



1-year program (IPPP)

GRADUATE SCHOOL OF
INTERNATIONAL RELATIONS

**INTERNATIONAL UNIVERSITY
OF JAPAN**

CURRICULUM HANDBOOK for
1-year Program Students who enrolled in
THE ACADEMIC YEAR 2024-2025

CALENDAR OF THE ACADEMIC YEAR 2024-2025

FALL 2024

September 1 (Sun)	Academic year begins
around September 16 (Mon) – 27 (Fri)	Programs and guidance for new enrollees (Intensive Japanese Program, Campus Life Orientation, Career Workshop, Academic Orientation, etc.)
September 27 (Fri)	New Students Welcome Day
September 30 (Mon)	Fall term (1 st module) courses begin
September 30 (Mon) – October 7 (Mon)	Completion/Change of Registration for fall term courses
October 25 (Fri)	Last day for withdrawal from fall term courses
November 13 (Wed) – 20 (Wed)	Registration for winter term courses
November 23 (Sat)	Last day for fall term (1 st module) courses
November 25 (Mon)	Fall term (2 nd module) teaching begins
December 7 (Sat)	Last day for fall term (2 nd module) teaching
December 9 (Mon) – 13 (Fri)	Final examinations for fall term courses

WINTER 2025

January 6 (Mon)	Winter term (1 st module) courses begin
January 6 (Mon) – 13 (Mon)	Completion/Change of Registration for winter term courses
January 31 (Fri)	Last day for withdrawal from winter term courses
February 12 (Wed) – 19 (Wed)	Registration for spring term courses
March 1 (Sat)	Last day for winter term (1 st module) courses
March 3 (Mon)	Winter term (2 nd module) teaching begins
March 15 (Sat)	Last day for winter term (2 nd module) teaching
March 17 (Mon) – 21 (Fri)	Final examinations for winter term courses

SPRING 2025

April 1 (Tue)	Spring term (1 st module) courses begin
April 1 (Tue) – 8 (Tue)	Completion/Change of Registration for spring term courses
April 28 (Mon)	Last day for withdrawal from spring term courses
May 14 (Wed)	IUJ's Foundation day
Mid May	Registration for Summer courses
May 24 (Sat)	International Festival
May 26 (Mon)	Last day for spring term (1 st module) courses
May 27 (Tue)	Spring term (2 nd module) teaching begins
June 9 (Mon)	Last day for spring term (2 nd module) teaching
June 10 (Tue) – 13 (Fri)	Final examinations for spring term courses
June 26 (Thu)	Graduation Ceremony
Late June – Mid August	Summer study period for 1-year Program students
July 14 (Mon)	Intensive English Program begins (IEP schedule: July 14-Sept. 5)
August 14 (Thu) – 21 (Thu)	Registration for fall term courses
August 29 (Fri)	Graduation Day for 1-year Program students
August 31 (Sun)	Academic year ends

Summer, Winter and Spring Vacation Periods 2024-2025

Summer vacation 2024 (for students enrolled in or before Spring term 2024)	Until September 28 (Sat)
Winter vacation 2024-2025	December 16 (Mon) - January 4 (Sat)
Spring vacation 2025	March 24 (Mon) - 31 (Mon)
Summer vacation 2025 (for those who are not taking courses offered in Summer study period)	June 23 (Mon) - October 4 (Sat) (provisional)

National Holidays 2024-2025

September 16 (Mon)	Respect for the Aged Day
September 22 (Sun)	Autumnal Equinox Day
September 23 (Mon)	Substitute Holiday
October 14 (Mon) *1	Sports Day
November 3 (Sun)	Culture Day
November 4 (Mon) *1	Substitute Holiday
November 23 (Sat) *1	Labor Thanksgiving Day
January 1 (Wed)	New Year's Day
January 13 (Mon) *1	Coming of Age Day
February 11 (Tue) *1	National Foundation Day
February 23 (Sun)	Emperor's Birthday
February 24 (Mon) *1	Substitute Holiday
March 20 (Thu) *1	Vernal Equinox Day
April 29 (Tue) *1	Shōwa Day
May 3 (Sat) *1	Constitution Memorial Day
May 4 (Sun)	Greenery Day
May 5 (Mon) *1	Children's Day
May 6 (Tue) *1	Substitute Holiday
July 21 (Mon) *1	Marine Day
August 11 (Mon) *1	Mountain Day

Notes:

- *1. Classes will be held on national holidays during term time unless class cancellations are announced by the course instructors or the Office of Academic Affairs.
2. IUJ administrative offices are closed on national holidays. For classes held on national holidays, limited services will be provided.
3. When a national holiday falls on a Sunday, the following day shall be a substitute holiday.

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 (1-year Program)

Conditions for Conferring the Degree

The Degree of Master of International Public Policy will be conferred upon satisfaction of the following basic requirements.

(1) Enrollment Requirements

Master's candidates must be enrolled for a minimum of one year on a degree candidate basis.

(2) Course Requirements

Master's 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 concentration they choose.

(3) Master's Research Report Requirements

Under the guidance of their supervisors, candidates must complete an acceptable Master's Research Report.

(4) Final Examination Requirements

Supervisor will decide how to conduct the final examination and the students are required to pass the exam.

(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 receives four (4) or more failing grades in courses will be placed on probation status.

Term Dean's List and Citations

(1) Term Dean's List

Each term, high academic achievement among the students will be recognized by the posting of a Dean's List on the bulletin board. To qualify for the Term Dean's List, a student must have a GPA of 3.7 or better, be in the top 5% of the program (or the top student if the program has fewer than 20 student), and obtain at least 10 credits in the term for 1-year program students.

(2) 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.

(3) Graduation 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. The award will be made on the basis of students' academic performance, primarily GPA (top 5 % of each program or the top student if the program has fewer than 20 student).

Enrollment Requirements and Student Registration for (1-year Program)

Time of Enrollment

Students are enrolled at the beginning of Fall term (September) in principle.

Required Period of Enrollment

A minimum of one year 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.

Time of Graduation

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

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 make 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: This "Study in Other Graduate Institutions" section, parts (a-e) is basically prepared for 2-year program students. If you are interested in the program, please consult with the Office of Academic Affairs.

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.

Course Requirements for the Class of 2025* (*Student who enrolled in 2024)

International Public Policy Program

■ Master of International Public Policy

Concentration: International Affairs or Public Policy

Categories		Course ID	Course Title		Credit		
Core Required Courses 2 credits	Seminar 2 credits	SEM8040	Research Seminar I		1		
		SEM8050	Research Seminar II		1		
Core Elective Courses (Basic Core) 10 credits	Core 8 credits	DCC5040	International Politics		2		
		DCC5095	International Organization		2		
		DCC5036	Human Rights		2		
		ADC5430	Security and Strategy: National and International		2		
		DCC5220	Statistical Methods		2		
		DCC5325	Introduction to Policy Analysis		2		
		DCC5238	Microeconomics I: Price Theory		2		
		DCC5342	Public Policy Process		2		
	Capstone 2 credits	ADC8010	Future of Capitalism		1		
		ADC8020	Geopolitics in the Contemporary World		1		
		ADC8030	Understanding China		1		
Core Elective Courses (Disciplinary Core) 8 credits		International Affairs Concentration			Public Policy Concentration		
		Course ID	Course Title	Cr.	Course ID	Course Title	Cr.
		DCC5045	Comparative Government and Politics	2	DCC5263	Applied Econometrics * or Econometrics (DCC5261)	2
		ADC5075	Diplomacy and Statecraft	2	REC7040	Asian Perspective of Public Governance	2
		DCC5065	Foreign Policy Analysis	2	DCC5290	Cost Benefit Analysis *	2
		ADC5367	History of Global Political Economy	2	ADC5032	Information Policy and Management	2
		DCC5030	History of International Relations	2	DCC5327	Introduction to Policy Modeling *	2
		ADC5480	Essentials of Economics	2	ADC5040	Leadership in the Public Sector	2
		ADC5442	International Conflict Resolution and Peacebuilding	2	DCC5345	Local Government and Public Service	2
		ADC6450	International Law	2	DCC5335	Managing Public Organizations	2
		DCC5020	International Political Economy	2	DCC5348	Political Institutions and Governance	2
		ADC6927	International Security in a Digitized World	2	ADC5012	Public Human Resource Management	2
		DCC5046	Political Theory	2	ADC5000	Public Organization Theory	2
		ADC6020	Qualitative Methods	2	ADC6020	Qualitative Methods	2
		Elective Courses 12 credits		Select from all the courses offered at IUJ in consultation with faculty. However, the credits obtained from language courses cannot be counted towards graduation. The extra credits students obtained from the courses listed in and Core Elective can be counted as Elective course credits.			
Recommended Courses							
<GSIR>				<GSIM>			
REC6310	American Foreign Policy			2	The maximum number of credits for GSIM courses which can be counted towards graduation is 8 credits .		
DCC5263	Applied Econometrics			2			
REC5758	Chinese Foreign Policy			2	ITC2030	AI for Business	2
ADC6657	Environmental Policy and Disaster Management			1	JDP3050	Energy Policy and Business Leadership	2
DCC5284	International Finance			2	MGT2340	Business Presentation	2
JDP5031	International Relations and Foreign Policy of Japan			2	MGT2010	Human Resource and Global Talent Management	2
REC6452	International Relations in Eurasia			2	MGT1130	International Management	2
REC6436	Issues in African Development			2	JDP3030	Japanese Corporate Finance and Financial system	2
JDP5042	Japanese Development Cooperation: Implementation and Practice			2	JDP3010	Japanese Style Management and Corporate Governance	2
JDP5051	Japanese International Development Cooperation			2	MGT2360	Leadership	2
JDP5021	Japanese National Security Policy			2	JDP2030	Monozukuri (Manufacturing) Management in Japan	2
JDP5211	Japan's Education System			2	MGT2330	Negotiation Strategy	1
JDP5201	Modern Japan in the World			2	OPR1010	Operations Management	2
DCC5281	Monetary Economics and Policy Analysis			2	JDP2020	Small to Medium-sized Firms in Japan	2
DCC5280	Public Finance			2	MGT1120	Strategic Management	2
DCC5235	Research Methods			2	FIN2060	Sustainable Finance	2
Required Number of Credits for Graduation: 32 credits							

Note 1) In addition to the minimum credit requirement for each category mentioned above, students are required to obtain at least **24 credits** from any courses offered by GSIR.

Note 2) Please note that the following 3 courses have prerequisites. Also, there are some elective courses which have prerequisites.

- Econometrics / Applied Econometrics --> Statistical Methods
- Cost Benefit Analysis --> 1) Mathematics and Computational Methods, and 2) Statistical Methods
- Introduction to Policy Modeling --> 1) Statistical Methods, and 2) Introduction to Policy Analysis.

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.

Research Seminar Requirements

- (a) Research seminars are designed to give students guidance for their research and for the writing of Research Reports.
- (b) Research Seminars are evaluated on a Pass/Non-pass basis.
- (c) Master's candidates in GSIR must take two research seminars conducted by their supervisors starting from the second term of their enrollment.

Language Courses

- (a) English Exemption Policy:
IPPP students are exempted from taking English courses.
- (b) Recognition of Credits in Language Courses:
Credits taken from language courses cannot be counted toward degree requirements although students may take language courses if they wish.
- (c) Policy on Enrollment in English language courses
The English Language Program has a policy that in principle, a student may enroll in one (1) English language course per term. If a student is uncertain about their choice of course, they should contact the English Language Program (ELP) coordinator for further details and discuss which course may be the most suitable in which to enroll. If a student wishes to take more than one (1) ELP course per term, they should consult with and gain approval from the ELP coordinator and the respective course coordinator(s)..

Conferment of Special Certificates

The certificates will be issued upon application at the time of their graduation.

(1) "Japan Focus" Certificates

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). The certificates will be issued upon application at the time of their graduation.

<Course List for 2024-25 Academic Year>

Course ID	Course title (Credit)	Term
(GSIR courses)		
JDP5011	Postwar Japanese Politics	(2) Win
JDP5021	Japanese National Security Policy	(2) Spr
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
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
JDP3050	Energy Policy and Business Leadership	(2) Spr
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 2024-25 Academic Year>

Course ID	Course title (Credit)	Term
(GSIR courses)		
ADC5012	Public Human Resource Management	(2) Win
ADC5108	Development Policy and Globalization	(2) Win
ADC6668	Role of Government and Entrepreneurs in Development	(2) Fall
ADC6927	International Security in a Digitized World	(2) Win/Spr
DCC5020	International Political Economy	(2) Fall/Spr
DCC5036	Human Rights	(2) Spr
DCC5040	International Politics	(2) Fall
DCC5065	Foreign Policy Analysis	(2) Fall
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

(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

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 can place textbook orders during the Course Registration period. However, the OAA cannot accept an order during the Completion/Change of Registration period due to considerable shipment lag. If necessary, students need to buy textbooks directly from internet booksellers like amazon.co.jp. Please note that students cannot cancel their book orders once the orders have been placed to the OAA.

(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. Research Seminar and language courses are included in this maximum number of credits. However, if a student wishes to take more than twelve (12) credits in one term, they may request the Program Director for a special consideration.

(7) Minimum Credits per Term

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

(8) Exemption from Minimum Credit limit per Term

Exceptions to the above minimum credit requirement may be permitted when a student has received faculty approval for an extension of time to submit a research report, subject to registration rules.

(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

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 a work of 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.

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

- Course GPAs for Core Required Courses in each program, must be kept in the range between 3.00 and 3.50 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.
- For Core Elective and Elective Courses, the range must be between 3.00 and 3.60.
- 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.
- 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.
- The guidelines for course GPA will not be applied to the Workshop/Seminar style courses (Grading for these courses should be Pass/Non-pass.)

Repeating a Course

- Students cannot register again for a course already completed.
- 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

The student course evaluation is being conducted to fulfill the following three main objectives:

- To enable students to review their learning behavior and what they have learned in the course
- To help course instructor(s) improve the quality of the course
- 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.

Master's Research Report and Final Examination Requirements (1-year Program)

Research Guidance and Supervision

Students must select their supervisor from the GSIR full-time faculty members by the end of the first 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 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 Research Report

(1) Submission of Research Report

- Students must submit one copy of their research report with the signature of the supervisor 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.
- In addition, each student will be required to submit an electronic format copy of his/her completed research report to the OAA the same time s/he submits hard copies.

(2) Language of Research Report

The research report must be written in English.

(3) Length and Definitions of /Research Report

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

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

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 research report to the OAA by the date prescribed. The 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 communication on how to prevent plagiarism and cheating. Students can also access to IUJ web 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 Degree Conferred

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 Expected 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.

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

¥600 /address if the certificate(s) is(are) to be sent within Japan.

¥800 /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.

GSIR Academic Policies:

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

IUJ Home→On Campus

→GSIR Student Information

→Curriculum Handbook (side menu)

