

# STUDENT HANDBOOK

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NAGOYA UNIVERSITY

Nagoya University School of Science

Nagoya University Graduate School of Science

Nagoya University Graduate School of Mathematics

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[For Academic Year 2021 Undergraduate/Graduate Students]

# Campus Calendar 2021-2022

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## Fall Semester: October 1 - March 31

Academic Year Begins : October 1

Fall Entrance Ceremony : October 1

Fall Semester Classes Begin : October 4

Winter Vacation : December 28 - January 7

(Counter service unavailable from December 28 - January 3)

Fall Semester Course Makeup Days: November 20, 29, December 25, January 22

Fall Semester Classes Resume: January 11

Fall Semester Teaching Period Ends: February 8

Fall Semester Ends: March 31

## Spring Semester: April 1 – September 30 (Tentative Schedule)

Spring Semester Begins: April 1

(Spring Entrance Ceremony: April 5)

Spring Semester Classes Begin: April 11

Nagoya University's Anniversary: May 1

Spring Semester Course Makeup Days: April 23, May 14, 28, July 23

Spring Semester Teaching Period Ends: August 5

Summer Vacation: August 8 - September 30

Fall Graduation Ceremony: September 27

Academic Year Ends: September 30

## Class Timetable

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Period	Time
1	8:45~10:15
2	10:30~12:00
3	13:00~14:30
4	14:45~16:15
5	16:30~18:30

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# Studying at the Nagoya University School of Science

To continue your studies at university, you first need a study plan. Please prepare your study plan by referring to the Liberal Arts and Sciences Registration: STUDENTS' GUIDE, the Liberal Arts and Sciences Course Timetable (Tables A and B), the syllabus, advancement and graduation requirements, and this handbook.

## 1. Semesters

Four years are usually necessary for completion of an undergraduate program, and this period includes eight semesters. These are numbered as follows, beginning with the first-year Fall Semester as Term I.

First year		Second year		Third year		Fourth year	
Fall S.	Spring S.	Fall S.	Spring S.	Fall S.	Spring S.	Fall S.	Spring S.
I	II	III	IV	V	VI	VII	VIII

Note: Term numbers are usually given in roman numerals.

## 2. Requirements for advancement

In the School of Science, students who have failed to acquire the required 20 credits in their first year will not be permitted to advance to the second year. These "20 credits" include all the Liberal Arts and Sciences Courses and School of Science's Courses in Specialized Fields held in the first year.

Students with less than the 20 credits required will not be able to advance; if this applies to you, please register again for the first-year curriculum as a first-year student.

Decision for advancement	Course categories/classifications and required credits	Students unable to advance to the next year
At the end of the first year	Must have acquired at least 20 credits by the end of the first year	<ul style="list-style-type: none"> <li>① Remain in the first year.</li> <li>② Must take no longer than 5 years to complete their first year. [Duration of enrollment (8 years) ] minus [second to fourth years (3 years)]</li> <li>③ Students unable to advance to the next year within the 5-year limit stated in ② above will be expelled from the School.</li> </ul>

## 3. Courses and graduation credit requirements

In order to avoid serious errors when preparing your study plan, carefully confirm the graduation requirements of the program in which you are enrolled.

Please note that you can not take courses for higher grade students in principle. (ex. 1st-year students can not take courses for 2nd-year students.)

## 4. Course withdrawal system

"W (absent)" and "F (fail)" grades given at the time of evaluation and grading for courses are being taken more seriously by the School; therefore, a systems has been established in which students who have registered for a course, but for whatever reason no longer desire to take it, must notify the course instructor within the specified

time period of their intention to withdraw.

If your notification for withdrawal is accepted, the general rule is that your assessment of academic achievement will be marked with an "W (absent)" and not a "F (fail)".

The handling of "W (absent)" and "F (fail)" grades may differ depending on the course, so please check the syllabus to confirm how it is handled. Please bear in mind that this will have particular impact on your GPA. ("Fail" grades are also factored in.)

If you need to submit "Course withdrawal request" forms, they are available from the Student Affairs Section of the School of Science; please fill in the necessary items and submit the request to the course instructor by the end of May for Spring Semester courses and the end of November for Fall Semester courses. Submission deadlines may differ depending on the conditions of individual courses, however, so please check with the course instructor.

## 5. Evaluation and grading

(i) Academic achievement in School of Science's Courses in Specialized Fields will be graded as category "A+" (95-100 points), "A" (80-94 points), "B" (70-79 points), "C" (65-69 points), "C-" (60-64 points), or "F" (59 points or less). Students with a passing grade of "A+", "A", "B", "C" or "C-" will be awarded credit for the course. Students with a failing grade of "F" will not be awarded course credit.

(ii) The GPA (Grade Point Average) system is employed in evaluation and grading as follows.

(a) GPA is calculated using the formula below:

$$\frac{(4.3 \times \text{A+ credits}) + (4 \times \text{A credits}) + (3 \times \text{B credits}) + (2 \times \text{C credits}) + (1 \times \text{C- credits})}{\text{A+ credits} + \text{A credits} + \text{B credits} + \text{C credits} + \text{C- credits} + \text{F credits}}$$

(b) Courses for which students registered but received an "W (absent)" are not included in the calculation of the GPA.

(c) Courses graded on a P (pass)/NP (fail) basis are not included in the calculation of the GPA.

(d) Credits authorized by Nagoya University for courses taken at another university are not included in the calculation of the GPA.

(e) Optional Courses that fall outside the graduation requirements and are graded using five-level assessment are not reflected in the GPA.

(f) If a student re-takes a failed course and receives an A+, A, B, C, C- or F the second time, the first F will not be included in the calculation of the Cumulative GPA.

(g) Grades finalized at the end of each semester are reflected in both the Semester GPA and the Cumulative GPA, both of which are shown on the grade report.

## 6. Inquiries Regarding Assessment of Academic Achievement

If you have any questions about grades or evaluations, you may always contact your instructor. To make an official inquiry, please submit a "Grade Inquiry Sheet" (available from "Student Affairs" on "Operations" page of Nagoya University portal) to the relevant support desk (at the Office of the Institute of Liberal Arts and Sciences for liberal arts and sciences courses; at Student Affairs Section in School of Science for specialized courses) in three days from the day when the term for confirmation of grades starts.

## 7. Inappropriate behavior during exams

Cheating or otherwise behaving inappropriately during exams is forbidden.

If students are caught cheating, disciplinary measures (such as the student losing all credits for courses taken

that semester) will be determined based on the "Nagoya University Student Discipline Rules".

## 8. Sending Notification of Credits Obtained to guarantors

As part of the process of providing better academic guidance, Nagoya University will maintain contact with the students' guarantors for the purpose of giving the student guidance and advice: if both the student and the guarantor have given their consent during the entrance procedures, the guarantor will be sent notification regarding credits obtained up to the end of the preceding academic year (Notification of Credits Obtained).

However, this option of sending the Notification of Credits Obtained is available only to Japanese students whose guarantors live in Japan.

## 9. Class schedule and study plan

Please prepare your study plan while referring to the Liberal Arts and Sciences Course Timetable (Tables A and B) and the Basic Specialized Courses timetables for each department in the School of Science.

## 10. Registration procedures

Please refer to the registration methods for each course accessing to URL as following.

Liberal Arts and Science Courses: <http://www.ilas.nagoya-u.ac.jp/en/index.html>

Courses in Specialized Fields for School of Science: <http://www.sci.nagoya-u.ac.jp/en/index.html>

## 11. Syllabus

You can see Syllabus for Liberal Arts and Science Courses and Courses in Specialized Fields by accessing the Learning Management System (Campusmate) from the Nagoya University Portal.

Nagoya University Portal: <https://portal.nagoya-u.ac.jp/>

To access the Learning Management System, login to the Nagoya University Portal, and click "STUDENT AFFAIRS" tab under "Course registration and grading".

# Course Categories and Content

Course categories and content are shown in the following table:

Course Category		Content
Courses in Specialized Fields	Specialized Courses	The most important core courses in specialized fields taught at the various departments of each school (including graduation research).
	Related Specialized Courses	Courses closely related to Specialized Courses and which can enhance the educative results thereof.
	Basic Specialized Courses	Basic education courses directly related to specializations and critical for understanding Specialized Courses, Related Specialized Courses, etc.

Course Category		Content	
Liberal Arts and Sciences Courses	Basic Courses	Basic General Education Courses	Courses taken by first-year students upon their entry into university education in order to develop their capabilities for independent academic pursuit and to become familiar with the shared basic concepts of humanities and the sciences.
		First Year Seminars	Courses designed to boost capabilities in the common basic disciplines of reading, writing, and speaking through wide-ranging intellectual training, and, in addition, to teach students about the pursuit of truth in terms of methods and the appeal thereof.
		Language and Culture	Courses intended to boost capabilities in foreign languages as a tool for specialized academic pursuit, to enhance understanding of foreign cultures, and in doing so, to help students prepare themselves for international society.
		Health and Sports Science	Courses that promote communication and leadership abilities through sports by teaching students how to manage their own health and training them in the basic skills required for a lifetime of physical activity.
	Basic Courses in Humanities and Social Sciences	Courses designed to promote an understanding of the academic systems related to the fields of humanities and social science, and to boost independent decision-making capabilities.	
	Basic Courses in Natural Sciences	Courses designed to promote an understanding of the academic systems related to the field of natural science, and to boost independent decision-making capabilities.	

Course Category		Content	
Liberal Arts and Sciences Courses	Liberal Education Courses	Liberal Education Courses in Humanities and Social Sciences	Courses providing students with the skills required to analyze and understand processes and phenomena distinctive to the fields of humanities and social science in a cross-disciplinary, comprehensive fashion, and also promoting an understanding of their relationships with other academic fields.
		Liberal Education Courses in Natural Sciences	Courses providing students with the skills required to analyze and understand processes and phenomena distinctive to the field of natural science in a cross-disciplinary, comprehensive fashion, and also promoting an understanding of their relationships with other academic fields.
		Liberal Education Courses in Interdisciplinary Fields	Courses that help students of all specialties to develop well-balanced characters and comprehensive decision-making skills.
		Open Courses	Of courses in Specialized Fields offered at the various schools of the University that, given their importance and significance, courses that are made accessible to students of other schools as a means of satisfying their diverse academic appetites.



# 1. Submission of various applications/notices and issuance of certificates

## 1. Submission of various applications/notices

An application or notice must be submitted each time the following cases occur.

Application/notice forms are available from the Student Affairs Section of the School of Science

Timing	Procedure
When requesting a leave of absence (Up to one month before leave of absence)	Request for Leave of Absence
When requesting return from leave of absence (Up to one month before reinstatement)	Request for Return from Leave of Absence
When requesting withdrawal (Up to one month before withdrawal)	Request for Withdrawal
When changing an address	Notification of Current Address (rewriting)
When changing a name	Notice of Change of Name
When going overseas (including travel) (One month before departure)	Overseas Travel Database ( <a href="https://tokou.iee.nagoya-u.ac.jp/tokou/">https://tokou.iee.nagoya-u.ac.jp/tokou/</a> ) Notice of Overseas Travel
For students attending this University who wish to take an entrance examination at another university	Application for Permission to Take Entrance Examination

\*Be aware that, for leaves of absence and withdrawal, you will continue to be charged tuition fees if you do not follow the prescribed procedures.

## 2. Issuance of Student ID

Collect your Student ID card from the Student Affairs Section when you enroll, and be sure to carry it with you at all time. Student ID cards that are damaged or lost after issuance will be reissued upon submission of an Application for Reissuance of Student ID Card. In this case, you need to pay 1,800 JPY for reissuance. Please check your card at collection for any defects. Defective cards reported by the end of November will be reissued free of charge.

If your Student ID card passes its expiration date because you re-took a year, etc., you will be issued a new card at the counter in the Student Affairs Section. In this case, you do not need to pay for reissuance.

## 3. Issuance of various certificates

Please apply online for the certificate issued by the Student Affairs Section, and refer to the following URL for details.

<https://www.sci.nagoya-u.ac.jp/en/curriculum/certificate.html>

(Number of days until issuance)

Japanese: In principle, the afternoon of the third day after receipt of application

English: In principle, five days after receipt of application

Depending on the type of certificate, it may be quicker to use an Automatic Certificate Issuance Machine instead; some certificates will be issued immediately by the machine

Type of Certificate	Procedure
Certificate of Enrollment	From an Automatic Certificate Issuance Machine
Certificate of Expected Graduation (Only for fourth-year students and second-year master's students)	From an Automatic Certificate Issuance Machine
Certificate of Expected Completion (Only for third-year doctoral students)	At the Student Affairs Section
Degree Certificate (bachelor, master, doctor)	<ul style="list-style-type: none"> <li>• At the Student Affairs Section</li> <li>• From an Automatic Certificate Issuance Machine (In the case you entered Master's course of Doctoral course without a break after graduation from former course)</li> </ul>
Medical Exam Certificate (Only for students who took the Regular Medical Exam offered by the University)	From an Automatic Certificate Issuance Machine
Transcript of Academic Record (Undergraduate students and master's students)	From an Automatic Certificate Issuance Machine
Transcript of Academic Record (Doctoral students)	At the Student Affairs Section

\* Notes

- i) Password is your Nagoya University ID.
- ii) Automatic Certificate Issuance Machines are available from 8:30 - 17:15, Monday-Friday (except holidays).

## 2. Health

### 1) Regular Medical Exam

The Health Administration Office of Nagoya University conducts a Regular Medical Exam for students each year in April. All students, including graduate students who are applying to be Teaching Assistants, must take it.

\* First year undergraduate and graduate students must take the Exam in October.

Exam details	Time	Place
Chest X-ray	Every April  * First year undergraduate and graduate students must take it in October.	Research Center of Health, Physical Fitness & Sports  Health Administration Office
Internal check (auscultation and overall evaluation)		
Body measurement (height and weight)		
Blood pressure		
Urine test		
Eyesight and hearing (conversational range)		

## 2) Special Medical Exam

Under the Radiation Hazard Prevention Act, students who engage in work with radiation sources (such as handling RI and X-ray equipment during experiments or training) are required to undergo a medical examination.

Exam details	Students concerned	Time	Place
Skin test Blood test Eye test	Undergraduate or graduate students handling RI who are required to undergo the exams on the left	May, July, October, December	Research Center of Health, Physical Fitness & Sports
Skin test Blood test Eye test Urine test	Undergraduate or graduate students handling hazardous substances in experiments and training who are required to undergo the exams on the left	October	Health Administration Office

## 3) First-aid

- (1) Contact the Health Administration Office (extension 3969, 3970) and ask for instructions.
- (2) Promptly contact your academic advisor and the Student Affairs Section (extension 2808 or 5756).
- (3) Call an ambulance by dialing 119 if necessary. Contact the security guard station (extension 4917) to notify them that an ambulance is being called to the campus. The security guards will direct the ambulance to the location of the problem.
- (4) After undergoing treatment at the Health Administration Office, you may be referred to a medical facility depending on your condition. When receiving treatment at a medical facility, you will be asked whether you have a health insurance card, so bring your health insurance card or health insurance card for the insured living in a remote (separate) location "enkakuchi-hihokensha-sho" with you.  
It is advisable that students who are currently not covered by any insurance enroll in the national health insurance program immediately.

## 3. Student counseling

- Advising and Counseling Services (ACS), International Education & Exchange Center (IEEC)

ACS assists in providing information and counseling to all international students of Nagoya University. There are also advisors in all schools and graduate schools of the University.

ACS, which is located in the IB building, is meant for all international students irrespective of their affiliated schools, and all are welcome to go there for advice.

ACS gives information and advice related to the issues listed below, in order for you to enjoy a successful stay in Japan. We will offer you support even for minor questions or consultations, so please feel free to visit our office. The privacy of persons who come to us for counseling will be strictly maintained.

There are also International Student Advising rooms or International Exchange rooms in schools/graduate schools and the IEEC where international students can get advice from the International Student Advisor.

- Entry visa/residence-related procedures
- Study and research
- Human relations
- Cross-cultural understanding / adaptation
- Living (housing, part-time jobs, finances)
- Families of international students
- Health
- Psychological and mental health
- Career path and job search
- Temporary or permanent return
- Exchange and community activities
- Other

**Contact** ACS Office: 10:00 - 17:00 IB Building, West Wing 739 (7F)  
 TEL: 052-788-6117  
 E-mail: isa@iee.nagoya-u.ac.jp  
<http://acs.iee.nagoya-u.ac.jp/en/>

Career Services Office (Advising related to career path and job search):  
 10:00 - 17:00 IB Building, West Wing 739 (7F)  
 TEL: 052-747-6768  
 E-mail: career@iee.nagoya-u.ac.jp

• **For students with disabilities or other special needs**

Students with disabilities, such as sensory or mobility impairments, long-term health conditions, specific learning difficulties, autistic spectrum conditions, mental health difficulties or other special needs, can consult with the staff in those offices. Please make contact with either of those two offices.

〈Office for Students with Disabilities〉

Location: 2F, Building 7, B Wing, School of Engineering / Graduate School of Engineering,  
 TEL: 052-789-4756  
 E-mail: osd@gakuso.provost.nagoya-u.ac.jp

## 4. Using the libraries and library materials

### 1. Using the libraries

#### (1) Science Library

The Science Library houses materials related to Mathematics, Physics, Chemistry, Biological Sciences and much more. The library is located on the first floor of the Building A.

- Opening hours: Mon., Tue., Thu. 9:00 - 17:00  
 Wed., Fri. 9:00 - 20:00
- Closed days: Sat., Sun., Public holidays, Summer holidays and New Year's period
- Borrowing: Bring the materials and your student ID card to the service counter or using one of the self-checkout machines.

Number of items / Loan Periods

	Number of items	Loan Periods
Books for studying	5	14 days
Books for researching	5 (30 for graduate students)	3 months
Journals	5	7 days

- Copy: Copy machines are available to graduate students and faculty members in Science.
- Facilities and Equipment: PCs for searching the Online Catalogue and databases, Multipurpose rooms (2 rooms each with 12 seats, projector and whiteboard)
- Contact: (TEL) 052-789-2962, (E-mail) sci@nul.nagoya-u.ac.jp
- Science Library webpage: [https://www.nul.nagoya-u.ac.jp/sci/index\\_e.html](https://www.nul.nagoya-u.ac.jp/sci/index_e.html)

## (2) Central Library (student ID card required for entry)

- Opening hours: Mon. - Fri. 8:00 - 22:00  
Sat., Sun., Public holidays, Summer holidays 8:45 - 22:00
- Closed days: New Year's period, Periodic maintenance days, Planned electrical power cut day
- Borrowing: Bring the materials and your student ID card to the service counter or using one of the self-checkout machines.

Number of items / Loan Periods

	Number of items	Loan Periods
Books for undergraduates	10	14 days
Books for researchers	20	56 days

- Copy: Copy machines are available. (Payment by coins, Co-op copy card or university expenses)
- Facilities: Carrel desks, Research Rooms, Learning Commons, Discovery Square, Learning Pods, Satellite PC Lab., Audio-visual booths, etc.
- Contact: (TEL) 052-789-3678
- Central Library webpage: [https://www.nul.nagoya-u.ac.jp/index\\_e.html](https://www.nul.nagoya-u.ac.jp/index_e.html)

## 2. Searching for library materials

You can search for materials using the online databases below.

- Books/Journals: Nagoya University Library Search (OPAC)  
(<https://opac.nul.nagoya-u.ac.jp/?lang=english>)
- Electronic journals: Electronic Journal Database (<https://sfx9.usaco.co.jp/nagoya/az/?lang=eng>)
- Journal articles: Web of Science, MathSciNet (For foreign-language articles)  
CiNii Articles (For Japanese articles)

These databases can also be accessed from the Central Library webpage.

## 3. Other services

## (1) Copy and Loan Request (ILL)

You can request copies of books and journal articles from other libraries if the materials you need are not available in Nagoya University. ([https://www.nul.nagoya-u.ac.jp/guide/webrequest/web\\_request\\_e.html#ILL](https://www.nul.nagoya-u.ac.jp/guide/webrequest/web_request_e.html#ILL))

## (2) Reserving and Renewal

You can reserve or renew in the OPAC.

## 5. Scholarships

Scholarships are divided into those provided by the Japan Student Services Organization (JASSO), and those offered by local public organizations or non-government scholarship funding organizations.

These scholarships are loaned or granted to students with outstanding character and academic performance who are in good health and who are recognized as having difficulty in defraying their educational expenses.

### 1. Students without Japanese Nationality

Self-financed students are eligible to apply for scholarships from local public or private organizations. Application procedures are generally conducted through Nagoya University. Students should contact their school office for further information.

Please refer to the website of the Japan Student Services Organization (JASSO) for further information regarding scholarships.

<https://www.jasso.go.jp/en/index.html>

### 2. Japanese Students

#### 【1】 Japan Student Services Organization Student Scholarship Loans (For admitted students)

- ◇ The Japan Student Services Organization (JASSO) is an independent administrative institution that was established under the Japan Student Services Organization Independent Administrative Organization Act. It grants scholarship-loans and conducts other operations.
- ◇ Recipients of the financial aid are decided by screening, according to standards for academic performance, household income, etc.

(1) Scholarship student categories and amount of monthly benefit or disbursement (as of April 1, 2021)

a) Grant-type scholarship (No return required, for undergraduate students only)

Eligible applicants: Students in resident tax-exempt household

Type	Target students	Monthly benefit (yen)
Category 1	(1) Commuting from home	29,200
	(2) Commuting from residence other than home	66,700
Category 2	(1) Commuting from home	19,500
	(2) Commuting from residence other than home	44,500
Category 3	(1) Commuting from home	9,800
	(2) Commuting from residence other than home	22,300

b) Loan-based scholarship

- ◇ These financial aids serve as loans and must be repaid after graduation.
- ◇ Please be aware that this financial aid system is operated with government loans and the money returned by former recipients.

Type	Target students		Monthly disbursement (yen)
University Category 1 Scholarship loan (interest-free)	Undergraduate	(1) Commuting from home	45,000
		(2) Commuting from residence other than home	40,000 51,000
		(3) Commuting from either home or residence other than home	20,000 10,000
University Category 2 Scholarship loan (interest-bearing)	Undergraduate students		20,000 - 120,000 (Select from 10,000 unit)
Graduate school Category 1 Scholarship loan (interest-free)	Graduate students	(1) Master's program	50,000 88,000
		(2) Doctoral program	80,000 122,000
Graduate school Category 2 Scholarship loan (interest-bearing)	Graduate students		50,000 80,000 100,000 130,000 150,000

(2) Recruitment of scholarship students

Persons who wish to apply for a JASSO scholarship loan must submit the designated documents provided at the Student Affairs Section counter.

It is necessary that you select and sign up for one of the following guarantee systems when you apply.

- ◇ Joint guarantor system (A "joint guarantor" and "guarantor" are appointed.)
- ◇ Institutional guarantee system (A fee is paid for a guarantee system under which a guarantee institution will act as co-guarantor.)

For details on applying, check the documents provided.

◇ Application schedule

The application process for students who enroll in the University on October 1 takes place once a year in October. The application guide and schedule will be posted on the campus bulletin boards.

(3) Receipt of scholarship

The scholarship loan will be transferred to the scholarship student's designated bank account every month.

(4) Extension of scholarship

Scholarship students must collect documents needed for the extension procedure from the Student Affairs Section counter once a year (from late December to the middle of January) and submit them online to receive accreditation as scholarship students. Failure to do so will result in the scholarship loan being stopped without extension, so do not forget to follow the extension procedure.

However, this refers to extensions by year-level within a program, not by program level such as bachelor's, master's or doctoral; there is a separate application process when entering to a different level program, i.e., a

master's or doctoral program.

Fourth-year undergraduate students, second-year master's program students and third-year doctoral program students are therefore not eligible to apply for an extension.

#### (5) Submission of scholarship loan Return Pledge

When completing procedures to receive the scholarship loan, a Return Pledge must be submitted containing the joint signatures of the student, the joint guarantor and guarantor (if you selected the "institutional guarantee system" when you applied, the signatures of the joint guarantor and guarantor are unnecessary).

✧ For details, see the homepage of the Japan Student Services Organization:

<http://www.jasso.go.jp/>

### 【2】 Scholarships from private organizations and local public organizations

Besides JASSO scholarship loans, there are also scholarships from private and public organizations (grants or loans).

Details of how to apply for such scholarships can be found on the Nagoya University homepage. Generally, application processes take place in April.

· [http://syusyoku.jimu.nagoya-u.ac.jp/scholar\\_bu.htm](http://syusyoku.jimu.nagoya-u.ac.jp/scholar_bu.htm) (for undergraduate student)

· [http://syusyoku.jimn.nagoya-u.ac.jp/scholar\\_in.htm](http://syusyoku.jimn.nagoya-u.ac.jp/scholar_in.htm) (for graduate student)

In addition to scholarships noted on the homepage, there may also be direct applications at each school targeted at students of the school, so be sure to check the bulletin boards of your affiliated school.

Details of required documents and deadlines will be announced as necessary, so please confirm them.

## 6. Payment of tuition fees (For all students except the recipients of the Nagoya University International Program (G30) Scholarship (Including JUGAS and JAGAM) )

The transfer from the student's account will take during the month of November for the Fall semester, and will take during the month of May for the Spring semester.

Amount of payment: 267,900 yen (535,800 yen per academic year)

Payment method: Tuition fee automatic withdrawal system

\* This system works in a way similar to an automatic transaction. The bank designated by Nagoya University withdraws the amount of the tuition fee from the account under the student's name and transfers it to Nagoya University.

\* Please register your bank account by submitting the "Application for the Tuition Fee Automatic Withdrawal System" distributed during your enrollment orientation.



## 7. Tuition fee exemption

### 1). Eligibility

Students to whom one of the following situations applies:

(For privately financed international students with a student visa)

The applicant must have an excellent academic record, and he or she must be in a situation that makes it difficult to make tuition fee payments due to economic reasons, effects of natural disasters, etc.

(For Japanese students, students who are permanent resident, long-term resident, etc.)

i) Applying Grant-type (No return required) scholarship of JASSO

ii) Those who aren't eligible to apply Grant-type (No return required) scholarship of JASSO

iii) The applicant must have an excellent academic record, and he or she must be in a situation that makes it difficult to make tuition fee payments due to economic reasons, effects of natural disasters, etc.

NOTE: Recipients of the Nagoya University International Program (G30) Scholarship (including JUGAS and JAGAM) do not need to apply for tuition exemption.

### 2). Exemption amount

After screening the documents, the successful applicants may receive 100%, two thirds, or one third of exemption of the total tuition amount. Please note that tuition fee exemption may not be available for all applicants due to limited resources and quota. It is advisable to be prepared to pay the necessary fees.

### 3). Application Method

Students who wish to apply for the tuition fee exemption must submit the necessary documents by designated due date to the Student Affairs Section, or their application will not be accepted. The Forms are available on Nagoya University Web page.

Leave plenty of time to prepare, as you will need to apply at your local ward office for some documents.

\* Applications for the next academic year (both Spring semester and Fall semester) will be accepted in February or March. However, the selection will be done separately and announcement of the results will be made twice, for Spring semester and Fall semester respectively.

### 4). Important Notice

Tuition fees are not refundable once you have paid. If you have applied for tuition exemption, please check your approval status before paying.

## 8. Student Discount Travel Fare Certificate (JR) (Student Discount Certificate)

The Student Discount System was created to reduce the financial burden of studying and to contribute to the advancement of formal education.

The system can be used when traveling for laboratory work, practical training, going home for vacations and so on.

With a student discount certificate, students of education institutions designated by the various JR companies receive a 20% discount on fares when traveling more than 101 kilometers one-way on the company's lines.

Students who would like to obtain a student discount certificate can do so from an Automatic Certificate Issuance Machine using their Student ID card.

The discount can only be used before the start of the trip; after boarding, discount tickets cannot be purchased.

Students must have their Student ID when purchasing the ticket and boarding.

Students should be aware that the student discount certificate will be invalidated and confiscated in the following situations:

- i) If the issuer's information on the certificate being used is not filled in
- ii) If the certificate being used is unreadable
- iii) If an altered certificate is being used
- iv) If an expired certificate is being used (over 3 months since its issue)
- v) If the certificate is used by someone other than the person whose name is printed on the certificate

Students who improperly use a student discount certificate will not be issued another one.

Further, a substantial penalty of three times the regular fee may be charged if a student discount certificate is improperly used.

## 9. Student insurance (Personal Accident and Liability Insurance for Students Pursuing Education and Research)

### 1) Summary

Despite the best efforts to prevent accidents and injuries, these may still occur anywhere at any time during lectures, experiments, practice, athletics, etc. of the regular curriculum, during various school events, while using school facilities, during extra-curricular activities, while commuting, and so on. In case of an accident, therefore, the University offers "Personal accident Insurance for Students Pursuing Education and Research (PAS)", which provides aid to students. The insurance includes special coverage for commuting to school and between school facilities. At Nagoya University, all students are required to enroll in this insurance, so please apply during your university enrollment procedures.

There is also "Liability Insurance for Students Pursuing Education and Research (LSR)" that provides aid to students who accidentally injure others or damage another person's property during lectures, experiments, practice, athletics, etc. of the regular curriculum, during various school events, while commuting, and so on. School of Science consider this insurance mandatory for all students.

### 2) Premiums and period of insurance

Period of insurance	Premiums for PAS	Premiums for LSR
1 year	1,000 yen	340 yen
2 years	1,750 yen	680 yen
3 years	2,600 yen	1,020 yen
4 years	3,300 yen	1,360 yen

### 3) If you are involved in an accident covered by this insurance

Promptly contact the Student Affairs Section and ask for instructions.

If you make an insurance claim, you need to submit the necessary documents, such as a medical certificate, all receipts, etc., to the Student Affairs Section immediately after your treatment is finished.

### 4) Renewal of contract period and enrollment

i) Undergraduate students whose period of attendance at Nagoya University will be more than four years

The insurance contract period will expire after four years. Students whose period of attendance will be five years need to pay a premium for one year and renew the insurance contract.

ii) Graduate students

The School considers these insurance programs optional for graduate students, but we strongly suggest that all students in the School enroll just in case.

These insurances are considered mandatory for students who are to do an internship, to use facilities outside Nagoya University for study and research so please enroll beforehand if you have not already done so.

\* Applications for renewal of contract period and enrollment are in principle accepted twice a year in April and October at the Student Affairs Section of School of Science.

However, applications from graduate students can be accepted outside above-mentioned time as required.

5) Other

For further information, please refer to the "Handbook for Enrollment in Personal Accident Insurance for Students Pursuing Education and Research" and "Liability Insurance coupled with PAS", which will be distributed during your university enrollment orientation.

The "Gakkensai Futai Gakuseiseikatsu Sogo Hoken" is also available. This is extensive insurance including coverage for general student life, such as medical treatment and hospitalization expenses, etc. Those who enroll in the PAS can join this insurance as well. Please refer to the Student Life Comprehensive Insurance Pamphlet for further information.

## 10. Course registration (supplementary)

1. Registering for courses in other departments or schools

Persons wishing to register on a course in another school may need, depending on the school running said course, to discuss their application for registration with the Student Affairs Section of the relevant school beforehand.

Depending on your affiliated school, there may be a system in place for recognizing course credits acquired at other schools or graduate schools as counting toward your graduation credit requirements; persons who wish these credits to be counted as such should submit the designated form (Application for Credit Recognition) to the Student Affairs Section after consulting their academic advisor.

2. Cross-registration (corresponding general and G30 courses)

There is a system in place at the School of Science for cross-registering on general courses (courses for non-G30 programs) and G30 courses (non-G30 and G30 students can register for G30 courses and general (non-G30) courses, respectively, and have the credits recognized as counting toward their graduation credit requirements).

Be sure to check the School of Science Website for details of the necessary procedures, application period and courses that may be cross-registered for.

3. Credit transfer system

Students may, when it is regarded as effective from an educational standpoint, register for courses or receive research guidance at another universities or a foreign university based on consultation with said university.

Credits acquired etc. may be counted toward your graduation credit requirements as follows:

Undergraduate:	Up to 30 credits
Master's program:	Up to 10 credits
Doctoral program:	Research guidance

#### 4. Study abroad (exchange) based on Short-Term Exchange Promotion System

This system was begun in AY1996 and aims to broaden the exchange of international students with the universities of various countries and mutually raise the level of education and research, while promoting mutual understanding and friendship between countries; it concludes university-wide or school-wide student exchange agreements between the University and foreign universities, and under this system the Japan Student Services Organization (JASSO) provides scholarships to students sent overseas.

##### (1) Application eligibility

- Students currently enrolled in a regular (degree-seeking) program (Excludes international students. International students may apply for a student exchange program at a university with which we have an academic exchange agreement, but they cannot receive this scholarship.)
- Persons who wish to study abroad at the host university and who will be accepted by the host university
- Persons with outstanding academic performance and character
- Persons with a clear goal and plan for their study abroad, who can be expected to get good results from it
- Persons who will return to the University to continue their studies after the study abroad period ends

##### (2) Study abroad period

Between approximately six months to one year

##### (3) Scholarship and travel expenses

Scholarship: 60,000 to 100,000 yen per month (differs according to region). Travel expenses are not provided.

##### (4) Language ability

Persons wishing to study abroad under this system must have outstanding academic performance and the necessary language ability to study abroad.

Please bear in mind that, depending on the university, a TOEFL (Test of English as a Foreign Language) score of a specified number or higher may be required.

##### (5) Handling during study abroad

When the period spent on an exchange by study abroad students is included in their period of enrollment at the University, credits acquired on courses at the host university which are regarded as effective from an educational standpoint may be recognized as counting toward graduation credit requirements, to an extent not exceeding 30 credits for undergraduate students and 10 credits for students enrolled in a graduate program (master's program).

##### (6) Recruitment notice

Recruitment for this system is announced every year from mid to late August on the bulletin boards. Information will also be posted on the IEEC website, so be sure to check it. NU candidates to be recommended for the system will be selected from applicants, by the University-wide committee. A limited number of people is usually selected from among NU candidates.

## 11. Handling of classes and examinations with regard to natural disasters

In the event of a typhoon, earthquake, or other natural disaster or when a warning information has been announced, all classes and examinations (including regular, supplementary, and re-examinations: referred to below as "classes") will be handled according to the directions to be given to students, as indicated below.

### 1. In the event that a "storm (gale) warning" is issued by the Japan Meteorological Agency in Nagoya City due to a typhoon

If a "storm (gale) warning" for Nagoya City is announced by the Japan Meteorological Agency due to the approach of a typhoon, classes, etc. scheduled to begin after the warning has been announced will be canceled.

However, if the warning is subsequently lifted, classes etc. will be held as outlined in the table below.

Please check the following website of the Japan Meteorological Agency to confirm updates on warnings:  
[http://www.jma.go.jp/en/wam/329\\_table.html](http://www.jma.go.jp/en/wam/329_table.html)

<Important Notes>

- 1) If you are already at school when a storm (gale) warning is announced, go home before the situation worsens.
- 2) If you are on your way to school when a storm (gale) warning is announced, return home.
- 3) If a storm (gale) warning is announced while a class is in progress, verify road condition after the class ends, and go home immediately

### 2. In the event of an earthquake or fire

If an earthquake or other disaster occurs during class, calmly assess the situation and the scale of the earthquake or disaster, and take all necessary steps to protect yourself. Following the class cancellation, comply with the instructions of the class instructor, and go to the designated temporary evacuation area. After evacuating, follow the instructions given by the university.

### 3. In the event of a Nankai Trough Earthquake Announcement

The national and local governments were also examining how to respond if Nankai Trough Earthquake Announcements is made. You should follow the instructions of the university, such as go to class or return home, while at the same time ensuring your own safety by keeping abreast of what is occurring. You should be careful since additions or revisions may be made to the response policy.

### 4. In the event of any other disaster or risk of disaster

If it is deemed difficult to hold classes for any other reason, a decision will be made on whether or not to cancel classes. In such cases, relevant information will be posted on the University website and bulletin boards.

Appended table [Classes operation after a storm warning has been lifted.]

Time when warning is Lifted (following official announcement of return to safe conditions)	Period when classes etc. commence
Before 6:45 am	From 1st Period
Between 6:45 and 11:00	From 3rd Period

\*These typhoon guidelines are only applicable to storm (gale) warnings announced in Nagoya City, and not to other warnings, storm (gale) warnings announced for areas outside Nagoya City, or all types of weather advisory.