

Academic Year 2023

Academic Guide

For Students entering in Academic Year 2023



Global Business Course
School of Economics and Management
University of Hyogo

Note: Please keep this Academic Guide close at hand until you graduate and refer to it when necessary.

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This English version of the Academic Guide is for reference purposes only. In cases where any differences arise between the English version and the original Japanese version, the Japanese version shall prevail as the official authoritative version.

Introduction

This Academic Guide explains the basic attitudes required for and what you need to know about studying in the School of Economics and Management, University of Hyogo (“the University”).

To lead a fulfilling campus life, it is necessary to keep your motivation high and pursue learning based on an appropriate study plan. To this end, you need to read through this Academic Guide and properly understand course registration procedures. It is of particular importance to fully understand the necessary requirements for graduation—including the courses to take, the required number of credits, and the appropriate years to take certain courses—before developing a study plan based on your future career aspirations and interests.

If you have any questions about what courses to take and individual studying, feel free to contact the instructors in charge, the Committee for Academic Affairs, or the Academic Affairs Division. Faculty and staff members at the School of Economics and Management will provide support, including guidance, advice and consultations, for students so that they can make the best of their abilities and lead an active campus life.

Please keep this Academic Guide—which provides information necessary for college life from enrollment through graduation—close at hand until you graduate, and refer to it when necessary.

All notices and announcements from the Academic Affairs Division will, in principle, be posted on the Bulletin Board (on the 1st floor of Education Building I). Please check the Bulletin Board every day, as well as the online student support system “UNIVERSAL PASSPORT” to check for the latest information.

School of Economics and Management
University of Hyogo

Diploma Policy (Guidelines for Graduation Requirements and Conferment of Degree)

[The University]

The Diploma Policy of the University sets the following goals for its students to attain by the time they graduate.

Knowledge & Skills

1. Acquire a broad range of general knowledge and specialized knowledge.
2. Fully recognize and understand the issues confronting local communities and international society, in light of the lessons learned from the Great Hanshin-Awaji Earthquake of 1995.
3. Achieve a high level of communication and presentation skills in a foreign language.
4. Gain information technology and information literacy competencies.

Logical Thinking, Judgment & Expressiveness

5. Be able to exercise creativity and self-reliance to address issues to promote regional/community development from a “glocal” (both global and local) perspective.
6. Be able to resolve issues by collecting, analyzing and using necessary information and by thinking logically, critically and creatively.

Independence, Diversity and Cooperativeness

7. Have strong communication skills, including the ability to express oneself and the ability to understand things from another person’s standpoint.
8. Have a rich sense of humanity, public mindedness, a sense of ethics, a high level of awareness of legal compliance, and the ability to empathize with others.
9. Have a strong interest in social issues and have a willingness to address such issues based on self-initiative.

[School of Economics and Management]

A bachelor’s degree will be awarded to each student who:

- Has acquired specialized knowledge in economics, business administration and related fields the School of Economics and Management offers, and the ability to use such knowledge for analysis;
- Has the high level of communication skills (including foreign language skills) required to demonstrate his/her individuality in an increasingly diverse and globalized world and to contribute to realizing a more affluent society;
- Has obtained the ability to resolve issues confronting the world today by making appropriate, logical and rational decisions based on the knowledge developed in his/her specialized field; and
- Has a high level of awareness as a member of society and the local community, and is able to behave responsibly by adhering to high ethical and professional standards.

Curriculum Policy (Policy on Design and Implementation of Curriculum)

[The University]

1 General Courses

The following courses are provided primarily for first-year students at the Eastern and Western Region campuses.

Career Planning: In addition to efforts to enrich basic seminars, this career support course is designed to help students to develop a basic attitude toward studying, including being proactive in their learning and campus life, and an attitude toward lifelong learning, which is necessary for their career formation.

Academic Skills for the Age of Globalization: Taken in the first year, these courses are designed to make foreign language education (English and other second languages) more substantial, and to help students to develop the basic statistical and information processing skills required to pursue their studies.

Humanities: These courses are designed to help students to understand their existence from various perspectives—from history to culture, society and nature—and to gain deep insight into what human beings are like and how they live their lives, and to provide students with the abilities required for a multilateral perspective through cultural, social and natural science studies.

Special Subjects for University of Hyogo : Our special subjects consist of three types of courses: courses to examine regional issues, courses for global education, and courses for disaster prevention education. They are all designed to raise students' awareness of aging societies with declining birthrates, the global economy, the global environment, and disaster prevention and management, and to develop the capabilities to approach and tackle these issues from interdisciplinary perspectives.

2. Major Courses

Each major has its own unique curricula. In preparation for studying advanced courses, each major requires students to take introductory and intermediate courses that act as a bridge between the university-wide first-year courses and the advanced courses. Major courses are designed to help students to develop a strong understanding of their specialized field of study and acquire expertise and specialized skills related to that field. The seminar courses are designed to ensure that students achieve these goals and acquire the ability to think logically and creatively.

3. Certificate Programs

The University offers three university-wide cross-school certificate programs; a community-oriented program concerning issues relevant to people in Hyogo Prefecture; a global leader education program to develop students' ability to think from a "glocal" (both global and local) perspective and their communication skills; and a disaster prevention education program based on the lessons learned from the Great Hanshin-Awaji Earthquake of 1995.

School of Economics and Management

- First-year students attend introductory courses to help them develop a foundation before taking their major courses.
- Each year (from the first year to the fourth year), students take small group seminars to encourage them to work on their own initiative.
- To help students to develop an interdisciplinary perspective, the Economics Course and the Business Administration Course offer courses and programs that students can select in the first half of the second year according to their individual purposes and interests and based on their academic performance. In the latter half of the second year or later, students pursue studies in their selected courses and programs, in addition to common courses in the liberal arts for all undergraduate students, so that they can develop a high level of specialized knowledge and skills.

- The curriculum is designed for students to pursue their studies in a step-by-step manner, starting with introductory courses, which are common for all the first-year students in the School of Economics and Management, moving on to intermediate courses that provide specialized knowledge, and finally taking more specialized courses.
- All Global Business Course classes are taught in English from the first year through graduation.
- To enhance students' communications skills in English, opportunities are provided for students to participate in study abroad programs and classes conducted in English.
- To help students to develop their careers as highly skilled professionals, the School of Economics and Management has established an Early Graduation System and strives to promote cooperation and collaboration with professional graduate schools and research-oriented graduate schools.

Chapter 1: Guide to Registration

1-1 Basic Information

1-1-1 Semester (Two semester system)

The University of Hyogo academic year operates on a two-semester system.

Spring semester: April 1 to September 19

Fall semester: September 20 to March 31 of the following year

Each semester consists of 15 weeks of classes. A semester consists of single-semester courses and examinations.

1-1-2 Class hours

Period	1st period	2nd period	3rd period	4th period	5th period	6th period
Class time	9:00 - 10:30	10:40 - 12:10	13:00 - 14:30	14:40 - 16:10	16:20 - 17:50	18:00 - 19:30

1-1-3 Annual schedule and academic calendar

Spring Semester		Fall Semester	
Apr. 1 – early Apr.	Spring break	Early Oct.	Fall classes begin
Early Apr.	Entrance ceremony	Early – mid Oct.	Course registration period
Early – mid Apr.	Spring classes begin	(Mid Nov.)	(Course registration cancellation period)
May 18	Course registration period	Late Dec. – early Jan of the following year	Winter break
(Late May)	University foundation anniversary	Late Mar.	Degree award ceremony
(Late May)	(Course registration cancellation period)		
Early Aug. – late Sept.	Summer break		

The academic calendar (showing class hours, holidays and breaks, major events, etc.) is announced in April each year.

1-1-4 Class timetable and syllabus

The timetable for classes—which indicates course titles, instructors in charge, and time and place—is distributed in April each year. Please be careful not to lose the class timetable, which you need to use for one year. If there is any change in the class timetable (classroom change, the addition of a course, etc.), it will be announced through the Bulletin Board.

A syllabus provides detailed description of each course, including the names of the instructors in charge, course purposes and goals, major topics to be covered, evaluation methods/criteria, preparation for class, textbooks, books for reference, and registration requirements. You can view the syllabus on the University website and through UNIVERSAL PASSPORT.

1-1-5 Class cancellations

When a class is cancelled, a class cancellation notice will be posted on the “Lecture Cancellation/Makeup Class Information” page of “UNIVERSAL PASSPORT” or on the Bulletin Board on the 1st floor of Education Building I. If the instructor in charge does not come to class within 30 minutes after the starting time, please notify the Academic Affairs Division and follow their instructions. For class cancellations due to traffic disruption or weather warnings, see section 1.4 hereof.

1-2 Curriculum Courses and Graduation Requirements

In order to graduate from the University, students must, in principle, be enrolled at least four years and obtain a certain number of credits from among the courses designated by the school they belong to. It is important for you to determine which courses you want to take and develop a class plan.

For the number of credits required for graduation, see Table 1 (on page 6).

1-2-1 Basic course policy

Based on the Curriculum Policy (page 2), courses consist of two parts: General Courses and Major Courses, both of which are linked organically by designing a flexible education curriculum.

1-2-2 Credits

A course for one credit is normally organized to contain content that requires 45 hours of learning. For two credits, therefore, students must complete a minimum of 90 hours of work. In the School of Economics and Management, in principle, two credits are given to students who attend 15 classes per semester and pass the exam conducted at the end of the semester. Each class corresponds to two hours long. In addition to a total of 30 hours of work in class (two hours x 15 classes), students are supposed to spend a total of 60 hours in preparation and review for each course.

Please note that one credit is given for English/Japanese Communication courses and the Health and Physical Education course.

1-2-3 Intensive courses

For each course, in principle, classes are conducted once a week. However, some courses require intensive study during a break period.

1-2-4 Compulsory courses and elective courses

A compulsory course is one that must be completed in order to fulfill graduation requirements. An elective course is one that you must choose from a large group of courses to obtain the designated number of credits.

1-2-5 Eligible year

An eligible year is indicated for each course. Students in the indicated year or higher can attend the course. For instance, first-year students are not allowed to take a course designed for second-year students, and students in the second year or higher can attend the class. If a first-year student fails a course designed for first-year students, the student may take the same course in the following semester or in his/her second year or later.

1-2-6 Courses and education programs

The Global Business Course is one of three courses that constitute the School of Economics and Management. The other courses are the Economics Course and the Business Administration Course. Each Course provides education programs: the Global Business Program for the Global Business Course; the Economic Theory/Policy Program and the Finance Program for the Economics Course; and the Social Innovation Program and the Management Program for the Business Administration Course.

Course Offering and Graduation Requirements

For students who enter in April

1 General Courses

		Course Title	Credits	Requirements	Required Credits
Career Planning		Basic Seminar	2	Compulsory	2
		Introduction to Career Design	2	Elective	
English		Reading and Discussion 1	1	Compulsory	6
		Reading and Discussion 2	1		
		Listening and Speaking 1	1		
		Listening and Speaking 2	1		
		Writing 1	1		
		Writing 2	1		
		TOEIC English 1	1	Elective	
		TOEIC English 2	1		
		TOEFL English 1	1		
		TOEFL English 2	1		
		Intensive English (TOEIC) 1	1		
		Intensive English (TOEIC) 2	1		
		Intensive English (TOEIC) 3	1		
		Intensive English(TOEFL)	1		
	Presenting Japan to the World 1	1			
	Presenting Japan to the World 2	1			
Foreign Languages		Chinese1	1	Elective	2 out of one language
		Chinese 2	1		
		French 1	1		
		French 2	1		
		German 1	1		
		German 2	1		
		Spanish 1	1		
		Spanish 2	1		
		Korean 1	1		
	Korean 2	1			
Statistics and IT		Introduction to Data Science	2	Compulsory	2
Liberal Arts	Humanities	World Literature	2	Elective	6 or more
		Japanese Literature	2		
		Cultural Anthropology	2		
		Law	2		
		Sociology	2		
		Gender Studies	2		
		Nature and Life	2		
		Statistics	2		
		Health and Physical Education 1	1		
		Health and Physical Education 2	1		
	Special Subjects for University of Hyogo	Introduction to Regional Project	2	Elective	4 or more
		Introduction to Community Planner	2		
		Comparative Culture	2		
		History of Japanese Thought	2		
		Disaster Resilience and Social Innovation	2		
Elective Credits					6 or more
Total Credits necessary for General Courses					28 or more

Course Offering and Graduation Requirements

For students who enter in April

2-1 Major Courses

	Course Title	Credits	Requirements	Required Credits
Introductory	Introductory Microeconomics	2	Compulsory	14
	Introductory Macroeconomics	2		
	Introductory Management	2		
	Introductory Accounting	2		
	Overseas Language Program	6		
	Introductory Statistics for Economics	2	Elective	4 or more
	Introductory Marketing	2		
	English for Specific Purposes I	2		
	English for Specific Purposes II	2		
	Advanced Global Communication I	2		
	Advanced Global Communication II	2		
	Current Issues in English	2		
	English for International Careers	2		
	English for Studying Abroad	2		
	English Seminar	2		
Intermediate	Microeconomics I	2	Compulsory	12
	Microeconomics II	2		
	Macroeconomics I	2		
	Macroeconomics II	2		
	Bookkeeping I	2		
	Bookkeeping II	2		
	Econometrics	2	Elective	16 or more
	Economic Policy	2		
	Corporate Strategy	2		
	Organization Theory	2		
	International Business	2		
	International Law	2		
	Human Resources Management	2		
	Japanese Culture	2		
	Japanese Society	2		
	Intercultural Communication	2		
	Business English	2		

Course Offering and Graduation Requirements

For students who enter in April

2-2 Major Courses

	Course Title	Credits	Requirements	Required Credits
Advanced	Intermediate Microeconomics	2	Elective	28 or more
	Intermediate Macroeconomics	2		
	Applied Economics	2		
	Public Economics	2		
	Public Finance	2		
	Ecological Economics	2		
	Environmental Economics	2		
	Economic Geography	2		
	Labour Economics	2		
	Economic Development	2		
	Money and Finance	2		
	Health and Welfare	2		
	Global Economy	2		
	International Economics	2		
	Economic History	2		
	Strategic Management	2		
	Organizational Behavior	2		
	Organizational Development	2		
	International Marketing	2		
	Multinational Enterprises	2		
	Manufacturing Management	2		
	Studies of Entrepreneur	2		
	Community Business	2		
	Consumer Behavior	2		
	Consumer Culture	2		
	International Accounting	2		
	Social Analysis on Globalization	2		
	Sociolinguistics for Global Business	2		
	Global Asia	2		
	Global Europe	2		
	Communication for Global Business I	2		
	Communication for Global Business II	2		
Seminars	Project Seminar I	2	Compulsory	14
	Project Seminar II	2		
	Research Seminar I	2		
	Research Seminar II	2		
	Research Seminar III	2		
	Thesis Seminar I	2		
	Thesis Seminar II	2		
Total Credits necessary for Major Courses				88 or more
Elective Credits from General and Major Courses				8 or more
Total Credits necessary for Graduation				124 or more

Course Offering and Graduation Requirements

For students who enter in September

1 General Courses

		Course Title	Credits	Requirements	Required Credits
Career Planning		Basic Seminar	2	Compulsory	2
		Introduction to Career Design	2	Elective	
Japanese		Japanese Reading and Discussion 1	1	Compulsory	6
		Japanese Reading and Discussion 2	1		
		Japanese Listening and Speaking 1	1		
		Japanese Listening and Speaking 2	1		
		Japanese Writing 1	1		
		Japanese Writing 2	1		
English		TOEIC English 1	1	Elective	
		TOEIC English 2	1		
		TOEFL English 1	1		
		TOEFL English 2	1		
		Intensive English (TOEIC) 1	1		
		Intensive English (TOEIC) 2	1		
		Intensive English (TOEIC) 3	1		
		Intensive English(TOEFL)	1		
		Presenting Japan to the World 1	1		
		Presenting Japan to the World 2	1		
Foreign Languages		Chinese1	1	Elective	2 out of one language
		Chinese 2	1		
		French 1	1		
		French 2	1		
		German 1	1		
		German 2	1		
		Spanish 1	1		
		Spanish 2	1		
		Korean 1	1		
		Korean 2	1		
		Japanese (Language and Culture) 1	1		
		Japanese (Language and Culture) 2	1		
Statistics and IT		Introduction to Data Science	2	Compulsory	2
Liberal Arts	Humanities	World Literature	2	Elective	6 or more
		Japanese Literature	2		
		Cultural Anthropology	2		
		Law	2		
		Sociology	2		
		Gender Studies	2		
		Nature and Life	2		
		Statistics	2		
		Health and Physical Education 1	1		
		Health and Physical Education 2	1		
	Special Subjects for University of Hyogo	Introduction to Regional Project	2	Elective	4 or more
		Introduction to Community Planner	2		
		Comparative Culture	2		
		History of Japanese Thought	2		
		Disaster Resilience and Social Innovation	2		
Elective Credits					6 or more
Total Credits necessary for General Courses					28 or more

Course Offering and Graduation Requirements

For students who enter in September

2-1 Major Courses

	Course Title	Credits	Requirements	Required Credits
Introductory	Introductory Microeconomics	2	Compulsory	14
	Introductory Macroeconomics	2		
	Introductory Management	2		
	Introductory Accounting	2		
	Program to Experience Japan	6		
	Introductory Statistics for Economics	2	Elective	4 or more
	Introductory Marketing	2		
	English for Specific Purposes I	2		
	English for Specific Purposes II	2		
	Advanced Global Communication I	2		
	Advanced Global Communication II	2		
	Current Issues in English	2		
	English for International Careers	2		
	English for Studying Abroad	2		
	Japanese for Exploring Japan	2		
	Practical Japanese I	2		
	Practical Japanese II	2		
	Japanese Communication I	2		
	Japanese Communication II	2		
Intermediate	Microeconomics I	2	Compulsory	12
	Microeconomics II	2		
	Macroeconomics I	2		
	Macroeconomics II	2		
	Bookkeeping I	2		
	Bookkeeping II	2		
	Econometrics	2	Elective	16 or more
	Economic Policy	2		
	Corporate Strategy	2		
	Organization Theory	2		
	International Business	2		
	International Law	2		
	Human Resources Management	2		
	Japanese Culture	2		
	Japanese Society	2		
	Intercultural Communication	2		

Course Offering and Graduation Requirements

For students who enter in September

2-2 Major Courses

	Course Title	Credits	Requirements	Required Credits
Advanced	Intermediate Microeconomics	2	Elective	28 or more
	Intermediate Macroeconomics	2		
	Applied Economics	2		
	Public Economics	2		
	Public Finance	2		
	Ecological Economics	2		
	Environmental Economics	2		
	Economic Geography	2		
	Labour Economics	2		
	Economic Development	2		
	Money and Finance	2		
	Health and Welfare	2		
	Global Economy	2		
	International Economics	2		
	Economic History	2		
	Strategic Management	2		
	Organizational Behavior	2		
	Organizational Development	2		
	International Marketing	2		
	Multinational Enterprises	2		
	Manufacturing Management	2		
	Studies of Entrepreneur	2		
	Community Business	2		
	Consumer Behavior	2		
	Consumer Culture	2		
	International Accounting	2		
	Social Analysis on Globalization	2		
	Sociolinguistics for Global Business	2		
	Global Asia	2		
	Global Europe	2		
	Communication for Global Business I	2		
	Communication for Global Business II	2		
	JLPT Japanese I	2		
	JLPT Japanese II	2		
	JLPT Japanese III	2		
	JLPT Japanese IV	2		
	Business Japanese I	2		
	Business Japanese II	2		
	Japanese Academic Writing	2		
Seminars	Project Seminar I	2	Compulsory	14
	Project Seminar II	2		
	Research Seminar I	2		
	Research Seminar II	2		
	Research Seminar III	2		
	Thesis Seminar I	2		
	Thesis Seminar II	2		
Total Credits necessary for Major Courses				88 or more
Elective Credits from General and Major Courses				8 or more
Total Credits necessary for Graduation				124 or more

1-3 Course Registration Procedures

1-3-1 Course registration (online registration)

To attend classes and take an exam, students must register for courses. At the start of each semester, students are required to determine which courses to take and complete registration procedures through UNIVERSAL PASSPORT (via PC or smartphone) within a designated period of time.

1-3-2 Class registration period

Course registration period and other related information will be posted at the start of each semester.

- (1) If a student fails to complete course registration procedures within the designated period of time, it is deemed that he/she waives the right to attend classes. It means that he/she is not allowed to sit for an exam or obtain any credits.
- (2) Students are not allowed to attend any classes or take an exam for other courses than those they have registered for.
- (3) Students cannot change their registered courses after the end of the designated course registration period. However, a registration cancellation period is set for each semester: late May for the spring semester and mid-November for the fall semester. If you find it difficult to attend class for any reason (except compulsory courses), you may cancel a registered course in the designated cancellation period, which will be posted on the Bulletin Board at the beginning of each semester. (If course registration is cancelled, such a course is not eligible for GPA consideration. For detailed information on GPA, see section 1.7.)
- (4) Students may not register for courses that are offered in the same time slot on the same day of the week (except in some cases, such as when a class meets once every two weeks).
- (5) Students are not allowed to register for courses which they have already taken and earned credits for.

1-3-3 Maximum number of credits per semester (CAP system)

Students are allowed to register for a maximum of 24 credits per semester, except for students who enter in September, who may register for a maximum of 28 credits in the fall semester and 30 credits in the spring semester of their first year only.) Students in the fourth year or above are required to register for courses after consultation with their supervisors regarding course registration. The credits for "Health and Physical Education 1 & 2" and other courses whose credits are not counted toward the accumulative total of credits required for graduation are not included in the maximum number of credits allowed per semester. Second-year or third-year students who earned 20 credits or more in total from designated CAP courses and achieved a 3.5 GPA in the previous semester may register for a maximum of 28 credits. For registration for more than 24 credits, it is necessary to go to the Academic Affairs Division for the procedure required separately.

1-3-4 Points of attention regarding class registration

- (1) Some courses are already divided into classes, you must check the class you have been assigned to and register for it. You can only register for the designated class.
Similarly, if you have been assigned a certain instructor for a seminar, you must register for that class.
- (2) Second time class registration
 - A) If you repeat a failed course to gain credits, you need to attend the same course and take the exam again.
 - B) If you fail in the core Japanese/English course or "Introduction to Information Processing," you need to study the course again by attending the class designated.
 - C) If there is any other designated class than the course mentioned in the preceding item B), you need to attend the designated class.

1-3-5 Cancellation of course registration

An about one-week period for cancellation of course registration will be set in late May for the spring semester and mid-November for the fall semester, during which you may cancel a registered course if you find it difficult to attend the course for any reason (except compulsory courses). The registration cancellation period will be announced through the Bulletin Board.

1-4 Class Cancellations Due to Traffic Disruption or Weather Warnings

1-4-1 Class cancellations due to traffic disruption

Classes (including regular exams) may be cancelled due to traffic disruption, as shown in the table below.

(1) Class cancellation rules for traffic disruption

	Status of traffic disruption	Decision regarding class cancellation
(A)	Resolved by 7:00 a.m.	Classes are conducted from the 1st period of the day (as usual).
(B)	Continues as of 7:00 a.m. and resolved by 11:00 a.m.	Morning classes are cancelled and classes are conducted from the 3rd period.
(C)	Not resolved as of 11:00 a.m.	Afternoon classes are cancelled.
(D)	When a traffic disruption occurred immediately after the scheduled start time of the class	In principle, the class is conducted as usual, and the cancellation of classes in the following period onwards is determined according to the above rules (B) and (C).

(2) Traffic disruption conditions for class cancellations

Classes will be cancelled when the Kobe Municipal Subway's transportation services are suspended or in any of the following cases in the section between Osaka and Himeji:

- 1) Where transportation services by all of JR, the Hankyu Railway and the Hanshin Electric Railway are suspended;
- 2) Where transportation services by both JR and the Sanyo Electric Railway are suspended; or
- 3) Where transportation services by both JR and the Kobe Rapid Transit Railway are suspended.

1-4-2 Class cancellation due to weather warnings

Classes (including regular exams) may be cancelled in response to weather warnings, as shown in the table below.

(1) Type of weather warnings

Classes are cancelled in cases where any of the seven types of weather warnings and emergency warnings is issued by the Kobe Local Meteorological Observatory: warning for storm, warning for snow-storm, warning for heavy snow, emergency warning for heavy rain, emergency warning for storm, emergency warning for snow-storm, or emergency warning for heavy snow.

Please note that a warning for heavy rain is not included.

(2) Class cancellation rules for weather warnings

[Judgment on the previous day]

Criteria	Commuting status on the following day	
As of 5:00 p.m.	When it can be judged that commuting on the next day will be difficult based on such factors as the announcement of a planned suspension of public transportation services due to a weather warning, an extreme weather forecast, or the like	The judgment will be either of the following: A: The conditions of [Judgment on the day] will apply. B: In principle, classes will be held online throughout the day.

- * Laboratories and other classes that are difficult to hold online may be cancelled.
- * In cases where you could not take online classes due to such reasons as the weather conditions in your area, communication failure caused by damage to communication facilities, and your evacuation from your home to a shelter, please consult with your lecturer(s).
- * For remote classes held by connecting classrooms on different campuses, when one class on any of the campuses, regardless of whether the class is a sender or a receiver, is cancelled, the other class(es) will also be cancelled, in principle. In this case, please be sure to check with the campus.

[Judgment on the day]

	Status of weather warning	Decision regarding class cancellation
(A)	Lifted by 7:00 a.m.	Classes are conducted from the 1st period of the day (as usual).
(B)	Continues as of 7:00 a.m. and lifted by 11:00 a.m.	Morning classes are cancelled and classes are conducted from the 3rd period.
(C)	Not lifted as of 11:00 a.m.	Afternoon classes are cancelled.
(D)	When any of the above weather warnings is issued immediately after the scheduled start time of the class	In principle, the class is conducted as usual, and the cancellation of classes in the following period onwards is determined according to the above rules (B) and (C). However, in a case where it is deemed to be difficult to continue the class, it may be cancelled immediately at each campus's discretion.

(3) Target area of the above-mentioned weather warnings

Kobe City

*** Points of attention regarding class cancellations**

- 1) When engaging in off-campus activities, including fieldwork, students must follow instructions from the instructor in charge.
- 2) Notwithstanding the above provisions regarding the issuance of weather warnings, when the campus determines that the weather conditions are too severe to ensure the safety of students, classes may be cancelled.
In a case where it is deemed dangerous to go to school judging from road and other conditions around their homes, despite the campus's decision not to cancel classes, students are advised to stay home. In such a case, the students need to explain the situation to the instructor in charge of the class they were absent from. When their absence is considered appropriate, due educational consideration will be given to the students.
- 3) Notwithstanding the foregoing, when the campus determines that the weather conditions can affect the operation of classes campus-wide, classes may be cancelled.
- 4) In cases where classes are cancelled at the judgement of each campus, it will be notified through UNIVERSAL PASSPORT. Please be sure to pre-register your contact address.

1-4-3 Classes provided in a virtual format

For classes provided in a virtual format, including online and on-demand classes, when transportation services are disrupted or a weather warning is issued, a decision regarding class cancellations will be made as shown below.

(1) Online live classes

In principle, classes will be cancelled in the following cases:

When the disruption of transportation services, which occurred while the lecturer was on the way to the University, hinders the lecturer from providing the class within 30 minutes from the starting time of the class

When a planned suspension of public transportation services due to a weather warning or an evacuation order from a local government hinders the lecturer from providing the class within 30 minutes from the starting time of the class

In cases where you could not take online classes due to such reasons as the weather conditions in your area and communication failure caused by damage to communication facilities, please consult with your lecturer(s).

(2) Video classes and classes only requiring assignments, etc. to be completed

In principle, classes will be held.

1-5 Academic Examinations

Academic examinations consist of regular exams, in-class exams, and makeup exams, all of which serve as a basis for evaluation of students' academic performance.

(1) Regular exams

- A) Regular exams are held at the end of each semester: in late July for the spring semester and early February for the fall semester.

- B) Regular exam timetables are posted on the Bulletin Board in early July for the spring semester and early January for the fall semester.
- C) Regular exams are 80 minutes long per period, as shown below.

Please note that regular exams are scheduled for times that are different from regular class hours.

Period	1st period	2nd period	3rd period	4th period	5th period	6th period
Time	9:10 - 10:30	10:50 - 12:10	13:10 - 14:30	14:50 - 16:10	16:30 - 17:50	18:10 - 19:30

D) Points of attention regarding regular examinations

- (a) You must show your student ID at the entrance of the examination room. You need to arrive at the examination room 10 minutes before the starting time of the examination (which is signaled by the bell).
 - (b) You must take a seat according to the seat number printed on the attendance, and fill in all the necessary item on attendance card.
 - (c) You must put your student ID and attendance card on the aisle side of the desk.
 - (d) You must keep all personal belongings in your bag except for those permitted for the exam, and place your bag at your feet. You are not allowed to keep your personal belongings in the desk.
 - (e) You must turn off your cellular phone/smartphone, put it in your bag and place the bag at your feet.
 - (f) You must fill in your seat number, course title, student ID number and name on the answer sheet. An answer sheet without a name will be rejected.
 - (g) If you arrive more than 30 minutes after the starting time, you will not be allowed to enter the exam room.
 - (h) You must not leave the room within 40 minutes of the examination start.
 - (i) You must submit the answer sheet according to the supervisor's instructions (e.g. putting it in the designated box). You may not take it with you on leaving the room.
 - (j) If you do not have your student ID with you, go to the Academic Affairs Division to obtain a one-day temporary student ID card. A temporary student ID card may, in principle, be issued for one time only throughout the year (spring and fall semesters).
 - (k) The following acts shall be deemed to be cheating in an examination:
 - i) Looking at unauthorized materials, including books, notebooks, a slip of paper, and electronic devices
 - ii) Using a cellular phone/smartphone
 - iii) Peeking at another person's answer sheet, or deliberately showing your answer sheet to another person
 - iv) Whispering or talking with another person without permission
 - v) Engaging in any other acts deemed inappropriate under normal social conventions
 - (l) If a student commits misconduct in a regular examination, all the credits for the courses he/she has registered for, including full-year courses, in the semester in which the examination was conducted will become invalid. When deemed necessary by the University's relevant Faculty Council, the name of the student who engaged in misconduct may be disclosed. For a malicious case, disciplinary action may be taken.
 - (m) Other important notes are posted on the Bulletin Board prior to regular examinations.
- (2) In-class examinations
- In-class examinations, which refer to tests administered outside the regular examination period, are conducted by the instructor in charge, when necessary.
- (3) Measures to be taken for students who cannot attend a regular exam
- A. If you cannot attend a regular examination due to a compelling reason, you may have your performance assessed by an appropriate method by submitting a "Request for Approval to Be Absent from an Exam" in advance to the Academic Affairs Division. Those compelling reasons include the following items (a) to (e) and other reasons equivalent to them.
 - (a) Illness
 - (b) Disaster or unexpected accident
 - (c) Death of father, mother, spouse or child
 - (d) Death of brother, sister, grandfather or grandmother
 - (e) Other reasons equivalent to those listed in the preceding items
 - B. If you cannot sit a regular examination, please contact the Academic Affairs Division in advance and submit a "Request for Approval to Be Absent from an Exam" promptly. The Request for

Approval must be accompanied by supporting documentation: e.g. a doctor's certificate in the case of illness.

- C. As for approval of absence from a regular exam and an alternate means of performance evaluation, you will be notified separately.
- (4) You are not allowed to sit an exam for other courses than those registered for.
- (5) You are not allowed to sit an exam for a course for which you have already obtained credits.
- (6) Reports for assessment
- A) In some courses, reports are used as a means to evaluate students' learning results, as is the case with an examination.
- B) Reports must be submitted within the prescribed period.
- C) Matters of attention regarding preparation of a report
- (a) On the front page of your report, necessary information must be written horizontally: course title, the name of the instructor in charge, report title, the school/department/course you belong to, your enrollment year, your student ID number, and your name.
- (b) The report should be stapled together in the upper left corner.
- D) If other instructions are given by the instructor in charge, you must follow the instructions.

1-6 Presentation of Graduation Research

Students must report their research, as the study results of "Research Seminar I, II & III" and "Thesis Seminar I & II," in the graduation research presentation meeting to be held in the fall semester of the fourth year. They also need to pass the oral examination regarding their graduation research.

1-7 Assessment of Academic Performance

- (1) Academic performance is assessed on a 0-100 point scale based on the results of regular exams, in-class exams, reports, practical exams, etc. The minimum pass mark is 60. Where you achieve or exceed the minimum pass criteria, credits will be awarded.
- (2) The grading system is as follows.

Letter Grade	Marks	Definition
S	90 points or higher	The course goal has been fully achieved with excellent performance.
A	80 – 89 points	The course goal has been fully achieved with very good performance.
B	70 – 79 points	The course goal has been achieved.
C	60 – 69 points	The minimum course goal has been achieved.
D	Less than 60 points	Failure

- (3) Notification of acquired credits will be posted on Universal Passport system to students at the beginning of the following semester.
- (4) The date of publication of grades will be posted on Universal system or Bulletin Board separately.
- (5) Information on when the notification will be distributed will be provided through the Bulletin Board.
- (6) Academic appeals system
- A student who is dissatisfied with the assessment of his/her academic performance may make an appeal in writing to the instructor in charge within two weeks after the announcement of the Result of acquired credits through the Academic Affairs Division. Before using this system, be sure to meet the instructor in charge to ask for a clear explanation.

- (7) GPA system

The University has introduced the GPA system, aiming to enhance students' motivation to study and helping instructors to provide specific guidance/advice by making study progress and results clear, and to enhance the quality of learning by promoting objective and transparent student assessment. GPA is an abbreviation for "grade point average," which is the measurement of a student's academic achievement and the calculation of his/her average grade.

- (A) Grade points (GP) are given to students based on the assessment of their academic performance in individual courses, as shown in the table below.

Letter Grade	S	A	B	C	D
GP	4.0	3.0	2.0	1.0	0.0

- (B) Target courses for GPA calculation are those which are assessed on a five-letter grade or 100-point scale and are counted toward graduation requirements. A student's GPA is calculated according to the following formula. The GPA is calculated to two decimal places, rounding down the third decimal place.

$$\begin{aligned} \text{Semester GPA} &= \frac{\text{Total sum of [GP of each course evaluated for the semester and counted toward graduation requirements} \times \text{the number of credits for each course]}}{\text{Total credits for the courses evaluated for the semester and counted toward graduation requirements}} \\ \text{Year GPA} &= \frac{\text{Total sum of [GP of each course evaluated for the academic year and counted toward graduation requirements} \times \text{the number of credits for each course]}}{\text{Total credits for the courses evaluated for the academic year and counted toward graduation requirements}} \\ \text{Cumulative GPA} &= \frac{\text{Total sum of [GP of each course evaluated during the entire enrollment period and counted toward graduation requirements} \times \text{the number of credits for each course]}}{\text{Total credits for the courses evaluated for the entire enrollment period and counted toward graduation requirements}} \end{aligned}$$

(C) Registration cancellation system

An about one-week period for cancellation of course registration will be set in late May for the spring semester and mid-November for the fall semester, during which you may cancel a registered course if you find it difficult to attend the course for any reason (except compulsory courses). The registration cancellation period will be announced through the Bulletin Board.

If you fail to cancel the registration of a course within the designated period, the course will be considered as abandoned and graded as "D."

1-8 Graduation

- (1) Students who enter in April, have been enrolled for four years or longer, and have satisfied the graduation requirements by the end of the fall semester may graduate at the end of March.
- (2) Students who enter in September, have been enrolled for four years or longer, and have satisfied the graduation requirements by the end of the spring semester may graduate at the end of September.
- (3) Students who wish to graduate in a semester other than at the end of one of their year's of full academic year of their studies, not in the middle of one of their academic year's of study, must submit a "Request to Graduate in Spring" or a "Request to Graduate in Fall," whichever is appropriate, to the Academic Affairs Division within the prescribed period. Students who have not submitted a request will not graduate. Information on the application period for graduation in fall will be posted on the Bulletin Board in mid-April. For graduation in Spring, it will be posted in mid-October.

1-9 Early Graduation in Three Years

The School of Economics and Management has introduced an early graduation system, allowing students with outstanding academic results to graduate in their third year.

- (1) For early graduation, all the following requirements must be satisfied:
 - Be registered for early graduation;
 - Have earned the necessary number of credits to graduate prescribed at the School at the end of the third year;
 - Have a cumulative GPA of 3.0 or higher by the end of the third year—which must be calculated by the formula prescribed in Article 5, Paragraph 3 of the University of Hyogo Guidelines for the GPA
 - Intend to go on to graduate school or professional graduate school, and have already passed an entrance examination for the graduate school and completed the enrollment procedure;
 - Have passed an interview conducted by the University's Judging Committee for Early Graduation; and
 - Have been recognized as a candidate for early graduation at the end of the second year.
- (2) To be a candidate for early graduation, all of the following requirements must be satisfied:
 - Have earned 88 credits or more from among the credits required for graduation at the end of the second year;
 - Have a cumulative a GPA of 3.0 or higher at the end of the second year
 - For students who enter in April, to have obtained credits for "Research Seminar I" at the end of the second year. For students who enter in September, to have obtained credits for "Research Seminar II" at the end of the second year.
- (3) Early graduation requires students to pursue studies in a planned way. If you wish to graduate early, contact and consult the faculty member whom you desire as a mentor for your Thesis Seminar research. Details of the schedule and procedures for early graduation will be announced separately.

1-10 Others

- (1) All information and notices from the University/School will be posted on the Bulletin Board, except under special circumstances.
- (2) If you have any questions and inquiries, contact the Academic Affairs Division.

Chapter 2: Guidelines for Registration

Chapter 2 explains the curriculum courses and credits required for graduation.

2-1 General Courses

General Courses are largely divided into three areas: “Career Planning,” “Academic Skills for the Age of Globalization,” and “Liberal Arts.”

1) Career Planning

Designed to help students to develop a basic attitude toward studying, including being proactive in their learning and campus life, and an attitude toward lifelong learning, which is necessary for their career formation

2) Academic Skills for the Age of Globalization

Designed for first-year students to acquire the basic skills required to pursue studies in the University; and divided into three areas: “English/Japanese,” “Foreign Languages,” and “Statistics and IT.”

A) English/Japanese

To assist students in their efforts to develop their communication abilities, there are compulsory core English/Japanese courses designed to help students improve their oral and literate English/Japanese skills comprehensively, as well as various elective English language courses.

B) Foreign Languages

Foreign Language courses are provided, aiming for students to develop a practical communication ability, which is important in expanding their scope of activities in global society and develop socializing skills, and promote their cross-cultural understanding.

C) Statistics and IT

Designed for students to acquire the basic skills necessary for statistical and information processing and to develop the abilities required to collect and analyze diverse information, and to use information effectively and morally. Courses on information ethics, basic computer operations, and the use of networks are offered.

3) Liberal Arts

Liberal Arts are largely divided into two areas: “Humanities” and “Special Subjects for University of Hyogo ”

A) Humanities

Designed to help students to understand their existence from various perspectives – from history to culture, society and nature—and gain a deep insight into what human beings should be, and to provide students with the abilities required for a multilateral perspective through cultural, social and natural science studies.

B) Special Subjects for University of Hyogo

Designed for students to raise their awareness about an aging society with a declining birthrate, the global economy, the global environment, and disaster prevention and management, and to develop the capabilities to approach and tackle these issues from an interdisciplinary perspective.

2-1-1 Number of General Courses credits required for graduation

To graduate, students must acquire 28 credits or more, fulfilling all of the requirements in 1 to 6 below.

- 1) 2 credits: “Basic Seminar” from Career Planning
- 2) 6 credits: core English/Japanese course
- 3) 2 credits: elective courses from Foreign Language courses
- 4) 2 credits: “Introduction to Information Processing” from Statistics and IT courses
- 5) 10 credits or more: from Liberal Arts courses
 - Humanities: 6 credits or more
 - Special Subjects for University of Hyogo: 4 credits or more
- 6) 6 credits or more: any electives from General Courses

Please note that not all of these courses are offered every year. Some of these courses are offered every other year. Also, students must obtain credits for all compulsory courses and fulfil all other requirements in order to graduate.

2-1-2 Basic Seminar (Compulsory)

“Basic Seminar” is a small-group-based course designed for students to acquire positive attitudes about their studies and research in the University and to promote interaction with fellow students. For students who enter in April, this course is offered in their first semester at the University. For students who enter in September, it is offered intensively in the latter half of September, immediately after they arrive at the University.

This is a course required for graduation.

The instructor in charge of a student’s “Seminar” each year will serve as the student’s supervisor.

2-1-3 English/Japanese (Compulsory)

Students who enter in April must take in the first year:

Reading and Discussion 1 / 2	(1 credit each)
Listening and Speaking 1 / 2	(1 credit each)
Writing 1 / 2	(1 credit each)

Students who enter in September must take in the first year:

Japanese Reading and Discussion 1 / 2	(1 credit each)
Japanese Listening and Speaking 1 / 2	(1 credit each)
Japanese Writing 1 / 2	(1 credit each)

They are courses required for graduation.

There are multiple sections of these courses. Be sure to check which class you are enrolled in at the beginning of the academic year.

To retake a failed course, please see “Points of attention regarding class registration,” Section 1-3-4 above.

2-1-4 English (Elective)

Credits obtained from passing these courses are counted toward graduation requirements as part of item 6 in Section 2-1-1 above or as an elective course.

TOEIC English 1 • 2	(1 credit each)
TOEFL English 1 • 2	(1 credit each)
Intensive English (TOEIC) 1	(1 credit)
Intensive English (TOEIC) 2	(1 credit)
Intensive English (TOEIC) 3	(1 credit)
Intensive English (TOEFL)	(1 credit)
Presenting Japan to the World 1 • 2	(1 credit each)

2-1-5 Foreign Languages (Elective)

Students who enter in April must obtain 2 credits, one credit by passing course 1 and another credit by passing course 2, from the following: Chinese, French, German, Spanish, or Korean.

Foreign Language credits earned in excess of 2 credits are also included in required graduation credits (Elective credits from General and Major Courses that exceed the credit number required), but multiple languages cannot be register in the same academic year (April to March of the following year)..

Students who enter in September must obtain 2 credits by passing Japanese (Language and Culture) 1 & 2, one credit for each.

2-1-6 Statistics and IT (Compulsory)

The following course is offered to first-year students as an information-related compulsory course.

Introduction to Data Science: 2 credits

This is a course required for graduation.

There are multiple sections of these courses. Be sure to check which class you are enrolled in at the beginning of the academic year.

To retake a failed course, please see “Points of attention regarding class registration,” Section 1-3-4 above.

2-1-7 Humanities (Elective)

Students must obtain 6 credits or more from Humanities.

2-1-8 Special Subjects for University of Hyogo (Elective)

Students must obtain 4 credits or more from Special Subjects for University of Hyogo.

2-1-9 General Courses offered in Japanese (Not counted toward graduation requirements)

Regarding General Courses (excluding language courses and seminars) offered in Japanese, students may take courses according to their interests. However, please note that the credits obtained from these courses are not counted toward graduation requirements.

2-2 Project Seminar I / II (Compulsory)

Students who enter in April must take "Project Seminar I" in the fall semester in the first year and "Project Seminar II" in the spring semester in the second year. Students who enter in September must take "Project Seminar I" in the fall semester and "Project Seminar II" in the spring semester in the first year.

To take "Project Seminar II," students need to obtain credit for "Project Seminar I."

2-3 Research Seminar I / II / III (Compulsory)

Students who enter in April must take "Research Seminar I" in the fall semester in the second year and "Research Seminar II" in the spring semester and "Research Seminar III" in the fall semester in the third year. Students who enter in September must take "Research Seminar I" in the fall semester and "Research Seminar II" in the spring semester in the second year and "Research Seminar III" in the fall semester in the third year.

Please note that only students who have obtained credit for "Basic Seminar" can take "Research Seminar I," that only students who have obtained credit for "Research Seminar I" can take "Research Seminar II," and that only students who have obtained credit for "Research Seminar II" can take "Research Seminar III."

The classes students participate in are determined by which instructor they choose. The same instructor teaches the same students in "Research Seminar I to III."

2-4 Thesis Seminar I/II (Compulsory)

Students who enter in April must take "Thesis Seminar I" in the spring semester and "Thesis Seminar II" in the fall semester in the fourth year. Students who enter in September must take "Thesis Seminar I" in the spring semester in the third year and "Thesis Seminar II" in the fall semester in the fourth year.

Please note that only students who have obtained credit for "Research Seminar III" can take "Thesis Seminar I" and that only students who have obtained credit for "Thesis Seminar I" can take "Thesis Seminar II."

Students need to report the results of research they conducted through "Thesis Seminar I and II" in a graduation research presentation meeting.

In principle, classes for "Thesis Seminar" are taken over by those for "Research Seminar."

2-5 Major Courses

This section explains how to register for Major Courses (excluding seminars). Read the following explanation and also refer to the relevant parts of the University's Academic Rules and Regulations and the Undergraduate School Regulations.

Number of credits for Major Courses required for graduation

As shown in the graduation requirements for students enrolled in the Global Business Course of the School of Economics and Management (p.7,8,10 and 11), Major Courses consist of four types of courses: "Introductory," "Intermediate," "Advanced," and "Seminars." To graduate, students must obtain 88 credits or more, which must include 14 credits for compulsory courses and 4 credits or more for elective courses from the list of Introductory; 12 credits for compulsory courses and 16 credits or more for elective courses from the list of Intermediate; 28 credits or more for Advanced; 14 credits for Seminars.

2-6 Major Courses Offered in Japanese (Not counted toward graduation requirements)

Regarding Major Courses offered in Japanese (excluding language courses and seminars) to the students enrolled in the Economics Course or the Business Administration Course, students may take courses according to their interests. However, please note that the credits obtained from these courses are not counted toward graduation requirements.

2-7 Courses Offered in Other Universities

The School of Economics and Management encourages students to study abroad and participate in international activities.

The University has implemented Student Exchange Programs by concluding partnership agreements with universities abroad. If you take the necessary procedures after the completion of your study abroad program, your credits from another university can be transferred to your studies at the School of Economics and Management. For detailed information on partner universities abroad, contact the Institute for International Relations.

However, please note that the credits obtained from courses not offered in English (excluding Japanese Language courses) are not counted toward graduation requirements.

2-8 Graduation Requirements for the Global Business Course (Summary)

2-8-1 Total number of credits

Students must obtain a total of 124 credits or more, as shown in the following formula.

$\text{Total number of credits (124 credits)} = \text{General Courses (28 credits)} + \text{Major Courses (88 credits)} + \text{others (8 credits)}$
--

2-8-2 General Courses

For General Courses, students must obtain a total of 28 credits or more, as shown in the following formula.

$\text{General Courses (28 credits)} = \text{Basic Seminar (2 credits)} + \text{core English/Japanese courses (6 credits)} + \text{Statistics and IT(2 credits)} + \text{Foreign Languages (2 credits)} + \text{Liberal Arts (10 credits)} + \text{other electives (6 credits)}$
--

2-8-3 Major Courses

For Major Courses, students must obtain a total of 88 credits or more, as shown in the following formula.

$\text{Major Courses(88 credits)} = \text{Introductory (18 credits)} + \text{Intermediate (28 credits)} + \text{Advanced (28 credits)} + \text{Seminars (14 credits)}$
--

Model Study Plan for Students who enter in April (GBC)										
Note: Figures in parentheses show credits.										
	Required Credits	Year 1		Year 2		Year 3		Year 4		Total
		Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	
General Courses (Required Credits: 28)										
Career Planning	2	•Basic Seminar(2)	•Introduction to Career Design (2)							4
Academic Skills for the Age of Globalization	10	•Reading and Discussion 1(1) •Listening and Speaking 1(1) •Writing 1(1) •Reading and Discussion 2(1) •Listening and Speaking 2(1) •Writing 2(1)	•Introduction to Data Science (2)	•[1 course from Foreign Language 1](1) •[1 course from Elective English 1](1)	•[1 course from Foreign Language 2](1) •[1 course from Elective English 2](1)					12
Humanities	6		•[2 courses](4) •Health and Physical Education 1(1)	•[1 course](2) •Health and Physical Education 2(1)						8
Special Topics for UH	4		•[2 course](4)	•[1 course](2)						6
Subtotal (Including another 6 credits from General Courses)	28	8	13	7	2					30
Major Courses (Required Credits: 88)										
Introductory	18	•English for Studying Abroad(2) •English for International Careers(2) •Current Issues in English(2) •Overseas Language Program(6)	•Introductory Microeconomics (2) •Introductory Macroeconomics(2) •Introductory Management (2) •[1 course](2)	•Introductory Accounting(2) •[1 course](2)						24
Intermediate	28			•Micro economics I (2) •Macro economics I (2) •Book Keeping I (2) •(2 course)(4)	•Micro economics II (2) •Macro economics II (2) •Book Keeping II (2) •[4 courses](8)	•[2 courses](4)				28
Advanced	28					•[7 courses](14)	•[7 courses](14)			28
Seminars	14		Project Seminar I (2)	Project Seminar II (2)	Research Seminar I (2)	Research Seminar II (2)	Research Seminar III (2)	Thesis Seminar I (2)	Thesis Seminar II (2)	14
Subtotal	88	12	10	16	16	20	16	2	2	94
Total (Including another 8 credits from Electives)	124	20	23	23	18	20	16	2	2	124

Model Study Plan for Students who enter in September (GBC)										
Note: Figures in parentheses show credits.										
	Required Credits	Year 1		Year 2		Year 3		Year 4		Total
		Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	
General Courses (Required Credits: 28)										
Career Planning	2	•Basic Seminar(2)								4
		•Introduction to Career Design (2)								
Academic Skills for the Age of Globalization	10	•J Reading and Discussion 1(1) •J Listening and Speaking 1 (1) •J Writing 1(1)	•J Reading and Discussion 2(1) •J Listening and Speaking 2 (1) •J Writing 2(1)		• [1 course from Elective English 1](1)	• [1 course from Elective English 2](1)				12
		•Japanese (Language and Culture) 1 (1)	•Japanese (Language and Culture) 2 (1)							
		•Introduction to Data Science (2)								
Humanities	6	• (2 courses)(4) •Health and Physical Education 1(1)	• (1 course)(2) •Health and Physical Education 2 (1)							8
Special Topics for UH	4	•[1 course](2)	•[1 course](2)	•[1 course](2)						6
Subtotal (Including another 6 credits from General Courses)	28	17	9	2	1	1				30
Major Courses (Required Credits: 88)										
Introductory	18	•Introductory Microeconomics (2) •Introductory Macroeconomics(2) •Introductory Management (2) •Japanese for Exploring Japan(2)	•Introductory Accounting (2) •Introductory Management (2) •Program to Experience Japan (6)	•Introductory Statistics for Economics(2)						20
Intermediate	28		•Micro economics I (2) •Macro economics I (2) •Book Keeping I (2) •[1 course](2)	•Micro economics II (2) •Macro economics II (2) •Book Keeping II (2) [3 courses](6)	[3 courses] (6)	[2 courses] (4)				30
Advanced	28			[3 courses] (6)	[5 courses](10)	[3 courses] (6)	[2 courses](4)	[1 course] (2)	[1 course] (2)	30
Seminars	14	Project Seminar I (2)	Project Seminar II (2)	Research Seminar I (2)	Research Seminar II (2)	Research Seminar III (2)	Thesis Seminar I (2)	Thesis Seminar II (2)		14
Subtotal	88	10	20	22	18	12	6	4	2	94
Total (Including another 8 credits from Electives)	124	27	29	24	19	13	6	4	2	124

Curriculum Matrix

Global Business Course

Faculty DP

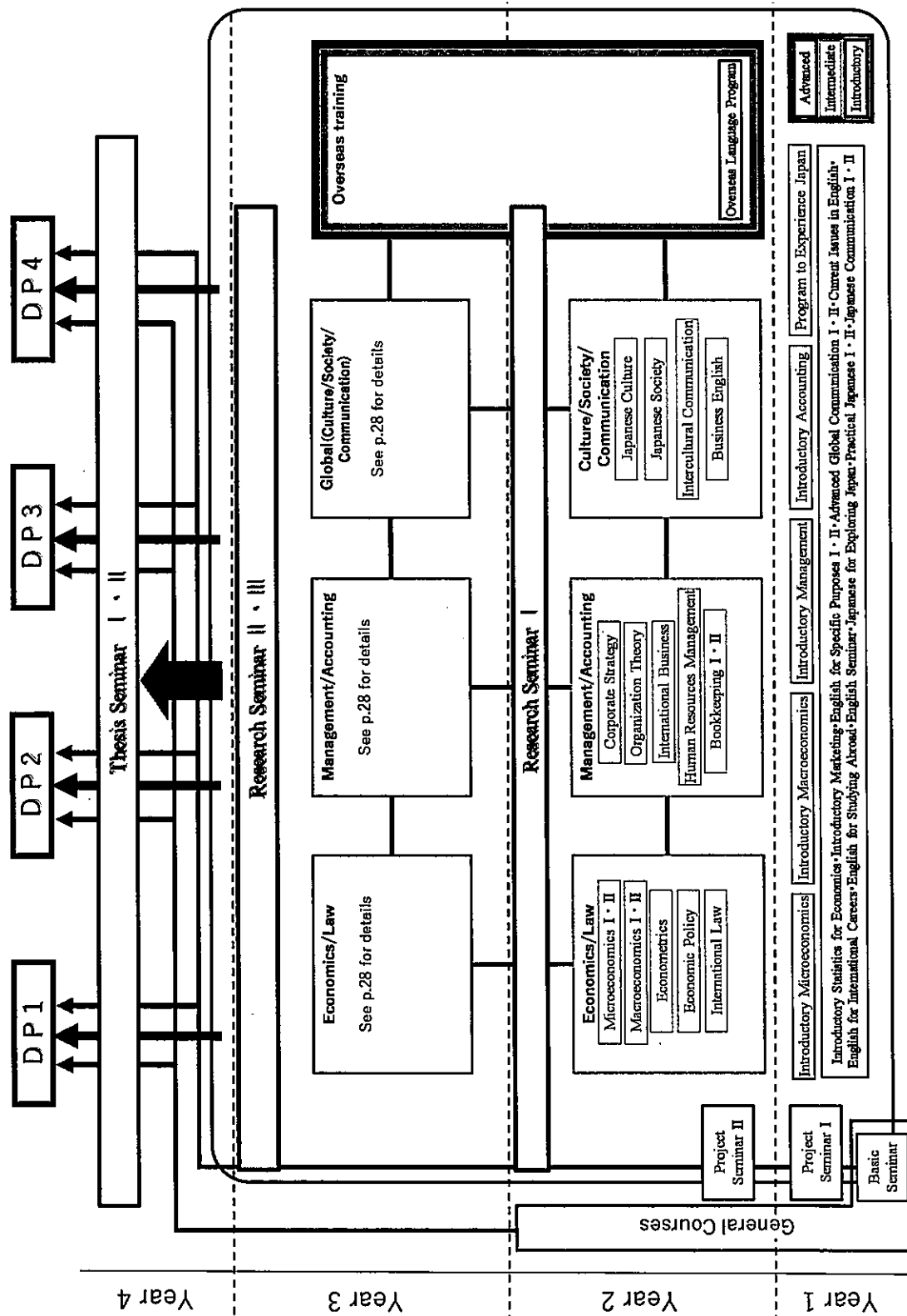
DP1	Has acquired specialized knowledge in economics, business administration and related fields the School of Economics and Management offers, and the ability to use such knowledge for analysis;
DP2	Has the high level of communication skills (including foreign language skills) required to demonstrate his/her individuality in an increasingly diverse and globalized world and to contribute to realizing a more affluent society;
DP3	Has obtained the ability to resolve issues confronting the world today by making appropriate, logical and rational decisions based on the knowledge developed in hi/her specialized field; and
DP4	Has a high level of awareness as a member of society and the local community, and is able to behave responsibly by adhering to high ethical and professional standards.

Course Title	Credits	授業形態	DP1	DP2	DP3	DP4
Reading and Discussion 1	1	lecture/seminar		◎		
Reading and Discussion 2	1	lecture/seminar		◎		
Listening and Speaking 1	1	lecture/seminar		◎		
Listening and Speaking 2	1	lecture/seminar		◎		
Writing 1	1	lecture/seminar		◎		
Writing 2	1	lecture/seminar		◎		
TOEIC English 1	1	lecture/seminar		◎		
TOEIC English 2	1	lecture/seminar		◎		
TOEFL English 1	1	lecture/seminar		◎		
TOEFL English 2	1	lecture/seminar		◎		
Intensive English(TOEIC)1	1	lecture/seminar		◎		
Intensive English(TOEIC)2	1	lecture/seminar		◎		
Intensive English(TOEIC)3	1	lecture/seminar		◎		
Intensive English(TOEFL)	1	lecture/seminar		◎		
Japanese Reading and Discussion 1	1	lecture/seminar		◎		
Japanese Reading and Discussion 2	1	lecture/seminar		◎		
Japanese Listening and Speaking 1	1	lecture/seminar		◎		
Japanese Listening and Speaking 2	1	lecture/seminar		◎		
Japanese Writing 1	1	lecture/seminar		◎		
Japanese Writing 2	1	lecture/seminar		◎		
Presenting Japan to the World 1	1	lecture/seminar		◎		
Presenting Japan to the World 2	1	lecture/seminar		◎		
Introduction to Information Processing	2	lecture/seminar			◎	○
Introduction to Data Science	2	lecture/seminar			◎	○
World Literature	2	lecture		◎		
Japanese Literature	2	lecture		◎		
Cultural Anthropology	2	lecture		◎	○	
Law	2	lecture				◎
Sociology	2	lecture		◎		○
Gender Studies	2	lecture		◎	○	
Nature and Life	2	lecture			○	

Statistics	2	lecture	◎		◎	
Chinese 1	1	lecture/seminar		◎		
Chinese 2	1	lecture/seminar		◎		
French 1	1	lecture/seminar		◎		
French 2	1	lecture/seminar		◎		
German 1	1	lecture/seminar		◎		
German 2	1	lecture/seminar		◎		
Spanish 1	1	lecture/seminar		◎		
Spanish 2	1	lecture/seminar		◎		
Japanese (Language and Culture) 1	1	lecture/seminar		◎		
Japanese (Language and Culture) 2	1	lecture/seminar		◎		
Health and Physical Education 1	1	physical skills				○
Health and Physical Education 2	1	physical skills				○
Introduction to Regional Project	2	lecture/seminar			○	◎
Introduction to Community Planner	2	lecture/seminar			○	◎
Disaster Resilience and Social Innovation	2	lecture/seminar			○	◎
Introduction to Career Design	2	lecture/seminar			○	◎
Basic Seminar	2	seminar	◎		○	
Comparative Culture	2	lecture		◎		○
History of Japanese Thought	2	lecture		○		○
Korean 1	1	lecture/seminar		◎		
Korean 2	1	lecture/seminar		◎		
Introductory Microeconomics	2	lecture	◎	△	○	△
Introductory Macroeconomics	2	lecture	◎	○	◎	
Introductory Management	2	lecture	◎	◎	◎	○
Introductory Accounting	2	lecture/seminar	◎	◎	○	○
Overseas Language Program	6	lecture/practical training		◎	◎	
Program to Experience Japan	2	lecture/practical training	◎		◎	
Introductory Statistics for Economics	2	lecture/seminar	◎	◎	◎	○
Introductory Marketing	2	lecture	◎		◎	
English for Studying Abroad (B)	2	lecture		◎	○	
English for Studying Abroad (C)	2	lecture		◎	○	
Microeconomics I	2	lecture	◎	○	○	○
Microeconomics I (Retake)	2	lecture/seminar	◎	◎	◎	◎
Microeconomics II	2	lecture	◎	○	○	○
Microeconomics II (Retake)	2	lecture/seminar	◎	◎	◎	◎
Macroeconomics I	2	lecture	◎	○	◎	
Macroeconomics II	2	lecture	◎	○	◎	
Bookkeeping I	2	lecture/seminar	◎		○	
Bookkeeping II	2	lecture/seminar	◎		○	
Econometrics	2	lecture/seminar	◎	◎	◎	◎
Economic Policy	2	lecture	◎	○		
Corporate Strategy	2	lecture	◎	○	◎	○
Organization Theory	2	lecture	◎	○	◎	
International Business	2	lecture	◎	○	◎	○
International Law	2	lecture	◎		○	
Human Resources management	2	lecture	◎	○	◎	
Japanese Culture	2	lecture		◎	○	◎
Japanese Society	2	lecture/seminar		◎		○
Intercultural Communication	2	lecture/seminar		◎	◎	○

Intermediate Microeconomics	2	lecture	◎	○	○	
Intermediate Macroeconomics	2	lecture	◎		○	
Applied Economics	2	lecture		◎	○	
Public Economics	2	lecture	◎	○	◎	○
Public Finance	2	lecture	○	○	◎	○
Environmental Economics	2	lecture	○	◎	◎	
Economic Geography	2	lecture	○		◎	◎
Labour Economics	2	lecture		◎	○	
Economic Development	2	lecture	◎		○	
Money and Finance	2	lecture	○		○	
Health and Welfare	2	lecture/seminar	◎	◎		
Global Economy	2	lecture	○	◎	○	
International Economics	2	lecture	◎			◎
Economic History	2	lecture	◎		○	
Strategic Management	2	lecture	◎	◎	◎	
Organizational Behavior	2	lecture/seminar	◎	◎	○	
Organizational Development	2	lecture/practical training	◎	◎		◎
International Marketing	2	lecture	◎	○	◎	
Multinational Enterprises	2	lecture	◎	◎	◎	
Manufacturing Management	2	lecture	◎	○	◎	
Studies of Entrepreneur	2	lecture	◎	◎	◎	
Community Business	2	lecture	◎	◎	◎	○
Consumer Behavior	2	lecture	◎	○	○	○
Consumer Culture	2	lecture/seminar		◎	○	
International Accounting	2	lecture	○	◎		
Social Analysis on Globalization	2	reading		◎	○	
Sociolinguistics for Global Business	2	lecture		◎	○	
Communication for global business I	2		○	◎	◎	○
Communication for global business II	2		○	◎	◎	○
Global Asia	2	lecture/seminar		◎	○	◎
Global Europe	2	lecture		◎	○	○

Global Business Course (GBC) Program



Global Business Course Appendix

Economics/Law		Management/Accounting		Global (Culture/Society/Communication)
Intermediate Microeconomics	Labour Economics	Strategic Management	Consumer Behavior	Social Analysis on Globalization
Intermediate Macroeconomics	Economic Development	Organizational Behavior	Consumer Culture	Sociolinguistics for Global Business
Applied Economics	Money and Finance	Organizational Development	International Accounting	Global Asia
Public Economics	Health and Welfare	International Marketing		Global Europe
Public Finance	Global Economy	Multinational Enterprises		Communication for Global Business I・II
Ecological Economics	International Economics	Manufacturing Management		JLPT Japanese I・II・III・IV
Environmental Economics	Economic History	Studies of Entrepreneur		Business Japanese I・II
Economic Geography		Community Business		Japanese Academic Writing

Chapter 3: University-wide and Individual Department Academic Rules and Regulations, and Others

1. 1. University of Hyogo Academic Rules and Regulations

Chapter 1: General Provisions

(Purpose)

Article 1

The mission of the University of Hyogo (hereinafter “the University”) is to, as an academic center, offer a broad range of knowledge and in-depth education and research in academic fields of specialization in order to foster human resources rich in creativity and humanity who can play an active role in the development of local communities and international society. The University also aims to help the promotion of regional revitalization and the development of Japan, and eventually contribute to the well-being of all human beings, by disseminating new knowledge and expertise both domestically and internationally.

(School/College)

Article 2

The University shall have the School of Economics and Management, the School of Social Information Science, the School of Engineering, the School of Science, the School of Human Science and Environment, and the College of Nursing Art and Science.

2. Each School's departments and capacities shall be as follows.

School	Department	Enrollment quota	Admission capacity
School of Economics and Management	Department of Economics and Management	360	1,440
School of Social Information Science	Department of Social Information Science	100	400
School of Engineering	Department of Electrical Engineering and Computer Science	126	504
	Department of Mechanical Engineering and Metallurgy	126	504
	Department of Applied Chemistry and Chemical Engineering	100	400
	Subtotal	352	1,408
School of Science	Department of Material Science	90	360
	Department of Life Science	85	340
	Subtotal	175	700
School of Human Science and Environment	Department of Human Science and Environment	205	820
	(Food Science and Nutrition Course)	(40)	(160)
College of Nursing Art and Science	Department of Nursing Art and Science	105	420
Total		1,297	5,188

3. Major objectives of the development of human resources and other education and research activities at each school shall be defined in the Regulations of each school.

(Graduate School)

Article 3

The University shall have graduate schools, whose regulations shall be established separately.

(Staff Organization)

Article 4

The University shall have a President, a Vice President, professors, associate professors, lecturers, assistant professors, assistants, and other staff members.

Chapter 2: Academic Year, Semesters, Holidays & Breaks, Period of Study and Maximum Period of Enrollment

(Academic Year)

Article 5

1. The University's academic year shall begin on April 1 and end on March 31 of the following year.

2. Notwithstanding the provisions stipulated in the preceding paragraph, the academic year for international students enrolled in the Department of Economics and Management, the School of Economics and Management (international students who are admitted through the selection examination; hereinafter “selected international students”) shall begin on September 20 and end on September 19 of the following year.

(Semesters)

Article 6

1. The University’s academic year shall be divided into the following two semesters:

Spring semester: April 1 through September 30

Fall semester: October 1 through March 31 of the following year

2. Notwithstanding the provisions stipulated in the preceding paragraph, the academic year of the Global Business Course, the Department of Economics and Management, the School of Economics and Management shall be divided into the following two semesters.

Spring semester: April 1 through September 19

Fall semester: September 20 through March 31 of the following year

(Holidays & Breaks)

Article 7

1. The University shall be closed on the following days.

(1) Sundays and Saturdays

(2) National holidays specified in the Japanese Act on National Holidays (Act No. 178 of 1948)

(3) Spring break: April 1 to April 6

(4) Summer break: August 1 to September 30

(5) Winter break: December 25 to January 4 of the following year

2. In addition to the holidays and breaks specified in the preceding paragraph, the President may designate temporary closed dates.

3. The President may temporarily change the holidays specified in Paragraph (1) for a specific school according to a request made by its Dean, when it is deemed necessary in light of the school’s circumstances.

4. In addition to the provisions stipulated in the preceding paragraph, the President may temporarily change the holidays stipulated in Paragraph (1) when it is deemed necessary.

(Period of Study)

Article 8

The period of undergraduate study at the University shall be four years.

(Maximum Period of Enrollment)

Article 9

The maximum period of enrollment is eight years in the undergraduate program at the University. However, students transferred from another university may remain at the University for no longer than twice the number of enrollment years that would ordinarily be allowed as specified in Article 23 hereof.

Chapter 3: Curriculum and Course Registration

(Curriculum)

Article 10

The curriculum shall be organized systematically to offer courses needed to achieve the University’s educational purposes.

(Minors)

Article 10-2

1. The University may offer minors, which consist of courses in specific areas of study or concerning specific issues, under the curriculum organized as stipulated in the preceding Article.

2. Other matters necessary for minors shall be specified separately.

(Curriculum Courses and Course Methods)

Article 10-3

1. Curriculum courses shall be categorized into four courses: General Courses, basic specialized courses (specialization-related courses), Major Courses, and teacher training courses.

2. For the establishment of General Courses, university-wide, cross-functional cooperation shall be conducted under the leadership of the Director of the University’s Institute for Comprehensive Education.

3. Classes shall be conducted in the form of either lectures, seminars, laboratory work, or practical work and skills training, or any combination thereof.

4. The University may have students take classes as specified in the preceding paragraph in places other than a classroom using diverse and advanced media tools as specified the Minister of Education, Culture, Sports, Science and Technology.

5. Matters necessary for curriculum courses and course methods, in addition to the provisions of the preceding four paragraphs shall be specified in each relevant Undergraduate School's Regulations.

(Credit Calculation Methods)

Article 11

1. A standard curricular subject shall comprise course work requiring 45 hours of study per credit, and the following standards shall be used depending on the method by which the class is taught and taking account of the course's educational effectiveness and the amount of study required outside class time.
 - (1) One credit shall be granted for a 15-hour to 30-hour lecture or seminar course as specified in each relevant Undergraduate School's Regulations.
 - (2) One credit shall be granted for a 30-hour to 45-hour course involving laboratory work, practical work or skills training as specified in each relevant Undergraduate School's Regulations. For tutorial-based courses involving skills training in the field of arts, etc., however, one credit shall be granted based on the course hours specified in each relevant Undergraduate School's Regulations.
 - (3) In the case of courses that are offered using a combination of two or more of the methods of lecture, seminar, laboratory work, practical training or skills training, one credit shall be awarded for the number of course hours specified in each relevant Undergraduate School's Regulations, depending on the combination of methods used and taking account of the standards prescribed in the preceding two items.
2. Notwithstanding the provisions of the respective items of the preceding paragraph, credits for General Courses shall be calculated based on the following standards.
 - (1) One credit shall be awarded for a 15-hour lecture course (including basic seminars).
 - (2) One credit shall be awarded for a 30-hour Foreign Language course or seminar course.
 - (3) One credit shall be awarded for a 45-hour course involving laboratory work, practical training or skills training.
 - (4) In the case of courses that are offered using a combination of two or more of the methods of lecture, seminar, laboratory work, practical training or skills training, one credit shall be awarded for the number of course hours specified by the Institute for Comprehensive Education, depending on the combination of methods used and taking account of the standards prescribed in the preceding three items.
3. Notwithstanding the provisions specified in Paragraph 1, the number of credits for courses such as graduation thesis, graduation research and graduation work may be prescribed by each relevant Undergraduate School's Regulations, taking account of the nature of study required for such courses, when it is deemed more appropriate to confer credits on the basis of evaluation of study outputs.

(Awarding of Credits)

Article 12

Students who have completed one course shall be awarded the prescribed number of credits, after successfully passing the examination.

(Academic Grades)

Article 13

1. Academic grades of S, A, B, C and D shall be used for curricular subjects. The grades of S, A, B and C shall be passing grades.
2. Notwithstanding the provisions of the preceding paragraph, courses for which it is deemed more appropriate to be graded pass or fail may make a pass/failure evaluation as stipulated in each relevant Undergraduate School's Regulations.

(Courses Offered in Other Universities, Etc.)

Article 14

1. When judged educationally beneficial by the President, students may be allowed to take curriculum courses offered at other universities (excluding junior colleges; the same applies hereinafter), junior colleges, technical colleges or other institution specified separately (hereinafter "universities, etc.") based on agreements concluded between the University and those institutions, after consultation with the Faculty Council.
2. Credits earned in subjects taken pursuant to the provisions of the preceding paragraph may be approved as credits for courses offered by the University, up to a maximum of 60 credits.
3. Matters necessary for the preceding two paragraphs, in addition to what is specified in the agreements prescribed in Paragraph 1 of the preceding paragraph, shall be specified separately.

(Approval of Credits Earned before Admission and Aggregation of Period of Study)

Article 15

1. When judged educationally beneficial by the President, credits earned by students for courses completed in the University, other universities or junior colleges prior to admission to the University (including credits earned under non-degree study programs) may be deemed to have been earned by completing the

University's curriculum courses after enrollment in the University, after consultation with the Faculty Council.

2. The number of credits which may be deemed earned or conferred pursuant to the preceding paragraph shall not exceed 60 when combined with the number of credits deemed earned in the University pursuant to Paragraph 2 of the preceding article.
3. When, among the credits set forth in Paragraph 1, those earned by a student in the period during which he/she was a non-degree student as defined in Article 37 are deemed to have been earned after enrollment in the University, such period may be aggregated with the period of study of the student after consultation with the Faculty Council and by taking into account the number of credits earned and other relevant matters; provided, however, that the period spent as a non-degree student shall not exceed 50% of the original period of study.
4. Matters necessary for the preceding three paragraphs shall be specified separately.

(Long-term Study in a Curriculum Program)

Article 16

1. Notwithstanding the provisions of Article 8, when a student has expressed his/her wish to complete the curriculum program for graduation over a certain period of time exceeding the standard completion term in a planned manner due to work commitments and other circumstances, the President may, after consultation with the Faculty Council, grant permission to undertake the proposed course of study.
2. Matters necessary for the preceding paragraph shall be specified separately.

(Delegation of Curriculum Programs and Course Registration Methods to Undergraduate School Regulations)

Article 17

In addition to what is prescribed in this Chapter, the type of courses, the number of credits and course registration methods shall be specified in Undergraduate School Regulations. In such a case, those matters with regard to General Courses and disaster prevention education courses need to be discussed in close consultation with the Director of the University's Institute for Comprehensive Education.

Chapter 4: Admission, Transfer Entry, Transfer to Another University, Transfer of School, Transfer of Department, and Graduation

(Timing of Admission)

Article 18

1. Students shall be admitted to the University at the beginning of each academic year.
2. Notwithstanding the provisions stipulated in Article 5 and the preceding paragraph, students may be admitted at the beginning of the second semester if their admission is deemed not to hinder education.

(Eligibility for Admission)

Article 19

1. Students must fulfill one of the following conditions to be eligible for admission to the University.
 - (1) Persons who have graduated from a high school or a secondary school;
 - (2) Persons who have completed 12 years of school education under the regular curriculum (or persons who have completed school education equivalent thereto under a curriculum other than the regular curriculum);
 - (3) Persons who have completed a 12-year school education curriculum outside Japan or equivalent thereto designated by the Minister of Education, Culture, Sports, Science and Technology;
 - (4) Persons who have completed a curriculum at an educational facility outside Japan designated by the Minister of Education, Culture, Sports, Science and Technology as having a curriculum equivalent to that of a senior high school in Japan;
 - (5) Persons who have completed an advanced course at a specialized training school (only one meeting the conditions prescribed by the Minister of Education, Culture, Sports, Science and Technology including the condition requiring a standard completion period of three years or more) designated separately by the Minister of Education, Culture, Sports, Science and Technology on or after the date designated by the Minister;
 - (6) Persons who have been designated by the Minister of Education, Culture, Sports, Science and Technology;
 - (7) Persons who have succeeded in the qualifying examination for recognition of academic ability equivalent to a senior high school graduate under the senior high school graduate qualifying examination rules (Ordinance of the Ministry of Education, Culture, Sports, Science and Technology, No. 1 of 2005) (including persons who have succeeded in the university entrance qualification examination under the rules for approval of qualification of admission to universities (Ordinance of

the Ministry of Education, Culture and Science, No. 13 of 1951) prior to the abolishment pursuant to the provisions of Article 2 of the supplementary provisions of said rules); or

- (8) Persons who have been recognized by the University, pursuant to individual assessment of eligibility for admission, of academic ability equivalent to a senior high school graduate, where the applicant is aged 18 or over.

2. Notwithstanding the provisions of the preceding paragraph, eligibility for transfer admission to the University shall be specified in Undergraduate School Regulations.

(Application for Admission)

Article 20

1. Students wishing to be admitted to the University must submit a designated application form and other requested documents to the University by the prescribed date.
2. Detailed information on the documents to be submitted and the submission deadline shall be provided at the time of inviting applications.
3. Applicants shall have to pay the entrance examination fee, the proof of which must be submitted together with other requested documents.

(Approval of Admission)

Article 21

1. Applicants for admission shall be selected pursuant to methods prescribed separately, and successful applicants shall be determined by the President after consultation with the Faculty Council.
2. The President shall admit successful applicants, as set forth in the preceding paragraph, who have submitted the enrollment documents and paid admission fees and tuition fees by the designated deadline to the University.

(Withdrawal of the Offer of Admission)

Article 22

If students who have been admitted to the University pursuant to the provisions of the preceding Article fall under any of the following cases, the President may withdraw the offer of admission after consultation with the Faculty Council, except for cases falling under the following item (1):

- (1) Where a student declines the offer of admission to the University;
- (2) Where a student was found not to meet the admission requirements; or
- (3) Where it is deemed that there was impropriety in connection with the selection of applicants.

(Years of Enrollment, Etc. after Transfer Entry)

Article 23

1. The required number of years of enrollment for those admitted by transfer entry and the handling of completed curriculum courses and the number of credits earned prior to the transfer entry shall be determined by the President, after consultation with the Faculty Council.
2. In addition to the provisions of the preceding paragraph, matters necessary for transfer entry shall be specified separately.

(Transfer to Another University)

Article 24

1. Students who wish to transfer to another university shall obtain permission from the President.
2. The President may permit entry at the equivalent year to students who apply for transfer entry from another university, after consultation with the Faculty Council.
3. In addition to the provisions of the preceding two paragraphs, matters necessary for transfer admission shall be specified separately.

(Transfer to Another School of the University)

Article 25

1. When a student wishes to transfer to another school of the University, the President may approve it after consultation with both the Faculty Council of the school the student belongs to and the Faculty Council of the school he/she wishes to transfer to.
2. In addition to the provisions of the preceding paragraph, matters necessary for transfer to another school of the University shall be specified separately.

(Transfer to Another Department of the Same School)

Article 26

1. When a student wishes to transfer to another department of the same school, the President may approve it after consultation with the Faculty Council.
2. In addition to the provisions of the preceding paragraph, matters necessary for transfer to another department of the University shall be specified separately.

(Study Abroad)**Article 27**

1. A student who intends to study at a university or junior college abroad pursuant to an agreement between the educational institution and the University shall obtain permission from the President.
2. The period of the study abroad set forth in the preceding paragraph shall be included in the duration of study stipulated in Article 8 hereof.
3. The provisions of Article 14 shall apply mutatis mutandis to study abroad.

(Approval of Graduation)**Article 28**

1. The President shall approve graduation, after consultation with the Faculty Council, for students who have been enrolled at least four years (the enrollment period specified in Article 23 hereof for students transferred from another university) and obtain more than the number of credits required for graduation pursuant to the Undergraduate School Regulations.
2. The President shall, after consultation with the Faculty Council, approve graduation for students, based on their request, who have been enrolled for three years or longer and have acquired more than the number of credits required for graduation with excellent academic performance pursuant to the Undergraduate School's Regulations.

(Degrees)**Article 29**

1. The President shall confer a bachelor's degree upon a student who has graduated from the University.
2. Matters concerning the award of degrees shall be specified separately.

**Chapter 5: Leave of Absence, Reinstatement, Withdrawal, Removal from Register, and Re-admission
(Leave of Absence & Reinstatement)****Article 30**

1. Students who are unable to engage in their studies for three months or more due to illness, injury or other unavoidable reason may apply for leave of absence to gain approval from the President, which must be accompanied by required documents.
2. The President may order a leave of absence for students who are deemed unfit for study due to illness.
3. The maximum continuous period of leave of absence shall be one year. However, approval may be granted by the President for an extension of this period of up to one year on special grounds.
4. Leave of absence may not exceed three years in total.
5. Leave of absence periods shall not be counted in the period of enrollment in the University.
6. Students currently on leave of absence may return to school with the permission of the President when the reason for such leave is extinguished.
7. In addition to the provisions of the preceding paragraphs, matters necessary for leave of absence and reinstatement shall be specified separately.

(Withdrawal)**Article 31**

A student who intends to withdraw from the University shall obtain permission from the President.

(Removal from Register)**Article 32**

The President may, after consultation with the Faculty Council, remove students who fall under any of the following items from the register:

- (1) A person who has expired the maximum period of leave of absence prescribed in Article 30, Paragraph 4;
- (2) A person deemed difficult to complete the education program due to illness, etc.;
- (3) A person who have failed to pay tuition fees, etc. despite the University's repeated urging;
- (4) A person who has expired the prescribed maximum period of enrollment.

(Re-admission)**Article 33**

1. If students who fall under any of the following items apply for re-admission to the University, the President may, after consultation with the Faculty Council, approve pursuant to the provisions of Article 21 hereof:
 - (1) A person who has withdrawn from the University pursuant to the provisions of Article 31 hereof; or
 - (2) A person who has been removed from the register under any of the provisions of Paragraph 1 to 3 of the preceding Article.
2. In addition to the provisions of the preceding paragraphs, matters necessary for re-admission to the University shall be specified separately.

Chapter 6: Awards and Punishments

(Awards)

Article 34

The President may award those whose conduct as a student is deserving of award in consultation with the Education and Research Council.

(Punishments)

Article 35

1. The President shall, in consultation with the Education and Research Council, take disciplinary action against persons who have violated the University's Academic Rules and Regulations or any other relevant regulations, or who have behaved in a manner contrary to their obligations as students.
2. The types of disciplinary action shall be reprimand, suspension, and forced withdrawal.
3. Students who fall under any of the following items may be ordered to withdraw from the University:
 - (1) A person whose delinquent behavior is deemed difficult to improve;
 - (2) A person who it is deemed with justifiable grounds would find it difficult to complete the education program; or
 - (3) A person who disrupts the order at the University and fails to fulfill their first obligation as a student.
4. In addition to the provisions of the preceding three paragraphs, matters necessary for disciplinary action shall be specified separately.

Chapter 7: Student Dormitories

(Student Dormitories)

Article 36

1. The University has student dormitories.
2. Student dormitories are located in Gakuen Nishi-machi, Nishi-ku, Kobe City and Koto, Shingu-cho, Tatsuno City.
3. Matters relating to the student dormitories shall be specified separately.

Chapter 8: Non-degree Students, Etc.

(Non-degree Students)

Article 37

1. Persons who apply to take curriculum courses at the University may, following deliberation by the Faculty Council (following deliberation by both the Faculty Council and the Director of the University's Institute for Comprehensive Education, for students who apply to take General Courses), be permitted by the President to enroll as non-degree students. For screening criteria for non-degree students who apply to take General Courses, the Faculty Council shall consult with the Director of the University's Institute for Comprehensive Education.
2. In addition to the provisions of the preceding paragraph, matters relating to non-degree students shall be specified separately.

(Special Auditing Students)

Article 38

1. Persons enrolled in other universities, etc. who apply to take curriculum courses at the University based on agreements with other universities, etc. may, after consultation with the Faculty Council, be permitted by the President to enroll as special auditing students.
2. In addition to the provisions of the preceding paragraph, matters relating to special auditing students shall be specified separately.

(Auditing Students)

Article 39

1. Persons who apply to audit curriculum courses at the University may, following deliberation by the Faculty Council (following deliberation by both the Faculty Council and the Director of the University's Institute for Comprehensive Education, for students who apply to audit General Courses), be permitted by the President to enroll as non-degree students. For screening criteria for non-degree students who apply to audit General Courses, the Faculty Council shall consult with the Director of the University's Institute for Comprehensive Education.
2. In addition to the provisions of the preceding paragraph, matters relating to auditing students shall be specified separately.

(Research Students)

Article 40

1. Persons who apply to conduct research at the University on specific matters may, after consultation with the Faculty Council, be permitted by the President to engage in research as research students.

2. In addition to the provisions of the preceding paragraph, matters relating to research students shall be specified separately.

(Research Trainees)

Article 41

1. If universities or other organizations call on the University to accept their staff members for purpose of research on specific matters, such staff members may, after consultation with the Faculty Council, be permitted by the President to pursue research at the University as research trainees.
2. In addition to the provisions of the preceding paragraph, matters relating to research trainees shall be specified separately.

(Mutatis Mutandis Application)

Article 42

In addition to what is specified in this Chapter, necessary provisions of the University's Academic Rules and Regulations shall apply mutatis mutandis to non-degree students, special auditing students, auditing students, research students, and research trainees.

Chapter 9: International Students

(International Students)

Article 43

1. Foreign nationals who apply to be admitted to the University may, after consultation with the Faculty Council, be permitted by the President to enroll as international students.
2. In addition to what is specified in this Chapter, the necessary provisions of the University's Academic Rules and Regulations shall apply mutatis mutandis to international students.

Chapter 10: Lectures Open to the Public

(Lectures Open to the Public)

Article 44

Seminars and lectures open to the public may be offered at the University to facilitate broad public access to education and to enrich culture in the local community.

Chapter 11: Admission Fees, Tuition Fees, Etc.

(Admission Fees, Tuition Fees, Etc.)

Article 45

1. Matters relating to the amount and collection of entrance examination fees, admission fees, tuition fees, training fees, and fees to participate in lectures/seminars open to public (hereinafter comprehensively "tuition fees, etc.") shall be specified separately.
2. Students allowed to take a leave of absence may be exempted from paying tuition fees during their period of absence, as specified separately by the University.
3. Students who have special reasons may apply for full or partial tuition fee exemption, as specified separately by the University.

Chapter 12: Miscellaneous Provisions

(Complementary Provisions)

Article 46

Matters necessary to enforce these University's Academic Rules and Regulations shall be specified separately.

Supplementary Provisions

These University's Academic Rules and Regulations shall take effect on April 1, 2013.

Supplementary Provisions (Amended on February 4, 2015)

These University's Academic Rules and Regulations shall take effect on April 1, 2015.

Supplementary Provisions (Amended on February 12, 2015)

These University's Academic Rules and Regulations shall take effect on April 1, 2015.

Supplementary Provisions (Amended on September 30, 2015)

These University's Academic Rules and Regulations shall take effect on October 1, 2015.

Supplementary Provisions (Amended on May 11, 2016)

(Effective Date)

1. These University's Academic Rules and Regulations shall take effect on April 1, 2017.

(Transitional Measures)

2. Notwithstanding the provisions of Article 2, Paragraph 2, the enrollment quota and admission capacity from AY 2017 to AY 2019 of the Department of Human Science and Environment, the School of Human Science and Environment, and the Department of Nursing Art and Science, the College of Nursing Art and Science, as well as the total of the enrollment quota of all schools, and the enrollment quota and admission capacity for third year transfer students shall be as follows.

School	Department		AY 2017	AY 2018	AY 2019
School of Human Science and Environment	Department of Human Science and Environment (Food Science and Nutrition Course)	Enrollment quota	205	205	205
			(40)	(40)	(40)
		Enrollment quota for third year transfer students	—	—	—
			—	—	—
College of Nursing Art and Science	Department of Nursing Art and Science	Admission capacity	810	810	815
			(150)	(150)	(155)
		Enrollment quota	105	105	105
		Enrollment quota for third year transfer students	—	—	—
Total of Overall Enrollment Quota		Admission capacity	415	410	415
			1,267	1,267	1,267
		Enrollment quota for third year transfer students	—	—	—
		Admission capacity	5,053	5,048	5,058

Supplementary Provisions (Amended on December 5, 2018)
(Effective Date)

1. These University's Academic Rules and Regulations shall take effect on April 1, 2019.

(Transitional Measures)

2. Notwithstanding the provisions of Article 2, Paragraphs 1 and 2, the Department of International Economics and the Department of Applied Economics of the School of Economics, and the Department of Strategic Management and the Department of Business Creation of the School of Business Administration shall continue to exist until students of said Departments as of March 3, 2019 cease to be enrolled in said Departments.
3. Notwithstanding the provisions of Article 2, Paragraph 2, the admission capacity from AY 2019 to AY 2021 of the Department of International Economics and the Department of Applied Economics of the School of Economics, the Department of Strategic Management and the Department of Business Creation of the School of Business Administration, the Department of Economics and Management of the School of Economics and Management, and the Department of Social Information Science of the School of Social Information Science, as well as the total admission capacity of all schools shall be as follows.

School	Department	Admission Capacity		
		AY 2019	AY 2020	AY 2021
School of Economics	Department of International Economics	300	200	100
	Department of Applied Economics	300	200	100
School of Business Administration	Department of Strategic Management	390	260	130
	Department of Business Creation	300	200	100
School of Economics and Management	Department of Economics and Management	360	720	1,080
School of Social Information Science	Department of Social Information Science	100	200	300
Total of Overall Admission Capacity		5,088	5,128	5,158

Supplementary Provisions (Amended on January 9, 2019)
(Effective Date)

1. These University's Academic Rules and Regulations shall take effect on April 1, 2019.

(Transitional Measures)

2. With regard to the curriculum course and course methods, notwithstanding the provisions of Article 10, Paragraph 3, the provisions then in force shall remain applicable to students who entered in AY 2018 or before.
3. With regard to academic grades, notwithstanding the provisions of Article 13, Paragraph 1, the provisions then in force shall remain applicable to students who entered in AY 2018 or before.

Supplementary Provisions (Amended on February 5, 2020)
(Effective Date)

These University's Academic Rules and Regulations shall take effect on April 1, 2020.

Supplementary Provisions (Amended on December 2, 2020)
(Effective Date)

These University's Academic Rules and Regulations shall take effect on April 1, 2021.

2. Academic Rules and Regulations of the School of Economics and Management

(Purpose)

Article 1

These Regulations shall define necessary matters relating to the curriculum, course registration etc. of the School of Economics and Management, the University of Hyogo (hereinafter “the School”), based on the Academic Rules and Regulations of the University of Hyogo (the Academic Rules and Regulations of Public University Corporation, the University of Hyogo (No. 75 of 2013); hereinafter “University Rules”).

(Exclusive Prerogative)

Article 2

With regard to matters that may be approved by Dean of the School of Economics and Management (hereinafter “the Dean”) on his/her own authority under Article 4 of the University’s Rules of the Internal Approval Systems (Academic Rules and Regulations of Public University Corporation, the University of Hyogo, No. 6 of 2013), the Dean shall have the right to grant permission or make a decision in these Regulations.

(Education and Research Purposes)

Article 3

The educational purpose of the School shall be to develop excellent human resources who can play an active role in society: specifically those equipped with the ability to flexibly respond to the ever-changing social environment with the advancement of globalization and innovation; with the independence and a high level of moral judgement necessary to bring about changes to society; interdisciplinary knowledge, including that in economics and business administration; and high ability required for analysis, communication and problem solving. The School shall also aim to promote research in economics, business administration and related fields.

(Courses and Education Program)

Article 4

1. The Department of Economics and Management as specified in Article 2, Paragraph 2 of the University Rules shall have the following Courses and Education Programs.

Course	Education Program
Economics Course	Economic Theory/Policy Program
	Finance Program
Business Administration Course	Social Innovation Program
	Management Program
Global Business Course	Global Business Program

2. Students other than those enrolled in the Global Business Course must choose a Course and an Education Program in the last half of their second year.
3. Students other than those enrolled in the Global Business Course must notify the division responsible for academic affairs of which course and program they wish to take by the designated date of the first half of their second year.
4. In courses and educational programs other than the Global Business Course, the number of students may be adjusted when necessary.
5. Students enrolled in the Global Business Course, in principle, shall live in the student dormitory located at Gakuen Nishi-machi, Nishi-ku, Kobe City as specified in Article 36 of the University Rules (hereinafter “International Student Dormitory”) during the period designated by the Dean.
6. Necessary matters relating to the International Student Dormitory prescribed in the preceding paragraph shall be specified separately.

(Timing of Admission)

Article 5

The timing of Admission as stipulated in Article 18 of the University Rules shall be as follows.

Course	Timing of Admission
Economics Course	April
Business Administration Course	April
Global Business Course	April
	September

(Curriculum Courses)

Article 6

The School's curriculum courses consist of General Courses and Major Courses.

(General Courses)

Article 7

1. Curriculum courses, credit numbers and other matters relating to registration for General Courses offered in the Economics Course and the Business Administration shall be as specified in Appendix 1.
2. Curriculum courses, credit numbers and other matters relating to registration for General Courses offered in the Global Business Course shall be as specified in Appendix 2.
3. Students enrolled in the Global Business Course may take Liberal Arts—excluding courses that may be taken only by Economics Course and Business Administration Course students—from among the General Courses offered in the Economics Course and the Business Administration Course specified in Appendix 1. In such a case, students must submit a Request for Registration of General Courses (Japanese) to the division responsible for academic affairs. The credits earned, however, shall not be counted in those required for graduation.

(Major Courses)

Article 8

1. Curriculum courses, credit numbers and other matters relating to registration for Major Courses offered in the Economics Course and the Business Administration shall be as specified in Appendix 3.
2. Curriculum courses, credit numbers and other matters relating to registration for Major Courses offered in the Global Business Course shall be as specified in Appendix 4.
3. Students enrolled in the Economics Course or the Business Administration Course (including students whose course has not been determined yet) may take Introductory, Intermediate, and Advanced—excluding courses that may be taken only by Global Business Course students—from among Major Courses offered in the Global Business Course specified in Appendix 4. The credits earned for the following curriculum courses shall be counted in those required for graduation.
 - (1) Credits for Introductory and Intermediate shall be counted in those required for graduation, as elective courses in the category specified in Appendix 3.
 - (2) Credits for Advanced shall be counted in those required for graduation, as courses for other Courses specified in Appendix 3.
4. Students enrolled in the Global Business Course may take Introductory, Intermediate, and Advanced from among the Major Courses offered in the Economics Course and the Business Administration Course specified in Appendix 3. In such a case, students must submit a Request for Registration of Major Courses (Japanese) to the division responsible for academic affairs. The credits earned, however, shall not be counted in those required for graduation.
5. All of the Economics Course, the Business Administration Course, and the Global Business Course may offer a special lecture/seminar for which one or two credits are awarded, as necessary. Special lectures/seminars offered with different titles shall be regarded as different and independent courses.

(Credit Calculation Methods)

Article 9

1. For the calculation of credits for Major Courses as specified in Article 11, Paragraph 1, Item (1) and (2) of the University Rules, the following standards shall be used:
 - (1) One credit shall be granted for a 15-hour lecture or seminar course.
 - (2) One credit shall be granted for a 30-hour course involving practical work or skills training.
2. In the case of courses that are offered using a combination of two or more of the methods of lecture, seminar, practical training or skills training, pursuant to the provisions of Article 11, Paragraph 1, Item (3) of the University Rules, one credit shall be awarded for the number of course hours determined, depending on the combination of methods used and taking account of the standards prescribed in the preceding paragraph.

(Course Registration and Cancellation)

Article 10

1. Students must determine which courses to take and complete registration procedures within a designated period of time.
2. Students may cancel a registered course during the designated registration cancellation period. However, this cannot be applied to compulsory courses.
3. Students are not allowed to register for courses which they have already taken and earned credits for.

4. Students shall be allowed to register for a maximum of 24 credits per semester. However, courses that are deemed necessary from an educational perspective shall not be included in the maximum number of credits allowed per semester.
5. Students in the fourth year or above are required to register for courses based on the registration guidance given by their supervisors.
6. Notwithstanding the provisions of Paragraph 4, the maximum number of credits that can be registered for per semester of the second or third year can be interpreted as 28 credits for students who have achieved excellent academic performance and are permitted by the Dean to do so as a special exception.
7. The standards regarding the permission by the Dean as specified in the preceding paragraph shall be prescribed separately.

(Courses Offered in Other Schools)

Article 11

1. Students who wish to take courses offered in other schools must obtain permission from the Dean by submitting a Request for Registration of Courses Offered in Other Schools to the division responsible for academic affairs by the designated date. However, this does not apply to Economics Course or Business Administration Course students (including students whose course has not been determined yet) who wish to take courses offered in the School of Social Information Science – except courses exclusively for students enrolled in the School of Social Information Science.
2. When granting the permission set forth in the preceding paragraph, the Dean shall consult with the Dean of the relevant School.
3. When the Dean considers it appropriate, the courses completed pursuant to the provisions of Paragraph 1 may be counted in the credits required for graduation, after consultation with the Faculty Council.

(Approval of Credits Earned in Other Universities, Etc.)

Article 12

1. When judged educationally beneficial by the Dean, students may be allowed to take curriculum courses offered at other universities (excluding junior colleges; the same applies hereinafter), junior colleges, technical colleges or other institution specified separately (hereinafter “universities, etc.”) based on agreements concluded between the University and those institutions, after consultation with the Faculty Council.
2. Credits earned in subjects taken pursuant to the provisions of the preceding paragraph may be approved as credits for courses offered by the University, up to a maximum of 60 credits.
3. For students enrolled in the Economics Course or the Business Administration Course (including students whose course has not been determined yet), the number of credits granted pursuant to the provisions of the preceding two paragraphs may be counted in those required for graduation as stipulated in Appendixes 1 and 3. For Global Business Course students, they may be counted in those required for graduation as stipulated in Appendixes 2 and 4.

(Approval of Credits Earned before Admission)

Article 13

1. When judged educationally beneficial by the Dean, credits earned by students for courses completed in other universities, etc. prior to admission to the University may be deemed to have been earned by completing the School’s curriculum courses after enrollment in the School, after consultation with the Faculty Council.
2. The number of credits which may be deemed earned or conferred pursuant to the preceding paragraph shall not exceed 60 when combined with the number of credits deemed earned in the University pursuant to Paragraph 2 of the preceding article.
3. For students enrolled in the Economics Course or the Business Administration Course (including students whose course has not been determined yet), the number of credits granted pursuant to the provisions of the preceding two paragraphs may be counted in those required for graduation as stipulated in Appendixes 1 and 3. For Global Business Course students, they may be counted in those required for graduation as stipulated in Appendixes 2 and 4.
4. Students who wish to seek approval for credits earned before admission must submit a Request for Approval of Credits Earned before Admission to the division responsible for academic affairs by the designated date.

(Transfer to Another School)

Article 14

1. The Dean may permit students who wish to transfer to another School to do so after consultation with the Faculty Council.
2. When granting the permission set forth in the preceding paragraph, the Dean shall consult with the Dean of the relevant School.

3. Students enrolled in the School who wish to transfer to another School must submit a Request for Approval to Transfer to Another School to the division responsible for academic affairs by the designated date.

(Eligibility for Transfer to Another School, Enrollment Level and Credits Earned before Transfer)

Article 15

1. The Dean may permit students who wish to transfer to the School from another School to do so after consultation with the Faculty Council.
2. Students who wish to transfer to the School from another School must have earned 40 credits or more in the School they are enrolled in.
3. The Dean shall, after consultation with the Faculty Council, make a decision regarding the enrollment level of the students who have been permitted to transfer to the School and the acceptance of the credits earned before their transfer.

(Change of Course / Education Program)

Article 16

(Omitted)

(Examinations)

Article 17

1. Examinations shall, in principle, be used to evaluate students' learning results. However, other methods may be used when it is deemed appropriate by the Dean.
2. Students shall not be allowed to sit an exam for other courses than those they are registered for.
3. In "Thesis Seminar II," students enrolled in the Economics Course or the Business Administration Course shall be assessed through their bachelor's theses, and for Global Business Course students, graduation research presentation and an oral examination. Timetables and procedures for the submission of a bachelor's thesis and the presentation of graduation research shall be specified separately.

(Assessment of Academic Performance)

Article 18

1. Students shall be assessed comprehensively based on their examination results and in-class performance, according to the following criteria:
 - (1) Academic performance is assessed on a 0-100 point scale, with the minimum pass mark being 60.
 - (2) The prescribed number of credits is conferred on those who have successfully completed a course.
 - (3) The academic result of the course successfully completed is shown in the form the four-level letter grades of "S," "A," "B," or "C," according to the following grading system.

Letter Grade	Marks	Definition
S	90 points or higher	The course goal has been fully achieved with excellent performance.
A	80-89 points	The course goal has been fully achieved with very good performance.
B	70-79 points	The course goal has been achieved.
C	60-69 points	The minimum course goal has been achieved.

2. Successfully completed courses shall not be reassessed.
3. Students shall not be entitled to gain credits for a course offered during their leave of absence.
4. The assessment of the courses specified in Articles 12 and 13 shall be indicated by approval.

(Eligibility Requirements for Registering for Project Seminars)

Article 19

1. Students who enter in April who wish to take "Project Seminar I" must be enrolled in the School at least six months.
2. Students who enter in April who wish to take "Project Seminar II" must be enrolled in the School at least one year (at least six months for students who enter in September) and have completed "Project Seminar I."

(Eligibility Requirements for Registering for Research Seminars)

Article 20

1. Students who enter in April who wish to take "Research Seminar I" must be enrolled in the School at least one and a half years (at least one year for students who enter in September) and have completed "Basic Seminar."
2. Students who enter in April who wish to take "Research Seminar II" must be enrolled in the School at least two years (at least one and a half years for students who enter in September) and have completed "Research Seminar I."

3. Students who enter in April who wish to take "Research Seminar III" must be enrolled in the School at least two and a half years (at least two years for students who enter in September) and have completed "Research Seminar II."
4. With regard to the enrollment period of transfer students to the School, the Dean may permit the period of enrollment prior to transfer to be included in the eligibility requirements for registering for seminars prescribed in the preceding three paragraphs, after consultation with the Faculty Council.

(Eligibility Requirements for Registering for Thesis Seminars)

Article 21

1. Students who enter in April who wish to take "Thesis Seminar I" must be enrolled in the School at least three years (at least two and a half years for students who enter in September) and have completed "Research Seminar III."
2. Students who enter in April who wish to take "Thesis Seminar II" must be enrolled in the School at least three and a half years (at least three years for students who enter in September) and have completed "Thesis Seminar I."
3. With regard to the enrollment period of transfer students to the School, the Dean may permit the period of enrollment prior to transfer to be included in the eligibility requirements for registering for seminars prescribed in the preceding two paragraphs, after consultation with the Faculty Council.

(Replacement of Thesis Seminars)

Article 22

1. Notwithstanding the provisions of Article 17, Paragraph 3, where any special circumstances are deemed to exist, students enrolled in the Economics Course or the Business Administration Course may replace "Graduation Seminar I" and "Graduation Seminar II" with "6 credits from Major Courses" respectively. When "Graduation Seminar I" is replaced, "Graduation Seminar II" must also be replaced.
2. Students who wish to replace "Graduation Seminar I" and "Graduation Seminar II" with "6 credits from Major Courses" respectively must have gained the credits for "Research Seminar III" and, with the approval of their supervisors, must submit a Request for Approval to the division responsible for academic affairs by the designated date. In such a case, students may use six credits or more from Major Courses as substitute courses, from among those designated by their supervisors. Where any special circumstances are deemed to exist, a Request for Approval may be submitted by their supervisors.
3. Where any special circumstances are deemed to exist, students who have earned the credits for Graduation Seminar I" may replace "Graduation Seminar II" with "six credits from Major Courses."
4. Students who wish to replace "Graduation Seminar II" with "six credits from Major Courses must obtain approval from their supervisors and submit a Request for Approval to the division responsible for academic affairs. In such a case, students may use six credits or more from Major Courses as substitute courses, from among those designated by their supervisors. Where any special circumstances are deemed to exist, a Request for Approval may be submitted by their supervisors.
5. Necessary matters relating to procedures for replacement of Graduation Seminars set forth in the preceding four paragraphs shall be specified separately.

(Approval of Graduation)

Article 23

1. Students who have earned a total of 124 credits or more for completion of the School's education curriculum shall be approved for graduation. For students enrolled in the Economics Course or the Business Administration Course, the credits must include the credits required for graduation specified in Appendixes 1 and 3; and for completion of the Global Business Course, the credits required for graduation specified in Appendixes 2 and 4.
2. The Dean shall, after consultation with the Faculty Council, approve graduation for students (hereinafter "Early Graduation"), based on their request, who have been enrolled for three years or longer and have acquired more than the number of credits required for graduation prescribed in the preceding paragraph with excellent academic performance.
3. Necessary matters relating to early graduation prescribed in the preceding paragraph shall be specified separately.

(Replacement of Semester Names and Course Titles)

Article 24

(Omitted)

(Delegation to Other Regulations)

Article 25

In addition to what is prescribed in these Regulations, academic affairs shall be specified in the School's other regulations.

Supplementary Provisions**(Effective Date)**

These Regulations shall take effect on April 1, 2019.

Supplementary Provisions (Amended on March 19, 2020)**(Effective Date)**

1. These Regulations shall take effect on April 1, 2020.
2. Article 4, Paragraph 5 and 6 also apply to students who entered in 2019.

(Transitional measures)

3. With regard to students who entered in 2019, the previous Regulations shall remain applicable, regardless of the revised Regulations of Appendix 1. However, "Introduction to Global Project (Overseas)" will be replaced by "Global Overseas Studies Practicum" in the "Minor Courses (Global Leader Education Program)" in the revised Regulations of Appendix 1.
4. Students who entered in 2019 may take the following courses as General Courses.

(Omitted)

Supplementary Provisions (Amended on March 19, 2021)**(Effective Date)**

1. These Regulations shall take effect on April 1, 2021.

(Transitional measures)

2. (Omitted)
3. (Omitted)

Supplementary Provisions (Amended on June 6, 2021)

These Regulations shall take effect on June 6, 2021, and are applicable on April 1, 2021.

Supplementary Provisions (Amended on March 19, 2021)**(Effective Date)**

1. These Regulations shall take effect on April 1, 2021.

(Transitional measures)

2. (Omitted)
3. With regard to students who entered before 2021, the previous Regulations of Appendix 2, "Introductions to Data Science" shall remain applicable.

Appendix 1 (Related to Article 7 hereof)
Economics Course / Business Administration Course
(Omitted)

Appendix 2 (Related to Article 7 hereof)
Global Business Course
General Courses

		Course titles	Eligible year	Compulsory /Elective	Credits	Remarks						
Career Planning		Basic Seminar	1・2・3・4	Compulsory	2	2 credits required						
		Introduction to Career Design	1・2・3・4	Elective	2							
Academic Skills for the Age of Globalization		[core English courses] <u>For students who enter in April</u> Reading and Discussion 1 Reading and Discussion 2 Listening and Speaking 1 Listening and Speaking 2 Writing 1 Writing 2	1・2・3・4 1・2・3・4 1・2・3・4 1・2・3・4 1・2・3・4 1・2・3・4	Compulsory	1 1 1 1 1 1	6 credits required						
		[core Japanese courses] <u>For students who enter in September</u> Japanese Reading and Discussion 1 Japanese Reading and Discussion 2 Japanese Listening and Speaking 1 Japanese Listening and Speaking 2 Japanese Writing 1 Japanese Writing 2	1・2・3・4 1・2・3・4 1・2・3・4 1・2・3・4 1・2・3・4 1・2・3・4		Compulsory		1 1 1 1 1 1					
		[Elective English] TOEIC English 1 TOEIC English 2 TOEFL English 1 TOEFL English 2 Intensive English (TOEIC) 1 Intensive English (TOEIC) 2 Intensive English (TOEIC) 3 Intensive English (TOEFL) Presenting Japan to the World 1 Presenting Japan to the World 2	2・3・4 2・3・4 2・3・4 2・3・4 2・3・4 2・3・4 2・3・4 2・3・4 2・3・4 2・3・4				Elective	1 1 1 1 1 1 1 1 1 1				
		Chinese1 Chinese 2 French 1 French 2 German 1 German 2 Spanish 1 Spanish 2 Korean 1 Korean 2 Japanese (Language and Culture) 1 Japanese (Language and Culture) 2	1・2・3・4 1・2・3・4 1・2・3・4 1・2・3・4 1・2・3・4 1・2・3・4 1・2・3・4 1・2・3・4 1・2・3・4 1・2・3・4 1・2・3・4 1・2・3・4					Elective	1 1 1 1 1 1 1 1 1 1 1 1	Students must obtain 2 credits by selecting one pair of Foreign Language courses. Note that Japanese (Language and Culture) is exclusively available to students who entered in September.		
		Introduction to Data Science	1・2・3・4						Compulsory		2	2 credits required

		Course titles	Eligible year	Compulsory /Elective	Credits	Remarks			
Liberal Arts	Humanities	World Literature	1 • 2 • 3 • 4	Elective	2	Students must obtain 6 or more credits.			
		Japanese Literature	1 • 2 • 3 • 4		2				
		Cultural Anthropology	1 • 2 • 3 • 4		2				
		Law	1 • 2 • 3 • 4		2				
		Sociology	1 • 2 • 3 • 4		2				
		Gender Studies	1 • 2 • 3 • 4		2				
		Nature and Life	1 • 2 • 3 • 4		2				
		Statistics	1 • 2 • 3 • 4		2				
		Health and Physical Education 1	1 • 2 • 3 • 4		1				
		Health and Physical Education 2	1 • 2 • 3 • 4		1				
	Special Subjects for University of Hyogo	Introduction to Regional Project	1 • 2 • 3 • 4	Elective	2	Students must obtain 4 or more credits.			
		Introduction to Community Planner	1 • 2 • 3 • 4		2				
		Comparative Culture	1 • 2 • 3 • 4		2				
		History of Japanese Thought	1 • 2 • 3 • 4		2				
		Disaster Resilience and Social Innovation	1 • 2 • 3 • 4		2				
		Combined number of credits for elective courses with no required credit number set and those for elective courses that exceed the credit number required					6 or more		
		Credits required for graduation					28 or more		

Underlined numbers in the “eligible year” section indicate recommended year levels.

* indicates curriculum courses offered only to Global Business Course students.

Appendix 3 (Related to Article 8 hereof)
Economics Course / Business Administration Course
(Omitted)

Appendix 4 (Related to Article 8 hereof)

Global Business Course

Major Courses

	Course titles	Eligible year	Compulsory /Elective	Credits	Remarks
Introductory	Introductory Microeconomics	1・2・3・4	Compulsory	2	14 credits required
	Introductory Macroeconomics	1・2・3・4		2	
	Introductory Management	1・2・3・4		2	
	Introductory Accounting	1・2・3・4		2	
	<u>For students who enter in April</u> Overseas Language Program	1・2・3・4		6	*
	<u>For students who enter in September</u> Program to Experience Japan	1・2・3・4		6	*
	Introductory Statistics for Economics	1・2・3・4	Elective	2	Students must obtain 4 or more credits.
	Introductory Marketing	1・2・3・4		2	
	English for Specific Purposes I	1・2・3・4		2	
	English for Specific Purposes II	1・2・3・4		2	
	Advanced Global Communication I	2・3・4		2	
	Advanced Global Communication II	2・3・4		2	
	Current Issues in English	1・2・3・4		2	
	English for International Careers	1・2・3・4		2	
	English for Studying Abroad	1・2・3・4		2	
	<u>For students who enter in April</u> English Seminar	1・2・3・4		2	*
	<u>For students who enter in September</u> Japanese for Exploring Japan	1・2・3・4		2	*
	Practical Japanese I	2・3・4		2	
	Practical Japanese II	2・3・4		2	
	Japanese Communication I	2・3・4		2	
	Japanese Communication II	2・3・4		2	
Intermediate	Microeconomics I	1・2・3・4	Compulsory	2	12 credits required
	Microeconomics II	1・2・3・4		2	
	Macroeconomics I	1・2・3・4		2	
	Macroeconomics II	1・2・3・4		2	
	Bookkeeping I	1・2・3・4		2	
	Bookkeeping II	1・2・3・4		2	
	Econometrics	2・3・4	Elective	2	Students must obtain 16 or more credits.
	Economic Policy	1・2・3・4		2	
	Corporate Strategy	1・2・3・4		2	
	Organization Theory	1・2・3・4		2	
	International Business	1・2・3・4		2	
	International Law	1・2・3・4		2	
	Human Resources Management	1・2・3・4		2	
	Japanese Culture	1・2・3・4		2	
	Japanese Society	1・2・3・4		2	
	Intercultural Communication	1・2・3・4		2	
	<u>For students who enter in April</u> Business English	1・2・3・4		2	*

	Course titles	Eligible year	Compulsory /Elective	Credits	Remarks
Advanced	Intermediate Microeconomics	2・3・4	Elective	2	Students must obtain 28 or more credits.
	Intermediate Macroeconomics	2・3・4		2	
	Applied Economics	2・3・4		2	
	Public Economics	2・3・4		2	
	Public Finance	2・3・4		2	
	Ecological Economics	2・3・4		2	
	Environmental Economics	2・3・4		2	
	Economic Geography	2・3・4		2	
	Labour Economics	2・3・4		2	
	Economic Development	2・3・4		2	
	Money and Finance	2・3・4		2	
	Health and Welfare	2・3・4		2	
	Global Economy	2・3・4		2	
	International Economics	2・3・4		2	
	Economic History	2・3・4		2	
	Strategic Management	2・3・4		2	
	Organizational Behavior	2・3・4		2	
	Organizational Development	2・3・4		2	
	International Marketing	2・3・4		2	
	Multinational Enterprises	2・3・4		2	
	Manufacturing Management	2・3・4		2	
	Studies of Entrepreneur	2・3・4		2	
	Community Business	2・3・4		2	
	Consumer Behavior	2・3・4		2	
	Consumer Culture	2・3・4		2	
	International Accounting	2・3・4		2	
	Social Analysis on Globalization	2・3・4		2	
	Sociolinguistics for Global Business	2・3・4		2	
	Global Asia	2・3・4		2	
	Global Europe	2・3・4		2	
	Communication for Global Business I	2・3・4		2	
	Communication for Global Business II	2・3・4		2	
	<u>For students who enter in September</u>				
	JLPT Japanese I	1・2・3・4		2	*
	JLPT Japanese II	2・3・4		2	*
	JLPT Japanese III	2・3・4		2	*
	JLPT Japanese IV	2・3・4		2	*
	Business Japanese I	2・3・4		2	*
	Business Japanese II	2・3・4		2	*
	Japanese Academic Writing	2・3・4		2	*
	Special Topics	2・3・4		2	

	Course titles	Eligible year	Compulsory /Elective	Credits	Remarks
Seminars	<u>For students who enter in April</u>				14 credits required
	Project Seminar I	<u>1</u> • 2 • 3 • 4	Compulsory	2	
	Project Seminar II	<u>2</u> • 3 • 4		2	
	Research Seminar I	<u>2</u> • 3 • 4		2	
	Research Seminar II	<u>3</u> • 4		2	
	Research Seminar III	<u>3</u> • 4		2	
	Thesis Seminar I	4		2	
	Thesis Seminar II	4		2	
	<u>For students who enter in September</u>				
	Project Seminar I	<u>1</u> • 2 • 3 • 4	Compulsory	2	
	Project Seminar II	<u>1</u> • 2 • 3 • 4		2	
	Research Seminar I	<u>2</u> • 3 • 4		2	
	Research Seminar II	<u>2</u> • 3 • 4		2	
	Research Seminar III	<u>3</u> • 4		2	
	Thesis Seminar I	<u>3</u> • 4		2	
	Thesis Seminar II	4		2	
Credits required for graduation					88 or more credits
Combined number of credits for elective General Courses and Major Courses that exceed the credit number required					8 or more credits
Total credits required for graduation					124 or more credits

Underlined numbers in the “eligible year” section indicate recommended year levels.

* indicates curriculum courses offered only to Global Business Course students.

To register for “Project Seminar II,” students must have completed “Project Seminar I.”

To register for “Research Seminar I,” students must have completed “Basic Seminar.”

To register for “Research Seminar II,” students must have completed “Research Seminar I.”

To register for “Research Seminar III,” students must have completed “Research Seminar II.”

To register for “Thesis Seminar I,” students must have completed “Research Seminar III.”

To register for “Thesis Seminar II,” students must have completed “Thesis Seminar I.”

3. Regulations regarding Early Graduation of the School of Economics and Management

(Purpose)

Article 1

These Regulations shall provide for necessary matters concerning early graduation in the School of Economics and Management (hereinafter “the School”) pursuant to Article 23, Paragraph 3 of the Academic Rules and Regulations of the School of Economics and Management (hereinafter “School Regulations”).

(Timing of Early Graduation)

Article 2

Students eligible for early graduation may graduate from the University at the end of their third year.

(Requirements for Early Graduation)

Article 3

1. For early graduation, all the requirements listed in the following items must be satisfied.
 - (1) Be registered for early graduation;
 - (2) Have earned the necessary number of credits to graduate, as determined by the School, by the end of the third year;
 - (3) Have a cumulative GPA of 3.0 or higher by the end of the third year—which must be calculated by the formula prescribed in Article 5, Paragraph 3 of the University of Hyogo Guidelines for the GPA System;
 - (4) Intend to go on to graduate school or professional graduate school, and have already passed an entrance examination for the graduate school and completed the enrollment procedure;
 - (5) Have passed an interview conducted by the University’s Judging Committee for Early Graduation; and
 - (6) Have been recognized as a candidate for early graduation by the end of the second year.
2. Notwithstanding the previous paragraph, a student falling under any of the following items shall not be eligible for early graduation.
 - (1) A person who has been re-admitted to the School;
 - (2) A person who has transferred to the School from another School; or
 - (3) A person whose credits earned before admission have been approved by the School.
3. When students seeking early graduation fail to meet all the requirements for early graduation, they must remain in the School until the end of the fourth year despite having all the credits required for graduation specified in the School Regulations.

(Eligibility Requirements for Applying for Early Graduation)

Article 4

1. Students who enter in April and have satisfied all the requirements listed in the following items at the end of their second year may be eligible to undergo screening for eligibility for applying for early graduation.
 - (1) Have earned 88 credits or more from among the credits required for graduation at the end of the second year;
 - (2) Have a cumulative GPA of 3.0 or higher by the end of the second year.
 - (3) Have earned credits for Research Seminar I at the end of the second year.
2. Students who enter in September and have satisfied all the requirements listed in the following items by the end of their second year may be eligible to undergo screening for eligibility for applying for early graduation.
 - (1) Have earned 88 credits or more from among the credits required for graduation at the end of the second year;
 - (2) Have a cumulative GPA of 3.0 or higher at the end of the second year; and
 - (3) Have earned credits for “Research Seminar II” at the end of the second year.

(Application for Early Graduation and Recognition as a Candidate for Early Graduation)

Article 5

1. Students seeking early graduation must submit a Request for Recognition of Qualification to Apply for Early Graduation (Form No. 1) to the division responsible for academic affairs by the designated date of the second year.
2. Upon receipt of a request for recognition set forth in the preceding paragraph, the Dean shall, after consultation with the Faculty Council, notify a successful applicant of the screening results using the Notice for Recognition of Early Graduation Candidate form (Form No. 2), and notify an unsuccessful applicant of the screening results using the Notice of Results of Application for Early Graduation (Form 3).

(Special Measures regarding Curriculum Courses for Early Graduation Candidates)

Article 6

Notwithstanding the provisions of Article 21 of the School Regulations, students recognized as candidates for early graduation pursuant to the provisions of the preceding Article shall take courses as indicated in the following items:

- (1) Students enrolled in the Economics Course or the Business Administration Course shall take “Research Seminar II” and “Thesis Seminar I” in the same semester, and “Research Seminar III” and “Graduation Seminar II” in the same semester.
- (2) Global Business Course students who enter in April shall take “Research Seminar II” and “Thesis Seminar I” in the same semester, and “Research Seminar III” and “Thesis Seminar II” in the same semester.
- (3) Global Business Course students who enter in September shall take “Thesis Seminar I” and “Thesis Seminar II” in the same semester.

(Education Guidance)

Article 7

The Course in which an early graduation candidate is enrolled shall appropriately establish an education guidance system to support early graduation, under the leadership of the supervisors in charge of the seminar courses they register for.

(Withdrawal from Candidacy for Early Graduation)

Article 8

When circumstances compel him/her to withdraw from candidacy for early graduation, an early graduation candidate shall promptly submit a Notice to Withdraw from Candidacy for Early Graduation (Form No. 4) to the division responsible for academic affairs.

(Interview by Judging Committee for Early Graduation)

Article 9

1. The Judging Committee for Early Graduation shall hold an interview with an early graduation candidate in the prescribed timing of his/her third year to determine whether the student is eligible to be an early graduation candidate.
2. The Dean shall notify a successful candidate of the interview results specified in the preceding paragraph using a Notice for Recognition of Eligibility for Early Graduation (Form No. 5), and notify an unsuccessful candidate of the interview results using the Notice of Cancellation of Recognition as an Early Graduation Candidate (Form 6).

(Approval of Early Graduation)

Article 10

The Dean shall, after consultation with the Faculty Council, approve the early graduation of the early graduation candidate stipulated in the preceding Article.

(Auxiliary Provision)

Article 11

In addition to what is prescribed in these Regulations, necessary matters relating to early graduation shall be specified separately.

Supplementary Provisions

These Regulations shall take effect on April 1, 2019.

Supplementary Provisions (Amended on March 19, 2021)

These Regulations shall take effect on March 19, 2021, and are applicable after April 1, 2019.

4. School of Economics and Management Regulation for Early Enrollment in Graduate School Courses

(Purpose)

Article 1.

This Regulation prescribes the matters necessary for student(s) (hereinafter, "Student(s)") studying in the School of Economics and Management, University of Hyogo (hereinafter, the "School"), to enroll in courses of a graduate school (hereinafter, "Graduate School") of the University of Hyogo (hereinafter, "Early Enrollment"), in accordance with the provisions of Article 25 of the School of Economics and Management Regulation (School of Economics and Management, University of Hyogo, Regulation No. 1; hereinafter the "School of Economics and Management Regulation").

(Objective of Early Enrollment)

Article 2.

The objective of Early Enrollment is to provide Students who wish to enter a Graduate School with an opportunity to take courses of the Graduate School and to promote cooperation in education and research between the School and Graduate School.

(Requirements for Application for Becoming Early Enrollment Students)

Article 3.

Students who are eligible to apply for becoming Early Enrollment students of a Graduate School shall fall under any of the following items:

- (1) A person has been studying at the School for at least three years and wishes to enter a Graduate School. In this case, the total GPA calculated by the formula stipulated in Article 5, Paragraph 3 of the University of Hyogo GPA System Guidelines shall be 3.0 or higher at the time of application for Early Enrollment.
- (2) A person is approved as an early graduation candidate.

(Application and Permission for Early Enrollment)

Article 4.

Students who seek Early Enrollment shall submit an Early Enrollment application form to the Dean of the School of Economics and Management (hereinafter, the "Dean") at least one month prior to the beginning of the semester in which they intend to take courses.

2. When it is deemed that a Student falls under Item (1) or (2) of the preceding Article, the Dean shall recommend him/her to the dean of a Graduate School along with a document showing the Student's academic results after hearing the opinions of the faculty council.

3. When Early Enrollment of a recommended Student is approved by a Graduate School, the Dean shall promptly notify the said Student.

4. The number of credits for courses in which Early Enrollment is approved under the preceding paragraph shall not be subject to the upper limit of credits prescribed in Article 10, Paragraph 4 of the School of Economics and Management Regulation.

(Handling of Credits for Courses Taken)

Article 5.

Credits acquired through Early Enrollment shall not be included in the credits required for graduation from the School but shall be deemed as credits acquired at a Graduate School after admission to the Graduate School.

(Auxiliary Provisions)

Article 6.

In addition to what is prescribed in this Regulation, matters necessary for Early Enrollment shall be specified separately.

Supplementary Provisions

This Regulation shall take effect on April 1, 2021.

5.
(Omitted)

6. University of Hyogo Guidelines for the GPA System

(Purport)

Article 1

These Guidelines shall provide for necessary matters relating to the GPA (Grade Point Average) System of the University of Hyogo (hereinafter “the University”).

(Purpose)

Article 2

The purpose of the University’s GPA system shall be to enhance students’ motivation to study and help instructors to provide specific guidance/advice by making study progress and results clear, and to enhance the quality of learning by promoting objective and transparent student assessment.

(Types of GPA and GPA Implementation)

Article 3

There shall be two types of GPA: University-wide GPA, which is a standardized tool implemented on a University-wide basis, and GPA for undergraduate schools and graduate schools (hereinafter “GPA for Schools, etc.”), which is implemented by undergraduate schools and graduate schools (hereinafter “Schools, etc.”) on an individual basis.

2. In principle, the GPA System shall be implemented according to these Guidelines.

3. The Deans of Undergraduate Schools and Graduate Schools may, after consultation with the Faculty Council, prescribe the GPA for the Schools, etc. in light of the uniqueness of each undergraduate/graduate school, to the extent that it is not contrary to the purport and purpose of these Guidelines; provided, however, that the GPs specified in Article 4 hereof may not be specified separately.

(GP)

Article 4

GPs (Grade Points) corresponding to letter grade evaluation, as stipulated in Undergraduate School/Graduate School Regulations pursuant to the University’s Academic Rules and Regulations, shall be as provided for in the table below.

Grade Evaluation		GP
Five-letter grade	Score	
S	100-90	4.0
A	89-80	3.0
B	79-70	2.0
C	69-60	1.0
D	59-0	0.0

(GPA Calculation Method)

Article 5

The GPA as an index of academic performance during a particular semester (hereinafter “Semester GPA”), the GPA as an index of academic performance during a particular year (hereinafter “Year GPA”), and the GPA as an index of academic performance during the entire enrollment period (hereinafter “Cumulative GPA”) shall be calculated using the following formulas. In the calculation results, numbers beyond the second decimal point shall be truncated.

2. Semester GPA formula

The Semester GPA shall be calculated by the following formula:

$$\text{Semester GPA} = \frac{\text{Total sum of [GP of each course evaluated for the semester and counted toward graduation requirements} \times \text{the number of credits for each course]}}{\text{Total credits for the courses evaluated for the semester and counted toward graduation requirements}}$$

3. Year GPA formula

The Year GPA shall be calculated by the following formula:

$$\text{Semester GPA} = \frac{\text{Total sum of [GP of each course evaluated for the academic year and counted toward graduation requirements} \times \text{the number of credits for each course]}}{\text{Total credits for the courses evaluated for the academic year and counted toward graduation requirements}}$$

4. Cumulative GPA formula

The Cumulative GPA shall be calculated by the following formula:

$$\text{Cumulative GPA} = \frac{\text{Total sum of [GP of each course evaluated during the entire enrollment period and counted toward graduation requirements} \times \text{the number of credits for each course]}}{\text{Total credits for the courses evaluated for the entire enrollment period and counted toward graduation requirements}}$$

(Courses Affecting the GPA)

Article 6

Courses that affect the GPA are courses evaluated with a five-letter grade or score that are also a part of the graduation requirement.

2. Notwithstanding the provisions of the preceding paragraph, courses for which students have requested cancellation of registration during the course registration cancellation period prescribed by the School, etc. may not be included in the courses that affect the Semester GPA and the Cumulative GPA.
3. The School, etc. may separately prescribe courses that cannot be canceled during the course registration cancellation period set forth in the preceding paragraph, for educational reasons.

(Handling of Repeated Courses)

Article 7

When a student receives a “D” or less than 60 points for a course and then repeats the course, the previous grade or points he/she received for the course, regardless of the evaluation received in the repeated course, shall be included in the courses that affect the GPA.

(Indication on the Academic Transcript)

Article 8

The Semester GPA and the Cumulative GPA shall, in principle, not be indicated on the academic transcript. However, this does not apply where the indication of the GPA is requested by the institution receiving the academic transcript for purposes of study abroad programs, etc.

(Rigor in Grade Evaluation)

Article 9

The School, etc. shall make coordinated efforts to promote appropriate evaluation of curriculum courses to ensure proper implementation of the GPA system.

(Miscellaneous Provisions)

Article 10

In addition to what is specified in these Guidelines, necessary matters relating to the GPA system shall be separately stipulated by the Education and Research Council after deliberation by the Council for Promotion of University-Wide Education of the University’s Institute for Comprehensive Education.

Supplementary Provisions

(Effective Date)

1. These Guidelines shall take effect on April 1, 2019.

(Transitional Measures)

The provisions then in force shall remain applicable to students who entered in AY 2018 or before.

Supplementary Provisions

These Guidelines shall take effect on April 1, 2020.

7. Guidelines for Confirmation of and Appeal against Academic Results

(Purpose)

Article 1.

These Guidelines prescribe the matters necessary for student(s) studying in the bachelor's, master's, doctoral, or professional degree programs of the University (hereinafter, "Student(s)") to confirm or appeal their academic results of any courses they take.

(Dissemination)

Article 2.

Each School and Graduate School (hereinafter, "School(s), etc.") shall disseminate these Guidelines to Students through course guides, syllabuses or the like.

(Confirmation of Academic Results)

Article 3.

When there are any matters that need to be confirmed, such as the reason for the academic assessment, Students may confirm with the teacher in charge of the relevant course (hereinafter, "Teacher in Charge") by any of the following methods:

(1) Courses open to all students, specialized fundamental courses (related specialized courses), specialized courses, courses for teaching profession, and courses taken at Graduate Schools (hereinafter, "Graduate School Courses")

(i) Confirm directly with the Teacher in Charge.

(ii) Confirm by submitting the separately designated "Academic Results Confirmation Form" (hereinafter, the "Confirmation Form") to the Teacher in Charge through the department responsible for academic affairs (hereinafter, the "Responsible Department") of the Schools, etc to which Students belong.

(2) Courses that can be taken only by Students who enroll in sub-major courses that are not classified as courses open to all students, specialized fundamental courses (related specialized courses) or specialized courses (hereinafter, "Sub-Major Courses")

Confirm by submitting the Confirmation Form to the Teacher in Charge through the organization operating the sub-major course.

2. A Teacher in Charge who has received a request for confirmation from a Student pursuant to Item (1) of the preceding paragraph shall directly reply to the said Student with the confirmation results.

3. A Teacher in Charge who has received a Confirmation Form from a Student through a Responsible Department or an organization operating a sub-major course pursuant to Paragraph 1, Item (1) (ii) and Paragraph 1, Item (2) shall reply to the said Student with the confirmation results using the Confirmation Form through the Responsible Department or the organization operating the sub-major course.

4. Regarding the reply set forth in the preceding paragraph, the Teacher in Charge may, at his/her discretion, directly reply to the said Student with the confirmation results. In this case, the Teacher in Charge shall notify the Responsible Department or the organization operating the sub-major course of the details of the reply and the date of reply.

(Period for Acceptance of Confirmation Request)

Article 4.

1. The period for acceptance of confirmation requests under Paragraph 1 of the preceding Article shall be, in principle, within seven days from the date of publication of the academic results (excluding Sundays, Saturdays, holidays as provided for in the Act on National Holidays (Act No. 178 of 1948), and the period from December 29 to January 3 of the following year; the same shall apply hereinafter in the following paragraph, Article 5, Paragraph 1, Article 7 and Article 9).

2. Notwithstanding the provisions of the preceding paragraph, in cases where a Student is subject to judgment on graduation or completion of a School, etc. in the relevant semester and the academic results to be confirmed are related to the judgment on graduation or completion of the School, etc., or in cases where a confirmation request is made for academic results disclosed on or after March 1, the acceptance period shall in principle be within three days from the date of publication of the academic results.

(Measures to Be Taken upon Confirmation)

Article 5.

1. A Teacher in Charge who has received a confirmation request pursuant to Article 3, Paragraph 1 shall in principle reply with the confirmation results within seven days from the date when the confirmation request is made by the Student or when the Confirmation Form is received through the Responsible Department; provided, however, that in the case of a confirmation request stipulated in Paragraph 2 of the preceding Article, the confirmation results shall in principle be provided within three days.

2. When replying under the preceding paragraph, the Teacher in Charge may take measures to change the academic results based on the confirmation results. In this case, the Teacher in Charge shall record the

details of the said measures and the reason therefor and report to the Responsible Department or the organization operating the sub-major course.

(Appeal)

Article 6.

1. Students may appeal only if, as a result of confirmation of the academic results pursuant to Article 3, the following cases cannot be resolved.

- (1) Cases in which there has been an obvious mistake by the Teacher in Charge, such as incorrectly recorded academic results
- (2) Cases in which the academic assessment method obviously deviates from the method informed in the syllabus or that informed by instructions during the class
- (3) Cases in which there was no sufficient explanation or other response from the Teacher in Charge

2. When filing an appeal pursuant to the preceding paragraph, a Student shall submit an "Academic Results Appeal Form" (hereinafter, the "Appeal Form") as described in the following items:

- (1) Specialized fundamental courses (related specialized courses), specialized courses, and Graduate School Courses.

Submit the form to the head of the School, etc. to which the Student belongs (hereinafter, the "School Head") through the Responsible Department.

- (2) Courses open to all students and courses for teaching profession

Submit the form to the head of the Institute for General Education through the Responsible Department.

- (3) Sub-Major Courses

Submit the form to the head of the organization operating the sub-major course taken by the Student (hereinafter, the "Head of the Sub-Major Course Operating Organization") through the organization operating the sub-major course.

(Period for Acceptance of Appeal)

Article 7.

The period for acceptance of an appeal pursuant to the preceding Article shall be in principle within three days from the date when the said Student receives a reply pursuant to Article 3.

(Examination)

Article 8.

1. Upon receipt of the Appeal Form pursuant to Article 6, Paragraph 2, the School Head, the head of the Institute for General Education, and the Head of the Sub-Major Course Operating Organization (hereinafter, the "School Head, etc.") shall promptly examine the said appeal; provided, however, that if the Appeal Form does not fall under Article 6, Paragraph 1, the appeal may be dismissed. In this case, the said Student shall be promptly notified by a "Notice of Dismissal of Appeal against Academic Results" (hereinafter, the "Notice of Dismissal") through the Responsible Department and the organization operating the sub-major course.

2. The method for examination under the preceding paragraph shall be separately specified by the School Head, etc.

(Reporting of Examination Results and Response)

Article 9.

1. The School Head, etc. shall notify the said Student and the Teacher in Charge of the results of examination stipulated in the preceding Article in writing by using the "Reply for Appeal against Academic Results" (hereinafter, the "Reply for Appeal") through the Responsible Department or the organization operating the sub-major course within fourteen days from the date of receipt of the Appeal Form as set forth in Paragraph 1 of the preceding Article. In this case, if the appeal is accepted in the examination results, the Teacher in Charge shall be asked to take measures to change the academic results.

2. The notification set forth in the preceding paragraph may be given by electronic media if the said Student or the said Teacher in Charge so desires.

(No Reexamination)

Article 10.

Students may not appeal again for any course that falls under the Reply for Appeal set forth in Paragraph 1 of the preceding Article or the Notice of Dismissal set forth in Article 8, Paragraph 1.

(Miscellaneous Provisions)

Article 11.

In addition to what is prescribed in these Guidelines, necessary matters shall be specified separately.

Supplementary Provisions

These Guidelines shall take effect on April 1, 2021.

8. Rules for Confirmation of and Appeal against Academic Results of Specialized Courses in the School of Economics and Management

(Purpose)

Article 1.

These Rules prescribe the matters necessary for the examination of appeals against academic results of specialized courses as specified in Article 8 of the School of Economics and Management Regulation, in accordance with Article 8, Paragraph 2 of the Guidelines for Confirmation of and Appeal against Academic Results (hereinafter, the "Guidelines").

(Dissemination)

Article 2.

These Rules shall be disseminated to Students through course guides, syllabuses or the like, in accordance with Article 2 of the Guidelines.

(Confirmation/Examination)

Article 3.

1. Upon receipt of the Appeal Form pursuant to Article 6 of the Guidelines, the department responsible for academic affairs of the School (hereinafter, the "Responsible Department") shall promptly submit the said Appeal Form to the School Academic Affairs Committee.
2. After receiving the Appeal Form as set forth in the preceding paragraph, the chairperson of the School Academic Affairs Committee shall promptly designate a committee member who will engage in the examination (hereinafter, the "Examination Member") and confirm and examine the details of the Appeal Form.
3. The Student and the Teacher in Charge related to the Appeal Form set forth in Paragraph 1 shall respond sincerely to a request for confirmation of the details related to the academic results from the chairperson of the School Academic Affairs Committee.
4. The chairperson of the School Academic Affairs Committee shall in principle report to the Dean the results of examination pursuant to Paragraph 2 within nine days from the date of receipt of the said Appeal Form (excluding Sundays, Saturdays, holidays as provided for in the Act on National Holidays (Act No. 178 of 1948), and the period from December 29 to January 3 of the following year; the same shall apply hereinafter in the following paragraph and Article 4).
5. Notwithstanding the provisions of the preceding paragraph, if it is decided that the said appeal does not fall under the category of an appeal case based on the results of the examination pursuant to Paragraph 2, the chairperson of the School Academic Affairs Committee shall in principle report to the Dean within two days from the date of receipt of the said Appeal Form.

(Determination/Notification)

Article 4.

1. Upon receipt of the results of the examination as set forth in Paragraphs 4 and 5 of the preceding Article, the Dean shall in principle convene the School Management Council within three days from the date of receipt to deliberate and adopt resolutions on the investigation results.
2. Among the members of the School Management Council, those who are involved in the examination set forth in Paragraph 2 of the preceding Article shall not have the voting rights specified in the preceding paragraph.
3. Regarding the deliberation and resolution related to Paragraph 4 of the preceding Article, the chairperson of the School Academic Affairs Committee shall submit the Reply for Appeal against Academic Results to the Responsible Department set forth in Article 3, Paragraph 1 by the deadline specified in Article 9, Paragraph 1 of the Guidelines.
4. Regarding the deliberation and resolution related to Paragraph 5 of the preceding Article, the chairperson of the School Academic Affairs Committee shall submit the Notice of Dismissal of Appeal against Academic Results to the Responsible Department set forth in Article 3, Paragraph 1 within two days from the said resolution.

(Responsible Section)

Article 5.

The Academic Affairs Section, Department of Management, at the Kobe Campus for Commerce shall be the responsible for these Rules.

Supplementary Provisions

These Rules shall take effect on April 1, 2021.

9. Handling Policy on the Confirmation of the Receipt of and the Response to Complaint Petitions by Students Regarding Academic Grades in Regular Courses and Teacher-training Courses

(Purpose)

Article 1

This Handling Policy prescribes matters necessary for the examination of complaint petitions regarding academic grades in General Courses and teacher-training courses, in accordance with Article 8, paragraph 2 of the Guidelines on Confirmation and Complaint Petitions regarding Academic Performance (hereinafter, the "Guidelines").

(Dissemination)

Article 2

Each School shall disseminate this Handling Policy to students through the Academic Guide, the syllabuses of lectures, and other means in accordance with Article 2 of the Guidelines.

(Confirmation and Examination)

Article 3

1. When a School's Academic Affairs Section receives a written complaint petition pursuant to Article 6 of the Guidelines, it shall promptly submit the complaint to the chairperson of the East District/West District Working Group (hereinafter, the "East/West WG Chairperson") of the Sub-committee on Common Education Promotion and the Teacher-training Course of the University-wide Education Promotion Conference.
2. Upon receiving the written complaint petition under the preceding paragraph, the East/West WG Chairperson shall promptly designate, from among the WG members, those who will be involved in the confirmation and examination of the complaint (hereinafter, the "Examination Members").
3. The student who submitted the written complaint petition under paragraph 1 above and his/her seminar teacher or equivalent, shall respond in good faith to a request for confirmation, etc. regarding the student's academic grades, if any, from the East/West WG Chairperson.
4. The East/West WG Chairperson shall report to the Director of the University's Institute for Comprehensive Education the results of the examination under paragraph 2 above within, in principle, nine days from the date on which the written complaint petition was received (excluding Sundays, Saturdays, the national holidays stipulated in the Act on National Holiday (Law No. 178 of 1948), and from December 29 through January 3 of the following year; the same applies to the following paragraph and Article 4).
5. Notwithstanding the provisions of the preceding paragraph, if the East/West WG Chairperson judges based on the results of the examination under paragraph 2 above that the complaint alleged in the petition does not constitute a case eligible for complaint petition, he/she shall report to that effect to the Director of the University's Institute for Comprehensive Education within, in principle, two days from the date on which the written complaint petition was received.

(Decision and Notification)

Article 4

1. If the Director of the University's Institute for Comprehensive Education receives the results of the examination under paragraphs 4 and 5 of the preceding Article, he/she shall convene the Steering Committee for the University's Institute for Comprehensive Education to deliberate on the results of the examination, and make a decision by vote within, in principle, three days from the date on which the results of the examination were received.
2. Those among the members of the Steering Committee for the University's Institute for Comprehensive Education who were involved in the examination under paragraph 2 of the preceding Article shall not have a voting right under the preceding paragraph.
3. Based on the results of the deliberation and the decision by vote under paragraph 4 of the preceding Article, the East/West WG Chairperson shall prepare a written reply to the complaint petition regarding the questioned academic grades, and submit it to the Academic Affairs Section mentioned in Article 3, paragraph 1 above by the due date set forth in Article 9, paragraph 1 of the Guidelines.
4. Based on the results of the deliberation and the decision by vote under paragraph 5 of the preceding Article, the East/West WG Chairperson shall prepare a notification declining the complaint petition regarding the questioned academic grades, and submit it to the Academic Affairs Section mentioned in Article 3, paragraph 1 above within two days following the decision by vote.

(Controlling Department)

Article 5

The Education Reformation Section, Education Planning Department, Headquarters Secretariat shall have control over this Handling Policy.

Supplementary Provision

This Handling Policy shall take effect on April 1, 2021.

10. Rules on Measures to Be Taken for Students who Cannot Attend a Regular Exam

The University of Hyogo Rules on Measures to Be Taken for Students who Cannot Attend a Regular Exam

(Purpose)

Article 1

These Rules shall provide for necessary matters relating to measures to be taken for students who cannot attend a regular exam held on a prescribed date due to compelling reasons.

(Reasons)

Article 2

The compelling reasons set forth in the preceding Article shall fall under any of the following items:

- (1) Illness
- (2) Disaster or unexpected accident
- (3) Death of father, mother spouse or child
- (4) Death of brother, sister, grandfather or grandmother
- (5) Other reasons equivalent to those listed in the preceding items

(Procedures)

Article 3

1. Students who cannot sit a regular examination due to compelling reasons must, in principle, contact the division responsible for academic affairs to which they belong before the start of the regular examination, and then submit a "Request for Approval to Be Absent from an Exam" (Appended Form) promptly.
2. In the case of illness, the Request for Approval to Be Absent from an Exam set forth in the preceding paragraph must be accompanied by a doctor's certificate; in other cases, any supporting documentation.
3. When a Request for Approval to Be Absent from an Exam is submitted by a student, the instructor in charge of the examination subject shall examine the Request for Approval and notify the student of the result through the division responsible for academic affairs to which the student belongs.

(Grade Evaluation)

Article 4

When the reason of absence from a regular examination is found to fall under any of the reasons specified in Article 2 hereof, the instructors in charge of examination subjects may assess students' performance by appropriate means.

Supplementary Provisions

These Rules shall take effect on April 1, 2013.

11. Rules on Measures to Be Taken against Misconduct in Examinations

University of Hyogo Rules on Measures to Be Taken against Misconduct in Examinations

(Purpose)

Article 1

These Rules shall provide for necessary matters relating to misconduct in examinations.

(Definition of Misconduct)

Article 2

“Misconduct in examinations” shall be defined as the following acts.

- (1) Use of unauthorized materials, including books, notebooks, a slip of paper, and electronic devices
- (2) Peeking at another person’s answer sheet and any other acts deemed inappropriate under normal social conventions

(Confirmation and Report of Misconduct)

Article 3

Where a proctor finds that any wrongful act has been conducted during an examination, the proctor shall advise a student directly engaging in misconduct or a student suspected of being involved in misconduct (hereinafter “the Student”) immediately of what the proctor believes has occurred and stop the Student from taking the exam. The proctor must also record necessary information, including the name of the Student, the undergraduate/graduate school he/she belongs to and contact address, collect his/her answer sheet and the materials believed to have been used during the exam (e.g. unauthorized books and other materials), and report to the Dean of the undergraduate school/graduate school in which the Student is enrolled. In this case, if the instructor of the course for which the exam was being held at that time (hereinafter “the relevant course instructor”) is not there as a proctor in the exam, the proctor must also report to the course instructor.

(Responsibility of the Dean of the Undergraduate School/Graduate School Alleged Student Belongs to)

Article 4

1. Upon receiving the report on misconduct from the proctor prescribed in the preceding Article, the Dean, etc. of the undergraduate school/graduate school the Student belongs to must question the student, the proctor, and other persons concerned about the alleged misconduct without undue delay to confirm the facts, and prepare a fact-finding report, in which facts found by such questioning are included. In this case, the Dean, etc. of the undergraduate school/graduate school the Student belongs to may, if he/she finds it to be necessary to find out true facts, ask the head of the undergraduate school/graduate school responsible for the course exam in which the alleged misconduct took place, or the Vice-Director of the University-wide Common Education Center, the University’s Institute for Comprehensive Education, to conduct a survey.
2. The person who was asked to conduct a survey to confirm the facts pursuant to the preceding paragraph, shall agree to the request.
3. The Dean, etc. of the undergraduate school/graduate school the student belongs to must report to the Faculty Council in which the Dean, etc. of the undergraduate school/graduate school the student belongs to is included or an equivalent committee (hereinafter “Faculty Council of the school the student belongs to, etc.”), based on a fact-finding report as set forth in Paragraph 1 hereof. In this case, the relevant course instructor must, if he/she does not belong to the Faculty Council of the school the student belongs to, send a copy of the fact-finding report to the head of the undergraduate school/graduate school the relevant course instructor belongs to.

(Punishment)

Article 5

1. Where misconduct is confirmed by the Faculty Council of the school the student belongs to, etc., all the credits for the courses he/she is registered for, including full-year courses, in the semester in which the misconduct took place will become invalid. When deemed necessary by the Faculty Council of the school the student belongs to, etc., the name of the student involved in misconduct may be disclosed.
2. In addition to what is prescribed in the preceding paragraph, disciplinary action may be taken for a malicious case pursuant to Article 35 of the University of Hyogo Academic Rules and Regulations (Academic Rules and Regulations of Public University Corporation, the University of Hyogo, No. 75 of 2013) or Article 32 of the Academic Rules and Regulations for the Graduate School of the University of Hyogo (Academic Rules and Regulations of Public University Corporation, the University of Hyogo, No. 76 of 2013).

Supplementary Provisions

These Rules shall take effect on April 1, 2013.

Supplementary Provisions

These Rules shall take effect on April 1, 2015.

Supplementary Provisions (Amended on March 19, 2021)

These Rules shall take effect on March 19, 2021, and are applicable after April 1, 2019.

12.

(Omitted)

13. Regulations regarding Registration for Courses Offered in Other Universities, Etc.

(Purpose)

Article 1

These Regulations shall provide for necessary matters relating to registration for courses offered in other universities, etc., pursuant to Article 14, Paragraph 3 of the University of Hyogo Academic Rules and Regulations (Academic Rules and Regulations of Public University Corporation, the University of Hyogo, No. 75 of 2013; hereinafter “University Rules & Regulations”).

(Courses Offered in Other Universities, Etc.)

Article 2

Students who wish to take courses offered in other universities must submit the documents prescribed based on agreements concluded between the University of Hyogo (hereinafter “the University”) and other universities, etc. to the division responsible for academic affairs by the prescribed deadline.

(Registration for General Courses)

Article 3

With regard to the courses offered in other universities, etc. pertaining to the request made set forth in the provisions of the preceding Article, the President shall seek consultation in advance with the Director of the University’s Institute for Comprehensive Education when they are approved as courses completed as a part of the University’s General Courses pursuant to the provisions of Article 14, Paragraph 2 of the University Rules & Regulations.

(Period of Study)

Article 4

1. The period of study in other universities, etc. shall, in principle, be less than one year.
2. The period of study set forth in the preceding paragraph shall be counted in the period of enrollment in the University.

(Approval of Credits)

Article 5

1. Students who wish to obtain approval of the credits earned by taking courses in other universities, etc. as those earned for the courses offered by the University as prescribed in Article 14, Paragraph 2 of the University Rules & Regulations must submit a Request for Approval of Credits Earned, together with the academic transcript issued by other universities, etc., to the division responsible for academic affairs.
2. Upon receipt of a request set forth in the preceding paragraph, the President may, after consultation with the Faculty Council, grant approval.

(Auxiliary Provision)

Article 6

In addition to what is prescribed in these Regulations, necessary matters relating to the implementation of these Regulations shall be specified separately.

Supplementary Provisions

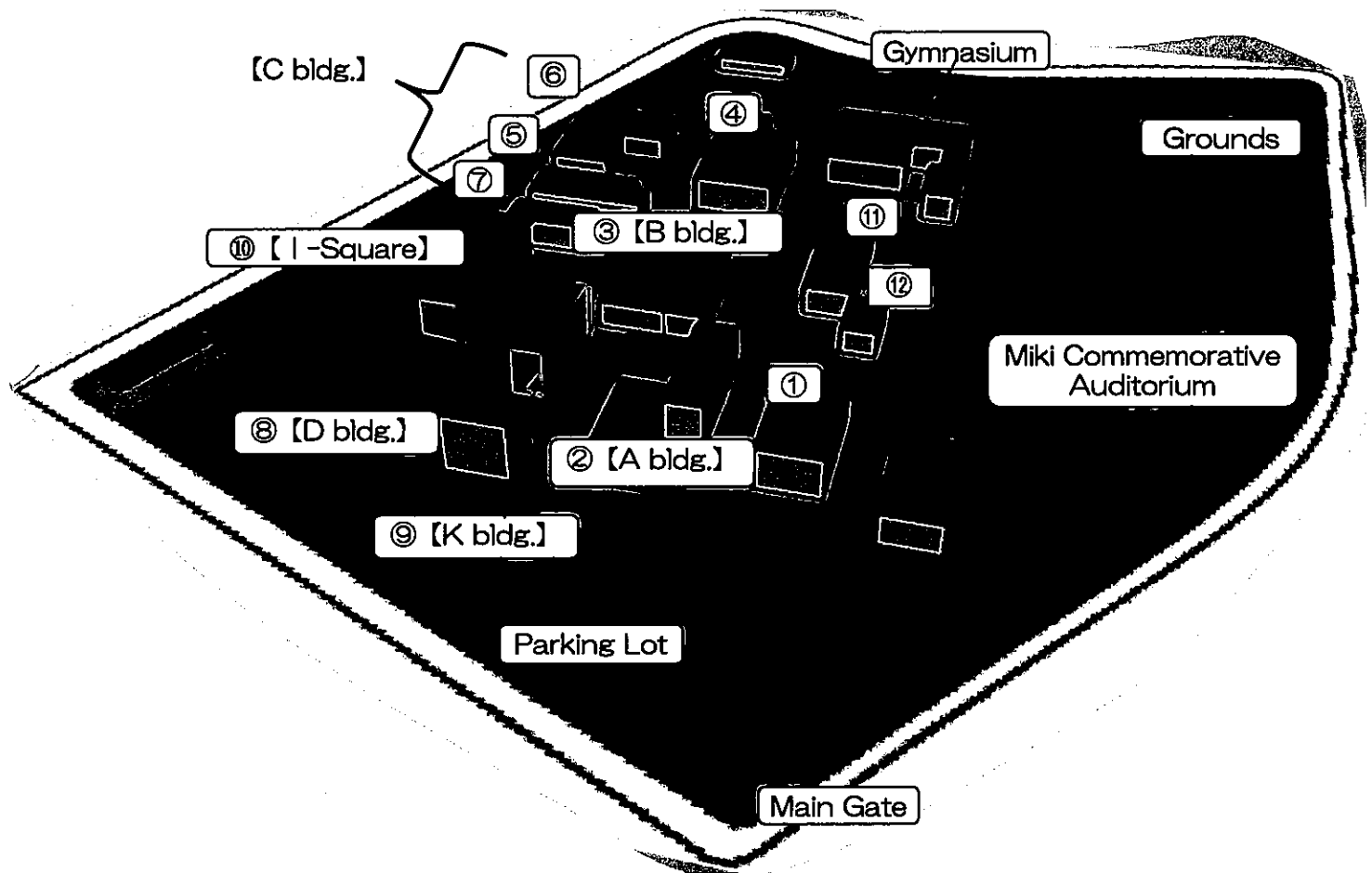
These Regulations shall take effect on April 1, 2013.

Supplementary Provisions

These Regulations shall take effect on April 1, 2015.

[Reference material] Campus Map

University of HYOGO Kobe Campus for Commerce



Campus Map

① Main Hall (University of HYOGO Administration Office)

- Security room

② Research Building I (A bldg.)

- Common room for faculty members, Faculty research room, Seminar room
- Institute for Policy Analysis and Social Innovation (IPS)

③ Research Building II (B bldg.)

- Faculty research room, Classroom, Seminar room, PC room
- Information System Department
- Computer terminal room for faculty members / Computer terminal room for students

④ Library and Academic Information Center

⑤ Education Building I (C bldg.) (Kobe Campus for Commerce Office)

- (1F) Academic Affairs Division, International Exchange/Student Affairs Division
Nurse's office, Career Center, Tansuikai (alumni association)
Shinshokai (support group), Gakuyukai (alumni association)
- (2F) General Administration Division, Part-time instructor room
Lecture room, Classroom, Seminar room
- (3F) Lecture room, Classroom, Seminar room
- (4F) Lecture room, Classroom, Seminar room

⑥ Education Building II (C bldg.)

- Lecture room, Classroom

⑦ Education Building III (C bldg.)

- Lecture room, Classroom

⑧ Research Building III (D bldg.)

- Faculty research room, Part-time instructor room, Lecture room, Seminar room

⑨ Information Science Building (K bldg.)

- Faculty research room, Shared research room, Lecture room, Seminar room, Part-time instructor room, Academic lounge

⑩ I-Square

- (1F) Institute for International Relations
- (2F-6F) Global House (International Students Dormitory)

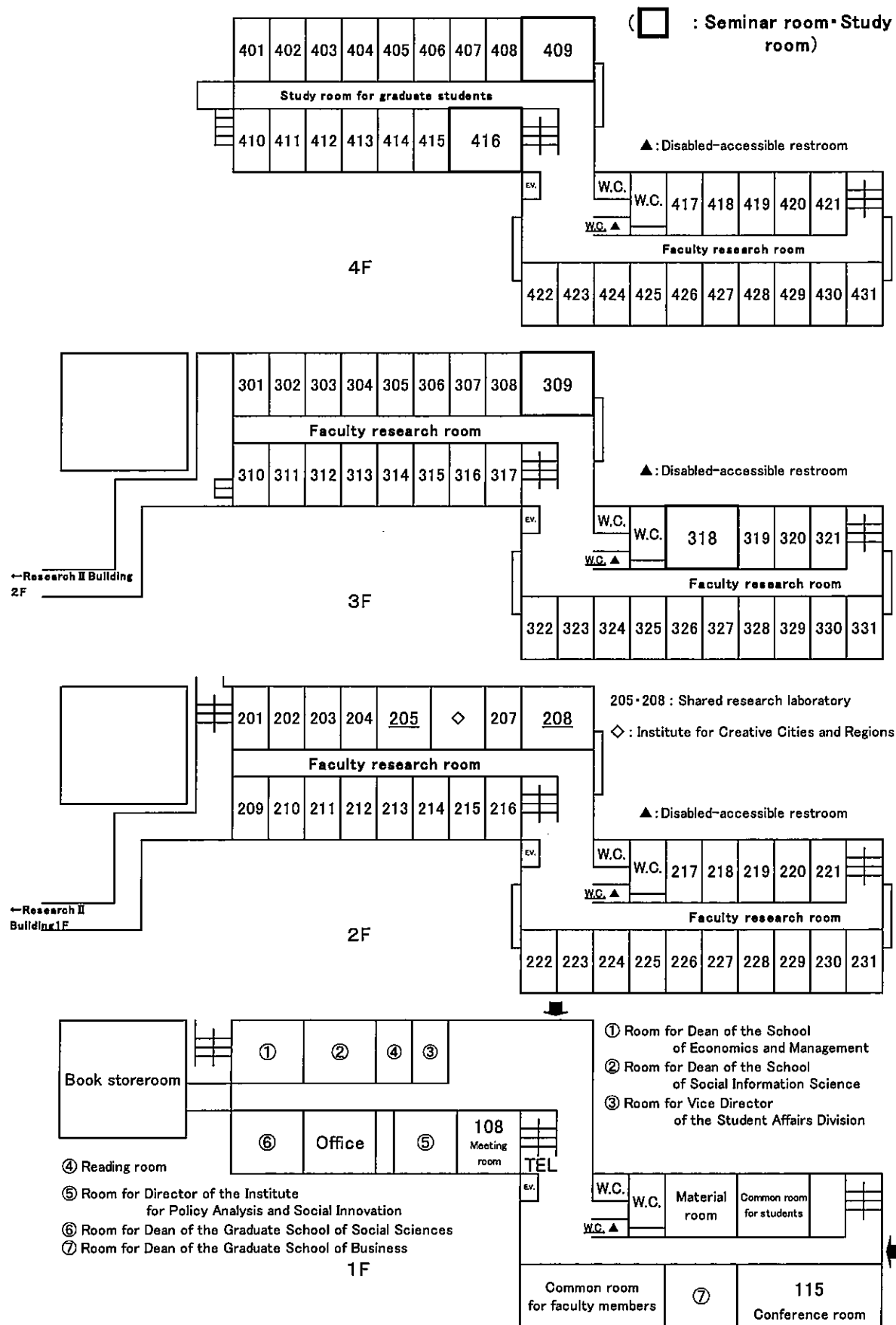
⑪ University Hall

- Co-op store / canteen

⑫ University Hall annex

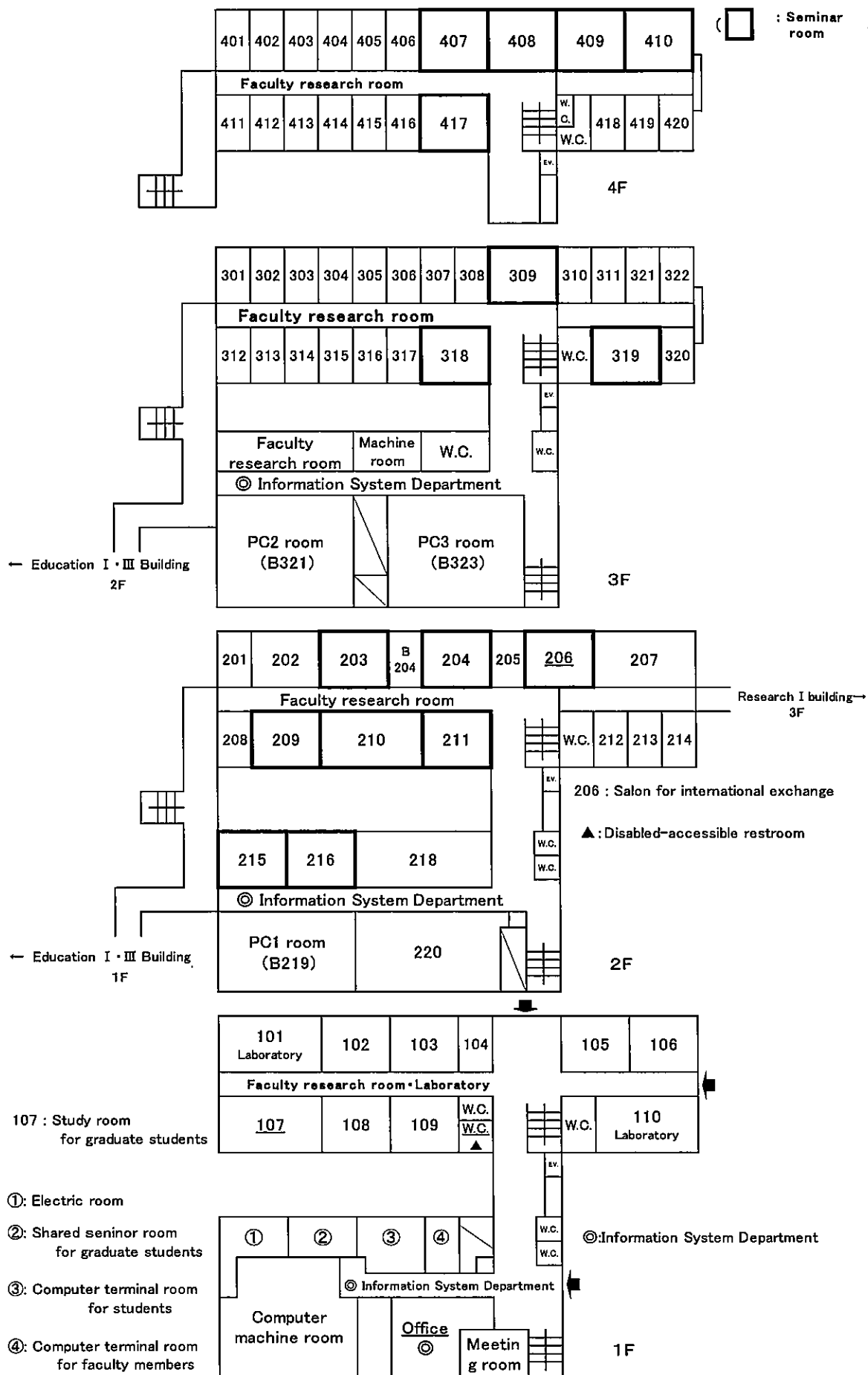
- Faculty research room, Japanese-style room

A bldg. (Research I Building)



B bldg. (Research II Building)

( : Seminars room)



C bldg. (Education I Building)

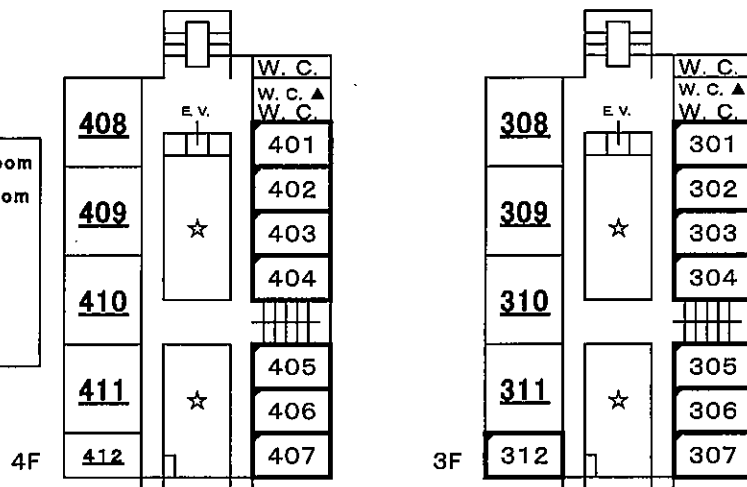
☆: Open ceiling space

▲: Disabled-accessible restroom

101—105 : Lecture room
201,202,216 : Lecture room
115—118 : Class room
211—212 : Class room
308—311 : Class room
408—411 : Class room

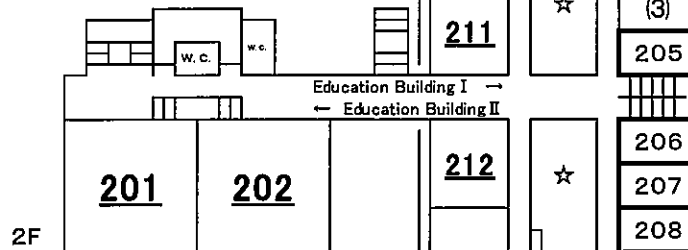
412 : Meeting room

( : Seminar room)



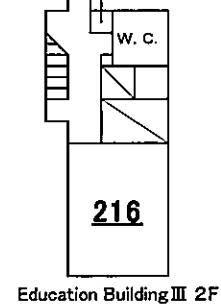
C bldg. (Education Building II)

- (1) : General Administration Division
- (2) : Part-time instructor room
- (3) : Office meeting room



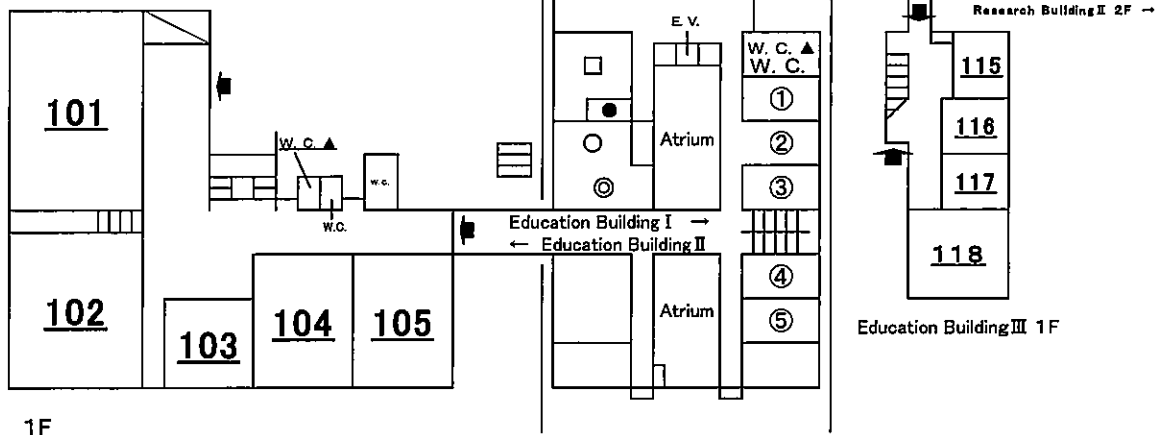
C bldg. (Education Building III)

Research Building II 3F →



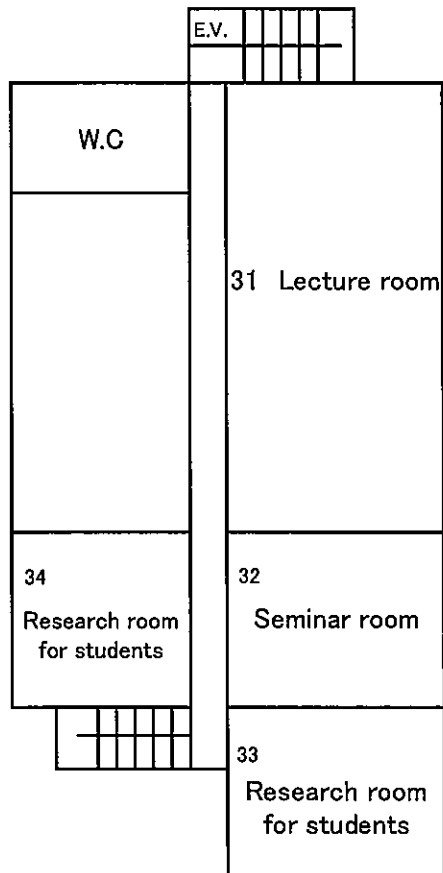
- ① Carrer Center/Shinshokai
- ② Carrer information room
- ③ Carrer support room
- ④ Tansuikai/Gakuyukai
- ⑤ Output Center (printing room)

● : International Relations and Student Affairs Division
○ : Academic Affairs Division
□ : Nurse's office ● : Student counseling room

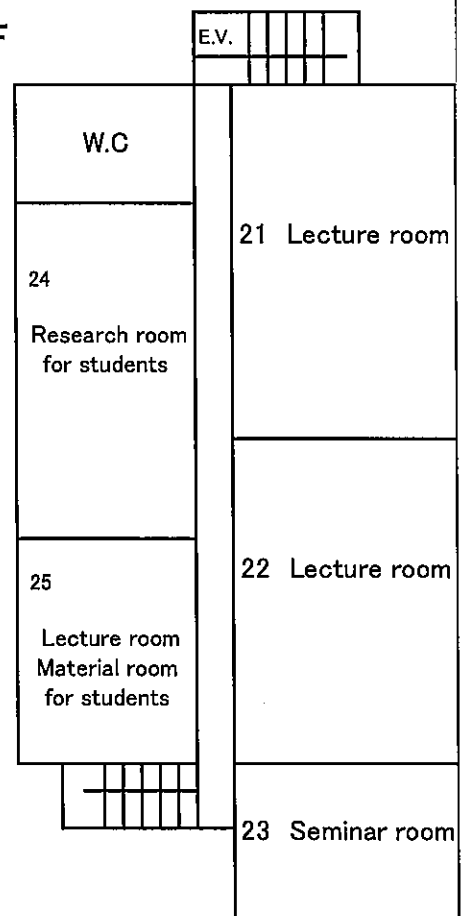


D bldg. (Research Building III)

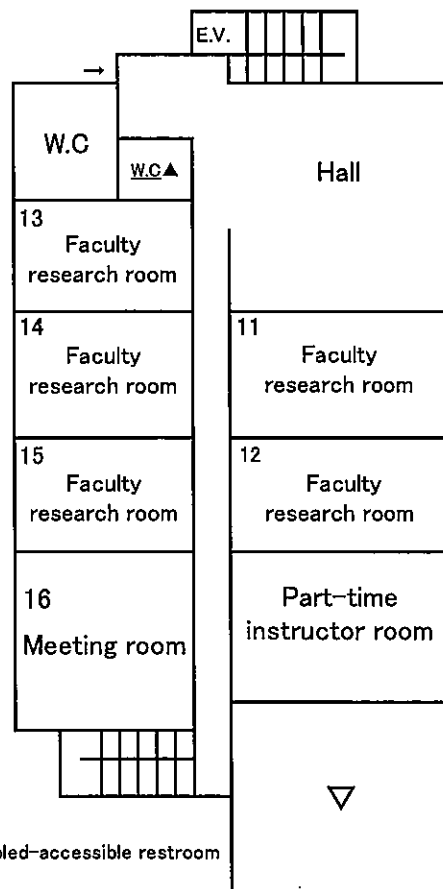
3 F



2 F



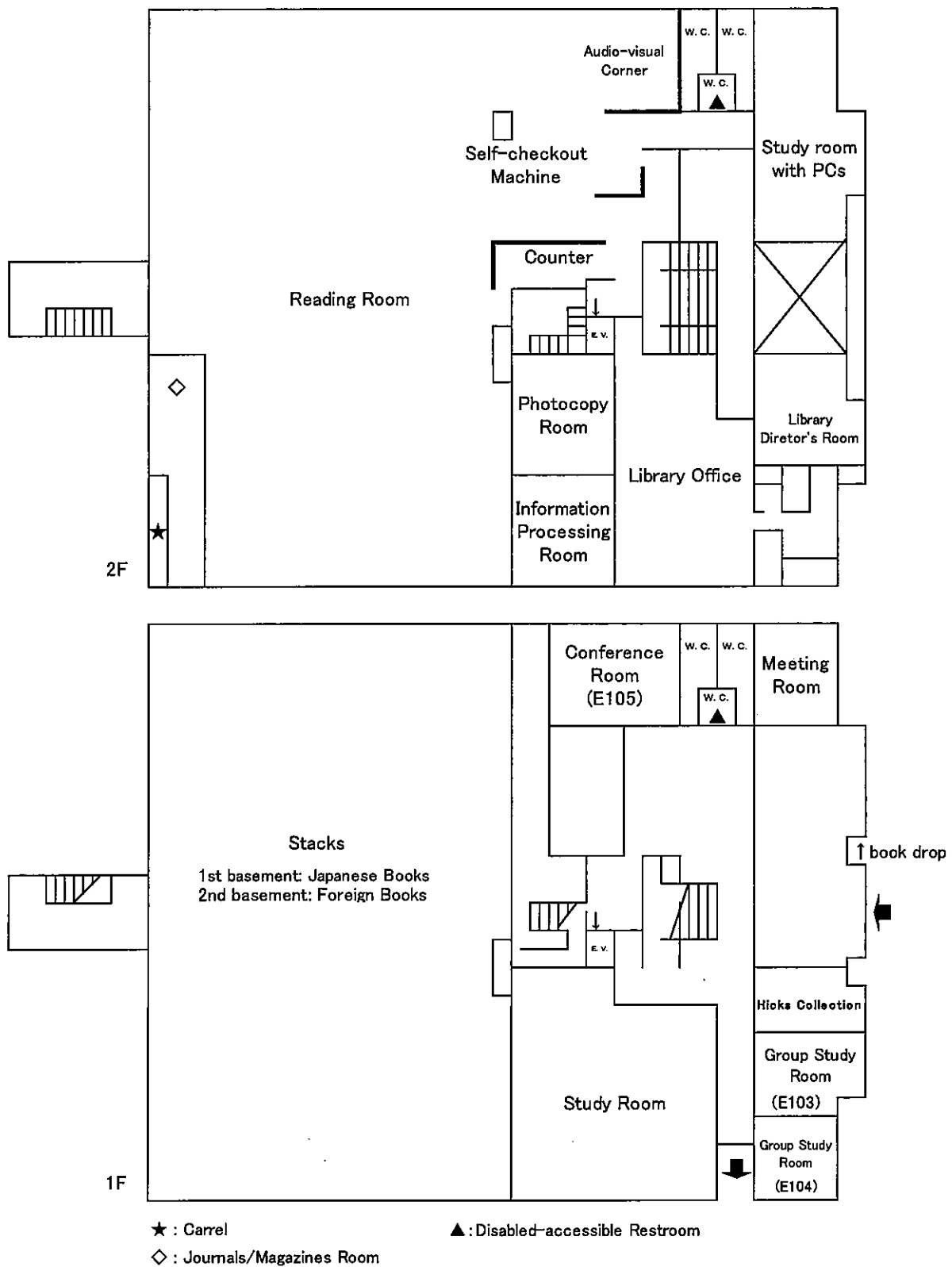
1 F



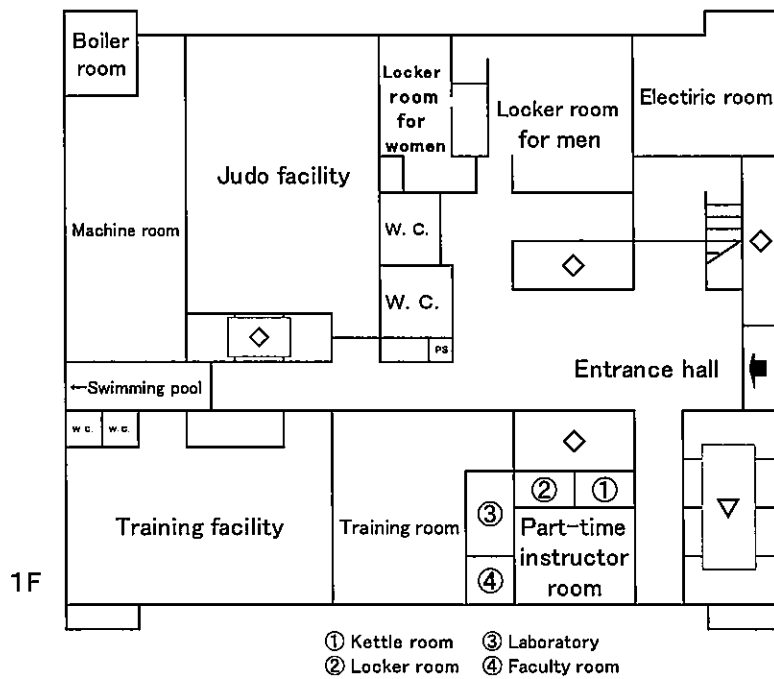
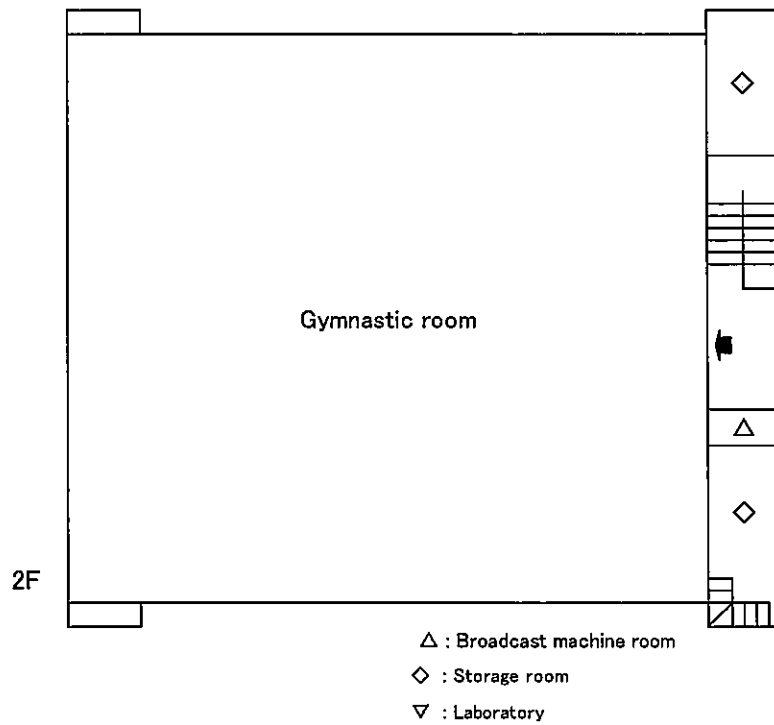
▲: Disabled-accessible restroom

▽: Room for Dean of the Graduate School of Accountancy

E bldg. (Library and Academic information Center)



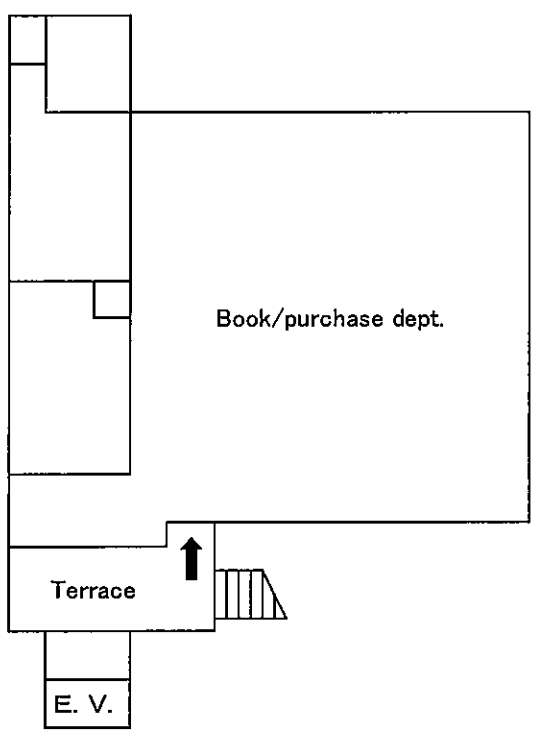
F bldg. (Gymnasium)



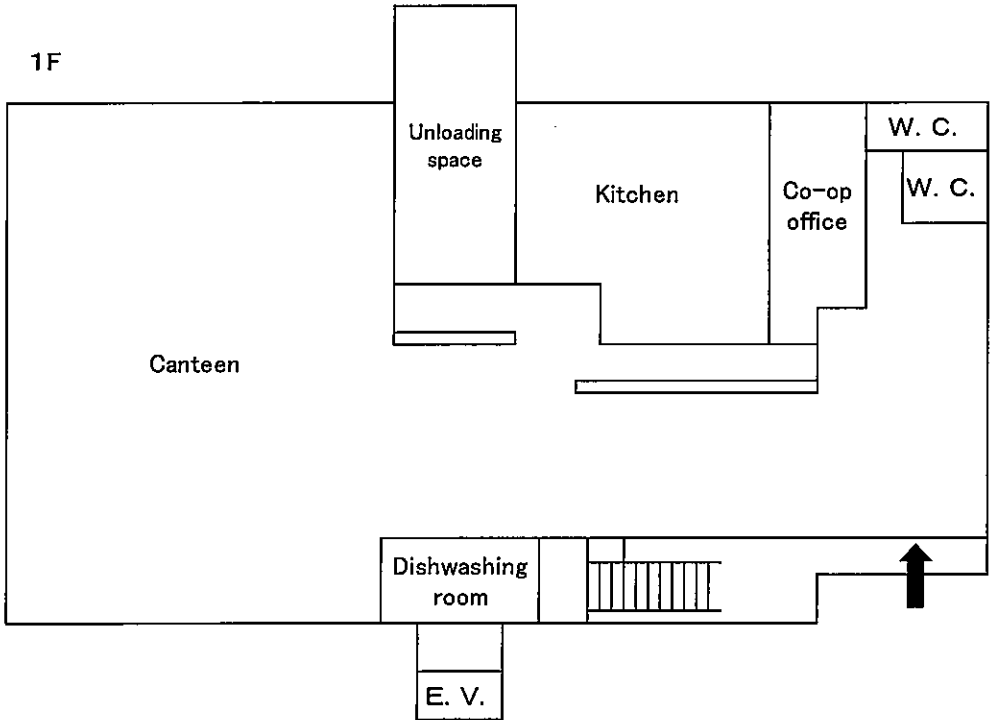
H bldg. (University hall)

(University hall)

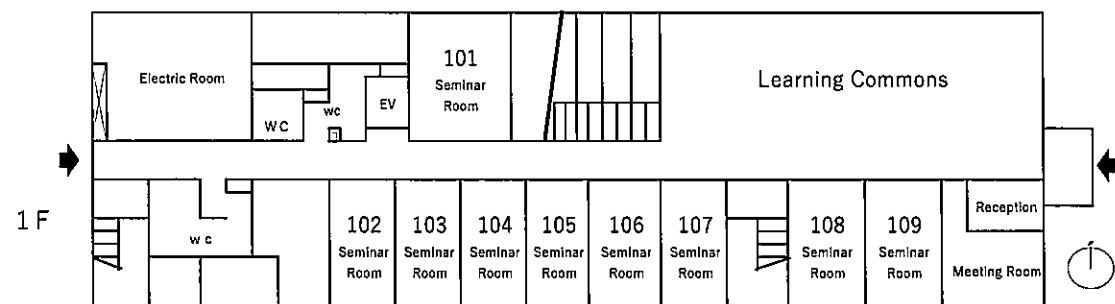
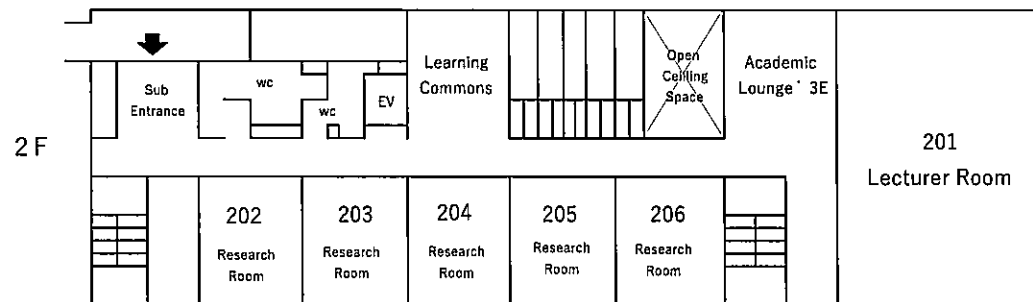
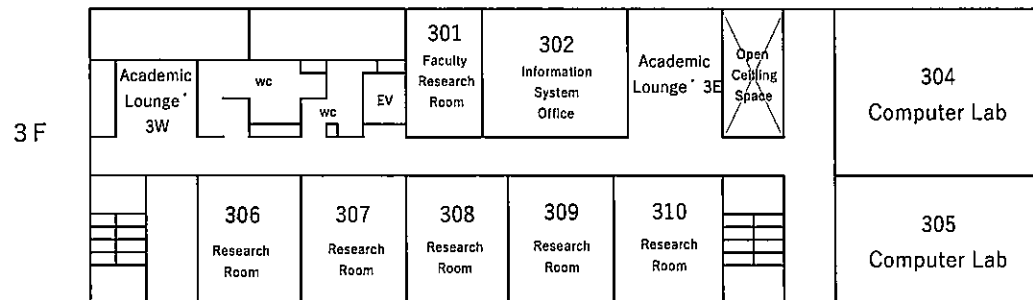
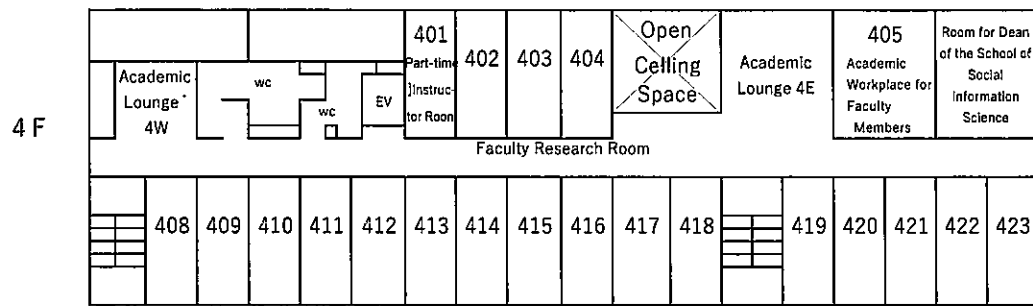
2F



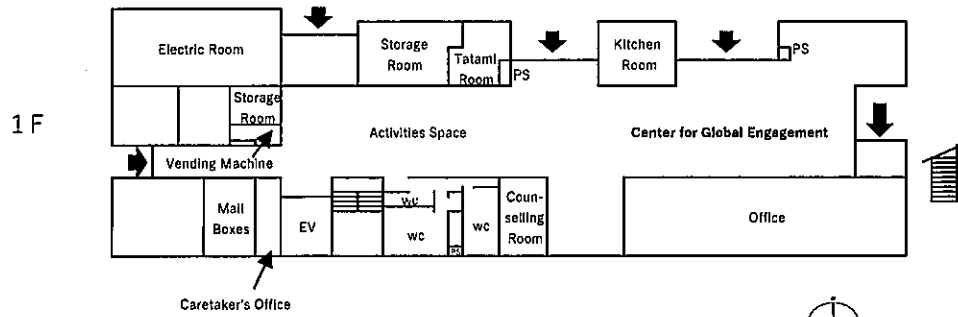
1F



K bldg. (Information Science)



I-Square(Global House)



*2F-6F; Global House(International Students Dormitory)