

## Course Registration

### Registration Periods

**The course registration takes place in two-time frames: the registration period and the withdrawal period. For the registration schedule, please check *Academic Calendar for 2024–2025*.**

**1. The registration period\*** is a two-week period each term, around the time of commencement of classes. You must register during the registration period to be able to attend classes 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\*** is the only time after the end of the registration period when you can withdraw a course. It is not permissible to withdraw after the end of the withdrawal period. If you withdraw from a course during the withdrawal period, your transcript will indicate a ‘W’ grade, which will not affect GPA calculation.

No withdrawal period is set for the Summer and Winter Terms, since most summer/winter courses are based on a short-term, intensive approach. For any course during those two terms, students must either: drop the course during the registration period, or successfully complete all course requirements: otherwise, they will fail the course.

\* In every term, the registration period and withdrawal period begin at 9 am on the first day of the period and the deadline is 5 pm on the last day of the period.

Note: all dates and times are Japan Standard Time.

### Syllabus

To select courses effectively, please carefully read the syllabus for each course on the GRIPS Gateway online system (G-way).

### Registration Process

Course registration is done online via G-way.

For the details of online registration, please refer to the section entitled, *How to register for courses*.

## Course Code Classifications

### In Alphabetical Order

AIP	ASEAN Initiatives Program
CUL	Cultural Policy
DEV	Development
DMP	Disaster Management Policy Program Disaster Management Program
DRM	Disaster Risk Management (Japanese)
ECO	Economics
EDU	Educational Policy
EPP	Economics, Planning and Public Policy Program
GEN	General
GGG	GRIPS Global Governance Program
GLD	Global Leadership Development Program
GOV	Government (Political Science, International Relations)
IPR	Urban Policy Program (Intellectual Property Rights, Japanese)
LAN	Language
MEP	Macroeconomic Policy Program
MOR	Operations Research
MSP	Maritime Safety and Security Policy Program
PAD	Public Administration
PFP	Public Finance Program
PPP	Public Policy Program
REG	Regional Policy
SSP	Strategic Studies Program
STI	Science, Technology and Innovation Policy
YLP	Young Leaders Program

### By Type and Discipline

#### University-wide Courses

- **Economics**  
ECO
- **Political Science, International Relations and  
Public Administration**  
GOV  
PAD
- **Multi-disciplinary Policy Studies**  
CUL  
DEV  
EDU  
GEN  
MOR  
REG  
STI
- **Language**  
LAN

#### Program-specific Courses

AIP  
DRM  
EPP  
GGG  
GLD  
IPR  
MEP  
MSP  
PFP  
PPP  
YLP

#### Independent Program Courses

DMP  
SSP

## How to Read Course Codes and Numbers

The first digit of the four digit number indicates the level of the course.

1st digit	Level
1	Introductory courses
2	2nd level courses
3	3rd level courses
4	Thesis writing and related courses
5	Other special courses
6-9	Reserved for higher level courses

The second digit of the four digit number indicates subjects under a specific code.

- **ECO Courses**

2nd digit	Subjects
0	Economic Theory (Microeconomics, Macroeconomics)
1	Public Finance Social Security Labor Economics
2	Regulatory Economics Law and Economics
3	Urban Economics Transportation Economics
4	International Economics
5	Environmental Economics
6	Finance Macroeconomic Policy Monetary Policy
7	Econometrics Cost Benefit Analysis
8	Development Economics
9	Others

- **GOV Courses**

2nd digit	Subjects
1	Domestic Politics
2	International Politics
3	Comparative Politics
4	Regional Studies
5	Public Administration
6	Topics in Policy Studies
7	Political Philosophy Political Ideas
8	Not assigned
9	Others

- **DMP Courses**

2nd digit	Subjects
0, 1	Disaster Management Policy (Common subjects including thesis)
2, 3	Seismology
4, 5	Earthquake Engineering
6, 7	Tsunami Disaster
8, 9	Water-related Disaster Management

The first letter after the four digit number indicates language of instruction.

E	English
J	Japanese

The second letter after the four digit number indicates the section.

A	Section A
B	Section B

### Example

<b>ECO1020EA</b>	Economics Introductory Theory (Micro) English Section A
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## Credits Acquired before Admission

### Credits Acquired before Admission

Credits acquired at GRIPS or other graduate schools before admission at GRIPS can be acknowledged at GRIPS as courses taken, to a maximum of 15 credits. Note: a maximum of 20 credits can be recognized for the combination of credits acquired prior to enrollment and credits for courses taken at other graduate schools.

### Conditions

Only course subjects or course content identical to those offered by courses established at GRIPS can be certified. However, depending on the aims of the program in which you are enrolled, you may be certified for credits for courses which are educationally relevant and beneficial.

Note: we do not guarantee approval of your application.

### Procedure

If you wish to have your acquired credits recognized, please contact Academic Support Team, prepare the following documents, and submit them to your program director or course director for approval.

- Application form (in GRIPS format)
- Academic transcript issued by your graduate school
- A document describing the syllabus or the content of the course

After obtaining the director's approval, please submit the above documents by the end of the month in which you enrolled.

### Notification

Academic Support Team will notify you of the result of your credit certification after internal deliberation.

### Grade Evaluation

When a credit is acknowledged, "T" will be indicated on your academic record to indicate certification of that credit transfer.

## **Courses Taken at Other Graduate Schools while Enrolled at GRIPS**

### **Courses Taken at Other Graduate Schools**

After prior consultation with other graduate schools, you may take courses that are judged relevant and beneficial from the educational point of view. In addition, the credits you may acquire could be treated as courses taken at GRIPS, to a maximum of 15 credits. Note: a maximum number of 20 credits can be recognized for the combination of credits acquired prior to enrollment and credits for courses taken at other graduate schools.

### **Open Courses**

GRIPS credits could be granted for courses that correspond to or are related to the course subjects of the GRIPS program in which the student is enrolled, and which are taught by a graduate school with which GRIPS has concluded a credit transfer agreement.

In addition to the above, GRIPS credits could be granted for certain courses that GRIPS deems educationally relevant and beneficial.

### **Procedure**

Please submit your application form (in GRIPS format) to Academic Support Team by the designated deadline. For further details, please contact Academic Support Team.

### **Permission**

Academic Support Team will notify you if your application has been approved by the other school.

### **Course Report**

Upon completion of the course(s), please submit a course report (in GRIPS format) to Academic Support Team immediately. Please note that if you fail to submit, you will not receive credit approval.

### **Notification**

Students will be notified by Academic Support Team of the result of internal deliberation regardless of the judgement.

### **Grade Evaluation**

When a credit is acknowledged, "T" will be indicated on your academic record to indicate credit transfer certification. If a failing grade is received, "F" will be indicated on your academic record.