

# Course Registration Guide

(Translated from selected part of Japanese original)



**TOKYO METROPOLITAN  
UNIVERSITY**

## **I . General Information**

<b>1. Registration policy</b>	<b>3</b>
<b>2. Basic Seminars</b>	<b>8</b>
<b>3. Information literacy</b>	<b>9</b>
<b>4. Languages</b>	<b>11</b>
<b>5. Basic Subjects in Science</b>	<b>19</b>
<b>6. Timetable</b>	<b>20</b>
<b>7. Examinations and evaluation of grades</b>	<b>21</b>
<b>8. Absence from School and Withdrawal from School</b>	<b>24</b>
<b>9. Suspension of Attendance</b>	<b>25</b>
<b>10. Others</b>	<b>26</b>

## **II . Life Science**

<b>1. General remarks</b>	<b>29</b>
<b>2. Department of Biological Sciences</b>	<b>36</b>

# I . General Information

## 1. Registration policy

### **Planning of registration**

According to the general framework of credit unit system, students can register any subjects with arbitrary sequence they prefer, meaning that the sequence is not important. However some subjects implicitly have recommended sequence of studies in which one subject should be studied after another subject was completed to make understanding of the newer subject much easier. Therefore all students are advised to plan an appropriate sequence of registration of subjects, referring to “Standard registration plan” shown for each faculty, department, and course.

### **Restriction of registration**

Any subjects shown in the lecture time table can be registered even if they are offered by a faculty that a student does not belong to. However there are several restrictions as follows:

#### **Prohibition of double registration:**

The followings are prohibited as “double registration”:

- To register two or more subjects for the same class period on the lecture timetable
- To register the same subject two or more times in different periods: For example, to register “Statistics I” for the 2<sup>nd</sup> period of Tuesdays and “Statistics I” for the 2<sup>nd</sup> period of Fridays is prohibited. However it is permitted for students to register a subject in the 2<sup>nd</sup> semester if they failed to complete the same subject in the first semester in the same academic year.
- To register the subjects that was already completed: However a part of subjects among “Unlearned Foreign Languages” (See page 16), some subjects of physical practice (Sports), and also the subjects offered by each department, which are marked with \* in Syllabi in Volume II, can be registered again, only if the content is different from that of the subjects already completed.
- Restriction of registration of language subjects is described Sec. 7 as “Language Subjects” (pp. 9~17)

#### **Exception of prohibition of double registration:**

- Comprehensive seminars included among General Subjects can be registered again, if the content or topic is different. See more details in Sec. 11 as “General Subjects”.
- Internships among Special Education Subjects are exceptions of prohibition. The details about the upper limit of number of subjects registered and the credits approved toward the diploma are described in the second booklet “Faculty Policy”.

#### **Upper limit of annual registration:**

Although Faculty of Science together with some other faculties offer an opportunity of Early Graduation, the number of subjects registered in one academic year is limited to be not more than

50, so that students can effectively complete the subjects. Refer to the details described in Volume II “Faculty Policy” of Faculty of Science.

### **Process of Registration**

Students must register subjects according to the process regulated by TMU. Because this process is essentially important to obtain any credits, students who ignore the process will be never able to earn the credits they need. All students must be very careful about their plan of annual registration.

### **Method of Registration:**

Students have to register subjects on the Web site. The period and the detailed process of registration on the Web site are described in booklets given to them, the notice boards, and the Web page (<http://www.comp.tmu.ac.jp/joho/>).

### **Subjects of Special Registration**

Because of their specialty certain subjects must be completed with a recommended sequence or some others may be allowed to register only for a certain maximum number of students to be accepted. These subjects are called “Subjects of Special Registration”, and *cannot* be registered on the Web site. Note that the period of registration could be different among such subjects.

### **Subjects to be registered using Registration Petition Form:**

Students must present a green-colored “Registration Petition Form (Registration Form, in short)” to the responsible professor/instructor at the class of the first week and must receive permission of registration. Those subjects that require registration using the above form are shown with the mark ㊦ in the “Lecture Timetable”.

### **Basic Seminar:**

Refer to “Basic Seminar” in Sec. 5 (page 6).

### **Information Literacy:**

Refer to “Information Literacy” in Sec. 6 (pp. 7-8).

### **Language Subjects:**

Refer to “Language Subjects” in Sec. 7 (pp. 9-17).

### **Newly Opened Courses (Subjects):**

Some subjects do not appear in the Lecture Timetable at the beginning of the academic year, and is disclosed in the middle of the academic year. Because the method and period of registration will be announced depending on the process of organization of each class/course, students should pay attention to the announcement and directions.

## **Special Classes**

### **Subjects with Preassigned Classes:**

By some reasons such as limited capacity of a class, there are Preassigned Classes, where students are not allowed to freely choose a class but are assigned to their respective class according to the department or course they belong to. Some such preassigned classes are listed in pp. 17-18 as “Basic subjects in Science”. Students have to register the preassigned class in principle. Even in case of re-registration of a subject that a student failed to complete, he or she has to register the preassigned class for the subject. The exception may arise in the following situations. For example, if a compulsory subject of the department he or she belongs to overlaps the preassigned class on the timetable, or if there is no preassigned class available, he or she must consult the adviser and receive permission in advance. Students may not earn the credit(s) if the subject is registered without permission.

Since some subjects among Information Literacy and Language Subjects have preassigned classes, carefully refer to “Information Literacy” in Sec.6 (pp. 7-8) and “Language Subjects” in Sec. 7 (pp. 9-17), respectively.

Regarding the preassigned classes among Special Education Subjects, see the related list of subjects offered by each faculty or department.

### **Successive classes:**

Successive classes are offered covering 2 class periods of the timetable as one unit. Students have to register two successive classes as one set. In Lecture Timetable such a set of successive classes/lectures are indicated with an arrow mark (→) when the two periods are continuous, or with the marks ①,② when two classes are separated in the timetable. Note that “Subject Number” is the same for a set of such classes. Double registration that overlaps a part of successive classes is prohibited.

### **Intensive classes:**

Intensive classes are organized for subjects offered in the periods of vacations. They includes:

- 1) Classes/lectures that are offered to enhance efficiency of education through intensive and concentrated studies in a short period
- 2) Teaching practices, curator practices, internships, and clinical practices that are organized in the limited periods based on the situation of facilities to accept students
- 3) Special lectures given by visiting professors/instructors

## **Reregistration**

When students wish to register same subject(s) again because of failure in completion of the subject in the previous academic year, the process of registration is called “Reregistration”. The preassigned class that a student failed to complete must be, in principle, reregistered as the same

preassigned class. However if a special class is organized and offered to be dedicated to the students who wish to reregister, they must reregister this class. As for reregistration of Language Subjects, refer to “Language Subjects” in Sec. 7 (pp. 9-17).

Since each department regulates the sequence or annual advance of compulsory subjects, see the details in the second volume of the booklet.

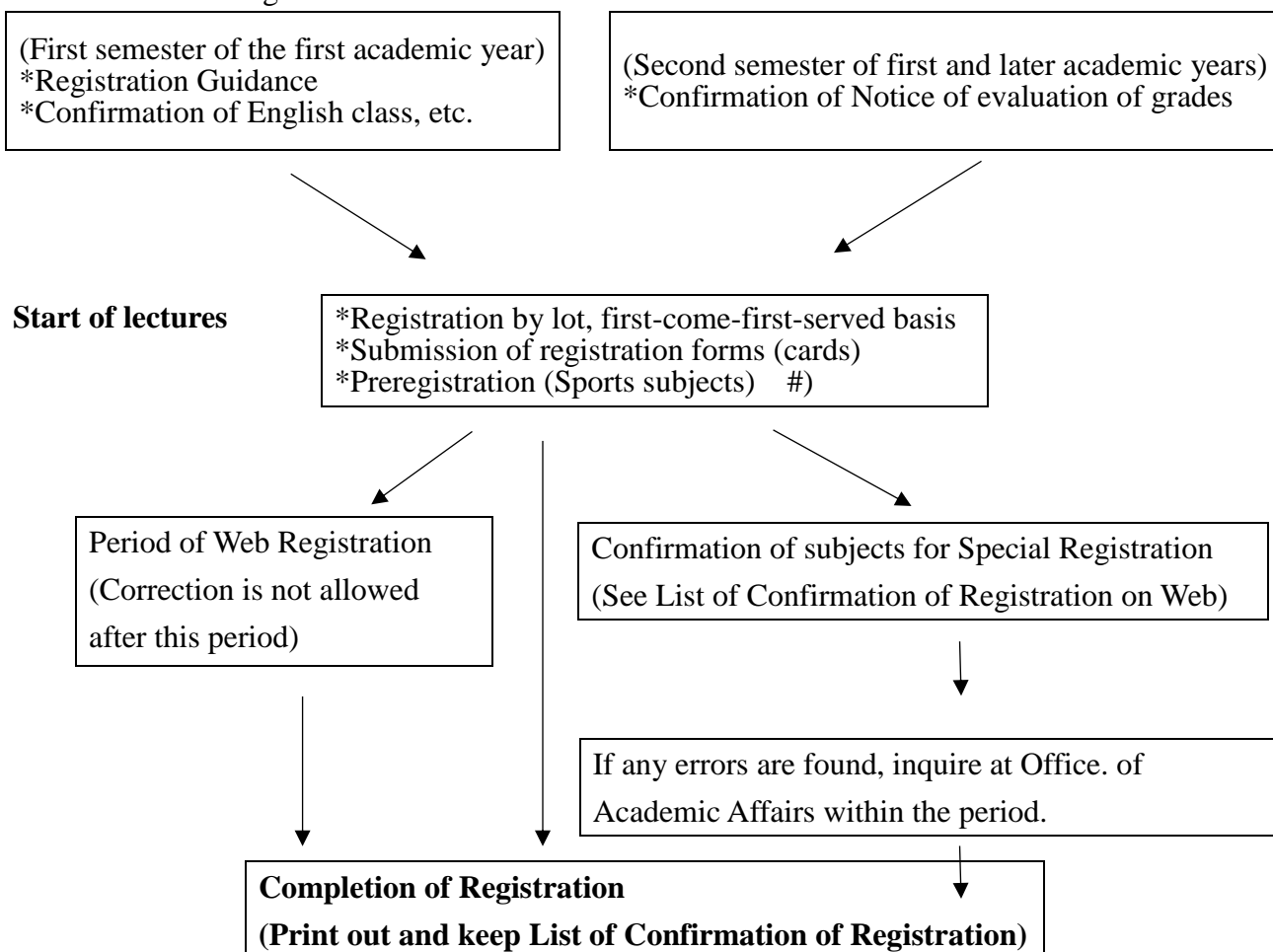
### **Confirmation of Registration**

Students can confirm their registration on the Web site any time after the start of “Period of Registration through the Web site”. Make sure to print out “List of Confirmation of Registration” and carefully check coincidence between the list and student’s plan to register subjects. If a student finds mistake(s), correct them within the period of Web registration (including the date of confirmation). Otherwise his or her registration is officially fixed without correction after the above period.

**Note that any subjects that do not appear in “List of Confirmation of Registration” cannot be subjects to be evaluated with grade points.**

### **Flow Chart of Registration**

Flow chart of registration is shown below.



#) Preregistration does *not* mean completion of registration. Do not fail to complete the registration on the Web site. Refer to the details of “Sports Subjects” in Sec. 9

**Period of registration:**

Period of Registration	Subjects to Register
In April	1) Subjects offered in First, First I, First II semesters 2) Subjects offered through the whole year 3) Intensive classes offered in Period I (First semester)
From late September to October	1) Subjects offered in Second, Second I, Second II Semesters 2) Intensive classes offered in Period II (Second semester)
Periods occasionally designated for each subject	1) Subjects prepared to be newly offered 2) Intensive classes offered in Period III Periods of registration, etc. will be announced on notice boards.

- Intensive classes offered in Periods I or II with the dates not fixed in advance should be registered according to the above criterion. The dates of such classes will be announced later.

**As the detailed schedule of registration will be announced on the notice boards, students must pay careful attention to the related announcements. Note that the subjects to be registered by lot have to be registered with a schedule different from the ordinary period.**

**Cancellation of subjects registered**

When a student feels that the content of a subjects is different from what he or she has expected, or he or she lacks the required knowledge to understand the content, he or she may have opportunity to cancel the registration in the designated period of cancellation. However they are not allowed to register a new subject in place of the subject cancelled.

Note that cancellation of subjects are not allowed limitlessly. The detail will be announced on the notice boards.

**Subjects that may be cancelled:**

**General education subjects:**

General Subjects (except Comprehensive Seminars), Basic Subjects, Career Subjects, Sports Subjects (only Science of Physical Motion) may be cancelled if they are not intensive classes. However internships of on-job practice, which is among Career Subjects, can be cancelled only when the university admits reasonable explanation given by the student to justify the cancellation.

**Special Subjects:**

Pay attention to announcement of each faculty, because cancellation policy can be different among faculties.

**Cancellation and the upper limit of the annual registration:**

Potential credits of the subjects cancelled are not included in the total potential credits registered in the corresponding academic year.

**Other possible cases of cancellation**

Cancellation of a subject registered is permitted, if a student intends to register a newly prepared subject assigned on the same date and period in Lecture Timetable, and if permission by the responsible professor/instructor has been obtained.

If a subject is found to overlap an intensive class after announcement of the date, the former subject can be cancelled to register the intensive class.

## 2. Basic Seminars

**Purpose of Basic Seminars**

Basic seminars (first semester of the first academic year, 2 credits) are intended for students to acquire positive learning attitude “to think, to investigate, to present” and to develop ability to find and solve problems, through discussion, making reports, oral presentation, and research work.

**Outline of seminars**

Each seminar consists of ① “Guidance of Seminar” (the first week) and ② “ Basic Seminar” (successive 14 weeks).

- ① In Guidance of Seminar are shown the purpose of the seminar, the method of registration, some tips on how to write a report, make a presentation, to utilize the computer network and the library. Attendance to the guidance is compulsory.
- ② A class of basic seminar contains not more than 24 students to allow the students to experience effectively various practices. Students are encouraged to think over specific issues given, through a group work or an individual effort, and if necessary, to make research on them, and to develop ability to find problems and solve them. They should intend to improve various abilities, such as oral presentation skill of the ideas and results obtained through research work, summarizing the outcome of the study, and writing skill to express various ideas. Through these practices students are expected to recognize variety of senses of values and learn the importance of creating good human relationship.



### **Method of registration and organization of classes**

Students must choose 5 potential classes with the priority numbers from 1 to 5 and then register on the Web site. Since each class accepts maximum 24 students to guarantee small-group instruction, the assignment may be made by lot when too many students wish to register a particular class. Refer to Syllabi regarding the period and method of Web registration and the topic of each class.

## **3. Information literacy**

The information-related subjects are offered so that students acquire ability not only of handling PC's but also of accurately recognizing incoming information together with finding related problems and develop their proficiency to utilize ICT (Information and Communication Technology) to solve the problems.

### **Outline of Subjects**

All students must complete “Information Literacy, Practice I” in the first semester. ICT is commonly used as a tool to solve particular problems. Some faculties or departments may designate “Information Literacy, Practice I A” as a compulsory subject for the students to learn how to analyze information using a spreadsheet equipped with basic functions of statistic handling of information. Students can register only one of the two subjects (Information Literacy I, or I A) that is designated by each faculty or department.

In the second semester students who wish to study possible application of the basic skill and knowledge acquired in “Information Literacy, Practice I”, to more advanced problems and their solutions, can register “Information Literacy, Practice II A”, “Information Literacy, Practice II B”, or “Information Literacy, Practice II C” as an elective subject.

- “Information Literacy, Practice I” (First semester, 2 credits, compulsory)  
Utilizing ITC as a tool, students are expected to improve their ability of collection, analysis, judgement, edition, publication of information, and communication skill with such information. They also study how to solve particular problems as well as how to handle information equipment or tools.
- “Information Literacy, Practice I A” (First semester, 2 credits, compulsory)  
Students acquire basic knowledge and skill to handle information and to solve particular problems using functions of statistical analysis included in the advanced spreadsheet.
- “Information Literacy, Practice II A” (Second semester, 2 credits, elective)  
Students acquire basic knowledge and skill on statistics and data analysis, together with

characteristics, functions, and handling of data basis. They work on practical application of statistic processing utilizing the data base.

- “Information Literacy, Practice II B” (Second semester, 2 credits, elective)

Students acquire basic knowledge on computer science and programing skills and are encouraged to solve particular mathematical problems, through actually writing the program.

- “Information Literacy, Practice II C” (Second semester, 2 credits, elective)

Principles of digitization of sounds and images are studied and some images and sounds are created and utilized on the computer by students.

### **Registration**

Because “Information Literacy, Practice I” (or I A) is a compulsory subject for all students, they do not need to register except a case of reregistration. The period and method of reregistration is announced on the notice board A of Office of Academic Affairs in Bldg. No. 1 in Minami-Osawa campus.

“Information Literacy, Practice II A”, “Information Literacy, Practice II B”, and “Information Literacy, Practice II C” offered in the second semester need to be registered since they are elective subjects. The period and method of registration is announced on the notice board A of Office of Academic Affairs in Bldg. No. 1 in Minami-Osawa campus.

## 4. Languages

### Subjects and credits

Language subjects and credits are as follows:

	Subjects	Period	Credits
1st Group	Practical English I a, b, c, d	1 semester	1 for each
	Practical English II a, b, c, d	1 semester	1 for each
2 <sup>nd</sup> Group	German I (a · b · c), French I (a · b · c), Chinese I (a · b · c), Korean I (a · b · c), Japanese I (a · b · c)	1 year	4 for each
	German II (a · b · c), French II (a · b · c), Chinese II (a · b · c), Korean II (a · b · c), Japanese II (a · b · c)	1 semester	2 for each
3 <sup>rd</sup> Group	Russian I, Spanish I, Italian I, Arabic I	1 year	4 for each
	Russian II (a · b), Spanish II (a · b), Italian II (a · b), Arabic II (a · b)	1 semester	2 for each
	Greek I, Latin I	1 year	4 for each
Other Language Subjects	Advanced English, Advanced German, Advanced French, Advanced Chinese	1 semester	2 for each
	English conversation I, English conv. II, German conv. I, German conv. II, French conv. I, French conv. II, Chinese conv. I, Chinese conv. II	1 semester	2 for each
	English composition I, English comp. II, German comp. I, German comp. II, French comp. I, French comp. II, Chinese comp. I, Chinese comp. II	1 semester	2 for each
	Greek II, Latin II	1 semester	2 for each

#### **The first group:**

Dedicated to English, compulsory subjects among Basic Subjects

#### **The second group:**

Elective subjects for students belonging to Faculty of Science

- Japanese can be registered only by students who passed the Special Entrance Examination with categories of “returnee candidates”, “returnee from China”, or “foreign students”.
- Each language subject I (except Japanese) must be completed, in principle, in the first academic year.
- Each language subject II (except Japanese) must be completed, in principle, in the second academic year.

#### **The third group:**

They are elective subjects among Basic Subjects. In principle each has only one class and

lectures are given once per week.

**Other Language Subjects:**

They are among special education subjects for students to develop advanced and specific skill of languages studied as subjects from the first to third groups.

- The second and third groups are called “*Unlearned Languages*”.
- Some faculties or departments may offer English subjects among special education subjects, Examples are “Medical English”, “Basic Engineering English”, “English for Science and Technology”, etc.

**Credits and Standard Academic Years to complete Language Subjects in Faculty of Science**

8 credits must be completed among the first group.

8 credits among the second group are recommended to be completed in the first academic year.

Language subjects among the third group are elective.

The number of credits obtained among the second and third group can be added up to the maximum 8 credits to the credits required toward graduation.

	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year
First Group	4 , compulsory	4, compulsory	
Second Group	8, elective		
Third Group	Freely elective		
Others	Special Education Subjects		

**Practical English (First Group)**

**(1) Arrangement of subjects and registration**

Practical English includes the following types.

Practical English I a • I b: Lecture on reading by Japanese instructor of English

Practical English I c • I d: Lecture on oral communication by NSE

Practical English II a • II b: Lecture on all-round English by Japanese instructor

Practical English II c • II d: Lecture on middle-class oral communication by NSE

Each type, which corresponding to one lecture (about 90 minutes) per week × one semester = 1 credit, is a compulsory subject.

- NSE stands for Native Speaker of English as an instructor.
- The standard capacity of each class is 25. However the two classes listed at the beginning and end of “Table of Organization of Classes for Practical English” shown with shaded letters allow about maximum 10 students, respectively.

In the following table is shown the standard plan of completion and the related periods.

- Students belonging to Faculty of Science should acquire 4 credits in the first academic year and 4 credits in the second academic year. The total of 8 credits is compulsory.

1st semester in 1 <sup>st</sup> year	2 <sup>nd</sup> semester in 1 <sup>st</sup> year	1 <sup>st</sup> semester in 2 <sup>nd</sup> year	2 <sup>nd</sup> semester in 2 <sup>nd</sup> year
Practical English I a	Practical English I b	Practical English II a	Practical English II b
Practical English I c	Practical English I d	Practical English II c	Practical English II d

## (2) Organization of classes:

The classes of Practical English are organized based on the scores of examination (placement test) earned by each student, so that students are assigned to their respective appropriate classes according to their results of the examination that is carried out in early April and in late January. In principle lectures are given separately with the unit of each class thus organized.

However for Practical English II a • II b (with the same classes organized both for the first and second semesters) the class for a student is chosen according to first-come-first-served basis. The exceptions are the students who are assigned to the two classes that appear at the beginning and end of the “Table of Organization of Classes for Practical English”, with the letters covered with mesh. Reregistration is carried out with selection of first-come-first-served basis among the classes to be reregistered.

All students should refer to “Table of Organization of Classes for Practical English” (page 12).

In the Table, the letters and number as the class symbol indicate some attribute of the class. For example, the first two letters (I a) in the class symbol I a101 express the type of the lecture. In general there are correspondence between the letters and the meanings as follows:

- I: lecture in the first academic year                      II: lecture in the second academic year
- a: lecture by Japanese instructor in the 1<sup>st</sup> semester
- b: lecture by Japanese instructor in the 2<sup>nd</sup> semester
- c: lecture by NSE in the 1<sup>st</sup> semester                      d: lecture by NSE in the 2<sup>nd</sup> semester

The three digit number expresses the faculty and class number. For example, the left 1 in (101) means Faculty of Humanity. Faculty of Science corresponds to the number 4.

The two classes listed at the beginning and end of “Table of Organization of Classes for Practical English” are organized as special small-group classes.

- The total number of classes depends on the year since the number of students accepted by each faculty can be different among different years.

The method of registration of Practical English II a • II b is described in later sections (pp.12-13).

**Table of Organization of Classes for Practical English**

Faculty	Class by Japanese instructor, 1 <sup>st</sup> year (I a in 1 <sup>st</sup> semester, I b in 2 <sup>nd</sup> semester)	Class by NSE, 1 <sup>st</sup> year (I c in 1 <sup>st</sup> semester, I d in 2 <sup>nd</sup> semester)	Class by Japanese instructor, 2 <sup>nd</sup> year (II a, in 1 <sup>st</sup> semester, II b in 2 <sup>nd</sup> semester)	Class by NSE, 2 <sup>nd</sup> year (II c in 1 <sup>st</sup> semester, II d in 2 <sup>nd</sup> semester)
Faculty of Science	I a401 • I b401	I c401 • I d401	II a401 • II b401	II c401 • II d401
	I a402 • I b402	I c402 • I d402	II a402 • II b402	II c402 • II d402
	I a403 • I b403	I c403 • I d403	II a403 • II b403	II c403 • II d403
	I a404 • I b404	I c404 • I d404	II a404 • II b404	II c404 • II d404
	I a405 • I b405	I c405 • I d405	II a405 • II b405	II c405 • II d405
	I a406 • I b406	I c406 • I d406	II a406 • II b406	II c406 • II d406
	I a407 • I b407	I c407 • I d407	II a407 • II b407	II c407 • II d407
	I a408 • I b408	I c408 • I d408	II a408 • II b408	II c408 • II d408
	I a409 • I b409	I c409 • I d409	II a409 • II b409	II c409 • II d409
	I a410 • I b410	I c410 • I d410	II a401 • II b401	II c410 • II d410
	I a411 • I b411	I c411 • I d411	II a411 • II b411	II c411 • II d411
	I a412 • I b412	I c412 • I d412	II a412 • II b412	II c412 • II d412

**(3)How to register Practical English:**

**1. Registration for the first academic year**

The first year students are assigned to their classes automatically according to their scores of the examination (placement test) carried out in early April after the enrollment. Students have to confirm the registration through “List of Confirmation of Registration” on the Web site within the period of the guidance for freshmen.

**2. Registration for the second academic year**

**Practical English II c • II d (Classes by NSE)**

Students are reassigned to their new classes automatically according to their score of the examination carried out in the end of January of the first academic year. Method of confirmation of registration will be announced on the notice boards.

**Practical English II a • II b (Classes by Japanese instructor)**

The first thing the students have to do is to check their result of the above assignment reflecting the score they obtained, which would give them several different classes to choose. In April of the second academic year, students have to choose one class among them to register after carefully reading the Syllabi issued in the month. The registration is carried out on the Web site with first-come-first-served basis.

In Faculty of Science, the classes with numbers 401 and 412 are automatically registered.

Because the classes that were determined in April are automatically organized as the classes

with same symbol/number in the second semester, students must confirm their registration through “List of Confirmation of Registration” on the Web site within the specified period. In addition the detailed process of registration will be announced on the notice boards, to which students must pay careful attention to avoid making mistakes.

### **3. Reregistration**

Students who failed to earn credits of Practical English as compulsory subjects have to register the subjects again in the next academic year or later years and complete the subjects. Regardless the year represented as I or II and also the types of classes, such as a, b, c, and d, all the subjects must be reregistered on the Web site. Reregistration must be implemented on the Web site with first-come-first-served basis in the period before the start of each class in the first or second semester. They have to carefully check the period of reregistration on the notice boards.

After completing the Web reregistration students must confirm their registration through “List of Confirmation of Registration” on the Web site.

### **Second Group of Language Subjects**

In Faculty of Science, students are *recommended* to register the above language subjects as elective subjects listed in the second group and to obtain 8 credits. See the table in page 10.

#### **Requirements of completion vs Academic years:**

In principle students have to register language subjects I of the second group in the first academic year, language subjects II in the second academic year. However if a student has received permission through consultation with the responsible professor/instructor based on his or her ability, he or she can register subjects II in the first academic year.

Note that “I” and “II” in Japanese subjects do not correspond to these academic years. As for the Japanese subjects, see the detail in page 17.

#### **Organization of Classes:**

First refer to tables in pp. 14-16.

#### **■ Symbols to identify classes**

Each class symbol of unlearned language subjects includes three-digit numbers and a, b, c, such as German I -101a. The first (left) digit in the three digits represents a faculty. The number 2 is assigned to Faculty of Science and Faculty of Law. The number 8 means classes in the second year for all faculties.

The subsequent two digits (center and right) express the class number. For example, “202” means “Second class for Faculty of Science/Law”. The alphabets a • b • c or a • b attached to the class names in German I, French I, Chinese I, and Korean I represent a set of different periods on the timetable for the same class. For example, German I —201a • b means that there are two lectures a and b in two different periods in a week.

In the symbol a/b in German II, French II, Chinese II, and Korean II, a and b represent the first semester and the second semester, respectively.

### Organization of German Classes

Faculty	Classes for the first year	Classes for the second year
Faculty of Science, and Faculty of Law	German I – 201a · b	German II – 801a/b German II – 802a/b German II – 803a/b German II – 804a/b
	German I – 202a · b	
	German I – 203a · b	
	German I – 204a · b	
	German I – 205a · b	
	German I – 206a · b	

The classes “I” are organized, in principle, in such a way that students belonging to the same faculty are assigned to the same class.

The classes “II” can be arbitrarily chosen by students.

The total number of classes may be variable.

### Organization of French Classes

Faculty	Classes for the first year	Classes for the second year
Faculty of Science and Faculty of Law	French I – 201a · b	French II – 801a/b
	French I – 202a · b	French II – 802a/b
	French I – 203a · b	French II – 803a/b
		French II – 804a/b

The classes “I” are organized, in principle, in such a way that students belonging to the same faculty are assigned to the same class.

The classes “II” can be arbitrarily chosen by students.

The total number of classes may be variable.

### Organization of Chinese Classes

Faculty	Classes for the first year	Classes for the second year
Faculty of Science and Faculty of Law	Chinese I – 201a · b	Chinese II – 801a/b
	Chinese I – 202a · b	Chinese II – 802a/b
	Chinese I – 203a · b	Chinese II – 803a/b
	Chinese I – 204a · b	Chinese II – 804a/b

The classes “I” are organized, in principle, in such a way that students belonging to the same faculty are assigned to the same class.

The classes “II” can be arbitrarily chosen by students.

The total number of classes may be variable.



### Organization of Korean Classes

Faculty	Classes for the first year	Classes for the second year
Faculty of Science and Faculty of Law	Korean I – 201a • b	Korean II – 801a/b Korean II – 802a/b

The total number of classes may be variable.

### Table of Language Subjects in the second group

Subjects	Credits	Process of Registration
German I	4	The method of registration is shown in the guidance for freshmen in early April or on the notice boards. See page 16 for reregistration.
German II	2	To be registered on the Web site (See pp. 1, 16)
French I	4	The method of registration is shown in the guidance for freshmen in early April or on the notice boards. See page 16 for reregistration.
French II	2	To be registered on the Web site (See pp. 1, 16)
Chinese I	4	The method of registration is shown in the guidance for freshmen in early April or on the notice boards. See page 16 for reregistration.
Chinese II	2	To be registered on the Web site (See pp. 1, 16)
Korean I	4	The method of registration is shown in the guidance for freshmen in early April or on the notice boards. See page 16 for reregistration.
Korean II	2	To be registered on the Web site (See pp. 1, 16)
Japanese I	4	To be registered on the Web site (See pp. 1, 16). Only the students who passed the entrance examination with the special categories, namely, returnee students, returnee students from China, and foreign students, are eligible to register.
Japanese II	2	

- See pages 1, 16 regarding double registration

### Language Subjects in the third group

Subjects	Credits	Process of Registration
Russian I	4	To be registered on the Web site (See pp. 1, 17)
Russian II	2	
Spanish I	4	
Spanish II	2	
Italian I	4	
Italian II	2	
Arabic I	4	
Arabic II	2	
Greek I	4	
Latin I	4	

- See page 1, 16 regarding double registration

## **Process of Registration (except Japanese)**

### **Language Subjects in Second Group for first year students:**

The first year students can register the subjects according to the method shown in the guidance given in the early April or to the direction announced on the notice boards.

### **Language Subjects in Second Group to be registered in the second year or later (including reregistration of “I”):**

Students who failed to complete the “I” subjects that are designated as compulsory subjects by the faculty or department must reregister the subjects in the next academic year or later. In order to reregister them the students have to receive the consultation in the first semester (held in early April every year, with the detail being announced on the notice boards) and to finish reregistration.

#### **(Language Subjects in Second Group in the second year)**

Since Language Subjects in the Second Group offered in the second year (Language subjects “II”) have two classes, (a) in the first semester and (b) in the second semester, respectively, students have to register for each semester.

Registration of Language Subjects in the Second Group offered in the second year (Language subjects “II”) must be carried out on the Web site.

In addition Language Subjects II may be *double registered* if the responsible professor/instructor give them special permission. For example when a student has completed German II a/b in the second year, he or she can register German II a/b again in the third year or later with the above permission.

## **Registration of Japanese**

Registration of Japanese classes is permitted only to the students who passed the entrance examination specifically categorized as returnee students, returnees from China, and foreign students.

Organization of Japanese classes is based on Japanese proficiency of each student, and therefore there is no distinction according to the first and second academic years to separate the students. However the eligible students are encouraged to take Japanese I a/b as the first Japanese subjects.

### **Organization of Classes of Japanese:**

There is no separation of the first or second years in all the classes.

Japanese I a (whole year, all-round Japanese)

Japanese I b (whole year, all-round Japanese)

Japanese I c (whole year, all-round Japanese)

Japanese II a (first semester, proficiency-based Japanese)

Japanese II b (second semester, proficiency-based Japanese)

Japanese II c (first semester, proficiency-based Japanese)

Japanese II d (second semester, proficiency-based Japanese)

## 5. Basic Subjects in Science

### **Purpose of Basic Subjects of Science**

The purpose of these subjects is that students develop basic knowledge and methods that are required in any branches of science, through lectures, laboratory courses, practices etc.

### **Outline of Subjects**

The subjects consist of four groups of subjects offered by four departments of Faculty of Science, namely, subjects of mathematical sciences, subjects of physics, subjects of chemistry, and subjects of biological sciences.

### **Registration**

Careful attention should be paid to the registration of subjects, because each department regulates compulsory subjects, recommended subjects, together with minimum credits required toward graduation.

**Table of Basic Subjects in Science offered by Department of Biological Sciences**

Subjects	Credits	Caution regarding registration	Classes		Academic year	Day	Period
			1 <sup>st</sup> year	2 <sup>nd</sup> year			
General Biology I	2	Dedicated to students who did not study biology in high school			1st	Mon.	3
General Biology II	2	Dedicated to students who did not study biology in high school			2nd	Mon.	3
Introductory Laboratory Biology I	1	To be registered with registration form			Intensive in summer vac.		
Introductory Laboratory Biology II	1	To be registered with registration form			Intensive in summer vac.		
Outline of Biology I	2	Dedicated to students not belonging to Dep. of Biological Sciences			1st	Tue.	3
						Wed.	1
Outline of Biology II	2	Dedicated to students not belonging to Dep. of Biological Sciences			2nd	Tue.	3
						Wed.	1

## 6. Timetable

### **Class Periods of Lectures**

Each campus of TMU has its respective timetable that shows all the classes/lectures offered in the campus. All students have to organize their own timetable through choosing subjects they intend to complete. The times of the beginning and the end of each class period are shown below:

Class period	Normal lectures
1 <sup>st</sup> period	8:50~10:20
2 <sup>nd</sup> period	10:30~12:00
3 <sup>rd</sup> period	13:00~14:30
4 <sup>th</sup> period	14:40~16:10
5 <sup>th</sup> period	16:20~17:50
6 <sup>th</sup> period	18:00~19:30

### **Stoppage of Train Services and Class Cancellation Policy**

When some train services stop caused by snow, windstorm, flood, accidents, strikes etc., opening of classes is cancelled according to the rules described below.

- “Stoppage” is the situation when TVs and Radios have publicized the stop of the whole traffic line of a particular train services.

#### **[In Minami-Osawa campus]**

1. If one of the Keio Line, Keio Sagami Line, JR Yokohama Line, Odakyu Odawara Line stops at 6:00 in the morning, classes in the first and second periods (8:50~12:00) on that day are cancelled.
2. If there is stoppage among the above train services or Odakyu Tama Line, JR Nanbu Line, JR Chuo Line, JR Yamanote Line, or Tama Monorail Line, and if such a stoppage actually causes or is supposed to cause a severe trouble to students' commutation, the announcement about potential cancellation of lectures will be publicized with the following timings.

#### **[Timing of decision of cancellation of lectures]**

For 1<sup>st</sup>~2<sup>nd</sup> periods (8:50~12:00) the decision is made by 6:00 in the morning.

For 3<sup>rd</sup>~4<sup>th</sup> periods (13:00~16:10) the decision is made by 10:00 in the morning.

For 5<sup>th</sup>~6<sup>th</sup> periods (16:20~19:30) the decision is made by 1:00 in the afternoon

3. As for term-end examinations etc., the similar criterion will be applied.

#### **[Confirmation of class cancellation]**

Students can confirm such class cancellation(s) on the Web site (<https://www.tmu.ac.jp>) or on Twitter ([https://twitter.com/TMU\\_PR](https://twitter.com/TMU_PR)).

## 7. Examinations and evaluation of grades

### **Method of Examination**

Examinations are conducted with the methods regulated by the responsible professors/instructors. Among the various methods are included examinations during the period of term-end examination, occasional examinations done in the periods of classes, evaluation through the reports, and others, so that some examinations may include combination of multiple methods.

The periods of examination consist of 1<sup>st</sup> semester, 1<sup>st</sup> semester I, 1<sup>st</sup> semester II, 2<sup>nd</sup> semester, 2<sup>nd</sup> semester I, and 2<sup>nd</sup> semester II. See Academic Annual Calendar of TMU for more details.

Periods and subjects of examinations are announced on the notice boards.

### **Supplementary Examinations**

When a student has hardship, misfortune or disease in the period of examinations that made him or her unable to take the examination(s), he or she may be allowed to take a supplementary examination. If they wish to take it they should present Petition of Supplementary Examination with a document that proves the hardship (misfortune) that forced them to be absent from the exam, to Office of Academic Affairs in Bldg. 1 if they are 1<sup>st</sup> or 2<sup>nd</sup> year students, or to Division of Academic Affairs of Faculty of Science if they are 3<sup>rd</sup> or 4<sup>th</sup> year students.

However if they actually have or supposed to have an *infectious disease*, being forbidden to come to the campus, they must make a telephone call to express their wish to take a supplementary exam. See more detail in Sec. 20 “Suspension of Presence” (page 24).

Causes	Document to be attached
1. Stoppage or suspension of traffic	Proof of Delay
2. Diseases	Diagnosis by medical doctor
3. Death of a relative (within 3 <sup>rd</sup> degree of consanguinity)	Proof of the fact (acknowledgement for participation to funeral etc.)
4. Others	Statement of reasons (explaining on details of inevitable situations)

### **Regulations in the term-end or year-end examinations etc.**

When students take the term-end or year-end examinations etc. they have to carefully read the following rules and strictly conform to them.

1. In principle students are allowed to enter the room of examination not later than 30 minutes after the start of exam. They are allowed to leave the room not earlier than 30 min. after the start.

Since in some subjects the restriction concerning entering and leaving the room may be designated with specific rules, students must pay attention to those in advance.

Furthermore, in principle, late entrance and early leave are not allowed in the term-end exams of Practical English and the proficiency tests for its class organization.

2. In principle, every student must have a seat with keeping one vacant seat next to another student. Follow the notice about seats, if any, given by the supervisor of the exam.
3. Place the student ID on the desk during the exam.
4. During the exam, do not place those things that are not allowed to see or touch, on the desk or accessible places.
5. Turn off the switches of portable phones, smart phones, or any other terminal devices with wrist-watch function. These devices cannot be used as a watch or a calculator.
6. The paper of the answer sheet cannot be taken out after the exam.
7. Do not conduct the following misdeeds.
  - (1) Taking an exam in place of another student. Writing another student's name.
  - (2) Possession of a cheat sheet. Writing something on the desk etc.
  - (3) Showing or exchanging the problem sheet or answer sheet among students.
  - (4) Conversation, peeping or looking aside.
  - (5) Carrying things that are not allowed to be brought in the room.
  - (6) Lending or borrowing things that are allowed to carry personally, among students.
8. In addition to the above regulations, students must conform to any notice given by the supervisor of the exam.

#### **Misdeeds trying to influence evaluation of grades**

As for the items to be evaluated as student's grade, any conduct to obtain better evaluation using an unfair or wrong method or process is regarded as misdeed. Some examples are shown below.

1. Conducts violating regulation(s) of term-end or year-end examinations.
2. Violation of the above regulation conducted during occasional exams performed in lecture periods.
3. Stealth in making report or oral presentation (Copying the sentences or figures made by other people without any change or with partial modification, and abusing them as student's own ideas).  
Plagiarism (presenting another person's idea as student's own idea)
4. False response in the process of taking attendance.
5. Any other conducts to obtain better evaluation through wrong doing.

### **Punishment for misdeeds concerning grade evaluation**

All the misdeed are punished as follows:

#### 1. Punishment by university regulation

- (1) Expulsion
- (2) Suspension (makes a student unable to graduate in 4 years)
- (3) Reprimand

#### 2. Academic penalties (examples)

- (1) Invalidation of registration of the subject
- (2) Invalidation of all the subjects registered in the semester
- (3) Invalidation of all the subjects registered in the year

### **Evaluation of Grades**

The grades of each subject are evaluated by the responsible professor/instructor according to the results of examinations, attendance, and other methods of evaluation, and is disclosed on the Notice of Student's Grades with 5 point indicators. The grade not less than 2 is the condition to obtain the corresponding credit(s). However the grades for Teaching Practice etc. are shown not with 5 point indicators but with "success" or "failure".

Grade indicator	Proof of Grades		Credits	Degrees of Grade	100 point indicator (Rough comparison)	Grade Points
	Japanese	English				
5	秀	S	○	Excellent	Over 90	4.0
4	優	A	○	Good	80~89	3.0
3	良	B	○	Fine	70~79	2.0
2	可	C	○	Fair	60~69	1.0
1	(blank)	(blank)	×	Failure	59 or less	0.0
0	(blank)	(blank)	×	Not to be evaluated		0.0

### **Notice of Grades**

"Notice of Student's Grades" is disclosed to each student on the Web site. The date of disclosure will be announced on the notice boards.

The "List of Academic Grades" of students of 1st and 2nd years will be sent to their guarantors in the following year. The period of delivery of "List of Academic Grades" to the guarantors of students of 3<sup>rd</sup> and 4<sup>th</sup> years may differ among different departments.

### **Inquiry about student's grades**

When a student has a question about the grades evaluated for Basic Subjects, General Subjects, or Basic Subjects in Sciences, he or she has to inquire at Office of Academic Affairs not later than two weeks after the disclosure.

As for a question about grade evaluation for Specialized Subjects, see the related description of each department.

### **GPA (Grade Point Average)**

GPA (Grade Points Average) is one of ways of evaluation of grades that has been widely used in the USA, Canada, the UK etc. and is utilized as references for advancing to a graduate school or going abroad to study overseas.

After evaluating the grades as indicators from 0 to 5, these numbers are converted according to the rule [5=4.0, 4=3.0, 3=2.0, 2=1.0, 1=0] to the respective grade point.

TMU employs this GPA system, as many other Japanese universities use it.

$$G P A = \frac{\text{The sum of [ ( Credit(s) of each subject registered) (GP obtained for the subject) ]}{\text{The sum of total potential credits of subjects registered}}$$

(Numbers after the third decimal place are discarded)

# Note that when a student gives up a subject he or she registered or fails to earn the credit(s), the resulting GP is 0, which can lower the Grade Point Average.

Grade Indicator	Grade Point
5	4.0
4	3.0
3	2.0
2	1.0
1	0.0
0	0.0

## **8. Absence from School and Withdrawal from School**

### **Absence from School**

Students who are unable to attend classes for 6 months or longer because of disease or other inevitable causes can present “Petition of Absence form” and can be absent from the university after receiving the approval by President of University.

The period of absence is counted as a part of the longest limit of period as being a student, but not included in the period of study.

1. Students taking Absence from School must repeat the same year because of shortage of period of study.
2. When a student takes Absence from School from the first day to the last day of a semester, the tuition for the semester is not charged.
3. When the period of Absence from School is ending, “Petition of returning to School” must be



presented. (If Absence from School is extended, another “Petition of Absence form” must be presented again.)

Note that if a student does not present “Petition of returning to School” after the end of Absence or does not extend the Absence by renewal of Petition of Absence, he or she shall be dismissed from university.

4. The total accumulated periods of Absence from School cannot exceed 4 years.
5. No students can graduate in the period of Absence.

### **Leaving School (Dismissal from School)**

Students who intend to leave the university because of diseases or other hardships have to submit “Petition of Leave” and to receive the permission. They must pay the full tuition for the semester that includes the date of leave.

#) In addition to spontaneous dismissal from the university, there are several cases in which a student is forced to leave as follows:

Dismissal as punishment	University Regulations, Article 53
Forced dismissal for misdeed	University Regulations, Article 53, Item 3, No. 1~4
Forced dismissal for exceeding the Maximum years of stay in the university	University Regulations, Article 32, Item 2, No. 1
Forced dismissal for exceeding the Maximum Periods of Absence from School	University Regulations, Article 32, Item 2, No. 2
Forced dismissal for poor achievement of studies	University Regulation, Article 32, Item 2, No. 3
Removal from university registration:	
Removal for not paying enrolment fee	University Regulations, Article 33, Item 3
Removal for not paying tuition	University Regulations, Article 33, Item 4

### **Procedure**

A student who thinks about Absence from University or Withdrawal from University should consult an official at Office of Academic Affairs in Bldg. No.1 if he or she is a first or second year student, and at Division of Academic Affairs of Faculty of Science if he or she is a third or fourth year student.

Except cases of emergency the application of above petition must be completed not later than one month before the effective date.

## **9. Suspension of Attendance**

### **Suspension of Attendance**

When a student has or supposed to have infectious diseases defined in School Health Law, such as influenza, pertussis, measles, mumps (whooping cough), rubella, varicella (chicken pox),

tuberculosis, etc., he or she must not attend a class.

**In case of being infected (including suspicion):**

First check the phone numbers of Office of Academic Affair or other appropriate sections described in page 26. Next a student who has been diagnosed as having infectious disease(s) (including suspicion) by a medical doctor must call on the telephone, Office of Academic Affair if he or she is a first or second year student, or Division of Academic Affair of Faculty of Science if he or she is a third or fourth year student. Follow the directions he or she will be given.

**Classes during the period of suspension of attendance:**

After the suspension is lifted, consult the responsible professor/instructor of the class.

**Term-end or year-end examination:**

He or she has to express intension to take a supplementary (makeup) examination when calling the office and informing about infections.

**10. Others**

**Notice of Cancellation of Classes (lectures) etc.**

In each campus notice of cancellation of classes etc. is announced on its respective notice boards. (Inquiry by phone is prohibited.) **All students are requested to make a habit of checking the notice boards every time they come to the campus.**

In Minami-Osawa campus calls for students and notice of cancellation of lectures are announced on Information Displays, while notices on examinations, change of the room for lecture, registration of subjects, etc. are announced on the notice boards.

**Location of displays in Minami-Osawa campus**

Information displays	Displays (Notice boards)	
Calls for students, Cancellation of lectures	Examination, Change of room for lecture	Registration of subjects, etc.
Bldg. 1, 1 <sup>st</sup> floor	Information Gallery	Notice boards A, B of Office of Academic Affairs near  Reception Windows in Bldg. 1, 1st floor
Bldg. 4, entrance		
Bldg. 5, entrance		
Bldg. 6, entrance		
Bldg. 8, 1st floor, in front of elevator		
Bldg. 12, 2 <sup>nd</sup> floor		

Also through the Web site students can check information, such as “Cancellation of Classes”, “Call for students”, “Timetable of intensive lectures and supplementary lectures”, “Timetable of term-end and year-end examinations”, “Annual Calendar”, etc.

“Timetable of intensive lectures and supplementary lectures”, “Timetable of term-end and year-end examinations”, “Annual academic calendar”, etc.	<a href="http://www.kisokyo.tmu.ac.jp/kyomu">http://www.kisokyo.tmu.ac.jp/kyomu</a>
“Cancellation of classes” “Call for students”	<a href="https://jjh.tmu.ac.jp/tmu/campus">https://jjh.tmu.ac.jp/tmu/campus</a> (Input user name and password for Administrative information system)

### **Usage of personal computer**

Students are allowed to use the room of personal computers and to use lap top computers there when they have obtained a user account of System for Education and Research after attending the first lecture of Information Literacy, Practice I or I A (Lecture on Information Morals).

- Students must attend the first lecture of Information Literacy, Practice I or I A (Lecture on Information Morals) in order to acquire a user account and to learn the method of login.
- Notices about methods of usage of computers, opening of the computer room, etc. are occasionally announced on the Web site (<http://www.comp.tmu.ac.jp/tmuner/>) of System for Education and Research (TMUNER) or as notices from Office of Academic Information Foundation Center.
- Note that the user account used for registration of subjects or inquiry of grades through CAMPUS SQUARE for Web (<http://www.comp.tmu.ac.jp/joho/>) is *different* from that of System for Education and Research (See below).

	User Account	
	User ID	Pass word
System for Education And Research (Usage of Computer Room and Mail System)	“u” + “lower 7 digits of student number”	Password with 8 digits *valid before expiration date “4 small English alphabets” + “4 digit number” (Initial 8 digit password recorded in the combined document of written oath and original student register)
CAMPUS SQUARE for Web (Registration and inquiry of grades)	“8 digits of student number”	Password with 6~20 letters *valid before expiration date At least one alphabet and one number should be Included. (Initial 4 digit password recorded in the combined document of written oath and original student register)

### **Prevention of Sexual Harassment and Academic Harassment**

The prevention scheme of sexual harassment and academic harassment, the office of consultation interviews, and the process of appeals, etc. are described on the following Web site.

Web page of Tokyo Metropolitan University ( <a href="http://www.houjin-tmu.ac.jp">http://www.houjin-tmu.ac.jp</a> )
↓
Consultation about sexual and academic harassments

“Guideline for Prevention of Sexual and Academic Harassments of Tokyo Metropolitan University” has been established as the fundamental scheme to prevent sexual harassment and academic harassment.

**Inquiry or consultation**

In principle students have to visit the office(s) /section(s) of the respective department after confirming the office(s)/section(s) appropriate to the inquiry or consultation through the notice boards or Web pages.

**Inquiry by telephone is allowed *only* for unavoidable cases.**

(Main number) Minami-Osawa: 042-677-1111

## II. Life science

### **Faculty of Science**

The following description is mainly dedicated to regulations specific to Faculty of Science. Therefore students have to carefully read the regulations that are common to all faculties and departments of TMU described in “Common items of the University” appearing in Vol. I.

#### **1. General remarks**

##### **1) Objectives and concepts of Faculty of Science**

In Faculty of Science of TMU, the students are educated to acquire deep understanding and knowledge on natural science together with logical and practical ways of thinking, to cultivate capability to find solutions to potential problems, to widen the point of view on nature, and to gain ability to appropriately cope with various social problems or difficulties utilizing the background in natural science.

In the faculty, students are supposed to learn wide varieties of basic principles of nature through first-principle approach and to acquire fundamental concepts and multiple methods to investigate various phenomena, functions and structures found in nature. This gives the students better ability to find existing problems underlying in nature, and specifically higher capability to solve these problems, which are obtained with the help of laboratory courses, well-designed experiments, and exercises. In addition students are expected to pay more attention to relations between social issues and basic subjects of natural science, and to apply their knowledge to actual social activities.

Faculty of Science plays an important role to perform world class researches and education as a center of excellence, and takes social responsibility contributing to the local community as the university operated by Tokyo local Government (through regional contribution, business-academia collaborations, and international exchange programs). The faculty also leads the university in the research fields of natural science and educates the students covering ones belonging to other faculties or departments to offer them fundamental knowledge of basic natural science. It contributes to the education in graduate schools with unified and consistent systems of both undergraduate and graduate courses.

##### **1) Constituents and characteristics of the faculty**

The faculty accepts 200 new students annually and the total capacity is 800.

In order to provide the students with basic knowledge that is further applicable to future research work and applications, it has four departments, namely, Department of Mathematical Sciences, Department of Physics, Department of Chemistry, and Department of Biological Sciences. In Dept. of Mathematical Sciences the students acquire basic theories in mathematics and mathematical sciences together with ability to apply them to various problems related to

science and industries, then contributing to their respective innovations. Dept. of Physics provides the students with basic background in physics and a wider point of view to enable them to solve the various practical problems arising in a variety of occasions. Dept. of Chemistry, strongly promoting advanced research work, provides the students with broad and basic knowledge and technique on chemistry to contribute actively to the modern society. In Dept. of Biological Sciences, the students are offered with extensive fundamental knowledge and understanding on various fields of life science, to play a leading role as a researcher, teacher, or innovator in related industries to contribute to the society.

The greatest feature of the faculty is the highly advanced research work performed there. To maintain this excellence, acquiring the firm and fundamental knowledge is crucially important. All four departments in the faculty give students genuine capability with originality and creativity for variety of applications.

## **2) Structural design of educational program**

In the first and second academic years, students need to complete some basic subjects and liberal arts as preparatory and wider background knowledge before advancing further. After promoting to higher academic years, students need to study more specific subjects according to the curricula designed based on each department's policies and requirements for them to obtain a bachelor's degree.

For students to graduate they have to study in principle at least for 4 years, to take minimum 26 credits among the basic subjects including the basic subjects in science, the general subjects, and the fundamental subjects, all of which are categorized as the general education subjects of the university, to take some more credits among the basic subjects of science and the specific subjects, according to the direction and the requirements of each department, and finally to obtain the total of minimum 124 credits toward the diploma. Students who graduate from the faculty are given a diploma as "Bachelor's Degree of Natural Science".

### **Departments**

Department of Mathematical Sciences

Department of Physics

Department of Chemistry

Department of Biological Sciences

### **Diploma policy of each department**

The diploma policy of each department is the policy about relationship between the credits to acquire and the corresponding lectures given to students. As for the "Curriculum map" refer to the following site:

[https://www.tmu.ac.jp/kyouikujouhoutop/legal-matteres/dp\\_cp\\_ap\\_new.html](https://www.tmu.ac.jp/kyouikujouhoutop/legal-matteres/dp_cp_ap_new.html)

### **Curriculum map**

“Curriculum map” is a chart showing relation between completion of credits required toward diploma and each subject offered. The “Curriculum map” offered by Faculty of Science is described in “Syllabi of Subjects of Faculty of Science” or in the following Web site:

[https://www.tmu.ac.jp/kyouikujouhoutop/legal-matteres/dp\\_cp\\_ap\\_new.html](https://www.tmu.ac.jp/kyouikujouhoutop/legal-matteres/dp_cp_ap_new.html)

### **Requirements to obtain bachelor’s degree**

In order to obtain a bachelor’s degree (graduation) students have to get at least 124 credits toward diploma. In addition students have to satisfy other conditions regulated by each department, such as the minimum number of credits of the compulsory subjects etc.

More detailed description is given in the section of each department.

			Required credits	
General Education Subjects	Basic Subjects	Freshman Seminar	2	Not less than 124
		Information Literacy	Not less than 2 (*1)	
		Practical English	8	
		Second Foreign Language		
		Basic Subjects in Science		
		Physical Education		
	General Subjects	City, Society, Environment	Not less than 14	
		Culture, Art, History		
		Life, Human, Health		
		Science, Technology, Industry		
		Comprehensive Seminar		
	Fundamental Subjects	Aria of Humanity		
		Aria of Social Science		
		Aria of Science		
Aria of Health Science				
Specialized Subjects	Compulsory Subjects	4	Not less than 54	
	Basic Lectures, Practices	Not less than 20		
	Special Lectures, Practices	Not less than 16		
	Special Laboratory Courses	Not less than 8		
	Field Courses, Internships	Not less than 2		
	Independent Research 1,2 Special Researches 1,2	Not less than 4		
	Independent elective subjects	Not less than		
	Basic Subjects in Science	8(*2)		

	Special Education Subjects of other dept. or faculties			
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\*1) Compulsory subject: Information Literacy, Practice I

\*2) To be chosen among Basic Subjects in Science, Special Education Subjects (including Basic Subjects in Science), or the subjects offered by other departments or faculties

Caution 1: Refer to the detailed requirements of each department to meet the conditions regulated in each department. It is not enough to satisfy only the number of credits.

Caution 2: Students in Department of Biological Sciences have to obtain not only 54 credits among Compulsory Special Education Subjects and compulsory elective subjects, but also 8 credits from Special Education Subjects (special education subjects given by the department and those given by other departments or faculties) and/or Basic Subjects in Science.

### **Basic Subjects in Science:**

When taking basic subjects in science, note that the available classes have been assigned in advance. (See more detail in the “Table of Basic Subjects in Science offered by Department of Biological Sciences” in pp 17-18 in the 2<sup>nd</sup> booklet)

### **Specialized Subjects:**

Special subjects are offered by each faculty or department to give specific knowledge to students. Because some of them can be counted as a part of required subjects to meet the condition of graduation, carefully note the related diploma policies of each department.

### **Upper limit of subjects to register**

In Faculty of Science, the annual upper limit of number of subjects to register should not exceed 50, which is to guarantee opportunity of spending 45 hours in the study to attain 1 credit. Since one academic year consists of two semesters, care must be taken so that the total number of registration should not exceed 50, keeping an appropriate balance between the first and second semesters.

### **Evaluation of academic achievement with GPA**

GPA (Grade Points Average) is adopted to evaluate the academic achievement by a student, since it has been widely used as a method of evaluation of students’ grades in the USA, Canada, the UK etc.

1) GP (Grade Points) correspond to the conventional grade indicators as is shown in the Table below.

- Subtraction of 1 from 2~5 in the grade indicator gives Grade Points 0~4.



- Accordingly both 0 and 1 in the grade indicator correspond to Grade Point 0.

# Note carefully that when a student gives up a subject he or she registered, the resulting GP is 0, which can reduce the Grade Point Average.

2) GPA is calculated with the following equation:

$$\text{GPA} = \frac{\text{The sum of [ ( Credit(s) of each subject registered) (GP obtained for the subject) ]}}{\text{The sum of total potential credits of subjects registered}}$$

(Numbers after the third decimal place are discarded)

- 3) GPA can be used, when necessary, as advice or guidance to students.
- 4) GPA can be also referred to as one of the criteria to allow a student to graduate earlier than the normal schedule, the detail of which depends on the policy of each department.
- 5) The GP of the subjects (Introduction of teaching, teaching methods of subjects, etc.) that are specifically required to earn a teaching license, together with teaching practice, internships, etc., are *not* included in the above equation, since their grades are just “success” or “failure”.

Grade Indicator	Grade Point
0	0
1	0
2	1.0
3	2.0
4	3.0
5	4.0

### **Criteria of annual promotion**

- 1) In Faculty of Science, the promotion of academic year does not depend on how many credits a student earned in the academic year. However note that each department has its respective requirements for a student to promote to the graduation research (special research). In addition students may be advised or directed when their achievement is not satisfactory.
- 2) Relation between the accumulated periods of studies and promotion of academic year :

When a student takes a leave of absence for a certain period, he or she has to remain in the same academic year without promotion. However there is a criterion for a student to be promoted based on the accumulation of the periods of studies as shown in the following table.

Academic year	First year	Second year	Third year
Total periods of studies	12 months	24 months	36 months

- Periods of the leave of absence and of ordered suspension are not included in the above periods of studies.
- A student who takes a leave of absence in the fourth year is not allowed to graduate.
- Toward the diploma students have to accumulate the total periods of studies not less than

48 months (with the exception of early graduation) and satisfy the requirements of each department.

#### **Caution on requirements of registration**

Because the requirements of completion of the registered subjects for students to advance to the graduation research (special research) are different among departments, carefully refer to the notion of requirements of the department that a student belongs to.

The internships and field courses described in the syllabi of each department can be registered in addition to “internships with on job opportunities”. The details and caution are described in the section of each department.

The students who intend to obtain a teaching licens for junior or senior high schools or want to earn a certificate to be a curator should carefully read “Outline to acquire teaching licenses” (Additional booklet of “Registration Policy”) to avoid any mistakes of registration.

#### **Exception of cancellation of registration (hardship cancellation petition)**

Registration of some specific subjects offered by the Faculty of Science, may be cancelled even after the registration has been fixed, only if reasonable explanation of the hardship is presented by a student. A student who wants to cancel registration(s) should apply for the hardship cancellation petition at Division of Academic Affairs of the faculty not later than a week after the specific occasion (Date of leave if hospitalized) and not later than 3 days after the final lecture, meaning that the student has to choose the earlier date between the two. The form of hardship cancellation petition should contain the following items:

Cause	Document to be attached
Disease	Diagnosis by a medical doctor
Others	Detailed explanation (has to include inevitability of the occasion)

#### **Inquiry about the evaluation of student's grades**

A students who has a question on the evaluation of his or her grades has to inquire at Division of Academic Affairs of Faculty of Science not later than one week after the disclosure of the grades of registered subjects.

#### **Early graduation**

A student who is successful in satisfying all the following conditions can graduate with completion of 3 academic years of studies.

- 1) Completion of all the credits of subjects required for graduation that are regulated by each department
- 2) Fulfilment of the standard of excellence of the grades that is regulated in each department as a condition of early graduation

- 3) Having passed the entrance examination of a graduate school or being regarded as having special excellence at the oral examination performed by Faculty of Science of TMU.

In addition see the detail of early graduation described at the section of each department.

**Potential candidates for early graduation:**

Note that any candidates of early graduation have to study for not shorter than three academic years in this university. Therefore the following students cannot be a candidate of early graduation:

- 1) Students who were transferred from another collage or technical collage into the second or higher academic year of TMU
- 2) Students who graduated from another university and transferred into the second or higher academic year of TMU

**Preliminary petition for early graduation:**

A student who intends to have the benefit of early graduation has to receive special guidance and permission from the professor in charge of academic affairs, not later than the beginning of lectures in the first semester of the third academic year, where the end of the academic year is the potential period of early graduation. Immediately after this permission he or she has to present the preliminary petition form of early graduation and has to follow the professor's guidance regarding the planning of registration and completion etc.

**Condition for preliminary petition for early graduation:**

Up to the end of the second academic year, an applicant must have acquired GPA not less than 3.20.

**Final petition for early graduation:**

- 1) Students who finished preliminary petition and expect to meet the conditions of early graduation are allowed to present the final petition for early graduation to Division of Academic Affairs of the faculty, not later than one week after the start of lectures in January following the winter vacation.
- 2) Students who want to satisfy a condition of passing the entrance examination of a graduate school of another university have to declare their intention described on the petition form and to present to the division a copy of the letter of acceptance by the graduate school, not later than the end of February.
- 3) Those who apply for the early graduation without the condition of acceptance by a graduate school have to take an oral examination at the assigned time and date.

**Period of early graduation:**

Early graduation is implemented in March of the third academic year of eligible students.

Students who intend to graduate early have to satisfy not only the conditions of graduation required in each department but also the requirement of GPA that must be not less than 3.20 at the period of potential early graduation.

### **Graduation in September**

A student can be allowed to graduate in September if he or she satisfies all the following conditions.

- 1) At the end of the corresponding September, the student has studied for not less than 4 years, where period of a leave of absence is excluded.
- 2) By the end of the first semester of the year, the student is supposed to satisfy the conditions of graduation regarding the subjects required, where the subjects as intensive lectures offered during the period of summer vacation in the year are not counted.
- 3) The student completed submission of “Petition of graduation in September” in the designated period at the beginning of the first semester of the year. Before submission of the petition the student has to receive guidance and permission from the professor in charge of academic affairs in Department of Biological Sciences.

### **Interdisciplinary Program of Graduate School**

A part of subjects offered based on “Interdisciplinary Program of Graduate School” are open also to undergraduate students who wish to register some of them. However note that the above subjects are *not* counted as a part of credits required toward graduation. The detail is explained at the guidance of this program in April and October.

## **2. Department of Biological Sciences**

### **Requirements to obtain Bachelor’s degree:**

In order for students to obtain the degree, they have to satisfy all the conditions described in Regulations of Faculty of Science and have earned 62 credits consisting of compulsory subjects, compulsory elective subjects, and independent elective subjects that are designated by the department.

The compulsory subjects, compulsory elective subjects, and independent elective subjects designated by the department are as follows:

- 1) The total 4 credits of basic laboratory work, namely, “Laboratory Courses 1, 2, 3, and 4”, each corresponding to 1 credit, which are usually completed in the first and second academic years.
- 2) Not less than 20 credits in “Basic Lecture” subjects and “Basic Practice” subjects categorized as compulsory elective subjects
- 3) Not less than 16 credits among “Special Lecture”, “Special Practice” subjects and “English in

biological sciences” that are categorized as compulsory elective subjects

- 4) Not less than 8 credits in Special Laboratory Courses, which are usually completed in the third academic year
- 5) Not less than 2 credits in Field Courses and/or Internships in Biology as compulsory elective subjects
- 6) Not less than 4 credits in Independent Research Course 1 and 2 (each with 1~2 credits) and/or Special Research in Biology 1 and 2 ( each with 4 credits)
- 7) Not less than 8 credits among Basic Subjects in Science and Special Education Subjects (including Special Education Subjects offered by Department of Biological Science with Basic Subjects in Science included) and/or Special Education Subjects of other departments or other faculties)

**Caution in registration:**

- 1) “General Biology I B and II B” cover important and fundamental items to study various fields of biology. All students are expected to complete the subjects. Students are strongly recommended to study as many General Subjects as possible. Before studying a Special Subject, students are advised to have completed the related General Subjects (described in Syllabi).
- 2) Though “Special Subjects”, “ English in Biological Sciences”, “Special Lecture”, “Independent Research Course”, “Field Course”, “Internship”, together with special laboratory courses, could have an identical title of subject even for different classes, students can accumulate the credits if the contents of subjects with same title are different.
- 3) Field Courses, which are usually completed in the third academic year, are normally given in the summer vacation.
- 4) Special laboratory courses might be open on a day different from the preassigned date caused by unexpected conditions of availability of experimental set-up etc. Students have to pay attention to announcement of a potential change of the date displayed on the notice boards of the department.
- 5) Although in principle students who can advance to Special Research in Biology 1 and 2 are those students of the department who have earned not less than 100 credits including 12 credits of Basic Subjects required (Basic Seminar, English, and Information Literacy) and are expected to graduate in one more year, there may be some exception for the advance depending on their situation and circumstance. Students are in general recommended to advance to Special Research in Biology 1 and 2, unless they apply for early graduation (pp 6~7).
- 6) Because subjects with mark ㉿,㊀ in the syllabi are *special registration* subjects, students who want to register such subject(s) need to receive permission of registration during the first week of the first or second semester. Note that the period of application will be announced on

the notice boards of the faculty, and that Field Courses may set a quota.

- 7) The total sum of the credits of mandatory subjects, mandatory elective subjects, independent elective subjects that are designated by Department of Biological Sciences is 62. In addition to earning 26 more credits in Basic Subjects, General Education Subjects, and Basic Subjects in Science, students have to add 36 more credits to fulfil the minimum 124 credits required for graduation, by choosing any of Basic Subjects, General Education Subjects, Basic Subjects in Science, and Special Education Science of the department, together with any subjects offered by other departments or faculties. However some subjects cannot be added to satisfy the minimum requirement of 124 credits.
- 8) In the department General Physics 1 and 2 and General Chemistry 1 and 2 are regarded as Basic Subjects in Science among the *Special Education Subjects*, but not as Basic Subjects in Science among *Basic Subjects*.
- 9) Students who wish to obtain a teaching license or a certificate of curator should refer to another booklet “Guideline for Teacher Training Curriculum”.