

## 2. Course Registration

The curriculum of Kwasei Gakuin University is structured in accordance with the University Regulations and bylaws of each school. Students must earn required credits and complete the curriculum to graduate. In planning their course registration, students must read through this “Study Information” for the details of the registration procedure.

### 1. Credits

Kwasei Gakuin University has adopted the credit system. The number of credits for each course is specified by the University Regulations, and students are awarded credits by taking courses for a specified period and passing the final evaluation. The number of credits assigned to each course defines by the number of hours that the course meets according to the Japanese Standards for Establishment of Universities. The number of credits required for graduation is different for each school.

### 2. Standard Year for Registration

The “standard year for registration” is specified for each course. The standard year indicates the earliest academic year in which the students can register for the course.

Standard year: 1<sup>st</sup> year: 1<sup>st</sup>-year, 2<sup>nd</sup>-year, 3<sup>rd</sup>-year and 4<sup>th</sup>-year students can register for the course.  
Standard year: 2<sup>nd</sup> year: 2<sup>nd</sup>-year, 3<sup>rd</sup>-year and 4<sup>th</sup>-year students can register for the course.  
Standard year: 3<sup>rd</sup> year: 3<sup>rd</sup>-year and 4<sup>th</sup>-year students can register for the course.  
Standard year: 4<sup>th</sup> year: 4<sup>th</sup>-year students can register for the course.

### 3. Class Period

Ninety minutes of class time is described as “Two hours” in KGU class system.

### 4. Class and Examination Schedule

(1) Below is the class and examination schedule.

(i) Regular class week, final & intermediate examinations, make-up classes, and intensive course\*

\*Intensive courses schedule during the summer, winter and Spring break is shown in (iii).

1 <sup>st</sup> period	9:00 – 10:30
Chapel Hour	10:35 – 11:05
2 <sup>nd</sup> period	11:10 – 12:40
Lunch Break	12:40 – 13:30
3 <sup>rd</sup> period	13:30 – 15:00
4 <sup>th</sup> period	15:10 – 16:40
5 <sup>th</sup> period	16:50 – 18:20

(ii) Make-up examinations

1 <sup>st</sup> period	9:30 - 10:30
2 <sup>nd</sup> period	10:40 - 11:40
3 <sup>rd</sup> period	12:30 - 13:30
4 <sup>th</sup> period	13:40 - 14:40
5 <sup>th</sup> period	14:50 - 15:50

(iii) Intensive course schedule during summer, winter and spring holidays\*

\*Intensive courses schedule may change. The details must be confirmed in the course syllabus.

1 <sup>st</sup> period	9:10 - 10:40
2 <sup>nd</sup> period	10:50 - 12:20
3 <sup>rd</sup> period	13:10 - 14:40
4 <sup>th</sup> period	14:50 - 16:20
5 <sup>th</sup> period	16:30 - 18:00

(2) Course registration for class held in another campus

(i) Nishinomiya-Uegahara & Seiwa campus and Kobe-Sanda campus

Students are not allowed to register courses in a row for another campus as above.

(ii) Nishinomiya-Uegahara and Nishinomiya-Seiwa campus

Students are not allowed to register courses in each campus in a row other than 1<sup>st</sup> and 2<sup>nd</sup> period and/or 2<sup>nd</sup> and 3<sup>rd</sup> period.

(3) The measures to be taken in case of class/examination cancellation or schedule change due to storm warning and public transportation strike are given on P. 71 and 72.

### 5. Evaluation and Examinations

Students' course performance is evaluated according to the education and evaluation policy of the instructors in charge, based on the learning outcome assessed with the results of examinations (final, intermediate and make-up examinations) and other evaluation methods (reports, participation, attendance, etc.). More details on evaluation are given on P. 70-71.

### 6. GPA System

(1) System and Standard

Kwansei Gakuin University has adopted the Grade Point Average ("GPA") system. For each of the registered courses, grade points ("GP") are assigned based on the course evaluation and a GPA is calculated using the following formula. The achieved GPA is noted in grade reports and transcripts.

<GP/The student who enrolled before 2018>

100-90 points or letter grade S: GP is 4

89-80 points or letter grade A: GP is 3

79-70 points or letter grade B: GP is 2

69-60 points or letter grade C: GP is 1

59-0 points or letter grade F: GP is 0

<GP/The students who enrolled after 2019>

100-90 points or letter grade S: GP is 4

89-85 points or letter grade A<sup>+</sup>: GP is 3.5

84-80 points or letter grade A: GP is 3.

79-75 points or letter grade B<sup>+</sup>: GP is 2.5

74-70 points or letter grade B: GP is 2.

69-65 points or letter grade C<sup>+</sup>: GP is 1.5

64-60 points or letter grade C: GP is 1

59-0 points or letter grade F: GP is 0

GPA Formula:

$$\text{GPA} = \frac{\text{Sum of (number of course credits) x (course GP)}}{\text{Total number of course credits}}$$

All courses provided at Kwansei Gakuin University are subject to the GPA grading system, irrespective of whether or not the course credits are required for graduation.

<Example for the students who enrolled before 2018>

Registered Course	Number of Credits	Raw Score	GP
Christianity A	2	82	3
Basic Seminar A	2	87	3
Japanese I	4	93	4
Computer Practice	2	75	2

$$\text{GPA} = \frac{(2 \times 3) + (2 \times 3) + (4 \times 4) + (2 \times 2)}{2 + 2 + 4 + 2}$$

→ GPA: 3.2

All credits Kwansai Gakuin offered may be count towards GPA regardless of those credits are required for graduation. However, there are some cases that credits earned by the credit grant system may not be given the GP and they are not counted towards GPA Course Drop Period

According to GPA system, students can drop courses; that are allowed to drop by SIS and other office, 2 month after the semester starts. Below is the place to drop courses.

## (2) Honors

Students with outstanding academic results for each semester are honored, and a list of such students is posted on the SIS bulletin board. The criteria for honors may differ at each school. In addition to the semester-based honor, students with a GPA in the top 5% are awarded the Top GPA Award at the end of the 2<sup>nd</sup>-, 3<sup>rd</sup>- and 4<sup>th</sup>-years respectively.

### 7. Course Contents

The course objectives, contents, evaluation method and criteria, and required preparation for each course are described in the syllabus. Students are advised to fully utilize the information when selecting the courses for registration.

The syllabus is available at <https://syllabus.kwansai.ac.jp/>, which is accessible from both on and off the campus. The contents of the syllabus are subject to change depending on the progress of the class. Changes to the syllabus will be announced on the SIS bulletin board or by the instructors during the class.

### 8. Course Evaluation by Students

Kwansai Gakuin University conducts the “Unified Student Course Evaluation” with the aim of offering better courses. Students are asked to assess their registered courses in a responsible manner and provide sincere evaluation, comments and opinions. The evaluation method for each course is described in the syllabus.

### 9. Course Numbering System

Course numbering is the system to show the structure of curriculum and the level of course by allocating number. It helps students to select appropriate course for them. Also, it contributes to the smooth credit transfer as comparative reference between KGU and affiliated schools.

Following chart in the next page describes our course numbering system. Each school and office offers the details in their curriculum instruction.

	Course Level	Contents
100	Introductory Undergraduate Course	<ul style="list-style-type: none"> <li>• Introductory and professional education courses to acquire basic knowledge in 1<sup>st</sup> year</li> <li>• Compulsory, general education, liberal arts, and University-wide courses for 1<sup>st</sup> year</li> </ul>
200	Intermediate Undergraduate Course	<ul style="list-style-type: none"> <li>• Intermediate-level courses of each specialized field</li> <li>• General education and university-wide courses including interdisciplinary and developed contents</li> </ul>
300	Advanced Undergraduate Course	<ul style="list-style-type: none"> <li>• Advanced-level courses including practical and specialized elements of each field</li> <li>• General education and university-wide courses including practical and developed contents in a specific theme and field</li> </ul>
400	Advanced Undergraduate Course	<ul style="list-style-type: none"> <li>• Highly advanced-level and final phase of undergraduate courses, such as graduation thesis and graduation work</li> <li>• Courses which are collaborated with graduate courses</li> </ul>

### 10. Multidisciplinary Studies (MS) Program

\*Changed the name from MDS after 2014

This program has been introduced to help students obtain a more extensive knowledge and deepen expertise by learning multiple fields beyond a single school in a program of courses provided by other schools and offices. By taking a structured program of courses, instead

of just randomly taking courses of other schools, students can learn as if they belong to two different schools, while actually belonging to one school. The details of the program can be found in the brochure “複数分野専攻制への扉”. Students can also consult with the SIS office about the program.

### 11. Multiple Degree Program

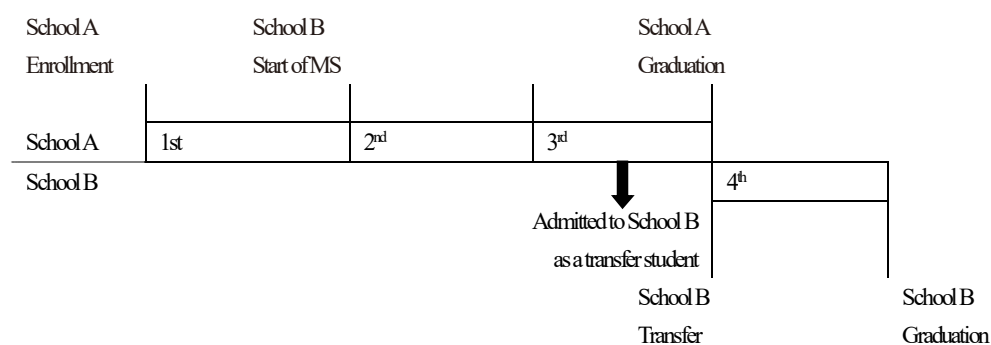
This program is part of the MS program, and allows students to graduate from two schools with two different degrees. Using this program, a student in school A takes courses of the MS program offered by school B, graduates from school A, enrolls in school B as a transfer student, and part of the credits earned at school A as well as from the MS program offered by school B are granted as the credits required to graduate from school B. The student will then graduate from school B after earning the remaining credits required for graduation. Students with outstanding academic performance may be eligible for three-year graduation from school A, and earn two degrees in a minimum of four years.

The three-year graduation and 4<sup>th</sup>-year transfer may not be permitted at certain schools. The details are available at the SIS office.

Three sample cases are provided as follows.

#### ■ Two degrees in a minimum of four years

Students graduating in three years and transferring into the 4<sup>th</sup> year at another school

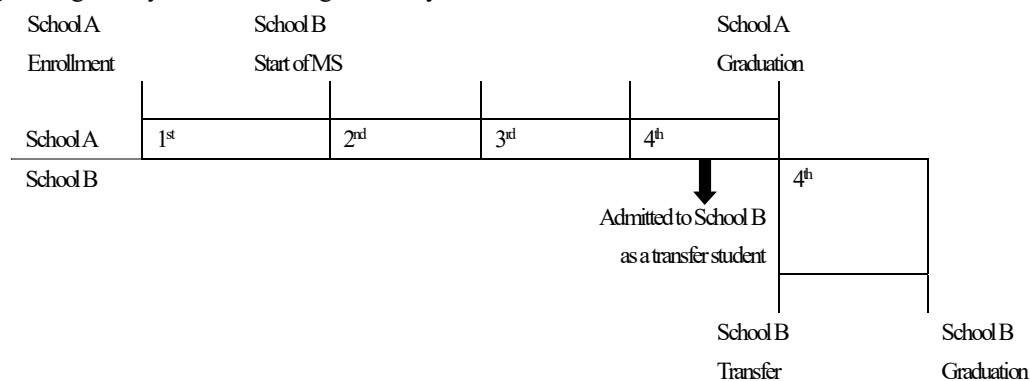


School A: While taking the courses required by the curriculum of school A, students also take the MS program courses provided by school B during their 2<sup>nd</sup> and 3<sup>rd</sup> years, and graduate from school A in three years using the three-year graduation system.

School B: Students graduating from school A transfer into the 4<sup>th</sup> year at school B, earn the remaining credits required for graduation from school B within one year.

#### ■ Two degrees in five years (1)

Students graduating in four years and transferring into the 4<sup>th</sup> year at another school

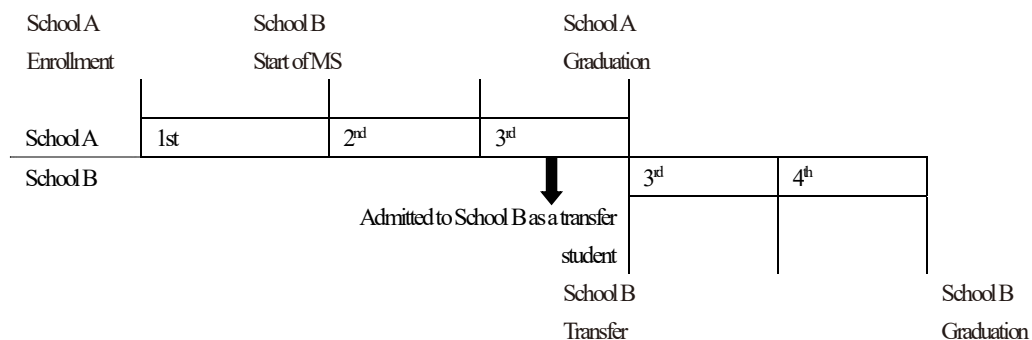


School A: While taking the courses required by the curriculum of school A, students also take the MS program courses provided by school B during their 2<sup>nd</sup> and 3<sup>rd</sup> years, and graduate from school A in four years.

School B: Students graduating from school A transfer into the 4<sup>th</sup> year at school B, earn the remaining credits required for graduation from school B within one year.

■ Two degrees in five years (2)

Students graduating in three years and transferring in the 4th year at another school



School A: While taking the courses required by the curriculum of school A, students also take the MS program courses provided by school B during their 2<sup>nd</sup> and 3<sup>rd</sup> years, and graduate from school A in three years using the three-year graduation system.

School B: Students graduating from school A transfer into the 3<sup>rd</sup> year at school B, earn the remaining credits required for graduation from school B within two years.

**12. Certification/Qualification Courses**

Students who wish to obtain a Japanese teaching certification for junior high school and high school should refer to the brochure “教職課程等履修要項”.

Students who wish to obtain other certifications such as school librarian, museum curator, and community education supervisor should also refer to “教職課程等履修要項”.