

The Institute for the Liberal Arts

Student Handbook 2026



Academic Calendar 2026

Spring Semester

2026

April	1 (Wed)	Start of Spring Semester Spring Semester Convocation Ceremony
	2 (Thu)	Course guidance for new students The first on-demand class period (DO WEEK) Course registration for Spring Semester ^{*1}
	3 (Fri)	
	4 (Sat)	
	5 (Sun)	
	6 (Mon)	
	7 (Tue)	In-person classes begin
	8 (Wed)	
	9 (Thu)	
	10 (Fri)	Deadline for payment of Spring Semester fees
	11 (Sat)	
	28 (Tue)	University holidays
	29 (Wed)	
	~	
May	5 (Tue)	National Holiday (classes held as usual)
	6 (Wed)	
July	17 (Fri)	Last day of in-person classes
	18 (Sat)	Final Exams begin
	20 (Mon)	Marine Day (exams held as usual)
	31 (Fri)	Final Exams end
August	1 (Sat)	Spare day of Final Exams · Summer Recess begins
	1 (Sat)	Intensive Course Period for Spring Semester
	~	
	7 (Fri)	
Early September		Announcement of Graduation Results
September	10 (Thu)	Summer Recess ends
	11 (Fri)	Grade Notification ^{*2}
	20 (Sun)	End of Spring Semester
	26 (Sat)	Spring Semester Graduation Ceremony

Fall Semester

September	21 (Mon)	Start of Fall Semester Fall Semester Convocation Ceremony
	25 (Fri)	The first on-demand class period (DO WEEK)
	26 (Sat)	
	27 (Sun)	
	28 (Mon)	
	29 (Tue)	
	30 (Wed)	In-person classes begin
October	1 (Thu)	
	2 (Fri)	National Sports Day (classes held as usual)
	12 (Mon)	
	30 (Fri)	Deadline for payment of Fall Semester fees
	31 (Sat)	Doshisha Clover Festival
November	1 (Sun)	
	1 (Sun)	Sports Festival
	3 (Tue)	National Holiday (classes held as usual)
	23 (Mon)	National Holiday (classes held as usual)
	26 (Thu)	Doshisha Eve (no classes)
	27 (Fri)	
	28 (Sat)	Anniversary of Establishment (University holiday)
	29 (Sun)	
December	25 (Fri)	Nativity (University holiday) · Winter Recess begins
2027		
January	6 (Wed)	Winter Recess ends
	7 (Thu)	In-person classes recommence
	11 (Mon)	Coming of Age Day (University holiday)
	18 (Mon)	Last day of in-person classes
	19 (Tue)	Final Exams begin
	23 (Sat)	Founder's Day (exams held as usual)
February	8 (Mon)	Final Exams end
	12 (Fri)	Intensive Course Period for Fall Semester
	~	
	18 (Thu)	
Early March		Announcement of Graduation Results
March	9 (Tue)	Grade Notification ^{*3}
	20 (Sat)	Fall Semester Graduation Ceremony
	21 (Sun)	
	22 (Mon)	End of Fall Semester
	31 (Wed)	

*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

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—Australia, Bangladesh, Brazil, Bulgaria, Canada, China, Denmark, Germany, Hong Kong, Indonesia, Iran, Italy, Japan, Malaysia, Mexico, Morocco, Myanmar, Nepal, Netherlands, New Zealand, Pakistan, Panama, Philippines, Poland, Romania, Somalia, South Korea, Spain, Sweden, Taiwan, Thailand, the U.K., the U.S., Turkey, Ukraine, 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,

Toru Yamamori, Ph.D. (Kyoto)
Economics
Dean of The Institute for the Liberal Arts

Gregory Poole, Ph.D. (Oxford)
Anthropology

Colin Davis, Ph.D. (Hokkaido)
Economics

Jennifer McGuire, Ph.D. (Oxford)
Anthropology

Taro Tsuda, Ph.D. (Harvard)
Political History

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's 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 Global Education and Japanese Studies, 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 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 Coupons.
7. Issuance of Certificates (some certificates are also provided by the Certificate Issuing Machine). See page 41.
8. Support for class preparation.
9. Management of the ILA Reference Library. See page 45.

■ Location and Office Hours

Location: Shikokan Building 1F
TEL: 075-251-3302 FAX: 075-251-3304
Email: 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 35 for information on how to forward email from your school account to a private email account.

■ ILA Website for Current Students

Academic information is also available on the ILA website (<https://ila.doshisha.ac.jp/ila/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.

▼ ILA Website for Current Students



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 Global Education and Japanese Studies, 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
Seminars and Honors Thesis (16 credits or above)			
Introductory Seminars		Intermediate Seminars	Advanced Seminars Honors Thesis
Foundation Courses (16 credits or above)			
Academic and Research Skills (12 credits or above)			
Understanding Japan and Kyoto (4 credits or above)			
Concentration Courses (30 credits or above)			
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
Other Elective Courses			
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”.

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 2026 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 st semester	2 nd semester	3 rd semester	4 th semester	5 th semester	6 th semester	7 th semester	8 th 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 21 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.

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 Global Education and Japanese Studies. 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 Language 1”, “Japanese Language 2” in Japanese Language and Culture Subjects. If the time slots of “Japanese Language 1”, “Japanese Language 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” (否或不可) 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 approved courses through the ILA. For registration information, please 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. 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 2026

Registration Code		Course Name	Class	Year	Term	Instructor	R=Required E=Elective	Credits	Ex=Exercise L=Lecture P=Practical training
Course Code	Class Code								
● Seminars and Honors Thesis > Introductory Seminars									
I2001001	001	Introductory Seminar A	①	I -	Spring	Not Offered	E	2	Ex
I2001001	002	Introductory Seminar A	②	I -	Fall	Gregory POOLE	E	2	Ex
I2001002	001	Introductory Seminar B	①	I -	Spring	Jennifer MCGUIRE	E	2	Ex
I2001002	002	Introductory Seminar B	②	I -	Fall	Jennifer MCGUIRE	E	2	Ex
I2001003	001	Introductory Seminar C	①	I -	Spring	David UVA	E	2	Ex
I2001003	002	Introductory Seminar C	②	I -	Fall	David UVA	E	2	Ex
I2001004	001	Introductory Seminar D	①	I -	Spring	Colin DAVIS	E	2	Ex
I2001004	002	Introductory Seminar D	②	I -	Fall	Colin DAVIS	E	2	Ex
I2001005	001	Introductory Seminar E	①	I -	Spring	Taro TSUDA	E	2	Ex
I2001005	002	Introductory Seminar E	②	I -	Fall	Taro TSUDA	E	2	Ex
● Seminars and Honors Thesis > Intermediate Seminars									
I2001011	001	Intermediate Seminar A	①	3 -	Spring	Not Offered	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	Taro TSUDA	E	2	Ex
I2001015	002	Intermediate Seminar E	②	3 -	Fall	Taro TSUDA	E	2	Ex
● Seminars and Honors Thesis > Advanced Seminars and Honors Thesis									
I2001021	001	Advanced Seminar I	①	4	Spring	Not Offered	R	2	Ex
I2001021	002	Advanced Seminar I	②	4	Spring	Jennifer MCGUIRE	R	2	Ex
I2001021	003	Advanced Seminar I	③	4	Spring	David UVA	R	2	Ex
I2001021	004	Advanced Seminar I	④	4	Spring	Colin DAVIS	R	2	Ex
I2001021	005	Advanced Seminar I	⑤	4	Spring	Taro TSUDA	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	Taro TSUDA	R	2	Ex
I2001023	001	Honors Thesis	①	4	Spring	Not Offered	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	Taro TSUDA	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	Taro TSUDA	E	2	Ex
● Foundation Courses > Academic and Research Skills									
I2001101	001	Library Research Skills	①	I -	Spring	TBA	E	2	L
I2001101	002	Library Research Skills	②	I -	Fall	TBA	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								
I200I102		Introduction to Information Systems		1-	Fall	Eric Charles HAWKINSON	E	2	Ex
I200I103	001	Academic Presentations and Debate	①	1-	Spring	Shirah Malka COHEN	E	2	Ex
I200I103	002	Academic Presentations and Debate	②	1-	Spring	Shirah Malka COHEN	E	2	Ex
I200I103	003	Academic Presentations and Debate	③	1-	Fall	Shirah Malka COHEN	E	2	Ex
I200I103	004	Academic Presentations and Debate	④	1-	Fall	Shirah Malka COHEN	E	2	Ex
I200I104	001	Academic Writing	①	1-	Spring	Celeste BEBOSO	E	2	Ex
I200I104	002	Academic Writing	②	1-	Spring	Celeste BEBOSO	E	2	Ex
I200I104	003	Academic Writing	③	1-	Fall	Celeste BEBOSO	E	2	Ex
I200I104	004	Academic Writing	④	1-	Fall	Celeste BEBOSO	E	2	Ex
I200I105		Mathematical Methods for the Social Sciences		1-	Fall	Takehiko NAKAMA	E	2	Ex/L
I200I120		Probability for the Social Sciences		1-	Spring	Takehiko NAKAMA	E	2	L
I200I106		Introduction to Asian Philosophy and Thought		1-	Spring	Federica SGARBI	E	2	L
I200I107		Introduction to Social, Political, and Economic Thought		1-	Fall	Huseyin RASIT	E	2	L
I200I108		Introduction to Philosophy and Ethics		1-	Fall	Federica SGARBI	E	2	L
I200I109		Introduction to Qualitative Research Methods		2-	Fall	Jennifer MCGUIRE	E	2	L
I200I110		Introduction to Quantitative Research Methods		2-	Fall	Takehiko NAKAMA	E	2	L
I200I121		Advanced Mathematical Methods for the Social Sciences		2-	Spring	Takehiko NAKAMA	E	2	Ex/L
● Foundation Courses > Understanding Japan and Kyoto									
I200I111	001	Basic Japanese	①	1-	Spring	Junko TAKAHASHI	E	2	P
I200I111	002	Basic Japanese	②	1-	Fall	Junko TAKAHASHI	E	2	P
I200I112		Communities of Practice in Japan		1-	Spring	Hiroaki ISHII	E	2	L/P
I200I113		Japanese Issues and Topics		1-	Spring	Fernando Diego PALACIO	E	2	L
I200I114		Introduction to Kyoto		1-	Spring	Greg Peter KOCH	E	2	L
I200I115		Doshisha and Christianity		1-	Spring	Shirah Malka COHEN	E	2	L
I200I116		Geography of Japan		1-	Fall	Taro FUTAMURA	E	2	L
I200I117		Nature and the Environment in Japan		1-	Fall	Hiroaki ISHII	E	2	L
I200I118		Religion in Japan		1-	Fall	Catherine LUDVIK	E	2	L
I200I119	001	Understanding and Experiencing Work in Japan	①	2-	Spring	Naomi KONISHI	E	2	L
I200I119	002	Understanding and Experiencing Work in Japan	②	2-	Fall	Naomi KONISHI	E	2	L
● Concentration Courses > Japanese Society and Global Culture Concentration > Introductory									
I200I201		What Makes Humans Human?		1-	Fall	Jennifer MCGUIRE	E	2	L
I200I202		Introduction to Japanese History		1-	Spring	David UVA	E	2	L
I200I203		Manga and Anime Studies		1-	Fall	Omar Yusef BAKER	E	2	L
I200I204		Japanese Society and Culture		1-	Spring	Jennifer MCGUIRE	E	2	L
I200I205		Introduction to the Arts		1-	Fall	Haruhisa KAWAMURA	E	2	L
I200I206		Introduction to Media and Communications		1-	Fall	José R.A. ERNULT	E	2	L
I200I207		Introduction to Globalization		1-	Spring	Aysun UYAR	E	2	L
I200I208		World Civilizations		1-	Fall	Masumi IZUMI	E	2	L
● Concentration Courses > Japanese Society and Global Culture Concentration > Intermediate									
I200I209		Media in Japan		2-	Fall	Urszula FREY	E	2	L
I200I210		Japanese and World Literature		2-	Fall	Shirah Malka COHEN	E	2	L
I200I211		World, Youth, and Pop Culture		2-	Spring	Omar Yusef BAKER	E	2	L
I200I212		Ethnicity in Japan		2-	Spring	Spela DRNOVSEK ZORKO	E	2	L
I200I213		Japan in the World: Cultural Flows and Diasporas		2-	Spring	Gavin J. CAMPBELL	E	2	L
I200I214		Social Foundations of Language		2-	Fall	Gregory POOLE	E	2	L
I200I215		Asian Civilizations		2-	Spring	Tomoko MAKIDONO	E	2	L
I200I216		Modern Japanese History		2-	Fall	David UVA	E	2	L
● Concentration Courses > Japanese Society and Global Culture Concentration > Advanced									
I200I217		Social Foundations of Education		3-	Spring	Robert ASPINALL	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								
I2001218		Nations and Nationalism		3-	Fall	David UVA	E	2	L
I2001219		Advanced Themes in Anthropology		3-	Fall	Gregory POOLE	E	2	L
I2001220		Disaster Studies		3-	Spring	Anna MATSUKAWA	E	2	L
I2001221		Social Inequalities in Japan		3-	Spring	Jennifer MCGUIRE	E	2	L
I2001222		Colonialism and Imperialism		3-	Spring	David UVA	E	2	L
I2001223		Advanced Media Studies		3-	Spring	Urszula FREY	E	2	L
I2001224		Migration and Transnationalism		3-	Fall	Aiko KAJI	E	2	L
● Concentration Courses > Japanese Business and the Global Economy Concentration > Introductory									
I2001301		Introduction to Contemporary Economics and Business		1-	Fall	Marcelo FUKUSHIMA	E	2	L
I2001302		Introduction to the Japanese Economy		1-	Fall	I-Chun CHEN	E	2	L
I2001303		Macroeconomics		1-	Spring	Colin DAVIS	E	2	L
I2001304		Microeconomics		1-	Fall	Colin DAVIS	E	2	L
I2001305		Introduction to Finance		1-	Spring	Yukihiro NISHIMURA	E	2	L
I2001306		Introduction to Business Administration		1-	Fall	TBA	E	2	L
I2001307		Introduction to Accounting		1-	Spring	Gustavo TANAKA	E	2	L
I2001308		Society and Economy in Kyoto		1-	Spring	David ADEBAHR	E	2	L
● Concentration Courses > Japanese Business and the Global Economy Concentration > Intermediate									
I2001309		Consumers and the Market in Japan		2-	Fall	Tadashi YAGI	E	2	L
I2001310		Ecology and Economy in Japan		2-	Fall	TBA	E	2	L
I2001311		Industry and Labor in Japan		2-	Fall	Diane HARING	E	2	L
I2001312		The Creative Industries in Contemporary Japan		2-	Spring	Nobuko KAWASHIMA	E	2	L
I2001313		The Financial System in Japan		2-	Fall	Yukihiro NISHIMURA	E	2	L
I2001314		Financial Accounting in Japan		2-	Spring	Gustavo TANAKA	E	2	L
I2001315		Introduction to Marketing		2-	Fall	Binh NGHIEM-PHU	E	2	L
I2001316		Japanese Corporations		2-	Spring	Gustavo TANAKA	E	2	L
● Concentration Courses > Japanese Business and the Global Economy Concentration > Advanced									
I2001317		Economic Growth		3-	Fall	Colin DAVIS	E	2	L
I2001318		International Economics		3-	Spring	Colin DAVIS	E	2	L
I2001319		Corporate Strategy and Organization		3-	Fall	TBA	E	2	L
I2001320		Management Accounting in Japan		3-	Fall	Gustavo TANAKA	E	2	L
I2001321		International Marketing		3-	Spring	Tsutomu HARADA	E	2	L
I2001322		International Business Communication		3-	Spring	Alex PINAR	E	2	L
I2001323		Industry and Corporation in Kyoto		3-	Fall	Hadas KUSHELEVICH	E	2	L
I2001324		Contemporary Issues in Business and Economics		3-	Fall	Gustavo TANAKA	E	2	L
● Concentration Courses > Japanese Politics and Global Studies Concentration > Introductory									
I2001401		The Politics of Growth in Developing Countries		1-	Spring	Hadas KUSHELEVICH	E	2	L
I2001402		Winners and Losers: Introduction to Political Theory		1-	Spring	Garth WARRIES	E	2	L
I2001403		Introduction to Japanese Law		1-	Fall	Hadas KUSHELEVICH	E	2	L
I2001404		Power and Politics in Japan		1-	Fall	Taro TSUDA	E	2	L
I2001405		Introduction to Comparative Policymaking		1-	Spring	Aysun UYAR	E	2	L
I2001406		Introduction to International Relations		1-	Spring	Mark SELZER	E	2	L
I2001407		Comparative Politics		1-	Fall	Esta Tina OTTMAN	E	2	L
I2001408		Peace and Conflict		1-	Fall	Fernando Diego PALACIO	E	2	L
● Concentration Courses > Japanese Politics and Global Studies Concentration > Intermediate									
I2001409		Citizen Politics in Japan and Beyond		2-	Fall	TBA	E	2	L
I2001410		International Relations in East Asia		2-	Spring	Viriya CHEAMPHAN	E	2	L
I2001411		Postwar Japan - U.S. Relations		2-	Spring	Taro TSUDA	E	2	L
I2001412		What Makes Countries Poor?		2-	Spring	Dirk HEBECKER	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								
I200I4I3		International Human Rights Law		2-	Fall	Ho Ching CHEUNG	E	2	L
I200I4I4		Political Behavior, Campaigns and Elections		2-	Fall	TBA	E	2	L
I200I4I5		Civic Engagement		2-	Fall	Fernando Diego PALACIO	E	2	L
I200I4I6		Public Opinion and Political Psychology		2-	Spring	Esta Tina OTTMAN	E	2	L
● Concentration Courses > Japanese Politics and Global Studies Concentration > Advanced									
I200I4I7		Topics in Public Policy		3-	Spring	Viriya CHEAMPHAN	E	2	L
I200I4I8		Mass Media in the Policymaking Process		3-	Fall	TBA	E	2	L
I200I4I9		International Law and Organizations		3-	Spring	Ho Ching CHEUNG	E	2	L
I200I420		International Political Economy		3-	Fall	Fernando Diego PALACIO	E	2	L
I200I42I		Development and Law		3-	Fall	TBA	E	2	L
I200I422		Topics in Japan's Contemporary International Relations		3-	Spring	Garth WARRIES	E	2	L
I200I423		Social Movements and Contentious Politics		3-	Fall	Garth WARRIES	E	2	L
I200I424		Politics through Film		3-	Spring	José R.A. ERNULT	E	2	L
● Other Elective Courses									
I200I802	017	Special Lecture Series (The Good Life)	⑪	1-	Spring	Jyl GENTZLER	E	2	L
I200I802	019	Special Lecture Series (Human Health: Rights and Wrongs)	⑪	1-	Spring	Jyl GENTZLER	E	2	L
I200I802	096	Special Lecture Series (Portfolio Theory and Management)	⑨6	1-	Fall	Yukihiro NISHIMURA	E	2	L
I200I802	097	Special Lecture Series (Social Welfare and Religious Traditions in East Asia)	⑨7	1-	Spring	Diane HARING	E	2	L
I200I802	098	Special Lecture Series (A Field Course on Natural Resources and the Environment)	⑨8	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	*	*

Course Registration

* All the Dates and Times shown below are Japan Standard Time (JST)

■ Academic calendar starting with DO Week

Under the new academic calendar to be introduced in AY2024, basically, you will have 13 in-person classes and 2 on-demand video sessions for a total of 15 sessions. During the first week of the semester (called “Doshisha Opening Week” or “DO Week”), you are expected to access the on-demand video URLs from each syllabus and work on the assignments as instructed in the video. The information regarding the second on-demand video session will be given by the lecturer after in-person classes begin. For details of DO Week, please check the university official website.

(https://www.doshisha.ac.jp/en/students/curriculum/new_calender/index.html)

DO Week (First on-demand video class Period)

April 4 (Sat) to April 10 (Fri)

* Please access on-demand video URLs from Syllabus website.

(<https://syllabus.doshisha.ac.jp/>)



■ How to Register for Courses (Spring 2026 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 does include 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 (Thu) 2:00 p.m. to 4:00 p.m.

Location: SK119

* For new students, participation is mandatory.

For current students, please send an email to the ILA Office to make a reservation in advance.

2. Advanced Registration

Advanced registration is used to select students for courses that have enrollment limits and prerequisites. In particular, Introductory Seminars, Intermediate Seminars and Advanced 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 Seminars
Intermediate Seminars
Advanced Seminars

■ Schedule for Introductory Seminars

Advanced Registration Period for Current Students

March 24 (Tue) 1:00 p.m. to March 27 (Fri) 1:00 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 10:00 a.m. on March 31 (Tue).

Advanced Registration Period for New Students

April 2 (Thu) 10:00 a.m. to April 3 (Fri) 10:00 a.m.

- Students can complete advanced registration via Microsoft Forms, and the class will be determined by the ILA based on students’ selections and the number of senior students enrolled in each class.
- Announcement of Results: Log into DUET after 9:00 p.m. on April 3 (Fri).

■ Schedule for Intermediate Seminars (From 5th Semester)

- The ILA will determine your seminar based on your application submitted via Microsoft Forms, which was sent to you in January. Check the ILA website for Current Students for more information on advanced registration for the Intermediate Seminar.
- Announcement of Results: Log into DUET after 10:00 a.m. on March 27 (Fri).

■ Schedule for Advanced Seminars (From 7th Semester)

- The ILA will determine your seminar based on your application submitted via Microsoft Forms, which was sent to you in January. Check the ILA website for Current Students for more information on advanced registration for the Advanced Seminar.
- Announcement of Results: Log into DUET after 10 a.m. on March 27 (Fri).

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 the 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. Seminar A). 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 7 (Tue) 10:00 a.m. to April 9 (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 Registration Approval 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 4 (Sat) 10:00 a.m. to 11:00 a.m., 12:30 p.m. to 1:30 p.m.

Location: Ryoshinkan Building RY205

*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.

***Please make sure to pick up the permission letter by April 3, 5:00 p.m.. The ILA Office is Closed on Saturday, April 4.**

● 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 the 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 the Registrar.

4. Spring Semester In-Person Classes Begin April 11 (Sat.)

*Before in-person classes begin, please watch the on-demand videos during DO Week (First on-demand video class Period), April 4 (Sat) to April 10 (Fri).

*Please access on-demand video URLs from Syllabus website(<https://syllabus.doshisha.ac.jp/>).

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 15 (Wed) 9:30 a.m. ~

Location: DUET

Revision of Registration

April 15 (Wed) 9:30 a.m. to April 17 (Fri) 5:00 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 date below.

Confirmation Date

April 22 (Wed) and April 23 (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 it 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 required courses, seminars, or the Honors Thesis.

Course Withdrawal Dates

May 11 (Mon) 10:00 a.m. to May 12 (Tue) 5:00 p.m.

Location: DUET

Please check the ILA Website for Current Students and the university website as well as the 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 Accommodations for Students with Disabilities

Students with disabilities may request reasonable accommodations to ensure equal access to academic programs, services, and activities, and to support an inclusive learning environment. Disabilities may affect how students access course materials, participate in class, complete assignments, or engage in other academic activities. Reasonable accommodations are provided through an interactive process in accordance with university policies.

If you would like a disability to be considered for reasonable accommodation, please contact both the ILA Office and your course professor as soon as possible. Applications for reasonable accommodations must be completed each semester and should be made before classes start. The ILA Office can help you to schedule an appointment with the Counseling Center or you may contact the center directly. Once you receive a recommendation for reasonable accommodations from the Counseling Center, be sure to discuss the recommended accommodations with your course professor.

For more information, visit:

https://www.doshisha.ac.jp/en/student_life/counseling/index.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.

If you would like to apply to have your credits from your former institution evaluated, please **submit** the following official documents **by e-mail to as early as possible, and well in advance of the deadline** below. (ILA Office: ji-ila@mail.doshisha.ac.jp)

The deadline for transfer credit applications is March 15, 2026.

<Required Official Documents regarding your former institution> (photocopies are acceptable)

- ① **Official Transcripts**
- ② **Syllabi** for each course
- ③ **Academic calendar** (semester schedule)
- ④ **Credit hour definition**

<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. Depending on the timing of your application or any deficiencies in the submitted documents, the consultation or determination of transferred credits may occur after the registration period ends and may be necessary to delete courses you have already registered for. In such cases, you will not be able to add new other courses.

■ “Subjects to which Article 9-5 of the Undergraduate Regulations applies”

Since academic year 2023, a new terminology “Subjects to which Article 9-5 of the Undergraduate Regulations applies” has been displayed on DUET screens, as well as in documents such as the Course Registration Check Sheet, the Grade Report, and in syllabi. This regulation stipulates the upper limit of remote-class credits that are counted toward the credits required for graduation. This is stipulated by the University Establishment Standards, a ministerial ordinance of MEXT (Ministry of Education, Culture, Sports, Science and Technology).

“Article 9-5” will be displayed as either “Applicable” or “Not Applicable” indicating whether or not the course should be counted as a remote class or not.

Doshisha University applied preferential measures for Covid-19 in AY2023. However, From AY2024, the preferential measures for Covid-19 were abolished. This means that when you plan your course registration, you have to ensure that you take no more than 60 credits total of remote classes (indicated as Article 9-5 “Applicable”). Any remote-classes taken over the 60 credit-limit will NOT be counted toward your graduation credits (124 credits). Whether Article 9-5 is “Applicable” or “Not Applicable” can be checked in syllabi. For details, please check the university official website (<https://duet-man.doshisha.ac.jp/student/article9-5.pdf>).

■ 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” from “visitors menu” on the side banner. 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 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/ois/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 Consultations (LDC Scholarship Recipients)

Every student who is presently an LDC Scholarship recipient is required to meet for an academic consultation with the Assistant Dean of International Affairs at least **once per semester**.

This advisory session is to assess the academic progress of the student in preparation for the possible renewal of the scholarship after four semesters (two years). This renewal is based on both:

- 1.a sufficient GPA (2.0), and
- 2.the completion of 62 credits (half of the credits needed for graduation, 124).

This academic consultation is arranged no later than one week before the registration period for the next semester by the ILA Office in consultation with the Assistant Dean of International Affairs and the scholarship recipient.

■ 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 211 partner institutions in 44 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 September, 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 Website for Current Students.

■ 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, Nijima Jo and Okuma Shigenobu, 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 upon entry to the ILA or 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. 13 on page 42 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.

■ 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, Shinmachi, 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 the 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	Koenkan Building
[Shinmachi Campus]	
Z	Jinshinkan Building
R	Rinkokan Building
KS	Keisuikan Building
SS	Shinsokan 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 (Shinmachi 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 final examinations and other evaluation methods

■ Evaluation methods

There are three types of evaluation methods.

I. Final Examinations

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

II. Evaluation methods other than final examinations

Evaluation methods, aside from final examinations, include reports, quizzes, online tests, and class participation. These evaluations cover not only those conducted during class but also assignments that must be completed outside of class.

III. Makeup Examinations

If you were not able to complete the final examination or other evaluations due to illness or circumstances beyond your control, you may request accommodations, with the final determination made by your course lecturer.

- 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 ^{*1}	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 ^{*2})	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

^{*1} 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.

^{*2} 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 (fee 200 yen) 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:
 - a. You did not fill in your name.
 - b. You did not take the examination in the designated room.
 - c. You made corrections to your name.
- (4) The following acts will be considered as academic dishonesty.
 - a. Impersonating someone in an examination.
 - b. Writing notes on the desks, clothing or body when taking an examination.
 - c. Using permitted items for unauthorized purposes such as writing notes on them when taking an examination.
 - d. Bringing crib notes, reference books, and notes that are not allowed. Copying answers from other students' examinations. Obtaining answers from other students.
 - e. Providing information to other students, or other acts that benefit other students during the examination.
 - f. Talking, swapping answers with other students during the examination or exchanging answer sheets between distribution and collection of answer sheets.
 - g. Failing to follow instructions provided by an invigilator.
- (5) The following acts could be considered as academic dishonesty.
 - a. Cheating on an examination by obtaining unauthorized materials.
 - b. Starting an examination prior to the specified time.
 - c. Continuing to use writing materials or an eraser after an invigilator has called for an examination to finish.
 - d. Bothering others during an examination.
 - e. 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.
 - f. Using a portable device or watch that makes sound (incoming calls, alarm, vibration, etc.)
 - g. 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 Report

- (1) Reports should be submitted online via e-class, E-Mail, Microsoft Forms, etc. When submitting your report, you must comply with the following.
 - a. Follow the instructions of your course instructor regarding where and how to submit reports and the file format (PDF, Word, Excel, etc.).
 - ※ If your course instructor requires you to submit in the University's prescribed format, please refer to the following for the format and procedure for submitting a report.
- The University's prescribed format
https://webdisk.doshisha.ac.jp/public/yfbkgApNIYcAMQYBQCJ8mw_-ObccNq4ICM5qrZEq844S
 Procedure for Submitting a Report
<https://duet-man.doshisha.ac.jp/student/reporttezyun.pdf>
- b. When submitting a report online, make sure to log in with your own user ID before submitting. If it is submitted with a different ID, the evaluation cannot be conducted. Be especially careful when using shared computers.
 - c. When submitting a report online, make sure to check that the correct content and files are being sent beforehand.

- d. No late reports will be accepted. To prepare for risks such as system failures, operational delays due to high access volume or email delivery delays, please give yourself plenty of time to submit your reports.
- (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. Fabricating or falsifying facts/data, or failing to indicate quotations and sources when referencing others' work or online information.
 - b. Submitting reports written by someone else as your own.
 - c. Writing reports on behalf of another student.
 - d. Copying or providing reports to others.
 - e. Any other actions that compromise fairness.
- (3) Depending on course objectives, the use of generative AI may be prohibited or restricted. Always follow the instructor's guidance. The same rules may apply to other forms of assessment beyond final exam reports.

■ Notes on Evaluations other than final examinations

In evaluations other than final examinations, the precautions outlined in "Notes for Examination" may apply depending on the evaluation method. Similarly, they may also be subject to "Makeup Examinations," so please inquire at your affiliated faculty or graduate school office for details.

■ Notes for Submitting Reports

When your course instructor requires you to submit your reports to the office, follow the notes below carefully to ensure you meet all requirements.

- a. You must attach a prescribed cover to the essay or report.

Downloadable at
https://www.doshisha.ac.jp/attach/page/OFFICIAL-PAGE-EN-355/81435/file/report_I0-digit.pdf
 [University version]
https://ila.doshisha.ac.jp/ila/attach/page/INSTITUTE-PAGE-EN-65/124478/file/ReportSubmissionForm_2018.pdf
 [ILA version]

Tear off a receipt (student's receipt) at the bottom half and submit it together with the report. The receipt will be stamped and returned to you.
- b. The cover sheet and the receipt of report must be filled in with a pen.
- c. You must submit the reports in person, presenting your Student ID Card. Submission by mail will not be accepted.
- d. No late 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 corresponding to the faculty, etc. which offer the course before the deadline and follow their instructions.
- e. Once you have submitted a report, you may not make any additions or corrections even if it is before the submission deadline.
- f. You are advised to keep the receipt of report until you receive your grade for the course.

- If the place of submission of the report is an administrative office, the office will accept reports during its opening hours. However, if a deadline is specified, the office will accept reports until that time. Opening hours vary with each office and day of the week. Please also note that opening hours are subject to change during the holidays and other times of the year (changes will be posted on message boards in advance).

■ 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, Shinmachi 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 Global Education and Japanese Studies	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	Satisfactory
D	1.0	Passable
F	0.0	Failure

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	grade changed ➡	Year	Course Name	Grade
2025	Academic Presentation	F		2026	Academic Presentation	C

An F you received in 2025 will be converted to a C if you receive a grade of C in 2026. The grade point of 0.0 (an F in 2025) will not be included in the calculation of your GPA.

Repeated twice

Year	Course Name	Grade	grade determined ➡ grade changed ➡	Year	Course Name	Grade
2024	Academic Presentation	F		2024	Academic Presentation	F
2025	Academic Presentation	F		2026	Academic Presentation	C

A grade of F in 2024 will be determined by receiving an F in 2025. Therefore, an F you received in 2024 will remain listed on your grade report. An F you received in 2025 will be converted to a C if you receive a grade of C in 2026. The grade point of 0.0 (an F in 2025) 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.

Absence Report Form

When you would like to inform your lecturer of the reason for your absence from class, you should submit a Absence Report. The Absence Report form is available at the ILA Office. Fill in the required fields and submit it to your lecturer in person. Submission of the Absence Report is optional and it is up to you to decide which courses you need to submit it to. Please note that the Absence Report is for informing your lecturer of the reason for your absence. Since Doshisha University does not issue official approval for absences, consideration of a Absence Report (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 Absence Report, 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 Policies and Expectations

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 on the Institute and Doshisha University.

Punctuality and Attendance: Students are expected to arrive on time and remain for the full duration of class. Unless students have an emergency or documented reason to do so, they should not leave the classroom during classes. Repeated tardiness or early departures disrupt the learning environment. Regular attendance is a critical component of academic success. Please inform the instructor if you have an emergency and will not be able to attend class. Excessive absences may affect your course grade.

Responsibility for Missed Work: Students who are absent should obtain notes and information from classmates and review the syllabus. Instructors are not obligated to re-teach missed material.

Preparedness and Communication: Complete assigned readings and bring required materials. Students are expected to be ready to engage fully in class activities. It is a student's responsibility to confirm the assigned readings and coursework. Please check your university email, DUET, Teams, and LMS (e.g. Canvas) frequently as many instructors communicate changes to the syllabus and additional information through these platforms.

Class Participation: Contribute constructively to discussions, listen attentively to others, and engage with differing viewpoints in a respectful manner.

Use of Technology: Laptops, tablets, and phones are to be used for course-related purposes only and in accordance with the instructor's classroom policies (check course syllabus). Non-academic use of technology during class is prohibited.

Academic Integrity and Plagiarism: All work must comply with the ILA's policies on plagiarism, cheating, the use of AI, and proper citation of sources.

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 are 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. If an allegation of academic dishonesty or violation of ethics is brought against a student by an instructor, the instructor and student are encouraged to discuss the matter and seek a resolution. If the student and faculty member cannot resolve the issue, the ILA will set up an Ethics Committee to consider the allegation. In general, 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 in the accusation.

Collaboration and Community: The classroom is an inclusive space where differences of background, perspective, and experience are to be acknowledged and respected. Contribute to a supportive learning atmosphere and the wider ILA community through mutual respect.

Communication with Parents: As a matter of privacy, the ILA policy is that we do not engage in discussions with parents or guardians concerning individual student issues, including requests for deadline extensions and information regarding academic progress and results.

Fragrance-Free Consideration: To help keep our learning environment comfortable for everyone, we ask students to consider avoiding the use of perfumes, colognes, and other scented products. Some members of our community have sensitivities or allergies to fragrances, and limiting scents helps ensure everyone can participate safely.

Consent

The ILA requires that students understand and adhere to the following guidelines:

Sexual consent should be obtained and confirmed before any and all types of sexual activity. Consent is an agreement between participants to engage in sexual activity that must be clearly communicated.

Consent cannot be given by individuals who are underage, intoxicated, asleep, or unconscious. If an individual is persuaded, pressured, or threatened, this is not freely given consent.

Consent should happen every time for every type of sexual activity. Consent to a sexual act at one point in time is not an ongoing agreement to engage in that act or in any others.

Anything less than this could be considered assault or rape.

If you have any concerns or feel that you have experienced abusive or problematic behavior, please contact the Assistant Dean for Students at the ILA.

Please also see:

https://www.doshisha.ac.jp/en/student_life/harassment/index.html

Legal Disclaimer

This information is not a source of legal advice.

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	6	0	9	9	9
①	②	③	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 application.
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 by the ILA Office, and you must fill in your current registered address and the route(s) when you receive it. The commuter pass certificate is valid for four years from the date of university enrollment. 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.

Must be filled in using a pen.

Fill in your current address.

Your Student ID and name are preprinted.

注意

- この証明書は、通学定期乗車券または学生用割引乗車券によって乗車する場合には、必ず携帯し、係員の請求があったときには、いつでも提示しなければならない。
- 通学定期乗車券を購入するときは、定期乗車券購入申込書に必要事項を記入して、この証明書および学生証とともに提出しなければならない。
- この証明書は、他人に貸与したり譲渡することはできない。
- この証明書を紛失したときは、直ちに届け出なければならない。
- この証明書は、新たに証明書の交付を受けたとき、または卒業・退学等により学籍を離れたときは、直ちに返却すること。
- この証明書に必要事項を記入するときは、ペン書きとすること。

通学証明書 京都府上京区今出川通 同志社大学 同志社大学 同志社大学

学生ID 氏名

現在地 通学区画

本証の有効期間は、発行の日から 年3月末日までとする。

通学区画

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.

Where to Purchase a Student Commuter Pass

Station	Office Hours	
・ Shijo Subway Station ・ Bus Information Center in front of Kyoto Station ・ Sanjo Keihan Subway Station ・ Kitaoji Bus Terminal ・ Yamashina Subway Station	7:30 a.m. to 7:30 p.m. on Monday through Friday	9:00 a.m. to 5:00 p.m. on Saturday, Sunday and Holiday
・ Nijo Subway Station	Noon 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	Noon to 7:30 p.m. on Monday through Friday, and Saturday	* Closed on Thursday, 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 interested in purchasing additional third-party insurance to protect you when you are not at Doshisha University, please inquire with the ILA Office.

User ID and Password

■ 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】

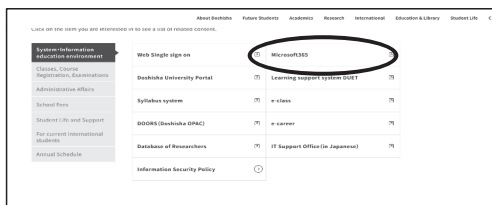
- ① Go to (<https://www.doshisha.ac.jp/en/index.html>) and click “Visitors menu”.



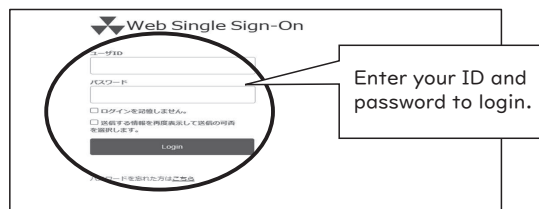
- ② Click “Current Students”.



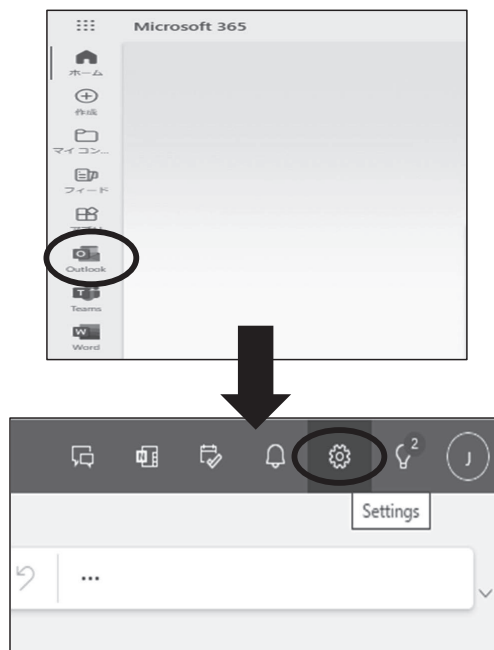
- ③ Scroll down to the bottom and click “Microsoft 365”.



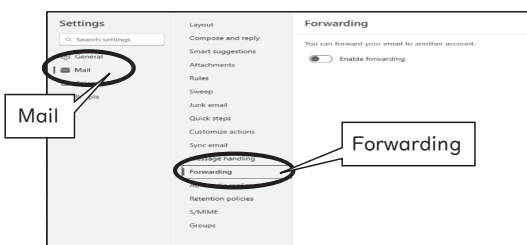
- ④ Enter your ID and password to login. Then click “Login” button.



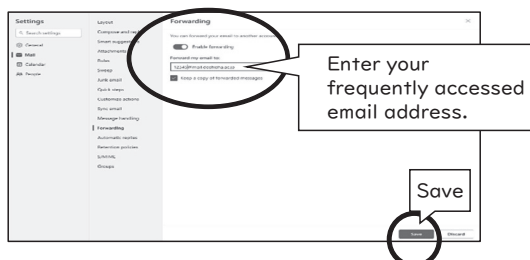
- ⑤ Click “Outlook” and then “Settings” (Gear icon).



- ⑥ Click “Mail” and then “Forwarding”.



- ⑦ Click “Enable forwarding” and enter your frequently accessed email address. Then tick “Keep a copy of forwarded messages”. Lastly, click “Save”.



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

▼Outlook for iOS



▼Outlook for Android



Suspension of Train/Bus Services, Typhoon Warnings, Emergency Warnings and Class/Final Examination Schedule Changes

When train/bus lines are suspended or a typhoon warning or an emergency warning is issued, class and final examination schedules will be changed according to the following criteria.

I. When train/bus lines are suspended

- In the case of one of the conditions specified in “1. Applicable transportation lines,” classes/final examinations scheduled for the day will be cancelled, starting from the next period after the occurrence of suspension.
- After the service resumed operations, whether the rest of the classes/examinations on the day will be held will be decided according to “2. Time of service resumption and classes/final examinations start time.”
- In the case of temporary service interruption due to an accident and so on, classes/final examinations will be held as usual.

1. Applicable transportation lines

In the case of one of the following conditions a, b or c, classes/final examinations scheduled for the day will be cancelled, starting from the next period after the occurrence of suspension.

[Imadegawa Campus]

- When both Kyoto City Bus and Subway services are suspended in all sections at the same time
- When two or more of a to d in the table below are suspended at the same time (in all or part of the sections)

Lines		
a	Hankyu Railway	Kyoto-kawaramachi - Osaka-umeda
b	Keihan Railway	Demachi-yanagi - Yodoyabashi
c	Kintetsu Railway	Kyoto - Osaka-Namba (via Yamato-saidaiji)
d	JR	Kobe - Maibara

[Kyotanabe Campus]

- When both Kyoto City Bus and Subway services are suspended in all sections at the same time
- When Kintetsu Railway (Kyoto - Yamato-saidaiji) service is suspended in all sections
- When two or more of a to e in the table below are suspended at the same time (in all or part of the sections)

Lines		
a	Hankyu Railway	Kyoto-kawaramachi - Osaka-umeda
b	Keihan Railway	Demachi-yanagi - Yodoyabashi
c	Kintetsu Railway	Kyoto - Osaka-Namba (via Yamato-saidaiji)
d	JR	Kobe - Maibara
e	JR	Kizu - Kyobashi

2. Time of service resumption and classes/final examinations start time

After the service resumed operations, whether the rest of the classes/examinations on the day will be held will be decided according to the table below.

Classes/final examinations start time (*Please note that the timetable for final examinations differs from the regular class timetable.)

Time of Service Resumption	Classes/ Examinations Start
Before 6:30	From 1st Period (held as usual)
Before 10:40	From 3rd Period
Before 15:55	From 6th Period
Suspension is continued as of 15:56	All classes/examinations cancelled

II. When Typhoon Warning or Emergency Warning is issued

- If a typhoon warning or any type of emergency warning is issued for any of the region comprising several municipalities or sub-prefecture region 2 in the table under “1. Areas Covered by the Warning,” classes/final examinations scheduled for the day will be cancelled, starting from the next period after the issuance of the warning.
- For classes/final examinations that have already started or about to start at of the issuance of the warning, the university will decide whether or not to cancel them with due consideration of the level of urgency of the warning.
- An emergency warning is issued when the area concerned is in very dangerous situation. Students staying in the warned areas must immediately take necessary actions to protect themselves, regardless of the type of emergency warning. However, those who are on campus at the time of the issuance of the emergency warning should act as instructed by the university. Those who are at home or during commuting in an area where the emergency warning is issued should do what they consider is best to protect themselves.
- If the warning is withdrawn and safety is confirmed, the rest of the classes for the day will be held according to “2. Time of withdrawal of warning and classes/final examinations start time,” except for cases where the university makes a separate announcement depending on the situation.

1. Areas Covered by the Warning

Kyoto Prefecture, Nambu Region

Region comprising several municipalities	Sub-prefecture Region 2
Nantan-Kyo-tamba	Nantan-shi, Kyo-tamba-cho
Kyoto-Kameoka	Kyoto-shi, Kameoka-shi, Muko-shi, Nagaokakyo-shi, Oyamazaki-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 Prefecture

Region comprising several municipalities	Sub-prefecture Region 2
Kita Osaka	Toyonaka-shi, Ikeda-shi, Suita-shi, Takatsuki-shi, Ibaraki-shi, Mino-o-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
Osaka-shi	Osaka-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/final examinations start time

After the warning is withdrawn, whether the rest of the classes/examinations on the day will be held will be decided according to the table below.

Classes/final examinations start time (*Please note that the timetable for final examinations differs from the regular class timetable.)

Time of Withdrawal of Warning	Classes/Examinations Start
Before 6:30	From 1st Period (held as usual)
Before 10:40	From 3rd Period
Before 15:55	From 6th Period
Warning is effective as of 15:56	All classes/examinations cancelled

III. Notwithstanding I and II, classes or final 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. In the event that confirmed information about a planned suspension is announced in advance for any of the train/bus lines specified in I , the university may cancel classes and final examinations depending on which train/bus lines will be affected.

V. In the event that classes and final examinations cannot be held as usual due to suspension of train/bus lines, typhoon warning or emergency warning, or other heavy weather or natural disaster, the university or the course instructor will inform the situation as necessary via the university website, Doshisha University Portal, DUET, e-class and so on.

Please check the university website, Doshisha University Portal, DUET, e-class and so on regularly to keep yourself updated.

What To Do If You Suffer from an Infectious Disease

In accordance with the School Health and Safety Act and the Detailed Regulations for Enforcement of the School Health and Safety Act, Doshisha University suspends those who are or may be infected with any of the “Infectious Diseases Prevented in School” from attending classes or examinations in order to prevent infection from spreading on campus. By following the designated procedures below, students who missed classes or examinations due to infectious diseases will be given a special consideration and will not be disadvantaged by the suspension.

(1) If you were absent from a class

Obtain a medical certificate or the prescribed “Medical Certificate: Infectious Diseases Prevented in School” from the medical institution where you received treatment, and submit it (photocopy of the certificate is accepted as well) together with the Absence Report to your lecturer. The Absence Report is available in ILA office.

(2) If you were absent from an examination

Obtain a medical certificate or the prescribed “Medical Certificate: Infectious Diseases Prevented in School” from the medical institution where you received treatment, contact the ILA office within the designated period and follow the instructions. For the details of makeup examination, please check the university website (https://www.doshisha.ac.jp/en/students/exam_type/index.html)

Also regarding report submission, make sure to contact the ILA office by the deadline and follow the instructions.

Please download the “Medical Certificate: Infectious Diseases Prevented in School” form from the URL below:
<https://www.doshisha.ac.jp/attach/page/OFFICIAL-PAGE-EN-356/179360/file/rikan.pdf>

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), COVID-19, 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, the ILA Office and domestic Convenience Stores. Please apply online first from the following website (<https://www.doshisha.ac.jp/en/education/certificate/index.html>). You can choose the print location and payment method from various options. If you wish to issue and pay at on-campus machines, only the transportation IC card is accepted as the payment method.

*Your Doshisha ID and Password will be required.

Type of Certificate	Remarks
Official Transcript Certificate of Attendance Certificate of Expected Graduation (Completion)	• 200 yen per document (Japanese). • 300 yen per document (English). • 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.
Student Discount Coupon (学割証 / <i>Gakuwari-shō</i>)	• 20% discounts apply to tickets for JR (one way that is 100km and over), some ferries and busses. • Valid for three months.
Certificate of Health Examination (Available for students who undergo Periodical Health Examinations only)	• Only students in the 4th year can apply through the certificate issuing machine. Other students must apply at the Health Center. • For scholarship application purposes, it will take approximately 10 days to be issued. Please leave enough time to apply at the Health Center. • For employment purposes, issuance period will be posted on the message boards of the Health Center and ILA.

Type of Certificate	Remarks
Certificate for Commuter Pass (通学証明書 / <i>Tsūgaku shōmeisho</i>)	• Student ID Card is needed. • Free of charge.
Certificate of Graduation Certificate of Withdrawal	• 400 yen per document (Japanese). • 500 yen per document (English). • 3 business days to be issued.
Other Certificates	• 200 yen per document (Japanese). • 300 yen per document (English). • 1 week to be issued.

■ Application Forms

Available at the ILA Office

Type of Request and Form	Remarks
Request for Leave of Absence	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. • 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. • 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. • 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. • The total period of absence cannot be more than four years.
University Withdrawal Form	• If you are going to withdraw due to any reasons, you must formally submit a University Withdrawal Form. • Students that do not pay tuition will be expelled from the university.
Re-admission Form	• 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.

■ Notification Forms

Available at the ILA Office

Type of Notification Form	Remarks
Absence Report Form (refer to page 29)	• Fill out the forms at the ILA Office.
Change of Name Form	
Change of Address Form	
Change of Guarantor Form	
Notification of change of CONTACT PERSON	

Requesting Letters of Recommendation

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:

- I. 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* ¹	Office Hour* ²		
• Class information, Class Schedule, Class Cancellation, Makeup Class	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.		
• Study Abroad	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.		
• Housing • Part-time Job • What to do when you are victimized by illegal business • Scholarship • Late Tuition Payment • Installment Payment of Tuition	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.		
• Stolen, Lost and Found • Extracurricular activities	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.		
• Support for International Students (e.g. visa, scholarship)	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.		
• Career Support	Career Center キャリアセンター (Kambaikan Building 2F)	3310	Mon-Fri 9 a.m.-5 p.m.		
• Support for Internet and Computer Labs	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.		
• Borrowing and Return of Books • Reference Service • How to search for research Information	Department of Public and Technical Services 学術情報課 (Neiseikan Building 1F)	3980	Mon-Sat 9 a.m.-10 p.m.	Sun 10 a.m.-5 p.m.	
• Counseling for Educational and Personal matter (By Appointment)	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 Mon, Thu, Fri 10:30 a.m.-11:30 a.m. 1 p.m.-5 p.m.
• Health Control	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.		
• Chapel Hour • Christian Events • Open Program	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.		

*¹ If you call from the external line, call 075-251-XXXX (extension number).

*² 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

■ 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).

■ National Museum of Ethnology (Minpaku Campus Members)

National Museum of Ethnology, known as “Minpaku”, is located in Expo '70 Commemorative Park in Osaka. Its mission is to conduct research in cultural anthropology and ethnology and to promote public understanding of societies and cultures around the world based on that research.

The Institute for the Liberal Arts in Doshisha is a member of the Minpaku Campus Members program. By showing their student ID, ILA students can pass through the Expo '70 Commemorative Park, visit permanent exhibitions, and attend some special exhibitions and academic events for free. They also receive discounts at the museum shop. Please note that free admission may not apply to certain special exhibitions, so please check the details on site.

National Museum of Ethnology “Minpaku” Website:

<https://www.minpaku.ac.jp/en>

■ 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/club/index.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://library.doshisha.ac.jp/en/guide/online/online.html>

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://library.doshisha.ac.jp/en/guide/online/online.html>
- Also see <https://library.doshisha.ac.jp/en/index.html> 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 ……1F
4. Rinkokan Building ……1F
5. Main Library ……1F

★ 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.

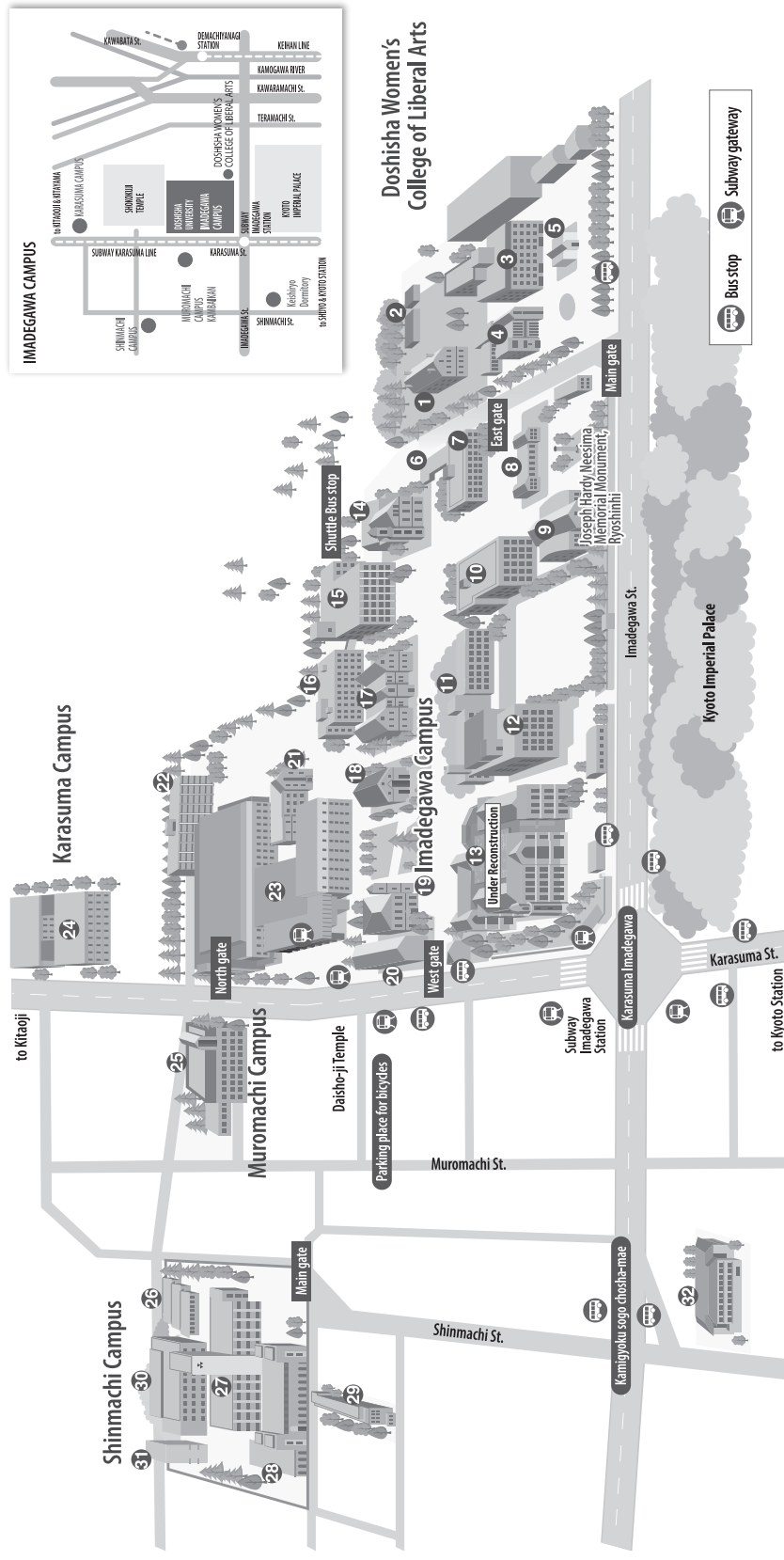
Usage: The books stored in the Doshisha Global Archives are for browsing purposes, and may not be taken out of the room.

■ 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/student_life/shuttle_bus/index.html

Campus Map (Imadegawa Campus)

<https://www.doshisha.ac.jp/en/information/imadegawa/index.html>



- Imadegawa Campus**
- ① Amherst House (registered tangible cultural property)
 - ② Guest House
 - ③ Koehen / 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 Yushikan (important cultural property)
 - ⑩ Kikukan / PC room, Office of Center for Global Education and Japanese Language, Admissions Center
- Shinmachi Campus**
- ⑪ Meitokukan / Center for Student Diversity and Accessibility Support, Dining on Campus, Convenience Store, Lounge
 - ⑫ Tokushokukan /
 - ⑬ Office of Faculty of Letters and Graduate School of Letters Laboratory
 - ⑭ Library (Under Reconstruction) * Library services are provided at Uweishan
 - ⑮ Clarke Memorial Hall (important cultural property) / Center for Christian Culture
 - ⑯ Shiseikan / Office of Faculty of Commerce and Graduate School of Commerce
 - ⑰ Fusokan / International Center, International Community Lounge
 - ⑱ Harris Science Hall Doshisha Gallery (important cultural property)
 - ⑲ Doshisha Chapel (important cultural property)
 - ⑳ Shoekan (important cultural property)
 - ㉑ Shingikan
 - ㉒ Neiseikan / Library
 - ㉓ Hakukenkan
- Muromachi Campus**
- ⑳ Daisho-ji Temple
 - ㉑ Parking place for bicycles
 - ㉒ Subway Imadegawa Station
 - ㉓ Under Reconstruction
 - ㉔ Joseph Hardy Neesima Memorial Monument, Ryoshinji
- Karasuma Campus**
- ㉕ Ryoshinkan / Department of Registrar, Imadegawa Campus, PC room, Office of Faculty of Economics and Graduate School of Economics, Faculty Common Room, Student Lounge, Dining on Campus, Convenience Store, Book Store, School Store, Travel Consultation Counter, Cafe, Learning Commons, IT Support Office
 - ㉖ Shikokan / PC room, Office of Faculty of Global and Regional Studies, Office of Graduate School of Global Studies, Office of Institute for the Liberal Arts, Faculty Common Room, Student Lounge
 - ㉗ Muromachi Campus
 - ㉘ Kambakan / Department of Student Support Services, Center for Student Diversity and Accessibility Support, Counseling Center, Health Center, Career Center, Law School Office, Office of Graduate School of Business, Hardy Hall, Clover Hall
- Shinmachi Campus**
- ㉙ Shinsoikan / Academic Plaza
 - ㉚ Jishinkan / Faculty Common Room, Student Lounge
 - ㉛ Rinkokan / PC room, Office of Faculty of Social Studies and Graduate School of Social Studies, Office of Faculty of Policy Studies and Graduate School of Policy and Management, Cafe
 - ㉜ Keisukan
 - ㉝ Student Union / Club room, Practice area, Meeting room, Shower room, Shop, Student Lounge
 - ㉞ Shinmachi Bekkan / Club room, Practice area
- Others**
- ㉟ Keishiyō Dormitory / Multi-purpose Room, Gymnasium



The Institute for the Liberal Arts
Doshisha University
Kamigyo-ku, Kyoto 602-0898 Japan
TEL: 075-251-3302 FAX: 075-251-3304
Email: ji-ila@mail.doshisha.ac.jp
Website: <https://ila.doshisha.ac.jp/ila/en>