

## < For 2017 Curriculum Students >

### Frequently Asked Questions, FAQ

#### [Seminar Subjects: 3rd and 4th Year Seminar]

##### **Q. 1. What if I do not want to take a 3rd year seminar class?**

A. Please drop your seminar registration by yourself during Course Registration Period A or B, or during Correction Period 1.

##### **Q. 2. Can I take seminars offered by other college?**

A. No. You must apply for a seminar offered by the college you belong to. Please select a seminar from your college and apply for it. For sub seminars (second seminar, 3rd year students only), students may only apply to their own college's seminar in the same way.

##### **Q. 3. What is a sub seminar? When and how can I apply?**

A. Students taking 3rd year seminars may choose to take an extra seminar class during their third year (from either college). This second seminar is called a "sub seminar". Students are able to apply for a sub seminar during the designated period (the same as that for new application). The application schedule and other details are shown in the How to Apply section.

The following conditions apply for taking a sub-seminar;

- To be approved by the sub-seminar teacher.
- No overlapping timetables between the main seminar and sub-seminars.
  - \* If your main and sub seminar class timetables overlap after application, the sub-seminar subject will be automatically deleted.

##### **Q. 4. I am currently taking Prof. \*\*'s seminar and I wish to continue under this seminar next semester. Do I need to submit any application forms?**

A. **Basically** no. The University recommends students take seminar courses continuously during the 2 years. In line with that, after applying for and being accepted to a seminar, that instructor's seminars will continue to be automatically registered each semester through "Undergraduate Thesis/ Graduation Research II" in your final semester. Sub-seminars will also be automatically registered for up to 6 semester.

In the case a seminar is cancelled due to a study abroad or leave of absence, it will not be automatically registered. (As an exception, if you take a leave of absence after completing "Research Seminar / Graduation Research I" in the 7th semester with a grade of "P", you will be automatically registered for " Undergraduate Thesis / Graduation Research II" with the same instructor when you return to school.)

##### **Q.5. I am thinking of changing my seminar. What do I need to do?**

A. If you wish to take a different seminar in the next semester, please submit a new application for the seminar you wish to take during the application period. When you submit a new application for a different seminar, the original seminar is considered cancelled. If you fail the seminar you applied for, you will not be able to take the original one.

**Q. 6. Will sub-seminar courses be automatically registered as well?**

A. Yes. Sub-seminars will also be automatically registered for up to 6 semester.

### **[Leave of Absence]**

**Q. 7. I took leave of absence after completing my fourth (or fifth) semester. I want to take a third-year seminar subject. When should I apply?**

A. If you wish to take a third-year seminar upon your return to the university, you must apply during the designated application period (December for the spring semester and June for the fall semester) during the semester immediately prior to your return (during your leave of absence). Details will be posted on this site. Please check this site regularly.

**Q. 8. I took leave of absence after completing my sixth semester. I want to take a fourth-year seminar subject. When should I apply?**

A. If you wish to take a fourth-year seminar upon your return to the university, you must apply during the designated application period (December for the spring semester and June for the fall semester) during the semester immediately prior to your return (during your leave of absence). Details will be posted on this site. Please check this site regularly.

**Q. 9. I took leave of absence after completing my seventh semester. I want to continue the seminar subject I was taking in my seventh semester. Is this possible?**

A. Yes

Yes, it's possible. Only if you take a leave of absence after completing "Research Seminar /Graduation Research I" with a grade of "P" in the 7th semester, you will be automatically registered for "Undergraduate Thesis /Graduation Research II" with the same instructor when you return to school. If you do not wish to continue taking the course, please cancel your registration on Campusmate during the cancellation period for "Undergraduate Thesis/Graduation Research II" (the registration period for regular courses (until Modification Period I).

### **[Student Exchange]**

**Q. 10. I will be going on exchange during my fifth and sixth semesters. Can I take a third-year seminar in my seventh semester, when I return from my exchange?**

A. It is not possible to take the 3rd year seminar in your 7th semester. The 3rd year seminar is for 3rd year students only, and it is not allowed to be taught remotely, so you cannot take the 3rd year seminar while you are studying abroad. If you return from study abroad in your 7th semester, you can take the 4th year seminar.

**Q. 11. In the above case, when should I apply for a fourth-year research seminar?**

Application must be submitted during the 6th semester (during study abroad). The application period (December for spring semester and June for fall semester) will be announced on this website. Please check this site regularly.

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**Q. 12. I am going on exchange during my sixth and seventh semesters. Can I take a fourth-year research seminar after I return from my exchange?**

A. It is possible to take the 4th year seminar in the 8th semester after returning to Japan. However, in order to take "Undergraduate Thesis/Graduation Research II," students must have received a P grade in "Research Seminar /Graduation Research I." Therefore, it is necessary to take "Research Seminar /Graduation Research I" through distance learning in the 7th semester while studying abroad. In order to receive remote guidance during your study abroad, you must obtain permission from your supervising instructor and submit the "Provision of Remote Instruction Form" to the office by the faculty member in charge end of the 6th semester session.