

## Course Registration

### Registration Periods

- **The course registration takes place in two time frames: the registration period and the withdrawal period. For the registration schedule, please check *Academic Calendar for 2023–2024*.**

**1. The registration period** is a two-week period each term, around the time of commencement of classes. You must register during the registration period to be able to attend classes your desired classes. *No credits can be earned for courses completed without registration.*

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

**2. The withdrawal period** is the only time after the end of the registration period when you can withdraw a course. If you withdraw from a course, your transcript will indicate a ‘W’ grade. It is not permissible to withdraw after the end of the withdrawal period.

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

### Syllabus

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

### Registration Process

- Students must register via the online system. In every term, the registration period and withdrawal period begin at 9 am on the first day of the period and the deadline is 5 pm on the last day of the period.  
Note: all dates and times are Japan Standard Time.  
\*For the details of online registration, please refer to the section entitled, *How to register for courses*.

## GRIPS Assessment Policy

GRIPS Assessment Policy	GRIPS 成績評価基準(対訳)
<b>Assessment Information Provided in Syllabus</b>	<b>シラバスに記載される 成績評価についての情報</b>
<p>All information about assessment for each university course will be provided in the detailed syllabus available at the beginning of the course. This will consist of:</p> <ul style="list-style-type: none"> <li>• the assessment plan, including the marking/grading system to be used, and the weight allocated to each significant grading component</li> <li>• examination dates /submission deadlines</li> <li>• penalty for late submission</li> <li>• other requirements, if any.</li> </ul> <p>Once a course has started, instructors may not change the requirements without (a) obtaining the agreement of all students concerned and (b) informing the Academic Support Team.</p>	<p>各授業科目の成績評価に関するすべての情報は、講義開始時に入手可能な詳細なシラバスに記載されている。これには以下の事項が含まれる。</p> <ul style="list-style-type: none"> <li>• 成績評価計画。これには使用される採点・成績評価のシステム、および成績評価における主要な各要因に与えられるウェイトについての情報などが含まれる。</li> <li>• 試験の日時、提出物の期日</li> <li>• 提出期限後の提出に対するペナルティ</li> <li>• その他の必要な事項</li> </ul> <p>講義開始後に教員がシラバス記載の事項を変更する場合は、関係する学生全員の賛同を得ること、また教務担当に報告することが必要となる。</p>
<b>Procedure before Issuance of Final Grades</b>	<b>最終成績評価に先立つ手続き</b>
<b>Assessment During the Course</b>	<b>授業科目期間中の評価</b>
<p>Instructors should promptly return all items for assessment completed during the term, with marks or grades and, where appropriate, comments to the students. Also, instructors must comply with the guidelines for grading (cf. 'Final Grades') so that students can gauge their own performance against that of the other members of the class. Students are advised to keep their returned original assignments in case they decide to appeal their final grades.</p>	<p>教員は学期中に完成した評価対象アイテムを、採点または成績評価、および必要な場合にはコメントとともに速やかに学生に返却するべきである。また教員は、成績分布のガイドラインを遵守することで、学生がクラスの他のメンバーに比較した場合の自らの成績を正しく評価できるようにしなければならない。学生は、最終成績評価について不服申立する場合に備え、課題の原本を返却された場合はそれを保管しておく必要がある。</p>
<b>Meeting All Assessment Requirements</b>	<b>すべての評価要件を満たすこと</b>
<p>Course assessments may include different forms of assessment, such as class exercises, assignments, quizzes, tests and examinations. Students need to ensure that they have completed all the required items for assessment by the designated deadlines. Failure to attend a class in which instructions were given or work</p>	<p>授業科目においては、クラスでの課題や提出課題、小テスト、試験など様々な形式での評価が行われる。学生は指定された期間に、評価において必要とされる事項をすべて、確実に満たしていなくてはならない。指示や課題が出た時にクラスを欠席していた、というのは正当な理由と認められない。</p>

was assigned is not a valid reason for non-performance.

### Students' Own Work

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

### Special Consideration

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

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

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

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

### Course Withdrawal Procedure

A student may withdraw from a course without

### 提出課題の作成

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

### 特別配慮

(1) 重病や偶発事故など不可抗力の事由のために、提出課題等の作成に影響を受けたと考える学生は、「特別配慮の申請」の申立書を可能な限り速やかに提出することとする。申立書には、その事由の期間やその重症度について具体的に記載された医師による診断書、またはその他公式に認定された文書を添付し、教務担当に提出する。教務担当はこの書類を教員に転送する。

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

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

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

### 授業科目登録の取消手続

履修登録期間中は、学生はペナルティなしで授業科

penalty during the registration period. After the end of the registration period, students can still withdraw from courses before the final withdrawal deadline, but a grade of W will be shown on their transcript.

Note: it is not permissible to withdraw after the withdrawal deadline.

However, the Academic Support Team may allow a student to withdraw from a course after the withdrawal deadline in the cases listed below.

Note: in such cases a grade of W will be shown on the student's transcript.

- The case where a student takes a leave of absence, withdraws, or is deregistered from GRIPS before the grades are submitted by the instructor; or
- The case where the Dean deems it difficult for a student to continue studying due to circumstances beyond the student's control, such as a disaster or a political change.

The academic calendar stipulates the registration periods and withdrawal periods for each term and course type.

### Final Grades

#### Final Grades

The following grading scale will be used for all courses.

A	90–100	Outstanding performance
B	80–89	Superior performance
C	70–79	Satisfactory performance
D	60–69	Minimum acceptable performance
E	0–59	Unsatisfactory performance
P	Pass (in courses designated Pass/Fail)	
F	Fail (in courses designated Pass/Fail)	
W	Withdrawn	
T	Credit transferred	

#### Grade Distribution Guidelines

For courses in which letter grades are assigned, the grade distribution should satisfy both the mean Grade Point Average (GPA) criterion (see (1)-3 below) and the reasonable distribution criterion (see (2) below).

目登録の取消しを行うことができる。履修登録期間の後でも、最終履修登録取消期限までは学生は履修登録の取消しを行うことができる。この場合には、学生の成績証明書には W 評価が記載されることになる。最終履修登録取消期限の後には、履修登録取消しは不可能となる。

ただし、以下の学生は最終履修登録取消期限後に教務担当が履修登録の取消をすることがある。その場合、成績証明書には W 評価が記載される。

- 担当教員から成績が提出されるまでに休学、退学、除籍となった学生
  - 災害や政変等本人の責によらない事情のため、研究科長が履修継続困難と判断した学生
- 各学期における履修登録の日程については、学年暦に記載されている。

### 最終成績評価

#### 最終成績評価

以下の評価基準が適用される。

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

#### 成績評価の分布に関するガイドライン

アルファベットで評価が記載される授業科目の場合には、平均 **Grade Point Average (GPA) 基準** (以下(1)-3 参照) および **妥当な分布に関する基準** (以下(2) 参照) の双方を満たしている必要がある。

**(1)-1 Grade Point (GP)**

A, B, C, D and E carry grade points of 4, 3, 2, 1 and 0, respectively.

**(1)-2 Calculation of GPA**

Calculate only for courses (other than Category X) for which a GP is granted.

(\* Ratings of P, F, W and T are not included in GPA.)

GPA per term =

numerator / denominator, where

numerator = total of (GP for each course to be calculated for the term) x (number of credits for each course)

and

denominator = total number of credits for courses to be calculated for the term.

GPA for the entire enrollment period =

numerator / denominator, where

numerator = total of (GP for each course to be calculated for the entire enrollment period) x (number of credits for each course)

and

denominator = total number of credits for all courses to be calculated for the entire enrollment period.

**(1)-3. Mean Grade Point Average Criterion**

Courses should have a mean GPA between 3.1 and 3.5.

**(2) Reasonable Distribution Criterion**

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

- A 20–50% of class
- B 30–70% of class
- C < 25% of class
- D < 10% of class

**(1)-1 Grade Point (GP)について**

A、B、C、D、Eを、それぞれ4点、3点、2点、1点、0点とする。

**(1)-2 GPA の計算式**

区分 X 以外の科目で、GP が付与された科目についてのみ計算を行う。

(※P、F、W、T の評価は GPA に含まれない。)

学期毎の GPA =

(分子) = (当該学期における計算対象科目の GP × 単位数) の合計

(分母) = 当該学期における計算対象科目の単位数の合計

全在学期間の GPA =

(分子) = (全在学期間における計算対象科目の GP × 単位数) の合計

(分母) = 全在学期間における計算対象科目の単位数の合計

**(1)-3 平均 GPA 基準**

当該授業科目の GPA 平均は 3.1 点から 3.5 点の範囲内となるべきである。

**(2) 妥当な分布に関する基準**

成績評価の分布は以下の範囲内となるべきである。

- A クラスの 20–50%
- B クラスの 30–70%
- C クラスの 25%未満
- D クラスの 10%未満

E < 10% of class

If the grade distribution is not in accordance with the guideline, the instructor must provide a reason for that non-compliance.

### Release of Course Results

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

### Appeal

1. A student who has concerns regarding their grade in a course should request discussion regarding grades with the instructor of the class within seven days after the grade is released (excluding Saturdays, Sundays, national holidays, and university holidays such as year-end and New Year holidays), or within 3 days if the student is scheduled to receive a graduation judgment in that semester and the grade to be discussed is related to the graduation judgment. The faculty member who receives a request for discussion shall respond to it promptly, being aware that the deadline for appeal to the director in the next section (which is to be made if the student's concerns remain unresolved after the discussion) is three weeks after the announcement of the results (or one week after, if the student is scheduled to receive a graduation judgment in that semester and the grade to be discussed is related to the graduation judgment).

2. A student who, after discussion with the course instructor, still wishes to appeal the grade, must submit a request in writing to the Program Director or Concentration Director (hereinafter referred to as the Director) through the Academic Support Team within three weeks of the announcement of the results (or within

E クラスの 10%未満

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

### 成績の発表

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

### 不服申立

(1) 学生は、授業科目における成績評価につき疑義がある場合には、成績発表後、土曜日、日曜日、祝日及び年末年始等の大学休業日を除いた 7 日以内（その学期に修了判定対象であり、協議を行おうとする成績が修了判定に関わる場合は 3 日以内）に授業科目担当教員に協議の申入れをする。協議の申入れを受けた教員は、協議を行ってもなお学生の疑義が解消されない場合に行われる次項のディレクターへの不服申立期限が 3 週間（その学期に修了判定対象であり、協議を行おうとする成績が修了判定に関わる場合は 1 週間）であることを念頭に、速やかに協議に応じることとする。

(2) 授業科目担当教員と協議後、学生が成績評価につき不服申立することを希望する場合には、成績の発表から 3 週間（その学期に修了判定対象であり、協議を行おうとする成績が修了判定に関わる場合は 1 週間）以内に書面でその要請を、教務担当を通じてプログラムディレクターまたはコースディレクター（以下「ディレクター」という）に提出する。ディレクターは、



one week if the student is scheduled to receive a graduation judgment in that semester and the grade to be discussed is related to the graduation judgment). If the request is judged appropriate, the Director will review the content of the appeal with the course instructor and the Dean, and if necessary, with the relevant faculty member. If the course instructor is the Director, then the request will go directly to the Dean.

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

4. As noted previously, students should keep all marked work that is returned to them in case those documents are required for discussion with the instructor and reassessment after the appeal. Faculty members should keep evidence related to grading, such as attendance records, examination responses, report assignments, and submitted assignments that are not returned, for a minimum of three weeks in case an appeal is lodged.

### Repeating a Course

1. In principle, students cannot repeat a course which they have already completed successfully. They can do so only with the permission of both the course instructor and their Director.

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

\* Approval to repeat Japanese language courses is not required.

3. Note: only the grade assigned in the repeated course will be shown on the student's transcript.

授業科目担当教員、研究科長及びその他関係教員（必要に応じて）により、申立内容の審査を行う。授業科目担当教員とプログラムディレクターが同一人物である場合には、不服申立ては研究科長に提出する。

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

(4) 前述のように、学生は、授業科目担当教員との協議及び不服申立後の成績再評価に備えて返却された採点済み提出課題を保管しておかなければならない。教員は、出席記録、試験問題やレポートの課題、返却しない提出課題等の成績評価の根拠となる資料を不服申立がある場合に備えて最短でも 3 週間は保管しておかなければならない。

### 再履修

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

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

\* 日本語の語学の授業を再履修する場合は、これらの許可は不要である。

(3) 成績表には、再履修時の成績のみが表示される。

## Course Code Classifications

### In Alphabetical Order

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

### By Type and Discipline

#### University-wide Courses

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

#### Program-specific Courses

DRM  
EPP  
GGG  
GLD  
IPR  
MEP  
MSP  
PFP  
PPP  
UPP  
YLP

#### Independent Program Courses

DMP  
SSP



## How to Read Course Codes and Numbers

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

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

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

- **ECO Courses**

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

- **GOV Courses**

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

- **DMP Courses**

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

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

E	English
J	Japanese

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

A	Section A
B	Section B

### Example

<b>ECO1020EA</b>	Economics Introductory Theory (Micro) English Section A
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## Where to Buy Textbooks

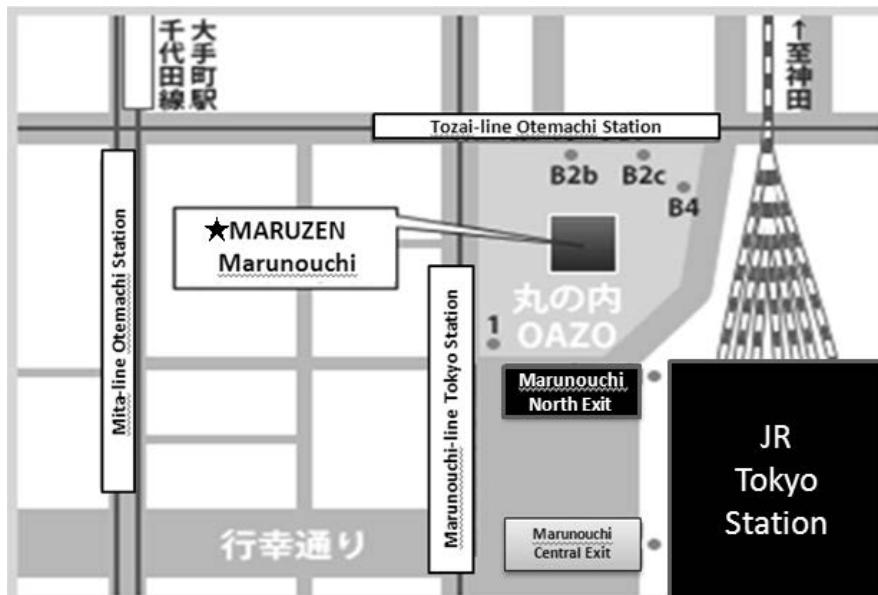
### Maruzen (Marunouchi)

Location: a one-minute walk from JR Tokyo Station, Marunouchi North Exit

Opening hours: 9:00-21:00

Tel: 03-5288-8881

Foreign books: 4th floor



### Kinokuniya (Books Kinokuniya Tokyo)

Location: a six-minute walk from JR Shinjuku Station, South Exit

Opening hours: 10:00-20:30

Tel: 03-5361-3316

Foreign Books: 6th floor

URL: <https://www.kinokuniya.co.jp/contents/en>

