

IUI Registration Guideline for students enrolled in 2016

I. IUI Matters

I.-1. Goals of the Graduate School of Urban Innovation

To bring together research related to architecture, urban culture, city infrastructure, and inclusive, symbiotic societies from the perspectives of sustainability and creativity, and to train advanced specialists who can create a diverse range of innovations within a city to allow them to develop autonomously and sustainably (Master's Program). In addition, to educate people who can become leaders with a wide range of global perspectives on urban innovation (Doctoral Program).

I.-2. Course Enrollment

1. Course Formats

Course plans must be prepared according to the Degree requirements and Course criteria to each specialization.

2. Academic Advisors

- (1) One member of the faculty responsible for their own Department shall be submitted as the main academic advisor. [Note 2]
- (2) The main academic advisor shall appoint two related academic advisors, and they shall provide guidance.
- (3) The main academic advisor and the related academic advisors shall provide guidance and advice for creating a study plan, course plan and research theme decisions, as well as the preparation of the master's thesis or portfolio.
- (4) In principle, students are required to take the "Seminar" offered by their main academic advisor. (Save for Y-GSA and Y-GSC) [Note 3]
- (5) The main academic advisor and the related academic advisors may be changed as needed.

[Note 1] Hereafter, "academic advisor" refers to both the main academic advisor and the related academic advisors.

[Note 2] In the Specialization in Infrastructure Management (IMP), the Steering Committee will select the main academic advisor from among the faculty members.

[Note 3] In the Specialization in Infrastructure Management, the "Research & Guidance" class must be taken.

3. Enrollment Terms

- (1) The standard term is 2 years for the Master's Program, and 3 years for the Doctoral Program.
- (2) The enrollment period, without any leave of absence periods, is 4 years for the Master's Program and 6 years for the Doctoral Program.
- (3) Students enrolled for more than a year past the standard terms will be treated as second-year students.
- (4) Refer to the appropriate section in p. 34, "IV Course Registration Regulations" for the early graduation system.

4. Course Registration

(1) Course registration information

Students who wish to enroll in a course must submit a study plan to their academic advisor and obtain their permission before registering in the Academic Affairs information system. In addition, the Registration Plan Sheet must also be submitted to the Graduate School of Urban Innovation Office. Students should submit the Registration Plan Sheet even if you do not need to register for credit courses.

Registration of courses for the Graduate School of Urban Innovation is done from a computer. Connect to the Educational Affairs information system from your web browser and enter the schedule codes to register the courses you will take. Refer to the separately distributed “Educational Affairs Information System Guide” for more information.

(2) General notes on course registration

- [1] Registration must be completed for those courses you wish to take by the specified deadlines for both the spring and fall semesters.
- [2] You cannot take courses you have not registered for. Note that in principle, courses cannot be changed once registered.
- [3] Only one class can be taken in same day and period.
- [4] You cannot take either the spring semester only or the fall semester only for full-year courses (courses that are taken in both the spring and fall semesters).
- [5] You cannot re-register for courses that you already have the credits for.
- [6] For registration of foreign languages courses, see “3. Taking foreign language courses” on p. 35 in “IV.-3. Taking courses at IUI”

(3) Cancelling course registrations

You can cancel registered courses within the specified period. If you wish to cancel course registration, get the Application for Cancellation of Course Registration form 0 from the Graduate School of Urban Innovation Office or download it from the IUI website “Information for students” page (<http://www.urban.ynu.ac.jp/>), and submit it within the specified period. See the separate notices, etc. for more information.

[Note] When calculating the GPA, credits from cancelled courses are subtracted from credits from registered courses. Quitting courses after the specified date will result in a failing grade.

(4) Examinations week

- [1] Examinations week is as per the academic calendar.
- [2] In principle, exams for each course will be held at the date and time specified in the class timetable.
- [3] Notices on courses for examination will be posted before the day on which the examinations week starts.
- [4] Please note the following when sitting exams.
 - a. Display your student ID card on your desk when sitting an exam.
 - b. Cheating in exams shall be subject to disciplinary measures pursuant to Article 24 of the University Regulations.

5. Grade Evaluation

Grade evaluation shall take into account the attainment level weighted by the grades shown in syllabus, and shall be as per the table below.

Grade Notation	Grade Point	Percentage	Pass / Fail
S	4.5	90 to 100	Pass
A	4	80 to 89	
B	3	70 to 79	
C	2	60 to 69	
Fail	0	0 to 59	Fail

*S (90% or higher) is earned for amply achieving course objectives and for achieving results that go beyond to exceed course objectives.

*A (80% to 89%) is earned for amply achieving course objectives and for excellent results that are not quite superior level.

The GPA (Grade Point Average) is calculated as follows. In other words, the GP (Grade Points) set in the table above are awarded in view of the results from the courses taken for graduation, and the average is calculated by dividing the total sum obtained by multiplying the credits for the relevant courses by the total credits for registered courses.

$$\text{GPA} = \sum (\text{GP} \times \text{number of credits}) / (\text{number of registered credits})$$

[Note 1] A minimum of a 2.0 GPA is required to graduate.

[Note 2] Credit accreditation courses, prerequisites, foreign language courses, etc. (refer to pp. 34 - 35) are excluded from GPA computation.

[Note 3] Students can re-register for courses they failed. When re-registering, your grades will reflect the results after re-registration. The number of credits for re-registered courses will not be included in the registered credits for the GPA.

[Note 4] Cancelled course registrations are not included in the GPA.

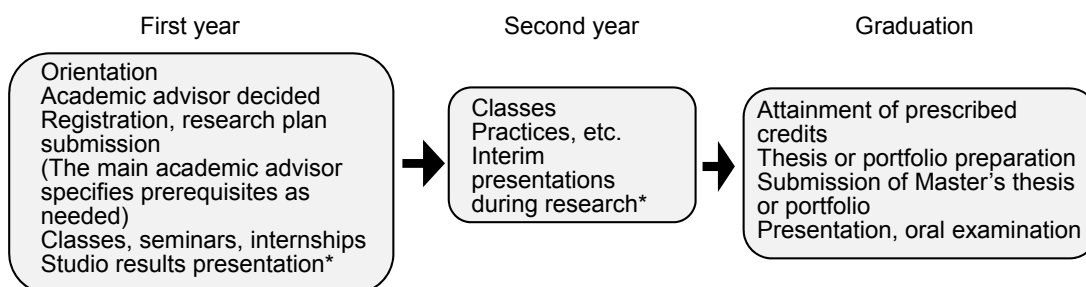
II. Master's Program

II.-1. Steps from Research Planning and Registration to Graduation

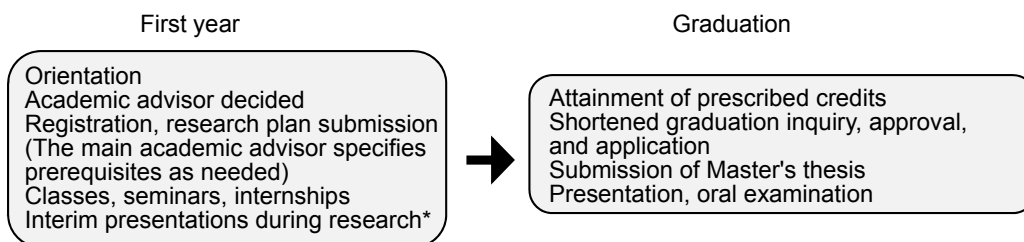
1. Study Steps

"To study" is to actively learn on your own to master your subject. The steps for study in the IUI Master's Program are shown below. However, you will need to check yourself, as this will differ between departments and specializations.

Standard Graduation (Master's Program)



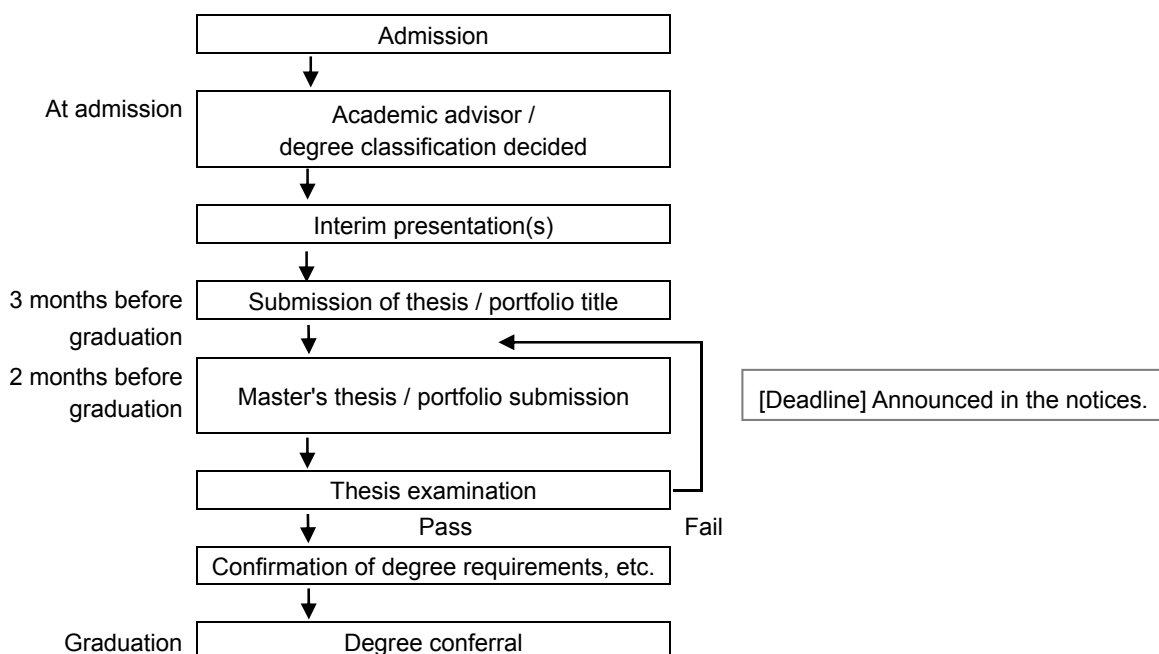
Early Graduation (Master's Program)



*Check the timing for each department or specialization.

2. Steps to Degree Conferral

The steps until degree conferral in the IUI Master's Program are shown below. For details, check with each department or specialization.



II.-2. Registration Method

1. Specialization in Architecture and Urban Culture, Department of Architecture and Urban Culture

(1) Degree requirements

Matters	Requirements
Period of enrollment	At least 2 years in the Master's Program (or at least one year for Early Graduation).
Credits required	[1] At least 30 credits obtained in the Master's Program in accordance with "(3) Course criteria." [2] Prerequisites and foreign language courses are not included.
Master's thesis	The required research guidance has been obtained and a master's thesis has been submitted and successfully examined.
GPA (Grade Point Average)	The GPA must be a minimum of 2.0 throughout the enrolled period. (Refer to p. 3, "5. Grade Evaluations" for details of the GPA system.)

(2) Thesis evaluation criteria

[1] An appropriate research topic has been selected.

[2] Logical and creative research has been carried out using appropriate research methods.

(3) Course criteria

The credits required for graduation shall be as per the table below. All courses listed below are Master's Program courses. Refer to p. 19, "II.-3. Course Details" for definitions of each course.

Course category		Required credits	Notes
Common courses		At least 6 credits	<ul style="list-style-type: none"> - For all students, regardless of major. - At least 6 credits in 3 courses must be taken from the list of common courses on p. 19, "II.-3. Course Details." - Those intending to obtain accreditation for the Globalized Local Courses in the Minor Program will not have credits from the relevant subjects included in the credits required for completion of this specialization.
Practical courses	Studios Long-term Internships	4 compulsory credits required	<ul style="list-style-type: none"> - One of the Studios (S/F) from the Studios corresponding to p. 18, "Practical Courses Registration Conditions Table" must be taken. - A long-term internship can replace one of the Studios, but it is not possible to take a long-term internship at the same time as a Studio. - Follow the instructions of each specialization and your academic advisors to ensure that your registration of courses is properly planned.

Main courses	Lectures	At least 8 credits	<p>[1] If applying for accreditation for a Master of Engineering:</p> <ul style="list-style-type: none"> - Obtain at least 8 credits in total. - However, <u>you must acquire at least 4 credits from Master of Engineering accreditation courses for your own major.</u> - The remaining credits can be taken from all Main courses (Lectures) offered for the Master's Program at IUI. (Including courses in other departments.) <p>[2] If applying for accreditation for a Master of Philosophy:</p> <ul style="list-style-type: none"> - Obtain at least 8 credits in total. - However, <u>you must acquire at least 4 credits for Master of Philosophy accreditation courses from your own major.</u> - The remaining credits can be taken from all Main courses (Lectures) offered for the Master's Program at IUI. (Including courses in other departments.)
	Seminars	8 compulsory credits required	You must obtain 8 credits from seminars held by your academic advisors.
Total of the above		(26 credits)	
Required credits other than the above		At least 4 credits	<p>Obtain at least 4 credits from the following.</p> <ul style="list-style-type: none"> - Common courses - Studios - Internships - Main courses (Lectures)
Total (number of credits needed to complete)		At least 30 credits	

- *1. Check pp. 19-24 carefully for details. Note that subjects not listed above are not counted among the required number of credits for graduation even if they are IUI subjects. (They are included in GPA calculation.)
- *2. Long-term Internships are full-year courses, so students wishing to enroll in one should register during the spring semester registration period. If you wish to cancel the course registration, you will have to carry out cancellation procedures during the fall semester registration period.
- *3. Long-term Internships are standardized at about 135 study hours. Check the syllabus for details.
- *4. Short-term Internships are half-year courses, so students wishing to enroll in one should register during either the spring or the fall semester registration periods. You can take Short-term Internships at the same time as Studios. However, you cannot re-register for a course you have already obtained credits from.

2. Specialization in Architecture (Y-GSA), Department of Architecture and Urban Culture [Studio-style teaching program]

(1) Degree requirements

Matters	Requirements
Period of enrollment	At least 2 years in the Master’s Program (or at least one year for Early Graduation).
Credits required	[1] At least 30 credits obtained in the Master’s Program in accordance with “(4) Course criteria.” [2] Prerequisites and foreign language courses are not included.
Portfolio	Students must pass the Master’s degree screening of a portfolio that includes the results of their Studios. (Refer to “(2) Portfolios” for the definition of a Y-GSA portfolio.)
GPA (Grade Point Average)	The GPA must be a minimum of 2.0 throughout the enrolled period. (Refer to p. 3, “5. Grade Evaluations” for details of the GPA system.)

(2) Portfolios

- [1] These are what are examined by the screening committee (one principal examiner, two secondary examiners) for the degree.
- [2] In architecture, a portfolio is a booklet that summarizes your works and presents your skill and abilities. After receiving the decision on whether to pass or fail the results from the 4 Studios (one of which can be replaced with an internship) that are required by the Y-GSA and obtaining the credits, the results of the 4 Studios are compiled into a single coherent discourse. Screening of an applicant’s portfolio is a vital part of applying to any architectural office or architecture school anywhere in the world. The portfolio you create here will be used in determining your future academic and business careers.

(3) Portfolio evaluation criteria

- [1] An appropriate research topic has been selected.
- [2] Logical and creative research has been carried out using appropriate research methods.

(4) Course criteria

The credits required for graduation shall be as per the table below. All courses listed below are Master's Program courses. Refer to p. 19, "II.-3. Course Details" for definitions of each course.

Course category		Required credits	Notes
Common courses		At least 6 credits	<ul style="list-style-type: none"> - For all students, regardless of major. - At least 6 credits in 3 courses must be taken from the list of common courses on p. 19 "II.-3. Course Details." - Those intending to obtain accreditation for the Globalized Local Courses in the Minor Program will not have credits from the relevant subjects included in the credits required for completion of this specialization.
Practical courses	Studios Long-term Internships	24 compulsory credits required	<ul style="list-style-type: none"> - All 4 Studios offered by different instructors at the same time, of the Studios corresponding to the p. 18 "Practical Courses Registration Conditions Table" must be taken. - It is not possible to take 2 Studios at the same time. - A long-term internship can replace one of the Studios, but it is not possible to take a long-term internship at the same time as a Studio. - Follow the instructions of each specialization and your academic advisors to ensure that your registration of courses is properly planned.
Total of the above		(30 credits)	
Required credits other than the above		*At least 10 credits from Y-GSA Minor Program subjects.	<ul style="list-style-type: none"> - At least 10 credits from courses covered by the minor program (Y-GSA) (see below). - In principle, up to 2 credits in Y-GSA independent studios are to be obtained each year.
Total (number of credits needed to complete)		At least 30 credits	

*1. Check pp. 19-24 carefully for details. Note that subjects not listed above are not counted among the required number of credits for graduation even if they are IUI subjects. (They are included in GPA calculation.)

*2. Short-term Internships are half-year courses, so students wishing to enroll in one should register during either the spring or the fall semester registration periods. You can take Short-term Internships at the same time as Studios. However, you cannot re-register for a course you have already obtained credits from.

***Y-GSA Minor Program:**

If Y-GSA students obtain at least 10 credits from the following subjects in addition to their 30 credits, course accreditation (accreditation of credit acquisition) will be carried out and the University shall accredit completion of the minor program (Y-GSA Architecture and Urban Design). These students are issued accreditation certificates (diplomas) and the credits are also listed on their transcripts.

Y-GSA Minor Program Courses

Courses	Notes
Y-GSA Independent Studios 1-4	These are to carry out projects rooted in local urban development at the request of government bodies or private companies.
Y-GSA Workshops	Workshops are held during the summer vacation period every year.
Yokohama Architectural and Urban Studies S Yokohama Architectural and Urban Studies F	(Common courses)
Department of Architecture and Urban Culture Main Courses*	Refer to pp. 22 to 23. Courses with asterisks are eligible.
Common courses	Refer to p. 20.

3. Specialization in Culture (Y-GSC), Department of Architecture and Urban Culture [Studio-style teaching program]

(1) Degree requirements

Matters	Requirements
Period of enrollment	At least 2 years in the Master's Program (or at least one year for Early Graduation).
Credits required	[1] At least 30 credits obtained in the Master's Program in accordance with "(4) Course criteria." [2] Prerequisites and foreign language courses are not included.
Portfolio	Students must pass the Master's degree screening and examination of a portfolio that includes the results of their Studios. (Refer to "(2) Portfolios" for the definition of a Y-GSC portfolio.)
GPA (Grade Point Average)	The GPA must be a minimum of 2.0 throughout the enrolled period. (Refer to p. 3, "5. Grade Evaluations" for details of the GPA system.)

(2) Portfolios

- [1] These are what are examined by the screening committee (one principal examiner, two secondary examiners) for the degree.
- [2] Each student edits a record of their works and activities from their own perspective, based on the results of their Studios, and integrates their own discussion. For example, based on the results of the Contemporary Arts Studio, they edit activity records of planning and running exhibits, interviews with the artists, their own considerations of contemporary art, and records of their own work into a portfolio. Or, based on the results of the Literary Media Works Studio, they re-edit novels they wrote, critiques, records of books or websites produced in the Studio, and put this together as a portfolio.

(3) Portfolio evaluation criteria

- [1] Appropriate activity issues have been selected.
- [2] Creative activities are deployed through appropriate methods.
- [3] Students are sufficiently able to position their own activities within a theoretical framework.

(4) Course criteria

The credits required for graduation shall be as per the table below. All courses listed below are Master's Program courses. Refer to p. 19, "II.-3. Course Details" for definitions of each course.

Course category		Required credits	Notes
Common courses		At least 6 credits	<ul style="list-style-type: none"> - For all students, regardless of major. - At least 6 credits in 3 courses must be taken from the list of common courses on p. 19, "II.-3. Course Details." - Those intending to obtain accreditation for the Globalized Local Courses in the Minor Program will not have credits from the relevant subjects included in the credits required for completion of this specialization.
Practical courses	Studios Long-term Internships	8 compulsory credits required	<ul style="list-style-type: none"> - 2 of the Studios (S/F) from the Studios corresponding to p. 18, "Practical Courses Registration Conditions Table" must be taken. - It is not possible to take 2 Studios at the same time. - A long-term internship can replace one of the Studios, but it is not possible to take a long-term internship at the same time as a Studio. - Follow the instructions of each specialization and your academic advisors to ensure that your registration of courses is properly planned.
Main courses	Lectures	At least 12 credits	<ul style="list-style-type: none"> - Obtain at least 12 credits in total. - However, <u>you must acquire at least 12 credits from Master of Philosophy accreditation courses for the Department of Architecture and Urban Culture.</u> - Any further credits in excess of these 12 can be taken from all Main courses (Lectures) offered for the Master's Program. (Including courses in other departments.)
Total of the above		(26 credits)	
Required credits other than the above		At least 4 credits	Obtain at least 4 credits from the following. <ul style="list-style-type: none"> - Common courses - Studios - Internships - Main courses (Lectures)
Total (number of credits needed to complete)		At least 30 credits	

- *1. Check pp. 19-24 carefully for details. Note that subjects not listed above are not counted among the required number of credits for graduation even if they are IUI subjects. (They are included in GPA calculation.)
- *2. Long-term Internships are full-year courses, so students wishing to enroll in one should register during the spring semester registration period. If you wish to cancel the course registration, you will have to carry out cancellation procedures during the fall semester registration period.
- *3. Short-term Internships are half-year courses, so students wishing to enroll in one should register during either the spring or the fall semester registration periods. You can take Short-term Internships at the same time as Studios. However, you cannot re-register for a course you have already obtained credits from.

4. Specialization in Infrastructure and Urban Society, Department of Infrastructure and Urban Society

(1) Degree requirements

Matters	Requirements
Period of enrollment	At least 2 years in the Master's Program (or at least one year for Early Graduation).
Credits required	[1] At least 30 credits obtained in the Master's Program in accordance with "(3) Course criteria." [2] Prerequisites and foreign language courses are not included.
Master's thesis	The required research guidance has been obtained and a master's thesis has been submitted and successfully examined.
GPA (Grade Point Average)	The GPA must be a minimum of 2.0 throughout the enrolled period. (Refer to p. 3, "5. Grade Evaluations" for details of the GPA system.)

(2) Thesis evaluation criteria

[1] An appropriate research topic has been selected.

[2] Logical and creative research has been carried out using appropriate research methods.

(3) Course criteria

The credits required for graduation shall be as per the table below. All courses listed below are Master's Program courses. Refer to p. 19, "II.-3. Course Details" for definitions of each course.

Course category		Required credits	Notes
Common courses		At least 6 credits	<ul style="list-style-type: none"> - For all students, regardless of major. - At least 6 credits in 3 courses must be taken from the list of common courses on p. 19, "II.-3. Course Details." - Those intending to obtain accreditation for the Globalized Local Courses in the Minor Program will not have credits from the relevant subjects included in the credits required for completion of this specialization.
Practical courses	Studios Long-term Internships	4 compulsory credits required	<ul style="list-style-type: none"> - One of the Studios (S/F) from the Studios corresponding to p. 18, "Practical Courses Registration Conditions Table" must be taken. - A long-term internship can replace one of the Studios, but it is not possible to take a long-term internship at the same time as a Studio. - Follow the instructions of each specialization and your academic advisors to ensure that your registration of courses is properly planned.

Main courses	Lectures	At least 8 credits	<p>[1] If applying for accreditation for a Master of Engineering:</p> <ul style="list-style-type: none"> - Obtain at least 8 credits in total. - However, <u>you must acquire at least 4 credits from Master of Engineering accreditation courses for your own major.</u> - The remaining credits can be taken from all Main courses (Lectures) offered for the Master's Program at IUI. (Including courses in other departments.) <p>[2] If applying for accreditation for a Master of Philosophy:</p> <ul style="list-style-type: none"> - Obtain at least 8 credits in total. - However, <u>you must acquire at least 4 credits for Master of Philosophy accreditation courses from your own major.</u> - The remaining credits can be taken from all Main courses (Lectures) and Specialized Courses offered for the Master's Program at IUI. (Including courses in other departments.)
	Seminars	8 compulsory credits required	You must obtain 8 credits from seminars held by your academic advisors.
Total of the above		(26 credits)	
Required credits other than the above		At least 4 credits	<p>Obtain at least 4 credits from the following.</p> <ul style="list-style-type: none"> - Common courses - Studios - Internships - Main courses (Lectures) - Specialized courses
Total (number of credits needed to complete)		At least 30 credits	

- *1. Check pp. 19-26 carefully for details. Note that subjects not listed above are not counted among the required number of credits for graduation even if they are IUI subjects. (They are included in GPA calculation.)
- *2. Long-term Internships are full-year courses, so students wishing to enroll in one should register during the spring semester registration period. If you wish to cancel the course registration, you will have to carry out cancellation procedures during the fall semester registration period.
- *3. Long-term Internships are standardized at about 135 study hours. Check the syllabus for details.
- *4. Short-term Internships are half-year courses, so students wishing to enroll in one should register during either the spring or the fall semester registration periods. You can take Short-term Internships at the same time as Studios. However, you cannot re-register for a course you have already obtained credits from.

5. Specialization in International Infrastructure (IGSI), Department of Infrastructure and Urban Society

(1) Degree requirements

Matters	Requirements
Period of enrollment	At least 2 years in the Master's Program (or at least one year for Early Graduation).
Credits required	[1] At least 30 credits obtained in the Master's Program in accordance with "(3) Course criteria." [2] Prerequisites and foreign language courses are not included.
Master's thesis	The required research guidance has been obtained and a master's thesis has been submitted and successfully examined.
GPA (Grade Point Average)	The GPA must be a minimum of 2.0 throughout the enrolled period. (Refer to p. 3, "5. Grade Evaluations" for details of the GPA system.)

(2) Thesis evaluation criteria

[1] An appropriate research topic has been selected.

[2] Logical and creative research has been carried out using appropriate research methods.

(3) Course criteria

The credits required for graduation shall be as per the table below. All courses listed below are Master's Program courses. Refer to p.19, "II.-3. Course Details" for definitions of each course.

Course category		Required credits	Notes
Common courses		At least 6 credits	<ul style="list-style-type: none"> - For all students, regardless of major. - 6 credits in 3 English-language courses must be taken from the common courses list on p. 19, "II.-3. Course Details." - Those intending to obtain accreditation for the Globalized Local Courses in the Minor Program will not have credits from the relevant subjects included in the credits required for completion of this specialization.
Practical courses	Studios Long-term Internships	8 compulsory credits required	<ul style="list-style-type: none"> - 2 of the Studios (S/F) from the 4 Studios corresponding to p. 18, "Practical Courses Registration Conditions Table" must be taken. - It is not possible to take 2 Studios at the same time. - Follow the instructions of each specialization and your academic advisors to ensure that your registration of courses is properly planned.

Main courses	Lectures	At least 8 credits	- At least 8 credits must be obtained from the English-language courses. - However, <u>you must acquire at least 4 credits from Master of Engineering accreditation courses from the English-language courses.</u>
	Seminars	8 compulsory credits required	You must obtain 8 credits from seminars held by your academic advisors.
Total of the above		(30 credits)	
Total (number of credits needed to complete)		At least 30 credits	

- *1. Check pp. 19-26 carefully for details. Note that subjects not listed above are not counted among the required number of credits for graduation even if they are IUI subjects. (They are included in GPA calculation.)
- *2. Short-term Internships are half-year courses, so students wishing to enroll in one should register during either the spring or the fall semester registration periods. You can take Short-term Internships at the same time as Studios. However, you cannot re-register for a course you have already obtained credits from.

6. Specialization in Infrastructure Management (IMP), Department of Infrastructure and Urban Society [October 2016 start]

(1) Degree requirements

Matters	Requirements
Period of enrollment	At least 2 years in the Master's Program (or at least one year for Early Graduation).
Credits required	[1] At least 30 credits obtained in the Master's Program in accordance with "(3) Course criteria." [2] Preparatory Training Courses, prerequisites and foreign language courses are not included.
Master's thesis	The required research guidance has been obtained and a master's thesis has been submitted and successfully examined.
GPA (Grade Point Average)	The GPA must be a minimum of 2.0 throughout the enrolled period. (Refer to p. 3, "5. Grade Evaluations" for details of the GPA system.)

(2) Thesis evaluation criteria

- [1] An appropriate research topic has been selected.
- [2] Logical and creative research has been carried out using appropriate research methods.

(3) Course criteria

The credits required for graduation shall be as per the table below. All courses listed below are Master's Program courses. Refer to p.25, "II.-3. Course Details" for definitions of each course.

Course category	Required credits
Specialized Courses	18 credits
Practicum and Internship Program	4 credits
Field Trips	2 credits
Seminars	2 credits
Research & Guidance I, II	4 credits
Total of the above	(30 credits)
Total (number of credits needed to complete)	At least 30 credits
Thesis examination	Master's thesis

*1. Check pp. 25-26 carefully for details. Note that subjects not listed above are not counted among the required number of credits for graduation even if they are IUI subjects. (They are included in GPA calculation.)

Practical Courses Registration Conditions Table

(Internship is accredited as one of the Studios, and “AVL” means it can be taken, while “-” means it cannot.)

	Courses	Specialization in Architecture and Urban Culture Specialization in Infrastructure and Urban Society	Specialization in Architecture (Y-GSA)	Specialization in Culture (Y-GSC)	Specialization in International Infrastructure (IGSI)
		You must take at least one of the Studios marked “Comp” below.	You must take 4 of the Studios marked “Comp” below.	You must take at least 2 of the Studios marked “Comp” below.	You must take at least 2 of the Studios marked “Comp” below.
Studios	Studio for Architectural Structural Engineering S, F	Comp	AVL	AVL	—
	Studio for Architectural Theory S, F	Comp	AVL	AVL	—
	Environmental Urban Design Studio S, F	Comp	AVL	AVL	—
	Studio for Contemporary Art S, F	Comp	AVL	Comp	—
	Studio for Creating Paper Media S, F	Comp	AVL	Comp	—
	Sound Space Studio S, F	Comp	AVL	Comp	—
	Visual Art Studio S, F	Comp	AVL	Comp	—
	Design Studio for Next Generation Creative Environment	—	Comp	—	—
	Design Studio for Next Generation Spatial Management	—	Comp	—	—
	Design Studio for Urban Regeneration	—	Comp	—	—
	Design Studio for Local Area Regeneration	—	Comp	—	—
	Studio for infrastructure management S, F	Comp	AVL	AVL	Comp
	Studio for creative infrastructures S, F	Comp	AVL	AVL	Comp
	European and American Socio-Cultural Research Studio S, F	Comp	AVL	AVL	—
Research Studio about Asia and Developing Countries S, F	Comp	AVL	AVL	—	
Long-term Internships	Structural Design Internship	Architecture and Urban Culture *Comp	—	—	—
	Equipment Design Internship	Architecture and Urban Culture *Comp	—	—	—
	Architecture and Planning Internship	Architecture and Urban Culture *Comp	—	—	—
	Off-Campus Practice in Architecture (Y-GSA Internship program)	—	Comp	—	—
	Internship (Urban Infrastructure)	Infrastructure and Urban Society *Comp	—	—	—
	Internship (Cross-Cultural Communication)	Infrastructure and Urban Society *Comp	—	—	—
	Internship (Urban Innovation and New Business)	Comp	AVL	AVL	—
Short-term Internships	Short-term Internship	AVL	—	AVL	AVL

II.-3 Course Details

Department of Architecture and Urban Culture

Specialization in Architecture and Urban Culture

Specialization in Architecture (Y-GSA)

Specialization in Culture (Y-GSC)

Department of Infrastructure and Urban Society

Specialization in Infrastructure and Urban Society

Specialization in International Infrastructure

1. Types of courses

Course category		Contents
Common courses		In order to provide advanced education on cities, common courses have been established that cover all fields, and form the required and elective courses for the Master's Program in both majors.
Practical courses	Studios	These are smaller classes to provide practical training through projects rooted in actual fields, led by multiple instructors, including both IUI faculty members and professionals in the field. The place where instructors and students carry out intensive work is called a "studio." Each Studio is 4 or 6 credits per semester. Long-term Internships (4 or 6 credits) are also a form of Studio.
	Internships	Those who actually do an internship in each area are granted 4 or 6 credits (or 2 credits for short-term internships). Multiple internships are provided in both majors.
Main courses	Lectures	Lectures related to professional education.
	Seminars	Seminars related to professional education.
Prerequisites		A prerequisites system has been established to complement students' basic knowledge. When the main academic advisor deems it necessary, a student must take one or more of the prerequisites to complement their basic knowledge. Students are informed individually of the courses they are required to take (in the Master's Program, these will be undergraduate courses). Students who have not obtained the credits from the prerequisites they have been required to take will not be able to obtain the qualification to write their thesis. Prerequisites are not included in the degree requirement credits.

2. List of Courses

(1) Common courses

Schedule code	Courses	Year taken	Credits	Notes
RC00001	Building Structural Performance	1-2	2	
RC00002	Geotechnical and Geo-environmental Engineering in Urban Area	1-2	2	English
RC00051	Green Building and Community Planning	1-2	2	*1
RC00022	Yokohama Architectural and Urban Studies S	1-2	2	
RC00023	Yokohama Architectural and Urban Studies F	1-2	2	
RC00052	Urbanity and Arts	1-2	2	
RC00053	Art and Culture	1-2	2	
RC00061	Cross-border Societies and Region	1-2	2	English *1
RC00055	Regional and Cross-Cultural Studies	1-2	2	
RC00041	Theory of Urban Living Environment	1-2	2	*1
RC00042	Urban Management	1-2	2	
RC00058	Urban Innovation and New Challenges I	1-2	2	
RC00059	Urban Innovation and New Challenges II	1-2	2	
RC00057	International aid policy debate	1-2	2	English
RC00060	Globalized Local Studies	1-2	2	*2

*1. Corresponds to the specialist courses for the Globalized Local Courses minor program.

*2. Corresponds to the required core courses for the Globalized Local Courses minor program. Check the separate information about the Globalized Local Courses minor program.

(2) Practical courses

Courses category	Schedule code	Courses	Year taken	Credits	Notes	
Studios	S	RPSJ201	Studio for Architectural Structural Engineering S	1-2	4	
	F	RPSJ202	Studio for Architectural Structural Engineering F	1-2	4	
	S	RPSJ203	Studio for Architectural Theory S	1-2	4	*1
	F	RPSJ204	Studio for Architectural Theory F	1-2	4	*1
	S	RPSJ205	Environmental Urban Design Studio S	1-2	4	*1
	F	RPSJ206	Environmental Urban Design Studio F	1-2	4	*1
	S	RPSJ207	Studio for Contemporary Art S	1-2	4	
	F	RPSJ208	Studio for Contemporary Art F	1-2	4	
	S	RPSJ209	Studio for Creating Paper Media S	1-2	4	
	F	RPSJ210	Studio for Creating Paper Media F	1-2	4	
	S	RPSJ211	Sound Space Studio S	1-2	4	
	F	RPSJ212	Sound Space Studio F	1-2	4	

	S	RPSJ213	Visual Art Studio S	1-2	4			
	F	RPSJ214	Visual Art Studio F	1-2	4			
	S	RPSJ121	Design Studio for Next Generation Creative Environment	1-2	6			
	F	RPSJ122						
	S	RPSJ123	Design Studio for Next Generation Spatial Management	1-2	6			
	F	RPSJ124						
	S	RPSJ125	Design Studio for Urban Regeneration	1-2	6			
	F	RPSJ126						
	S	RPSJ127	Design Studio for Local Area Regeneration	1-2	6			
	F	RPSJ128						
	S	RPSJ215	Studio for infrastructure management S	1-2	4			
	F	RPSJ216	Studio for infrastructure management F	1-2	4			
	S	RPSJ217	Studio for creative infrastructures S	1-2	4	*1		
	F	RPSJ218	Studio for creative infrastructures F	1-2	4	*1		
	S	RPSJ219	European and American Socio-Cultural Research Studio S	1-2	4			
	F	RPSJ220	European and American Socio-Cultural Research Studio F	1-2	4			
	S	RPSJ221	Research Studio about Asia and Developing Countries F	1-2	4			
	F	RPSJ222	Research Studio about Asia and Developing Countries F	1-2	4			
	Internships	Long-term Internships	RPIJ001		Structural Design Internship	1-2	4	
			RPIJ011		Equipment Design Internship	1-2	4	
			RPIJ021		Architecture and Planning Internship	1-2	4	
			S	RPIJ121	Off-Campus Practice in Architecture (Y-GSA Internship program)	1-2	6	
F			RPIJ122					
RPIJ002			Internship (Urban Infrastructure)	1-2	4			
RPIJ031			Internship (Cross-Cultural Communication)	1-2	4			
RPIJ041			Internship (Urban Innovation and New Business)	1-2	4			
Short-term			S	RPIJ051	Short-term Internship	1-2	2	
			F	RPIJ052		1-2	2	

*1. Corresponds to the practica courses for the Globalized Local Courses minor program. Check the separate information about the Globalized Local Courses minor program.

(3) Main courses

a. Department of Architecture and Urban Culture

Courses category	Schedule code	Courses	Year taken	Credits	Notes	
Lectures	Master of Engineering	RA00002	Theory of Aseismatic Design of Buildings*	1-2	2	
		RA00003	Seismic Improvement Theory of Existing Buildings*	1-2	2	
		RA00004	Elasto-Plastic Analysis of Structure*	1-2	2	
		RA00005	Dynamic behavior of building structures*	1-2	2	
		RA00006	Structural Design of Spati Structures*	1-2	2	
		RA00007	Architectural Thermal Environment*	1-2	2	
		RA00008	Ecological Design Method for Architectural Environment*	1-2	2	
		RA00009	Theory of Regional and Urban Environmental Management*	1-2	2	*1
		RA00010	Theory of District Energy Conservation System Planning*	1-2	2	
		RA00011	Environment-Behaviour Study*	1-2	2	
		RA00012	Planning Theory of Sustainable Housing and Communities*	1-2	2	*1
		RA00013	Approaches for Extending the Life of Built Environment*	1-2	2	
		RA00014	Theory and History of European Architecture and Modern Architecture*	1-2	2	
		RA00015	Advanced Theory of Architectural History and Preservation in Japan*	1-2	2	
		RA00018	Theory of Urban Built Environment Planning*	1-2	2	
		RA00019	Theory of Urban Design*	1-2	2	
		RA00023	Introduction to Area Analysis using GIS*	1-2	2	*1
		RA00024	Environmental Psychology*	1-2	2	
	RA00025	Foundation Engineering*	1-2	2		
	RA00026	Japanese and Oriental Fine Arts*	1-2	2		
	Master of Philosophy	RA00205	Urban Art A	1-2	2	
		RA00206	Urban Art B	1-2	2	
		RA00207	Moving Image Theory A	1-2	2	
		RA00208	Moving Image Theory B	1-2	2	
		RA00209	Contemporary Culture	1-2	2	
		RA00210	Literature and Culture	1-2	2	
RA00211		Music and Culture	1-2	2		
RA00212		Sound Culture	1-2	2		
Others	RA00017	Modern Art Theory*	1-2	2		
	RA00027	Independent Studio1*	1	2		
	RA00028	Independent Studio2*	1	2		
	RA00029	Independent Studio3*	2	2		

		RA00030	Independent Studio4*	2	2	
		RA00031	Y-GSA Workshop*	1-2	2	
Seminars	Seminars	RAE0001	Seminar of Architecture and Urban Culture I S	1	2	
		RAE0002	Seminar of Architecture and Urban Culture I F	1	2	
		RAE0003	Seminar of Architecture and Urban Culture II S	2	2	
		RAE0004	Seminar of Architecture and Urban Culture II F	2	2	

*1. Corresponds to the specialist courses for the Globalized Local Courses minor program. Check the separate information about the Globalized Local Courses minor program.

b. Department of Infrastructure and Urban Society

Courses Category	Schedule code	Courses	Year taken	Credits	Notes	
Lectures	Master of Engineering	RB00001	Theory for infrastructure safety design	1-2	2	English
		RB00002	Infrastructure-Environment Interaction	1-2	2	English
		RB00003	Seismic and durability design	1-2	2	English
		RB00004	Theory of Geotechnical Design	1-2	2	English
		RB00006	Advanced Theory of Disaster Prevention System Design	1-2	2	English
		RB00025	Engineering structural dynamics	1-2	2	English
		RB00008	Environmental processes in inland and coastal waters	1-2	2	English
		RB00009	Water Disaster Prevention Engineering	1-2	2	English
		RB00012	Transportation Planning	1-2	2	English
		RB00013	Maintenance and Management of Infrastructure	1-2	2	
		RB00015	Urban infrastructure policies	1-2	2	English
		RB00026	Elastoplastic theory of geomaterials and continuum mechanics	1-2	2	English
		RB00020	Advanced Concrete Engineering	1-2	2	
		RB00021	Geo-environmental Engineering	1-2	2	
		RB00023	Urban water circulation	1-2	2	
		RB00024	International Infrastructure Project Study	1-2	2	
		RB00027	Structural Dynamics and its application to Design	1-2	2	English
	Master of Philosophy	RB00214	Theory of Regional Planning	1-2	2	*1 English
		RB00203	Theory of Inter-Cultural Communication	1-2	2	
		RB00204	Theory of Development Processes in Developing Countries	1-2	2	*1
RB00205		Theory of Contemporary Social Culture A	1-2	2		
RB00206		Theory of Contemporary Social Culture B	1-2	2		
RB00209		Global City Theories	1-2	2		

		RB00211	Asian Social Studies	1-2	2	English
		RB00212	Public Policy A	1-2	2	
		RB00213	Public Policy B	1-2	2	
Seminars	Seminars	RBE0001	Seminar on Urban and Regional Studies I S	1	2	*2
		RBE0002	Seminar on Urban and Regional Studies I F	1	2	*2
		RBE0003	Seminar on Urban and Regional Studies II S	2	2	*2
		RBE0004	Seminar on Urban and Regional Studies II F	2	2	*2

*1. Corresponds to the specialist courses for the Globalized Local Courses minor program.

*2. English-language courses in IGS

Department of Infrastructure and Urban Society

Specialization in Infrastructure Management (IMP) [October 2016 start]

1. Types of courses

Course category	Contents
Specialized Courses	Lectures related to professional education.
Practicum and Internship Program	Participation in practical or observational programs run by external bodies.
Field Trips	Inspection and surveys of domestic social infrastructure.
Seminars	Seminars by outside lecturers or University faculty.
Research & Guidance	Seminars related to professional education.
Preparatory Training Courses	Lectures related to preparatory education. This course is compulsory. Preparatory Training Courses are not included in the degree requirement credits.

2. List of Courses

(1) Specialized Courses

Schedule code	Courses	Year taken	Credits	Notes
RI00001	Environment and Development	1-2	2	*4 English
RI00002	Urban Transportation Planning and Policies	1-2	2	*3 English
RI00003	Geotechnical and Geo-environmental Engineering in Urban Area	1-2	2	*3 English
RI00004	International Economics and Public Policy	1-2	2	*4 English
RI00005	Applied International Trade	1-2	2	*4 English
RI00006	Public Administration and Management	1-2	2	*4 English
RI00007	International human Resources Management	1-2	2	*4 English
RI00008	Geotechnical and Pavement design	1-2	2	*3 English
RI00009	Theory of Regional Planning	1-2	2	*3 English
RI00010	Infrastructure-Environment Interaction	1-2	2	*3 English
RI00011	Coastal environmental processes and disaster prevention	1-2	2	*3 English
RI00012	Transportation Planning	1-2	2	*3 English
RI00013	Advanced Theory of Disaster Prevention System	1-2	2	*3 English
RI00014	Environmental Risk Management for Infrastructure	1-2	2	*4 English
RI00015	Social Systems for Environmental Management	1-2	2	*4 English
RI00016	Theory for infrastructure durability design	1-2	2	*3 English

(2) Practicum and Internship Program

Schedule code	Courses	Year taken	Credits	Notes
RI00101	Practicum and Internship Program	1-2	4	*3 English

(3) Field Trips

Schedule code	Courses	Year taken	Credits	Notes
RI00201	Field Trips	1-2	2	*3 English

(4) Seminars

Schedule code	Courses	Year taken	Credits	Notes
RI00301	Seminars	1-2	2	*4 English

(5) Research & Guidance

Schedule code	Courses	Year taken	Credits	Notes
RI00401	Research & Guidance I	1-2	2	*3 English
RI00402	Research & Guidance II	1-2	2	*3 English

(6) Preparatory Training Courses

Schedule code	Courses	Year taken	Credits	Notes
RI00901	Basic Japanese I	1-2	-	*3 English
RI00902	Basic Japanese II	1-2	-	*3 English
RI00903	Japanese Culture and History	1-2	-	*3 English
RI00904	Calculus and Linear Algebra	1-2	-	*3 English
RI00905	Introduction to Networks	1-2	-	*3 English
RI00906	Statistics	1-2	-	*3 English
RI00907	English for Academic Purposes	1-2	-	*3 English
RI00908	English Writing	1-2	-	*3 English
RI00909	Japan's Development Experience	1-2	-	*3 English

*3. Can only be taken by Specialization in Infrastructure Management (IMP) students.

*4 Students other than those taking Specialization in Infrastructure Management who wish to enrol must apply to the Graduate School of Urban Innovation Office after obtaining the consent of the teacher in charge of the course and of their academic advisor.

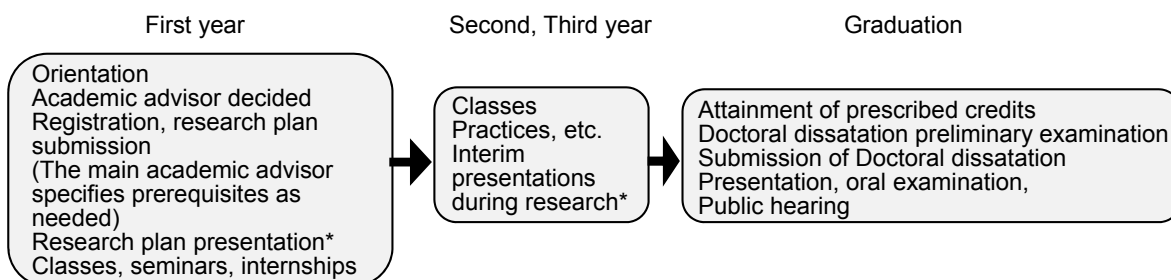
III. Doctoral program

III.-1. Steps from Research Planning and Registration to Graduation

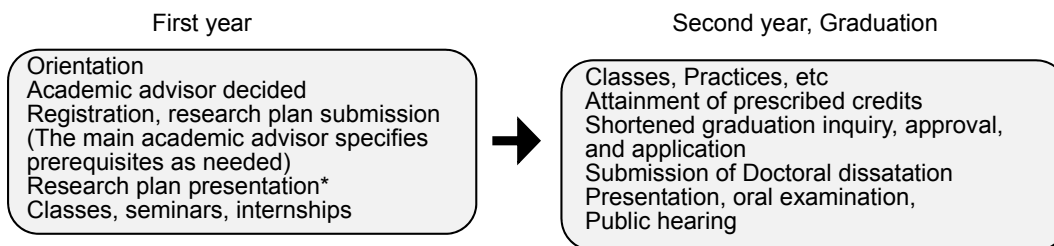
1. Study Steps

“To study” is to actively learn on your own to master your subject. The steps for study in the IUI Doctoral Program are shown below. However, you will need to check yourself, as this will differ between departments and specializations.

Standard Graduation (Doctoral Program)



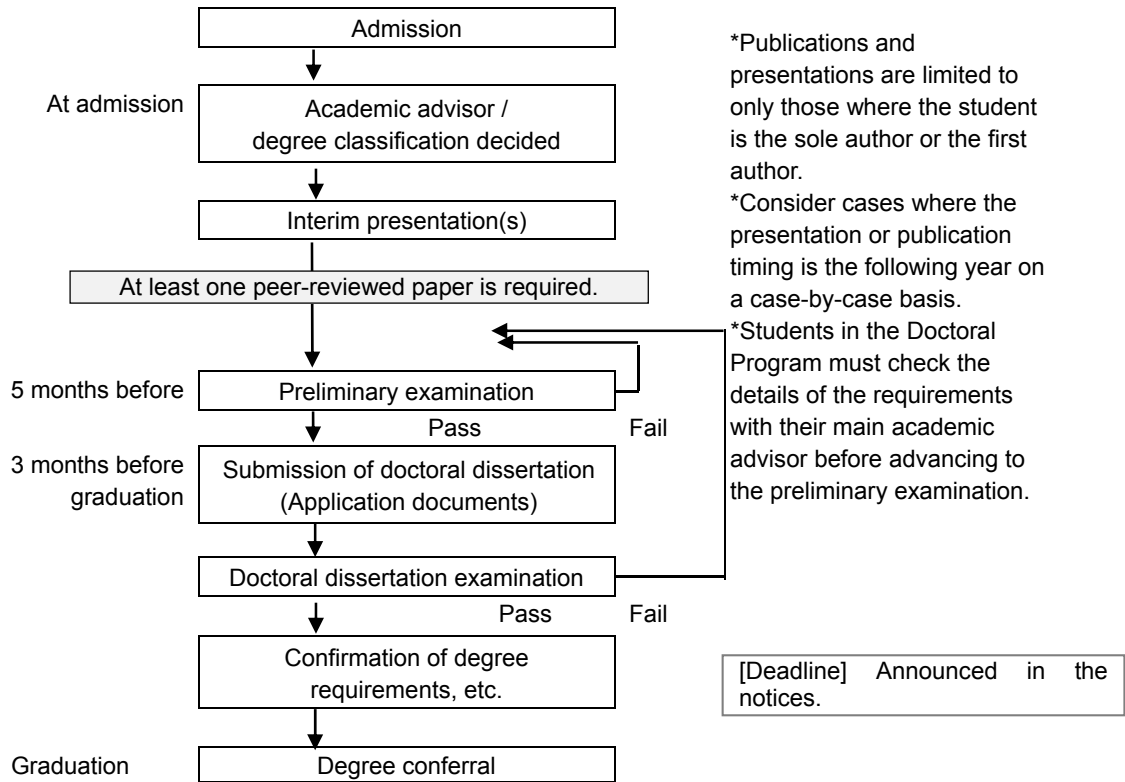
Early Graduation (Doctoral Program)



*Check the timing with your academic advisor.

2. Steps to Degree Conferral

The steps until degree conferral in the IUI Doctoral Program are shown below. For details, check with each department or specialization.



III.-2. Registration Method

(1) Degree requirements

Matters	Requirements
Period of enrollment	At least 3 years in the Doctoral Program. However, students who are deemed to have achieved outstanding performance and who fulfill the requirements for Early Graduation may graduate after 3 years of graduate school (including the 2 years in the Master's Program for those who have spent at least 2 years in this program and graduated; including time spent at other graduate schools). In addition, those who have graduated from the Master's Program through Early Graduation and enter the Doctoral Program may, if they are deemed to have achieved outstanding performance and fulfill the requirements for Early Graduation may graduate after 3 years of graduate school (including the period in the Master's Program; including time spent at other graduate schools).
Credits required	[1] At least 20 credits obtained in the Doctoral Program in accordance with p.29, "III.-2. Course criteria." [2] Prerequisites and foreign language courses are not included.
Doctoral dissertation	The required research guidance has been obtained and a doctoral dissertation has been submitted and successfully examined.
GPA (Grade Point Average)	The GPA must be a minimum of 2.0 throughout the enrolled period. (Refer to p. 3, "5. Grade Evaluations" for details of the GPA system.)

(2) Dissertation evaluation criteria

- [1] An appropriate research topic has been selected.
- [2] Logical and creative research has been carried out using appropriate research methods.
- [3] The standard is sufficient to contribute to the advancement of academic research in the field.

(3) Course criteria

Course category	Credits	Notes
Practical courses	6 compulsory credits required	Both parts of practical courses that are split into two parts ("Off-Campus Practice in Urban Innovation I", "Off-Campus Practice in Urban Innovation II") must be taken. Note that students must take "Off-Campus Practice in Urban Innovation II" after "Off-Campus Practice in Urban Innovation I".
Advanced courses	At least 6 credits	At least 6 credits must be taken. [1] If applying for accreditation for a Doctor of Engineering or Doctor of Philosophy in Engineering: <u>At least 4 credits must be obtained</u> from advanced subjects (shown by the □ mark) for the Doctor of Engineering. (*Applies if the student is a member of an engineering department and intends to obtain a Doctor of Philosophy.)

		<p>[2] If applying for accreditation for a Doctor of Philosophy: <u>At least 4 credits must be obtained</u> from advanced subjects (shown by the ■ mark) for the Doctor of Philosophy.</p> <p>[3] Remaining credits: All advanced courses offered to students in the Doctoral Program at IUI.</p>
Advanced research training	8 compulsory credits required	<ul style="list-style-type: none"> - This course is 2 credits per semester, and is to be taken over multiple semesters and years to earn the required minimum. - In principle, the course offered by your main academic advisor should be taken. - For Early Graduation, it is also possible to take courses offered by faculty members other than your main academic advisor.
Total (number of credits required for graduation)	At least 20 credits	

III.-3 Course Details

1. Types of courses

Course category		Contents
Practical courses	Off-Campus Practice in Urban Innovation I	<p>Credits are granted for a range of practical activities aimed at considering, supplementing, and expanding your research themes in the actual field.</p> <ul style="list-style-type: none"> - These can include training at overseas institutions or in companies, volunteering at NPOs, implementation planning and design, design competition applications, social entrepreneurial practice, creative arts, community practice, Japan language education support, educational research, social research and analysis, archive maintenance, database construction, social communication of research results, but the activities for each of these research themes should be determined with the guidance of your main academic advisor. - “Off-Campus Practice in Urban Innovation I” and “Off-Campus Practice in Urban Innovation II” will be determined the same way, and the activities may be changed if needed. - Your activities plan is formulated under the guidance of your main academic advisor, but you may request the guidance of faculty members in other fields depending on how your activities change after they start.
	Off-Campus Practice in Urban Innovation II	
Advanced courses		To obtain the latest knowledge of cities and to clarify the position of your own research theme, at least 3 advanced subject courses given Doctoral Program faculty members must be taken during your time at the University.
Advanced research training		Doctoral dissertation guidance.
Prerequisites		A prerequisites system has been established to complement students' basic knowledge. When the main academic advisor deems it necessary, a student must take one or more of the prerequisites to complement their basic knowledge. Students are informed individually of the courses they are required to take (in the Doctoral Program, these will be Master's Program courses, except for practical courses). Students who have not obtained the credits from the prerequisites they have been required to take will not be able to obtain the qualification to write their dissertation. Prerequisites are not included in the degree requirement credits.

2. List of Courses

Courses category	Schedule code	Courses	Year taken	Credits	Notes
Practical courses	WAPJ004	Practice of Urban Innovation I	1-3	3	
	WAPJ005				
	WAPJ006	Practice of Urban Innovation II	1-3	3	
	WAPJ007				
Advanced courses	WAT0001	Advanced Theory of Aseismatic Design of Buildings □	1-3	2	
	WAT0002	Advanced Seismic Improvement Theory of Existing Buildings □	1-3	2	
	WAT0003	Advanced Elasto-Plastic Analysis of Structures □	1-3	2	
	WAT0004	Advanced Dynamic Behavior of Building Structures □	1-3	2	
	WAT0005	Advanced Structural Design of Spatial Structures □	1-3	2	
	WAT0006	Advanced Architectural Thermal Environments □	1-3	2	
	WAT0007	Advanced Ecological Design Method for Architectural Environment □	1-3	2	
	WAT0008	Advanced Theory of Regional and Urban Environmental Planning □	1-3	2	
	WAT0009	Advanced Theory of District Energy Conservation System Planning □	1-3	2	
	WAT0010	Advanced Study of Environment Behaviour □	1-3	2	
	WAT0011	Advanced Planning Theory of Sustainable Housing and Communities □	1-3	2	
	WAT0012	Advanced Theory of Architectural History and Preservation in Japan □	1-3	2	
	WAT0013	Advanced Theory of Urban Built Environment Planning □	1-3	2	
	WAT0014	Advanced Theory of Architectural Design □	1-3	2	
	WAT0015	Advanced Theory of Urban Design □	1-3	2	
	WAT0101	Advanced Theory of Infrastructure Safety Design □	1-3	2	
	WAT0102	Advanced Theory of Infrastructure-Environment Interaction □	1-3	2	
	WAT0103	Advanced Theory of Seismic and Durability Design □	1-3	2	
	WAT0104	Advanced Theory of Geotechnical Design □	1-3	2	
	WAT0105	Advanced Theory of Disaster Prevention System Design □	1-3	2	
	WAT0016	Advanced Theory of Approaches for Extending the Life of Built Environments □	1-3	2	
	WAT0017	Advanced Theory and History of European Architecture and Modern Architecture □	1-3	2	
	WAT0113	Advanced Engineering Structural Dynamics □	1-3	2	
WAT0107	Advanced Theory of Environmental Processes in Inland and Coastal Waters □	1-3	2		
WAT0108	Advanced Theory of Water Disaster Prevention Engineering □	1-3	2		
WAT0109	Advanced Theory of Geosphere □	1-3	2		
WAT0110	Advanced Theory of Transport Planning □	1-3	2		
WAT0111	Advanced Theory of Urban Infrastructure Policies □	1-3	2		

		WAT0112	Advanced Theory of Urban Geoenvironmental Engineering □	1-3	2	
		WAT0201	Special Lecture on Urban Sound Space ■	1-3	2	
		WAT0202	Special Lecture on Urban Arts ■	1-3	2	
		WAT0203	Special Lecture on Image ■	1-3	2	
		WAT0204	Special Lecture on Urban Arts B ■	1-3	2	
		WAT0205	Special Lecture on Literature and Culture ■	1-3	2	
		WAT0301	Advanced Theory of international Aid Policy ■	1-3	2	
		WAT0307	Advanced Theory of Regional Planning ■	1-3	2	
		WAT0303	Advanced Seminar Work on Asian Socio-cultural Studies ■	1-3	2	
		WAT0304	Advanced Seminar Work on Asian Society and Economics ■	1-3	2	
		WAT0308	Advanced Theory of Governance in Comparative Perspectives ■	1-3	2	
		WAT0306	Advanced Theory of Urban Policy ■	1-3	2	
		WAT0309	Advanced Theory of Development Processes in Developing Countries ■	1-3	2	
		WAT0310	Advanced History of Modern World ■	1-3	2	
		WAT0311	Advanced Theory on European Political-Cultural History ■	1-3	2	
Advanced research	S	WARE002	Advanced research training	1-3	2	
	F	WARE003				

IV. Course Registration Regulations (IUI)

IV.-1. Handling of courses taken prior to entry to IUI

Courses taken before entry into the IUI are handled as follows for both the Master's Program and the Doctoral Program.

Applicant	Target Courses	Handling
Those who graduated or dropped out from other graduate schools (including overseas graduate schools)	Courses at that graduate school	On approval by the Faculty Council, up to a maximum of 10 credits total* will be accredited as credits required to graduate (main courses). *A maximum of 10 credits in total for courses accredited under IV.-2.
Those who have graduated or dropped out of Yokohama National University undergraduate education.	YNU graduate school courses taken as an undergraduate.	
Credited auditors of IUI	Courses taken as a credited auditor in the IUI.	
Those who have transferred from other graduate schools (including overseas graduate schools)	Courses taken at that graduate school.	

[Note] Accredited courses are not included in GPA calculation.

[Note] If you wish to have courses accredited for the credits required for graduation, you must submit the Already Earned Credits Application to the IUI office. (Obtain this form directly from the IUI office.)

IV.-2 Taking courses outside IUI (after admission to IUI)

Non-IUI courses taken after entry into the IUI are handled as follows for both the Master's Program and the Doctoral Program.

	Target Courses	Handling
At YNU	Undergraduate courses	Do not qualify as credits required for the degree.
	Courses from other graduate schools in YNU (Graduate School of Engineering, Graduate School of Environment and Information Sciences, Graduate School of International Social Sciences, Graduate School of Education)*	On approval by the Faculty Council, up to a maximum of 10 credits total* will be accredited as credits required to graduate (main courses). *A maximum of 10 credits in total for courses accredited under IV.-1.
Outside YNU	Courses from Partner Universities (including overseas graduate schools)	

[Note] Accredited courses are not included in GPA calculation.

[Note] About taking courses in other graduate schools:

*Obtain guidance from your main academic advisor and permission from the instructor in charge of the course before registering.

*Only lecture-based courses can be taken.

*Some graduate schools may only have a limited number of courses available, so check ahead of time with the Graduate School of Urban Innovation Office.

[Note] If you wish to have courses accredited for the credits required for graduation, you must submit the Unit Compatibility Certification Application to the IUI office. (Obtain this form directly from the IUI office.)

IV.-3 Taking courses at IUI

1. Taking classes in both the Master's Program and the Doctoral Program

Program	Handling
Master's Program	With the guidance of your main academic advisor and approval from the instructor in charge of the course, it is possible to take specialist courses in the Doctoral Program. However, these credits will not be included in the credits needed for the master's degree.
Doctoral Program	Master's level courses are treated as prerequisites and do not qualify as credits required for the degree.

[Note] These courses are excluded from GPA calculation.

2. Taking prerequisites

Prerequisites are courses that need to be taken in order to supplement the basic knowledge needed to write a dissertation.

Program	Targets	Target Courses	Handling of credits
Master's Program	Those for whom the main academic advisor deems it necessary.	Undergraduate courses	- Do not qualify as credits required for the degree.
Doctoral Program		Master's Program courses (Excluding practical courses)	- These courses are also excluded from GPA calculation.

3. Taking foreign language courses

- (1) IUI students can, depending on need (such as advice from an academic advisor), take foreign language courses offered for undergraduates (in principle, advanced classes only).
- (2) These foreign language courses will not be accredited as credits required for the degree. They will also be excluded from GPA calculation.

IV.-4 Graduation Systems, etc.

1. Early Graduation system

If the main academic advisor and the related academic advisors agree that a student meets the requirements for Early Graduation, then, with the approval of the Faculty Council, said student may graduate using the Early Graduation system.

[1] Master's Program	Students who are deemed to have achieved outstanding performance and who fulfill the requirements for Early Graduation may graduate after one year of graduate school.
[2] Doctoral Program	Students who are deemed to have achieved outstanding performance and who fulfill the requirements for Early Graduation may graduate after 3 years of graduate school (including the 2 years in the school for those who have spent at least 2 years in the Master's Program and graduated; including time spent at other graduate schools). In addition, those who have graduated from the Master's Program through Early Graduation in [1], and enter the Doctoral Program may, if they are deemed to have achieved outstanding performance and fulfill the requirements for Early Graduation may graduate after 3 years of graduate school (including the period in the Master's Program; including time spent at other graduate schools).

2. Course enrollments for adult students

Article 14 of the Standards for the Establishment of Graduate Schools (MEXT) states that "Appropriate education to facilitate teaching and/or research guidance may be implemented in the evening or other times/periods if deemed especially necessary for educational purposes within any postgraduate course." The Special Exception on Education specified in this Article applies to adult engineers or researchers who wish to take classes at graduate schools.

The details of this Special Exception are as follows.

- (1) In principle, daytime classes must be taken for one year of the total enrollment period (Master's Program: 2 years, Doctoral Program: 3 years).
- (2) Special Exception courses are offered on weekday evenings (17:50 to 19:20), but it is possible to take classes at all hours offered, including the daytime.
- (3) In the Master's Program, so that the year spent solely in study can mainly be devoted to research, course plans must be made to allow the use of evening classes (17:50-19:20) to obtain the credits for the courses required for graduation. Therefore, it is better to limit classed taken in daytime classes during the period spend solely in study to those that are not offered in the evenings.
- (4) On admission, a study plan must be created with the guidance of the academic advisors that covers either 2 years (for the Master's Program) or 3 years (for the Doctoral Program).
- (5) If work pressures mean that it is not possible to complete the degree within the enrollment period, creating a study plan from the start that covers 3-4 years (for the Master's Program) or 4-6 years (for the Doctoral Program) should be considered.
- (6) All changes to the study plan made according to the Special Exception require permission to be sought and obtained.

3. Considerations for international students

(1) Learning Japanese

You can take the general education courses on Japanese, Japanese Society and Culture, and Japanese language courses held by the International Student Center. If you take these courses, you must take the International Student Center placement test. (However, credits from language courses are not counted for graduation requirements.)

(2) Prerequisites

If core knowledge is required in order to proceed with research, then prerequisites must be taken under the guidance of your academic advisor as shown on p. 35, “2. Taking Prerequisites” under “IV.-3. Taking Courses at IUI.”

(3) Notes on study

- [1] Students are recommended to take out personal insurance as needed, as they may encounter illness, accidents, or other unforeseen incidents during their study.
- [2] Scholarships for international students, housing, and welfare activities related to academic affairs are dealt with by the Student Support Division, Student Affairs Department. If you need to talk to someone, visit the Student Support Division, Student Affairs Department or the Graduate School of Urban Innovation Office.
- [3] Each international student will be appointed a tutor for their first year in Japan. Tutors are there to be used, so discuss any problems with study, etc. with them. Discuss tutor appointment with your main academic advisor.

V. Other

V.-1. Academic Procedures

1. Leaves of absence, reinstatement, withdrawal

(1) Leaves of absence

- [1] Students wishing to take a leave of absence for illness or other reasons, you can submit the Leave of Absence Request cosigned by their parents or contact persons in accordance with the Yokohama National University Leave of Absence Permission Standards, obtain the University President’s permission, and take leave until the end of that academic year.
Leave of absence requests may be submitted up to 10 days before the leave of absence start date. (Obtain this form directly from the IUI office ahead of time.)
- [2] Students who are judged unable to continue their studies due to illness may be ordered to take a leave of absence. (See Article 22, Graduate School Regulations)
- [3] Students whose reason for having their leave of absence granted remains valid even following the leave period’s terminations may apply to an extension of the period. (To extend the leave of absence, obtain the form directly at the IUI office ahead of time and apply before the leave period is over.)
- [4] Leaves of absence are not included in enrollment periods.

Yokohama National University Leave of Absence Permission Standards

Item 1. Permission for leaves of absence in accordance with the stipulations in Paragraph 4, Article 50 of the Yokohama National University Regulations (“the YNU Regulations”) shall be granted to those who seek absences of 3 or more continuous months for any of the following reasons.

- (1) When the student is sick or injured. (A medical certificate will be required.)

- (2) When the student gives birth or when raising the children of the student (including those legally adopted) up until the day of their third birthday. (A childbirth medical certificate or similar will be required.)
- (3) When it is difficult to meet academic expenses. (A statement of reasons and documentation of the claim will be required.)
- (4) When the student must temporarily engage in the family business due to the death of the head of the household or similar. (A statement of reasons and documentation of the claim will be required.)
- (5) When a family member requires nursing or long-term care. (Nursing: a statement of the reason and a medical certificate certifying this will be required. Long-term care: a statement of the reason and a certificate certifying this will be required.)
- (6) When job-related requirements take precedence. (A certificate from the employer will be required.)
- (7) When it has been deemed educationally beneficial to study at an overseas university, college, or graduate school. (Documents certifying the university, college, or graduate school and documents regarding the details of study will be required.)
- (8) When the Faculty Council has accepted that there are other unavoidable reasons. (Documents certifying the reason will be required.)

Item 2. The reasons prescribed in Paragraph 2, Article 51 of the YNU Regulations and Paragraph 2, Article 22 of the Yokohama National University Graduate School Regulations shall only apply to the second item listed.

(2) Reinstatement

- [1] When the grounds for your leave of absence no longer apply, you can return to classes with the permission of the University President. (Obtain this form directly from the IUI office ahead of time.)
- [2] When the grounds for your leave of absence no longer apply and you have been reinstated during a semester, you will have to pay tuition fees for that semester on a pro rata monthly basis.

(3) Withdrawal

- [1] Students wishing to withdraw from the University must submit a detailed statement of the reason(s) cosigned by their parents or contact persons in the Withdrawal Request Form and obtain the permission of the University President. Withdrawal requests may be submitted up to 10 days before the withdrawal date. (Obtain this form directly from the IUI office ahead of time.)
- [2] Tuition fees will be levied for the semester in which you withdraw.
- [3] Students who withdraw must return their ID (student identification card, library card, etc.)

2. Applying to other universities

- (1) Students wishing to apply to other universities must submit the Application to Apply to Another University and obtain permission from the Dean of the IUI before sitting the entrance exams. (Obtain this form directly from the IUI office ahead of time.)
- (2) Those students that passed the other university's entrance exam must carry out withdrawal procedures promptly.

3. Submissions

Procedures	Required documents, etc.	Submit to
Transfer, change of name	Extract of family register	Student Affairs Department
Change of address of parents or contact persons		Student Affairs Department
Change of contact persons		Student Affairs Department
Change of student's address		Student Affairs Department
Change of student's permanent address		Student Affairs Department
Remaining overtime notification	This must be submitted by 16:00 on the day when remaining at the university later than 21:00 for research as part of a course. If this research will go all night or on a university holiday, this notification will serve in place of a Facility Use Request.	Graduate School of Urban Innovation Office
Absence form	When absent from class due to illness or other reasons, a medical certificate or detailed written explanation will be required.	Graduate School of Urban Innovation Office

*International students should also report their changes of address to the Student Support Division;

4. Issuing certificates

Certificates of enrollment, transcripts, certificates of expected completion, and student fare discount certificates are available from the automatic issuing machines.

5. Issuing certificates following graduation

- (1) When applying directly at the office

Fill in the specified Request for Certificate Issue form at the office. Note that these certificates cannot be issued immediately.

In principle, only the person named in the certificate(s) may apply. Bring personal identification to the office such as a driver's license, health insurance card, passport, etc. When applying via a proxy, you will also need a Letter of Proxy (any format) and the proxy's ID. The personal identification of the named person or their proxy (as well as a Letter of Proxy in that case) must be presented when collecting the certificates.

- (2) If applying by postal mail

Send a copy of the personal identification of the person named in the certificate(s) (if applying via a proxy, a Letter of Proxy (any format) as well as the IDs of both the named person and the proxy), the Request for Certificate Issue form, and a stamped self-addressed envelope. (All

posted identification will be disposed of once the certificate(s) are issued.)

Check with the website for details of how to apply. (<http://www.ynu.ac.jp/english/index.html>
TOP> Campus Life > Application for Certificates and Transcripts > Application for Graduates)
Or contact the IUI by e-mail (ses.daigakuin-urb@ynu.ac.jp).

6. Tuition fee payment and non-payment

Tuition fees are collected in accordance with the Regulations on the Collection of Yokohama National University Tuition Fees and the Handling of Reminder Notices for Non-Payment, so remain aware of the dates for automatic payment, etc.

