



Academic Affairs

At Doshisha University each faculty sets out its own curriculum for students. To graduate from Doshisha University, you must earn the prescribed credits and complete the curriculum.

For details and procedures regarding registration for courses at each faculty, please refer to these guidelines and the “Registration Guidelines” issued by each faculty. Please refer to the “Syllabus” for detailed information on the contents of the courses.

Consideration to students with disability for their class attendance

We will consider “reasonable accommodation” in order for students who have physical, mental, developmental disabilities etc, to take classes under equal conditions with other students. Please contact Student Diversity Accessibility Office (SDA Office) for (more information about) “reasonable accommodation.”

Credit System

Students shall register for courses designated by their affiliated faculty and earn a prescribed number of credits for each of them in order to earn the number of credits required for graduation within the term of enrollment.

The current university system in Japan is based on a standardized credit system. As set out in the School Regulations below, one credit consists of content requiring an average of 45 hours of study, including classroom hours as well as time for preparation and review. Therefore, please be aware that time spent for preparation and review and time spent in the classroom are equally important.

The number of credits required for undergraduate subjects is calculated according to the criteria below (Doshisha University School Regulations Article 9 Paragraphs 3 and 4).

3 The number of credits for classes shall be based on a standard where one class credit consists of content requiring 45 hours of study, in accordance with the following standard and depending on class methods.

- (1) Regarding lectures and exercises, one credit shall consist of classes conducted for a number of hours determined by Doshisha University between 15 hours to 30 hours.
- (2) Regarding experiments, practical trainings, or skills practice, one credit shall consist of classes conducted for a number of hours determined by Doshisha University between 30 hours to 45 hours.
- (3) Determination of the number of credits when the class method in Item 1 above is combined with the class method in the previous item shall be made by Doshisha University with consideration for the standards stipulated in the two preceding items.

4 Regardless of the regulations in the previous paragraph, the number of credits for graduation thesis and similar classes shall be set with due consideration for the specific study requirements.

Class Times

At Doshisha University, one lecture period lasts for 90 minutes but is regarded as 2 hours. For example, “Spring Semester, 2 hours per week” means that the course consists of one 90 minute lecture a week during the Spring Semester. Likewise, “Fall Semester, 4 hours per week” means that the course consists of two 90 minute lectures a week during the Fall Semester.

Period	Class Time
1	9:00 – 10:30
2	10:45 – 12:15
3	13:10 – 14:40
4	14:55 – 16:25
5	16:40 – 18:10
6	18:25 – 19:55
7	20:10 – 21:40

Class Cancellation

While classes are held in accordance with the academic calendar, there may be cases where a class is cancelled due to the instructor's official duties, business trips, attendance of academic conferences, or illness. You can check class cancellations on the Doshisha University Electronic Tutorial System (DUET). Please be sure to check the DUET as necessary, as classes may be cancelled or no cancellation at short notice. If a class does not start even though there was no cancellation notice, please contact the Center for Academic Affairs.

Makeup Class

Information on makeup classes is posted on DUET. Please read the notice carefully to check the dates and locations.

Intensive Lectures

For some courses, a series of lectures may be held within a certain short period of time (intensive lectures). All details will be posted on the message boards.

Classrooms

- (1) The class timetable will be distributed to students together with other documents necessary for course registration. Please check the DUET regularly for changes to classroom. The class timetable for Fall Semester will be released and distributed in middle September.
- (2) The classroom for each class at the beginning of a semester is indicated on the timetable. Depending on the number of students registered for the course, the class may be relocated to another room. Check DUET for room changes before attending a class.
- (3) All classrooms are indicated by a building code and a room number (refer to the next page). For example, on Kyotanabe campus "1-201" refers to Room 201 in Chishinkan Building 1 (2nd floor), "KD202" refers to Room 202 in Keidokan Building (2nd floor), on Imadegawa Campus "Z⁵地1 (ZB1)" refers to Basement Room 1 in Jinshinkan Building (basement), and "S32" refers to Room 32 in Shiseikan Building (3rd floor).
- (4) The classroom may be changed for a particular date only. In this case, we will announce that as “臨時教室変更 /Temporary Change of Room” on the DUET message. Attend the class in that room only on the date indicated in the notice.

Computer Classroom (Kyotanabe Campus)

Code	Classroom	Building
J M101	IT & Media Center Seminar Room 1	IT & Media Center 1st fl.
J M102 A～C	IT & Media Center IT Dojo 1-3	IT & Media Center 1st fl.
J M201～206	IT & Media Center room 201 to 206	IT & Media Center 2nd fl.
J M301～306	IT & Media Center room 301 to 306	IT & Media Center 3rd fl.
J M402～406	IT & Media Center room 402 to 406	IT & Media Center 4th fl.
T S101・102	Shoshinkan Building room 101 and 102	Shoshinkan Building 1st fl.
T S202	Shoshinkan Building room 202	Shoshinkan Building 2nd fl.

Computer Classroom (Imadegawa Campus)

K 21・22・25	Kofukan Building Room 21 , 22 and 25	Kofukan Building 2nd fl.
RY307～315	Ryoshinkan Building room 307 to 315	Ryoshinkan Building 3rd fl.

Computer Classroom (Shimmachi Campus)

R 303・304	Rinkokan Building room 303 and 304	Rinkokan Building 3rd fl.
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Computer Classroom (Karasuma Campus)

SK ⁵ 地1・ ⁵ 地9	Shikokan Building room ⁵ 地1 and ⁵ 地9	Shikokan Building 1st basement level
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KSR	Keishiryo Dormitory
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〔Kyotanabe Campus〕

Code	Building
(T C) 1	Chishinkan Building1
(T C) 2	Chishinkan Building2
(T C) 3	Chishinkan Building3
K D	Keidokan Building
T S	Shoshinkan Building
M K	Mukokukan Building
J M	IT & Media Center
R M	Rohm Memorial Hall
K R	Korinkan Building
R G	Rikagakukan Building
I N	Ishinkan Building
Y E	Yutokukan Building West
Y M	Yutokukan Building East
S C	Shishinkan Building
K C	Kochikan Building
H S	Hoshinkan Building
S O	Sokokan Building
C G	Chigenkan Building
S J	Chishokan Building South Laboratory (Psychology)
D	Chishokan Building South Laboratory (Electric / Electronic)
I J	Chishokan Building North Laboratory (Engineering)
M S 1	Chishokan Building North Engineering Training Plant
M S 2	Training Plant Annex
H C	Hochikan Building
B J	Banjokan Building
K H H	Kohakukan Building Upper Wing
K H L	Kohakukan Building Lower Wing
D V	Davis Memorial Auditorium
T W	Shower rooms Building

〔Imadegawa Campus〕

Code	Building
N	Neiseikan Building
M	Meitokukan Building
S	Shiseikan Building
K	Kofukan Building
G	Divinity Hall
F	Fusokan Building
C L	Clarke Memorial Hall
H	Hakuenkan Building
T	Tokushokan Building
K E	Koenkan Building
R Y	Ryoshinkan Building

〔Shimmachi Campus〕

Z	Jinshinkan Building
R	Rinkokan Building
S S	Shinsoukan Building
I S	Ikushinkan Building
K S	Keisukan Building

〔Karasuma Campus〕

S K	Shikokan Building
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〔Muromachi Campus〕

K M B	Kambaikan Building
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〔Osaka Satellite Campus〕

O S	Osaka Satellite
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Audio・ Video recording of classes

The following actions are prohibited without prior permission from the lecturer of the course.

- (1) Video recording of class. (Includes taking photographs of blackboards and screens etc.)
- (2) Audio recording of class.
- (3) Duplication of course material.
- (4) Downloading videos of classes that have been uploaded to a server network etc. only for viewing purposes.
- (5) Releasing or distributing any obtained material from the above (1)~(4) to a third party.

Grading is determined by Examinations and Multifaceted Evaluations during class.

Examinations

There are three types of examinations.

(1) Final Examinations

Examinations held during the designated period at the end of each semester.

(2) Additional Examinations

Examinations held outside the above designated period.

(3) Makeup Examinations

If you were not able to take the final examination and/or the additional examination due to illness or circumstances beyond your control, you may request a makeup examination.

- a. You must submit the request for makeup examination (available from the Certificate Issuing Machine), to the office of your affiliated faculty/graduate school within three days (excluding office closing days) from the day following the date of examination for the course. If the absence is due to extracurricular activities, you must submit the request for makeup examination and receive approval for it prior to the examination concerned.
- b. It must be accompanied by a document certifying the reason of absence (see the following table).
- c. The makeup examination fee is 1,000 yen per course (non-refundable). However, this fee will be waived for makeup examinations arranged due to participation in the Saiban-in (Jury duty) system and the Committee for Inquest of Prosecution system.
- d. Makeup examinations are evaluated in the same way as regular examinations. There are no point deductions for taking makeup examinations.
- e. There are no makeup examinations offered for examinations in essay or report format. However, if it has become apparent on the due date that you will not be able to submit the report on time due to an unforeseen accident or other circumstances beyond your control, you must contact the Office before the deadline and follow their instructions.
- f. You may request only one makeup examination per course.

Reason	Documents required
Illness or injury of student (him/herself)	Certificate from a medical doctor (must indicate that the student required bed rest on the day of examination) In the case of a designated infectious disease that requires suspension, the university's prescribe Certificate of Infection with disease that should be prevented at school is also sufficient.
Death of a close relative (relation within the second degree) ・ within the ten-day period of three days before the day of death and six days after	Death certificate, funeral notice, etc.
Teaching Practicum	Certificate issued by Office of Center for License and Qualification
Nursing care experience	Certificate issued by Office of Center for License and Qualification
Museum Science (Fieldwork) or Library Training	Certificate issued by Office of Center for License and Qualification
Practical training for social welfare support or mental health care support	Certificate issued by Office of the Faculty of Social Studies and Graduate School of Social Studies
Practical training in psychology for licensed psychologist	Certificate issued by Office of Faculty of Psychology and Graduate School of Psychology
Employment examination *1	Certificate for Attending Employment Examination issued by the examining organization (prescribed form)
Entrance examination to a graduate school	Certificate of attendance at the examination issued by the graduate school
Internship for a regular course	Certificate issued by Career Center or the Consortium of Universities in Kyoto
Final examination of a course offered by the credit transfer system of the Consortium of University in Kyoto	Certificate of attendance at the examination issued by the university that offer the subject
National Examination	Admission ticket for the examination
Extracurricular activities	Certificate issued by Student Support Service Center based on prior arrangement
Disasters	Disaster Victim Certificate
Accident or suspension of public transportation (more than an hour's delay only *2)	Certificate of delay issued by the railway/bus company
Saiban-in (Lay judge) system ・ Participation in Saiban-in Selection procedure as a Saiban-in candidate ・ Duty as a Saiban-in or a substitute Saiban-in	Certificate issued by a court
Committee for Inquest of Prosecution system ・ Duty as a member of Committee for Inquest of Prosecution or a substitute member of Committee for Inquest of Prosecution.	Certificate issued by secretariat of Committee for Inquest of Prosecution

*1 Except for career fairs and company information sessions that do not directly relate to employment decisions.

If there is anything unclear regarding "employment examinations", please contact the Career Center.

*2 The Department of Registrar will make case-by-case decisions for delays for less than an hour.

Notes for Examination

- (1) You must fulfill the following to attend an examination.
 - a. You must take the examination for the courses that you have officially registered for.
 - b. You must have fully paid your school fee.
 - c. You must fulfill the requirements set out by the lecturer of the course concerned. The lecturer may disqualify you from taking the examination if you have not attended more than two thirds of the classes held for the course.
- (2) You must observe the following rules in the examination room.
 - a. You must take the examination in the designated room.
 - b. You must bring your Student ID Card and place it on the desk during the examination. If you forget to bring it, you must obtain a temporary Student ID Card from the Certificate Issuing Machine (Issuing fee 100 yen) before the examination.
 - c. You must put all personal belongings in your bag except for those permitted to be used during the examination. Turn off mobile phones (including smartphones), personal computer, tablet, or smart watches with an Internet function, portable media players, or portable recording devices before putting them away. (Mobile phones are not permitted, even for checking the time)
 - d. You will not be allowed to take the examination if you arrived more than 15 minutes late. You cannot leave the examination room until 30 minutes into the examination.
 - e. Your Student ID Card and the name on your answer sheet will be checked by the invigilator.
 - f. You must use a pen to fill in your student ID number and name on the answer sheet.
 - g. You must fill in your student ID number and name on the answer sheet and submit it even if you do not complete the examination. You must not take the answer sheet home.
 - h. You must follow all other instructions by the invigilator.
- (3) Your answer sheet may be deemed invalid if:
 - a. You did not fill in your name.
 - b. You did not take the examination in the designated room.
 - c. You made corrections to your name.
- (4) The following acts will be considered as academic dishonesty.
 - a. Impersonating someone in an examination.
 - b. When taking the test, writing notes on the desks, clothing or body when taking an examination.
 - c. When taking the test, Using permitted items for unauthorized purposes such as writing notes on them when taking an examination.
 - d. Bringing crib notes, reference books, and notes that are not allowed. Copying answers from other students' examinations. Obtaining answers from other students.
 - e. Providing information to other students, or other acts that benefit other students during the examination
 - f. Talking, swapping answers with other students during the examination or exchanging answer sheets between distribution and collection of answer sheets.
 - g. Failing to follow instructions provided by an invigilator.
- (5) The following acts could be considered as academic dishonesty.
 - a. Cheating on an examination by obtaining unauthorized materials.
 - b. Starting an examination prior to the specified time.
 - c. Continuing to use writing materials or an eraser after an invigilator has called for an examination to finish.
 - d. Bothering others during an examination.

- e. Using a mobile phone (including smartphone), personal computer (including mobile PC), tablet, or smart watches with an Internet function, portable media players, or portable recording devices, or having them in an unauthorized place.
 - f. Using a portable device or watch that makes sound (incoming calls, alarm, vibration, etc.)
 - g. Other activities that damage the fairness of the evaluation of an examination.
- (6) If your act is confirmed by the faculty council as an act of academic dishonesty specified in the preceding two paragraphs, you will fail (students enrolled in or after 2004) or receive 0 points for (students enrolled in or before 2003) all of the courses that you have registered for in the semester concerned, and the decision will also be publicly announced. (Certain courses as designated by the faculty council are excluded from this measure.)

Examination Timetable

Period	Examination Times
1	9:20 – 10:30
2	11:00 – 12:10
3	13:25 – 14:35
4	15:05 – 16:15
5	16:45 – 17:55
6	18:25 – 19:35
7	20:05 – 21:15

Notes on Examinations in Essay or Report Format

- (1) Note the following points when taking submitting essays/reports:

- a. You must attach a prescribed cover (available at Doshisha coop stores or downloadable at https://www.doshisha.ac.jp/students/curriculum/exam_type.html) to the essay or report.
- b. The cover sheet and the receipt of report must be filled in with pen.
- c. You must submit the essays/reports in person, presenting your Student ID Card. Submission by mail will not be accepted.
- d. No late essays or reports will be accepted. However, if it has become apparent on the due date that you will not be able to submit it by the deadline due to an unforeseen accident or other circumstances beyond your control, you must contact the Office before the deadline and follow their instructions.
- e. Once you have submitted a report, you may not make any additions or corrections even if it is before the due date.
- f. You are advised to keep the receipt of report until you receive your grade for the course.

- (2) For cases of suspected plagiarism

The following acts will be considered as suspected plagiarism. If you are confirmed by the faculty council to have plagiarized submitted course work, you will fail (students enrolled in or after 2004) or receive 0 points for (students enrolled in or before 2003) all of the courses that you have registered for in the semester concerned, and the decision will also be publicly announced. (Certain courses as designated by the faculty council are excluded from this measure.)

- a. Using the writing of another individual, or information from the Internet as your own without citing the source.
- b. Submitting another individual's report or article as your own.
- c. Submitting a report or an article for that you have asked another individual to compose for you.
- d. Composing a report or an article for submission as another students' work.
- e. Obtaining another individual's report or article for the purpose of copying or providing another individual with your own report or article for the purpose of copying.
- f. Other activities that damage the fairness of the evaluation of a report or an article.

Notes on examinations when using Learning Management Systems (LMS) such as e-learning:

Note the following points when taking an examination using Learning Management System (LMS).

- a. You are not allowed to let another individual know your password or borrow your Student ID Card.
- b. The acts outlined in a. will be considered as academic dishonesty. If it is confirmed by the faculty council as an act of academic dishonesty, you will fail (students enrolled in or after 2004) or receive 0 points for (students enrolled in or before 2003) all of the courses you have registered for in the semester concerned, and the decision will also be publicly announced. (Certain courses as designated by the faculty council are excluded from this measure.)

Multifaceted Evaluation during class

Depending on the method of evaluations, "1. (3) Makeup examinations", "2. Notes for Examination", "3. Notes on Examination in Essay or Report Format", and "4. Notes on examinations when using Learning Management Systems (LMS) such as e-learning" can be applied Multifaceted evaluation during class.

Office Hours (During course period)

Campuses	Name of office	Mon-Fri	Sat
Imadegawa*	Center for Academic Affairs, Imadegawa Campus Faculty of Letters, Faculty of Law, Faculty of Economics, Department of Register, and Office of Center for License and Qualification, Office of Center for General and Liberal Education	9 : 00 ~11 : 30 12 : 30 ~17 : 00 General Information 8 : 40~17 : 00	General Information only 8 : 40~11 : 30 12 : 30~17 : 00
	Center for Academic Affairs, Shimmachi Campus Office of Faculty of Social Studies and Office of Faculty of Policy Studies	9 : 00 ~11 : 30 12 : 30 ~17 : 00 General Information 8 : 40~17 : 00	Closed
	Office of School of Theology	9 : 00 ~11 : 30 12 : 30 ~17 : 00	
	Office of Faculty of Commerce	9 : 00 ~11 : 30 12 : 30 ~17 : 00	
	Office of Faculty of Global and Regional Studies	9 : 00 ~11 : 30 12 : 30 ~17 : 00	
	The Institute for the Liberal Arts Office Office of the Center for Global Education and Japanese Language	9 : 00 ~11 : 30 12 : 30 ~17 : 00	Closed
	Center for Academic Affairs, Kyotanabe Campus Faculty of Life and Medical Sciences, Faculty of Health and Sports Science, Faculty of Psychology, Faculty of Global Communications, Office of center for License and Qualification and Department of Registrar	9 : 00 ~11 : 30 12 : 30 ~17 : 00 General Information 9 : 00 ~17 : 00	Closed
Kyotanabe*	Office of Faculty of Culture and Informations Science Office of Faculty of Science and Engineering	9 : 00 ~11 : 30 12 : 30 ~17 : 00	Closed

During course registration and recess, office hours will be changed. It will be notified on the university website and message board if it is changed.

*At the General Information of the Center for Academic Affairs, it will be taken the general inquiry, and the receipt of report from students.

Academic Performance

Grading

(1) Students enrolled in or after 2004

Grades are given in five levels of A, B, C, D and F as below, with D or higher as pass and F as fail. Your official transcript issued for an outside organization's reference, such as for job application, will list the courses with a grade of D or higher and their respective grades, as well as the overall GPA (Grade Point Average) of all the subjects you have taken.

Grading Scale

Grade	Grade Point	Description
A	4.0	Excellent
B	3.0	Good
C	2.0	Fair
D	1.0	Pass
F	0.0	Fail

- b. GPA is calculated by firstly converting the grades for all the courses graded in the A-F range to grade points and calculating the weighted average based on the number of credits. The formula to calculate GPA is:

$$\text{GPA} = \frac{(\text{A} \times 4.0 + \text{B} \times 3.0 + \text{C} \times 2.0 + \text{D} \times 1.0 + \text{F} \times 0.0)}{(\text{A} + \text{B} + \text{C} + \text{D} + \text{F})}$$

(A to F indicates the respective total numbers of credits for courses graded A to F)

(2) Students enrolled in or before 2003

- a. Grades are given in 0 – 100 point scores, with 60 points or more being a pass mark and less than 60 points a fail. However, on your official transcript issued for an outside organization's reference, such as for a job application, grades are indicated by 優、良、可 (A,B,C on an English transcript). 優 (A) corresponds to 100 – 80 points, 良 (B) corresponds to 79 – 70 points and 可 (C) corresponds to 69 – 60 points.
- b. The average score is calculated by the weighted average of the scores for the passed courses and their credits. The formula to calculate the weighted average is:

$$\text{Average Score} = \frac{\text{Sum of (scores of each course} \times \text{number of credits)}}{\text{Total Number of Credits}}$$

Announcement of Grades

Grade will be noted individually to each student at the end for the Spring Semester (mid-September) and the end of the Fall Semester (mid-March). We will not answer any inquiries regarding grades in advance of this time.

Failure Courses

(1) Students enrolled in or after 2004

For those who repeated an F-graded course and received a grade of D or higher, the most recent F grade are not calculated into the GPA. This principle, however, may not apply to some courses. Please refer to the related documents distributed by your affiliated faculty.

(2) Students enrolled in or before 2003

For those who repeated a failed course and received a pass mark, the previous fail mark will be replaced by the pass mark.

Claim Committee

If you have any requests for improvement in course contents and teaching methods that cannot be resolved by direct appeal to the instructor, please consult with the office of your affiliated faculty/graduate school. After faculty/graduate school confirms the content of the consultation, the claims committee of the relevant faculty/graduate school will investigate the facts and respond to you as necessary. Please be assured that your name and student ID number will never be disclosed to the instructor, and that consulting under this system will not put you at any disadvantages.

Inquiries Regarding Grade

If you would like to make inquiries or objections regarding your grades, you must submit the inquiry form to the Office of the Center for Global Education and Japanese Language within one-week from the date of notification of grade. The Office of the Center for Global Education and Japanese Language will forward your inquiry to the class instructor on behalf of you.

For Nichibun-sei which has completed to their study, the grade report is issued through their home university. The period of acceptance for inquiries or objections are as follows:

- Students who has completed spring semester (September): By the end of October
- Students who has completed fall semester (March): By the end of April

You will inquire or bring a challenge that through your home university within these period. The Office of the Center for Global Education and Japanese Language will forward the instructor on behalf of you.

Attendance

The class instructor may disqualify the student from taking the final examination for the subject, if its attendance ratio is low.

Since Doshisha University does not issue official approval of absence, consideration of Report of Absence (whether or not the absence is counted against your attendance) is left to the discretion of each lecturer.

Your attendance ratio is one of the important factors considered in grading. It is your responsibility to keep yourself in good health, and attend the all subjects.

Please note that even if you earned a good score at the final examination, you may not be able to earn credits for the subject if you had not made regular attendance to the class.