Founder's Day (classes held as usual)
	29 (Mon)	Last day of classes
	30 (Tue)	Final exams begin
February	12 (Mon)	National Holiday (Final exams held as usual)
	17 (Sat)	Final exams end
Early March		Announcement of Graduation Results
March	15 (Fri)	Grade Notification* <sup>3</sup>
	20 (Wed)	} Fall Semester Graduation Ceremony
	21 (Thu)	
	22 (Fri)	
	31 (Sun)	End of Fall Semester

\*1 The advanced registration is held prior to this period.

\*2 The advanced registration period is held between the Grade Notification day and the period for Course Registration for Fall Semester.

\*3 The advanced registration period is held between the Grade Notification day and the course registration period in April of the next academic year.

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# Welcome to the Institute for the Liberal Arts

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We are delighted that you have decided to obtain your B.A. degree in the Liberal Arts here at the Institute for the Liberal Arts (ILA) at Doshisha University.

The Institute is home to a team of academics, administrators, and students who, drawing on their own experiences of living and researching across the world, all understand the importance of both the local and the global. We feel that in the contemporary world, a broad international education, global networks, and language skills will give you the competitive edge.

Like our sister institution, Amherst College in Massachusetts, our approach is fundamentally, and necessarily, interdisciplinary across the humanities and social sciences. Based here in the historic, ancient city of Kyoto, a center of learning in Asia for well over a millennium, we have our eyes focused on the globalized world of the future with our feet placed solidly on the local knowledge of traditions.

Our students come from a growing number of countries and regions around the world—Afghanistan, Australia, Bangladesh, Botswana, Brazil, Canada, China, France, Georgia, Germany, Hong Kong, India, Indonesia, Japan, Kenya, Liberia, Lithuania, Malaysia, Mexico, Myanmar, Nepal, New Zealand, Nigeria, the Philippines, Singapore, Somalia, South Africa, South Korea, Sweden, Taiwan, Thailand, Uganda, the U.A.E., the U.K., the U.S., and Vietnam—and this diversity we hold very dear in the collaborative mission of building an inquisitive, learning community here at this major Japanese research and teaching institution, Doshisha University.

This student handbook will serve as your guide as you depart on this four-year journey. If you have any questions, please do not hesitate to inquire at the office, or make an appointment to speak with one of the administrative or academic staff at the ILA.

Best wishes,

Yoshiaki Azuma, Ph.D. (Brown)  
Economics  
Dean of The Institute for the Liberal Arts

Gregory Poole, Ph.D. (Oxford)  
Anthropology

Colin Davis, Ph.D. (Hokkaido)  
Economics

Gill Steel, Ph.D. (Chicago)  
Political Science

Jennifer McGuire, Ph.D. (Oxford)  
Anthropology

David Uva, Ph.D. (Osaka)  
Japanese Studies

# The Institute for the Liberal Arts

## ■ Mission

The Institute for the Liberal Arts (ILA) at Doshisha University offers a Bachelor of Arts degree taught exclusively in English. The ILA aims to encourage students to develop their full intellectual and human potential within an international atmosphere. To do so, the ILA brings together a diverse group of faculty and students and encourages co-operative learning across the academic disciplines. Students gain in-depth local knowledge about Kyoto and the Kansai region, and at the same time, master frameworks and methods that can be applied to the understanding of regional and global social, political and economic processes. The ILA hopes that the academic and social skills acquired within this broad education will enable students to make significant contributions to their local communities, countries of residence, and global society.

## ■ Educational Policy

The B.A. in Liberal Arts program at the ILA represents a culmination of world-class approaches to university liberal arts education. The Institute has a liberal arts college atmosphere and educational approach and emphasizes building partnerships between students and professors in small, interactive classes delivered through the medium of English.

By challenging students to take responsibility for their own learning and to develop a critical literacy through intensive reading, reflection, writing, and discussion, the Institute aims for individuals to cultivate intellectual and practical skills, gain a sense of individual and social responsibility, and obtain knowledge of social and natural worlds. The Institute faculty members challenge students to not only find interesting answers, but to formulate and ask intriguing questions.

Although there is a choice of three areas of concentration—Japanese Society and Global Culture, Japanese Business and the Global Economy, and Japanese Politics and Global Studies—students are encouraged to design their own unique four-year curriculum of study, choosing from a wide range of classes offered through the Institute, the Center for Japanese Language and Culture, as well as literally hundreds of undergraduate classes offered in Japanese at other faculties. Also, as a Doshisha University undergraduate, all Institute students have the opportunity to enroll in credit-earning courses at other universities in “The Consortium of Universities in Kyoto,” including Kyoto University, Ritsumeikan University, and nearly fifty others.

Depending on the concentration chosen, each student will formally belong to the Faculty of Letters, Social Studies, Law, Economics, Commerce, or Policy Studies (refer to the diagram below). However, regardless of which faculty they belong to, all students at the ILA study in the same curriculum which is especially designed for the B.A. in Liberal Arts program.

Concentration	Faculty	Department
Japanese Society and Global Culture	Letters	English / Philosophy / Aesthetics and Art Theory / Cultural History / Japanese Literature
	Social Studies	Sociology / Social Welfare / Media, Journalism and Communications / Industrial Relations / Education and Culture
Japanese Business and the Global Economy	Economics	Economics
	Commerce	Commerce
Japanese Politics and Global Studies	Law	Law / Political Science
	Policy Studies	Policy Studies

## ■ The Merits of an ILA Degree

Through our educational policy and goals, the Institute strives to help students achieve the following seven learning outcomes as identified in the 2007 Wabash National Study of Liberal Arts Education\*:

1. integration of learning—the demonstrated ability to connect information from disparate contexts and perspectives;
2. inclination to inquire and lifelong learning—the strong desire to learn, ask questions, and consider new ideas leading to a lifelong pursuit of knowledge;
3. effective reasoning and problem solving—the capacity to make reflective judgments, think critically, and analyze information to solve problems;
4. ethical and moral character—the capacity to understand one’s own ethics and make judgements based on this moral compass, while treating others with fairness and compassion;
5. intercultural effectiveness—the knowledge of cultural practices (both one’s own and others), social skills for functioning effectively in diverse group settings, flexibility in thinking, and openness to new ideas;
6. leadership—the awareness of core values that include a consciousness of self, commitment, collaboration, civility, and citizenship;
7. well-being—the attainment of subjective, psychological, social, and physical well-being, contentment, and happiness together with a sense of purpose in life.

Specifically, after successful completion of our program, an ILA graduate:

1. has a solid understanding of Japan that is based on knowledge from Foundation Courses taken on Japan and Kyoto and which can be applied in international contexts;
2. is able to observe, interpret, and analyze the world using academic and research skills learned in Foundation Courses and Seminars and that have been refined in a specific academic discipline in Concentration Courses and applied to writing a Research Report or an Honors Thesis; and
3. is able to draw from across the humanities and social sciences when confronting and solving real world problems, based on the breadth of introductory, intermediate, and advanced level Concentration Courses taken across the interdisciplinary curriculum.

\*King, P.M., Brown, M.K., Lindsay, N.K., Van Hecke, J.R. (2007). “Liberal Arts Student Learning Outcomes: An Integrated Approach,” *About Campus*, September–October, pp.2–9

## ■ Main Service

1. Course registration, answering questions regarding courses.
2. Examination administration, record and storage of academic grades.
3. Administration of personal information of students.
4. Processing Applications for Admissions, Requests for Leave of Absence, University Withdrawal Forms, Re-admission Forms, Absence Report Forms, and Change of Address, Name or Guarantor Forms.
5. Administration of entrance examinations.
6. Issuance of Student ID Cards, Certificate for Commuter Pass and Student Discount Cards.
7. Issuance of Certificates (some certificates are also provided by the Certificate Issuing Machine). See page 68.
8. Support for class preparation.
9. Management of the ILA Reference Library. See page 72.

## ■ Location and Office Hours

Location: Shikokan Building 1F  
TEL: 075-251-3302 FAX: 075-251-3304  
Email: [ji-ila@mail.doshisha.ac.jp](mailto:ji-ila@mail.doshisha.ac.jp)  
Office hours: Mon-Fri 9 a.m. to 11:30 a.m.,  
12:30 p.m. to 5 p.m.  
(Any changes will be announced on the ILA message board.)

Emergency Contact: 075-251-3015 (Imadegawa Main Gate)

## ■ Message Boards

All notices from the university will be posted on the message boards. Please check the message boards regularly when you come to school. The locations of the message boards to check differ depending on which information you seek.

### Where are the message boards?

- Information for ILA students: Shikokan Building North Wing 1F
- Information for International Students: Fusokan Building 1F

Please also check other message boards around campus such as the “Faculty message board,” the “Foreign Language message board,” the “Health and Physical Education message board,” etc., if necessary. Although we offer information and notices on the university’s website, there is often a time lag before updates are made. Also, we may send notices to your school email account. See page 63 for information on how to forward email from your school account to a private email account.

## ■ ILA Private Website

Academic information is also available on the ILA private website (<https://ila.doshisha.ac.jp/en/private/current-students.html>). On it, you can find registration schedules, submission rules and formats of essays/reports, course timetables, etc. Please bookmark and check this website regularly.

## The ILA Curriculum

### ■ Curriculum Overview

The curriculum is divided into three large groups: “Seminars and Honors Thesis,” “Foundation Courses” and “Concentration Courses.”

#### Seminars and Honors Thesis

The Seminars and Honors Thesis are designed to provide students with the opportunity to gain a broad interdisciplinary base of knowledge, early in their degree. Students can then draw upon this knowledge as they develop specialized discipline-specific knowledge at the intermediate and advanced levels, culminating in the completion of an independent research project under a thesis advisor in the fourth year.

#### Foundation Courses

The Foundation Courses consist of “Academic and Research Skills” and “Understanding Japan and Kyoto,” providing students with basic skills and knowledge required for more advanced studies.

#### Concentration Courses

The “Concentration Courses,” aiming to provide more practical knowledge, have three major fields of study arranged into the following concentrations: “Japanese Society and Global Culture,” “Japanese Business and the Global Economy,” and “Japanese Politics and Global Studies.” In addition to completing the course requirements of their chosen concentrations, students are also free to choose courses from courses offered in other concentrations.

#### Other Elective Courses

Other Elective Courses allow students to select from the wide range of courses in other undergraduate programs, as well as from the Japanese language courses offered by the Center for Japanese Language and Culture, and from a selection of courses offered by graduate schools.

Curriculum (124 credits to obtain a B. A. in Liberal Arts)			
Year 1	Year 2	Year 3	Year 4
<b>Seminars and Honors Thesis (16 credits or above)</b>			
Introductory Seminars		Intermediate Seminars	Advanced Seminars Honors Thesis
<b>Foundation Courses (16 credits or above)</b>			
Academic and Research Skills (12 credits or above)			
Understanding Japan and Kyoto (4 credits or above)			
<b>Concentration Courses (30 credits or above)</b>			
Japanese Society and Global Culture Concentration Introductory	Intermediate		Advanced
Japanese Business and the Global Economy Concentration Introductory	Intermediate		Advanced
Japanese Politics and Global Studies Concentration Introductory	Intermediate		Advanced
<b>Other Elective Courses</b>			
Special Lecture Series, Japanese Language and Culture Subjects, General and Liberal Education Courses, Recognized Transfer Credits		Graduate Courses	
	Courses in Other Faculties		

## Degree Requirements

### ■ Basic Requirements

To earn your B.A. degree at Doshisha University, you must:

- be enrolled in the program for at least four years (not including leaves of absence and withdrawal periods)
- complete a total of at least 124 credits
- satisfy the following four sets of requirements

1. Among “Seminars and Honors Thesis,” you must complete a minimum of 8 credits from “Introductory Seminars,” a minimum of 4 credits from “Intermediate Seminars,” and a minimum of 4 credits from “Advanced Seminars,” including “Advanced Seminar 1,” and “Advanced Seminar 2.” You must complete a total of at least 16 credits from “Seminars and Honors Thesis.”
2. Among “Foundation Courses,” you must complete a minimum of 12 credits from “Academic and Research Skills,” and a minimum of 4 credits from “Understanding Japan and Kyoto.” You must complete a total of at least 16 credits from “Foundation Courses.”
3. Among “Concentration Courses,” you must complete a minimum of 30 credits, including at least 4 credits each from “Introductory,” “Intermediate,” and “Advanced” courses.
4. As for “Other Elective Courses,” you may optionally complete courses which the ILA has approved in the “Japanese Language and Culture Subjects,” “General and Liberal Education Courses,” “Courses in Other Faculties,” “Graduate Courses,” “Transferred Credits from Doshisha Women’s College of Liberal Arts,” and “Transferred Credits from The Consortium of Universities in Kyoto.” English as a Foreign Language (EFL) courses, as well as foreign language courses in your first language, can NOT be taken for credit. Please keep this in mind when registering for courses in the “General and Liberal Education Courses” and “Japanese Language and Culture Subjects.” For example, if Japanese is your first language, you will not be able to enroll in “Japanese 1” or “Japanese 2.”

### Minimum Degree Requirements

1. Seminars and Honors Thesis			2. Foundation Courses		3. Concentration Courses (Your chosen concentration)				4. Other Elective Courses
Introductory Seminars	Intermediate Seminars	Advanced Seminars and Honors Thesis	Academic and Research Skills	Understanding Japan and Kyoto	Introductory	Intermediate	Advanced	Any Level	
8 credits	4 credits	4 credits	12 credits	4 credits	4 credits	4 credits	4credits	18 credits	
16 credits			16 credits		30 credits				
124 credits									

## Curriculum Notes

### ■ Curriculum

- The Arabic numerals “1” and “2” in course titles do NOT indicate the need to complete “1” before registering for “2”. For example, “Advanced Seminar 1” and “Advanced Seminar 2” can be completed in any order.
- In some cases, a course may have several classes. Students can only register for one class for each course.
- Although all ILA courses (Seminars and Honors Thesis, Foundations Courses, Concentration Courses, and Special Lecture Series) are offered at the Imadegawa campus, many courses in the Other Elective Courses are offered at the Kyotanabe campus. Please check which campus the course is offered at when registering.
- Students may withdraw from a course on the course withdrawal dates one month after classes begin. (Please see “Course Withdrawal” on page 15 for more information.) Note, however, that students are NOT permitted to withdraw from Seminars or the Honors Thesis.

### ■ Semester

All courses have year requirements indicating the minimum program year required for registration (See the fifth column of the ILA Courses Offered in 2023 on pages 9 to 12). Students begin in the first year when they enter the university in either the spring or fall semester and then move up one year every two semesters.

First Year		Second Year		Third Year		Fourth Year	
1 <sup>st</sup> semester	2 <sup>nd</sup> semester	3 <sup>rd</sup> semester	4 <sup>th</sup> semester	5 <sup>th</sup> semester	6 <sup>th</sup> semester	7 <sup>th</sup> semester	8 <sup>th</sup> semester

### ■ Credit Requirements per Semester

- The minimum and maximum numbers of credits that a student can register for in each semester are 2 and 24 credits, respectively.
- Students must remain registered for at least 2 credits even when withdrawing from some of their courses.

### ■ Seminar System

The ILA seminar system is composed of “Introductory Seminars” for first and second year students, “Intermediate Seminars” for third year students, and “Advanced Seminars” for fourth year students. The seminars culminate in a “Research Report” or an “Honors Thesis” completed in the final semester. Students begin by taking four Introductory Seminars, across different disciplines and with four different ILA professors. From those four Introductory Seminar professors, students then choose two professors with whom they will complete two different Intermediate Seminars. Finally, students choose one of the two ILA professors with whom they completed their Intermediate Seminars to complete their “Advanced Seminar 1” and “Advanced Seminar 2” (both in the same discipline with the same professor). The “Honors Thesis” is completed under the guidance of the ILA professor with whom a student has chosen to take “Advanced Seminar 1” and “Advanced Seminar 2”. Students planning to participate in a study abroad program can apply to use transfer credits earned at a host institution to fulfill seminar requirements, with the exception of the final advanced seminar and honors thesis, which must be completed at the ILA. See page 20 for further details regarding the transfer credit application. Note that students may be required to change seminars in their fourth year if an ILA faculty member becomes unavailable.

### ■ Other Elective Courses

Students are recommended to give priority to Seminars and Honors Thesis, Foundations Courses, and Concentration Courses. Please note that while some of the courses in Other Elective Courses are offered in English, many are offered in Japanese. Please check the language of instruction before registering. Students can only register for ILA approved Other Elective Courses, which include the following courses: “Special Lecture Series,” “Japanese Language and Culture Subjects,” “General and Liberal Education Courses,” “Courses in Other Faculties,” “Graduate Courses,” “Transferred Credits from The Consortium of Universities

in Kyoto,” and “Transferred Credits from Doshisha Women’s College of Liberal Arts.” Other Elective Courses are marked as \* in the curriculum table (see page 12). Students must check the course in the appropriate program guide (履修要項) for information concerning the number of credits, class style, and course requirements.

### Special Lecture Series

As Special Lecture Series is not a regularly offered course, there may be no opportunity for you to replace your grade in a subsequent year if you receive an “F” grade. (See page 27 for more information.)

### Japanese Language and Culture Subjects (日本語・日本文化教育科目)

Please refer to the “Registration Guide for Japanese Language and Culture Subjects for International Students” issued by the Center for Japanese Language and Culture. The level and class placement will be decided according to the results of the Japanese Placement Test. The ILA offers “Basic Japanese” in Foundation Courses for Japanese language beginner students. Students who are at the introductory, intermediate and advanced levels are strongly recommended to complete “Japanese 1” and “Japanese 2” in Japanese Language and Culture Subjects. If the time slots of “Japanese 1,” “Japanese 2” and ILA courses overlap, students must consider their priorities and make plans accordingly during the registration process.

### General and Liberal Education Courses (全学共通教養教育科目), including Foreign Language Courses (外国語教育科目)

Please refer to the program guide for General and Liberal Education Courses for course information on General and Liberal Education Courses. ILA students are not permitted to register for English as a Foreign Language courses or other foreign language courses that match their native language.

### Courses in Other Faculties (学部設置科目)

Students must check the appropriate program guide of each faculty for courses in “Courses in Other Faculties.” Students can register for courses marked as “Allowed” (可) in the column “Students from other faculties” (他学部生履修可否). ILA students are not permitted to register for courses marked as “Not Allowed” (否 or 不可) even though those courses may be offered by the faculties they belong to. ILA students can register for courses in “Courses in Other Faculties” from the 3rd semester.

### Graduate Courses (大学院設置科目)

Courses in “Graduate Courses” can be registered for from the 5th semester. Students may only register for the following ILA approved courses: “Queer Studies,” “American History,” “Contemporary American Politics and Society”. For registration information, inquire at the ILA Office.

### Transferred Credits from The Consortium of Universities in Kyoto (大学コンソーシアム京都単位互換科目)

Courses in “Transferred Credits from the Consortium of Universities in Kyoto” can be registered for from the 3rd semester, but these courses have special conditions relating to requirements and registration periods. You can enroll in courses that are offered by approximately 50 universities and colleges in the Kyoto region, and the credits you complete at these universities and colleges will be transferred to your degree at Doshisha University. These universities and colleges offer courses in almost all academic fields to meet a wide range of interests. Application forms are available at the ILA Office or the Department of Registrar. Please refer to the Registration Manuals for details on how to register.

### Transferred Credits from Doshisha Women’s College of Liberal Arts (同志社女子大学単位互換科目)

Courses in “Transferred Credits from Doshisha Women’s College of Liberal Arts” can be registered for from the 3rd semester, but these courses have special conditions relating to requirements and registration periods. This system allows you to transfer completed credits at Doshisha Women’s College to your degree at Doshisha University, for example, courses in the Department of Music that are not taught at Doshisha University. Application forms are available at the ILA Office or the Department of Registrar. Please refer to the Registration Manuals for detailed registration procedures.

### Recognized Transfer Credits

In some cases, credits for courses completed at institutions other than Doshisha University may be registered as Recognized Transfer Credits.

## ILA Courses Offered in 2023

Registration Code		Course Name	Class	Year	Term	Instructor	R=Required E=Elective	Credits	Ex=Exercise L=Lecture P=Practical training
Course Code	Class Code								
<b>● Seminars and Honors Thesis &gt; Introductory Seminars</b>									
I2001001	001	Introductory Seminar A	①	1-	Spring	Gregory POOLE	E	2	Ex
I2001001	002	Introductory Seminar A	②	1-	Fall	Gregory POOLE	E	2	Ex
I2001002	001	Introductory Seminar B	①	1-	Spring	Jennifer MCGUIRE	E	2	Ex
I2001002	002	Introductory Seminar B	②	1-	Fall	Jennifer MCGUIRE	E	2	Ex
I2001003	001	Introductory Seminar C	①	1-	Spring	David UVA	E	2	Ex
I2001003	002	Introductory Seminar C	②	1-	Fall	David UVA	E	2	Ex
I2001004	001	Introductory Seminar D	①	1-	Spring	Colin DAVIS	E	2	Ex
I2001004	002	Introductory Seminar D	②	1-	Fall	Colin DAVIS	E	2	Ex
I2001005	001	Introductory Seminar E	①	1-	Spring	Gill STEEL	E	2	Ex
I2001005	002	Introductory Seminar E	②	1-	Fall	Gill STEEL	E	2	Ex
<b>● Seminars and Honors Thesis &gt; Intermediate Seminars</b>									
I2001011	001	Intermediate Seminar A	①	3-	Spring	Gregory POOLE	E	2	Ex
I2001011	002	Intermediate Seminar A	②	3-	Fall	Gregory POOLE	E	2	Ex
I2001012	001	Intermediate Seminar B	①	3-	Spring	Jennifer MCGUIRE	E	2	Ex
I2001012	002	Intermediate Seminar B	②	3-	Fall	Jennifer MCGUIRE	E	2	Ex
I2001013	001	Intermediate Seminar C	①	3-	Spring	David UVA	E	2	Ex
I2001013	002	Intermediate Seminar C	②	3-	Fall	David UVA	E	2	Ex
I2001014	001	Intermediate Seminar D	①	3-	Spring	Colin DAVIS	E	2	Ex
I2001014	002	Intermediate Seminar D	②	3-	Fall	Colin DAVIS	E	2	Ex
I2001015	001	Intermediate Seminar E	①	3-	Spring	Gill STEEL	E	2	Ex
I2001015	002	Intermediate Seminar E	②	3-	Fall	Gill STEEL	E	2	Ex
<b>● Seminars and Honors Thesis &gt; Advanced Seminars and Honors Thesis</b>									
I2001021	001	Advanced Seminar 1	①	4	Spring	Gregory POOLE	R	2	Ex
I2001021	002	Advanced Seminar 1	②	4	Spring	Jennifer MCGUIRE	R	2	Ex
I2001021	003	Advanced Seminar 1	③	4	Spring	David UVA	R	2	Ex
I2001021	004	Advanced Seminar 1	④	4	Spring	Colin DAVIS	R	2	Ex
I2001021	005	Advanced Seminar 1	⑤	4	Spring	Gill STEEL	R	2	Ex
I2001022	001	Advanced Seminar 2	①	4	Fall	Gregory POOLE	R	2	Ex
I2001022	002	Advanced Seminar 2	②	4	Fall	Jennifer MCGUIRE	R	2	Ex
I2001022	003	Advanced Seminar 2	③	4	Fall	David UVA	R	2	Ex
I2001022	004	Advanced Seminar 2	④	4	Fall	Colin DAVIS	R	2	Ex
I2001022	005	Advanced Seminar 2	⑤	4	Fall	Gill STEEL	R	2	Ex
I2001023	001	Honors Thesis	①	4	Spring	Gregory POOLE	E	2	Ex
I2001023	002	Honors Thesis	②	4	Spring	Jennifer MCGUIRE	E	2	Ex
I2001023	003	Honors Thesis	③	4	Spring	David UVA	E	2	Ex
I2001023	004	Honors Thesis	④	4	Spring	Colin DAVIS	E	2	Ex
I2001023	005	Honors Thesis	⑤	4	Spring	Gill STEEL	E	2	Ex
I2001023	006	Honors Thesis	⑥	4	Fall	Gregory POOLE	E	2	Ex
I2001023	007	Honors Thesis	⑦	4	Fall	Jennifer MCGUIRE	E	2	Ex
I2001023	008	Honors Thesis	⑧	4	Fall	David UVA	E	2	Ex
I2001023	009	Honors Thesis	⑨	4	Fall	Colin DAVIS	E	2	Ex
I2001023	010	Honors Thesis	⑩	4	Fall	Gill STEEL	E	2	Ex
<b>● Foundation Courses &gt; Academic and Research Skills</b>									
I2001101		Library Research Skills		1-	Spring	Emily CHUNG-MOYA	E	2	L
I2001102		Introduction to Information Systems		1-	Fall	Liang ZHAO	E	2	Ex

**Students who enrolled in or after 2015**

Registration Code		Course Name	Class	Year	Term	Instructor	R=Required E=Elective	Credits	Ex=Exercise L=Lecture P=Practical training
Course Code	Class Code								
12001103		Academic Presentations and Debate		1-	Spring	Jay KLAPHAKE	E	2	Ex
12001104	001	Academic Writing	①	1-	Spring	Michael GRECO	E	2	Ex
12001104	002	Academic Writing	②	1-	Spring	Michael GRECO	E	2	Ex
12001104	003	Academic Writing	③	1-	Fall	Michael GRECO	E	2	Ex
12001104	004	Academic Writing	④	1-	Fall	Michael GRECO	E	2	Ex
12001105		Mathematical Methods for the Social Sciences		1-	Fall	Takehiko NAKAMA	E	2	Ex/L
12001120		Probability for the Social Sciences		1-	Spring	Takehiko NAKAMA	E	2	L
12001106		Introduction to Asian Philosophy and Thought		1-	Spring	Federica SGARBI	E	2	L
12001107		Introduction to Social, Political, and Economic Thought		1-	Fall	Huseyin RASIT	E	2	L
12001108		Introduction to Philosophy and Ethics		1-	Fall	Federica SGARBI	E	2	L
12001109		Introduction to Qualitative Research Methods		2-	Fall	Jennifer MCGUIRE	E	2	L
12001110		Introduction to Quantitative Research Methods		2-	Fall	Takehiko NAKAMA	E	2	L
12001121		Advanced Mathematical Methods for the Social Sciences		2-	Spring	Takehiko NAKAMA	E	2	Ex/L
<b>● Foundation Courses &gt; Understanding Japan and Kyoto</b>									
12001111	001	Basic Japanese	①	1-	Spring	Junko TAKAHASHI	E	2	P
12001111	002	Basic Japanese	②	1-	Fall	Junko TAKAHASHI	E	2	P
12001112		Communities of Practice in Japan		1-	Spring	Randall CHANNELL	E	2	L/P
12001113		Japanese Issues and Topics		1-	Spring	Jane SINGER	E	2	L
12001114		Introduction to Kyoto		1-	Spring	Xiangming CHEN	E	2	L
12001115		Doshisha and Christianity		1-	Spring	Doron COHEN	E	2	L
12001116		Geography of Japan		1-	-	Not Offered	E	2	L
12001117		Nature and the Environment in Japan		1-	Fall	Hiroaki ISHII	E	2	L
12001118		Religion in Japan		1-	Fall	Catherine LUDVIK	E	2	L
12001119		Understanding and Experiencing Work in Japan		2-	Fall	Naomi KONISHI	E	2	L
<b>● Concentration Courses &gt; Japanese Society and Global Culture Concentration &gt; Introductory</b>									
12001201		What Makes Humans Human?		1-	Fall	Jennifer MCGUIRE	E	2	L
12001202		Introduction to Japanese History		1-	Spring	David UVA	E	2	L
12001203		Manga and Anime Studies		1-	Fall	Omar Yusef BAKER	E	2	L
12001204		Japanese Society and Culture		1-	Spring	Jennifer MCGUIRE	E	2	L
12001205		Introduction to the Arts		1-	Fall	Haruhisa KAWAMURA	E	2	L
12001206		Introduction to Media and Communications		1-	Fall	Urszula FREY	E	2	L
12001207		Introduction to Globalization		1-	Spring	Gregory POOLE	E	2	L
12001208		World Civilizations		1-	Fall	Masumi IZUMI	E	2	L
<b>● Concentration Courses &gt; Japanese Society and Global Culture Concentration &gt; Intermediate</b>									
12001209		Media in Japan		2-	Fall	Urszula FREY	E	2	L
12001210		Japanese and World Literature		2-	Spring	Maria L. CORREA	E	2	L
12001211		World, Youth, and Pop Culture		2-	Spring	Omar Yusef BAKER	E	2	L
12001212		Ethnicity in Japan		2-	Fall	Jane SINGER	E	2	L
12001213		Japan in the World: Cultural Flows and Diasporas		2-	Spring	Gavin J. CAMPBELL	E	2	L
12001214		Social Foundations of Language		2-	Fall	Gregory POOLE	E	2	L
12001215		Asian Civilizations		2-	Spring	Tomoko MAKIDONO	E	2	L
12001216		Modern Japanese History		2-	Fall	David UVA	E	2	L
<b>● Concentration Courses &gt; Japanese Society and Global Culture Concentration &gt; Advanced</b>									
12001217		Social Foundations of Education		3-	Spring	Gregory POOLE	E	2	L
12001218		Nations and Nationalism		3-	Fall	David UVA	E	2	L
12001219		Advanced Themes in Anthropology		3-	Fall	Gregory POOLE	E	2	L
12001220		Disaster Studies		3-	Spring	Jane SINGER	E	2	L
12001221		Social Inequalities in Japan		3-	Spring	Jennifer MCGUIRE	E	2	L
12001222		Colonialism and Imperialism		3-	Spring	David UVA	E	2	L

Registration Code		Course Name	Class	Year	Term	Instructor	R=Required E=Elective	Credits	Ex=Exercise L=Lecture P=Practical training
Course Code	Class Code								
12001223		Advanced Media Studies		3-	Spring	Urszula FREY	E	2	L
12001224		Migration and Transnationalism		3-	Fall	Jane SINGER	E	2	L
<b>● Concentration Courses &gt; Japanese Business and the Global Economy Concentration &gt; Introductory</b>									
12001301		Introduction to Contemporary Economics and Business		1-	Fall	Marcelo FUKUSHIMA	E	2	L
12001302		Introduction to the Japanese Economy		1-	Fall	I-Chun CHEN	E	2	L
12001303		Macroeconomics		1-	Spring	Colin DAVIS	E	2	L
12001304		Microeconomics		1-	Fall	Colin DAVIS	E	2	L
12001305		Introduction to Finance		1-	Spring	Yukihiro NISHIMURA	E	2	L
12001306		Introduction to Business Administration		1-	Fall	Marc BREMER	E	2	L
12001307		Introduction to Accounting		1-	Spring	Gustavo TANAKA	E	2	L
12001308		Society and Economy in Kyoto		1-	Spring	David ADEBAHR	E	2	L
<b>● Concentration Courses &gt; Japanese Business and the Global Economy Concentration &gt; Intermediate</b>									
12001309		Consumers and the Market in Japan		2-	Fall	Tadashi YAGI	E	2	L
12001310		Ecology and Economy in Japan		2-	Fall	Yoshihiko WADA	E	2	L
12001311		Industry and Labor in Japan		2-	Spring	Diane HARING	E	2	L
12001312		The Creative Industries in Contemporary Japan		2-	Spring	Grace L. GONZALEZ BASURTO	E	2	L
12001313		The Financial System in Japan		2-	Fall	Yukihiro NISHIMURA	E	2	L
12001314		Financial Accounting in Japan		2-	Spring	Gustavo TANAKA	E	2	L
12001315		Introduction to Marketing		2-	Fall	Binh NGHIEM-PHU	E	2	L
12001316		Japanese Corporations		2-	Spring	Gustavo TANAKA	E	2	L
<b>● Concentration Courses &gt; Japanese Business and the Global Economy Concentration &gt; Advanced</b>									
12001317		Economic Growth		3-	Fall	Colin DAVIS	E	2	L
12001318		International Economics		3-	Spring	Colin DAVIS	E	2	L
12001319		Corporate Strategy and Organization		3-	Spring	Tao WANG	E	2	L
12001320		Management Accounting in Japan		3-	Fall	Gustavo TANAKA	E	2	L
12001321		International Marketing		3-	Spring	Tsutomu HARADA	E	2	L
12001322		International Business Communication		3-	Spring	Parissa HAGHIRIAN	E	2	L
12001323		Industry and Corporation in Kyoto		3-	Fall	Emily CHUNG-MOYA	E	2	L
12001324		Contemporary Issues in Business and Economics		3-	Fall	Gustavo TANAKA	E	2	L
<b>● Concentration Courses &gt; Japanese Politics and Global Studies Concentration &gt; Introductory</b>									
12001401		The Politics of Growth in Developing Countries		1-	Spring	Kushelevich HADAS	E	2	L
12001402		Winners and Losers: Introduction to Political Theory		1-	Spring	Garth WARRIES	E	2	L
12001403		Introduction to Japanese Law		1-	Fall	Colin P.A. JONES	E	2	L
12001404		Power and Politics in Japan		1-	Spring	Gill STEEL	E	2	L
12001405		Introduction to Comparative Policymaking		1-	Fall	Aysun UYAR	E	2	L
12001406		Introduction to International Relations		1-	Spring	Mark SELZER	E	2	L
12001407		Comparative Politics		1-	Fall	Esta Tina OTTMAN	E	2	L
12001408		Peace and Conflict		1-	Fall	Ian Robert GIBSON	E	2	L
<b>● Concentration Courses &gt; Japanese Politics and Global Studies Concentration &gt; Intermediate</b>									
12001409		Citizen Politics in Japan and Beyond		2-	Fall	Gill STEEL	E	2	L
12001410		International Relations in East Asia		2-	Spring	Viriya CHEAMPHAN	E	2	L
12001411		Postwar Japan-U.S. Relations		2-	Fall	Thomas FRENCH	E	2	L
12001412		What Makes Countries Poor?		2-	Spring	Dirk HEBECKER	E	2	L
12001413		International Human Rights Law		2-	Fall	Jay KLAPHAKE	E	2	L
12001414		Political Behavior, Campaigns and Elections		2-	Fall	Gill STEEL	E	2	L
12001415		Civic Engagement		2-	Spring	Ian Robert GIBSON	E	2	L
12001416		Public Opinion and Political Psychology		2-	Spring	Esta Tina OTTMAN	E	2	L
<b>● Concentration Courses &gt; Japanese Politics and Global Studies Concentration &gt; Advanced</b>									
12001417		Topics in Public Policy		3-	Spring	Viriya CHEAMPHAN	E	2	L

**Students who enrolled in or after 2015**

Registration Code		Course Name	Class	Year	Term	Instructor	R=Required E=Elective	Credits	Ex=Exercise L=Lecture P=Practical training
Course Code	Class Code								
I2001418		Mass Media in the Policymaking Process		3-	Spring	David ADEBAHR	E	2	L
I2001419		International Law and Organizations		3-	Spring	Jay KLAPHAKE	E	2	L
I2001420		International Political Economy		3-	Fall	Thomas SCHALOW	E	2	L
I2001421		Development and Law		3-	Fall	Jay KLAPHAKE	E	2	L
I2001422		Topics in Japan's Contemporary International Relations		3-	Spring	Garth WARRIES	E	2	L
I2001423		Social Movements and Contentious Politics		3-	Fall	Garth WARRIES	E	2	L
I2001424		Politics through Film		3-	Spring	Gill STEEL	E	2	L
<b>● Other Elective Courses</b>									
I2001802	011	Special Lecture Series (The World of Ideas in a Revolutionary Age: Europe in the Eighteenth Century)	①	1-	Spring	Susannah R. OTTAWAY	E	2	L
I2001802	098	Special Lecture Series (A Field Course on Natural Resources and the Environment)	⑧	1-	Spring	Hiroaki ISHII	E	2	L
*		Japanese Language and Culture Subjects		1-	*	*	E	*	*
*		General and Liberal Education Courses		1-	*	*	E	*	*
*		Courses in Other Faculties		2-	*	*	E	*	*
*		Graduate Courses		3-	*	*	E	*	*
*		Transferred Credits from The Consortium of Universities in Kyoto		2-	*	*	E	*	*
*		Transferred Credits from Doshisha Women's College of Liberal Arts		2-	*	*	E	*	*

Overview

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Course Registration

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# Course Registration

\* All the Dates and Times shown below are JST.

## ■ How to Register for Courses (Spring Semester)

The following guidelines are for the spring semester only. Registration guidelines for the fall semester are provided by the ILA Office in September.

### 1. Make a Plan for Registration

Make sure you understand the curriculum, degree requirements, total credits, and course syllabi. In order to accomplish your academic goals you need to plan carefully when you register for courses.

When deciding which courses to register for, be sure to consult the ILA curriculum carefully, paying special attention to the school year, the semester, and the number of credits.

It is also important to refer carefully to the timetable provided by the ILA Office. In general an ILA course has one 90-minute class per week. However, some courses do not follow this regular schedule. For example, the class schedule may become irregular if the course lecturer plans field trips to off campus sites. When a course includes field trips, students are expected to cover transportation costs and other expenses. Make sure that you are not registered for two or more courses in the same timetable slot.

#### ● Consultation regarding Course Registration

If you have any questions regarding how to register for courses or about the curriculum in general, consult with the ILA faculty and administrators during the period below. However, if you have questions at other times, please do not hesitate to inquire at the ILA Office.

##### Consultation Date

April 2 (Sun) 1:00 p.m. to 2:30 p.m.

Location: SK119

\* For participation, please ask the ILA Office.

### 2. Advanced Registration

Advanced registration is used to select students for courses that have enrollment limits and require prerequisites. In particular, Introductory Seminars at the ILA require advanced registration, as shown below. Many of the courses offered outside the ILA also require advanced registration. Often the designated period for advanced registration occurs in the Spring semester, even for courses that will be offered during the fall semester.

#### ■ ILA Courses That Require Advanced Registration

Introductory Seminar A (Class I)

Introductory Seminar B (Class I)

Introductory Seminar C (Class I)

Introductory Seminar D (Class I)

Introductory Seminar E (Class I)

#### ■ Schedule

##### Advanced Registration Period for Current Students

March 24 (Fri) 10 a.m. to March 30 (Thu) 1 p.m.

- Students can complete advanced registration using DUET anytime during the period provided above, and are selected for courses through a lottery. Please select "ILA Introductory Seminars" under the category of "Dummy Course (actual course and class to be determined by lottery)".
- Do not apply for courses that you have already received credit for.
- Announcement of Results: Log into DUET after 10 a.m. on March 31 (Fri).

Advanced Registration Period for New Students

April 2 (Sun) 10 a.m. to April 3 (Mon) 1 p.m.

- Students can complete advanced registration via Microsoft Forms, and the class will be determined by the ILA based on students' choices and the number of senior students enrolled in each class.
- Announcement of Results: Log into DUET after 11 p.m. on April 3 (Mon).

Additional Registration Period

April 5 (Wed) 10 a.m. to April 6 (Thu) 1 p.m.

- Students can apply for additional registration via Microsoft Forms. Note that the class will be determined by the ILA (students do not have the option to choose a class).
- Announcement of Results: Log into DUET after 10 a.m. on April 7 (Fri).

Advanced registration for fall classes will be announced in September.

**3. Registering for Courses**

- You are required to register for courses every semester.
- It is not necessary to register for a course again if you have already completed advanced registration.
- You are not permitted to register for courses after the registration dates.
- Make sure to check which campus the course is offered at when registering. If you register for courses held at Kyotanabe campus, you must plan for at least one hour of travel between the two campuses.
- In some cases, one course has several different classes (e.g. Advanced Seminar). In these cases although the content may differ, you can only register for one class since the course title is the same.

Registration Period

April 4 (Tue) 10:00 a.m. to April 6 (Thu) 5:00 p.m.

- Location: DUET

If you wish to register for Foreign Language Courses (excluding for English and your native language), you must drop by the ILA Office and go to the Consultation Session below. Please note that Foreign Language Courses are instructed mainly in Japanese. You are required to have a high level of Japanese ability.

April 5 (Wed) 10:00 a.m. to 11:00 a.m., 12:30 p.m. to 1:30 p.m.

Location: Ryoshinkan Building RY104

\*Bring your Student ID Card, Grade Report and the permission letter issued by the ILA. Registration will be on a first-come, first-served basis.

**● Registration Errors**

In the following cases error messages may appear when you are completing registration on DUET. However, please disregard the error messages and obtain approval from the ILA Office. Students must correct errors and complete registration within the designated period, with the exception of the following cases:

- A student has already completed an advanced registration for the fall semester in April.
- A non-international student registers for a Japanese Language and Culture Subject.
- A student registers for a Foreign Language Course (except for English and native languages).
- A student has already obtained special approval from the Department of Registrar.

**4. Spring Semester Classes Begin** April 8

## 5. Revision of Registration Errors

You will download a form for checking your registered courses from DUET. Please check this form carefully and inform the ILA Office if you find any errors. If registration errors are not corrected at this time, your course registration may be automatically deleted. Note that you cannot register for any additional courses after the registration period.

### Distribution of “the Form for Checking Registered Courses”

April 12 (Wed) 9:30 a.m ~

Location: DUET

### Revision of Registration Errors

April 12 (Wed) 9 a.m. to April 14 (Fri) 5 p.m.

Students need to correct their registration errors by sending an email from their “Doshisha University email accounts” with the necessary information to the ILA Office. In order to confirm students’ identities, only emails sent from “Doshisha University email accounts” will be accepted.

## 6. Confirmation of Registration

Please check your registration using DUET on the dates below.

### Confirmation Dates

April 19 (Wed) and 20 (Thu)

\*Print the “Registered Courses” page and keep it for the record.

## 7. Course Withdrawal

You can withdraw from courses approximately one month after the first week of classes, on the dates below. If you feel that the contents of a course are different from what you expected and you wish to withdraw, you can apply to withdraw from the course on DUET without affecting your GPA. Please consult the course descriptions in the syllabi to judge whether or not you can reasonably complete the courses that you have registered for.

\*Note: You CANNOT withdraw from Seminars or the Honors Thesis.

### Course Withdrawal Dates (TBD)

May 15 (Mon) and May 16 (Tue)

Details will be posted on the ILA Private Website.

**Please check the ILA Private Website and the university website as well as this student handbook regarding the dates and locations for course registration. Be sure to complete your registration before the deadlines. During the registration period, the ILA Office may contact you to confirm your registration. Be sure to check your university email frequently during the registration period!**

## ■ Reasonable Accommodation

Students with disabilities may wish to make particular requests for reasonable accommodations to be taken in the learning environment. If you would like for a disability to be taken into consideration please contact the ILA office AND the course professor as soon as possible. The ILA Office can help you to make an appointment to speak with the counseling centre, or you can proceed by contacting the centre directly.

[https://www.doshisha.ac.jp/en/student\\_life/health/counseling.html](https://www.doshisha.ac.jp/en/student_life/health/counseling.html)

## ■ Courses not Required for a Degree

In exceptional cases, it may be possible to register for a course as an auditor (voluntary course). You do not receive credits for voluntary courses and they are not calculated into your degree requirements. Please understand that the credits for voluntary courses are not calculated into your degree requirements or your GPA, but WILL be included in the maximum number of credit hours that you are allowed to register for each semester.

\*If you wish to register for a voluntary course, please consult with the ILA Office in advance.

## ■ Credit Transfer

Under Article 9-4 of the Doshisha University School Regulations, credits earned at other universities prior to entering the ILA may be transferred if approved. Please complete the following steps if you would like to apply to have your credits from your former institution evaluated (new students only).

### ***Complete the following steps to apply for a transfer of credits.***

1. Consult with the ILA Office before course registration.
2. Fill out the prescribed application form and apply at the ILA Office. You will be required to submit an official transcript and course descriptions (photocopies are acceptable) along with your application form.

The deadline for transfer credit applications for students entering from the Spring semester is April 3 (Mon), 2023.

### **Remarks**

1. This rule applies to new students only.
2. The ILA does not accept late applications.
3. The ILA will evaluate your application and make the final decision about which courses to approve.
4. The final decision regarding applications for the transfer of credits will be made after the registration period. Please take this into consideration when registering.
5. The ILA Office will delete any courses that you have registered for at Doshisha that duplicate approved course work you have already completed at a former institution.

## ■ DUET

DUET (Doshisha University Electronic Tutorial System) is an online study support system. You will need a user ID and password to log into the DUET system. Go to Doshisha University's English Website (<https://www.doshisha.ac.jp/en/>) and click on "**Current Students.**" Click on "**Learning support system DUET.**"

ILA students can use DUET to **register for** or **withdraw from courses**, **confirm registration**, **check timetables**, **confirm grades**, **fill out class evaluation surveys**, and get important information, such as **class cancellations**, **exam schedules**, or **grades** for the semester.

Note: If a serious issue affects the University's system during the registration or withdrawal periods and DUET is unable to function normally, the University may extend the registration and withdrawal periods or switch to hard copy application submission to the ILA Office. If you have trouble accessing DUET, please see the University website at <https://www.doshisha.ac.jp/en/students/>

## ■ Special Students (i.e. Exchange students at the ILA)

Please refer to the ILA Curriculum and submit an application form to the ILA Office to register for courses. You cannot use DUET to complete course registration.

## ■ Teaching Excellence Award

Each semester, the ILA awards one member of the ILA teaching faculty with a Teaching Excellence Award in recognition of the lecturer's outstanding teaching performance and positive contributions to the ILA community. You can nominate a candidate for the award by submitting a Nomination for Teaching Excellence Award with the signatures of ten students. The nomination form is available on the ILA Website.

# Planning Your Study

## ■ Time Management

Study at the undergraduate level requires cautious planning and careful time management. As you proceed through your degree, it is important to reflect on your progress to date and adjust your study plan to ensure that you complete all of your degree requirements.

For example, consider the 124 credits required for graduation. This credit requirement averages to about 16 credits per semester, or 8 two-credit classes per week. For the “A” student, each of these classes will entail a minimum of 3 hours of preparation and review. Including time in class, this adds up to a total of 36 hours of study per week. This example makes it clear that study at the undergraduate level entails a serious investment of time. It also reinforces the importance of time management. In order to earn good grades in all of your classes, you will have to begin planning your study time from the first week of each semester. Missed classes, readings, assignments, etc., will quickly add up to a large amount of material that will be impossible to learn through cramming before a final exam or final report. With careful time management, you can avoid end of semester stress and focus on learning in an effective manner.

If you are planning to apply to an exchange program that involves a year of study at another university (either in Japan or abroad), you need to plan your courses carefully to ensure that you will still be able to fulfill the requirements for graduation. For example, imagine yourself in your fourth year. You have found a job or been accepted into a graduate school, and are looking forward to graduation. Then, you realize that you have not completed a degree requirement and will not be able to graduate. As a result, you lose the job or graduate school place and have to remain at the ILA for an additional semester or a full year. With careful course planning, you can avoid these types of stressful problems.

Earning an undergraduate degree is a full time commitment. In order to gain the most from your time at the ILA, careful course planning and time management will be essential.

## ■ The ILA Dean’s List

The ILA Dean’s List recognizes students who have achieved exemplary academic results over the current semester.

At the end of each semester, the students who have achieved the highest GPA in their current cohorts (groups of students who have completed the same number of semesters, not including leaves of absence) will be placed on the ILA Dean’s list for that semester and awarded a congratulatory letter of achievement from the Dean of the ILA.

In order to be recognized for the ILA Dean’s List, a student is required to have achieved a minimum GPA of 3.0 and to have completed a minimum of 16 credits that fulfill degree requirements at Doshisha University over the semester. Current GPA is used to select the highest GPA for cohorts in their 1st to 7th semesters. Cumulative GPA is used to decide the highest GPA for the graduating cohort in its 8th semester.

The ILA Dean’s List will be announced on the ILA website and message board with the consent of the awarded students.

\*Students are not required to have their names published on the ILA website or message board.

## ■ Valedictorian

The ILA selects one student from the graduating cohort to give a valedictory speech during the ILA Degree ceremony. Selection of the class valedictorian is based on a general evaluation of potential candidates that includes, but is not limited to, important contributions that the student has made to the ILA community and Doshisha University and the pursuit of academic excellence.

## ■ Scholarship Requirements

Many ILA students receive scholarships. Doshisha scholarships will be reviewed at the end of the 2nd year of your study (end of fourth semester) with respect to specific conditions of your GPA or the number of credits earned, or both. Students who do not fulfill the conditions may have their scholarships reduced or lose their scholarships altogether. Please plan your study carefully. Refer to the following website for more information. <https://ois.doshisha.ac.jp/en/scholarships/merit.html>

## ■ Student Visa

Most students without a Japanese Passport studying at the ILA are residing in Japan on a “Student Visa.” As such, permission to reside in the country has been given by the Japanese Government for the purpose of academic study at the ILA. In cases where an international student is found to be producing poor academic results, or to not be attending classes, the Immigration Bureau of Japan may deem the student to be residing in Japan for reasons other than study, and not renew the student’s “Student Visa.” The result would be the loss of permission to reside in Japan and withdrawal from the ILA. Please plan your study carefully.

## ■ Academic Warnings (Timely Graduation)

An academic warning is given to any student with academic results that suggest the student may not be able to complete all of the degree requirements for graduation within four years.

A student is issued an academic warning under the following conditions:

- The student has failed to earn a minimum of two credits in the preceding semester.
- The student has not completed a sufficient number of credits given the number of semesters that the student has completed to date, as stipulated by the credit minimums outlined in the table below.

Sem. 1	Sem. 2	Sem. 3	Sem. 4	Sem. 5	Sem. 6	Sem. 7	Sem. 8
4	8	24	44	64	84	104	124

Academic warnings are not given in the following cases:

- The student enrolled at the ILA as a third-year transfer student in the current semester.
- The student is currently participating in an exchange program and has completed credits at a host institution that have yet to be transferred to the ILA.
- The student is currently taking an official leave of absence from the ILA.

## ■ Academic Information Disclosure

We do not disclose your academic information to third parties (including your parents, guardians, or guarantors), respecting your privacy. Please report your academic progress regularly to your concerned parties by yourself.

## Study Abroad and Exchange Programs

As a Doshisha University student, you have many opportunities to participate in exchange programs, depending on how long you plan to study at a host university and on your language proficiency. Every year, many highly motivated students participate in exchange programs, gaining invaluable experience and a broader international perspective.

### ■ Doshisha University Exchange Programs (University-Wide)

ILA students are currently able to participate in the long-term exchange programs that Doshisha University has setup with more than 170 partner institutions in 37 countries and regions all over the world, for either one semester or one academic year.

The application periods for long-term exchange programs differ depending on whether the academic year of the host university begins in the spring or in the fall. Period A exchange programs begin in the spring, and have an application period that starts in May, one year prior to departure. Period B exchange programs start in the fall, and have an application period in October, one year prior to departure.

Be careful to note that you will apply to participate in an exchange program almost a full year before you depart. As such, if you are hoping to participate in a long-term exchange program, you should start planning while you are still a first year student in order to ensure that you do not miss the chance to apply for a particular program. For spring entry students that plan to complete their degrees in 4 years, the only chance to apply for Period A exchange programs is in their third semester. Similarly, for fall entry students that plan to graduate in 4 years, the only opportunity to apply for Period B exchange programs is in September at the beginning of their third semester.

The application procedure for designated exchange programs is competitive. If you want to know more about either the partner institutions or the designated exchange programs that are available, please check the “Study Abroad Guide”, which can be found at the ILA Office or the Office of International Affairs.

### ■ Non-designated Study Abroad Programs

ILA students can apply for a Recognized Period of Study Abroad (認定留学: *Ninteiryūgaku*) for the purposes of pursuing studies in programs at host universities that are not part of the designated exchange programs offered by Doshisha University. This Recognized Period of Study Abroad must be longer than three months and less than one year, and might be used to register for study at a host university for either one semester or one academic year. In order to be eligible for a Recognized Period of Study Abroad, the applying student must show intent to register in an undergraduate level program at a host university that is recognized by Doshisha University. Note that credits earned in a non-designated program may not be used to apply for transfer credits, when the ILA has not approved participation in the program. Make sure to inquire with the ILA Office regarding the eligibility of a program for a Recognized Period of Study Abroad before you apply for it.

### ■ ILA Exchange Programs (Faculty-Wide)

The ILA offers exchange programs exclusively for the ILA students, separately from the University-wide Designated Exchange Programs. Currently the ILA has agreements to exchange undergraduate students with three top-ranked institutions: IE University in Spain, University College London in the U.K. and University College Maastricht in the Netherlands. Detailed information is provided in the Guidelines for ILA Undergraduate Exchange Program, which is available at the ILA private website.

### ■ Waseda University Exchange Program

Doshisha University and Waseda University have an agreement to exchange undergraduate students every year. The purpose of this program is to offer students with the opportunity to broaden their minds and cultivate their personalities by studying in different places: Doshisha University students in Tokyo (the center of Japanese politics and economy), and Waseda University students in Kyoto (the center of Japanese culture and history). The program originates in the fact that both founders, Nijijima Jo and Shigenobu Okuma, had similar ideas of establishing schools and that they interacted closely after the foundation of the schools. The application process is competitive. Application forms are made available in late July every year.

## ■ Apply for Transfer Credits

University credits that have been earned outside Doshisha University may be used to fulfill degree requirements, if the ILA approves your application for transfer credits. Students complete an application for transfer credits after returning from participation in an exchange program. The application requires, but is not limited to, the following documentation (translated into English or Japanese where necessary):

- an official credit hour definition from the host university
- an official transcript from the host university
- a full syllabus for each course included in the application
- an official academic calendar (schedule) for the host university

Please note that the transfer credit application cannot be completed if any of the necessary documentation is not submitted. It is your responsibility to assemble and submit the necessary documentation with the transfer credit application.

You should inquire with the ILA Office about which of the courses offered might be used for transfer credits. Be careful to resolve any questions that you have regarding transfer credits before departing to participate in an exchange program. Even if you return to Japan early, you cannot simultaneously register for classes at Doshisha while you are registered at a partner institute.

## ■ Preparing to Apply to an Exchange Program

It takes a lot of time and effort to prepare a strong application that will be successful in the competitive application process for exchange programs. Be sure to leave ample time to investigate and choose the programs that you would like to apply to. Select the universities carefully by reading the website curricula, and general information for each university. As the number of places is limited, you should choose “backup” universities in case you are not selected for your first choice. If you need advice, make appointments with professors early in the application process.

### Preparing a Personal Statement

The questions on the application form and the personal statement are used by the selection committee to determine the strength of your application and to gauge your level of motivation. All application essays should be typed. Each essay should be customized to match the program and the location of the university that you are applying to. Be aware that poor writing suggests a low level of motivation for participation in a program.

### Requesting Letters of Recommendation

Letters of recommendation should be requested at least one month in advance. Choose a professor who knows you well and can provide a personal evaluation. In addition to the personal statement or essay that you have prepared for your application, be sure to include No. 1 ~ No. 3 on page 69 in your request letter to the professor.

### Application Interview

An interview is a key part of the selection process for exchange programs. It is important to be very well prepared, with a clear and well written essay that helps you to explain your choices in a logical and convincing way. Focus on explaining exactly why you would like to participate in an exchange program with a particular institution, including exactly what you would like to study, and how this fits with your studies at the ILA and your plans for the future.

## Course Guidelines

At Doshisha University each faculty determines its own curriculum for students. To graduate from Doshisha University, you must earn at least 124 credits and complete the curriculum.

For details and procedures regarding registration for courses at each faculty, please refer to these guidelines and the “Registration Guidelines” issued by each faculty. Please refer to the course syllabi for detailed information on the contents of the courses.

### ■ Accommodations for Students with Disabilities

In some of the subjects (seminars, experiments, practicums, language courses etc.) that involve activities such as “seeing,” “listening,” “speaking” and “using limbs” that could be “social barriers” for students with disabilities affecting the functions of the body or mind, alternative measures may be provided as far as it is possible under our commitment to provide “reasonable accommodation” for these needs. Please contact the ILA Office for more details before course registration.

### ■ Credit System

Students shall register for courses designated by their affiliated faculty and earn a prescribed number of credits for each of them in order to earn the number of credits required for graduation within the term of enrollment.

The current university system in Japan is based on a standardized credit system. As set out in the School Regulations below, one credit consists of content requiring an average of 45 hours of study, including classroom hours as well as time for preparation and review. Therefore, please be aware that time spent for preparation and review and time spent in the classroom are equally important.

The number of credits required for graduation differs with each faculty. Please refer to the information for your affiliated faculty for more details. The number of credits for undergraduate subjects is calculated according to the criteria below (Doshisha University School Regulations Article 9 Paragraphs 3 and 4).

- 1 The number of credits for classes shall be based on a standard where one class credit consists of content requiring 45 hours of study, in accordance with the following standard and depending on class methods.
  - (1) Regarding lectures and exercises, one credit shall consist of classes conducted for a number of hours determined by Doshisha University between 15 hours to 30 hours.
  - (2) Regarding experiments, practical trainings, or skills practice, one credit shall consist of classes conducted for a number of hours determined by Doshisha University between 30 hours to 45 hours.
  - (3) Determination of the number of credits when the class method in Item 1 above is combined with the class method in the previous item shall be made by Doshisha University with consideration for the standards stipulated in the two preceding items.
- 2 Regardless of the regulations in the previous paragraph, the number of credits for graduation theses and similar classes shall be set with due consideration for the specific study requirements.

### ■ Class Times

At Doshisha University, one lecture period lasts for 90 minutes but is regarded as 2 hours. For example, “Spring semester, 2 hours per week” means that the course consists of one 90-minute lecture a week during the spring semester. Likewise, “Fall semester, 4 hours per week” means that the course consists of two 90-minute lectures a week during the fall semester.

Period	1	2	3	4	5	6	7
Class Time	9:00 – 10:30	10:45 – 12:15	13:10 – 14:40	14:55 – 16:25	16:40 – 18:10	18:25 – 19:55	20:10 – 21:40

### ■ Lecture Cancellation

While lectures are held in accordance with the academic calendar, there may be cases where a lecture is cancelled due to the lecturer’s official duties, business trips, attendance of academic conferences, or illness. Although cancellation notices are normally posted on the DUET system a week prior based on the lecturer’s notification, last-minute cancellation on the day of the lecture may occur as well. Therefore, please make sure to check the DUET system regularly. If a lecture does not start even though there was no cancellation notice, please contact the ILA Office or Center for Academic Affairs (Imadegawa, Shimmachi, or Kyotanabe Campus).

## ■ Makeup Classes

Information on makeup classes is posted on the DUET system. Please read the notice carefully for the dates and locations of makeup classes.

## ■ Intensive Lectures

For some courses, a series of lectures may be held within a certain short period of time (intensive lectures).

## ■ Classrooms

- (1) The class timetable for ILA courses will be distributed to students together with other documents necessary for course registration. Please check the DUET system regularly for changes to the timetable, classrooms, and lecturers. The class timetable for fall semester courses will be distributed in middle September.
- (2) The classroom for each class at the beginning of a semester is indicated on the timetable. Depending on the number of students registered for the course, the class may be relocated to another room. Check the DUET system for room changes before attending a class.
- (3) All classrooms are indicated by a building code and a room number (see the table below). For example, on Imadegawa Campus “Z地1” refers to Basement Room 1 in Jinshinkan Building (basement), and “S32” refers to Room 32 in Shiseikan Building (3rd floor).
- (4) The classroom may be changed for a particular date only. In this case, 「臨時教室変更」 (temporary change of room) will be announced on the DUET system. Attend the class in that room only on the date indicated in the notice.

Code	Building
[Karasuma Campus]	
SK	Shikokan Building
[Imadegawa Campus]	
RY	Ryoshinkan Building
N	Neiseikan Building
M	Meitokukan Building
S	Shiseikan Building
K	Kofukan Building
G	Divinity Hall
F	Fusokan Building
CL	Clarke Memorial Hall
H	Hakuenkan Building
T	Tokushokan Building
KE	Koengan Building
[Shimmachi Campus]	
Z	Jinshinkan Building
R	Rinkokan Building
KS	Keisuihan Building
[Muromachi Campus]	
KMB	Kambaikan Building
[Kyotanabe Campus]	
(TC)1	Chishinkan Building 1
(TC)2	Chishinkan Building 2
(TC)3	Chishinkan Building 3
KD	Keidokan Building
TS	Shoshinkan Building
MK	Mukokukan Building
JM	IT & Media Center

RM	Rohm Memorial Hall
KR	Korinkan Building
RG	Rikagakukan Building
IN	Ishinkan Building
YE	Yutokukan Building West
YM	Yutokukan Building East
SC	Shishinkan Building
KC	Kochikan Building
HS	Hoshinkan Building
SO	Sokokan Building
CG	Chigenkan Building
SJ	Chishokan Building South Laboratory (Psychology)
D	Chishokan Building South Laboratory (Electric / Electronic)
IJ	Chishokan Building North Laboratory (Engineering)
MS1	Chishokan Building North Engineering Training Plant
MS2	Training Plant Annex
HC	Hochikan Building
BJ	Banjokan Building
KHH	Kohakukan Building Upper Wing
KHL	Kohakukan Building Lower Wing
DV	Davis Memorial Auditorium
TW	Shower rooms Building
[Osaka Satellite Campus]	
OS	Osaka Satellite

Code	Classroom	Building
Special Classrooms (Karasuma Campus)		
SK地1	Computer Classroom	Shikokan 1st basement level
SK地9	Computer Classroom	Shikokan 1st basement level
Special Classrooms (Imadegawa Campus)		
RY307-RY315	Computer Classrooms 307 to 315	Ryoshikan Building 3F
K21, K22, K25	Computer Classrooms 21, 22 and 25	Kofukan Building 2F
Special Classrooms (Shimmachi Campus)		
R303, R304	Computer Classrooms 303 and 304	Rinkokan Building 3F
Special Classrooms (Kyotanabe Campus)		
JM101	IT & Media Center Seminar Room 1	IT & Media Center 1F
JM102 A-C	IT & Media Center IT Dojo 1-3	IT & Media Center 1F
JM201-206	Computer Classrooms 201 to 206	IT & Media Center 2F
JM301-306	Computer Classrooms 301 to 306	IT & Media Center 3F
JM402-406	Computer Classrooms 402 to 406	IT & Media Center 4F
TS101, TS102	Computer Classrooms 101 and 102	Shoshinkan Building 1F
TS202	Computer Classroom	Shoshinkan Building 2F

## ■ Grading is determined by Examinations and Multifaceted Evaluations during class

### ■ Examinations

There are three types of examinations.

#### I. Final Examinations

Examinations held during the designated period at the end of each semester.

#### II. Additional Examinations

Examinations held outside the above designated period.

#### III. Makeup Examinations

If you were not able to take the final examination and/or the additional examination due to illness or circumstances beyond your control, you may request a makeup examination.

- You must submit the request for makeup examination (available from the Certificate Issuing Machine), to the ILA Office within three days (excluding days when the office is closed) from the day following the date of the examination for the course. If the absence is due to extracurricular activities, you must submit the request for makeup examination and receive approval for it prior to the examination concerned.
- It must be accompanied by a document certifying the reason of absence (see the following table).
- The makeup examination fee is 1,000 yen per course (non-refundable). However, this fee will be waived for makeup examinations arranged due to participation in the Saiban-in (Lay judge) system and the Committee for Inquest of Prosecution system.
- Makeup examinations are evaluated in the same way as regular examinations. There are no point deductions for taking makeup examinations.
- There are no makeup examinations offered for examinations in essay or report format. However, if it has become apparent on the due date that you will not be able to submit the report on time due to an unforeseen accident or other circumstances beyond your control, you must contact the ILA Office before the deadline and follow their instructions.
- If you are unable to take a makeup examination for any reason, there will be no additional makeup exam offered.

Reason	Documents required
Illness or injury of student (him/herself)	Certificate from a medical doctor (must indicate that the student required bed rest on the day of examination) In the case of a designated infectious disease that requires suspension, the university's prescribe Certificate of Infection with disease that should be prevented at school is also sufficient.
Death of a close relative (relation within the second degree) · within the ten-day period of three days before the day of death and six days after	Death certificate, funeral notice, etc.

Teaching Practicum	Certificate issued by License and Qualification Section, Center for License and Qualification
Nursing care experience	Certificate issued by License and Qualification Section, Center for License and Qualification
Museum Science (Fieldwork) or Library Training	Certificate issued by License and Qualification Section, Center for License and Qualification
Practical training for social welfare support or mental health care support	Certificate issued by the Office of the Faculty of Social Studies and Graduate School of Social Studies
Practical training for Certified Public Psychologist	Certificate issued by the Office of the Faculty of Psychology and Graduate School of Psychology
Employment examination * <sup>1</sup>	Certificate for Attending Employment Examination issued by the examining organization (prescribed form)
Entrance examination to a graduate school	Certificate of attendance at the examination issued by the graduate school
Internship for a regular course	Certificate issued by Career Center or the Consortium of Universities in Kyoto
Final examination of a course offered by the credit transfer system of the Consortium of University in Kyoto	Certificate of attendance at the examination issued by the university that offers the course
National Examination	Admission ticket for the examination
Extracurricular activities	Certificate issued by Student Support Service Center based on prior arrangement
Disasters	Disaster Victim Certificate
Accident or suspension of public transportation (more than an hour's delay only * <sup>2</sup> )	Certificate of delay issued by the railway/bus company
Saiban-in (Lay judge) system · Participation in Saiban-in Selection procedure as a Saiban-in candidate · Duty as a Saiban-in or a substitute Saiban-in	Certificate issued by a court
Committee for Inquest of Prosecution system · Duty as a member of Committee for Inquest of Prosecution or a substitute member of Committee for Inquest of Prosecution.	Certificate issued by secretariat of Committee for Inquest of Prosecution

\*<sup>1</sup> Except for career fairs and company information sessions that do not directly relate to employment decisions. If there is anything unclear regarding "employment examinations", please contact the Career Center.

\*<sup>2</sup> The Department of Registrar will make case-by-case decisions for delays for less than an hour.

### ■ Notes for Examination

- (1) You must fulfill the following to attend an examination.
  - a. You must take the examination for the courses that you have officially registered for.
  - b. You must have fully paid your school fee.
  - c. You must fulfill the requirements set out by the lecturer of the course concerned. The lecturer may disqualify you from taking the examination if you have not attended more than two thirds of the classes held for the course.
- (2) You must observe the following rules in the examination room.
  - a. You must take the examination in the designated room.
  - b. You must bring your Student ID Card and place it on the desk during the examination. If you forget to bring it, you must obtain a temporary Student ID Card at the Certificate Issuing Machine before the examination.
  - c. You must put all personal belongings in your bag except for those permitted to be used during the examination. Turn off mobile phones (including smartphones), personal computer, tablet, or smart watches with an Internet function, portable media players, or portable recording devices before putting them away. (Mobile phones are not permitted, even for checking the time.)
  - d. You will not be allowed to take the examination if you arrived more than 15 minutes late. You cannot leave the examination room until 30 minutes into the examination.
  - e. Your Student ID Card and the name on your answer sheet will be checked by the invigilator.
  - f. You must use a pen to fill in your student ID number and name on the answer sheet.
  - g. You must fill in your student ID number and name on the answer sheet and submit it even if you do not complete the examination. You must not take the answer sheet home.
  - h. You must follow all other instructions by the invigilator.

- (3) Your answer sheet may be deemed invalid if:
- You did not fill in your name.
  - You did not take the examination in the designated room.
  - You made corrections to your name.
- (4) The following acts will be considered as academic dishonesty.
- Impersonating someone in an examination.
  - Writing notes on the desks, clothing or body when taking an examination.
  - Using permitted items for unauthorized purposes such as writing notes on them when taking an examination.
  - Bringing crib notes, reference books, and notes that are not allowed. Copying answers from other students' examinations. Obtaining answers from other students.
  - Providing information to other students, or other acts that benefit other students during the examination.
  - Talking, swapping answers with other students during the examination or exchanging answer sheets between distribution and collection of answer sheets.
  - Failing to follow instructions provided by an invigilator.
- (5) The following acts could be considered as academic dishonesty.
- Cheating on an examination by obtaining unauthorized materials.
  - Starting an examination prior to the specified time.
  - Continuing to use writing materials or an eraser after an invigilator has called for an examination to finish.
  - Bothering others during an examination.
  - Using a mobile phone (including smartphone), personal computer (including mobile PC), tablet, or smart watches with an Internet function, portable media players, or portable recording devices, or having them in an unauthorized place.
  - Using a portable device or watch that makes sound (incoming calls, alarm, vibration, etc.)
  - Other activities that damage the fairness of the evaluation of an examination.
- (6) If your act is confirmed by the faculty council as an act of academic dishonesty specified in the preceding two paragraphs, you will fail all of the courses that you have registered for in the semester concerned, and the decision will also be publicly announced. (Certain courses as designated by the faculty council are excluded from this measure.)

Period	Exam Time
1	9:20 – 10:30
2	11:00 – 12:10
3	13:25 – 14:35
4	15:05 – 16:15
5	16:45 – 17:55
6	18:25 – 19:35
7	20:05 – 21:15

#### ■ Notes on Examinations in Essay or Report Format

- (1)a. You must attach a prescribed cover sheet (downloadable at [https://www.doshisha.ac.jp/students/curriculum/exam\\_type.html](https://www.doshisha.ac.jp/students/curriculum/exam_type.html) [Japanese version] or ILA private website <https://ila.doshisha.ac.jp/en/private/essays-reports.html> [ILA Version]) to the essay or report.
- The cover sheet and the receipt of report must be filled in with pen.
  - You must submit the essay / report in person, presenting your Student ID Card. Submission by mail will not be accepted.
  - When directed to submit your essay / report directly to the professor (e.g. submission by email), you must follow the professor's instructions.
  - No late essays or reports will be accepted. However, if it has become apparent on the due date that you will not be able to submit it by the deadline due to an unforeseen accident or other circumstances beyond your control, you must contact the office before the deadline and follow their instructions. Even if you manage to turn in your essays/reports right before the deadline, we will not accept essays/reports on that day if they are not stapled, with incomplete report cover sheet, and/or if your student ID is unreadable.
  - Once you have submitted a report, you may not make any additions or corrections even if it is before the due date.
  - You are advised to keep the receipt of report until you receive your grade for the course.

## (2) For cases of suspected plagiarism

The following acts will be considered as suspected plagiarism. If you are confirmed by the faculty council to have plagiarized submitted course work, you will fail all of the courses that you have registered for in the semester concerned, and the decision will also be publicly announced. (Certain courses as designated by the faculty council are excluded from this measure.)

- a. Using the writing of another individual, or information from the Internet as your own without citing the source.
- b. Submitting another individual's report or article as your own.
- c. Submitting a report or an article that you have asked another individual to compose for you.
- d. Composing a report or an article for submission as another student's work.
- e. Obtaining another individual's report or article for the purpose of copying or providing another individual with your own report or article for the purpose of copying.
- f. Other activities that damage the fairness of the evaluation of a report or an article.

### ■ Notes on Examinations when using Management Systems (LMS) such as e-learning:

Note the following points when taking an examination using a Learning Management System (LMS).

- a. You are not allowed to let another individual know your password or borrow your Student ID Card.
- b. The acts outlined in a. will be considered as academic dishonesty. If it is confirmed by the faculty council as an act of academic dishonesty, you will fail all of the courses you have registered for in the semester concerned, and the decision will also be publicly announced. (Certain courses as designated by the faculty council are excluded from this measure.)

### ■ Multifaceted Evaluation during class

Depending on the method of evaluation, "Makeup Examinations", "Notes for Examination", "Notes on Examinations in Essay or Report Format", and "Notes on Examinations when using Learning Management Systems (LMS) such as e-learning" can be applied to Multifaceted Evaluation during class.

### ■ Office Hours

Campuses	Name of Office	Mon – Fri	Sat
Imadegawa	Center for Academic Affairs, Imadegawa Campus Faculty of Letters, Faculty of Law, Faculty of Economics, Department of Registrar, and Center for License and Qualification	9:00 – 11:30 12:30 – 17:00 General Information 8:40 – 17:00	General Information only 8:40 – 11:30 12:30 – 17:00
	Center for Academic Affairs, Imadegawa Campus Center for General and Liberal Education	9:00 – 11:30 12:30 – 17:00	Closed
	Center for Academic Affairs, Shimmachi Campus Faculty of Social Studies and Faculty of Policy Studies	9:00 – 11:30 12:30 – 17:00 General Information 8:40 – 17:00	Closed
	Office of School of Theology Office of Faculty of Commerce	9:00 – 11:30 12:30 – 17:00	Closed
	Office of Faculty of Global and Regional Studies	9:00 – 11:30 12:30 – 17:00	Closed
	The Institute for the Liberal Arts Office Center for Japanese Language and Culture Center for Global Education	9:00 – 11:30 12:30 – 17:00	Closed
Kyotanabe	Center for Academic Affairs, Kyotanabe Campus Faculty of Life and Medical Sciences, Faculty of Health and Sports Science, Faculty of Psychology, Faculty of Global Communications, Department of Registrar, and Center for License and Qualification	9:00 – 11:30 12:30 – 17:00	Closed
	Office of Faculty of Culture and Information Science Office of Faculty of Science and Engineering	9:00 – 11:30 12:30 – 17:00	Closed

\*Hours are subject to change during the spring, summer and winter recesses.

## ■ Academic Performance

### Grading System

Undergraduate courses are graded in five levels (A, B, C, D and F) and are converted to Grade Points ranging from 4.0 – 0.0 (see the chart below), with which the GPA per credit is calculated.

### Academic Grading Scale

Grade	Grade Point	Description
A	4.0	Excellent
B	3.0	Good
C	2.0	Fair
D	1.0	Pass
F	0.0	Fail

### The formula to calculate GPA is:

$$\text{GPA} = \frac{(\text{A} \times 4.0 + \text{B} \times 3.0 + \text{C} \times 2.0 + \text{D} \times 1.0 + \text{F} \times 0.0)}{\text{A} + \text{B} + \text{C} + \text{D} + \text{F}}$$

(A to F indicate the respective total numbers of credits for courses graded A to F)

Your official transcript will list the courses with a grade of D or higher and their respective grades, as well as the overall GPA of all the courses you have taken. Courses that are not covered by the above system are graded as PAS (pass), FAL (fail) or TFC (approved).

### Announcement of Grades

Students will be notified of their grades at the end of the spring semester (Middle September) and the end of the fall semester (Middle March). We will not answer any inquiries regarding grades in advance of this time.

### Inquiries Regarding Marking

If you would like to make inquiries or objections regarding your grades, you must submit the inquiry form to the ILA Office within one week from the date of grade notification.

### Grade Changes for Repeated Courses

For students who repeat an F-graded course and receive a grade of D or higher, the most recent F grade will be replaced by the new grade. An example is provided below.

#### Repeated once

Year	Course Name	Grade		Year	Course Name	Grade
2022	Academic Presentation	F	grade changed ➔	2023	Academic Presentation	C

An F you received in 2022 will be converted to a C if you receive a grade of C in 2023. The grade point of 0.0 (an F in 2022) will not be included in the calculation of your GPA.

#### Repeated twice

Year	Course Name	Grade		Year	Course Name	Grade
2021	Academic Presentation	F	grade determined ➔	2021	Academic Presentation	F
2022	Academic Presentation	F	grade changed ➔	2023	Academic Presentation	C

A grade of F in 2021 will be determined by receiving an F in 2022. Therefore, an F you received in 2021 will remain listed on your grade report. An F you received in 2022 will be converted to a C if you receive a grade of C in 2023. The grade point of 0.0 (an F in 2022) will not be included in the calculation of your GPA.

Please be aware that grades for the following courses cannot be changed: Transferred Credits from the Consortium of Universities in Kyoto; Transferred Credits from Doshisha Women's College of Liberal Arts; Project-based Seminars in General and Liberal Education Subjects.

### Announcement of Graduation Results

The results of approval for graduation will be sent to each student individually, immediately after the meetings of the Faculty Council for the approval of graduates held in early March and in early September. We will not answer any inquiries regarding grades and decisions on graduation in advance of these times.

### Claims Committee System

If you have any requests for improvement in course contents and teaching methods that cannot be resolved by direct appeal to the instructor, please consult with the ILA Office. After the ILA confirms the content of the consultation, the claims committee of the ILA will investigate the facts and respond to you as necessary. Please be assured that your name and student ID number will never be disclosed to the instructor, and that consulting under this system will not put you at any disadvantage. If you would like to make inquiries or objections regarding your grades recorded on the grade report, you must submit the grade inquiry report form to the ILA Office within one week from the designated date of issue of grade reports.

### Report of Absence

When you would like to inform your lecturer of the reason for your absence from class, you should submit a Report of Absence. The Report of Absence form is available at the ILA Office and the Center for Academic Affairs. Fill in the required fields and submit it to your lecturer in person. Submission of the Report of Absence is optional and it is up to you to decide which courses you need to submit it to. Please note that the Report of Absence is for informing your lecturer of the reason for your absence. Since Doshisha University does not issue official approval for absences, consideration of a Report of Absence (whether or not the absence is counted against your attendance) is left to the discretion of each lecturer, regardless of whether the reason is equivalent to those eligible for makeup examination. If you have a document that certifies the reason for your absence (a photocopy is acceptable), submit it together with the Report of Absence, for example, a medical certificate in the case of illness, or a “Certificate for Attending Employment Examination” issued by the examining organization (prescribed form) in the case of attending an employment examination.

\* If the reason for your absence was one of those listed below, please consult the respective office first.

Reason	Office
Suspension from school due to a designated infectious disease	The ILA Office
Participation in practical training of compulsory regular course of license and qualification programs (Teaching Practicum, Museum Science (Fieldwork), Library Training) or in nursing care experience	Center for License and Qualification Office, License and Qualification Section of the Center for Academic Affairs (Kyotanabe)
Participation in Saiban-in (Lay Judge) system	The ILA Office
Participation in practical training of compulsory regular course for obtaining a qualification etc.	Office of the faculty offering the course or the ILA Office

## ILA Classroom Policies

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The faculty and staff of the ILA endeavor to create a small liberal arts college atmosphere that facilitates the development of collegial relationships among students and the building of partnerships between students and professors. The cooperation of students is essential for the creation and maintenance of this atmosphere. Accordingly, ILA students are expected to show common courtesy to other students, administrative staff, faculty, and the greater community at all times, both on and off campus. Please keep in mind that as a student of the ILA your behavior reflects back on the Institute and Doshisha University.

The general behavior expected of ILA students in the classroom is outlined in the following points. Please refer to course syllabi for the specific classroom policies associated with each course.

1. Discussion is a key aspect of ILA courses. Help to generate discussion by arriving to class prepared, on time, and ready to participate.
2. Please turn off your smartphones, laptops, tablets, and mobile phones. Students are not permitted to record audio or film during class without the expressed permission of the course lecturer.
3. Do not go outside to smoke, to make phone calls, or to send or read text messages during class.
4. Please inform the instructor if you have an emergency and will not be able to attend class.
5. Please check your university email frequently as many instructors send inquiries and additional information using the university email list.
6. The ILA does not tolerate cheating, plagiarizing, falsifying records, or participating in dishonest behavior. In particular, plagiarism is defined as misrepresenting the work of others (whether published or not) as your own, and may be inadvertent or intentional. Any facts, statistics, quotations, or paraphrasing of any information that is not common knowledge, should be cited. As a general rule, when an academic offense has been committed, a grade of “F” will be given for the course. The ILA will also take appropriate disciplinary measures in cases where an ILA student has aided another student in an academic offense, even if the student is not registered in the course in which the academic offense was committed. In cases where a claim concerning an academic offense cannot be resolved informally, the ILA will set up an academic claims committee to deliberate over the claim. The committee will be headed by the Assistant Dean of Academic Affairs and include three ILA faculty members. The committee will not include the instructor(s) involved with the academic claim. In the case that the Assistant Dean of Academic Affairs is involved with the claim or is unavailable, the Dean of the ILA will head the committee.



# ILA Courses

**\*Please check the following website for the full versions of the ILA course syllabi.**  
**<https://syllabus.doshisha.ac.jp>**

<b>Introductory Seminar A</b> <b>[INTRO SEMINAR A]</b>	<p>This seminar, subtitled “Experiencing Culture,” sets out to familiarize students with a few of the major topics and debates in the field of anthropology. In particular, students will be asked to challenge their own assumptions and stereotypes about concepts such as “culture,” “race,” and “difference.” Rather than continuing to construct cultural boundaries of otherness, through activities in class (simulated ethnographic exercises, discussions, film viewing, and presentations) and preparation outside of class (reading assignments, written reflection, and group projects), we will instead focus on describing human commonalities. (Gregory POOLE)</p>
<b>Introductory Seminar B</b> <b>[INTRO SEMINAR B]</b>	<p>This seminar introduces students to concepts and theories in the study of social life by focusing on topics such as classification, kinship, socialization, symbols, and identity. By becoming familiar with different ways groups see their worlds, students will be able to reflect on their own socio-cultural assumptions. We will draw upon ethnography and ethnographic perspectives to illustrate key concepts. As this is a seminar course, students are expected to actively participate in class discussions and group work. All students will have the opportunity to lead their classmates in a group/class discussion. (Jennifer MCGUIRE)</p>
<b>Introductory Seminar C</b> <b>[INTRO SEMINAR C]</b>	<p>Historiography and Historical Methodology is a seminar-style course that focuses on the way historians “do” history. This course gives an overview on how historians have written history and interpreted the past through the ages, and deals with history as a contemporary academic subject. Historiography and Historical Methodology will provide a foundation for later courses of the ILA curriculum. (David UVA)</p>
<b>Introductory Seminar D</b> <b>[INTRO SEMINAR D]</b>	<p>This course introduces basic economic principles by considering the application of economic theory in the analysis of legal systems. No prior knowledge of either economic or legal concepts is required. We cover a number of economic concepts such as marginal analysis, opportunity cost, efficiency, equity, risk, and the Coase Theorem. These concepts are applied to various legal topics, such as, property, contracts, liability, negligence, fines, and litigation. (Colin DAVIS)</p>

<p><b>Introductory Seminar E</b> [INTRO SEMINAR E]</p>	<p>In what ways do citizens get involved in politics? Which types of people are more likely to participate? Does it matter? What do citizens want from their governments? What do citizens get? Why do people vote? Through examining some of the existing research and debates on citizens' values and preferences, we will gain an understanding of some of the issues that are at the heart of contemporary democracy. The readings focus on the U.S. and on Western European countries, but students choose countries from outside the readings for their research projects. (Gill STEEL)</p>
<p><b>Intermediate Seminar A</b> [INTERMED SEMINAR A]</p>	<p>This course, subtitled "Analyzing Culture," sets out to familiarize students with the way in which a variety of human groups go about solving the problems that their social lives and environments create for them. Through reading assignments, written work, student-led discussions, and short presentations, we will build knowledge around the processes of social "structure" and individual "agency." Considering these processes that allow us to spin webs of cultural meaning, in what ways do humans create, learn, and transmit cultural patterns, and how can we as anthropologists better interpret and understand these patterns, both in ourselves and others? (Gregory POOLE)</p>
<p><b>Intermediate Seminar B</b> [INTERMED SEMINAR B]</p>	<p>This course prepares students for the advanced seminar by providing an opportunity to design, conduct, present, and write up an original qualitative research project. It culminates in the presentation of a semester-long research project in the social sciences as well as the submission of a literature review. Themes and topics will be chosen by students according to students' research interests. Students will begin the research process by conducting a thorough literature review to situate their research within existing knowledge. Over the 15 weeks, students will deepen their understanding of a specific topic while developing the ability to critically discuss related concepts and theories. Although guidance will be provided by the instructor at every stage, this seminar is recommended for students who are prepared to take ownership over their own learning, engage in critical thinking, and actively participate in discussions and activities. (Jennifer MCGUIRE)</p>
<p><b>Intermediate Seminar C</b> [INTERMED SEMINAR C]</p>	<p>This seminar takes a procedural knowledge approach to Japanese history in the form of a group research project. In this class, students will learn history through praxis. In the first phase of the project, students will acquire factual and conceptual knowledge about a particular historical period through extensive reading and discussion. The second phase focuses on research in order to answer the questions that have arisen during the first phase. In the last part of the course, a student-centered study guide will be composed containing basic historical knowledge that students deem crucial for understanding the historical narratives, concepts, terms and chronology that is frequently encountered in Japanese history textbooks. (David UVA)</p>

<b>Intermediate Seminar D</b> <b>[INTERMED SEMINAR D]</b>	<p>This course provides a general introduction to econometrics, a field that uses mathematical economics, economic data, and statistical inference to test economic theory empirically. In particular, as economic data mostly cannot be generated by a controlled experiment, a special set of statistical tools has to be applied in the quantitative analysis of economic phenomena. This course considers the practical use of these tools using a hands-on approach. (Colin DAVIS)</p>
<b>Intermediate Seminar E</b> <b>[INTERMED SEMINAR E]</b>	<p>In this course, students study a variety of research methods. They then write research designs for three small scale research projects using these methods and conduct one project. This is a project based course that helps students prepare to write their graduate theses by learning about, and practising, a variety of research methods on small scale projects. The projects are flexible, depending on students' research interests; timing; and the scope of the projects. The projects may be pilot studies that can be used in students' graduate theses. (Gill STEEL)</p>
<b>Advanced Seminar I ① / Advanced Seminar 2①</b>	<p>Students will work with the instructor on proposing, constructing, and implementing an ethnographic research project in Seminar C, and then writing up this project into an undergraduate thesis in Seminar D. This research project will be undertaken using ethnographic and other qualitative research methods. Students considering this course are therefore strongly encouraged to also complete the elective course, Introduction to Qualitative Research Methods. (Gregory POOLE)</p>
<b>Advanced Seminar I ② / Advanced Seminar 2②</b>	<p>In this seminar, students apply the knowledge that they have gained through coursework undertaken in the first three years of their degrees as they design, propose, implement, and report on the results of a substantial independent research project. The main focus of this seminar style course is to guide students in a qualitative research project relating to anthropology and sociology through group discussions, presentations, and writing assignments. (Note: This seminar is not recommended for students who wish to engage in quantitative research, and students are encouraged to complete Introduction to Qualitative Research Methods before enrolling.) In the first semester, students prepare a research proposal. In the second semester, students work toward the completion of a Research Report or Honors Thesis. (Jennifer MCGUIRE)</p>

<b>Advanced Seminar I ③ / Advanced Seminar 2③</b>	<p>Historical Research is a seminar-style course in which students propose, implement, and report on a history related research project. This course is separated into two parts. In Part 1 (Semester 1), students formulate a research proposal and present their historical topics, sources and methodology. In Part 2 (Semester 2), students complete the implementation of their research projects and write their graduate theses. (David UVA)</p>
<b>Advanced Seminar I ④ / Advanced Seminar 2④</b>	<p>Students apply the knowledge that they have gained through coursework undertaken in the first three years of their degrees as they design, propose, implement, and report on the results of a substantial independent research project. The main focus of this seminar style course is to guide students in their applications of data analysis in the study of issues relating to business and economics through writing assignments, presentations, and group discussion. (Colin DAVIS)</p>
<b>Advanced Seminar I ⑤ / Advanced Seminar 2⑤</b>	<p>In the first part of this course, students will complete a proposal (prospectus) for their graduation thesis, due in stages throughout the course. We will focus on the concrete issues of conducting research: picking a topic, generating hypotheses, case selection, measurement issues, selecting appropriate quantitative and qualitative methods. Then in the second part of the course, we will concentrate on completing the research, writing up and presenting the thesis. By the end of this course, students will be able to conceptualize a research problem and develop an appropriate design, measurement, and data collection approach to bring evidence to bear on their chosen topic. (Gill STEEL)</p>
<b>Honors Thesis</b>	<p>This course represents an opportunity for students to demonstrate the knowledge and skills that they have developed over the duration of their degrees as they endeavour to complete a substantial independent research project under the guidance of a thesis advisor in their Advanced Seminar 1 and Advanced Seminar 2.</p>

<b>Library Research Skills</b> <b>[LIBR RESEARCH SKILLS]</b>	<p>This course is an introduction to the basic skills required to conduct library and internet research and prepare research reports. In this course students learn about the basic research process and gain the skills to find necessary information for papers, presentations, and other class assignments. The course focuses on topics such as: developing skills to be able to define a research topic and search strategy; identifying different information formats and being able to choose the most appropriate for the research topic; developing and refining search techniques for electronic and Internet resources; using the library's electronic resources effectively; and developing skills to be able to cite bibliographic references correctly in proper style.</p>
<b>Introduction to Information Systems</b> <b>[INTRO INFO SYSTEMS]</b>	<p>This course provides an overview of information systems. Topics might include hardware and software fundamentals, the use of software packages, the effective use of the Internet and other communication tools, as well as the ethical use of computers in business and society. Through hands-on activities and assignments, students learn: to identify and utilize information and computer system components and peripherals; to use the world-wide web and other communication tools in a variety of settings; knowledge of basic system software and application software; and how to create and/or modify files appropriately through the use of tools such as word processor, spreadsheet, presentation, and database software.</p>
<b>Academic Presentations and Debate</b> <b>[ACADEMIC PRESEN]</b>	<p>This course teaches students rhetorical skills. During the first part of this course, students practice a variety of presentation skills and become adept at giving academic presentations in front of an audience. The second part of this course focuses on the art of debate and concentrates on logic, argumentation, and persuasive speaking techniques.</p>
<b>Academic Writing</b>	<p>This course equips and positions students to operate as university-caliber writers. Focus is placed on developing original academic arguments, using appropriate textual evidence to support these arguments, the ability to use counter-arguments to temper and strengthen ideas, and developing a sophisticated and elegant prose style. This interactive course provides students with an opportunity to improve the communication skills necessary for success in university and beyond.</p>

<p><b>Mathematical Methods for the Social Sciences</b> [MATHEMATICAL METHODS]</p>	<p>This course provides an introduction to the mathematical methods used for analysis in business, economics, and the social sciences and gives the essential mathematical foundation required to study business management. This course provides an overview of algebra, calculus and other mathematical methods required for other courses in the ILA curriculum.</p>
<p><b>Probability for the Social Sciences</b></p>	<p>Probability theory has become one of the most widely applied branches of mathematics, and its understanding is essential for developing strong mathematical skills in social sciences. Probability theory is the mathematical foundation of statistics, which is used in almost all quantitative analyses in social sciences. This course introduces fundamental probabilistic concepts such as the basics of set theory, sample spaces, events, probability measures, conditioning, expectation, variance, discrete and continuous random variables, distributions, laws of large numbers, Markov chains. We also use these concepts to analyze real-world problems in social sciences.</p>
<p><b>Introduction to Asian Philosophy and Thought</b> [ASIAN PHILOSOPHY]</p>	<p>This course introduces students to examples of Asian philosophies from areas such as China, India and Japan. The course focuses on the Japanese example of modern thought and examines the ways Japanese thinkers make philosophy in at least three texts of the pre-Meiji, Meiji and post-Meiji periods, in order to survey various aspects of this rich and complex field of investigation. This course explores not only historical, sociological and political contexts of philosophy but also emphasizes methodology and exercises.</p>
<p><b>Introduction to Social, Political, and Economic Thought</b> [SOC POL ECON THOUGHT]</p>	<p>This course explores influential ideas about the individual, the state, society, economics, and culture through an introduction to specific aspects in the development of social, political and economic thought. Students consider the ideas of selected philosophers such as Durkheim, Hegel, Hobbes, Hume, Marx, Rousseau, and Smith. The course focuses on learning through reading and discussion and helps students engage with complex texts, sophisticated language and think critically.</p>

<b>Introduction to Philosophy and Ethics</b> <b>[PHILOSOPHY &amp; ETHICS]</b>	<p>This course introduces students to Western philosophy and the study of morality. The first part of this course offers a general overview of philosophical reasoning and methods, through the writings of influential thinkers from Hellenic times to Enlightenment. In the second part, we focus on ethical theories such as utilitarianism and deontology, and apply ethical questions and arguments to contemporary issues.</p>
<b>Introduction to Qualitative Research Methods</b> <b>[INTRO QUAL RESEARCH]</b>	<p>This course introduces students to the ways social scientists employ qualitative research to identify, document, and analyze complex social phenomena and patterns of social interaction. Some of the methods that students learn include participant observation, interviews, life histories, and ethnographic analysis. Students practice identifying relevant research questions, conducting small qualitative projects using one or more research methods, and working collaboratively. An important part of this course is a discussion of the ethical implications of qualitative research.</p>
<b>Introduction to Quantitative Research Methods</b> <b>[INTRO QUANT RESEARCH]</b>	<p>This is an experiment-oriented course that offers an accessible introduction to the elementary statistical theories and techniques of modern social research in a practical context. Following detailed and logical explanations for the rationale and utility of statistical methods in the social sciences, students practice the procedures of data analysis using actual data and software to understand the essence of each method. The content is divided in five parts: description, from description to decision making, decision making, from decision making to association, and applying statistics.</p>
<b>Advanced Mathematical Methods for the Social Sciences</b>	<p>Calculus—often described as the mathematics of change—has incomparably broadened the scope of mathematical investigation since its inception, and it has been so widely used that there is hardly an academic or a professional field that does not benefit from it. In this course, we investigate the widespread applications of calculus in the social sciences and examine how to solve real-world problems using calculus. We analyze diverse examples—drawn from academic and government sources, commercial and business sectors, and current events—to develop practical calculus skills required for addressing actual issues in the social sciences.</p>

<b>Basic Japanese</b>	<p>This course is for students who are beginning their study of Japanese and have no proficiency, or very elementary proficiency. The aim is to instill students' proficiency in Japanese by developing the oral and written communication skills necessary for successful participation in culturally appropriate interactions with other Japanese speakers. This is accomplished through activities and assignments in English that increase both students' knowledge about Japanese (e.g., knowledge of Japanese grammar, vocabulary, sociocultural issues, learning strategies) as well as sessions in Japanese designed to increase competence in actually using this linguistic knowledge with a high degree of accuracy (e.g., listening and speaking practice, use in real-life settings, self-expression through writing).</p>
<b>Communities of Practice in Japan</b> <b>[COMNTY OF PRACTICE]</b>	<p>This course investigates the people who come together for the purposes of practicing a given activity. Currently the course studies "Chanoyu", one of Japan's greatest cultural arts. Chanoyu is often called a complete art form due to the synthesizing of many other traditional arts. It stands at the pinnacle of Japanese hospitality and through its connection to Zen, the samurai and art, it has been very influential throughout Japanese history. This course introduces the Way of Tea through not only academic lectures but also by giving an opportunity to actually prepare and serve tea. Learning about the interaction between host and guest should give a deeper understanding of daily etiquette in Japan that has its roots in Chanoyu.</p>
<b>Japanese Issues and Topics</b> <b>[JPN ISSUES &amp; TOPICS]</b>	<p>This is a lecture-oriented course that offers a general overview of social, cultural, political and economic developments in Japan between 1980 and the present day. This course introduces students to contemporary topics in the media such as the aging society, family life, cultural trends, the economic crisis, poverty, political parties, democracy, the constitution, international relations, immigration, territorial disputes, environmental problems, the imperial household, and organized crime.</p>
<b>Introduction to Kyoto</b> <b>[INTRO KYOTO]</b>	<p>Since the Heian period, Kyoto has played a role as a cultural center and the capital of Japan. By considering various aspects of the traditional culture of Kyoto, you will notice that something important has been forgotten in modern society. Knowledge of aspects of Kyoto traditional culture is something that can be widely appreciated, transcending time and place.</p>

<b>Doshisha and Christianity</b> <b>[DOSHISHA &amp; CHRISTIAN]</b>	<p>“The Doshisha”, which includes today’s Doshisha University as well as various other associated educational institutions, was founded in 1875 as one of the first Protestant schools in Japan. It was the initiative of the educator Niijima Jo and was carried out with the cooperation of American missionaries. The aim of this course is to introduce students to the life and work of Niijima in the context of both the wider picture of Christianity in Japan as well as the early history of the Doshisha. For that purpose students learn about a variety of relevant topics such as the early Catholic mission in Japan (the “Kirishitan Period” ), the 19th century Protestant and other missions, indigenous Japanese Christian movements, the social impact of Christianity, and the Bible in Japan.</p>
<b>Geography of Japan</b>	<p>This course introduces basic concepts of contemporary geography by examining human influence on the environment and the environment’s impact on humans, covering both the physical and human dimensions of geography in Japan. Major characteristics and issues of various regions of Japan are presented, including diverse topics such as patterns and processes of Japan’s climate and landforms, environment and natural resources, population distribution and migration, political territory and urbanization, and economic activities.</p>
<b>Nature and the Environment in Japan</b> <b>[NATURE &amp; ENVIRONMENT]</b>	<p>This course introduces students to the natural environment of Japan, focusing on the connection of human inhabitants to ecology, natural resources, and physical phenomena. Background topics such as the topography, climate, biodiversity, natural history, and geographic history of the Japanese islands are examined together with issues surrounding the various manifestations of interactions between humans, other living flora and fauna, and the non-living, including topics such as “satoyama”, river, wetland, coastal, and urban built environments, land management, nature conservation, and environmental movements. Students are encouraged to apply knowledge gained in class and assignments by actually exploring nature and the environment in the field (e.g., gardens, mountains, natural museums, etc).</p>
<b>Religion in Japan</b>	<p>Introduction to the various forms of Japanese religious thought, from accessible past to the present. Japan in general is a lively religious wonderland, and Kyoto even more so. Organized groups adhere to all shades of the religious rainbow between Shinto, Buddhism, Christianity, hundreds of new—and even new-new—religions coexist, are very much alive and practice a bewilderingly diverse range of activities. The structure of class sessions follows the historical development of religions in Japan, is designed to provide an overview and aims to strike a balance between generalities and the specific. This may also provide a good basis for those students intending to continue and deepen their study of Japanese religions.</p>

<p><b>Understanding and Experiencing Work in Japan</b> [EXPERIENCE WORK JPN]</p>	<p>This course introduces students to the diverse world of work in Japan, concentrating on how people operate in the creative, hospitality, crafts and other Japanese industries. Rather than readying the student for “work in Japan”, this course focuses on demonstrating how inspiring work in Japan can be. Critiquing the widespread expectation to become a nihon-teki shakaijin—the shape to which conventional industry often moulds new graduates—the course attempts to provide students with core Japanese work and relationship principles that encourage adaptability, imaginative capacity, ingenuity, creativity, self-reliance, motivation and other skills which will allow them to be successful across any industry in which they chose to work in Japan or elsewhere.</p>
<p><b>What Makes Humans Human?</b> [INTRO TO ANTHRO]</p>	<p>This course represents an overview of the fundamental areas of human life that social or cultural anthropology and related disciplines aim to describe and analyze. The course begins by looking at the contexts within which modern social anthropology developed in the early 20th century and follows its mission to “explain human diversity” up to the present day. The importance and function of ritual, gift exchange, rites of passage, the systems of justice and social control, and the production of art and appreciation of beauty are amongst the themes that the course investigates.</p>
<p><b>Introduction to Japanese History</b> [INTRO JPN HISTORY]</p>	<p>This is a lecture-oriented course designed to impart students with a basic knowledge of Japanese history and to provide a foundation for later courses of the ILA curriculum. This course undertakes a linear chronological survey of Japanese civilization from prehistory to the year 1600, and offers a broad narrative of political, social, cultural, economic and religious developments.</p>
<p><b>Manga and Anime Studies</b> [MANGA ANIME STUDIES]</p>	<p>This course sets out to provide a window into Japanese culture by focusing on the production and consumption of manga and anime. Among the questions the course poses are: how are social problems and solutions to those problems expressed through popular visual media in Japan and beyond? Students are encouraged to link their findings and observations to the importance, dynamics and consumption of popular culture in general, and to expand their understanding of specific social and cultural issues and debates in Japan.</p>

<b>Japanese Society and Culture</b> <b>[JPN SOCIETY CULTURE]</b>	<p>This course introduces students to Japanese society and culture through exploring a wide range of topics important to gaining an anthropological and sociological understanding of Japan. Throughout the course students are encouraged to critically evaluate commonly held notions of Japan, familiarizing themselves with the various perspectives in the academic literature. While analyzing both scholarly and popular theories of Japan, we pay special attention to key topics and themes in the study of Japanese society and culture (e.g., identity, work, family, power, gender, language, religion, social control, etc.). This evaluation and analysis of Japanese society and culture are demonstrated by various methods such as in-class discussions, essays, journal entries, and small research and fieldwork projects.</p>
<b>Introduction to the Arts</b> <b>[INTRO TO THE ARTS]</b>	<p>This course introduces students to representative forms of the arts, which collectively are the imaginative and creative branches of knowledge that include the performing arts, visual arts, and literature. As an outlet of human expression that is greatly influenced by cultural context, the arts takes on hugely diverse forms. The expression that this course focuses on is one of the traditional art forms in Japan—Noh theatre. Noh dates from the 14th century and is still relevant and thriving in contemporary Japan. Through lectures, reading, discussion, and workshops, this course examines the various elements of Noh theatre—history, literature, culture, performative technique and style—to instill in students a better understanding of how this example of the arts is a powerful expression of Japanese aesthetic sensitivity.</p>
<b>Introduction to Media and Communications</b> <b>[INTRO MEDIA COMMUNIC]</b>	<p>The ubiquitousness of the internet, television, radio, films, music, books, magazines and newspapers in our daily lives and their overwhelming impact upon society, the economy, politics, culture and globalization lead us to the inevitable conclusion that we are living in an “age of media.” This course provides students with a general survey of mass media and theories of communication. It examines how communication and media forms, technologies, institutions and industries have evolved historically, how meanings and purposes of media have changed over time, and how media have shaped our contemporary world and are influencing our identities.</p>
<b>Introduction to Globalization</b> <b>[INTRO GLOBALIZATION]</b>	<p>This course explores the complex phenomenon often referred to as “globalization.” Using a broad, conceptual approach, students are asked to examine the common features of globalizing processes, such as mixing, risk, speed, standardization, identity politics, mobility, and connections. Students are also asked to consider from a multidisciplinary perspective key questions that often arise when discussing the topic of globalization, such debates as: Is globalization a new phenomenon? Is globalization related to neoliberal economics? Does globalization help to spread democratic ideals? Do the poor become poorer and the rich richer through globalization? Does globalization lead to cultural homogenization? Is globalization really just another word for Americanization? The aim of this course then is to show how globalization is not monolithic, but rather contested, constructed, and reconstructed, both in ways that constrain and empower individuals.</p>

<b>World Civilizations</b>	<p>This is an introductory survey course in world history that explores the rich diversity of human culture by examining developments of major world civilizations. Starting with the cradles of civilization, this course will cover cultural, political, social, religious, ideological and technological aspects and legacies of the ancient Mediterranean and Middle East (Egypt, Persia, Greece, and Rome), the Islamic world, Byzantium, Western Christendom, and civilizations in Africa and the Americas.</p>
<b>Media in Japan</b>	<p>This course focuses on the way that the media contributes to the formation and production of society and culture in contemporary Japan. The course asks questions such as: how do the general public consume and interact with media in their daily lives? To what extent do the media and press enjoy press freedom? And, what is the role of the media in helping to build democracy and facilitate civil engagement and sovereignty in Japan? Students are encouraged to compare the Japanese contexts given in class to other societies with which they might be familiar.</p>
<b>Japanese and World Literature</b> <b>[JPN WORLD LITERATURE]</b>	<p>National literatures play a significant role in the formation of the “imagined society” of the modern nation state. At the same time, national literatures interact—in often highly asymmetrical relations of domination and subordination—through intertextualizations, translations, and adaptations. This is especially true for modern Japanese literature and its complex, checkered, and sometimes difficult relationship with Western literatures and with those of its Asian neighbors. This course provides students with an overview of modern and contemporary Japanese literature through the analysis of representative works. The focus will be on processes of transculturation: how Japanese authors have translated and adapted elements and concepts from other literatures, and how has Japanese literature has been received and interpreted outside Japan.</p>
<b>World, Youth, and Pop Culture</b> <b>[YOUTH &amp; POP CULTURE]</b>	<p>This course sets out to understand popular and youth culture by seeing how such movements and communities are related to the wider cultures in which they arise. Beginning with the academic approaches that have been taken to define the terms, the course moves on to explore the history of popular and youth culture, trying to locate its social origins and contexts. Examining a wide range of social, political, economic and other related aspects of Japanese popular and youth culture, students view, read and analyze a range of actual cultural products produced and consumed since the end of WWII.</p>

<b>Ethnicity in Japan</b>	<p>This course explores the different ethnic groups in Japan in a historical, political and sociological context in order to debunk the myth of Japanese ethnic homogeneity and monoculturalism. After defining the core concepts of ethnicity we address current political and social problems concerning ethnic minorities and foreign residents. Then we focus on the history of the ethnic groups of the center and peripheries of the Japanese archipelago. Next, we discuss foreign groups residing in Japan and their origins. Other topics that are dealt with are: global migration, internationalization, ethnic integration, self-image, and nihonjinron.</p>
<b>Japan in the World: Cultural Flows and Diasporas</b> <b>[JPN CULTURAL FLOWS]</b>	<p>This course sets out to explore the ways in which people who have settled in the Japanese archipelago have developed a culture and language rooted in cosmopolitanism, and taken them abroad to other parts of the world. Beginning with the pre-history of human cultural movements in the region and concluding with a variety of examples of contemporary Japanese diaspora communities, the course encourages the student to reflect on the inter-related nature of all cultural groups, practices, and products.</p>
<b>Social Foundations of Language</b> <b>[FDN OF LANGUAGE]</b>	<p>This course explores the relationship between language, culture, and society, through the use of linguistic, anthropological, and sociological concepts and methods. The course begins with broad discussions about the nature of language, both human and animal, continues with a survey of the fundamentals of linguistic analysis, and then builds on this basic knowledge to discuss social foundations of language—the sociocultural topics at the intersection of language, culture, and society. Considering the societal and institutional context, in this course students are asked to consider especially the patterns of communication in Japanese society, at the Institute, and amongst each other in the myriad of languages spoken on campus. Throughout these discussions students are asked to examine the contributions of leading scholars to the history, theory, and methodology of the field of sociolinguistics and linguistic anthropology.</p>
<b>Asian Civilizations</b>	<p>This is an introductory survey course that explores the rich diversity of human culture by examining the developments of major civilizations in continental Asia in the context of world history. This course focuses on the cultural, political, social, religious, ideological and technological aspects and legacies of civilizations in areas such as China, Korea, India, and Southeast Asia (excluding Japan).</p>

<p><b>Modern Japanese History</b> [MODERN JPN HISTORY]</p>	<p>This is a lecture-oriented course that undertakes a linear chronological survey of Japanese history from the year 1600 until the end of World War II. This course offers a broad narrative of the political, social, economic, cultural and religious developments that have shaped modern Japanese civilization.</p>
<p><b>Social Foundations of Education</b> [FDN OF EDUCATION]</p>	<p>This course introduces students to issues and approaches relevant to the study of education within the fields of anthropology and sociology. Education is considered broadly as cultural transmission, whether as formal schooling or informal learning processes. Students are asked to consider educational experiences from the perspective of all actors involved (e.g., “students”, “teachers”, families). The course takes a comparative approach, with Japan as a case example of local context, in order to address questions such as the following: What informal educational practices are present in society? What are the societal roles of schools? What are the diverse experiences of teaching and learning in various formal and informal educational systems worldwide?</p>
<p><b>Nations and Nationalism</b> [NATIONALISM]</p>	<p>This course explores Japanese nationalism in a historical context. After a theoretical outline of the political and cultural construct called the “nation-state” we focus on the historical formation of the Japanese state and the Japanese nation. Then we discuss practical examples and expressions of Japanese nation-state ideology and national culture from the Meiji Period to present day.</p>
<p><b>Advanced Themes in Anthropology</b> [THEMES IN ANTHRO]</p>	<p>Students interested in this course will have grasped the fundamentals of anthropology. This course introduces a range of more complex themes and issues. The course considers how anthropological theory is made as well as how anthropology is practiced and applied in the real world. Content includes theory from subfields such as psychological anthropology and examples of practice from development and policy making.</p>

<b>Disaster Studies</b>	<p>This is a course focusing on the social aspects of disasters and their impacts on society. The course offers a basic conceptualization of disaster from a sociological perspective, followed by selected topics such as disaster vulnerability, disaster processes, individual and group behavior, organizational response, families, factors influencing disaster preparedness and response, disability and disaster.</p>
<b>Social Inequalities in Japan</b> <b>[SOCIAL INEQUALITIES]</b>	<p>This course introduces students to inequality and difference in Japanese society. Students are asked to consider how changing values and power relations within Japan effect inequalities in the society. The course examines post-war Japanese society with a focus on factors such as gender, age, class, education, wealth, local origin, region, and ethnicity. How do these differences determine inequality and stratification in the Japanese social system? How is social inequality and perception of difference changing or persisting in contemporary Japan? How do these inequalities effect us as individuals, domestic and foreign students having varying degrees of “Japaneseness”?</p>
<b>Colonialism and Imperialism</b> <b>[IMPERIALISM]</b>	<p>This course undertakes a general historical survey of major world empires (such as the Roman, Chinese, Mongol, Spanish, French, British, Ottoman and Russian empires) and explores the different dimensions and notions of imperialism and colonialism throughout human history from a comparative perspective. The Japanese colonial empire is examined as a special case study by focusing on colonial management policies and practices in Taiwan and Manchuria.</p>
<b>Advanced Media Studies</b> <b>[ADVCD MEDIA STUDIES]</b>	<p>Students interested in this course will have already become familiar with fundamental topics within media and communication studies. This course moves on to discuss the more complex issues in the field. Amongst the topics under consideration are: how are traditional and innovative media platforms utilized for the public good? What responsibilities do media organizations have towards their consumers? How do emerging platforms and changes in approaches to media interaction present challenges or potential solutions to place of media in society?</p>

<p><b>Migration and Transnationalism</b> [MIGRATION &amp; TRANSNAT]</p>	<p>This course examines why people, ideas and cultural products move around the world. Focusing on a range of topics including: diasporas; migrant communities' relationship to their host nation; transnationalism as an identity-choice; migration as a life-choice; and importation of global cultural products in order to achieve local political aims. The course demonstrates how movement in the 21st century fulfills a diverse range of human needs.</p>
<p><b>Introduction to Contemporary Economics and Business</b> [CONTEMP ECON &amp; BIZ]</p>	<p>This course provides a rigorous introduction to a broad range of economic issues from microeconomics and macroeconomics. Topics may include the gains from trade, supply and demand, government policy, firm decision-making, imperfect competition, and national income. Students learn about economic thinking and develop the ability to explain and predict economic relationships using basic economic theories.</p>
<p><b>Introduction to the Japanese Economy</b> [INTRO JPN ECONOMY]</p>	<p>This course is designed to develop students' understanding of the basic features of the Japanese economy. These features are divided into three categories: the economic history and macroeconomy of Japan after World War II; the characteristics of Japanese firms; and current trends in the economy associated with deflation.</p>
<p><b>Macroeconomics</b></p>	<p>This course is the study of the behaviour of the economy as a whole. This course considers Classical and Keynesian approaches to the study of the macroeconomy. Students learn basic concepts and terminology, and then apply them in formal economic theories of national income determination, inflation, exchange rates, the balance of trade, unemployment and short-run economic fluctuations. The course discusses how governments and central banks influence economic fluctuations using fiscal and monetary policies.</p>

<b>Microeconomics</b>	<p>This course introduces the basic concepts, theories, and analytical tools of microeconomics. Students learn the economy theories used to explain the behaviour of consumers and firms, and then consider the results of market interaction between consumers and firms, through a careful study of the market structures that arise under perfect competition, monopoly, oligopoly, and monopolistic competition.</p>
<b>Introduction to Finance</b> <b>[INTRO TO FINANCE]</b>	<p>This course provides a broad introduction to the financial system. After discussing the role of money in the economy, students learn how financial assets are priced in the markets for bonds and stocks, in coordination with interest rates. Students then develop an understanding of how monetary policy is used to influence interest rates and asset prices, with consideration of the process of money creation and the policy tools available to the central bank. Finally, the course introduces several theories for the determination of exchange rates.</p>
<b>Introduction to Business Administration</b> <b>[INTRO BUSINESS ADMIN]</b>	<p>This course develops an understanding of the basic concepts of business management that are used in the management of companies. This course works as an eye-opening for those students who would like to explore the business world in the future. This is a workshop-oriented course where students are expected to debate, discuss and heavily participate to de-bunk the basic concepts of business management. This course provides a foundation for future business management-related courses in the ILA curriculum.</p>
<b>Introduction to Accounting</b> <b>[INTRO TO ACCOUNTING]</b>	<p>With the growing complexity of business, it is now essential that anyone aspiring to a position of responsibility have some knowledge of the fundamental principles of accounting. This course presents the basic concepts and principles underlying the preparation and use of financial statements. The differences and similarities between Japanese GAAP, IFRS and US GAAP are rigorously discussed.</p>

<b>Society and Economy in Kyoto</b> <b>[SOC &amp; ECON IN KYOTO]</b>	<p>Kyoto is a city of revolution, history and innovation. In this course, students explore various aspects of society and business in Kyoto. Discussions focus on a variety of topics that help define Kyoto. Topics include tourism, high-tech business and education.</p>
<b>Consumers and the Market in Japan</b> <b>[CONSUMERS MARKET JPN]</b>	<p>This course considers consumers and markets through a discussion of the characteristics of marketing strategies adopted in contemporary Japan. Students learn the basics of consumer behaviour and marketing theory, and then consider recent developments in marketing strategy. The course is completed with a discussion of current trends in the Japanese market and the emergence of the “creative economy.”</p>
<b>Ecology and Economy in Japan</b> <b>[ECOLOGY &amp; ECONOMY]</b>	<p>This course explores issues relating to industrial pollution and environmental degradation through a discussion of the industrialization and modernization process in Japan. Students consider topics such as the Ashio Copper mine, Minamata disease, the Fukushima Daiich Nuclear Power Plant accident, uranium mine development projects in Australia and Navajo Nation, as well as rare earth refinery operations in Malaysia. These topics are studied using an interdisciplinary approach that touches on the roles of national and local governments, scholars, NGOs, and businesses in efforts to help victims and prevent problems.</p>
<b>Industry and Labor in Japan</b> <b>[INDUSTRY &amp; LABOR JPN]</b>	<p>This course provides students with an introduction to and an overview of current issues associated with the Japanese labor market through 1) a discussion of theories of labor economics, and 2) a survey of current industry-labor related issues in Japan that provide concrete examples of these theories. We will focus on the most current and important Japanese economic and business-related issues as these are happening in industry and labor in Japan now.</p>

<p><b>The Creative Industries in Contemporary Japan</b> [CREATIVE INDUSTRIES]</p>	<p>Today, “creative industries” such as art, design, music, performing arts, and film are becoming increasingly important in many parts of the world, including Japan, and are often considered as major drivers of economic development. In this course, students are introduced to the basic economic structure of creative industries, the related policy issues, and the marketing strategies adopted by major firms in creative markets.</p>
<p><b>The Financial System in Japan</b> [FINANCIAL SYSTEM JPN]</p>	<p>Students learn about the evolution of the financial system in Japan from the post-Meiji era to the present, and consider possible directions for the future. The course begins with a chronologically study of the financial industry from Meiji to the 1980s, focusing on how the particular characteristics of the Japanese financial system developed. Students then consider current topics such as banking, security, insurance, Japan Post and central banking.</p>
<p><b>Financial Accounting in Japan</b> [FINANCIAL ACCOUNTING]</p>	<p>This course provides an integral analysis of the financial accounting standards in Japan. This subject has two parts. First, the course provides broad insight into current Japanese accounting standards with a review of the business and economic climate within which Japanese companies operate. Second, the course analyzes the financial statements of Japanese corporations—from the perspective of investors (in stocks and bonds), creditors and managers.</p>
<p><b>Introduction to Marketing</b> [INTRO TO MARKETING]</p>	<p>This course provides the practical knowledge required to conduct fundamental marketing activities in Japan. Students consider how to interpret information on topics such as consumer behavior, product innovation, online advertising, competition, pricing and distribution. Focus is placed on the development of complete marketing plans that are compatible with both consumer needs and company goals.</p>

<b>Japanese Corporations</b> <b>[JPN CORPORATIONS]</b>	<p>Facing globalization and a shrinking population, Japanese corporations have been changing their business strategies and organizational structures. This course provides an introduction to strategic management through the study of various types of Japanese corporations, including consideration of their strengths and weaknesses, and their strategies and challenges.</p>
<b>Economic Growth</b>	<p>In this course, we consider the recent experiences of East Asian economies with regard to economic growth and development. The course is split into two parts. The part consists of a basic introduction to economic growth theory, including topics such as physical capital accumulation, technological progress, and population growth. We then consider what these theories imply about the relationship between international trade, government, and economic growth. In the second part of the course, students prepare a research paper on the experiences of a specific East Asian country, and then present their findings to the class.</p>
<b>International Economics</b> <b>[INT' L ECONOMICS]</b>	<p>This course provides an overview of the process of globalization through an introduction of topics in international economics, such as the determinants of inter-industry, intra-industry, and intra-firm trade; foreign direct investment; fragmentation; offshoring; trade protectionism; capital flows; exchange rate determination; and government intervention in foreign exchange markets.</p>
<b>Corporate Strategy and Organization</b> <b>[CORPORATE STRATEGY]</b>	<p>This is an exciting seminar based course that provides the opportunity to gain a wide understanding of strategy for all kinds of different organisations. It also aims to provide students with a good understanding of the issues and techniques of strategy that can be applied during the course as well as in the future as employees, managers or owners of a business venture.</p>

<b>Management Accounting in Japan</b> <b>[MNGMT ACCOUNTING JPN]</b>	<p>This course provides an integral analysis of management accounting in Japan. Students examine management accounting theories, concepts and techniques with emphasis on management accounting in Japanese corporations. Topics include some of the innovative management accounting techniques that were invented at Japanese companies, such as target costing, kaizen costing, lean accounting, material flow cost accounting, micro profit center, etc., as well as other “imported” concepts adopted by corporate Japan, like ABC and ABM, balanced scorecard, etc.</p>
<b>International Marketing</b> <b>[INT’ L MARKETING]</b>	<p>This course provides students with an opportunity to study interesting aspects of the international business environment and to improve their capacity to assess and solve international business problems. In particular, students learn how to use several analytical tools that will help them to evaluate the determinants of competitive advantage and comparative advantage in global competition. By conducting an intensive examination of case studies, students are expected to apply these analytical tools to actual business problems and develop marketing and competitive strategies through class discussion.</p>
<b>International Business Communication</b> <b>[INT’ L BIZ COMMUNIC]</b>	<p>This course aims to develop students’ abilities to communicate effectively in global business transactions and international management. Focusing on communication across nations and cultures, the course advances the following distinctive insights: linguistic capability and communication competency are different things; linguistic skill alone does not guarantee effective business communication; and, internationally, communication styles may differ in significant ways.</p>
<b>Industry and Corporation in Kyoto</b> <b>[INDUSTRY IN KYOTO]</b>	<p>This course examines the historical evolution of various theories and practices in Japanese management using case studies on Japanese corporations based in Kyoto. The course considers key concepts in modern Japanese business management, such as corporate governance, financial institutions, labor management, keiretsu (industrial conglomerates), and gender and environmental issues. Students study in depth the strong historical and cultural foundations that have been key to the creation of successful businesses in Kyoto.</p>

<p><b>Contemporary Issues in Business and Economics</b> [ISSUES IN BIZ &amp; ECON]</p>	<p>This course focuses on the current and emerging issues in business and economics. At first, we concentrate on recent development in theories and practices of business management. Key issues include Stakeholder Management, Corporate Social Responsibility (CSR), Business Ethics, Corporate Sustainability, Climate Change and Environmental Management, and Corporate Crime and Corruption. Later the course broadens its scope by introducing the concepts and theories of economics. Students examine issues including, but not limited to, economic system and resource allocation, economic growth, poverty, unemployment, inflation, globalization, and international trade.</p>
<p><b>The Politics of Growth in Developing Countries</b> [POLITICS OF GROWTH]</p>	<p>This course analyzes why some countries develop economically while others do not. Topics include an introduction to theories of growth, inequality and the globalization of economic markets, with a focus on implications for the developing world. Case studies may examine income distribution; inequality (income, opportunity, mobility, capabilities, gender, and ethnic); the ramifications of global trade and capital markets for developing countries; the political consequences of growth; the effects of global market failures; and differences among countries in economic power on trade, capital, and international migration.</p>
<p><b>Winners and Losers: Introduction to Political Theory</b> [INTRO TO POL THEORY]</p>	<p>This course overviews selected “winners” and “losers” in political theory. Which thinkers have come to constitute “the canon” and why? Why have other thinkers fallen into neglect? Examining both well-read and lesser known theorists helps us examine the assumptions behind our thinking on government and citizenship: what government is, how it should be practiced, and what constitute the rights and responsibilities of citizenship.</p>
<p><b>Introduction to Japanese Law</b> [INTRO JPN LAW]</p>	<p>Japanese Law is fascinating for comparative legal scholars. This course begins with the development of the hybrid contemporary legal system. We then examine the basic structure of the legal system, before turning to an in-depth examination of specific cases.</p>

<b>Power and Politics in Japan</b> <b>[POWER &amp; POLITICS JPN]</b>	<p>The Liberal Democratic Party has dominated Japanese politics for decades. How did it win power? How does it maintain its dominance? The course surveys postwar politics, focusing particularly on contemporary party policies, politicians, and political leaders. Students develop in-depth knowledge of Japanese politics through reading, discussion, and independent research throughout the semester.</p>
<b>Introduction to Comparative Policymaking</b> <b>[COMPAR POLICYMAKING]</b>	<p>This course explores policy-making as both a problem-solving process and a political process. We first look at empirical and theoretical models of policy-making and then turn to case studies. The case studies examine the interplay between policy development, institutions and actors, including bureaucracies, legislators, the public, interest groups, and the media.</p>
<b>Introduction to International Relations</b> <b>[INTRO INT' L RELATION]</b>	<p>The goal of International Relations (IR) is to understand, explain and predict state behavior. This course introduces students to IR theories that help us do so. We then apply these theories to real-world situations to test the utility of the theories that purport to explain how the world works.</p>
<b>Comparative Politics</b>	<p>Many people assume that the political issues they encounter everyday are unique to their own country. In fact, few political problems exist solely in one country, and systematic comparisons with other countries can greatly improve our understanding of such phenomena. The course is organized around various large and interesting questions and the answers focus on specific regions or countries. These include: why do some countries have welfare states while others do not? Why are some countries authoritarian and others democracies? Are some institutions more likely than others to produce desirable social outcomes such as political stability?</p>

<p><b>Peace and Conflict</b></p>	<p>The task of ending war and sustaining peace is proving arduous, if not impossible, in many regions. Ending violence, hatred or injustice requires understanding social science theories and best practices of experts to bring about sustainable peace. Thus, this course provides a cross-disciplinary examination of issues involved in war and peace to increase our understanding of the dilemmas that policy makers, the military, and activists face in dealing with war and violence.</p>
<p><b>Citizen Politics in Japan and Beyond</b> [CITIZEN POLITICS JPN]</p>	<p>We often hear “The Japanese think XX” or “Koreans like YY.” Or people ask questions along these lines about people in our home countries. This course allows us to look beyond guesses and stereotypes: What do people really think? What do they want from their governments? What do they like? What kinds of things do they do and how often? How religious are they? Do they participate in politics? Understanding and learning how to analyze people’s beliefs, values, and life styles are essential tools for policy-makers, journalists, and business people. This course is an introduction to data analysis using large scale public opinion surveys that are conducted in most regions of the world.</p>
<p><b>International Relations in East Asia</b> [EAST ASIAN RELATIONS]</p>	<p>This course aims to improve our understanding of relations among the nations in East Asia. The course assumes that students have completed an introductory level course in International Relations. Japan’s wealth and military spending give it the ability and potential to alter the balance of power in the East Asian region. Will it play a leadership role in helping to sustain the liberal economic order in the face of China’s economic challenge?</p>
<p><b>Postwar Japan-U.S. Relations</b> [JPN U.S. RELATIONS]</p>	<p>The course seeks to deepen our understanding of postwar relations between Japan and the U.S. We start with an overview of the theoretical International Relations frameworks that students have studied in introductory level classes. A combination of developments—that we discuss in class—means that the basis of Japanese foreign policy (the U.S.-Japan alliance and free riding on the liberal economic order) is being questioned by some key actors in Japan. Which elements will dominate? Will Japan fundamentally rethink its alliance strategy?</p>

<p><b>What Makes Countries Poor?</b> [EXPLAINING POVERTY]</p>	<p>This course focuses on the intersection between politics and economic development: is politics central to economic development? Can political institutions determine policy choices? Why do governments enact policies that hinder development? Why do inefficient institutions survive? What is the interplay between global and domestic influences? Topics may include: land productivity; microfinance; health and nutrition; education; gender; transparency; accountability; and corruption.</p>
<p><b>International Human Rights Law</b> [HUMAN RIGHTS LAW]</p>	<p>This is an introductory course on human rights policies and international human rights law. No previous specialized knowledge of law or policy is required to take the course. The course is divided into two parts. The first part covers general knowledge about the concepts and theories of human rights, culminating in mid-term presentations and an in-class policy-making simulation. The second part focuses on present day human slavery. Case studies are introduced throughout the course.</p>
<p><b>Political Behavior, Campaigns and Elections</b> [POLITICAL BEHAVIOR]</p>	<p>How do parties try to influence voters? How are campaigns run? How do voters decide? In this course, we focus on how campaigns are run in Japan, in a comparative context. We consider why people run for office and how political parties, interest groups, and electoral rules influence campaigns. Next, we will explore the content of campaigns—the positions candidates and parties take, the effects of political contexts and campaign events, how campaign messages are conveyed to citizens, and how this all influences who wins.</p>
<p><b>Civic Engagement</b></p>	<p>What responsibilities do we have for improving our communities? What does “improving” mean? What do we mean when we talk about partnership and reciprocity in “service” and “community-based” learning? Why do it? This course introduces the challenges and opportunities of civic life in the early 21st century. We examine key research on community engagement, and explore strategies for responsible social and environmental change that include service learning, leadership, and internships that could develop our own civic engagement. We also meet some people who work to improve Kyoto.</p>

<b>Public Opinion and Political Psychology</b> <b>[PUBLIC OPINION]</b>	<p>This course offers a broad overview of political psychology and public opinion, fields that use experimental methods, public opinion surveys and theoretical ideas from psychology as tools to help understand political processes. This course surveys some of the social, economic, cultural, and psychological aspects that affect individuals' attitudes and values. The course aims to facilitate understanding of the dynamics and logic of Japanese politics, including issues related to leadership, voting behavior, and the socialization mechanisms.</p>
<b>Topics in Public Policy</b> <b>[TOPICS PUBLIC POLICY]</b>	<p>This course assumes that students already have a working knowledge of the institutions and mechanisms of policymaking in postwar Japan. We focus on in-depth case studies: in the areas we study, how did particular topics become part of the public agenda? How do they then evolve into formal policy proposals that become law? Who were the relevant actors? If there was a struggle, how did the struggle play out? What were the policy outputs?</p>
<b>Mass Media in the Policymaking Process</b> <b>[MEDIA &amp; POLICYMAKING]</b>	<p>Do the media influence the policymaking process? This course is an overview of the complex relationship between the news media and policymaking, addressing this relationship as it affects people, political intermediaries, political processes and choices, and the news media itself. How do institutions and processes connect citizens and decision-makers through communication? This course aims to deepen understanding of the uses and functions of communication channels in the political system; knowledge of the policymaking processes; and the news media's role and effects on these processes.</p>
<b>International Law and Organizations</b> <b>[INT' L LAW &amp; ORGNZTNS]</b>	<p>Despite the pronouncement of the phrase "Never Again" the world continues to witness horrible crimes of war such as the genocides in Rwanda and Darfur. Can international organizations and legal institutions help us end these cycles of violence? This course serves as an interdisciplinary introduction to international humanitarian law and expose us to the reality of war crimes. Principles of international humanitarian law and the international legal system are examined. The political context and philosophical issues are also discussed.</p>

<b>International Political Economy</b> <b>[INT' L POLITICAL ECON]</b>	<p>This course provides an introduction to some of the major inter-connected economies of the world. The course deepens understanding of the present world economic system, its origins, and possible future development. With a good understanding of this system and its individual components, students will be better able to function in the business world, and will be equipped with a broad foundation for the further study of economics.</p>
<b>Development and Law</b>	<p>Human rights are the focus of this student-centered interdisciplinary advanced seminar. This course explores the role of law and legal systems in the economic, social and human development of countries in transitional and developing nations. We begin by examining different approaches to the rule of law and exploring various regional experiences with developing the rule of law. Next, we consider the connections between law and development and international organizations, international trade, and revolution and transition to democracy. We conclude with an international human rights law and policy simulation.</p>
<b>Topics in Japan's Contemporary International Relations</b> <b>[JPN INT' L RELATIONS]</b>	<p>This course examines specific topics concerning Japan in East Asia after the Second World War. The course assumes basic theoretical and factual knowledge of International Relations, but begins with an overview of the history of the influence of the Yoshida Doctrine in postwar Japanese relations with countries in the region; Japan's shift in its perception of the Japan-U.S. Security Treaty in the 1970s through the late 1980s; and the subsequent changes in East Asian relations in the post-cold war era. We focus in-depth on selected contemporary topics.</p>
<b>Social Movements and Contentious Politics</b> <b>[SOCIAL MOVEMENT]</b>	<p>Social movements drive political, social, and cultural change and can reshape society and social and political institutions. This course introduces case studies and theoretical perspectives related to contentious politics and social movements. This course explores the major theoretical and empirical approaches used in the social sciences to understand how, and under what circumstances, social movements emerge (or fail to emerge); how they develop; flourish; become influential; or fade and die.</p>

<p><b>Politics through Film</b> [POLITICS THRU FILM]</p>	<p>Film has been used to set political agendas, advocate policies and as a means of political socialization. In this class, we analyze the ideas embedded in the documentary and narrative films: we look at the ideological content of the images and narratives. What does the film tell us about the values we seek in politics? What behavior does the film praise? What behavior does it criticize? Does the film celebrate or critique mainstream political culture?</p>
<p><b>Special Lecture Series</b> [SPCL LECTURE SERIES]</p>	<p>Special Lecture Series provides students with the opportunity to learn about specialized topics that are not offered as part of the normal ILA curriculum. The course is taught by a visiting academic, with the topic of the course depending on field of the instructor. The course is not offered every semester.</p>

## Student Identification

All new students will receive a Student ID Card, a Certificate for Commuter Pass and a User ID in sets. Your Student ID Card not only certifies you as a Doshisha University student but also can be used as an IC card with electronic money and electronic authentication functions. Please be careful with your Student ID Card, as it contains your important personal information.

### ■ Student ID (学生ID: *Gakusei ID*)

When you become a student at Doshisha University, you will be issued a student ID that indicates the Faculty you belong to, the year you entered the University, and your student number. This ID will not be changed while you are attending Doshisha University.

1	1	2	0	2	3	0	9	9	9
①	②	③	④	④		⑤			

- ① 1 : Regular student
- ② 1 : Undergraduate
- ③ 20: ILA the Liberal Arts Program
- ④ Year enrolled (last two digits of the year)
- ⑤ Student number (the first digit refers to the semester of entry. 0: Spring, 1: Fall)



### ■ Student ID Card (学生証 : *Gakusei-shō*)

The Student ID Card is your official identification as a student at Doshisha University. You should always carry it with you and handle it carefully. You may be required to show your ID Card when you take examinations, complete certain procedures at the office, apply for certificates and student discounts, receive scholarships, apply for accommodation and part-time jobs, use the Library and Health Center, submit reports, and borrow books.

### ■ Lost or Stolen Student ID Card

If your Student ID Card is lost or stolen, you should report it to your nearest police station and notify the ILA Office immediately in order to prevent unauthorized use of the IC function. You should also notify the Doshisha Coop if you are using electronic money.

1. Replacement of your Student ID Card costs 2,000 yen. Please apply at the Certificate Issuing Machine at Shikokan 1st floor or Ryoshinkan 1st floor and bring the receipt to the ILA Office.
2. The application for and receipt of a replacement card must be made in person.
3. It takes approximately three business days to issue a replacement card after the applications.
4. Your application for replacement will be denied if the ILA Office finds any suspicious issues in regard to the loss of your Student ID Card.
5. Once you submit an application for a replacement card, your old card becomes invalid. You must turn in your old card to the ILA Office if you find it. The replacement fee is nonrefundable.

## Commuting to School

### ■ Certificate for Commuter Pass (通学証明書 : Tsūgaku shōmeisho)

You will be asked to show your “Certificate for Commuter Pass” when you buy a student commuter pass. The certificate is issued annually by the ILA Office, and you must fill in your current registered address and the route(s) when you receive it. The route(s) must be the shortest commuting route between the stations nearest to your current registered address and to the Imadegawa campus. You can only change the route if you change your address or you change to another type of public transportation. A student commuter pass can only be used when commuting between the university and your home. It is prohibited to change the route for other purposes. When you move to a different address, you must submit a Change of Address Form to the ILA Office and have the office officially correct the address on your Certificate for Commuter Pass. If your certificate is damaged, lost, or does not have a blank space to fill in, please come to the ILA Office for a replacement free of charge.

#### How to buy a Student Commuter Pass

After filling in your certificate, take it with your Student ID Card to a commuter pass sales counter at a station to buy a student commuter pass. Fill in an application form for a student commuter pass at a station counter, and submit this form with your Student ID Card and your certificate to the counter person.

The diagram shows a form titled "通学証明書" (Commuter Certificate) with the following fields and callouts:

- Must be filled in using a pen.** (Callout pointing to the "注意" section)
- Fill in your current address.** (Callout pointing to the "現在住所" field)
- Your Student ID and name are preprinted.** (Callout pointing to the "学生ID" and "氏名" fields)
- Fill in the name of the nearest station from your current address and Doshisha University (Imadegawa Campus). Write your commuting routes separately if you use several types of public transportation.** (Callout pointing to the "通学区間" field)

The form includes a "注意" (Notes) section with 6 points, a "現在住所" (Current Address) field, "学生ID" (Student ID) and "氏名" (Name) fields, a "発行日" (Issue Date) field, and a "通学区間" (Commuting Route) table with columns for "路線" (Route) and "区間" (Zone).

#### Where to Purchase a Student Commuter Pass

You can purchase student commuter passes at the following places:

- Shijo Subway Station, Bus Information Center in front of Kyoto Station, Sanjo Keihan Subway Station, Kitaotji Bus Terminal, and Yamashina Subway Station (Office Hours: 7:30 a.m. to 7:30 p.m. on Monday through Saturday / 9:00 a.m. to 5:00 p.m. on Sunday and Holiday)
- Takeda Subway Station, Rokujizo Subway Station, and Nijo Subway Station (Office Hours: Noon to 7:30 p.m. on Monday through Saturday / 9:00 a.m. to 5:00 p.m. on Sunday and Holiday)

Note that these offices are closed from December 31 to January 3.

You can purchase

- a new student commuter pass for the subway 14 days before the commuter pass becomes effective.
- a new student commuter pass for the bus 14 days before the commuter pass becomes effective.
- a renewal student commuter pass 14 days before the commuter pass becomes effective in exchange for your current student commuter pass.

### ■ Bicycle Safety Class

Students commuting to Imadegawa Campus by bicycle are required to complete a Bicycle Safety Class before receiving a sticker that allows them to park their bicycles on campus. The Bicycle Safety Class provides an explanation of the traffic rules and basic manners that must be followed when riding a bicycle. Please note that if you do not complete the Bicycle Safety Class, you are not be provided with a sticker that allows you to park your bicycle on campus. Please inquire at the ILA Office for dates and times of the Bicycle Safety Class.

### ■ Third Party Insurance

All Doshisha University students are covered under third party insurance while they are commuting to or on campus. Please be sure to report any accidents that you are involved in to the ILA Office as soon as possible since you may be covered by the third party insurance policy. If you are interest in purchasing third party insurance to protect you when you are not at Doshisha University, please inquire with the ILA Office.

## User ID and Password

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### ■ Notification of User ID

A user ID is required when logging in to computers and accessing computer networks at Doshisha University. You do not need to renew your user ID as long as your student number does not change. The user ID expires upon graduation.

### ● Difference between your user ID and your student ID

Your user ID and your student ID are different. Take care not to confuse them.

### ■ Passwords

Passwords, which serve to verify that the individual entering the user ID is in fact that person, are extremely important in using computers and networks. Failure to manage your password in a responsible manner will not only compromise your own privacy, but also invite major damage both on and off campus by allowing illegitimate use of your user ID and password. Exercise caution to keep it from falling into the hands of others, just as you would for the PIN number of your ATM card.

### ■ If you forget your password

Since passwords are extremely important, it is necessary to memorize your password carefully. If you forget your password, visit the **IT Support Office (Shikokan and Ryoshinkan Buildings 1st basement level)** with your Student ID Card. Administrators cannot access users' passwords so they will have to issue you a new one.

### ■ Changing your password

The password printed on your User ID Notification consists of a random series of letters set by the system administrator for you to use to connect to the system for the first time. Do not continue to use that password. Be sure to change it. For security reasons, you should change your password on a regular basis. Never write it down on a notepad as this increases the risk of it falling into the hands of a third party.

# Email

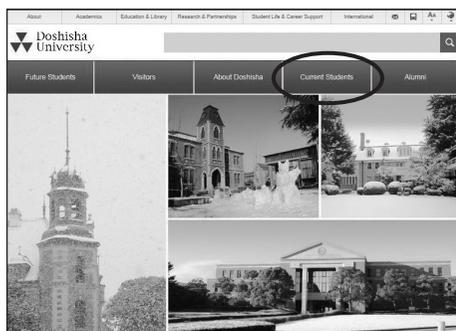
Since Doshisha University emails important notices to your university email account, please check your account everyday OR change your Office 365 account setting to forward emails to your private account.

【How to change Office 365 account settings to forward emails to your private account】

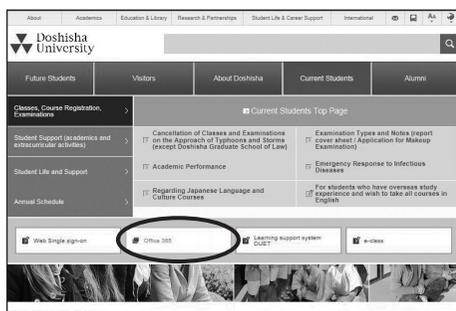
①Go to the Doshisha University homepage, and click the “English” button.



②Click the “Current Students” button.



③Click the “Office 365” banner.



④Enter your user ID and password to login. Then click the “Log in” button.



⑤Click “×”.



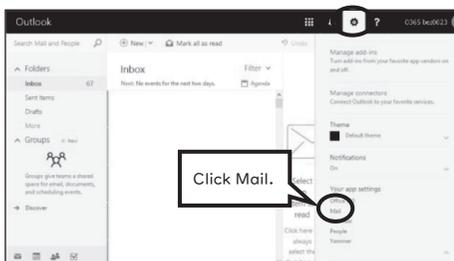
⑥Click “Outlook”.



⑦ Select language and time zone.



⑧ Click "Mail".



⑨ Set your frequently accessed email.  
Then click "Forwarding".



※Smartphone applications can also be used. Please read the QR code for the setup method.

▼ Outlook for iOS



▼ Outlook for Android



## Suspension of Public Transportation Services, Storm Warnings, Emergency Warnings, Class / Examination Schedule Changes & Remote Learning

When public transportation services are suspended, or a storm warning or an emergency warning is issued, class and examination schedules will be changed according to the following criteria. In addition, remote learning services may be put in place to accommodate the inability for students and faculty to travel to campus. In such an event, other services may also take place on-line. Please maintain a close check on your DUET account for updates and changes to services and circumstances.

### I. Suspension of Public Transportation Services (for all reasons)

#### 1. Time of service resumption and classes / examinations start times

Time of Service Resumption	Class / Examinations Start
By 6:30 a.m.	From 1st Period
Between 6:31 a.m. and 10:30 a.m.	From 3rd Period
Between 10:31 a.m. and 3:30 p.m.	From 6th Period
After 3:31 p.m.	All classes / examinations cancelled

#### 2. The above arrangement applies to the following cases.

[Imadegawa Campus]

- a. When both Kyoto City Bus and Subway services are suspended in all service areas at the same time
- b. When two or more of the following services are suspended at the same time (in all or part of the service areas): Hankyu Railway (Kyoto-Kawaramachi – Osaka-Umeda), Keihan Railway (Demachi-yanagi – Yodoyabashi), Kintetsu Railway (Kyoto – Yamato-saidaiji – Osaka-Namba), JR (Kobe – Maibara)

[Kyotanabe Campus]

- a. When both Kyoto City Bus and Subway services are suspended in all service areas at the same time
- b. When two or more of the following services are suspended at the same time (in all or part of the service areas): Hankyu Railway (Kyoto-Kawaramachi – Osaka-Umeda), Keihan Railway (Demachi-yanagi – Yodoyabashi), Kintetsu Railway (Kyoto – Yamato-saidaiji – Osaka-Namba), JR (Kobe – Maibara, Kizu – Kyobashi)
- c. When Kintetsu Railway (Kyoto – Yamato-saidaiji) service is suspended in all service areas

### II. Storm Warnings (heavy rain warnings are excluded) and Emergency Warnings

If a storm warning or any type of emergency warning is issued for any of the areas listed below, classes / examinations scheduled for the day will be cancelled, starting from the next period after the issuance of the warning.

For classes / examinations that have already started or are about to start when a warning is issued, the University will decide whether or not to cancel them in consideration of the urgency of the warning.

**The issuance of an emergency warning for an area indicates a level of exceptional risk of a magnitude observed only once every few decades. Residents should pay attention to their surroundings and relevant information such as municipal evacuation advisories and orders, and should take all measures necessary to protect life.**

When an emergency warning is issued while students are on campus, they should follow the directions provided by the University. When students are at home or on the way to the University, they should take all measures necessary to protect life.

When the warning is withdrawn and it is deemed safe, the remaining classes/examinations for the day will be held depending on when the warning is withdrawn. Otherwise, the University will make a separate announcement according to the situation. If a warning is withdrawn by 6:30 a.m., classes will be held as usual. Visit the Japan Meteorological Agency (気象庁) website to check the current weather warnings:

<https://www.jma.go.jp/jma/indexe.html>

## I. Areas Covered by the Warning

- Sub-prefecture Region 1  
Classes and examinations are cancelled when a storm warning or an emergency warning is issued for Kyoto Nambu (south side of Kyoto) or Osaka.
- Sub-prefecture Region 2  
Classes and examinations are cancelled when a storm warning or an emergency warning is issued for any of the following areas: Kyoto-Kameoka, Nantan-Kyo-tamba, Yamashiro Chubu, Yamashiro Nambu, Osaka-shi, Kita Osaka, Tobu Osaka, Minami Kawachi or Senshu.

When a storm warning or an emergency warning is issued for any of the municipalities listed below, it is regarded as a warning issued for the corresponding Sub-prefecture Region 2, and classes and examinations are cancelled. Some TV and radio programs may continue to use the name of region comprising several municipalities for announcing warnings and advisories as in the past.

### Kyoto Nambu

Sub-prefecture Region 2	Municipality
Kyoto-Kameoka	Kyoto-shi, Kameoka-shi, Muko-shi, Nagaokakyo-shi, Oyamazaki-cho
Nantan-Kyo-tamba	Nantan-shi, Kyo-tamba-cho
Yamashiro Chubu	Uji-shi, Joyo-shi, Yawata-shi, Kyo-tanabe-shi, Kumiyama-cho, Ide-cho, Uji-tawara-cho
Yamashiro Nambu	Kizugawa-shi, Kasagi-cho, Wazuka-cho, Seika-cho, Minamiyamashiro-mura

### Osaka

Sub-prefecture Region 2	Municipality
Osaka-shi	Osaka-shi
Kita Osaka	Toyonaka-shi, Ikeda-shi, Suita-shi, Takatsuki-shi, Ibaraki-shi, Minoh-shi, Settsu-shi, Shimamoto-cho, Toyono-cho, Nose-cho
Tobu Osaka	Moriguchi-shi, Hirakata-shi, Yao-shi, Neyagawa-shi, Daito-shi, Kashiwara-shi, Kadoma-shi, Higashiosaka-shi, Shijonawate-shi, Katano-shi
Minami Kawachi	Tondabayashi-shi, Kawachi-nagano-shi, Matsubara-shi, Habikino-shi, Fujiidera-shi, Osaka-sayama-shi, Taishi-cho, Kanan-cho, Chihaya-Akasaka-mura
Senshu	Sakai-shi, Kishiwada-shi, Izumi-otsu-shi, Kaizuka-shi, Izumi-sano-shi, Izumi-shi, Takaishi-shi, Sennan-shi, Hannan-shi, Tadaoka-cho, Kumatori-cho, Tajiri-cho, Misaki-cho

## 2. Time of withdrawal of warning and classes / examinations start times

Classes and examinations will be held as follows, depending on the time the warning is withdrawn.

Time of Withdrawal of Warning	Classes / Examinations Start
By 6:30 a.m.	From 1st Period
By 9:30 a.m.	From 3rd Period (1st and 2nd Periods cancelled)
By 2:30 p.m.	From 6th Period (1st to 5th Periods cancelled)
Still under warning as of 2:31 p.m.	All classes / examinations cancelled

**III. In addition to I and II, classes or examinations may be cancelled at the discretion of the President in the case that they have been determined to be not feasible or unsafe.**

**IV. If these measures were taken during the examination period, follow-up notifications regarding the affected examinations will be put up on the Doshisha website, DUET, or message boards.**

**V. When a storm warning or an emergency warning is issued, where necessary, the University will post an announcement on the Doshisha website, DUET, or message boards for up-to-date information and announcements. Please make sure to check them during the alert.**

## What To Do If You Suffer from an Infectious Disease

If you suffer from or suspect that you may be suffering from any of the following infectious diseases (see the list below), you will be subject to suspension in order to prevent infection at the University. This is stipulated in the “School Health and Safety Act” and “Enforcement Ordinance of School Health and Safety Act.” Students will not be penalized for absences from classes and examinations due to infectious diseases if they go through the prescribed procedure.

### (1) Absence from Class

Ask your doctor to issue a medical certificate or fill out the “Medical Certificate of Infectious Disease” (details provided below). After recovering, submit the certificate (a photocopy is acceptable) along with “Absence Report Form” directly to the appropriate professor of the class you were absent from.

### (2) Absence from Examinations

Ask your doctor to issue a medical certificate or fill out the “Medical Certificate of Infectious Disease” (details provided below) and call the ILA Office (075-251-3302). Please check page 23 for more detailed information about makeup examinations. Call the ILA Office before the deadline and follow the instructions provided regarding report submissions.

Please download the “Medical Certificate of Infectious Disease” form from the URL below.

<https://www.doshisha.ac.jp/en/students/curriculum/infection.html>

\*Submit “Absence Report Form” or “Request for makeup examination” along with either the “Medical Certificate of Infectious Disease to be prevented in school” or a medical certificate in any format issued by your doctor.

### What are the “Infectious Diseases to be prevented in school” ?

Listed below are the “Infectious Diseases to be prevented in school,” enacted in Article 18 of the School Health and Safety Law Enforcement.

#### Infectious Diseases to be prevented in school

Type	Name of Disease
I	Ebola hemorrhagic fever, Crimean–Congo hemorrhagic fever, smallpox, South American hemorrhagic fever, plague, Marburg disease, Lassa fever, poliomyelitis, diphtheria, severe acute respiratory syndrome (SARS), avian influenza (H5N1), and other new strains of influenza, designated infectious diseases and new infectious diseases
II	influenza (excluding H5N1 type), pertussis, measles, epidemic parotitis (mumps), rubella (three-day measles), varicella (chickenpox), pharyngoconjunctival fever (pool fever), tuberculosis, meningococcal meningitis
III	cholera, shigellosis, enterohemorrhagic Escherichia coli infection, typhoid fever, paratyphoid, epidemic keratoconjunctivitis, acute hemorrhagic conjunctivitis, and other contagious disorders

## Forms for Students

### ■ Certificates

Available at the Certificate Issuing Machine (in Shikokan, Ryoshinkan, and Jinshinkan Building 1F and Kambaikan Building 2F) and the ILA Office. Student ID Card and cash are required. Your password for the Certificate Issuing Machine is the same as the one used to log in to the university network.

Type of Certificate	Remarks
Official Transcript Certificate of Attendance Certificate of Expected Graduation (Completion)	<ul style="list-style-type: none"> <li>• 100 yen per document (Japanese).</li> <li>• 300 yen per document (English).</li> <li>• If you want the names of courses that you are currently taking on your transcripts, please make the payment at the machine and apply at the ILA Office.</li> <li>• For students in the 7th semester, we are unable to issue Certificate of Expected Graduation directly from the machine. Please make the payment at the machine and apply at the ILA Office.</li> </ul>
Student Discount Card (学割証/ <i>Gakuwari-shō</i> )	<ul style="list-style-type: none"> <li>• 20% discounts apply to tickets for JR (one way that is 100km and over), some ferries and busses.</li> <li>• 4 pieces a day, 10 pieces a year at maximum.</li> <li>• Valid for three months.</li> </ul>
Certificate of Health Examination (Available for students who undergo Periodical Health Examinations only)	<ul style="list-style-type: none"> <li>• Only students in the 4th year can apply through the certificate issuing machine. Other students must apply at the Health Center.</li> <li>• For scholarship application purposes, it will take approximately 10 days to be issued. Please leave enough time to apply at the Health Center.</li> <li>• For employment purposes, issuance period will be posted on the message boards of the Health Center and ILA.</li> </ul>

Type of Certificate	Remarks
Certificate for Commuter Pass (通学証明書/ <i>Tsūgaku shōmeisho</i> )	<ul style="list-style-type: none"> <li>• Student ID Card is needed.</li> <li>• Free of charge.</li> </ul>
Certificate of Graduation Certificate of Withdrawal	<ul style="list-style-type: none"> <li>• 300 yen per document (Japanese).</li> <li>• 500 yen per document (English).</li> <li>• 3 business days to be issued.</li> </ul>
Other Certificates	<ul style="list-style-type: none"> <li>• 100 yen per document (Japanese).</li> <li>• 500 yen per document (English).</li> <li>• 1 week to be issued.</li> </ul>

### ■ Application Forms

Available at the ILA Office

Type of Request and Form	Remarks
Request for Leave of Absence	<p>If you are taking a leave of absence for one or two semesters due to medical reasons or circumstances beyond your control, you must formally submit the Request for Leave of Absence.</p> <ul style="list-style-type: none"> <li>• You can only apply for a two-semester leave of absence before the start of the spring semester. Requests before the start of the fall semester can only be made for a one semester.</li> <li>• You must submit the Request for Leave of Absence by the first day of classes of the semester for which you plan to take a leave of absence.</li> <li>• The fee is 60,000 yen for a one-semester leave of absence and 120,000 yen for a two-semester leave of absence. The fee may be waived for a military leave of absence. Please consult with the ILA Office and the Office of International Students well in advance.</li> <li>• The total period of absence cannot be more than four years.</li> </ul>
University Withdrawal Form	<ul style="list-style-type: none"> <li>• If you are going to withdraw due to medical reasons or circumstances beyond your control, you must formally submit a University Withdrawal Form.</li> <li>• Students that do not pay tuition will be expelled from the university.</li> </ul>
Re-admission Form	<ul style="list-style-type: none"> <li>• Students who withdrew from the university for a period of less than five years can apply to obtain approval for re-admission from the faculty.</li> <li>• If you are applying for re-admission after recovery from illness, you must submit a medical certificate issued by your doctor.</li> </ul>

### ■ Notification Forms

Available at the ILA Office

Type of Notification Form	Remarks
Absence Report Form (refer to page 28)	<ul style="list-style-type: none"> <li>• Fill out the forms at the ILA Office.</li> </ul>
Change of Name Form	
Change of Address Form	
Change of Guarantor Form	

## Requesting Letters of Recommendation

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Letters of recommendation for internships, employment, and scholarships should be requested at least one month in advance. Choose a professor who knows you well and can provide a personal evaluation. Students are advised to request a reasonable number of recommendation letters per professor. In addition to the personal statement or essay that you have prepared for your application, be sure to include the following information in your request letter to the professor:

1. Who are you?
2. When will you graduate and in which concentration?
3. What is the recommendation letter for?
4. Do you have a career goal?
5. What are the criteria outlined in the application?
6. Why are you a good fit with the program that you are applying for?
7. What specific research have you conducted?
8. What extracurricular activities have you been involved in?
9. Do you have any work experience?
10. What languages do you speak and at what level?
11. When is the deadline?
12. List research paper (report) titles and main findings for courses you have taken with the professor.
13. Courses and grades (marks) for those courses you have taken with the professor.

## Where Can I Get Administrative Services?

<https://www.doshisha.ac.jp/en/contact.html>

Service	Location	Extension Number* <sup>1</sup>	Office Hour* <sup>2</sup>		
<ul style="list-style-type: none"> <li>Class information, Class Schedule, Class Cancellation, Makeup Class</li> </ul>	Department of Registrar 教務課 (Ryoshinkan Building 1F)	3200	Mon-Fri 9 a.m.-11:30 a.m., 12:30 p.m.-5 p.m.		
<ul style="list-style-type: none"> <li>Study Abroad</li> </ul>	Office of International Affairs 国際課 (Fusokan Building 1F)	3260	Mon-Fri 9 a.m.-11:30 a.m., 12:30 p.m.-5 p.m.		
<ul style="list-style-type: none"> <li>Housing</li> <li>Part-time Job</li> <li>What to do when you are victimized by illegal business</li> <li>Scholarship</li> <li>Late Tuition Payment</li> <li>Installment Payment of Tuition</li> </ul>	Department of Student Life 学生生活課 (Kambaikan Building 1F)	3280	Mon-Fri 9 a.m.-11:30 a.m., 12:30 p.m.-5 p.m.		
<ul style="list-style-type: none"> <li>Stolen, Lost and Found</li> <li>Extracurricular activities</li> </ul>	Department of Student Support Services 学生支援課 (Kambaikan Building 1F)	3270	Mon-Fri 9 a.m.-11:30 a.m., 12:30 p.m.-5 p.m.		
<ul style="list-style-type: none"> <li>Support for International Students (e.g. visa, scholarship)</li> </ul>	Office of International Students 留学生課 (Fusokan Building 2F)	3257	Mon-Fri 9 a.m.-11:30 a.m., 12:30 p.m.-5 p.m.		
<ul style="list-style-type: none"> <li>Career Support</li> </ul>	Career Center キャリアセンター (Kambaikan Building 2F)	3310	Mon-Fri 9 a.m.-5 p.m.		
<ul style="list-style-type: none"> <li>Support for Internet and Computer Labs</li> </ul>	IT Support Office ITサポートオフィス (Shikokan and Ryoshinkan 1st Basement level)	4567	Mon-Fri 9 a.m.-9:45 p.m.		
<ul style="list-style-type: none"> <li>Borrowing and Return of Books</li> <li>Reference Service</li> <li>How to search for research Information</li> </ul>	Department of Public and Technical Services 学術情報課 (Imadegawa Library)	3980	Mon-Sat 9 a.m.-10 p.m.	Sun 10 a.m.-5 p.m.	
<ul style="list-style-type: none"> <li>Counseling for Educational and Personal matter</li> </ul>	Counseling Center Office カウンセリングセンター (Kambaikan Building 1F)	3275	Mon, Wed, Thu, Fri 9 a.m.-11:30 a.m., 12:30 p.m.-5 p.m.	Tue 9 a.m.-11:30 a.m., 12:30 p.m.-7 p.m.	Counseling in English Wed, Thu, Fri 9 a.m.-11:30 a.m., 12:30 p.m.-5 p.m.
<ul style="list-style-type: none"> <li>Health Control</li> </ul>	Health Center 保健センター (Kambaikan Building 2F)	3100	Mon-Fri 9 a.m.-12 noon, 1 p.m.-7 p.m.		
<ul style="list-style-type: none"> <li>Chapel Hour</li> <li>Christian Events</li> <li>Open Program</li> </ul>	Center for Christian Culture キリスト教文化センター (Clarke Memorial Hall 1F)	3320	9 a.m.-11:30 a.m., 12:30 p.m.-5 p.m.		

\*<sup>1</sup> If you call from the external line, call 075-251-XXXX (extension number).

\*<sup>2</sup> Hours are subject to change during the spring, summer and winter recesses.

## Discounts and Special Offers for Doshisha University Students

### ■ Kyoto National Museum • Nara National Museum (Campus Membership)

Doshisha University is a campus member of Kyoto National Museum and Nara National Museum. The purpose of Campus Members is to provide students with opportunities to learn about culture and history by appreciating cultural properties that belong to museums. Please enjoy exhibitions at both museums for free by showing your Doshisha University Student ID Card.

#### Museum Websites

Kyoto National Museum <https://www.kyohaku.go.jp/eng/index.html>

Nara National Museum [https://www.narahaku.go.jp/english/index\\_e.html](https://www.narahaku.go.jp/english/index_e.html)

### ■ Visiting Chado-Shiryokan (Chado Research Center Membership)

#### Doshisha University is a member of the Chado Research Center.

The Chado Research Center is a museum established by the Urasenke Foundation and exhibits tea ceremony related arts. The museum collects, preserves and researches every kind of material related to the tea ceremony, and also holds activities in cooperation with local society. The Chado Research Center membership was started through the cooperation of the Urasenke Foundation and Universities in order to familiarize people with Japanese tea ceremony and related arts.

#### Who can get a discount? ... Students, Faculty members and Staff

You can enjoy free admission to regular and special exhibitions by showing your Doshisha University Student ID Card or staff card. You can visit as many times as you want and enjoy regular and special exhibitions throughout the year (closed on Mondays and exhibition preparation periods). Visitors can enjoy tea services on the 1st floor. <https://www.urasenke.or.jp/texte/index.html>

### ■ Kyoto Campus Culture Partners System

Doshisha University is a member of the “Kyoto Campus Culture Partners System,” which provides students with discounts on admission fees (or special offers) for educational and cultural facilities in Kyoto.

The “Kyoto Campus Culture Partners System” is designed to help students obtain an in-depth understanding of culture and art, and a rich student life by providing an approachable environment to culture and art, and an opportunity to contact with society.

For further details, please refer to <https://www.consortium.or.jp/project/kanren/culture> (Japanese only).

### ■ Joining Clubs and Circles at Doshisha University

Make your time as a university student an important and memorable experience by joining a club or circle. There are more than 300 active clubs and circles at Doshisha University that you can participate in as an ILA student. It is also possible to create new clubs and circles by registering with the Student Support Services Center. Pursuing extracurricular activities is a great way to make new friends and improve your Japanese while developing organizational skills. For more information check the University Website at [https://www.doshisha.ac.jp/en/student\\_life/s\\_support/club.html](https://www.doshisha.ac.jp/en/student_life/s_support/club.html)

# Borrowing ILA Library Books

## 1. ILA Reference Library

### ILA's Library Policy

You are strongly advised to purchase the books for the courses you register in. However, if you cannot afford the books for your courses, some of the course books are available on short-term loan. To borrow books, you need to bring your **Student ID Card** to the ILA Office.

#### Loan Periods

10:45 a.m. to 1:45 p.m.
1:45 p.m. to 4:30 p.m.
4:30 p.m. to 10:45 a.m. next morning

### Overdue Penalty Policy

- Overdue more than 1 minute on the due date  
...Your borrowing privileges will be suspended for 2 weeks.
- Overdue 1 day  
...Your borrowing privileges will be suspended for 3 weeks.
- Overdue 2 days  
...Your borrowing privileges will be suspended for 4 weeks.
- Overdue more than 3 days  
...Your borrowing privileges will be suspended for 5 weeks.

Penalty days will not be applied during summer and winter recesses. They will be applied in the following semester.

### Damaged Library Materials

If materials are stained, damaged or lost, you will be asked to pay for their replacement.

## 2. ILA course books

You can also borrow ILA course books through the university library. Please find books using DOORS at <https://www.doshisha.ac.jp/library/english/>

On the "Holdings Listing" page for a book, if "ILA" appears in the fourth column "Holdings location", the book is available at the Karasuma Stack Room. Please go to the book counter at the Office of Global Studies to borrow the book. Alternatively, if "参考" appears, the book is available at the ILA Office.

## 3. Photocopying materials at university libraries

According to the Japanese Copyright Act: Article 31 (著作権法第31条) and the Regulations on Photocopying at University Libraries in Japan (大学図書館における文献複写に関する実務要項), you must know and follow the copyright regulations when making photocopies in the libraries of Doshisha University.

### ● Do you agree to keep the following copyright regulations on materials protected under the Japanese Copyright Act (\*1) ?

- 1) You may photocopy only part (\*2) of each material.
- 2) You may not photocopy an entire article or paper from a periodical journal unless a certain period of time (\*3) has passed since its publication date.
- 3) You may only make ONE copy per person.
- 4) The purpose of photocopying must be for personal study/research.
- 5) Re-copying and distributing photocopied material(s) is prohibited.
- 6) It will be entirely your responsibility in the case that any copyright issue occurs concerning the material(s) that you photocopied.

\*1: for example, when it has not been more than 50 years since the author's death

\*2: less than 50% of each published material

\*3: until the publication date of the following issue or at least three months

## Facilities

### ■ Library

- Search books by DOORS… <https://doors.doshisha.ac.jp>
- Also see <https://library.doshisha.ac.jp/english/> for detailed information about the library.

### ■ PC

PCs that support software such as Word, Excel, Access and PowerPoint as well as Edge to access the Internet and use email are available at the locations below. The university provides computer support services at the following computer labs and PC spaces. Please note that open hours differ depending on the academic calendar.

#### Computer Lab (Imadegawa)

1. Shikokan Building…SK basement Room 1, SK basement Room 9
2. Ryoshinkan Building…RY307, RY308, RY309, RY310, RY311, RY312, RY313, RY314, RY315
3. Kofukan Building…K21, K22, K25
4. Rinkokan Building…R303, R304

#### PC Space (Imadegawa)

1. Shikokan Building …Basement
2. Ryoshinkan Building …Learning Commons (2 & 3F)
3. Kambaikan Building …IF
4. Rinkokan Building …IF
5. Main Library …IF

#### ★ English/Japanese OS

Computers in Shikokan, Ryoshinkan and Kofukan load operating systems both in English and Japanese.

### ■ Kambaikan Building

Facilities for extracurricular activities such as the music hall and small theater, which can be used for live space and meeting rooms, are available. Also, you can enjoy recreation areas such as the atrium space with a fireplace and a large display, the Japanese rooms, the lounge space, the café and the sky restaurant.

### ■ Ryoshinkan Building

This multi-purpose learning space can be used for a variety of learning activities, such as group discussion, presentation, writing reports, course preparation, and debates.

### ■ Doshisha Global Archives

Doshisha Global Archives is now open in the basement of the Fusokan Building. There are about 9,000 English journals available for inspection.

Open Hours: Monday–Friday, 9 a.m. to 5 p.m.

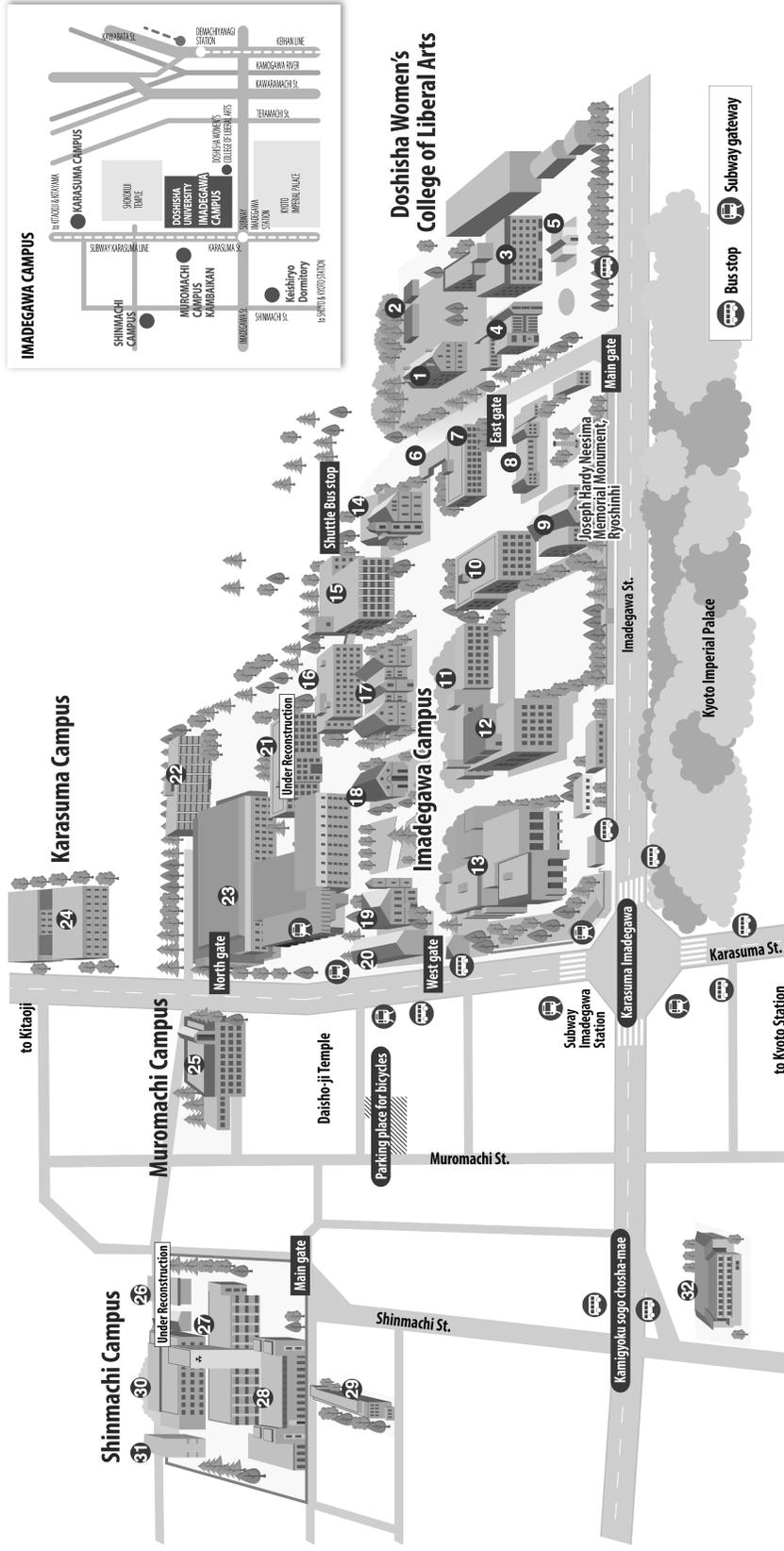
Usage: The books stored in the Doshisha Global Archives are for browsing purposes, and may not be taken out of the room.

### ■ Imadegawa–Kyotanabe Shuttle Bus

There is a free Shuttle Bus operating between the Imadegawa and Kyotanabe Campuses. The bus schedule will be posted on the ILA message board and on the Doshisha’s website at [https://www.doshisha.ac.jp/en/students/s\\_support/shuttle\\_bus.html](https://www.doshisha.ac.jp/en/students/s_support/shuttle_bus.html)



# Campus Map (Imadegawa Campus)



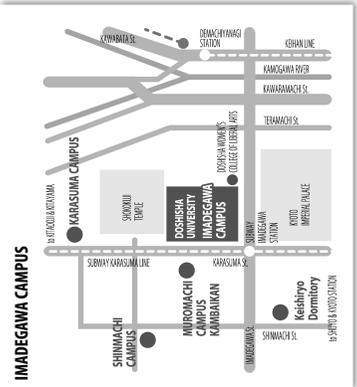
- ① Amherst House (registered tangible cultural property)
- ② Guest House
- ③ Koenkan / Office of Faculty of Law and Graduate School of Law Laboratory
- ④ Keimeikan (registered tangible cultural property)
- ⑤ Repository of Neesima Memorabilia
- ⑥ Takishikan
- ⑦ Divinity Hall / Office of School of Theology and Graduate School of Theology Laboratory
- ⑧ Chienkan
- ⑨ Nushukan (important cultural property)
- ⑩ Kotukan / PC room, Office of Center for Global Education and Japanese Language, Admissions Center
- ⑪ Meitokukan / Dining on Campus, Convenience Store, Lounge
- ⑫ Tokushokan / Office of Faculty of Letters and Graduate School of Letters Laboratory
- ⑬ Library
- ⑭ Clarke Memorial Hall (important cultural property) / Center for Christian Culture
- ⑮ Shiseikan / Office of Faculty of Commerce and Graduate School of Commerce
- ⑯ Fusokan / International Center, International Community Lounge
- ⑰ Harris Science Hall Doshisha Gallery (important cultural property)
- ⑱ Doshisha Chapel (important cultural property)
- ⑳ Shoetkan (important cultural property)
- ㉑ Kofukan / PC room, Office of Center for Global Education and Japanese Language, Admissions Center
- ㉒ Meitokukan / Dining on Campus, Convenience Store, Lounge
- ㉓ Tokushokan / Office of Faculty of Letters and Graduate School of Letters Laboratory
- ㉔ Library
- ㉕ Clarke Memorial Hall (important cultural property) / Center for Christian Culture
- ㉖ Shiseikan / Office of Faculty of Commerce and Graduate School of Commerce
- ㉗ Fusokan / International Center, International Community Lounge
- ㉘ Harris Science Hall Doshisha Gallery (important cultural property)
- ㉙ Doshisha Chapel (important cultural property)
- ㉚ Shoetkan (important cultural property)
- ㉛ Kofukan / PC room, Office of Center for Global Education and Japanese Language, Admissions Center
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- ㊼ Fusokan / International Center, International Community Lounge
- ㊽ Harris Science Hall Doshisha Gallery (important cultural property)
- ㊾ Doshisha Chapel (important cultural property)
- ㊿ Shoetkan (important cultural property)

- ① Shingikan
- ② Neiseikan (Under Reconstruction)
- ③ Hakuenkan
- ④ Ryoshinkan / PC room, Department of Registrar, Imadegawa Campus, Office of Faculty of Economics and Graduate School of Economics, Student Lounge, Dining on Campus, Convenience Store, Book Store, School Store, Travel Consultation Center, Career Learning Commons, IT Support Office
- ⑤ Shikokan / PC room, Office of Global and Regional Studies, Office of Graduate School of Global Studies, Office of Graduate School of Policy and Management, Office of Institute for the Liberal Arts, Student Lounge, Convenience Store
- ⑥ Muromachi Campus / Department of Student Support Services, Counseling Center, Health Center, Career Center, Law School Office, Office of Graduate School of Business, Hardy Hall, Clover Hall

- ① Ikushinkan (Under Reconstruction)
- ② Jishinkan / Student Lounge
- ③ Rikokukan / PC room, Office of Faculty of Social Studies and Graduate School of Social Studies, Office of Faculty of Policy Studies, Cafe
- ④ Keisuiukan
- ⑤ Student Union (Main Bldg) / Club room, Practice area, Meeting room, Shower room, Shop, Student Lounge
- ⑥ Shimachi Bekkan / Club room, Practice area
- ⑦ Others
- ⑧ Keishinyo Dormitory / Multi-purpose Room, Gymnasium

- ① Karasuma Campus
- ② Shikokan / PC room, Office of Global and Regional Studies, Office of Graduate School of Global Studies, Office of Graduate School of Policy and Management, Office of Institute for the Liberal Arts, Student Lounge, Convenience Store
- ③ Muromachi Campus / Department of Student Support Services, Counseling Center, Health Center, Career Center, Law School Office, Office of Graduate School of Business, Hardy Hall, Clover Hall

- ① Karasuma Campus
- ② Shikokan / PC room, Office of Global and Regional Studies, Office of Graduate School of Global Studies, Office of Graduate School of Policy and Management, Office of Institute for the Liberal Arts, Student Lounge, Convenience Store
- ③ Muromachi Campus / Department of Student Support Services, Counseling Center, Health Center, Career Center, Law School Office, Office of Graduate School of Business, Hardy Hall, Clover Hall





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