

2019 Guidance on Course Registration

School of Hospitality & Tourism Management

SCHOOL OF
HOSPITALITY & TOURISM
MANAGEMENT



Contents of the Guidance on Course Registration

I Common Items for All Students

The information provided in this section is applicable to all students.

Some items differ, however, depending on students' enrollment year.

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Introduction

Learning at a university differs from learning at a junior or senior high school. This is because students at a university are responsible for developing their learning plan for themselves in order to earn the credits required for graduation.

The information provided in this Guidance on Course Registration manual includes how to select and register courses, details of examinations and credits, and other important procedures and requirements to reach the next year level and to graduate, according to university rules and other relevant regulations.

Every year, some students fail to take courses they like or even fail to advance to the next level or graduate, due to not completing course registration procedures and/or meeting deadlines. These mistakes are caused by overlooking or misunderstanding the information provided in the Guidance on Course Registration and on notice boards. To avoid this, you should keep this Guidance on Course Registration with you at the beginning of each academic year and refer to it often to ensure that you follow the correct procedures in developing your learning plan. If you find anything unclear, contact the Academic Affairs Section for an explanation.

If any change to the Guidance on Course Registration should occur, it will be posted on notice boards, so please check them often.

MEIKAI UNIVERSITY 2019 ACADEMIC CALENDAR

SCHOOL OF HOSPITALITY & TOURISM MANAGEMENT / GLOBAL MANAGEMENT MAJOR

Spring Semester April 1 - September 12

Start of Academic Year	April 1 (Mon)
Orientation for 3rd year students for 2nd year students	March 26 (Tue) March 28 (Thu)
Submission Period for Students Petition to Appeal Grades	March 26 (Tue) - 29 (Fri)
Orientation for New students for New Transfer students	March 29 (Fri) - April 2 (Tue)
Guidance for Cooperative Academic-Industrial Programs (Japanese only)	March 29 (Fri)
Matriculation Ceremony	April 3 (Wed)
Application Period for Credit Recognition* (Credits earned at other universities and qualifications or skills for knowledge and competency assessment before enrollment)	April 4 (Thu) - 9 (Tue)
Start of Spring Semester Term 1	April 4 (Thu)
Course Registration Period / Consulting Period for Course Registration	April 4 (Thu) - 10 (Wed)
Health Examination for New students for 2nd year students for 3rd year students for 4th year students Alternative Day	April 8 (Mon) April 9 (Tue) April 10 (Wed) April 11 (Thu) April 12 (Fri)
Announcement of Credit Recognition Result	April 17 (Wed)
Correction Period for Course Registration	April 18 (Thu) - 22 (Mon)
Payment Due Date for Spring Semester	April 30 (Tue)
Classes Held on National Holiday (Substitute Holiday)	May 6 (Mon)
Classes Held on Holiday (Anniversary of the University's Founding)	May 17 (Fri)
Campus Clean Up Campaign	June 1 (Sat) - 30 (Sun)
End of Spring Semester Term 1	June 5 (Wed)
Start of Spring Semester Term 2	June 6 (Thu)
Classes Held on National Holiday (Marine Day)	July 15 (Mon)
Spring Semester Supplementary Lecture Period	July 15 (Mon) - 24 (Wed)
End of Spring Semester Term 2	July 31 (Wed)
Summer Vacation	August 1 (Thu) - September 12 (Thu)
Due Date of Credit Recognition Application* (Spring Semester)	August 23 (Fri)
Announcement of Spring Semester Grades	September 3 (Tue)
Submission Period for Students Petition to Appeal Grades for 1st year 1st semester - 3rd year 6th semester students	September 3 (Tue) - 6 (Fri)
Graduation Ceremony (September Graduates)	September 12 (Thu)

Fall Semester September 13 - March 31

Fall Matriculation Ceremony	September 12 (Thu)
Fall Orientation for New students	September 12 (Thu)
Start of Fall Semester Term 1	September 13 (Fri)
Correction Period for Course Registration (for students enrolled in spring)	September 13 (Fri) - 20 (Fri)
Course Registration Period / Consulting period for course registration (for students enrolled in fall)	September 13 (Fri) - 20 (Fri)
Application Period for Credit Recognition* (for students enrolled in fall) (Credits earned at other universities and qualifications or skills for knowledge and competency assessment before enrollment)	September 13 (Fri) - 18 (Wed)
Classes Held on National Holiday (Respect for the Aged Day)	September 16 (Mon)
Classes Held on National Holiday (Autumnal Equinox Day)	September 23 (Mon)
Announcement of Credit Recognition Result (for students enrolled in fall)	September 27 (Fri)
Correction Day for Course Registration (for students enrolled in fall)	September 30 (Mon)
Classes Held on National Holiday (Health and Sports Day)	October 14 (Mon)
Payment Due Date for Fall Semester	October 31 (Thu)
Campus Clean Up Campaign	November 1 (Fri) - 30 (Sat)
Meikai Festival (No Class Days)	November 1 (Fri) - 4 (Mon) (including preparation and cleanup)
End of Fall Semester Term 1	November 11 (Mon)
Start of Fall Semester Term 2	November 12 (Tue)
Classes Held on National Holiday (Labor Thanksgiving Day)	November 23 (Sat)
Winter Vacation	December 25 (Wed) - January 7, 2020 (Tue)
Restart of Fall Semester Term 2	January 8 (Wed)
Fall Semester Supplementary Lecture Period	January 8 (Wed) - 16 (Thu)
	January 20 (Mon)
No Class Days	January 15 (Wed) • 16 (Thu)
Preparation for National Center Test for University Admissions (No Class Day)	January 17 (Fri)
National Center Test for University Admissions (University Closed to Students)	January 18 (Sat) • 19 (Sun)
End of Fall Semester Term 2	January 27 (Mon)
Start of Spring Vacation	January 28 (Tue)
Due Date of Credit Recognition Application* (for 1st year 1st semester - 3rd year 6th semester students)	February 28 (Fri)
Announcement of 1st year and 2nd year students with Passing Grades (for students enrolled in spring)	March 13 (Fri)
Announcement of Fall Semester Grades (for 1st year 1st semester - 3rd year 6th semester students)	March 13 (Fri)
Graduation Ceremony	March 14 (Sat)
End of Academic Year	March 31 (Tue)

* For the details, refer to "Guidance on Course Registration."

MESSAGE FROM THE DEAN

Takami Uchizono, Dean, School of Hospitality & Tourism Management

Welcome to the School of Hospitality and Tourism Management, MEIKAI University!!

We introduced the Major system and launched the Global Management Major (GMM) in 2017 and we have introduced the quarter system this April to accept more international students eager to study in this field. Based on the mission of MEIKAI University, we aim to foster each student's talent and ability and produce graduates who are well-educated, creative, rational and capable of being active in the international community. Our primary goal is that our graduates have the abilities described in our diploma policy;

1. Ability to become a leader in the domestic and / or global fields requiring advanced communication skills, with extensive knowledge of management.
2. Ability to learn and improve continuously in both Japanese and English (TOEFL iBT 80+) and to use those languages to communicate with people from around the world based on their own experiences of studying overseas.
3. Ability to lead the change of organizations or society by encouraging stakeholders through leadership based on hospitality.

In order to achieve the goals stated above, we have designed a strong curriculum and have invited experienced instructors in hospitality and tourism related fields. They are ready to assist you when you need advice and help you achieve your career dreams and goals.

Freshmen: You will create your own four-year academic schedule to enhance your knowledge and skills. Please make your study plans using this [Guidance on Course Registration](#), considering the essential capabilities required to realize your dream and selecting the courses that match those capabilities. In order to advance to sophomore status you will need to acquire some English credits. Please keep in mind that you may need to brush up on your English performance.

Sophomores: You will strategically reflect on your progress to date and, if necessary, revise your academic plan. You will also have the opportunity to study abroad and deepen your educational experience. Once again, in order to go on to the next academic year, you have to earn the credits as specified in our policy. Please refer to this [Guidance](#) carefully for the information needed.

Juniors: Based on your experience overseas, you are expected to focus your plans so that you can extend your skills and be ready to be a business person. You may register for more specialized subjects according to your own interests. Through management courses and case studies, we will provide you with the basic skills needed in each field.

Hospitality and tourism is one of the fastest growing and most dynamic industries in the world. So it expects a spontaneous person who meets the guests' various requests flexibly and rapidly. In other words, it needs a person with abundant hospitality mind. We hope you will thrive in the field as an excellent leader.

Enjoy your study and academic life!!

Outline of the School of Hospitality & Tourism Management

Our contemporary society is considered the age of the service economy. The structural transformation of industry, technological innovation, and economic and social maturity ushered in this era. In Japan, hospitality industries, such as tourism, hotels, airlines, entertainment and restaurants, are expected to play a leading role because of their high economic ripple effects, job creation, and long-term growth prospects. As more emphasis is placed on “richness in mind” rather than “abundance of goods” in economic activities, companies are facing a historic shift in all of their activities. In response, they are seeking to hire hospitality-minded people who can provide high value-added services.

To meet such social needs, the School of Hospitality & Tourism Management provides practice-oriented education in cooperation with companies and local communities, as well as personal development education with a focus on hospitality, while promoting an interdisciplinary approach to the study of tourism and other hospitality businesses. We focus on developing competent professionals who can play an active role in a wide range of international settings.

I

Common Items for All Students

Major Changes in Academic Year 2019

■ The Introduction of the Quarter System

The quarter system is introduced in 2019. Accordingly, the two semesters are divided into four quarters.

Semester	Quarter
Spring Semester	Spring Semester Term 1 (ST1)
	Spring Semester Term 2 (ST2)
Fall Semester	Fall Semester Term 1 (FT1)
	Fall Semester Term 2 (FT2)

■ Fall Admission

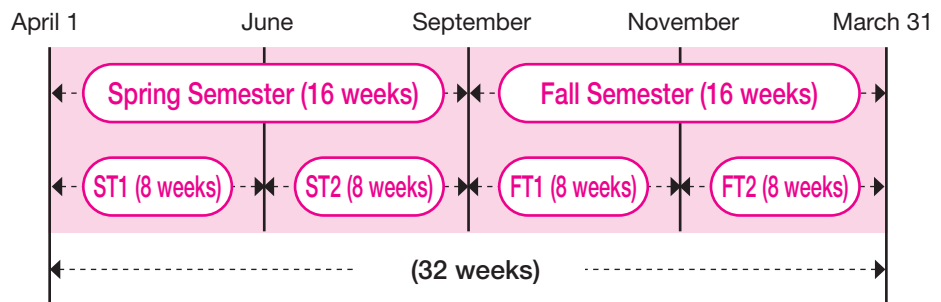
The fall admission (including transfer students) is introduced in 2019. The students have to follow the necessary procedure based on the schedule for the students enrolled in fall.

1 Classes

1. Classes

[1] Semesters (Quarter System)

An academic year is composed of four terms based on the quarter system. Lectures are generally held in eight weeks per one Term, 32 weeks in a year. Some lectures are, however, held in 16 weeks based on the semester system.



[2] Class period

Class periods are 90 minutes. In general, there are five class periods a day from Monday through Friday. Intensive classes, special classes, and guidance sessions on issues such as job searching may be held in the sixth period on Mondays through Fridays and the first and second periods on Saturdays.

Day of the week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	9:00 – 10:30					
2	10:40 – 12:10					
3	13:00 – 14:30					
4	14:40 – 16:10					
5	16:20 – 17:50					
6	18:00 – 19:30					

[3] Class attendance

Students must attend all required classes. As a general rule, a student whose attendance is less than four-fifths of all classes held is not eligible for taking regular examinations.

[4] Class absences

If you are or were absent from a class for an unavoidable reason, you must follow the following procedures:

Reason for the absence	Documents required		Submit to	Remarks
	Submission form	Attachment		
Death of father, mother, grandfather, grandmother, brother or sister	Class Absence Form (official form) *1	Funeral attendance thank-you letter, etc.	Academic Affairs Section	The following periods are not regarded as absence: Father/mother: Seven consecutive days plus the number of days required for a round trip to attend the funeral Grandfather/grandmother, brother, sister: Five consecutive days plus the number of days required for a round trip to attend the funeral
You have contracted an infection specified in Article 18 of the Ordinance for Enforcement of the School Health and Safety Act		Medical certificate that includes the name of the infection, the day of onset, and the period before recovery is complete		Generally Days certified*3
You have been summoned to jury duty and are required to go to a court		Certificate or other documents issued by the court		Days certified
You are a student athlete in a university athletic club or a member of a sports or cultural club in the Athletic Club Federation of the Students' Association, are allowed to use the special entrance examination system, and have participated in an official game or other event	Class Absence Notification Form (for athletic club activities, official form)*2		Student Support Services Section	Not regarded as absence
		Rules for absences for students who are members of a university's athletic club or other clubs due to participation in an official game or other events are specified in "Procedures regarding absences from classes of students of the Urayasu Campus due to participation in activities of a Meikai University athletic club." For details, please refer to the Campus Guide and contact the Student Support Services Section.		
Any other reason than above Examples: disease, injury, accident	Proof of reason for absence		Faculty member in charge of the class (Submission is not accepted by any of the university's offices.)	A decision is made by the faculty member in charge of the class. Students must confirm the final decision by themselves.

*1
The Class Absence Form (official form) is available at the Academic Affairs Section.

*2
The Class Absence Notification Form (for athletic club activities, official form) is available at the Student Support Services Section.

*3
The Administration Center will make a decision as to whether requests for class absences are accepted if the requests fall under the following.

① requests for class absences that last more than seven consecutive days

② requests falling under other infections in Type3

Please refer to Page 11. "Absence from regular examinations"

Note 1: When you are absent from a class, you should later ask the faculty member in charge to inform you about what was taught in class that day.

Note 2: When you are absent from a class, you may be given an assignment (such as a report) by the faculty member in charge, depending on the course.

Note 3: If you are absent from an examination given during an ordinary class, submit a document that proves the reason for the absence directly to the faculty member in charge of the class, not via the Academic Affairs Section, **by the last class day** and follow their instructions.

Note 4: If any attachments are required for submission, you must prepare the originals. If you need to have the original returned to you, you should ask the Academic Affairs Section to do so when you submit it.

Reference: Types of infections defined in Article 18 of the Ordinance for Enforcement of the School Health and Safety Act

Type	Name
Type 1	Ebola hemorrhagic fever, Crimean-Congo hemorrhagic fever, smallpox, American hemorrhagic fever, the plague, Marburg virus disease, Lassa fever, acute anterior poliomyelitis (polio), diphtheria, severe acute respiratory syndrome (SARS coronavirus), avian influenza (H5N1), new-type influenza and other infections, designated infections, new infections
Type 2	Influenza (excluding avian influenza (H5N1)), pertussis, measles, epidemic parotitis (mumps), rubella, varicella (chickenpox), pharyngoconjunctival fever, tuberculosis, meningococcal meningitis
Type 3	Cholera, bacillary dysentery, Enterohemorrhagic Escherichia coli infection, typhoid, paratyphoid, epidemic keratoconjunctivitis, acute hemorrhagic conjunctivitis, other infections

Note: For detailed information on other infections in Type3, refer to the website of the Ministry of Education, Culture, Sports, Science and Technology.

[5] Class cancellation

Please refer to the User's Manual for the Web Portal System.

Please refer to "Communications to Students" on Page 34.

A class may be cancelled for an unavoidable reason. As a general rule, a class cancellation is notified on the Web Portal System and notice boards, which you should check before class.

If no notice on cancellation is made at all and the faculty member in charge does not arrive 30 minutes after the start of the class, ask the Academic Affairs Section for instructions.

[6] Supplementary lectures

Please refer to the User's Manual for the Web Portal System.

Please refer to "Communications to Students" on Page 34.

Supplementary lectures may be offered at the discretion of a faculty member depending on the progress level, the frequency of class cancellations, or for other reasons. They are held on the fifth and sixth periods on weekdays or first and second periods on Saturday during the supplementary lecture period. In addition, supplementary lectures may be offered during the period of regularly scheduled classes, and summer, winter and spring holidays, or other periods through schedule adjustment between a faculty member and students. Detailed information, such as dates and periods, will be posted on the Web Portal System and notice boards.

2. Courses

[1] Duration of courses

There are three kinds of courses, according to their duration:

Quarter course (8 weeks)	Held either in ST1, ST2, FT1 or FT2. Academic assessment is made every quarter. Note1: The grades of quarter courses are announced on the day specified in Academic Calendar; Announcement of Spring / Fall Semester Grades. Note2: Quarter courses are held twice a week and the examination is conducted in the last lecture (the second lecture in the eighth week.)
Semester course (16 weeks)	Held either in the Spring or Fall Semester. Academic assessment is made every semester. Note: Semester courses are divided into two types: one meets once a week and the other twice a week.
Full-year course (32 weeks)	This course lasts two semesters, the Spring and the Fall, and academic assessment is made at the end of the year.
Intensive course	This course is held intensively for a certain period of time and academic assessment is made at the end of the course.

[2] Course allocation

Please refer to the "Curriculum Table."

Students are required to take courses that are allocated to each class year so that they can learn systematically.

They are allowed to take courses allocated to the class year in which they are in or below, but are not allowed to take those allocated to a higher year.

The "Class Timetable" and the "Syllabus" contain the lowest year allocated to each course.

Note: Courses under the same name may be allocated to different class years depending on enrollment years. Make sure to refer to the "Curriculum Table" before course registration.

[3] Types of courses

There are three types of course:

Type	Definition
Mandatory	Courses required for graduation
Mandatory elective	Courses, other than mandatory courses, that must be taken in specific fields or courses to earn a certain number of credits
Elective	Courses other than mandatory and mandatory elective courses

3. Credit System

[1] What is a credit system?

Meikai University uses a credit system that requires students to take designated courses according to certain rules and pass regular examinations to earn a certain number of credits allocated to each course.

[2] Learning hours required to earn credits

The Standards for Establishment of Universities stipulate that “a class subject for one credit shall normally be organized to contain contents that require 45 hours of learning (including self-study hours), and the number of credits shall be calculated based on the following standards, in light of the educational effects of said class and required learning other than that during class hours, in accordance with class methods.”

At Meikai University, as a general rule, one credit for a lecture or seminar course consists of 15 hours of in-class time and 30 hours of out-of-class time; and one credit for an experiment, practical training, skills practice, or foreign language course consists of 30 hours of in-class time and 15 hours of out-of-class time, as shown below:

Lecture/Seminar		Experiment/Practical training/Skills practice/Foreign language	
In-class 15 hours	Out-of-class (for preparation and review) 30 hours	In-class 30 hours	Out-of-class (for preparation and review) 15 hours
45 hours/credit		45 hours/credit	

To earn credits, learning hours are required not only for in-class studies but also for students' voluntary learning before and after each class. You are encouraged to engage in voluntary learning in your own way.

For details on out-of-class (for preparation and review) activities and approximate learning hours, refer to syllabuses or other related documents.

[3] Credits for each course

The types of classes, learning hours and the number of credits for semester and full-year courses are as follows:

Type	Semester or full-year	Learning hours	Credits
Lecture Seminar	Semester (Once/week)	[2 hours (in-class) + 4 hours (out-of-class)] × 15 weeks = 90 hours	2
	Semester (Twice/week)	[4 hours (in-class) + 8 hours (out-of-class)] × 15 weeks = 180 hours	4
	Full-year	[2 hours (in-class) + 4 hours (out-of-class)] × 30 weeks = 180 hours	4
Experiment Practical training Skills practice Foreign language	Semester (Once/week)	[2 hours (in-class) + 1 hour (out-of-class)] × 15 weeks = 45 hours	1
	Semester (Twice/week)	[4 hours (in-class) + 2 hours (out-of-class)] × 15 weeks = 90 hours	2
	Full-year	[2 hours (in-class) + 1 hour (out-of-class)] × 30 weeks = 90 hours	2

Note: One class period (90 minutes) is counted as two hours in this table.

[4] Award of credits

As a general rule, credits for a course are only awarded to students who have passed the examination for the course. Examinations are conducted in various forms, such as in writing, by submitting a report, thesis or work, and by assessing practical skills. For some courses, the pass/fail decision is made based on student's performance during classes instead of conducting an examination.

Credits are not awarded to a student if the number of days attended is lower than required or if the student withdraws from the course before completion.

2

Course Registration and Completion

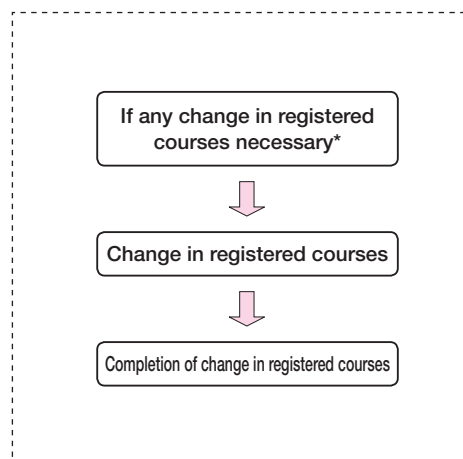
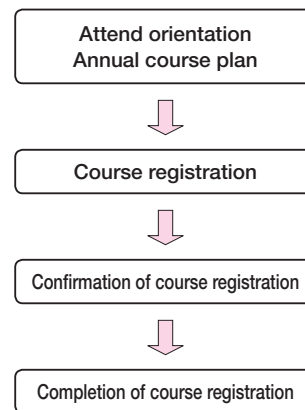
Students are required to register for and complete courses designated by each faculty and each department according to applicable regulations.

In registering for courses, you should create a study plan that takes into account the requirements for being promoted to the next level and graduation and also the following rules:

1. Rules for Course Registration

[1] Course registration

Students are required to develop an annual course plan at the beginning of each academic year, based on which of the necessary courses should be registered for according to the following procedures:



Note: Change in registered courses is only allowed for an unavoidable reason.

Course registration is one of the most important and essential procedures in your university life before you start learning in the next year.

Every year, however, there are some students who fail to earn credits or fail to advance to the next level for various reasons such as a simple mistake in course registration and a failure to complete course registration before the deadline.

To avoid this, carefully read the “Guidance on Course Registration” and complete your course registration properly.

[2] The maximum number of credits you are allowed to register for

Note: In registering for courses, it is desirable that you plan to take around 40 credits a year by taking into account the learning hours to earn credits.

As explained in the "Credit System" section, students are expected to complete their out-of-class learning hours. For this reason, there are the predetermined maximum numbers of credits as shown below so that students can complete their learning without difficulty.

Class year	Semester	Maximum number of credits	Remarks
Freshman	1st semester	22	Regarding full-year courses, half of the required number of credits are assigned to each of the First and Second Semesters. Example: A full-year course of 4 credits 2 credits: First Semester 2 credits: Second Semester Note: Credits assigned to the following classes are not included in calculating the maximum number of credits. 1. Intensive classes 2. Courses under the credit recognition system
	2nd semester	22	
Sophomore	3rd semester	24	
	4th semester	24	
Junior	5th semester	26	
	6th semester	26	
Senior	7th semester	28	
	8th semester	28	

As shown in the table above, the maximum number of credits for the 3rd to 8th semesters is 24 to 28. These numbers were determined out of consideration for students who have failed to earn the required number of credits during the past academic years. Senior students failing to earn the number of credits required for graduation within these maximum numbers of credits will have to repeat the year. It is therefore important for students not only to attend required classes, but also to be well prepared for classes and to review them in order to earn the credits of all the registered courses.

[3] Course repetition

Students who fail to complete a course are required to repeat the same course in the following or later semester.

Courses that must be repeated	If a student fails to complete a course that is mandatory for promotion and graduation, the student must repeat it to earn the credits. If the student fails to complete a mandatory elective or elective course, it is possible to earn the necessary credits by completing another course in the same discipline.
Class allocation of a repeated course	If a class is allocated to a student who is repeating the class, they must take the one allocated. Information on class allocation will be posted on the notice boards besides large lecture rooms 2101 and 2103. If a class is not allocated, someone repeating a class can take any class. However, the number of students admitted to some classes is limited. Before registration, the person repeating the class must receive approval from the faculty member in charge of the class. If the registration is made without the faculty member's approval, you may not be accepted.
Priority registration of repeated courses	If a repeated course and a course allocated to the current year of the person repeating are in the same time slot, the person repeating the class must take the repeated one from the lower year.

**[4] Courses
that are not
allowed to
be taken**

Courses in the curriculum for an academic year other than your year of enrollment	As a result of the revision to the curriculum, courses offered and requirements for graduation differ depending on the year a student is enrolled. You should carefully check the Curriculum Table for the academic year of your enrollment so as not to mistakenly register for a course in a curriculum for an academic year other than your year of enrollment.
Courses of faculties and departments other than yours	You are not allowed to register for a course in other faculties or departments, other than those open to all students.
Courses for which you have already earned credits	You are not allowed to register for a course for which you have already earned credits.
Courses under the same title	You are not allowed to register for two or more courses under the same name even if the faculty member in charge and/or the period differs.

2. Course Registration Procedures

Courses should be registered on the Web Portal System. For information to help you register correctly, refer to the User's Manual for the Web Portal System.

For students enrolled in spring

(Spring Semester)

1 Orientation, distribution of materials, creation of a personal class timetable

March 26 (Tue.) – April 3 (Wed.)

Important points

- (Freshman/sophomore) Check your classes.
- (Sophomore – Junior) Check courses for which you have already earned credits and those you have not in the Curriculum Table, based on your grade transcript of the previous academic year.
- (Sophomore – Junior) If you have mandatory courses that you must repeat, check whether or not you are allocated to a class on notice boards or other information notices.
- (Freshman – Junior) Select courses, taking into account the following requirements and limitations, and create your personal class timetable by April 3 (Wed.) and complete the form for the "Class Timetable (copy)" at the end of this Guidance manual.
 - Requirements for promotion: See Page 39.
 - Requirements for graduation: See Page 40.
 - The maximum number of credits you are allowed to register for: See Page 6.
 - Courses that are not allowed to be taken: See Page 7.

2 Consultation period regarding course registration

April 4 (Thu.) – April 10 (Wed.)
Time and Place: 9:00 a.m. – 6:30 p.m.
Academic Affairs Section

Important points

- (Freshman – Junior) Before receiving consultation, carefully read again the Guidance on Course Registration and other distributed materials as well as information on notice boards to clarify your questions.

3 Start of the Spring Semester

April 4 (Thu.)

Important points

- (Freshman – Junior) You must attend the first class because there are some courses in which the students who will be allowed to take them will be selected.
- (Freshman – Junior) If you need to undergo the following procedures, you must complete them by deadlines designated according to the Guidance on Course Registration and other distributed materials as well as information on notice boards:
 - (Freshman) Application for a Certificate of Credits you have already earned: See Page 16.

**4 Course registration period
(Web Portal System “Course Registration”)**

April 4 (Thu.) 9:00 – April 10 (Wed.) 17:00

Important points

- (Freshman – Junior) Registration courses for the academic year (full-year, Spring Semester, Fall Semester)
Carefully read information on how to register for courses in the User’s Manual for the Web Portal System.
You can register and unregister as many times as you want during the course registration period.
The system can be accessed from both inside and outside of the university.
- (Freshman – Junior) Check the day of the week, time slot, class and other information on your mandatory courses that are already registered for you.
Mandatory courses not already registered for you must be registered by yourself.
- (Freshman and Sophomore) After checking if you meet the requirements for advancing to the next year, change the courses you have registered already, if necessary.
- (Freshman – Senior) After having registered courses for the full year, Spring Semester and Fall Semester, print your personal class timetable to check that there are no mistakes and keep it with you.

**5 Completion of course registration and
confirmation of registered courses
(Web Portal System “Timetable Confirmation”)**

April 11 (Thu.) 9:00 a.m. or later

(If you need to make any changes to your registered courses for an unavoidable reason)

**6 Correction Period for Registration
(Web Portal System “Course Registration”)**

April 18 (Thu.) 9:00 a.m. – April 22 (Mon.) 5:00 p.m.

Note: Change to registered courses should also be made during “Course Registration” according to the same procedures as those for course registration.

**7 Confirmation of change made to registered courses
(Web Portal System “Timetable Confirmation”)**

April 23 (Tue.) 9:00 a.m. or later

(Fall Semester)

**Correction Period for Registration
(Web Portal System “Course Registration”)**

September 13 (Fri.) 9:00 a.m. – September 20 (Fri.) 5:00 p.m.



If you have no courses to register for the year, receive an official form at the Academic Affairs Section and report this information during the course registration period. (You cannot use the Web Portal System for this reporting.)

For students enrolled in fall

(Fall Semester)

1 Orientation, distribution of materials, creation of a personal class timetable

September 12 (Thu.)

Important points

- (Freshman) Check your classes.
- (Freshman – Junior) Select courses, taking into account the following requirements and limitations, and create your personal class timetable by April 3 (Wed.) and complete the form for the “Class Timetable (copy)” at the end of this Guidance manual.
 - Requirements for promotion: See Page 39.
 - Requirements for graduation: See Page 40.
 - The maximum number of credits you are allowed to register for: See Page 6.
 - Courses that are not allowed to be taken: See Page 7.

2 Consultation period regarding course registration

September 13 (Fri.) – September 20 (Fri.)
Time and Place: 9:00 a.m. – 6:30 p.m.
Academic Affairs Section

Important points

- (Freshman – Junior) Before receiving consultation, carefully read again the Guidance on Course Registration and other distributed materials as well as information on notice boards to clarify your questions.

3 Start of the Fall Semester

September 13 (Fri.)

Important points

- (Freshman • Junior) You must attend the first class because there are some courses in which the students who will be allowed to take them will be selected.
- (Freshman) If you need to undergo the following procedures, you must complete them by deadlines designated according to the Guidance on Course Registration and other distributed materials as well as information on notice boards:
 - (Freshman) Application for a Certificate of Credits you have already earned: See Page 18.

**4 Course registration period
(Web Portal System “Course Registration”)**

September 13 (Fri.) 9:00 – September 20 (Fri.) 17:00

Important points

- (Freshman – Junior) Registration Courses for the Fall Semester.
Carefully read information on how to register for courses in the User’s Manual for the Web Portal System.
You can register and unregister as many times as you want during the course registration period.
The system can be accessed from both inside and outside of the university.
- (Freshman – Junior) Check the day of the week, time slot, class and other information on your mandatory courses that are already registered for you.
Mandatory courses not already registered for you must be registered by yourself.
- (Freshman – Junior) After having registered courses for Fall Semester, print your personal class timetable to check that there are no mistakes and keep it with you.

**5 Completion of course registration and confirmation of registered courses
(Web Portal System “Timetable Confirmation”)**

September 23 (Mon.) 9:00 a.m. or later

(If you need to make any changes to your registered courses for an unavoidable reason)

**6 Correction Period for Registration
(Web Portal System “Course Registration”)**

September 30 (Mon.) 9:00 a.m. – 5:00 p.m.

Note: Change to registered courses should also be made during “Course Registration” according to the same procedures as those for course registration.

**7 Confirmation of change made to registered courses
(Web Portal System “Timetable Confirmation”)**

October 1st (Tue.) 9:00 a.m. or later

(Fall Semester)

**Correction Period for Registration
(Web Portal System “Course Registration”)**

At the beginning of April in 2020
(For the detailed schedule, refer to the academic calendar 2020, which is supposed to be released at the beginning of January 2020)



If you have no courses to register for the year, receive an official form at the Academic Affairs Section and report this information during the course registration period. (You cannot use the Web Portal System for this reporting.)

3

Examinations and Results

1. Examinations

To earn the credits for registered courses, you must take examinations.

Examinations for the quarter courses are conducted in the last lecture (the second lecture in the eighth week)

Examinations for the semester courses are conducted in the 16th week.

For the details, ask the instructor in charge.

Note: You must ask the faculty member in charge of each course, not the Academic Affairs Section, about how to submit a report, thesis or work.

2. Academic Achievements

[1] Academic assessments and grading

Academic achievements are assessed and graded as follows:

Judgment	Pass				Fail		Credit recognition	Credit recognition upon transfer
Points	100 – 90	89 – 80	79 – 70	69 – 60	59 – 0	Not assessable		
Grades used on transcripts	S	A	B	C	D	*	N	H
Grades used on academic achievement certificates	A		B	C	Not shown		N	H
Standard distribution of grades	About 10%	About 20%	–	–	≤ 20%	–	–	–

- “Not assessable” means that the student’s academic achievement cannot be assessed because of poor attendance throughout the period of regularly scheduled classes, failure to take an examination or submit a report, or other reasons.
- “N” (credit recognition) is used for a course recognized under the credit recognition system.
- “H” (credit recognition upon transfer) is used for a course recognized comprehensively and flexibly when a transfer student is enrolled.
- The standard distribution of grades shows the standard distribution of Grades S, A and D. For the assessment method of each course and other related information, refer to the syllabus.

[2] GPA (Grade Point Average) system

Meikai University uses a GPA (Grade Point Average) system to assess academic achievements and credits earned in order to clearly understand the progress of completion of courses and learning in a given period of time.

The GPA is calculated as follows: The grade points (GP) assigned to each grade are multiplied by the number of credits, and the total of the grade points thus obtained are then divided by the total earned credits. You should therefore make sure to earn credits for all the registered courses without stopping before reaching completion.

The GPA is used in selecting applicants for a scholarship and recipients for the Miyata Award (award for students with outstanding academic achievement), as well as selecting students to be sent abroad and those allowed to take a course that only accepts a limited number of students.

How to calculate GPA

The specific GPA calculation method is as follows:

Judgment	Pass				Fail		Credit recognition	Credit recognition upon transfer
Grade	S	A	B	C	D	*	N	H
Grade points (GP)	4	3	2	1	0	0	Not included	Not included

1) How to calculate GPA

$$\text{GPA} = \frac{\text{The total of (credits} \times \text{grade points)}}{\text{the total number of credits}^*}$$

Note: The total number of earned credits does not include the number of credits for courses recognized as N or H.

[Example of GPA calculation]

Course name	Number of credits	Grade	Number of credits × GPs
Japanese History	2	B	2×2=4
The Constitution of Japan	2	D	2×0=0
Practical English I-a	1	S	1×4=4
Japanese Culture	2	*	2×0=0
Introduction to Hospitality	2	A	2×3=6
Introduction to Tourism	2	C	2×1=2
Total	11		16

$$\text{GPA} = \frac{16}{11} = 1.45 \quad \text{Rounded off to two decimal places}$$

2) Overall assessment

The overall assessment is made as follows based on the GPA calculated using the method described above:

GPA	Overall assessment
3.50 — 4.00	Outstanding
3.00 — 3.49	Excellent
2.00 — 2.99	Satisfactory
1.00 — 1.99	Needs effort
0 — 0.99	Needs further effort

Note: The overall assessment is made based on the academic achievement for the entire course and not based on the level of fulfillment of requirements for being promoted to the next level and graduation.

[3] Announcement of academic results

Note: If there is any change in your address and/or personal information, immediately make the change on the Web Portal System.

Please refer to the User's Manual for the Web Portal System.

Academic results are announced as follows:

Academic results announcement schedule

Category	Applicable class year, etc.	Announcement dates	
Courses completed in the Spring Semester	Freshmen (First semester) to Junior (5th semester)	Student	September 3 (Tue.)
		Guarantor	Mid-September
Courses completed in the Fall Semester	Freshmen (1st semester) to Junior (6th semester)	Student	March 13 (Fri.)
		Guarantor	Late in March

Where to find

Student	At the Web Portal System "Academic Results"
Guarantor	The student's transcript is sent by postal mail. (Excluding the guarantor of a student who pays their tuition and fees on their own.)

[4] Appeal against grades

Note: Receive the Grade Appeal Form (official form) at the Academic Affairs Section within the designated period.

If you have a question about your grade and file an appeal with the faculty member in charge of the course, follow the necessary procedures within the designated period. No appeal will be accepted after the designated period.

Category	Applicable class year, etc.	Grade appeal procedure period	Documents required	Submitted to	Appeal result notification
Courses completed in the Spring Semester	Freshmen (1st semester) to Junior (5th semester)	September 3 (Tue.) – 6 (Fri.)	Grade Appeal Form (official form)*	Academic Affairs Section	Academic Affairs Section
Courses completed in the Fall Semester	Freshmen (1st semester) to Junior (6th semester)	Early in April 2020 (For the detailed schedule, refer to the 2020 Academic Calendar scheduled to be published early in January 2020.)			The student who filed an appeal must show up in person at the Academic Affairs Section to check the result, when they are notified on the Web Portal system or a notice board.

Note 1: Provide the specific reason for appealing against your grade on the Grade Appeal Form.

Note 2: The Grade Appeal Form must be used to reconfirm your grade only when you don't agree with the grade. The form should not be used to ask for a change to your grade or ask for the specific details of the assessment, grade points or other relevant issues.

4

Credit Recognition System

1. Credit Recognition System

Meikai University uses a credit recognition system to recognize learning at another university or institution and results of knowledge and competency assessments.

Types of learning	Outline	Period of learning		The maximum number of credits recognized	
		Before enrollment	After enrollment		
Recognition of credits earned before enrollment	[1] Credits already earned → Page 16 Recognition of credits earned at another university or a junior college before enrollment at Meikai University (including credits earned at another university or junior college in a foreign country or credits earned by credited and special auditors)	○	—	30	60 credits in total
Learning at educational facilities other than universities	[2] Results of knowledge and competency assessments → Page 18 Award of credits for results of knowledge and competency assessments made before enrolling at Meikai University (example: acquisition of a qualification)	○	○	18	
Learning in courses at another university or learning institute	[3] Students sent abroad by Meikai University (study abroad program for about one year) → Page 20 Recognition of credits earned by a student by completing a designated credit exchangeable course at a foreign partner university during their stay for about one year	—	○	40	
	[4] Students sent to partner universities in Japan (total of 34 in Chiba) → Page 21 Recognition of credits earned at any of the 25 private universities and 8 junior colleges in Chiba Prefecture and the Open University of Japan with which Meikai University has a comprehensive credit transfer agreement	—	○	8	
Others	[5] Internship → Page 22 Award of credits for results of internship experience, such as practical and professional training provided by companies	—	○	44	
	[6] Volunteer activities → Page 22 Award of credits for results of social contribution activities	—	○	4	
	[7] Hospitality volunteer activities → Page 23 Award of credits for results of volunteer activities organized by the School of Hospitality & Tourism Management	—	○	4	

2. Details and How to Apply for Each System

This section provides details and how to apply for each system described in the previous page and other relevant information.

[1] Credits already earned

Courses for which you can apply for recognition of credits and the number of credits

Course segments, etc.		Number of credits to be recognized (upper limit)	Remarks	
Courses common to all students	Basic Education	Basics Studies III-a	2	The total number of credits that are assigned to each course must not exceed 30.
		Basics Studies III-b (Information Literacy)	2	
	Personality Development Education	Human Quality Development	4	
		International Understanding	4	
		Social Life	4	
	Career Development Education	Internship A	2	
		Internship B	2	
	Specialized courses		12	

Eligible students, how to apply, etc.

Eligible students	Freshmen enrolled in AY 2019	
Documents required for an application	1) Credit Recognition Application and Notification Form (Meikai University's official form) 2) Academic Achievement Certificate and Earned Credit Certificate 3) Either a. or b. below, which describes the contents of the course for which you file a recognition application: a. Official Course Description issued by the school from which you have transferred b. Syllabus (copy)	
Where to obtain and submit the official form	Academic Affairs Section	
Application period	For students enrolled in spring	For students enrolled in fall
	April 4 (Thu.) – 9 (Tue.)	September 13 (Fri.) – 18 (Wed.)
Announcement of recognition	April 17 (Wed.)	September 27 (Fri.)
	The Credit Recognition Notification Form is issued to the applicant in person at the Academic Affairs Section.	

Note 1: If documents 2) and/or 3) above are written in a language other than Japanese or English, you must attach a copy translated either in Japanese or English.

Note 2: If you file an application for the recognition of credits earned at a university or junior college in a foreign country and cannot obtain either a. or b. of the document 3) above, contact the Academic Affairs Section in advance to seek advice.

Important points regarding an application for credit recognition

The following are standard requirements that need to be met in order for an application to be approved:

- 1) The number of credits assigned to the course or the total (actual) hours of classes of the course at your previous school must be the same or more than the course at Meikai University to which you wish to transfer the credits you have already earned.

Note: A university or other educational facility in a foreign country where you completed the course for which you will file an application for credit recognition might not utilize an academic credit system or may use a different credit conversion standard. Use the form designated by Meikai University to declare the total hours of classes and other information. (If the Academic Achievement Certificate or other documents do not include the total hours of classes, contact your previous school to obtain the information for your application.)

- 2) The contents of the course at your previous school described in the syllabus must correspond to those of the course of Meikai University to which you want to transfer the credits you have already earned.

—Example of an application for credit recognition—

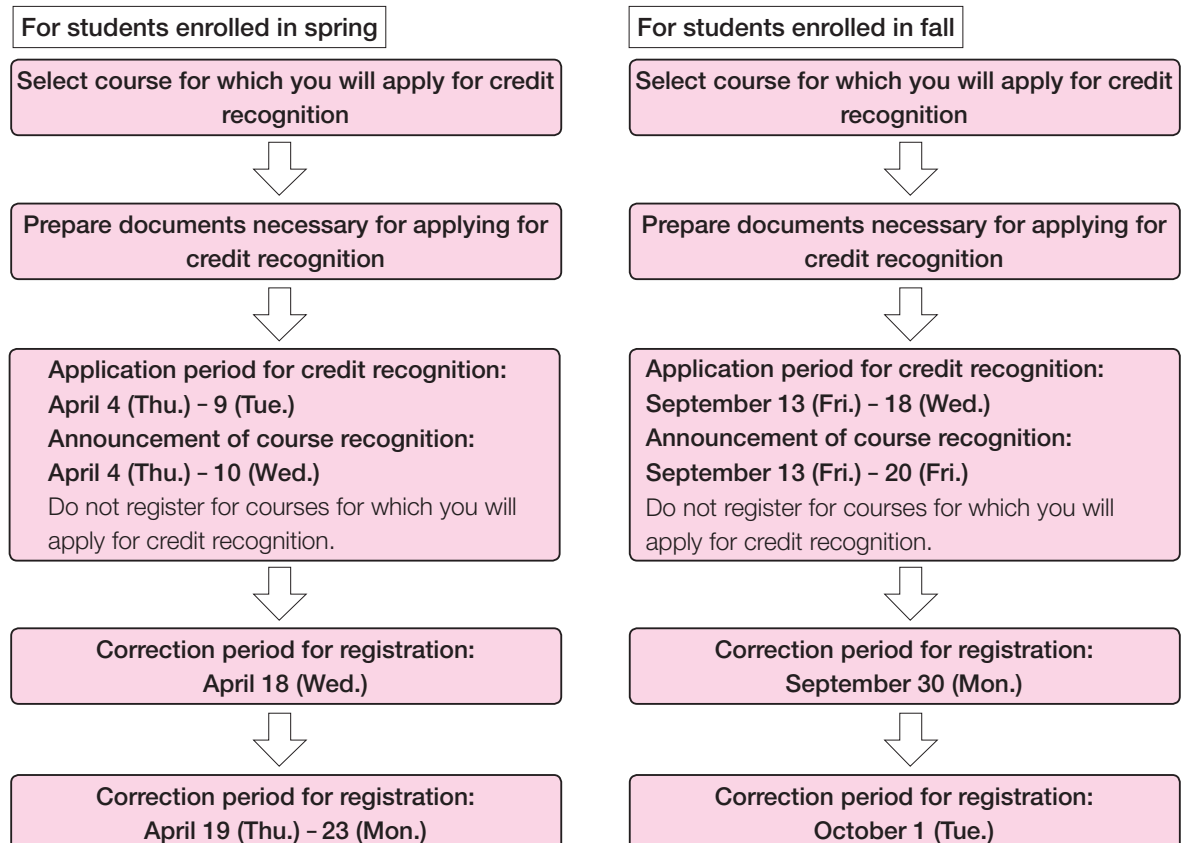
	Course provided at another university or learning institute	Comparison of the number of credits (hours)	Course provided at Meikai University	Remarks
○ Allowed to file an application	Japanese History ----- (2 credits, 30 hours)	\geq	Japanese History ----- (2 credits, 30 hours)	
✕ Not allowed to file an application	The Constitution of Japan ----- (1 credit, 15 hours)	$<$	The Constitution of Japan ----- (2 credits, 30 hours)	A transfer cannot be approved because, while the contents are the same, the number of credits (hours) differs.

Application for recognition of credits earned and course registration

The procedures for an application for recognition of credits already earned and course registration are as follows:

In making your annual course plan, you should not register courses for which you apply for credit recognition on the assumption that credits for all the courses will be recognized.

The correction period for registration is set some weeks after the start of classes. For this reason, you should carefully select courses for which you apply for credit recognition so as not to interfere with your learning.



Note: If there are courses for which credits have not been recognized, you should review your annual course plan and, if you need to make a change to your registered courses, complete the necessary procedures to do so during the correction period for registration.

[2] Results of knowledge and competency assessments

Courses for which you can apply for credit recognition and the number of credits

Types of qualifications	Number of credits to be recognized (upper limit)			Course (credits)	
TOEFL iBT ≥ 50 but < 60	1	2	3	4 credits in total	Academic English I (1)
IELTS (Academic) ≥ 4.5 but < 5.0	2				
TOEFL iBT ≥ 60 but < 70	2				
IELTS (Academic) ≥ 5.0 but < 5.5	3	4	6 credits in total	6 credits in total	Academic English II (1)
TOEFL iBT ≥ 70 but < 80	3				
IELTS (Academic) ≥ 5.5 but < 6.0	4	4	6 credits in total	6 credits in total	Academic English III (1)
TOEFL iBT ≥ 80	4				
IELTS (Academic) ≥ 6.0	6	4	6 credits in total	6 credits in total	Academic English IV (1)
Hànyǔ Shuǐpíng Kǎoshì or Chinese Standard Exam (HSK) Level 4 (since June 2010)	2				
Test of Communicative Chinese (TECC) ≥ 500 but < 700	3	4	6 credits in total	6 credits in total	Business Chinese I-a (1) Business Chinese I-b (1)
Chinese Proficiency Test Grade 3	3				
Test of Communicative Chinese (TECC) ≥ 700 but < 800	4	4	6 credits in total	6 credits in total	Business Chinese II-a (1)
Chinese Proficiency Test Grade 2	3				
Hànyǔ Shuǐpíng Kǎoshì or Chinese Standard Exam (HSK) Level 5 (since June 2010)	6	4	6 credits in total	6 credits in total	Business Chinese II-b (1)
Test of Communicative Chinese (TECC) ≥ 800	4				
Chinese Proficiency Test Grade Pre-1	6	4	6 credits in total	6 credits in total	Business Chinese III-a (1) Business Chinese III-b (1)
Hànyǔ Shuǐpíng Kǎoshì or Chinese Standard Exam (HSK) Level 6 (since June 2010)	6				
Chinese Proficiency Test Grade 1	6	4	6 credits in total	6 credits in total	Business Chinese III-a (1) Business Chinese III-b (1)
Kanji Kentei (Japan Kanji Aptitude Test) Level 2/Pre-1	2				
Kanji Kentei (Japan Kanji Aptitude Test) Level 1	4	6	6 credits in total	6 credits in total	Business Skills A (2) Business Skills B (2) Business Skills C (2) Business Skills D (2)
Japanese Language Teachers' Examination C/B	2				
Japanese Language Teachers' Examination A	6	8	8 credits in total	8 credits in total	Business Skills A (2) Business Skills B (2) Business Skills C (2) Business Skills D (2)
BJT Business Japanese Proficiency Test J2	2				
BJT Business Japanese Proficiency Test J1/J1+	8	4	4 credits in total	4 credits in total	Business Skills A (2) Business Skills B (2) Business Skills C (2) Business Skills D (2)
Nissho PC Kentei (Bunsho Sakusei) 2 kyu	2				
Nissho PC Kentei (Bunsho Sakusei) 1 kyu	4	4	4 credits in total	4 credits in total	Business Skills A (2) Business Skills B (2) Business Skills C (2) Business Skills D (2)
Nissho PC Kentei (Data Katsuyo) 2 kyu	2				
Nissho PC Kentei (Data Katsuyo) 1 kyu	4	6	6 credits in total	6 credits in total	Business Skills A (2) Business Skills B (2) Business Skills C (2) Business Skills D (2)
Japanese Language Examination Grade 3	2				
Japanese Language Examination Grade Pre-2/2	4	8	8 credits in total	8 credits in total	Business Skills A (2) Business Skills B (2) Business Skills C (2) Business Skills D (2)
Japanese Language Examination Grade Pre-1	6				
Japanese Language Examination Grade 1	8	4	4 credits in total	4 credits in total	Business Skills A (2) Business Skills B (2) Business Skills C (2) Business Skills D (2)
Certified Skilled Worker of Financial Planning Grade 3	2				
Certified Skilled Worker of Financial Planning Grade 2	4	8	8 credits in total	8 credits in total	Business Skills A (2) Business Skills B (2) Business Skills C (2) Business Skills D (2)
Certified Skilled Worker of Financial Planning Grade 1	8				
CAD Operator Grade 2	2	4	4 credits in total	4 credits in total	Business Skills A (2) Business Skills B (2) Business Skills C (2) Business Skills D (2)
CAD Operator Grade 1	4				
Business Skills Test Job Pass Grade 2	2	4	4 credits in total	4 credits in total	Business Skills A (2) Business Skills B (2) Business Skills C (2) Business Skills D (2)
Business Skills Test Job Pass Grade 1	4				
Shikisai Kentei (Color Coordinator Test) sponsored by the Ministry of Education, Culture, Sports, Science and Technology Grade 2	2	4	4 credits in total	4 credits in total	Business Skills A (2) Business Skills B (2) Business Skills C (2) Business Skills D (2)
Shikisai Kentei (Color Coordinator Test) sponsored by the Ministry of Education, Culture, Sports, Science and Technology Grade 1	4				
Official Examination for Accounting Controllers in the Construction Industry Grade 3	2	4	4 credits in total	4 credits in total	Business Skills A (2) Business Skills B (2) Business Skills C (2) Business Skills D (2)
Construction Industry Accountant Examination Grade 2	2				
Construction Industry Accountant Examination Grade 1	4	4	4 credits in total	4 credits in total	Business Skills A (2) Business Skills B (2) Business Skills C (2) Business Skills D (2)
Examination for Applied Information Technology Certification Level 1	2				
Information System Test: Certified Programmer	4	4	4 credits in total	4 credits in total	Business Skills A (2) Business Skills B (2) Business Skills C (2) Business Skills D (2)
Information System Test: Certified System Engineer	4				
Retail Marketing Test Grade 2	2	4	4 credits in total	4 credits in total	Business Skills A (2) Business Skills B (2) Business Skills C (2) Business Skills D (2)
Retail Marketing Test Grade 1	4				
Secretarial Skill Proficiency Test Grade 2/Pre-1	2	4	4 credits in total	4 credits in total	Business Skills A (2) Business Skills B (2) Business Skills C (2) Business Skills D (2)
Secretarial Skill Proficiency Test Grade 1	4				

Types of qualifications	Number of credits to be recognized (upper limit)		Course (credits)
Official Business Skill Test in Bookkeeping Grade 3/2	2	4	Business Skills A (2) Business Skills B (2) Business Skills C (2) Business Skills D (2)
Official Business Skill Test in Bookkeeping Grade 1	4		
Hogaku Kentei (Test of Legal Proficiency) Standard Course	2	4	
Hogaku Kentei (Test of Legal Proficiency) Advanced Course	4		
Economics Record Examination (both ERE Micro and Macro) Rank B	2	4	
Economics Record Examination (both ERE Micro and Macro) Rank B+	4		
Economics Record Examination (both ERE Micro and Macro) Rank A	6		
Economics Record Examination (both ERE Micro and Macro) Rank A+/Rank S	8		
Test of World Heritage Study Grade 2	2	4	
Test of World Heritage Study Grade 1	4		
Examination for Certified Domestic Travel Service Supervisor	2 for each	8 credits in total 18 credits in total	
Examination for Certified Condominium Management Supervisor			
Real Estate Consulting Proficiency Test			
Income Tax Law Proficiency Test Grade 1			
Corporation Tax Law Proficiency Test Grade 1			
Consumption Tax Law Proficiency Test Grade 1			
Welfare Living Environment Coordinator Grade 3/2			
Examination for Travel Supervisor	4 for each		
Examination for Fundamental Information Technology Engineer			
Certified Administrative Procedures Specialist			
Real Estate Broker			
Registered Customs Specialist			
Assistant Surveyor			
Information Technology Passport Examination	6 for each		
Licensed Guide Examination			
Condominium Supervisor			
Judicial Scrivener			
Labor and Social Security Attorney			
Licensed Tax Accountant (including those specializing in one subject)			
Surveyor			
Registered Small and Medium Enterprise Management Consultant			
Registered Land and House Investigator			
Welfare Living Environment Coordinator Grade 1			
Securities Analyst	8 for each		
TOEFL iBT ≥ 95			
IELTS (Academic) ≥ 7.0			
Japanese Language Teaching Competency Test			
Certified Public Accountant			
Bar Examination			
Real Estate Appraiser			
Remarks <ol style="list-style-type: none"> Learning required to achieve a qualification is recognized for students who are preparing for the qualification examination as well as for those who already have the qualification (examples: those who have passed the examination or have practical experience). You are not allowed to apply for credit recognition for a course that you have completed or are taking at the time of the application. Your application for credit recognition may be approved even if the name or other details of a qualification in the list above have been changed. For detailed information, contact the Student Affairs Department (Education Affairs Section). With regard to the TOEFL iBT Test, only scores of an official TOEFL iBT Test given not more than two years before your application date (April 1 of the enrollment year, if you took the one before enrolling in Meikai University) are accepted. You cannot receive credits for scores obtained in a test given more than two years before your application date or ITP scores obtained in a test conducted under the Institutional Program. With regard to the IELTS (Academic), only scores of an official IELTS (Academic) given not more than two years before your application date (April 1 of the enrollment year, if you took the one before enrolling in Meikai University) are accepted. With regard to credit recognition for English Courses, courses assigned to a lower year have a higher priority. We accept the EIKEN Test in Practical English Proficiency that is conducted by the Eiken Foundation of Japan. We accept the Business Skill Test in Bookkeeping that is conducted by the Japan Chamber of Commerce and Industry. We accept the Examination for Applied Information Technology Certification and the Information System Test: Certified Programmer that are conducted by the Association for Technical and Career Education (the former Society for Specialized Training College Education Promotion). We accept the Chinese Proficiency Test that is conducted by the Chinese Proficiency Test Society in Japan. With regard to the language proficiency examinations listed below, native speakers of each language are not allowed to apply for credit recognition. <ol style="list-style-type: none"> TOEFL iBT IELTS (Academic) EIKEN Test in Practical English Proficiency Chinese Proficiency Test Hànyǔ Shuǐpíng Kāoshì or Chinese Standard Exam (HSK) Test of Communicative Chinese (TECC) BJT Business Japanese Proficiency Test 			

Eligible students and how to apply

Eligible students	Learning before enrolling at Meikai University		Learning after enrolling at Meikai University		
	Only applies to freshmen enrolled in AY 2018		Freshmen through seniors	Only applies to seniors*	Freshmen through juniors
Application period	For students enrolled in spring	For students enrolled in fall	First	Second	
	April 4 (Thu.) – 9 (Tue.)	September 13 (Fri.) – 18 (Wed.)	March 1 (Thu.) in the previous academic year – August 24 (Fri.)	September 1 (Sat.) – January 31 (Thu.)	September 1 (Sat.) – February 28 (Thu.)
Submission documents	1) Application documents a. Learning before enrollment at Meikai University (Only applies to freshmen enrolled in AY 2018) Credit Recognition Application and Notification Form (Meikai University's official form) b. Learning after enrollment at Meikai University Credit Recognition Application (Meikai University's official form) 2) Certificate of results of knowledge and competency assessments (original) (Will be returned to applicants after completing the procedures.) a. TOEFL iBT/TOEIC Listening & Reading Test: Score report b. Other qualifications: A certificate or other document that includes the following information (original) - Your name - Indication of passing, level - Month and year of passing Certificates and other documents downloaded from the Internet are not acceptable.				
Where to obtain and submit official forms	Academic Affairs Section				
Announcement of approved credit recognition	For students enrolled in spring	For students enrolled in fall	Approved credit recognition will not be announced, but the result will be included in the academic results announced at the end of the semester. For applications filed during the first application period, your recognized credits will be regarded to have been earned in the First Semester and will be included in your transcript for the First Semester. For applications filed during the second application period, your recognized credits will be regarded to have been earned in the Second Semester and will be included in your transcript for the Second Semester.		
	April 17 (Wed.)	September 27 (Fri.)			
The Credit Recognition Notification Form is issued to the applicant in person at the Academic Affairs Section.					
Remarks	For learning after enrollment at Meikai University, those indicated in your application filed during the first application period will be reflected in the requirements for graduation in September, and those during the second application period will be in the requirements for the promotion to the next year level and graduation in March, which students, if applicable, should bear in mind.				

Destination and class year

[3]
Students sent abroad by Meikai University (study abroad program for about one year)

Applicable destinations will be announced on notice boards or by other means.

[4] Students sent to partner universities in Japan

[The credit transfer system with private universities and junior colleges in Chiba Prefecture and the Open University of Japan]

Partner universities

1) Universities (26)

Keiai University	Wayo Women's University
Reitaku University	Chiba University of Commerce
Chiba Institute of Technology	Chuo Gakuin University
Shukutoku University	Teikyo Heisei University
Kanda University of International Studies	Chiba Keizai University
Tokyo University of Information Sciences	Shumei University
International Budo University	Kawamura Gakuen Women's University
Edogawa University	Shotoku University
Tokyo Christian University	Josai International University
Tokyo Seitoku University	Nishogakusha University
Seiwa University	Aikoku Gakuen University
Kaichi International University	Uekusa Gakuen University
Saniku Gakuin College	The Open University of Japan*

* Only Second Semester

2) Junior colleges (8)

Chiba Meitoku College	Chiba Keizai College
Chiba Keiai Junior College	Showagakuin Junior College
Seiwa Junior College	Shotoku University Junior College
Tokyo Management College	Uekusa Gakuen Junior College

Note: For courses open to partner universities, refer to the Guidelines for Special Audit Students of each university.

Courses for which you can apply for credit recognition and the number of credits

Course segments		Courses (number of credits)	Maximum number of credits to be recognized
Courses common to all students	Career Development Education	Special Auditing Subjects A (2) Special Auditing Subjects B (2) Special Auditing Subjects C (2) Special Auditing Subjects D (2)	8

Procedures

Details regarding application eligibility, application procedures, procedures for applying for credit registration and other relevant matters are provided in the “Guidelines for applying for the program for sending students to partner universities under the comprehensive credit transfer agreement with private universities and junior colleges in Chiba Prefecture and the Open University of Japan” available at the Student Affairs Department (Student Affairs Section) and the “Guidelines for Special Audit Students” of each university.

[5] Internship

Credits are recognized for the results of practical training and job experience (internships) at companies or other facilities designated by Meikai University.

A list of companies and facilities providing an internship program, details of application procedures for participation and credit recognition, and other relevant information are available at the Career Support Center.

Courses for which you can apply for credit recognition and the number of credits

Course segments		Courses (number of credits)	Maximum number of credits to be recognized	
Courses common to all students	Career Development Education	Internship A, B, C, D (2 for each)	8	44
Specialized courses	Hospitality & Tourism	Internship A, B, C, D, E, F, G, H (4 for each) Internship (Overseas) A and B (2 for each)	36	

Announcement of approved credit recognition

Credits for an internship program conducted during summer holidays will be regarded to have been earned in the Spring Semester of the year in which you participated in the program, and will be included in your transcript for the Fall Semester of the year. Those during spring holidays will be regarded to have been earned in the Fall Semester of the year in which you participated in the program, and will be included in your transcript for the Spring Semester of the following year.

[6] Volunteer activities

Credits are recognized for results from social contribution activities (volunteer activities) designated by Meikai University. Information on the application procedures for credit recognition and other relevant issues is available at the Student Support Services Section.

Courses for which you can apply for credit recognition and the number of credits

Course segments			Courses (number of credits)	Maximum number of credits to be recognized
Courses common to all students	Personality Development Education	Human Quality Development	Volunteer Activity A (2) Volunteer Activity B (2)	4

Announcement of approved credit recognition

Credits for students attending meetings to report volunteer activities held during the period from May to July will be regarded to have been earned in the Spring Semester, and will be included in your transcript for the Spring Semester. Credits for those attending meetings held during the period from October to January will be regarded to have been earned in the Fall Semester, and will be included in your transcript for the Fall Semester.

Note: Volunteer Activities A: Activities in Japan
Volunteer Activities B: Activities outside of Japan

[7]
**Hospitality
and volunteer
activities**

Credits are recognized for results of volunteer activities organized by the School of Hospitality & Tourism Management. Information on the application procedures for credit recognition and other relevant issues is available at the Faculty Office of the School of Hospitality & Tourism Management.

Courses for which you can apply for credit recognition and the number of credits

Course segments		Courses (number of credits)
Specialized courses	Hospitality & Tourism	Hospitality and volunteer activities (4)

Announcement of approved credit recognition

Credits will be regarded to have been earned in the Fall Semester of the year in which you participated in the activities and will be included in your transcript for the Spring Semester of the following year.

5

School Registration Status

1. Course Term and Period of Attendance at Meikai University

The course term is defined as the period required to complete the curriculum designated by Meikai University, which is four years (eight semesters) in total. The period of attendance is defined as the period for which a student is allowed to remain enrolled in Meikai University, which is up to eight years (16 semesters) in total.

Course term: 4 years (8 semesters)

Period of attendance at university:
up to 8 years (16 semesters)

2. Change in the School Registration Status

[1] Leave of absence

Students are allowed to take a leave of absence if they cannot attend classes for three consecutive months or longer due to injury, sickness, or other unavoidable reason.

	Brief details			
Period of time for leave of absence	Semester			
Leave of absence period	<p>(1) Students are allowed to take a leave of absence for three months or longer within the period of a semester or an academic year (two semesters). Note: If you take a leave of absence for one year (two semesters) across two academic years, you need to submit a request for a leave of absence for each semester to receive approval for each.</p> <p>(2) Students are allowed to extend their leave of absence up to one year (two semesters). A continuous leave of absence must not exceed two years (four semesters). Note: A request for a continuous leave of absence must be submitted in order to receive approval.</p> <p>(3) The total leave of absence period must not exceed three years (six semesters).</p>			
Expiration date for leave of absence	September 30 of the year in which you take a leave of absence (the end of the Spring Semester of the academic year), or March 31 of the year in which you take a leave of absence (the end of the Fall Semester of the academic year).			
Leave of absence period, course term, and period of attendance at Meikai University	<p>The leave of absence period is not included in the course term and the period of attendance.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"> <div style="border: 1px solid black; padding: 2px;">Course term 4 years (8 semesters) in total</div> </td> <td style="padding: 5px;"> <div style="border: 1px solid black; padding: 2px;">Period of attendance ≤ 8 years (16 semesters) in total</div> </td> <td style="padding: 5px;"> <div style="border: 1px solid black; padding: 2px;">Leave of absence period ≤ 3 years (6 semesters)</div> </td> </tr> </table>	<div style="border: 1px solid black; padding: 2px;">Course term 4 years (8 semesters) in total</div>	<div style="border: 1px solid black; padding: 2px;">Period of attendance ≤ 8 years (16 semesters) in total</div>	<div style="border: 1px solid black; padding: 2px;">Leave of absence period ≤ 3 years (6 semesters)</div>
<div style="border: 1px solid black; padding: 2px;">Course term 4 years (8 semesters) in total</div>	<div style="border: 1px solid black; padding: 2px;">Period of attendance ≤ 8 years (16 semesters) in total</div>	<div style="border: 1px solid black; padding: 2px;">Leave of absence period ≤ 3 years (6 semesters)</div>		
Submission documents	Request for Leave of Absence (official form) under the joint signatures of you and your guarantor (affixed with seals) (If the reason is injury/sickness, a medical certificate must be attached.)			
Application deadline	One month before the first day of your leave of absence			
Approval of a leave of absence	If approved, a Letter of Approval for a Leave of Absence will be issued.			
Reduction or waiver of tuition and fees for students taking a leave of absence	If the approved period of a leave of absence covers the entire academic year or semester, half of the tuition for the academic year or semester that the student is expected to pay will be waived.			
Leave of absence beginning after the start of a semester	<p>The period for a leave of absence starting after the start of a semester is counted as one semester.</p> <p>(1) Credits for courses given during the semester concerned are not recognized. (2) If the tuition and fees that the student is required to pay for the semester concerned have not been paid, a request for a leave of absence will not be accepted.</p>			
Office in charge	Student Support Services Section			

Reference: List of periods for a leave of absence

Leave of absence period		Remarks
First day	Last day	
April 1	September 30	A leave of absence for the entire Spring Semester
	March 31 at the academic year end	A leave of absence for one year (two semesters) consisting of the Spring and Fall Semesters of the same academic year
After the start of the Spring Semester	September 30	A leave of absence for the entire Spring Semester
	March 31 at the academic year end	A leave of absence for one year (two semesters) consisting of the Spring and Fall Semesters of the same academic year
October 1	March 31 at the academic year end	A leave of absence for the entire Fall Semester
	September 30 of the following academic year	A leave of absence for one year (two semesters) consisting of the Fall Semester and the Spring Semester of the following academic year Note: A request for a leave of absence must be submitted for each semester.
After the start of the Fall Semester	March 31 at the academic year end	A leave of absence for the entire Fall Semester
	September 30 of the following academic year	A leave of absence for one year (two semesters) consisting of the Fall Semester and the Spring Semester of the following academic year Note: A request for a leave of absence must be submitted for each semester.

[2] Re-enrollment

Students who want to resume their studies after a leave of absence can apply for re-enrollment.

I. Time for re-enrollment

After a leave of absence, the student can return to the same semester in which the leave of absence started, on the day following the expiration date of the leave of absence.

Upon re-enrollment, the student must carefully create their learning plan for the semester (class year) in which they shall be re-enrolled in.

II. Re-enrollment procedures

Submission documents	Request for Re-enrollment (official form) under the joint signatures of you and your guarantor (affixed with seals) Note: If the reason is injury or sickness, a medical certificate must be attached.
Application deadline	One month before the day when the student wants to be enrolled
If approved, a Letter of Approval for Re-enrollment will be issued.	
Office in charge	Student Support Services Section

[3] Withdrawal

Students are allowed to withdraw from the university due to injury or sickness or other unavoidable reasons, if approved by the university.

If the tuition and fees that the student is required to pay for the semester during which they want to withdraw have not been paid, the withdrawal will not be approved.

Submission documents	Request for Withdrawal (official form) under the joint signatures of you and your guarantor (affixed with seals) Note: If the reason is injury or sickness, a medical certificate must be attached.
Application deadline	One month before the day when the student wants to withdraw
If approved, a Letter of Approval for Withdrawal will be issued.	
Office in charge	Student Support Services Section

Note: The student ID card must be returned by the day of withdrawal.

[4] Expulsion

Students who meet either of the following criteria will be expelled from the university:

- Those who failed to pay student tuition and fees and do not complete payment even after being requested to do so

Payment due date	Spring Semester	End of April
	Fall Semester	End of October

- Those whose attendance at the university has exceeded the period specified in the university's regulations
- Those whose leave of absence has exceeded the period specified in the university's regulations

Those who are considered to have no chance of graduating due to injury, sickness or other reasons may be expelled.

Expelled students must return their student ID card.

[5] Department transfer

Students who want to move to another department may receive approval to do so after being screened, only if there is a vacancy. Information on vacancies, as well as requirements, the application procedure and schedule indicating when there is a vacancy, will be announced on notice boards in late December.

Transfer category	Transfer to another department (sophomore)
Eligible students	Those who have attended the university for more than one year (excluding the period of a leave of absence) as of April 1 of the academic year when they want to be transferred
Screening method	Comprehensive assessment based on application documents, examination results, earned credits, academic transcripts and other factors.
Application and screening period	Sometime in February and March

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Others

1. Meikai Plurilingual and Pluricultural Education Commons (MPPEC)

The Meikai Plurilingual and Pluricultural Education Commons (MPPEC) helps students effectively develop language skills and abilities by relating their native language to multiple foreign languages based on the concept of plurilingualism and pluriculturalism, as well as supports them to nurture a truly internationally-oriented spirit through multicultural experience. The MPPEC consists of three “language zones” (Japanese, English and Chinese) and an interaction space called the multipurpose zone. In the Japanese zone, there is support for Japanese writing skills and the educational guidance for international students. In the English zone, students can improve their communication skills in English and ask English language-related questions while enjoying interactions with native English speaking faculty members and other students. They can learn English through daily conversation and games without difficulty in a friendly atmosphere on the university campus, as if they were studying abroad.

Use of Meikai Plurilingual and Pluricultural Education Commons (MPPEC)

Eligibility: All students, regardless of their faculty and department

Place: Second floor of the Second Administration and Research Building

Note: Detailed information, such as service hours, is available on notice boards.

2. Computer Consulting Salon (CCS)

At the Computer Consulting Salon (CCS), you can ask questions about what you have learned in classes using a computer and seek help to improve your computer skills, such as the calculation and analysis methods necessary to write reports.

Those with advanced skills can learn even more advanced skills for website creation, programming and more.

Use of Computer Consulting Salon (CCS)

Eligibility: All students, regardless of their faculty and department

Opening periods: During the period of regularly scheduled classes in the First and Second Semesters

Service hours: Notified in the salon

How to use: No prior reservation is necessary.

You can visit the salon anytime during the service hours.

Place: Second floor of the 30th Anniversary Building (Library)

3. Credited and Special Auditors

Meikai University accepts those who hope to enrich their education and deepen their theoretical understanding through learning in one or more courses if they meet the following criteria: those who graduated from a senior high school, those who have completed 12-year education at school offering a standard curriculum, or those who have been recognized, under the standard specified by the Ministry of Education, Culture, Sports, Science and Technology, to have academic abilities equal to or higher than those who have graduated from a senior high school.

Credited and special auditors who have attended at least four-fifths of all the conducted classes of a course that they were permitted to take and passed designated examinations will be awarded credits.

Detailed information, including the screening method, is available in the Guidelines for Applying for the Program for Credited and Special Auditors.

Note: Students registered at Meikai University are not qualified for this program.

4. Research Students

Meikai University accepts research students aiming to research a specific issue.

The university receives applicants who hope to be enrolled in the Graduate School of Meikai University and meet the requirements specified in the Guidelines for Applying for Research Students.

Those hoping to be enrolled in the graduate school must obtain prior approval from the faculty member under whom they want to study. Upon completing their research, the students are required to submit a Notification of Research Completion, which must include a summary of research results.

Detailed information, such as application procedures, is available in the Guidelines for Applying for Research Students. Applicants must contact the Academic Affairs Section before filing an application.

7

Educational Affairs Administration

1. Certificates

Academic transcripts and other educational affairs-related certificates are issued either by the Student Information Services (S.I.S.) or the Academic Affairs Section depending on type of certificate.

To request an office other than S.I.S. to issue a certificate, use the Request for Issuing a Certificate (attached with a designated certificate stamp).

The number of days required for issuance differs depending on the type of certificate. During a period when the office receives a large number of applications, it may take more time than usual. It is recommended you submit a request form well in advance.

Educational affairs-related certificates

Applicable students	Certificates	Offices in charge	Time required for issuance	Fee	Remarks
Current students	Academic achievement certificate☆	S. I. S.	Immediately	¥300	The certificate only includes courses for which credits have been awarded.
	Certificate of expected graduation☆				The certificate is only issued for senior students who have registered for courses that meet the requirements for graduation (including those expected to graduate in September), excluding those in the 7th semester of the senior year in the Second Semester.
	Earned Credit Certificate	Academic Affairs Section	2 days	¥300 (The designated certificate stamp must be purchased.)	
	Certificate of expected credits				
	Evaluation report, recommendation letter, or other (for applying for the graduate school)		7 days		The section to be filled in by a faculty member (academic evaluations, attendance and the person making the entry) must be completed by the seminar's faculty member, the head of the department, or other faculty member in charge in advance of the submission to the office.
Graduates	Academic achievement certificate☆	Academic Affairs Section	2 days	¥300 (The designated certificate stamp must be purchased.)	The certificate only includes courses for which credits have been awarded.
	Earned Credit Certificate				
	Graduation certificate☆				
	Certificate of Period of Attendance☆				
	Evaluation report, recommendation letter, or other (for applying for the graduate school)		7 days		The section to be filled in by a faculty member (academic evaluations, attendance and the person making the entry) must be completed by the seminar's faculty member, the head of the department, or other faculty member in charge in advance of the submission to the office.

- Notes:**
1. Certificates marked with ☆ can be issued in English at the Academic Affairs Section on a request basis. You can receive a copy two days after your request is received.
 2. We accept an application by postal mail only from graduates. For application procedures and other relevant information, refer to the Meikai University website.
 3. For information on the issuance of a certificate in a non-standard format, contact the Academic Affairs Section.
 4. Certificates requested at the Academic Affairs Section are retained for three months after the request date. Issued certificates will be disposed of after this retention period, on the assumption that the applicant does not intend to collect it. In such a case, the issuance fee will not be refunded.

Student life-related certificates

The table below shows a list of student life-related certificates. For details, please refer to the Campus Guide.

Eligibility	Certificates	Office in charge	Time required for issuance	Fee	Remarks
Current students	Medical Certificate☆	S. I. S.	Immediately (will take 3 days if issued at the office)	¥300	Only issued to students who underwent a health check-up in which no abnormalities were found in their diagnostic results for items designated by Meikai University
	Proof of student status☆		Immediately (the next day if issued at the office)		
	Student discount certificate	Student Support Services Section	Immediately	No fees required	Up to 10 certificates can be issued annually. A certificate is effective for three months after issuance.
	Certificate for the purchase of student commuter passes				Only issued when the student ID card alone is not sufficient to buy a student commuter pass.

Note: Certificates marked with ☆ can be issued in English at the Student Support Services Section on a request basis. (Time required for issuance: A proof of student status can be issued on the next day; a medical certificate can be issued in seven days)

2. Service Hours

Educational affairs administrative services are provided by the Academic Affairs Section on the second floor of the Administration and Research Building. The service hours are as follows:

Category		Service hours
Period of regularly scheduled classes	Monday – Friday	9:00 – 18:30
	Saturday	9:00 – 13:00
Examination period	Monday – Friday	9:00 – 17:30
	Saturday	9:00 – 13:00
Others (during summer, winter and spring holidays, and other special occasions)	Monday – Friday	9:00 – 17:00
	Saturday	9:00 – 13:00

Note: The office is closed on Sundays and national holidays (excluding holidays when classes are held), during which no services are provided. Change in service hours, including the closure of the office due to an entrance examination, University event, or other reason, will be posted on notice boards.

3. Inquiries

- (1) Inquiries by phone regarding event schedules, class cancellations, and other information on classes, examinations, academic results and other relevant issues will not be accepted.
- (2) Inquiries on personal information about faculty members (address, telephone number, email address, etc.) will not be accepted.

4. Communications to Students (Web Portal System/Notice Boards)

Meikai University sends official communications to students, such as notifications, announcements, information on various kinds of procedures, by posting them on the Web Portal System and notice boards. If you fail to complete procedures before the deadline, you cannot avoid your responsibility by saying that you did not check the Web Portal System and notice boards. Make sure to check the Web Portal System every day and check a notice board when you arrive at and before leaving the campus.

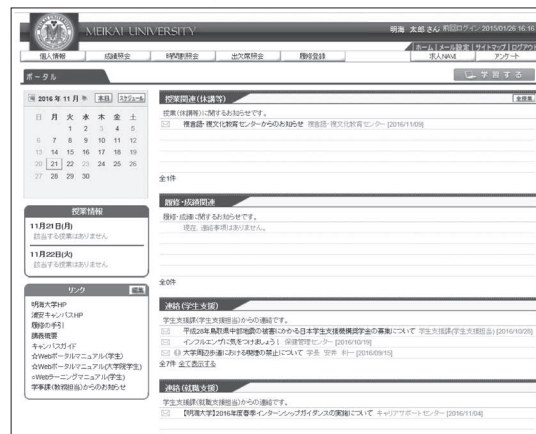
[1] Information distribution via the Web Portal System

Please refer to the User's Manual for the Web Portal System.

Official communications from the university, such as emergency communications and information on class cancellations, supplementary classes, change to classrooms and summons to students, are distributed through the Web Portal System. Make sure to check the Web Portal System often.

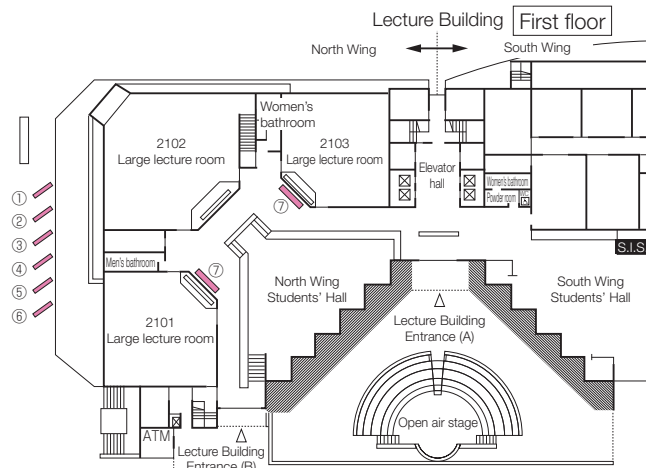
You must register your email address for PC, cellphone or other electronic devices in order to receive information electronically distributed by the university.

<Website Homepage>



The following is general information on the location of notice boards and information posted on them:

[2] Location of notice boards and information posted



NO.	Notice boards	Information posted
①	Notice Board at Faculty of Languages and Cultures	Information regarding classes (class cancellation, supplementary classes), reports, examinations given during the period of regularly scheduled classes, study-abroad programs, and other issues for each faculty
②	Notice Board at Faculty of Economics	
③	Notice Board at Faculty of Real Estate Sciences	
④	Notice Board at School of Hospitality & Tourism Management	
⑤	Notice Board for Summons to Students	Summons (regarding course registration, academic achievements, etc.)
⑥	Notice Board for All Students	Issues related to student life other than those above
⑦	Notice boards besides the 2101 and 2103 large lecture rooms	Information related to course registration, class timetables, classroom changes, regular examinations, promotion to the next year level, graduation, etc.

5. Class Cancellation Due to Suspension of Transportation or Natural Disasters

[1] Suspension of transportation

In the case of the suspension of the Keiyo Line (Tokyo-Soga) (not including temporary suspensions), classes are canceled. However, when operation is resumed, the rules are as follows:

- (1) The operation is resumed by 6:30 a.m. ⇒ Classes start at 1st period.
- (2) The operation is resumed by 10:30 a.m. ⇒ Classes start at 3rd period.
- (3) The operation is suspended past 10:30 a.m. ⇒ All classes on that day are canceled.

[2] Issuance of a storm warning or a blizzard warning

When a storm warning or a blizzard warning is issued in all areas of Chiba Prefecture or the north-west area of Chiba Prefecture, classes are canceled. However, when the warning is lifted, the rules are as follows:

- (1) The warning is lifted by 6:30 a.m. ⇒ Classes start at 1st period.
- (2) The warning is lifted by 10:30 a.m. ⇒ Classes start at 3rd period.
- (3) The warning is in place past 10:30 a.m. ⇒ All classes on that day are canceled.

[3] President's decision (natural disasters or large-scale accidents, and so on)

Regardless of the rules stated above, in the case of an emergency, the president can declare class cancellation.

[4] Notes

- (1) When there is high probability of problems due to the suspension of transportation or natural disasters, the above notices could be announced the day before.
- (2) The information is put on the Urayasu campus homepage, the Web portal system and the notice board.
- (3) The rules stated above are also applied to the regular, makeup and supplementary examination periods.

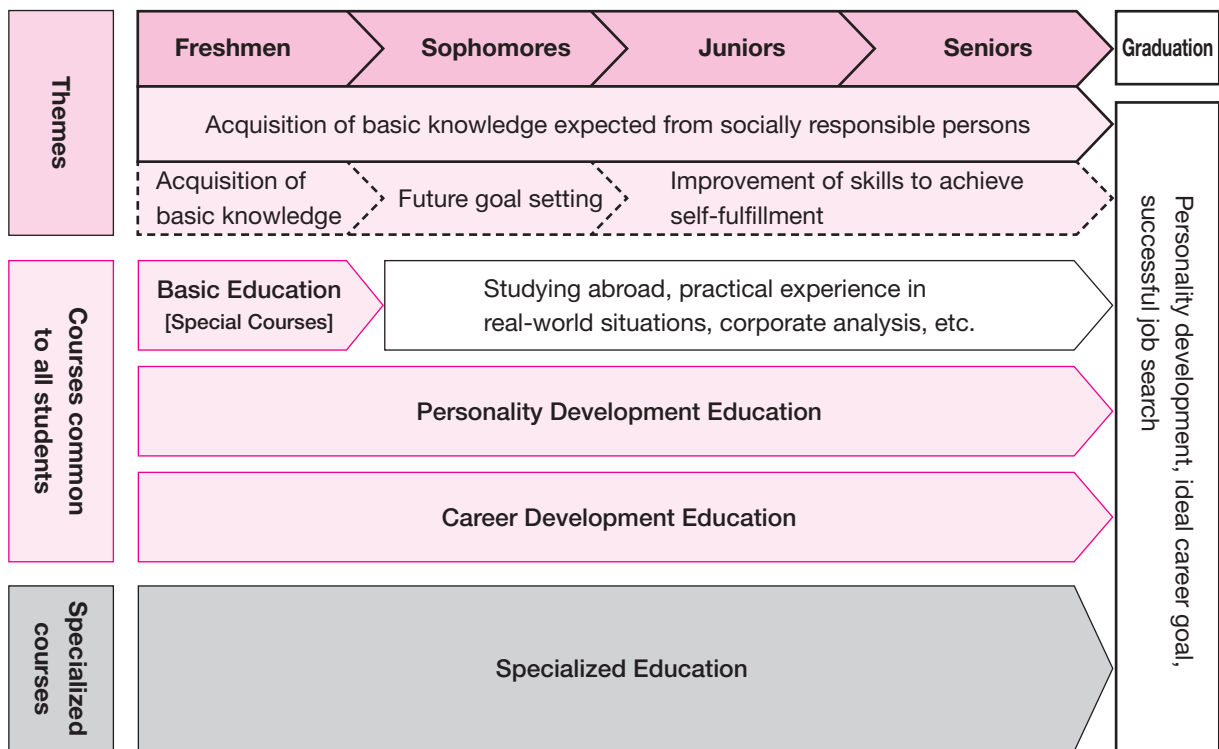
8

Structure of Curriculum

1. Structure of Courses

Courses at Meikai University roughly fall into two categories: courses common to all students and specialized courses. The former consists of Basic Education [Special Courses], Personality Development Education and Career Development Education. The latter is designed in such a way as to help students learn highly specialized knowledge and skills based on course registration models according to individuals' goals, in a systematic and well-planned manner, in line with certain rules and the selection made by each student.

Learning themes allocated to each year and courses allocated to each course category are roughly as follows:



Objectives for each course category are as follows:

Courses common to all students		Courses for all faculties and departments
Basic Education [Special Courses*]	Basics Studies I	<p><Study Promotion> Students deepen their understanding of Meikai University to better understand the significance of learning at the university and to increase their motivation to learn for four years to achieve their future goals.</p>
	Basics Studies II	<p><Communication skills> Students acquire communication skills in Japanese in terms both of understanding and expressing themselves with the aim of improving their Japanese proficiency.</p>
	Basics Studies III-a	<p><Mathematical skills> Students learn the basics of the thinking that is necessary to correctly understand the meaning of numbers around us and effectively use them in order to develop logical thinking ability.</p>
	Basics Studies III-b (Information Literacy)	<p><Information literacy> Students understand the current information society and deepen their understanding of information ethics and manners as well as acquire skills to comfortably use PCs and websites as tools.</p>
Personality Development Education	Human Quality Development	<p>The course is designed to help students develop the ability to create a learning plan in a wide range of disciplines in such a way as to identify issues that need to be addressed in various actual social settings and resolve them — or in other words, to develop well educated, creative and rational individuals emphasized in Meikai University's mission statement.</p>
	International Understanding	
	Social Life	
Career Development Education	Career Planning I	<p>Courses are designed to help students who are considering working after graduation to set goals for their university life and acquire basic general skills important in actual work settings.</p>
	Career Planning II	
	Career Planning III*	
	Career Designing	
	Courses under the Credit Recognition System	<p>Students will acquire a wide range of knowledge and skills to achieve their future goals through learning in career development-related courses in a faculty or a department other than theirs, learning in educational and other programs offered in cooperation with companies, earning qualifications, and experiencing an internship program.</p>
	Courses open to all faculties and departments	
	Cooperative Academic- Industrial Programs	
Specialized courses	Specialized education for different objectives with a focus on practical learning	
Specialized Education	<p>Students will acquire advanced knowledge and skills in a specialized area in a systematic manner.</p> <p><Courses open to all faculties and departments> Students can take these courses in addition to those in their specialization to acquire expertise and highly technical skills in other faculties and departments.</p>	

2. Specialized Courses

Students of the School of Hospitality & Tourism Management are required to take mandatory and other courses listed below according to their assigned year. It is important to take these courses according to an organized learning plan because there are mandatory courses for freshmen to be promoted to sophomores and sophomores to juniors.

Global Management Major

Class year	Mandatory courses	
	Numbers in () indicate the number of credits.	
1	<ul style="list-style-type: none"> ○ Academic English I (1) ○ Academic English II (1) ◎ Academic English III (1) ◎ Academic English IV (1) ◎ Japanese Culture (2) ◎ Destination Studies A (2) ◎ Art and Culture (2) ◎ Introduction to Hospitality (2) ◎ Introduction to Hospitality & Tourism Studies I (2) ◎ Introduction to Hospitality & Tourism Studies II (2) 	<ul style="list-style-type: none"> ◎ Introduction to Marketing (2) ◎ Introduction to Management (2) Principles of Accounting (2) Principles of Finance (2) Introduction to Business Innovation (2) Introduction to Economics (2) ◎ Statistics I (2) ◎ Pre-seminar I-a (2) ◎ Pre-seminar I-b (2)
2	<ul style="list-style-type: none"> Statistics II (2) Leadership (2) Ethics and Compliance (2) Logical Thinking (2) 	<ul style="list-style-type: none"> International Business Relations (2) ◎ Pre-seminar II-a (2) ◎ Pre-seminar II-b (2)
3	<ul style="list-style-type: none"> Cross-cultural Management (2) Business Strategy (2) Services Marketing (2) Service Economics (2) Destination Marketing (2) 	<ul style="list-style-type: none"> Destination Management (2) Human Resource Management (2) Risk Management (2) Seminar I-a (2) Seminar I-b (2)
4	<ul style="list-style-type: none"> Seminar II-a (2) 	<ul style="list-style-type: none"> Seminar II-b (2)

○: Courses required to be promoted to sophomore year

◎: Courses required to be promoted to junior year

Note: Details of the requirements for promotion to the next level and course registration procedures should be carefully confirmed by referring to the curriculum table and other relevant documents to ensure earning the necessary credits.

3. Class Teacher System

The School of Hospitality & Tourism Management adopts a system where all classes are small and each has a class teacher. This class teacher system is designed to support individual students to live a healthy, fulfilling life at the university.

Faculty members in charge of Pre-seminars and Seminars that are mandatory for students in each year are assigned to serve as class teachers. Class teachers support students in their class throughout the four years at Meikai University through specifically-focused education and instructions in 1) community formation, 2) learning support and 3) job search activities.

Class year	Courses	Class teacher
1	Pre-seminar I-a and I-b	Will be announced on April 3 (Tue.).
2	Pre-seminar II-a and II-b	Will be announced on March 29 (Thu.).
3	Seminar I-a and I-b	Will be announced.
4	Seminar II-a and II-b	

4. Changing Major

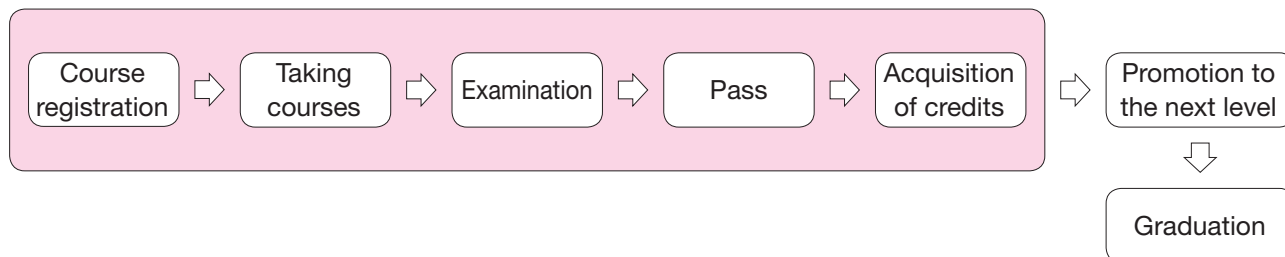
Students considering a change in their major should consult with a faculty member of the School of Hospitality & Tourism Management.

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Promotion and Graduation

Students are required to complete courses designated by each faculty and department according to specific rules and meet the requirements for promotion to the next level and graduation in order to graduate.

While studying at Meikai University, you should keep these requirements in mind and select courses so that you can learn comfortably and efficiently to earn the required credits.



1. Promotion to the Next Level

[1] Requirements for promotion

The following requirements must be met by students in order to be promoted from freshman to sophomore and from sophomore to junior. Those who fail to meet these requirements are not allowed to advance to the next level, sophomore (3rd semester) or junior (5th semester).

Promotion from freshman to sophomore

- Students must have been enrolled at Meikai University for at least one year (two semesters, excluding a period of leave of absence).
- Students must have earned the following number of credits:

Global Management Major

Courses	Required number of credits
Academic English I and Academic English II, which are specialized courses	2 credits

Promotion from sophomore to junior

- Students must have been enrolled at Meikai University for at least two years (four semesters, excluding a period of leave of absence).
- Students must have earned the following number of credits:

Global Management Major

Courses	Required number of credits
Mandatory courses among courses common to all students	14 credits
The following specialized courses: Academic English I, Academic English II, Academic English III, Academic English IV, Japanese Culture, Destination Studies A, Art and Culture, Introduction to Hospitality, Introduction to Hospitality & Tourism Studies I, Introduction to Hospitality & Tourism Studies II, Introduction to Marketing, Introduction to Management, Statistics I, Pre-seminar I-a, Pre-seminar I-b, Pre-seminar II-a and Pre-seminar II-b	30 credits
Total	44 credits

Please refer to the "Curriculum Table" for specific names of courses and other relevant information.

All or part of the credits required from courses common to all students can be replaced with those from specialized courses only when the university deems it necessary.

[2] Announcement of students promoted to next level

For students enrolled in spring

Students who have met the requirements for promotion will be announced as shown below.

Those who have met the requirements for promotion are allowed to advance to sophomore (3rd semester) or junior (5th semester) in the following academic year.

Date	March 13 (Fri.) 9:00 a.m.
Location	Notice boards besides the 2101 and 2103 large lecture rooms

For students enrolled in fall

Students who have met the requirements for promotion are allowed to advanced to sophomore (3rd Semester) or junior (5th semester) in the following september.

Date	Early in September 2020
Announcement	Notice

2. Graduation

[1] Requirements for graduation

Students who have been enrolled at Meikai University for at least four years (eight semesters in total, excluding a period of leave of absence) and have earned the number of credits required for graduation specified in the university rules will be certified for graduation.

The number of credits (minimum) required for graduation is as follows:

Students must earn at least 124 credits in total as shown below:

Course segment Major	Courses common to all students*							Specialized courses				Sum Total
	Basic Education [Special Courses]*	Personality Development Education			Career Development Education	Personality Development Education/Career Development Education	Total	Mandatory	Mandatory elective	Elective	Total	
		Human Quality Development	International Understanding	Social Life								
	Mandatory	Mandatory elective			Mandatory	Elective						
Global Management Major	8	4	4	4	6	6	32	72	20		92	124

Global Management Major	Courses common to all students (32 credits) <ol style="list-style-type: none"> 8 credits from mandatory courses in Basic Education 4 credits from Human Quality Development in Personality Development Education 4 credits from International Understanding in Personality Development Education 4 credits from Social Life in Personality Development Education 6 credits from mandatory courses in Career Development Education In addition to above, at least 6 credits from courses in Personality Development Education and Career Development Education (including credits earned from courses open to all faculties and departments [Career Development Education]) <p>* All or part of the credits required from courses common to all students can be replaced with those from specialized courses only when the university deems it necessary.</p>
	Specialized courses (92 credits) <ol style="list-style-type: none"> 72 credits from mandatory courses 4 credits from Communication-related courses 2 credits from Hospitality & Tourism-related courses 6 credits from Hospitality & Tourism Industry Research courses 2 credits from Management Application courses 4 credits from Management-related courses 2 credits from Practice courses

Please refer to the "Curriculum Table" for specific names of courses, details of mandatory, mandatory elective and elective courses, and other relevant information.

[2]

Announcement of students who have completed the number of credits required for graduation and students expected to graduate

Students who have met the requirements for graduation will be announced as shown below:

	Announcement of students completing the number of credits required for graduation		Announcement of students expected to graduate	
	For students enrolled in spring	For students enrolled in fall	For students enrolled in spring	For students enrolled in fall
Date	At the beginning of February in the 4th academic year	At the middle of August in the 4th academic year	At the end of March in the 4th academic year	At the beginning of September in the 4th academic year
Announcement	Notice			

[3] Degree

Students who have met the requirements will be awarded the Degree of Bachelor of Hospitality & Tourism Studies.

3. Standard Number of Credits Required for Each Class Year (Semester)

This section provides the standard number of credits that should be earned by the end of each class year in order to meet the minimum number of credits required for a student to graduate in four years (eight semesters). Refer to these numbers when you make your learning plan for four years (eight semesters). If you fail to meet the standard number of credits for each class year to a significant extent, you should consult with an academic advisor or the Student Affairs Department (Education Affairs Section) at the earliest possible time.

Note that the standard number of credits required for each class year (semester) shown here is the recommended minimum number and will not guarantee your promotion and graduation.

How to understand the standard number of credits required for each class year (semester)

Identify the standard number of credits required for the class year (semester) of your enrollment.

The minimum numbers of credits required for graduation are shown according to course segments.

	Courses common to all students							Specialized courses				Sum total	Subtotal		
	Basic Education	Personality Development Education			Career Development Education	Personality Development Education/Career Development Education		Total	Mandatory	Mandatory elective	Elective		Total	Semester	Full year
		Human Quality Development	International Understanding	Social Life		Mandatory	Mandatory elective								
Number of credits required for graduation	8	4	4	4	6	6	32	22	48	22	92	124			
Freshmen (1st semester)	4	(2-) [†]					6	5	6		11	17	17	36	
Freshmen (2nd semester)	8	(4-) [†]			2		14	10	12		22	36	19		

The rough **total number** of credits that is desirable for a student to earn for each class year (semester) is shown.
 Note: The number of earned credits is the number of credits received for a course which a student earns a pass (S through C) or recognized (N) result in their academic assessment.

Important Point

Earned credits are appropriated to each semester. Those for a full-year course are appropriated annually.

Examples:

		Course for the First Semester (2 credits)	Course for the Second Semester (2 credits)	Full-year course (4 credits)
Earned credits	First Semester	2	—	0
	Second Semester	—	2	4

Global Management Major

	Courses common to all students*							Specialized courses				Sum total	Subtotal	
	Basic Education	Personality Development Education			Career Development Education	Personality Development Education/Career Development Education	Total	Mandatory	Mandatory elective	Elective	Total			
		Human Quality Development	International Understanding	Social Life										
Number of credits required for graduation	8	4	4	4	6	6	32	72	20		92	124		

Freshmen (1st semester)	4	(2—) [†]					6	9	1		10	16	16	36
Freshmen (2nd semester)	8	(4—) [†]			2		14	20	2		22	36	20	

The standard total number of credits a student should have earned by the end of the freshman year is normally 36.

<Important Points>

- 1) Mandatory courses (Basic Education, Career Development Education, specialized courses) for freshmen must be completed.
* All or part of the credits required can be replaced with those from specialized courses only when the university deems it necessary.
- 2) With regard to mandatory elective courses (those marked [†]), it is desirable for students to avoid exceeding the maximum number of credits in reference to the number of credits in brackets in the table above according to their personal study plan.

Sophomores (3rd semester)	8	(8—) [†]			4		20	29	5		34	54	18	38
Sophomores (4th semester)	8	4	4	4	6	2	28	38	8		46	74	20	

The standard total number of credits a student should have earned by the end of the sophomore year is normally 74.

<Important Points>

- 1) Mandatory courses (Basic Education, Career Development Education, specialized courses) for freshmen and sophomores must be completed.
- 2) With regard to mandatory elective courses (those marked [†]), it is desirable for students to avoid exceeding the maximum number of credits in reference to the number of credits in brackets in the table above according to their personal study plan.

Juniors (5th semester)	8	4	4	4	6	4	30	48	14		62	92	18	36
Juniors (6th semester)	8	4	4	4	6	6	32	60	18		78	110	18	

The standard total number of credits a student should have earned by the end of the junior year is normally 110.

Seniors (7th semester)	8	4	4	4	6	6	32	66	18		84	116	6	14
Seniors (8th semester)	8	4	4	4	6	6	32	72	20		92	124	8	

10

Curriculum Table

Department of Hospitality & Tourism, School of Hospitality & Tourism Management

Global Management Major

Curriculum Table

AY 2019 edition (17-19 HT-GMM)

Course segments	Name of courses, allocated class year (Courses with ● are mandatory; Courses with (IS) are for students enrolled under the special entrance examination system for international students; The number in brackets is the number of credits.)				Minimum number of credits required for graduation				
	Freshmen	Sophomores	Juniors	Seniors					
Common Courses	Basic Education	●Basic Studies I (2) ●Basic Studies II (2) ●Basic Studies III-a (2) ●Basic Studies III-b (IT literacy) (2)			8				
	Personality Development	Issues in Human Existence (2) Physical Education Lectures A (2) <Courses under the Credit Recognition System>	Social Life and Ethics (2) Physical Education Lectures B (2) Volunteer Activity A (2)	The World of Literature (2) Human Body and Health (2) Physical Education Seminar A (2) Volunteer Activity B (2)	Humans and Culture (2) Japanese People and their Lifestyles (2) Physical Education Seminar B (2)	What is Beauty (2) Study of Character (2) Volunteer Lecture (2)	Symbols and Logic (2) Life and Genes (2)	4	
	International Understanding	Japanese History (2) Japanese Language and Culture B (IS) (2) Spanish Language and Culture B (2) English Cultural Studies B (2) <Courses under the Credit Recognition System>	International Relations (2) French Language and Culture A (2) Korean Language and Culture A (2)	International Contributions (2) French Language and Culture B (2) Korean Language and Culture B (2)	Ethnicity and Religion (2) German Language and Culture A (2) Chinese Language and Culture A (2)	Inter-Cultural Communication (2) Japanese Language and Culture A (IS) (2) German Language and Culture B (2) Spanish Language and Culture A (2) Chinese Language and Culture B (2) English Cultural Studies A (2) On-Site Internship in Foreign Cultures A(2) On-Site Internship in Foreign Cultures B(2)	International Understanding Seminar (2)	4	
	Social Life	Law (2) Japanese Corporations (2) Data and Data Collection (2)	The Constitution of Japan (2) Geography and the Environment (2) The World of Mathematical Principles (2)	Structures of Economy (2) Study of Natural Environment (2) Familiar Physical Laws (2)	Society and Lifestyles (2) Cities and Lifestyles (2) Modern Physics (2)	Political Systems (2) Daily Life and Security (2) Everyday Chemistry (2)	History of Social Thought(2) Behavioral Science (2) Science Technology and Society (2)	4	
	Career Development Education	●Career Planning I (2)		●Career Planning II (2) ●Career Planning III (2)		6			
		<Courses under the Credit Recognition System>		Internship A (2) Business Skills A (2)	Internship B (2) Business Skills B (2)	Internship C (2) Business Skills C (2)	Internship D (2) Business Skills D (2)		
		Special Auditing Subjects A (2)		Special Auditing Subjects B (2)	Special Auditing Subjects C (2)	Special Auditing Subjects D (2)			
		<Courses open to all faculties and departments (Career Development Education)> Please refer to the "Registration of Courses Open to All Faculties and Departments" on Page 46							
	<Cooperative Academic-Industrial Programs> Refer to the "Registration of Cooperative Academic-Industrial Programs" on Page 48 Business Communications Program Nomura Securities Finance Program Simul Academy Special Training Program for Interpretation Nikkei Business Program								
	Specialized Courses	Communication/Foreign Language	Introductory	●Academic English I (1)		●Academic English II (1) ●Academic English III (1)		●Academic English IV (1)	
Intermediate			Practical English I-a (1) Practical English I-b (1)		Practical English II-a (1) Practical English II-b (1)				—
Advanced			Practical English III-a (1) Business Chinese I-a (Elementary) (1) Business Chinese I-b (Pre-intermediate) (1)	Practical English III-b (1) Business Chinese II-a (Intermediate) (1) Business Chinese II-b (Upper intermediate) (1)	Practical English IV-a (1)	Practical English IV-b (1) Business Chinese III-a (1) Business Chinese III-b (1)			4
International Culture		Introductory	●Japanese Culture (2) ●Destination Studies A (2) (Japan) ●Art and Culture (2)						6
		Intermediate	World Heritage Studies (2) Destination Studies E (2) (Oceania and the South Pacific) Destination Studies D (2) (Asia)		Destination Studies C (2) (America) Destination Studies B (2) (Europe) Destination Studies F (2) (Africa and Middle East)				—
		Introductory	●Introduction to Hospitality (2) ●Introduction to Hospitality & Tourism Studies I (2) ●Introduction to Hospitality & Tourism Studies II (2)						6
		Intermediate	Guest Services Management for Airline Business (2) Guest Service Management for Hotel Business (2)		Bridal and Funeral Business and Operations (2)		<Courses under the Credit Recognition System> Internship A, B, C, D, E, F, G, H, (4 for each) Hospitality and Volunteer Activities (4) <Courses under the Credit Recognition System> Internship (Overseas) A, B (2 for each)		—
Advanced				Airline Business and operations (2) Hotel Business and operations (2) Travel Agency Business and Operations (2)				2	
Industrial Study				Food & Beverage Business and Operations (2) Concierge/Business Networking (2) Tourism and the Law (2)		Entertainment/Theme Park Business (2) Events & Meeting Management (2) Tourism Planning and Development (2)		Tourism and the Society (2) eCommerce (2) Cruise Line Business and Operations (2)	6

Course segments		Name of courses, allocated class year (Courses with ● are mandatory; Courses with (IS) are for students enrolled under the special entrance examination system for international students; The number in brackets is the number of credits.)				Minimum number of credits required for graduation
		Freshmen	Sophomores	Juniors	Seniors	
Specialized Courses	Introductory 1	● Introduction to Marketing (2) ● Introduction to Management (2)				4
	Introductory 2	● Principles of Accounting (2) ● Principles of Finance (2) ● Introduction to Business Innovation (2) ● Introduction to Economics (2) ● Statistics I (2)				36
		● Statistics II (2) ● Logical Thinking (2)		● Leadership (2) ● International Business Relations (2)		
	Intermediate			● Cross-cultural Management (2) ● Destination Marketing (2) ● Business Strategy (2) ● Destination Management (2) ● Services Marketing (2) ● Human Resource Management (2) ● Service Economics (2) ● Risk Management (2)		2
		Transportation Economics A (2) Transportation Economics B (2)				
	Advanced	Distinguished Lectures in Hospitality & Tourism Management A (2) Distinguished Lectures in Hospitality & Tourism Management B (2)				2
	Practice			Airline Management (2) Food & Beverage Management (2) Travel Agency Management (2) Hotel Business Management (2)		4
		Product Planning & Sales Promotion (2) Regional Studies (2) Critical thinking/Debate (2)		2		
Case study	● Pre-seminar I-a (2) ● Pre-seminar I-b (2)		● Pre-seminar II-a (2) ● Pre-seminar II-b (2)		16	
		Presentation Skills (2)				
Total number of credits required for graduation (minimum)					124	

Note: All or part of the credits required from courses common to all students can be replaced with those from specialized courses only when the university deems it necessary.

Note: Credits earned from <courses open to all faculties and departments (specialized courses)> are not added to those required for graduation.→ P.46

Credits required

Students are required to earn at least 124 credits in total as shown below.

(Please refer to the “Curriculum Table” for specific names of courses and other relevant information.)

Course segments		Number of credits required for graduation (Courses with ○ are mandatory.)	Credits required		
Common Courses	Basic Education	8	Mandatory	8 credits in all the 4 courses	
	Personality Development Education	Personality Development	4	Mandatory elective	4 credits in the Human Quality Development field (If a student has earned more than four credits, the surplus will be added to “Others [Personality Development Education/Career Development Education].”)
		International Understanding	4	Mandatory elective	4 credits in the International Understanding field (If a student has earned more than four credits, the surplus will be added to “Others [Personality Development Education/Career Development Education].”)
		Social Life	4	Mandatory elective	4 credits in the Social Life field (If a student has earned more than four credits, the surplus will be added to “Others [Personality Development Education/Career Development Education].”)
	Career Development Education	6	Mandatory	6 credits in all the 3 courses (The number of credits earned in courses other than mandatory ones will be added to “Others [Personality Development Education/Career Development Education].”)	
	Others [Personality Development Education/Career Development Education]	6	Elective	In addition to 26 credits in the courses common to all students listed above, a student must earn 6 credits in Personality Development Education and Career Development Education.	
	Subtotal	32		All or part of the credits required from courses common to all students can be replaced with those from specialized courses only when the university deems it necessary.	
Specialized Courses	Communication /Foreign Language	Introductory	4	Mandatory	4 credits in all the 4 courses
		Intermediate	—		Not required for graduation
		Advanced	4	Mandatory elective	4 credits in the Communication Advanced courses
	International Culture	Introductory	6	Mandatory	6 credits in all the 3 courses
		Intermediate	—		Not required for graduation
	Hospitality & Tourism	Introductory	6	Mandatory	6 credits in all the 3 courses
		Intermediate	—		Not required for graduation
		Advanced	2	Mandatory elective	2 credits in the Hospitality & Tourism Advanced courses
		Industrial study	6	Mandatory elective	6 credits in the Hospitality & Tourism Industrial study courses
	Management	Introductory 1	4	Mandatory	4 credits in all the 2 courses
		Introductory 2	36	Mandatory	36 credits in all the 18 courses
		Intermediate	2	Mandatory elective	2 credits in the Management Intermediate courses
		Advanced	4	Mandatory elective	4 credits in the Management Advanced courses
	Practice	Practical	2	Mandatory elective	2 credits in the Practical courses
	Case study	16	Mandatory	16 credits in all the 8 courses	
Subtotal	92		—		
Total	124		—		

Requirements for promotion

For the requirements for promoting from freshman (2nd semester) to sophomore (3rd semester) and from sophomore (4th semester) to junior (5th semester), refer to “Requirements for promotion” on page 39.

11

Courses Open to All Faculties and Departments Cooperative Academic-Industrial Programs

Registration of Courses Open to All Faculties and Departments

There are courses open to students in different faculties and departments with the aim of allowing them to acquire a wider range of knowledge through learning subjects that meet their learning goals and satisfy their interests in interdisciplinary fields.

1 Registration

Select a course you want to take from a list of courses open to all students and, after receiving approval from the faculty member in charge of the course, register for the course.

Important points regarding registration

- 1) There are some courses that you cannot take unless you meet certain conditions, which you can ask the faculty member in charge about or can find in the “Requirements for Course Registration” section of the syllabus. You can find the syllabuses of courses for a faculty other than yours on the website of Meikai University Urayasu Campus.
- 2) Before registration, you must receive approval from the faculty member in charge of the course. If you register for a course without their approval, your credits may not be approved.
- 3) You are allowed to take a course for a year lower than yours but not one for a year higher than yours.
- 4) The course segment to which credits are added as those required for graduation differs in different faculties, departments, majors and courses. For details, please refer to the Curriculum Table or other relevant references.

Course segment where credits are added	Target department
Courses required for all students [Career Development Education]	All departments
Specialized courses	Department of Japanese Language, Department of English Language, Department of Chinese Language, Department of Economics, Department of HT (except for Global Management Major)

- 5) For information on courses that are not available for this academic year, refer to the Class Timetable and other relevant documents.

2 Courses open to all faculties and departments that can be included in courses common to all students [Career Development Education] (for all faculties)

Department	Freshmen	Sophomores	Juniors	Seniors
Japanese		Comparative Cultural Studies (2)	English for Japanese Language Teaching (2) Chinese for Japanese Language Teaching (2) Korean for Japanese Language Teaching (2)	
English		Society and Culture of the English-speaking World (2) History of the English Language (2) Contrastive Studies in Languages a (2) Contrastive Studies in Languages b (2) Studies in English Grammar a (2) Studies in English Grammar b (2) History of English and American Literature (2) Current English a (2) Current English b (2)	Interpreting Skills a (2) Translation Skills a (2) Advanced Writing Skills a (2) Advanced Reading Skills a (2) Advanced Listening Skills a (2) Discussion & Debate a (2) English for Current Issues a (2) Advanced Business English a (2) Advanced Research & Presentation Skills (2)	Interpreting Skills b (2) Translation Skills b (2) Advanced Writing Skills b (2) Advanced Reading Skills b (2) Advanced Listening Skills b (2) Discussion & Debate b (2) English for Current Issues b (2) Advanced Business English b (2)
Chinese	Introduction to Study on Chinese Society (2) Introduction to Modern Chinese History (2)	Introduction to Study on Chinese Thought (2) Introduction to Study on Chinese Literature (2) Introduction to Study on Chinese History (2) Introduction to Business in China (2)	Chinese Modern History I (2) Chinese Economy I (2) Management of Japan and China Tourism I (2)	Chinese Modern History II (2) Chinese Economy II (2) Management of Japan and China Tourism II (2)
Economics	Program I for Career Formation (2) Program II for Career Formation (2)			
Real Estate Sciences	Practical Seminar of Real Estate Science I (2) Practical Seminar of Real Estate Science II (2)			

**Courses open to all faculties and departments that can be included in specialized courses
(Department of Japanese Language, Department of English Language, Department of Chinese Language,
Department of Economics, Department of HT)**

Department	Freshmen	Sophomores	Juniors		Seniors
Japanese	Introduction to Japanese Linguistics (2) Japanese Expression I (2) Japanese Expression II (2) Japanese Language Teaching Methodology (2)	Introduction to Phonetics (2) Japanese Phonetics (2) Japanese Grammar I (2) Japanese Grammar II (2) Introduction to Linguistics (2) Instructional Materials of Japanese (2) Preparing for Japanese Language Teacher Exam I (2) Preparing for Japanese Language Teacher Exam II (2) Preparing for Japanese Language Teacher Exam III (2) Preparing for Japanese Language Teacher Exam IV (2) Studies in Assessment (2) Practice in Making Lesson Plans (2) Current Situation of Japanese Language Education (2) Second Language Acquisition (2)	History of the Japanese Language I (2) History of the Japanese Language II (2) Japanese Teaching Practicum (4)		
English	Introduction to Inter-Cultural Communication a (2) Introduction to Inter-Cultural Communication b (2) Introduction to English Language Teaching a (2) Introduction to English Language Teaching b (2) Introduction to English and American Literature a (2) Introduction to English and American Literature b (2) Introduction to English Language Teaching a (2) Introduction to English Language Teaching b (2)		Communication I-a (2) Communication II-a (2) Communication III-a (2) English Linguistics I-a (2) English Linguistics II-a (2) English Linguistics III-a (2) Literature I-a (2) Literature II-a (2) Literature III-a (2)	Communication I-b (2) Communication II-b (2) Communication III-b (2) English Linguistics I-b (2) English Linguistics II-b (2) English Linguistics III-b (2) Literature I-b (2) Literature II-b (2) Literature III-b (2)	
Chinese			Chinese Dialects Seminar I (2) Chinese Grammar I (2) History of Chinese Language I (2) Contrastive Studies between Japanese and Chinese I (2) Modern and Contemporary Literature I (2) Classical Literature I (2) Comparative Study of East Asian Thought I (2) Chinese Region and Culture I (2) Chinese Art I (2) Cross Cultural Program in China (2)	Chinese Dialects Seminar II (2) Chinese Grammar II (2) History of Chinese Language II (2) Contrastive Studies between Japanese and Chinese II (2) Modern and Contemporary Literature II (2) Classical Literature II (2) Comparative Study of East Asian Thought II (2) Chinese Region and Culture II (2) Chinese Art II (2)	
Economics	Japanese Economy I (2) Japanese Economy II (2) Japanese Economic History (2) Business History I (2) Business History II (2) Asian Economic History (2) History of Economics I (2) History of Economics II (2) Civil Law (2) European Economic History I (2) European Economic History II (2)	Social Security I (2) Social Security II (2) Environmental Economics I (2) Environmental Economics II (2) Company Law I (2) Company Law II (2) General Provisions of Tax Law (2) Study on U.S. Economy I (2) Study on U.S. Economy II (2) European Economy I (2) European Economy II (2) Asian Economy I (2) Asian Economy II (2) Service Economics I (2) Service Economics II (2)	Local Public Finance I (2) Local Public Finance II (2) Transportation Economics I (2) Transportation Economics II (2) Marketing I (2) Marketing II (2)		
Real Estate Sciences	Introduction to Property Law (2) Microeconomics (2) Introduction to City Planning (2) Basic Building Technology (2) Administrative Law for Real Estate (2)	Mathematics and Statistics for Real Estate Science (2) Real Security Law (2) Law of Obligations (4) Macroeconomics (2) Land and Housing Economics (2) Basic Accounting (2) Financial Statement Analysis (2) City Planning (2) Measurement and Maps (2) Cadastral and Real Estate Registration (2) Housing (2) Real Property Law (2) Fundamental Law of City and Building (2) History of Real Estate Policy (2) Architectural History (2) Housing Planning (2) Mathematics for Real Estate (2)	Land and House Lease Law (2) Company Law (2) Law for Real Estate Conflict (2) Environmental Law (2) Real Estate Finance (4) Accounting and Financial Management for Corporate Real Estate (2) Economics of Law and Policy (2) Collective Housing Management (2) Urban Development and Infrastructure (2) Architectural Planning (2) Architectural Materials (2) Architectural Environment Designing (2) Structure Dynamics I (2)	Land Development Law (2) Family Law (2) Financial Law for Real Estate Business / Tax Law for Real Estate Business (2) Environment and Urban Economics (2) Real Estate Appraisal (4) Real Estate Finance and Investments (4) Strategy for Real Estate Management (2) Real Estate Administration Planning (2) Urban Environment and Disaster Measures (2) Architectural Environmental Planning (2) Architectural Structure Planning (2) Architectural Equipment (2) Structure Dynamics II (2)	Management and Production Method of the Building Process (2)
Hospitality & Tourism	Japanese Culture (2) Destination Studies A (Japan) (2) Destination Studies C (South and North Americas) (2) Destination Studies E (Oceania, Pacific Area) (2)		World Heritage (2) Destination Studies B (Europe) (2) Destination Studies D (Asia) (2) Destination Studies F (Africa, Middle East Area, etc.) (2)		

Note: There are courses provided in Japanese (Hospitality & Tourism Major specialized courses) and those in English (Global Management Major specialized courses). Before registering for these courses, refer to syllabuses and other relevant documents to check which language is used.

Registration of Cooperative Academic-Industrial Programs

Cooperative Academic-Industrial Programs are hands-on, practical programs with an objective of connecting university education with companies and other social entities. They are provided as part of Meikai University's practical education.

Applicants must attend the guidance session on the Cooperative Academic-Industrial Programs held on March 29 (Fri). Once approved for registration, you are not allowed, as a rule, to withdraw from the program unless you have an unavoidable reason.

The credits you earn from these programs will be added to the credits for courses common to all students in "Career Development Education" that are required for graduation. For details, please refer to materials distributed at the guidance session and syllabuses.

1 Business Communications Program

[Twenty for each, on a first-come, first-served basis]

This program is designed to help students learn about manners and communication from a perspective of building human relationships, to acquire skills to live a life as a human being and ensure comfortable daily living, and to build human relationships based on security and trust in business settings.

Courses (credits)	Class year
Business Communication A (1)	1
Business Communication B (1)	1

[Registration procedures]

- Period <First Semester>
First: On a first-come, first-served basis from April 5 (Thu.)
Second to Third: On a first-come, first-served basis from July 6 (Fri.)
- Location
Office of the Student Affairs Department (Education Affairs Section)

Note 1: The program schedule for the Fall Semester will be announced before classes start.

Note 2: The contents for A and B are the same. A student is allowed to take up to two credits for two courses (twice).

Note 3: Credits for this program are not counted in the maximum number of credits to be registered.

2 Nomura Securities Finance Program

[Fifty selected students]

This program is jointly organized with Nomura Securities. It is designed to help students acquire the practical finance knowledge necessary for the general public, consumers, savers and investors to behave wisely based on the principle of self-responsibility in the current increasingly changing environment surrounding our daily lives. In the Spring Semester, staff of Nomura Securities gives lectures mainly on securities markets. In the Fall Semester, a Meikai University faculty member provides a virtual stock exchange experience program.

Courses (credits)	Class year
<Course sponsored by Nomura Securities> Investment and Capital Market (2)	2
<Meikai University course> Equity Investment (2)	2

[Registration procedures]

- Attend the guidance session on the Cooperative Academic-Industrial Programs and submit a "Program Registration Request Form."
- Selected applicants for the program will be announced.
April 5 (Thu.) on the notice boards besides the 2101 and 2103 large lecture rooms
If the number of applicants falls short of the seats available, additional applications will be accepted.
- Selected applicants must complete registration to enroll in the program on the Web Portal System during the course registration period.

Note: The Role of Capital Market and Securities Investment and Simulation of Securities Investment must both be taken. The courses are not individually available.

This program is jointly offered with Nikkei Media Promotion Inc. It is designed to help students who are preparing for employment examinations to effectively acquire general economic and social knowledge. Taking this program concurrently with the Nomura Securities Finance Program will further enhance student's understanding.

Courses (credits)	Class year
Nikkei Business Program (4)	2

[Registration procedures]

1. Attend the guidance session on the Cooperative Academic-Industrial Programs and submit a "Program Registration Request Form."
2. Selected applicants for the program will be announced. April 4 (Thu.) on the notice boards besides the 2101 and 2103 large lecture rooms
If the number of applicants falls short of the seats available, additional applications will be accepted.
3. Selected applicants must complete registration to enroll in the program on the Web Portal System during the course registration period.

This training program for English interpretation is jointly offered with Simul International, Inc. Selected students will be allowed to join an interpretation course conducted by Simul Academy to acquire professional interpreting skills. A fee reduction, waiver system or a scholarship program are available. Applicants for this program are allowed to participate in an interpretation-related internship program.

Applications for AY 2019 will be received for the program starting in October. For details, check on notice boards.

Courses at Simul Academy, classes (English courses)		Courses offered by Meikai University for which credits are recognized (the number of credits)
Training for interpretation assistant jobs at Simul International		Simul Internship (2)
Interpretation courses (4 hours/week for 6 months for each course)	Interpretation I	Introduction to Interpreting I (English) (4)
	Interpretation II	Introduction to Interpreting II (English) (4)
	Interpretation III Interpretation IV	Basic Consecutive Interpreting I (English) (4) Basic Consecutive Interpreting II (English) (4)



Notices For Transfer Students

The information provided in this section is applicable to
transfer students only.

Notices for Transfer Students

1. Course Term and Period of Attendance at Meikai University

The course term is defined as the period required to complete the curriculum designated by Meikai University, which is two years (four semesters) in total. The period of attendance is defined as the period for which a student is allowed to remain enrolled in Meikai University, which is up to four years (eight semesters) in total.

2. Two-Year Study Plan

Transfer students who enroll as 3rd year students have to carefully make a two-year study plan according to one's own interests. Transfer students have to understand the course registration system as well as the credit recognition system and the requirements for graduation.

3. Credit Recognition

The credits which were earned at other universities can be recognized as those earned at Meikai university irrespective of the field you studied. In this case, sixty-two credits can be recognized.

4. Requirements for Graduation

Transfer students, enrolled as 3rd year students, who have been enrolled for at least two years (four semesters) in total and have earned the number of credits required for graduation specified in the university rules will be certified for graduation.

The number of credits (minimum) required for graduation is as follows:

Course segment		Credits required for graduation	Credits recognized at the enrollment		Credits to be earned after the enrollment	
Courses common to all students		32	32		—	
Specialized courses	Mandatory	72	12	18	60	△14 (Flexible recognition)
	Mandatory elective	20			16	
	Elective	—	—		—	
Total		124	62		62	

Refer to the “Curriculum Table” for specific course titles and the lists of mandatory, mandatory elective and elective courses.

5. Others

The courses whose credits have already been recognized cannot be registered again.

6. Curriculum Table (For Transfer Students)

Department of Hospitality & Tourism, School of Hospitality & Tourism Management	Global Management Major
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Curriculum Table (For Transfer Students)

AY 2019 edition (17-19 HT(TS)-GMM)

Course segments		Name of courses, allocated class year (Courses with ● are mandatory; The number in brackets is the number of credits.)				Credits recognized at the enrollment	Minimum number of credits to be earned after the enrollment
		Freshmen	Sophomores	Juniors	Seniors		
Common Courses	Basic Education	●Basic Studies I (2) ●Basic Studies II (2) ●Basic Studies III-a (2) ●Basic Studies III-b (IT literacy) (2)				-	
	Personality Development	Issues in Human Existence (2) Social Life and Ethics (2) The World of Literature (2) Humans and Culture (2) What is Beauty (2) Symbols and Logic (2) Communication (2) Psychology (2) Human Body and Health (2) Japanese People and their Lifestyles (2) Study of Character (2) Life and Genes (2) Physical Education Lectures A (2) Physical Education Lectures B (2) Physical Education Seminar A (2) Physical Education Seminar B (2) Volunteer Lecture (2) <Courses under the Credit Recognition System> Volunteer Activity A (2) Volunteer Activity B (2)				-	
	International Understanding	Japanese History (2) International Relations (2) International Contributions (2) Ethnicity and Religion (2) Inter-Cultural Communication (2) French Language and Culture A (2) French Language and Culture B (2) German Language and Culture A (2) German Language and Culture B (2) Spanish Language and Culture A (2) Spanish Language and Culture B (2) Korean Language and Culture A (2) Korean Language and Culture B (2) Chinese Language and Culture A (2) Chinese Language and Culture B (2) English Cultural Studies A (2) English Cultural Studies B (2) <Courses under the Credit Recognition System> On-Site Internship in Foreign Cultures A(2) On-Site Internship in Foreign Cultures B(2)				-	
	Social Life	Law (2) The Constitution of Japan (2) Structures of Economy (2) Society and Lifestyles (2) Political Systems (2) History of Social Thought(2) Japanese Corporations (2) Geography and the Environment (2) Study of Natural Environment (2) Cities and Lifestyles (2) Daily Life and Security (2) Behavioral Science (2) Data and Data Collection (2) The World of Mathematical Principles (2) Familiar Physical Laws (2) Modern Physics (2) Everyday Chemistry (2) Science Technology and Society (2)				32 (Credit Recognition)	-
	Career Development Education	●Career Planning I (2) ●Career Planning II (2) ●Career Planning III (2)				-	
		Career Design (4)				-	
		<Courses under the Credit Recognition System> Internship A (2) Internship B (2) Internship C (2) Internship D (2) Business Skills A (2) Business Skills B (2) Business Skills C (2) Business Skills D (2)				-	
		Special Auditing Subjects A (2) Special Auditing Subjects B (2) Special Auditing Subjects C (2) Special Auditing Subjects D (2)				-	
		<Courses open to all faculties and departments (Career Development Education)> Please refer to the "Registration of Courses Open to All Faculties and Departments" on Page 46				-	
		<Cooperative Academic-Industrial Programs> Refer to the "Registration of Cooperative Academic-Industrial Programs" on Page 48 Business Communications Program Nomura Securities Finance Program Nikkei Business Program Simul Academy Special Training Program for Interpretation				-	
Specialized Courses	Communication/Foreign Language	●Academic English I (1)				4 (Credit Recognition)	-
		●Academic English II (1) ●Academic English III (1)				-	
		●Academic English IV (1)				-	
		Practical English I-a (1) Practical English I-b (1)				-	
		Practical English II-a (1) Practical English II-b (1)				-	
		Practical English III-a (1) Practical English III-b (1) Practical English IV-a (1) Practical English IV-b (1)				4 (Credit Recognition)	-
		Business Chinese I-a (Elementary) (1) Business Chinese II-a (Intermediate) (1) Business Chinese III-a (1) Business Chinese I-b (Pre-intermediate) (1) Business Chinese II-b (Upper Intermediate) (1) Business Chinese III-b (1)				-	
		Japanese A (1) Japanese B (1) Japanese C (1) Japanese D (1) Japanese E (1) Japanese F (1)				-	
		Introductory ●Japanese Culture (2) ●Destination Studies A (2) (Japan) ●Art and Culture (2)				14 (Credit Recognition)	6*
		Inter-mediate World Heritage Studies (2) Destination Studies C (2) (America) Destination Studies E (2) (Oceania and the South Pacific) Destination Studies B (2) (Europe) Destination Studies D (2) (Asia) Destination Studies F (2) (Africa and Middle East)				-	62
Hospitality & Tourism	Introductory	●Introduction to Hospitality (2) ●Introduction to Hospitality & Tourism Studies I (2) ●Introduction to Hospitality & Tourism Studies II (2)				-	6*
		Guest Services Management for Airline Business (2) Guest Service Management for Hotel Business (2)				-	
		Bridal and Funeral Business and Operations (2)				-	
		<Courses under the Credit Recognition System> Internship A, B, C, D, E, F, G, H, (4 for each) Hospitality and Volunteer Activities (4)				-	
		<Courses under the Credit Recognition System> Internship (Overseas) A, B (2 for each)				-	
	Advanced Airline Business and operations (2) Hotel Business and operations (2) Travel Agency Business and Operations (2)				2*		
	Industrial study Food & Beverage Business and Operations (2) Entertainment/Theme Park Business (2) Tourism and the Society (2) Concierge/Business Networking (2) Events & Meeting Management (2) eCommerce (2) Tourism and the Law (2) Tourism Planning and Development (2) Cruise Line Business and Operations (2)				6*	-	

Course segments		Name of courses, allocated class year (Courses with ● are mandatory; The number in brackets is the number of credits.)				Credits recognized at the enrollment	Minimum number of credits to be earned after the enrollment			
		Freshmen	Sophomores	Juniors	Seniors					
Specialized Courses	Management	Introductory 1	● Introduction to Marketing (2) ● Introduction to Management (2)				14 (Credit Recognition)	4*		
		Introductory 2	● Principles of Accounting (2) ● Principles of Finance (2) ● Introduction to Business Innovation (2) ● Introduction to Economics (2) ● Statistics I (2)		● Statistics II (2) ● Leadership (2) ● Ethics and Compliance (2)		A total of 14 credits are individually recognized at the enrollment depending on the educational background (e.g. Credits already earned at other universities) excluding intermediate courses in International Culture and Hospitality & Tourism. Accordingly, the number of the credits necessary for graduation differs depending on the recognized credits.	36*		
	● Logical Thinking (2) ● International Business Relations (2)		● Cross-cultural Management (2) ● Destination Marketing (2) ● Business Strategy (2) ● Destination Management (2) ● Services Marketing (2) ● Human Resource Management (2) ● Service Economics (2) ● Risk Management (2)							
	Inter-mediate	Transportation Economics A (2) Transportation Economics B (2)					2*			
	Advanced	Distinguished Lectures in Hospitality & Tourism Management A (2) Distinguished Lectures in Hospitality & Tourism Management B (2)		Airline Management (2) Food & Beverage Management (2) Travel Agency Management (2) Hotel Business Management (2)			4*			
	Practice	Practical	Product Planning & Sales Promotion (2) Regional Studies (2) Critical thinking/Debate (2)					2*		
			Presentation Skills (2)							
Case study	● Pre-seminar I-a (2) ● Pre-seminar I-b (2)		● Pre-seminar II-a (2) ● Pre-seminar II-b (2)		● Seminar I-a (2) ● Seminar I-b (2)		● Seminar II-a (2) ● Seminar II-b (2)		8 (Credit Recognition)	8
Total number of credits required for graduation (minimum)						62	62			
Total number of credits required for graduation (minimum)						124	124			

Note: Credits earned from <courses open to all faculties and departments (specialized courses)> are not added to those required for graduation.→ P.46

Credits required

Students are required to earn at least 62 credits in total as shown below.

(Please refer to the “Curriculum Table” for specific names of courses and other relevant information.)

Course segments		Number of credits required for graduation (Courses with ○ are mandatory)	Credits recognized at the enrollment	Credits to be earned after the enrollment	Credits required	
Common Courses	Basic Education	8	32	—	Not allowed to be taken	
	Personality Development Education	Personality Development			4	Not required for graduation
		International Understanding			4	
		Social Life			4	
	Career Development Education	6			Not allowed to be taken	
	Others [Personality Development Education/ Career Development Education]	6			Not required for graduation	
	Subtotal	32			32	—
Specialized Courses	Communication /Foreign Language	Introductory	4	4	—	Not allowed to be taken
		Intermediate	—	—	—	Not required for graduation
		Advanced	4	4	—	Not allowed to be taken
	International Culture	Introductory	6	14*	6*	Mandatory 6 credits in the International Culture Introductory (Including recognized credits)
		Intermediate	—		—	Not required for graduation
	Hospitality & Tourism	Introductory	6		6*	Mandatory 6 credits in the Hospitality & Tourism Introductory (Including recognized credits)
		Intermediate	—		—	Not required for graduation
		Advanced	2		2*	Mandatory elective 2 credits in the Hospitality & Tourism Advanced (Including recognized credits)
		Industrial study	6		6*	Mandatory elective 2 credits in the Hospitality & Tourism Industrial study (Including recognized credits)
	Management	Introductory 1	4		4*	Mandatory 4 credits in the Management Introductory 1 (Including recognized credits)
		Introductory 2	36		36*	Mandatory 36 credits in the Management Introductory 2 (Including recognized credits)
		Intermediate	2		2*	Mandatory elective 2 credits in the Management Intermediate (Including recognized credits)
		Advanced	4		4*	Mandatory elective 4 credits in the Management Advanced (Including recognized credits)
	Practices	Practical	2		2*	Mandatory elective 2 credits in the Practice (Including recognized credits)
	Case study	16	8		8	Mandatory 8 credits in all the 4 courses
Subtotal	92	30	62		—	
Total	124	62	62		—	

* Credits are individually recognized at the enrollment depending on the educational background.(e.g. Credits already earned at other universities)



Purchasing textbooks

Before purchasing textbooks, you should carefully read information on course titles, faculty members in charge and textbook titles provided in syllabuses, class timetables and other relevant documents. You should also follow instructions given by faculty members during classes. Textbooks must be purchased during the designated period as shown below:

Selling period: March 26 (Tue.) through April 2 (Tue.), 10:00 a.m. to 3:00 p.m.
April 3 (Wed.) 10:00 a.m. to 4:00 p.m.
April 4 (Thu.) through 19 (Fri.), 10:00 a.m. to 4:30 p.m.
[Excluding Saturdays and Sundays]

Place: Student Hall on the first floor of the 30th Anniversary Building
For information on selling textbooks, contact the Maruzen Meikai Shop.

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