

Course Registration

- **Course registration consists of two parts: registration and withdrawal periods. For the registration schedule, please check the “Academic Calendar for 2019-2020.”**

1. The period for registration is for two weeks around the commencement of each term’s classes. You must register in this registration period to attend classes that you wish to take. *No credits can be earned for courses completed without registration.*

You may add/drop course(s) during this period.

2. The withdrawal period provides the only option to leave a course following the end of the registration period. The transcript will indicate a ‘W’ grade. Students cannot withdraw after the withdrawal deadline.

*No withdrawal period is set for the Summer and Winter Terms, since most summer/winter courses take the short-term, intensive approach. Students must drop a course during the registration period, or successfully complete all course requirements to avoid failing any course.

Syllabus

- In order to select courses effectively, students are strongly advised to read the course syllabus on our online system, GRIPS Gateway, carefully.

How to Register

- Students must register using the online system.
*For online registration details, please refer to the “How to register for courses” page.

GRIPS Assessment Policy

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| <p style="text-align: center;">GRIPS Assessment Policy</p> <p style="text-align: center;">Assessment Information Provided on Syllabus</p> <p>All information about assessment for individual courses will be provided in the detailed syllabus available at the beginning of the course. This will consist of:</p> <ul style="list-style-type: none"> • the assessment plan, including the marking/grading system to be used, and the weight allocated to each significant grading component • examination/submission dates • penalties for late submission • other requirements, if any <p>Once a course has started, instructors may change the requirements only after obtaining the agreement of all students concerned and informing the Academic Support Team.</p> <p style="text-align: center;">Procedure before Final Grades</p> <p>Assessment during the course</p> <p>Instructors should return items of assessment completed during the term promptly, with marks or grades and, where appropriate, comments to the students. Also, instructors must comply with the guidelines for grading (cf. 'Final Grades'), so that students can gauge their own performance against that of other class members. Students are advised to keep the returned original assignments in case they decide to appeal their final grades.</p> <p>Meeting all assessment requirements</p> <p>Course assessments may include different forms of assessment, such as class exercises, assignments, quizzes, tests and examinations. Students need to ensure that they have</p> | <p style="text-align: center;">GRIPS 成績評価基準(対訳) ※英文を正本とする。</p> <p style="text-align: center;">シラバスに記載される 成績評価についての情報</p> <p>各授業科目の成績評価に関するすべての情報は、講義開始時に入手可能な詳細なシラバスに記載されている。これには以下の事項が含まれる。</p> <ul style="list-style-type: none"> • 成績評価計画。これには使用される採点・成績評価のシステム、および成績評価における主要な各要因に与えられるウェイトについての情報などが含まれる。 • 試験の日時、提出物の期日 • 提出期限後の提出に対するペナルティ • その他の必要な事項 <p>講義開始後に教員がシラバス記載の事項を変更する場合は、関係する学生全員の賛同を得ること、また教務担当に報告することが必要となる。</p> <p style="text-align: center;">最終成績評価に先立つ手続き</p> <p>授業科目期間中の評価</p> <p>教員は学期中に完成した評価対象アイテムを、採点または成績評価、および必要な場合にはコメントとともに速やかに学生に返却するべきである。また教員は、成績分布のガイドラインを遵守することで、学生がクラスの他のメンバーに比較した場合の自らの成績を正しく評価できるようにしなければならない。学生は、最終成績評価について不服申立する場合に備え、課題の原本を返却された場合はそれを保管しておく必要がある。</p> <p>すべての評価要件を満たすこと</p> <p>授業科目においては、クラスでの課題や提出課題、小テスト、試験など様々な形式での評価が行われる。学生は指定された期間に、評価において必要とされる事項をすべて、確実に満たしていなくてはならない。指示や課</p> |
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completed all the required forms of assessment by the designated deadlines. Failure to attend a class where instructions were given or work was assigned is not a valid reason for non-performance.

Students' own work

All work submitted for assessment must be the student's own work, and must not be the result of collaboration with others, unless it is clearly indicated in the assignment details that the submitted assignment may be a joint or collaborative effort. In all joint assignments, the nature and extent of the collaboration and the identities of the collaborators must be specified.

Special consideration

1. Students who have suffered serious illness or misadventure beyond their control, which they believe has affected their assignment work, should complete and submit as soon as possible a "Request for Special Consideration" form (available at the Academic Support Team counter) along with any medical certificates or other certified official documents specify about the duration and severity of the problem, to the Academic Support Team, who will forward them to the instructor.

2. Students should note that work, family, and sporting and social commitments are not normally seen as being beyond a student's control and so are not normally accepted as grounds for special consideration.

3. If the student is not satisfied with the initial response to his/her "Request for Special Consideration," then the student may submit a request for further consideration to the Program Director through the Academic Support Team.

4. For further information regarding applications for special consideration, contact the Academic Support Team.

題が出た時にクラスを欠席していた、というのは正当な理由と認められない。

提出課題の作成

評価のための提出課題はすべて学生が自身で作成しなければならない。共同作業や他人との協力が可能である旨が評価の詳細において明確に記載されていない限り、他人の協力を得て作成してはいけない。共同作業で作成されたすべての提出課題には、協力の内容やその程度、また共同作業者の氏名が明記されなくてはならない。

特別配慮

(1) 重病や偶発事故など不可抗力の出来事のために、提出課題等の作成に影響を受けたと考える学生は、「特別配慮の申請」の申立書を可能な限り速やかに提出すべきである。この書類は教務担当のカウンターで入手可能である。申立書は、問題が継続する期間やその重症度について具体的に記載された医師による診断書、またはその他公式に認定された文書とともに教務担当に提出しなければならない。同担当はこの書類を教員に転送する。

(2) 学生は、仕事、家族、スポーツおよび社交上の約束は通常不可抗力とはみなされず、従って通常は特別な配慮の根拠としては認められない、という点に注意する必要がある。

(3) 学生が「特別配慮の申請」に対する当初の回答に満足できない場合には、プログラムディレクターに対し、教務担当を通じて更なる配慮の申請を提出することができる。

(4) 特別な配慮のための申請に関するその他の情報については、教務担当に問い合わせること。

Course withdrawal procedure

A student can withdraw from a course without penalty during the registration period. After the end of the registration period, students can still withdraw from courses before the final withdrawal deadline, in which case a grade of W will be shown on their transcript. It is not permissible to withdraw after the withdrawal deadline. The academic calendar provides the registration periods and withdrawal dates for each term and course type.

Final Grades**Final Grades**

The following grading scale will be used for all courses.

| | | |
|---|--|--------------------------------|
| A | 90-100 | Outstanding performance |
| B | 80-89 | Superior performance |
| C | 70-79 | Satisfactory performance |
| D | 60-69 | Acceptable minimum performance |
| E | 0-59 | Unsatisfactory performance |
| P | Pass (in courses designated Pass/Fail) | |
| F | Fail (in courses designated Pass/Fail) | |
| W | Withdraw | |
| T | Credit transferred | |

Grade distribution guidelines

For courses in which letter grades are assigned, the grade distribution should satisfy both the mean GPA criterion and the reasonable distribution criterion.

1. Mean Grade Point Average Criterion

Courses should have a mean GPA between 3.1 and 3.5, where A, B, C, D and E carry grade points of 4, 3, 2, 1 and 0, respectively.

Grades of P, F, W and T are not be included in the GPA calculation.

2. Reasonable Distribution Criterion

The distribution of grades should be in accordance with the following guideline.

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| A | 20-50% of class |
|---|-----------------|

授業科目登録の取消手続

履修登録期間中は、学生はペナルティなしで授業科目登録の取消しを行うことができる。履修登録期間の後でも、最終履修登録取消期限までは学生は履修登録の取消しを行うことができる。この場合には、学生の成績証明書には W 評価が記載されることになる。最終履修登録取消期限の後には、履修登録取消しは不可能となる。各学期における履修登録の日程については、学年暦に記載されている。

最終成績評価**最終成績評価**

以下の評価基準が適用される。

| | | |
|---|--------------------------|-------------|
| A | 90-100 | 卓越した成績 |
| B | 80-89 | 優れた成績 |
| C | 70-79 | 満足できるレベルの成績 |
| D | 60-69 | 容認できるレベルの成績 |
| E | 0-59 | 不合格 |
| P | 合格 (合格・不合格を指定する授業科目の場合) | |
| F | 不合格 (合格・不合格を指定する授業科目の場合) | |
| W | 登録取消し | |
| T | 単位互換認定 | |

成績評価の分布に関するガイドライン

アルファベットで評価が記載される授業科目の場合には、**平均 GPA 基準**および**妥当な分布に関する基準**の双方を満たしている必要がある。

(1) 平均 GPA 基準

A、B、C、D、E をそれぞれ 4 点、3 点、2 点、1 点、0 点としたときに、当該授業科目の GPA 平均は 3.1 点から 3.5 点の範囲内となるべきである。

P、F、W、T の評価は GPA に含まれない。

(2) 妥当な分布に関する基準

成績評価の分布は以下の範囲内となるべきである。

| | |
|---|-------------|
| A | クラスの 20-50% |
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- B 30-70% of class
- C < 25% of class
- D < 10% of class
- E < 10% of class

If the grade distribution guideline is not met, the instructor should provide a reason.

Release of course results

Course results are submitted to the Academic Support Team by the end of the third week after the end of the term. All students will be issued an official results notice, providing the details of courses completed and grades awarded, after each term and within ten working days of the final submission date.

Appeal

1. Students who have concerns regarding their grade in a course should first approach the course instructor to discuss their assessment.

2. A student who, after speaking with the course instructor, still wishes to appeal the grade, must submit a request in writing to the Program Director through the Academic Support Team within three weeks of the announcement of the results. If the request is judged appropriate, the Program Director will seek the advice of the course instructor and the Dean, and arrange for the work to be reassessed. The Program Director will decline to take action if insufficient reasons are given to justify reassessment. In particular, deviation from the grade guidelines is not sufficient grounds for a review. If the course instructor is the Program Director, then the request will go directly to the Dean.

3. When the piece of assessment in contention is a group assignment, the formal request for review must be signed by all members of the group and submitted as above.

4. As noted previously, students should keep all

- B クラスの 30-70%
- C クラスの 25%未満
- D クラスの 10%未満
- E クラスの 10%未満

成績評価の分布がガイドラインを満たさない場合には、教員はその理由を挙げなければならない。

成績の発表

成績は学期終了から3週間以内に教務担当に提出される。学生全員に対する、修了した授業科目の詳細および各学期の成績評価を記載した公式結果の通知は、最終提出期日から、土曜日、日曜日及び祝日を除いた10日以内に発行される。

不服申立

(1) 授業科目における成績評価につき学生が懸念を抱いた場合には、成績について話し合うため、まず授業科目担当教員にコンタクトしなければならない。

(2) 授業科目担当教員と話し合った後にも学生が成績評価につき不服申立することを希望する場合には、成績の発表から3週間以内に書面でその要請を、教務担当を通じてプログラムディレクターに提出しなければならない。不服申立が妥当と考えられる場合には、プログラムディレクターは授業科目担当教員および研究科長の助言を求め、学生の提出課題の再評価が行われるよう手配する。再評価の正当性を証明する理由が不十分なものである場合には、プログラムディレクターは措置を講じることを拒否する。具体的には、成績評価ガイドラインに沿っていないことは、再考の十分な根拠とはならない。授業科目担当教員とプログラムディレクターが同一人物である場合には、この要請は研究科長に直接送られる。

(3) 評価につき論争の対象となっている提出課題がグループで作成した課題である場合には、再考についての正式な要請にグループ全員が署名し、上記に従ってこれを提出する。

(4) 前述のように、学生は採点済みの提出課題を返却さ

marked work returned to them in case those documents are required for reassessment purposes. Reassessment will not be approved in cases where the student cannot provide the returned original marked piece of work.

Repeating a Course

1. In principle, students cannot repeat a course which they have already taken successfully. They can do so only if both the course instructor and their Program Director give their permission.

2. Those who wish to repeat a course should submit a completed “Application to Repeat a Course” form to the Academic Support Team after obtaining the approval* of both their Program Director and the course instructor.

*Approval is not required in the case of repeating Japanese language courses.

3. Only the grade assigned in the repeated course will be shown on the student’s transcript.

れた場合は、再評価においてこれが必要となった場合に備えて保管しておかなければならない。

学生が採点された提出課題の原本を提出できない場合には、再評価は承認されない。

再履修

(1) 原則として、修得科目を再履修することはできないが、希望する学生の所属するプログラムディレクター及び授業科目担当教員が認めた場合にのみ、再履修することができる。

(2) 既修得科目の再履修を希望する学生は、プログラムディレクター及び授業科目担当教員の許可*を得た上で、「再履修申請書」を教務担当に提出する。

* 日本語の語学の授業を再履修する場合は、これらの許可は不要である。

(3) 成績表には、再履修時の成績のみが表示される。

Cheating and Plagiarism

GRIPS View of Cheating and Plagiarism

Cheating and plagiarism is viewed as a serious offense by the National Graduate Institute for Policy Studies (GRIPS). It directly affects the morale of your fellow students and lowers the reputation of the School. Cheating and plagiarism, therefore, will not be tolerated and may result in serious penalties, including suspension or expulsion from the School. All staff and students have a responsibility to prevent, discourage, and report cheating. For more information about penalties, see the “Disciplinary Policy in the Event of Student Misconduct.”

Definition of cheating

Cheating is behaving in a fraudulent way in university coursework and examinations. Cheating includes passing off work done by someone else as your own work, or otherwise trying to gain an unfair advantage.

Examples of cheating

Examples of cheating include, but are not limited to:

- Impersonating someone else in a test or examination, or arranging such impersonation;
- Copying from another student during a test or examination;
- Referring to notebooks, papers, or any other materials during a closed-book exam;
- Submitting work for which credit has already been received in another course without the express consent of the instructor;

- Helping others to cheat in these ways is also a form of cheating;
- Falsifying data. This means manipulating research materials or processes, or changing or omitting data or results, such that the research is not accurately represented in the research record. While there is considerable leeway in interpreting data, the data itself must not be manipulated or distorted.

Definition of plagiarism

Plagiarism is the copying of ideas, wording, or anything else from another source without appropriate reference so that it appears to be one’s own work. This includes published and unpublished work, the Internet, and the work of other students and staff.

Examples of plagiarism

Examples of plagiarism include, but are not limited to:

- The submission of a work, either in part or in whole, completed by another;
- Failure to give credit for ideas, statements, facts, or conclusions which rightfully belong to another;
- Paraphrasing the ideas, interpretation, or expressions of another without giving credit;
- In written work, failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof;
- Using another writer’s whole paper (or a substantial part), even with a citation.

Disciplinary Policy in the Event of Student Misconduct

Misconduct in Academic Activities

Misconduct during an examination refers to any behavior considered improper for a graduate student under instruction, such as using non-permitted materials in a test site, including “cheat notes” constructed by the student, non-permitted devices, or another person’s answer sheets.

Misconduct in the context of a research paper refers to the unattributed use of a source of information that is not considered common knowledge (plagiarism), intentional falsification of analytical results and/or research data, and other such unsuitable behaviors.

Misconduct in Non-Academic Activities

Misconduct in Non-Academic Activities refers to any conduct that would disrupt the good order of the university, or any unsuitable behavior for a student under instruction.

Penalties

In accordance with Article 56 of the School Regulations, disciplinary action taken with regard to students found guilty of misconduct may include a reprimand, suspension, or expulsion from the university. Suspension may be of two types, either for a period of between one week and three months, or for a period of six months. The date on which the disciplinary action goes into effect shall in principle be the same date on which the notice of said action is issued.

Treatment of misconduct in academic activities

1. In the event of a reprimand, the student’s enrollment in the relevant course shall be annulled.
2. In the event of a suspension, the student’s enrollment in the relevant course shall be annulled. Further, depending on the severity of the case, the student’s enrollment in all courses for the relevant term (the term in which the misconduct occurred) or the relevant school year may also be annulled.

3. During the period of suspension, the student shall not be allowed to register for courses, attend classes, or take exams.

Treatment of misconduct in non-academic activities

This shall be decided on a case-by-case basis.

Disciplinary Procedures

Disciplinary action for students suspected of misconduct shall be determined and executed as follows:

1. In the case of misconduct relating to academic activities, the faculty member in charge of the applicable course shall report the details of the conduct to the Dean of the Graduate School. In the case of misconduct in non-academic activities, the faculty/staff with knowledge of the details of the offense shall report the details to the Dean of the Graduate School.
2. The Dean of the Graduate School shall report the details of the incident to the University President and shall convene an investigative committee composed of the Dean of the Graduate School (committee chair), the Vice-President for Academic Affairs, the Program Director, the instructor of the relevant course, and others as deemed necessary.
3. The investigative committee shall consider the facts relevant to the case, develop a proposal for the penalty, and submit the proposal to the University President.
4. The University President shall receive the aforementioned proposal from the investigative committee, develop a proposal for final disposition, and present it for deliberation at the Academic Council, upon which the results shall be finalized.
5. The University President shall notify the relevant student regarding the contents of the disciplinary action.
6. In the event that the student files an objection about the decision, the University President shall have the

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investigative committee engage in further consideration of the matter. The investigative committee shall take into consideration the contents of the student's objection, and report its results to the University President.

7. In the event that a change occurs in the contents of the proposal for penalty, the revised proposal shall once again be placed before the Academic Council, and upon

deliberation, the proposal shall be finalized.

8. Disciplinary action in response to student misconduct, including details regarding the misconduct and penalty, shall be publicized within the university. The publication of information will omit the student's name and school identification number.