

## 2023 - 2024 Academic Calendar for International Students

Spring Semester							Fall Semester																				
SUN							Events							SUN							Events						
<b>MAR</b> <small>(2023)</small>	5	6	7	8	9	10	11	3/22 Spring Graduation Ceremony 3/27~4/5 Spring Semester Orientation	<b>SEP</b>	3	4	5	6	7	8	9	9/7~15 Fall Semester Orientation 9/6 A.M. Fall Graduation Ceremony 9/6 P.M. Fall Entrance Ceremony 9/9, 10 School Festival (TBD) 9/19 First Day of Fall Semester										
	12	13	14	15	16	17	18			10	11	12	13	14	15	16											
	19	20	21	22	23	24	25			17	18	19	20	21	22	23											
	26	27	28	29	30	31	1			24	25	26	27	28	29	30											
<b>APR</b>	2	3	4	5	6	7	8	4/3 Spring Entrance Ceremony 4/6 First Day of Spring Semester	<b>OCT</b>	1	2	3	4	5	6	7	10/28~10/29 School Festival (TBD)										
	9	10	11	12	13	14	15			8	9	10	11	12	13	14											
	16	17	18	19	20	21	22			15	16	17	18	19	20	21											
	23	24	25	26	27	28	29			22	23	24	25	26	27	28											
<b>MAY</b>	30	1	2	3	4	5	6	4/29~5/7 Spring Vacation	<b>NOV</b>	29	30	31	1	2	3	4	12/26~1/4 Winter Vacation										
	7	8	9	10	11	12	13			5	6	7	8	9	10	11											
	14	15	16	17	18	19	20			12	13	14	15	16	17	18											
	21	22	23	24	25	26	27			19	20	21	22	23	24	25											
<b>JUN</b>	28	29	30	31	1	2	3	7/26 Last Day of Spring Semester 7/27 Make-up Class Day	<b>DEC</b>	26	27	28	29	30	31	1	1/15 Last Day of Fall Semester 1/16, 17 Make-up Class Days <b>1/18~1/24 Fall Finals</b> 1/25~1/29 Make-up Exams										
	4	5	6	7	8	9	10			3	4	5	6	7	8	9											
	11	12	13	14	15	16	17			10	11	12	13	14	15	16											
	18	19	20	21	22	23	24			17	18	19	20	21	22	23											
<b>JUL</b>	25	26	27	28	29	30	1	7/28-8/3 Spring Finals 8/4~8/9 Make-up Exams 8/4~8/9, 8/18~8/29 Intensive Japanese Classes 8/18~8/23 Retake Exams	<b>JAN</b> <small>(2024)</small>	24	25	26	27	28	29	30	2/5~3/15 Intensive Japanese Classes 2/8~2/14 Retake Exams										
	2	3	4	5	6	7	8			31	1	2	3	4	5	6											
	9	10	11	12	13	14	15			7	8	9	10	11	12	13											
	16	17	18	19	20	21	22			14	15	16	17	18	19	20											
<b>AUG</b>	23	24	25	26	27	28	29	8/25~8/29 Intensive Japanese Classes 8/18~8/23 Retake Exams	<b>FEB</b>	21	22	23	24	25	26	27	3/21 Spring Graduation Ceremony 3/25~3/31 Spring Semester Orientation										
	30	31	1	2	3	4	5			28	29	30	31	1	2	3											
	6	7	8	9	10	11	12			4	5	6	7	8	9	10											
	13	14	15	16	17	18	19			11	12	13	14	15	16	17											
<b>SEP</b>	20	21	22	23	24	25	26	8/18~8/23 Retake Exams	<b>MAR</b>	18	19	20	21	22	23	24	3/21 Spring Graduation Ceremony 3/25~3/31 Spring Semester Orientation										
	27	28	29	30	31					25	26	27	28	29	1	2											
										3	4	5	6	7	8	9											
										10	11	12	13	14	15	16											

<span style="background-color: #e0e0e0; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> CLASS DAY	<span style="background-color: #ffff00; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> TEST DAY
<span style="background-color: #90ee90; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> ORIENTATION*	<span style="background-color: #ffa500; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> MAKE-UP/RETAKE TEST DAY**
<span style="background-color: #ff69b4; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> NO CLASS	<span style="background-color: #add8e6; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> INTENSIVE JAPANESE CLASSES***

\*Orientation is graded for 1st year, 1st semester Engineering students. For all other students, orientation attendance is mandatory but not graded.  
 \*\*All students must attend make-up and retake tests as instructed. Refer to school announcements for details.  
 \*\*\*For 1st and 2nd year students. Exact start and end dates vary depending on grade, class, etc. Refer to school announcements for details.

# Enrollment Guidelines

2023

Kyoto University of Advanced Science  
Faculty of Engineering  
Department of Mechanical and Electrical Systems Engineering

# **Kyoto University of Advanced Science Founding Principles and Three Policies**

## **Founding Principles**

- KUAS will seek to produce outstanding graduates who can identify and solve the problems of the future.
- KUAS will seek to envision a brighter future for society and conduct advanced academic research that will lead to the realization of that vision.
- By producing excellent graduates and research, KUAS will take a leading role in contributing to society, both today and in the centuries to come.

## **Putting our Founding Principles into Practice**

- The experts and leaders who will contribute to the society of tomorrow will work in a world of diverse values.
- Kyoto University of Advanced Science is committed to education and research that takes the initiative in solving global issues by looking ahead to the future, identifying new issues that may arise, and integrating these with contemporary educational themes.
- At KUAS, we will seek to produce dynamic, capable people who can take on the challenge of complex and multifaceted problems by combining world-class progressive-mindedness, adaptability, and morality with specialized knowledge, creative thinking, and foresight alongside a broad, holistic foundation of knowledge.

## **The Three Policies of Kyoto University of Advanced Science**

### **Graduation Approval and Degree Awarding Policy (Diploma Policy)**

#### **1. Knowledge and Understanding**

- 1.1 Graduates shall acquire a specific core body of knowledge, relating it to knowledge in other fields, and use it to solve problems in a changing global society.

#### **2. Technical Skills**

- 2.1 Graduates shall be able to collect and use necessary information using appropriate methods.
- 2.2 Graduates shall be able to communicate with others using a variety of languages.

#### **3. Thought, Judgment and Expression**

- 3.1 Graduates shall be able to logically construct and express their own ideas through multifaceted thinking by utilizing acquired knowledge, skills, and experience.
- 3.2 Graduates shall be able to critically examine a topic of their own choosing, while objectively analyzing any information collected.

#### **4. Interest, Motivation and Attitude**

- 4.1 Graduates shall demonstrate an ongoing interest in the problems of a changing global society and be able to act proactively and persistently to solve those problems.
- 4.2 Graduates shall be able to act as an autonomous member of society while collaborating with others from diverse backgrounds

### **Curriculum Development and Implementation Policy (Curriculum Policy)**

#### **1. Educational Curriculum**

- 1.1 The curriculum shall consist of core subjects common to all universities and specialized subjects in each department.
- 1.2 The common core subjects shall be designed to help students acquire the following core competencies: progressive mindedness, culture, basic academic skills and techniques, language skills, cross-cultural understanding, communication skills, leadership and teamwork.

- 1.3 Specialized courses shall be arranged in accordance with career paths that make the most of the academic training in each undergraduate faculty, and shall foster students' ability to act independently and solve problems based on their specialized knowledge.
2. Learning Methods and Processes
- 2.1 (Learning Method) During their four-year educational program, students shall not only learn theoretically about liberal arts subjects and specialized subjects, but also learn practically and actively through experiential learning and career learning.
- 2.2.1 (Learning Process) In the university's common core subjects, students shall learn liberal arts subjects necessary for the acquisition of general abilities in a step-by-step manner.
- 2.2.2 In the first year, students shall take start-up courses to develop their basic problem finding and solving skills and communication skills.
- 2.2.3 In the first and second years, students shall learn how to acquire basic Japanese language skills, numerical processing skills, and IT skills, and also learn to develop their communication, leadership, and cooperation skills through physical activities.
- 2.2.4 From the first year to the third year, students shall study English through a consistent curriculum with the aim of acquiring English skills that are useful for working adults.
- 2.2.5 From the second year, students shall study various issues of modern society in an interdisciplinary manner in future outlook courses, which seek to nurture students' knowledge of the liberal arts and their ability to discover and solve problems.
- 2.3 (Learning Process) In specialized courses, students shall learn step-by-step in courses and programs established by each faculty and department in order to acquire the ability to act independently and solve problems based on specialized knowledge.
3. Assessment of Learning Outcomes
- 3.1 Learning outcomes shall indicate the degree of achievement of the competencies specified in the Diploma Policy and the achievement goals set for each subject in the curriculum. Learning outcomes shall be evaluated in various ways according to the assessment policy.
- 3.2 The contents of each course, as well as its achievement objectives and evaluation methods and standards, shall be shown in the syllabus, and the degree of achievement of the achievement objectives shall be evaluated.

### **Admission Policy**

In the founding spirit of KUAS, the purpose of education at our university shall be to nurture "top-notch professionals who can identify and solve the problems of the future. To this end, KUAS seeks applicants who understand the educational content of the faculty and department of their choice, and who are motivated to explore and practice academics, improve their skills, and acquire the civic education necessary to succeed in a global society.

1. Knowledge and Skills
  - Applicants shall possess the basic knowledge and skills of subjects taken in high school.
2. Thought, Judgment and Expression
  - Applicants shall have the ability to think and make judgments about disciplines related to science, culture, society, nature, health, and other topics as well as be able to express their own ideas.
3. Positive attitude toward learning by taking initiative and collaborating with diverse people
  - Applicants shall have a strong interest in learning and skills, and a strong desire to learn independently.
  - Applicants shall be able to work collaboratively with diverse people to acquire knowledge and skills.
  - Applicants shall have the desire to become culture and international as well as improve their language skills, particularly their English skills.

What are the **Enrollment Guidelines**?

From the time of admission to graduation, students must study the subjects specified in the school regulations and these **Enrollment Guidelines** and earn the prescribed number of credits. For this reason, all the information necessary for planning your studies is included in the **Enrollment Guidelines**. Please read this booklet carefully and create a solid study plan that will guide you to graduation. This booklet is only distributed upon admission to KUAS, please take good care of it and be careful not to lose it.

**Kyoto University of Advanced Science**  
**Faculty of Engineering**  
**Enrollment Guidelines Table of Contents**

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## Important Things to Know

### Advisor System

Each student is assigned a full-time academic advisor and assistant academic advisor. These teachers provide consultation and advice to their students to help them overcome any academic and life problems they may encounter.

### Communication with Faculty

KUAS faculty members offers office hours during which students can consult with them in their office. Contact and consult with faculty around class or during office hours. Student can check the office hours with "Sentan Navi". Other than that, faculty accept consultation during the time the faculty is in their office.

### "Sentan Navi" – a website dedicated to students –

Students can access Sentan Navi via their personal computers to obtain information related to university life.

Sentan Navi can also be accessed via smartphone.

Sentan Navi provides the following:

- ◇Contact information
- ◇Campus information
- ◇Information on class cancellations and make-up classes
- ◇Call information
- ◇Student Learning Portfolio access
- ◇Course registration and syllabus reference services
- ◇Class schedule and attendance information
- ◇Assignment submission and feedback (reports, etc.)
- ◇Student address change services
- ◇Interview appointment registration
- ◇Employment information, etc.

\*If you register your e-mail address on the "Mail Settings" screen of Sentan Navi, information posted to Sentan Navi will be delivered (forwarded) to you via e-mail.

### Contact from KUAS

In principle, KUAS will communicate with students through Sentan Navi. Therefore, students are asked to please check Sentan Navi every day.

KUAS will expect students to keep themselves informed of the information published on Sentan Navi.

### Absence from Class

#### 1. Class attendance requirements (excluding certain mandatory courses)

Attendance and study in class is a fundamental prerequisite for earning credits for classes taken. Credit will not be given to students who are absent for more than one-third of the class sessions (6 or more absences out of 15 class sessions) for any course at KUAS. Note that a single tardy (arrival between 5 and 20 minutes after the start of class) will not be counted as an absence in and of itself. How multiple tardies will be handled is left to the discretion of the course instructor.

#### 2. Absence from class due to unavoidable reasons

In the event that a student is absent due to an "unavoidable reason" as specified by KUAS (see the following table), the student may request an alternative assignment from the course instructor for up to 2/15 sessions of missed quizzes, etc., for that class. Submitting an alternative assignment will not equate to attendance, but will be an opportunity for the student to recover a portion of points for the class. To request an alternative assignment, the student must submit a request form with a certificate (see the table, "Unavoidable reasons for absence") to the course instructor within one week, excluding the day of the absence. Attendance of at least two-thirds of the class sessions is a minimum requirement for earning credits, and absences for the unavoidable reasons listed will also be treated as absences.



### 3. Class attendance requirements of mandatory courses

Strict attendance requirements are imposed for some courses. For the mandatory and automatically registered Japanese courses, credit will not be given to students who are absent for 2 or more class sessions of a total of 15 sessions (3 or more absences out of 30 class sessions).

For Startup Seminars A and B and SLS (Sports Life Skills), if a student misses more than one-fifth of the class sessions (4 or more absences out of 15 class sessions), the student will not receive credit for that course.

<b>Courses for which credit is not awarded for 2/15 absences or 3/30 absences</b>	<b>Courses for which credit is not awarded for 4/15 absences</b>
All Japanese Language Courses for Engineering	Startup Seminar A & B
	Sports Life Skills I, II, III, & IV

### 4. Absence from mandatory courses due to unavoidable reasons

In the event that a student is absent due to an “unavoidable reason” as specified by KUAS (see the following table), the student may request an alternative assignment for up to 2/15 sessions of missed quizzes, etc., for that class. If these alternative assignments are submitted, the student will be regarded as having been in attendance for those sessions. To request an alternative assignment, the student must submit a request form with a certificate (see the following table) to the course instructor within one week, excluding the day of the absence.

#### ◇Notes Regarding Absence from Class

1. There are no “authorized absences” at KUAS.
2. The Educational Affairs Center will not contact your course instructors for you. In addition, faculty members will not accept applications past their due date.
3. Individualized measures will be taken for students with disabilities who are receiving individualized academic support based on reasonable accommodations.
4. Students may not apply for alternative assignments for courses offered independently by the Department of Nursing or the Department of Speech and Hearing Sciences and Disorders.
5. If you are unable to fulfill the above class attendance requirements due to long-term hospitalization or other reasons, you must apply for a special exception from your supervising professor.
6. In cases where KUAS establishes separate operational guidelines for the unavoidable reasons for absence listed in the table below, KUAS will respond in accordance with those guidelines (e.g. in cases of infection with “new strains of influenza and other infectious diseases” as defined by law).

#### Unavoidable reasons for absence

	Reason	Certificate	Remarks
1	The event that the student has contracted an infectious disease as specified in Article 18 of the Enforcement Regulations of the School Health and Safety Law, and the university requests that the student not attend classes	Medical certificate	The medical certificate must clearly state the duration of medical treatment and that the absence is necessary. Example: In the case of influenza, 5 days must have passed since the onset of illness and 2 days must have passed since the fever broke in order to attend.
2	Suspension or delay of public transportation	Certificate of suspension or delay	When submitting a certificate of suspension or delay downloaded from the web, a screen shot of the real-time traffic status posted on each public transportation agency’s website must also be submitted.

3	Celebrations and bereavements within the third degree of kinship	Letter of invitation or invitation card to the event	
4	Unforeseen accident or disaster not attributable to the student	Proof of incident	In some cases, a medical certificate may be required. Delays due to traffic accidents, breakdowns, or traffic congestion on the way to school by car, motorcycle, or bicycle are not included.
5	Extracurricular activity	Official tournament guidelines, etc.	Only groups that belong to the Sports Federation Council or the Cultural Federation Council that are recognized as a club are eligible. A list of participants must be attached.
6	Practical training in education for a teaching license, nursing care experience, or museum curator training	Certificates from Educational Affairs Center	
7	Qualification and employment exams	Certificate of examination	
8	Overlap with classes and examinations for credit transfer courses (Consortium of Universities in Kyoto)	Certificate of attendance or certificate of examination	
9	Doctor-ordered medical treatment for an illness or injury other than those listed in Reason 1	Medical certificate	The medical certificate must clearly state the duration of medical treatment and that the absence is necessary.
10	Other grounds recognized by KUAS as justifiable	Certificate indicated by KUAS	Overlap with make-up classes and internships directly related to employment, etc.

#### Taking Sports Life Skills (SLS) Courses

SLS courses will be taught at Kyoto Kameoka Campus (excluding Department of Nursing and Department of Speech and Hearing Sciences and Disorders). Please use the free intercampus bus dedicated to SLS during class time.

\*This bus operates according to the number of class participants. Please observe good manners on the bus and fill the bus from the back seat.

#### Educational Affairs Center

If you have any questions about course registration or other class matters, please contact the Educational Affairs Center.

< Kyoto Uzumasa Campus Counter Service Hours >

Mon - Fri	8:30–17:00
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< Kyoto Kameoka Campus Counter Service Hours >

Mon - Fri	8:30–17:00
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\*Excludes Saturdays, Sundays and national holidays and other holidays designated by KUAS.

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## Part 1 Tips for Taking Courses

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### I. Getting Started

A university is a place where students learn independently. In other words, it is a place where students can think for themselves and form their own opinions, rather than being taught unilaterally. It is necessary to have a learning plan for your entire four years and be able to say, "I have learned this topic in particular" when you graduate. Learning is something that you do for yourself. In addition, the ability to write, discuss, think, study deeply, and create new ideas are very important in society, and it is important to strive to improve these skills through university classes.

#### 1. About the credit system

##### (1) Credit system

All universities have a "credit system". A credit system is a system in which students earn credits by taking prescribed courses according to certain standards and passing examinations.

##### (2) What are credits?

A credit is a measure of the time required to complete a course of study. Students can earn credits only after completing a specified number of hours in each subject and passing an examination. Accumulating these credits allow for a student to graduate.

- ① For lecture and seminar courses, one credit shall consist of 15-30 hours of classes.

(Example) Calculation of credit for a lecture course

A 90-minute class is considered 2 hours of coursework.  $2 \text{ hours} \times 15 \text{ times} = 30 \text{ hours}$  of class time. 15 hours of class time equals 1 credit, and 30 hours equals 2 credits.

- ② In laboratory, training, and practical courses, 30-45 hours of laboratory experiments, practical training or skills training shall be considered 1 credit.

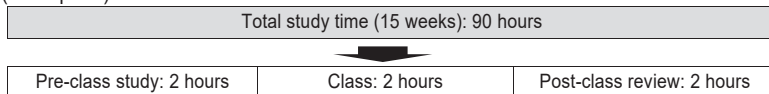
- ③ Relationship between independent study hours and credit

The standard for 1 credit is 1-45 hours of learning.

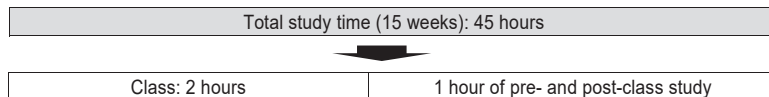
If 15 hours of class is counted as 1 credit, 30 hours of independent study are required for each credit.

If 30 hours of class is counted as 1 credit, 15 hours of independent study is required for each credit.

(Example 1) In the case of a 2-credit lecture or seminar course



(Example 2) In the case of a 1-credit laboratory or training course



##### (3) Approval of graduation

Students may graduate when they have earned the credits required for graduation (graduation credits) as stipulated in the school regulations and have been enrolled in the school for the prescribed number of years. (See "X. Graduation and Academic Degrees" on page 25). Some courses count as graduation credits, while others do not (e.g., courses taken for the purpose of obtaining qualifications)

## II. Class Rules & Hours

### 1. Manners when attending classes

The following are the minimum manners that should be observed in university classes. All KUAS students are expected to work together to create a positive learning environment.

- Do not chat during class
- Do not use cell phones, smart phones, music players, etc. unless instructed to do so.
- Do not enter or leave the room during the class. (If you need to use the restroom, are sick, or have to go to the hospital, please notify the instructor in charge of the course.)
- As a general rule, do not eat or drink.
- Do not wear hats in the classroom (students who are obliged to wear a hat should inform their instructor in advance before the course begins).
- Do not borrow or lend your student ID card (if discovered, it will be dealt with in accordance with the University's Student Rules).

Students who do not behave in a proper manner will be warned by the instructor in charge of the course, but students who do not show improvement will be severely dealt with by being ordered to leave the room or being dropped from the course.

### 2. Semester system

The semester system differs from the year-round system in which a single class is offered throughout the year. The relationship between the year and semester for each period of enrollment is as follows.

(Spring semester admission)

Year	First year		Second year		Third year		Fourth year	
Season	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
Semester	1st	2nd	3rd	4th	5th	6th	7th	8th

(Fall semester admission)

Year	First year		Second year		Third year		Fourth year	
Season	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
Semester	1st	2nd	3rd	4th	5th	6th	7th	8th

### 3. Class hours

Kyoto Uzumasa Campus

1st Period	2nd Period	3rd Period	4th Period	5th Period
8:50–10:20	10:30–12:00	12:40–14:10	14:20–15:50	16:00–17:30

Kyoto Kameoka Campus

1st Period	2nd Period	3rd Period	4th Period	5th Period
9:30–11:00	11:10–12:40	13:20–14:50	15:00–16:30	16:40–18:10

### 4. Exam hours

Kyoto Uzumasa Campus

1st Period	2nd Period	3rd Period	4th Period	5th Period
8:50–9:50	10:30–11:30	12:40–13:40	14:20–15:20	16:00–17:00

Kyoto Kameoka Campus

1st Period	2nd Period	3rd Period	4th Period	5th Period
9:30–10:30	11:10–12:10	13:20–14:20	15:00–16:00	16:40–17:40

\*Note: There are some courses in specific faculties that require 90 minutes of examination time. Please check the Final Exam Timetable for relevant courses.

## 5. Cancellation of class

- (1) Class may be cancelled. Class cancellations will be notified to students via Sentan Navi.
- (2) If no notice has been posted and the faculty in charge of the class does not enter the classroom 30 minutes or more after the beginning of the class, please contact the Educational Affairs Center for instructions.

## 6. In the event of severe weather or public transportation delays

### (1) When a weather warning is issued

When a “Special Warning”, “Storm Warning”, or “Snow Storm Warning” is issued for Kyoto and Kameoka area (Kyoto City, Kameoka City, Muko City, Nagaokakyo City, or Oyamazaki Town), classes and examinations offered by the university will be held as follows (for both campuses).

Warning Cancellation Time	Class and Exam Start Time
Cancelled by 7:00	Start from first period
Cancelled by 10:00	Start from third period
Cancelled after 10:00	All classes canceled

(Note) As a general rule, classes will not be cancelled in the event of a “heavy rain”, “flood”, or “heavy snow” warning. However, the university may cancel classes on special occasions. In such a case, a notice will be posted on the university’s website and on Sentan Navi.

\*If a warning subject to class cancellation is issued after the first class of the day, in principle, the rest of classes will be canceled.

When a “Special Warning” is issued, please take life-saving actions immediately. If you are unable to attend classes or exams due to these reasons, please follow the instructions in “(2) In case of public transportation delays” below.

### (2) In case of public transportation delays

If you are unable to attend class or exams for any of the reasons above, please take one of the following actions.

- ① If you are unable to attend a class (including tests)  
Notify the faculty in charge of the course and follow their instructions within the day.
- ② If you are unable to attend a final exam  
See “2. Make-up Examinations” on page 18.

## 7. Class location

Courses offered by the university are offered at either the Kyoto Uzumasa Campus or the Kyoto Kameoka Campus. To travel between campuses, please use the free inter-campus bus or public transportation. When traveling between campuses, be sure to take the travel time into consideration.

### III. Course Registration

#### 1. Course registration

Course registration is carried out every semester, with students registering for their new courses beforehand. If courses are not properly registered, credits cannot be received despite attendance. After completing your registration, please confirm your registration via Sentan Navi to make sure your courses are properly registered.

#### 2. Requirements for registration

In order to properly register for a course, please note the following.  
All students are responsible for their own class registration.

- If you have not completed your mandatory courses yet, please give those courses priority and register them first.
- Please follow the registration requirements for each course.
- Two courses held during the same class hours cannot be registered.
- After the registration period ends, courses cannot be changed or added.
- Courses that have already been completed cannot be taken again for credit.
- Students cannot register more credits than the registration limit.

#### 3. Registration limits (CAP system)

The maximum number of credit that students can acquire in one semester (or year) is limited to ensure that sufficient time is dedicated to each course. A credit limit is set by each faculty.

\*Note: credits for "Practical Training for Internship", "Overseas Training", and "Service Learning" courses can be acquired in excess of the credit limit.

#### 4. Types of registration

##### (1) Mandatory courses

Courses which are prerequisite to the completion of a program.

If a student fails to pass one of these courses, the course must be retaken in the next semester or later.

##### (2) Automatically registered courses

Courses which are prerequisite and which all students in the related program are automatically registered for.

##### (3) Advanced registration courses

Courses with a fixed number of students. If there are more applicants than capacity, students will be selected according to a selection criteria.

Students selected to take one of these courses after completing the advanced registration procedure must attend. (Students cannot withdraw).

##### (4) Elective courses

Courses to be taken by students at will. Please see the information provided at the orientation of each faculty (department).

Registration	Course Category	Contents
Educational Affairs Center	Mandatory courses	Course which are prerequisite to the completion of a program. If a student fails to pass one of these courses, the course must be retaken in the next semester or later.
	Automatically registered courses	Course which are prerequisite and which all students in the related program are automatically registered for.

Student	Advanced Registration Courses	Courses with a fixed number of students. If there are more applicants than capacity, students will be selected according to a selection criteria. Students selected to take one of these courses after completing the advanced registration procedure must attend. (Students cannot withdraw).
	Elective course	Courses to be taken by students at will. Please see the information provided at the orientation of each faculty (department).

#### 5. Withdrawal of registered courses

Only for elective courses, students may cancel their registration until the third week after the start of classes each semester. Please note that you cannot register for another course in place of the cancelled registration. Please take the number of credits required for graduation into consideration when withdrawing a course. To withdraw your course registration, please submit the "Request for Course Withdrawal" at the Educational Affairs Center within the designated period.

## 6. Course codes

The “Course Code” for each course is listed in the list of courses for each department. Please refer to them when selecting courses to take.

### (1) What is a course code?

Course codes are a system that indicates the nature of educational programs both inside and outside of the university by assigning appropriate numbers to courses and classifying them to indicate the stages and order of learning and the relationship between courses. This numbering system also serves as a guide for selecting appropriate courses when registering.

### (2) Composition of course codes

Each course code consists of six alphanumeric characters:

# A B 1 2 0 1

### [List of course codes]

1st Digit (Common Subject / Faculty Association)		2nd Digit (Course Category)		3rd Digit (Semester When Course is Taken) *		4th Digit (Credits)	5th ~ 6th Digits (Course Sequence)			
University-wide	University-wide Core Courses	C	Future Vision Courses	F	Year 1 Spring Semester	1	The number of credits that can be earned by taking this course.	The number indicating what level this course is in relation to a sequence of related courses.		
			Civic and Liberal Arts Courses	C	Year 1 Fall Semester	2				
			Academic Skills Courses	A	Year 2 Spring Semester	3				
			English Language Courses	E	Year 2 Fall Semester	4				
			Second Foreign Language Courses	L	Year 3 Spring Semester	5				
			Japanese Language Courses	J	Year 3 Fall Semester	6				
			Startup Course	U	Year 4 Spring Semester	7				
			Career Education Course	R	Year 4 Fall Semester	8				
			Sports Courses	S						
Business Administration	Faculty of Economics and Business Administration Department of Economics Department of Business Administration	Z E B	Introductory Courses	B						
			Career Courses	C						
			Basic Courses	F						
			Intermediate Courses	E						
			Exercise Courses	S						
Humanities	Faculty of Humanities Department of Japanese History and Cultural Studies Department of Psychology	Y H P	Basic Courses	F						
			Intermediate Courses	E						
			Faculty-wide Courses	C						
Health and Medical Sciences	Faculty of Health and Medical Sciences Department of Nursing Department of Speech and Hearing Sciences and Disorders Department of Health and Sports Sciences	W N R T	Supplementary Courses	U						
			Basic Courses	F						
			Intermediate Courses	E						
			Exercise Courses	S						
Bio. Sciences	Faculty of Bioenvironmental Sciences Department of Bioscience and Biotechnology Department of Bioenvironmental Design Department of Agriculture and Food Technology	V S K F	Basic Courses	F						
			Basic Specialized Courses	S						
			Specialized Courses	M						
Engineering	Department of Mechanical and Electrical Systems Engineering	M	English Language Courses	E						
			Japanese Language Courses	J						
			Startup Courses	U						
			Faculty-wide Courses	C						
			Pillar-specific Courses	S						
			Experiments and Laboratory Exercises	X						
			Comprehensive Practical Exercises	G						

\* Semester is based on April enrollment.



## IV. Attendance Management System

KUAS has introduced an attendance management system where, at the beginning of each class, students log their own attendance by scanning their ID at a touch-panel before class. Please be sure to take your student ID card with you and scan it before the beginning of each class. You will be counted as absent if you forget to do this. Students' attendance information is managed centrally on Sentan Navi. In principle, the course instructors will double-check attendance and based on the attendance information registered in this system, but some instructors may take other requirements into consideration, such as the submission of a quiz at the end of the class.

### 1. Tardiness, etc.

You can scan your Student ID 8 minutes before a class begins.

After 5 minutes from the start of class, students will be treated as being late if they have not scanned their cards.

After 20 minutes from the start of class, students who have not scanned their cards will be considered absent.

### 2. About gaming the attendance system

In the event that students are discovered to have loaned their student ID to falsely log their attendance, the students involved will be subject to discipline according to the KUAS School Regulations.

## V. Examinations

### 1. Examinations

In principle, with the exception of a few classes, final examinations are conducted at the end of each semester. Examinations are important to confirm that students have achieved their learning goals. Therefore, KUAS rigorously implements exams for all students. There are three main types of examinations. In some cases, multiple types are used in combination with one-another.

- ① Written examinations
- ② Report examinations
- ③ Practical examinations

\*In addition to exams, make-up exams, and re-exams, other exams may be held in class as needed at the discretion of the instructor..

#### (1) Time for examinations

##### ① Examination scheduling

As a general rule, the dates for examinations will be announced 2 weeks before the start examinations.

##### ② Exam hours

Kyoto Uzumasa Campus

1st Period	2nd Period	3rd Period	4th Period	5th Period
8:50–9:50	10:30–11:30	12:40–13:40	14:20–15:20	16:00–17:00

Kyoto Kameoka Campus

1st Period	2nd Period	3rd Period	4th Period	5th Period
9:30–10:30	11:10–12:10	13:20–14:20	15:00–16:00	16:40–17:40

\*Note: There are some courses in specific faculties that require 90 minutes of examination time. Please check the Final Exam Timetable for relevant courses.

#### (2) Important things to note when taking examinations

[Written examinations]

- ① You must bring your student ID card to the examination site (classroom).
- ② In case you forget to bring your student ID card, you need to obtain an "examination permit" from the Educational Affairs Center.
- ③ Take the test at the designated examination site.
- ④ If you are more than 20 minutes late for the exam, you will be ineligible to take the exam.
- ⑤ If 30 minutes or more\* have passed since the start of the exam, and you are finished, you may leave the exam site with the exam proctor's approval.  
\*45 minutes or more for a 90 minute examination

◇Remember to follow these rules when taking a written examination:

- ① At the test site, follow the instructions of the exam proctors.
- ② Place your student ID on your desk "face-up" so that it can be seen clearly by proctors.
- ③ Make sure to turn off your mobile and put it in your bag during the examination.
- ④ Keep all other items in your bag aside from your writing utensils and other items permitted for the exam.
- ⑤ Students suspected of cheating will be handled according to the rules outlined in "(3) Misconduct" below.
- ⑥ Students' answers will be considered invalid in the following cases
  - If the answer sheet is unsigned (if either the student number or the name is not filled in, the exam results will be invalid)
  - If the student was found to be cheating by having another person take the exam in their place
  - If the exam answer sheet is not submitted to the designated place.
  - If the student's attitude or behavior is inappropriate (if the applicant engages in behavior that is deemed to interfere with the conduct of the examination)

[Report examinations]

① Reporting Themes

In principle, the theme of all report exams to be submitted will be communicated via Sentan Navi. However, instructors will also verbally communicate the required theme during class.

② Deadlines

The deadline for submission is determined by the instructor of each class.

③ Submitting Reports

In principle, reports are to be submitted via Sentan Navi.

◇ Remember to follow these rules when taking a report examination:

If you are instructed to submit your work during class, please submit it during class. If you are late or absent from class and cannot submit the form, the Educational Affairs Center will not accept it at all. Please submit your work well in advance of the submission deadline. Please note that faculty members' phone numbers, addresses, etc. are not made public.

When writing reports and papers assigned in class, students are expected to present their own ideas by referring to the ideas of others in books and other works and on websites, and by analyzing data. Plagiarism (e.g., copying and pasting) is socially unacceptable and may be considered an illegal act that infringes on the copyrights of others. If plagiarism is discovered, the University will take the following actions

[What the University will do about plagiarism]

(1) If the faculty member evaluating a report or other submission determines that it is an act of plagiarism, the submission will receive a grade of zero.

(2) If a student submits a report that is written by another student as if it were written by the student himself/herself, not only the student who commits plagiarism but also the student who showed his/her report to the student who committed the plagiarism will receive a zero grade for the submission.

(3) Misconduct

The following acts constitute cheating.

- ① Taking the examination by a proxy or requesting another person to take the examination.
- ② Bringing in or referring to items other than those permitted to be brought in.
- ③ Borrowing or lending writing utensils or other approved items (both the lender and borrower will be punished)
- ④ Taking an examination with unauthorized writing on the desk.
- ⑤ Exchanging or copying answer sheets.
- ⑥ Communicating orally or otherwise with other test takers.
- ⑦ Taking home the answer sheet.
- ⑧ When the student does not follow the instructions of the proctor.

If a student is presented with a notice of cheating during a final examination or report examination, they will be questioned after the examination is over. If the Investigative Committee subsequently certifies the student as cheating, the student will lose their eligibility for the examination and be ordered to stay at home.

[Dispositions against Misconduct]

If a student engages in misconduct, they may be subject to strict disciplinary action by the university. As for evaluation, all courses taken during that semester, including courses in which students committed fraud, will be considered as a failing grade (F) and credit will not be awarded (with the exception of certain extramural practice courses). The university may also take further disciplinary measures based on the KUAS School Regulations.

(Note) When taking courses associated with the “Consortium of Universities in Kyoto” and “The Open University of Japan” programs

When taking examinations at other universities, junior colleges, etc., if any misconduct is detected, all exams (both those taken at KUAS and at other universities) will be considered failing grades (F) and the student(s) involved will face strict punishments after the case is deliberated by the Faculty Council of the associated faculty.

## 2. Make-up examinations

Students may only take make-up examinations if they miss their final exam due to unavoidable circumstances that fall under the following reasons. Make-up exams will only be conducted upon request.

### (1) Qualifications for taking make-up examinations

You may apply for a make-up examination only if you have failed to take a final examination due to any of the following reasons and submit the necessary certificates / proof.

Unavoidable reasons for absence
---------------------------------

	Reason	Certificate	Remarks
1	The event that the student has contracted an infectious disease as specified in Article 18 of the Enforcement Regulations of the School Health and Safety Law, and the university requests that the student not attend classes	Medical certificate	The medical certificate must clearly state the duration of medical treatment and that the absence is necessary. Example: In the case of influenza, 5 days must have passed since the onset of illness and 2 days must have passed since the fever broke in order to attend.
2	Suspension or delay of public transportation	Certificate of suspension or delay	When submitting a certificate of suspension or delay downloaded from the web, a screen shot of the real-time traffic status posted on each public transportation agency’s website must also be submitted.
3	Celebrations and bereavements within the third degree of kinship	Letter of invitation or invitation card to the event	
4	Unforeseen accident or disaster not attributable to the student	Proof of incident	In some cases, a medical certificate may be required. Delays due to traffic accidents, breakdowns, or traffic congestion on the way to school by car, motorcycle, or bicycle are not included.
5	Extracurricular activity	Official tournament guidelines, etc.	Only groups that belong to the Sports Federation Council or the Cultural Federation Council that are recognized as a club are eligible. A list of participants must be attached.
6	Practical training in education for a teaching license, nursing care experience, or museum curator training	Certificates from Educational Affairs Center	

7	Qualification and employment exams	Certificate of examination	
8	Overlap with classes and examinations for credit transfer courses (Consortium of Universities in Kyoto)	Certificate of attendance or certificate of examination	
9	Doctor-ordered medical treatment for an illness or injury other than those listed in Reason 1	Medical certificate	The medical certificate must clearly state the duration of medical treatment and that the absence is necessary.
10	Other grounds recognized by KUAS as justifiable	Certificate indicated by KUAS	Overlap with make-up classes and internships directly related to employment, etc.

\*Same as "Unavoidable reasons for absence" on page 7

## (2) Application procedure

Within two days after the end of the examination for the course concerned (not including the day of the examination, Saturdays, Sundays and national holidays), a written application for make-up examination must be submitted together with the required certificate to the Educational Affairs Center office at the latest.

\*If you fail to take the test on the specified date and time, you will be ineligible to take the exam.

## 3. Re-examination

If the result of the examination (including the make-up examination) is "Fail", you can take a re-examination for the specific subject. However, a follow-up examination will not be conducted for the re-examination. All evaluation scores are 60 (C) if a student passes the re-examination. Students that fail the re-examination will be re-enrolled in class in the following semesters.

### (1) Qualification for taking a re-examination

Students may take a re-examination for a subject if the instructor in charge of the class gives their approval of the student's application.

### (2) Application procedure

The Educational Affairs Center will contact students who are eligible to take the re-examination through Sentan Navi. Students who wish to take the re-examination are asked to apply according to the instructions given.

Students must pay a re-examination fee of 3,000 yen per course they wish to receive a re-examination in. Failing to take the exam on the designated date and time will result in a failing grade (F) for the course.

## VI. Results and GPA

### 1. Evaluation

Evaluation is conducted according to the evaluation method described in the syllabus. Once you pass a course, you cannot cancel it or re-enroll in it.

### 2. Results

	Evaluation		Entry in the grade report	Entry in the transcript
	Grade Letter	Score		
Pass	S	100–90	Grades and scores	Grade
	A	89–80		
	B	79–70		
	C	69–60	Grade	
N	N	Grade		
Fail	F	59–0	Grades and scores	No notation

\*The grade letter "N" stands for "Certification". Courses certified as credit compatible are entered on the grade report and transcript as "N".

### 3. Announcement of results

The spring semester will be announced around early September, and the fall semester around mid-March.

### 4. GPA

KUAS has implemented a Grade Point Average (GPA) system. GPA is a quantitative measure of a student's evaluation and an indicator to measure academic ability. GPA is listed on the grade report and transcript.

\*GPA values are used for scholarship screening and other purposes within the university. If GPA values are used as criteria for applying for scholarships or other programs it will be stated separately in the application guidelines.

KUAS's GPA conversion method

(Formula)

$$\begin{aligned}
 & (4 \text{ points} \times \text{total number of credits for S courses}) + (3 \text{ points} \times \text{total number of credits for A courses}) \\
 & + (2 \text{ points} \times \text{total number of credits for B courses}) + (1 \text{ point} \times \text{total number of credits for C courses}) \\
 & + (0 \text{ point} \times \text{total number of credits for F courses})
 \end{aligned}$$

GPA =

---

Total number of credits (number of credits for registered courses)

All registered courses will be included in GPA conversion.

\*Excludes qualification courses that are not counted towards graduation requirements.

\*Excludes courses such as the Consortium of Universities in Kyoto credit transfer courses, and courses that are certified as having been acquired by studying abroad (courses with a grade of "N").

### 5. Grade report inquiry

After making sure you fully understand the evaluation criteria in the syllabus and the description of the evaluation criteria in class, if you believe that a mistake has been made with regards to your grade and you can explain it in detail, you may request an inquiry.

Application method: Please submit the "Grade report inquiry application form" to the Educational Affairs Center within the designated period. The application period will be announced by Sentan-Navi.

Acceptance: After checking the contents of the "Grade report inquiry application form" and if it is clear there has been an error in the grade on a student's grade report, the application will be accepted.

Response: A response will be provided in writing.

Caution: There are very few cases where grades on a student's grade report are incorrect. In most cases, the student assumes that there has been an error because they do not understand the evaluation method or explanations given in class. Please consider this carefully before making an application.

## VII. Credits and Certification

### 1. Credits

Students who complete the course work and pass the examinations conducted, in principle, will be awarded the prescribed credits at the end of the spring or fall semester.

Examination methods include written examinations, report examinations, and practical examinations, as described in "V. Examinations", on page 16. Depending on the course, grades from regular classes may be used as examination grades.

If students fail to attend or drop out of a course, they will not receive credits for that course.

### 2. When credits are awarded

In principle, credits will be awarded in September and March (after the end of each semester).

In order to be awarded credits, the student status must be "enrolled in university" or "studying abroad" at the time of the award of the credits. (No credits will be awarded during a "leave of absence").

### 3. Recognition of credits awarded at other universities

If deemed to be of educational benefit, students may register for overseas study, domestic study, or credit transfer programs. Up to a maximum of 60 credits may be recognized as graduation credit after deliberation by Faculty Council. The upper limit of 60 credits is not for each study abroad program, but for all credits acquired at other universities. Note that the maximum number of recognized credits cannot exceed the registration for each semester.



### VIII. Advancement Requirements

#### 1. Advancement requirements

In order to advance to the next year of study, students must meet the requirements set by the department for each year.

#### [Department of Mechanical and Electrical Systems Engineering]

	By the end of First year	By the end of Second year	By the end of Third year
Number of credits required for graduation*	At least 28 credits	At least 60 credits	At least 96 credits
Mandatory Courses (Univ.-wide)		At least 18 Japanese Language course credits. 10 of which must be mandatory credits.	
Mandatory Courses (Engineering)	Engineering Physics 1 Engineering Physics 1 Ex Calculus and Linear Algebra 1 Calculus and Linear Algebra 1 Ex		Pre-Capstone Project 1 Pre-Capstone Project 2
Enrollment Period	Enrolled as a first-year student for one year.	Enrolled for one year after advancing to second year	Enrolled for one year after advancing to third year

\*Credits earned in courses that do not count toward graduation requirements are not included.

# IX. Student-Centered Learning

## 1. Student-Centered Learning

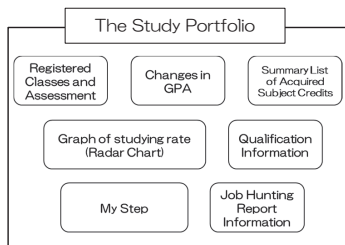
The ideal worker that society will demand in the future is a person who has basic, universal knowledge and understanding and versatile skills. This ideal worker can utilize these skills and communication to overcome dilemmas while acting both autonomously and responsibly. In addition, the university, respective faculty and departments have set a graduation approval and degree awarding policy for students called a Diploma Policy (DP). (See Enrollment Guidelines, p.2, and each Faculty and Department page.)

Under MEXT's guidelines, higher education with the goal of developing the ideal worker has changed from what universities teach students to what students learn and acquire to become the best version of themselves. This is called student-centered learning, in which students acquire the necessary abilities while realizing the results of their own studies.

As a tool for efficiently promoting student-centered learning, on Sentan Navi "The Study Portfolio" and "My Step" are available.

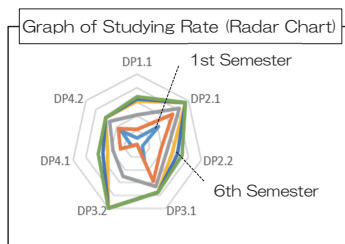
## 2. The Study Portfolio

The Study Portfolio is a tool that allows each student to view all their academic information (registered classes and assessment, qualifications, changes in GPA, summary list of acquired subject credits) to job hunting reports all in one place. Among these is the graph of studying rate (Radar Chart), which visualizes the achievement progress of the Diploma Policy (DP). It is also linked to "My Step", a self-management tool for academic learning. You can make good use of the Study Portfolio to see your academic progress from a broader perspective than just your GPA.



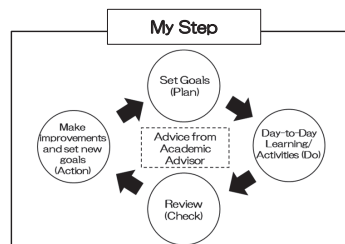
## 3. Graph of Studying Rate - (Radar Chart)

Each course is assigned to 7 items in the Diploma Policy (DP). Graph of Studying Rate (Radar Chart) is a visualization of students' progress with regards to DP, calculated by considering the grades of the courses they have earned each semester. The area of the radar chart becomes relatively larger as students become upperclassmen and achieve higher grades. By comparing them with the achievement models for each course, you will be able to see the areas of growth and areas that need improvement. You can use this chart to understand your academic progress and to determine which courses to register for your next semester.



## 4. My Step (Self-Management Tool for Learning)

To promote student-centered learning, students themselves need to go through a PDCA cycle of setting academic goals (Plan), conducting daily learning (Do), checking achievement (Check), reviewing points of improvement (Action), and setting new academic goals (Plan) for the next semester. My Step is a tool that allows students to self-manage their learning for each semester by entering academic goals, achievement status, and improvement points for each semester. When academic goals are set and grades are released, your academic advisor will provide you feedback. While taking their advice into account you can take the initiative to work towards your goals.



## X. Graduation and Academic Degrees

### 1. Graduation and academic degrees

In order to graduate, students must study in accordance with the curriculum established by the university and satisfy all of the following graduation requirements.

#### (1) Required years of enrollment

Students must be enrolled for at least 8 semesters with at least 1 year of enrollment in each grade. Any period on a 'leave of absence' is not counted towards the required years of enrollment.

#### (2) Acquisition of required credits

Students must have obtained the required number of credits for graduation and completed the relevant course requirements, etc.

#### (3) Graduation assessment

Students who will have been enrolled for the requisite number of years for graduation shall be subject to assessment to determine whether or not they are eligible to graduate. Students who pass the graduation assessment will be allowed to graduate.

### 2. Academic degrees

Faculty name	Department Name	Degree
Faculty of Economics and Business Administration	Department of Economics	Bachelor of Economics
	Department of Business Administration	Bachelor of Business Administration
Faculty of Humanities	Department of Psychology	Bachelor of Humanities
	Department of History and Cultural Studies	Bachelor of Humanities
Faculty of Health and Medical Sciences	Department of Nursing	Bachelor of Nursing
	Department of Speech and Hearing Sciences and Disorders	Bachelor of Speech and Hearing Sciences and Disorders
	Department of Health and Sports Sciences	Bachelor of Health and Sports Science
Faculty of Bioenvironmental Sciences	Department of Bioscience and Biotechnology	Bachelor of Bioenvironmental Science
	Department of Bioenvironmental Design	Bachelor of Bioenvironmental Science
	Department of Agriculture and Food Technology	Bachelor of Bioenvironmental Science
Faculty of Engineering	Department of Mechanical and Electrical Systems Engineering	Bachelor of Engineering

### 3. Expected graduation

#### (1) What is a certificate of expected graduation?

A "Certificate of Expected Graduation" is a certificate stating a student's expected date of graduation, which is a common submission requirement for employment examinations or entrance examinations for graduate schools, etc. A certificate of expected graduation does not guarantee a student's graduation.

#### (2) Criteria for issuing certificates

The criteria for issuing a certificate of expected graduation are as follows.

##### ① At the start of the 7th semester

Students must have earned the number of credits required for graduation minus the maximum number of credits that can be registered in the 7th and 8th semesters.

② At the start of the 8th semester

Students must have earned the number of credits required for graduation minus the maximum number of credits that can be registered in the 8th semester. Even if students were able to have a certificate of expected graduation issued in their 7th semester, depending on their grades, students may be unable to have a certificate issued in their 8th semester.

[Certificate of expected graduation issuance standards]

A certificate of expected graduation will be issued if a student has obtained the required number of credits (the number of credits required for graduation) at the beginning of each semester as listed in the table below.

Faculty	Department	Number of credits required for graduation	Number of credits acquired at the start of the 7 <sup>th</sup> semester	Number of credits acquired at the start of the 8 <sup>th</sup> semester
Faculty of Economics and Business Administration	Department of Economics	124 credits	At least 76 credits	At least 100 credits
	Department of Business Administration			
Faculty of Humanities	Department of Japanese History and Cultural Studies	128 credits	At least 80 credits	At least 104 credits
	Department of Psychology	124 credits	At least 76 credits	At least 100 credits
Faculty of Health and Medical Sciences	Department of Nursing	126 credits	At least 115 credits	At least 121 credits
	Department of Speech and Hearing Sciences and Disorders	124 credits	At least 105 credits	At least 118 credits
	Department of Health and Sports Sciences		At least 76 credits	At least 100 credits
Faculty of Bioenvironmental Sciences	Department of Bioscience and Biotechnology	128 credits	At least 100 credits	At least 104 credits
	Department of Bioenvironmental Design			
	Department of Agriculture and Food Technology			
Faculty of Engineering	Department of Mechanical and Electrical Systems Engineering	128 credits	At least 80 credits	At least 104 credits

## XI. School Register

A student will be registered upon enrollment and removed from the register upon graduation, withdrawal, and dismissal. The types of student registration are enrollment (which includes attending students, those on a leave of absence, and those studying abroad), graduation, dismissal, and withdrawal, etc.

### 1. Student ID number

Students who have been admitted are assigned a student ID number. As a general rule, a student ID number will remain the same during enrollment and after graduation.

### 2. Student ID card

Student ID cards are important as they are proof that someone is a KUAS student. Students should carry their student ID cards with them at all times as they will need to present them in the following cases.

- To take final exams
- For the issuance of various certificates
- To use the Attendance management system (See "IV. Attendance Management System" on page 15)
- When asked to show their student ID card by KUAS faculty or staff

\*If a student loses their student ID card or it is stolen, please report it to the Educational Affairs Center.

\* The student ID card is valid for four years.

### 3. About enrollment

There are 3 types of enrollment: attending, on a leave of absence, and studying abroad.

#### (1) Leave of absence

Students unable to attend school for more than 3 consecutive months per semester due to illness or other reasons may apply for a leave of absence.

##### ① Leave of absence application

Students are asked to specify the reason for their absence in the "Leave of absence application" and sign it jointly with their guarantor. (If the leave of absence is due to illness etc., please attach a medical certificate). When a student has contracted an infectious disease or other illness that makes them unfit to attend classes the Dean may order said student to take a leave of absence.

##### ② Leave of absence period

The period of a leave of absence cannot exceed 2 consecutive years. However, if there is a special reason (for example, an international student required to do military service in their home country, resulting in a leave of absence exceeding 2 years), a leave of absence may be extended by up to 1 year. The cumulative period of any leave of absences taken by students cannot exceed 4 years in total from the time of admission.

##### ③ School fees during a leave of absence

Students will be exempt from the payment of school fees during a leave of absence. However, the enrollment fee (10,000 yen) must be paid for each semester during a leave of absence.

\*If students have already paid the school fees for a semester, those fees cannot be returned.

#### (2) Study abroad

Students who wish to study abroad through the programs offered by KUAS will be considered for eligibility at the relevant Faculty Council. If a student is approved to study abroad, the period of study abroad will be included in the number of years of enrollment.

### 4. Re-enrollment

When students taking a leave of absence intend to re-enroll, they must submit a "re-enrollment application" at least 2 weeks before the end of their leave of absence and obtain permission. Students must make sure the "re-enrollment application" is jointly signed by their guarantor. If a student has been taking a leave of absence due to illness or other reasons, etc., they must attach a document such as a medical certificate, etc. that proves they will be able to attend school.

\*If a re-enrollment application is not submitted by the due date, the student will be dismissed.

## 5. Readmission

(1) Readmission can only be applied for when a student has lost their student status due to the following reasons.

- ① If they have lost their status due to withdrawal.
- ② If they failed to complete the re-enrollment procedure by the due date, after a leave of absence.
- ③ If they failed to complete the reinstatement procedure by the due date after dismissal.

(2) Readmission request period

Students must request re-admission within 2 years from the date they lost their student status (their withdrawal or dismissal date) as described in ①–③, and no later than 1 month before the semester in which the students wishes to re-enroll.

(3) Readmission fee

Students who wish to be readmitted must pay a readmission fee (130,000 yen).

## 6. Loss of student status

A loss of student status (when someone is no longer a student of KUAS) occurs in the following 3 situations: graduation, withdrawal, and dismissal.

(1) Graduation

A student will be able to graduate and be awarded a bachelor's degree when they have been enrolled for the required period and obtained the number of credits required for graduation as determined by each faculty.

(2) Withdrawal

Students who are to withdraw from their program, for whatever reason, must follow the prescribed procedures.

- As a general rule, students are required to meet with their academic advisor (supervising faculty member, tutor, etc.).
- Students must submit their student ID card and a "withdrawal application", which has been jointly signed by their guarantor and clearly states their reason for withdrawal.

\*In principle, students who are to withdraw for disciplinary reasons will not be allowed to apply for readmission.

\*When a student withdraws, if they have already paid the school fees for the semester, those fees cannot be returned.

(3) Dismissal

Students who fall under any of the following categories will be dismissed and lose their status as a student of KUAS.

- If the student does not pay the prescribed school fees within the prescribed period
- If the student's period of enrollment exceeds 8 years
- If the student fails to complete re-enrollment procedures at least 2 weeks before the end of a leave of absence.
- In the event of death

## 7. Reinstatement

Students may only be reinstated upon request in cases of dismissal due to non-payment of school fees (See "6. Loss of student status", "(3) dismissal" above), provided they apply for reinstatement within 1 month of the date of their dismissal. After payment of the prescribed school fees, students must submit a "reinstatement application" jointly signed by their guarantor along with the reinstatement fee (10,000 yen). If more than 1 month has elapsed from the date of dismissal, the student cannot be reinstated. In this case, students wishing to return will need to undertake readmission procedures.

## 8. Transferring to another faculty and/or department

If students wish to transfer to another faculty and/or department, they must apply to the Educational Affairs Center by June 15 for the spring semester and by the end of January for the fall semester. However, a transfer will only be permitted after a screening process and when there is a vacancy in the faculty and/or department to which the student wishes to transfer.

#### **Matters Related to Student Registration (Agreement)**

Leave of absence, re-enrollment, withdrawal, readmission, dismissal, reinstatement, transfer student examinations, transfer between faculties and departments shall be governed by these provisions, in addition to articles 19, 20, 21, and 28 of the Kyoto University of Advanced Science School Rules.

##### < Leave of absence >

1. Students unable to attend school for more than 3 consecutive months due to illness or other reasons may take a leave of absence by submitting a request for a leave of absence to the relevant Dean using the prescribed form and obtaining permission to do so.
2. The Dean may order a student to take a leave of absence if they are deemed unfit to attend classes due to contracting an infectious disease or other illness.
3. The period of a leave of absence cannot exceed 2 consecutive years. However, if there are special reasons, a leave of absence may be extended by up to 1 year.
4. The cumulative period of leave of absence may not exceed 4 years.
5. Students will be exempt from the payment of school fees during a leave of absence. However, an enrollment fee of 10,000 yen must be paid for each semester of the academic year by the designated date. Students who have paid the school fees for the academic year are exempted from the enrollment fee for that year.

##### < Re-enrollment >

1. When a student who has been on a leave of absence wishes to re-enroll, they may do so by submitting a request for re-enrollment to the relevant Dean using the prescribed form and obtaining permission to do so, no later than two weeks before the semester in which they wish to re-enroll.
2. Re-enrollment shall be permitted at the beginning of the spring and fall semesters. However, students who re-enroll in the fall semester shall only be able to take courses offered in the fall semester.
3. If a student who has taken a leave of absence fails to complete re-enrollment procedures at least two weeks before the end of the leave of absence, the student will be dismissed as of the end of the last day of the leave of absence.

##### < Withdrawal >

1. Students who wish to withdraw from KUAS due to illness or for any other reason must submit a withdrawal application together with their student ID card to the relevant Dean using the prescribed form and obtain permission.
2. The withdrawal date shall be the date the student submits their withdrawal application. However, if the aforementioned student is in arrears of school fees up to the date of their withdrawal application, the withdrawal date shall be the end of the last day of the period for which school fees have been paid.

##### < Readmission >

1. Students may apply for readmission within 2 years of their withdrawal date.
2. Students who are approved for readmission must pay the readmission fee by the designated date.
3. The readmission fee shall be 1/2 of the standard enrollment fee for the academic year that the student wishes to re-enroll, and school fees shall be equivalent to the amount required for students enrolled that academic year.
4. Grants of readmission shall be given at the beginning of each semester.

##### < Dismissal >

Students shall be dismissed in the following cases:

1. When a student's tuition and other school fees have been in arrears for more than one month.
2. When a student's period of study exceeds eight years.
3. When a student, without justifiable reason, fails to follow the prescribed procedures and has no intention of attending school.
4. In the event of death.

< Reinstatement >

1. Students may only be granted permission for reinstatement in cases of dismissal due to non-payment of tuition and school fees provided that they make a reinstatement application, jointly signed by their guarantor, to the relevant Dean within 1 month of their dismissal date, they apply to Dean with the joint signature of their guarantors.
2. As part of the procedure for reinstatement, students must pay 10,000 yen as a reinstatement fee and pay their school fees that are in arrears.
3. Students who apply for reinstatement who were dismissed for a reason other than non-payment of school fees or who have been dismissed for over 1 month since their dismissal date will be deemed to have applied for readmission and handled as such.

< Transfer to another institution >

1. If a student wishes to transfer to another university, they may be permitted to do so upon the submission of a withdrawal application and after receiving approval through deliberation at the relevant faculty meeting.

< Transferring to another faculty or department within KUAS >

1. Transfer by a KUAS student to another faculty and/or department is limited to when there are vacancies in that faculty and/or department and will only be permitted after a screening process and discussion at the relevant faculty meeting.
2. Students who wish to transfer to another faculty and/or department must apply to the relevant Dean by the designated date.
3. Students are not allowed to apply to multiple faculties and/or departments or re-transfer to their previous faculty/department.
4. Students who have been permitted to transfer to another faculty and/or department shall transfer at the beginning of the semester.
5. Students who have been permitted to transfer to another faculty and/or department must pay a transfer fee and the necessary school fees etc. by the designated date. The transfer fee shall be 10,000 yen and school fees shall be the same amount as the annual school fees of an equivalent student belonging to the relevant faculty and/or department.
6. Certification of credits previously acquired by transfer students shall be determined by the relevant faculty.

**Kyoto University of Advanced Science Internal Regulations for Student Exchange  
Enacted on April 1, 1999.**

Article 1. In accordance with Article 14 of the Kyoto University of Advanced Science School Rules (hereinafter referred to as the "school rules"), study abroad programs at other universities or junior colleges shall be governed by these internal regulations and the relevant provisions of the school rules.

Article 2. The term "study abroad" as used in these internal regulations shall refer to cases where students stay at another university or junior college to take specific courses at that institution and do not take classes at KUAS during that period.

Article 3. Institutions, etc where students can study abroad refers to the following: institutions in Japan that have an agreement with KUAS concerning study abroad (credit compatible), overseas institutions that have an agreement with or approval from KUAS concerning study abroad, or educational



institutions that have the right to award degrees and equivalent institutions as recognized by the President.

Article 4. In order to be eligible to study abroad, students must have been enrolled at KUAS for at least 1 year.

Article 5. Students that are studying abroad shall be treated as such and shall not be considered to be on a leave of absence. The period of study abroad is included in the student's period of enrollment.

Article 6. The period of study abroad shall be limited to 1 year or less.

(2) If there are special circumstances for studying abroad, students may be permitted to extend their period of study up to 1 year.

Article 7. Students who wish to study abroad must submit the prescribed study abroad application and other necessary documents, such as documents that prove permission has been given to study abroad at the planned study abroad institution, etc, to the President through the Dean of the relevant faculty.

(2) Permission to study abroad shall be granted by the President after discussion and approval at the relevant faculty meeting.

Article 8. When a student wishes to extend their study abroad period, they must submit a study abroad extension application to the President through the Dean of the relevant faculty.

(2) Permission for extension of study abroad shall be granted by the President after discussion and approval at the relevant faculty meeting.

Article 9. Students who have finished studying abroad must submit the designated "notification of completion of study abroad" to the President through the Dean of the relevant faculty.

Article 10. Students who wish to have credits earned during study abroad certified as graduation credits must submit an application for credit certification to the Dean of the necessary faculty along with transcripts and other necessary documents issued by the study abroad institution, etc. at which they studied.

(2) The certification of credit outlined in the preceding paragraph shall be approved by the Dean of the relevant faculty after discussion and approval at the relevant faculty meeting. In this case, the maximum number of credits that can be approved is 60 credits.

Article 11. Students who study abroad in the middle of the academic year may re-register for courses they were taking before studying abroad and continue to take them after their study abroad has finished. However, this shall be limited to courses that are being offered. Students may register for courses offered in the spring and fall semesters at the beginning of the academic year or during the fall semester registration period.

Article 12. Handling of school fees while studying abroad shall be in accordance with the KUAS School Fee Regulations.

Article 13. If a student studying abroad is unable to achieve the original purpose for which they are studying abroad and is found to have acted in a manner contrary to their duty as a student representing KUAS, the President may revoke that student's permission to study abroad after discussion and approval at the relevant faculty meeting.

Article 14. Language programs of 10 weeks or more that are offered by overseas language schools that have been approved by the President shall also be considered study abroad programs.

(2) Students who have completed a study abroad program as described in the preceding paragraph and wish to have credits recognized at KUAS that do not fall under the scope of Article 10 must submit an application for approval of credits to the relevant Dean, attaching the number of hours taken and other necessary documents such as a certificate of completion, etc.

Article 15. Any amendment or repeal of these regulations shall be subject to the approval of the International Office Committee and at each faculty meeting as well as the University Council Meeting.

Supplementary Provisions omitted

## Part 2. Curriculum

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### Department of Mechanical and Electrical Systems Engineering

#### Faculty of Engineering

#### Educational Objectives and Policies

##### < Educational Objectives of the Department of Mechanical and Electrical Systems Engineering >

The Department of Mechanical and Electrical Systems Engineering, Faculty of Engineering aims to develop young professionals who are capable of acquiring the ability to grasp the essence of things and to think logically, discovering problems based on social needs from a global viewpoint, and appropriately solving those problems by making comprehensive use of their own specialized abilities, and through the acquisition of basic knowledge of specialized fields related to mechanical and electrical engineering.

##### < Diploma Policy >

The Department of Mechanical and Electrical Systems Engineering, Faculty of Engineering certifies graduation and awards a Bachelor of Engineering degree to students who have been enrolled in the program for four years or more, have earned the required number of credits, and are judged to have acquired the following:

1. a body of knowledge in a multidisciplinary engineering field that straddles the fields of mechanical and electrical engineering, while relating it to knowledge in other fields, and use it to solve various problems in a changing global society;
2. the ability to gather and utilize necessary information using appropriate methods;
3. the ability to communicate with others in Japanese and English about their expertise and opinions;
4. the ability to logically construct and express their own ideas through multifaceted thinking by utilizing acquired knowledge, skills, and experience;
5. the ability to think logically and critically based on information collected through literature survey, experiments, etc., and analyze it objectively in response to a self-determined theme;
6. an ongoing interest in the problems of a changing global society acquired through learning, and the ability to proactively and persistently solve those problems;
7. the ability to act as an autonomous member of society while collaborating with others from diverse backgrounds.

##### < Curriculum Policy >

In order to develop human resources with the abilities listed in the Diploma Policy, an education program will be implemented based on the following policies.

1. The curriculum shall include University-wide Courses and Faculty-specialized (Engineering) Courses.
2. Students shall study Faculty-wide Courses and Pillar-specific Courses (to obtain specialized knowledge and skills) in fields that straddle mechanical engineering and electrical engineering. In this way, students shall develop an ability to search for the truth from multiple perspectives.

3. After mastering the content of Pillar-specific Courses (specialized knowledge and skills), students shall develop the ability to act independently and solve problems based on their specialized knowledge through Comprehensive Practical Exercises (Capstone Projects or Laboratory Project for graduation).
4. In this four-year curriculum, students shall not only study theoretically in University-wide Courses and Faculty-specialized Courses, but also learn practically and actively through experiments, exercises, and comprehensive practical exercises.
5. Students shall learn to develop communication skills, collaborative skills, problem-solving skills, and leadership skills through experiments, practical training, and comprehensive exercises in Faculty-wide Courses and Pillar-specific Courses.
6. In the first year, students shall take Startup Courses to develop basic problem-finding, problem-solving and communication skills.
7. In the first and second years, students shall learn to acquire basic knowledge of mathematics, physics, and information processing, and also learn how to obtain communication, leadership, and teamwork skills through physical activities.
8. From the first year to the third year, students shall study an integrated curriculum aimed at mastering the basic Japanese and English language skills required of global engineers.
9. Students shall learn to act as members of society and develop the ability to solve social problems in Comprehensive Practical Exercises.

#### < Admission Policy >

In order to develop human resources that meet our educational objectives, the Faculty of Engineering seeks applicants who understand the educational objectives of our Faculty, who are able to study with motivation and initiative, and who have acquired basic academic skills in mathematics and physics in high school. Applicants should also have the ability to think logically and apply their skills, as well as basic English language and communication skills.

Applicants should have:

1. the basic knowledge and skills necessary to study engineering;
2. the ability to think and make decisions about engineering, and to express their own ideas;
3. a strong interest in engineering and a strong desire to learn independently in order to develop creative thinking skills;
4. the ability to work with diverse people to tackle complex and multifaceted problems;
5. a desire to acquire the culture (expertise, progressiveness, versatility, and morality) to play an active role in global society and improve their language skills, particularly in English.

#### < Curriculum Map >

The curriculum map is available on the KUAS website or on this booklet.



# Department of Mechanical and Electrical Systems Engineering

## 1. Number of Credits Required for Graduation

		Course Category	Mandatory Credits	Required Credits	
University-wide Courses	Future Design Courses Civic and Liberal Arts Courses			4 credits or more	
	Japanese Language Courses		10	18 or more incl. mandatory 10 credits	
	Startup Courses		4	Mandatory 4 credits	
	Career Education Courses				
	Sports Courses		4	Mandatory 4 credits	
	<b>Subtotal</b>		<b>18</b>	<b>30 credits or more</b>	
Engineering Courses (Faculty-specialized Courses)	Faculty-wide Courses	Faculty-wide General Engineering Physics Engineering Math (Basic) Information Processing (Basic)	35	36 or more incl. mandatory 35 credits	At least 9 additional credits of Engineering Courses
		Engineering Math (Applied) Information Processing (Applied)			
	Pillar-specific Courses	Pillar-specific (Basic)	3	9 or more incl. mandatory 3 credits	
		Pillar-specific (Applied) Pillar-specific (Advanced)		24 credits or more	
		Experiments and Laboratory Exercises	8	10 or more incl. mandatory 8 credits	
	Comprehensive Practical Exercises		6	10 or more incl. mandatory 6 credits Mandatory to complete "Capstone Project 1 & 2" or "Laboratory Project 1 & 2"	
	<b>Subtotal</b>		<b>52</b>	<b>98 credits or more</b>	
	<b>Total</b>		<b>70</b>	<b>128 credits or more</b>	

Courses required for graduation are divided into two categories: "Mandatory Courses", which must be completed, and "Elective Courses", from among which students must choose a certain number of designated courses.

In order to acquire the 128 credits required for graduation, please proceed with your coursework according to these requirements so that you will be able to graduate within four years.

## 2. Requirements to Advance to the Next Grade

In order to advance to the upper grades, each grade must meet the requirements set by the department.

	By the end of First year	By the end of Second year	By the end of Third year
Number of credits required for graduation*	At least 28 credits	At least 60 credits	At least 96 credits
Mandatory Courses (Univ.-wide)		At least 18 Japanese Language course credits. 10 of which must be mandatory credits.	
Mandatory Courses (Engineering)	Engineering Physics 1 Engineering Physics 1 Ex Calculus and Linear Algebra 1 Calculus and Linear Algebra 1 Ex		Pre-Capstone Project 1 Pre-Capstone Project 2
Enrollment Period	Enrolled as a first-year student for one year.	Enrolled for one year after advancing to second year	Enrolled for one year after advancing to third year
Repeating & School Fees	Students who fail to advance will have to repeat at least half a year and pay the school fees equivalent to that of a first-year student.	Students who fail to advance will have to repeat at least half a year and pay the school fees equivalent to that of a second-year student.	Students who fail to advance will have to repeat at least half a year and pay the school fees equivalent to that of a third-year student.

\*The number of credits listed in the 'Certified credits' box on the grade report.

### 3. Mandatory Courses

The mandatory courses for each semester are as follows

Year	Semester	University Wide Courses	Engineering (Faculty-specialized Courses)
1	1	Basic Japanese Kanji and Vocabulary I Basic Japanese Listening and Conversation I Basic Japanese Reading I Basic Japanese Writing I Basic Japanese Grammar I Startup Seminar B Sports Life Skills II *1Basic Japanese Kanji and Vocabulary II *1Basic Japanese Listening and Conversation II *1Basic Japanese Reading II *1Basic Japanese Writing II *1Basic Japanese Grammar II	*2Introduction to Mechatronics Engineering Introduction to Numerical Analysis Programming Engineering Physics 1 Engineering Physics 1 Exercises Calculus and Linear Algebra 1 Calculus and Linear Algebra 1 Exercises Information Literacy
	2	Startup Seminar A Sports Life Skills III	Introduction to Design Algorithmic Thinking and Programming with Python Algorithmic Thinking and Programming with Python Exercises *3Engineering Physics 2 *3Engineering Physics 2 Exercises *3Calculus and Linear Algebra 2 *3Calculus and Linear Algebra 2 Exercises *3Fundamental Mechanics *3Fundamental Mechanics Exercises
2	3	Sports Life Skills IV	Exercise for Machine Shop Practice
	4		Mechatronics Laboratory (Robot: basic) Pre-Capstone Project 1
3	5		*3Pre-Capstone Project 2
	6		
4	7		
	8	Sports Life Skills I	

• Mandatory courses must be taken in their designated semester, and students are automatically enrolled in these courses.

• If a student fails in mandatory course(s), it is generally necessary to retake that mandatory course the next semester or later.

\*1 Intensive courses. These will be held during breaks in February and March.

\*2 Intensive course. This will be held in early September.

\*3 The following restrictions apply to these Faculty-specialized courses.

- Engineering Physics 2 and Fundamental Mechanics can only be taken by students who passed Engineering Physics 1.

- Calculus and Linear Algebra 2 can only be taken by students who passed Calculus and Linear Algebra 1.

- Pre-capstone Project 2 can only be taken by students who passed Pre-capstone Project 1.

#### 4. Course Registration

##### 1) Course registration limits (CAP System)

In principle, the maximum number of credits in total that a student may register for is 24 credits per semester (48 credits per year). This limit includes credits for automatically registered courses for each semester.

Some courses which operate outside of the normal academic calendar, such as intensive Japanese courses held during long breaks, *Introduction to Mechatronics Engineering*, *Internship*, *Overseas Training* and *Service Learning* are not included in the 24-credit limit for registration.

##### 2) Points to keep in mind when registering for courses

Please register for mandatory courses on a priority basis. When registering for elective courses, please be aware that there may be cases in which their course schedules overlaps with that of mandatory courses, or in which courses are not offered and registration is not possible.

#### 5. Curriculum Structure

The Department of Mechanical and Electrical Systems Engineering, Faculty of Engineering focuses on education and research mainly in mechanical engineering, electrical engineering, and electronic engineering, which are included in the conventional mechatronics field. At the same time, the Department focuses on fields that fall under the field of mechatronics in the broad sense and which concern new industrial applications, including chemical engineering, materials engineering, and information engineering. By instructing students using this curriculum, the Department of Mechanical and Electrical Systems Engineering seeks to “produce outstanding graduates who can identify and solve the problems of the future”. These “outstanding graduates” should:

- be capable of taking on complex and multifaceted problems by cultivating specialized knowledge, scholarship, and a high level of education, as well as a globally accepted sense of innovation, versatility, and ethics;
- be capable of engaging in cross-disciplinary technical work that spans multiple fields; and
- be able to work while using technical terms in both English and Japanese.

The curriculum of the Department of Mechanical and Electrical Systems Engineering consists of “University-wide courses” and “Engineering Courses (Faculty-specialized Courses in Engineering)” and offers the following features to international students:

- 1) Japan’s first Capstone project in an engineering program
- 2) English-medium instruction in all Engineering Courses
- 3) 472.5 hours of Japanese Language Courses
- 4) 1.5 times more class-time spent learning “Engineering Physics” and “Engineering Math” than other typical engineering programs
- 5) Experience-based hands-on learning

### (1) University-wide Courses

The aim of University-wide courses are to acquire the fundamental ability necessary for learning at university and essential skills required of a member of society:

- Acquisition of an understanding of the liberal arts required for university students to succeed as members of society (Future Design Courses and Civic and Liberal Arts Courses)
- Acquisition of language abilities (Language Courses)
- Acquisition of communication skills and the ability to discover and resolve basic problems (Startup Courses)
- Acquisition of basic employment skills (Career Education Courses)
- Development of communication, leadership, and cooperation skills through physical activity (Sports Courses)

Japanese language skills, which will be a valuable asset for our students in the future, will be acquired in Japanese Language Courses. Japanese Language Courses consist of 21 credits that are arranged in such a way that students will complete them by the end of their 3rd semester. These courses including 10 mandatory classes in the 1st semester. It is necessary to acquire 18 credits or more in Japanese Language Courses (which including 10 mandatory credits) in order to meet the requirement for advancement from second to the third year of the program. Thus, students will develop the ability to take liberal arts courses that are taught in Japanese. The courses for 5 credits out of the 10 mandatory credits and the courses for 5 credits out of the 11 auto-registered credits will be offered during semester breaks as intensive courses.

In the Startup Courses, students discover problems in their daily lives, gather and share relevant knowledge, and through group discussions and brainstorming, propose, implement, check the effectiveness of, and make presentations and reports on solutions to those problems. By doing so, they will acquire the skills of understanding, inquiry, and expression necessary for acquiring knowledge and conducting research at the university level. *Startup Seminar A & B*, which are placed in the first year, are mandatory subjects.

For Career Education Courses, we offer *Career Design* to students in their 3rd semester. Students learn about the social mission and role of technology from lecturers invited from the industry, and acquire an a sense of engineering as a profession, including ethics in career development.

For Sports Courses, four credits of *Sports Life Skills I, II, III, & IV* are mandatory and are taken from the 1st to 3rd and then in the 8th semester at the sports facilities of the Kyoto Kameoka Campus.



## (2) Engineering Courses (Faculty-specialized courses)

The Faculty of Engineering's specialized courses are categorized into Faculty-wide Courses, Pillar-specific Courses, Experiment and Laboratory Exercises, and Comprehensive Practical Exercises. Furthermore, Faculty-wide Courses and Pillar-Specific Courses are classified into "Basic", "Applied" and "Advanced" according to their level.

### (a) Faculty-wide Courses

Through the study of "Faculty-wide General Courses", "Engineering Physics Courses", "Engineering Math Courses" and "Information Processing Courses", students will acquire the physics, math, and information processing necessary to study specialized knowledge and skills, as well as a sense of mission and ethics as an engineer.

During the orientation week at the beginning of the 1st semester, *Introduction to Mechatronics Engineering* will be conducted as an intensive course. Students will learn the general outline of the curriculum, the relationships between the courses and their association with the society. At the same time, students will learn about the social mission of engineering and the ethics that being an engineering requires. Finally, students will be provided with information about their career path after graduation.

During the 1st semester, students will focus on *Engineering Physics 1*, *Engineering Physics 1 Exercises*, *Calculus and Linear Algebra 1*, and *Calculus and Linear Algebra 1 Exercises* to acquire a basis for learning Pillar-specific Courses thereafter. Acquisition of these four courses is a requirement for advancement from the first year to the second year of the program. Students will also acquire the fundamentals of the numerical analysis software "MATLAB" in *Introduction to Numerical Analysis Programming* and learn basic information processing and programming skills in *Information Literacy*.

In the 2nd semester, students will continue to focus on *Engineering Physics 2*, *Engineering Physics 2 Exercises*, *Calculus and Linear Algebra 2*, and *Calculus and Linear Algebra 2 Exercises* as the basis for learning Pillar-specific Courses. Meanwhile, they will acquire general programming skills in *Algorithmic Thinking and Programming with Python* and *Algorithmic Thinking and Programming with Python Exercises*. Faculty-wide Courses are mandatory until the 2nd semester, and elective courses can be taken in and after the 3rd semester.

### (b) Pillar-specific Courses

As the core of engineering education in the Department of Mechanical and Electrical Systems Engineering, students will learn specialized knowledge and skills belonging to 13 "pillars". These pillars include "Design & Production", "Robotics", "Instrumentation", "Control", "Mechanics", "Materials", "Ionics", "Electromagnetics", "Actuators", "Energy", "Devices", "Circuits", and "Communication", from the 2nd semester.

Basic-level courses are recommended regardless of career path, and especially, *Fundamental Mechanics* and *Fundamental Mechanics Exercises*, which are allocated to the 2nd semester, are mandatory. All applied and advanced-level courses are electives, and it is recommended that students choose elective courses tailored to their academic interests and/or desired career path.

#### (c) Experiment and Laboratory Exercises

This category consists of five courses: *Introduction to Design, Exercise for Machine Shop Practice, Mechatronics Laboratory (Robot: basic), Mechatronics Laboratory (Energy), and Mechatronics Laboratory (Robot: advanced)*. Of these, *Introduction to Design, Exercise for Machine Shop Practice, and Mechatronics Laboratory (Robot: basic)* are mandatory. Students learn the basic skills required for Comprehensive Practical Exercise (Capstone project, etc.) and gain a deep awareness of safety and manufacturing.

In the *Introduction to Design* course in the 2nd semester, students can choose from one of the three tracks listed below according to their interests. Through a series of processes of concept, design, production, and confirmation, students will be able to experience work that makes use of various expertise they acquire in their Pillar-specific Courses.

- Track 1 (Mechanical field): Robot fabrication using Lego Mindstorms
- Track 2 (Electrical field): Building electronic circuits with microcontrollers
- Track 3 (Information processing field): Developing applications on mobile devices

Students will learn the basics of machining and 3D printers in the *Exercise for Machine Shop Practice* course, which will be held in the 3rd semester. The *Mechatronics Laboratory* courses, which will be held from the 4th to 6th semesters, will deepen students' knowledge and practical skills acquired in Pillar-specific Courses through laboratories and problem-based learning (PBL) related to robotics and energy.

#### (d) Comprehensive Practical Exercises

Students will participate in a Keystone project in their 4th and 5th semesters by taking *Pre-Capstone Project 1 & 2* as mandatory courses. Successively, in the 6th and 7th semesters, students will take *Capstone Project 1 & 2* or *Laboratory Project 1 & 2* according to their career path.

A capstone is a stone placed at the top of a pyramid, and in modern day terms, it means “the finishing touch”. In the Capstone project, a team of 4-5 students applies the knowledge they have obtained in their Pillar-specific Courses to solve a real-life problem faced by a company. In addition to faculty members, engineers and researchers from the company presenting the problem will participate in team meetings with the students to provide guidance from their company's point of view. By dealing with issues on the frontlines of engineering, students will acquire practical problem-analyzing and problem-solving skills, as well as teamwork and communication skills.

## 6. Course Codes

The course code associated with each course consists of six characters. “M” in the first column indicates an Engineering course. Even in University-wide Courses, if the first character in the course code is “M”, that course is unique content that is associated with the Faculty of Engineering. (For example, English Language Courses (excluding *Advanced English I & II*), Japanese Language Courses, *Startup Seminar A & B*, and *Career Design*).

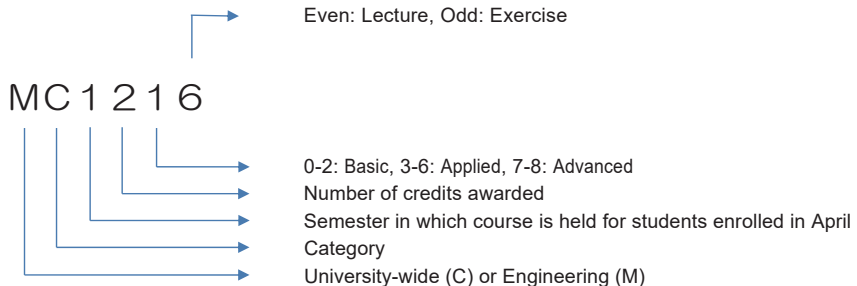
The table below shows the second alphabetic character indicating the subject category.

Second Column Character	Category (University-wide Courses)	Second Column Character	Category (Engineering Courses)
E	English Language Courses (excluding <i>Advanced English I &amp; II</i> )	C	Faculty-wide Courses
J	Japanese Courses	S	Pillar-specific Courses
U	Startup Courses	X	Experiment and Laboratory Exercises
R	Career Education Courses ( <i>Career Design</i> only)	G	Comprehensive Practical Exercises

In Faculty-wide course and Pillar-specific course codes, the fifth character denotes the academic level, and the sixth character denotes the class type: lecture (even) or exercise (odd). Also, in Experiment and Laboratory Exercises and Comprehensive Practical Exercises codes, only odd numbers are used for the sixth character, which indicates the type of exercise or practical training the course deals with.

Fifth Column Character	Academic level (Faculty-wide Courses and Pillar-specific Courses)	Sixth Column Character	Lecture/Exercise type (Faculty-wide Courses and Pillar-specific Courses)
0-2	Basic	Even	Lecture course
3-6	Applied	Odd	Exercise course (Including Experiment and Laboratory Exercises and Comprehensive Practical Exercise)
7-8	Advanced		

< Course Codes for Faculty-wide Courses and Pillar-specific Courses >



List of Faculty of Engineering courses \*See the following tables for Greek characters,numbers and abbreviation.

Course Category	Course Code	Course Name	Credits			1st-year	2nd-year	3rd-year	4th-year		
			Mandatory	Auto-Regi	Elective						
University-wide Courses	α	CF3201	Community Regeneration			2		○	○	○	
		CF3202	The progress of medicine and life sciences: past, present and future			2		○	○	○	
		CF3203	Globalization and Diversity			2		○	○	○	
		CF3205	The Pursuit of Quality of Life			2		○	○	○	
		CF2206	Seminar on Future Design			2		○	○	○	
	β	CC1201	The Constitution of Japan			2		○	○	○	
		CC1202	Theory of Health & Sports			2		○	○	○	
		CC1203	Introduction to Jurisprudence			2		○	○	○	
		CC1204	Bioethics			2		○	○	○	
		CC1205	History of Human Rights and Modern Human Right's Issues			2		○	○	○	
		CC1206	Religions			2		○	○	○	
		CC1207	Introduction to Philosophy			2		○	○	○	
		ZB1201	Introduction to the Japanese Economy			2		○	○	○	
		CC1209	Principle of Business Administration			2		○	○	○	
		CC1210	Biology			2		○	○	○	
	CC1211	Chemistry			2		○	○	○		
	Language Courses	γ	MJ2101	Basic Japanese Kanji and Vocabulary I	1			○	○		
			MJ2102	Basic Japanese Listening and Conversation I	1			○	○		
			MJ2103	Basic Japanese Reading I	1			○	○		
			MJ2104	Basic Japanese Writing I	1			○	○		
			MJ2105	Basic Japanese Grammar I	1			○	○		
MJ2106			Basic Japanese Kanji and Vocabulary II	1			○	○			
MJ2107			Basic Japanese Listening and Conversation II	1			○	○			
MJ2108			Basic Japanese Reading II	1			○	○			
MJ2109			Basic Japanese Writing II	1			○	○			
MJ2110			Basic Japanese Grammar II	1			○	○			
MJ3111			Advanced Japanese Kanji and Vocabulary		1		○	○	○	○	
MJ3112			Advanced Japanese Listening and Conversation		1		○	○	○	○	
MJ3113			Advanced Japanese Reading I		1		○	○	○	○	
MJ3114			Advanced Japanese Reading II		1		○	○	○	○	
MJ3115			Advanced Japanese Writing		1		○	○	○	○	
MJ4116		Comprehensive Japanese I		1			○	○	○		
MJ4117		Business Japanese I		1			○	○	○		
MJ4118		Japanese Newspaper Reading		1			○	○	○		
MJ4119		Comprehensive Japanese II		1			○	○	○		
MJ4120		Business Japanese II		1			○	○	○		
MJ4121	Japanese Research Paper Reading		1			○	○	○			
δ	CE3111	Advanced English I			1		○	○	○		
	CE3112	Advanced English II			1		○	○	○		
ε	CL1101	Basic Chinese I			1		○	○	○		
	CL1102	Basic Chinese II			1		○	○	○		
	CL1103	Basic Korean I			1		○	○	○		
	CL1104	Basic Korean II			1		○	○	○		
	CL1105	Basic German I			1		○	○	○		
	CL1106	Basic German II			1		○	○	○		
	CL1107	Basic French I			1		○	○	○		
	CL1108	Basic French II			1		○	○	○		

Course Category	Course Code	Course Name	Credits									
			Mandatory	Auto-Regi	Elective	1st-year	2nd-year	3rd-year	4th-year			
University-wide Courses	ζ	MU1201	Startup Seminar A	2			○	○	○	○		
		MU2202	Startup Seminar B	2			○	○	○	○		
	η	MR4201	Career Design		2			○	○	○		
		CR2123	Overseas Training		1			○	○	○		
		CR2124	Internship		1			○	○	○		
		CR2125	Service Learning		1			○	○	○		
	θ	CS1101	Sports Life Skills I	1				○	○	○		
		CS2102	Sports Life Skills II	1			○	○	○	○		
		CS3103	Sports Life Skills III	1			○	○	○	○		
		CS4104	Sports Life Skills IV	1			○	○	○	○		
	Engineering Courses Faculty-wide Courses	ι	MC1202	Introduction to Mechatronics Engineering	2			○	○	○	○	
			MC8270	Intellectual Property		2					○	
κ		B	MC2404	Engineering Physics 1	4			○				
			MC2205	Engineering Physics 1 Exercises	2			○				
			MC3606	Engineering Physics 2	6			○	○	○	○	
			MC3207	Engineering Physics 2 Exercises	2			○	○	○	○	
			MC2408	Calculus and Linear Algebra 1	4			○				
λ		B	MC2209	Calculus and Linear Algebra 1 Exercises	2			○				
			MC3410	Calculus and Linear Algebra 2	4			○	○	○	○	
			MC3211	Calculus and Linear Algebra 2 Exercises	2			○	○	○	○	
			MC4212	Ordinary Differential Equations		2			○	○	○	
			MC4113	Ordinary Differential Equations Exercises		1			○	○	○	
			MC5214	Vector Calculus		2			○	○	○	
			MC5115	Vector Calculus Exercises		1			○	○	○	
			MC6230	Fourier Analysis and Partial Differential Equations		2					○	○
Αρ		B	MC6131	Fourier Analysis and Partial Differential Equations Exercises		1				○	○	
			MC7232	Complex Analysis, Probability and Statistics		2				○	○	
			MC7133	Complex Analysis, Probability and Statistics Exercises		1					○	○
			MC1216	Introduction to Numerical Analysis Programming	2			○	○	○	○	
μ		B	MC2218	Information Literacy	2			○	○	○	○	
			MC3220	Algorithmic Thinking and Programming with Python	2			○	○	○	○	
			MC3121	Algorithmic Thinking and Programming with Python Exercises	1			○	○	○	○	
			MC4234	Introduction to C Programming		2			○	○	○	
		Αρ	B	MC4135	Introduction to C Programming Exercises		1			○	○	○
				MC5236	System Programming with C		2			○	○	○
				MC5137	System Programming with C Exercises		1			○	○	○
				MC6238	Digital Signal Processing		2				○	○
	MC6139			Digital Signal Processing Exercises		1					○	○

Course Category	Course Code	Course Name	Credits			1st-year	2nd-year	3rd-year	4th-year
			Mandatory	Auto-Regi	Elective				
Engineering Courses	i	B MS5202	Machine Design	2			○	○	○
		MS5103	Machine Design Exercises	1			○	○	○
	Ap MS6230	Introduction to Production Engineering	2				○	○	
	Ad MS5232	Introduction to Mechanisms and Mobile Robots	2			○	○	○	
	ii	Ad MS6270	Introduction to Robotic Manipulators	2				○	○
		Ap MS6234	Introduction to Scientific Measurement	2				○	○
	iii	Ad MS7272	Introduction to Sensors	2				○	○
		Ap MS5236	Classical Control Engineering	2			○	○	○
	iv	MS6238	Modern Control Engineering	2				○	○
		Ad MS7274	Digital Control Engineering	2				○	○
	v	B MS3204	Fundamental Mechanics	2			○	○	○
		MS3105	Fundamental Mechanics Exercises	1			○	○	○
	vi	B MS4206	Mechanics of Materials	2			○	○	○
		MS4107	Mechanics of Materials Exercises	1			○	○	○
	vii	B MS5208	Introduction to Physical Chemistry	2			○	○	○
		MS5109	Introduction to Physical Chemistry Exercises	1			○	○	○
	Ap MS6240	Introduction to Electrochemistry	2				○	○	
		Ad MS7276	Introduction to Battery Engineering	2				○	○
	viii	Ap MS4242	Electromagnetic Theory	2			○	○	○
		MS4143	Electromagnetic Theory Exercises	1			○	○	○
	ix	Ap MS4244	Fundamentals of Electric Motors	2			○	○	○
		Ad MS5278	Control Principles of Electric Motors	2			○	○	○
	MS7280	Actuator Systems	2				○	○	
		Ap MS7246	Electric Power Transmission and Distribution	2				○	○
	x	MS8248	Electric Power Generation and Transformation	2				○	○
		Ap MS5250	Semiconductor Engineering	2			○	○	○
	xi	MS6252	Power Electronics Engineering	2				○	○
		MS5254	Electric Circuits	2			○	○	○
	xii	Ap MS6256	Analog Electronic Circuits	2				○	○
		MS7258	Logic Circuits	2				○	○
	xiii	Ap MS7260	Introduction to Communication Engineering	2				○	○
		MS8262	Introduction to Information and Communications Networks	2				○	○
	Experiments and Laboratory Exercises	MX1201	Introduction to Design	2			○	○	○
		MX4303	Exercise for Machine Shop Practice	3			○	○	○
		MX5305	Mechatronics Laboratory (Robot: basic)	3			○	○	○
		MX6307	Mechatronics Laboratory (Energy)	3				○	○
		MX7309	Mechatronics Laboratory (Robot: advanced)	3				○	○
	Comprehensive Practical Exercises	MG5201	Pre-Capstone Project 1	2			○	○	
		MG6403	Pre-Capstone Project 2	4				○	
		MG7205	Capstone Project 1	2				○	○
		MG8407	Capstone Project 2	4					○
		MG7415	Laboratory Project 1	4				○	○
MG8417		Laboratory Project 2	4					○	

List of Greek characters, numbers and abbreviation

$\alpha$	Future Design Courses
$\beta$	Civic and Liberal Arts Courses
$\gamma$	Japanese Language Courses
$\delta$	English Language Courses
$\epsilon$	Second Foreign Language Courses
$\zeta$	Startup Courses
$\eta$	Career Education Courses
$\theta$	Sports Courses
$\iota$	Faculty-wide General Courses
$\kappa$	Engineering Physics Courses
$\lambda$	Engineering Math Courses
$\mu$	Information Processing Courses

i	Design and Production
ii	Robotics
iii	Instrumentation
iv	Control
v	Mechanics
vi	Materials
vii	Ionics
viii	Electromagenetics
ix	Actuators
x	Energy
xi	Devices
xii	Circuits
xiii	Communication

B	Basic
Ap	Applied
Ad	Advanced





# Dept. of Mechanical and Electrical Systems Engineering (KUASE): Curriculum Map for International Students (Enrollment in September)

**Diploma policy**  
 KUASE certifies graduation and awards a **Bachelor of Engineering** degree to students who have been enrolled in the program for four years or more, have earned the required number of credits, and are judged to have acquired the following:

Semester table							
1	2	3	4	5	6	7	8

University-wide Courses	Future Design Courses			Future Design Course(s)	Future Design Course(s)	Future Design Course(s)	Future Design Course(s)	Future Design Course(s)	Future Design Course(s)	
	Civic & Liberal Arts Courses (in Japanese)			Civic & Liberal Arts Course(s)	Civic & Liberal Arts Course(s)	Civic & Liberal Arts Course(s)	Civic & Liberal Arts Course(s)	Civic & Liberal Arts Course(s)	Civic & Liberal Arts Course(s)	
	Japanese Language Courses	(B) J Kanji & Vocabulary I (B) J Listening & Conversation I (B) Japanese Reading I (B) Japanese Writing I (B) Japanese Grammar I	(Ad) J Kanji & Vocabulary (Ad) J Listening & Conversation (Ad) Japanese Reading I	Comprehensive Japanese I Business Japanese I Japanese Newspaper Reading						
		Intensive courses (Semester break) (B) J Kanji & Vocabulary II (B) J Listening & Conversation II (B) Japanese Reading II (B) Japanese Writing II (B) Japanese Grammar II	Intensive courses (Semester break) (Ad) Japanese Reading II (Ad) Japanese Writing	Comprehensive Japanese II Business Japanese II Japanese Research Paper Reading						
	Startup Courses	Startup Seminar B	Startup Seminar A							
	Career Education Courses			Career Design	Overseas Training; Internship; Service Learning					
Sports Courses	Sports Life Skills II	Sports Life Skills III	Sports Life Skills IV						Sports Life Skills I	
Faculty-wide Courses	Faculty-wide General Courses	Intensive courses (Orientation week) Intro to Mechatronics Engineering						Intellectual Property		
	Engineering Physics Courses	Engineering Physics 1 Engineering Physics 1 Ex	Engineering Physics 2 Engineering Physics 2 Ex							
	Engineering Math Courses	Calculus & Linear Algebra 1 Calculus & Linear Algebra 1 Ex	Calculus & Linear Algebra 2 Calculus & Linear Algebra 2 Ex	Ordinary Differential Equations Ordinary Differential Equations Ex	Vector Calculus Vector Calculus Ex	Fourier Analysis & Partial Differential Equations Fourier Analysis & Partial Differential Equations Ex	Complex Analysis, Probability & Statistics Complex Analysis, Probability & Statistics Ex			
	Information Processing Courses	Introduction to Numerical Analysis Programming Information Literacy	Algorithmic Thinking and Programming with Python Algorithmic Thinking and Programming with Python Ex	Introduction to C Programming Introduction to C Programming Ex	System Programming with C System Programming with C Ex	Digital Signal Processing Digital Signal Processing Ex				
Engineering Courses	Pillar-specific Courses	Design & Production			Machine Design Machine Design Ex	Intro to Production Engineering				
		Robotics			Intro to Mechanisms & Mobile Robots	Intro to Robotic Manipulators				
		Instrumentation				Intro to Scientific Measurement	Intro to Sensors			
		Control			Classical Control Engineering	Modern Control Engineering	Digital Control Engineering			
		Mechanics		Fundamental Mechanics Fundamental Mechanics Ex						
		Materials			Mechanics of Materials Mechanics of Materials Ex					
		Ionics			Intro to Physical Chemistry Intro to Physical Chemistry Ex	Intro to Electrochemistry	Intro to Battery Engineering			
		Electromagnetics			Electromagnetic Theory Electromagnetic Theory Ex					
		Actuators			Fundamentals of Electric Motors	Control Principles of Electric Motors	Actuator Systems			
		Energy					Electric Power Transmission & Distribution	Electric Power Generation & Transformation		
		Devices				Semiconductor Engineering	Power Electronics Engineering			
		Circuits				Electric Circuits	Analog Electronic Circuits	Logic Circuits		
		Communication					Intro to Communication Engineering	Intro to Information & Communications Networks		
Experiments & Laboratory Exercises		Introduction to Design	Exercise for Machine Shop Practice	Mechanics Laboratory (Robot: basic)	Mechanics Laboratory (Energy)	Mechanics Laboratory (Robot: advanced)				
Comprehensive Practical Exercises				Pre-Capstone Project 1	Pre-Capstone Project 2	Capstone Project 1 Laboratory Project 1	Capstone Project 2 Laboratory Project 2			

- DP6 An ongoing interest in the problems of a changing global society acquired through learning, and the ability to proactively and persistently solve those problems
- DP3 The ability to communicate with others in Japanese and English about their expertise and opinions
- DP7 The ability to act as an autonomous member of society while collaborating with others from diverse backgrounds
- DP2 The ability to gather and utilize necessary information using appropriate methods
- DP1 A body of knowledge in a multidisciplinary engineering field that straddles the fields of mechanical and electrical engineering, while relating it to knowledge in other fields, and use it to solve various problems in a changing global society
- DP4 The ability to logically construct and express their own ideas through multifaceted thinking by utilizing acquired knowledge, skills, and experience
- DP5 The ability to think logically and critically based on information collected through literature survey, experiments, etc., and analyze it objectively in response to a self-determined theme

<b>Bold with Red Frame</b> Mandatory courses	<b>Bold with Black Frame</b> Elective courses (auto-registration)	Plain with Black Frame Elective courses	Pale yellow Background Basic Engineering courses	Yellow Background Applied Engineering courses	Orange Background Advanced Engineering courses	Pink Background Laboratory & Practical Exercises
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# Appendix

**\*This translation is intended to be used as a reference only. In the event of any inconsistency between this translation and the Japanese regulations, the Japanese regulations shall prevail.**

## **Kyoto University of Advanced Science School Rules**

### **Chapter 1 General Provisions**

#### Article 1

The name of this university is *Kyoto Sentan Kagaku Daigaku* (Hereinafter referred to as "KUAS"). The name of the university in English is Kyoto University of Advanced Science.

#### Article 1-2

The aim of KUAS, based on the Basic Act on Education and the School Education Act and the founding principles of the Nagamori Gakuen Educational Foundation, shall be to nurture top-notch professionals who can identify and solve the problems of the future. Furthermore, KUAS will aim to impart a broad foundational knowledge to all of its students through comprehensive teaching and in-depth research of the arts and sciences.

#### Article 1-3

The educational objectives of each faculty and department at KUAS are shown in Appended Table 1.

### **Chapter 1-2 Self-inspection and Self-evaluation**

#### Article 1-4

KUAS shall conduct self-inspections and self-evaluations of the status of its educational and research activities, etc., to improve educational standards and achieve the objectives outlined in Article 1-2.

(2) KUAS shall establish a committee for self-inspection and self-evaluation to carry out the inspections and evaluations outlined in the preceding paragraph.

### **Chapter 2 Faculties, Departments, Enrollment Capacity, and Minimum Enrollment Period**

#### Article 2

The following faculties and departments shall be established at KUAS.

Faculty of Economics and Business Administration

Department of Economics

Department of Business Administration

Faculty of Humanities

Department of Psychology

Department of Japanese History and Cultural Studies

Faculty of Bioenvironmental Sciences

Department of Bioscience and Biotechnology

Department of Bioenvironmental Design

Department of Agriculture and Food Technology

Faculty of Health and Medical Sciences

Department of Nursing

Department of Speech and Hearing Sciences and Disorders

Department of Health and Sports Sciences

Faculty of Engineering

Department of Mechanical and Electrical Systems Engineering

Faculty of Law

Department of Law

Faculty of Human Culture

Department of Japanese History, Folklore, Language and Culture

Major in Japanese History and Folklore

Major in Japanese Language and Culture

(2) Graduate Schools shall be established at KUAS.

Necessary matters concerning the KUAS Graduate Schools shall be defined separately.

### Article 3

The student enrollment capacity of KUAS shall be as follows.

		Admissions Quota	Transfer Student Quota	Total Enrollment Capacity
Faculty of Economics and Business Administration	Department of Economics	185 persons	—	740 persons
	Department of Business Administration	185 persons	—	740 persons
Faculty of Humanities	Department of Psychology	80 persons	—	320 persons
	Department of Japanese History and Cultural Studies	90 persons	—	360 persons
Faculty of Bioenvironmental Sciences	Department of Bioscience and Biotechnology	65 persons	—	260 persons
	Department of Bioenvironmental Design	55 persons	—	220 persons
	Department of Agriculture and Food Technology	40 persons	—	160 persons
Faculty of Health and Medical Sciences	Department of Nursing	80 persons	—	320 persons

Faculty of Health and Medical Sciences	Department of Speech and Hearing Sciences and Disorders	30 persons	—	120 persons
	Department of Health and Sports Sciences	90 persons	—	360 persons
Faculty of Engineering	Department of Mechanical and Electrical Systems Engineering	200 persons	—	800 persons
Faculty of Law	Department of Law	No longer accepting students		
Faculty of Human Culture	Department of Japanese History and Folklore	No longer accepting students		
	Major in Japanese History and Folklore			
	Major in Japanese Language and Culture			

Article 4

The minimum enrollment period for undergraduate students is 4 years. However, the enrollment period for undergraduate students cannot exceed 8 years.

**Chapter 3 Academic Year, Semester Dates, and Holidays**

Article 5

The academic year begins on April 1 and ends on March 31 of the following year.

Article 6

The academic year shall be divided into the following two semesters.

- (1) Spring Semester (from April 1 to September 15)
- (2) Fall Semester (from September 16 to March 31 of the following year)

Article 7

Holidays shall be as follows.

- (1) Saturdays and Sundays
- (2) Days stipulated as holidays by the “Act on National Holidays”
- (3) ~~Deleted~~
- (4) ~~Deleted~~

- (5) Summer Vacation: As prescribed separately in the KUAS academic calendar
- (6) Winter Vacation: As prescribed separately in the KUAS academic calendar
- (7) Spring Vacation: As prescribed separately in the KUAS academic calendar
- 2 Other days deemed necessary by the President may be designated as special holidays.
- 3 Classes may be held on holidays when the President deems it necessary.

## Chapter 4 Courses and Course Registration

### Article 8

Courses, credits, and how to register for courses at KUAS shall be as shown in Appended Table 1-2.

### Article 8-2

The following qualifications may be obtained at KUAS.

#### (1) Teacher's license

##### Faculty of Humanities

###### Department of Japanese History and Cultural Studies

Type of license	Subject
Type 1 Junior high school teacher's license	Social Studies
Type 1 Senior high school teacher's license	Geography & History

##### Faculty of Bioenvironmental Sciences

###### Department of Bioscience and Biotechnology

Type of license	Subject
Type 1 Junior high school teacher's license	Science
Type 1 Senior high school teacher's license	Science

###### Department of Bioenvironmental Design

Type of license	Subject
Type 1 Junior high school teacher's license	Science
Type 1 Senior high school teacher's license	Science

###### Department of Agriculture and Food Technology

Type of license	Subject
Type 1 Senior high school teacher's license	Agriculture

##### Faculty of Health and Medical Sciences

###### Department of Health and Sports Sciences

Type of license	Subject
Class 1 junior high school teacher's license	health and physical education
Class 1 high school teacher's license	health and physical education

Faculty of Human Culture

Department of Japanese History and Folklore

Major in Japanese History and Folklore

Type of license	Subject
Type 1 Junior high school teacher's license	Social Studies
Type 1 Senior high school teacher's license	Geography & History

Major in Japanese Language and Culture

Type of license	Subject
Type 1 Junior high school teacher's license	Japanese language
Type 1 Senior high school teacher's license	Japanese language

Faculty of Law

Department of Law

Type of license	Subject
Type 1 Junior high school teacher's license	Social Studies
Type 1 Senior high school teacher's license	Civics

(2) Museum Curator

(3) ~~Deleted~~

(4) ~~Deleted~~

Article 8-3

~~Deleted~~

Article 8-4

~~Deleted~~

Article 8-5

KUAS shall establish a Food Sanitation Course in the Faculty of Bioenvironmental Sciences.

Article 9

KUAS classes shall be provided as lectures, exercises, laboratory work, practical and training courses, or by a combination of these methods.

2 As provided for separately by the Minister of Education, Culture, Sports, Science, and Technology, the classes described in the preceding paragraph may be taken in places other than classrooms, where said classes are provided by making innovative use of various media.

3 Classes may be taken overseas. The same shall apply to the case of having students take classes in places other than classrooms where said classes are provided by making innovative use of various media as prescribed in the preceding paragraph.

Article 10

The calculation of course credits shall be determined by the number of hours of instruction that the university deems equivalent to 1 credit, generally within the range of 15 to 45 hours.

2 The number of credits for graduation theses, graduation research, graduation projects, and similar courses shall be determined in consideration of the study required for these courses.

Article 10 -2

In principle, classes shall be held for 35 weeks per year.

Article 11

The distribution of courses throughout the year shall be provided separately.

Article 12

Students must notify KUAS of the courses they intend to take by the prescribed date.

**Chapter 5 Granting of Credits, Graduation Accreditation, and Degree Certificates**

Article 13

Students who have completed coursework shall be evaluated based on the results of their studies and granted credits through examinations and other appropriate methods determined by the university.

2 The regulations concerning examinations shall be provided separately.

3 The maximum grade for a course shall be 100 points, and a grade of 60 points or fewer shall be a failing grade. For students admitted during the 2018 academic year or earlier, grading shall be as follows.

優 ≡ (A) 80 points or more	Passing grade
良 ≡ (B) 70 to 79 points	
可 ≡ (C) 60 to 69 points	
否 ≡ (F) 59 points or fewer	Failing grade

4 For students admitted during the 2019 academic year or later, grading shall be as follows.

(S) 90 points or more	Passing grade
(A) 80 to 89 points	
(B) 70 to 79 points	
(C) 60 to 69 points	
(F) 59 points or fewer	Failing grade



Article 14

If deemed beneficial from an educational standpoint, KUAS may allow students to take courses at other universities or technical colleges that are deemed appropriate by KUAS.

(2) Up to 60 credits earned according to the preceding paragraph may be recognized as credits toward graduation requirements after deliberation at the Faculty Meeting.

Article 14-2 If deemed beneficial from an educational standpoint, any study conducted by a student at a technical college, in a junior college, or any equivalent study prescribed separately by the Minister of Education, Culture, Sports, Science, and Technology, may be deemed to have been taken at KUAS where appropriate. Credits earned this way may be recognized as credits toward graduation requirements after deliberation at the Faculty Meeting.

2 The number of credits that may be granted under this article shall not exceed 60 credits when combined with the number of credits deemed to have been taken at KUAS under paragraph 2 of the preceding article.

Article 14-3 If deemed beneficial from an educational standpoint, credits earned from courses taken at a different university or a junior college by a student before their admission to KUAS may be deemed to be earned from courses taken at KUAS after their admission after deliberation at the Faculty Meeting.

(2) If deemed beneficial from an educational standpoint, the study prescribed in paragraph 1 of the preceding Article conducted by a student before their admission to KUAS may be deemed to be conducted at KUAS, and credit may be granted after deliberations at the Faculty Meeting.

(3) The number of credits that may be deemed to have been acquired and granted according to the preceding two paragraphs shall not exceed 60 credits in total for credits other than those earned at KUAS, except in the case of transfer students, etc.

Article 15

In addition to students who have acquired the prescribed number of credits, graduation certificates are awarded as determined by the university.

(2) Graduates of the KUAS undergraduate program shall be conferred a bachelor's degree and the major field of study completed shall be appended to the degree from the following list.

Faculty of Economics and Business Administration	Department of Economics	Bachelor of Economics
	Department of Business Administration	Bachelor of Business Administration

Faculty of Humanities	Department of Psychology	Bachelor of Humanities
	Department of Japanese History and Cultural Studies	Bachelor of Humanities
Faculty of Bioenvironmental Sciences	Department of Bioscience and Biotechnology	Bachelor of Bioenvironmental Sciences
	Department of Bioenvironmental Design	Bachelor of Bioenvironmental Sciences
	Department of Agriculture and Food Technology	Bachelor of Bioenvironmental Sciences
Faculty of Health and Medical Sciences	Department of Nursing	Bachelor of Nursing
	Department of Speech and Hearing Sciences and Disorders	Bachelor of Speech and Hearing Sciences and Disorders
	Department of Health and Sports Sciences	Bachelor of Health and Sports Sciences
Faculty of Engineering	Department of Mechanical and Electrical Systems Engineering	Bachelor of Engineering
Faculty of Law	Department of Law	Bachelor of Law
Faculty of Human Culture	Department of Japanese History, Folklore, Language and Culture	Bachelor of Human Culture

**Chapter 6 Admission, Withdrawal, Leaves of Absence, Study Abroad, Transfer Admission, Transferring Faculties/Departments/Majors at KUAS, Transferring Universities**

Article 16

The admission period shall be at the beginning of each semester.

Article 17

Applicants must fulfill one of the following conditions to be eligible for admission to KUAS.

- (1) Have graduated from high school
- (2) Have completed 12 years of formal education through a standardized curriculum (including those who have completed an equivalent school education through a program other than a standardized curriculum.)
- (3) Have completed 12 years of formal education in a foreign country or equivalent thereto as designated by the Minister of Education, Culture, Sports, Science, and Technology.
- (4) Have completed a program at an overseas educational institution that has been recognized by the Minister of Education, Culture, Sports, Science, and Technology as being equivalent to that of a high school program.

- (5) Be designated by the Minister of Education, Culture, Sports, Science, and Technology
- (6) Have passed the University Entrance Qualification Examination conducted by the Minister of Education, Culture, Sports, Science and Technology according to the University Entrance Qualification Examination Regulations.
- (7) Have reached an appropriate age and be recognized by KUAS as having academic ability equivalent to or greater than that of a high school graduate.

#### Article 18

Applicants applying for admission to KUAS must follow the prescribed procedures.

- 2 The procedures for admission shall be prescribed separately.

#### Article 19

Students seeking permission to take a leave of absence or withdraw from KUAS due to illness or other reasons must submit a request jointly signed by their guarantor.

- 2 The period of a leave of absence may not exceed two consecutive years. However, in special circumstances, the period may be extended for up to one year.
- 3 Time spent on a leave of absence shall not be counted towards the number of years of enrollment as prescribed in Article 4.
- 4 The total period of a leave of absence shall not exceed four years.
- 5 When a student taking a leave of absence intends to re-enroll, they must submit a re-enrollment application and obtain permission.

#### Article 19-2

Students who have been approved by KUAS to study abroad shall be regarded as "studying abroad", and shall not be treated as students "taking a leave of absence".

- (2) Time spent studying abroad shall be counted towards the number of years of enrollment as prescribed in Article 4.

#### Article 20

Students who have withdrawn from KUAS of their own volition may be granted re-admission provided that they request readmission within two years.

#### Article 21

When an applicant fulfills one of the following conditions and applies for Transfer Admission, admission may be granted to the appropriate year after a screening process but only when there is a vacancy in the student body.

- (1) Have graduated or withdrawn from university
- (2) Have graduated or withdrawn from junior college or technical college
- (3) Have completed special training school

2 Students may not apply for admission or transfer to another university without obtaining permission from the President.

3 When a KUAS student applies for a transfer to another faculty, the student may be allowed to transfer to the appropriate year in that faculty after a screening process but only when there is a vacancy in the faculty to which they are transferring.

4 When a KUAS student applies for a transfer to another department, the student may be allowed to transfer to the appropriate year in that department after a screening process but only when there is a vacancy in the department to which they are transferring.

5 When a KUAS student applies for a transfer to another major, the student may be allowed to transfer to the appropriate year in that major after a screening process but only when there is a vacancy in the major to which they are transferring.

## **Chapter 7 School Fees**

### Article 22

When applying for admission to KUAS, applicants must pay an entrance examination fee.

### Article 23

When an applicant is admitted to KUAS, the applicant must pay the admission fee.

### Article 24

Students must pay the prescribed tuition, facility fees, laboratory work, practical and training fees, and other required school fees.

### Article 25

Non-degree students must pay registration and course fees. Auditing students must pay auditing fees. Commissioned students must pay commissioned student fees. Research students must pay registration and the research fees.

### Article 26

The amount of admission fees, tuition, and other required school fees shall be as shown in Appended Table 2.

### Article 26-2

The collection of school fees shall be prescribed separately.

### Article 27

Once accepted, school fees will not be refunded for any reason.

### Article 27-2

Students will be exempt from the payment of school fees for the duration of their leave of absence. However, during a leave of absence, students must pay enrollment fees for each spring and fall semester. Students who have already paid school fees for the relevant period shall be exempt from enrollment fees.

#### Article 28

Students who fail to pay tuition and other required school fees shall be dismissed from KUAS.  
(2) If a student who has been dismissed according to the preceding paragraph requests to be reinstated, KUAS may allow their reinstatement after a screening process.

### **Chapter 8 Faculty Meeting and Staff Organizations, etc.**

#### Article 29

KUAS shall appoint educational staff, administrative staff, and other staff.

#### Article 30

The educational staff shall consist of Professors, Associate Professors, Junior Associate Professors, Assistant Professors, Research Assistants, and Teaching Associates.

#### Article 31

KUAS shall appoint a President and Deans.

- 2 KUAS may appoint an Executive Vice President.
- 3 KUAS faculties may appoint Vice Deans.
- 4 KUAS departments may appoint Department Heads.
- 5 The President shall oversee academic affairs and supervise the staff of the university.
- 6 The Executive Vice President shall assist the President and supervise academic affairs under orders from the President.
- 7 Each Dean shall oversee the academic affairs relating to their respective faculty.
- 8 Vice Deans shall assist the Deans in their duties.
- 9 Department Heads shall organize and coordinate the academic affairs related to their respective department under orders from the Deans.

#### Article 32

KUAS shall establish the University Council Meeting as an organization to assist the President by deliberating, expressing opinions to the President, and making decisions on important matters concerning the organization, administration, education, and research activities of KUAS.

- 2 The University Council Meeting shall consist of the President, the Executive Vice President, the Dean of each Faculty and Graduate School, the University Bureau Chief Director, and the University Bureau Vice Chief Director.

3 When the President deems it necessary, they may request the attendance of persons other than those outlined in the preceding paragraph to hear their opinions, have them make reports, or provide explanations.

#### Article 32-2

Matters concerning the authority and administration of the University Council Meeting shall be prescribed separately.

#### Article 33

The KUAS faculties shall establish the Faculty Meeting as an organization to express opinions on important decisions to be made by the President related to education and research, to deliberate on matters related to education and research handled by the President and the Deans, and to express its opinions upon request by the President and the Deans.

2 The Faculty Meeting shall consist of the Deans, the Vice Deans, the Department Heads, and other professors.

3 When the Deans find it necessary, Associate Professors and other staff may be added.

#### Article 34

Matters concerning the role and administration of the Faculty Meeting shall be prescribed separately.

#### Article 34-2

The KUAS departments shall establish the Department Meeting as an organization to facilitate coordination and smooth management of the department, as well as to report and communicate the contents of deliberations, consultations, and decisions made at the Faculty Meeting including regular, extraordinary, and performance review meetings of the faculty.

2 The Department Meeting shall consist of the Department Heads, Professors, Associate Professors, Junior Associate Professors, Assistant Professors, Research Assistants, and Teaching Associates, and shall be managed by the Department Head.

### **Chapter 9 Non-degree Students, Auditing Students, Commissioned students, and Research Students**

#### Article 34-3

Persons who have requested to take courses may be permitted to do so as non-degree students after a screening process.

2 Students from other universities who apply to take courses at KUAS may be permitted to take courses as non-degree students from another university based upon consultation with said other universities.

3 Credits may be granted to non-degree students.

#### Article 35

Persons who have requested to audit a specific course may be permitted to do so as auditing students after a screening process.

2 ~~Deleted~~

3 No credits shall be granted to auditing students.

#### Article 36

~~Deleted~~

#### Article 37

Persons who have been commissioned by a public organization or other institution to study a specific course at KUAS may be permitted to do so as commissioned students after a screening process.

2 No credits shall be granted to commissioned students.

#### Article 37-2

Persons who request to research a specific subject at KUAS may be permitted to do so as a research student after a screening process.

2 No credits shall be granted to research students.

#### Article 38

~~Deleted~~

#### Article 39

Non-degree students, auditing students, commissioned students and research students must abide by these regulations and all other university rules. However, the provisions of Article 4 and Article 15 shall not apply mutatis mutandis.

### **Chapter 10 Awards and Discipline**

#### Article 40

Awards may be given to students who excel in both conduct and academic achievement and set an example for other students

#### Article 41

If a student violates the School Rules or any other university regulations or has otherwise committed an act contrary to their duty as a student, the President shall take disciplinary action after hearing the opinion of the Faculty Meeting.

- 2 Disciplinary actions shall be reprimands, suspension, and expulsion.
- 3 Matters concerning disciplinary actions shall be prescribed in the "Rules on Disciplinary Actions against Students."

#### Article 42

If non-degree students, auditing students, commissioned students, or research students have violated the School Rules or any other university regulations, the President may revoke the permission they were given after hearing the opinion of the Faculty Meeting.

### **Chapter 11 Library**

#### Article 43

Libraries shall be established at KUAS.

- 2 Regulations concerning Library shall be prescribed separately.

### **Chapter 12 Psychoeducational Counseling Office**

#### Article 44

KUAS shall establish a Psychoeducational Counseling Office.

- (2) Regulations concerning the Psychoeducational Counseling Office shall be prescribed separately.

### **Chapter 13 Student Dormitories**

#### Article 45

KUAS shall establish dormitories for students.

- (2) Regulations concerning student dormitories shall be prescribed separately.

### **Chapter 14 Public Lectures**

#### Article 46

KUAS may offer public lectures from time to time.

### **Chapter 15 Supplementary Rules**

#### Article 47

In addition to what is provided for in these School Rules, matters necessary for the enforcement of these Rules shall be prescribed separately.

#### Article 48

When revising or abolishing these School Rules, the President shall take the opinions of the Faculty Meeting of each faculty and the University Council into account.

Supplementary Provisions Omitted



Appended Table 1 (Related to Article 1-3)

Educational Objectives of each Faculty and Department

<b>Faculty and Department</b>	<b>Educational Objectives of Faculties and Departments</b>
Faculty of Law Department of Law	The educational objective of this department is to provide students with the practical ability to analyze and understand conflicts that arise in business and civil society, such as the government and corporations while learning the basics of law, and learning how to resolve them legally and prevent disputes from arising.
Faculty of Economics and Business Administration	The objective of this faculty is to develop professionals who have both the wide range of knowledge and high level of expertise necessary for business persons through an education curriculum that emphasizes practical learning, with a focus on economics and business administration, as well as subjects in the field of law.
Department of Economics	With a focus on economics, courses in business administration and law will be offered, to cultivate individuals who can play an active role in society with the wide range of education necessary for business persons and a broad perspective acquired through the systematic study of economics.
Department of Business Administration	With a focus on business administration, courses in economics and law will also be offered, to foster individuals who can function independently as members of society through a wide range of education necessary for business persons and through practical experience-oriented learning.
Faculty of Human Culture	Based on the interconnectedness that human-created culture is what nurtures and defines human beings, this faculty aims to conduct comprehensive education and research the relationships between people and people, culture and society, and the local community, and to nurture new professionals who will lead the new era.
Department of Japanese History, Folklore, Language and Culture	(Major in Japanese History and Folklore) The aim of this major is to develop individuals who can think and study our past and present from the viewpoint of history and folklore, and express the results of their research to the local community and those around them.  (Major in Japanese Language and Culture) The aim of this major is to develop individuals that have a deep understanding of the Japanese language, literature, culture, and art, who are exemplary in their use of the Japanese language, and who can contribute to society with a broad perspective.

Faculty of Humanities	The objective of this faculty is to develop professionals who will lead the new era by acquiring knowledge in various fields of humanities with a focus on psychology and history.
Department of Psychology	This department aims to develop individuals who have acquired sufficient basic knowledge and skills in psychology and peripheral fields that they can flexibly apply to solve problems in business and clinical psychology.
Department of Japanese History and Cultural Studies	This department aims to develop individuals who have acquired sufficient basic knowledge and research skills in history and peripheral fields and can apply them to solve problems in the real world.

Faculty of Bioenvironmental Sciences	The educational and research objective of this faculty is to realize "an environment where people and a diverse range of living creatures can coexist (called a bio-environment)" in a region by utilizing the results of advanced research and technologies in the bioscience field to solve essential environmental, resource and energy problems.
Department of Bioscience and Biotechnology	The objective of this department is the acquisition of skills in sustainable biotechnology in harmony with the environment. Through lectures and laboratory work, students will learn about a wide range of biotechnologies in the fields of animals, plants, insects, microorganisms, food, and genes, with the ultimate aim of becoming bio-technicians who can contribute to the health of the environment and mankind.
Department of Bioenvironmental Design	The objective of this department is to develop environmental design skills based on science and technology related to material circulation and dynamics in symbiotic spaces such as agricultural, forest, water, and urban environments, and their landscapes. Students will learn ecological knowledge, environmental analysis techniques, and environmental restoration technology through lectures, laboratory work, and field practice, with the ultimate aim of becoming environmental experts and landscape designers who can contribute to the coexistence of people and nature.

<p>Department of Agriculture and Food Technology</p>	<p>The objective of this department is to learn safe food processing techniques and produce agricultural products that take advantage of regional characteristics and are environmentally friendly. Students will learn about the cultivation and breeding of agricultural products, food processing, fermentation and brewing, and the nutritional value and safety of food through lectures and practical training, along with knowledge of biotechnology with the ultimate aim of becoming food and agricultural specialists who can contribute to the revitalization of the regional community.</p>
<p>Faculty of Health and Medical Sciences</p>	<p>The objective of this faculty is to develop professionals that can provide professional support to people in various health conditions, developmental stages, and living environments, and contribute to the realization of healthy lifestyles and the extension of healthy life expectancy for people.</p>
<p>Department of Nursing</p>	<p>This department aims to develop nursing professionals who can think and act independently to restore and promote the health of their subjects, equipped with the knowledge and skills necessary to comprehensively understand and respect human beings and to practice nursing appropriate to their subjects, with rich humanity and the ability to continue learning autonomously.</p>
<p>Department of Speech and Hearing Sciences and Disorders</p>	<p>This department aims to train speech-language pathologists who have acquired basic assessment, training, and guidance skills in the fields of speech, hearing, eating, and swallowing, and who have knowledge in basic science and a wide range of fields (liberal arts) to understand patients' conditions and to solve problems related to rehabilitation in cooperation with physicians.</p>
<p>Department of Health and Sports Sciences</p>	<p>Through interdisciplinary educational research that integrates a wide range of fields such as health medicine, health science, physical exercise science, and sports sociology, this department aims to nurture professionals who have acquired knowledge of health care and practical skills related to physical exercise, and who contribute to the maintenance and promotion of people's health in education, medicine, healthcare and welfare, and in the health industry.</p>

Faculty of Engineering Department of Mechanical and Electrical Systems Engineering	The objective of this faculty and department is to develop professionals that have acquired the ability to think logically and who can grasp the essence of a concept, identify problems based on social needs from a global perspective, and solve them accordingly by making comprehensive use of their specialized skills, after having acquired the basic knowledge in the specialized mechanical and electrical systems.
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Appended Table 1-2 (Related to Article 8) Courses, Credits, and Course Registration (Omitted)

Appended Table 2 (Related to Article 26)

1. Examination fee: 35,000 yen

(However, provided that the examination is in the same category,

Fees for examinations taken over two days: 50,000 yen

Fees for examinations taken over three days: 60,000 yen

Fees for examinations taken over four days: 70,000 yen

National Center for University Entrance Examinations Fee: 10,000 yen

Document examination fee for transfer student applying from a technical college: 5,000 yen

Transfer Student Examination Fee: 30,000 yen

(Faculty of Engineering) International Student Entrance Exam Application Fee  
5,000 yen

Admission Exam by Recommendation where both basic and comprehensive assessment are conducted 40,000 yen

Standard Entrance Examination with two higher scored subjects Additional 5,000 yen per day)

2. Admission fees 260,000 yen

3. School fees

Faculty of Economics & Business Administration and Faculty of Humanities

(1) Tuition (annual amount)

Students admitted before the 2019 academic year 724,000 yen

Students admitted after the 2020 academic year 824,000 yen

(2) Facility fees (annual amount)

First year 60,000 yen

Second year onwards 320,000 yen

Faculty of Bioenvironmental Sciences

(1) Tuition (annual amount)

Students admitted prior to 2019 academic year

First year 920,000 yen

Second year 930,000 yen  
Third year 940,000 yen  
Fourth year 950,000 yen  
Students admitted after 2020 academic year

First year 1,020,000 yen  
Second year 1,030,000 yen  
Third year 1,040,000 yen  
Fourth year 1,050,000 yen

(2) Facility fees (annual amount)

First year 300,000 yen  
Second Year 330,000 yen  
Third year 330,000 yen  
Fourth year 330,000 yen

Faculty of Health and Medical Sciences

Department of Nursing

(1) Tuition (annual amount) Every year 1,050,000 yen

(2) Facility fees (annual amount) Every year 400,000 yen

(3) Laboratory and practical training fees (annual amount)

First year 190,000 yen  
Second Year 250,000 yen  
Third year 250,000 yen  
Fourth year 250,000 yen

Faculty of Health and Medical Sciences

Department of Speech and Hearing Sciences and Disorders

(1) Tuition (annual amount) Every year 900,000 yen

(2) Facility fee (annual amount) Every year 350,000 yen

(3) Laboratory and practical training fees (annual amount)

First year 90,000 yen  
Second Year 200,000 yen  
Third year 200,000 yen  
Fourth year 200,000 yen

Faculty of Health and Medical Sciences

Department of Health and Sports Sciences

(1) Tuition (annual amount)

Students admitted before the 2019 academic year Every year 750,000 yen

Students admitted after the 2020 academic year Every year 850,000 yen

(2) Facility fees (annual amount) Every year 250,000 yen

(3) Laboratory and practical training fees (annual amount)

First year 40,000 yen

Second year 150,000 yen

Third year 150,000 yen

Fourth year 150,000 yen

Faculty of Engineering, Department of Mechanical and Electrical Systems Engineering

(1) Tuition (annual amount) Every year 940,000 yen

(2) Facility fees (annual amount) Every year 300,000 yen

(3) Laboratory and practical training fees (annual amount)

First year 100,000 yen

Second year 220,000 yen

Third year 220,000 yen

Fourth year 220,000 yen

\*If a student is unable to advance to second year, the first year school fees shall apply.

\*If a student is unable to advance to third year, the second year school fees shall apply.

\*If a student is unable to advance to fourth year, the third year school fees shall apply.

Faculty of Law and Faculty of Human Culture

(1) Tuition (annual amount): Every year 724,000 yen

(2) Facility fees (annual amount): First year 60,000 yen  
Second year onwards 320,000 yen

#### 4. Other school fees

(1) Enrollment fees: (Spring and fall semester) 10,000 yen each semester

(2) Non-degree student registration fee (excluding KUAS graduates)

30,000 yen (initial one-off payment)

(3) Non-degree student tuition

For non-KUAS graduates: 7,000 yen per course

For KUAS graduates: 10,000 yen per course

(4) Auditing fee: 10,000 yen per course

(5) Commissioned student fees: 10,000 yen per course

(6) Research student registration fee: 25,000 yen (initial one-off payment)

(7) Research student research fees: 25,000 yen per month

5. Laboratory and practical training fees: Determined under the Gakuen Training Fee Collection Regulations

## Kyoto University of Advanced Science School Fee Regulations

Enacted on January 28, 1981

(Purpose)

### Article 1

These Regulations shall provide for necessary matters concerning school fees as stipulated in the Kyoto University of Advanced Science School Rules and the Kyoto University of Advanced Science Graduate School Rules (hereinafter referred to as "School Rules.")

(Amount of school fees)

### Article 2

The amount of school fees and any other related fees shall be determined in accordance with the School Rules and these Regulations.

(Payment of school fees)

### Article 3

The payment of school fees and any other related fees as prescribed in the preceding Article shall be made as follows:

- (1) When applying for admission, the applicant must pay an entrance examination fee.
- (2) When an applicant is admitted, the applicant must pay admission fees and the prescribed amount of tuition, facility fees and other required school fees.
- (3) From the second year onwards, the annual amount of tuition, facility fees and other required school fees shall be paid in two installments, one for spring semester and one for fall semester.
- (4) Payment must be made by April 30 for the fees due in spring semester and by October 31 for the fees due in fall semester.
- (5) The amount for tuition, facility fees and other required school fees shall be determined by October of each year by taking into consideration the increase in the consumer price index of the Statistics Bureau, Ministry of Internal Affairs and Communications, for the previous fiscal year, as well as the educational conditions improvement rate of no more than 5%, as well as any increase and decrease in the state subsidy for ordinary expenses of private universities. However, in the Faculty of Bioenvironmental Sciences, tuition, facility fees and other required school fees for the following year's students shall be decided by October of each year.

(Handling of tuition, and other required school fees for long-term graduate students)

### Article 3-2

The amount of tuition, and other required school fees for the planned period of study (the standard minimum enrollment period in years plus the number of years exceeding that

period) shall be determined by dividing the amount of tuition, facility fees, laboratory and practical training fees for the minimum enrollment period (2 years for Master's Programs and 3 years for Doctoral programs) by the planned period of study.

2 If there is a change in the planned period of study, the amount obtained by subtracting the amount of school fees that have already been paid from the total amount of school fees for the standard minimum enrollment period shall be divided by the remaining planned period of study.

3 In addition to the amount stipulated in Paragraph 1, Graduate Schools may charge long-term graduate students a separately determined fee during the planned long-term period of enrollment.

4 The fee set forth in the preceding paragraph shall be determined by the President after deliberation by the Graduate School Committee of the relevant Graduate School.

(Payment of laboratory and practical training fees)

Article 4

Students who take Training courses must pay laboratory and practical training fees.

2 The amount and payment of laboratory and practical training fees shall be in accordance with the Laboratory and Practical Training Fee Collection Regulations.

(Handling of students on a leave of absence)

Article 5

Students will be exempt from the payment of school fees for the duration of their leave of absence. Students must pay enrollment fees for each spring and fall semester. Students who have already paid school fees for the relevant period shall be exempt from enrollment fees.

(School fees for students studying abroad)

Article 6

Students studying abroad shall be required to pay their school fees in full to KUAS. However, when studying abroad at a university or a junior college that has entered into an agreement or understanding with KUAS, school fees shall be determined in consultation with the relevant institution.

(Handling of students seeking re-admission)

Article 7

Persons who are granted re-admission must pay a re-admission fee.

2 The readmission fee shall be half of the admission fee for the academic year of re-admission.

3 The school fees for students who have been re-admitted shall be the amount for the academic year in which they were re-admitted.

(Handling of students seeking reinstatement)



#### Article 8

When a person who has been dismissed from the school register requests reinstatement, they must pay a reinstatement fee of 10,000 yen and any outstanding school fees.

#### (Handling of Transfer Students)

#### Article 9

When applying for a transfer, the applicant must pay the transfer student examination fee of 35,000 yen. However, applicants from technical colleges must pay a document examination fee of 5,000 yen. When those applicants from technical colleges apply for a transfer, the transfer student examination fee shall be 30,000 yen.

2 The admission fee for transfer students who have been admitted shall be the amount for the academic year in which they are admitted.

#### (Handling of students pursuing higher education within Nagamori Gakuen Educational Foundation)

#### Article 10

The entrance examination fee, admission fee, and other school fees for those advancing within the foundation may be reduced.

#### (Handling of students transferring to a different faculty or department within KUAS)

#### Article 11

Students that have received permission to transfer to a different faculty or department within KUAS must pay 10,000 yen as a faculty/department transfer fee.

2 The school fees for students who have transferred to a different faculty or department within KUAS shall be the amount for the academic year of the new faculty or department to which they transferred.

#### (Handling of re-examinations)

#### Article 12

Students who will take re-examinations must pay 3,000 yen per course as a re-examination fee.

#### (Handling of students taking Remedial Classes)

#### Article 12-2

Students who will take Remedial Classes must pay 10,000 yen per Remedial Class taken.

#### (Handling of school fees after the standard minimum enrollment period has elapsed)

#### Article 12-3

The handling of tuition, and other required school fees, etc., after the standard minimum

enrollment period has elapsed shall be as follows:

(1) For graduate students of the following graduate schools, see Appended Table 1.

Graduate School of Economics

Graduate School of Business Administration Division of Management

Graduate School of Human Culture

Graduate School of Bioenvironmental Sciences (Master's and Doctoral Program)

Graduate School of Engineering (Master's and Doctoral Program)

(2) For graduate students of the following graduate schools, see Appended Table 2 or 3.

Graduate School of Business Administration Division of Business Administration

Graduate School of Business Administration Division of Business Administration (1-year course)

(3) For undergraduate students, see Appended Table 4.

(4) For graduate students, when deemed necessary, a separately determined fee may be charged after the standard minimum enrollment has elapsed in addition to the amount specified in item (1) or (2).

(Fees for non-degree students)

Article 13

Students accepted as non-degree students must pay registration fees and tuition fees on a per course basis.

2 The handling of tuition fees for non-degree students accepted from universities shall be determined in consultation with the relevant institution based on existing agreements.

3 In special cases that have been recognized by the university, non-degree students may be exempt from tuition fees or have their tuition fees reduced.

(Auditing Fees)

Article 14

Students accepted as auditing students must pay auditing fees on a per course basis.

(Commissioned Student Fees)

Article 15

Students accepted as commissioned students must pay commissioned student fees on a per course basis.

(Research Fees)

Article 16

Students accepted as research students must pay registration fees and research-related fees.

(Exemption and Reduction of School Fees)

Article 17

In the event that a student or their guarantor has been a victim of a natural disaster or a similar emergency disaster, the student may have their entrance examination fees, admission fees and other required school fees waived or reduced after an investigation of the student's actual circumstances.

2 In special cases that have been approved by the President, the entrance examination fees, admission fees and other required school fees may be waived or reduced for certain students.

(Refund of school fees)

Article 18

In accordance with School Rules, in principle, once school fees have been received by the university, they are not refundable. However, successful applicants may have their school fees refunded provided that they have completed enrollment procedures and an application for the refund of school fees within the date designated by the President.

(Revisions and Abolition)

Article 19

When revising or abolishing these School Fee Regulations, the President shall take the opinions of the Faculty Meeting of each Faculty as well as the University Council into account.

Supplementary Provisions omitted

Appended Table 1 (Regarding Article 12-3)

[For graduate students of the following graduate schools:

Graduate School of Economics

Graduate School of Business Administration, Division of Management

Graduate School of Human Culture

Graduate School of Bioenvironmental Sciences (Master's and Doctoral Program)

Graduate School of Engineering (Master's and Doctoral Program)]

School Fees	Amount to be Paid		
Tuition	A graduate student whose master's or doctoral thesis has passed review	A graduate student who has not obtained the required credits for completion	Amount equivalent to 50% of the amount paid by second year master's students (third year doctoral students) in the relevant year

Tuition	A graduate student whose master's or doctoral thesis has not passed review	A graduate student who has obtained the required credits for completion by the end of the previous semester (*1)	Amount equivalent to 50% of the amount paid by second year master's students (third year doctoral students) in the relevant year
		A graduate student who has 14 credits or fewer remaining (*1)	Amount equivalent to 70% of the amount paid by second year master's students (third year doctoral students) in the relevant year
		A graduate student who has 15 credits or more remaining (*1)	Amount equivalent to the amount paid by second year master's students (third year doctoral students) in the relevant year
Facility fees	The same rules shall be applied to calculate facility fees as those applied to tuition		
Laboratory fees	Amount equivalent to the amount paid by second year master's students (third year doctoral students) in the relevant year		

\*1: Number of credits remaining is based on the total number of credits calculated the end of the previous semester.

Appended Table 2 (Regarding Article 12-3)

[For graduate students of the following graduate school:

Graduate School of Business Administration, Division of Business Administration]

School Fees	Amount to be Paid		
Tuition	A graduate student whose master's thesis has passed review	A graduate student who has not obtained the required credits for completion	80,000 yen per elective course credit

Tuition	A graduate student whose master's thesis has not passed review	A graduate student who has obtained the required credits for completion by the end of the previous semester (*1)	460,000 yen
		A graduate student who has not obtained the required credits for completion by the end of the previous semester (*1)	460,000 yen and 80,000 yen per elective course credit

\*1: Number of credits remaining is based on the total number of credits calculated the end of the previous semester.

Appended Table 3 (Regarding Article 12-3)

[For graduate students of the following graduate school:

Graduate School of Business Administration, Division of Business Administration (1-year course)]

School Fees	Amount to be Paid			
		First year after the standard minimum enrollment period has elapsed	Second year and onwards after the standard minimum enrollment period has elapsed	
Tuition	A graduate student whose master's thesis has passed review	A graduate student who has not obtained the required credits for completion	—	80,000 yen per elective course credit

Tuition	A graduate student whose master's thesis has not passed review	A graduate student who has obtained the required credits for completion by the end of the previous semester (*1)	—	460,000 yen
		A graduate student who has not obtained the required credits for completion by the end of the previous semester (*1)	—	460,000 yen and 80,000 yen per elective course credit

\*1: Number of credits remaining is based on the total number of credits calculated the end of the previous semester.

Appended Table 4 (Regarding Article 12-3)

[For undergraduate students]

School Fees	Amount to be Paid	
Tuition	Undergraduate students who are short of the number of credits required for graduation by 2 credits or fewer (*1)	Amount equivalent to 25% of tuition paid by fourth year undergraduate students in the relevant year
	Undergraduate students who are short of the number of credits required for graduation by 4 credits or fewer (*1)	Amount equivalent to 50% of tuition paid by fourth year undergraduate students in the relevant year
	Undergraduate students who are short of the number of credits required for graduation by 5 ~ 20 credits (*1)	Amount equivalent to 70% of tuition paid by fourth year undergraduate students in the relevant year

Tuition	Undergraduate students who are short of the number of credits required for graduation by 21 credits or more (*1)	Amount of tuition paid by fourth year undergraduate students in the relevant year
Facility fees and Laboratory fees	Undergraduate students who are short of the number of credits required for graduation by 2 credits or fewer (*1)	Amount equivalent to 50% of the amount paid by fourth year undergraduate students in the relevant year
	Undergraduate students that do not fall into the above category	Amount equivalent to the amount paid by fourth year undergraduate students in the relevant year

\*1: Number of credits remaining is based on the total number of credits calculated the end of the previous semester.

## Chapter I General Regulations

## Article 1

The purpose of these regulations is provide for necessary matters based on the Degree Regulations (Ordinance of the Ministry of Education No. 9 of 1953), Kyoto University of Advanced Science School Rules and Kyoto University of Advanced Science Graduate School Regulations.

## Chapter II Degrees

## Article 2

The degrees conferred at KUAS shall be as follows:

<Graduate School>

Graduate School Name	Program Name	Division Name	Degree Name
Graduate School of Economics	Master's Program	Division of Economics	Master of Economics
Graduate School of Business Administration	Master's Program	Division of Management	Master of Business Administration
		Division of Business Administration	
Graduate School of Human Culture	Master's Program	Division of Human Culture	Master of Human Culture
			Master of Social Informatics
			Master of Psychology
Graduate School of Bioenvironmental Sciences	Master's Program	Division of Bioenvironmental Sciences	Master of Bioenvironmental Sciences
	Doctoral Program		Doctor of Bioenvironmental Sciences
Graduate School of Engineering	Master's Program	Division of Mechanical and Electrical Systems Engineering	Master of Engineering
	Doctoral Program		Doctor of Engineering

<Faculties>

Faculty Name	Department Name	Degree Name
Faculty of Law	Department of Law	Bachelor of Law
Faculty of Business Administration	Department of Business Administration	Bachelor of Business Administration
Faculty of Economics and Business Administration	Department of Economics	Bachelor of Economics
	Department of Business Administration	Bachelor of Business Administration
Faculty of Human Culture	Department of Japanese History, Folklore, Language and Culture	Bachelor of Human Culture
Faculty of Humanities	Department of Psychology	Bachelor of Psychology
	Department of Japanese History and Cultural Studies	Bachelor of Japanese History and Cultural Studies
Faculty of Bioenvironmental Sciences	Department of Bioscience and Biotechnology	Bachelor of Bioenvironmental Sciences
	Department of Bioenvironmental Design	Bachelor of Bioenvironmental Design



	Department of Agriculture and Food Technology	Bachelor of Agriculture and Food Technology
Faculty of Health and Medical Sciences	Department of Nursing	Bachelor of Nursing
	Department of Speech and Hearing Sciences and Disorders	Bachelor of Speech and Hearing Sciences and Disorders
	Department of Health and Sports Sciences	Bachelor of Health and Sports Sciences
Faculty of Engineering	Department of Mechanical and Electrical Systems Engineering	Bachelor of Engineering

Article 3

A doctoral degree shall be conferred, after hearing the opinions of the Graduate School Committee, upon persons who have completed the graduate school doctoral program or have passed the dissertation examination.

2 A master's degree shall be conferred, after hearing the opinions of the Graduate School Committee, upon persons who have completed a graduate school master's program.

3 A bachelor's degree shall be conferred, after hearing the opinions of the Faculty Meeting, upon persons who have completed an undergraduate program.

Chapter III Thesis and Final Examination

Article 4

A master's thesis or doctoral thesis (hereinafter referred to as "thesis") shall be submitted to the Dean of the Graduate School.

2 The deadline for submission will be determined by the Dean of the Graduate School.

Article 5

A thesis shall be one work. One original and two copies shall be submitted.

Article 6

Theses shall be reviewed by the Graduate School Committee.

2 A Review Committee shall be established under the Graduate School Committee to review theses. The composition of the Review Committee and the review method shall be determined by the Graduate School Committee.

Article 7

A thesis shall be accepted if it is sufficient to demonstrate in-depth academic knowledge and independent research ability in the student's field or a high degree of independent ability necessary for professions that require a high level of expertise.

Article 8

A final examination for persons who have submitted a thesis shall be conducted, either orally or in writing, in the field related to the thesis.

Article 9

The Graduate School Committee shall deliberate on the thesis review and final examination results, and will make a decision to pass or fail the thesis based on a consensus of two-thirds or more of the members.

Article 10

The Dean of the Graduate School shall report the results of the Graduate School Committee's decision, as prescribed in the preceding Article, in writing to the President.

Chapter IV Conferral of Degrees

Article 11

The President shall confer a master's or doctoral degree based on the report set forth in the preceding Article.

2 The President, after hearing the opinions of the Faculty Meeting, shall confer a bachelor's degree on persons who have completed an undergraduate program.

3 The format of degree certificates issued to those who have been conferred degrees shall be as shown in the appendix.

#### Article 12

When a person to whom a degree has been conferred uses the name of the degree, 'Kyoto University of Advanced Science' shall be added to the name of the degree.

#### Chapter V Doctoral Dissertation Publication

##### Article 13

When a doctoral degree has been conferred, a summary of the contents of the dissertation and a summary of the thesis review results shall be published within three months from the date of conferral of the degree.

##### Article 14

Persons to whom a doctoral degree has been conferred shall print and publish their dissertation within one year from the date of conferral of the degree. However, this shall not apply if the dissertation has already been printed and published before the conferral of the degree.

#### Chapter VI Doctoral Dissertation Report

##### Article 15

When a doctoral degree has been conferred, the degree shall be registered in the degree registry and reported to the Minister of Education, Culture, Sports, Science and Technology within three months from the date of conferral of the degree.

#### Chapter VII Preservation of Dissertations

##### Article 16

Dissertations that have passed thesis review and examination shall be preserved in the KUAS library.

#### Chapter VIII Revocation of Degrees

##### Article 17

If a person who has been conferred a master's or doctoral degree is found to have received the degree by fraud or other serious misconduct, or has committed an act that damages the integrity of the degree, the degree of that person may be revoked after hearing the opinion of the Graduate School Committee.

#### Chapter IX Other Matters

##### Article 18

Other matters necessary for the conferral of master's and doctoral degrees shall be determined by the Graduate School.

##### Article 19

When revising or abolishing these School Fee Regulations, the President shall take the opinions of the Faculty Meeting of each Faculty, the Graduate School Committee as well as the University Council into account.

Supplementary Provisions omitted

Appendix omitted

## Rules on Disciplinary Action Against Students

(Purpose)

### Article 1

These Rules shall provide for necessary matters concerning disciplinary measures stipulated in Article 41 of the Kyoto University of Advanced Science School Rules and Article 43 of the Kyoto University of Advanced Science Graduate School Rules.

(Persons Subject to Disciplinary Action)

### Article 2

The term “student” as used in these Rules refers to undergraduate and graduate students.

(2) The treatment of international students shall be regulated in accordance with the provisions of the “Internal Regulations for International Students”.

(Replacement Provision)

### Article 3

Where these Rules apply to graduate students, “Faculty” shall read “Graduate School” and “Faculty Meeting” shall read “Graduate School Committee” respectively.

(Basic Principles)

### Article 4

Discipline shall be administered with educational considerations, taking into account the totality of the manner, consequences, and impact of the disciplinary action.

(2) Any disadvantage imposed on the student as a result of discipline shall be limited to the extent necessary to achieve the disciplinary objectives.

(Acts Subject to Disciplinary Action)

### Article 5

Wrongful acts that may be subject to disciplinary action shall be those listed in the following items.

- (1) Violation of school rules or other regulations
- (2) Serious antisocial behavior, such as criminal acts
- (3) Serious violations of traffic laws
- (4) Harassment or other unwarranted violations of human rights
- (5) Unauthorized access and other information ethics violations
- (6) Cheating on examinations, plagiarism, or other acts that go against academic ethics
- (7) Disturbing the order of the University, such as interfering with the educational and research activities of the University
- (8) Any other act that is against the academic spirit of the University

(Type of Disciplinary Action)

Article 6

The types of disciplinary action to be taken shall be as follows, in order of severity.

(1) Reprimand: The student's responsibility for the misconduct shall be confirmed, they shall be issued a written admonition warning them against any future relapses.

(2) Suspension: The student shall be suspended for a fixed term of not more than three months or for an indefinite period of time, and the student shall be prohibited from taking courses or participating in extracurricular activities, etc. for that period of time.

(3) Expulsion: The student shall be stricken from the registry and expelled from school. In these cases, as a rule, the student shall not be allowed to re-enter the University.

2 The period of suspension shall be included in the period of enrollment and shall not be included in the period of study. However, suspension from school for a period not exceeding three months may be included in the term of study. Suspended students shall pay the prescribed tuition during their suspension periods.

(Criteria for Expulsion)

Article 7

The expulsion of a student from the University under Paragraph 1, Item 3 of the preceding Article may be administered in accordance with the basic principles set forth in Article 4 when there is no prospect of improvement in the student's performance at KUAS and it is deemed unavoidable from an educational standpoint to revoke their status as a student of KUAS.

(Handling of Harassment)

Article 8

If a complaint is made to the Harassment Prevention Committee regarding harassment as set forth in Article 5, Item 4, that complaint shall be handled in accordance with the "University Harassment Prevention Regulations".

(Stay-home Order)

Article 9

The President may order a student subject to discipline to remain at home if the President determines that it is necessary to prohibit the student from attending school until a disciplinary decision is made.

2 The period of the stay-home order may be counted toward the period of suspension.

(Investigation)

Article 10

If the President believes that a student is subject to disciplinary action, the President shall

order the Investigation Committee to immediately investigate the facts of the case.

(Investigation Committee)

Article 11

The Investigation Committee shall be composed of the following members. However, there are some cases where members may not be appointed from the parties indicated in Item 4.

- (1) Educational & Student Affairs Department, Student Affairs Center Director
- (2) The Student Affairs Officer of the Faculty to which the student belongs
- (3) Educational & Student Affairs Department, Student Affairs Center Division Chief
- (4) Relevant persons appointed by the President or the Dean of the Faculty to which the student belongs

2 The Investigation Committee shall be headed by the Educational & Student Affairs Department, Student Affairs Center Director.

(Hearing)

Article 12

The Investigative Committee shall, under the supervision of the Committee Chairman, notify the student subject to disciplinary action that the facts will be investigated, and shall hear the circumstances orally or in writing.

2 The Investigative Committee shall, during the hearing, give the student subject to disciplinary action an opportunity to explain themselves orally or in writing. Provided, however, that where said student fails to attend the hearing or explain the circumstances without justifiable grounds, they shall be deemed to have waived this right.

3 Notwithstanding the provision of paragraph 1, if the student is unable to be notified and interviewed due to a lack of contact information or other unavoidable reasons, the student may not be given the opportunity to provide an explanation.

(Report of Investigation)

Article 13

The Investigation Committee Chairman shall report the results of the investigation to the President. The President shall, upon receiving the investigation report, determine whether or not disciplinary action is necessary and, in the event that disciplinary action is required, the Student Affairs Center Director and the Dean of the Faculty to which the student subject to disciplinary action belongs shall hold a consultation regarding the content of the disciplinary action.

(Consultation with Student Affairs Council)

Article 14

The Student Affairs Center must prepare a draft for disciplinary action through consultation

with the Student Affairs Council.

2 The Student Affairs Center shall submit to the President and the Dean to which the student subject to disciplinary action belongs a draft proposal concerning disciplinary actions.

(Discussion by Faculty Meeting)

Article 15

The Dean shall hold a Faculty Meeting to discuss disciplinary matters based on the draft provided for in the preceding article.

2 The Dean shall report the results of the Faculty Meeting discussion to the President.

(Decision on Disciplinary Action)

Article 16

On the basis of the results of the discussion outlined forth in the preceding 2 Articles, the President shall determine whether or not disciplinary action is necessary and the nature of the disciplinary action to be taken.

2 In deciding on a disciplinary action, the President may order another reinvestigation or hearing if they deem it necessary. In this case, the provisions of Article 9 up to the preceding article shall apply *mutatis mutandis*.

(Stern Warning)

Article 17

The Dean may issue an oral or written stern warning as an educational measure, even if it does not amount to a disciplinary action as provided in Article 6.

(Issuance of Disciplinary Action)

Article 18

When the President decides to discipline a student, the President shall deliver a written disciplinary action to the student concerned stating the reasons for the disciplinary action. If the student does not receive the written disciplinary action, or if the student's whereabouts cannot be ascertained, the disciplinary action shall be delivered by other appropriate means.

2 In the event disciplinary action is taken, the President shall notify the guarantor of the student subject to the disciplinary action.

(Effect of Disciplinary Action)

Article 19

Disciplinary action shall take effect on the date of issuance of the written disciplinary action.

2 If a student taking a leave of absence is suspended from school, the suspension shall begin from the first day after their leave of absence ends.

(Public Notice of Disciplinary Action)

Article 20

In the event of disciplinary action is taken, the President shall make a public notice of the disciplinary action to the University. However, the name of the student who has been disciplined shall not be made public.

2 The public notice period shall be two weeks.

(Review)

Article 21

A student who has been disciplined may request in writing to the President of the University to review the disciplinary action, with evidence of factual errors or new findings of fact or other justifiable reasons. Requests for review must be made within ten days from the date of issuance of the written disposition.

2 If the President finds it necessary to review the disposition, the President may conduct another investigation and deliberation. In this case, the provisions of Articles 10 to 15 shall apply *mutatis mutandis*.

3 If the President finds that a review is not necessary, the President shall promptly notify the student concerned in writing of this fact.

4 A request for review shall not interfere with the effectiveness of a disciplinary action already taken. However, if the disciplinary action is changed as a result of such a request, the President shall take the necessary measures, such as rescinding the disciplinary action already taken.

(Extending or Reducing Suspension Periods or Lifting Indefinite Suspensions)

Article 22

The Dean may make a request to the President, after consultation with the Faculty Meeting, for the extension or reduction of the period of suspension or the lifting of the indefinite suspension, taking into account the degree of remorse of the suspended student and other factors.

2 Based on the Dean's request, the President shall decide the extension or reduction of suspension periods. However, in the case of the lifting of an indefinite suspension, it shall be no less than six (6) months from the date on which the suspension took effect.

(Disciplinary Records)

Article 23

A record of disciplinary action shall be entered into the student's register. However, the disciplinary action shall not be shown on any certificate or other document issued by the University.

(Changes in Student Status)

Article 24

If a student subject to disciplinary action requests to withdraw from the University or take a leave of absence before a disciplinary decision is made, the President may deny their request.

(Guidance During Suspension)

Article 25

The Dean shall regularly interview and instruct suspended students during their suspension period.

(Administration)

Article 26

Processes related to disciplinary actions against students shall be handled by the Student Affairs Center of the Educational & Student Affairs Department.

(Revisions and Abolition)

Article 27

When revising or abolishing these Rules, the President shall take the opinions of the Faculty Meeting of each Faculty, the Graduate School Committee as well as the University Council into account.

Supplementary Provisions omitted



