

## <Student Life>

### ■ Student ID

- (1) Please always bring your Student ID, and show it to an instructor/staff when requested.
- (2) Student ID without a seal on the back is invalid. Please update the seal every year at Faculty Affairs Office Graduate School Section.
- (3) In case your address was changed, please inform Faculty Affairs Office Graduate School Section immediately.
- (4) In case you lost your Student ID, please bring your picture and apply for reissue at Faculty Affairs Office Graduate School Section.
- (5) For the cases below, please return your Student ID to Faculty Affairs Office Graduate School Section immediately.
  - A. Withdrawal from School
  - B. Found lost Student ID after reissue

### ■ Leave of Absence / Withdrawal from School

- (1) Leave of absence from school

Students planning to take a leave of absence from school will need to complete a designated application form for leave of absence (available at the Faculty Affairs Office Graduate School Section), have it signed by an academic advisor, and then submit the application to the Faculty Affairs Office Graduate School Section. Leaves of absence due to illness require submission of a medical certificate. The deadlines for submissions of applications for leave of absence are as follows:

	Period of leave of absence	<u>Submission deadline</u>
Closing date for application	April 1–March 31 of the following year April 1–September 15	<u>May 31</u>
	September 16–March 31 of the following year September 16–September 15 of the following year	<u>November 15</u>

- (2) Returning to school after a leave of absence

Enrollment will resume automatically upon expiration of the leave of absence period, and no procedures are required for returning to school.

- (3) Voluntary withdrawal from school

Students planning to withdraw voluntarily from school will need to complete a designated application form for withdrawal (available at the Faculty Affairs Office Graduate School Section), have it signed by an academic advisor, and submit it along with their student ID to the Faculty Affairs Office Graduate School Section during the semester from which they wish to withdraw.

- (4) Compulsory withdrawal from school

Students who fail to pay tuition and fees will be withdrawn from school.

## ■ Tuition Payment

### (1) Periods of payment

Payment slips will be sent in the beginning of April for Spring Semester and in the middle of September for Fall Semester. Please make payment by the deadlines below.

<Spring Semester>

Please make payment **by April 30**.

<Fall Semester>

Please make payment **by October 15**.

\*April Entry Students can choose one installment (for both Spring Semester and Fall Semester) or two installment. In the middle of September, payment slips will be sent to those who chose two installment in April. Payment slips will not be sent to those who chose one installment.

\*September Entry Students cannot choose one installment.

### (2) Extension of payment

If tuition may not be paid due to unavoidable circumstances, application for extension of payment is required. If students failed to pay tuition without a designated procedure, they will be withdrawn from school.

### (3) If any changes were made in name or address of tuition payer, please inform Faculty Affairs Office Graduate School Section immediately.

## ■ Certificates

(1) If you need certificates which can be issued immediately shown in the table below, please issue them by vending machines.

(2) As for certificates which cannot be issued immediately, please purchase an application form by vending machines, complete it, and submit it to the Faculty Affairs Office Graduate School Section.

\*Necessary items

- 1) Student ID
- 2) Handling fee

Certificates	Handling fee	Where to apply	Number of days to be issued
Certificate of enrollment (Japanese)	100 yen	Vending machines	Immediately
Certificate of expected graduation (Japanese)	200 yen		
Academic transcript (Japanese, for students currently enrolled)	200 yen		
Academic transcript (Japanese, for graduates)	200 yen	Faculty Affairs Office Graduate School Section	In 2 days
Certificate of graduation (Japanese)	200 yen		
Certificate of enrollment (English)	100 yen		In 1 week
Certificate of expected graduation (English)	200 yen		

Certificate of graduation (English)	200 yen		
Academic transcript (English)	200 yen		

\*Saturdays and holidays are not included in number of days to be issued

#### ■ **Certificate of qualification for a student discount**

If you need a certificate of qualification for a student discount, please apply by vending machines.

(Please contact the Student Affairs Office for details)

#### ■ **Medical Checkup**

- (1) Please be sure to take the medical checkup every year. Medical checkup will be held in early April for newly enrolled April Entry students, in early September for newly enrolled September Entry students, and in early February for registered students.
- (2) Medical checkup certificate can be issued by vending machines immediately.

#### ■ **Study Rooms, or “JISHUKAN”**

- The JISHUKAN are study rooms for graduate students in the Graduate School of Economics, Law, Letters and International Peace Studies.  
(Undergraduate students are not allowed to use the JISHUKAN)
  - Personal desk is available.
  - Basically, students will use the same desk for two or three years.
- Opening hours  
From 7:00 to 24:00, Monday through Sunday
- Security
  - <Entrance of JISHUKAN>
    - Please touch your student ID to the card reader and enter.
  - <Study room>
    - 8 students will have same key for a room. A student who is last to leave the room needs to lock the door.
  - <Personal desk>
    - Drawers of personal desks can be locked.
- Network connections
  - Students can bring their personal computers into the room and can access network connections through a LAN cable.  
(Please contact the IT Support Office in Global Square 2nd floor)
- Eating, drinking and smoking

- In the study rooms, eating, drinking and smoking is not allowed.
- Please eat or drink in the lounge.
- Cleaning of JISHUKAN
  - Students need to clean desk and room by themselves
  - Please also clean shared spaces.
- Facilities in JISHUKAN

Floor	Number of study room	Number of desk	Other facilities
1st floor	6	48	Lounge / Restroom (Men)
2nd floor	9	72	PC room / Kitchen / Rstroom (Women)
3rd floor	8	64	Lounge / Restroom (Men)
Total	23	184	

- Facilities in study room  
Desk / Bookshelf / Chair / Light / Plug socket (For light and PC)
- Facilities in Lounge  
Table / Shared Books / Refrigerator / Microwave oven / Electric pot / Electric heater / Sink / Extension telephone

■ **Subsidies for Presenting a Thesis at an Academic Conference** (Summary of a regulation written in Japanese)

<Overview>

These subsidies are designed to support graduate students in releasing their research thesis at an academic conference, symposium, or other meeting.

<Amount of subsidies and number of times financial support can be received>

Part of travel expenses, accommodation costs and registration fees will be covered up to the limit below per year

- (1) Conferences held in Japan
  - Students in Master's Program      Limit of amount: 60,000 yen
  - Students in Doctoral Program      Limit of amount: 100,000 yen
- (2) Conferences held overseas      Limit of amount: 100,000 yen

Students can apply for subsidies any number of times as long as the total amount doesn't exceed the limit.

#### <Application procedure>

Students need to complete a designated application form for subsidies and submit the application to the Faculty Affairs Office Graduate School Section through an academic advisor one month before the conference.

#### <Application period>

From April 1 to the end of February

#### <Application requirements in the case of presenting a thesis at conferences held overseas>

In the case of presenting a thesis at conferences held overseas, students must meet the language proficiency requirements set by the university to receive the subsidies.

#### **English language requirement**

English language proficiency test	Required score to apply for the subsidies
TOEIC	500 +
IELTS	4.5 +
TOEFL (iBT)	52 +
TOEFL (PBT)	470 +
EIKEN Tests	Level 2 +

#### Notes:

- (1) In case students present a thesis at conferences held overseas, they must attach a copy of English language proficiency test score which meets the above requirement.
- (2) Native English speaker are regarded as having met the requirement, and are exempted from submitting the score.
- (3) In case students present a thesis in a language other than English, students must receive a signature and comments on the application form from their academic advisor certifying that the language proficiency is sufficient for presentation.

#### <Submission of report>

Students must complete a designated report form and submit the form to the Faculty Affairs Office Graduate School Section through an academic advisor within one week after returning from a conference.

#### <Provision of subsidies>

Basically, subsidies will be provided after a conference. Students need to submit receipts and other necessary documents to the Faculty Affairs Office Graduate School Section within one week after returning from a conference.

#### <Calculation standard>

- Travel expenses
  - (1) Fees of public transportation will be calculated in most economical and rational way.
  - (2) A starting point and an ending point will be a student's home or the university, and they will be decided in most economical and rational way.
  - (3) If a distance from a student's home or the university to a destination is less than 100

km, students are not eligible to apply for subsidies.

(4) Railway fare will be calculated as follows.

- Fare of Express train / Shinkansen can be covered if a distance is over 200km.
- Charge for a first class car is not included.
- Student discounted price is applied for Japan Railway fees.

(5) Transportation expenses in the destination are not calculated.

(6) Airfare can be covered for conferences held in Osaka and westward, or Miyagi and northward.

(7) Airfare (economy-class) will be covered for conferences held overseas.

● Accommodation costs

Part of accommodation costs will be covered up to 5,000 yen per night for conferences held in Japan, and up to 8,000 yen per night for conferences held overseas.

● Registration fees

Students need to submit a conference program or a document which proves presentation.

■ **Subsidies for Publishing a Thesis on an Academic Journal or Publishing a Book** (Summary of a regulation written in Japanese)

<Overview>

These subsidies are designed to support graduate students in publishing their research thesis at an academic journal or in publishing a book.

<Students eligible for subsidies>

Graduate students who meet following qualifications are eligible for these subsidies.

- (1) Published a thesis on an academic journal which has a peer review system
- (2) Published a book (including joint authorship) from an academic publisher

<Amount of subsidies and number of times financial support can be received>

15,000 yen will be provided per one journal or one book published. Students can apply for subsidies any number of times as long as they are enrolled in school.

<Application procedure>

Students need to complete a designated application form for subsidies, and submit it along with a copy of journal or book to the Faculty Affairs Office Graduate School Section within one year from the date of publication.

■ **Teaching Assistants**

<Overview>

A system for Teaching Assistants is designed to enhance educational effectiveness of undergraduate programs, while at the same time to give graduate students a degree of financial support.

<Eligibility and Selection method >

Eligibility: Graduate students who are recommended by their academic advisor are eligible to apply.

Selection method: Document screening

\*Interview might be conducted

<Allowances>

1,000 yen per hour    \*Up to 200 hours per year

<Schedule>

April: Recruitment, application, screening, a result announced

Early May: Start working

<Application procedure>

Students need to complete a designated application form for TA, and submit it along with a resume to the Faculty Affairs Office Graduate School Section in the middle of April. A result will be announced on the bulletin board of graduate school in May.

■ **Facilities on campus**

**(1) Library**

<Entry>

Student ID is required to enter the library.

<Opening hours>

Please check on the library website (<http://lib.soka.ac.jp/>).

Opening hours for the library are from 8:30 to 21:00, Monday through Friday, 9:00 to 21:00 on Saturdays, and 10:00 to 17:00 on Sundays.

During holiday breaks, opening hours are from 10:00 to 17:00, Monday through Saturday.

<Number of books> \*As of March 2016

- Books                  Japanese books: 710,000                  English books: 280,000
- Journals                Japanese journals: 4,719 types          English journals: 1,468 types  
                                Electronic journals: 14,883 types

<Maximum number of books students can borrow at one time>

30 \*Including books, journals and CDs

<Borrowing period>

Books: 4 weeks          Journals: 1 week                  CDs: 1 week

<The Closed Stack Room Entry>

790,000 Books, Journals, Law Materials, Statistics and Data Reports are stored in the closed stack room. Students can enter the room by applying at the closed stack reception counter.

## **(2) Health Center**

### <Services>

- 1) Health consultation
- 2) Counseling
- 3) First-aid treatment
- 4) Introducing medical institutions

\*Please bring your Student ID

### <Opening hours>

Opening hours are from 9:00 to 17:00 on Wednesdays and Fridays, and 9:00 to 18:20 on Mondays, Tuesdays and Thursdays.

Medical check-up is available from 9:30 to 11:15, and 12:15 to 16:45, Monday through Friday.