

Course Completion Guide 2023



Department of Global Business
Graduate School of Social Sciences
University of Hyogo

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Introduction

In order to acquire necessary credits and earn a degree, students must make course plans and follow the required procedures in accordance with the University of Hyogo Graduate School Regulations, the University of Hyogo Rules for Academic Degrees, and the Rules for the Graduate School of Social Sciences. If students have any questions on the course-taking procedures or other matters, please contact the Academic Affairs Division.

(This English version of the Course Completion 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.)

1 Purpose of the Graduate School of Social Sciences

1.1 Talent to be fostered and the purposes of education and research at the Graduate School

The Graduate School of Social Sciences (hereinafter referred to as the "Graduate School") aims to assist students in their progress towards becoming able to contribute to the further development of society by tackling a variety of issues in the modern world based, at a high level of interdisciplinary academic expertise, mainly in economics and business administration, from a wide range of perspectives, local to global, all combined with a strong sense of ethics.

Therefore, the purpose of education and research at the Graduate School of Social Sciences is: Through conducting in-depth interdisciplinary research activities in fields related to economics and business administration, we will equip our students with essential expertise and skills, as well as foster their desire to follow ethical principles and behaviors. In doing so, our graduates will be of benefit to society as researchers and highly specialized professionals, thereby fulfilling society's expectations.

The Graduate School of Social Sciences features five departments: the Department of Economics, the Department of Business Administration, the Department of Global Business, the Department of Professional Accountancy, and the Department of Professional Business. The names of academic degrees granted by each department are as shown below:

Degree Granted

Departments	Programs	Degree
Department of Economics	Master's	Master of Economics
	Doctoral	Doctor of Philosophy in Economics
Department of Business Administration	Master's	Master of Arts in Business Administration
	Doctoral	Doctor of Philosophy in Business Administration
Department of Global Business	Master's	Master of Global Business Administration
Department of Professional Accountancy	Professional Degree	Master of Professional Accountancy
Department of Professional Business	Professional Degree	[Regional Innovation Course] Master of Business Administration
		[Healthcare Management Course and Long-term-care and Social Care Management Course] Master of Healthcare Management

This document offers detailed information on the completion of courses at the Department of Economics and the Department of Global Business out of the five departments of the Graduate School of Social Sciences.

1.2 Talent to be fostered and the purposes of education and research at the Department of Economics

The Department of Economics aims to foster researchers or other professionals who will engage in work that requires advanced research skills by enabling students to study economics as a discipline and its related fields.

First Stage of the Doctoral Program	
Talent to be fostered	Students are expected to acquire the outstanding ability necessary to have research skills in economics and related fields, or an outstanding ability to undertake occupations that require a high degree of specialization.
Education and Research Purpose	The purpose of the program is to develop human resources who have the ability to discover academically meaningful issues and analyze them logically using a theoretical framework upon acquiring specialized knowledge and skills in economics and related fields, and thereby return such acquired specialized knowledge and skills to society.
Diploma Policy	A Master's degree (Economics) will be awarded to students who have the ability to discover academically meaningful issues and analyze them logically using a theoretical framework, upon acquiring specialized knowledge and skills in economics and related fields, and thereby return such acquired specialized knowledge and skills to society.
Curricula Policy	The purpose of the program is to help students develop an outstanding ability to acquire research skills in economics and related fields or an outstanding ability to undertake occupations that require a high degree of specialization. The courses are divided into three categories: "Common courses," designed to help students acquire basic knowledge and skills in the relevant fields and research methodology; "Core specialized courses," designed to help students acquire specialized knowledge and skills; and "Research seminar courses," offering research guidance for students to complete a degree thesis.
Admission Policy	Our entrance examination process is focused on selecting students who have specialized knowledge and skills in this field that should be acquired in an undergraduate program, as well as thinking and language skills to logically proceed with research, and who are willing to return such acquired specialized knowledge and skills to society, in order to accept those who aim to acquire research skills in economics and related fields or an outstanding ability to undertake occupations that require a high degree of specialization.

Second Stage of the Doctoral Program	
Talent to be fostered	Students are expected to acquire the necessary research skills to be able to independently conduct research activities on economics as a researcher or to engage in other highly specialized work.
Education and Research Purpose	The purpose of the program is to develop human resources who have the ability to discover issues that are academically significant and novel, and analyze them logically using new theoretical frameworks upon acquiring systematic specialized knowledge and advanced skills in economics, and thereby return such acquired specialized knowledge and skills to society.
Diploma Policy	A doctoral degree (Economics) will be awarded to students who have the ability to discover issues that are academically significant and novel, and analyze them logically using new theoretical frameworks upon acquiring systematic specialized knowledge and advanced skills in economics, and thereby return such acquired specialized knowledge and skills to society.
Curricula Policy	The purpose of the program is to help students acquire the necessary research skills to be able to independently conduct research activities on economics as a researcher or to engage in other highly specialized work, and the courses are divided into three categories to cultivate world-class abilities: "Specialized courses" designed to help students to acquire cutting-edge knowledge and skills in economics; "Teaching practice courses" that provide opportunities to acquire practical knowledge related to education so that the acquired specialized knowledge and skills can be returned to society; and "Research seminar courses" offering research guidance for students to complete a degree thesis.
Admission Policy	Our entrance examination process is focused on selecting students who have the specialized knowledge and skills that should be acquired in the First Stage of the Doctoral Program in this field, observe research ethics, have the language skills to disseminate their research results to the world, and are willing to return such acquired specialized knowledge and skills to society, in order to accept those who aim to acquire systematic specialized knowledge and advanced skills in economics, and have the necessary research skills to be able to independently conduct research activities on economics as a researcher or to engage in other highly specialized work.

1.3 Talent to be fostered and the purposes of education and research at the Department of Global Business

The Department of Global Business aims to foster businesspersons and international officials active on the global stage by assisting students in acquiring international business expertise and skills in English, as well as developing the ability to explore challenges in an intercultural and multicultural environment.

Master’s Program	
Talent to be fostered	Students are expected to acquire the outstanding ability necessary to address and resolve various issues that occur in international business and related fields.
Education and Research Purpose	The Department of Global Business aims to develop human resources who have acquired specialized knowledge and skills in Japanese and international business, as well as the ability to adapt to foreign cultures, which is required to play an active role on the global stage. They are individuals equipped with the potential to identify issues of academic significance and approach such issues logically using a theoretical framework, and who can eventually give back to society the specialized knowledge and skills they have acquired.
Diploma Policy	A Master’s degree (Global Business Administration) will be awarded to students who meet all the following requirements. DP1: who possess specialized knowledge and skills in Japanese and international business. DP2: who possess the ability to adapt to foreign cultures, which is required to play an active role on the global stage. DP3: who are equipped with the potential to identify issues of academic significance. DP4: who can approach such issues logically using a theoretical framework. DP5: who can eventually give back to society the specialized knowledge and skills they have acquired.
Curricula policy	All classes are conducted in English. The purpose of the program is to help students develop an outstanding ability to solve various challenges in international business and related fields, and the courses are divided into three categories: "Research support subjects," designed to help students to master research ethics as well as research methodology necessary for conducting research in an intercultural and multicultural environment; "Core specialized subjects," designed to help students to obtain advanced knowledge and skills for international business and related fields; and "Research seminar subjects," offering research guidance for students to complete a degree thesis.

Admission Policy	Our entrance examination process is focused on selecting students who have experience of studying in an intercultural environment; who possess expertise and skills in the global business field that are usually obtained in an undergraduate program, as well as language skills that would allow them to take classes conducted in English, and who are willing to use the skills and expertise they obtain within this program for the benefit of the society as a whole.
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2 Completion requirements

2.1 Comprehensive completion requirements of each program

Details are prescribed in the Rules for the Graduate School of Social Sciences as follows:

2.1.1 First Stage of the Doctoral Program and Master's Program

Article 28

- 1 To complete the First Stage of the Doctoral Program or Master's program, a student must have been enrolled in the program for two years or longer, completed the prescribed courses, and received required research guidance. Furthermore, the student must pass a screening of a master's thesis and a final examination; provided, however, that a period of one year or longer shall be sufficient to meet these requirements if the student has demonstrated outstanding academic performance while enrolled.
- 2 If credits acquired prior to the enrollment in the Graduate School are deemed to have been acquired in the Graduate school pursuant to the provision of Article 23, paragraph 1, and the student is recognized as having completed a portion of the educational curriculum, the student may be deemed to have been enrolled in the Graduate School to the extent of the period prescribed by the Graduate School not exceeding one year, taking into account factors such as the number of credits and the time required to acquire them; provided, however, that, even in this case, the student shall be enrolled in the program for at least one year or longer.
- 3 Screening of a master's thesis shall be conducted in accordance with the Master's Thesis Screening Standards prescribed separately.
- 4 The final examination of a master's thesis shall be conducted through an oral or a written examination of the master's thesis as the main focus, and related subjects.
- 5 The evaluation of a master's thesis shall be pass or fail.

Article 29 Omitted

2.1.2 Second Stage of the Doctoral Program

Article 30

- 1 To complete the Second Stage of the Doctoral Program, a student must have been enrolled in the program for three years or longer, completed the prescribed courses, and received the required research guidance, and then must pass a screening of the doctoral thesis and final examination. Nevertheless, enrollment in the program for a period of time prescribed in the following items or longer shall be sufficient to meet the requirements regarding the term of enrollment if the student has demonstrated outstanding research performance while enrolled.
 - (1) A person who has studied for two years or longer in the First Stage of the Doctoral Program, the Master's program, or Professional Degree program, and finished the said program - one year.
 - (2) A person who has studied for less than two years in the First Stage of the Doctoral Program, the Master's program, or Professional Degree program, and finished the said program - three years including the enrollment period in the First Stage of the Doctoral Program or the Master's program.
- 2 Notwithstanding the preceding paragraph, in the case where a person who holds a Master's Degree or Professional Degree, or where a person deemed to have academic ability equivalent

or superior to a person who holds the Master's Degree or Professional Degree with regard to the entrance requirements of the Graduate School enters the Second Stage of the Doctoral Program, the student must have been enrolled in the program for three years or longer, completed the prescribed courses, and received required research guidance, and then must pass a screening of the doctoral thesis and final examination. However, a period of one year or longer enrolled in the program shall be sufficient to meet the requirements regarding term of enrollment if the student has demonstrated outstanding research performance while enrolled.

- 3 Screening of doctoral theses shall be conducted in accordance with the Doctoral Thesis Screening Standards prescribed separately.
- 4 The final examination of a doctoral thesis shall be conducted through an oral or a written examination of the doctoral thesis as the main focus, and related subjects.
- 5 The evaluation of a doctoral thesis shall be pass or fail.

Article 31

- 1 After consultation with Faculty Council, the Dean shall approve of the completion of the program of students who have fulfilled the requirements for completing the First Stage of the Doctoral Program or the Master's program in the Graduate School.
- 2 Omitted
- 3 After consultation with Faculty Council, the Dean shall approve of the completion of the program of students who have fulfilled the requirements for completing the Second Stage of the Doctoral Program in the Graduate School.

2.2 Completion requirements of the English Program, Department of Economics

Details are prescribed in the Rules for the Graduate School of Social Sciences as follows:

Article 32

- 1 To complete the First Stage of the Doctoral Program of the Department of Economics, a student must acquire 30 credits or more.
- 2 Omitted
- 3 To complete the English program, a student must fulfill all of the requirements set forth in the following items.
 - (1) With regard to the basic courses of the specialized major among the common courses, it is compulsory to take Microeconomics I, Macroeconomics I, and Mathematics for Economics (two credits each).
 - (2) With regard to core specialized courses, 10 credits or more shall be acquired.
 - (3) With respect to research seminar courses, it is compulsory to take Seminar I and Seminar II (four credits each); a total of eight credits shall be acquired.
- 4 To complete the Second Stage of the Doctoral Program of the Department of Economics, a student must fulfill all of the requirements set forth in the following items and acquire 20 credits or more.
 - (1) With regard to specialized subjects, six credits or more shall be acquired.
 - (2) With regard to teaching practice subjects, Instructional Design (two credits) shall be taken.

(3) With regard to research seminar subjects, Seminar I, Seminar II, and Seminar III (four credits each) shall be taken; a total of 12 credits or more shall be acquired.

5 With regard to research seminar subjects, if credits are acquired in excess of eight credits in the First Stage of the Doctoral Program, the credits that may be included in the credits required to complete the program shall total up to eight credits; with regard to research seminar subjects, if credits are acquired in excess of 12 credits in the Second Stage of the Doctoral Program, the credits that may be included in the credits required to complete the program shall total up to 12 credits.

2.3 Completion requirements of the Department of Global Business

Details are prescribed in the Rules for the Graduate School of Social Sciences as follows:

Article 34

1 To complete the Master's program of the Department of Global Business, a student must fulfill all of the requirements set forth in the following items, and acquire 30 credits or more.

(1) With regard to research support courses, it is compulsory to take Research Methodology (two credits).

(2) With regard to core specialized courses, it is compulsory to take Management, Marketing, Microeconomics, Macroeconomics, Consulting Project (two credits each), and another six credits or more shall be acquired; a total of 16 credits or more shall be acquired.

However, it is compulsory to take either Global Business or Japanese Business (two credits each); two credits or more must be acquired.

(3) With regard to research seminar courses, it is compulsory to take Seminar I and Seminar II (four credits each); a total of eight credits shall be acquired.

2 With regard to research seminar subjects, in the case where credits are acquired in excess of eight credits, the credits that may be included in the credits required to complete the program shall total up to eight credits.

Table 6 shows the course listing and completion requirements for the Department of Global Business.

2.4 Research ethics training

Today, there is strong need to prevent research misconduct. Students are no exception to this. To prevent research misconduct, it is important to deepen your understanding of research ethics.

A student in the first year of the First Stage of the Doctoral Program, the Master's Program, or the Second Stage of the Doctoral Program must take the "Research Ethics E-learning Course" created by the Japan Society for the Promotion of Science by September 30, obtain a certificate of completion, and submit it to the person in charge of each department at the Academic Affairs Division. You can take the Research Ethics E-learning Course after completing your registration at the website below. It takes approximately 90 minutes.

<https://elcore.jsps.go.jp/top.aspx>

The training will be held in the second year as well. The date and time will be informed separately.

If you do not take these research ethics training courses, your degree thesis will not be accepted.

If research misconduct in your degree thesis is discovered, it will affect your future, including cancellation of your degree. We would like to ask all of you to take the training seriously so as not to cause not only intentional research misconduct but also unintentional research misconduct.

3 Taking courses

3.1 Course registration (Online registration)

- (a) Course registration is the first step towards gaining eligibility to attend classes and take examinations for each course. Students are required to determine which courses to take at the beginning of each semester and register for their courses online during the designated period. If students are taking courses of other departments, graduate schools or undergraduate schools, students need to notify the Academic Affairs Division separately.
Please refer to the Curriculum Matrix (Figure 1) and Curriculum Map (Figure 2) when deciding which courses to take.
Students must acquire the approval of their supervisor on the courses they are taking. Please print their timetable, receive their supervisor's signature, and submit the timetable to the Academic Affairs Division.
- (b) When students' supervisor appoints a co-supervisor and the Faculty Council of the Graduate School of Social Sciences approves such appointment, they can take a Seminar by the co-supervisor. Students can receive guidance from co-supervisors from the second school year onward.
- (c) The period for course registration and other information will be posted at the beginning of each semester.
- (d) If students do not complete the course registration during the designated period, it will be deemed that they have given up taking courses for that semester, and thus they cannot take examinations or acquire credits.
- (e) Students cannot take courses other than those they have registered for through designated procedures. Even if students take examinations for such courses, the scores will be invalidated.
- (f) After the registration period, students cannot change the courses they have registered for. However, it is allowed to cancel a registration only once during a semester. The period and other information on course registration cancellation will be posted at the beginning of each semester.
- (g) Students cannot take two courses offered in the same time slot.
- (h) Students cannot retake a course for which you have acquired credits, except for Seminars.

3.2 Taking courses of other graduate schools or undergraduate schools

Details are prescribed in the Rules for the Graduate School of Social Sciences as follows:

Article 18

- 1 When the Dean deems it to be effective from an educational standpoint, the Dean may have students take courses of other graduate schools or undergraduate schools after consultation with the Faculty Council of the Graduate School of Social Sciences (hereinafter the "Faculty Council").
- 2 The credits acquired by a student by completing courses pursuant to the provisions of the preceding paragraph may be regarded as credits acquired in the Graduate School.

The above-mentioned provisions shall be applied mutatis mutandis to cases where a student is taking courses of other departments.

3.3 Taking courses of graduate schools of other universities and receiving research guidance from graduate schools, etc. of other universities

Details are prescribed in the Rules for the Graduate School of Social Sciences as follows:

Article 19

- 1 When the Dean deems it to be effective from an educational standpoint, the Dean may, based on consultation between graduate schools of other universities (including foreign graduate schools; the same applies hereinafter) and the Graduate School, have students take courses of such graduate schools after consultation with the Faculty Council.
- 2 The credits acquired by a student by completing courses pursuant to the provisions of the preceding paragraph may be regarded as credits acquired by completing courses in the Graduate School to an extent not exceeding 15 credits.

3 Omitted

Article 20

- 1 When the Dean deems it to be effective from an educational standpoint, the Dean may, based on consultation between graduate schools of other universities, research institutes, and other organizations separately specified (hereinafter collectively referred to as the "Graduate Schools of Other Universities, etc.") and the Graduate School, have students receive necessary Research Guidance of the Graduate Schools of Other Universities, etc. after consultation with the Faculty Council. In this case, when having students of the First Stage of the Doctoral Program or the Master's program receive such Research Guidance, the period shall not exceed one year.
2. The Research Guidance received pursuant to the provision of the preceding paragraph shall be regarded as Research Guidance received in the Graduate School.
3. The provisions of the preceding two paragraphs shall be applied mutatis mutandis to cases where students receive necessary Research Guidance of Graduate Schools of Other Universities, etc. of foreign countries.

3.4 Approval of credits acquired prior to admission

Details are prescribed in the Rules for the Graduate School of Social Sciences as follows:

Article 23

- 1 The Dean may, when judging to be effective from an educational standpoint, deem credits that a student has acquired by completing courses at other graduate schools prior to being admitted to the Graduate School (including credits acquired as a credited auditor) to be credits that the student has acquired by completing courses at the Graduate School after being admitted to the Graduate School, after consultation with the Faculty Council.
- 2 The number of credits that are deemed to have been credits acquired pursuant to the provisions of the preceding paragraph shall not exceed 15 credits; provided, however, that the number of credits that are regarded as credits acquired pursuant to the provision of Article 19, paragraph 2 shall not exceed 20 credits, together with the number of credits deemed to have been acquired at the Graduate School.

3 Omitted

Students intending to receive approval of credits acquired prior to admission must submit the "Request for Approval of Credits Acquired prior to admission" to the Academic Affairs Division during the course registration period in the first semester of the year of their enrollment. When submitting the request, please attach a document certifying that students have acquired the credits of the course for which they are trying to receive approval (academic transcript) and the syllabus of that course.

3.5 Completion of curricula over an extended period

Details are prescribed in the Rules for the Graduate School of Social Sciences as follows:

Article 24

1 When a student has requested to complete the curricula for graduation over a certain period of time exceeding the original duration of study in a planned manner notwithstanding the provisions of Article 12, due to such circumstances as the student having an occupation, the Dean may approve the planned completion of the curricula after consultation with the Faculty Council.

2 Necessary matters regarding the preceding paragraph shall be prescribed separately.

Students who can apply for extension of their enrollment period are those who are currently enrolled in our university or are planning to be enrolled, and meet the prescribed requirements. For details, please contact the Academic Affairs Division.

If a student enrolled in a program over an extended period is expected to acquire the necessary credits for course completion before the extended enrollment period has expired, the extended enrollment period may be shortened. However, if a student intends to shorten the enrollment period, when the new enrollment period is approved, the student will need to pay the difference in the amount of tuition fees related to the shortening of the enrollment period.

If a student intends to receive approval for shortening the extended enrollment period, the student must submit a "Request for Shortening the Extended Enrollment Period" to the Academic Affairs Division between January 1 and 31 of the academic year prior to the academic year when the shortened enrollment period will expire.

4 Class cancellations due to traffic disruption or weather warnings

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

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

	Commuting status on the following day	Decision regarding class cancellation
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*.

*Notes

- 1) Laboratories and other classes that are difficult to hold online may be cancelled.
- 2) 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).

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, if it is deemed to be difficult to continue the class, the class may be cancelled immediately at each campus' discretion.

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

Kobe City

4.3 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' decision not to cancel classes, students may be 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 administration determines that the weather conditions can affect the operation of classes campus-wide, classes may be cancelled.
- (4) In cases (2) and (3) above, where classes are cancelled at the judgement of each campus administration, the university will notify students through the Universal Passport. If students register their email addresses on the Universal Passport, they will receive a notification via email.

4.4 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.

5 When a student has contracted a School Infectious Disease

- (1) The University suspends the attendance of a student who has contracted an "infectious disease that should be prevented at schools" (hereinafter, "School Infectious Disease") to prevent on-campus infections in accordance with the School Health and Safety Act and Regulations for the School Health and Safety Act.
- (2) Types and attendance suspension periods of the School Infectious Diseases are as shown below:

Type	Disease	Attendance suspension period
Type 1	Ebola hemorrhagic fever, Crimean-Congo hemorrhagic fever, smallpox, South American hemorrhagic fevers, plague, Marburg disease, Lassa fever, poliomyelitis, diphtheria, SARS, MERS, specific avian flu, pandemic influenza (novel influenza or re-emerging influenza), designated infectious diseases (including COVID-19), new infectious diseases	Until recovery
Type 2	Influenza (excluding specific avian flu)	5 days after the development of symptoms, and 2 days after the fever subsided
	Pertussis	Until specific cough stops or until the completion of a 5-day treatment with antimicrobial medicine
	Measles	3 days after the fever subsided
	Mumps	5 days after the swelling of parotid, submandibular, or sublingual gland started, and until the patient is recovered
	Rubella	Until the rashes disappear
	Chickenpox	Until all rashes have scabbed over
	Pharyngoconjunctival fever	2 days after the disappearance of major symptoms
	Tuberculosis	Until the school doctor or another doctor confirms that there is no risk of infection based on the disease condition
Meningococcal meningitis		

Type	Disease	Attendance suspension period
Type 3	Cholera, shigellosis, enterohemorrhagic E. coli infection, typhoid fever, paratyphoid fever, epidemic keratoconjunctivitis, acute hemorrhagic conjunctivitis, and other infectious diseases	Until the school doctor or another doctor judges that there is no risk of infection based on the disease condition

- (3) The University will provide due consideration and take necessary procedures to avoid disadvantages to students whose attendance at classes and examinations is suspended. If students have or are suspected to have contracted a School Infectious Disease, contact the Academic Affairs Division immediately by phone or other measures, and follow the instructions on the procedures, etc.
- (4) Please submit the "Report of Absence from Class due to School Infectious Disease" and the "Request for Approval for Absence from Examination" to the Academic Affairs Division as necessary. The formats can be downloaded from the University's website. In principle, it is required to submit these documents as soon as possible. However, in consideration of the circumstances such as the disease status, the University also accepts subsequent submission (when the student comes to the University after recovery, etc.).
- (5) When submitting the abovementioned documents, it is required to attach a medical certificate issued by a doctor or other form of evidence. However, in regard to influenza categorized as Type 2, students can omit the submission of a medical certificate, etc. by submitting drug information or test results specifying the disease instead.
- (6) When students recover from the disease and resume class attendance, they need to confirm with the school doctor or another doctor that there is no hindrance to school attendance and no risk of infection, and submit a medical certificate issued by a doctor to the Academic Affairs Division. However, in regard to influenza categorized as Type 2, students can omit the submission of a medical certificate, etc. and give an oral report instead.
- (7) When a notification from a student is submitted and is accepted, the information is given to related academic staff, etc. If students seek any special consideration regarding classes you failed to attend due to attendance suspension or other matters, please directly consult with the instructor in charge of the class.

6 Assessment of academic achievement

6.1 Assessment of academic achievement

- (1) Academic achievements are marked on a scale of 100 points based on the results of regular or out-of-period examinations, reports, etc., and credits will be given to students who gained 60 points or above.
- (2) S, A, B and C are passing grades, and the classification and assessment standards for each grade are as shown below:

Grading	Classification	Assessment Standards
S	90 points and above	The course has been completed with excellent results.
A	80 points or above, but less than 90 points	The course has been completed with very good results.
B	70 points or above, but less than 80 points	The course has been completed (with satisfactory results).
C	60 points or above, but less than 70 points	Minimum course goals have been achieved.
D	Less than 60 points	The course goals have not been achieved/ Failure.

- (3) The master's thesis and doctoral thesis are evaluated on a pass or fail basis.
- (4) The list of gained points and the list of acquired credits are distributed to each student at the beginning of the following semester.

6.2 Grade assessment grievance

Students can request that their instructors confirm the grades based on the Outline on the Confirmation of Grades and Grievance (within seven days from the disclosure of the grades, within three days when the grades are related to the graduation requirements, or when the grades are disclosed on or after March 1). If students are dissatisfied with the results, they can file a grievance to the Dean (within three days from when they received an answer from their instructors). Note that a grievance will be accepted only in the following cases:

- (a) Cases where apparent mistakes by the instructor (error in entering the grades, etc.) are observed
- (b) Cases where the grading is apparently not in line with the grading methods explained in the syllabus or during class instructions
- (c) Cases where the instructor did not offer sufficient explanation or response

7 Research instruction plan and guidance schedule for preparing a degree thesis

Since research guidance must be given individually for each student, the University provides a proper research guidance system based on the research topic, research method, etc. written on the Research Proposal and in consideration of the field of specialty of academic staff. In the Research Proposal, please include: 1. the research title, 2. your awareness of the issue, 3. the purpose of research, 4. the research method, 5. the research plan, and 6. references. Several interim reports will be required in the process of completing a degree thesis. The research guidance schedule is as shown below. In the case of students enrolling in the program for an extended period of time, different schedules will be made in accordance with their situations.

Based on the latest research proposal prepared by the student, the main supervisor prepares and delivers to the student a research instruction plan at the beginning of each academic year.

Research guidance schedule for Master's Program		
1st year	April	Determination of main supervisor based on research proposal, preparation of the research instruction plan, and course taking guidance
	February March	First interim report on master's thesis Determination of co-supervisor
2nd year	April	Preparation of the research instruction plan
	September to October	Second interim report on master's thesis
	December January	Submission of master's thesis Acceptance of master's thesis, determination of chief examiner and co-examiner
	February March	Open screening of master's thesis Granting degrees

Research guidance schedule for Doctoral program		
1st year	April	Determination of main supervisor based on research proposal, preparation of the research instruction plan, and course taking guidance
	February March	First interim report on doctoral thesis Determination of co-supervisor
2nd year	April	Preparation of the research instruction plan
	February March	Second interim report on doctoral thesis Determination of co-supervisor (supplement or change)
3rd year	April	Preparation of the research instruction plan
	September to October	Third interim report on doctoral thesis
	December January	Submission of doctoral thesis Acceptance of doctoral thesis, determination of chief examiner and co-examiner
	February March	Open screening of doctoral thesis Granting degrees

8 Submission of a degree thesis

- (1) Students who have enrolled in the program for a designated period are required to submit a degree thesis and pass the final examination.
- (2) Students are requested to submit the printed version of the degree thesis by **15:00, December 20** of the final school year (the following weekday if December 20 is a holiday) by submitting it in person to the Academic Affairs Division. Under unavoidable circumstances (e.g., if students are sick), students may submit their thesis by registered mail. In this case, if the thesis does not arrive within the designated period, it will not be accepted.
- (3) Submission after the deadline will not be accepted.
- (4) Please submit a copy of the degree thesis and a copy of the abstract. When submitting, please bind one copy each of the degree thesis and thesis abstract separately in an appropriate manner.
- (5) Please follow the Instructions for Writing (Appendix 1 and 2) when writing your degree thesis.
- (6) The final examination will be held in February.
- (7) The period for submitting theses, etc., schedule of the final examination, and other information will be given by posting the notice or by other method.
- (8) The degree thesis and thesis abstract will be digitized and stored at the Library and Academic Information Center. Therefore, in addition to printing and submitting them to the Academic Affairs Division, it is necessary to submit them as digital files to the Library and Academic Information Center. Please check the procedure and method at the website of the Library and Academic Information Center.
- (9) To store the degree thesis and make it available at the Library and Academic Information Center, students are required to submit a consent agreement together with the degree thesis.

9 Acceptance of a doctoral thesis

- (1) For your doctoral thesis to be accepted, it is required that at least one of your papers have been published in a refereed journal, or have been decided to be published. Additionally, refereed papers must meet the following requirements:
 - (a) It does not matter when the refereed papers included in your doctoral thesis were publicized. In addition, even if the referred papers have not been published at the time of submission of your thesis, your thesis will be accepted if there are documents or notifications that prove the publication decision.
 - (b) The refereed papers to be included in your doctoral thesis may be co-authored papers. However, with respect to these papers, you must be recognized by other co-authors as the main author, and you must have permission from the co-authors to publish them as your degree thesis.
 - (c) With respect to co-authored papers in the case of (b), the applicant must meet the requirements of 4-6-2 of the University of Hyogo Research Ethics Guidelines.
 - (d) When including the refereed papers in your doctoral thesis, permission must be obtained from the copyright holder (such as an academic society) as necessary.
- (2) The degree thesis must be systematic, including the refereed papers mentioned in (1).
- (3) The degree thesis will not be accepted unless you have completed the 1st and 2nd year ethics training. (See 2.5 Research Ethics Training.)

Reference: Excerpt from the University of Hyogo Research Ethics Guidelines

4-6 Duplicate submissions, inappropriate authorship, etc.

4-6-2 The requirements for a researcher to be an "author" of a paper are that he or she has made a significant contribution to the research, and that he or she satisfies all of the following three criteria.

- (1) He or she has made a substantial contribution to research conception and planning, data acquisition, and analysis.
- (2) He or she has written or revised the intellectual content of the paper.
- (3) He or she has approved the final version of the paper and is able to explain its contents.

10 Screening standards of degree theses

The degree theses will be comprehensively evaluated by the standards below, based on the Diploma Policy of the Graduate School.

Master's program	
Master's Thesis Screening Standards	<ol style="list-style-type: none">(1) An academically significant research subject has been set based on appropriate evaluation of previous research.(2) The theoretical framework for analyzing the research subject is clear, and a conclusion has been derived through appropriate argument.(3) A certain level of research results is achieved, and their development is expected.(4) The thesis follows the standards of academic format, such as: appropriate term use, clear written expressions, logical structure, effective use of charts and tables, and appropriate presentation of sources of works cited and references.(5) Guidelines of research ethics have been followed.

Doctoral program	
Doctoral Thesis Screening Standards	<ol style="list-style-type: none">(1) An academically significant research subject has been set based on appropriate evaluation of previous research.(2) The theoretical framework for analyzing the research subject is clear, and a conclusion has been derived through appropriate argument.(3) Academic contribution is achieved through unique research results.(4) The thesis follows the standards of academic format, such as: appropriate term use, clear written expressions, logical structure, effective use of charts and tables, and appropriate presentation of sources of works cited and references.(5) Guidelines of research ethics have been followed.

The University uses the plagiarism checker software iThenticate. This is an online tool supported by the world's largest academic full-text database and allows users to check a degree thesis against existing public information and verify its originality. At the Graduate School of Social Sciences, in order to prevent intentional plagiarism as well as insufficient citations that result in plagiarism, all doctoral theses are checked using iThenticate, and master's theses are also checked as far as possible.

11 Withdrawal from the Doctoral Program after having completed the course requirements

Students who have been enrolled in the Doctoral program for three years or longer and have acquired the necessary credits can withdraw from the Doctoral program after having completed the course requirements. Students who wish to do so must submit the "Request for Withdrawal from the Doctoral Program after Having Completed the Course Requirements" form to the International Relations and Student Affairs Division by the end of February.

12 Submission of a degree thesis by a student who has withdrawn after having completed the course requirements

Details are prescribed in the University of Hyogo Rules for Academic Degrees as follows.

Article 10

- 1 If a person who has withdrawn (after having been enrolled in the Doctoral program of the Graduate School for a designated period, having acquired the necessary credits, and having received the necessary research guidance) intends to earn a degree, the procedures shall be followed according to the provisions of the preceding three articles. However, if the person submits a degree thesis within one year after the withdrawal, then this person will be considered as an applicant for a doctoral degree.
- 2 If a person who falls under the category of the first sentence of the preceding paragraph is undergoing screening by submitting a degree thesis within five years after withdrawal, the person is deemed as having academic ability equivalent to or higher than an applicant for a doctoral degree.

"Considered as an applicant for a doctoral degree (course)" in the above paragraph 1 means that the schedule of on and after the submission of doctoral thesis of 3rd year described in Chapter 7 applies.

The fees required for the screening of a degree thesis are prescribed in the University of Hyogo Rules for Tuition Fees, etc. as follows:

Article 6

- 1 The fee required for the screening of a doctoral thesis shall be 57,000 yen per case.
- 2 If a person who has withdrawn from the Doctoral program after having acquired the necessary credits submits a degree thesis to the University within one year from the day following the withdrawal, the fees for the screening of the degree thesis shall be exempted.

13 Other remarks

All notices to students are given through the Universal Passport or bulletin boards except in special situations.

14 Courses Lists, Curriculum Matrix, and Curriculum Map

This section contains the tables of course lists of the Department of Economics, the Department of Business Administration, and the Department of Global Business. The Department of Economics and the Department of Global Business offer English programs. The list of courses should be viewed in conjunction with the completion requirements of sections 2.2 and 2.3.

This section also contains the curriculum matrix and the curriculum map of the Department of Global Business. The curriculum matrix shows the relationship between each course and the diploma policy. The curriculum map is a diagram that relates the sequence and systematics of the courses to the diploma policy. Based on these, please proceed with your coursework with an awareness of what abilities you should acquire upon completion of the course.

Table 1 Courses List: Japanese Program, Department of Economics
(First Stage of the Doctoral Program)

Classification		Course Title	Eligible Year	Compul- sory or Elective, Optional	Credits	Required Credits
Common courses	Basic courses of the specialized major	Microeconomics I	1	C	2	6
		Macroeconomics I	1	C	2	
		Econometrics I	1	C	2	
		International Economics I	1	E	2	2 or more
		Mathematics for Economic Analysis	1	E	2	
		Information Science	1	E	2	
	Research support courses	Quantitative Research	1	E	2	2 or more
		Qualitative Research	1	E	2	
		Fieldwork Methodology	1	E	2	
Core specialized courses	Microeconomics II	1	E	2	8 or more	
	Macroeconomics II	1	E	2		
	Econometrics II	1	E	2		
	International Economics II	1	E	2		
	Monetary Economics	1	E	2		
	Public Finance	1	E	2		
	Labor Economics	1	E	2		
	Social Security System	1	E	2		
	Economic History	1	E	2		
	History of Economic Thought	1	E	2		
	Development Economics	1	E	2		
	Environmental Economics	1	E	2		
	Regional Economics	1	E	2		
	Transportation Economics	1	E	2		
	Behavioral Economics	1	E	2		
	Economic Geography	1	E	2		
	Special Topics I	1	E	2		
	Special Topics II	1	E	2		
Research seminar courses	Seminar I	1	C	4	8	
	Seminar II	2	C	4		
Common courses of Community Planner	Community Planner Methodology	1・2	O	2		
	Practice of Community Planner Methodology	1・2	O	2		
Required credits for completion			Required to acquire 30 or more credits and pass a screening of a master's thesis and a final examination			

Appendix Table 1 of Rules for the Graduate Social Sciences

Table 2 Courses List: English Program, Department of Economics (First Stage of the Doctoral Program)

Classification		Course Title	Eligible Year	Compul-sory or Elective	Credits	Required Credits
Common courses	Basic courses of the specialized major	Microeconomics I	1	C	2	6
		Macroeconomics I	1	C	2	
		Mathematics for Economics	1	C	2	
Core specialized courses		Microeconomics II	1	E	2	10 or more
		Macroeconomics II	1	E	2	
		Econometrics	1	E	2	
		International Economics	1	E	2	
		Public Finance	1	E	2	
		Labor Economics	1	E	2	
		Economic History	1	E	2	
		History of Economic Thought	1	E	2	
		Development Economics	1	E	2	
		Environmental Economics	1	E	2	
		Economic Geography	1	E	2	
		Behavioral Economics	1	E	2	
		Special Topics I	1	E	2	
		Special Topics II	1	E	2	
Research seminar courses		Seminar I	1	C	4	8
		Seminar II	2	C	4	
Required credits for completion			Required to acquire 30 or more credits and pass a screening of a master's thesis and a final examination			

Appendix Table 2

Table 3 Courses List: Department of Economics (Second Stage of the Doctoral Program)

Classification	Course Title	Eligible Year	Compulsory or Elective	Credits	Required Credits
Specialized courses	Advanced Microeconomics	1 • 2 • 3	E	2	6 or more
	Advanced Macroeconomics	1 • 2 • 3	E	2	
	Advanced Econometrics	1 • 2 • 3	E	2	
	Advanced International Economics	1 • 2 • 3	E	2	
	Advanced Monetary Economics	1 • 2 • 3	E	2	
	Advanced Public Finance	1 • 2 • 3	E	2	
	Advanced Labor Economics	1 • 2 • 3	E	2	
	Advanced Social Security System	1 • 2 • 3	E	2	
	Advanced Economic Development	1 • 2 • 3	E	2	
	Advanced Environmental Economics	1 • 2 • 3	E	2	
	Advanced Regional Economics	1 • 2 • 3	E	2	
	Advanced Special Topics I	1 • 2 • 3	E	2	
	Advanced Special Topics II	1 • 2 • 3	E	2	
Teaching practice courses	Instructional Design	2	C	2	2
Research seminar courses	Seminar I	1	C	4	12
	Seminar II	2	C	4	
	Seminar III	3	C	4	
Required credits for completion		Required to acquire 20 or more credits and pass a screening of a doctoral thesis and a final examination			

Appendix Table 3

Table 4 Courses List: Department of Business Administration (First Stage of the Doctoral Program)

Classification		Course Title	Eligible Year	Compul- sory or Elective, Optional	Credits	Required Credits
Common courses	Basic courses of the specialized major	Business Management	1	C	2	2
		Accounting I	1	E	2	2 or more
		Marketing I	1	E	2	
		Information Science	1	E	2	
	Research support courses	Quantitative Research	1	E	2	2 or more
		Qualitative Research	1	E	2	
		Fieldwork Methodology	1	E	2	
Core specialized courses	Consulting Project	1	C	2	2	
	Strategic Management	1	E	2	8 or more	
	Management in Regional Development	1	E	2		
	Small Business	1	E	2		
	Sport Management	1	E	2		
	Law	1	E	2		
	Organization Theory	1 • 2	E	2		
	Organizational Behavior	1 • 2	E	2		
	Marketing II	1 • 2	E	2		
	Financial Management	1 • 2	E	2		
	Accounting II	1 • 2	E	2		
	Special Topics I	1 • 2	E	2		
	Special Topics II	1 • 2	E	2		
Research seminar courses	Seminars I	1	C	4	8	
	Seminars II	2	C	4		
Common courses of Community Planner	Community Planner Methodology	1 • 2	O	2		
	Practice of Community Planner Methodology	1 • 2	O	2		
Required credits for completion			Required to acquire 30 or more credits and pass a screening of a master's thesis and a final examination			

Appendix Table 4

Table 5 Courses List: Department of Business Administration (Second Stage of the Doctoral Program)

Classification		Course Title	Eligible Year	Compul-sory or Elective, Optional	Credits	Required Credits
Common courses	Basic courses of the specialized major	Business Management	1	C	2	2
		Accounting I	1	E	2	2 or more
		Marketing I	1	E	2	
		Information Science	1	E	2	
	Research support courses	Quantitative Research	1	E	2	2 or more
		Qualitative Research	1	E	2	
		Fieldwork Methodology	1	E	2	
Core specialized courses	Consulting Project	1	C	2	2	
	Strategic Management	1	E	2	8 or more	
	Management in Regional Development	1	E	2		
	Small Business	1	E	2		
	Sport Management	1	E	2		
	Law	1	E	2		
	Organization Theory	1 • 2	E	2		
	Organizational Behavior	1 • 2	E	2		
	Marketing II	1 • 2	E	2		
	Financial Management	1 • 2	E	2		
	Accounting II	1 • 2	E	2		
	Special Topics I	1 • 2	E	2		
	Special Topics II	1 • 2	E	2		
Research seminar courses	Seminars I	1	C	4	8	
	Seminars II	2	C	4		
Common courses of Community Planner	Community Planner Methodology	1 • 2	O	2		
	Practice of Community Planner Methodology	1 • 2	O	2		
Required credits for completion			Required to acquire 30 or more credits and pass a screening of a master's thesis and a final examination			

Appendix Table 5

Table 6 Courses List: Department of Global Business (Master's program)

	Course Title	Eligible Year	Compulsory or Elective	Credits	Required Credits
Research support courses	Research Methodology	1	C	2	2
	Cross-cultural Communication	2	E	2	
Core specialized courses	Management	1	C	2	10
	Marketing	1		2	
	Microeconomics	1		2	
	Macroeconomics	1		2	
	Consulting Project	1		2	
	Global Business	1	E	2	2 or more
	Japanese Business	1		2	
	Accounting	1		2	
	Law	1		2	
	Cross-cultural Management	1		2	
	Comparative Culture	1		2	
	Japanese Culture and Society	1		2	
	Economic History of Asia	1		2	
	Special Topics I	1•2		2	
	Special Topics II	1•2		2	
Subtotal (core specialized courses only)					16
Research seminar courses	Seminar I	1	C	4	8
	Seminar II	2		4	
Required credits for completion		Required to acquire 30 or more credits and pass a screening of a master's thesis and a final examination			

Appendix Table 6

Diploma Policy of the Department of Global Business

A Master's degree (Global Business Administration) will be awarded to students who meet all the following requirements.

DP1: who possess specialized knowledge and skills in Japanese and international business.

DP2: who possess the ability to adapt to foreign cultures, which is required to play an active role on the global stage.

DP3: who are equipped with the potential to identify issues of academic significance.

DP4: who can approach such issues logically using a theoretical framework.

DP4: who can eventually give back to society the specialized knowledge and skills they have acquired.

Figure 1 Curriculum Matrix: Department of Global Business

Course code	Course	Credits	Style	DP1	DP2	DP3	DP4	DP5
CMA002	Research Methodology	2	L			○	◎	
CMA003	Cross-cultural Communication	2	L		◎	○		○
CMB001	Management	2	L	◎			○	○
CMB002	Marketing	2	L	◎			○	○
CMB003	Microeconomics	2	L				◎	○
CMB004	Macroeconomics	2	L				◎	○
CMB005	Consulting Project	2	L, P			○	◎	○
CMB006	Global Business	2	L	◎	○	○		○
CMB007	Japanese Business	2	L	◎	○	○		○
CMB008	Accounting	2	L	◎			○	○
CMB009	Law	2	L	◎			○	○
CMB010	Comparative Culture	2	L		◎	○		○
CMB011	Cross-cultural Management	2	L		◎	○		○
CMB012	Japanese Culture and Society	2	L	◎		○		○
CMB013	Economic History of Asia	2	L	◎	○	○		○
CMB101	Special Topics I	2	L, S					
CMB102	Special Topics II	2	L, S					
CMC001	Seminar I	4	S			◎	○	○
CMC101	Seminar II	4	S			◎	○	○


Course Style L: lecture,
P: practice,
S: seminar

Relationship between courses and DPs

◎ strong relationship

○ relationship

Figure 2 Curriculum Map: Department of Global Business

Diploma Policy					
	Allocated year	Classification		Courses	Related DP
	second year	Research support courses	elective	Cross-cultural Communication	DP2 , DP3, DP5
		Research seminar courses	com-pulsory	Seminar II	DP3 , DP4, DP5
	first year	Core specialized courses	elective	Accounting	DP1 , DP4, DP5
				Law	DP1 , DP4, DP5
				Comparative Culture, Cross-cultural Management	DP2 , DP3, DP5
				Japanese Culture and Society	DP1 , DP3, DP5
				Economic History of Asia	DP1 , DP2, DP3, DP5
		elective	Global Business, Japanese Business	DP1 , DP2, DP3, DP5	
	com-pulsory	Management, Marketing, Microeconomics, Macroeconomics Consulting Project	DP1 , DP4, DP5 DP4 , DP5 DP3, DP4 , DP5		
	Research seminar courses	com-pulsory	Seminar I	DP3 , DP4, DP5	
Research support courses	com-pulsory	Research Methodology	DP3, DP4		

Bold DPs written in the “Related DPs” column indicate a strong relationship between the courses and the DPs.

Appendix 1: Instructions for writing a degree thesis

- 1 Use A4 paper.
- 2 The margins shall be 35 mm at the top, 30 mm at the bottom, and 30 mm on the left and right.
- 3 Use any of the following fonts. The numbers in parentheses indicate the font size.
Times New Roman (12), Book Antiqua (12), Arial (11), Calibri (12)
- 4 For headings of chapters and sections, increase the font size appropriately and use Gothic type.
- 5 Compile a table of contents. Insert page numbers at the bottom center of each page. However, do not insert the page number on the cover sheet. If page numbers are inserted in the table of contents, they should be independent of the text. Make a page break for each chapter.
- 6 The thesis and abstract should have a cover sheet, and the cover sheet should include the name of the main supervisor, the title of the thesis, "Department of *****," "Graduate School of Social Sciences," "First Stage of the Doctoral Program (Master's Program)," or "Second Stage of the Doctoral Program," the year of admission (Western calendar), the student ID number, the name, and the date of submission, as shown in the sample in the next page. On the cover sheet of the abstract, write "Abstract" above the title. These fonts should be Gothic, and the font size should be adjusted accordingly.
- 7 The thesis abstract should be no more than 10 pages of thesis paper.
- 8 For other writing methods, such as reference style, please follow the instructions of your main supervisor.

Appendix 2: Format and Sample of cover sheet of the degree thesis and its abstract

<p style="text-align: center;">Supervisor: Professor XX</p> <p style="text-align: center;">Why are the service charges a limited time offer? — On XX industry —</p> <p style="text-align: right;">Master's Program Department of Global Business Graduate School of Social Sciences Entered in AY 2021 Student Number</p> <p style="text-align: right;">Name</p> <p style="text-align: right;">Submitted December 202X</p>
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Note

- 1 Please bind the pages together in an appropriate manner for submission.
- 2 Please put a cover sheet on the thesis abstract as well. On the cover sheet of the abstract, please write "Abstract" above the title.