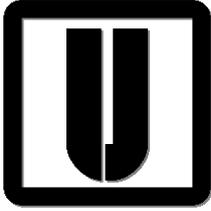


2-year program



GRADUATE SCHOOL OF
INTERNATIONAL RELATIONS

**INTERNATIONAL UNIVERSITY
OF JAPAN**

CURRICULUM HANDBOOK for
2-year Program Students
who enrolled in
THE ACADEMIC YEAR 2023-2024

CALENDAR OF THE ACADEMIC YEAR 2023-2024

FALL 2023

September 1 (Fri)	Academic year begins
September 1 (Fri)	Intensive English Program ends (IEP schedule: July 10-September 1)
around September 18 (Mon) – 29 (Fri)	Programs and guidance for new enrollees (Intensive Japanese Program, Campus Life Orientation, Career Workshop, Academic Orientation, etc.)
September 18 (Mon)	National Holiday
September 23 (Sat)	National Holiday
September 29 (Fri)	New Students Welcome Day
October 2 (Mon)	Fall term (1 st module) courses begin
October 2 (Mon) – 9 (Mon)	Completion/Change of Registration for fall term courses
October 9 (Mon)	National Holiday
October 27 (Fri)	Last day for withdrawal from fall term courses
November 3 (Fri)	National Holiday
November 13 (Mon) – 20 (Mon)	Registration for winter term courses
November 23 (Thu)	National Holiday
November 25 (Sat)	Last day for fall term (1 st module) courses
November 27 (Mon)	Fall term (2 nd module) teaching begins
December 9 (Sat)	Last day for fall term (2 nd module) teaching
December 11 (Mon) – 15 (Fri)	Final examinations for fall term courses

WINTER 2024

January 8 (Mon)	Winter term (1 st module) courses begin
January 8 (Mon) – 15 (Mon)	Completion/Change of Registration for winter term courses
January 8 (Mon)	National Holiday
February 2 (Fri)	Last day for withdrawal from winter term courses
February 11 (Sun)	National Holiday
February 12 (Mon)	Substitute Holiday
February 13 (Tue) – 20 (Tue)	Registration for spring term courses
February 23 (Fri)	National Holiday
March 2 (Sat)	Last day for winter term (1 st module) courses
March 4 (Mon)	Winter term (2 nd module) teaching begins
March 16 (Sat)	Last day for winter term (2 nd module) teaching
March 18 (Mon) – 22 (Fri)	Final examinations for winter term courses
March 20 (Wed)	National Holiday

SPRING 2024

April 1 (Mon)	Spring term (1 st module) courses begin
April 1 (Mon) – 8 (Mon)	Completion/Change of Registration for spring term courses
April 26 (Fri)	Last day for withdrawal from spring term courses
April 29 (Mon)	National Holiday
May 3 (Fri) – 5 (Sun)	National Holidays
May 6 (Mon)	Substitute Holiday
May 14 (Tue)	IUJ's Foundation day
Mid May	Registration for Summer courses
May 25 (Sat)	Last day for spring term (1 st module) courses
May 25 (Sat)	International Festival
May 27 (Mon)	Spring term (2 nd module) teaching begins
June 8 (Sat)	Last day for spring term (2 nd module) teaching
June 10 (Mon) – 13 (Thu)	Final examinations for spring term courses
June 22 (Sat)	Graduation Ceremony
Late June – Mid August	Summer study period for 1-year Program students
July 8 (Mon)	Intensive English Program begins (IEP schedule: July 8-August 30)
July 15 (Mon)	National Holiday
August 11 (Sun)	National Holiday
August 12 (Mon)	Substitute Holiday
August 15 (Thu) – 22 (Thu)	Registration for fall term courses
August 30 (Fri)	Graduation Day for 1-year Program students
August 31 (Sat)	Academic year ends

Note: Faculty members can decide to have classes and exams on holidays.

国際大学の建学の理念及び使命・目的

<国際大学の建学の理念>

国際大学は、広くわが国の経済界、教育界並びに地域社会の強い支援を背景に、昭和57(1982)年、国際社会で活躍できる高度な専門的知識を持った職業人の育成を企図する大学院大学として開学しました。

建学の理念の明文化にあたっては、研究者の養成を主目的とする従来の日本の大学院とその性格を異にする本学の成り立ちから、教育界・経済界などの学外有識者により構成された国際大学顧問会における議論を経て、本学の起草委員会が、大学院の憲法ともいえるべき「国際大学大学院のあり方」を起草、これを理事会が承認し発布しました。

「国際大学大学院のあり方」

<設立の趣旨>

1. 国際大学は広くわが国の経済界、教育界並びに地域社会の強い支援を背景に誕生した私学であることに鑑み、国際的進取の精神のもとに自主独立と、自由闊達な運営を基本姿勢とする。
2. 国際大学大学院は高度に専門的且つ学際的の学識を具備し、それを国際場で実践活用し得る人材を育成することをその主目的とする、新しいプロフェッショナル・スクールである。

<特色>

3. 本学の教学は上記趣旨に照らして学際的であることを原則とし、国際関係及び国際経営研究と地域研究を総合的に把握することを特色とする。
4. 高度に専門的な学識の具備を可能とするために、具体的なカリキュラムの内容、教育の方法の両面において独自性を創出すると共に、高度の研究活動を行うことにより社会的要請に応えてゆくことを目指す。
5. 国際的受容度の高い有為の人材を育成する観点から、本学の講義は原則として国際用語である英語で行う。
6. 本学は前記設立の趣旨に照らし、既に大学の学部課程を卒業して実務に携わっている者を教育することを主特色とする。同時に広く門戸を開き、国内及び海外から、専門の如何を問わず、多彩な背景をもつ人材を受け入れ、これらの学生間の相互交流を通じて実践的学識の充実を期する。
7. 前述の教学を強化するために、本学は全寮制を原則として経歴、国情の異なる有為の青年の共同生活を通じて、問題意識・世界観などの交流をめぐる成熟した相互刺激と切磋琢磨が行われることを目的とする。又、本学の卒業生は卒業後も、国際性豊かな友情と信頼を基盤として世界的なレベルで広く国際的な相互理解と人間関係の確立に努める。
8. 本学は広く内外からすぐれた教授陣を求めて国際的に構成し、教場内のみならず、学生との日常的な接触を通じて高度の人間形成に資することを志向する。更に学生のキャンパス生活が、地域社会との交流を通じてより多様且つ有意義なものとなるよう、あらゆる機会を活用することに努力する。

<国際大学の使命・目的>

国際大学は、国際社会や国際ビジネスが直面する諸問題を実践的に解決していくために必要な学術の理論及び応用の研究に取り組み、その教育を通して、高度に専門的な知識と技能及び異文化に対する深い理解と共感をもったグローバル・リーダーを育成し、もって国際社会の発展に寄与することを目的とする。

<国際関係学研究科の使命・目的>

人材養成に関する目的その他教育研究上の目的

国際関係学研究科は、時代の潮流を見通す長期的なビジョンと多様な価値観を認識し理解できるグローバルな視野を有し、国際社会が抱える広範囲で多様な課題に対して高度な分析能力と問題解決能力を発揮できるプロフェッショナルを養成することを目的とする。また、相互に関連する国際関係学、国際開発学、国際平和学、公共経営学の各分野において、日本およびアジア地域における経験を教育課程の中で有効に活用し、教員の教授・指導能力の向上と学生の能力開発に資する学術的な研究を促進する。全ての授業を英語により行う。

Founding Principles, Mission and Objectives

International University of Japan

The Founding Principles

International University of Japan (IUJ) was founded in 1982, with the extensive support of Japan's industrial, educational and local communities, to train professionals who can actively make contributions to the international society with a high level of interdisciplinary and specialized knowledge.

As the nature of IUJ is very different from other Japanese graduate schools that mainly nurture scholars for academia, founding principles were extensively discussed at the IUJ Advisory Committee, comprising eminent persons from industry and educational society, and at the Drafting Committee. The following is the Founding Principles of IUJ that have been made effective with the approval of the Board of Trustees Meeting.

The Founding Principles of the Graduate School of the International University of Japan

<Aims of the school>

1. The International University of Japan is a private post graduate institution founded with the extensive support of Japan's industrial, financial and educational circles and of administrative in the area where it was established. Its administrative policy, based on a spirit of progressive internationalism, is open and autonomous.
2. The graduate school of the International University of Japan is a new professional school whose primary purpose is to educate capable young men and women and develop in them a high level of interdisciplinary and specialized knowledge which they can put to practical use in the international arena.

<Characteristics of the school>

3. Reflecting the above aims, teaching and research in the graduate school are, as a matter of principle, interdisciplinary and are characterized by the comprehensive integration of area studies with the study of international relations and international management.
4. In order to develop in its students a high level of specialized knowledge, the graduate school aims to foster originality in both teaching methods and in the organization of its curriculum and also to respond to social needs through extensive research activities.
5. Instruction in the graduate school will as a general rule be conducted in English with a view to educating talented men and women whose skills will be applicable throughout international society.
6. One of the fundamental aims of the founding of the graduate school is to encourage the enrollment of college graduates who have had previous business experience. The school opens its doors widely and welcomes persons with a wide variety of back grounds and specialties, both from Japan and abroad, in the hope that their practical knowledge will be further broadened and reinforced through friendship and interaction with other students.
7. To effectively implement the above stated aims, students will as a rule reside in dormitories so that by living together young people of different nationalities and with different backgrounds can be stimulated by each other's world views and awareness of critical issues and learn to work together.
8. It is hoped that the graduates of the university will promote a high level of mutual understanding and international friendship on the basis of the personal relationships and trust developed during their student days.
9. The graduate school has searched widely for distinguished scholars from Japan and abroad, who are experts in their fields, to create a truly international faculty, which will have a strong formative influence on the students by maintaining close contact with them not only in the classroom but outside of it in the opportunities offered for interaction with the local community so that the students' learning experiences can be both varied and meaningful.

IUJ Mission and Objectives

The objectives of IUJ are to:

- teach and conduct research in academic theory and application necessary for practical solutions of the issues facing international society and international businesses, and
- foster global leaders who have high level of specialized knowledge and skills, and deep understanding of and respect for different cultures, and thereby contributing to development of international society.

Mission and Objectives of Graduate School of International Relations

GSIR is dedicated to developing professionals by educating students towards acquiring a long-term vision of the rapidly changing world, appreciating diverse perspectives in global and local contexts, and enhancing their analytical skills and problem-solving capabilities in a wide range of contemporary international affairs. GSIR also encourages academic research conducive to the development of its faculty's teaching and supervision as well as student's capability in the fields of international relations, international development and international peace studies and public management, utilizing the experiences of Japan and the Asia-Pacific region. All programs are conducted in English.

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INSTRUCTIONS

Degree Programs

Four separate two-year graduate programs are offered in the GSIR (Graduate School of International Relations) that lead to Master's Degrees: the International Relations Program (IRP), the International Development Program (IDP), the Public Management and Policy Analysis Program (PMPP), and the Japan-Global Development Program (JGDP). In addition, one 1-year graduate program is offered, the International Public Policy Program (IPPP).

Degrees Conferred

Those who successfully complete the IRP program receive a Master of Arts degree in International Relations or a Master of Arts degree in Political Science. Those who successfully complete the IDP program receive a Master of Arts degree in International Development or Economics. Those who successfully complete the PMPP program receive a Master of Arts degree in Public Management or Public Policy. Those who successfully complete the JGDP program receive a degree for their respective concentration as follows:

Foreign Policy: Master of Arts in International Relations,
Development Policy: Master of Arts in International Development,
Economic Policy: Master of Arts in Economics,
Public Management: Master of Arts in Public Management
Those who successfully complete the IPPP program receive a Master of International Public Policy.

Degree Requirements for 2-year Programs

Conditions for Conferring the Degree

The Degree of Master of Arts will be conferred upon satisfaction of the following basic requirements.

(1) Enrollment Requirements

NOTE: The "Enrollment Requirement" requirement is not applicable to students who transfer to the GSIR as 2nd year students by agreement with specific universities. (These students are called "Linkage program students" henceforth.) Please refer to the Linkage program student information below.

All Master's candidates must be enrolled for a minimum of two years (six terms) on a degree candidate basis. However, exceptions can be made for students recognized to have achieved distinguished academic performance and meet the requirements in less than two years but more than one year.

Linkage program students must be enrolled in the GSIR at IUJ for a minimum of one year (three terms) on a degree candidate basis.

(2) Course Requirements

MA candidates must complete a necessary number of credits of core required courses, core elective courses, and elective courses in accordance with the requirements designated by the degree program they choose.

(3) MA Thesis/Research Report Requirements

Under the guidance of their supervisors, candidates must complete an acceptable MA thesis or Research Report.

(4) Final Examination Requirements

In the thesis option, candidates must pass a final oral examination conducted by the examining committee on the

topic of their MA thesis in the research report option, no oral examination is required. The examining committee decides how to conduct the final examination.

(5) GPA requirement for graduation

A total GPA of at least 2.5 is required.

Academic Performance Review

(1) Warning

Those students whose total GPA falls below 3.0 will receive a letter of warning from the Dean.

(2) Probation

Those students whose total GPA falls below 2.5 or those who receive four (4) or more failing grades in courses will be placed on probation status.

(3) GPA requirement for promotion

Promotion to the 2nd year for those students whose total GPA falls below 2.5 at the end of the first academic year must be approved by faculty in principle.

Citations

(1) University Citations

Students who demonstrate excellence in both their character and academic performance, or who have conducted deeds worthy of public knowledge, may be awarded a university citation by the President.

(2) Dean's Citation

Those students who have achieved excellent academic performance will be awarded a Dean's citation upon the recommendation of the faculty meeting. Awards will be granted on the basis of students' academic performance, primarily GPA (the top 10% of each program in principle).

Enrollment Requirements and Student Registration for 2-year Programs

Time of Enrollment

MA students may be enrolled at the beginning of Fall term (September) or, in exceptional cases, Winter term (January) or Spring term (April).

Required Period of Enrollment

NOTE: The "Required Period of Enrollment" is not applicable to "Linkage program students". Please see below for the requirements for Linkage program students.

A minimum of two years (six terms) of enrollment on a degree candidate basis is required for students to complete their graduate studies. The total period of enrollment cannot exceed four years (twelve terms). As an exception, however, if a student is recognized by the GSIR to have achieved distinguished performance, the period of enrollment can be less than two years, but more than one year. Please see the implementation policy described later for this exception.

For "Linkage program students", a minimum of one year (three terms) of enrollment in the GSIR on a degree candidate basis is required for such students to complete their graduate studies.

Time of Graduation

Once all requirements are completed, students may graduate at the end of any term (i.e., December, March or June). A

graduation ceremony is held once a year at the end of Spring term in June. Graduates who received their degrees in December or March will also be invited to attend the June ceremony.

Changes in Student Registration

Leave of Absence

Those students who have to leave the GSIR temporarily due to unavoidable reasons such as illness or other matters that prevent them from continuing with their studies must submit a designated application for a leave of absence. If the necessity for leave occurs, please consult the Office of Academic Affairs (OAA) immediately. In case of illness, the application must be accompanied by a medical certificate.

(1) Period of leave of absence

A leave of absence may be allowed for a period or periods up to a maximum of 2 years (6 terms) in total.

Note: In principle, the period of any leave of absence shall not be included in the period of enrollment.

(2) Extension of leave of absence

When a student taking leave of absence needs additional time, s/he must apply to extend the leave of absence. The period of leave of absence including the extended period cannot exceed 2 years.

(3) Tuition Fees during the Leave of Absence

A tuition fee shall not be imposed during the period of leave of absence.

Note: The term "Leave of Absence" here does not include approved studies at other graduate institutions and approved research activities off campus.

Re-Enrollment

A student who wishes to resume study in the GSIR after a leave of absence must apply for re-enrollment. An application form must be submitted before the expiration of the leave of absence. The time of re-enrollment shall be at the beginning of a term.

Withdrawal

A student who wishes to withdraw from the school due to unavoidable reasons such as illness or other matters must submit an application for withdrawal. If the necessity of withdrawal occurs, please contact the OAA immediately.

Dismissal

Students who fall into one of the following categories may be dismissed by the President following deliberation by and recommendation of the GSIR faculty meeting.

- (a) Those who are recognized by the school to be unable to study due to unavoidable reasons such as illness or other matters.
- (b) Those who cannot fulfill the degree requirements within four years of enrollment.
- (c) Those who do not follow the necessary procedure for course registration and have failed to follow the procedure to obtain approval for a leave of absence or withdrawal.
- (d) Those who fail to pay obligations such as tuition and dormitory fee payments, and fail to pay within the period prescribed in the University regulations.
- (e) Those who cannot re-enroll beyond the period of the leave of absence.
- (f) Those who have been reported as deceased.

Re-Admission

A student who has been dismissed or has withdrawn from the school may apply for re-admission. A complete application form must be submitted to the OAA. The decision will be made by the President upon the recommendation of the GSIR faculty meeting.

Study in Other Graduate Institutions

NOTE: The sections regarding "Study in Other Graduate Institutions" (a-e) are not applicable to "Linkage program students".

When GSIR deems it beneficial, students may be allowed to study at other graduate schools, both in Japan and abroad, while they are enrolled in GSIR based on prior consultation with the other graduate institutions.

- (a) The period of study in other graduate institutions may be included in the period of enrollment in the GSIR.
- (b) No more than ten (10) credits for courses taken during study at other graduate institutions can be transferred upon faculty meeting approval for fulfillment of GSIR course requirements.
- (c) During approved periods of study at other graduate institutions, students may not register for courses in the GSIR. The Advanced Seminar requirement can be replaced with transferred credits or other content course credits obtained from the GSIR.
- (d) In order to facilitate study at other graduate schools abroad, the GSIR has established formal student exchange programs based on exchange agreements with the following institutions to which GSIR can send IUJ students.
 - Norman Paterson School of International Affairs - Carleton (Canada)
 - Faculty of Social Sciences – Charles (Czech)
 - Bocconi University (Italy)
 - Blanquerna School of Communication and International Relations – URL (Spain)
 - School of International Trade and Economics – UIBE (China)
 - Graduate School of International Studies – SNU (Korea)
 - Graduate School of International Studies – Yonsei (Korea)
 - Graduate School of International Studies – Ewha (Korea)
 - Thammasat University (Thailand)
 - College of Social Science – NCCU (Taiwan)
 - Foreign Trade University (Vietnam)

Note that some of the above institutions may not invite exchange applications from IUJ because of imbalances between the numbers of students accepted and sent in the past, etc. In general, students will be sent to host institutions during the term corresponding to IUJ's Fall term. The selection of students studying at affiliated institutes takes place in the Winter term. A detailed explanation concerning exchange programs will be given prior to the selection.

- (e) A student who wishes to study at a graduate school that has no exchange agreement with GSIR must consult the OAA in advance.

Implementation Policy for Recognizing Completion of Degree Requirements in less than 2 years

NOTE: This policy part (1-2) is not applicable to "Linkage program students".

All Master's candidates must be enrolled for a minimum of two years (six terms) on a degree candidate basis to obtain a Master of Arts degree. However, students recognized to have achieved distinguished academic performance may meet the requirements in less than two years but more than one year.

(1) Conditions

Those who have been enrolled in a Master's degree program for over one year and have satisfied the conditions below will be permitted to submit their thesis in the fifth term of their enrollment. The conditions for early graduation are:

- (a) The candidate must satisfy the credits requirement by the fifth term.
- (b) The candidate must have a GPA of 3.80 or above at the time of application.
- (c) Under the guidance of their supervisors, the candidate must complete an acceptable MA thesis and pass a final oral examination conducted by the examining committee on the topic of their MA thesis by the end of the fifth term.

(2) Procedures

- (a) Those who apply for this exception to the enrollment requirement must submit the designated application form to the OAA by the 2nd week after the class week starts of the fourth term.
- (b) The Dean's Office will evaluate the submitted application form, interview the candidate and consult with the supervisor. If the Dean deems the application appropriate, it will be brought to the faculty for a recommendation.
- (c) If the faculty meeting agrees, the evaluation of the MA thesis and the final examination for the candidate shall be conducted according to the schedule prescribed in the fifth term.
- (d) The faculty meeting will make the final decision regarding the graduation of the candidate if (s)he successfully fulfill all the degree requirements by the end of the fifth term.

In addition to the above, those who attended GSIR as non-degree students before they enroll as regular students may be permitted to shorten the regular enrollment period on the following conditions:

- (a) A candidate must have completed a certain number of credits during their non-degree student period, which may be transferred to the MA degree. The number of credits transferred must be comparable to those taken by regular students. A minimum of 6 credits per term is required for transfer for every single term the candidate would like to shorten.
- (b) A candidate must enroll as a regular student for at least 4 terms to receive thesis supervision, to complete Advanced seminars I, II & III and to submit a thesis in the final term
- (c) A candidate must successfully pass the thesis evaluation and final examination.

- (d) A candidate must pass the entrance examination to be admitted as a regular student, with the indication that (s)he would like to be permitted to shorten the enrollment period.

Those who apply for this exception must submit the application form before the completion of course registration of the term in which the candidate would like to start Advanced Seminar I. An application for credit transfer is also required at the beginning of his/her study as a regular student. If the faculty meeting agrees, the student can get on track to complete the MA program within four (4) consecutive terms. (Please refer to 'Transfer of Credits' on P.13 for the procedure. In this case, grades less than B+ may be transferred.) The faculty meeting will make the final decision regarding the graduation of the candidate if (s)he successfully passes the thesis evaluation and the final examination.

Course Requirements for the Class of 2025* (*Student who enrolled in 2023)

International Relations Program

■ MA in International Relations

Categories		Course ID	Course Title	Credit		
Core Required Courses 22 credits	Basic 16 credits Note 1)	DCC5045	Comparative Government and Politics	2		
		DCC5065	Foreign Policy Analysis	2		
		DCC5030	History of International Relations	2		
		DCC5035	Human Rights and Global Justice: Cultures, Gender, and Equality	2		
		DCC5095	International Organization	2		
		DCC5020	International Political Economy	2		
		DCC5040	International Politics	2		
		DCC5085	International Security in a Digitized World	2		
	Seminar 6 credits	SEM8010	Advanced Seminar I	2		
		SEM8020	Advanced Seminar II	2		
SEM8030		Advanced Seminar III	2			
Core Elective Courses At least 6 credits or 10 credits Note 2)	ADC5400	Analysis of Development Policies and Programs	2			
	ADC6015	Cross-cultural Communication	2			
	ADC5075	Diplomacy and Statecraft	2			
	ADC5422	Environment, Sustainable Development, and Human Security	2			
	ADC5480	Essentials of Economics	2			
	ADC5367	History of Global Political Economy	2			
	ADC5442	International Conflict Resolution and Peacebuilding	2			
	ADC6450	International Law	2			
	DCC5046	Political Theory	2			
	ADC5425	Refugees, Migrants and Human Security	2			
	DCC5235	Research Methods	2			
	ADC5430	Security and Strategy: National and International	2			
	Elective Courses 12 credits	GSIM course(s) at least 2 credits	At least 2 credits must be obtained from GSIM courses.			
10 credits		<Recommended Courses>				
		REC6310	American Foreign Policy	2		
		REC5758	Chinese Foreign Policy	2		
		ADC5366	Contemporary Issues of World Politics	2		
		ADC5435	Evolution of Modern Strategy	2		
		ADC6990	Global Issues: UNU Global Seminar (Cancelled for 2023/2024 AY)	1		
		JDP5031	International Relations and Foreign Policy of Japan	2		
		REC6452	International Relations in Eurasia	2		
		REC6436	Issues in African Development	2		
		JDP5042	Japanese Development Cooperation: Implementation and Practice	2		
		JDP5230	Japanese Government and Politics	2		
		JDP5051	Japanese International Development Cooperation	2		
		JDP5021	Japanese National Security Policy	2		
		DCC5345	Local Government and Public Service	2		
		JDP5201	Modern Japan in the World	2		
		DCC5348	Political Institutions and Governance	2		
		JDP5125	Politico-economic History of Japan's Modernization	2		
		JDP5011	Postwar Japanese Politics	2		
		DCC5360	Public Administration	2		
		ADC5012	Public Human Resource Management	2		
		ADC6020	Qualitative Methods	2		
		REC5628	Social Issues in Contemporary Japan: Modern and Postmodern	2		
		Select from all the courses offered at IUJ (including language courses) in consultation with faculty. The maximum number of credits for language courses which count towards graduation is 2. The extra credits students obtained from the courses listed in Core Elective category above can be counted as Elective course credits.				
		Required Number of Credits for Graduation: 40 credits (Thesis option) / 44 credits (Research Report option)				

In addition to the minimum credit requirement for each category mentioned above, students are required to obtain at least 30 credits from the courses which are offered by the school to which they belong.

Note 1) All the Basic Core Required courses (16 credits) must be taken in the first year.

Note 2) The required number of Core Elective course credits differs depending on whether a thesis or research report is to be undertaken. In the thesis option, 6 credits must be obtained while 10 credits must be obtained in the case of a research report option.

Course Requirements for the Class of 2025 (Students who enrolled in 2023)

International Relations Program

MA in Political Science

Categories		Course ID	Course Title	Credit		
Core Required Courses	Basic 16 credits Note 1)	DCC5261	Applied Econometrics or Econometrics (DCC5263)	2		
		DCC5045	Comparative Government and Politics *	2		
		DCC5345	Local Government and Public Service	2		
		DCC5348	Political Institutions and Governance	2		
		DCC5046	Political Theory *	2		
		DCC5360	Public Administration	2		
		DCC5235	Research Methods	2		
		DCC5220	Statistical Methods	2		
	Seminar 6 credits	SEM8010	Advanced Seminar I	2		
		SEM8020	Advanced Seminar II	2		
SEM8030		Advanced Seminar III	2			
Core Elective Courses At least 6 credits or 10 credits Note 2)	ADC5075	Diplomacy and Statecraft *	2			
	DCC5065	Foreign Policy Analysis *	2			
	DCC5030	History of International Relations *	2			
	DCC5035	Human Rights and Global Justice: Cultures, Gender, and Equality *	2			
	ADC6450	International Law *	2			
	DCC5095	International Organization *	2			
	DCC5020	International Political Economy *	2			
	DCC5040	International Politics *	2			
	DCC5085	International Security in a Digitized World *	2			
	ADC5430	Security and Strategy: National and International *	2			
Elective Courses 12 credits	GSIM course(s) at least 2 credits	At least 2 credits must be obtained from GSIM course(s).				
	10 credits	<Recommended Courses>				
		REC6310	American Foreign Policy *	2		
		ADC5400	Analysis of Development Policies and Programs *	2		
		REC5758	Chinese Foreign Policy *	2		
		ADC6015	Cross-cultural Communication	2		
		ADC5422	Environment, Sustainable Development, and Human Security *	2		
		ADC5435	Evolution of Modern Strategy	2		
		ADC6990	Global Issues: UNU Global Seminar (Cancelled for 2023/2024 AY) *	1		
		ADC5367	History of Global Political Economy	2		
		JDP5031	International Relations and Foreign Policy of Japan *	2		
		REC6452	International Relations in Eurasia *	2		
		REC6436	Issues in African Development *	2		
		JDP5042	Japanese Development Cooperation: Implementation and Practice *	2		
		JDP5230	Japanese Government and Politics	2		
		JDP5051	Japanese International Development Cooperation *	2		
		JDP5021	Japanese National Security Policy *	2		
		JDP5201	Modern Japan in the World *	2		
		JDP5125	Politico-economic History of Japan's Modernization	2		
		JDP5011	Postwar Japanese Politics *	2		
		ADC5012	Public Human Resource Management	2		
		ADC6020	Qualitative Methods	2		
		ADC5425	Refugees, Migrants, and Human Security *	2		
		REC5628	Social Issues in Contemporary Japan: Modern and Postmodern *	2		
		The above courses are recommended. Select from all the courses offered in IUJ (including language courses) in consultation with faculty. The maximum number of credits for language courses which count towards graduation is 2. The extra credits students obtained from the courses listed in Core Elective category above can be counted as Elective course credits.				
		Required Number of Credits for Graduation: 40 credits (Thesis option) / 44 credits (Research Report option)				

You must take at least 18 credits in total from IR field courses from Core Required, Core Elective, and Elective together. IR field courses are shown with an asterisk(*) next to the course title.

In addition to the minimum credit requirement for each category mentioned above, students are required to obtain at least 30 credits from the courses which are offered by the school to which they belong.

Note 1) All the Basic Core Required courses (16 credits) must be taken in the first year.

Note 2) The required number of Core Elective course credits differs depending on whether a thesis or research report is to be undertaken. In the thesis option, 6 credits must be obtained while 10 credits must be obtained in the case of a research report option.

Course Requirements for the Class of 2025* (*Student who enrolled in 2023)

International Development Program (IDP)

■ MA in International Development

Categories		Course ID	Course Title	Credit
Core Required Courses 22 credits	Basic 16 credits Note 1)	DCC5270	Development Economics	2
		DCC5261	Econometrics *	2
		DCC5285	International Trade	2
		DCC5245	Macroeconomics I: Income Theory *	2
		DCC5252	Macroeconomics II: Business Cycle and Growth Theory *	2
		DCC5238	Microeconomics I: Price Theory *	2
		DCC5242	Microeconomics II: Strategic Behavior and Information Analysis *	2
		DCC5220	Statistical Methods *	2
	Seminar 6 credits	SEM8010	Advanced Seminar I	2
		SEM8020	Advanced Seminar II	2
SEM8030		Advanced Seminar III	2	
Core Elective Courses At least 6 credits or 10 credits Note 2)	ADC6552	Agricultural Development and Resource Revenue Management	2	
	ADC5400	Analysis of Development Policies and Programs	2	
	MGT2340	Business Presentation	2	
	DCC5290	Cost Benefit Analysis	2	
	ADC6515	Cross-sectional and Panel Data Analysis	2	
	ADC5108	Development Policy and Globalization	2	
	ADC6656	Environmental and Health Economics	2	
	ADC6548	Evolving Development Paradigms and Changing Operational Strategies of Development Organizations	2	
	ADC5105	Financial System and Financial Regulation	1	
	ADC5115	Global Market Seminar	1	
	ADC6755	Industrial Organization and Policy Analysis	2	
	ADC7010	Inequality and Poverty: Measurement and Applications	2	
	ADC6647	Interactions, Institutions, and Economic Development	2	
	DCC5284	International Finance	2	
	REC6436	Issues in African Development	2	
	JDP3030	Japanese Corporate Finance and Financial System	2	
	JDP5051	Japanese International Development Cooperation	2	
	JDP5211	Japan's Education System	2	
	ADC6663	Labor Economics	2	
	ADC6567	Macroeconomic Modeling and Forecasting	2	
	DCC5255	Macroeconomics and Policy Analysis	2	
	DCC5212	Mathematics for Economics and Management	2	
	DCC5281	Monetary Economics and Policy Analysis	2	
	ADC5110	Monetary Policy in Developing Countries	2	
	DCC5320	Policy Evaluation	2	
	DCC5280	Public Finance	2	
	DCC5370	Public Finance and Budgeting	2	
	DCC5235	Research Methods	2	
	ADC6668	Roles of Government and Entrepreneurs in Development	2	
	ADC6526	Time Series Analysis	2	
Elective Courses 12 credits	GSIM course(s) at least 2 credits	At least 2 credits must be obtained from GSIM courses excluding "Business Presentation (MGT2340)" and "Japanese Corporate Finance and Financial System (JDP3030)".		
	10 credits	Select from all the courses offered at IUJ (including language courses) in consultation with faculty. The maximum number of credits for language courses which count towards graduation is 2. The extra credits students obtained from the courses listed in Core Elective category above can be counted as Elective course credits.		
Required Number of Credits for Graduation: 40 credits (Thesis option) / 44 credits (Research Report option)				

In addition to the minimum credit requirement for each category mentioned above, students are required to obtain at least 30 credits from the courses which are offered by the school to which they belong.

Note 1) The 6 courses marked with an asterisk (*) in the Basic Core Required courses must be taken in the first year.

Note 2) The required number of Core Elective course credits differs depending on whether a thesis or research report is to be undertaken. In the thesis option, 6 credits must be obtained while 10 credits must be obtained in the case of a research report option.

Course Requirements for the Class of 2025* (*Student who enrolled in 2023)

International Development Program (IDP)

■ MA in Economics

Categories		Course ID	Course Title	Credit
Core Required Courses 20 credits	Basic 14 credits Note 1)	DCC5212	Mathematics for Economics and Management	2
		DCC5220	Statistical Methods	2
		DCC5238	Microeconomics I: Price Theory	2
		DCC5242	Microeconomics II: Strategic Behavior and Information Analysis	2
		DCC5245	Macroeconomics I: Income Theory	2
		DCC5252	Macroeconomics II: Business Cycle and Growth Theory	2
		DCC5261	Econometrics	2
	Seminar 6 credits	SEM8010	Advanced Seminar I	2
		SEM8020	Advanced Seminar II	2
		SEM8030	Advanced Seminar III	2
Core Elective Courses At least 8 credits or 12 credits Note 2)	ADC6552	Agricultural Development and Resource Revenue Management	2	
	ADC5400	Analysis of Development Policies and Programs	2	
	MGT2340	Business Presentation	2	
	DCC5290	Cost Benefit Analysis	2	
	ADC6515	Cross-sectional and Panel Data Analysis	2	
	DCC5270	Development Economics	2	
	ADC5108	Development Policy and Globalization	2	
	ADC6656	Environmental and Health Economics	2	
	ADC6548	Evolving Development Paradigms and Changing Operational Strategies of Development Organizations	2	
	ADC5105	Financial System and Financial Regulation	1	
	ADC5115	Global Market Seminar	1	
	ADC6755	Industrial Organization and Policy Analysis	2	
	ADC7010	Inequality and Poverty: Measurement and Applications	2	
	ADC6647	Interactions, Institutions, and Economic Development	2	
	DCC5284	International Finance	2	
	DCC5285	International Trade	2	
	REC6436	Issues in African Development	2	
	JDP3030	Japanese Corporate Finance and Financial System	2	
	JDP5051	Japanese International Development Cooperation	2	
	JDP5211	Japan's Education System	2	
	ADC6663	Labor Economics	2	
	ADC6567	Macroeconomic Modeling and Forecasting	2	
	DCC5255	Macroeconomics and Policy Analysis	2	
	DCC5281	Monetary Economics and Policy Analysis	2	
	ADC5110	Monetary Policy in Developing Countries	2	
	DCC5320	Policy Evaluation	2	
	DCC5280	Public Finance	2	
	DCC5370	Public Finance and Budgeting	2	
	DCC5235	Research Methods	2	
	ADC6668	Roles of Government and Entrepreneurs in Development	2	
ADC6526	Time Series Analysis	2		
Elective Courses 12 credits	GSIM course(s) at least 2 credits	At least 2 credits must be obtained from GSIM courses excluding "Business Presentation (MGT2340)" and "Japanese Corporate Finance and Financial System (JDP3030)".		
	10 credits	Select from all the courses offered at IUJ (including language courses) in consultation with faculty. The maximum number of credits for language courses which count towards graduation is 2. The extra credits students obtained from the courses listed in Core Elective category above can be counted as Elective course credits.		
Required Number of Credits for Graduation: 40 credits (Thesis option) / 44 credits (Research Report option)				

In addition to the minimum credit requirement for each category mentioned above, students are required to obtain at least 30 credits from the courses which are offered by the school to which they belong.

Note 1) All the Basic Core Required courses must be taken in the first year.

Note 2) The required number of Core Elective course credits differs depending on whether a thesis or research report is to be undertaken. In the thesis option, 8 credits must be obtained while 12 credits must be obtained in the case of a research report option.

Course Requirements for the Class of 2025* (*Student who enrolled in 2023)

International Development Program (IDP)

■MA in Economics (Macroeconomic Policy Program for IMF)

Categories		Course ID	Course Title	Credit
Core Required Courses 28 credits	Basic 22 credits (Note)	DCC5261	Econometrics *	2
		DCC5284	International Finance	2
		DCC5285	International Trade	2
		DCC5245	Macroeconomics I: Income Theory *	2
		DCC5252	Macroeconomics II: Business Cycle and Growth Theory *	2
		DCC5238	Microeconomics I: Price Theory *	2
		DCC5242	Microeconomics II: Strategic Behavior and Information Analysis *	2
		DCC5255	Macroeconomics and Policy Analysis	2
		DCC5281	Monetary Economics and Policy Analysis	2
		DCC5280	Public Finance	2
		DCC5220	Statistical Methods *	2
		Seminar 6 credits	SEM8010	Advanced Seminar I
	SEM8020		Advanced Seminar II	2
	SEM8030		Advanced Seminar III	2
	Elective Courses 12 credits	GSIM course(s) at least 2 credits	At least 2 credits must be obtained from GSIM courses excluding "Business Presentation (MGT2340)" and "Japanese Corporate Finance and Financial System (JDP3030)".	
10 credits		<Recommended Courses>		
		ADC6552	Agricultural Development and Resource Revenue Management	2
		ADC5400	Analysis of Development Policies and Programs	2
		MGT2340	Business Presentation	2
		DCC5290	Cost Benefit Analysis	2
		ADC6515	Cross-sectional and Panel Data Analysis	2
		DCC5270	Development Economics	2
		ADC5108	Development Policy and Globalization	2
		ADC6656	Environmental and Health Economics	2
		ADC6548	Evolving Development Paradigms and Changing Operational Strategies of Development Organizations	2
		ADC5105	Financial System and Financial Regulation	1
		ADC5115	Global Market Seminar	1
		ADC6755	Industrial Organization and Policy Analysis	2
		ADC7010	Inequality and Poverty: Measurement and Applications	2
		ADC6647	Interactions, Institutions, and Economic Development	2
		REC6436	Issues in African Development	2
		JDP3030	Japanese Corporate Finance and Financial Systems	2
		JDP5051	Japanese International Development Cooperation	2
		JDP5211	Japan's Education System	2
		ADC6663	Labor Economics	2
		ADC6567	Macroeconomic Modeling and Forecasting	2
		DCC5212	Mathematics for Economics and Management	2
		ADC5110	Monetary Policy in Developing Countries	2
		DCC5320	Policy Evaluation	2
		DCC5370	Public Finance and Budgeting	2
		DCC5235	Research Methods	2
		ADC6668	Roles of Government and Entrepreneurs in Development	2
		ADC6526	Time Series Analysis	2
Select from all the courses offered at IUJ (including language courses) in consultation with faculty. The maximum number of credits for language courses which count towards graduation is 2.				
Required Number of Credits for Graduation : 40 credits				

In addition to the minimum credit requirement for each category mentioned above, students are required to obtain at least 30 credits from the courses which are offered by the school to which they belong.

Note) The 6 courses marked with an asterisk (*) in the Basic Core Required courses must be taken in the first year.

Course Requirements for the Class of 2025* (*Student who enrolled in 2023)

Public Management and Policy Analysis Program

■ MA in Public Management

Categories		Course ID	Course Title	Credit
Core Required Courses 22 credits	Basic 16 credits Note 1)	DCC5263	Applied Econometrics or Econometrics (DCC5261)	2
		DCC5325	Introduction to Policy Analysis	2
		DCC5335	Managing Public Organizations	2
		DCC5238	Microeconomics I: Price Theory	2
		DCC5360	Public Administration	2
		DCC5370	Public Finance and Budgeting	2
		DCC5342	Public Policy Process	2
		DCC5220	Statistical Methods	2
	Seminar 6 credits	SEM8010	Advanced Seminar I	2
		SEM8020	Advanced Seminar II	2
SEM8030		Advanced Seminar III	2	
Core Elective Courses At least 6 credits or 10 credits Note 2)		REC7040	Asian Perspective of Public Governance	2
		DCC5290	Cost Benefit Analysis	2
		ADC6657	Environmental Policy and Disaster Management	1
		ADC5032	Information Policy and Management	2
		DCC5327	Introduction to Policy Modeling	2
		JDP5230	Japanese Government and Politics	2
		ADC5040	Leadership in the Public Sector	2
		DCC5345	Local Government and Public Service	2
		DCC5245	Macroeconomics I: Income Theory	2
		DCC5212	Mathematics for Economics and Management	2
		ADC5377	Performance Management	2
		DCC5320	Policy Evaluation	2
		ADC5378	Political Institutions and Governance	2
		ADC5012	Public Human Resource Management	2
		ADC5000	Public Organization Theory	2
		ADC6020	Qualitative Methods	2
		DCC5235	Research Methods	2
ADC5034	Survey Data Analysis	1		
Elective Courses 12 credits	GSIM course(s) at least 2 credits	At least 2 credits must be obtained from GSIM courses.		
	10 credits	Select from all the courses offered at IUJ (including language courses) in consultation with faculty. The maximum number of credits for language courses which count towards graduation is 2. The extra credits students obtained from the courses listed in Core Elective category above can be counted as Elective course credits.		
Required Number of Credits for Graduation				
40 credits (Thesis option) / 44 credits (Research Report option)				

In addition to the minimum credit requirement for each category mentioned above, students are required to obtain at least 30 credits from the courses which are offered by the school to which they belong.

Note 1) All the Basic Core Required courses must be taken in the first year.

Note 2) The required number of Core Elective course credits differs depending on whether a thesis or research report is to be undertaken. In the thesis option, 6 credits must be obtained while 10 credits must be obtained in the case of a research report option.

Course Requirements for the Class of 2025 (Students who enrolled in 2023)

Public Management and Policy Analysis Program

■ MA in Public Policy

Categories		Course ID	Course Title	Credit	
Core Required Courses	Basic 16 credits Note 1)	DCC5290	Cost Benefit Analysis	2	
		DCC5261	Econometrics	2	
		DCC5325	Introduction to Policy Analysis	2	
		DCC5327	Introduction to Policy Modeling	2	
		DCC5238	Microeconomics I: Price Theory	2	
		DCC5320	Policy Evaluation	2	
		DCC5342	Public Policy Process	2	
		DCC5220	Statistical Methods	2	
		Seminar 6 credits	SEM8010	Advanced Seminar I	2
			SEM8020	Advanced Seminar II	2
SEM8030	Advanced Seminar III		2		
Core Elective Courses At least 6 credits or 10 credits Note 2)	REC7040	Asian Perspective of Public Governance	2		
	ADC6657	Environmental Policy and Disaster Management	1		
	ADC6755	Industrial Organization and Policy Analysis	2		
	ADC5032	Information Policy and Management	2		
	JDP5230	Japanese Government and Politics	2		
	ADC5040	Leadership in the Public Sector	2		
	DCC5345	Local Government and Public Service	2		
	DCC5245	Macroeconomics I: Income Theory	2		
	DCC5212	Mathematics for Economics and Management	2		
	ADC5377	Performance Management	2		
	DCC5360	Public Administration	2		
	DCC5370	Public Finance and Budgeting	2		
	DCC5348	Political Institutions and Governance	2		
	ADC5012	Public Human Resource Management	2		
	ADC5000	Public Organization Theory	2		
	ADC6020	Qualitative Methods	2		
	DCC5235	Research Methods	2		
ADC5034	Survey Data Analysis	1			
Elective Courses	GSIM course(s) at least 2 credits	At least 2 credits must be obtained from GSIM course(s).			
Elective Courses 10 credits	Select from all the courses offered at IUJ (including language courses) in consultation with faculty. The maximum number of credits for language courses which count towards graduation is 2. The extra credits students obtained from the courses listed in Core Elective category above can be counted as Elective course credits.				
Required Number of Credits for Graduation					
40 credits (Thesis option) / 44 credits (Research Report option)					

In addition to the minimum credit requirement for each category mentioned above, students are required to obtain at least 30 credits from the courses which are offered by the school to which they belong.

Note 1) All the Basic Core Required courses (16 credits) must be taken in the first year.

Note 2) The required number of Core Elective course credits differs depending on whether a thesis or research report is to be undertaken. In the thesis option, 6 credits must be obtained while 10 credits must be obtained in the case of a research report option.

Course Requirements for the Class of 2025* (*Students who enrolled in 2023)

Japan-Global Development Program (JGDP)

Concentration		Foreign Policy			Public Management		
Degree		■ MA in International Relations			■ MA in Public Management		
Categories		Course ID	Course Title	Cr.	Course ID	Course Title	Cr.
Core Required Courses 22 credits	Basic Note 1)	DCC5045	•Comparative Government and Politics	2	DCC5263	•Either Applied Econometrics or Econometrics (DCC5261)	2
		DCC5065	•Foreign Policy Analysis	2	DCC5325	•Introduction to Policy Analysis	2
		DCC5030	•History of International Relations	2	DCC5335	•Managing Public Organizations	2
		DCC5035	•Human Rights and Global Justice: Cultures, Gender, and Equality	2	DCC5238	•Microeconomics I: Price Theory	2
DCC5095		•International Organization	2	DCC5360	•Public Administration	2	
DCC5020		•International Political Economy	2	DCC5370	•Public Finance and Budgeting	2	
DCC5040		•International Politics	2	DCC5342	•Public Policy Process	2	
DCC5085		•International Security in a Digitized World	2	DCC5220	•Statistical Methods	2	
	Credit Required	16 credits			16 credits		
	Seminar 6 credits	Course ID	Course Title			Cr.	
		SEM8010	•Advanced Seminar I			2	
		SEM8020	•Advanced Seminar II			2	
		SEM8030	•Advanced Seminar III			2	
Core Elective Courses At least 12 credits or 16 credits	JGDP Courses (Offered by GSIR)	JDP5031	•International Relations and Foreign Policy of Japan			2	
		JDP5042	•Japanese Development Cooperation: Implementation and Practice			2	
JDP5230		•Japanese Government and Politics			2		
JDP5051		•Japanese International Development Cooperation			2		
JDP5021		•Japanese National Security Policy			2		
JDP5211		•Japan's Education System			2		
JDP5201		•Modern Japan in the World			2		
JDP5125		•Politico-economic History of Japan's Modernization			2		
JDP5130		•Postwar Japanese Economic Statecraft			1		
JDP5011		•Postwar Japanese Politics			2		
Note 2)		JGDP Courses (Offered by GSIM)	JDP3060	•Agriculture Business and Policy in Japan			1
	JDP3040		•Business Leaders in Japan			2	
	JDP2040		•Japan's Major industries and Human Resource Practices			2	
	JDP3030		•Japanese Corporate Finance and Financial System			2	
	JDP3010		•Japanese Style Management and Corporate Governance			2	
	JDP2030		•Monozukuri (Manufacturing) Management in Japan			2	
	JDP2050		•Primer for Industrial Development Policy			2	
	JDP2020		•Small to Medium-sized Firms in Japan			2	
Elective Courses 6 credits	GSIM course(s) at least 2 credits	At least 2 credits must be obtained from GSIM courses excluding the JGDP courses listed above.					
	4 credits	Select from all the courses offered at IUJ (including language courses) in consultation with faculty. The maximum number of credits for language courses which count towards graduation is 2. The extra credits students obtained from the courses listed in Core Elective category above can be counted as Elective course credits.					
Required Number of Credits for Graduation:							
40 credits (Thesis option) / 44 credits (Research Report option)							

In addition to the minimum credit requirement for each category mentioned above, students are required to obtain at least 30 credits from the courses offered by the school to which they belong.

Note 1) All the Basic Core Required courses must be taken in the first year.

Note 2) The required number of JGDP course credits differs depending on whether a thesis or research report is to be undertaken. In the thesis option, 12 credits must be obtained from JGDP courses, while 16 credits must be obtained for the research report option.

Course Requirements for the Class of 2025* (*Students who enrolled in 2023)

Japan-Global Development Program (JGDP)

Concentration		Economic Policy			Development Policy		
Degree		■MA in Economics			■ MA in International Development		
Categories		Course ID	Course Title	Cr.	Course ID	Course Title	Cr.
Core Required Courses 20 credits(EP)/ 22 credits(DP)	Basic Note 1)	DCC5261	•Econometrics	2	DCC5270	•Development Economics	2
		DCC5245	•Macroeconomics I: Income Theory	2	DCC5261	•Econometrics *	2
		DCC5252	•Macroeconomics II: Business Cycle and Growth Theory	2	DCC5285	•International Trade	2
		DCC5210	•Mathematics for Economics and Management	2	DCC5245	•Macroeconomics I: Income Theory *	2
		DCC5238	•Microeconomics I: Price Theory	2	DCC5252	•Macroeconomics II: Business Cycle and Growth Theory *	2
		DCC5242	•Microeconomics II: Strategic Behavior and Information Analysis	2	DCC5238	•Microeconomics I: Price Theory *	2
		DCC5220	•Statistical Methods	2	DCC5242	•Microeconomics II: Strategic Behavior and Information Analysis *	2
	Credit Required	14 credits			16 credits		
	Seminar 6 credits	Course ID	Course Title			Cr.	
		SEM8010	•Advanced Seminar I			2	
		SEM8020	•Advanced Seminar II			2	
		SEM8030	•Advanced Seminar III			2	
Core Elective Courses At least 12 credits or 16 credits Note 2)	JGDP Courses (Offered by GSIR)	JDP5031	•International Relations and Foreign Policy of Japan			2	
		JDP5042	•Japanese Development Cooperation: Implementation and Practice			2	
		JDP5230	•Japanese Government and Politics (Newly added)			2	
		JDP5051	•Japanese International Development Cooperation			2	
		JDP5021	•Japanese National Security Policy			2	
		JDP5211	•Japan's Education System			2	
		JDP5201	•Modern Japan in the World			2	
		JDP5125	•Politico-economic History of Japan's Modernization			2	
	JDP5130	•Postwar Japanese Economic Statecraft			1		
	JDP5011	•Postwar Japanese Politics			2		
	JGDP Courses (Offered by GSIM)	JDP3060	•Agriculture Business and Policy in Japan			1	
		JDP3040	•Business Leaders in Japan			2	
		JDP2040	•Japan's Major industries and Human Resource Practices			2	
		JDP3030	•Japanese Corporate Finance and Financial System			2	
JDP3010		•Japanese Style Management and Corporate Governance			2		
JDP2030		•Monozukuri (Manufacturing) Management in Japan			2		
JDP2050	•Primer for Industrial Development Policy (Newly added)			2			
JDP2020	•Small to Medium-sized Firms in Japan			2			
Elective Courses 8 credits(EP) 6 credits(DP)	GSIM course(s) at least 2 credits	At least 2 credits must be obtained from GSIM courses excluding the JGDP courses listed above.					
	6 credits(EP)/ 4 credits(DP)	Select from all the courses offered at IUJ (including language courses) in consultation with faculty. The maximum number of credits for language courses which count towards graduation is 2. The extra credits students obtained from the courses listed in Core Elective category above can be counted as Elective course credits.					
Required Number of Credits for Graduation:							
40 credits (Thesis option) / 44 credits (Research Report option)							

In addition to the minimum credit requirement for each category mentioned above, students are required to obtain at least 30 credits from the courses offered by the school to which they belong.

Note 1) Students in Economic Policy concentration must take all the Basic Core Required courses in the first year, while students in Development Policy concentration must take 6 courses marked with an asterisk (*) in the Basic Core Required courses in the first year.

Note 2) The required number of JGDP course credits differs depending on whether a thesis or research report is to be undertaken. In the thesis option, 12 credits must be obtained from JGDP courses, while 16 credits must be obtained for the research report option.

Course Credits

Students who have completed the requirements for a course will be given the credits assigned to that course. The number of credits assigned to each course is decided in accordance with the following criteria.

- (a) Content Courses (Non-Language Courses): Two-credit content courses are scheduled in the 8-week regular study period (1st module) where 24 hours of classroom studies are conducted. A one-credit content course (a half-course) normally is scheduled in a 2-week special study period (2nd module).
- (b) Language Courses: The main English courses, i.e., Academic English I-II, English for Research Writing, English for Thesis Writing, English for Professional Communications I-II, and Academic English Literacy are one (1) credit courses. The main Japanese courses, i.e., Elementary Japanese I-III, Intermediate Japanese I-III, Upper Intermediate Japanese I-III and Advanced Japanese I-VI are also one (1) credit courses; however, 0.5 credit is given for each Basic Japanese course, and zero (0) credit is given for Japanese for Zero Beginners.

Advanced Seminar Requirements

NOTE: In this section, parts (d), (e) and (f) are not applicable to "Linkage program students".

- (a) Advanced seminars are designed to give students guidance for their research and for the writing of Master's theses or Research Reports.
- (b) Advanced Seminars are evaluated by Pass/Non-pass grade.
- (c) Master's candidates in the GSIR must take three advanced seminars conducted by their supervisors starting from the third term of their enrollment. Linkage program students must take two advanced seminars conducted by their supervisors in the GSIR during the first and second terms of their enrollment.
- (d) Students cannot take an advanced seminar in the final term of their enrollment.
- (e) Students can register for an Advanced Seminar while engaged in field research off campus.
- (f) Students who study at other graduate schools may substitute one seminar with another course other than a language course. Transferred credits taken after enrollment can also replace seminar credits.
- (g) Students who are qualified to graduate in the fifth term with less than two years of enrollment and who have achieved distinguished academic performance can substitute their (final) advanced seminar credits with other content course credits to fulfill the 6 credit advanced seminar requirement.

English Language Requirements

Students who are not exempted in accordance with English exemption policies are required to take English language courses. For more details, check the English exemption policies enclosed with the admission documents, and other notices for English language courses on the English Language Program notice board near the OSS.

Enrollment in English language courses

The English Language Program has a policy that students may only enroll in one English language course per term. Please contact the English Language Program coordinator for

further details and discuss which course may be most suitable for you to enroll in.

Recognition of Credits in Language Courses

A maximum of 2 credits from language courses can be counted toward degree requirements

Conferment of Special Certificates

The certificates will be issued upon application at the time of their graduation. (Students enrolled in JGDP are not eligible for these certificates.)

(1) "JAPAN FOCUS" Certificate

IUJ encourages all students to take as many Japan-related courses as possible in order to take advantage of studying in Japan. IUJ will confer a "Japan Focus" certificate to students who have obtained 8 credits in the following courses offered by the Japan-Global Development Program (JGDP).

<Course List for 2023-24 Academic Year>

Course ID	Course title (Credit)	Term
(GSIR courses)		
JDP5011	Postwar Japanese Politics	(2) Win
JDP5021	Japanese National Security Policy	(2) Fall
JDP5031	Int'l Relations & Foreign Policy of Japan	(2) Win
JDP5042	Japanese Development Cooperation: Implementation and Practice	(2) Fall
JDP5051	Japanese Int'l Development Cooperation	(2) Spr
JDP5125	Politico-economic History of Japan's Modernization	(2) Win
JDP5130	Postwar Japanese Economic Statecraft	(1) Spr
JDP5201	Modern Japan in the World	(2) Fall
JDP5211	Japan's Education System	(2) Win
JDP5230	Japanese Government and Politics	(2) Win

(GSIM courses)

JDP2020	Small to Medium-sized Firms in Japan	(2) Win
JDP2030	Monozukuri (Manufacturing) Management in Japan	(2) Spr
JDP2040	Japan's Major industries and Human Resource Practices	(2) Fall
JDP2050	Primer for Industrial Development Policy	(2) Spr
JDP3010	Japanese Style Management & Corporate Governance	(2) Win
JDP3030	Japanese Corporate Finance & Financial System	(2) Fall
JDP3040	Business Leaders in Japan	(2) Win
JDP3060	Agriculture Business and Policy in Japan	(1) Spr

(2) "International Organization Professionals (IOP) Focus" Certificate

IUJ introduced the IOP Focus in order to promote education of students interested in international organization careers. To be eligible for the "IOP Focus" certificate, students in IRP, IDP, PMPP, or IPPP have to take at least five courses from the 13 designated courses listed below.

<Course List for 2023-24 Academic Year>

Course ID	Course title (Credit)	Term
(GSIR courses)		
ADC5012	Public Human Resource Management	(2) Win
ADC5108	Development Policy and Globalization	(2) Spr
ADC6668	Role of Government and Entrepreneurs in Development	(2) Fall
DCC5020	International Political Economy	(2) Win
DCC5035	Human Rights and Global Justice: Cultures,	

Gender, and Equality (2) Win/Spr
 DCC5040 International Politics (2) Fall
 DCC5065 Foreign Policy Analysis (2) Fall
 DCC5085 International Security in a Digitized World (2)
 Win/Spr
 DCC5095 International Organization (2) Win
 DCC5270 Development Economics (2) Spr
 DCC5320 Policy Evaluation (2) Spr
 DCC5348 Political Institutions and Governance (2) Spr

(GSIM courses)

JDP3060 Agriculture Business and Policy in Japan (1) Spr

Transfer of Credits

NOTE: Parts (1-3) of this section are not applicable to "Linkage program students".

(1) Transfer of Credits obtained prior to Enrollment

No more than ten (10) credits obtained in graduate institutions before entering the GSIR's Master's degree program may be transferred toward GSIR degree requirements upon the recommendation of the GSIR faculty meeting. Course credits to be transferred must be from English-medium graduate programs (including credits obtained on a non-degree basis) and be equivalent in quality and compatible in content to GSIR courses. Only credits for which the student obtained a grade equivalent to B+ or above on the GSIR grading scale shall be transferred. A student who would like to apply for credit transfer should consult with the OAA regarding the necessary procedures at the beginning of the first term of the student's enrollment. After consultation with the OAA, s/he is required to complete an application form and submit it with course syllabi and transcripts to the OAA no later than the last weekday of October. Credits obtained at other universities will be given a P (Pass) grade.

(2) Transfer of Credits obtained after Enrollment

In addition to the above, no more than ten (10) credits obtained after entering the GSIR during the permitted periods of study at other graduate schools, including exchange programs, may be transferred upon the recommendation of the faculty. Application for credit transfers must be made after completion of study at the other graduate institution(s). Credits transferred are included in the calculation of the student's GPA.

(3) Credit Transfer for Required Courses

Credit transfer will not be permitted for required courses except for advanced seminars. Credits obtained at other graduate schools after enrollment during the permitted period of study (as described in (2)) can be transferred as advanced seminar credits.

Classes

The academic year is divided into three terms: Fall, Winter and Spring. For content courses (Non-language courses), each term consists of 8 weeks of regular study (1st module), a 2-week special study period (2nd module), and an examination period. For language courses, each term consists of 10 weeks of classes and an examination period. Each class, lasting 90 minutes, is given in a corresponding period as shown below.

Period	Hours
1	8:50-10:20
2	10:30-12:00
3	13:00-14:30
4	14:40-16:10

5	16:20-17:50
6	18:00-19:30
7	19:40-21:10

Changes in Class Schedule, Class Cancellation and Substitution Classes

When a class schedule is changed, a class is canceled and/or a substitution class is held, the course instructor or OAA will let you know by email.

Attendance Policy

Classes are compulsory and prolonged unexplained absence from a course may result in the award of an F grade for the course in question.

Absence during term time

Students who intend to be absent from campus for longer than one week during term time (class weeks and examination periods included) to take up internships or for any other reason must seek the Dean's permission in advance.

- If approval is granted, the Dean may ask course instructors to make special arrangements on the students' behalf.
- Course Instructors are not obliged to make special arrangements or to schedule separate examinations for such students. Approval for arrangements will be subject to GSIR rules including the attendance policy.

School Holidays

School holidays are to include the following:

- Holidays which are prescribed by the National Holidays Act (Act No. 178;1948)
- Sundays
- The Foundation Day of the university - May 14
- Spring Vacation (See the academic calendar)
- Summer Vacation (")
- Winter Vacation (")
- Special holidays - as determined by the President

Upon the discretion of the responsible faculty members, classes and examinations may be conducted on holidays.

Course Registration Policy and Procedures

(1) Course Registration

In the designated period of the preceding term, students are requested to register for the courses they intend to undertake.

(2) Completion/Change of Course Registration

Regardless of course registration, students must still be present and finalize their courses by the deadline for the completion/change of course registration at the beginning of each term. Students can also change the courses they selected during this period if necessary.

(3) Course Materials

Students are requested to order textbooks during the course registration period and completion/change of registration period for each term. After each period, OAA orders textbooks from overseas/domestic bookstores. Students cannot cancel their book orders once the orders have been placed.

(4) Grade Option for Japanese Language Courses

In all Japanese language courses, students are evaluated on a Pass/Non-pass basis in principle. However, students may choose a letter grade option (from A to F) by submitting a request form to the course instructor by the deadline for the completion of course registration. Please ask JLP faculty

members for the procedures and the form. Once decided, changing the grade option will not be allowed.

(5) Late Registration

If a student cannot meet the deadline for completion/change of course registration because of some acceptable reason, s(he) may be considered for late registration. In this case, the student must consult with the Dean's office and obtain approval for late registration. A late registration fee of 7,000 yen shall be automatically deducted from the student's allowance account by the Accounting office, in addition to the student's tuition fee. The last day for late registration is the first work day of the third week of classes in a term.

(6) Maximum Credits per Term

No more than twelve (12) credits may be taken in a term. Advanced Seminar and language courses are included in this maximum number of credits.

(7) Minimum Credits per Term

Students should take at least 2 credits per term excluding Advanced Seminar and language courses.

(8) Exemption from Minimum Credit limit

Exceptions to the above minimum credit requirement may be permitted in the following cases.

- (a) When a student has received faculty approval for an extension of time to submit a thesis, subject to registration rules.
- (b) When a student has made an application for field work which will entail absence from campus and which has been approved in advance by the faculty meeting.

(9) Selection of Courses

Students should be careful in the selection of their courses since changing course(s) after the completion/change of course registration deadline may not be allowed. Before completing their registration, students should examine course syllabi and receive guidance from their supervisor/faculty consultant. Duplicate registration (registering for two courses held during the same period) cannot be allowed.

(10) Approval for Course Registration

The approval signature of the supervisor/faculty consultant is required on the course registration form.

(11) Failure to Register

Failure to comply with the course registration policy/procedures along with the attendance policy may result in loss of scholarship or even student status.

Auditing Courses

A student may be allowed to audit a course without registering for it with the instructor's approval. Audited courses will not be recorded on transcripts.

Withdrawal from Courses

The student must communicate an intention to withdraw to the instructor on the designated form, which should be submitted to the OAA by the end of the 4th week of classes for a term. A withdrawal is filed at the office and is indicated on the transcript.

Cross Registration

The following rules and regulations will govern cross-registration of courses by GSIM and GSIR students.

(1) Criteria

- (a) Cross-registering for GSIM courses should complement the GSIR curriculum.
- (b) Cross-registering for GSIM courses should not duplicate GSIR course offerings.

- (c) The Dean determines whether proposed cross-registering for courses meets the criteria above.

(2) Extent Allowable and Qualifications

To maintain the academic integrity of each school's program, the extent to which a student is allowed to cross-register will be subject to the following conditions.

- (a) All students participating in cross-registration must be in good academic standing. They also must meet all GPA and TOEFL requirements established by the host school for its good academic standing.
- (b) Participating students must meet all the prerequisites for selected courses.
- (c) Cross-registered courses must have established syllabi and must meet on a regular basis.

(3) Class Size

To maintain teaching effectiveness in each course, cross registration for some courses may not be allowed depending on class size.

(4) Registration Procedures

During the completion/change of course registration period, students wanting to cross register must:

- a) obtain a permission from the instructor of the course(s)
- b) then obtain their supervisor's approval (on the registration form), and
- c) submit the registration form to OAA.
- d) The Dean of their school will then give official approval.

Examination

1. Examination Guidelines

Whether or not a course will have a mid-term and a final examination and the format in which these examinations will be taken are left to the discretion of each course instructor, who should announce these matters early in the term. Final examinations must be administered during the designated examination period.

Responsibility of Course Instructor

Prior to the examination, a course instructor should explicitly communicate to students his or her expectations for standards of behavior that are consistent with the honor code, and students should be warned of the consequences of cheating. A course instructor also should provide students with explicit instructions concerning the nature of exams and their conduct (this is especially important with any take-home exams; e.g. Whether or not group interaction is permitted), and general rules of the exam (time-limit, open/closed book, which items can be used during the exam, individual or group effort, group size, etc.)

Rules for in-class written examinations

<For Course Instructors>

1. Weight of exam questions should be clear.
2. If the number of enrollees in one course is more than 40, the exams are to be conducted in the MLIC 3F Hall, bigger classrooms (e.g.124 and 102) or two classrooms when the appropriate room is not available.
3. Distance between students (no sitting next to each other) should be arranged and having two people from the same country sit next to each other must be avoided. It is compulsory that a course instructor assign seating, which will be announced to the students just before the exam starts.

(OAA will prepare seating arrangement on behalf of the course instructor when the request is made at least a week before the exam date.)

4. All in-class exams should be proctored by the course instructor, in principle. If the number of enrollees in one course is more than 40, all in-class exams should be proctored by two individuals; the course instructor and a teaching assistant (TA) for the course (or an OAA staff member in the case of a course without a TA). If the instructor is unable to supervise the examination, someone else (another faculty member, TA or OAA staff) will act on his/her behalf and the course instructor should make necessary arrangements to ensure that relevant student questions relating to the exam can be answered.

5. Place a video camera(s) in a room where an exam is conducted. However, it can be omitted at the course instructor's direction if there are 5 or less enrollees in one course.

6. To ensure fairness, examination time should be strictly observed (at the faculty's discretion).

7. When examination is complete, students will individually turn in their completed examination documents to the course instructor or proctor. Having students pass the answer sheets to other students is not allowed.

8. If a course instructor witnesses any improper actions committed by the students during the exam, he/she has to take an appropriate action against the (potential) cheater and report it to the Dean after the exam.

9. When TAs are assigned as proctors, they are confined only to the designated room(s) and not allowed to go over to other rooms without explicit permission from the course instructor. If there is any issue relating to an examination question and it is beyond the capacity of the TAs, they must refer it directly to the course instructor.

<For Students>

1. Students are not allowed to turn over exam sheets until they are told to do so.

2. No materials except those which are allowed by the course instructor should be on the desk.

3. Students must not share their textbooks or notebooks during open book exams.

4. Mobile devices should be turned off and be put in the bag. Bags should be put in the rear or the front of the classroom until the exam is over.

5. A student who talks to his/her classmate(s) should be warned. When he/she gets warnings twice, he/she must leave the classroom immediately and will receive a failing grade for the exam.

6. When a student is found cheating or exhibiting any other misbehavior, he/she must leave immediately and the exam will receive an "F" grade.

7. A student who does not stop writing after the designated time will be warned, and must turn in his/her paper immediately.

8. It is a student's responsibility to report to a course instructor or a proctor in or immediately after the exam if he/she witnesses any improper actions committed by another student. The quick report will help the administration to investigate a suspected violation of the academic honor code.

Grading System

Student achievement in course work shall be evaluated on a scale of 100, with scores of 60 or greater being regarded as passing. The evaluation criteria for each course will be given in the course syllabus, and will include attendance, class presentations and essays and/or written/oral examinations.

Student achievement is recorded according to the following letter grades:

Grade	Explanation	Points	Score
A	Distinguished	4.0	96-100
A-	Very Good	3.75	90-95
B+	Good	3.5	80-89
B	Satisfactory	3.0	70-79
B-	Satisfactory Low	2.5	66-69
C	Poor	2.0	60-65
F	Failure	0.0	less than 60

The correspondence between letter grades and scores described in the above table is not absolute. It may be adjusted by the instructor of each course in order to take into account the specific characteristics of the course and the distribution of grades and scores within the course.

For Japanese language courses, there are letter-grade and pass/non-pass options. Students taking a Japanese course under the pass/non-pass grade option will earn a prescribed credit if a "pass" grade is awarded. If a "non-pass" grade is awarded under the pass/non-pass grade option, no credit will be awarded and the student's GPA will not be affected.

Other Marks

I Incomplete

Indicates that the student failed to complete the requirements of the course during the term in which the course was offered.

P Pass

(a) Indicates that the student has passed a course where assessment is made on a pass/fail basis.

(b) Indicates that the student has passed a Thesis/Research Report.

NP Non-pass (Failure in Pass/Fail Courses)

(a) Indicates that the student failed in a course where assessment is made on a pass/fail basis

(b) indicates that the student failed a Thesis/Research Report.

D Distinction

Indicates that student's thesis is regarded as a work of publishable quality, original in its research and impressively argued and structured.

HD High Distinction

Indicates that student's thesis is regarded as outstanding publishable quality, worthy of the highest possible award.

W Withdrawal

Indicates that the student withdrew from the course officially after once registering for it.

RD Report Delayed

In case no grade is reported by the instructor by a designated grade report deadline, the student will be given the mark RD

(Report Delayed) temporarily. For other cases in which "RD" is given as a course grade, please refer to the next section.

Make-up Exams for IDP and PMPP

For most core required courses (for details please see below*), the instructor establishes a standard for the minimum understanding of the course material. Those students who fail to achieve this standard will receive the "Report Delayed (RD)" grade at the end of the term, and they must take the make-up exam at the end of July. Students' final grades will be determined after the exam. The grades will range from B- to C to F. If a student receives an "F" in any subject, the GSIR Dean will issue a formal warning letter to the student and their financial sponsor if applicable. To make the evaluation criteria equitable across courses, the proportion of students who receive "RD" grades shall be within a maximum of 10%, with some exceptions. This rule will not be applied to 2nd year students who failed a core course in their 1st year and repeat the same course in their 2nd year.

*For IDP students: This rule applies to "Microeconomics I & II, Macroeconomics I & II, Statistical Methods, Econometrics and Mathematics for Economics and Management".

*For PMPP students: This rule applies to all core required courses listed in the PMPP course requirements.

*For IRP (PS) students: This rule applies to "Applied Econometrics or Econometrics, Public Administration, and Statistical Methods"

Unjust Grading

- (a) Faculty should explain at the beginning of a class the evaluation criteria to be used and the requirements for the successful completion of the course. Such criteria should be clear and be applied consistently and fairly.
- (b) Faculty should ensure that students are provided with written comments on class and seminar submissions as well as guidance in a timely manner in order to facilitate student's academic progress.
- (c) "Unjust grading" which is constituted of the following practices is not acceptable:
 - a) the assignment of a grade to a student on some basis other than actual performance in the course/seminar;
 - b) the assignment of a grade to a student by resorting to more or less exacting standards than those applied to other students;
 - c) the assignment of a grade by a substantial departure from the previously announced standards of evaluation.
- (d) Well substantiated and concrete evidence of unjust grading shall constitute grounds for an appeal to the Dean's Office.

Releasing Grades

Final grades in all courses may be released to students only through the OAA during the first week of the following term in principle. The exact date of grade release will be announced separately by the OAA. No grade may be released to any other party without prior written consent of the student.

Grade Point Average (GPA)

The grade point average indicates academic standing. It is computed by dividing the sum of the products of the credits and the grade points of each course earned by the total credits of courses registered.

$$\text{Grade Point Average (GPA)} = \frac{\sum \{(\text{Credits earned}) \times (\text{Grade points})\}}{\sum (\text{Credits for registered courses})}$$

The marks "D", "HD", "I", "NP", "P", "RD" and "W" are not counted in the calculation of the GPA.

Course GPA

Course GPA is computed by dividing the sum of the grade points earned by each student for a course by the total number of students who obtained letter grades. In the calculation, the third decimal place is rounded. (2.995 and 3.004 will both be 3.00.)

$$\frac{\sum (\text{Grade points earned by each student})}{\text{Total number of students enrolled in the course in a term}}$$

Guidelines for Course GPA

- a. Course GPAs for Core Required Courses in each program, must be kept in the range between 3.00 and 3.30 for the entire class (both 1st year and 2nd year students together), including those students who are taking a particular course as their elective. However, if 50% or more students are taking the course as their elective, the course instructor may use the wider range (3.00 to 3.60) as an exceptional case.
- b. For Core Elective and Elective Courses, the range must be between 3.00 and 3.60.
- c. For courses with fewer than 15 students, instructors can deviate from these guidelines, however, they are asked to follow them in spirit, albeit not strictly.
- d. If a course is divided into two sections in the same term, the grading policy applies to the combined student total. If they are offered in different terms, the grading policy applies for each class separately.
- e. The guidelines for course GPA will not be applied to Workshop/Seminar style courses (Grading for these courses should be Pass/Non-pass.)
 - ADC5115 Global Market Seminar
 - ADC6990 Global Issues: UNU Global Seminar

Repeating a Course

- (a) Students cannot register again for a course already completed.
- (b) Japanese language courses are exceptions. Students may repeat a Japanese language course upon instructor's approval, which will be given on some conditions. When a student repeats a course, both grades appear on the transcript and are counted in computing GPA, although credit for the latter will not be counted toward the student's degree requirements (however, it will be included in the total number of credits s/he obtained at IUJ).

Student Course Evaluation

Student course evaluations are being conducted to fulfill the following three main objectives:

- (a) To enable students to review their learning behavior and what they have learned in the course

- (b) To help course instructor(s) improve the quality of the course
- (c) To help the University and School/Center that offers the Course to improve the curriculum and provide a better learning environment

Student course evaluation results and comments are available at OAA.

Field Research for 2-year Program

NOTE: This "Field Research" section is not applicable to "Linkage program students".

Field Research

GSIR students are expected to conduct field research in support of their theses. Field research may include gathering data, literature searches, interviews, surveys, etc. Field research is an integral part of the Advanced Seminars. Students must be guided in their field research by their supervisors. The location of the field research, whether in Japan or abroad, depends upon the student's research topic.

Field Research Time

For field research most students use the Summer Vacation period between their first and second years. If there is any necessity to conduct field research during a regular term time, students are required to consult their supervisors and OAA in advance.

Field Research Plan

Students must submit a field research plan. Field research plans must include the research period, place, itinerary, research outlines, and estimated cost and must be submitted to their supervisor and the OAA. A field research plan form is available at the OAA. Students should feel free to attach more detailed descriptions to the form.

Preliminary Arrangements for Field Research

Using other institutes' facilities for research often requires reference documents such as a recommendation letter from the supervisor or a copy of certificate of matriculation at IUJ. Students should make preliminary arrangements for such documents before leaving to conduct any field research. It should be noted that students will not receive the documents from the office unless a completed field research plan is submitted.

Report on Field Research

Students must submit a report on the field research to their supervisor and the OAA upon completion of the research.

Master's Thesis/Research Report and Final Examination Requirements for 2-year Program

Research Guidance and Supervision

Students must select their supervisor from the GSIR full-time faculty members by the end of the second term of their enrollment and receive guidance and supervision from the supervisor in selecting courses, deciding upon a research theme, conducting field research and writing a thesis or research report. In principle, students cannot change their supervisors; however, in exceptional circumstances, you may

change the supervisor. In that case, please contact the program director or the Dean.

Submission of Thesis/Research Report

(1) Submission of Thesis/Research Report

- (a) Students must submit one copy of their thesis/research report with the signatures of the examining committee members to the OAA by the designated deadline. Students must strictly observe the deadline. A student may not graduate in time if the deadline is missed.
- (b) In addition, each student will be required to submit an electronic format copy of his/her completed thesis/research report to the OAA the same time s/he submits hard copies.

(2) Language of Thesis/Research Report

The thesis/research report must be written in English.

(3) Length and Definitions of Thesis/Research Report

Consult "[Thesis / Research Report Guidelines](#)" for details.

Evaluation of Thesis

(1) Evaluation of Thesis and Final Examination

The evaluation and the final examination for the thesis shall be given by an examining committee. A thesis examining committee is made up of the supervisor and an examiner (chairperson) who is appointed by the Dean. The final examination is conducted orally in English.

(2) Time of Evaluation of the Thesis and Final Examination

The evaluation of the thesis and the final examination are conducted in the final term of enrollment for students who have submitted their theses in time and have completed or will have completed course requirements within that term.

(3) Grading of the Thesis

- HD High Distinction
- D Distinction
- P Pass
- NP Non-Pass

(4) External Examiner

The examination committee may make a recommendation to the Dean's Office for awarding a grade of Distinction. The Dean's Office may then dispatch the thesis to an external examiner for assessment. The external examiner will grade the thesis within the allotted time period and will report to the Dean's Office. All external examiners reports will be distributed to the faculty. The external examiner has the option of giving a thesis the grade of "High Distinction".

- (a) All external examiners will be nominated by the Dean's Office.
- (b) An external examiner will assess a thesis if the examining committee makes a recommendation for distinction, or if the Dean's Office decides that an external assessment of a thesis is warranted.
- (c) The external examiner's report will be final.

Evaluation of Research Report

(1) Evaluation of Research Report

The evaluation for the research report shall be given by an examining committee which consists of the supervisor only. No oral examination is required. The committee decides how to conduct the final examination.

(2) Grading of the Research Report

- P Pass
- NP Non-Pass

Binding

Theses/research reports which receive a Pass will be bound and preserved in the library, with one copy given to the supervisor. Students must submit two unbound copies of the final version of thesis/research report to the OAA by the date prescribed. The thesis/research report submitted must have approval of the examining committee/Supervisor, and one of the two copies must be the original. Students must bear the expense of binding.

Guidance on Generative AI

Recently, the use of generative artificial intelligence (generative AI), such as ChatGPT, has been widely discussed in the media, globally. Some say it is a technological prelude to another industrial revolution. Others have suggested that the output of generative AI included inaccurate or incomplete facts, potentially plagiarized content, and confidential information. It is indeed a controversial topic.

In the context of higher education, it has the potential to disrupt or even redefine the current educational methods. In principle, generative AI can be considered as an external assistance to the learning process. It can be a valuable tool in a student's learning journey. However, if students complete assignments or research by substantially copying the output from generative AI, such work cannot be considered as one's own work. That violates academic integrity and weakens students' incentive to think and solve a problem for themselves.

Given the ongoing and complex nature of AI technology, it is practically impossible to prohibit the use of generative AI. Prohibition is also not desirable because students must live with generative AI in the future. Students should learn how to use generative AI ethically and effectively for their careers. Therefore, we should pay attention to minimizing the abuse of generative AI while promoting its positive use of it. For this purpose, IUJ offers the following guidelines to instructors and students:

For instructors:

- Each course must have a different situation in relation to generative AI. Course instructors should set and communicate their policy for using generative AI, especially for course assignments. The policy must clarify which is acceptable and which is not.
- Instructors should explore a positive way to use generative AI in the classroom. Ideally, instructors should guide students to use it ethically and effectively.
- Instructors should redesign their evaluation methods to discourage students' misuse of generative AI. For example, instructors can develop a new evaluation approach or diversify their evaluation with additional methods.
- Instructors should actively use available detection tools for AI abuse and monitor students' use of generative AI.

For students:

- Students should follow the classroom policies set by their course instructors.
- Students must acknowledge and disclose the use of generative AI in their assignments.

The use and treatment of generative AI in higher education will be monitored, and the guidelines will be updated accordingly.

Policy Statement on Plagiarism and Cheating

The University's reputation is based on honesty and integrity in education and the faculty will deal effectively with cases of plagiarism and cheating, which cannot be tolerated. Plagiarism and cheating undermine the process of education and call into question the reputation of the University. All GSIR students must understand this and submit a pledge letter at their enrolment.

Plagiarism - definition

Plagiarism is defined as the act of using the ideas or work of another person as if they were one's own, without giving credit to the source.

Cheating - definition

Cheating is defined as the act of obtaining or attempting to obtain or aiding another to obtain academic credit for work by the use of any dishonest, deceptive or fraudulent means. See the appendix of common cheating examples.

Plagiarism Prevention

Faculty members may wish to educate students in classes and/or in advanced seminars (or through other means communicating how to prevent plagiarism and cheating. Students can also access IUJ's website for more details (<https://www.iuj.ac.jp/ir-info/cheating-policy/>). As part of its commitment to prevent plagiarism, the GSIR has subscribed to a commercial service called Turnitin. This service will identify plagiarism through matching those parts of a text submitted against all on-line documents, highlighting those paragraphs in the submitted text that have exactly the same wording in another source. The service will be utilized to check students' theses as followings.

- a) Each student will be required to submit an electronic format copy of his/her completed thesis to the OAA at the same time when s/he submits hard copies for examination.
- b) The OAA will then conduct a check of thesis files by using Turnitin.
- c) Results of the check will be reported to a student's examining committee members as well as the Dean's Office.
- d) Cases of plagiarism will be referred to faculty meeting and will be dealt with according to the GSIR rules on plagiarism.

Procedures in cases of reported plagiarism or cheating

If a student observes any incident of plagiarism or cheating, s/he must report it to the faculty concerned. If a faculty member comes to know of any such incident, s/he may initially attempt to address the issue on her/his own with the student concerned. However, if the situation needs further investigation, the faculty member must report the incident of plagiarism/cheating to the Dean's Office and the Office of Academic Affairs (OAA) files the case. Based on discussion at the faculty meeting, a special committee may be formed to investigate the case. In case the cheating or plagiarism is substantiated by the committee, the Dean will report it to the President immediately so that the case shall be handled in accordance with the "Regulations for Procedures of Disciplinary Actions of Students". .

Disciplinary Actions

(1) Rescindment of Conferred Degree

In cases when it has become clear that the recipient of a degree has gained that degree by resorting to improper means, the President of the University, acting on the recommendation of the faculty meeting, will rescind the degree previously granted, annul the degree certificate (diploma) and make these actions public.

(2) Reprimand, Suspension, or Expulsion

Students who have violated Graduate School Regulations or have committed acts contrary to students' duties may be reprimanded, suspended, or expelled by the President, upon recommendation of the GSIR faculty meeting. Expulsion may be considered when a student's behavior falls under one of the following:

- a) inappropriate and/or destructive behavior with no indication of being corrected
- b) very poor academic performance with no progress anticipated
- c) long absence(s) without appropriate justification or authorization
- d) serious obstruction of university operations
- e) extremely inappropriate behavior contrary to that expected of students

Disciplinary actions shall apply to the following conduct.

- (1) Criminal Acts
- (2) Serious violations of traffic regulations
- (3) Misconduct in examinations and in writing theses and/or other academic papers
- (4) Acts against information ethics
- (5) Violations of human rights
- (6) Acts obstructing IUJ's education and research activities, or acts disturbing IUJ's management.
- (7) Other acts contrary to the duties of students.

A student may make a grievance appeal against the disciplinary action within 14 days from the effective date of the action. When disciplinary actions are taken, the President shall make public notification which shall include the names of the students, graduate school, year, types of disciplinary action and the reasons.

Discrimination and Harassment at IUJ

As part of its educational mission, IUJ is committed to maintaining an environment free of discrimination or harassment. All IUJ students, faculty, and staff members have the right to expect a supportive atmosphere in which they can pursue their studies and professional roles. In the same way, each IUJ community member has the responsibility to help foster this environment in a multi-cultural and diverse population.

Professional Ethics Committee

The Professional Ethics Committee (PEC) was established at IUJ to provide education and awareness of issues of cross cultural communication and various forms of harassment. The goal is to prevent any form of discrimination or harassment by providing information and training to help the IUJ community function smoothly and to inculcate skills and knowledge that are useful for Global Leaders to exercise once they leave

campus.

The PEC established procedures for handling any form of harassment. Details are available online at <https://www.iuj.ac.jp/oss/seeking-assistance/> and on the PEC bulletin board near OSS. In short, they are as follows:

(1) Informal Complaints Advisors

If students have private questions or concerns about harassment at IUJ or feels s/he is experiencing harassment (general, academic, power or sexual), s/he is welcomed to contact any of the Informal Complaints Advisors (ICA) (please refer to the PEC bulletin board near OSS for the list of ICA members.)

The ICAs are ready to listen to complaints and concerns, to provide guidance and on an informal and confidential basis to support and help the person experiencing harassment. If, however, the situation cannot be resolved at this level, the ICA may suggest a more formal procedure as explained below.

(2) Formal Investigations Committee

With the consent of the person experiencing harassment, an ICA may take the matter to the PEC Chair and/or IUJ President to ask that a Formal Investigations Committee (FIC) be formed to look into the matter thoroughly, maintaining an "innocent until proven guilty" stance and keeping the matter as confidential as possible. The FIC will then lodge a report with the President, who decides whether and which disciplinary measures should be invoked.

Discipline can take the form of warnings, suspensions, or dismissals.

Once the matter is resolved, the IUJ public is informed of the situation (maintaining confidentiality) and the disciplinary measures taken. This is done to increase awareness and provide further education about these serious issues.

For details, do see the PEC full Guidelines on the board near the OSS and on the link noted above.

Code of Conduct in Cultural Diversity

IUJ offers its educational activities in an extraordinarily rich, culturally- and ethnically-diverse setting, and is aware of the need to provide guidelines to help foster such a community to achieve a harmonious balance.

Diversity stems from differences such as:

- nation origin
- political views
- age
- sexual orientation
- native language
- religious beliefs
- gender
- ethnicity
- education
- marital status

In this context, and in line with and in the spirit of the Founding Principles, mission and objectives of the university, IUJ wishes to stress that balance within diversity is only possible when mutual respect and tolerance is firmly established among all those that make up the IUJ community, namely, the students, faculty members and administrative and support staff.

It is the responsibility of every member of the IUJ community to act in a way conducive to this balance; not doing so may be seen as acting in a way unsuitable for the community, and could result in disciplinary actions outlined in the university regulations, and could include consultation with and involvement for the police if deemed necessary.

IUJ believes that mutual respect and tolerance will lead to:

- The fostering of culturally-sensitive global leaders through stock-taking of differences in communication styles, values, dress, food, music, time management, physical contact, personalities, etc.
 - The development of global standards of professionalism, and the ability to work with one another professionally in the face of diversity with ease and effectiveness.
 - The awareness of biases, discrimination and harassment, and thus the motivation to learn how to avoid such through diversity training.
 - The discovery of similarities and the ability to embrace differences, seeing them as an institutional strength.
 - The learning about/questioning of ourselves or our own standpoint for self-growth.
- And most of all,
- The bringing about of a community free of harassment.

We would never be able to stress enough (1) that differences are not right or wrong; (2) that differences could be inconvenient; (3) that there is no single right answer in coping with such differences; and (4) that willingness to succeed in creating a culturally-diverse community is a shared goal. In conclusion, to “know” and “accept” ourselves and others is key.

All the members of the IUJ community are therefore expected to act in a way that is conducive, and in parallel with, the code; if they do not, there will be penalties. Disciplinary action will be taken in line with the IUJ regulations, and by an organizational unit designated for this purpose by the IUJ.

Complaints regarding ethical issues, especially those related to academic and sexual harassment, may be filed with IUJ's Professional Ethics Committee (PEC). A full guide to the PEC is available online on the IUJ OSS website at <https://www.iuj.ac.jp/oss-f/pdf/PECguide.pdf>

Non-Degree Students

GSIR may accept several kinds of non-degree students classified into Research Students, Commissioned Research Students, Special Students and Exchange Students. These non-degree students may use the University facilities, including the library and dormitories in the same manner as full-time degree students. They may be enrolled in the beginning of an academic year or a term. The period of enrollment shall be limited to one year, but is renewable upon permission from the school.

Research Students

(1) Acceptance of Research Students

Research students are those who conduct research on a specific field under the research guidance of faculty. Research students may be accepted on a case by case basis.

(2) Research Guidance

A research student must receive research guidance from a faculty member assigned as their supervisor.

(3) Graduate Course Studies

A research student cannot receive credits from courses offered at the school.

(4) Report on Achievements

A research student must submit a report on research achievements by the time his/her period of enrollment is over.

Commissioned Research Students

Commissioned research students are those who are sent by national or public institutes to conduct research on a specific field under the research guidance of faculty. Instructions given above for research students shall be applicable to commissioned research students.

Special Students

(1) Acceptance of Special Students

Special Students are those who take one or more courses offered in the school on a part time basis.

(2) Course Studies

A special student may receive credits from courses offered at the school in the same manner as a full-time degree student except for Language Courses. The Language Courses necessary for regional studies, however, can be taken.

A special student must register for courses by the designated period, receiving guidance from a faculty member as a supervisor.

Exchange Students

(1) Acceptance of Exchange Students

Exchange Students are those who take courses in this school, in accordance with exchange agreements.

(2) Credits

Exchange students can take up to 12 credits in the same manner as full-time regular students per term. However, an exchange student may be allowed to take more credits if stipulated in the exchange agreement, or if necessary for degree requirements in the home institution. An exchange student must register for courses in the prescribed period, receiving guidance from a faculty member who acts as supervisor.

In addition to the above non-degree students, spouses of students as well as faculty, administrative staff members, and their spouses may be allowed to enroll in a Japanese language course.

Tuition Fees

Payment of Tuition Fees

Tuition fees must be paid by the prescribed deadline date for each academic year or each term. The deadline date of payment for each term's tuition shall be the last date of the beginning month of the term. The deadline date for first tuition fee and admission fee shall be designated separately. It should be noted that students who fail to make a tuition fee payment may be dismissed from the school.

Arrears Policy

The University reserves the right to withhold registration material and all information regarding the record of any student in arrears in paying tuition, fees, loans, or other

charges (including charges for housing, library, or other activities or service) for as long as any arrears remain.

Certificates

Types of Certificate

IUJ issues the following certificates in a designated manner in English and/or Japanese to a student upon his/her request.

(1) Certificates to be issued to Full-time Regular Students

Transcripts: This certifies courses taken, corresponding course titles, number of credits, grades and grade point average (GPA). Items such as the title of the degree conferred and the date of graduation will not be included in the transcript until the student graduates.

Certificate of Enrollment: This certifies that the student is presently enrolled in an IUJ Master's program.

Certificate of Prospective Graduation: This certifies that the student is expected to graduate from IUJ with a Master's degree. This cannot be issued until the student completes three terms of studies at IUJ.

Certificate of Graduation: This certifies that the student graduated from IUJ with a Master's degree.

Certificate of Medium of Instruction: This certifies that IUJ offers residential master's programs taught entirely in English.

(2) Certificates to be issued to Exchange/Special Students:

Transcripts: This certifies courses taken, corresponding course titles, number of credits, grades and grade point average (GPA).

Certificate of Enrollment: This certifies that the student is presently enrolled as a special student, in an IUJ Master's program.

Certificate of Attendance: This certifies that the student was enrolled as a special student in an IUJ Master's program. This is to be issued to the students who completed their studies at IUJ.

Certificate of Medium of Instruction: This certifies that IUJ offers residential master's programs taught entirely in English.

(3) Certificate to be issued to (Commissioned) Research Students

Certificate of Enrollment: This certifies that the (Commissioned) Research student is presently enrolled as a student in an IUJ Master's program.

Certificate of Completion of Research: This certifies that the (Commissioned) Research Students have completed research in a specific theme.

Certificate of Medium of Instruction: This certifies that IUJ offers residential master's programs taught entirely in English.

How to Apply for Certificates

Students should apply for certificates at the OAA by using the designated application form. Students unable to come to the office can use the online application form. For the instruction, please find "Application for IUJ Certificates" in "Announcements" category on IR Info Page (<https://www.iuj.ac.jp/ir-info/>). The office may not accept any application made by telephone in order to avoid improper issuance. Applicants must be the same person as the one designated on the certificate.

Date of Issue

Certificates become available in the afternoon of the next working day after the application is accepted. The Certificate

of Graduation will become available after the actual date of graduation.

Fee

(1) Certificate Fee

¥300 /copy

(2) Postage Fee

¥450 /address if the certificate(s) is(are) to be sent within Japan.

¥700 /address if the certificate(s) is(are) to be sent abroad.

* Express delivery is also available for an additional fee.

(3) Payment of the Fee

(a) Students presently enrolled at IUJ

The fee is withdrawn from the student's bank account on the 25th day of the month following the application. Students must pay the fee in cash at the time they apply for the certificate(s) which will be issued in the month of their graduation.

(b) Students who have graduated or withdrawn

The fee must be paid by credit card, in cash (Japanese yen), or by bank transfer to IUJ's account (if you are in Japan).

Note: Checks cannot be accepted.

IUJ Related Scholarships

The University has scholarships, both grant and loan, which are provided only to full-time degree students. A limited number of scholarships from the Japanese Government or scholarship foundations may also be available through IUJ. When the University or the relevant organizations invite application for scholarships, detailed information on the scholarship is announced by the Office of the Student Services, which handles scholarship matters in the University. All scholarship recipients must understand the purposes of the scholarship and follow its regulations.

Remarks for IUJ Related Scholarship Recipients

Scholarship Extension

Scholarships shall generally be awarded for one academic year but extendable to a second year depending on the student's academic performance in the first year.

If the student's performance in terms of GPA goes below the minimum level, the scholarship may be terminated. In GSIR, the minimum GPA shall be 3.0. In the first year, academic performance of the scholarship recipients is reviewed each term. Students whose GPA falls below 3.0 in the first or second term will be placed on probation. If a student's GPA remains below the minimum level after the end of the third term, the scholarship may be terminated.

Leave of Absence

If a student once takes a leave of absence his/her scholarship shall, in principle, be terminated even when s/he is re-enrolled at the school. Please take this condition into account and consult the OAA immediately when the necessity of leave occurs.

GSIR Academic Policies:

<https://www.iuj.ac.jp/ir-info/>

IUJ Home→On Campus

→GSIR Student Information

→Curriculum Handbook (side menu)

