

**\* Caution:**

All regulations are subject to change during the academic year.  
 You will be informed of any changes through your AINS account e-mail address,  
 the Academic Administration System portal page "News," "Announcements,"  
 and "Bulletin Board" forums. Please check these daily to avoid missing important notifications.

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## Message from the University President



Information and Communication Technology (ICT) is one of the most important and promising technologies in present society. The progress of ICT is quite rapid and widespread. In this situation, our university is the first and the largest ICT-dedicated university in Japan, and it ranks number one among public Japanese universities in producing start-up companies. Our university is well internationalized by hiring 40% of our faculty members from outside Japan. Moreover, our university was selected by the Japanese government as one of the “Top Global Universities”.

I hope all of you enhance your abilities for a brilliant future career, based on the resources we offer during your stay at our university. I also hope that you can surely establish yourself at an unexpected higher level when you graduate from our university.

April, 2019

**Ryuichi Oka**

President,

The University of Aizu

## AY2019 Academic Calendar (Undergraduate School)

[ First Semester ]

[First Quarter] April 1 - June 12	
Entrance ceremony for spring admission	Tuesday, April 2
Guidance for new students	Wednesday, April 3 - Friday, April 5
Health Checks	Thursday, April 4, Friday, April 5
First quarter classes begin	Monday, April 8
Q1/S1 Course Withdrawal Deadline	Monday, April 8 - Friday, April 19
Internal Medical Check-up	Wednesday, May 15, Wednesday, May 22
English Proficiency Test (TOEIC IP)	Wednesday, May 15
First quarter classes end	Tuesday, June 4
Term-end exam (First quarter)	Thursday, June 6 - Wednesday, June 12
First quarter Deadline: Grade input	Thursday, June 6 - Friday, June 21
<b>[Note]</b> <b>(Cancellation of Classes)</b> • Wednesday May 15 <b>(Redefined Days)</b> • Tuesday, May 14: Wednesday classes will be held • Wednesday, June 5: Extra Day (In the event that the university cancels classes, supplementary class sessions shall be conducted on the extra day in principle.)	

[Second Quarter] June 13 - September 30	
Second quarter classes begin	Thursday, June 13
Q2 Course Withdrawal Deadline	Thursday, June 13 - Wednesday, June 26
English Proficiency Test (TOEIC IP)	Saturday, July 6
Entrance exam for advanced standing admission	Saturday, July 13
Second quarter classes end	Thursday, August 1
Term-end exam(Second quarter)	Monday, August 5 - Friday August 9
Second quarter Deadline: Grade input	Monday, August 5 - Friday, August 16
Open Campus/Lab	Sunday, August 11
Summer vacation	Saturday, August 10 - Monday, September 30
Finalize course planning(Q3,Q4,S2)	Wednesday, August 28 - Thursday, August 29
Course registration(Q3,Q4,S2)	Monday, September 2 - Wednesday, September 4
Degree conferment ceremony	Wednesday, September 18
Add courseregistration(Q3,Q4,S2)	Tuesday, September 24 - Wednesday, September 25
<b>[Note]</b> <b>(Redefined Days)</b> • Thursday, August 1: Monday classes will be held • Friday, August 2: Extra Day (In the event that the university cancels classes, supplementary class sessions shall be conducted on the extra day in principle.)	

[Second Semester ]

[Third Quarter] October 1 - December 2	
Entrance ceremony for autumn admission	Tuesday, October 1
Third quarter classes begin	Wednesday, October 2
Q3/S2 Course Withdrawal Deadline	Wednesday, October 2 - Thursday October 17
[Univ.Festival]Open Campus/Lab	Saturday, October 12 - Sunday, October 13
Entr. exam. forrecommendation admission	Saturday, November 30
Third quarter classes end	Monday, November 25
Term-end exam (Thrid quarter)	Wednesday, November 27 - Tuesday, December 3
Third quarter Deadline: Grade input	Wednesday, November 27 - Friday, December 13
<b>[Note]</b> <b>(Cancellation of Classes)</b> • Friday October 11 <b>(Redefined Days)</b> • Wednesday, October 30: Tuesday classes will be held • Thursday, October 24: Monday classes will be held • Tuesday, November 26: Extra Day (In the event that the university cancels classes, supplementary class sessions shall be conducted on the extra day in principle.)	

[Fourth Quarter] December 3 - March 31	
Fourth quarter classes begin	Wednesday, December 4
Q4 Course Withdrawal Deadline	Wednesday, December 4 - Tuesday, December 17
Winter vacation	Tuesday, December 24 - Friday, January 3
Resuming classes of fourth quarter	Monday, January 6
Center Exam	Saturday, January 18 - Sunday, January 19
Fourth quarter classes end	Wednesday, February 5
Term-end exam(Fourth quarter)	Friday, February 7 - Friday, February 14
Fourth quarter Deadline: Grade input	Friday, February 7 - Thursday, February 20
(Spring) GTpresentation	Monday, February 17 - Tuesday, February 18
General entr.exam.	Tuesday, February 25
Spring vacation	Sunday, March 1 - Tuesday, March 31
Degree Conferment Ceremony (Spring)	Thursday, March 19
Finalize course planning(Q1,Q2,S1)	Monday, March 2 - Tuesday, March 3
Course registration(Q1,Q2,S1)	Wednesday, March 4 - Friday, March 6
Add courseregistration(Q1,Q2,S1)	Monday, March 23 - Tuesday, March 24
<b>[Note]</b> <b>(Cancellation of Classes)</b> • Friday, January 17 <b>(Redefined Days)</b> • Wednesday, January 29: Friday classes will be held • Thursday, February 6: Extra Day (In the event that the university cancels classes, supplementary class sessions shall be conducted on the extra day in principle.)	

# I. Founding Goals and History of the University of Aizu

## 1. Founding Goals

1. "Fostering of human resources abundant in creativity"
2. "Contribution to the international society"
3. "Highly intensive education and research"
4. "Outstanding education and research utilizing regional characteristics"
5. "Contribution to industries/culture in Fukushima Prefecture"



**The University of Aizu aims:  
"to Advance Knowledge for Humanity"**

Making discoveries and inventions which will contribute to the peace and prosperity of humankind

## 2. History

Sep. 2014	- Adopted by the Ministry of Education, Culture, Sports, Science and Technology, for the FY2014 "Support Program for Creating Top Global Universities"
Apr. 2008	- Establishment of the "Undergraduate Department of Computer Science and Engineering," and start of the new curriculum - Establishment of the "Graduate Department of Computer and Information Systems" and the "Graduate Department of Information Technology and Project Management."
Apr. 2006	- Establishment of "the Public University Corporation, the University of Aizu" - Transfer of the founding authority of the University of Aizu to the "Public University Corporation, the University of Aizu" from the "Fukushima Prefectural Government"
Apr. 1999	- Establishment of the Graduate School "Doctoral Program"
Apr. 1997	- Establishment of the Graduate School "Master's Program"
Apr. 1993	- Opening of the University of Aizu
Dec. 1992	- Approval of the establishment of the University of Aizu by the Ministry of Education

The people of Aizu have been diligent about childhood education since the Nisshinkan clan school was established in the Edo Era during the rule of the Aizu Clan. The area, however, had only one institution of higher education – Fukushima Prefectural Aizu Junior College – which was opened in 1951. People of Aizu continued their campaigns to invite a four-year university to the region since the middle of 1960s.

Given the importance of nurturing leaders who can contribute to advancement of information science from an outward-looking standpoint in the midst of globalization and informatization, Fukushima Prefecture decided to establish, in the education-focused area of Aizu, a four-year university which solely pursues computer science and engineering education and research.

In 1993, the University of Aizu opened, as the first university in Japan solely dedicated to computer science and engineering.

#### **【General Education】**

##### **Humanities and Social Sciences (HS)**

Students choose four or more courses from Humanities and Social Sciences Courses, including Philosophy, Literature, Psychology, Economics, Jurisprudence, Logic, and Theory of Physical education. By acquiring a wide range of knowledge not limited to just computer science and engineering, students develop into members of society with a rich sense of humanity capable of life-long active learning.

##### **Physical Activities (PA)**

Physical activity courses are strongly recommended and help students develop the abilities and habits they need to maintain rich, healthy social lives.

#### **【English Languages】**

##### **Cross-cultural**

Through the study of a foreign language, students will become aware of multiple points of view, and will learn to take into account cultural differences in order to communicate successfully.

##### **English Language Courses (EN)**

Courses in years 1 and 2 provide students with a 4-skills (listening, speaking, reading, writing) English education based on tasks required for university-level education. Courses in years 3 and 4 provide students with education to cultivate the skills needed to use English in the fields of computer science and engineering. These courses teach students how to read English documents, to prepare them to write research papers in an internationally-recognized format, to express their own opinions, to present and discuss research orally in English and to communicate competently in English in a day-to-day workplace setting.

##### **Japanese Language Courses (JP) (Not open to native or near-native Japanese speakers)**

Students will develop four basic skills (listening, speaking, reading and writing) and improve their communication abilities through student-centered tasks in class. In first year, students learn basic grammar and expressions, which encourage them to learn not only the Japanese language, but also culture through communication with Japanese people. In second year, students learn polite expressions, advanced business-level Japanese language, develop their debate skills, and consequently can aim at getting a job in Japan."

#### **【Specialized Fundamental Courses】**

##### **Mathematics (MA)**

Math courses teach computational principles through basic lectures and exercises on Linear Algebra and Calculus. In these courses, student develops specific abilities regarding the organization and analysis of data by studying probability and statistics. Higher level mathematical skills needed as basic knowledge for specialized courses, such as Fourier analysis are also developed. Through these courses students improve logical thinking and objective judgment and develop skills applicable to specialized computer science and engineering courses.

##### **Natural Sciences (NS)**

In Natural Sciences courses, students explore the natural laws of physics by studying dynamics and electromagnetism through basic lectures and exercises. Students also acquire high-level knowledge regarding quantum mechanics and semiconductor devices required by specialized courses. This sort of learning promotes logical thinking and objective decision-making skills in preparation to apply the knowledge learned in these courses in specialized computer science and engineering courses.

##### **Computer Fundamentals (LI)**

Students gain the essential foundations needed as computer scientists and computer engineers, such as computer literacy and basic knowledge of both hardware and software. They also learn information ethics, information security, and examples of applications of computers in the real world.

##### **Programming Languages (PL)**

Students' progress from learning and implementing basic programming to learning the knowledge and skills required to write high-level programs. By learning multiple languages, including C and Java, students appreciate the differences between languages and develop the ability to learn new program languages.

##### **Fundamentals of Computer Science & Engineering (FU)**

These courses are a bridge between specialized fundamental courses and specialized courses, exploring computer technology and knowledge of software engineering. Specifically, there are courses on the basic principles to building computers such as Computer Architecture and Operating Systems, courses on the basic principles to express and analyze information with computers such as Discrete Systems and Information Theory and Data Compression, and courses on the basic principles to efficiently solve real-world problems with computers, such as Language Processing Systems.

## **【Specialized Courses】**

### **Computer Systems (SY)**

In order to develop engineers/specialists who can design and build new computers, based on operating system principles and architecture studied in fundamentals of computer science & engineering courses, the computer system courses cover the following basic knowledge and skills regarding hardware and software;

- (1) Digital IC design: logic circuit design, layout design
- (2) Analog IC design: electric/electronic circuits, interface IC
- (3) Application: embedded systems, parallel systems

### **Computer Network Systems (CN)**

To develop computer network and system engineers capable of succeeding in our networked society, courses cover the following basic knowledge and skills regarding computer networking and network programming;

- (1) Basic knowledge of networking: internet architecture, network models, protocols, communication systems
- (2) Network programming skills: socket programming, web programming, application development
- (3) Network operation and administration: network design, architecture, monitoring, administration and performance analysis
- (4) Other topics: multimedia networks, mobile networks, and network security

### **Applications (IT)**

To develop engineers who can apply computers to various fields, including business, medicine, education, environment, and space exploration, students are taught basic knowledge of information analysis and information use and the skills to apply that knowledge to real problems. Fundamental topics are Digital Signal Processing for Sound/Audio/Images, Natural Language Processing, Machine Learning, Virtual Reality and Human Interface, Computer Graphics, Robotics and Control, etc.

### **Software Engineering (SE)**

These courses aim to develop engineers with knowledge of the basic methods, techniques and tools of software engineering capable of working with today's complex, large-scale software development. In order to develop the ability to apply this knowledge to real-world problems, these courses provide students with practical exercises and basic knowledge on the development process, project management, and team-based collaboration.

As software is used in a vast range of fields, understanding the field and environment is vital to software development. The ability to extract the demands of the customer and the user through dialog, the ability to create designs that meet competing demands, the ability to learn and plan independently, and the ability to balance time and cost are all required of software engineers. These courses give students the practical experience needed to develop high-quality, high-value software given these kinds of limitations.

### **Integrated Exercise (IE)**

These courses aim to develop engineers who can apply their knowledge to the resolution of practical problems. Students will work on exercises with applying the knowledge that they accumulated from different courses offered in 1st and 2nd years of undergraduate school.

### **Others (OT)**

By learning a wide range of knowledge through university-industry cooperative education, top-down education, and project-based learning (PBL) in small-sized classes, students develop communication skills, the ability to work as part of a team, and the abilities needed to plan and start businesses, including knowledge of business, while fostering entrepreneurial spirit. These courses also develop basic professional skills through Career Design I and II.

## **【Graduation Theses】**

Graduation Theses, which are written and presented in English, represent an application of all the basic and advanced knowledge acquired by students until that point. Graduation Thesis is an opportunity for students to search for, define, and solve a problem on their own, with help from their GT advisor, and improves the student's comprehensive abilities as scientists and engineers. These abilities include logical composition, the basic ability to perform tasks in English, ethics of researchers and engineers, and proactive learning habits for adapting to new environments and growing professionally.

## **【Teaching Profession】**

We offer a curriculum aimed at the acquisition of a First Class Teaching Certificate for teaching mathematics in Junior and Senior High Schools, and a First Class Teaching Certificate for teaching Information in Senior High Schools.

(※Note 1) Strongly Recommended Courses: Courses recommended as basic courses of computer science and engineering.

(※Note 2) Exposure to cutting edge research results (top) and thinking about what kind of basics need to be learned to achieve optimal results (down) comprises the philosophy behind top-down education. ("Top-down refers to project- or research-motivated education, using a research question as context for learning.

#### **4. Diploma Policy for the University of Aizu School of Computer Science and Engineering**

##### **【Motivation】**

- Graduate degree holders are of sound body and mind and possess a rich sense of humanity.
- Graduate degree holders possess rich creativity and strong ethical standards.
- Graduate degree holders possess an ability to learn independently and continuously.
- Graduate degree holders possess an ability to learn independently and continuously.

##### **【Competency】**

- Graduate degree holders have acquired an extensive education.
- Graduate degree holders possess scientific thinking skills to think logically and judge objectively.
- Graduate degree holders possess fundamental computer science and engineering expertise.
- Graduate degree holders possess an ability to be part of or a team based on well-developed communication skills.

##### **【Skills】**

- Graduate degree holders possess the presentation skills to explain their thoughts and decisions, as well as the skills to convey information to others.
- Graduate degree holders have acquired the ability to carry out the work of a fundamental profession in English and that makes them capable of success in global society.
- Graduate degree holders possess the practical skills that allow them to leverage the knowledge and skills they have acquired to contribute to the development of industry and culture on a local and global scale.
- Graduate degree holders possess the fundamental skills they need to success as computer scientists or engineers and are capable to work independently.

[Supporting Documentation] Correspondence table Between Curriculum and diploma policy								Note: The ✓ mark indicates a highly relevant correspondence relation between the description of the curriculum policy and the diploma policy.						
Classificati on of Courses	Category		General Education Courses		Language Courses	Specialized Courses								Graduation Thesis
	Subcategory					Specialized Fundamental Courses		Specialized Courses						
	Subsubcategory		Humanities and Social Sciences	Physical Activities	English Language · Other Language	Mathematics· Natural Science	Computer Fundamentals · Programming Languages · Foundations of Computer Science & Engineering	SY Field	CN Field	IT Field	SE Field	Integrated Exercise	Other	
D i p l o m a p o l i c y	[ M o t i v a t i o n ]	(1)Graduate degree holders are of sound body and mind and possess a rich sense of humanity.	✓	✓										
		(2)Graduate degree holders possess rich creativity and healthy ethical standards.					✓							✓
		(3)Graduate degree holders possess an ability to learn independently and continuously.	✓	✓									✓	✓
		(4)Graduate degree holders possess a deep appreciation of other cultures that have different values, traditions, and institutions.	✓		✓									
	[ C o m p e t e n c y ]	(5)Graduate degree holders have acquired an extensive education.	✓											
		(6)Graduate degree holders possess scientific thinking skills to think logically and judge judgement objectively.				✓	✓							✓
		(7)Graduate degree holders possess fundamental computer science and engineering expertise.				✓	✓							✓
		(8)Graduate degree holders possess an ability to be part of or a team based on well-developed communication skills.		✓	✓								✓	✓
	[ S k i l l s ]	(9)Graduate degree holders possess the presentation skills to explain their thoughts and decisions, as well as the skills to convey information to others.			✓									✓
		(10)Graduate degree holders have acquired an ability to perform a fundamental profession in English and that makes them capable of success in global society.			✓									✓
		(11)Graduate degree holders possess the practical skills that allow them to leverage the knowledge and skills they have acquired to contribute to the development of industry and culture on a local and global scale.											✓	✓
		(12)Graduate degree holders possess the fundamental skills they need to success as computer scientists or engineers and are capable to work independently.						✓	✓	✓	✓	✓	✓	✓

**Course Registration  
Regulations Attached Chart  
【For Students enrolled in and  
after AY2018】**

Course List (General Education Courses and Foreign Language Courses)

(For students who will remain enrolled therein after AY2018 onwards)

Notes : Shaded Courses shaded in the table are "SR (strongly recommended courses)"

※1 Open to non-native or near-non-native English speakers

※2 Not open to native or near-native Japanese speakers

Classification of Courses (Categories)		C o d e	Course Name	SR	Academic Credits			Standard Year of Course Completion (num. of slots)																Note																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
Cate gory	Sub-category				Required	Elective	Optional	1st year				2nd Year				3rd Year				4th Year				Opning Class in Ay2018																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
								Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Nomal	(Retake)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
G e n e r a l  E d u c a t i o n  C o u r s e s	Humanities and Social Sciences (HS)	HS01	Philosophy			2					4																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					

Course List (Specialized Courses)

(For students who will remain enrolled therein after AY2018 onwards)

Notes: shaded Courses shaded in the table are "SR (strongly recommended courses)"

※1 Academic Credits, etc. of "O7 Graduate School Courses" are set by the Graduate School Regulation on the Completion of University of Aizu Graduate School Studies.

※2 To take two courses out of Integrated Exercise

● Required Number of Credits for Graduation is allowed up to a total of 4 credits

Fields

CS Computer Science  
SY Computer Systems  
CN Computer Network Systems  
IT(SPR,GMV) Information Technologies  
SE-DE Software Engineering

Classification of Courses (Categories)		C o d e	Course Name	SR	Academic Credits			Field recommend						Standard Year of Course Completion (num. of slots) 50min/slot																Note Oprng Class in Ay2018 (Retake)
Cate gory	Sub-category				Requi red	Elective	Optional	CS	SY	CN	IT-S P R	IT-C M V	SE-DE	1st year				2nd Year				3rd year				4th Year				
														S1	S2	S1	S2	S1	S2	S1	S2	S1	S2	S1	S2					
												Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
S p e c i a l i z e d  F u n d a m e n t a l  C o u r s e s   S p e c i a l i z e d  C o	M a t h e m a t i c s  (MA)	MA01 Linear Algebra I	○	2								6 (Q1/2)																Q3		
		MA02 Linear Algebra II	○	2											6 (Q3/4)														Q1	
		MA03 Calculus I	○	2									6 (Q1/2)																Q4	
		MA04 Calculus II	○	2											6 (Q3/4)														Q2	
		MA05 Fourier Analysis		2												4													-	
		MA06 Complex Analysis		2														4											-	
		MA07 Probability and Statistics	○	2												4				4									-	
		MA08 Applied Algebra		2			○				○	○								4									-	
		MA09 Mathematical Logic		2			○															4							-	
		MA10 Introduction to Topology		2																			4						-	
		MA11 Applied Geometry and Topology		2																			4						-	
	N a t u r a l S c i e n c e  (NS)	NS01 Dynamics	○	2									8																Q3	
		NS02 Electromagnetism	○	2											8														-	
		NS03 Quantum Mechanics		2												4													-	
		NS04 Semiconductor Devices		2														4											-	
		NS05 Thermodynamics and Statistical Mechanics		2													4												-	
	C o m p u t e r F u n d a m e n t a l s  (LI)	LI01 Computer Literacy	○	4									8																-	
		LI03 Guidance of Computer Science and Engineering	○	2									4																-	
		LI04 Introduction to Computer Systems	○	2											4														-	
		LI06 Information Security	○	2											4														-	
		LI07 Information and Occupations			2																					4 (Int)			-	
		LI08 Information Ethics	○	2									4																-	
		LI09 Fundamentals of System Development and Project Management		2																					4			-		
		LI10 Introduction to Multimedia Systems	○	2															4									-		
		LI11 Introduction to Computer Network	○	2															4									-		
		LI12 Creativity Studio		2																									-	
		LI13 CSE Exercise I		3																									-	
		LI14 CSE Exercise II		3																									-	
		P r o g r a m m i n g L a n g u a g e s  (PL)	PL01 Introduction to Programming	○	4									8																-
			PL02 C Programming	○	4										8															-
PL03 Java Programming I	○		4												8												Q4			
PL04 C++ Programming			3			○				○	○	○									6							-		
PL05 Computer Languages			3																				6				-			
PL06 Java Programming II			3								○								6								-			
F o u n d a t i o n s o f C o m p u t e r S c i e n c e & E n g i n e e r i n g  (FU)	FU01 Algorithms and Data Structures I	○	4											8													-			
	FU02 Information Theory and Data Compression		3			○			○		○											6						-		
	FU03 Discrete Systems	○	3														6										-			
	FU04 Logic Circuit Design	○	4															8									-			
	FU05 Computer Architecture	○	4																8								-			
	FU06 Operating Systems	○	4																8								Q2			
	FU08 Automata and Languages	○	3																6								-			
	FU09 Algorithms and Data Structures II		3			○	○		○	○	○								6								-			
	FU10 Language Processing Systems		3																				6				-			
	FU11 Numerical Analysis		3			○				○	○													6			-			
	FU14 Introduction to Software Engineering	○	3																	6							-			
	FU15 Introduction to Data Management	○	3														6									-				

Classification of Courses (Categories)			C o u r s e	Course Name	SR	Academic Credits			Field recommend						Standard Year of Course Completion (num. of slots)50min/slot																Note Opning Class in Ay2018 (Retake)	
Cate gory	Sub-category	Requi red				Elective	Optional	CS	SY	CN	IT-S P R	IT-C M V	SE-DE	1st year				2nd Year				3rd year				4th Year						
														S1	Q2	Q3	Q4	S1	Q2	Q3	Q4	S1	Q2	Q3	Q4	S1	Q2	Q3	Q4			
u r s e s	S p e c i a l i z e d  C o u r s e s	Computer Systems (SY)	SY02	Electronics			4				○																			-		
			SY04	Embedded Systems			4					○																				-
			SY05	Parallel Computer Systems			3					○																				-
			SY06	VLSI Design			2					○																				-
			SY07	Advanced Logic Circuit Design			3					○																				-
		Computer Network Systems (CN)	CN02	Network Security			3						○																			-
			CN03	Network Programming			3						○																			-
			CN04	Wireless Networking			2						○																			-
			CN05	Computer and Network System Modeling and Simulation			3						○																			-
			Applications (IT)	IT01	Artificial Intelligence			4							○	○																
		IT02		Computer Graphics			3				○				○	○																-
		IT03		Image Processing			3								○	○																-
		IT05		Robotics and Automatic Control			3									○																-
		IT06		Human Interface and Virtual Reality			3								○	○																-
		IT08		Signal Processing and Linear System			4				○	○				○																-
		IT09		Sound and Audio Processing			3								○																	-
		IT10		Geometory for Visual Computing			3										○															-
		IT11		Information Retrieval and Natural Language Processing			3				○					○																-
		Software Engineering (SE)	SE01	Web Engineering			3																									-
			SE02	Web Data Modeling			3																									-
			SE04	Advanced Software Engineering			3																									-
			SE05	Software Studio			3																									-
			SE06	Concurrent and distributed systems			3																									-
			SE07	Database Systems			3																									-
			Integrated Exercise(IE)	IE01	Integrated Exercise for Systems I			3				○	○	○	○※2	○※2	○															
		IE02		Integrated Exercise for Systems II			3				○	○	○	○※2	○※2	○																-
		IE03		Integrated Exercise for Software I			3				○	○	○	○※2	○※2	○																-
		IE04		Integrated Exercise for Software II			3				○	○	○	○※2	○※2	○																-
		Others (OT)	OT01	Basic Knowledge Course on Starting Up Ventures I,II			2 each																									-
			OT02	Factories for Experiencing Starting Up Ventures ①～④			1 each																									-
			OT03	SCCP				1 each																								-
			OT04	Courses for the Information Technology Examination				1																								-
			OT05	Career Design I				1																								-
			OT06	Career Design II				1																								-
			OT07	Graduate School Courses ※				※1																								-
			OT08	TOEIC Preparation Course①～④				1 each																								-
			OT09	Extracurricular Activity Course I				●1 each																								-
			OT10	Extracurricular Activity Course II				●2 each																								-
Graduation Thesis (GT)			GT01	Graduation Thesis			8																						-			

Course List (Courses Concerning the Teaching Profession)

**(For students who will remain enrolled therein before AY2018 onwards)**

	Code	Course Name	Academic Credits or Hours			Standard Year	Remarks
			Required	Elective	Optional		
Upper Division Courses Concerning the Teaching Profession	TE01	Introduction For Becoming a Teacher		2		2	Courses related to significance, etc. of the teaching profession
	TE02	Introduction To Education		2		2	Courses related to fundamental theories of education
	TE03	Education Psychology		2		2	
	TE19	Education Systems		2		2	
	TE04	Studies on Curriculums		2		2	Courses related to curriculums and teaching methods Studies on Curriculums, education methods for relevant courses, Special Activities and Education Methods are required subjects. (Education Methods of Mathematical Studies 2 and Moral Education are required for a class-one junior high school teachers' license.)
	TE06	Education Methods of Mathematical Studies 1		2		2	
	TE07	Education Methods of Mathematical Studies 2		2		2	
	TE08	Education Methods of Mathematical Studies 3		2		2	
	TE09	Education Methods of Mathematical Studies 4		2		2	
	TE10	Education Methods of Information Studies 1		2		3	
	TE11	Education Methods of Information Studies 2		2		3	
	TE12	Moral Education		2		3	
	TE13	Special Activities		2		3	
	TE05	Education Methods		2		3	
	TE14	Student Guidance and Counseling		2		2	Courses related to student guidance, course counseling, and career guidance, etc.
	TE15	Career Education		2		3	
	TE16	Practical Applications in Education 1		4		4	Teaching Practice Practical Applications In Education 1 is a required subject for a class-one junior high school teacher's license or a junior high/high school teacher's license. Practical Applications In Education 2 is a required subject for those who obtain only a class-one high school teacher's license.
	TE17	Practical Applications in Education 2		2		4	
	TE18	Pre and Post Guidance for Teaching Practice		1		4	
	TE20	Practice for Teaching Profession		2		4	For the students who will enrolled therein after AY 2010 onwards

Notes: The courses listed above shall not be counted as the academic credits for graduation.

Course List (Courses Concerning the Teaching Profession)

**(For students who will remain enrolled therein after AY2019 onwards)**

	C o d e	Course Name	Academic Credits or Hours			Standard Year	Remarks
			Required	Elective	Optional		
Courses Concerning Basic Understanding of Education, etc.	TE01	Introduction For Becoming a Teacher		2		2	
	TE02	Introduction To Education		2		2	
	TE03	Education Psychology		2		2	
	TE04	Studies on Curriculums		2		2	
	TE19	Education Systems		2		2	
	TE21	Introduction to Special Education		1		2	
	TE05	Education Methods		2		3	
	TE12	Moral Education		2		3	
	TE13	Special Activities		2		3	
	TE14	Student Guidance and Counseling		2		2	
	TE15	Career Education		2		3	
	TE22	Teaching Methods for the Period of Integrated Studies		1		2	
	TE16	Practical Applications in Education 1		4		4	
	TE17	Practical Applications in Education 2		2		4	
	TE18	Pre and Post Guidance for Teaching Practice		1		4	
	TE20	Practice for Teaching Profession		2		4	
Courses Concerning Subjects and Subject Teaching Methods	TE06	Education Methods of Mathematical Studies 1		2		2	
	TE07	Education Methods of Mathematical Studies 2		2		2	
	TE08	Education Methods of Mathematical Studies 3		2		2	
	TE09	Education Methods of Mathematical Studies 4		2		2	
	TE10	Education Methods of Information Studies 1		2		3	
	TE11	Education Methods of Information Studies 2		2		3	

Notes: The courses listed above shall not be counted as the academic credits for graduation.

**(For students enrolled in AY2016 and after )**

Classification of Courses (Categories)		A Minimum Number of Academic Credits for Relevant Course Categories
General Education Courses (At least 10 credits)		
	Humanities and Social Sciences	8
	Physical Activities	2
Foreign Language Courses (At least 15 credits)		15
Specialized Courses (At least 95 credits)		
(Specialized Fundamental Courses)		
	Mathematics and Related Courses	10
	Natural Sciences and Related Courses	4
	Computer Fundamentals and Related Courses	16
	Programming and Related Courses	12
	Foundations of Computer Science & Engineering and Related Courses	21
(Specialized Courses)		
	Computer Systems and Related Courses	–
	Computer Network Systems and Related Courses	–
	Applications and Related Courses	–
	Software Engineering and Related Courses	–
	Integrated Exercise	–
	Other Courses※1	–
Graduation Theses (8 credits)		8
A Minimum Requisite Number of Academic Credits to Graduate from the University:		128 Credits (excluding Optional Courses)

※1 Required Number of Credits for Graduation is allowed up to a total of 8 credits

**(For students enrolled in AY2015 and before )**

Classification of Courses (Categories)		A Minimum Number of Academic Credits for Relevant Course Categories
General Education Courses (At least 10 credits)		
	Humanities and Social Sciences	8
	Physical Activities	2
Foreign Language Courses (At least 15 credits)		15
Specialized Courses (At least 95 credits)		
(Specialized Fundamental Courses)		
	Mathematics and Related Courses	8
	Natural Sciences and Related Courses	4
	Computer Fundamentals and Related Courses	11
	Programming and Related Courses	12
	Foundations of Computer Science & Engineering and Related Courses	21
(Specialized Courses)		
	Computer Systems and Related Courses	–
	Computer Network Systems and Related Courses	–
	Applications and Related Courses	–
	Software Engineering and Related Courses	–
	Integrated Exercise	–
	Other Courses※1	–
Graduation Theses (8 credits)		8
A Minimum Requisite Number of Academic Credits to Graduate from the University:		128 Credits (excluding Optional Courses)

※1 Required Number of Credits for Graduation is allowed up to a total of 8 credits

**Track Recommend /  
Course Compatibility table  
【For Students enrolled in and  
before AY2017】**

Track Recommend

C o u r s e	(New) Course Name	C o u r s e	(Old) Course Name ※For students enrolled in AY2017 and before	For students enrolled in AY2016 and AY2017										For students enrolled in AY2015									
				S R	Track Recommend									S R	Track Recommend								
					CF	CM	SD	VD	CN	VH	RC	BM	SE		CF	CM	SD	VD	CN	VH	RC	BM	SE
MA01	Linear Algebra I	M01	Linear Algebra I	○										○									
MA02	Linear Algebra II	M02	Linear Algebra II	○										○									
MA03	Calculus I	M03	Calculus I	○										○									
MA04	Calculus II	M04	Calculus II	○										○									
MA05	Fourier Analysis	M05	Fourier Analysis		○	○		○	○	○	○	○			○	○		○	○	○	○	○	
MA06	Complex Analysis	M06	Complex Analysis		○	○		○	○		○				○	○		○	○		○		
MA07	Probability and Statistics	M07	Probability and Statistics	○											○	○			○	○	○	○	
MA08	Applied Algebra	M08	Applied Algebra		○	○									○	○							
MA09	Mathematical Logic	M09	Mathematical Logic		○										○								
MA10	Introduction to Topology	M10	Introduction to Topology																				
MA11	Applied Geometry and Topology	M11	Applied Geometry and Topology																				
NS01	Dynamics	NS01	Dynamics	○										○									
NS02	Electromagnetism	NS02	Electromagnetism	○										○									
NS03	Quantum Mechanics	NS03	Quantum Mechanics																				
NS04	Semiconductor Devices	NS04	Semiconductor Devices				○	○									○	○					
NS05	Thermodynamics and Statistical Mechanics	NS05	Thermodynamics and Statistical Mechanics																				
NS07	Introduction to Optoelectronics	NS07	Introduction to Optoelectronics																				
LI01	Computer Literacy	L01	Literacy I	○										○									
		L02	Literacy II											○									
LI03	Guidance of Computer Science and Engineering	L03	Introduction to Computer Science and Engineering	○										○									
LI04	Introduction to Computer Systems	L04	Introduction to Computer Systems	○										○									
LI06	Information Security	L06	Information Security															○					
LI07	Information and Occupations	L07	Information & Occupations																				
LI08	Information Ethics	L08	Information Ethics	○																			
LI09	Fundamentals of System Development and Project Management	L09	Introduction to IT Engineers																				
LI10	Introduction to Multimedia Systems	L10	Introduction to Multimedia Systems	○																			
LI11	Introduction to Computer Network	L11	Intro. to Computer Networking	○													○	○	○	○	○	○	
LI12	Creativity Studio	L12	Creativity Studio																				
LI13	CSE Exercise I	L05	CSE Laboratories		○		○	○		○	○	○			○		○	○		○	○	○	
LI14	CSE Exercise II																						
PL01	Introduction to Programming	P01	Introduction to Programming	○										○									
PL02	C Programming	P02	C Programming	○										○									
PL03	Java Programming I	P03	JAVA Programming I	○										○									
PL04	C++ Programming	P04	C++ Programming			○					○	○	○			○				○	○	○	
PL05	Computer Languages	P05	Computer Languages																				
PL06	Java Programming II	P06	Java Programming II									○											○
FU01	Algorithms and Data Structures I	F01	Algorithms and Data Structures	○										○									
FU02	Information Theory and Data Compression	F02	Information Theory											○									
		F12	Data Compression																				
FU03	Discrete Systems	F03	Discrete Systems	○										○									
FU04	Logic Circuit Design	F04	Logic Circuit Design	○										○									
FU05	Computer Architecture	F05	Computer Architecture	○										○									
FU06	Operating Systems	F06	Operating Systems	○										○									
FU08	Automata and Languages	F08	Automata and Languages	○																			
FU09	Algorithms and Data Structures II	F09	Advanced Algorithms		○	○									○	○							
FU10	Language Processing Systems	F10	Language Processing Systems				○										○						
FU11	Numerical Analysis	F11	Numerical Analysis			○						○			○						○		
FU14	Introduction to Software Engineering	F14	Intro. to Software Engineering	○											○				○				○
FU15	Introduction to Data Management			○※1																			
SY02	Electronics	S02	Electronics					○											○				
		S03	Advanced Electronics					○											○				
SY04	Embedded Systems	S01	Computer Organization and Design																				
		S04	Embedded Systems				◎											◎					

C o d e	(New) Course Name	C o d e	(Old) Course Name ※For students enrolled in AY2017 and before	For students enrolled in AY2016 and AY2017										For students enrolled in AY2015									
				S R	Track Recommend									S R	Track Recommend								
					CF	CM	SD	VD	CN	VH	RC	BM	SE		CF	CM	SD	VD	CN	VH	RC	BM	SE
SY05	Parallel Computer Systems	S05	Parallel Computer Architecture				◎										◎						
SY06	VLSI Design	S06	VLSI Design				○	○									○	○					
SY07	Advanced Logic Circuit Design	S07	Advanced Logic Circuit Design				○	○									○	○					
		S08	VLSI Device Technology																				
		S09	Computer System Engineering																				
CN02	Network Security	N02	Computer Communications and Networking						○										○				
CN03	Network Programming	N03	Computer Network Organization & Design						○										○				
CN04	Wireless Networking	N04	Digital Communication Systems					○	○	○							○	○	○				
CN05	Computer and Network System Modeling and Simulation	N05	Performance Evaluation						○										○				
IT01	Artificial Intelligence	A01	Artificial Intelligence							○	○									○	○		
IT02	Computer Graphics	A02	Computer Graphics			○				○	○				○					○	○		
IT03	Image Processing	A03	Image Processing							○	○									○	○		
		A04	Biomedical Information Technology								○											○	
IT05	Robotics and Automatic Control	A05	Robotics and Automatic Control								○										○		
IT06	Human Interface and Virtual Reality	A06	HI and VR							○										○			
IT08	Signal Processing and Linear System	A07	Linear Systems						○	○							○			○	○		
		A08	Digital Signal Processing		○					○	○	○			○					○	○	○	
IT09	Sound and Audio Processing																						
IT10	Geometory for Visual Computing	F13	Computational Geometry																				
IT11	Information Retrieval and Natural Language Processing																						
SE01	Web Engineering	SE01	Web Engineering									○											○
SE02	Web Data Modeling	SE02	Web Programming									○											○
SE04	Advanced Software Engineering	SE04	Software Engineering II																				
SE05	Software Studio	SE05	Software Studio									○											○
SE06	Concurrent and distributed systems	SE06	Distributed Computing																				
SE07	Database Systems	F07	Database Systems	○※2																			

For students who have acquired all academic credits for Strongly Recommended Courses (only for Upper Division Courses) and Track Recommended Courses, acquisition of expertise in tracks  
 ◎ Courses marked with a "◎" indicate courses that students may take for qualification of authorization of expertise provided for in Article 36, Paragraph 36.3.

- ※1 Only AY2017 students  
 ※2 Only AY2016 students

course compatibility table(For students enrolled in AY2017 and before)

C o d e	(New)Course Name	C r e d i t s ※1	C o m p l e x i t i o n	C o d e	(Old) Course Name ※For students enrolled in AY2017 and before	C r e d i t s ※1	C o m p l e x i t i o n	R e g i s t r a t i o n ※2	Note
MA01	Linear Algebra I	2	1-Q1/2	M01	Linear Algebra I	2	1-Q1/2	×	
MA02	Linear Algebra II	2	1-Q3/4	M02	Linear Algebra II	2	1-Q3/4	×	
MA03	Calculus I	2	1-Q1/2	M03	Calculus I	2	1-Q1/2	×	
MA04	Calculus II	2	1-Q3/4	M04	Calculus II	2	1-Q3/4	×	
MA05	Fourier Analysis	2	2-Q1	M05	Fourier Analysis	2	2-S1	×	
MA06	Complex Analysis	2	2-Q4	M06	Complex Analysis	2	2-Q4	×	
MA07	Probability and Statistics	2	2-Q1	M07	Probability and Statistics	2	2-S1	×	
MA08	Applied Algebra	2	3-Q2	M08	Applied Algebra	2	2-Q3	×	
MA09	Mathematical Logic	2	3-Q3	M09	Mathematical Logic	2	3-Q2	×	
MA10	Introduction to Topology	2	3-Q3	M10	Introduction to Topology	2	2-Q4	×	
MA11	Applied Geometry and Topology	2	3-Q3	M11	Applied Geometry and Topology	2	3-Q2	×	
NS01	Dynamics	2	1-Q2	NS01	Dynamics	2	1-S1	×	
NS02	Electromagnetism	2	1-Q4	NS02	Electromagnetism	2	1-S2	×	
NS03	Quantum Mechanics	2	2-Q1	NS03	Quantum Mechanics	2	2-S1	×	
NS04	Semiconductor Devices	2	2-Q3	NS04	Semiconductor Devices	2	2-Q3	×	
NS05	Thermodynamics and Statistical Mechanics	2	2-Q2	NS05	Thermodynamics and Statistical Mechanics	2	2-Q1	×	
				NS07	Introduction to Optoelectronics	2	2-Q4	×	Abolition course
LI01	Computer Literacy	4	1-Q1	L01	Literacy I	4	1-S1	×	
				L02	Literacy II	3	1-S2		Abolition course
LI03	Guidance of Computer Science and Engineering	2	1-Q1	L03	Introduction to Computer Science and Engineering	2	1-Q1	×	
LI04	Introduction to Computer Systems	2	1-Q3	L04	Introduction to Computer Systems	2	1-Q3	×	
LI06	Information Security	2	1-Q3	L06	Information Security	2	1-Q3	×	
LI07	Information and Occupations	2	4-Q2	L07	Information & Occupations	2	4-Q2	×	
LI08	Information Ethics	2	1-Q1	L08	Information Ethics	2	1-Q2	×	
LI09	Fundamentals of System Development and Project Management	2	4-Q2	L09	Introduction to IT Engineers	2	4-Q1	×	
LI10	Introduction to Multimedia Systems	2	2-Q4	L10	Introduction to Multimedia Systems	2	2-Q2	×	
LI11	Introduction to Computer Network	2	2-Q3	L11	Intro. to Computer Networking	2	1-Q4	×	
LI12	Creativity Studio	2	2,3,4-Int	L12	Creativity Studio	2	2,3,4-Int	×	
LI13	CSE Exercise I	3	2-S1	L05	CSE Laboratories	3	2-S1	×	
LI14	CSE Exercise II	3	2-S2						New course
PL01	Introduction to Programming	4	1-Q2	P01	Introduction to Programming	4	1-S1	×	
PL02	C Programming	4	1-Q3	P02	C Programming	4	1-S2	×	
PL03	Java Programming I	4	2-Q1	P03	JAVA Programming I	4	2-S1	×	
PL04	C++ Programming	3	3-Q3	P04	C++ Programming	3	2-Q3	×	
PL05	Computer Languages	3	4-Q1	P05	Computer Languages	3	3-Q3	×	
PL06	Java Programming II	3	3-Q1	P06	Java Programming II	3	3-Q2	×	
FU01	Algorithms and Data Structures I	4	1-Q4	F01	Algorithms and Data Structures	4	2-S1	×	
FU02	Information Theory and Data Compression	3	3-Q3	F02	Information Theory	2	2-S2	×	
				F12	Data Compression	2	4-Q3	○	
FU03	Discrete Systems	3	2-Q2	F03	Discrete Systems	3	2-S1	×	
FU04	Logic Circuit Design	4	2-Q3	F04	Logic Circuit Design	4	2-S2	×	
FU05	Computer Architecture	4	3-Q1	F05	Computer Architecture	4	3-S1	×	
FU06	Operating Systems	4	2-Q4	F06	Operating Systems	4	2-S2	×	
FU08	Automata and Languages	3	2-Q4	F08	Automata and Languages	3	3-Q1	×	
FU09	Algorithms and Data Structures II	3	3-Q2	F09	Advanced Algorithms	3	4-Q2	×	
FU10	Language Processing Systems	3	4-Q1	F10	Language Processing Systems	3	3-Q3	×	

C o d e	(New)Course Name	C r e d i t s ※1	C o m p u t e r s c i e n c e	C o d e	(Old) Course Name ※For students enrolled in AY2017 and before	C r e d i t s ※1	C o m p u t e r s c i e n c e	R e g i s t r a t i o n ※2	Note
FU11	Numerical Analysis	3	3-Q4	F11	Numerical Analysis	3	3-Q3	×	
FU14	Introduction to Software Engineering	3	3-Q1	F14	Intro. to Software Engineering	3	3-Q1	×	
FU15	Introduction to Data Management	3	2-Q2						New course
SY02	Electronics	4	3-Q4	S02	Electronics	3	3-Q2	×	
				S03	Advanced Electronics	3	3-Q4	○	
SY04	Embedded Systems	4	3-Q4	S01	Computer Organization and Design	3	3-Q3	○	
				S04	Embedded Systems	3	4-Q1	×	
SY05	Parallel Computer Systems	3	3-Q3	S05	Parallel Computer Architecture	3	4-Q3	×	
SY06	VLSI Design	2	3-Q2	S06	VLSI Design	3	3-Q2	×	
SY07	Advanced Logic Circuit Design	3	3-Q2	S07	Advanced Logic Circuit Design	3	3-Q1	×	
				S08	VLSI Device Technology	3			Abolition course
				S09	Computer System Engineering	2	4-Q3		Abolition course
CN02	Network Security	3	3-Q2	N02	Computer Communications and Networking	2	3-Q2	×	
CN03	Network Programming	3	3-Q3	N03	Computer Network Organization & Design	3	4-Q1	×	
CN04	Wireless Networking	2	3-Q4	N04	Digital Communication Systems	2	3-Q3	×	
CN05	Computer and Network System Modeling and Simulation	3	3-Q4	N05	Performance Evaluation	3	4-Q3	×	
IT01	Artificial Intelligence	4	3-Q3	A01	Artificial Intelligence	3	3-Q3	×	
IT02	Computer Graphics	3	3-Q2	A02	Computer Graphics	3	3-Q4	×	
IT03	Image Processing	3	4-Q2	A03	Image Processing	3	4-Q2	×	
				A04	Biomedical Information Technology	3	4-Q1		Abolition course
IT05	Robotics and Automatic Control	3	4-Q1	A05	Robotics and Automatic Control	3	4-Q2	×	
IT06	Human Interface and Virtual Reality	3	4-Q1	A06	HI and VR	3	4-Q2	×	
IT08	Signal Processing and Linear System	4	3-Q1	A07	Linear Systems	3	3-Q4	○	
				A08	Digital Signal Processing	2	3-Q2	×	
IT09	Sound and Audio Processing	3	4-Q1						New course
IT10	Geometry for Visual Computing	3	3-Q1	F13	Computational Geometry	2	3-Q3	○	
IT11	Information Retrieval and Natural Language Processing	3	3-Q4						New course
SE01	Web Engineering	3	3-Q2	SE01	Web Engineering	3	4-Q3	×	
SE02	Web Data Modeling	3	3-Q3	SE02	Web Programming	3	4-Q1	×	
SE04	Advanced Software Engineering	3	3-Q4	SE04	Software Engineering II	3	3-Q3	×	
SE05	Software Studio	3	4-S1	SE05	Software Studio	3	4-S1	×	
SE06	Concurrent and distributed systems	3	3-Q4	SE06	Distributed Computing	3	3-Q4	×	
SE07	Database Systems	3	3-Q2	F07	Database Systems	3	3-S1	×	
IE01	Integrated Exercise for Systems I	3	3-S1						New course
IE02	Integrated Exercise for Systems II	3	3-S2						New course
IE03	Integrated Exercise for Software I	3	3-S1						New course
IE04	Integrated Exercise for Software II	3	3-S2						New course

※1 The number of credits shall be decided according to the fiscal year in which the credits were obtained (sometimes different from the number of credits at the time of enrollment)

※2 If the student who acquired the old subject course can not take the new subject, it is ×. If possible, it is ○.

## II Course Registration

### II – i Guide to Course Registration

**【Inquiries About Course Registration】 Student Affairs Division Academic Affairs Section Email : sad-aas@u-aizu.ac.jp / Tel: 0242-37-2600 Ext: 6106**

Science refers to knowledge that has been organized as a single system. At the same time, it includes new expansion and creative activities. From here, there are many branches that extend from the fundamental knowledge (roots) that serves as the foundation for new expansion.

The curriculum of the UoA was developed as a result of thinking about what is the most important for the academic field of computer science and engineering, systematically teaching the fundamental knowledge that crosses every discipline within the field of computer science and engineering, and pursuing the ideal form of education, which is further cultivating the specialized adaptability of students.

#### 1 Characteristics of the Curriculum

The UoA's curriculum is based on CSC2013(Computer Science Curricula 2013), which are the pioneering educational curricula for the computer science and engineering field developed by the IEEE <sup>(Note 1)</sup> and ACM <sup>(Note 2)</sup>. This curriculum is designed to allow flexible response to the fast pace of change in our computer-reliant society. Further, it also respects the individuality and independence of each student by allowing them take specialized field courses appropriate for the future career they have chosen. ("Furthermore, from the 2008 academic year, a new "Department of Computer Science and Engineering" was established, and the previous "Department of Computer Software" and "Department of Computer Hardware" were abolished as of AY2008. Further, the quarter-based term system was newly introduced beginning in AY2016. The new curriculum was introduced from the 2018 academic year.)

(Note 1) IEEE (The Institute of Electrical and Electronics Engineers, Inc.)

(Note 2) ACM (Association for Computing Machinery)

##### (1) Selection of a Field (Specialization)

Five fields (specializations) have been established to match the careers desired by students. Please think carefully which field's specialization best matches your desired career. Please put together a four-year course registration plan. By earning credits for the courses recommended for each field, you will be able to learn specialized knowledge that best matches your career plans.

Field (Specialization)	Content of the Field / Post-Graduation Career Options
Computer Science (CS)	<b>【Content】</b> Learn everything from mathematics fundamentals such as theories and algorithms to how to use computers in applied fields. <b>【Careers】</b> Financial engineering analyst, IT consultant, etc.
Computer Systems (SY)	<b>【Content】</b> Learn how to design and construction computer systems. <b>【Careers】</b> Computer system development, home appliance and on-board device development, etc.
Computer Network Systems (CN)	<b>【Content】</b> Learn about computer networks, constructing networks, and services provides over networks. <b>【Careers】</b> Network engineer, communications
Applied Information Technology (IT-SPR/IT-CMV)	<b>【Content】</b> Learn about the IT needed in a wide range of fields such as business, government, health, and education. <b>【Careers】</b> Robotics development, medicine, game development, etc.
Software Engineering (SE-DE)	<b>【Content】</b> Learn how to systematically develop, operate, and manage large-scale software systems while keeping reliability and efficiency in mind. <b>【Careers】</b> Large-scale system development, project manager, system administrator, etc.

##### (2) Types of Courses

	Types of Courses	Overview
A	Strongly Recommended (SR) Courses	These courses are recommended to be taken as fundamentals of computer science and engineering regardless of which specialization a student takes.
B	Field Recommended Courses	These courses are recommended to students taking a certain field.
C	Other Courses	These are courses that do not belong to A or B but have an objective of more widely

		acquiring high-level knowledge.
D	Optional Courses	These are courses that cannot count towards the number of credits required for graduation.
E	Required Courses	Only Graduation Theses is required. (*Refer to "3 Graduation Theses" for more information.)

## 2 Course Categories

Categories		
Major Categories		Subcategories
<div>● General Education Courses</div> <div>General Education Courses aim at fostering of individuals with a rich quality of humanity and sophistication, with an emphasis on education of fundamental ways of thinking and approaches toward learning in general, including science, nurturing of human qualities, fundamentals for understanding society and elements necessary for specialized education.</div>		<div>Humanities and Social Sciences (HS)</div> <div>The category of humanities and social sciences consists of courses regarding the humanities, social sciences, and physical education. Many fields in the humanities employ approaches using computers, and the humanities have a great influence on computer science. Liberal arts courses aim to have students understand fundamental ways of thinking and approaches toward learning in general, including science, nurturing of human qualities and expansion of students' understanding in backgrounds and surrounding areas of computer science. Courses in social sciences aim to lay a foundation so that students can correctly understand problems pertaining to society, economy and politics, etc. as general knowledge required for members of society. Attending these courses, students will establish a basis for understanding the social significance and responsibilities concerning usage of computers. Physical education courses aim to improve students' health and physical strength with a focus on scientific theories regarding health and sports.</div>
		<div>Physical Activities (PA)</div> <div>The objective of Physical Activity courses is to build the physical strength that serves as the foundation for a healthy, energetic life. Further, it aims to teach the practical abilities needed to understand the meaningfulness of exercise in one's daily life through the maintenance and improvement of students' health by increasing their familiarity with exercise.</div>
<div>● Foreign Language Courses</div>		<div>English Language Courses (EN)</div> <div>English language education at the UoA is aimed at providing practical and pragmatic education, especially in computer science fields. For computer science study and research, advanced English proficiency is essential, since important information in manuals, specialty journals, theses and websites is often described in English. Many comments in computer programming are written in English, so abilities to read and write in English are very important for computer programming as well. Therefore, the University of Aizu specifically provides students with English education as a foreign language course in order to acquire international communication skills, namely, courses focusing on speaking, listening, writing and reading in English. Learners can benefit from small classes of approximately 30 students, CLR instructional Lab (iLab) and CLR CALL Lab (CALL) classrooms, which are dedicated for English language classes. The English language courses are all elective courses classified into either "Strongly Recommended Courses" (standard years for registration: 1st and 2nd years) and "Other (advanced) Courses" (standard years for registration: 3rd and 4th years). The Strongly Recommended Courses are further categorized into "Listening," "Speaking," "Reading," and "Writing" and "Thesis Writing and Presentation" and each course has a different level. In addition, "Thesis Writing and Presentation," a course for 4th-year students in the second semester, supports students in writing graduation theses in English and improving presentation skills.</div>
		<div>Other Language Courses (JP)</div> <div>Japanese language courses are provided for students who are not native (or near-native) speakers of Japanese.</div>
<div>Specialized Education Courses</div>	<div>● Specialized Fundamental Courses</div> <div>These courses are designed for students to learn fundamentals in computer science and engineering. Fundamentals taught in these courses will become a basis for advanced courses.</div>	<div>Mathematics and related courses (MA)</div> <div>Cover mathematical fundamentals which are required for algorithms, computer graphics, simulation, performance analysis, etc.</div>
		<div>Natural Sciences and Related Courses (NS)</div> <div>Mathematics and physics provide fundamental knowledge not only for computer science but for scientific technology in general. Natural Science courses cover physics fundamentals and its applications which are required for understanding of how devices and systems for electronic equipment including computers run.</div>
		<div>Computer Fundamentals and Related Courses (LI)</div> <div>Focus on skills to utilize computers as tools through lectures and exercises, and learn fundamental knowledge regarding configuration of computers, so that students can get a firm perspective regarding computer in general. These courses will inspire students' inquisitiveness, leading them to further pursue their studies and research, by providing students with opportunities to gain experience in how computers can be utilized for social life.</div>
		<div>Programming and Related Courses (PL)</div> <div>The term, "programming" represents languages in the world of computers. Without knowledge regarding programming, it is not possible to use and understand computers. Students start from introductory courses designed for beginners, and step up to higher-level programming languages, brushing up their skills through exercises.</div>
		<div>Foundations of Computer Science and Engineering and Related Courses (FU)</div> <div>Cover computer technologies and fundamentals related to software.</div>
	<div>● Specialized Courses</div> <div>Focus on knowledge and skills essential for computer experts to have students gain confidence as</div>	<div>Computer Systems and Related Courses (SY)</div> <div>Hardware and software are both wheels to operate computers. These courses have been designed so that students can understand that hardware and software are inseparable, and how computers, which have complex systems inside, work successfully.</div>
		<div>Computer Network Systems and Related Courses (CN)</div> <div>Modern industry, economics and lifestyles are not sustainable without computer networks including the Internet. These courses have been designed so that students can study fundamentals regarding networks.</div>
<div>Applications (IT)</div> <div>Computer technologies have extended application fields. Individual application fields have specific algorithms and derivative technologies. Several major applications will be picked up for students to study through the courses listed below.</div>		

	computer scientists and/or engineers.	Software Engineering and Related Courses (SE)	Deal with technologies useful for development of large-scale software systems.
		Integrated Exercise(IE)	Through practical training on hardware and embedded systems, or practical training on software development, we will establish related knowledge that we have learned and strengthen our practical skills.
		Other Courses (OT)	Note : *Students can earn up to 8 credits from Other Courses. *Students can earn up to 4 credits from Extracurricular Activity Course. *Students can earn up to 4 credits from Factories for Experiencing Starting Up Ventures 1~4. *For registration for the graduate courses, the conditions described below must be satisfied. (Please contact Student Affair Section.)
●Graduation Theses	—		"Graduation Theses" is the only required undergraduate course. This special year-round course is the important course, because it represents the culmination of an undergraduate's four years at the UoA. Only a handful of students are assigned to each GT supervisor, allowing each student to receive in-depth instruction. Individual students must conduct research on their own initiative to complete their graduation theses. As it is mandatory for all students to write their graduation thesis in English, students are strongly recommended to take "Thesis Writing and Presentation" in the second semester of their fourth year.

### 3 Graduation Thesis

For students to work on graduation theses, they must satisfy specific, and follow due procedures for acquisition of the academic credits for this course.

#### (1) Assignment to Graduation Thesis (GT) Supervisors

Students will be assigned to GT supervisors during their third year. After graduation research theme presentations by faculty members, students will have interviews, etc. with their preferred faculty members and be assigned to their supervisors. It is important for students to be aware of what they would like to pursue from their first year and to deepen relationships with many faculty members.

In the case of a supervisor from a department other than the three academic divisions of "Computer Science," "Computer Engineering" and "Information Systems" (except for those who have been officially recognized as qualified for being in charge of Graduate School courses), also choose a sub-supervisor from one of those three academic divisions.

#### (2) Number of Students Assigned to a Graduation Thesis Supervisor

Since supervision of graduation theses is based on individualized instruction, the maximum number of students for supervision shall be, in principle, four per supervisor. This includes Early assignment to a GT supervisor. For details, please refer to "II - iii University of Aizu Honors Program."

#### (3) Requirements for Assignment to Graduation Thesis Supervisors

Students are required to satisfy the following requirement for assignment to their graduation thesis supervisors, in principle.  
Enrollment at the Undergraduate Program for at least two years

#### (4) Requirements for Starting Graduation Theses

Students, upon proceeding to the 4th year, start working on their graduation theses. Requirements for starting graduation theses are as follows:

- Enrollment at the Undergraduate Program for at least three years. (Excluding "advanced standing admission (= transfer)" students)
- Assignment to graduation thesis supervisors
- At least 100 academic credits for courses other than optional courses

If you have not yet fulfilled these prerequisites, you cannot start a graduation thesis, and your graduation will be postponed. However, depending on their academic performance in the 1st semester of the 4th year, there are cases where students are allowed to start graduation theses in October. But please note that those students must be engaged in GT work for 1 year.

If recognized as excellent based on "The University of Aizu Regulation Concerning Early Graduation," students may start their graduation theses in the second semester of their 3rd year. (For details regarding early graduation, please refer to "8 Graduation

Requirements.”)

(5) Supervision of Graduation Theses

3rd-year students will be provided with advice regarding their registration under supervision of their GT supervisors, take relevant courses systematically and develop their theme of graduation thesis. They may be allowed to join seminars and other activities for 4th-year students.

Proceeding to the 4th year, students who have fulfilled the afore-mentioned GT requirements exert full-fledged efforts to their GT. Most seminars and meetings, etc. are held on a periodic basis, and interim presentations to report GT progress are held by each laboratory. Based on results of the GT progress survey in first semester, the Academic Affairs Committee will provide instructions to students who have not yet achieved desirable progress on their graduation theses.

(6) Changing Graduation Thesis Supervisors

Changing GT supervisors halfway requires an official request to the Student Affairs Division, along with the designated form. This request, by way of deliberation by the Academic Affairs Committee, will be approved if a new supervisor has vacancy to accept more students and if both current and new supervisors agree on the change.

The course, “Graduation Theses,” is a course in which students work on GT while receiving supervision from the same GT supervisors for one year, in principle. IF students change their supervisors, it will take one year for students to complete graduation theses from the date of change of their supervisors. Please pay extra attention to the timing of changing GT supervisors.

(7) Graduation Thesis Completion Schedule

The GT Completion Process	O Spring GT	O Fall GT
Mid-term Presentation of Graduation Thesis	Mid October	Mid April
Finalization of GT title and referees (other than the GT supervisor)	Mid January	Late July
Submission of the GT manuscript to the GT supervisor by the student	Late January	Mid August
GT Presentations	Mid February	Late August
Submission of final GT manuscript and consent forms for the use of graduation thesis	Late February	End of August

(8) Mid-term Presentation of Graduation Thesis

Students shall present a poster as a Mid-term Presentation of Graduation Thesis. The mid-term presentation evaluation is included as part of a final score of a GT.

The evaluation considers the following items:

- Purpose
- Approach
- Status
- Schedule
- Overall Grade

If students do not present a poster as a mid-term presentation, their graduation thesis shall not be subject to review and academic credits for GT in the semester. Students who will re-register for GT must make a mid-term presentation again. However, this excludes students given special approval from the Academic Affairs Committee, such as students qualified for early graduation.

(9) Graduation Thesis Presentations

Students shall present their graduation theses on a public occasion. Presentations of graduation theses are included in the evaluation procedures. About 20 minutes is allotted per student. (10 minutes: presentation, 9 minutes: Q&A session, 1 minute: preparation) Presentations shall be conducted in English, in principle. Detailed schedule regarding presentations will be notified at a later date.

(10) Evaluation of Graduation Theses

Graduation theses shall be reviewed by a total of two reviewers: the relevant supervisor and one referee.

The weight of their relative scores shall be 2:1. Following a comprehensive evaluation taking the following items into consideration, a final score including the mid-term presentation evaluation shall be given.

- The level of challenge of the graduation thesis theme
- Quality of the thesis written in English, which serves as the official record of the GT, in terms of its content and expressions
- Student's attitude and persuasiveness during the presentation
- Precision of responses to questions
- Student's enthusiasm and stability while they have been working on the graduation thesis

#### (11) Submission of Completed Theses

Your graduation thesis must be within 4 to 8 pages of A4 sheets.

It is regarded as appropriate that papers in the field of science and engineering should be briefly compiled in the volume of four to six pages like this.

Please follow the guidelines indicated in the following URL:

[http://www.u-aizu.ac.jp/official/students/sad/stsa14\\_j.html](http://www.u-aizu.ac.jp/official/students/sad/stsa14_j.html) (Japanese only)

Printed theses are kept in the University Library, and electronic versions are stored in the particular directory, so that graduation theses can be read at any time.

## 4 Academic Credit System

Each course is allotted a certain number of credits, and students are required to earn the designated number of credits to graduate from the Undergraduate School.

#### (1) Academic Credits Criteria

One credit is allotted for completion of course work in the inside/outside classrooms shall be forty-five hours for relevant courses, based on calculation of the following calculation methods:

- One credit for each fifteen hours of a lecture style and exercise style classes
- One credit for each thirty hours of classes for experiments, practical training, and skills practice

\* 1 hour = 45 minutes

#### (2) Accreditation of Academic Credits

Credits for courses are recognized by semester, in principle. Graduation theses for fourth-year students are conducted throughout the academic year and credits are earned by recognition of achievements of graduation theses.

#### (3) The Maximum Number of Credits for Registration

The upper limit of credits for registration is 28 credits per semester and 56 credits per year, excluding those of optional courses, teaching profession courses, intensive courses during vacation periods and the graduation thesis course. (Please refer to "The University of Aizu Regulation Concerning the Maximum Number of Credits for Course Registration".)

## 5 Class Hours

Class periods for the University are as follows;

1 <sup>st</sup> Period	2 <sup>nd</sup> Period	3 <sup>rd</sup> Period	4 <sup>th</sup> Period	5 <sup>th</sup> Period	6 <sup>th</sup> period	7 <sup>th</sup> period	8 <sup>th</sup> period	9 <sup>th</sup> period	10 <sup>th</sup> period	11 <sup>th</sup> period
9:00~	9:50~	10:50~	11:40~	13:20~	14:10~	15:10~	16:00~	17:00~	17:50~	18:50~
9:50	10:40	11:40	12:30	14:10	15:00	16:00	16:50	17:50	18:40	19:40

※Handling of class cancellations due to inclement weather

Please confirm the information on handling of class cancellations due to inclement weather in III Student Life, 18.

## 6 Class Term Categories

Classes are conducted in a quarter system consisting of a first and second semester divided into two quarters respectively.

First Semester (Quarter 1, Quarter 2) April 1 – September 30

Second Semester (Quarter 3, Quarter 4) October 1 – March 31

## 7 Prerequisites for Registration of Courses

(Please also refer to “10. (6) Restrictions on Course Registration”.)

### (1) Standard Year of Course Completion

A systematic curriculum for studying computer science has been established at the University, and the standard years for registration when students should register for and take specific courses are designated. In cases where students cannot take courses and earn credits in designated academic years, they may have difficulties in re-taking of the courses in following years due to class schedules, etc. Students are encouraged to register for courses in the academic years designated for the courses.

(※NOTE 1) Students who wish to register for courses for students of upper grade levels are allowed to register for those courses only in cases where there are vacant seats for the courses. To attend those courses, obtain approval from instructors in charge of relevant courses, and hand in the designated form, “Course Registration Request Form for Courses Usually Only Open to Students of Upper Grade Levels” to the Academic Affairs Section by the designated deadline.

(※NOTE 2) Concerning first-/second-year students who have attained 500 points or higher in TOEIC exams, they are qualified to take English language courses normally offered for third-year students. Those who wish to do so must obtain approval from the relevant instructors of the courses within a designated period and submit the designated form, “Application for Taking Advanced English Courses,” to the Student Affairs Division.

### (2) Pre-courses

There are close relationship among several courses, and classes are held on the premise of the knowledge of the preceding courses, so be sure to check with the syllabus when you take the course.

## 8 Graduation Requirements

To graduate from the University, the minimum academic residence period of four years is required. Additionally, as specified in the following table, ATTACHED TABLE NO. 3, students must earn the minimum requisite number of credits set for respective course categories, and must acquire at least **128** academic credits in total (with the exception of optional courses) including the following:

- At least **10** credits from general education courses;
- At least **15** credits from English language courses;
- At least **95** credits from Upper Division courses; and
- **8** credits from the course, “Graduation Theses”

If the designated requirements are fulfilled based on the “University of Aizu Regulation Concerning Early Graduation,” relevant students may graduate from the University 3 years after their admission. In case of early graduation, students are encouraged to go on to the Graduate School, as they can complete both the Undergraduate/Graduate Programs within 5 years and obtain the Master’s degree. (For requirements for early graduation, please refer to “The University of Aizu Regulation Concerning Early Graduation”.)

## 9 Promotion Requirements

Students are required to fulfill both of the requirements listed as (1) and (2) below by the end of their second year in order to register for the courses designated for third- and/or fourth-year students.

(1) Students must earn at least 55 credits from strongly-recommended courses designated for first- and/or second-year students.

(2) Students must score at least 400 points for one of the TOEIC Listening & Reading tests developed and produced by the ETS. Only the scores that students got after the admission to the University are valid, in principle.

If students fail to clear either one or both of the requirements listed above, they cannot go on to register for the courses designated for third- and/or fourth-year students. In that case, they have to wait at least one semester to be allowed to register for the courses until it is confirmed that they have cleared the requirements at the end of each semester.

## 10 Course Registration

“Registration for courses” is mandatory to attend courses and earn credits. If you attend a course without registration, or make a mistake in the registration procedures, academic credits will not be authorized.

To avoid such trouble, you are encouraged to participate in the explanatory meeting for course registration held every academic year, and follow instructions for course registration.

### (1) Selection of Fields

By the end of the first semester in the first-year of enrollment, students select a “field” through “Introduction of Computer Science and Engineering,” one of the courses in Computer Fundamental Courses, etc. Then students select a “field” taking into consideration their curriculum advisors’ opinions. Changing fields within a specified period of the semester is permitted. However, approval from the relevant curriculum advisor or graduation thesis supervisor is required.

Advice regarding course registration from class mentors and graduation thesis advisors shall also be provided to students as necessary.

#### ●Curriculum Advisors (As of April 1, 2019 Titles omitted)

Total Advisors	Miyazaki, Toshiaki (miyazaki@u-aizu.ac.jp), Tsukahara, Tsuneo (tsuka @u-aizu.ac.jp), Zhao, Qiangfu (qf-zhao@u-aizu.ac.jp)	
Advisors for Each Field	CS	Watanabe, Yodai (yodai@u-aizu.ac.jp) Mori, Kazuyoshi (k-mori@u-aizu.ac.jp)
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	CN	Kurokawa, Hirokuni (aiguo@u-aizu.ac.jp) Jing, Lei (leijing@u-aizu.ac.jp)
	IT-SPR/IT-CMV	Naruse, Keitaro (naruse@u-aizu.ac.jp) Nishimura, Satoshi (nisim@u-aizu.ac.jp) Chen, Wenxi (wenxi@u-aizu.ac.jp)
	SE-DE	Yoshioka, Renrato (rentaro@u-aizu.ac.jp)

### (2) Course Registration Planning

Students are required to formulate a course registration plan for all the courses they plan to take by their graduation, taking into account fields they have chosen and academic interests, and check the plan from time to time. Upon registration for courses, pay attention to relations between courses based on advice from your curriculum advisors. **128** academic credits are necessary for graduation, and this should also be taken into account for course registration.

When you register for courses, it is very important to take into account courses you plan to take in the NEXT semester.

Courses registered according to course registration plans shall be given priority upon registration.

### (3) Selection of Courses

Courses to be registered for each semester shall be determined based on the course registration plan described above.

a. 1st-Year Students: Regardless of fields that students have chosen, students are required to register for “Strongly Recommended Courses”.

b. 3rd-Year Students and Higher:

Courses for which students should register differ corresponding to individual fields that students have selected. Courses should be registered for, based on registration models for fields. Students must make appropriate decisions regarding course registration referring to University Regulation on the Completion of University of Aizu Studies, syllabus, class schedule, etc.

c. Notes for students of all years

(a) Students must make efforts to acquire academic credits within the standard year of completion for the courses.

(b) Regarding Upper Division Courses, select “Fields-Recommended Courses” of YOUR FIELD.

- (c) Please note that the number of academic credits earned only for strongly recommended courses and field recommended courses would NOT suffice for the number of credits required for graduating from the University; 128 credits.

#### (4) Course Registration Procedures

Complete the following procedures by the designated deadline:

- a. The first semester of students' first year

Course (other than Strongly Recommended Courses) must be registered for by submission of the "Course Registration Form" to the Academic Affairs Section of the Student Affairs Division.

- b. After the second semester of students' first year

Individual students are required to enter necessary information for registration of courses on the Academic System, using computer on campus. (Detailed instructions will be announced separately.)

- c. After the first semester of students' third year

it is necessary for the supervisor to approve the course registration.

- d. Notes for students of all years

(a) After the designated period for cancellation of registered courses and addition of courses to register for changing of entries is not permitted, in principle. Therefore, students should consult with the Academic Affairs Section of the Student Affairs Division regarding unclear points in advance. In the case of the 3rd grade and over students assigned to the laboratory, approval of the supervisor will also be required at the time of cancellation

(b) For some English Language Courses and Strongly Recommended Courses, students will be assigned to a certain class. For these courses, instructors and classrooms are designated, and students must register for the assigned classes in principle. Please keep in mind that there are possibilities that academic credits may not be given in cases where students register for classes other than those assigned to them.

(c) The maximum number of credits for registration is 28 credits per semester and 56 credits per academic year, excluding credits from optional courses, teaching profession courses, intensive courses during vacation periods and the graduation thesis course.

#### (5) Confirmation of Course Registration

Be sure to confirm if your course registration is correct through the Academic Administration System.

Before finalization of course registration, students may be individually asked to visit the Academic Affairs Section for consultation regarding course registration. Students should pay close attention to e-mails, etc. for these types of notices.

After the first semester of students' third year, registration will be confirmed by having the supervisor approval the contents registered by the student (registration will not be finalized unless approved). Please consult with your supervisor on your plan in advance, and promptly report it to your supervisor as well as request approval when the student has taken registration. In case of problems, please consult the Student Affairs Division urgently.

#### (6) Restrictions on Course Registration

- A. You are not accepted for the following courses:

- (a) Courses which you have not registered for
- (b) Courses for which academic credits you have already earned
- (c) Courses overlapping in the same class period
- (d) Courses designated for third- and/or fourth-year students if students did not fulfill promotion requirements

B. Students should pay attention to other courses as well, since there are other cases where registration is restricted, due to the number of teachers or the number of terminals in computer exercise rooms. Also, there may be overcrowding courses due to the unbalanced number of students in each field. In such a case, registration will be adjusted. So be sure to check related announcements sent via e-mail or posted online.

You cannot register for courses for which capacity has already been filled.

- C. When courses which the class capacity exceeds, students permitted to take the courses will be selected based on the

relevant instructor's policies, their standard years of completion for the courses, assignment of classes, choice, preferred field, course registration plans, number of credits, score of TOEIC etc.

D. Students must NOT register for courses exceeding 28 credits per semester and 56 credits per year, excluding those of optional courses, teaching profession courses, intensive courses during vacation periods and the graduation thesis course.

#### (7) Retaking of Courses

If you fail in a course, you can take it again next time. However, since most of our courses accompany exercise sessions, there is a possibility that registration for courses will be limited due to the capacity of exercise rooms, etc. It is preferable to register for courses according to the courses' standard years for registration and earn academic credits in a well-planned manner.

#### (8) Additional Registration for Courses

In cases where students could not register for courses according to their plan, due to adjustment of the number of students to the capacity for the courses after the course registration period, they will be allowed to additionally register for other courses within the designated period.

#### (9) Cancellation of Registered Courses

To cancel courses you have already registered for, hand in the designated form, "Course Cancellation Report" to the Student Affairs Division within the designated period following the start of classes.

Do not keep being absent from those courses without applying for cancellation. Otherwise, assessment for those courses will be "Drop," and GPA (Please also refer to "12. (3)GPA".) will drop. This will bring disadvantages at job-seeking activities, application for scholarship programs, application for tuition exemption, etc.

## 11 Class Formats and Capacities

In order to enhance learning effects, student capacities for courses at the University of Aizu have been designated as described below. Students should take courses according to the formats designated based on the class code that they have been assigned.

#### (1) Class Formats

Students will be assigned to a class code for the following categories.

Class Formats	Classification	Particular Courses
Class C (Capacity of 40 students)	C-1 ~ C-6 for the courses	<ul style="list-style-type: none"> <li>Physical Activities</li> <li>English courses (Introductory English 1・2・3・4)</li> <li>Strongly Recommended Courses</li> </ul>
Class E (Capacity of 30 students)	E1 ~ E9	<ul style="list-style-type: none"> <li>English courses (Intermediate English1・2・3, Thesis Writing and Presentation)</li> </ul>
Fields	CS/SY/CN/IT-SPR/IT-CMV/ SE-DE	<ul style="list-style-type: none"> <li>Field-recommended courses for third-/fourth-year students.</li> </ul>

#### (2) Classes with a capacity

OClasses with a capacity of 80 students	<ul style="list-style-type: none"> <li>Upper Division Course Lectures</li> </ul>
OClasses with a capacity of 40 students	<ul style="list-style-type: none"> <li>Exercises</li> <li>English courses(Introductory English 1・2・3・4)</li> <li>Physical Activity 1 and 2</li> </ul>
OClasses with a capacity of 30 students	<ul style="list-style-type: none"> <li>English courses (Intermediate English1・2・3, Thesis Writing and Presentation)</li> </ul>
OClasses with no capacity	<ul style="list-style-type: none"> <li>General Education Courses (Humanities and Social Sciences)</li> <li>Advanced English Language Courses</li> <li>"Other" courses</li> <li>Optional courses</li> </ul>

## 12 Examinations and Assessment of Academic Performance

#### (1) Examinations

##### a. Regular Examinations

Regular examinations shall be conducted during a specified period at the end of the academic term. (Depending on the courses, examinations, quizzes, etc. shall be conducted whenever necessary.)

The examinations shall be conducted in the form of written examinations, oral examinations, thesis (report) submissions, practical exercises, practical applications, etc. (See the relevant course syllabi.)

In cases where a student fails to attend a minimum of two thirds of the actual class sessions for a particular course, as a matter of principle, the student is not eligible to take the examination for the course.

b. Makeup Examinations

In addition, in cases where a student fails to take examinations due to illness or any other unavoidable reasons, the student may take makeup examinations. However, in these cases, these students must attach a doctor's statement for illness or a statement of other reasons with an application for a makeup examination, and submit those documents to the Academic Affairs Division within 1 week after the relevant examinations.

c. Re-examinations

Re-examinations may be implemented at the discretion of faculty members.

Notes regarding examinations

- a. Students must follow the instructions of proctors.
- b. Students must put their Student ID on their desk during examinations.
- c. Should a student commit an inappropriate act during the examinations, the grade for all the courses the said student has been enrolled in shall be "F," and based upon the University Regulations, the said student may be subject to disciplinary punishment.

(2) Academic Dishonesty

Any student who commits an act of academic dishonesty such as cheating or using/acting as a proxy examinee in a periodic examination, etc., will be given a grade of F for the course in question. Furthermore, if the act is judged to be malicious by the Academic Affairs Committee, said student may be given a grade of F for all the courses in which they were enrolled during the academic term in question.

Article Eight, Paragraph 4 of the University Regulation on the Completion of University of Aizu Studies defines the courses subject to receiving a grade of F for acts discovered to have been committed in a given academic term as follows;

First quarter – First quarter courses

Second quarter – First semester and second quarter courses

Third quarter – Third quarter courses

Fourth quarter – Second semester and fourth quarter courses

(3) Grading

Grades shall be evaluated by judging a combination of examination results, general performance, and other factors. Passing grades shall be over 50 out of 100 points, and the prescribed units of academic credits shall be allotted.

The University has adopted the "Grade Point Average (GPA)," a global standard method for academic performance assessment at universities. GPAs are important figures for assessment of students' academic performance and background at the time of job-seeking activities, application for scholarship programs, application for exemption of tuitions, etc.

Grades shall be given according to points earned for the course, as described in the following chart.

Grade	Points	Judgment	GP (Grade Point)
A	80 ~ 100	Pass	4.0
B	65 ~ 79		3.0
C	50 ~ 64		2.0
D	35 ~ 49	Non-pass	0
F	Below 34		

\*1 If a student does not attend two-thirds of the total class sessions for relevant courses, or do not take examinations, the student's grade for the course shall be "F."

\*2 If a student's academic performance for a course is assessed as a "D" grade, a "C" grade (50 points maximum) may be awarded through re-examination in the cases where the student applies for, and takes a re-examination.

\*3 For students who receive “non-pass” grades for courses, re-taking of the relevant courses is necessary for acquisition of academic credits in or after the following semester.

(4) GPA

The calculation formula shall be as follows:

$$\text{GPA} = \frac{4.0 \times A + 3.0 \times B + 2.0 \times C}{\text{Total possible credits for courses officially taken, INCLUDING those for courses assessed as "Non-pass (D/F)"}}$$

A: The number of credits earned for courses assessed as “A”

B: The number of credits earned for courses assessed as “B”

C: The number of credits earned for courses assessed as “C”

\*1 Grade points allotted to academic credits which have been transferred from other universities to the University of Aizu shall be 4.0 per credit.

\*2 GPA will be calculated and truncated to two decimal places.

\*3 All courses students have officially registered for shall be included in calculation of a GPA.

\*4 With regard to courses offered until March 31, 2008, courses assessed as “non-pass” shall not be included in the “Total possible credits for courses officially taken” for calculation of GPA.

\*5 In the case that a course has been re-taken, the most recent grade will be used for calculation of GPA. (\*INCLUDING those for courses assessed as “Non-pass (D/F/Non-pass)”) )

(5) Grade Reports

Grades shall be available for confirmation through the Academic Administration System.

In addition, the University notifies students' results of academic performance for the academic year every March, the end of an academic year, to their guardians or guarantors in order to fulfill one of the University's responsibilities. Students who have objections to notification of their grades to guardians should submit claims to the Student Affairs Division by the designated date. If no claims are made, students will be regarded as having agreed with provision of their grade information to their guardians.

(6) Handling of Grade Information

Grades are personal information and shall be handled carefully. However, for the purposes described below, the relevant information will be shared with relevant faculty members:

- When faculty members use information regarding grades for the purpose of provision of curriculum advice
- When faculty members use information regarding grades for the purpose of other educational reasons

**13 Authorization for Completion of Tracks (For students enrolled in AY2017 and before )**

For students who have acquired all academic credits for Strongly Recommended Courses (only for Upper Division Courses) and Track Recommended Courses, acquisition of expertise in tracks of their choice will be authorized by the University (completion of multiple tracks can also be authorized). A track certificate will be issued with a diploma at graduation Only when the student apply it.

**14 Authorization for Academic Credits Earned Prior to Admission to the University of Aizu**

Academic credits that students earned at other universities prior to admission to the University of Aizu may be authorized as those of the University of Aizu if approved.

To apply for authorization of academic credits earned prior to admission to the University of Aizu, students must submit a predetermined form, “Application for Authorization of Academic Credits Earned Prior to Admission to the University of Aizu,” to the Academic Affairs Section of the Student Affairs Division by a designated period in April. However, the academic residence requirement of 4 years shall not be shortened even if academic credits earned prior to admission to the University have been authorized as those of the University. For further details, please contact the Academic Affairs Section of the Student Affairs Division.

**15 Commendations for Students**

Students who have achieved excellent results in regular studies or research will be commended at the time of the degree conferment ceremony, etc. Commendation of students by the University or other external organizations will be announced through

the University web-site and the University of Aizu Supporters' Association newsletters.

## 16 Detection and Care for Students Experiencing Severe Difficulty with Poor Academic Performance, etc. at an Early Juncture, and Recommendation to Withdraw from the University

The program, "Detection and Care for Students Experiencing Severe Difficulty with Poor Academic Performance, etc. at an Early Juncture," was put into practice for support of students in their studies and campus life, from November, 2002.

Details of the measures are described below.

### (1) Detection and Care for Students Experiencing Severe Difficulty with Poor Academic Performance, etc. at an Early Juncture

(a) Objective: Through detection and care for students who are experiencing severe difficulty and poor academic performance due to uneasiness about their studies and student lifestyles, etc. at an early juncture, the University will make efforts to support these students in maintaining or regaining their vigor to continue their studies and life as students.

#### (b) Range of students who will be offered consultations

Year	1	2	3	4
1st Semester	Strongly Recommended Courses: fewer than 10 credits	Strongly Recommended Courses: fewer than 40 credits or TOEIC score: less than 400 (see note*1 below)	Academic credits required for graduation (Other than optional credits): fewer than 75 credits	(See Note *2below.)
2nd Semester	Strongly Recommended Courses: fewer than 25 credits or TOEIC score: less than 350 (see note*1 below)	Strongly Recommended Courses: fewer than 55 credits or TOEIC score: less than 400 (see note*1 below)	Academic credits required for graduation (Other than optional credits): fewer than 95 credits (see note*2 below)	(See Note 3 below.)
Average numbers of academic credits	(40)	(80)	(115)	(128)

\*Standard numbers of earned academic credits other than optional credits for each year are shown in parentheses

- (Note\*1) Students enrolled in AY 2018 or later
- (Note\*2) Students who could not start their graduation theses in the designated year
- (Note\*3) Students who could not graduate within their standard years of enrollment (4 years)
- Students who have not registered for courses
- Students who do not fulfill promotion requirements
- Students who have not regularly attended classes or those for whom graduation thesis supervisors cannot make contact with
- Students who have not reported their choice of graduation thesis supervisors.

#### (c) Measures for supporting students having difficulty with poor academic performance

The Student Affairs Division will request the above-mentioned students to visit the Division and notify their guardians of academic performance.

Students may always consult with the Student Affairs Division at its counter, their class mentors, the Counseling Office, the

Office for Learning Support, etc. regarding their studies. Students should not take it all on themselves, but have a consultation as soon as possible. (For further information, please refer to the “III. Campus Life.”)

## (2) Advice on Withdrawal from the University

Those who are lacking in the number of earned credits, and who do not show any enthusiasm for studying even after they have received advice regarding their studies and lifestyles and guidance, will be given a advice on withdrawal from the University to give them an opportunity to reconsider their future course in life, based on the purport of Article 38 of the Prefectural Ruling on the University of Aizu Graduate School, after it has been recognized that the student has no possibility of completing a program.

However, students with poor academic performance will never be forced to withdraw from the University. Decisions as to whether they will leave the University and restart their life are left up to the students.

Students who followed the advice and withdrew from the University, as they did not have the desire to continue their studies, may be readmitted to the University according to Article 20, the Ruling on the University of Aizu if they retrieve their desire to continue their studies and apply for re-admission to the University.

<Reference>

Article Thirty-Eight, the Ruling on the University of Aizu (Disciplinary Punishment)

38.1 The University President may discipline those students violating this ruling and other regulations or acting in violation of their duties as students

38.2 The types of disciplinary punishment shall be expulsion, suspension, and warning.

38.3 The expulsion referred to in Paragraph 38.2 above may be applied to those students falling within any of the following categories:

- (1) Students of delinquent character and conduct and recognized as being without prospect for reform
- (2) Students of inferior scholastic ability and recognized as being without prospect for improvement
- (3) Students continually absent without justifiable cause
- (4) Students disturbing UNIVERSITY order and acting in violation of their duties as students

38.4 Other necessary matters concerning disciplinary punishment on students shall be determined separately.

<Reference>

Article Twenty, the Ruling on the University of Aizu (Readmissions)

20.1 The University President may approve the readmission to the appropriate UNIVERSITY class level of individuals selected from those applying for readmission to the extent that space within the appropriate class levels is available.

## 17 Inter-University Academic Credit Transfer System

In the event that a student earns course credits at one of the following partner universities while enrolled at the UoA, these credits can be treated as UoA credits. Please contact the Student Affairs Division Academic Affairs Section for details regarding credit transfer, such as the course registration procedures.

<Universities and junior colleges which belong to Academia Consortium Fukushima (on February 27, 2004 agreements)>

(\*To sign up for courses offered by other member universities/junior colleges, please confirm courses available through their web sites.)

- The University of Aizu • Iwaki Meisei University • Koriyama Women's University and Colleges
- Nihon University - College of Engineering • Higashinohon International University • Fukushima College
- Fukushima Medical University • Fukushima University • the University of Aizu Junior College Division
- Iwaki Junior College • Sakura-no-Seibo Junior College • Fukushima College Junior College Division
- Fukushima National College of Technology

Details concerning inter-university academic credit transfer are provided for in Article Twenty-Seven of the “Ruling on the University of Aizu” and the “University of Aizu Regulation on Handling of Matters Related to Mutual Recognition of Academic Credits Between Universities.”

<Reference>

Article Twenty-Seven, the Ruling on the University of Aizu

(Course Work Completed at Other Universities)

27.1 The University President may regard up to 30 units of academic credits earned by students having completed course work at other universities and/or junior colleges as academic credit earned by those students at the UNIVERSITY provided that doing so is

recognized by the University President as educationally beneficial and given that such action is based upon consultation by the University President with the respective universities and junior colleges.

Article 27.2 and 27.3 Omitted

## 18 Notes

FY2018 Revision of the Ruling on the University of Aizu and University Regulation on the Completion of University of Aizu Studies

### (1) Number of Credits

The number of credits earned for completing the following course shall depend on the academic year regardless of the academic year of their admission.

Course Name	Number of Credits Before AY2015	Number of Credits Starting AY2016
LI08 Information Ethics	1	2

Course Name	Number of Credits Before AY2017	Number of Credits Starting AY2018
IT01 Artificial Intelligence	3	4
SY02 Electronics	3	4
SY04 Embedded Systems	3	4
SY06 Advanced Logic Circuit Design	3	2

### (2) The Category/Course Names, Etc.

Due to the revision of the curriculum from AY2018, new courses will be created, and old courses may be subject to merger and discontinuation, as well as change of the course codes, names, and quarters. Please refer to the comparison table of the new and old courses.

### (3) Graduation Requirements

The minimum number of credits per category required for graduation varies depending on the academic year of enrollment, as provided for in Chart 3, University Regulation on the Completion of University of Aizu Studies. (Reference: [For students enrolled in AY2015 and before] Page 12, [For students enrolled in AY2016 and after] Page 16)

### (4) Students who enroll in autumn

The Assignment to Graduation Thesis Supervisors, or methods of Course Registration and so on which are mentioned in Campus Guide are general schedules.

The schedules are different for the Students who enroll in autumn, so if you have questions about the details, please make inquiries to Academic Affairs Section in Student Affairs Division.

## II – ii Extracurricular Activity Course

- Term: Year-long
- Standard Academic Year: 1st, 2nd, 3rd, and 4th year
- Course Type: Elective (Category: Specialized Courses - Other)
- Number of Academic Credits: 1 or 2 (Up to four academic credits in total for the course can be counted towards the number of credits required for graduation.)

Achievement of Students for the Course	# of Credits	Course Registration	Earning Credits • Grade Evaluation
(1) Participation in one of the Internship Courses	1 or 2	• Students are required to register for the course.	• Grades will be given by a course coordinator.
(2) External Presentation/Publication (Publication of paper in a scientific journal, Making a presentation at an academic conference, symposium, work shop, etc., during enrollment at the University) *The rules for the Graduate School External Presentation/Publication Seminar course shall apply.	2	• Students are not required to register for the course by themselves. • Applicants are required to fill out and submit the designated report form for Extracurricular Activity Course. • Requests for recognition of academic credits (submission of a report form) will be accepted at any time.	• The academic credits will be officially recognized as those earned in the quarter during which they are authorized by the Academic Affairs Committee. • The grade used for approved applicants will be "Accredited" (Grade point=4.0).
(3) Other activities approved by the Academic Affairs Committee *The number of academic credits recognized will be determined on a case-by-case basis	1 or 2		

## II-iii The University of Aizu Honors Program

### (1) Integrated Undergraduate-Master's Program

The University offers the following three programs for excellent students to encourage them to go on to our graduate school and to acquire a Master's degree in a well-planned and smooth manner. For further information regarding the type "A (4+1)" and "B (3+2)," please contact the Academic Affairs Section, the Student Affairs Division.

Program Categories	Certification requirements of these programs	Others
<b>TypeA</b> <b>( 4 + 1 )</b> 4-year Undergraduate + 1-year Master's Program	(1) Students must have earned at least 100 academic credits, excluding those for teaching profession courses and optional courses, with a GPA of 3.0 or higher at the end of the first semester in their third year. (2) Students must have received recommendation from their graduation thesis supervisors. (3) Both of the Undergraduate Academic Affairs Committee and the Graduate School Academic Affairs Committee must have approved the enrollment in the said program of relevant students.	<p>●Graduate Course Registration for Undergraduate Students Accepted for the Program</p> <p>Students, who satisfy the conditions in items above, aim to advance to our graduate school, and wish to take classes offered in the Graduate School, will be handled as follows</p> <ol style="list-style-type: none"> <li>(1) The above-mentioned students may take graduate school courses to earn up to 10 credits or equivalent.</li> <li>(2) Registration methods for graduate courses should be based on the "Graduate School Regulation on the Completion of University of Aizu Graduate School Studies," etc.</li> <li>(3) When the above-mentioned undergraduate students successfully completed the relevant graduate school courses, academic credits for those courses shall be accredited as those they have earned from optional courses of the Undergraduate School. Following admission to the Master's Program, they must apply for authorization of the above-mentioned academic credits as those for graduate school courses, according to the provisions in Article 28 of the "Graduate School Regulation on the Completion of University of Aizu Graduate School Studies."</li> </ol> <p>●Early Completion of the Master's Program</p> <ol style="list-style-type: none"> <li>(1) If students do not complete their Master's Program in 1 year (when they do not shorten their enrollment periods), they will complete their Programs in 2 years.</li> <li>(2) For completing the Master's program for a year, they must be the first author of at least one paper that has been published or accepted for publication in a major academic journal or a peer-reviewed proceeding of a major international conference, AND the paper(s) must be written based on research achievements made during their undergraduate fourth year and/or first year in the master's program after the start of the Program.</li> </ol>
<b>TypeB</b> <b>( 3 + 2 )</b> Early admission to the Graduate School <b>( B 1 )</b>	(1) To be qualified for enrollment in "Program B," students must have earned at least 100 academic credits, excluding those for teaching profession courses and optional courses, with a GPA of 3.5 or higher at the end of the first semester in their third year. (2) Students must have received recommendation from their graduation thesis supervisors. (3) Both of the Undergraduate Academic Affairs Committee and the Graduate School Academic Affairs Committee must have approved the enrollment in the said program of relevant students.	<p>Note*1: Students may go on to the Graduate School without acquisition of academic credits required for graduation prerequisites of the Undergraduate School. However, they will NOT be granted with a bachelor degree of our university, as they will be regarded as being withdrawn from the Undergraduate School for admission in the Graduate School.</p>
Early graduation from the Undergraduate	(1) To be qualified for enrollment in "Program B," students must have earned at least 105 academic credits that are included in the	<p>Note*1: Students who have obtained the credits required for graduation can apply to graduate and receive a bachelor degree in their third year (early graduation) by passing the</p>

3-year Undergraduate + 2-year Master's Program	e School (B2)	<p>graduation requirements with a GPA of 3.75 or higher at the end of the first semester in their third year.</p> <p>(2) Students must have received recommendation from their graduation thesis supervisors.</p> <p>(3) Both of the Undergraduate Academic Affairs Committee and the Graduate School Academic Affairs Committee must approve the enrollment in the said program of relevant students.</p>	<p>entrance exam of the graduate school before that.</p> <p>Note*2: Students wishing to take courses offered for 4<sup>th</sup>-year students must submit a Upper-class Course Registration Request to the Academic Affairs Section of the Student Affairs Division. Students certified for this program will be automatically registered for Graduation Theses.</p>
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※For admission to the Graduate School, students must take and pass the entrance examination.

※After the entrance to Graduate School, students can get Honors Year (special leave absence) as free study period within one year Project period. Students who get Honors Year can get Honors Activity expenses.

※2nd and 3rd year transfer students can not apply for type B2.

3rd year transfer students to ICTG program All English course can not apply for type B1, B2.

Students who transferred from outside can include the acquired credits to the transferred credits. But their transferred credits can not be included in their GPA accounting

Undergraduate students recognized for the Integrated Undergraduate-Master's Program are eligible to apply for the scholarship program described below after admission to the Graduate School. For further information, please inquire at the Student Health and Welfare Services Section.

Eligible Students	<p>Eligible students shall be those students who have been accepted either to TypeA or TypeB of the Integrated Undergraduate-Master's Program , who have applied to this scholarship program based on Guidelines on the Implementation of the University of Aizu Honors Program Scholarship Program (Integrated Undergraduate-Master's Program) Scholarship, and satisfy the conditions noted below.</p> <p>(1) Students who have advanced to the Master's Program of the University of Aizu Graduate School.</p> <p>(2) Those who do not receive other scholarships (which do not require payback)</p>
The Amount and the Period of the Scholarship	<p>Amount: The amount equivalent to the annual tuition</p> <p>Period: 1 year (Up to 2 years; screening for recipients is annually carried out.)</p>

We recruit the candidates at the end of the first year and provide assistance to the candidates.

#### ①Eligibility

- at least 40 academic credits that are included in the graduation requirements with a GPA of 3.5 or higher at the end of their first year

#### ②Support measures

- a Early assignment to a GT supervisor
- b Registration for courses offered for upper-classes
- c Exempt from restrictions on the maximum number of credits that can be registered for terms/year

#### (2) Unique Talent Discovery Program

Encourage students to discover and nurture special talent at an early stage.

E l i g i b i l i t y	<p>The applicant shall satisfy any one of the following requirements and apply for it based on the implementation guidelines.</p> <p>(1) Students who have obtained the prescribed Challenger Badges</p> <p>(2)Those who have participated in at least two of the following activities;</p> <ul style="list-style-type: none"> <li>a Special basic lectures</li> <li>b Overseas Internship Program</li> <li>c Studying abroad</li> </ul> <p>(3)Recommended by faculty members</p>
Support measures	<p>(1) Early assignment to a GT supervisor</p> <p>(2) Taking Honors Special Courses</p> <p>(3) Honors activity expenses (for Participation in various events, manufacturing materials etc.)</p> <p>(4) Modify the requirement of writing a graduation thesis</p>

For details of Honors activity expenses, please contact the Student Health and Welfare Services Section.

## Guidelines on the Implementation of the University of Aizu Honors Program

### Article One

#### (Objective)

1.1 These guidelines provide for the necessary matters regarding the University of Aizu Honors Program (hereinafter referred to as the "HONORS PROGRAM") for the purpose of implementation of measures towards the further development of the Five-year Integrated Undergraduate-Master's Program and discovery of unique talents, in order to encourage students to go to the graduate school and to discover and develop students with unique talents.

### Article Two

#### (Types of Programs)

2.1 The HONORS PROGRAM includes the followings:

- (1) Integrated Undergraduate-Master's Program
  - a. Type A: Four-year Undergraduate Program and One-year Master's Program
  - b. Type B: Three-year Undergraduate Program and Two-year Master's Program
- (2) Unique Talent Discovery Program

### Article Three

#### (Five-year Integrated Undergraduate-Master's Program)

3.1 Type A: Four-year Undergraduate Program and One-year Master's Program

- (1) Students wishing to be certified for Type A must fulfill all the requirements described below, fill out the Application for the UoA Integrated Undergraduate-Master's Program Type A and for Early Completion of the Master's Program (Form No.1) with all the necessary information, and submit it to the Dean of Students.
  - a. By the end of the first semester of their third year, students must have earned at least 100 academic credits that are included in the graduation requirements with a GPA of 3.0 or higher.
  - b. Students must have received a recommendation from their graduation thesis supervisors.
- (2) The Dean of Students will make a decision as to whether to accept or reject applications made in accordance with the provisions of the previous item after deliberation by the Academic Affairs Committee (hereinafter referred to as the "AAC") and the Graduate School Academic Affairs Committee (hereinafter referred to as the "GSAAC").
- (3) The following provisions shall apply to students certified for Type A as provided for in Item (1) above (hereinafter referred to as the "Type A Students").
  - a. "Type A Students may take up to 10 credits worth of graduate school courses in their fourth year of the undergraduate school. Academic credits for those courses shall be accredited as those earned from optional undergraduate courses. Following admission to the Master's Program, the above-mentioned academic credits can be recognized as graduate course credits by requesting their authorization as provided by Article 28 of the Ruling on the University of Aizu Graduate School.  
The registration method for graduate courses shall be in accordance with the "Graduate School Regulation on the Completion of University of Aizu Graduate School Studies," etc.
  - b. Type A Students may be recognized as "students who have made outstanding achievements" provided for in Article 35, Paragraph 1 of the Ruling on the University of Aizu Graduate School by becoming the first author of at least one paper that has been published or accepted for publication in a major academic journal or the peer-reviewed proceedings of a major international conference as a paper produced during their fourth year of the undergraduate school and/or their first year in the master's program. Those who are thus recognized can complete the master's program early.
  - c. Those wishing to apply for the early completion of the master's program as provided by "b" above must submit documents to prove that their papers have been accepted or published along with photocopies of the papers in question to the Dean of the Graduate School by way of their research advisor by the time of submission of the final draft of their master's thesis.  
Should they be unable to submit the documents in question by the deadline, or should the achievements not be recognized as "outstanding" by the AAC and GSAAC, their early completion of the master's program as provided for in "b" above shall not be approved.

3.2 Type B (Three-year Undergraduate Program and Two-year Master's Program)

- (1) Type B provides the following two methods:

a. Type B1 (Early admission to the graduate school)

Students can withdraw from undergraduate school at the end of their 3<sup>rd</sup>-year and be admitted to the master's program.

b. Type B2 (Early graduation from the undergraduate school)

Based on the provisions of the University of Aizu Regulation Concerning Early Graduation (Regulation No. 1, 2010), students can graduate from the undergraduate school after three years and be admitted to the master's program.

(2) Students wishing to be certified for Type B1 or B2 must fulfill the requirements described below respectively, fill out the Application for the UoA Integrated Undergraduate-Master's Program Type B (Form No.2) with all the necessary information and submit it to the Dean of Students.

a. Type B1 (Early admission to the graduate school)

By the end of the first semester in their third year, students must have earned at least 100 academic credits that are included in the graduation requirements with a GPA of 3.5 or higher

b. Type B2 (Early graduation from the undergraduate school)

Students must fulfill the requirements provided for in the University of Aizu Regulation Concerning Early Graduation.

(3) The Dean of Students will make a decision as to whether to accept or reject applications made in accordance with the provisions of the previous item after deliberation by the AAC and the GSAAC..

(4) Students certified for Type B in Item (2) above shall be eligible to take the examination for admission to the Master's Program of the University of Aizu Graduate School of Computer Science and Engineering.

### 3.3 Development of Candidates

(1) In order to start development of candidates for the Integrated Undergraduate-Master's Program early, students who have earned at least 40 academic credits that are included in the graduation requirements with a GPA of 3.5 or higher at the end of their first year of the undergraduate school shall be officially recognized as candidates for the Integrated Undergraduate-Master's Program (hereinafter referred to as "CANDIDATES").

(2) Those wishing to be recognized as CANDIDATES must fulfill the requirements provided for in Item (1) above, fill out the Application for the UoA Integrated Undergraduate-Master's Program Candidate (Form No.3) with all the necessary information and submit it to the Dean of Students.

(3) The Dean of Students will make a decision as to whether to accept or reject applications made in accordance with the provisions of the previous item after deliberation by the AAC

(4) Those recognized as CANDIDATES in Item (1) above are eligible to receive the supportive measures listed below during the period from the recognition until the end of the first semester of their third year of the undergraduate school.

a. Early assignment to a GT supervisor

b. Registration for courses offered for upperclassmen.

c. No restrictions on the maximum number of credits that can be registered for.

(5) Those recognized as CANDIDATES in Item (1) above who are wishing to be certified for Type A or Type B must follow the procedures provided for in Article 3, Item 1 or in Article 3, Item 2 respectively.

## Article Four

### (Unique Talent Discovery Program)

4.1 Students wishing to be certified for this program must fulfill any one of the conditions described below, fill out the Application for the University of Aizu Honors Program Unique Talent Discovery Program (Form No.4) with all the necessary items and submit it to the Dean of Students.

(1) Students who have obtained the prescribed Challenger Badges

(2) Those who have participated in at least two of the following activities;

a. Taking special basic lectures (for at least two courses)

b. Overseas Internship Program

c. Studying abroad (for one month or longer)

(3) Other than those provided for in (1) and (2) above, who have been recommended by faculty members as those having unique talent.

4.2 Students who have fulfilled the condition in Paragraph 4.1, Item (1) or (2) must attach written evidence, and those to whom the provisions of Paragraph 4.1, Item (3) apply must attach a letter of recommendation to the Form No.4 provided for in Paragraph 4.1.

4.3 The Dean of Students will make a decision as to whether to accept or reject applications made in accordance with the provisions of

the previous item after deliberation by the AAC.

Article Five  
(Details of Supportive Measures)

5.1 Students certified for the HONORS PROGRAM (hereinafter referred to as "HONORS PROGRAM STUDENTS") shall be eligible to receive the supportive measures listed below.

(1) HONORS PROGRAM STUDENTS in the master's program

- a. Honors Program Scholarship
- b. Honors Year
- c. Honors Activity expenses

(2) Students certified for the Unique Talent Program

- a. Early assignment to a GT supervisor
- b. Taking Honors Special Courses
- c. Honors Activity expenses
- d. Relaxation of the class attendance requirement to take regular examinations (This shall be handled in accordance with the UoA Guidelines on Student Absence.)
- e. Modify the requirement of writing a graduation thesis by completion of a graduation product.

5.2 The terms used in Paragraph 5.1 above are defined as in the following items:

(1) Honors Year

The period of a special leave of absence granted for HONORS PROGRAM STUDENTS in the master's program based on the provisions of Paragraph 29.2 of the Ruling on the University of Aizu Graduate School. However, HONORS PROGRAM STUDENTS on a special leave of absence must reenroll in the graduate school no later than six months prior to the scheduled date of the completion of the master's program.

(2) Honors Activity expenses

Funds required for HONORS PROGRAM STUDENTS' learning and experience that will lead to their research

(3) Honors Special Courses

Courses determined by the AAC that are offered exclusively for the students certified for the Unique Talent Discovery Program.

5.3 The procedures for receiving the supportive measures in the Paragraph 5.2 above, including applications, shall be determined separately.

Article Six  
(Honors Program Completion Certificate)

6.1 An honors program completion certificate shall be issued to HONORS PROGRAM STUDENTS as follows:

- Students in the Integrated Undergraduate-Master's Program: upon completion of the master's program
- Students in the Unique Talent Discovery Program: upon graduation from the undergraduate school

6.2 The names of students who received certificates shall be officially announced on campus.

Article Seven  
(Miscellaneous Matters)

7.1 Miscellaneous matters concerning the HONORS PROGRAM shall be handled by the Student Affairs Division of the Department for Student Affairs and the Promotion Office for Super Global University.

Article Eight  
(Auxiliary Provisions)

8.1 Any necessary matter concerning the HONORS PROGRAM other than those provided for in these guidelines shall be determined separately.

Supplementary Provisions

1. These guidelines shall be enforced as of MM DD, 2018 and the provisions provided for in these guidelines shall apply to students who are to be certified for the HONORS PROGRAM in and after AY2016.

2. Notwithstanding of the provisions in these guidelines, students certified for the University of Aizu Five-year Integrated Undergraduate-Master's Program by AY2015 shall be handled in accordance with previous examples.
3. The Guideline for Five-year Integrated Undergraduate-Master's Program shall be abolished.

#### Supplementary Provisions

These guidelines shall be enforced as of December 1, 2018.

## II-iv Teaching Profession Course

### 1 Teaching License

Types of teaching licenses which can be obtained at the UoA

Class 1 Junior High School Teaching License (Mathematics)

Class 1 Senior High School Teaching License (Mathematics)

Class 1 Senior High School Teaching License (Information Science)

### 2 Courses

Courses required for teaching license

In order to obtain a teaching license, individuals must earn the number of credits for courses from among the course categories prescribed below, corresponding to the desired type of teaching license, in accordance with the Education Personnel Certification Act. Due to the complying with the revision of the Education Personnel Certification Act enforcement regulations, etc., however, some changes have been made to the number of credits and courses required for teaching licenses. These changes apply to students admitted to universities in AY2019 onward. When selecting courses to register for, make sure to use the list of courses which are applicable you (based on the academic year in which you were admitted). Credits for courses which are not applicable to you do not count toward those required for a teaching license.

[Students admitted after AY2019]

Course categories	Class 1 JHS	Class 1 SHS
a. Courses Related to Subjects and Subject Teaching Methods	28	24
b. Courses Concerning Basic Understanding of Education, Etc.	27	23
c. Courses Independently Set by the University	4	12
d. Other courses	8	8

As the UoA does not offer courses categorized as “c,” in the list above, students must earn at least 59 credits in total for courses in categories, “a,” and “b,” and at least eight credits for “d” to obtain a junior high school or senior high school teaching license.

The courses categorized as “b” are specialized courses of the Teaching Profession Course that teach students the knowledge they need to become a teacher. These courses are designed solely for obtaining a teaching license and the number of credits earned for them are not included in the number of credits required for graduation. Please be careful regarding this fact when registering for courses.

# Courses Related to Subjects and Subject Teaching Methods

< Class 1 JHS Teaching License (Mathematics), Class 1 SHS Teaching License (Mathematics)>

Course Category		Courses designated in the Ordinance* <sup>1</sup>	Courses offered by the UoA (corresponding to the categories indicated on the left)	Credits
Courses Related to Subjects and Subject Teaching Methods	Specialized Items Related to Subjects	Algebra	● Discrete Systems	3
			Automata and Languages	3
		Geometry	● Introduction to Topology	2
			Geometry for Visual Computing	3
			Applied Geometry and Topology	2
		Mathematical analysis	● Fourier Analysis	2
			Complex Analysis	2
		Probability theory, Statistics	● Probability and Statistics	2
			Information Theory and Data Compression	3
		Computing-related Courses	● Computer Literacy	4
			Introduction to Computer Systems	2
			C++ Programming	3
			Algorithms and Data Structures II	3
			Operating Systems	4
		● : Required      At least 20 credits must be earned for courses in this category.		
	Subject Teaching Methods		◎▲ Mathematics Teaching Methods 1	2
			◎ Mathematics Teaching Methods 2	2
			◎▲ Mathematics Teaching Methods 3	2
			◎ Mathematics Teaching Methods 4	2
	◎ Required for Class 1 JHS    ▲ : Required for Class 1 SHS Credits for “ Subject Teaching Methods ”: <u>At least 8 credits required for Class 1 JHS , at least 4 credits required for Class 1 SHS</u>			

\*1 Ordinance for Enforcement of the School Teacher's License Act

\* Of “Courses Related to Subjects and Subject Teaching Methods,” at least 28 credits are required for Class 1 JHS and at least 24 credits are required for Class 1 SHS . Further, the total number of credits including those for “Courses Concerning Basic Understanding of Education, Etc.” earned must be at least 59 for both of the licenses.

< Class 1 SHS Teaching License (Information Science)>

Course Category		Courses designated in the Ordinance	Courses provided at the UoA (corresponding to the categories indicated on the left)	Credits
Courses Related to Subjects and Subject Teaching Methods	Specialized Items Related to Subjects	Information Society and Information Ethics	● Introduction to Computer Science and Engineering	2
			● Information Ethic	2
		Computer and Information Processing (including exercises)	● C Programming	4
			Algorithms and Data Structures I	4
			Computer Architecture	4
		Information Systems (including exercises)	Database Systems	3
			● Logic Circuit Design	4
		Information Communication Networks (including exercises)	● Introduction to Computer Network	2
			Network Programming	3
		Multimedia Expression and Technology (including exercises)	● Introduction to Multimedia Systems	2
			Signal Processing and Linear System	4
			Image Processing	3
			Computer Graphics	3
		Information and Occupations	Information and Occupations	2
	●: Required At least 20 credits must be earned for courses in this category.			
	Subject Teaching Methods		▲ Information Science Teaching Methods 1	2
			▲ Information Science Teaching Methods 2	2
	▲: Required for Senior High 1 <sup>st</sup> -class		At least 4 credits for courses out of the Teaching Methods of the Subjects is required.	

\*Of “Courses Related to Subjects and Subject Teaching Methods,” at least 24 credits are required. Further, the total number of credits including those for “Courses Concerning Basic Understanding of Education, Etc.” earned must be at least 59 for both of the licenses.

○ Courses Concerning Basic Understanding of Education

< Class 1 JHS Teaching License (Mathematics), Class 1 SHS Teaching License (Mathematics / Information)>

Courses provided for in the ORDINANCE	Courses provided at the UoA (corresponding to the category indicated on the left)	standard years for	credits at the UoA	Math		Inform.	Note
				Class 1 JHS	Class 1 SHS	Class 1 SHS	
Courses Concerning Basic Understanding of Education	Introduction to Education	2	2	○	○	○	
	Introduction to Teaching	2	2	○	○	○	
	Educational Systems	2	2	○	○	○	
	Educational Psychology	2	2	○	○	○	
	Introduction to Special Education	2	1	○	○	○	
	Educational Curriculum Theory	2	2	○	○	○	
Courses on Teaching Methods for Moral Education, Integrated Studies, etc., Student Guidance, Educational Counseling, etc.	Moral Education	3	2	○	△	△	Credits for Moral Education is required for Class 1 JHS .
	Integrated Studies Teaching Methods	2	1	○	○	○	
	Special Activities	3	2	○	○	○	
	Educational Methods	3	2	○	○	○	
	Student Guidance, Educational Counseling	2	2	○	○	○	
	Career Guidance	2	2	○	○	○	
Courses related to Teaching Practice	Teaching Practicum 1	4	4	○	□	□	Credits for Teaching Practicum 1 is required for Class 1 JHS.
	Teaching Practicum 2	4	2	-	□	□	
	Pre and Post Guidance for Teaching Practicum	4	1	○	○	○	
	Teaching Practice Exercises (Jr. & Sr. High)	4	2	○	○	○	
○:required, △:elective, □ Either one of them are required.							
Of credits for the courses in this category: at least 27 credits is required for a Class 1 JHS license, at least 23 credits is required for Class 1 SHS. However, 59 credits including those for Courses Related to Subjects and Subject Teaching Methods are required.							

**○ Other courses provided for by Article 66 Paragraph 6 of the Ordinance**

< Class 1 JHS Teaching License (Mathematics), Class 1 SHS Teaching License (Mathematics / Information Science)>

Courses provided for by the ORDINANCE	Courses provided at the UoA	Math		Inform.	Credits
		Class 1 JHS	Class 1 SHS	Class 1 SHS	
Constitution of Japan	Constitution of Japan	○	○	○	2
Physical Education	Physical Activity 1	○	○	○	1
	Physical Activity 2	○	○	○	1
Communication in Foreign Languages	Introductory English 1	○	○	○	1
	Introductory English 2	○	○	○	1
Operation of information appliances	Computer Literacy	○	○	○	4
<b>○: Required</b> <u>All of 10 credits are required at the UoA.</u>					

**[Students admitted before AY2018]**

Course categories	Class 1 JHS Licenses	Class 1 SHS Licenses
a. Subject-related Courses	20	20
b. Courses Related to the Teaching Profession	31	23
c. Courses Related to the Subjects or Teaching Profession	8	16
d. Other courses	8	8

As the UoA does not offer courses categorized as “c,” in the list above, students must earn at least 59 credits in total for courses in categories, “a,” and “b,” and at least eight credits for “d” to obtain a junior high school or high school teaching license.

The courses categorized as “b” include those specifically designed for the Teaching Profession Course so that students can gain the knowledge required to become a teacher. These courses are designed solely for obtaining a teaching license. Please note that the number of credits earned for the courses categorized as “b” is excluded from the number of credits required for graduation.

These courses are commonly offered for students applying for a teaching license either for Mathematics or Information Science except for “Mathematics Teaching Methods 1, 2, 3 and 4” and “Information Science Teaching Methods 1 and 2.” 59 is the smallest number of credits provided for in the Education Personnel Certification Act. As the UoA only offers courses for the smallest number of credits, which are required.

**<Note>**

Students cannot take a course from among “Mathematics Teaching Methods 1, 2 and 3” to substitute “Information Science Teaching Methods 1 or 2” and vice versa.

Students working toward obtaining a math teaching license must earn credits for Mathematics Teaching Methods 1 and 3, and those working toward obtaining an information science teaching license must earn credits for Information Science Teaching Methods 1 and 2. Those working toward obtaining junior high 1<sup>st</sup>-class math teaching license must also earn credits for Mathematics Teaching Methods 2.

## O Subject-related Courses

< Class 1 JHS Teaching License (Mathematics), Senior High 1<sup>st</sup>-class Teaching License (Mathematics)>

Course category	Courses provided for by the Ordinance	Courses provided at the UoA	Credits
Subject-related Courses	Algebra	● Discrete Systems	3
		Automata and Languages	3
	Geometry	● Introduction to Topology	2
		Computational Geometry (discontinued from AY2018)	2(*1)
		Geometry for Visual Computing	3
		Applied Geometry and Topology	2
	Mathematical analysis	● Fourier Analysis	2
		Complex Analysis	2
	Probability theory, Statistics	● Probability and Statistics	2
		Information Theory and Data Compression (Former: Information Theory)	3(*2)
	Computing-related Courses	● Computer Literacy	4
		(●) Literacy II (discontinued from AY2018, required before AY2017)	3
		● Introduction to Computer Systems (required from AY2018)	2
		C++ Programming	3
		Algorithms and Data Structures II (Former: Advanced Algorithms)	3
		Operating Systems	4
	At least 20 credits must be earned for courses in this category. At least a total of 59 credits must be earned both for courses in this category and courses related to teaching profession.		

All the courses marked with “●” on this list must be taken, as they include general comprehensive content of courses provided for in the ORDINANCE.

\*1 Credits earned for Computational Geometry before AY2017 will be included in the credits for Subject-related Courses.

\*2 Instead of Literacy II, which was discontinued at the end of AY2017, Introduction to Computer Systems will become a required course from AY2018. However, Introduction to Computer Systems shall not be a required course for students who earned credits for Literacy II before AY2017.

<Example>

- For Students who earned credits for Literacy I and II before AY2017

>>>As they have already satisfied the number of credits required for computing-related courses in the courses designated in the ORDINANCE, Introduction to Computer Systems is not a required. Any credits earned for Introduction to Computer System will count as “subject-related course”.

- For Students who have not earned credits for Literacy II by the end of AY2017

>>>They must earn credits for Introduction to Computer Systems in and after AY2018.

- For Students who have not earned credits for Literacy II but earned credits for Introduction to Computer

Systems before AY2017

>>> The credits they earned for Introduction to Computer Systems will be counted as required credits.

< Class 1 SHS Teaching License (Information Science)>

Course category	Courses provided for by the Ordinance	Courses provided at the UoA	Credits
<b>Subject-related Courses</b>	Information Society and Information Ethics	● Introduction to Computer Science and Engineering	2
		● Information Ethics	2(*4)
	Computer and Information Processing (including exercises)	● C Programming	4
		Algorithms and Data Structures I (Former: Algorithms and Data Structures)	4
		Computer Architecture	4
	Information Systems (including exercises)	Database Systems	3
		● Logic Circuit Design	4
	Information communication networks (including exercises)	● Introduction to Computer Network (Former: Communication Networking I)	2
		Computer Network Organization & Design	3
	Multimedia Expression and Technology (including exercises)	● Introduction to Multimedia Systems	2
		Signal Processing and Linear System (Former: Digital Signal Processing)	4(*5)
		Image Processing	3
		Computer Graphics	3
	Information and Profession	● Information & Occupations (Former: Information & Industry)	2
●: Required courses At least 20 credits must be earned for courses in this category. At least a total of 59 credits must be earned both for courses in this category and courses related to teaching profession.			

\*4 This course is worth one credit for students who took it before AY2015.

\*5: This course under the old course name before AY2017 is worth two credits.

**O**Courses Related to Teaching Profession

< Class 1 JHS Teaching License (Mathematics), Class 1 SHS Teaching License (Mathematics / Information Science)>

Courses designated in the ORDINANCE	Courses provided at the UoA	years for standard	credits at the UoA	Math		Infor.	Note
				Class 1 JHS <sup>†</sup>	Class 1 SHS	Class 1 SHS	
Courses on significance of teaching profession	Introduction to Teaching	2 <sup>nd</sup> year	2	○	○	○	
Courses on basic educational theories	Introduction to Education	2 <sup>nd</sup> year	2	○	○	○	
	Educational Psychology	2 <sup>nd</sup> year	2	○	○	○	
	Educational Systems	2 <sup>nd</sup> year	2	○	○	○	

Courses on curriculums and teaching methods	Educational Curriculum Theory <sup>(*1)</sup>	2 <sup>nd</sup> year	2	○	○	○	Educational Curriculum Theory, Teaching Methods (for respective subject), Special Activities and Educational Methods are required courses. (Math Teaching Methods 2 and Moral Education are required for Class 1 JHS Licenses.)
	Mathematics Teaching Methods 1	2 <sup>nd</sup> year	2	○	○	×	
	Mathematics Teaching Methods 2	2 <sup>nd</sup> year	2	○	△	×	
	Mathematics Teaching Methods 3	2 <sup>nd</sup> year	2	○	○	×	
	Mathematics Teaching Methods 4 (Former: Practical Guidance for Teaching Mathematics)	2 <sup>nd</sup> year	2	△	△	×	
	Information Science Teaching Methods 1	3 <sup>rd</sup> year	2	×	×	○	
	Information Science Teaching Methods 2	3 <sup>rd</sup> year	2	×	×	○	
	Moral Education	3 <sup>rd</sup> year	2	○	△	△	
	Special Activities <sup>(*2)</sup>	3 <sup>rd</sup> year	2	○	○	○	
	Educational Methods <sup>(*3)</sup>	3 <sup>rd</sup> year	2	○	○	○	
Courses on student guidance, educational counseling and career guidance	Student Guidance, Counseling	2 <sup>nd</sup> year	2	○	○	○	
	Career Guidance	3 <sup>rd</sup> year	2	○	○	○	
Teaching Practicum	Teaching Practicum 1	4 <sup>th</sup> year	4	○	□	□	Teaching Practicum 1 is required for Class 1 JHS Licenses.
	Teaching Practicum 2	4 <sup>th</sup> year	2	-	□	□	
	Pre and Post Guidance for Teaching Practicum	4 <sup>th</sup> year	1	○	○	○	
Teaching Practice Exercises	Teaching Practice Exercises (Jr. & Sr. High)	4 <sup>th</sup> year	2	○	○	○	For students admitted after AY2010
Total	At least 31 credits for Junior High 1 <sup>st</sup> Class, or at least 23 for Senior High 1 <sup>st</sup> Class must be earned for courses in this category. At least a total of 59 credits must be earned both for courses in this category and subject-related courses.						

○:required, △:elective, □: Either one of the courses must be taken. ×: Credits earned for Math. Teaching Methods do not count among those for Information Science Teaching Methods and vice versa.

○ Other courses provided for in Paragraph 6, Article 66 of the Ordinance

< Class 1 JHS Teaching License (Mathematics), Class 1 SHS Teaching License (Mathematics / Information Science)>

Courses designated in the ORDINANCE	Courses provided at the UoA	Math		Inform.	Credits
		Class 1 JHS	Class 1 SHS	Class 1 SHS	
Constitution of Japan	Constitution of Japan	○	○	○	2
Physical Education	Physical Activity 1	○	○	○	1
	Physical Activity 2	○	○	○	1
Communication in Foreign Languages	English for Computer Science: Listening and Speaking 1 (Old name: English for Computer Science: Listening and Reading 1 (Reception level 1))	○	○	○	1
	English for Computer Science: Reading and Writing 1 (Old name: English for Computer Science: Speaking and Writing 1 (Production level 1))	○	○	○	1
Operation of information appliances	Computer Literacy I	○	○	○	4
Total	○ : Required <u>All of 10 credits are required at the UoA.</u>				

### 3 Teaching Practicum

Students participate in the teaching practicum in their 4<sup>th</sup> year. Those who plan to participate in the teaching practicum must fulfill the requirements indicated below, in principle.

#### [Students admitted after AY2019]

Students are required to have earned at least 11 credits for six of “Courses Concerning Basic Understanding of Education” under the category of “Courses Concerning Basic Understanding of Education, Etc.” by the end of the 3<sup>rd</sup> quarter of their 3<sup>rd</sup> year in the undergraduate school.

As for courses for “Subject Teaching Methods” under the category of “Courses Related to Subjects and Teaching Methods”;

- Those planning to participate in the teaching practicum in mathematics at junior high school are required to have earned at least 8 credits for 4 courses.
- Those planning to participate in the teaching practicum in mathematics at senior high school are required to have earned at least 6 credits for 3 courses.
- Those planning to participate in the teaching practicum in information science at senior high school are required to have earned at least 4 credits for 2 courses.

#### [Students admitted before AY2018]

Students are required to have earned at least 10 credits for 5 courses of Courses Related to Teaching Profession by the end of their 2<sup>nd</sup> year in the undergraduate school.

On top of that, they must individually obtain informal consent of the junior/senior high school from which they graduated regarding their acceptance in the following year as a student teacher in their 3<sup>rd</sup> year. For details, please talk to faculty members teaching “Courses Related to Teaching Profession.”

### 4 Care-giving Experience, Etc.

Based on the Act on Special Provisions concerning the Education Personal Certification Act in Relation to Granting Regular License Teachers of Elementary Schools and Lower Secondary Schools (established in 1997), individuals who seek to obtain a teaching license for elementary or junior high schools (those who seek to obtain Junior high school 1<sup>st</sup>-class teaching license at the UoA) are obligated to gain experience in giving care to physically challenged or elderly people.

(1) Who are obligated to participate in this program

Individuals seeking to obtain a junior high school 1<sup>st</sup>-class teaching license (Math.)

(2) Duration of Care-giving Experience

Individuals must participate in the total of seven-day program in the second semester of the 3<sup>rd</sup> year: two consecutive days at a special education school and five consecutive days at a social welfare facility, etc.

(3) Necessary Procedures

An explanatory meeting for relevant students is scheduled for the end of April. Please follow the instructions given at the meeting and submit the application documents together with the necessary payment at a later date. The university collectively makes the due applications to special education schools and social welfare facilities.

(4) Note

Students who plan to have care-giving experience must undergo the medical checkups in April and May at the UoA and a health certificate. This is required for the purpose of the health management of students of special education schools or users of social welfare facilities. Please refer to “III Student Life, 2 Procedures (6) Issuance of Certificates” in this book in order to apply for the issuance of a health certificate.

Students who missed the medical checkups at the UoA must individually undergo medical checkups at a medical institute to obtain a health certificate for submission before their care-giving experience.

\*Purchase of liability insurance

Students participating in the teaching practicum and/or the care-giving experience program must purchase student liability insurance (“B Course, Internship Reparation”) in case that students have to accept legal liability for damages, such as injuring someone by accident, breaking someone's property.

The purchase procedures will be explained at the explanatory meeting. For further inquiry, please contact the Student Health and Welfare Services Section of the Student Affairs Division.

## III. Campus Life

### III-i Campus Life

#### 1. Announcements to Students

Announcements will be emailed to students. The same is available via the “Announcements” and the “Bulletin Board” on the forum page of the Academic Administration System. Please frequently check them.

No requests for paging, sending messages, or forwarding calls to students via the on-campus public address system are accepted. The students should make sure that their families and others concerned are well aware of this rule.

#### 2. Student Identification (ID) Card and How to Request Issuance of a Certificate or Report of Changes in Your Status

The following requests should be made at the Student Affairs Division (Open: from 8:30 a.m. to 5:00 p.m. on weekdays Close: Saturdays, Sundays and holidays.) Please note that some of the following requests may not be accepted between noon and 1:00 p.m.

##### (1) Student ID Card

1-1 Your ID card is necessary when:

- a. Requesting issuance of and receiving certificates at the Student Affairs Division;
- b. Checking out books from the University Library; and
- c. Entering UoA buildings outside normal hours and unlocking facilities such as SRLU (Study and Research Living Unit.)

1-2 Observe the following rules.

- a. Do not lend your ID card to others.
- b. Should your ID card be lost or stolen, or to update its information, immediately contact the Student Affairs Division.
- c. Upon graduation, transfer to other university, withdrawal or dismissal from the UoA, please return your ID card to the Student Affairs Division promptly.

##### (2) Student ID Card Re-issuance

When your ID card is damaged, lost, or the information on the ID card needs to be changed, please submit the form “Application for Re-issuance of the Student ID Card” immediately.

##### (3) Address/Phone Number Change

When your address is changed after admission, please hand in the form, “Address Change Report.” This report is also necessary when your phone number is changed.

##### (4) Change of Guarantor/Guardian or His/Her Address

Should your guarantor/guardian, designated at the time of admission, die, or if there is a change in the guarantor ‘s/guardian’s address or other registered information, hand in the form, “Report Regarding the Change of the Guarantor/Guardian or His/Her Address.”

##### (5) Change of Your Name or Permanent Residential Address

If you changed your name or permanent residence reported upon admission, hand in the form, “Name/Permanent Residence Address Change Report”, along with a copy of your family register (for international residents, a copy of their passport).

##### (6) Issuance of Certificates

To obtain the following certificates, use the certificate issuing machine located in the Student Affairs Division. AINS account (student ID number) and password are required for issuance.

- a. Certificate of Enrolment (Japanese/English)
- b. Transcript of Academic Performance (Japanese/English)
- c. Certified Medical Examination Data Record\*

\*The Certified Medical Examination Data Record is available only for those whose health checkup result was not abnormality by the university medical doctor and upon health checkups. Issuance of the Certified Medical Examination Data Record is available only from every June to March.

For the following certificates\*, submit the form “Request for Issuance of Certificates” to the Student Affairs Division. These certificates will be ready after 1:00 p.m. on the next business day.

- a. Certificate of Expected Graduation (Japanese/English)
- b. Graduation Certificate (Japanese/English)
- c. Certificate of Expected Completion of the Graduate Program (Japanese/English)
- d. Completion Certificate (Japanese/English)

\* For the purpose of advancement to a graduate school and/or job hunting, print the “application for employment and educational certificates” from your personal portal page. Obtain the research advisor’s seal or signature and submit it to the Student Affairs Division to receive approval.

Please see the Reference Manual (employment) of Academic Administration System:

[http://web-int.u-aizu.ac.jp/official/students/sad/doc/CS\\_employment\\_stu\\_j.pdf](http://web-int.u-aizu.ac.jp/official/students/sad/doc/CS_employment_stu_j.pdf)

(7) Certificate for Student Discount of Train Fare

Please use the machine placed in the Student Affairs Division to obtain the Certificate of Eligibility for Train Fare Discount for Students.

Please note the following:

- a. Tickets for one-way trips of less than 100km are not applicable for discount.
- b. Use of the discount coupon is limited to the student who received it.
- c. The discount coupon is valid for three months from the date of issue within the enrollment period at the UoA.
- d. The 20% off regular adult fare is provided.

(8) Commuter Certificate

For a commuter certificate, use the form “Request for Issuance of the Commuter Certificate.”

※ To buy a commuter pass of Aizu Bus Company, please fill out the Aizu-Bus form and hand it in to the Student Affairs Division together with the “Request for Issuance of the Commuter Certificate” form. The certificate will be ready after 1:00 p.m. on the next business day.

(9) Group Excursion Application

University-authorized group excursions are applied the discounts mentioned below. Hand in the University-designated form, “Group Excursion Application Form,” to the Student Affairs Division along with a travel-agency-designated registration form.

The authorization will be issued after 1:00 p.m. on the following business day.

Before making a group excursion application, please note the following:

- a. The excursion must have 15 or more attendees and must be accompanied by a faculty member of the University.
- b. Discount rates
  - Railways and ferries: 50% off regular adult fare
  - JR buses: 20% off regular adult fare
- c. The registration form must be handed in to a station, a tourist center at the station, or a major travel agency at least 14 days prior to the excursion.

(10) Application to Establish a Student Organization

To establish a student organization for which activities will be conducted officially on campus, for example, student clubs and circles, it is necessary to have 2 representative students, and 1 UoA faculty member as its supervisor. Hand in 2 copies of the form “Application for Establishment of a Student Organization” to the Student Club Association; one for the Student Club Association and the other for the Student Affairs Division.

(11) Continuation of Student Organizations (student clubs/circles)

For continuation of student organizations in the following academic year, please submit this application form to the Student Affairs Division through the Student Club Association by every March 31. Failing to do this procedure will lead discontinuation of organizations.

(12) Off-campus Group Activities/Meetings

To organize off-campus group activities or meetings, including training camps and away games that use the University name, submit the form “Application for Off-campus Group Activities/Meetings,” to the Student Affairs Division at least 3 days before the activity.

(13) Posting Notices, Posters, or Signboards on Campus

Approval must be received before posting notices on campus. To request approval, bring 1) the notices, 2) one

A4-sized photocopy of all of the notices, and 3) the form “Application for Posting Notices on Campus” to the Student Affairs Division or the General Affairs Section the General Affairs and Budget Division.

(14) Distribution of Flyers and Other Documents on Campus

Distribution of flyers and other unofficial documents, etc., or carrying out a signature-collecting/fundraising campaigns on campus requires approval. Fill out the form, “Application for Distribution of Documents on Campus,” and hand it in to the Student Affairs Division or the General Affairs Section, the General Affairs and Budget Division along with documents for distribution.

(15) Request for Excused Absence

1. Students’ “absence” from classes for reasons on left section of the following list shall be handles as “not absent” from classes during the periods written in the middle section of the list, in principle.

[Table 1]

Reasons for absence	Period of absence	Documents
1.1 Bereavement leave	- Death of a spouse: Up to 10 days, - Death of a family member in the first degree of kinship: Up to 7 days - Death of a family member in the second degree of kinship: Up to 3 days (Including Saturdays, Sundays, and holidays)	Documents for which proof your family’s death such as a letter of mourning ceremony.
1.2 Infectious diseases based on Item 1, Article 18 of the Enforcement Regulations for the School Health and Safety Act (Law No.18, 1958)	Period based on Article 19 of the Enforcement Regulations for the School Health and Safety Act	Medical certificate or prescription to confirm infection.
1.3 Stoppage or delay in public transportation due to natural disasters, etc.	Period of Stoppage or delay in public transportation	A certificate of delay issued by the public transportation
1.4 Requirement to attend a trial as a lay judge	Period of attendance of a trial as a lay judge	A written notification from a court
1.5 Participation in extracurricular activities and/or exchange programs, etc. upon request by the University	Period requested by the UoA	
1.6* Other academic and/or extracurricular activities approved by the Academic Affairs Committee (or by the Chairperson of the Academic Affairs Committee when it is not possible to hold a meeting, having confirmed the opinions of each committee member).	The period approved by the Academic Affairs Committee (or the Chairperson of the Academic Affairs Committee when it is not possible to hold a meeting, having confirmed the opinions of each committee member) A student is allowed this absence only once every quarter.	Documents confirming the details and date of the activities in question

2. In addition to the table 1, absence from classes for reasons on the far left of the following list may be handled as “not absent” from classes at the discretion of class instructors.

[Table 2]

Reasons for absence	Period	Documents
2.1 Marriage	Student’s own marriage: Up to 5 days	Resident card, etc.

	Student's family member within the second degree of kinship: Up to 2 days	
2.2 Employment examination (interview and written exam) confirmed by the Office for Employment Support prior to submission of a request to the Student Affairs Division	Period of the examination	Documents to provide the employment examination day(s)
2.3 Teaching practice or nursing care experience, etc.	Period for the teaching training, etc.	

3. When students will be absent from classes for reasons given in table 1 and 2, please submit 1) a request for excused absence (Form 1) and 2) required documents listed on the tables 1 and 2 to the Student Affairs Division in advance. If it is not possible, however, students can submit the documents to the Student Affairs Division after their absence.
4. Notwithstanding Article 3, graduate students, when they will be absent for reasons listed in Item (6), must report their absence by submission of a (Form 1) at least one month before the date of absence.
5. Regardless of the table 1 and 2, when absence from courses is needed due to sick or other reasons for long time, students are required to report it to the Student Affairs Division.
6. Request for excused absence (Form 1) is available at the Academic Affairs Section, Student Affairs Division, or on the web; <http://web-int.u-aizu.ac.jp/official/students/sad/stsa39.html>
7. Class instructors may give absentees additional assignments, reports, etc. concerning class content provided on the date of their absences as necessary. Please contact instructors who are in charge of the courses directly.
8. At the discretion of the instructor, you may be required to complete assignments, reports and other studies. Please check with the instructor directly regarding the assignments.

(16) Use of a Classroom

For use of classrooms\* for purposes (except classes), please submit the form "Application for Use of a Classroom," to the Student Affairs Division by 4:00p.m. on one day before the date of use. Same-day bookings are not accepted, in principle.

\*For protecting IT equipment, eating and drinking in the classroom is restricted. Please follow the rules and use the facilities properly.

(17) Use of the Conference Room on the 3rd Floor of the Student Hall

For student use of the conference room, please submit the form "Application for Use of the Student Hall Conference Room," to the Student Affairs Division. Please note that the booking is accepted from 2 days before the date of use to noon of the scheduled date of use.

Note: Approved hours of use may be changed for inevitable reasons, such as official use by faculty or administrative staff, etc.

(18) Borrowing Sports Gears

Write your name on the checkout log at the Student Affairs Division to borrow the following sports gears; sets of softball, tennis, table tennis, badminton, footballs, volleyballs, and basketballs.

(19) Parking Lot

Students may only use the West parking lot. Do not use the East parking lot of the Research Quadrangles and the North parking lot of the Lecture Hall, which are designated for faculty use only.

(20) "Somei House" - the On-campus Dormitory,

"Somei House" accommodates 100 undergraduate freshmen and privately-financed international students. The building inside has eight living units, each of which has one Student Resident Assistant (SRA.)

### 3. Scholarship Programs for International Students

Calling for applications to scholarships for international students is conducted by e-mail. Also, scholarship information is available in the "Announcements" and the "Bulletin Board" on the Forum page of the Academic Administration System. For details, please contact the Health and Welfare Services Section, the Student Affairs Division (e-mail: cl-health-welfare@u-aizu.ac.jp). The availability of scholarship programs is limited, and recipients will be selected on a competitive basis.

For details, please inquire at the Academic Affairs Section, the Student Affairs Division.

### 4. Job-hunting Support

Job-hunting-related information is offered via the Academic Administration System; namely the "View Graduate" of the "Recruit" page, the "Forum," and the "Bulletin Board." It is provided through AINS email, posters, and guidance, too. The information below is available on the UoA website; click the headline "Career" on the "Guidance to Students" page.")

#### (1) The Office for Employment Support

- Available services: Information on companies, job offers, tutorial on entry sheets, and preparation for job interviews.
- Location: Student Hall 2F, near vending machines
- Contact: Office for Employment Support (Tel 0242-37-2790)

Student Health and Welfare Services Section (Tel 0242-37-2515)

e-mail career@u-aizu.ac.jp

#### (2) Career Development Guidance

- See posters and the Academic Administration System for some guidance in May and July.
- No preregistration needed for guidance session by visiting instructors.
- Main features include how to select career, job aptitude test, internship, and public servant exams.

#### (3) Career Design II

- Visiting instructors will be invited for speeches, graduates for career study. And personnel managers will offer mock interviews for your practice. This course is optional for undergraduates. Graduate students are welcome, too. (15 sessions will be offered starting from October.)

#### (4) To read job application report

Reports from previous students based on their job interviews/exams are available.

URL <http://web-int.u-aizu.ac.jp/official/students/sad/jyukuken.html> \*internal access only

#### (5) To report your job hunting status via Academic Administration System

- Career preferences: Key in your preferences of career. Information will be given based on it.
- Job-hunting status: On the system, you can record job-hunting status per company you apply.
- Employment/admission report: Please report information about the job you got or school you passed.

Please avoid giving no updates to the UoA; otherwise, you will receive reminders by post/email repeatedly.

#### (6) Career-tasu UC

Career-tasu UC provides information on job offers targeted for UoA students.

<https://st.uc.career-tasu.jp/login/?id=843b4cb9c49e5396ac933922545d621f>

\* ID/ Password to access Career-tasu UC: ID/Password will be provided upon the career guidance and through the "Forum and Bulletin Boards" on the Academic Administration System.

#### (7) Certificates required for job/education.

When you need certificates for career or education-related purposes, 1) print the request form on the Academic Administration System, and 2) submit the form to the Student Affairs Division. On the request form, you need to obtain signature of your thesis advisor. It takes two working days at least to receive approval of certificate issuance.

After the list of issuance request indicates "approved", you can print these certificates on the certificate issuance machine in the Student Affairs Division. (If you need certificates in strictly sealed envelope, please access to the counter at the Student Affairs Division.) Further operational instructions are available on the manual of the Academic Administration System.

<List of Available Certificates>

- Certified academic transcript (in Japanese or English)
- Certificate of Expectation of Graduation/Completion (in Japanese or English)
- Recommendation Letter
- Certified Medical Examination Date Record (in Japanese or English) only for students who signed up for on-campus medical check every year.

(8) How to search/register on-campus career events

On the Academic Administration System, please access to the “Recruit” page and see the “Guidance Information View/Apply.” The “Announcements” and the “Bulletin Board” on the Forum page, and posters are also available.

(9) Job Hunting Subsidy "University of Aizu Supporter's Association Job Hunting Travel/Accommodation Expense Subsidy Program"

The University of Aizu Supporter's Association provides a partial subsidy for the transportation and accommodation expenses that students occur during their job hunting activities. The expenses covered by this subsidy are transportation and accommodation expenses incurred in order to attend company information sessions and take employment examinations. Transportation and other costs incurred during internships are not included.

In order to receive the subsidy, students must submit a request form along with receipts for their travel/accommodation expenses. The request forms, etc. are available at the Student Affairs Division service desk.

\*Students can only apply once during enrollment for a maximum of 10,000 Yen.

\*Only undergraduates are eligible.

\*Only activities beginning in or after March of the 3<sup>rd</sup> year of the undergraduate program are eligible.

## 5. Personal Accident Insurance for Students Pursuing Education and Research

(Including special coverage for periods of commuting school, etc.)

(1) Conditions for Insurance Payment

This insurance covers physically injuries due to any sudden accident during 1) a study/research activity at the University, 2) commutation between students' residence and University facilities, or 3) transit between University facilities.

The term “during a study or research activity” above refers to the following cases:

A. During regular classes

This case encompasses the period of participating in class activities such as a lecture, an experiment, a practical training, an exercise, or a drill (hereinafter referred as “class activities.”)

- a During the period being involved in study and research for a graduate thesis or master's or doctoral dissertation under the supervision of an advisor, except for being involved in such activities in the place mainly used for the student's private life.
- b During the period of preparation for a class or cleaning up after classes under the supervision of an advisor, or being involved in study and/or research at a location for class activities, the University Library, a material room, or a language facility.
- c During the period of regular courses at other domestic/international institutes based on the provision provided for in Article 28 of the Standards for Establishing Universities or Article 15 of the Standards for Establishing Graduate Schools.

B. During UoA's events

This case includes the period during which the student is participating in an event hosted by the UoA as a part of educational activities, such as an entrance ceremony, an orientation, or a graduation ceremony.

C. During the period that a student is on campus, other than the cases A and B above. This case includes the period during which the student is in a facility that is owned, used, or managed by the UoA for the purpose of education. Exceptions include periods during which the student is in “Somei House” and which the University prohibits access to the facility, or any place to which the UoA prohibits access to, or when the student is engaged in an activity prohibited by the UoA.

D. During the period that a student is engaged in an off-campus extracurricular activity approved by the UoA

This case includes the period during which the student is engaged in a cultural or sports activity under the

control of a student organization of the University which has been approved by the University through procedures prescribed in the University regulations, except when he or she is at a place prohibited by the University or on the premises during hours prohibited by the University, or is engaged in activities prohibited by the University.

E. On the way to or from a UoA facility

While commuting between a residence and a UoA facility to attend classes, UoA events or extracurricular activities, etc. through a rational route, excepting methods or means of transportation prohibited by the UoA.

F. While moving between facilities owned, used or managed by the UoA

While moving between facilities owned, used or managed by the UoA to attend classes, for UoA events or for extracurricular activities through a rational route excepting methods or means of transportation, etc. prohibited by the UoA

(2) Cases Not Covered by the Insurance

This insurance does not cover the time period of cases involving the following deliberate acts, fighting, criminal acts, illness, earthquakes, volcanic eruptions, tidal waves, war, riots, injury from radiation or radioactivity, driving without a license, driving while intoxicated, hazardous extracurricular sports performed off campus, and so on.

(3) Insurance Period

This insurance covers a period extending from the first day of the month the student enters the University until the last day of the month that the student is expected to graduate from the UoA or complete a program at the UoA.

(4) When an Accident Occurs

Should an accident occur during a regular class, a university event, or an extracurricular activity, it must be reported to the Student Affairs Division as soon as possible. Also please note that students may not claim insurance funds for unreported accidents to the Student Affairs Division.

## 6. Individual Lockers (for Undergraduates)

Individual lockers are installed at the lecture hall for student convenience. A locker is provided for each student, so please be responsible for your locker by yourself. The loan period is for three years. Please keep your locker clean and organized at all times. If you damage or disfigure your locker, or lose your locker key, please immediately report to the Student Affairs Division. In that case, you will make compensatory payment for the cost.

## 7. Apartment Houses, Boarding Houses, etc.

Information on apartments and boarding houses for students is available on the university website. You, as tenants, should follow local rules of relevant residential areas and avoid disturbing neighbors.

## 8. Sports Facilities

(1) Use of Sports Facilities

The University has an athletic field, tennis courts, and a gymnasium, a swimming pool, and a martial arts hall. These facilities are open for regular classes and other activities. Availability of those facilities for non-class activities is noted below. (Reservation is not necessary.) When using sports facilities, the instructions for use provided for in “9. Rules for Users of Sports Facilities of the University of Aizu” below must be observed.

Users are required to bring their own equipment. Rackets, balls and nets, etc. are available at the Student Affairs Division. Reservations are necessary for use during periods unspecified in the table below. For further details, refer to “8. University Regulation Regarding Use of Sports Facilities” as follows.

Table 1: Operational Information

Facilities	Open to;	Open on;	Hours;
Athletic Field, Tennis Courts, and Gymnasium (Excluding Marshall Arts Hall)	UoA Students, Faculty, and Administrative Staff	Monday through Friday (Excluding long vacation periods, etc.)	12:30 - 13:20
Swimming Pool		Mondays, Wednesdays and Fridays (Excluding long vacation periods, etc.)	17:00 - 18:00

<Notes>

1. Futsal, or indoor football, is not allowed in the gym.
2. The swimming pool is available only when a lifeguard is on duty. Changes of the swimming pool availability will be posted on the whiteboard at the entrance of the gym.
3. The facilities noted above may be closed for classes or university events. To get updated information, please contact the Student Affairs Division.
4. For prevention of theft, be cautious about property loss and do not leave your belongings in the locker room.

(2) Fitness Gym; SRLU

SRLU; Study and Research Living Unit, is a gym equipped with a body-sonic system and training machines.

1. Open Hours

All UoA students, faculty and administrative staff can access SRLU in anytime (24 hours).

However, use may be restricted during facility maintenances.

2. Locking/Unlocking

Use your ID card to unlock the self-locking system at SRLU.

3. Instructions

- a. Do not over exercise. Consider your physical strength and condition to avoid a risk of injury. Also take extra caution for night use.
- b. Family and friends of students, faculty members and administrative staff of the UoA are not permitted to use the facility.
- c. Observe and comply with all the rules. Do not damage exercise machines, etc.  
When you damage equipment, etc., report it to the Facility Section, the General Affairs and Budget Division (ext. 2118.) The recovery cost of the damage shall be charged to you in case you fail to follow the usage rules.
- d. No outdoor footwear is allowed. Place outdoor shoes in the shoe rack. And use indoor shoes.
- e. Do not take equipment out from SRLU.
- f. Neither eating nor smoking is permitted.
- g. Do not bring valuables to avoid theft risks. Take all your belongings when leaving.
- h. Showers are available for 24 hours.

## Regulation Regarding Use of the University of Aizu's Sports Facilities

### Article 1

(Purpose)

- 1.1 These articles comprise the regulations regarding use of the sports facilities of the University of Aizu ("sports facilities").

### Article 2

(Definition)

- 2.1 The term, "sports facilities" shall include the athletic field, tennis courts and the gymnasium, which is equipped with a sports room, a swimming pool and a martial arts room.

### Article 3

(Person responsible for authorizing use)

- 3.1 The Director of the Student Affairs Group shall have the authority to grant approval to applications for use of the sports facilities.

### Article 4

(Purpose of Use and Qualifications of Users)

- 4.1 Use of the sports facilities is granted when:
- (1) a main event of the University is being conducted;
  - (2) a student of this University is undertaking extracurricular activities;
  - (3) a social welfare activity for teachers and staff of the University is being conducted;
  - (4) the Director of the Student Affairs Division deems that a request to use the sports facility is appropriate.

4.2 Sports facilities may be used only by the students, faculty or staff of this University. However, any other person who is approved by the Director of the Student Affairs Division may also use the sports facilities.

#### **Article 5**

(Schedule of Use, Etc.)

5.1 The period and hours of use of the sports facilities and the person assigned to open and close the doors shall be as specified in the attached table.

5.2 The above clause notwithstanding, the dates and hours of use may be changed, should the Director of the Student Affairs Group deem it necessary for managerial reasons.

5.3 The key of the sports facilities shall be kept by security guard.

#### **Article 6**

(Application for the Use of Sports Facilities)

6.1 Those who wish to use sports facilities must hand in an application for use of the relevant sports facility (Application Form No. 1) to the Director of Student Affairs Division no later than 3 days before the intended date of use and must obtain the approval of the director.

6.2 Regarding use of sports facilities for extracurricular activities for the Club Association, the representative of the Club Association must hand in an application for the use of the relevant sports facilities (Application Form No. 2) to the Director of Student Affairs Division before the 25<sup>th</sup> day of the month preceding the month for which use is requested, and obtain the approval of the director.

6.3 Regarding use of sports facilities for sports meetings, etc., the representative of the Club Association or any other persons planning to use the sports facilities, must attach a document describing the details of the sports meetings, etc., (Application Form No. 3) to their respective applications for use as specified in the above two clauses.

#### **Article 7**

(Approval for Use)

7.1 The Director of the Student Affairs Division shall approve the use of the sports facilities when an application is duly made in accordance with Article 6.1, except in any of the following cases.

(1) The use of sports facilities is likely to interfere with lessons or extracurricular activities of the University.

(2) The use of the sports facility is likely to lead to damage or result in a loss to the sports facility.

(3) The user is likely to fail to observe these regulations or the rules for users of sports facilities established by the President, and the user is likely to fail to follow the advice or instructions of the staff in charge.

(4) The Director of the Student Affairs Division regards the use as inappropriate.

7.2 The Director of the Student Affairs Division shall approve the use of the sports facilities when an application is duly made in accordance with Article 6.2 with submission of an application for permission of the use of the relevant sports facilities (Application Form No. 4). However, the period of the use of the relevant facilities, which can be permitted with submission of the application form provided for in Article 6.2, shall be the maximum of six months, and this period must NOT exceed the financial year for which the first day of the use is started.

7.3 The Director of the Student Affairs Division may attach additional terms of use to the approval described in the above clause (hereinafter referred to as "CONDITIONS FOR APPROVAL.")

#### **Article 8**

(Cancellation of Approval, Etc.)

8.1 If a person who has obtained approval for use according to Paragraph 7.1 of Article 7 (hereinafter referred to as "USER") violates the regulations or CONDITIONS FOR APPROVAL, the Director of the Student Affairs Division may cancel the approval and prohibit the USER from using the relevant sports facility.

#### **Article 9**

(Prohibition of Subletting)

9.1 The USER may not sublet sports facilities to a third party.

#### **Article 10**

(USER's Obligation to Preserve Facilities)

- 10.1 The USER must observe the rules for USERS of sports facilities and always maintain good conditions for the sports facilities and equipment.
- 10.2 Maintenance of sports facilities and managerial adjustments regarding use for extracurricular activities of the student body should be conducted independently, in principle, under the leadership of the representative of the Club Association.
- 10.3 The last USER to make use of sports facilities in a given day must check to ensure that nothing is out of order when the USER has completed his or her activities at the sports facility. If the USER finds anything out of order, it must be reported promptly to the Director of the Student Affairs Division.
- 10.4 If the USER damages or loses an item or equipment from the sports facility, either accidentally or on purpose, the USER must restore the facility or equipment to its original state, or pay compensation for damages.

**Article 11**

(Supplementary Provisions)

- 11.1 Other details not stated in this outline concerning the use of sports facilities shall be regulated by the Director of the Student Affairs Division as necessary.

**Additional Provisions (Omission)**

**Attached table** (Related to Article 5)

Facility	Seasons open for use	Available hours	Access		Remarks
			Duration	Opening and closing	
Athletic Field	Year-round	Whenever usable	Permitted hours	The individual receiving the permission for use must open and close the facility.	Use may be prohibited depending on weather conditions.
Tennis Courts	Whenever usable	"	"	"	"
Gymnasium	Year-round	6:00-22:00	"	"	
Swimming Pool	"	6:00-22:00	"	"	Use is allowed only if it satisfies the life-guard requirements established by the University and if a UoA PE teacher approves.
Martial Arts Hall	"	6:00-22:00	"	"	In principle, use is limited to cases permitted by a UoA PE teacher.

Note: This chart applies to usage by UoA students, faculty and staff.

**Rules for Users of the Sports Facilities**

Use of the university's sports facilities is conditional to observing both the Regulations Regarding Use of the University of Aizu Sports Facilities as well as the following rules.

<Common Rules>

1. Users must strictly adhere to the purpose of use and allotted time slot for which they received approval.
2. After use, the facility and any equipment must be cleaned and returned to their original condition.
3. Users must make their best effort to prevent damage to, or loss of facilities and or equipment. Any damage or loss must be promptly reported to the Student Affairs Division.
4. Users must not take any facility equipment or articles out of the facility.
5. Smoking, eating, and drinking are not allowed within the facilities.
6. Do not bring hazardous objects, such as heaters or stoves (except when approved), or any other items inappropriate for the facility.
7. Follow all instructions of the person responsible for administration of the facility.

8. Rules for exceptional cases not mentioned here shall be determined as needed.

#### <Facility-Specific Rules>

##### ***Athletic Field***

1. Do not use the field when it has been weakened, or may have been weakened by snow, rain, etc.
2. When using the track, do not use spikes/cleats other than those designed for track and field use.
3. Do not use shoes with spikes/cleats on the turf area.
4. The athletic field is sometimes used as a heliport for transporting emergency medical patients. In that event, immediately cease use of the ground, and follow the instructions of the security personnel.
5. Baseball or softball batting and fielding practice, or any other kind of practice involving the hitting of balls is not allowed.

##### ***Tennis Courts***

1. Tennis shoes must be worn on the tennis courts. Users must change into tennis shoes at the entrance.
2. When multiple requests have been received for use of the courts, you may have to share the courts with other employees or students.

##### ***Gymnasium***

1. Users must change into gym shoes at the entrance, and place their outdoor shoes in the shoe box.
2. Do not leave the gymnasium in your gym shoes.

##### ***Swimming Pool***

1. Do not swim when sick or when experiencing any physical ailment.
2. Do not swim on an empty stomach, immediately after eating, or immediately after intense exercise.
3. Do not swim while under the influence of alcohol.
4. In order to prevent accidents, refrain from swimming alone, and check on other swimmers. In the event of an accident, immediately provide first aid and contact a physical education faculty member, or the Student Affairs Division.
5. Remove outdoor shoes in the entrance to the locker room.
6. Changing of clothes must be done in the pool locker room on the first floor.
7. Shower before entering the water. Enter the water quietly, after warming up thoroughly.
8. Goggles and swimming caps must be worn in the pool.
9. Sunscreen and tanning lotion must not be worn in the pool.
10. Please take care of spit, phlegm, and mucus in the overflow area.
11. After using the pool, please gargle, use the eye wash, and shower.

##### ***Martial Arts Hall***

Remove your indoor shoes at the entrance and enter with bare feet.

##### ***Locker Rooms***

Users are responsible for storing their personal belongings in lockers, etc.

(Take sufficient precautions to prevent theft, and do not leave valuables in the changing room.) Do not forget to take your belongings with you when leaving.

## **9. Health Insurance**

This item is not applicable to international students. Therefore, item 10 shall be omitted.

## **10. Health Management**

A key to a successful campus life is “good health.” The University offers medical checkups, health consultations and counseling for good health. Feel free to visit the Nurse’s Room and the Counseling Room.

- (1) Nurse’s Room (Location: Room 148, 1F, Research Quadrangles South Building, Open from 9:00 a.m. to 4:00 p.m. on weekdays, Phone: 0242-37-2517)

First-aid treatment is available. A nurse is on duty basically 4 days in every weekday from 9:00 a.m. to 4:00 p.m.

If the room is closed, call the Student Affairs Division through the intercom near the door.

- a. Available services at Nurse’s Room

- Periodic medical checkups at the beginning of every academic year cover body measurements, eyesight, chest X-ray and internal examinations by University medical doctor. Announcements of checkups shall be posted in advance by email. All students are required to undergo those medical checkups for self-monitoring health conditions.
- First-aid treatments for injuries and sicknesses. Two hospital beds are available for resting.
- Quick health checks, such as blood pressure, eyesight and body composition (body fat)  
Testing of alcohol-compatibility and checking of stress are also available.
- Health consultation  
Feel free to visit the Nurse's Room for consultation on health, trouble or worries.
- Issuance of certified medical examination data records  
Certified medical examination data records, which will be necessary for students' job hunting activities, are issued upon request.

## (2) Counseling Room

Location: Room 252, 2F, Research Quadrangles North Building,

Opening Hours: 9:00 a.m. - 4:00 p.m. on weekdays,

Phone: 0242-37-2610,

E-mail: counseling@u-aizu.ac.jp

Counseling services by a professional are available for various concerns on daily difficulties, interpersonal relationships, future paths, lifestyle, personality, earning academic credits, etc. When you worry about something, even little things, please feel free to visit the counseling room at an early stage. Proactive measures at an early phase minimize a problem from worsening. Our professional counselor offers a wide range of support including counseling and consultation, so please do not hesitate to contact the Counseling Office. The Counseling Room may share the content of consultation with relevant faculty members and administrative staff after obtaining the students' consent to the disclosure.

### Services Available at the Counseling Room

- Workshops to deepen understanding about others and yourself
- Self-exploration tools
- A quiet environment for working on assignments or taking a rest
- Use of a workstation
- Relationship advice for making friends with other students

## (3) Smoking

Smoking is prohibited in the University premises including parking lots and the athletic field, with the exception of the designated smoking area.

## 11. Class Mentor System

At UoA, there is a class mentor system that covers students until they are assigned to a GT supervisor in their third year. The system creates opportunities for students to communicate with each other through class meetings, etc. It also gives students a place to talk to about their concerns regarding study, relationships, etc. by increasing the detail contact between students and faculty members.

### (a) Roles of Class Mentors

- a. Listen to students' concerns about academics, daily life, etc.
- b. Proactively promote communication between students' opportunities for meetings.
- c. Through class meetings, interviews, etc., detect students who do not have enough credits, have not registered for courses, or are underperforming academically.

### (b) Class Organization

Classes will be organized during new student orientation. Each of the 12 classes has approximately 20 students.

### (c) Class Representatives

Each class has class representatives (selected from the new 1<sup>st</sup> year undergraduates). The class representatives will plan class activities while acting as mediators between the class assistants and class mentor.

(d) Class Assistant

Each class has class assistants (2nd year and higher undergraduates). The class assistants serve to help operate class meetings, and they will coordinate between the class mentor and class members.

## **12. Extracurricular Activities**

The university education aims to foster students' self-motivated learning and well-balanced personality mentally, physically and emotionally.

Therefore, extracurricular activities are very important and meaningful to students in pursuing studies, enjoying hobbies and improving their abilities. Also, extracurricular activities help you deepen relationships with others through group encounters, and develop a character that honors regulations, accepts responsibility, and seeks independence.

Students are encouraged to participate in these activities and acquire well-balanced education.

## **13. Regulations for the Use of Club Rooms and Meeting Rooms of the University of Aizu**

### **Article 1**

(Purpose)

1.1 These regulations specify the terms of use of the of club rooms and the meeting rooms in the Student Hall and the club building of the University of ("Club Rooms and Meeting Rooms")

### **Article 2**

(Person Responsible for Authorizing Use)

2.1 The Director of Student Affairs Division shall have the authority to grant approval to applications for use of the Club Rooms and Meeting Rooms.

### **Article 3**

(Purpose of Use of the Rooms, Etc.)

3.1 Students of this University may use the Club Rooms and Meeting Rooms for the following purposes; however, other persons may also use the Rooms with the approval of the director of the Student Affairs Division:

- (1) When a student of this University is involved in an extracurricular activity;
- (2) When a social welfare activity for students of this University is being conducted;
- (3) When the Director of the Student Affairs Division deems that a request to use the Club Rooms and Meeting Rooms is appropriate.

### **Article 4**

(Schedule of Use)

4.1 The period and terms of use of the Club Rooms and Meeting Rooms are determined as follows:

- (1) An organization that the Director of the Student Affairs Division has approved of is allowed to use the Club Rooms during the approved school year.
- (2) An organization that the Director of the Student Affairs Division has approved of is allowed to use the Meeting Rooms for an approved period during the approved school year.

### **Article 5**

(Hours of Use)

5.1 The Club Rooms and Meeting Rooms may be used from 8:30 a.m. to 9:00 p.m. However, these Rooms may be used beyond the specified hours if the Director of the Student Affairs Division so approves.

### **Article 6**

(Procedures for Use)

6.1 The representative of the organization that intends to use the Club Rooms and Meeting Rooms should hand in

the predetermined form, the "Application for Use of the Club Rooms and Meeting Rooms (Form No. 1)" to the Director of the Student Affairs Division through the Student Association by the prescribed date at the beginning of the school year and obtain the "Written Approval (Form No. 2)" from the director.

#### **Article 7**

(Cancellation of Approval, Etc.)

7.1 If the person who has received permission for use of the Rooms ("User") violates the regulations or terms of approval, the Director of the Student Affairs Division may cancel the approval and prevent the user from using the Rooms.

#### **Article 8**

(Making Use of the Rooms)

8.1 When the user is ready to use the Club Rooms or Meeting Rooms, the user should give the name of the organization, etc, to a security guard and hand in his or her student identification card, and borrow the key from security. When use of the Room is complete, the user must return the key to security.

#### **Article 9**

(Users Obligations)

9.1 Users of the Club Rooms and Meeting Rooms must observe the following rules.

- (1) Users must observe the purpose and hours of use. If hours of use must be extended for inevitable reasons, Users must apply this extension to the Student Affairs Division along with the predetermined form, "Application for Extension of Hours of Use of Club Rooms/Rooms," and obtain approval.
- (2) Users must clean the Room, put all items in order, and take reasonable precautions to avoid damaging or soiling the Room. If a user damages or soils the Room, the user must promptly report that fact to the Student Affairs Division.
- (3) If a user damages or soils the Room either by accident or on purpose, the user must restore the facility to its original state or pay damage compensation.
- (4) No equipment in the Rooms may be removed.
- (5) No firearms, dangerous materials or other inappropriate items should be brought into the Rooms.
- (6) The User should take reasonable precautions against fire and theft, and must try to conserve electricity. After using the Room, the User must check for fire, turn off all lights, and lock the doors.
- (7) The User should not disturb the Users of other Rooms.
- (8) The User must follow the instructions of the staff of the Student Affairs Division and security guards.

#### **Additional Provisions**

This regulation shall be enforced as of August 16, 1994.

#### **Additional Provisions**

This regulation shall be enforced as of March 10, 2010.

### **14. Garbage Collection on Campus**

The garbage separation explained below must be strictly observed. Normal daily trash is collected only weekdays. .

◆ Garbage that should be disposed of in the designated garbage bins installed in the hallways

<b>Classifications</b>	<b>Disposal instructions</b>
Combustibles:	Drain off the water from garbage, if any. Before disposing of articles with a sharp point or broken ceramics, wrap them in newspaper etc.
Non-combustibles:	Same as above
Aluminum cans:	Rinse them. Other items composed of aluminum can also be disposed of as this classification.
Steel cans:	Rinse them. Other items composed of steel can also be disposed of as this classification.
PET bottles:	Rinse them. Dispose of their caps separately. Peel off the labels and discard as combustibles.
Bottles:	Rinse them. Dispose of their metallic caps separately and discard as non-combustibles.

◆ Garbage that should be put out in hallways

Classifications	Disposal instructions
Corrugated cardboard, newspaper:	Tie them tightly into a bundle with string crosswise. See below for advertisement inserts.
Magazines, glossy advertisement inserts:	Tie them tightly into a bundle with string crosswise.
Copy paper:	Tie them tightly into a bundle of 5 to 10 centimeters thick with string crosswise.

<Remarks>

- Only daily garbage (non-industrial garbage) described above will be collected.
- For disposal of garbage and waste which are not specified above, for example, office equipment, home electric appliances and bulky items, etc., follow the instructions below.

<Prohibitions>

- Drinking alcohol on campus is prohibited in principle. DO NOT dispose of alcohol cans and bottles on campus.
- DO NOT dispose of cigarette butts and ashes.
- DO NOT dispose of garbage taken from home.

<Instructions for Disposal>

- Office equipment (PCs, monitors, keyboards, printers, other peripherals, desks, chairs, lockers, etc.): Contact the Budget and Accounting Section or Facility Section.(Ext.:2221,2118 e-mail: [cl-budget@u-aizu.ac.jp](mailto:cl-budget@u-aizu.ac.jp),[cl-facility@u-aizu.ac.jp](mailto:cl-facility@u-aizu.ac.jp))  
\*Please note that computer peripherals disposable as ordinary trash only includes keyboards and mouse controllers. Disassembled computer parts should not be disposed of as ordinary trash.
- Printer toner cartridges: They must be disposed of separately from normal daily trash. Ask maintenance/recycling manufacturers for collection.
- Styrofoam wastes: Efforts on an individual basis to reduce Styrofoam wastes would be appreciated by asking relevant vendors to dispose of Styrofoam packing materials used for their products, if Styrofoam materials are not needed after unpacking. If you have no choice but to throw away Styrofoam materials, they must be put into plastic bags and be placed at locations designated for normal daily trash.  
\* Collecting time: From Monday to Friday excluding holidays and year-end/new-year holidays.  
\* Please make certain that other items for disposal other than Styrofoam are not contained in the bag for Styrofoam disposal.
- Electrical appliances  
\* Small electrical appliances: Dispose them as normal daily trash as "NON-COMBUSTIBLES."  
Example: Small electric appliances that can be put into plastic trash bags such as portable electric cooking stoves, coffee makers, table/desk lamps, etc.
- Refrigerators and TVs: Use professional services (paid) to dispose of these items. This must be done at the owner's expenses and responsibility based upon the "Home Appliance Recycling Law."
- Bulky items (industrial waste): Since the items below are not considered normal daily trash generated from University facilities, use professional services (paid) at the owner's expenses and responsibility.  
Bulky items include bicycles, sofas, skis, mattresses, etc.
- If you are uncertain of the procedures for disposal of items, or when wastes other than mentioned above need to be disposed of, contact the Facility-Section (ext. 2118, e-mail: [cl-facility@u-aizu.ac.jp](mailto:cl-facility@u-aizu.ac.jp)) in advance.

## 15. Lost and Found on Campus

- Sections responsible for lost/found on campus are as below;

Where articles lost/found	Contacts
Student Hall	The Student Health and Welfare Services Section (2F, the Student Hall) Phone: 0242-37-2515 Ext.: 6104 E-mail: <a href="mailto:cl-health-welfare@u-aizu.ac.jp">cl-health-welfare@u-aizu.ac.jp</a>
Lecture Hall	
Gymnasium	

University Library	The University Library (1F, the University Library) Phone: 0242-37-2545 Ext.: 7425 E-mail: library@u-aizu.ac.jp
Others (Research Quadrangles, Administrative Complex, Outdoor campus premises (e.g. parking lots))	The General Affairs Section, the General Affairs and Budget Division (2F, the Administrative Complex) Phone: 0242-37-2500 Ext.: 2216 E-mail: cl-general@u-aizu.ac.jp

**【Articles found on campus for which the owner is unknown】**

If you find an article on campus for which the owner is unknown, immediately take it to the respective sections according to the above table. If you find dangerous or suspicious objects, do not touch them and report the situation to the relevant sections.

**1. Articles for which the owner has been identified**

The owner will be contacted by relevant sections via e-mail. The owner, upon receipt of this e-mail, is requested to contact the section as soon as possible. Owners, when visiting the section, are requested to bring their ID cards with them.

**2. Articles, other than those containing personal information, cash, vouchers and jewelry goods, etc, for which the owner has not been identified**

Each of the above sections stores and keeps a list of these articles. When you have lost an article on campus, please contact the above sections. Please also note that these sections can respond to inquiries on articles limited to those lost on campus within three months following the date when they were found and reported to relevant sections.

**3. Articles containing personal information, cash, vouchers and jewelry goods, etc.**

The University has to report these articles to the police office within 7 days following receipt of these articles. If the finder of an article, for which the owner was unknown, reports the article to the University within 24 hours after s/he found it, and if the finder does not waive the right of possession, the finder will be eligible to possess the article, after a given period of time for storage of these articles at the police office. In this case, the finder will receive a "statement regarding storage of an article of which the owner is unknown" after filing in a report with the University, with instructions by the finder. However, the finder cannot claim for possession of articles related to personal information.

※ Articles related to personal information include cell phones, personal day planners, personal computers, credit cards, point cards, keys, etc.

**【Articles lost on campus】**

If you have lost or left an article on campus, immediately contact the relevant sections. If you have lost your student ID card, immediately contact the Student Health and Welfare Services Section. In case of other cards, such as the health insurance card, driver's license or credit card, immediately contact the police office and the relevant credit card company in order to avoid unauthorized use of the card.

Please always be aware that you are responsible for your own belongings.

## **16. Class Cancellation/ Closures by Weather Condition, etc.**

The handling of class cancellations due to inclement weather warnings (storm warning, etc.) at the University of Aizu shall be as follows.

**1. In the cases where Japan Metrological Agency (JMA) has issued "Emergency Warning", "Storm Warning," or "Snow Storm Warning" in Aizu-Wakamatsu City:**

(1) In the event that such a warning is not canceled by 6:30 a.m., morning classes shall be cancelled.

(2) In the event that such a warning is not cancelled by 11:00 a.m., afternoon classes shall be cancelled.

(3) In the event that such a warning is issued after starting classes, the decision to cancel classes shall be made at the discretion of the Dean of Students.

**2. In the event that it is difficult to make a decision based on Item 1 above, the decision shall be made based on the discretion of the Dean of Students as appropriate for the situation.**

3. Once classes are cancelled, it shall be announced via the UoA website and the Academic Administration System Forum.

4. Individuals must check the status of warnings and public transportation operation by TV, radio, Internet, etc.

5. In the event that the university cancels classes, supplementary class sessions shall be conducted on the extra day in principle. Individual class instructors may conduct extra class sessions on the day other than the extra day or giving assignments etc.

6. Student absences in the event that public transportation is out of service due to natural disasters, strikes, etc. shall be excused in accordance with the provisions of the University of Aizu Guidelines for the Handling of Student Absence (Approved by the Academic Affairs Committee in April 15, 2010). As such, students must follow the prescribed procedure.

[http://web-int.u-aizu.ac.jp/official/faculty/sad/USord/USord03-02\\_e.pdf](http://web-int.u-aizu.ac.jp/official/faculty/sad/USord/USord03-02_e.pdf)

<Note>

Classes shall NOT be cancelled for other warnings stated in above “1” (Snow Warning, Heavy Rain Warning and Heavy Snow Warning.).

## 17. Emergency Earthquake Prediction Alert on Campus

When an Earthquake Early Warning is received from the Japan Meteorological Agency, the following announcement will be broadcasted to all University premises:

“Beep, beep, beep” → The English alert, “a strong earthquake is coming.”

→ The Japanese alert, “強い地震がすぐにきます。”

(*tsuyoi jishinga suguni kimasu*) (Repeated three times)

As soon as the warning alert is broadcasted, the first action to be taken is to keep calm and ensure personal safety (depending on where you are and what you are doing.)

We will have extremely limited time between this alert and a strong earthquake hits the University. The time may not be enough to evacuate buildings. Furthermore, these circumstances may cause injuries due to falling objects.

Please follow the manual as below,

University of Aizu Manual for Actions to Be Taken, Following Receipt of an Earthquake Early Warning,

URL: [http://web-int.u-aizu.ac.jp/official/organization/gad/eq\\_e.pdf](http://web-int.u-aizu.ac.jp/official/organization/gad/eq_e.pdf)

## 18. Student Support Project by the UoA Support Association

### (a) Breakfast Tickets Subsidy Project

Subsidizes part of the purchase cost of the “Breakfast Tickets” sold in the cafeteria in order to improve student diets.

### (b) Class Activities Support Project

Provides a subsidy for each class to allow new students to have a fulfilling campus life and improve their class activities. This support project is only for new students.

### (c) Travel and Accommodation Expenses Subsidy Project for Job hunting

Subsidizes part of public transportation and accommodation expenses incurred during the job hunting process.

### (d) Skill Up Encouragement Project

Provides grants to students who passed the National Examination for Information Processing Technicians (NEIPT) exam or earned a high score on the TOEIC or TOEFL exam in order to improve the specialized computer knowledge and language skills of UoA students,

### (e) Courtesy Bus for NEIPT Examinees

Provides a courtesy bus service for the NEIPT exam, which is held twice a year in Koriyama.

### (f) Aid to Student Association

Provides aid to each club through the student association to improve campus life at UoA.

### (g) Aid to Campus Festival Planning Committee

Provides aid for the “So-Sho-Sai” campus festival held every year in October.

### (h) Graduation Party

The UoA Support Association sponsors the “graduation party” held every year in March and September after the

conferment ceremony to celebrate students' graduation.

(i) Volunteer Activities Subsidy Project

Supports part of travel expenses and the purchase price of expendable supplies, etc. relating to volunteer activities in order to foster an environment where students can easily and proactively volunteer.

## 19. Challenger Badge System

The University of Aizu Challenger Badge System has started in order to encourage and support students' extracurricular activities. The system bestows digital badges to the students who have made outstanding achievements in extracurricular activities. The goal of creating system is to increase students' motivation of skill up through evaluating extracurricular activities, to evoke a spirit of challenge in other students, and to spread this spirit throughout the entire student body.

### 1 How to Acquire the Badges

1. Students who participate in authorized The University of Aizu Challenger Badge events organized by companies and other entities and meet certain achievement standards at said events will be able to acquire the badges.
2. Students who wish to acquire badges for individual activities should send a confirmation email to [cbs-adm@u-aizu.ac.jp](mailto:cbs-adm@u-aizu.ac.jp).

### 2 Badge Ranks

- Students can be awarded as the Gold, Silver, and Bronze Badges, as well as Coins. The rank of the badge for an activity will indicate the difficulty of completing the activity.

### 3 Browse and Open of the Badges

#### 1. Badge Browsing

- Badge holders can browse the badges they have already acquired, and check the details of these badges via the smart phone application "The University of Aizu Challenger Badge System".
- The registered users can browse other students' badges via the "Following" function on the smart phone application.
- Visit the following url for information on how to install the mobile application, participate in events, and acquire badges. <https://www.u-aizu.ac.jp/sgu/students/index.html>

#### 2. Badge Open

- Information on badge holders (name, badge rank, overview of their achievements at official events, photos from the official events, etc.) will be opened (on posters and monitors) on campus.

### 4 Contact

Center for Globalization, Promotion Office for SGU: [cbs-adm@u-aizu.ac.jp](mailto:cbs-adm@u-aizu.ac.jp)

## 20. Grievance Counseling Office and Grievance Counselors

Students' grievances and suggestions regarding the University, its personnel are consulted at the Grievance Counseling Office under the provisions provided in for the "Guidelines Regarding Counseling for Student Grievances, Etc."

Details are as follows.

### (1) Procedure

- Contact one of the grievance counselors listed below whom you feel comfortable talking with. (Please contact the counselor in writing or via e-mail, write your name and ID number, and concretely describe what you want to talk about.)
- The grievance counselor you contacted will designate a meeting date, time and place.
- At this meeting, the grievance counselor will talk to you face-to-face.
- The grievance will be investigated and examined. After that, the grievance counselor will give replies, advice and guidance to the parties concerned.

### (2) Grievance Counselors

- |  |                      |
|--|----------------------|
| • Professor Keitaro Naruse                 | naruse @u-aizu.ac.jp |
| • Professor Hayato Karimazawa              | karima @u-aizu.ac.jp |
| • Senior Associate Professor Takao Maeda   | t-maeda@u-aizu.ac.jp |
| • Senior Associate Professor Yoshiko Ogawa | yoshiko@u-aizu.ac.jp |

### (3) Structure of Grievance Counseling Office

The office consists of the Director General of the Department for Student Affairs and the grievance counselors so as to investigate and examine the content of grievances for giving replies, advice and guidance to the parties concerned.

## Guidelines Regarding Counseling for Student Grievances, Etc.

Established on December 10, 2003

### 1. Objective

In order to establish and maintain favorable educational and research environments at the University, it is essential to properly deal with grievances against and/or to consider suggestions to the University from students (hereinafter referred to as "GRIEVANCES, ETC.") Procedures regarding counseling for GRIEVANCES, ETC. will be established for the purpose of securing a fair and prompt settlement through careful examination of GRIEVANCES, ETC. which students cannot settle on their own.

### 2. Definition

#### (1) "Grievances"

This term refers to complaints to UoA or its personnel made by students.

#### (2) "Suggestions"

This term refers to statements other than grievances concerning the University or University personnel made by students.

#### (3) "University personnel"

This term refers to the faculty members, administrative personnel, technical personnel, part-time administrative personnel, and part-time clerical assistants, etc.

#### (4) "Students"

This term refers to students of the Undergraduate and Graduate Schools, research students, etc. of the University.

### 3. Provision of Counseling for GRIEVANCES, ETC.

The Committee for Settlement of Student Grievances will be established and the Grievance Counseling Office will be established under jurisdiction of the Committee for Settlement of Student Grievances to deal with GRIEVANCES, ETC. from students.

4. Duties of the Committee for Settlement of Student Grievances, Etc.

- (1) The Committee for Settlement of Student Grievances and Grievance Counseling Office will investigate and examine GRIEVANCES, ETC. by conducting thorough hearings of opinions from students concerned and relevant University personnel (hereinafter referred to as "PARTIES CONCERNED") and related individuals. The Committee will then give proper advice, guidance, and issue a reply (hereinafter referred to as "ADVICE, ETC.") to the PARTIES CONCERNED.
- (2) Cases that cannot be resolved through activities of the Committee for Settlement of Student Grievances shall be deliberated on by the Faculty Assembly.

5. Responsibilities of Students and University Personnel

The PARTIES CONCERNED will work toward settlement of problems through consultations.

The PARTIES CONCERNED will follow ADVICE, ETC. determined by the Committee for Settlement of Student Grievances.

6. Prohibition of Derogatory Treatment

The parties concerned and related individuals must not be subjected to derogatory treatment regarding counseling for grievances, etc. or cooperation in investigation on the relevant grievances.

## 21 Outline of the University of Aizu Harassment Prevention and Response Guidelines

In order to provide concrete guidance on how to avoid engaging in harassment, how to prevent others from engaging in harassment, and how to respond when you are a victim of harassment, we created the University of Aizu Harassment Prevention and Response Guidelines in July, 2017.

For more details, search for "harassment" on the University of Aizu website.

### 1. What is harassment?

Harassment refers to discriminatory behavior, treatment, etc. based on sex, race, nationality, age, sexual orientation, gender identity, disability, etc. that causes discomfort to or disadvantages the person subject to it, or damages their motivation to work, educate, learn, or conduct research, or their working, educational, learning, or research environment.

- Sexual Harassment
- Academic Harassment
- Power Harassment
- Maternity, Paternity, Childcare, and Family Care Harassment
- Other Types of Harassment (Alcohol Harassment, Moral Harassment, etc.)

Please keep in mind that the behavior shown in the following examples can be harassment even when done over email, regardless of whether communication is mutual or one-way.

### 2. What should I be conscious of in order to avoid engaging in harassment?

University employees and students must remain conscious of the following matters in order to avoid inadvertently engaging in harassment.

- (1) The importance of mutually respecting one another's personhood
- (2) The importance of remaining aware that you are both members of the same university
- (3) The importance of eliminating one's own prejudices and accepting each other's individuality
- (4) The importance of maintaining awareness that diverse cultures coexist within the university's global environment, which is one of its characteristics

### 3. What sort of behavior (speech and actions) can be harassment? (The follow list of examples is not exhaustive.)

- Unilaterally approaching or contacting someone with sexual intentions, such as looking someone up and down, staring, or engaging in unnecessary contact (shoulders, back, waist, cheeks, hair, etc.)
- Sharing or unilaterally making unlistenable sexual rumors or indecent jokes in classrooms
- Making comments such as "You're pretty spineless for a man," "Never send a woman to do a man's job," "The only good a woman is for in the workplace is eye candy," or "Women don't belong in academia."
- Engaging in psychological abuse, such as reprimanding students for trivial mistakes at a volume of voice beyond that appropriate for the purposes of instruction, or striking their desks or throwing objects when students are unable to solve a problem or understand a concept
- Scolding repeatedly on the same issue for unnecessary long time.
- Offering alcohol to someone under the drinking age (This is illegal.)
- Slandering or defaming someone from behind their back, or sending libelous letters or emails to them and the people around them
- Etc.

### 4. What should I do if I become a victim of harassment?

- (1) Basic Attitudes
  - Being stoic about the problem won't solve it.
  - You must not hesitate to take action to solve the problem.
- (2) When You Are a Victim of Harassment
  - Express your intentions clearly when you are displeased.
  - Consult with someone you can trust.
- (3) When you Witness or Learn of Harassment

- Recommend consultation with counselors
- Try to minimize the damage

## 5. How can I receive consultation regarding harassment?

Consultation regarding harassment is available from the following resources.

### (1) Consultation Resources

#### A. Student Counseling Room (Research Quadrangles, 252)

While the SRC is a general consultation service for students, it can also provide consultation regarding harassment.

- Tel: 0242-37-2610 Ext. 2133
- E-mail: [counseling@u-aizu.ac.jp](mailto:counseling@u-aizu.ac.jp)
- Address: 90 Kamiawase, Tsuruga, Ikki-machi, Aizu-Wakamatsu, Fukushima, 965-8580

#### B. Harassment Counselors

Twenty harassment counselors have been designated by the president from university faculty and administrative staff members. You can consult with them directly.

##### • Contact for Harassment Counselors

URL: <http://www.u-aizu.ac.jp/en/current/internal/organization/post-2.html>

\* You can find this page by searching for "harassment" on the university website.

##### • Contact for Harassment Consultation

E-mail: [harassment@u-aizu.ac.jp](mailto:harassment@u-aizu.ac.jp)

\* Emails sent to this address are received only by the staff of the Administrative Office (General Affairs and Budget Division and Student Affairs Division).

### (2) Requesting Consultation

Requests for consultation with a harassment counselor are made in person, by phone, or in writing (sealed letter or email) based on the Harassment Consultation Application Form (Attached Form 1). Multiple harassment counselors are available and you may consult with any of them, so feel free to choose the one you feel would be most comfortable consulting with.

Further, you can request consultation anonymously or request that your name remain confidential when you request or receive consultation. Your privacy will be given the maximum possible consideration.

## 6. Administrative Contact

Administrative Office (General Affairs and Budget Division and Student Affairs Division) of the Committee for the Prevention of Harassment, Harassment Counseling

Tel: 0242-37-2506 Ext. 2211 (General Affairs and Budget Division)

0242-37-2514 Ext. 6101 (Student Affairs Division)

E-mail: [harassment@u-aizu.ac.jp](mailto:harassment@u-aizu.ac.jp)

## 22. The Office for Learning Support

The Office for Learning Support provides continuing learning support on a daily basis. You are welcome to visit and utilize the Office facilities of tables in an open space, workstations, and desks with partitions, etc. to prepare and review your studies.

The office staff and graduate students as teaching assistants (TAs) are always on call to support you when you have difficulties in understanding courses, and to answer various questions when you are back to the University after a leave of absence.

Feel free to visit the Office for Learning Support for questions and concerns about your studies.

### 1. Location

Room 246-E, 2F, the Southern Building of the Research Quadrangles

### 2. Eligibility for Use

- Students at the University of Aizu (including students of non-degree status, research students, special auditing students and trainees)
- Other individuals permitted by the Office for Learning Support

### 3. Available Time

- Weekdays: 9:00 a.m. to 7:00 p.m.
- Weekdays: 10:00am – 17:00 (Spring/Summer/Winter Vacations)

### 4. How to Use the Office

- Free to access during the office hours. If you have questions, please come to the office early enough.
- The PC located at the entrance controls the number of users. When entering/leaving the office, please complete the procedure on the PC.
- If you need any consultation, please do not hesitate to contact individuals wearing name plates with indication of STAFF.
- If you have any considerations/questions/requests about the use of the office, please email to [ofs@u-aizu.ac.jp](mailto:ofs@u-aizu.ac.jp)

### 5. Main Activities

- Daily support
  - Pre-admission instruction to successful candidates (Undergraduates)
  - Math exams for new students, early April (Undergraduates)
  - Math supplementary instructions (Undergraduates)
  - Pre-exam special office hour (During the final exams)
- ※Other events will be announced through the "Forum" of the Academic Administrative System or posters.

### 6. Facilities, etc

- Workstations
- Desks with partitions, Tables in the open space, Marker boards
- Textbooks and reference books

### 7. Rules for Visitors

Visitors at the Office are requested to follow the rules below.

- Do not damage materials, equipment and other facilities
- Do not smoke
- Do not talk on mobile phones
- Do not disturb public order or other visitors
- Follow the timetable/ opening hours
- Follow Office staff's instructions

### 8. Contact Information

E-mail: [ofs@u-aizu.ac.jp](mailto:ofs@u-aizu.ac.jp)

TEL: 0242-37-2758 (Ext: 3276 or 3277)

FAX: 0242-37-2747

## 23. Aizu Geek Dojo

Aizu Geek Dojo is a workspace equipped with a variety of devices and equipment that University of Aizu students can use to create items.

When the Dojo is opened, SAs/TAs familiar with its devices and equipment will guide you on their usage. Feel free to drop in and utilize the Dojo's devices and equipment to create something, whether for your own enjoyment, a competition, a club activity, your graduation research, and an SCCP (Student Cooperative Course Projects).

### 1. Location

Room 163, 1F, by the south entrance of the Research Quadrangles

### 2. Eligibility for Use

- University of Aizu students, faculty and administrative staff members
- Other individuals authorized by the Promotion Office for Super Global University

### 3. Open Hours

- Please find the on duty hours of SAs/TAs on the Aizu Geek Dojo website. (<https://aizugeekdojo.github.io/>)
- For safety reasons, please utilize the Dojo while the SAs/TAs experienced with the use of the Dojo's devices and equipment are on site.

### 4. How to Use Aizu Geek Dojo

- All of the devices and equipment in the Dojo are freely available during open hours. Please feel free to ask the SAs/TAs about how to use the devices and equipment.
- The access control system at the entrance is used to log who has used the Dojo and when. Please hold your ID card over the card reader when you enter or leave the Dojo.
- Please visit the Center for Globalization if you need to borrow the key to the Dojo (Only individuals who have completed the training session)
- Please read and follow the "Guidelines on the Use of the Aizu Geek Dojo".

### 5. Training Session

- Training sessions regarding the Dojo's devices are available. Please sign up via the Aizu Geek Dojo website.
- Individuals who completed the said training sessions and learned how to use each device may use the Dojo outside the open hours.
- Please find details about the training sessions on the Aizu Geek Dojo website. (<https://aizugeekdojo.github.io/>)

### 6. Main Devices and Equipment

- Laser cutters (2): These devices can cut and engrave flat materials such as acrylic and wood.
- 3D printers (3): These devices can create 3D models from thermoplastic.
- Soldering irons, glue guns, Raspberry Pis, various FaBo kits, Makeblock parts and tools.
- Please bring any expendable supplies you need (i.e. materials such as acrylic plates needed for your creation).

### 7. Rules for Users

- Please do not leave your personal belongings at the Dojo.
- Please do not smoke, eat or drink at the Dojo.
- Please check the location of the nearest fire extinguisher to the Dojo.
- After utilizing the Dojo, please restore it to the clean and organized state you found it in and turn off the air conditioner, lights, devices, etc. when you leave.
- If you encounter any issues while using the Dojo, please ask the SAs/TAs on site or contact the Center for Globalization rather than trying to use your own judgement.

### 8. Contact

Promotion Office for Super Global University, Center for Globalization

- e-mail: [aizugeekdojo@u-aizu.ac.jp](mailto:aizugeekdojo@u-aizu.ac.jp), [sgu-adm@u-aizu.ac.jp](mailto:sgu-adm@u-aizu.ac.jp)
- TEL: 0242-37-2701 (ext. 3801)
- FAX: 0242-37-2766
- Website: <https://aizugeekdojo.github.io/>

## **Guidelines on the Use of the University of Aizu Aizu Geek Dojo**

### **Article 1**

(Purpose)

- 1.1 These guidelines provide for the necessary matters regarding use of the University of Aizu Aizu Geek Dojo (Hereinafter referred to as "the DOJO").

### **Article 2**

(Person responsible for authorizing use)

- 2.1 The Director of the Top Global University Promotion Office (Hereinafter referred to as "DIRECTOR") shall have the authority to grant approval to requests for use of the DOJO and the equipment contained therein.

### **Article 3**

(Purpose and Scope of Use)

- 3.1 The DIRECTOR permits use of the DOJO when any of the following apply:
- (1) A research activity is being conducted by a student, faculty member, or administrative staff of this University;
  - (2) A student of this University is undertaking extracurricular activities;
  - (3) A major event of the University is being conducted;
  - (4) The DIRECTOR deems that a request to use the DOJO is appropriate.
- 3.2 The scope of use of the DOJO shall be limited to students, faculty members, or administrative staff of this University. However, this shall not apply to any person who has received permission from the DIRECTOR.

### **Article 4**

(Hours of Use, Etc.)

- 4.1 The DOJO shall be available for use from 8:00 a.m. to 10:00 p.m. on weekdays.
- 4.2 The above clause notwithstanding, the DOJO shall be made available for use as needed when the DIRECTOR deems doing so as necessary for managerial reasons.
- 4.3 The key to the DOJO's entrance shall be kept by the DIRECTOR or security guard.

### **Article 5**

(Application for the Use of the DOJO)

- 5.1 Those who wish to use the DOJO must obtain the approval for the use by submitting an application for use of the DOJO (Form No. 1) to the DIRECTOR no later than seven days before the intended date of use.
- 5.2 Those who wish to organize events, etc. at the DOJO must attach a document describing the details of the event, etc., to the application form specified in the above clause.

### **Article 6**

(Permission for Use)

- 6.1 The DIRECTOR shall permit the use of the DOJO when the request form prescribed in the provision provided for Article 5.1 is submitted, except in any of the following cases.
- (1) The use of the DOJO is likely to interfere with classes, extracurricular activities, or events of the University.
  - (2) The use of the DOJO is likely to lead to result in the damage or loss of the DOJO and its facilities.
  - (3) The user is likely to fail to observe these regulations or the rules for users of the DOJO established by the University President, and is likely to fail to follow the advice or instructions of the faculty member or administrative staff in charge.
  - (4) The DIRECTOR otherwise regards the purpose of use, etc. as inappropriate.
- 6.2 The DIRECTOR may, when granting permission for use as described in the previous paragraph, add conditions for use (hereinafter referred to as "CONDITIONS FOR PERMISSION.") as needed.

### **Article 7**

(Cancellation of Approval, Etc.)

7.1 If a person who has obtained approval for use according to paragraph 1 of the previous article (hereinafter referred to as "USER") violates these guidelines or the CONDITIONS FOR PERMISSION, the DIRECTOR may rescind permission and prohibit the USER from using the DOJO.

#### **Article 8**

(Prohibition of Subletting)

8.1 The USER must not sublet the DOJO to a third party.

#### **Article 9**

(USER's Obligation to Preserve Facilities)

9.1 The USER must observe the rules for users of the DOJO described separately and always strive to maintain the DOJO and its equipment in good condition.

9.2 The last USER to make use of the DOJO in a given day must check to ensure that nothing is out of order when the USER has completed his or her activities at the DOJO. If the USER finds anything out of order, he or she must promptly report this fact to the DIRECTOR.

9.3 If the USER damages or loses any item or equipment at the DOJO, either accidentally or on purpose, the USER must provide restore said item to its original state or pay compensation for damages.

#### **Article 10**

(Supplementary Provisions)

10.1 Other necessary matters regarding the use of the DOJO besides those provided for in these guidelines shall be separately determined by the DIRECTOR.

#### **Additional Provisions**

This regulation shall be enforced as of January 1, 2017.

#### **Aizu Geek Dojo User Rules**

In addition to the provisions provided for the University of Aizu Aizu Geek Dojo (Hereinafter referred to as "DOJO"), users of the DOJO must observe the following rules.

- 1 DOJO users must attend one of the seminars on the use of the DOJO's devices organized by the Top Global University Promotion Office (Hereinafter referred to as "PROMOTION OFFICE.") in advance.
- 2 Users must follow the approved purpose, date, and time of use.
- 3 Users must clean and organize the DOJO, restoring it to its original state.
- 4 Before leaving the DOJO, users must confirm that the air-conditioner, lights, devices, etc. have been turned off and activate the security system and lock the door.
- 5 Make sure not to damage or result in a loss to the DOJO or its equipment.  
If the user finds anything out of order, it must be reported promptly to the OFFICE.
- 6 The User must not take any devices, implements, items, etc. furnished in the DOJO out of the facility.
- 7 Follow all DOJO rules and use it and its devices in the correct manner.
- 8 Keep safety in mind and make sure to avoid accidents.
- 9 Users are asked to prepare materials, consumables, parts, etc. on their own. If the user uses the materials, etc. in the DOJO, they must make certain to replenish them.
- 10 Do not smoke, eat, or drink in the DOJO.
- 11 Do not bring ignition sources (unless otherwise approved by the DIRECTOR), hazardous objects, or any other things inappropriate from a management perspective.
- 12 When using the DOJO, follow all instructions given by PROMOTION OFFICE faculty and administrative staff, or any other individuals who is otherwise responsible for the management of the DOJO.
- 13 Exceptional cases not provided for in these guidelines shall be handled on a case-by-case basis.

## 24. The University of Aizu Global Lounge

The University of Aizu Global Lounge (Hereinafter referred to as “the GL”) is the international exchange lounge that students, faculty and administrative staff members in the University of Aizu can use freely for the international exchange activities.

The purposes of the GL are that the international and Japanese students gather and have an experience of the cross-culture communication, improve the English ability, and understand each other. We also have student club activities for the international exchange, and many international and Japanese students gather especially during a lunch time. English books, comic books and DVDs are available, and “Movie Night” will be held on every Friday night. The GL is very comfortable place. Please stop by the GL freely to experience the different culture and also communicate with many students.

### 1 Location

Room 127, 1F, the Research Quadrangles

### 2 Eligibility for Use

- Students, faculty and administrative staff members in the University of Aizu
- Person who are permitted to use the GL by the Director of Office for Strategy of International Programs, Center for Globalization

### 3 Available Time

- Weekdays: 9:00 am to 5:00 pm (by your request)
- Saturday, Sunday, National holidays and New year holidays are closed. However, it will be opened during the Open Campus and university festival.

### 4 How to use the Global Lounge

- Free to use during the available time.
- When entering/leaving the GL, please scan your ID card on the card reader in order to record the number of users.
- If you want to hold the International activity or event in the GL, please submit an application form for the use to the Director. Concerning the application form, please contact the Office for Strategy of International Programs, Center for Globalization.

### 5 Rules of Visitors

- Do not leave your personal belongings.
- Do not drink alcohol and smoke.
- When you leave the GL, please make the table clean and return the chair and materials you used to the original position.
- Please turn off the light when you leave.
- If you have any considerations, please contact the Strategy of International Programs, Center for Globalization.

### 6 Contact Information

Office for Strategy of International Programs, Center for Globalization.

- e-mail: [osip@u-aizu.ac.jp](mailto:osip@u-aizu.ac.jp),
- TEL: 0242-37-2761 (Ext 3159)
- Website: <https://www.u-aizu.ac.jp/osip/internal/>

## Guidelines on the Use of University of Aizu Global Lounge

(Purpose)

### Article 1

These guidelines provide for the necessary matters regarding use of the University of Aizu Global Lounge (Hereinafter referred to as “the GL”).

(Person responsible for authorizing use)

### Article 2

The Director of the Office for Strategy of International Programs (Hereinafter referred to as “DIRECTOR”) shall have the authority to grant approval to requests for use of the GL and the equipment contained therein.

(Purpose and Scope of Use)

### Article 3

3.1 The DIRECTOR permits use of the GL when any of the following apply:

- (1) An international exchange activity is being conducted by a student, faculty member, or administrative staff of the University;
- (2) A major event of the University is being conducted;
- (3) The DIRECTOR deems that a request to use the GL is appropriate.

3.2 The scope of use of the GL shall be limited to students, faculty members, or administrative staff of this University. However, this shall not apply to any person who has received permission from the DIRECTOR.

(Hours of Use, Etc.)

### Article 4

4.1 The GL shall be available for use from 9:00 a.m. to 5:00 p.m. on weekdays.

4.2 The above clause notwithstanding, the GL shall be made available for use as needed when the DIRECTOR deems doing so as necessary for managerial reasons.

(Application for the Use of the GL)

### Article 5

5.1 Those who wish to use the GL must obtain the approval for the use by submitting an application for use of the GL (Form No. 1) to the DIRECTOR no later than seven days before the intended date of use.

5.2 Those who wish to organize events, etc. at the GL must attach a document describing the details of the event, etc., to the application form specified in the above clause.

(Permission for Use)

### Article 6

6.1 The DIRECTOR shall permit the use of the GL when the request form prescribed in the provision provided for Article 5.1 is submitted, except in any of the following cases.

- (1) The use of the GL is likely to interfere with classes, extracurricular activities, or events of the University.
- (2) The use of the GL is likely to lead to result in the damage or loss of the GL and its facilities.
- (3) The user is likely to fail to observe these regulations or the rules for users of the GL established by the University President, and is likely to fail to follow the advice or instructions of the faculty member or administrative staff in charge.
- (4) The DIRECTOR otherwise regards the purpose of use, etc. as inappropriate.

6.2 The DIRECTOR may, when granting permission for use as described in the previous paragraph, add conditions for use (hereinafter referred to as “CONDITIONS FOR PERMISSION.”) as needed.

(Cancellation of Approval, Etc.)

### Article 7

If a person who has obtained approval for use according to paragraph 1 of the previous article (hereinafter

referred to as "USER") violates these guidelines or the CONDITIONS FOR PERMISSION, the DIRECTOR may rescind permission and prohibit the USER from using the GL.

(Prohibition of Subletting)

#### **Article 8**

The USER must not sublet the GL to a third party.

(USER's Obligation to Preserve Facilities)

#### **Article 9**

9.1 The USER must observe the rules for users of the GL described separately and always strive to maintain the GL and its equipment in good condition.

9.2 The last USER to make use of the GL in a given day must check to ensure that nothing is out of order when the USER has completed his or her activities at the GL. If the USER finds anything out of order, he or she must promptly report this fact to the DIRECTOR.

9.3 If the USER damages or loses any item or equipment at the GL, either accidentally or on purpose, the USER must provide restore said item to its original state or pay compensation for damages.

(Supplementary Provisions)

#### **Article 10**

Other necessary matters regarding the use of the GL besides those provided for in these guidelines shall be separately determined by the DIRECTOR.

#### **Additional Provisions**

This regulation shall be enforced as of October 1, 2017.

### **The University of Aizu Global Lounge User Rules**

In addition to the provisions provided for the University of Aizu Global Lounge (Hereinafter referred to as "GL"), users of the GL must observe the following rules.

- 1 Users must follow the approved purpose, date, and time of use.
- 2 Users must clean and organize the GL, restoring it to its original state.  
Before leaving the GL, users must confirm that the air-conditioner, lights, devices, etc. have been turned off and activate the security system and lock the door.
- 3 Make sure not to damage or result in a loss to the GL or its equipment.  
If the user finds anything out of order, it must be reported promptly to the DIRECTOR.
- 4 The User must not take any devices, implements, items, etc. furnished in the GL out of the facility.
- 5 Do not smoke, eat, or drink in the GL without permission. If you do so, clean up the space before leaving.
- 6 Do not bring ignition sources (unless otherwise approved by the DIRECTOR), hazardous objects, or any other things inappropriate from a management perspective.
- 7 When using the GL, follow all instructions given by Office for Strategy of International Programs faculty and administrative staff members, or any other individuals who is otherwise responsible for the management of the GL.
- 8 Exceptional cases not provided for in these guidelines shall be handled on a case-by-case basis.

## III-ii Information Processing Environments

### 1. Use of the Information Processing Environments

The information processing environments of the University of Aizu aim to realize advanced education and research of computer science.

These information processing environments are called as “AINS (The University of Aizu Information Network System.)” which is managed by the Information Processing Center (IPC) of the Information Systems and Technology Center (ISTC). AINS are architected to maintain entire coherence of hundreds (for Solaris11, 300, for macOS, 200) of FLOSS, or Free/Libre and Open Source Software.

Together with the University Library, the IPC belongs to the ISTC. and is responsible for the management and administration of AINS.

There are rules and manners that AINS users must strictly follow to enjoy the benefits of our information processing environments.

AINS is equipped with campus-wide Wireless LAN connectivity. It uses a system called EAP-TLS and EAP-PEAP , EAP-TTLS which combines safety and usability.

AINS provides students with a place to engage in the learning and research that is needed to become professionals. Students are strongly encouraged to make full use of all university facilities actively in order to become computer professionals in the future.

For maintenance of AINS at on-campus organizations/centers, undergraduates and graduate school students are hired as Computer Systems management Assistant. Duties include assisting with the management and maintenance of hardware, software, etc. Honorarium is paid to those employed as Computer Systems Management Assistants.

For more details of AINS, please read the “University Regulation on the Use of the Information Systems and Technology Center (Information Processing Center)” and “Instructions for Using AINS”. (Online versions are available at <https://web-int.u-aizu.ac.jp/labs/istc/ipc>.)

### 2. System Support Base (SSB)

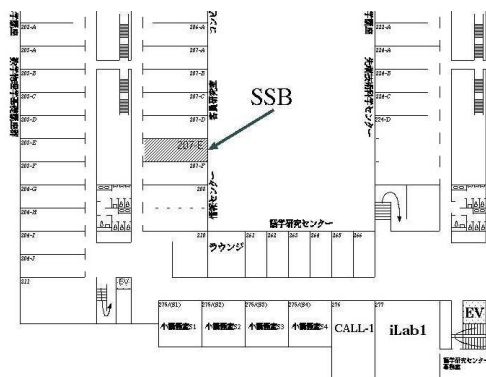
For any technical issues regarding AINS, or questions about the information processing environment, email the SSB at [std-help@u-aizu.ac.jp](mailto:std-help@u-aizu.ac.jp).

For any issues which cannot be solved by email or require ID confirmation, please visit the SSB.

Further, when your AINS account is locked due to violation of AINS rules, come to SSB with your student ID card for unlocking your account. Please note that contact by phone call or email will NOT be accepted for unlocking network accounts.

<SSB>

- Location: Room 207-E, 2F, the Research Quadrangles
- Ext.: 3375
- E-mail: [std-help@u-aizu.ac.jp](mailto:std-help@u-aizu.ac.jp)
- Open from 9:00 a.m. to 6:00 p.m. on weekdays



### 3. Features of AINS

The following three features are provided by the University of Aizu computer system:

- (1) Making use of the AINS's open architecture, the specifications for which are publicly available, you can gain application ability

in various fields. This open architecture also enables users to get to vast software and hardware resources. Students are allowed to use computers in Computer Exercise Rooms whenever they want if they are not currently being used for classes. At any computer in those rooms, you can access your files and directories (folders) in the same manner.

- (2) A UNIX-based computer environment, selected for its easy-to-comprehend system operation, is available for use. Further, various Free/Libre and Open Source Software (FLOSS) programs designed to comply with UoA's computer environments are available. The UNIX-based OS mainly used here are Oracle's Solaris, Apple's macOS and REDHAT's RedHatEnterpriseLinux.
- (3) The AINS's open and flat network environment enables users to gain access to computer resources connected to AINS at any location transparently. Further, our on-campus wireless LAN enables you to connect a laptop, smartphone or tablet to AINS.

#### **4. Computer Systems for Education**

Computers installed in computer exercise rooms, etc. are available for 24 hours for lectures and exercises, students' reports and assignments as well as self-learning. In principle, students are given free access to these computers whenever relevant rooms are not in use for classes.

- (1) Computer Exercise Rooms (1 and 2)  
Each room is equipped with 46 Solaris desktop PCs and 2 network printers.
- (2) Computer Exercise Rooms (3 and 4)  
Each room is equipped with 52 Solaris desktop PCs and 2 network printers.
- (3) Computer Exercise Rooms (5 and 6)  
Each room is equipped with 50 macOS desktops and 2 network printers.
- (4) Hardware Workshops (1 and 2)  
Each room is equipped with 49 Windows desktop PCs and 2 network printers.
- (5) Hardware Workshops (3 and 4)  
Each room is equipped with 25 Windows desktop PCs and one network printer.
- (6) Center for Language Research (CLR) Instructional Lab (iLab) (1 and 2) and Computer-Assisted Language Learning (CALL) (1 and 2)  
These rooms are used for lectures and exercises of computer technical courses and language courses as well as for research. Each iLab is equipped with 49 macOS desktops and 2 network printers, and each CALL is equipped with 34 macOS desktops and one network printer.  
Mainly classes using language learning software and audio-visual aids are given in these rooms.
- (7) Network and Remote Lecture Room B  
Each room is equipped with 20 Windows desktop PCs and 1 network printers.
- (8) Common System Platform  
Subsystems such as mail servers and file servers for management of e-mails and users' files are included in this platform. You seldom have an opportunity to see this platform, but it is an important system for your ordinary use of systems and for understanding computers and networks.

#### **5. User Instructions**

- (1) Upper limit of disk space  
The upper limit of disk space is as follows.
  - a. Undergraduate students: 6.0 GB/student
  - b. Master's students: 6.0 GB/student
  - c. Doctoral students: 6.0 GB/studentStudents are required to observe these upper limits. If overuse has been identified, a warning e-mail message will be sent. When overuse occurs, there will be problems like impossibility to write further, file damages and inability to receive new arrival e-mails. On receiving a warning e-mail, you must immediately reduce the used amount.
- (2) Frequent password change  
Changing the user password on a periodic basis enhances the network security. If a user failed to change his/her password within 90 days after the latest change, he or she will be subject to the following action.
  1. The ISTC will send him/her an e-mail message of password change.

2. If the user's password is not changed after a certain period of time following this message, his/her account will be locked.
3. To unlock the account, the user must come to SSB in person with his/her ID card. After SSB staff identifies the user, staff will unlock his/her account. Immediately afterward, the user needs to change his/her password on the spot.

(3) Other

1. Devices including displays, mouse, keyboards, terminals, printers, etc. are University of Aizu property. Please use them with great care.
2. When using printers, print only necessary pages to avoid wasting paper and ink.

## 6. Open Hours

[Weekdays excepting the examination periods]

Rooms	0:00-	8:30-17:00	-18:00	-20:30	-24:00
STD1 Computer Exercise Room 1	●	●	●	●	●
STD2 Computer Exercise Room 2	△	●	●	●	△
STD3 Computer Exercise Room 3		●	●		
STD4 Computer Exercise Room 4		●	●		
STD5 Computer Exercise Room 5		●	●		
STD6 Computer Exercise Room 6		●	●	●	●
HDW1 Hardware Workshop 1	●	●	●	●	●
HDW2 Hardware Workshop 2		●	●		
HDW3 Hardware Workshop 3					
HDW4 Hardware Workshop 4					
iLab 1	●	●	●	●	●
iLab 2		●			
CALL 1	△	●	△	△	△
CALL 2	△	●	△	△	△

[Weekdays during the examination periods]

Rooms	0:00-	8:30-17:00	-18:00	-20:30	-24:00
STD1 Computer Exercise Room 1	●	●	●	●	●
STD2 Computer Exercise Room 2	△	●	●	●	△
STD3 Computer Exercise Room 3		●	●		
STD4 Computer Exercise Room 4		●	●		
STD5 Computer Exercise Room 5		●	●		
STD6 Computer Exercise Room 6		●	●	●	●
HDW1 Hardware Workshop 1	●	●	●	●	●
HDW2 Hardware Workshop 2		●	●		
HDW3 Hardware Workshop 3					
HDW4 Hardware Workshop 4					
iLab 1	●	●	●	●	●
iLab 2		●	●		
CALL 1	△	●	●	△	△
CALL 2	△	●	●	△	△

[Saturdays, Sundays, holidays and vacation periods]

Rooms	0:00-	8:30-17:00	-18:00	-20:30	-24:00
STD1 Computer Exercise Room 1	●	●	●	●	●
STD2 Computer Exercise Room 2	△	△	△	△	△
STD3 Computer Exercise Room 3					
STD4 Computer Exercise Room 4					
STD5 Computer Exercise Room 5					
STD6 Computer Exercise Room 6		●	●	●	●
HDW1 Hardware Workshop 1	●	●	●	●	●
HDW2 Hardware Workshop 2					
HDW3 Hardware Workshop 3					
HDW4 Hardware Workshop 4					
iLab 1					
iLab 2					
CALL 1	△	△	△	△	△
CALL 2	△	△	△	△	△

● Open

△ Open upon request only when other available rooms are full

Contact:

Weekdays 8:30-17:00: Academic Affairs Section, Student Affairs Division

Hours other than the above - Security Office

※ Use may be restricted depending on circumstances such as vacation periods and usage frequency, etc.

### III-iii The University Library

#### 1. Users

- (1) UoA faculty members (including visiting professors and part-time instructors), administrative staff and emeritus professors
- (2) UoA students including non-degree students, research students, exchange students, and trainees
- (3) Faculty members, administrative staff, and students of the Junior College Division
- (4) External visitors including local residents and students of Aizu Gakuho Senior/Junior High School

#### 2. Library Hours

- (1) Weekdays: 9:00 a.m. to 8:00 p.m.
  - (2) Saturdays: 9:00 a.m. to 5:00 p.m.
  - (3) Sundays during exam periods 9:00 a.m. to 5:00 p.m.
- During the spring, summer and winter vacations, the hours are as follows:
- (4) Weekdays: 9:00 a.m. to 5:00 p.m.

Any changes to the hours will be announced. Access to laboratory library lounges differs depending on the laboratory. For more information, please ask the counter staff or faculty members in charge of each library lounge.

#### 3. Library Holidays

- (1) Sundays (Except during exam periods)
  - (2) Saturdays during spring/summer/winter holidays
  - (3) National holidays
  - (4) New Year's holidays (from December 29 to January 3 of the following year)
  - (5) Other days regarded as necessary by the Director of the Information Systems and Technology Center
- However, holidays for library lounges differs depending on the laboratory.

#### 4. Services

- (1) Browsing
- All library materials placed on the open stacks in the Reading Area are available for browsing. After use, please return materials to where they were. Books, however, should be returned to the nearest book return stand.

- (2) Checking out

	Faculty and Admin. Staff	Graduate Students	Undergraduate Students	Visitors
General Books	Up to 10 titles, for 4 weeks	Up to 10 titles, for 2 weeks	Up to 5 titles, for 2 weeks	Up to 2 titles, for 2 weeks
Moodle Readers' Books	Up to 4 titles, for 5 days			Not for loan
Reference Books	Not for loan			
Periodicals (except the latest issues and newspapers)	Up to 3 titles, for 2 days			Not for loan
Audio-visual Materials	Not for loan			

- (3) For access to the closed stacks, ask the counter staff.
  - (4) Procedure for checking out library materials
- To check out library materials, bring them to the library counter with your employee or student ID. As for materials placed in a library lounge, contact the faculty member in charge of that lounge.
- (5) Returning materials
- Checked-out library materials should be returned to the counter by the due date. When the library is closed, return items using the book drop located in front of the library EXCEPT overdue items or books that include CDs, DVDs, etc. Materials from a library lounge should be returned to that lounge. Please contact the faculty member in charge of the library lounge for the return procedure.

(6) Reference services

At the library counter, the following reference services are available to support your study, research, etc.

- a. Searches for bibliographical information and location of books
- b. Searches for information on names, places, languages, events, etc.
- c. Searches for information and materials on specific themes
- d. Other services, including advice on the use of the Library in general

## 5. Rules for Users

Please observe the following rules when using the library.

- (1) Keep quiet.
- (2) Do not damage library materials or facilities.
- (3) Do not eat or smoke. You can drink water in the places designated by the ISTC Director.
- (4) Do not talk on your mobile phone or other devices.
- (5) Do not bring PCs, etc. into the Library other than the area designated by the ISTC Director.
- (6) Do not disturb public order or other users.
- (7) Follow the instructions of the library staff.

## 6. Other Remarks

(1) Photocopying the library materials

Photocopying of library materials is only allowed for the purposes of education, study, and research. Further, it must be within the scope allowed by the Copyright Act. For more details, please contact the counter staff.

(2) Interlibrary loan service

If materials are not available at the UoA library, the interlibrary loan service allows user to borrow books or receive photocopies of the materials that are owned by other libraries in Japan. Users must bear the cost of the above-mentioned service.

(3) Use of Group Reading Room

You can use Group Reading Room, a larger room equipped with a workstation and a large monitor for study and research in a small group.

(4) Use of the Junior College Division Library

The Junior College Division Library is also available for UoA students, faculty and administrative staff members. Please present your ID card (student/faculty/staff ID card) at the counter when visiting the JCD Library.

(5) Book purchase/subscription requests

If you have any titles that you would like for the library to purchase/subscribe to, fill out the predetermined application form and submit it to the counter staff. Those requests will be used for the Library's future purchase/subscription planning.

(6) Library Events

The University Library organizes a variety of events, such as training sessions, library exhibitions, "Book Hunting".

(7) Use of "My Library"

Through the Library web page "My Library", you can access information on new arrivals and materials under request/on loan, and request an inter-library loan service mentioned in (2) above.

(8) Use of the library web site

Check the latest updates from the library such as user's policy and new arrivals on the library website.

- For UoA students, faculty and staff members:

[https://web-int.u-aizu.ac.jp/official/organization/library/orli\\_e.html](https://web-int.u-aizu.ac.jp/official/organization/library/orli_e.html)

-For Others: <https://www.u-aizu.ac.jp/intro/facilities/library/>

-Online Public Access Catalog (OPAC) : <https://libopsv.u-aizu.ac.jp/>

-Smart phone version of OPAC: <https://osirabe.net/opac.u-aizu/>

### **III-iv University-Business Innovation Center (UBIC)**

The University-Business Innovation Center (UBIC) serves as an information center for university-industry collaboration, and is open to local communities and industry. For promoting university-industry collaboration, the UBIC has conducted wide range of activities, including technical and business consultations for companies and entrepreneurs, coordination of collaborative research between companies and UoA faculty members, introduction of research conducted by UoA faculty members, and release of information regarding collaborative research and various grants, as well as information useful for new business start-ups. The UBIC promotes industry-university collaboration by organizing university-industry collaboration forums, supporting entrepreneurs, etc..

Further, the UBIC has been active in local contribution through opening its research & development rooms and facilities to local companies at inexpensive prices, and organizing technological seminars.

#### **1. Facilities**

(1) 3D Theater:

Equipped with a high-intensity, high-precision liquid crystal projector, a 200-inch screen and speakers, this room is suitable for academic conferences, seminars and other presentations.

(2) Motion Capture Room:

Using the motion capture system in this room, human motion can be converted to data and stored digitally. Motion capture technology can be used to improve athletes' skills, develop rehabilitation equipment, preserve traditional performing arts, etc.

(3) Communication Plaza (Lounge):

This meeting space is equipped with a whiteboard, etc.

(4) Research & Development Rooms:

The research & development rooms are available for use as facilities to support collaborative research between companies and UoA faculty and University-initiated venture start-ups.

(5) Meeting Space:

This meeting space can be used for technical consultations, collaborative research meetings, the exchange of information, etc.

(6) Entrance Hall:

The big screen TVs here can show videos from DVD and BluRay players, as well as PCs.

#### **2. Open Hours**

From 8:30 a.m. to 5:00 p.m.

#### **3. Closure**

Saturdays, Sundays, national holidays, and the year-end and new year's holidays

(Registered users of the research & development rooms are eligible for 24-hour access.)

#### **4. How to Apply for Use of the UBIC Facilities**

(1) After checking the availability of facilities you plan to use, please contact the UBIC Business Affairs Office by phone or e-mail, etc, with the relevant information including scheduled dates and times for use and the number of users. After its details are confirmed, the application will be accepted. However, applications may be rejected when relevant facilities are not available for use due to maintenance work, etc.

(2) If you wish to cancel an accepted reservation, promptly contact the UBIC Business Office.

(3) For use of UBIC facilities, please submit the predetermined form, "Application Form for Approval for Use of Facilities." (This form is available on the UBIC website and at the UBIC Business Office.)

#### **5. Usage Charge**

Free of charge for UoA faculty members and students (excluding the research and development rooms)

#### **6. Other**

(1) If you have any equipment, etc. to be installed in the UBIC, please submit the form, "Application Form for Installation of Equipment, etc."

(2) To connect computers, etc. to the UBIC network, please submit the form, "Application Form for UBIC-LAN

Connection.”

- (3) If you need an e-mail account, please submit the form, “Application Form for E-mail Account.”

### III-v The University of Aizu Laboratory for leading-edge ICT in Aizu (LICTiA)

The University of Aizu Revitalization Center was founded in March of 2013 for the purpose of supporting the recovery from the Great East Japan Earthquake and the Fukushima nuclear disaster. The University of Aizu Laboratory for leading-edge ICT in Aizu (LICTiA) was opened as its core facility in October of 2015. The Revitalization Center contributes to the recovery of Fukushima by promoting various projects based on the three pillars of carrying out advanced ICT research, providing a place for innovation, and developing ICT specialists through industry-academia-government collaboration.

#### 1. Facilities

(1) Innovation Space:

In this open space, a wide variety of people including researchers, students, and individuals from corporations and ventures can get together for free-form networking and discussions. Users can also utilize the meeting spaces in the adjacent conference rooms and white board room, which features walls covered entirely by whiteboards, to engage in even deeper free and easy exchanges of ideas.

(2) Cyber Security War Room:

This radio-shielded research environment is suited for advanced security-related ICT research projects by companies and research institutes.

Passenger vehicles can be brought into the room through the large shielded exterior door, making projects like the research and development of security technologies for onboard devices possible.

(3) Conference Space:

This multi-purpose space is available for training courses and workshops to cultivate the next generation of ICT specialists, research presentations, and more.

One (1) 30-seat room (Equipped with microphones and a projector)

Two (2) 20-seat rooms (Equipped with electronic blackboards)

When all three rooms are used together by removing the partitions (about 146 m<sup>2</sup> of space), the room can seat 70 people.

(4) Project Rooms:

These project rooms provide companies and other entities engaged industry-academia collaborative research projects aimed at promoting Fukushima's ICT industry, especially those conducting collaborative projects with the UoA, with the secure, independent working environment they need to smoothly implement their projects.

(5) Advanced Test Environment Space:

Users of this service are given access to dedicated highly secure research environment spaces located within the LICTiA data center. These spaces are suited for highly confidential research projects that entail operating advanced end devices like smartphones, smart meters, and so on within the secure environment of the data center.

(6) Data Center (Cloud for Industry-Academia Collaboration in Aizu): This IaaS (infrastructure as a service) in the form of a secure and reliable cloud service provided by a public institution is available for advanced ICT research projects, local IT ventures and other users requiring cloud computing services.

(7) Data Center (Rental Rack Service)

A rental rack service is available in order to install and operate the ICT devices utilized in research and other projects.

#### 2. Open Hours

9:00 a.m. to 5:00 p.m.

#### 3. Closures

Saturdays, Sundays, national holidays, and the new year's holiday  
(Registered users of the project rooms have 24-hour access.)

#### 4. How to Apply for Use of the LICTiA Facilities

Please contact the Revitalization Center Business Office by phone or e-mail and check the availability of the facilities you plan to use. After checking their availability, please submit the appropriate application forms (Form 1-3) to the Revitalization Center Business Office with all relevant information, including the intended times and dates of usage, number of users, etc. The application will be accepted after all of the details are confirmed. (These forms are available on the Revitalization Center website and at the Revitalization Center Business Office.)

## **5. Usage Fees**

Payment of usage fees for the facilities listed is required even for UoA faculty and students, in principle.

## **6. Other**

Wi-Fi is available. (Except in the Cyber Security War Room and Data Center)

## IV SA (Student Assistant) System and Computer System Management Assistants

### 1. Outline of the SA System

#### (1) Purpose of the SA System

The SA System aims to realize in-depth and attentive guidance for undergraduate education by providing opportunities for excellent undergraduates to conduct education assistant work under educational consideration.

#### (2) Duties

SA duties shall be assisting work concerning lectures, practical training and experimentation for undergraduate students.

#### (3) Period of Entrustment and Time of Engagement in Duties

The period of entrustment for SAs shall be six months or less, and the initial time of engagement, in principle, shall be the first day of the first and second semesters.

#### (4) Entrustment

Faculty members responsible for computer fundamental courses desiring to employ SAs shall select students whom they judge as qualifying as SAs, prepare "STUDENT ASSISTANT/TEACHING ASSISTANT INSTRUCTION PLAN" and submit it to the Director General of the Department for Student Affairs. Students to be engaged in SA work shall submit the "STUDENT ASSISTANT/TEACHING ASSISTANT CONFIRMATION FORM" to the Department for Student Affairs.

Both the "STUDENT ASSISTANT/TEACHING ASSISTANT INSTRUCTION PLAN" submitted by faculty and "STUDENT ASSISTANT/TEACHING ASSISTANT CONFIRMATION FORM" submitted by corresponding SAs shall be deliberated on by the Academic Affairs Committee. Then, these forms shall be sent to the University President for authorization. As evidence of authorization, the "Letter of Entrustment" shall be delivered to each SA.

#### (5) Submission of the "STUDENT ASSISTANT IMPLEMENTATION REPORT FORM"

SAs, following the completion of duties each month, shall promptly complete the "Implementation Report Form," have it confirmed by corresponding faculty members, and submit it to the Department for Student Affairs by the fifth day of the following month.

#### (6) Salary

SAs shall receive salaries, which will be paid to their designated bank accounts. SAs are requested to report their bank account numbers to the Student Affairs Division in advance.

#### (7) Handling of clerical matters

Clerical matters concerning SAs shall be handled by the Academic Affairs Section of the Student Affairs Division.

#### (8) Rules regarding the SA System

The "Outline on the Implementation of the University of Aizu Student Assistant System (\*internal access only)" provides for rules regarding the SA System.

#### (Reference)

In addition to the SA System, our University has a "TA System."

#### [About the TA (Teaching Assistant) System]

○The Teaching Assistant System, by providing opportunities for excellent graduate students to conduct education assistant work under educational consideration, aims to realize attentive guidance for undergraduate and graduate school education, have them deepen their learning, and offer teaching training for their future careers as educators.

○TA duties shall include (1) assistance in exercise classes, (2) assistance in making plans for exercise classes, (3) assistance in

making class handouts, (4) printing class handouts, (5) assistance in making short quizzes and exercise tasks, (6) assistance in rating of short quizzes, and (7) assistance in exam proctoring, etc.

○The period of entrustment for TAs shall be six months or less, and the initial time of engagement, in principle, shall be the first day of the first and second semesters. Further, duty hours for SAs must be determined with the student's graduate research, classes, etc. taken into account.

○Matters regarding the TA system are provided for in the "Outline on the Implementation of the University of Aizu Teaching Assistant System."

## **2. Outline on the Implementation of the University of Aizu Student Assistant System**

### **Article One**

(Purpose)

1.1 This Outline shall make necessary determinations concerning the implementation of the student assistant system with the objective of realizing refined guidance for undergraduate education by providing opportunities for excellent undergraduates to conduct education assistant work under educational consideration.

### **Article Two**

(Duties)

2.1 Student assistant (hereinafter referred to as "SA") duties shall be assisting work concerning lectures, practical training, experimentation (hereinafter collectively referred to as "CLASSES"), etc. for undergraduate students.

### **Article Three**

(Status)

3.1 SAs shall not possess the status of University personnel.

### **Article Four**

(Qualifications)

4.1 SAs shall be individuals attending the Undergraduate School as regular students, excelling in character and studies.

### **Article Five**

(Period of Entrustment and Time of Engagement in Duties)

5.1 The period of entrustment for SAs shall be six months or less, and the initial time of engagement, in principle, shall be the first day of the first and second semesters.

5.2 With respect to the time of engagement for SAs, consideration must be given so that hindrance to corresponding students' CLASSES will not occur.

### **Article Six**

(Entrustment)

6.1 Faculty members responsible for CLASSES desiring to employ SAs shall select undergraduates whom they judge as qualifying as SAs, complete the "STUDENT ASSISTANT/TEACHING ASSISTANT INSTRUCTION PLAN" and must submit it to the Director General of the Department for Student Affairs.

6.2 Students to be engaged in SA work shall submit the "STUDENT ASSISTANT/TEACHING ASSISTANT CONFIRMATION FORM" to the Director General of the Department for Student Affairs.

6.3 The Director General of the Department for Student Affairs, in situations in which there was a submission under Paragraphs 6.1 and 6.2 above and along with consultation with the Academic Affairs Committee, must submit the Forms to the University President.

6.4 The University President, in situations in which there has been a submission under Paragraph 6.3 above and when recognizing as appropriate, shall deliver the "Letter of Entrustment."

#### **Article Seven**

(Submission of the Implementation Report Form)

7.1 SAs and faculty members responsible for CLASSES, following the completion of duties each month, shall promptly complete the "STUDENT ASSISTANT IMPLEMENTATION REPORT FORM" and must submit it to the University President by the fifth day of the following month.

#### **Article Eight**

(Honoraria)

8.1 SAs shall, within the limits of the budget, be provided with honoraria.

#### **Article Nine**

(CLASS Management Responsibility and Safety Countermeasures)

9.1 Faculty members responsible for CLASSES shall manage the educational assistance activities of corresponding SAs and must adequately consider the safety of the corresponding activities.

#### **Article Ten**

(Miscellaneous Affairs)

10.1 Miscellaneous affairs concerning SAs shall be conducted by the Student Affairs Division of the Administrative Office.

#### **Article Eleven**

(Supplemental Provisions)

11.1 Other than determined by this outline, necessary matters with respect to the implementation of the SA system shall be separately determined by the University President.

#### **ADDITIONAL PROVISIONS**

This outline shall be enforced as of April 1, 2007.

This outline shall be enforced as of October 1, 2018.

This outline shall be enforced as of April 1, 2019.

### **3. Outline on the Implementation of Computer Systems Management Assistant Duties**

#### **Article One**

(Purpose)

1.1 This outline shall make necessary determinations concerning the implementation of duties of computer systems management assistants (hereinafter referred to as "ASSISTANTS") by undergraduate students and graduate students with the objective of assisting to maintain computer system environment for research and education including devices, software, etc. of respective laboratories and Centers.

#### **Article Two**

(Duties)

2.1 ASSISTANTS' duties shall be assistance work for maintenance of computer system environment for education and research in collaboration with the Information Systems and Technology Center (hereinafter referred to as "ISTC") and contractors. Details of ASSISTANTS' duties shall be determined separately.

#### **Article Three**

(Status)

3.1 ASSISTANTS shall not possess the status of University personnel.

#### **Article Four**

(Qualifications)

4.1 ASSISTANTs shall be students currently enrolled at the Undergraduate School or the Graduate School who are excelling in character and studies. However as an exception, prospective Graduate School students (successful applicants from the University of Aizu Undergraduate School) who have finished their graduation thesis presentation are included.

#### **Article Five**

(Period of Entrustment And Time of Engagement in Duties)

5.1 The period of entrustment for ASSISTANTs shall be six months or less, and the initial time of engagement, in principle, shall be the first day of the first quarter in April or third quarter in October.

5.2 Working hours of ASSISTANTs shall be approximately 260 hours in six months. However, the working hours may differ depending on their duties.

5.3 With respect to the working hours in Paragraph 5.2 above, consideration must be given so that hindrance to corresponding students' research, studies, etc. will not occur.

#### **Article Six**

(Selection)

6.1 The matters regarding selection of ASSISTANTs shall be separately determined.

#### **Article seven**

(Entrustment)

7.1 The Chairperson of the Board of Executives of the Public University Corporation, the University of Aizu (hereinafter referred to as "University President"), when recognizing as appropriate after deliberations on the selection results, shall deliver the "Letter of Entrustment "(Form No.1).

#### **Article Eight**

(Submission of the Implementation Report Form)

8.1 ASSISTANTs, following the completion of duties each month, shall promptly complete the "WORK IMPLEMENTATION REPORT FORM" (Form No.2) and must submit it to the University President by the fifth day of the following month.

#### **Article Nine**

(Honoraria)

9.1 ASSISTANTs shall, within the limits of the budget, be provided honoraria.

#### **Article Ten**

(Management Responsibility and Safety Countermeasures)

10.1 The ISTC shall be primarily responsible for overall management of ASSISTANTs' duties, and faculty members employing ASSISTANTs shall be responsible for respective duties that they request ASSISTANTs to engage in. However, in cases where ASSISTANT(s) intentionally caused damage, the relevant ASSISTANT(s) must take responsibility.

10.2 Faculty members employing ASSISTANTs must give adequate consideration to the safety of the corresponding activities.

10.3 Faculty members employing ASSISTANTs must provide prior guidance concerning assistance duties to corresponding ASSISTANTs.

#### **Article Eleven**

(Miscellaneous Affairs)

11.1 Miscellaneous affairs concerning ASSISTANTs shall be conducted by the ISTC.

#### **Article Twelve**

(Supplemental Provisions)

12.1 Other than determined by this outline, necessary matters with respect to the implementation of the ASSISTANT duties shall be separately determined by the Director of the ISTC.

### **ADDITIONAL PROVISIONS**

This outline shall be enforced as of April 1, 2006.

This outline shall be enforced as of January 1, 2007.

This outline shall be enforced as of February 1, 2008.

This outline shall be enforced as of September 1, 2014.

#### **4. Note of Caution: Handling of information by students working as SAs and Computer System Management Assistants**

Students employed as SAs are strongly requested to pay attention to proper management of information concerning confidential and personal matters to which they may have access in the performance of their duties, given that leakage of confidential information of the University or personal information will damage the credibility of the University.

For serious cases of information leakage, students involved may be given punishment in accordance with the University Ruling and/or the Graduate School Ruling.

##### **○ About Personal Information:**

Personal information refers to information related to an individual including his/her name, date of birth, etc., by which a specific person can be identified.

Individuals who handle personal information in the performance of their duties are legally bound to securely handle such information, and are prohibited to divulge information, to which they may have access, to third parties without due process, or to use such information for inappropriate purposes.

##### **(1) Taking out information from the University**

In principle, documents, media, etc. containing confidential and personal information must not be taken outside the University. If taking out information from the University is necessary for inevitable reasons, permission to do so must be obtained from faculty members responsible for management of relevant information. Extreme care should be taken for prevention of leakage when handling confidential and personal information taken from the University after due permission is granted.

##### **(2) Sending out undisclosed information outside of the University via e-mail**

It is technically possible to monitor/intercept e-mails sent over the Internet.

Also, it is possible that e-mails may be sent to third parties by mistake. Before sending e-mails over the Internet, please take necessary protective measures, such as setting of passwords on the relevant information. Passwords should be notified to the other party by other means, separate from the sent e-mail.

##### **(3) Security measures for personal computers used outside of the University**

Please make sure that antivirus software has been installed on personal computers used outside the University, and that pattern files (virus definition files) of the software have been updated to the latest version.

In addition, please apply the latest fix programs to reduce vulnerabilities of operating systems, etc.

Please also set passwords so that confidential and personal information can be disclosed only to authorized personnel.

##### **(4) File-exchange software (e.g. Winny, etc.)**

Most of the recent information leakage cases were caused by computer virus infection on personal computers with file exchange software.

Please do not use personal computers installed with file exchange software for handling confidential and personal information.

## V University Regulations

### 1 Ruling on the University of Aizu

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Chapter One	General Provisions (Articles 1 and 2)
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#### CHAPTER ONE GENERAL PROVISIONS

##### Article One (Objectives)

1.1 The objectives of the University of Aizu (for the purpose of this ruling, hereinafter referred to as the "UNIVERSITY") shall be; 1) education and research in specialized fields, 2) development of world-class talent rich in creativity, and 3) contribution to scientific and cultural advancement and industrial development.

##### Article Two (Internal Evaluations)

2.1 For the purpose of improving educational/research standards and achieving the objectives in Paragraph 1.1 above and its social missions, the UNIVERSITY shall conduct internal investigations and assessments regarding the status of education, research, and other activities at the UNIVERSITY.

#### CHAPTER TWO ORGANIZATION

##### Article Three (School, Department, Capacity and Objectives)

3.1 The Undergraduate School of Computer Science and Engineering shall be established within the UNIVERSITY.

3.2 The Department of the School of Computer Science and Engineering and its capacity shall be as specified below.

Department of Computer Science and Engineering

Admission capacity: 240

Capacity of the department: 960

3.3 The objectives of the Department of Computer Science and Engineering of the Undergraduate School of Computer Science and Engineering shall be education and research in knowledge and skills in computer science and engineering, and the nurturing of

researchers, technical experts and talent with an entrepreneurial spirit, who are rich in creativity and high ethical standards and will contribute to cultural and industrial development in local communities and international society.

#### Article Three-Two

(Graduate School)

3-2.1 The Graduate School shall be established within the UNIVERSITY.

3-2.2 The provisions of Chapter 5 to Chapter 13 shall not apply to the Graduate School. The necessary ruling concerning the Graduate School shall be specified separately.

#### Articles Four, Five, and Six

(Affiliated Facilities and Other Organizations)

4.1 The Research Center for Advanced Information Science and Technology, the Information Systems and Technology Center, the University-Business Innovation Center and the University of Aizu Revitalization Center shall be established within the UNIVERSITY.

5.1 The Administrative Office and the Department for Student Affairs shall be established within the UNIVERSITY.

6.1 Except for those provided for in Paragraphs 4.1 and 5.1 above, affiliated facilities and internal organizations of the UNIVERSITY shall be determined separately.

### CHAPTER THREE

#### PERSONNEL

##### Article Seven

7.1 Positions of the University President, professor, associate professor, assistant professor and research associate, and administrative personnel and technical personnel shall be established in the UNIVERSITY.

7.2 In addition to the personnel provided for in Paragraph 7.1 above, the positions of University Vice President and other personnel shall be established as necessary in the UNIVERSITY.

### CHAPTER FOUR

#### FACULTY ASSEMBLY

##### Article Eight

8.1 The Faculty Assembly shall be established within the UNIVERSITY for the purpose of deliberating on important matters.

8.2 The Faculty Assembly shall consist of the University President and professors. However, associate professors and other personnel may be included in the Faculty Assembly organization when doing so is recognized as necessary by the University President.

### CHAPTER FIVE

#### ACADEMIC YEAR, ACADEMIC TERMS, AND UNIVERSITY HOLIDAYS

##### Article Nine

(Academic year)

9.1 The academic year shall begin on April 1 and finish on March 31 of the following year.

##### Article Ten

(Academic Terms)

10.1 The academic year shall be divided into the following academic terms:

First Semester: April 1 to September 30

Second Semester: October 1 to March 31 of the following year

10.2 Each of the academic terms set forth in the preceding paragraph shall be dividable into the first and second half. The first half of the first semester shall be the first quarter, and the second half of the first semester shall be the second quarter. The first half of the second semester shall be the third quarter, and the second half of the second semester shall be the fourth quarter.

##### Article Eleven

(Holidays)

11.1 Days and periods during which classes shall not be conducted (for the purpose of this ruling, hereinafter referred to as "HOLIDAYS") shall be as follows:

- (1) Saturdays and Sundays;
- (2) Holidays provided for in the Act on National Holidays (Law No.178, 1948);
- (3) Spring Holidays: four weeks in the period from early March to early April
- (4) Summer Holidays: eight weeks in the period from early August to late September
- (5) Winter Holidays: three weeks in the period from late December to mid-January of the following year.

11.2 Notwithstanding the provisions of Paragraph 11.1 above, the University President may set HOLIDAYS or allow to conduct classes even during HOLIDAYS as needed, should he/she recognize doing so as specially necessary.

## CHAPTER SIX

### ACADEMIC RESIDENCY REQUIREMENT AND ENROLLMENT PERIOD LIMIT

#### Article Twelve

##### (Academic Residency Requirement)

12.1 The period of academic residency required for graduation from the UNIVERSITY shall be four years.

#### Article Thirteen

##### (Enrollment Period Limit)

13.1 Students shall not be enrolled at the UNIVERSITY for a period exceeding eight years. However, students admitted to the UNIVERSITY under the provisions of Article 19 or 20 herein shall not be enrolled for a period exceeding twice the enrollment period respectively required of such students based on the provisions of Paragraph 21.1 herein.

## CHAPTER SEVEN

### ADMISSIONS

#### Article Fourteen

##### (Admissions Period)

14.1 Students shall be admitted to the UNIVERSITY at the beginning of the academic year. However, as for transfer admissions and readmissions, students may be admitted at the beginning of an academic term.

#### Article Fifteen

##### (Admissions Qualifications)

15.1 Individuals to be admitted to the UNIVERSITY must meet either one of the following qualifications;

- (1) Individuals having graduated from high school or secondary school in Japan
- (2) Individuals having completed 12 years of school education in Japan with regular curriculum (including those having completed school education equivalent to the school education mentioned above with curriculum other than regular curriculum)
- (3) Individuals having completed 12 years of school education abroad or those having conformed to this standard, and been designated by the Minister of Education, Culture, Sports, Science and Technology
- (4) Individuals having completed curriculum at an academic institution abroad which has been certified by the Minister of Education, Culture, Sports, Science and Technology as having curriculum equivalent to high school curriculum in Japan
- (5) Individuals who completed an advanced program of a vocational school in Japan at the date designated by the Minister of Education, Culture, Sports, Science and Technology or later. The program must be one of those which require academic residency of three years or longer, satisfy the other standards established by the Minister of Education, Culture, Sports, Science and Technology, and have been separately designated by the Minister of Education, Culture, Sports, Science and Technology.
- (6) Individuals designated by the Minister of Education, Culture, Sports, Science and Technology
- (7) Individuals who have passed the Upper Secondary Equivalency Examination implemented in accordance with the Ruling on The Implementation of The Upper Secondary Equivalency Examination (Ministry of Education, Culture, Sports, Science and Technology Ordinance No. 1, 2005). Individuals who have passed the pre-revision University Entrance Qualification Test are also included. (This test shall be hereinafter referred to as "FORMER TEST" implemented in accordance with the provisions provided for in Article 2 of the additional provisions of the Ruling on The Implementation on The University Entrance Qualification Test (Ministry of Education

Ordinance No.13, 1951, hereinafter referred to as "FORMER REGULATION.")

- (8) Individuals who have been admitted to a university based on Article 90, Paragraph 2 of the School Education Law, and whose academic ability has been recognized by the University President as appropriate for education at the UNIVERSITY
- (9) Other than those individuals provided for in either of the preceding items, individuals who have reached eighteen years of age and are recognized by the University President as having academic ability equivalent or superior to that of those having graduated from high school through the examination of applicants' qualifications

#### Article Fifteen-Second

##### (Early Admission)

15-2.1 Notwithstanding the provisions provided for in Article 15 above, the University President may admit individuals who are recognized as having outstanding abilities in computer science and engineering and meet either one of the following requirements to the UNIVERSITY.

- (1) Individuals who have been enrolled in a high school for two years or longer
- (2) Individuals who have been enrolled in any of the following schools for two years or longer: an advanced program of a secondary school, a technical college, a high school for hearing/visually impaired students, or a high school for physically and/or mentally challenged students
- (3) Individuals who have been enrolled in an advanced school education program abroad for two years or longer following completion of nine years of school education
- (4) Individuals who have been enrolled in an education program of an educational institute abroad for at least two years. This education program must be equivalent to that of high schools in Japan and this education institute must be one of those recognized as having such an education program by the Minister of Education, Culture, Sports, Science and Technology. Individuals in this category also include those who have been enrolled in one of the educational institutes in Japan for at least two years, which are designated as having the education program equivalent to that of high schools in Japan by the Minister of Education, Culture, Sports, Science and Technology.
- (5) Individuals who have been enrolled in advanced programs of technical colleges for at least two years as of the date designated by the Minister of Education, Culture, Sports, Science and Technology provided for in Article 150, Item 3 of the Ruling on The Implementation of The School Education Law or later. The technical colleges must be those separately designated by the Minister of Education, Culture, Sports, Science and Technology under Article 150, Item 3 of the said ruling.
- (6) Individuals designated by the Minister of Education, Culture, Sports, Science and Technology
- (7) Individuals who have obtained passing scores in all of the examination subjects provided for in Article 4 of the Ruling on The Upper Secondary Equivalency Examination (excluding the subjects that the individuals have been exempted from taking) (including those individuals who obtained passing scores in all of the subjects provided for in Article 4 of the FORMER REGULATION ([with regard to individuals who have been exempted from taking subjects in this qualification test, this provision shall not apply to the subjects they have been exempted from taking.]) and who have reached the age of seventeen.

#### Article Sixteen

##### (Admissions Application Procedure)

16.1 Individuals applying for admission to the UNIVERSITY must submit the application form along with the documents separately specified by the University President and pay the application fee to the University President by the date prescribed by the University President. However, payment of the application fees is not required for individuals who are to submit the Application Fees, Etc. Exemption (Postponement of Payment) Application Form based upon the provisions of Article 7, Paragraph 1 of the Regulation Concerning the University of Aizu Exemption, Etc. of Tuition.

#### Article Seventeen

##### (Selection of Successful Applicants)

17.1 The University President shall decide, through selection, the successful applicants from among those who applied for admission.

#### Article Eighteen

##### (Admissions Procedure and Granting Admissions)

18.1 The successful applicants for admission referred to in Paragraph 17.1 above must submit the documents separately specified by

the University President to the University President and pay the admission fee by the date prescribed by the University President. However, payment of the admission fees is not required for individuals who are to submit the Application Fees, Etc. Exemption (Postponement of Payment) Application Form based upon the provisions of Article 7, Paragraph 1 of the Regulation Concerning the University of Aizu Exemption, Etc. of Tuition until a decision is made regarding the application for the exemption of admission fees or postponement of the payment.

18.2 The University President shall permit admissions of individuals having completed the admissions procedures provided for in Paragraph 18.1 above.

#### Article Nineteen

##### (Advanced Standing Admissions and Transfer Admissions)

19.1 The University President may permit the admissions to the appropriate UNIVERSITY class level of selected individuals falling within either category below and applying for the UNIVERSITY admission. The admissions of individuals from the first to fifth categories shall be advanced standing admissions, and the admissions of those from the sixth category shall be transfer admissions.

- (1) Individuals who have graduated from a university other than the University of Aizu, or those who were enrolled in a university other than the University of Aizu for at least two years and withdrew from the university after they had earned the predetermined number of academic credits.
- (2) Individuals who have graduated from a junior college
- (3) Individuals who have graduated from a technical college
- (4) Individuals who completed an advanced program of a vocational school (limited to those programs for which academic residency requirement must be two years or longer and which satisfy the standards established by the Ministry of Education, Culture, Sports, Science and Technology)
- (5) Individuals who have completed school education abroad of 14 years or longer.
- (6) Individuals who are currently enrolled in a university other than the University of Aizu

#### Article Twenty

##### (Readmissions)

20.1 The University President – when there are individuals applying for readmission to the UNIVERSITY, limited to situations in which there is a seat available, and through selection – can grant readmission to the appropriate year.

#### Article Twenty-One

##### (Handling of Matters Regarding Advanced Standing Admissions, Transfer Admissions and Readmissions)

21.1 The University President shall make decisions with respect to the handling of previously completed courses, the number of academic credits earned and the period of enrollment required of the individuals admitted under the provisions of Articles 19 and 20 above.

### CHAPTER EIGHT

#### CURRICULA AND MANNER OF COMPLETING STUDIES

##### Article Twenty-Two

##### (Categories of Courses)

22.1 Courses offered at the UNIVERSITY shall be categorized into groups of General Education Courses, English Language Courses, Specialized Courses and Graduation Theses.

##### Article Twenty-Three

##### (Organization of Curriculum)

23.1 In the framework of the curriculum, courses shall be classified into required courses, elective courses and optional courses. These courses shall be offered based upon the standard academic years for students' course registration.

##### Article Twenty-Four

##### (Criteria for Allotment of Academic Credits to Courses)

24.1 The academic credits shall be allotted to each course in accordance with the criteria listed below, on the basis that 45-hour

coursework both inside and outside the classroom is worth one academic credit.

(1) One credit for every 15 hours of lecture style and exercise style classes

(2) One credit for every 30 hours of exercise style classes for experiments, practical training, and skills practice

24.2 Notwithstanding the provisions of the Paragraph 24. 1 above, eight academic credits shall be allocated to the course, Graduation Theses.

#### Article Twenty-Five

##### (Assessment of Academic Performance and Awarding of Credits)

25.1 Academic performance regarding each course shall be assessed by the grade of "A," "B," "C," "D," or "F." Grades of "A," "B," and "C" shall be regarded as passing grades resulting in the award of the prescribed number of academic credits.

#### Article Twenty-Six

##### (Academic Credits Required For Graduation)

26.1 The number of academic credits required for graduation shall be at least 128, consisting of the following:

(1) At least 25 credits from the General Education Courses and the English Language Courses

(2) At least 103 credits from the Specialized Courses and the Gradation Theses

26.2 Other than those provided for in the preceding paragraph, matters necessary for graduation shall be determined separately.

#### Article Twenty-Seven

##### (Courses Taken at Other Universities, Etc.)

27.1 The University President may, when deeming it to be effective from an educational standpoint, regard credits earned by UNIVERSITY students' having taken courses offered at other universities and/or junior colleges as credits earned at the UNIVERSITY in consultation with the respective universities and junior colleges concerned, to an extent not exceeding 30 credits.

27.2 The University President may, when deeming it to be effective from an educational standpoint, regard courses taken by students at junior colleges and/or advanced courses of technical colleges as those taken at the UNIVERSITY and may grant credits. This shall also apply to courses prescribed in the Ministry of Education Notification No.68, 1991 regarding "performances for which universities may award academic credits" established based upon Article 29, Paragraph 1 of the Standards for Establishment Universities (Ministry of Education Ordinance No.28, 1956).

27.3 The number of academic credits granted under the provisions of Paragraph 27.2 above shall not exceed a total of 30, in combination with the academic credits earned under the provisions of Paragraph 27.1 above.

#### Article Twenty-Eight

##### (Recognition of Academic Credits Earned Prior to UNIVERSITY Admissions)

28.1 The University President may, when deeming it to be effective from an educational standpoint, retroactively regard academic credits earned by a student prior to admission to the UNIVERSITY for courses offered at a university or junior college (including credits earned as a non-degree student) as credits earned by taking courses offered at the UNIVERSITY after admission to the UNIVERSITY.

28.2 The University President may, when deeming it to be effective from an educational standpoint, regard courses taken provided for under Paragraph 27.2 herein prior to admission to the UNIVERSITY as those taken at the UNIVERSITY and grant credits.

28.3 The number of credits other than those earned at the UNIVERSITY, which can be deemed to have been earned or which can be granted as prescribed in the preceding two paragraphs, shall not exceed 30 credits, excluding cases of advanced standing admissions or transfer admissions.

### CHAPTER NINE

#### LEAVE OF ABSENCE, UNIVERSITY TRANSFER, STUDY ABROAD, WITHDRAWAL AND EXPULSION

#### Article Twenty-Nine

##### (Leave of Absence)

29.1 Students unable to attend classes for a period exceeding two months due to illness or other unavoidable reasons may ask for permission from the University President for a leave of absence.

29.2 The length of a leave of absence shall not exceed one year. However, the University President may, when recognizing special

reasons, extend the leave of absence by up to one year.

29.3 The total combined length of a student's leaves of absence shall not exceed four years.

29.4 The leave of absence period shall not be included in the enrollment period provided for in Article 13 above.

29.5 A student must, when planning to resume his/her study at the UNIVERSITY following disappearance of the reasons for the leave of absence, receive permission from the University President for reenrollment in the UNIVERSITY.

#### Article Thirty (Deleted)

#### Article Thirty-One (University Transfer)

31.1 Students planning to apply for admission or transfer to another university must receive permission to do so from the University President.

#### Article Thirty-Two (Study Abroad)

32.1 The University President may, when deeming it to be effective from an educational standpoint, allow a student to study abroad for the purpose of taking courses at a university or junior college abroad in consultation with the relevant university or the junior college.

32.2 The period of study abroad provided for in Paragraph 32.1 above may be included in the student's enrollment period provided for in Paragraph 35.1 herein.

32.3 The provisions of Paragraph 27.1 above shall apply to the study abroad referred to in Paragraph 32.1 above.

#### Article Thirty-Three (Withdrawal)

33.1 Students planning to withdraw from the UNIVERSITY must receive permission to do so from the University President.

#### Article Thirty-Four (Expulsion)

34.1 The University President can expel from the UNIVERSITY the students falling in any of the following categories:

- (1) Students having failed to pay tuition and continuing to do so in spite of demand for payment
- (2) Students having been enrolled at the UNIVERSITY for a period exceeding that provided for in Paragraph 13.1 above
- (3) Students having exceeded the leave of absence period provided for in Paragraph 29.3 above and unable to resume UNIVERSITY studies, and
- (4) Students whose whereabouts continue to remain unknown for an extended period of time.

### CHAPTER TEN GRADUATION, UNIVERSITY DEGREE AND QUALIFICATIONS, ETC.

#### Article Thirty-Five (Graduation)

35.1 The University President shall authorize the graduation of students having been enrolled at the UNIVERSITY for a period of at least four years (this enrollment period shall be determined under the provisions of Paragraph 21.1 herein for the students admitted under the provisions of Paragraphs 19.1 and 20.1 herein) and having earned the number of credits prescribed in Article 26 herein.

#### Article Thirty-Five-Two (Early Graduation)

35-2.1 The President may, notwithstanding the provisions of Article 12 and the preceding article above, authorize the graduation of students having been enrolled at the UNIVERSITY for at least three years and recognized as having acquired the number of academic credits designated as a requirement for graduation from the undergraduate program with outstanding academic performance.

35-2.2 Matters concerning the early graduation provided for in the preceding paragraph shall be determined separately.

Article Thirty-Six  
(University Degree)

36.1 The University President shall award a Bachelor's degree (in Computer Science and Engineering) to the students whose graduation has been authorized under the provisions of Paragraph 35 above.

Article Thirty-Six-Two  
(Teaching Certificate)

36-2.1 Students planning to be qualified for a teaching certificate must earn the academic credits provided for in the Education Personnel Certification Act (Act No.147, 1949) and the Ordinance for Enforcement of the Education Personnel Certification Act (Ministry Of Education Ordinance No.26, 1954).

36-2.2 The types of teachers' certificates that can be obtained at the School of Computer Science and Engineering at the UNIVERSITY shall be as listed below:

- Junior High School Teacher Class 1 Certificate (Mathematics)
- High School Teacher Class 1 Certificate (Mathematics)
- High School Teacher Class 1 Certificate (Information)

Article Thirty-Six-Three  
(Authorization of Expertise)

36.3 The University President shall, with regard to students who have earned credits for specific courses established for each area of specialization in computer science and engineering, certify their completion.

CHAPTER ELEVEN  
COMMENDATION AND DISCIPLINE

Article Thirty-Seven  
(Commendation)

37.1 The University President may commend a student serving as a model to others.

Article Thirty-Eight  
(Disciplinary Punishment)

38.1 The University President may discipline students violating this ruling and other regulations or deviating from their duties as students.

38.2 The types of disciplinary punishment shall be expulsion or suspension from the UNIVERSITY, or a warning.

38.3 The expulsion referred to in Paragraph 38.2 above may be applied to students in any of the following categories:

- (1) Students of delinquent characteristics and conduct and recognized as lacking any prospect for improvement
- (2) Students of inferior scholastic ability and recognized as lacking any prospect for improvement
- (3) Students continually absent without justifiable cause
- (4) Students disturbing UNIVERSITY order and deviating from their duties as students

38.4 Matters necessary for disciplinary punishment for students shall be determined separately.

CHAPTER TWELVE  
NON-DEGREE STUDENTS, RESEARCH STUDENTS, SPECIAL AUDIT STUDENTS, TRAINEES, AND INTERNATIONAL STUDENTS

Article Thirty-Nine  
(Non-degree Students)

39.1 The University President may, through selection, admit applicants to the UNIVERSITY as non-degree students when they have applied for taking one or more courses for academic credits at the UNIVERSITY, to an extent not impeding education and research at the UNIVERSITY.

39.2 Individuals who can be admitted to the UNIVERSITY as non-degree students shall fall under either one of the categories provided for in Article 15 above.

39.3 The University President may grant academic credits to non-degree students.

Article Forty  
(Research Students)

40.1 The University President may, through selection, admit applicants to the UNIVERSITY as research students when they have applied for conducting research in specific specialized matters at the UNIVERSITY, to an extent not impeding education and research at the UNIVERSITY.

40.2 Individuals who can be admitted to the UNIVERSITY as research students shall have previously graduated from a university or be recognized by the University President as having academic ability either equivalent or superior to that of a university graduate.

Article Forty-One  
(Special Audit Students)

41.1 The University President may, based on regulations provided for separately, admit applicants to the UNIVERSITY as special audit students when they have applied for taking one or more courses for academic credits at the UNIVERSITY.

41.2 The University President may grant academic credits to special audit students.

Article Forty-Two  
(Trainees)

42.1 The University President may, through selection, accept individuals to the UNIVERSITY as trainees when there are applications for sending the individuals belonging to other universities or other organizations as their personnel for the purpose of their training regarding specific specialized matters at the UNIVERSITY to an extent not impeding education and research at the UNIVERSITY.

42.2 Individuals who can be accepted to the UNIVERSITY as trainees shall have previously graduated from a university or be recognized by the University President as having academic ability either equal or superior to that of a university graduate.

Article Forty-Three  
(International Students)

43.1 The University President may, through selection, admit foreign nationals to the UNIVERSITY when they have entered Japan for the purpose of studying at a university and applied to the UNIVERSITY.

CHAPTER THIRTEEN  
TUITION AND OTHER UNIVERSITY FEES

Article Forty-Four

44.1 UNIVERSITY entrance examination, admission, tuition and training fees shall be provided for in the provisions of the Regulation Concerning Tuition, Etc. of the University of Aizu.

CHAPTER FOURTEEN  
OTHER MATTERS

Article Forty-Five

(Opening to the General Public)

45.1 The University President may, when recognizes doing so as necessary, open the UNIVERSITY facilities to the general public for public lectures, etc.

Article Forty-Six  
(Health and Welfare Facilities)

46.1 The UNIVERSITY shall have a nurse's office, counseling office, and other facilities necessary for the health and welfare for students and personnel.

Article Forty-Seven  
(Delegation of Authority)

47.1 The University President shall specify matters necessary for the enforcement of this ruling.

ADDITIONAL PROVISIONS

1. This ruling shall be enforced as of April 1, 2008.
2. With regard to students who were admitted to the UNIVERSITY in AY 2005 or before, are enrolled in the UNIVERSITY as of the previous day of the enforcement date of this ruling (hereinafter referred to as "ENFORCEMENT DATE"), and will remain enrolled therein after the ENFORCEMENT DATE, the pre-revised ruling shall remain effective until March 30, 2009.

ADDITIONAL PROVISIONS

This regulation shall be enforced as of April 1, 2009.

ADDITIONAL PROVISIONS

This regulation shall be enforced as of April 1, 2010.

ADDITIONAL PROVISIONS

This regulation shall be enforced as of March 4, 2013.

ADDITIONAL PROVISIONS

This regulation shall be enforced as of April 1, 2015.

ADDITIONAL PROVISIONS

This regulation shall be enforced as of April 1, 2016.

ADDITIONAL PROVISIONS

1. This ruling shall be enforced as of April 1, 2018

## 2 University Regulation on the Completion of University of Aizu Studies

### Article One

#### (Objective)

1.1 This regulation, based upon the provisions of Article 47 of the Ruling on The University of Aizu, provides for necessary matters concerning the types of courses, of academic credit provided for, the manner of completion of, and other aspects of University of Aizu courses.

### Article One - Two

#### (Definitions)

1-2.1 The definitions of the terms listed below used in this regulation shall be as provided below:

- (1) Fields: fields of specialization established in the area of computer science and engineering
- (2) Strongly-recommended courses: Courses recommended for students in all fields in order to acquire fundamentals in computer science and engineering
- (3) Fields-recommended courses: Elective courses recommended for students in each Field
- (4) Other courses: Elective courses which are classified neither as Item (2) nor (3) above.

### Article Two

#### (Course Registration)

2.1 Students must register for courses by the due date.

2.2 Students must register for courses for the first semester of their first year by submitting a course registration form to the Student Affairs Division. As for following semesters, students must register for courses via the Course Registration System.

2.3 Students must report cancellation of registered courses to the Student Affairs Division by the due date.

### Article Three

#### (Constraints Regarding Course Registration)

3.1 The following constraints shall be applied regarding course registration.

- (1) Students cannot attend courses for which they have not registered.
- (2) Students cannot register for courses that they have already earned the credits.
- (3) Students cannot register for more than one course scheduled for the same class period.

### Article Three-Two

#### (Maximum Number of Credits for Course Registration)

3-2.1 Matters concerning the maximum number of credits for course registration shall be determined separately.

### Article Four

#### (General Education Courses and English Language Courses)

4.1 The General Education Courses and the English Language Courses, the academic credit allotted thereto, etc. shall be in accordance with the provisions of Attached Table No.1.

4.2 International students may substitute other courses for up to four credits worth of English Language Courses among those provided for in the previous paragraph.

### Article Five

#### (Specialized Courses and Graduation Theses)

5.1 Courses of the specialized course group and graduation theses, the academic credits allotted thereto, , etc. shall be in accordance with the provisions of Attached Table No. 2.

### Article Five - Two

#### (Courses concerning the Teaching Profession)

5.2.1 The courses concerning the teaching profession, the academic credits allotted thereto, etc. shall be in accordance with the provisions of Attached Table No. 2-2.

#### Article Six

##### (Requirements regarding Course Registration)

6.1 Students shall register for courses based upon, in principle, the standard academic years in Attached Table No. 1 provided for in Article 4 herein and in Attached Table 2 provided for in Article 5 herein.

6.2 In order to be assigned to graduation thesis supervisors, students are required to have been enrolled at the University for at least two years, in principle.

6.3 In order to start graduation thesis, students are required to have been enrolled at the University for at least three years, assigned to graduation thesis supervisors and earned at least 100 credits from courses other than optional courses, in principle.

6.4 Notwithstanding the provisions of Paragraph 6.3 above, the University President may allow students to start graduation thesis through consultation with the Faculty Assembly, when he/she recognizes the existence of a suitable reason for doing so.

#### Article Six –Two

##### (Promotion Requirements)

6.2.1. Students are required to fulfill both of the requirements listed as (1) and (2) below by the end of their second year in order to register for the courses designated for third- and/or fourth-year students (hereinafter referred to as the "COURSES" in the following paragraph).

(1) Students must earn at least 55 credits from strongly-recommended courses designated for first- and/or second-year students.

(2) Students must score at least 400 points for one of the TOEIC Listening & Reading tests developed and produced by the ETS.

(Only the scores that students got after the admission to the University are valid, in principle.)

6.2.2. With regard to students recognized as ineligible to register for the COURSES in accordance with the provision of the preceding paragraph, it shall be confirmed if they fulfill the requirements stated in the items (1) and (2) in the preceding paragraph at the end of every semester. Those who are recognized as having met both of the requirements at that time may register for the COURSES in the following semester.

#### Article Seven

##### (Graduation Requirements)

7.1 In order to graduate from the University, students are required to be enrolled at the University at least four years and earn the minimum number of academic credits provided for in Attached Table No. 3.

7.2 Notwithstanding the provisions in the preceding paragraph, students recognized as having acquired, with outstanding academic performance, the number of academic credits designated as a requirement for graduation from the undergraduate program may be authorized for graduation from the undergraduate program after enrollment for at least three years, according to the provisions of Article 35-2 of the Ruling on the University of Aizu.

#### Article Eight

##### (Examinations)

8.1 Regular examinations shall be conducted during the specified period at the end of the first and second semesters and the first to fourth quarters in the form of written examinations, oral examinations, thesis (report) submissions, physical exercises, practical applications, etc.

8.2 Notwithstanding the provisions of Paragraph 8.1 above, examinations may be conducted, depending upon the course, at any time.

8.3 Should a student fail to attend a minimum of two thirds of the actual class time for a particular course, as a matter of principle, that student shall lose the right to take that course's examination.

8.4 Should a student take an inappropriate action during the examinations, etc. stipulated in Article 8, Item 1 or Item 2 above, the academic performance of all the courses the said student was enrolled in for the following periods shall be "F", in principle. Further, the said student may be subject to disciplinary punishment based on the Ruling on the University of Aizu.

(1) An inappropriate action taken in the first semester or first/second quarter: the first semester and both the first and second quarter

(2) An inappropriate action taken in the second semester or third/fourth quarter: the second semester and both the third and fourth quarter

(3) Periods other than those listed above recognized as necessary by the Academic Affairs Committee

#### Article Nine

##### (Assessment of Academic Performance)

9.1 Academic performance shall be assessed by the combination of examination results, general performance, and other factors.

9.2 Academic performance shall be graded as in the table below. Students who earned a passing grade of "A," "B," or "C" can earn the prescribed number of credits for the courses.

Assessment	Grade Points
A	80-100
B	65-79
C	50-64
D	35-49
F	34 or below

9.3 The term "F" shall define the situation where students did not attend over one third of classes for relevant courses or did not take examinations for the courses, which have been provided for in Article Eight above.

9.4 Students who have given a non-passing grade for a course may retake the course.

#### Article Ten

##### (Makeup Examinations)

10.1 Students failing to attend a scheduled examination may not take a makeup examination. However, students unable to take examination due to illness or any other unavoidable reason may take a makeup examination by requesting to do so.

#### Article Eleven

##### (Re-Examinations)

11.1 Students whose academic performance in a course has been graded as "D" may take another examination for that course by requesting to do so.

11.2 The maximum point that students can get for re-examinations shall be 50.

#### Article Twelve

##### (Other Matters)

12.1 Other than those matters provided for in this regulation, necessary matters concerning the completion of courses, etc. shall be determined separately.

#### ADDITIONAL PROVISIONS

This regulation shall be enforced as of April 1, 2006

#### ADDITIONAL PROVISIONS

This regulation shall be enforced as of April 1, 2007

#### ADDITIONAL PROVISIONS

This regulation shall be enforced as of April 1, 2008

1. This regulation shall be enforced as of April 1, 2008. However, article (4) in Paragraph 3.2 of the revised regulation shall not apply to students admitted to the University in AY 2007 or before, only during AY 2008.

2. With regard to students who were admitted to the UNIVERSITY in AY 2005 or before, are enrolled in the UNIVERSITY as of the previous day of enforcement of this regulation (hereinafter referred to as "ENFORCEMENT DATE,") and will remain enrolled therein after the ENFORCEMENT DATE, the pre-revised regulation shall remain effective for these students until March 30, 2009.

#### ADDITIONAL PROVISIONS

This regulation shall be enforced as of April 1, 2009.

#### ADDITIONAL PROVISIONS

This regulation shall be enforced as of April 1, 2010.

#### ADDITIONAL PROVISIONS

This regulation shall be enforced as of April 1, 2011.

#### ADDITIONAL PROVISIONS

This regulation shall be enforced as of April 1, 2012.

ADDITIONAL PROVISIONS

This regulation shall be enforced as of April 1, 2013.

ADDITIONAL PROVISIONS

This regulation shall be enforced as of April 1, 2014.

ADDITIONAL PROVISIONS

This regulation shall be enforced as of April 1, 2015.

ADDITIONAL PROVISIONS

This regulation shall be enforced as of April 1, 2016.

ADDITIONAL PROVISIONS

This regulation shall be enforced as of April 1, 2016.

ADDITIONAL PROVISIONS

1. This regulation shall be enforced as of April 1, 2018. And regard to article six-two, students who are enrolled in the University after AY2018 apply it.

2. With regard to students who are enrolled in the University as of the previous day of enforcement of this regulation (hereinafter referred to as "ENFORCEMENT DATE,") and will remain enrolled therein after the ENFORCEMENT DATE, the pre-revised regulation shall be applicable to these students.

ADDITIONAL PROVISIONS

This regulation shall be enforced as of April 1, 2019.

### **3 The University of Aizu Regulation on Handling of Matters Related to Mutual Recognition of Academic Credits Between Universities**

#### CHAPTER ONE

##### (General Provisions)

###### Article One

###### (Objective)

1.1 This regulation – based on the provisions of Article 27 and Article 41 of the RULING ON THE UNIVERSITY OF AIZU – provides for necessary matters related to mutual recognition of academic credits between the University of Aizu and other universities or junior colleges (hereinafter collectively referred to as “OTHER UNIVERSITYS, ETC.”)

###### Article Two

###### (Conclusion of an Agreement)

2.1 For mutual recognition of academic credits with OTHER UNIVERSITYS, ETC., the University President shall sign an agreement with OTHER UNIVERSITYS, ETC. concerned after having due consultations.

###### Article Three

###### (Matters for Consultation)

3.1 In the case that students of the University of Aizu intend to enroll in a course/courses offered by OTHER UNIVERSITYS, ETC. or in the case that students from OTHER UNIVERSITYS, ETC. intend to enroll in courses offered by the University of Aizu, the Director General of the Department for Student Affairs, with the approval of the University President, shall consult on the following matters with OTHER UNIVERSITYS, ETC. concerned beforehand.

- (1) Transferable courses and the number of academic credits
- (2) Period of course enrollment
- (3) The number of students to be accepted for recognition of academic credits
- (4) Methods for recognition of academic credits
- (5) Application fees, admission fees and tuition
- (6) Status of students to be accepted for recognition of academic credits
- (7) Other necessary matters

###### Article Four

###### (Consultation with the Academic Affairs Committee)

4.1 The Director General of the Department for Student Affairs shall, when transferable courses provided for in item (1), Article 3 above fall under either one of the items listed below, consult with the Academic Affairs Committee beforehand.

- (1) Cases where the University of Aizu will authorize courses proposed by OTHER UNIVERSITYS, ETC. to the University of Aizu as transferable courses
- (2) Cases where the University of Aizu will propose its courses to OTHER UNIVERSITYS, ETC. as transferable courses

#### CHAPTER TWO

##### (Enrollment, Etc. of University of Aizu Students in Courses Offered By OTHER UNIVERSITYS, ETC.)

###### Article Five

###### (Handling of Transferable Courses)

5.1 The University President shall handle transferable courses proposed by OTHER UNIVERSITYS, ETC. as either “Strongly Recommended” Courses, “Track Recommended” Courses, “Other” Courses or “Optional” Courses, and as either General Education Courses, English Language Courses, or Specialized Courses of the University of Aizu.

###### Article Six

###### (Application for Transferable Courses)

6.1 Students planning to enroll in courses offered by OTHER UNIVERSITYS, ETC. must submit the predetermined form, “Application Form for Special Audit Students,” to the Director General of the Department for Student Affairs.

#### Article Seven

##### (Request for Acceptance)

7.1 Regarding students whose applications for enrollment in transferable courses have been received based on the provisions provided for in Article 6 above, the Director General of the Department for Student Affairs shall, after selection of the students, request OTHER UNIVERSITYS, ETC. concerned to accept the said students.

#### Article Eight

##### (Permission of Course Enrollment)

8.1 The Director General of the Department for Student Affairs shall permit the University of Aizu students to enroll in courses offered by OTHER UNIVERSITYS, ETC., after approval by OTHER UNIVERSITYS, ETC. concerned has been obtained. This shall be reported to the University President.

#### Article Nine

##### (Period of Enrollment in Transferable Courses)

9.1 The period during which students are permitted to enroll in courses offered by OTHER UNIVERSITYS, ETC. shall be limited to one year.

#### Article Ten

##### (Cancellation of Permission for Course Enrollment)

10.1 In cases where students, who have been permitted to enroll in courses offered by OTHER UNIVERSITYS, ETC. and who actually take those courses, fall under any of the following situations, the Director General of the Department for Student Affairs may cancel the permission of course enrollment in consultation with the relevant OTHER UNIVERSITYS, ETC.

- (1) Situations in which students have no chance of successfully completing relevant courses
- (2) Situations in which students have neglected their duties as students
- (3) Other situations that prevent the student from attending relevant courses

10.2 The Director General of the Department for Student Affairs, if the permission of enrollment in courses offered by OTHER UNIVERSITYS, ETC. has been cancelled based on the provisions provided for Paragraph 10.1 above, shall report this fact to the University President.

#### Article Eleven

##### (Recognition of Academic Credits)

11.1 The Academic Affairs Committee shall recognize academic credits awarded by OTHER UNIVERSITYS, ETC. as those awarded by the University of Aizu based on the data and documents exchanged in consultation with OTHER UNIVERSITYS, ETC. concerned.

11.2 The Director General of the Department for Student Affairs shall report results of the academic credit recognition in Paragraph 11.1 above to the University President.

### CHAPTER THREE

#### (Enrollment, Etc. of Students from OTHER UNIVERSITYS, ETC. in Courses Offered by the University of Aizu)

#### Article Twelve

##### (Acceptance, Etc.)

12.1 The status of students from OTHER UNIVERSITYS, ETC. to be accepted to the University of Aizu shall be "SPECIAL AUDIT STUDENTS" provided for in Article 41 of the RULING ON THE UNIVERSITY OF AIZU. The UNIVERSITY REGULATION ON UNIVERSITY OF AIZU SPECIAL AUDIT STUDENTS shall apply to the said acceptance.

12.2 The Director General of the Department for Student Affairs shall notify the Dean, etc. of OTHER UNIVERSITYS, ETC. concerned of academic grades for students accepted as SPECIAL AUDIT STUDENTS from the OTHER UNIVERSITYS, ETC.

### ADDITIONAL PROVISIONS

This regulation shall be effective as of April 1, 2006.

Attached Form (Omitted)

#### **4 University Regulation on University of Aizu Special Audit Students**

##### Article One

###### (Objective)

1.1 This regulation provides for necessary matters concerning Special Audit Students prescribed under Article 41 of the Ruling on the University of Aizu and Article 41 of the Ruling on the University of Aizu Graduate School.

##### Article Two

###### (Admission Period, Etc.)

2.1 Special Audit Students shall be admitted at the beginning of the academic year or the academic term.

2.2 The enrollment period of Special Audit Students shall not exceed one year. However, the University President can extend the enrollment period by up to one additional year when there is a special reason, upon a request from the Special Audit Student, and with the approval of the Faculty Assembly for the Undergraduate School or the approval of the Graduate School Faculty Assembly for the Graduate School.

##### Article Three

###### (Application Procedure for Admission)

3.1 Individuals applying for admissions as Special Audit Students must submit the documents listed below to the University President by the prescribed date.

- (1) Application for admission (Form No.1);
- (2) Written permission for Special Audit Students issued by their university or junior college; and
- (3) Other documents recognized by the University President as necessary.

##### Article Four

###### (Selection)

4.1 Selection of applicants mentioned in Article 3 above shall be conducted as provided for separately.

##### Article Five

###### (Admission Procedure)

5.1 The University President shall notify successful applicants of the result of the selection provided for in Article 4 above.

5.2 The applicants who have received the notification provided for in Paragraph 5.1 above must submit a written oath (Form No.2) along with the documents specified separately to the University President by the prescribed date.

5.3 The University President shall admit the applicants who have completed the procedures provided for in Paragraph 5.2 above to the university.

##### Article Six

###### (Special Audit Student Certificate)

6.1 The Special Audit Student ID card (Form No.3) shall be issued to Special Audit Students.

6.2 Special Audit Students must carry the Special Audit Student Certificate at all times.

##### Article Seven

###### (Tuition, Etc.)

7.1 Special Audit Students must pay the total amount of tuition for the enrollment period by the admission day.

7.2 Other than that provided for in Paragraph 7.1 above, Special Audit Students shall pay expenses for experiments, practical training and/or exercises.

Article Eight  
(Recognition of Academic Credit)

8.1 At the request of Special Audit Students, the University President may allow them to take examinations for the recognition of academic credits for the courses they have enrolled in.

8.2 In the case where Special Audit Students pass the examinations for the recognition of academic credits provided for in Paragraph 8.1 above, the University President shall award the predetermined academic credits.

8.3 The University President, at the request of Special Audit Students, may issue a Certificate of Earned Academic Credits (Form No.4).

Article Nine  
(Application of Other Regulations, Etc.)

9.1 Other than the provisions provided for in this regulation, provisions concerning students from among those in the rulings and regulations of the University of Aizu shall apply to Special Audit Students.

Article Ten  
(Withdrawal of Approval)

10.1 When a Special Audit Student has violated University rulings and/or regulations, or has failed in his/her duties as a Special Audit Student, the University President, in consultation with the Faculty Assembly, can withdraw the approval for the admission provided for in Paragraph 5.3 above.

Article Eleven  
(Acceptance of Students based on Agreements)

11.1 In the case of acceptance of students based on agreements concluded with other universities or junior colleges (including those overseas), notwithstanding the provisions provided for in this regulation above, the terms of the agreements shall apply to the acceptance.

11.2 The provision of Paragraph 11.1 above shall apply to matters necessary for acceptance of Special Audit Students based on agreements related to high school-university cooperation.

ADDITIONAL PROVISIONS

This regulation shall be enforced as of April 1, 2006.

ADDITIONAL PROVISIONS

This regulation shall be enforced as of April 1, 2008.

ADDITIONAL PROVISIONS

This regulation shall be enforced as of April 1, 2015.

(Forms Omitted)

## **5 University Regulation on University of Aizu Non-degree Students**

Article One  
(Objective)

1.1 This regulation provides for necessary matters concerning Non-degree Students (for the purpose of this regulation, hereinafter referred to as "Non-degree Students" prescribed under Article 39 of the Ruling On The University of Aizu and Article 39 of the Ruling On The University of Aizu Graduate School.

Article Two  
(Admissions Period, Etc.)

2.1 Non-degree students shall be admitted at the beginning of the academic year or the academic term.

2.2 The enrollment period of Non-degree Students shall not exceed one year. However, the University President - when there is a special reason, based upon a request from the Non-degree Student, and upon receiving the approval of the Faculty Assembly in case

of the Undergraduate School and the approval of the Faculty Assembly of the Graduate School in case of the Graduate School - can extend the enrollment period up to an additional one year.

Article Three  
(Admissions Application Procedure)

3.1 Individuals applying for admissions as Non-degree Students must attach the application fee to the following listed documents and submit these items to the University President by the prescribed date.

- (1) Admissions application (Form No.1);
- (2) Certified transcript and graduation (completion) certificate of the applicant for that school from which he/she most recently graduated;
- (3) Other documents recognized by the University President as necessary.

Article Four  
(Selection)

4.1 With respect to the admissions candidates referred to in Article 3 above, selection shall be conducted as provided separately.

Article Five  
(Admissions Procedure)

5.1 The University President shall conduct the notification to the successful admissions candidates provided for in Article 4 above.

5.2 Individuals that have received the notification provided for in Paragraph 5.1 above must attach the documents separately provided for to a written oath (Form No.2) and submit these items to the University President by the prescribed date, and must pay an admission fee.

5.3 The University President shall approve the admission of those individuals who have completed the procedures provided for in Paragraph 5.2 above.

Article Six  
(Non-degree Student Certificate)

6.1 A Non-degree Student ID card (Form No.3; for the purpose of this regulation, hereinafter referred to as "Non-degree Student Certificate") shall be issued to Non-degree Students.

6.2 Non-degree Students must carry the Non-degree Student Certificate at all times.

Article Seven  
(Tuition, Etc.)

7.1 Non-degree Students must pay tuition during the enrollment period.

7.2 Other than provided for in Paragraph 7.1 above, expenses required for experiments, practical application, or physical exercise shall be borne by the Non-degree Student.

Article Eight  
(Recognition Of Academic Credit)

8.1 In situations in which the Non-degree Student so desires, the University President can allow an examination for the recognition of academic credit with respect to completed course work.

8.2 In situations in which a Non-degree Student passes the examination for the recognition of academic credit provided for in Paragraph 8.1 above, the University President shall award the prescribed academic credit.

8.3 The University President, under a request by the Non-degree Student, can deliver a Receipt Of Academic Credit Certificate (Form No.4).

Article Nine  
(Corresponding Application Of The Regulation, Etc.)

9.1 Other than provided for by this regulation, matters concerning students within the University rules and various regulations shall apply correspondingly to Non-degree Students.

#### Article Ten

##### (Withdrawal Of Approval)

10.1 When a Non-degree Student has violated University rules and various regulations or has violated his/her duties as a Non-degree Student, the University President, by way of consultation with the Faculty Assembly, can withdraw the approval provided for under the provisions of Paragraph 5.3 herein.

#### ADDITIONAL PROVISIONS

This regulation shall be enforced as of April 1, 2006.

#### ADDITIONAL PROVISIONS

This regulation shall be enforced as of April 1, 2015.

(Forms Omitted)

### **6 University Regulation On University Of Aizu Research Students**

#### Article One

##### (Objective)

1.1 This regulation provides for necessary matters concerning Research Students prescribed under Article 40 of the Ruling On The University Of Aizu and Article 40 of the Ruling On The University of Aizu Graduate School.

#### Article Two

##### (Admissions Period, Etc.)

2.1 Research student admissions shall occur at the beginning of the academic year or academic term.

2.2 The enrollment period of Research Students shall not exceed one year. However, the University President -when there is a special reason, based upon a request from the Research Student, and upon receiving the approval of the Faculty Assembly in case of the Undergraduate School and the approval of the Graduate Department Councils in case of the Graduate School -can extend the enrollment period up to an additional one year.

#### Article Three

##### (Admissions Application Procedure)

3.1 Individuals applying for admissions as Research Students must attach the application fee to the following listed documents and submit these items to the University President by the prescribed date.

- (1) Admissions application (Form No.1);
- (2) Research plan;
- (3) Certified transcript and graduation (completion) certificate of the applicant for that school from which he/she most recently graduated;
- (4) Other documents recognized by the University President as necessary.

#### Article Four

##### (Selection)

4.1 With respect to the admissions candidates referred to in Article 3 above, selection shall be conducted as provided separately.

#### Article Five

##### (Admissions Procedure)

5.1 The University President shall conduct the notification to the successful admissions candidates provided for in Article 4 above and shall determine the faculty research advisor concerning research.

5.2 Individuals that have received the notification provided for in Paragraph 5.1 above must attach the documents separately provided for to a written oath (Form No.2) and submit these items to the University President by the prescribed date, and must also pay an admission fee.

5.3 The University President shall approve the admission of those individuals who have completed the procedures provided for in Paragraph 5.2 above.

Article Six  
(Research Student Certificate)

6.1 A Research Student Certificate (Form No.3) shall be delivered to Research Students.

6.2 Research Students must always possess a Research Student Certificate.

Article Seven  
(Tuition, Etc.)

7.1 The tuition for Research Students shall be as provided in the Regulation Concerning Tuition, Etc. of the University of Aizu.

7.2 Other than provided for in Paragraph 7.1 above, expenses required for experiments, practical application, or physical exercise shall be borne by the Research Student.

Article Eight  
(Research Method)

8.1 Research Students, under approval from the faculty advisor, can use University facilities and equipment.

8.2 A faculty advisor -when he/she recognizes as necessary with respect to advising a Research Student, based upon consultation with another faculty member, and to the extent that doing so does not interfere with the education of other students -can require a Research Student to attend the course under the control of the corresponding other faculty member.

Article Nine  
(Corresponding Application Of The Regulation, Etc.)

9.1 Other than provided for by this regulation, matters concerning students within the University rules and various regulations shall apply correspondingly to Research Students.

Article Ten  
(Withdrawal Of Approval)

10.1 When a Research Student has violated University rules and various regulations or has violated his/her duties as a Research Student, the University President, by way of consultation with the Faculty Assembly, can withdraw the approval provided for under the provisions of Paragraph 5.3 herein.

ADDITIONAL PROVISIONS

This regulation shall be enforced as of April 1, 2006.

ADDITIONAL PROVISIONS

This regulation shall be enforced as of April 1, 2015.

(Forms Omitted)

## 7 Regulation Concerning Tuition, Etc. of the University of Aizu

### Article One

#### (Objective)

1.1 Application fees, admission fees, tuition, training fees and dissertation review fees (hereinafter referred to as "TUITION, ETC.") of the University of Aizu School of Computer Science and Engineering, the University of Aizu Graduate School, and the University of Aizu Junior College Division, other than those specially provided for separately, shall be determined in accordance with this regulation.

### Article Two

#### (Application Fees, Admission Fees and Tuition)

2.1 Individuals applying for admission to the University of Aizu School of Computer Science and Engineering, the University of Aizu Graduate School or the University of Aizu Junior College Division as general university students or as non-degree students must pay an application fee; those admitted must pay an admission fee; and those enrolled must pay tuition.

2.2 Individuals applying for admission to the University of Aizu School of Computer Science and Engineering or the University of Aizu Graduate School as research students must pay an application fee; those admitted must pay an admission fee; and those enrolled must pay tuition.

2.3 Individuals enrolled at the University of Aizu School of Computer Science and Engineering, the University of Aizu Graduate School or the University of Aizu Junior College Division as special audit students must pay tuition.

2.4 The amount of application fees, admission fees and tuition in Paragraphs 2.1, 2.2 and 2.3 above shall be as provided in Appendix 1, and payment deadlines shall be as provided for in Appendix 2.

### Article Three

#### (Training Fees)

3.1 Outside organizations planning to dispatch trainees to the University of Aizu School of Computer Science and Engineering, the University of Aizu Graduate School, or the University of Aizu Junior College Division must pay training fees.

3.2 In situations in which trainees are dispatched from schools provided for in Article 1 of the School Education Law (Law No. 26, 1947) or from special studies schools provided for in Article 124.2 of that law, the amount of the training fee referred to in paragraph 3.1 above shall be ¥36,080 per month for fields requiring experiments and ¥18,040 per month for fields not requiring experiments.

3.3 Except for situations provided for in Paragraph 3.2 above, the amount of the training fee referred to in Paragraph 3.1 above shall be ¥45,100.

3.4 The training fee referred to in Paragraph 3.1 above shall be paid in advance.

### Article Four

#### (Dissertation Review Fees)

4.1 Individuals planning to apply for review of a University of Aizu Graduate School doctoral dissertation must pay dissertation review fees.

4.2 The amount of dissertation review fees referred to in Paragraph 4.1 above shall be ¥57,000 per dissertation, and the payment deadlines shall be as provided in Appendix 2.

### Article Five

#### (Payment Methods for Tuition, Etc.)

5.1 With regard to payment methods for TUITION, ETC., in principle, general students shall pay tuition by account transfer, and all other forms of TUITION, ETC. shall be paid by bank transfer.

### Article Six

#### (Tuition Exemption, Etc.)

6.1 General students of the University of Aizu School of Computer Science and Engineering, the University of Aizu Graduate School or the University of Aizu Junior College Division, in situations in which they are not enrolled or have taken a leave of absence from the University of Aizu School of Computer Science and Engineering, the University of Aizu Graduate School or the University of Aizu Junior College Division during the entire period of the respective term of April 1 through September 30 (hereinafter referred to as "FIRST

TERM"), or October 1 through March 31 of the following year (hereinafter referred to as "SECOND TERM"), shall be exempted from the payment of tuition for the respective term.

#### Article Seven

7.1 Dissertation review fees shall be exempted in the following cases.

- (1) Cases in which individuals enrolled in the doctoral course at the University of Aizu Graduate School apply for conferment of degrees
- (2) Cases in which individuals who have withdrawn from the University after being enrolled in the Doctoral Program at the University of Aizu Graduate School for a period of three or more years and have received all necessary research guidance, apply for dissertation review within three years of the day after their withdrawal from the University.

#### Article Eight

8.1 The Chairperson, with respect to individuals recognized as having difficulty paying TUITION, ETC. for financial reasons and, moreover, recognized as excellent in their studies, and with respect to individuals recognized as having other unavoidable circumstances, may, in accordance with regulations, exempt the payment of all or part of TUITION, ETC. or may postpone the payment thereof.

#### Article Nine

(Principle Regarding Non-Return of Tuition, Etc.)

9.1 Except for situations in which the TUITION, ETC. exempted under the provisions of Article 3 above is returned, TUITION, ETC. already paid shall not be returned. However, the Chairperson, when he/she recognizes the existence of a special reason, may return all or part thereof.

#### Article Ten

(Special Exceptions Concerning Tuition)

10.1 The amount of annual tuition within relevant periods to be paid by students who are enrolled as students at the Junior College Division who are studying while employed and allowed to register for courses to complete relevant educational programs offered by the Junior College Division in a planned manner over a designated period of time after the maximum period of academic residence provided for in Article 4 of the Rulings on the University of Aizu Junior College Division, notwithstanding the provisions of Article 2, Paragraph 2.4 of this regulation, will be as follows: the amount of the relevant annual tuition (amounts shall be rounded up to the nearest ten yen) equal to the amount of annual tuition provided for in Article 2, Paragraph 2.4 of this regulation multiplied by the number of years equivalent to the maximum period of academic residence provided for in Article 4 of the Rulings on the University of Aizu Junior College divided by the number of years which have been permitted for relevant enrollment.

10.2 In cases where students who are to pay annual tuition according to the provisions of Paragraph 10.1 above are allowed to shorten their originally planned enrollment period, notwithstanding the provisions of Article 2, Paragraph 2.4 of this regulation, the amount of tuition calculated in the manner described below must be paid by the date designated by the Chairperson of the Board of Executives. The amount of relevant tuition corresponding to the period after being shortened equal to the amount of annual tuition calculated according to the provisions of Paragraph 10.1 above multiplied by the number of years for which relevant students have been enrolled, (enrollment periods including a number of months less than a full year shall be counted as a full year,) from which the amount of annual tuition paid for the actual enrollment period (including the remaining period to the end of the relevant academic year) is deducted.

#### Article Eleven

(Maximum Amount of Fees)

11.1 The maximum amount of fees stipulated in Paragraph 23.1 of the Local Independent Administrative Corporation Law stipulates must be provided for, shall be the same amount provided for in this regulation.

## Appendix 1 (Related to Article 2)

Classification	Application Fees	Admission Fees	Tuition
General Students in the School of Computer Science and Engineering	¥17,000	Fukushima Prefecture Residents ¥282,000 Non-Residents ¥564,000	Annual Amount ¥520,800
General Students in the Junior College Division	¥18,000	Fukushima Prefecture Residents ¥169,200 Non-Residents ¥364,000	Annual Amount ¥379,200
General Students in the Graduate School	¥30,000	¥282,000	Annual Amount ¥520,800
Non-degree Students	¥9,800	¥28,200	¥14,400 per Academic Credit
Research Students	¥9,800	¥84,600	Monthly Amount ¥28,900
Special Audit Students			¥14,400 per Academic Credit

Note:

1 “Fukushima Prefecture Residents” are those individuals who have lived continuously or whose spouse or ancestor in the first degree of relationship has lived continuously in Fukushima Prefecture from at least one year prior to the date of enrollment; and “Fukushima Prefecture Non-Residents” are all others (hereinafter likewise).

2 The tuition of research students shall be the number of months of the acceptance period as calculated in accordance with Article 143 of the Civil Code times the cost of monthly tuition. However, periods less than one month shall be considered as one month.

## Appendix 2 (Related to Articles 2 and 4)

Classification		Payment Deadlines		Amount Payable
Application Fees		Date of Application Submission		Entire Amount
Admission Fee		Date of Admission Procedures		Entire Amount
Tuition	General Students of the University of Aizu School of Computer Science and Engineering, the University of Aizu Graduate School or the University of Aizu Junior College Division	First Term/ First and Second Quarter	April 30	Amount Equal to One Half of the Annual Tuition
		Second Term/ Third and Fourth Quarter	October 31	Amount Equal to One Half of the Annual Tuition
	Non-degree Students	The Last Day of the Month of Enrollment		Entire Amount
	Research Students	The Last Day of the Month of Enrollment		Entire Amount
	Special Audit Students	The Last Day of the Month of Enrollment		Entire Amount
Dissertation Examination Fees		Date of Review Application		Entire Amount

Note: When the dates listed in the Payment Deadline column fall on a holiday provided for in Article 142 of the Civil Code (Law No. 89, 1896) or on a Saturday, the payment deadline shall be the following working day.

#### ADDITIONAL PROVISIONS

1. This regulation shall be enforced as of April 1, 2006.
2. The amount of tuition applicable to individuals enrolled as of March 31, 1999 shall be in accordance with the previous regulation.

#### ADDITIONAL PROVISIONS

1. This regulation shall be enforced as of April 1, 2015.

### **8 Regulation Concerning the University of Aizu Exemption, Etc. of Tuition**

#### Article One

##### (Objective)

- 1.1 The purpose of this ruling, based on the provisions of Article 8 of the Regulation on Tuition, Etc. of the University of Aizu (hereinafter referred to as the "REGULATION"), is to provide for necessary matters with respect to exemption and postponement of payment of tuition at the University of Aizu and the University of Aizu Junior College Division (hereinafter referred to as "TUITION, ETC.>").

#### Article Two

##### (Method and Amount of Exemption)

- 2.1 Exemption of TUITION, ETC. for each of the TUITION, ETC. payment deadlines provided for in Appendix 2 of the REGULATION (hereinafter referred to as "PAYMENT DEADLINE"), and with respect to the amount of TUITION, ETC. that should be paid by the corresponding PAYMENT DEADLINE, shall be conducted based on the application of the individual applying to receive an exemption.
- 2.2 The amount of TUITION, ETC. that can be exempted shall be an amount equivalent to all or one half of the amount of TUITION, ETC. that should be paid by the PAYMENT DEADLINE.

#### Article Three

##### (Method and Period for Payment Postponements)

- 3.1 The postponement of payment of TUITION, ETC. for each academic year and with respect to the TUITION, ETC. required for the corresponding academic year, shall be conducted based on the application of the individual applying to receive a postponement of payment.
- 3.2 The period for which the payment of TUITION, ETC. can be postponed shall be that period determined by the Chairperson of the Board of Executives which is within the period recognized for the ceasing of the reason requiring the corresponding postponement of payment. With respect to tuition, however, this period cannot exceed the corresponding academic year.

#### Article Four

##### (Exemption Requisites)

- 4.1 Individuals able to receive an exemption of TUITION, ETC. shall be those corresponding to any of the following listed situations and shall be recognized as being excellent at their studies.
  - (1) Situations in which, following admission of the student into the University, the individual principally bearing school expenses (hereinafter referred to as "SCHOOL EXPENSE BEARER") begins to receive welfare assistance under the Livelihood Protection Law (Law No. 144, 1950);
  - (2) Situations in which the SCHOOL EXPENSE BEARER suffers severe damages through a natural disaster, fire or other disaster; and
  - (3) Situations, other than those listed in Paragraph 4.1, Items 1 and 2 above, in which the special exemption of TUITION, ETC. is recognized as necessary.
- 4.2 Application fees, admission fees, or tuition of general students which should be paid by April 30 (by October 31 for individuals admitted to the University of Aizu Graduate School in fall (when this day falls on a holiday provided for in Article 142 of the Civil Code (Law No. 89, 1896) or a Saturday, this date shall be the following day) of the first academic year for which they were admitted to the University (hereinafter referred to as "FIRST ACADEMIC YEAR FIRST PERIOD TUITION"), notwithstanding the provisions of

Paragraph 4.1 above, shall not be exempted. However, this shall not apply in situations in which exemption of the application fees, admission fees or FIRST ACADEMIC YEAR FIRST PERIOD TUITION for general students is recognized as being particularly necessary.

#### Article Five

##### (Payment Postponement Requisites)

5.1 Individuals able to receive a postponement of the payment of tuition shall be those corresponding to one of the situations listed below and, moreover, shall be recognized as excellent in their studies.

- (1) Situations in which, following admission of the student into the University, the SCHOOL EXPENSE BEARER begins to receive welfare assistance under the Livelihood Protection Law (Law No. 144, 1950);
- (2) Situations in which the SCHOOL EXPENSE BEARER suffers severe damages through a natural disaster, fire or other disaster;
- (3) Situations in which the income of the SCHOOL EXPENSE BEARER is seasonal; and
- (4) Situations, other than those listed in Paragraph 5.1, Items 1, 2 and 3 above, in which the special postponement of the payment of tuition is recognized as necessary.

5.2 The provisions of Article 4, Paragraph 4.2 herein shall apply correspondingly to the situations provided for in Paragraph 5.1, Items 1 through 4 above.

#### Article Six

##### (Special Measures for Severe Disasters)

6.1 Besides individuals determined in Article 4, Paragraph 4.1 and Article 5, Paragraph 5.1 herein, SCHOOL EXPENSE BEARERS of individuals applying to receive the exemption or postponement of payment of application fees, admission fees or FIRST ACADEMIC YEAR FIRST PERIOD TUITION (hereinafter referred to as "APPLICATION FEES, ETC.") that have suffered damage due to a severe disaster (limited to those designated within one year period to the corresponding APPLICATION FEES, ETC. PAYMENT DEADLINE) provided for in Article 2, Paragraph 1 of the Law Concerning Special Financial Assistance, Etc. for the Purpose of Coping with Severe Disasters (Law No. 150, 1962) and for whom the payment of APPLICATION FEES, ETC. is recognized as being difficult due to economic reasons, can receive exemption or a postponement of payment of APPLICATION FEES, ETC.

#### Article Seven

##### (Application Procedures for Exemptions, Etc.)

7.1 Individuals applying to receive an exemption or postponement of payment of TUITION, ETC. shall attach the following documents to an Application Fee Exemption (Postponement of Payment) Application Form (Form No. 1), Admission Fee Exemption (Postponement of Payment) Application Form (Form No. 1-2), or a Tuition Exemption (Postponement of Payment) Application Form (Form No. 1-3), and must submit these items to the Chairperson of the Board of Executives. However, when doing so is recognized by the Chairperson of the Board of Executives as unnecessary, attachment of the documents specified in this paragraph shall not be necessary.

- (1) School Expense Bearer Financial Condition Record (Form No. 2)
- (2) Certificate of the chief of the related public office adequately evidencing that the individual is in the situation listed in Article 4, Paragraph 4.1, Paragraph 5.1 or Article 6 herein.

7.2 The Chairperson of the Board of Executives can request the submission of documents, other than those listed in each item of Paragraph 7.1 above, that he/she recognizes as necessary.

7.3 Documents listed in Paragraphs 7.1 and 7.2 above must be submitted before the PAYMENT DEADLINE for the TUITION, ETC. concerned. However, this does not apply to cases recognized as involving absolutely unavoidable circumstances.

#### Article Eight

##### (Determination and Notification of Exemptions, Etc.)

8.1 The Chairperson of the Board of Executives, in situations in which there is an application submitted for an exemption, postponement, or extension of the term of postponement of payment of TUITION, ETC. under the provisions of Article 7 above, and when he/she recognizes, based on examination of the corresponding application and required documents, etc., that an exemption, postponement or extension of the term of postponement of payment of TUITION, ETC. should be granted, shall determine the amount of the

corresponding exemption or the term of the postponement or extension of postponement that should be granted, and shall notify the corresponding applicant of that determination.

#### Article Nine

##### (Report on Financial Conditions)

- 9.1 Individuals receiving an exemption or postponement of payment of tuition (hereinafter referred to as "EXEMPTION RECIPIENT, ETC.") must report their monthly financial conditions during each month of the period belonging to the PAYMENT DEADLINE (the period provided for in Article 6 of the REGULATION) regarding the corresponding exemption or postponement of payment to the Chairperson of the Board of Executives on the Financial Conditions Report (Form No. 3), and this must be done by the tenth day of the month following each corresponding month.

#### Article Ten

##### (Reason Cessation Report)

- 10.1 The EXEMPTION RECIPIENT, ETC., when the reason requiring the corresponding exemption or postponement of payment no longer applies, must report to the Chairperson of the Board of Executives using the Tuition Exemption (Postponement of Payment) Reason Cessation Report (Form No. 4).

#### Article Eleven

##### (Change in Amount or Period)

- 11.1 The Chairperson of the Board of Executives, when there is a report of the cessation of the reason requiring an exemption or postponement of payment of tuition under the provisions of Article 10 above can change the amount of exemption or the period of postponement.
- 11.2 The Chairperson of the Board of Executives, when he/she has changed the amount of exemption or period of postponement of tuition under the provisions of Paragraph 11.1 above, shall notify the EXEMPTION RECIPIENT, ETC. of that change.

#### Article Twelve

##### (Cancellation of Exemption, Etc. Determinations)

- 12.1 The Chairperson of the Board of Executives, when an individual receiving an exemption or a postponement of payment of TUITION, ETC. begins to correspond to any of the following, can cancel the corresponding exemption or postponement of payment determination.
- (1) When there is a false statement in the application form or in other documents, etc.
  - (2) When disciplinary punishment has been imposed; and
  - (3) Other than the situation listed in Paragraph 12.1, Item 2 above, when there has been a violation of the Ruling on the University of Aizu or regulations, etc. based thereon.

#### ADDITIONAL PROVISIONS

1. This Ruling shall be enforced as of April 1, 2006.

## 9 University Regulation on University Degrees

#### Article One

##### (Objective)

- 1.1 The objective of this regulation, based upon Article 13, Paragraph 1 of the Ruling on Degrees (Ministry of Education Ordinance No.9, 1953), is to make necessary determinations regarding academic degrees to be conferred by the University of Aizu (hereinafter referred to as "UNIVERSITY") other than those provided for in the Ruling on the University of Aizu (for the purpose of this regulation, hereinafter referred to as "UNIVERSITY RULING") and the Ruling on the University of Aizu Graduate School (for the purpose of this regulation, hereinafter referred to as "GRADUATE SCHOOL RULING").

#### Article Two

(Degree)

2.1 Degrees conferred by the UNIVERSITY shall be in accordance with the following.

- (1) Bachelor of Science in Computer Science and Engineering
- (2) Master of Science in Computer Science and Engineering
- (3) Doctor of Philosophy in Computer Science and Engineering

Article Three

(Requisites for Conferment of Bachelor's Degrees)

3.1 The Bachelor's degree shall be conferred to those individuals corresponding to Article 36 of the UNIVERSITY RULING.

Article Four

(Requisites for Conferment of Master's Degrees)

4.1 The Master's degree shall be conferred to those individuals corresponding to Article 36, Paragraph 36.1 of the GRADUATE SCHOOL RULING.

Article Five

(Requisites for Conferment of Doctoral Degrees)

5.1 The Doctoral degree shall be conferred to those individuals corresponding to Article 36, Paragraph 36.2 of the GRADUATE SCHOOL RULING.

5.2 Other than those provided for in the preceding paragraph, individuals who pass the review of dissertations and the final examination in accordance with provisions provided for in Article 36, Paragraph 36.3 of the GRADUATE SCHOOL RULING, and who are recognized as having scholastic aptitudes equal to or higher than those possessed by graduates of the University of Aizu Doctoral Program may also be conferred a Doctoral degree.

Article Six

(Submission of Academic Degree Theses/Dissertations)

6.1 Individuals applying for the conferment of degrees (for the purpose of this regulation, hereinafter referred to as "APPLICANTS") according to Article 4 and Article 5, Paragraph 5.1 above must submit an application form for the conferment of a degree together with the degree thesis/dissertation to the University President.

6.2 Individuals applying for academic degrees in accordance with the provisions provided for in Article 5, Paragraph 5.2 above must submit the predetermined "Academic Degree Application Form," the academic degree dissertation, and the fee for review of the dissertation for the academic degree to the University President. However, payment of the fee for review of the dissertation for the academic degree shall be exempted with respect to cases where individuals, who withdraw from the Doctoral Program of the University of Aizu Graduate School after three years of enrollment or longer during which they received necessary guidance on research, apply for academic degrees in accordance with provisions provided for in Article 5, Paragraph 5.2 above, if they apply for the review of their dissertations within three years counting from the day following their withdrawal from the said program.

Article Seven

(Academic Degree Theses/Dissertations)

7.1 The degree theses/dissertations for submission in accordance with the provisions in Article 6 above (for the purpose of this regulation, hereinafter referred to as "DEGREE THESIS/DISSERTATION") must be one main thesis/dissertation. However, other papers may be attached as a reference.

7.2 If necessary for the purpose of review, submission of materials such as models, etc. may be required.

Article Eight

(Receipt of Degree Applications)

8.1 The University President, when having received an application for conferment of a degree, shall refer this matter to the Graduate School Faculty Assembly (for the purpose of this regulation, hereinafter referred to as "GRADUATE SCHOOL FACULTY ASSEMBLY") for review.

8.2 Received DEGREE THESIS/DISSERTATION shall not be returned to APPLICANTS.

Article Nine

(Thesis / Dissertation Review Committees)

- 9.1 Regarding the review of DEGREE THESIS/DISSERTATION, a Thesis/Dissertation Review Committee (for the purpose of this regulation, hereinafter referred to as "REVIEW COMMITTEE") shall be established by the GRADUATE SCHOOL FACULTY ASSEMBLY and the REVIEW COMMITTEE shall conduct the review of a thesis/dissertation.
- 9.2 The REVIEW COMMITTEE shall be organized of three UNIVERSITY Graduate School faculty members with respect to the review of Master's theses and of at least four UNIVERSITY Graduate School faculty members with respect to the review of Doctoral dissertations.
- 9.3 Notwithstanding the provisions of Paragraph 9.2 above, the GRADUATE SCHOOL FACULTY ASSEMBLY, if it recognizes doing so as necessary, may include faculty members, etc. of graduate schools or research institutions, etc. other than UNIVERSITY Graduate School faculty members as members of the REVIEW COMMITTEE.

#### Article Ten

##### (Thesis/Dissertation Review and Final Examination)

- 10.1 The REVIEW COMMITTEE shall conduct the review of DEGREE THESIS/DISSERTATION and final examination.
- 10.2 Final examinations shall be conducted orally or in writing within the DEGREE THESIS/DISSERTATION review period centering on the contents of the DEGREE THESIS/DISSERTATION as well as the fields related thereto.

#### Article Ten-Two

##### (Evaluation of Scholastic Aptitude)

- 10-2.1 Evaluation of scholastic aptitude of relevant applicants to confirm if they have academic achievements equal to or higher than those possessed by graduates of the UNIVERSITY Doctoral Program in accordance with the provisions provided for in Article 5, Paragraph 5.2 shall be conducted by the REVIEW COMMITTEE orally or in writing for subjects related to the said individuals' DEGREE THESIS/DISSERTATION and for foreign language ability.
- 10-2.2 With regard to the evaluation of academic achievement provided for in the preceding paragraph, individuals applying for academic degrees in accordance with the provisions provided for in the clause starting with "However" in Article 6, Paragraph 6.2 above may be exempted from this evaluation by way of deliberation by the GRADUATE SCHOOL FACULTY ASSEMBLY.

#### Article Eleven

##### (Review Period)

- 11.1 The DEGREE THESIS/DISSERTATION review for individuals applying for the review in accordance with provisions provided for in Article 6, Paragraph 6.1 above shall be completed within the enrollment period of the APPLICANTS.
- 11.2 With regard to individuals applying for a review in accordance with the provisions provided for in Article 6, Paragraph 6.2 above, the review must be completed within one year counting from the day when their applications were accepted. However, the period of review may be extended by way of deliberation within the GRADUATE SCHOOL FACULTY ASSEMBLY if there are special reasons for the extension.

#### Article Twelve

##### (Review Committee Report)

- 12.1 The REVIEW COMMITTEE, upon completion of a review of a DEGREE THESIS/DISSERTATION, a final examination and evaluation of scholastic achievements, shall immediately report those results in writing, along with opinions as to whether a degree should be conferred to the relevant student, to the GRADUATE SCHOOL FACULTY ASSEMBLY.

#### Article Thirteen

##### (Deliberations within the Graduate School Faculty Assembly)

- 13.1 The GRADUATE SCHOOL FACULTY ASSEMBLY, based upon the report described in Article 12, shall conduct deliberations and a vote as to whether a degree should or should not be conferred to the relevant student.
- 13.2 Within Paragraph 13.1, the vote as to whether a degree can be conferred must be approved by at least two-thirds of the GRADUATE SCHOOL FACULTY ASSEMBLY members attending to the meeting which is in session with the presence of more than two-thirds of the constituent members (excluding those on a leave of absence and business travel).
- 13.3 The Dean of the Graduate School, in situations in which the vote provided for in preceding paragraph was conducted in the GRADUATE SCHOOL FACULTY ASSEMBLY, must immediately report in writing that result to the University President.

Article Fourteen  
(Conferring Degrees)

14.1 The University President shall, to individuals corresponding to the provisions of Article 3 herein and individuals to whom degrees should be conferred based upon the report in Article 13 above, confer the prescribed degree and shall notify individuals to whom a degree cannot be conferred of that fact.

Article Fifteen  
(Public Announcement of Dissertations' Abstracts, Etc.)

15.1 The University President, when having conferred a Doctoral degree and within three months from the day on which the corresponding Doctoral degree was conferred, shall publicly announce the abstract of the degree dissertations and the summary of the review results through the Internet.

Article Sixteen  
(Public Announcement of Degree Dissertations)

16.1 Individuals having been conferred a Doctoral degree, within one year from the day on which the corresponding degree was conferred, must release and publicly announce that degree dissertation through the Internet. However, when the contents of the corresponding dissertation have previously been released and publicly announced, this limitation shall not apply.

16.2 Notwithstanding the provisions of Paragraph 16.1 above and in situations in which there are unavoidable reasons, an outline, in exchange for a complete copy of the corresponding dissertation, of contents can be released and publicly announced upon obtaining the approval of the University President through the Internet. In this situation, a complete copy of that dissertation shall be provided for inspection in response to request by the University President. When unavoidable reasons is no longer exist, the corresponding dissertation shall be released and publicly announced immediately.

Article Seventeen  
(Degree Titles)

17.1 In situations in which individuals conferred a degree from the UNIVERSITY use the name of the degree, the UNIVERSITY name shall be added in accordance with the following.

- (1) Bachelor of Science in Computer Science and Engineering, the University of Aizu
- (2) Master of Science in Computer Science and Engineering, the University of Aizu
- (3) Doctor of Philosophy in Computer Science and Engineering, the University of Aizu

Article Eighteen  
(Invalidation of Degrees)

18.1 With respect to individuals conferred a Master's degree or a Doctoral degree, when the fact that the degree was obtained through dishonest means is discovered or when there have been acts which defame the honor of being conferred the degree, the University President may invalidate a previously conferred degree and demand the return of the degree certificate according to a decision made by the Faculty Assembly or the GRADUATE SCHOOL FACULTY ASSEMBLY.

18.2 In situations involving a vote on the matter in the preceding paragraph by the GRADUATE SCHOOL FACULTY ASSEMBLY, the provisions in Article 13, Paragraph 13.2 herein shall apply correspondingly.

Article Nineteen  
(Degree Certificate and Document Format)

19.1 The format of degree certificates and documents related to the application for the conferment of degrees shall be in accordance with attached form No. 1 through attached form No. 7.

ADDITIONAL PROVISIONS

1. This regulation shall be enforced as of April 1, 2006.

ADDITIONAL PROVISIONS

1. This regulation shall be enforced as of October 1, 2013.

ADDITIONAL PROVISIONS

1. This regulation shall be enforced as of April 1, 2018.

#### ADDITIONAL PROVISIONS

1. This regulation shall be enforced as of April 1, 2019.

### 10 University Regulation on the Commendation of the Students

#### Article One

##### (Objective)

1.1 This regulation - based upon the provisions of the Ruling on the University of Aizu (Regulation No.3, 2006), Article 37 and the Ruling on the University of Aizu Graduate School (Regulation No. 4, 2006), Article 37 - provides for necessary matters concerning the commendation of the students.

#### Article Two

##### (Criterion of the Commendation)

2.1 Students who are recognized as having attained outstanding academic performance shall be commended.

#### Article Three

##### (Deliberation on the Commendation)

3.1 The Health and Welfare Guidance Committee shall deliberate the matters on commendation.

#### Article Four

##### (Method of Commendation)

4.1 The University President shall commend students by giving the certificate of commendation.

#### Article Five

##### (When to Commend)

5.1 The commendation shall be made on the date to be determined separately by the University President.

#### Article Six

##### (Announcement of the Commendation)

6.1 The names of the students to be commended shall be publicly announced within the University.

#### Article Seven

##### (General Affairs)

7.1 The miscellaneous matters on the commendation of students shall be handled by the Student Affairs Division of the Administrative Office.

#### Article Eight

##### (Supplemental Provisions)

8.1 Other than provided for by this regulation, necessary matters concerning the handling of the commendation of students shall be determined separately by the University President by way of consultation with the Health and Welfare Guidance Committee.

#### ADDITIONAL PROVISIONS

1 This regulation shall be enforced as of April 1, 2006.

2 The commendation done before the enforcement of this regulation shall be regarded as done according to this regulation

#### ADDITIONAL PROVISIONS

1 This regulation shall be enforced as of March 1, 2011.

## 11 The University of Aizu Regulation Concerning Disciplinary Punishment of Students of the University of Aizu

### Article One

#### (Objective)

- 1.1 This regulation – based upon Article 38 of the Ruling on the University of Aizu (hereinafter referred to as “RULING”) and Article 38 of the Ruling on the University of Aizu Graduate School (hereinafter referred to as “GRADUATE SCHOOL RULING”) – provides for necessary matters regarding disciplinary punishment of students.

### Article Two

#### (Conduct Subject to Disciplinary Punishment)

- 2.1 “Conduct subject to disciplinary punishment” referred to in this regulation shall be each of the following acts.
- (1) Disturbing University order, including acts of dishonesty, etc. done on University campus
  - (2) Conduct involving being subject to criminal investigation done inside or outside of the University
  - (3) Other inappropriate conduct as students

### Article Three

#### (Types of Disciplinary Punishment)

- 3.1 The types of disciplinary punishment shall be as follows:

- (1) Expulsion                      Relevant students shall be dismissed from the University.  
    Readmission of these students to the University shall not be approved.
- (2) Suspension                  The period of suspension shall be either for a definite term up to one year or for an indefinite term. During this period, relevant students are not be allowed to be on the University campus.
- (3) Official Written Warning  
    Relevant students shall be warned in writing so that they can reflect on their illegal conduct, and avoid the same type of conduct thereafter.

- 3.2 The period of suspension stipulated previously shall not be included in the academic residency requirement provided for in Article 12 of the RULING and/or in the standard academic resident requirement provided for in Article 10 of the GRADUATE SCHOOL RULING. However, this shall not apply to cases of suspension for one month or shorter.

Both definite and indefinite suspension periods shall be included in the enrollment period limit provided for in Article 13 of the RULING and/or in the standard enrollment period limit provided for in Article 11 of the GRADUATE SCHOOL RULING.

### Article Four

#### (Identification of Conduct Subject to Disciplinary Punishment)

- 4.1 Should conduct subject to disciplinary punishment be identified, the Director General of the Department for Student Affairs must provide the relevant student with an opportunity for him/her to deliver opinions verbally or in writing.
- 4.2 Should the said student be absent from this occasion without justifiable reasons, or does not submit a written statement in spite of the opportunity provided to him/her, s/he would be deemed as having waived his/her right to deliver an opinion on the case.

### Article Five

#### (Determination of Disciplinary Punishment)

- 5.1 Cases involving disciplinary punishment shall be deliberated on by the Faculty Assembly or Graduate School Faculty Assembly based on a proposal made by the Health and Welfare Guidance Committee. Results thereof shall be reported to the University President.
- 5.2 The University President, taking into account the report provided for in Paragraph 5.1 above, shall determine disciplinary punishment, and notify the said student of it through written notification, “Notification of Disciplinary Punishment.”
- 5.3 Upon sending the notification in the preceding paragraph to the said student, a copy thereof shall also be sent to his/her guarantor.
- 5.4 Upon conducting disciplinary punishment, details of the disciplinary punishment (excluding the student's name) shall be announced within the University.

#### Article Six

##### (Nullification of Suspension for an Indefinite Term)

6.1 With regard to indefinite suspension for a student, the University President, when s/he recognizes doing so as necessary after one year from the initial date the suspension became effective, may nullify the said suspension by way of deliberation by the Health and Welfare Guidance Committee and the Faculty Assembly or Graduate School Faculty Assembly.

#### Article Seven

##### (Petition for an Objection)

7.1 The said student, if s/he has an objection to details of a disciplinary punishment, may file a written objection to the University President.

#### Article Eight

##### (Supplemental Provisions)

8.1 Other than provided for by this regulation, necessary matters concerning disciplinary punishment of students shall be determined separately.

#### ADDITIONAL PROVISIONS

1. This regulation shall be enforced as of April 1, 2007.

#### ADDITIONAL PROVISIONS

1. This regulation shall be enforced as of March 1, 2011.

#### ADDITIONAL PROVISIONS

1. This regulation shall be enforced as of April 1, 2015.

### **The University of Aizu Bylaw Concerning Disciplinary Punishment of Students of the University of Aizu**

#### Article One

##### (Objective)

1.1 This bylaw – based upon Article 8 of the “Regulation on Disciplinary Punishment Concerning Students of the University of Aizu” – provides for necessary matters regarding disciplinary punishment of students.

#### Article Two

##### (Criteria for Disciplinary Punishment)

2.1 Criteria for disciplinary punishment to be imposed on students whose conducts fall under rules of disciplinary punishment shall be as follows. However, punishment may be reduced depending on situations concerned.

In the cases where students' inappropriate conducts are not applicable to the criteria for disciplinary punishment below, the Director General of the Department for Student Affairs shall give a strict warning to the relevant students if necessary.

(1) Conduct disturbing University order, including inappropriate conduct, etc. done on University campus

Disciplinary punishment of suspension or warning shall apply to students who acted in violation of University regulations and disturbed University order.

(2) Conduct subject to criminal investigation done inside or outside of the University

① Disciplinary punishment resulting from traffic accidents

- a Disciplinary punishment of expulsion shall apply to students causing traffic accidents involving loss of life due to malicious and reckless driving (e.g. driving under the influence of alcohol regardless of the degree of intoxication, driving under the influence of drugs, unsafe actions in groups, driving without a license, excess speeding, etc.), hit-and-run accidents, etc.
- b Disciplinary punishment of suspension shall apply to students causing serious injury traffic accidents.
- c Disciplinary punishment of suspension or official written warning shall apply to students causing traffic accidents involving minor injury or property damage due to malicious and reckless driving
- d Disciplinary punishment of suspension or official written warning shall apply to students causing traffic violation due to

- malicious and reckless driving.
  - e Disciplinary punishment of suspension or official written warning shall apply to students causing traffic accidents involving loss of life and/or serious injury due to causes other than malicious and reckless driving.
  - f In the case of a second criminal offense, harsher punishment shall be imposed.
- ② Punishment concerning other criminal cases
- a Disciplinary punishment of expulsion shall apply to seriously violent criminal cases other than traffic accidents, for example, murder, robbery, rape, or arson, etc.
  - b Disciplinary punishment of expulsion, suspension, or official written warning shall apply to other criminal cases, for example, criminal acts causing injury, theft, violation against the "Regulation Concerning Fostering of Wholesome Youth Development," or stalking, etc.
  - c In the case of a second criminal offense, harsher punishment shall be imposed.
- (3) Other inappropriate conduct as students
- Disciplinary punishment shall be determined on a case-by-case basis, taking into account state of affairs, types and precedents of relevant cases.

### Article Three (Stay-home Order)

- 3.1 The Director General of the Department for Student Affairs may order the student concerned to stay home until disciplinary punishment for him/her has been determined.
- 3.2 When doing so is recognized as specifically necessary, all or part of a period of a stay-home order may be included in the period of suspension.

### Article Four (Instruction, Etc. During Suspension)

- 4.1 The Director General of the Department for Student Affairs shall, on a regular basis, provide educational instruction to students, who have been suspended from the University, by way of face-to-face communication, etc.
- 4.2 Students who have been suspended from the University are required to identify their place of living and contact address.
- 4.3 Students who have been suspended from the University shall be allowed to take procedures for course registration.

### Article Five (Tuition)

- 5.1 Students who have been suspended from the University are required to pay tuition for the regular period including the period of suspension.

### Article Six (Information Confidentiality)

- 6.1 In principle, disciplinary punishment shall not be recorded in documents related to academic performance and other documents describing status of studies, for example certified academic transcripts, to be issued for students who received disciplinary punishment.

### ADDITIONAL PROVISIONS

1. This bylaw shall be enforced as of April 1, 2007.

### ADDITIONAL PROVISIONS

1. This bylaw shall be enforced as of April 1, 2013.

### ADDITIONAL PROVISIONS

1. This bylaw shall be enforced as of April 1, 2014.

## 12 The University of Aizu Regulation Concerning Early Graduation

Regulation No. 1, April 1, 2010

### Article One

#### (Objectives)

1.1 This regulation - based upon the provisions of Paragraph 2, Article 35-2 of the Ruling on the University of Aizu - provides for necessary matters concerning early graduation from the undergraduate program of the University of Aizu (hereinafter referred to as "UNIVERSITY").

### Article Two

#### (Eligible Students)

2.1 Students eligible for early graduation shall be those who have been enrolled at the UNIVERSITY for at least 3 years and who are recognized as having acquired, with outstanding academic performance, the number of academic credits designated as a requirement for graduation from the undergraduate program (hereinafter referred to as "EXCELLENT ACHIEVERS").

### Article Three

#### (Authorization of Applicants for the Early Graduation)

3.1 EXCELLENT ACHIEVERS defined in the preceding article must have satisfied any of the following requirements as of the end of the first semester in their third year.

(1) Those who have acquired at least 105 academic credits that are included in the graduation requirements from courses designated in the University Regulation on the Completion of University of Aizu Studies (hereinafter referred to as "REGULATION ON THE COMPLETION OF STUDIES") with a GPA of 3.75 or higher at the end of the first semester in their third year.

(2) Those who are recognized as having scholastic aptitudes equal to or higher than those possessed by students of Paragraph 3.1, Item (1) above.

3.2 EXCELLENT ACHIEVERS provided for in Paragraph 3.1 herein planning to apply for the early graduation must tender their application to the University President along with the predetermined form, Form 1, by the end of the first semester in their third year.

3.3 The University President, when s/he receives an application, shall finally decide the applicant's qualification for the early graduation, by way of qualification examination by the Academic Affairs Committee based on the requirements in Paragraph 3.1 herein.

### Article Four

#### (Enrollment in Graduation Research)

4.1 Students who are authorized as eligible for the early graduation according to the process stipulated in the preceding article shall also be authorized for their enrollment in the course, "Graduation Theses," starting from the second semester in their third year, regardless the provisions of Paragraph 6.3, Article 6 of the REGULATION ON THE COMPLETION OF STUDIES.

### Article Five

#### (Requirements for the Early Graduation)

5.1 To complete the process for the early graduation, applicants must have been satisfied the following requirements.

(1) Those who have acquired the required number of academic credits for graduation stipulated in the Ruling on the University of Aizu

(2) Those who have passed an entrance examination to the University of Aizu Graduate School.

5.2 The Academic Affairs Committee must conduct examination on the requirements of an applicant provided for in Paragraph 5.1 herein.

### Article Six

#### (The Period of Graduation)

6.1 The period of graduation shall be March in the third year.

### ADDITIONAL PROVISIONS

1. This regulation shall be enforced as of April 1, 2010

#### ADDITIONAL PROVISIONS

1. This guideline shall be enforced as of October 1, 2016 and applied to students who are authorized from AY 2016.

### **13 The University of Aizu Regulation Concerning the Maximum Number of Credits for Course Registration**

#### **Article One**

##### (Objectives)

1.1 This regulation - based upon the provisions of Article 3-2 of the Regulation on the Completion of University of Aizu Studies - provides for necessary matters concerning the maximum number of credits for course registration at the University of Aizu (hereinafter referred to as "UNIVERSITY").

#### **Article Two**

##### (Subjected Courses)

2.1 Courses subject to the maximum number of credits for registration (hereinafter referred to as "SUBJECTED COURSES") shall be those designated as requirements for gradation at the UNIVERSITY. However, courses offered in the periods other than semesters as intensive courses and gradation thesis course work shall not be subjected courses.

#### **Article Three**

##### (The Maximum Number of Credits for Course Registration)

3.1 The maximum number of credits for course registration shall be 56 per academic year, and 28 per semester. This limit may be relaxed with approval of the President.

#### ADDITIONAL PROVISIONS

1. This regulation shall be enforced as of April 1, 2010.
2. This regulation shall be enforced as of April 1, 2018.

### **14 The University Regulation Concerning the Housing Facility to Support Learning for Students at the University of Aizu, Somei House**

#### Article 1

##### (Establishment)

1.1 The Housing Facility to Support Learning for Students at the University of Aizu, Somei House (hereinafter referred to as "Somei House") shall be established at the University of Aizu (hereinafter referred to as the "UNIVERSITY").

#### Article 2

##### (Purpose)

2.1 Somei House shall serve the purpose of supporting students as one of the educational facilities at the UNIVERSITY by helping students (including international students) raise their social and international awareness through communal living, and raising their motivation to study so that they can go through their student life in a smooth manner.

#### Article 3

##### (Individual Responsible for Management and Operation)

3.1 The individual responsible for management and operation of Somei House shall be the Director General of the Department for Student Affairs.

#### Article 4

##### (Decision-making Body)

4.1 Decision-making on matters which are important for management and operation of Somei House shall be carried out by the

University of Aizu Student Health and Welfare Guidance Committee (hereinafter referred to as the “STUDENT HEALTH AND WELFARE GUIDANCE COMMITTEE”).

#### Article 5

##### (Resident Capacity)

5.1 The resident capacity for Somei House shall be 80 persons.

#### Article 6

##### (Eligibility for Residency)

6.1 Persons eligible for residency in Somei House shall be as follows. Regarding married students, they shall be eligible for residency only if they do not accompany their family. Married couple students and their children shall not be eligible for residency.

- (1) New undergraduate students of the UNIVERSITY
- (2) Self-financed international students enrolled at the UNIVERSITY
- (3) Other students who are recognized by the Director General of the Department for Student Affairs as suitable for residency.

#### Article 7

##### (Authorization for Residency)

7.1 Individuals who wish to reside in Somei House must make an application to the Director General of the Department for Student Affairs by submitting the designated application form for residency along with other required documents.

#### Article 8

##### (Selection of Residents)

8.1 Selection of residents shall be carried out by the Director General of the Department for Student Affairs based on the selection criteria established separately.

#### Article 9

##### (Procedures for Residency and Cancellation of Authorization for Residency)

9.1 Individuals who have been authorized to reside in Somei House (hereinafter referred to as “RESIDENTS”) must complete the designated procedures and move into the residence by a date designated by the UNIVERSITY.

9.2 If a RESIDENT fails to carry out the necessary procedures, if he or she cannot move into the residence by the designated date, or if a false statement by the RESIDENT is found during the residency application procedures, the authorization for residency for the relevant RESIDENT may be cancelled.

#### Article 10

##### (Move-in Period)

10.1 The move-in period shall be the beginning of each academic year. However, in the case that there is a vacancy in the middle of an academic year, new RESIDENTS may fill the vacancy.

#### Article 11

##### (Period of Residency)

11.1 RESIDENTS may live in the residence for up to one year. However, in cases where the Director General of the Department for Student Affairs recognizes it as necessary, this period may be extended.

#### Article 12

##### (Boarding Fees, Etc.)

12.1 Depending on the type of room, RESIDENTS must pay the below-mentioned boarding fee, common-use fee, and security deposit (hereinafter collectively referred to as “BOARDING FEE, ETC.”) by the date designated by the UNIVERSITY.

(1) Single Room

Boarding fee: 17,000 JPY per month

Common-use fee: 2,000 JPY per month

Deposit: 42,000 JPY

(2) Twin Room

Boarding fee: 8,500 JPY per month

Common-use fee: 2,000 JPY per month

Deposit: 38,000 JPY

12.2 When a RESIDENT moves in or out of the residence in the middle of a month, the boarding fee and common-use fee shall be calculated on a daily basis.

12.3 When the RESIDENT moves out of the residence, part of the security deposit may be used to settle any remaining balances, based on the rules provided for separately.

#### Article 13

##### (Miscellaneous Expenses)

13.1 Other than the BOARDING FEE, ETC. provided for in Article 12 above, RESIDENTS must pay miscellaneous expenses incurred to their residence, such as electricity, heating, and water, etc. (hereinafter collectively referred to as "MISCELLANEOUS EXPENSES").

13.2 Methods for payment of the MISCELLANEOUS EXPENSES in the preceding paragraph shall be provided for separately.

#### Article 14

##### (Preservation of the Facility)

14.1 Taking into consideration preservation of the facility and furnishings, and for maintenance of a comfortable living environment, RESIDENTS must observe the following rules.

- (1) Rooms assigned to RESIDENTS must not be used for purposes other than living.
- (2) Rooms assigned to RESIDENTS and common-use facilities must be used properly, and must not be renovated without permission.
- (3) Attention must be paid to prevention of a fire and other accidents, as well as to maintaining a healthy and hygienic environment.
- (4) Should a RESIDENT destroy, damage, or deface the facility or furnishings intentionally or due to gross negligence, s/he must defray expenses necessary for restoration of the relevant facility or furnishings to their original state.
- (5) RESIDENTS must not disturb other RESIDENTS and the neighborhood.

#### Article 15

##### (Procedures for Vacation of the Residence)

15.1 RESIDENTS planning to vacate the residence must inform so to the Director General of the Department for Student Affairs in advance, by submitting the designated form for vacation of the residence.

#### Article 16

##### (Mandatory Vacation of the Residence)

16.1 If a RESIDENT falls under any of the following situations, s/he must move out of the facility promptly.

- (1) When the RESIDENT loses her/his status as a student at the UNIVERSITY.
- (2) When the period of residency has expired.
- (3) When payment of the boarding fee, common-use fee, or MISCELLANEOUS EXPENSES are overdue by three months or longer.

16.2 The Director General of the Department for Student Affairs shall order RESIDENTS who violate the provisions provided for in Article 14 to vacate the residence.

16.3 Other than the reason provided for in the preceding paragraph, if a RESIDENT falls under any of the following situations, the Director General of the Department for Student Affairs may order the RESIDENT to vacate the residence, by way of deliberation by the STUDENT HEALTH AND WELFARE GUIDANCE COMMITTEE.

- (1) When it is recognized that the RESIDENT is not suited for living in Somei House due to sickness or other issues relevant to health or hygiene.
- (2) When the RESIDENT is given the punishment of suspension from the UNIVERSITY of three months or longer.
- (3) When a leave of absence from the UNIVERSITY of three months or longer is approved for the RESIDENT.
- (4) When the RESIDENT goes abroad to study for a period of, in principle, three months or longer.
- (5) Other than the situations provided for above, when the RESIDENT causes a trouble which seriously disturbs communal living at Somei House due to his/her actions or behavior.

#### Article 17

##### (Checking of Rooms and Furnishings upon Vacation of the Residence)

17.1 Upon vacation of the residence, a RESIDENT must have his/her room and furnishings checked by an individual assigned by the Director General of the Department for Student Affairs.

#### Article 18

##### (Prohibition of Overnight Stays by Persons Other than RESIDENTS)

18.1 RESIDENTS must not let persons who are not residents of Somei House stay overnight at Somei House. However, when there is an unavoidable reason, the relevant person can be given permission to stay overnight at Somei House, following approval by the Director General of the Department for Student Affairs.

#### Article 19

##### (Use of the Facility by Persons Other than RESIDENTS)

19.1 The Director General of the Department for Student Affairs may allow use of Somei House by persons other than RESIDENTS.

19.2 Rules for use of Somei House by non-RESIDENTS stipulated in the preceding paragraph shall be provided for separately.

#### Article 20

##### (Administrative Matters)

20.1 Administrative matters concerning management and operation of Somei House shall be carried out by the Student Affairs Division.

#### Article 21

##### (Miscellaneous Provisions)

21.1 Other than those provided for in this regulation, necessary matters related to management and operation of Somei House shall be determined by the Director General of the Department for Student Affairs, excepting important matters.

#### ADDITIONAL PROVISIONS

1. This regulation shall be enforced as of December 20, 2010.
2. This regulation shall be applicable to RESIDENTS who move into the residence on and after April 1, 2011.

#### ADDITIONAL PROVISIONS

1. This regulation shall be enforced as of January 1, 2012

#### ADDITIONAL PROVISIONS

1. This regulation shall be enforced as of April 1, 2012

#### ADDITIONAL PROVISIONS

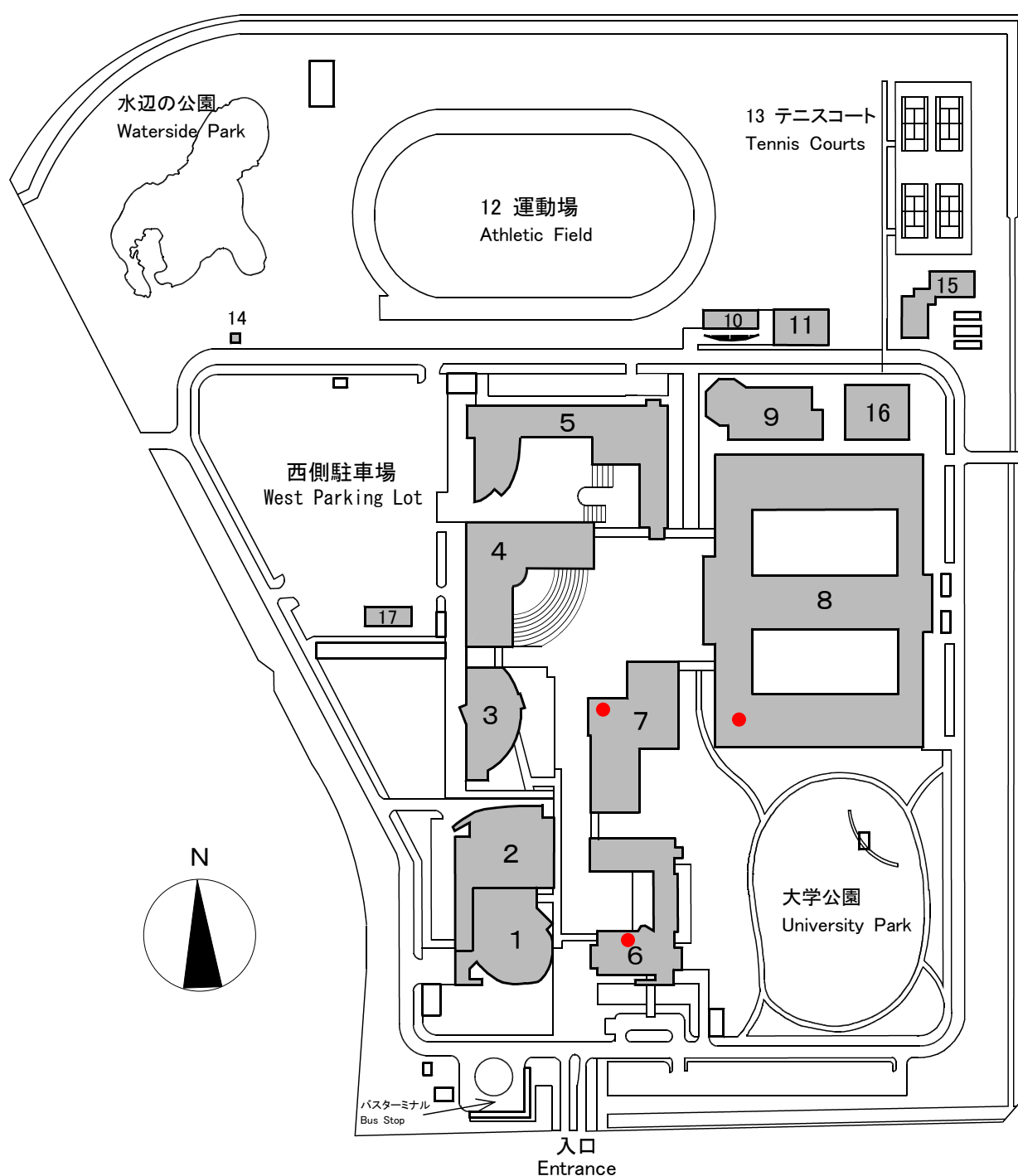
1. This regulation shall be enforced as of February 22, 2017
2. The revised Article 12. 1 shall be applied to RESIDENTS who move in on March 25 2017 or later. RESIDENTS who move into the residence before said date shall be handled based on previous cases.

## VI 施設配置図及び建物見取図 (University Facilities and Buildings)

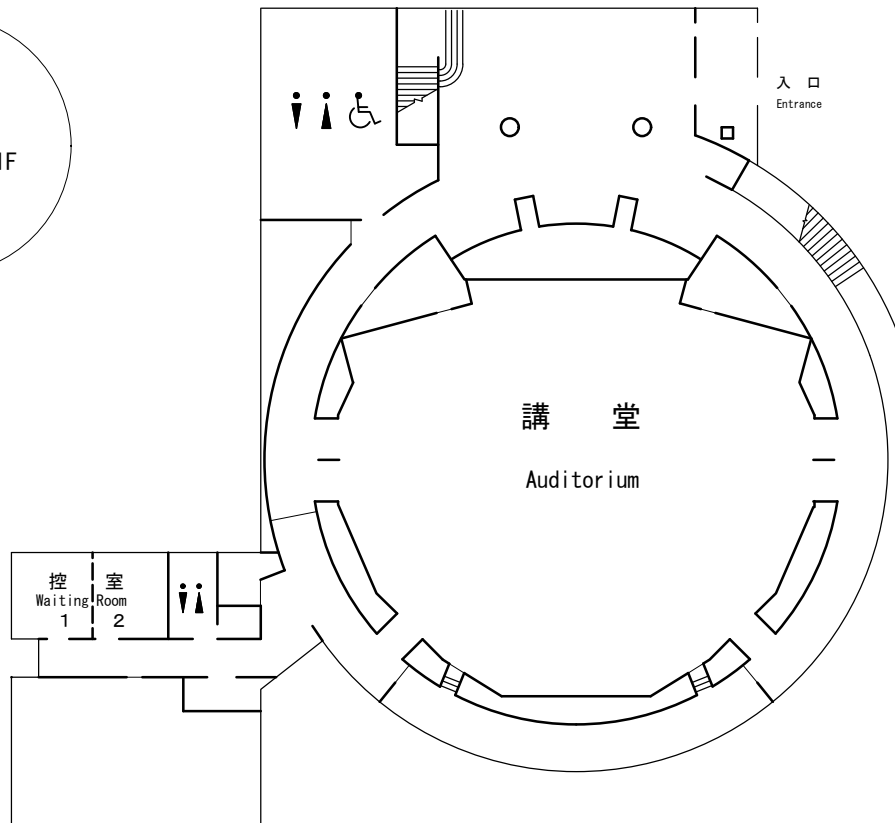
- |   |  |
|---|--|
| 1 講堂 (Auditorium)                                       | 14 四阿 (Park Benches)                                 |
| 2 エネルギーセンター (Energy Center)                             | 15 創明寮 (Soumei House)                                |
| 3 図書館 (Library)   | 16 先端ICTラボ (Laboratory for leading-edge ICT in Aizu) |
| 4 学生ホール (Student Hall)                                  | 17 ロボット格納庫 (Robot Garage)                            |
| 5 講義棟 (Lecture Hall)                                    |  |
| 6 管理棟 (Administration Complex) ●                        |  |
| 7 体育館 (Gymnasium) ●                                     |  |
| 8 研究棟 (Research Quadrangles) ●                          |  |
| 9 産学イノベーションセンター (University-Business Innovation Center) |  |
| 10 フィールドハウス (Field House)                               |  |
| 11 クラブ棟 (Student Club House)                            |  |

施設配置図  
Campus Map

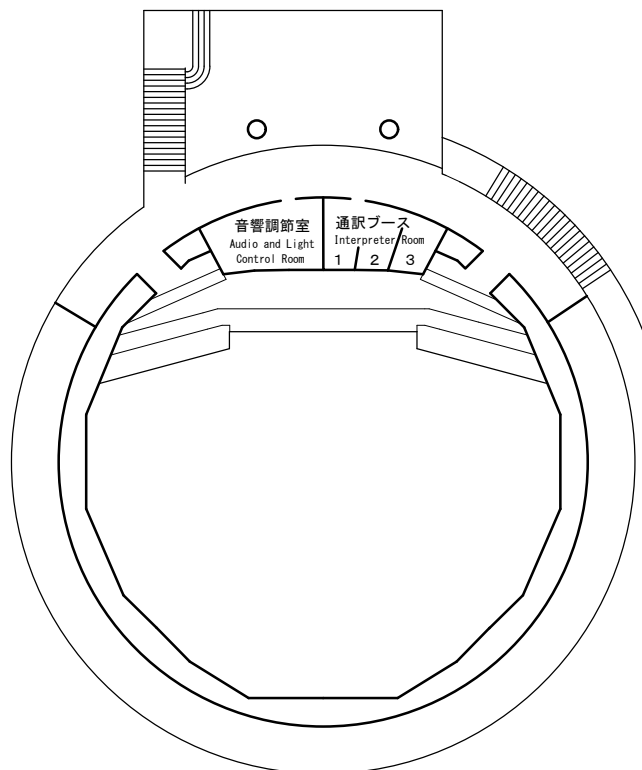
- AED: 体育館1F入口 (Gymnasium 1F Entrance)  
研究棟1F保健室前 (Research Quad 1F Nurse's office)  
管理棟1Fエントランスホール (Admin Complex 1F Entrance hall)



講堂 1 F  
Auditorium 1F

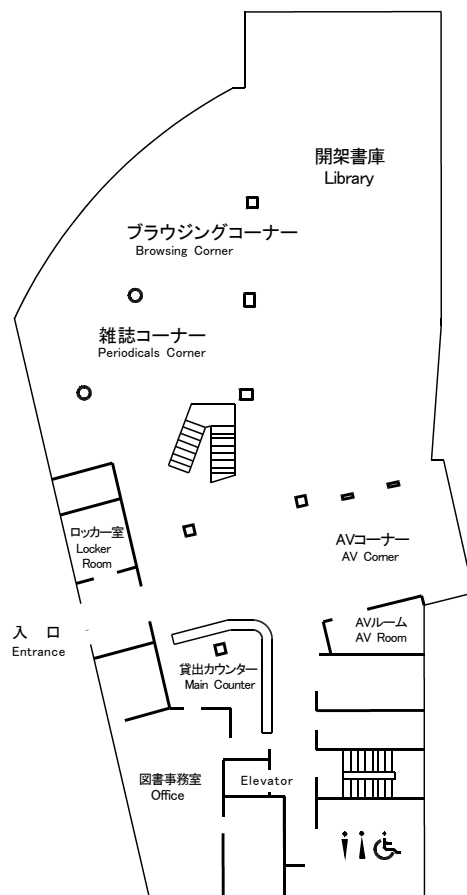


講堂 2 F  
Auditorium 2F



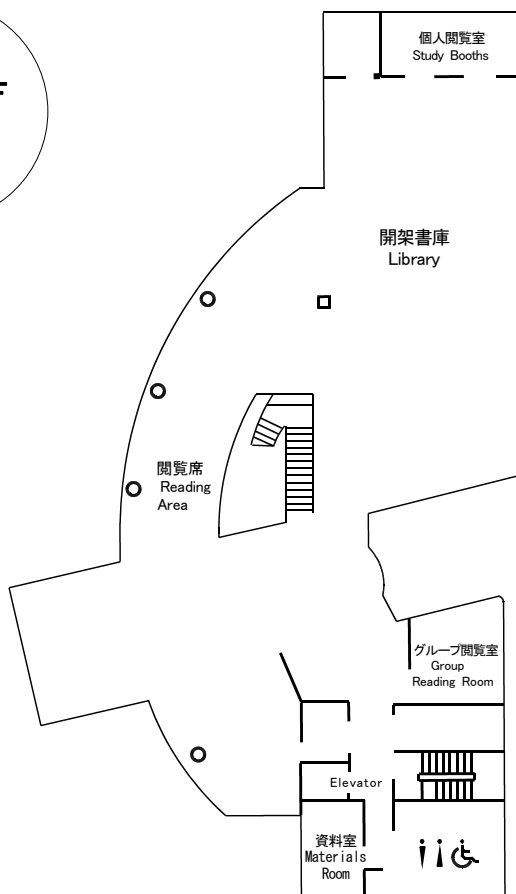
## 図書館1F

Library 1F

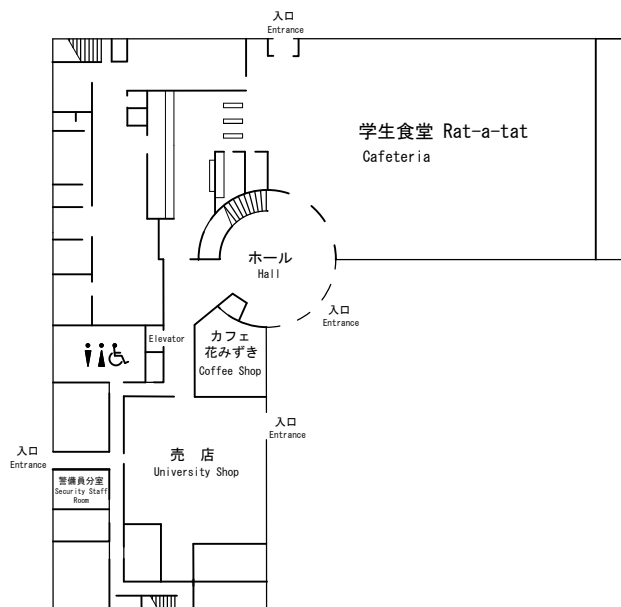


## 図書館2F

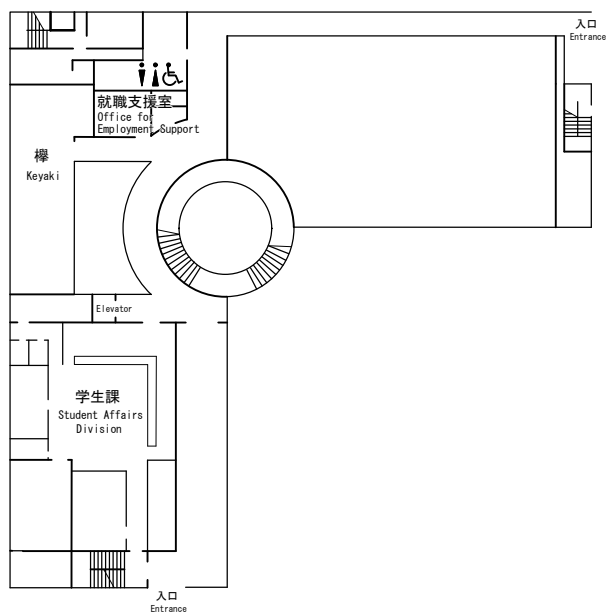
Library 2F



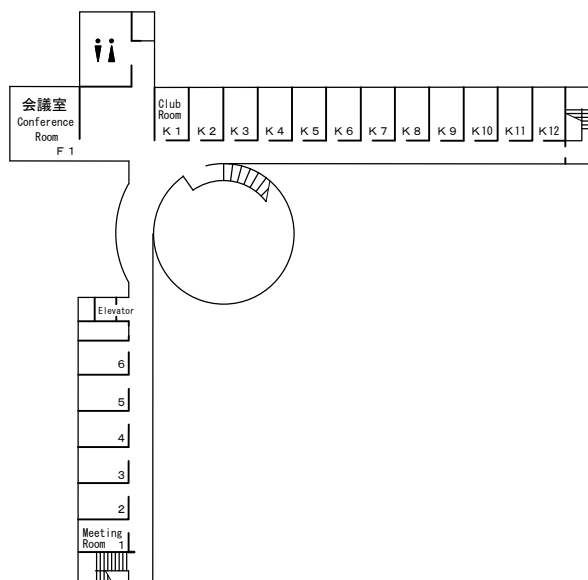
学生ホール 1 F  
Student Hall 1F



学生ホール 2 F  
Student Hall 2F

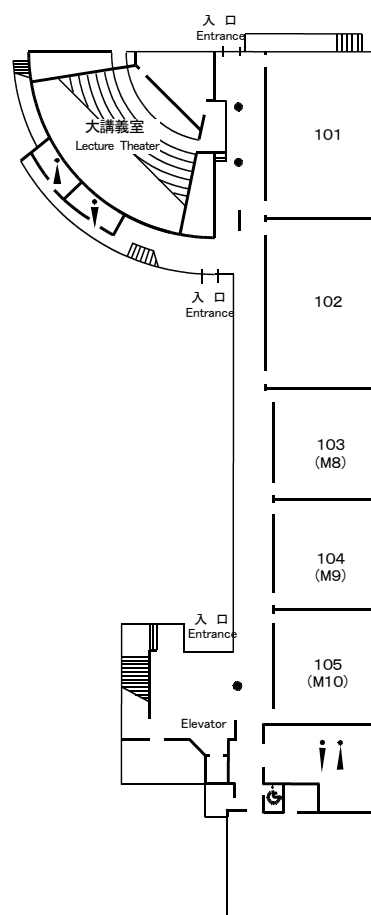


学生ホール 3 F  
Student Hall 3F

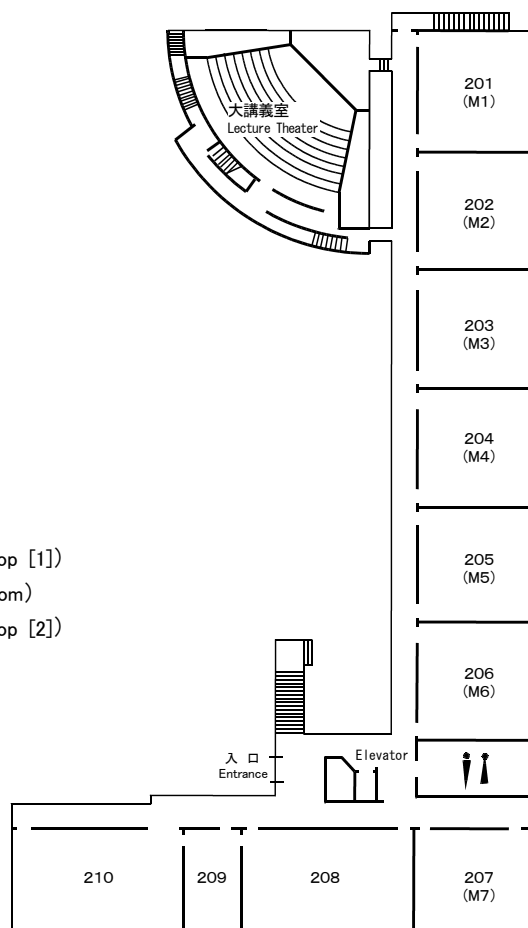




- 101 コンピュータ演習室〔3〕 (Computer Exercise Room [3])
- 102 コンピュータ演習室〔4〕 (Computer Exercise Room [4])
- 103 中講義室M8 (Lecture Room M8)
- 104 中講義室M9 (Lecture Room M9)
- 105 中講義室M10 (Lecture Room M10)



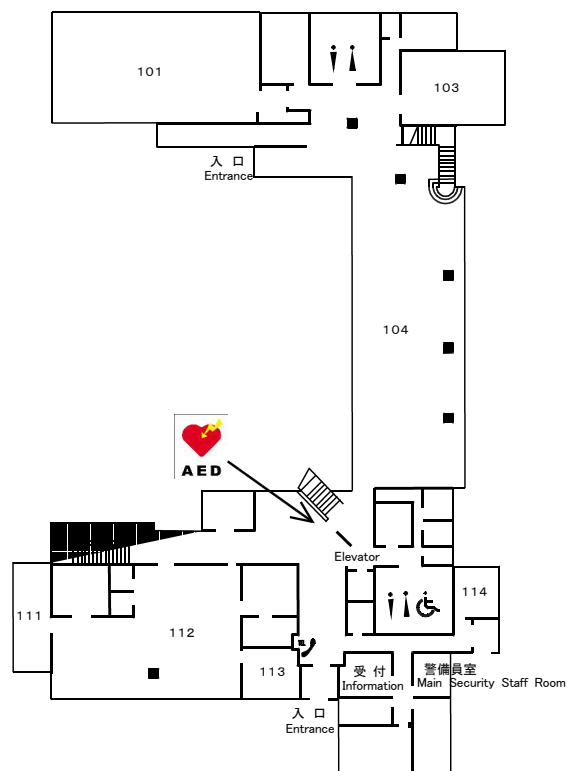
- 201 中講義室M1 (Lecture Room M1)
- 202 中講義室M2 (Lecture Room M2)
- 203 中講義室M3 (Lecture Room M3)
- 204 中講義室M4 (Lecture Room M4)
- 205 中講義室M5 (Lecture Room M5)
- 206 中講義室M6 (Lecture Room M6)
- 207 中講義室M7 (Lecture Room M7)
- 208 ハードウェア実験室(1) (Hardware Workshop [1])
- 209 ハードウェア準備室 (Hardware Preparation Room)
- 210 ハードウェア実験室(2) (Hardware Workshop [2])



## 管理棟1F

Administration Complex 1F

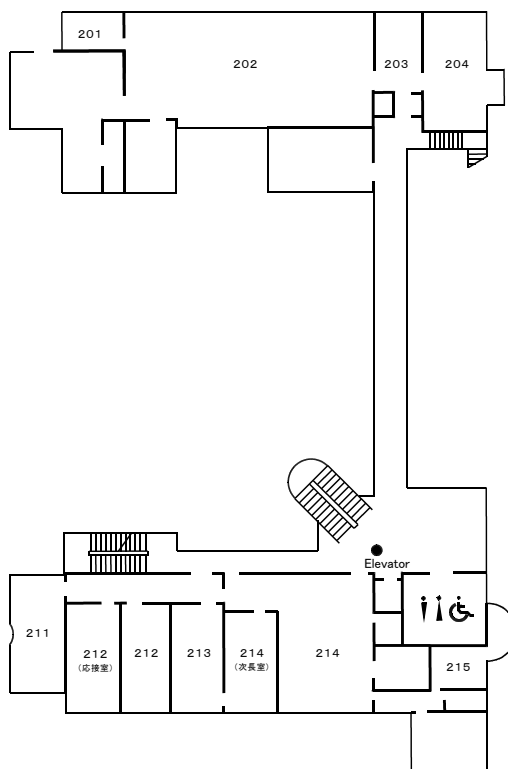
- 101 ネットワーク管理室A (Network Management Room A)
- 103 情報センター (Information Systems and Technology Center)
- 104 ラウンジ (Lounge)
- 111 理事室 (Regent's Office)
- 112 事務局 (Administrative Office)  
     総務予算課 (1F) (General Affairs and Budget Division - 1F)  
     企画連携課 (Planning and Collaboration Division)
- 113 会議室 (Conference Room)
- 114 会議室 (Conference Room)



## 管理棟2F

Administration Complex 2F

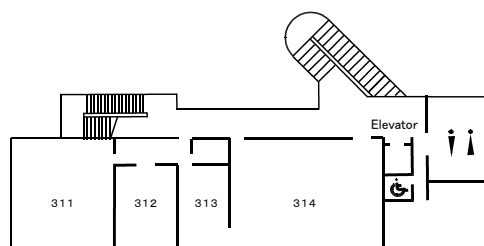
- 201 ネットワーク管理室B (Network Management Room B)
- 202 ネットワーク管理室C (Network Management Room C)
- 203 情報センター員室A (Staff Room A)
- 204 情報センター員室B (Staff Room B)
- 212 理事長室 (President)  
     応接室 (Reception Room)
- 213 事務局長室 (Director General)
- 214 事務局 (Administrative Office)  
     事務局大学担当次長室 (Deputy Director General)  
     総務予算課 (2F) (General Affairs and Budget Division - 2F)

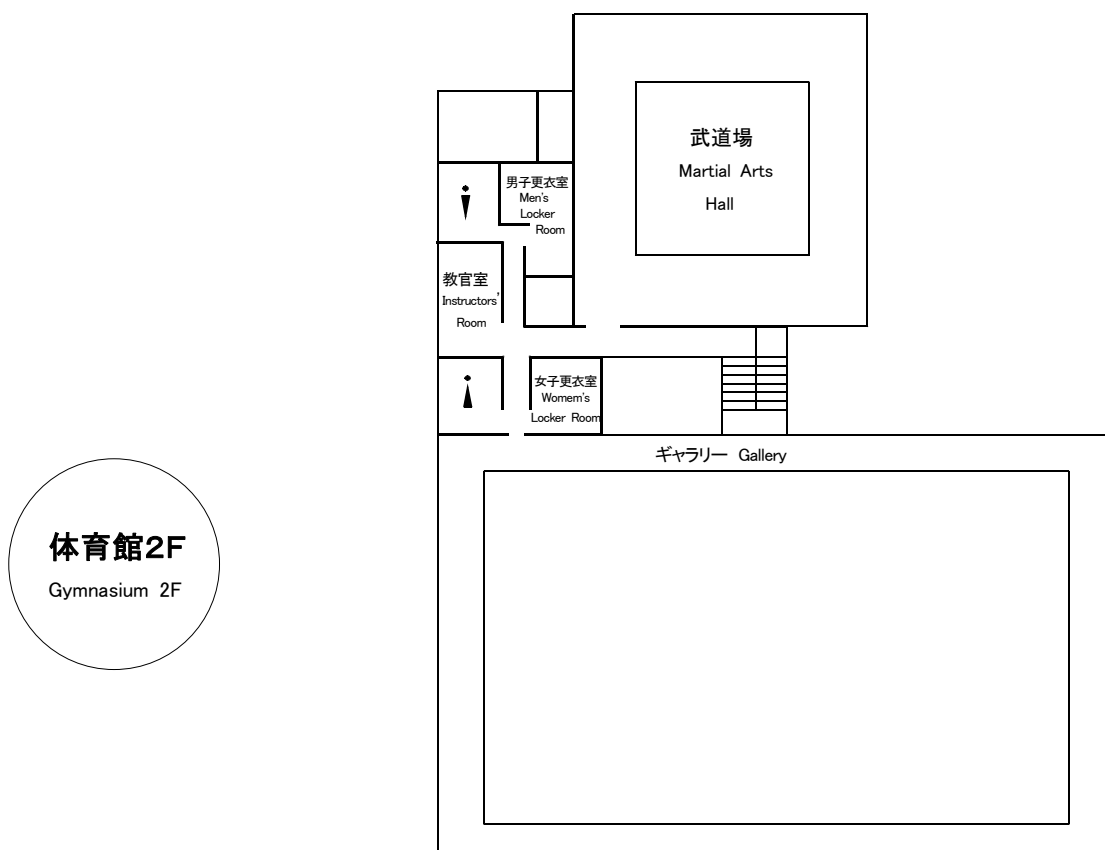
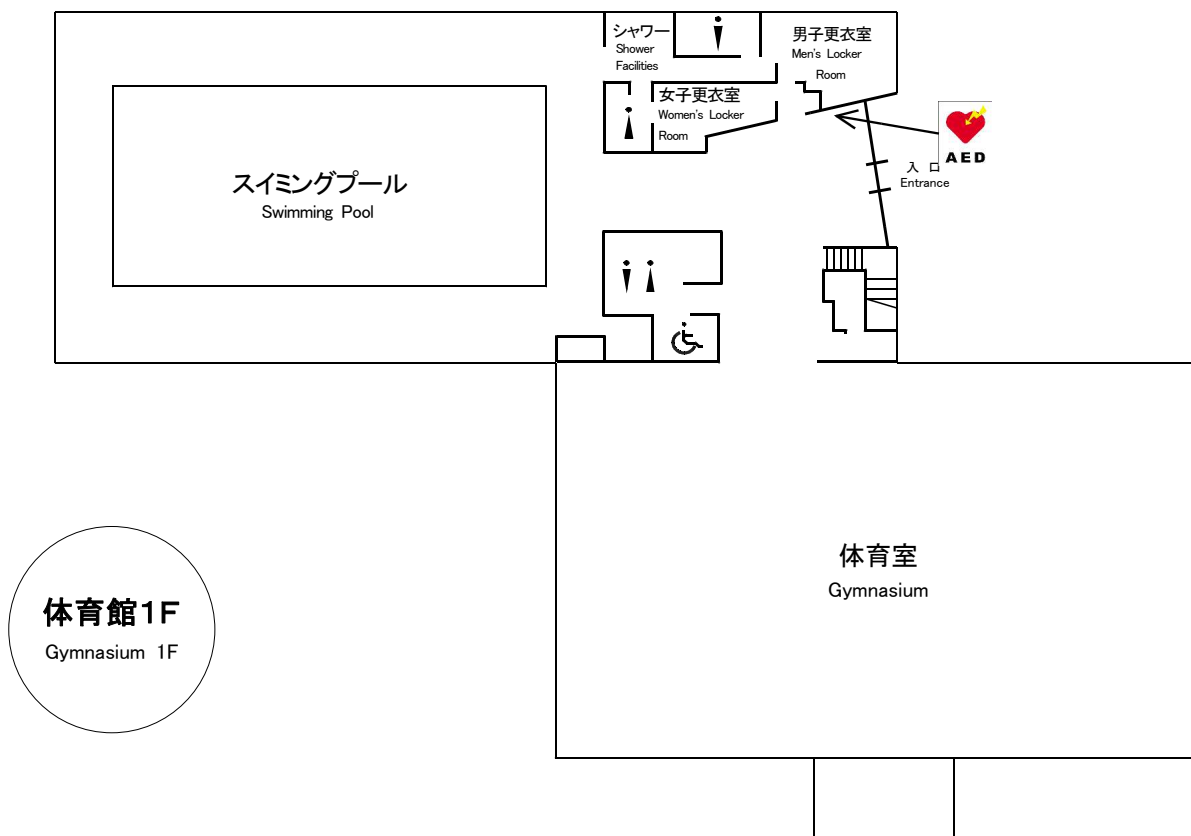


## 管理棟3F

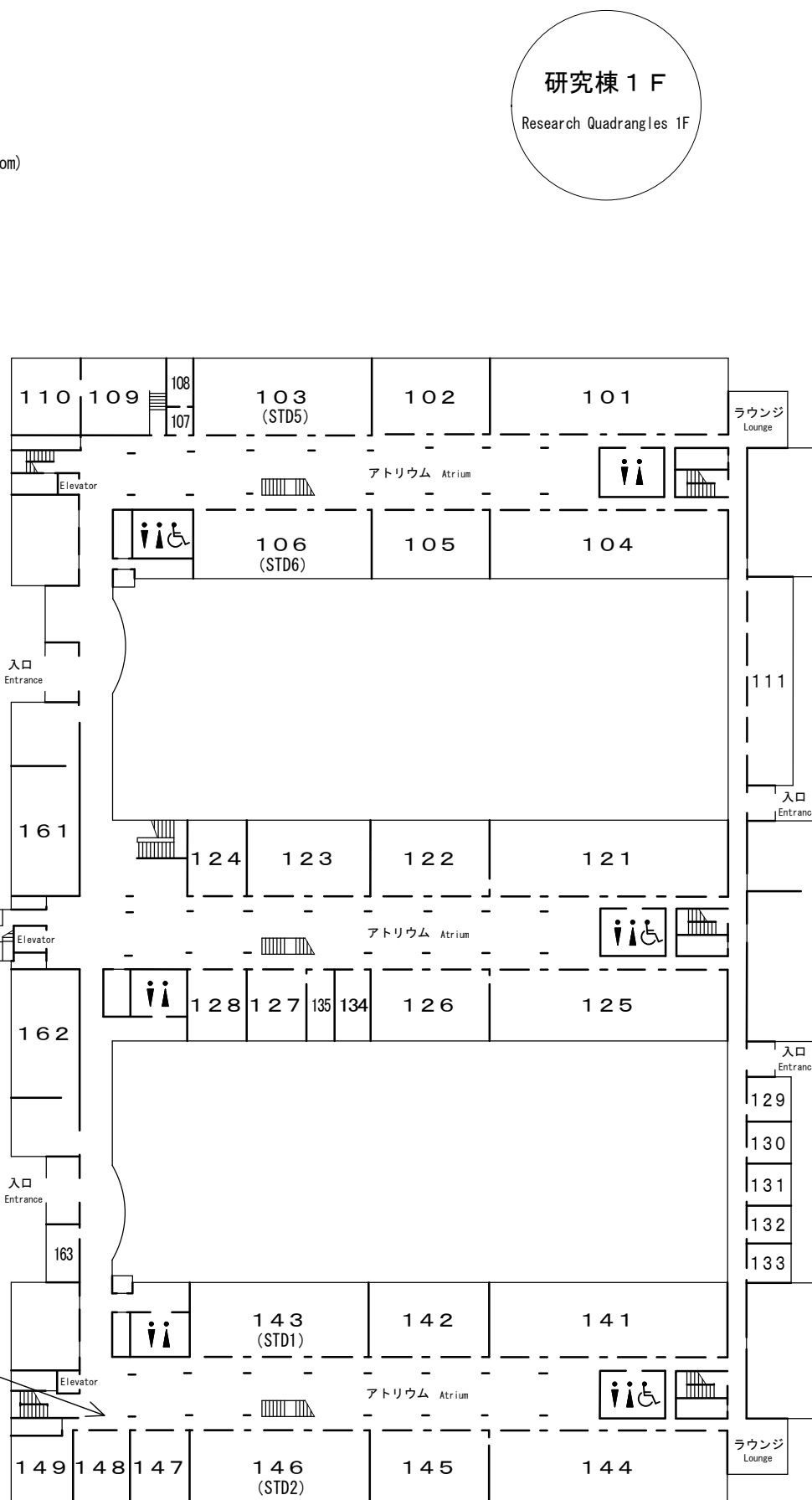
Administration Complex 3F

- 311 中会議室 (Conference Room)
- 312 小会議室 (Conference Room)
- 313 準備室 (Preparation Room)
- 314 大会議室 (Conference Room)





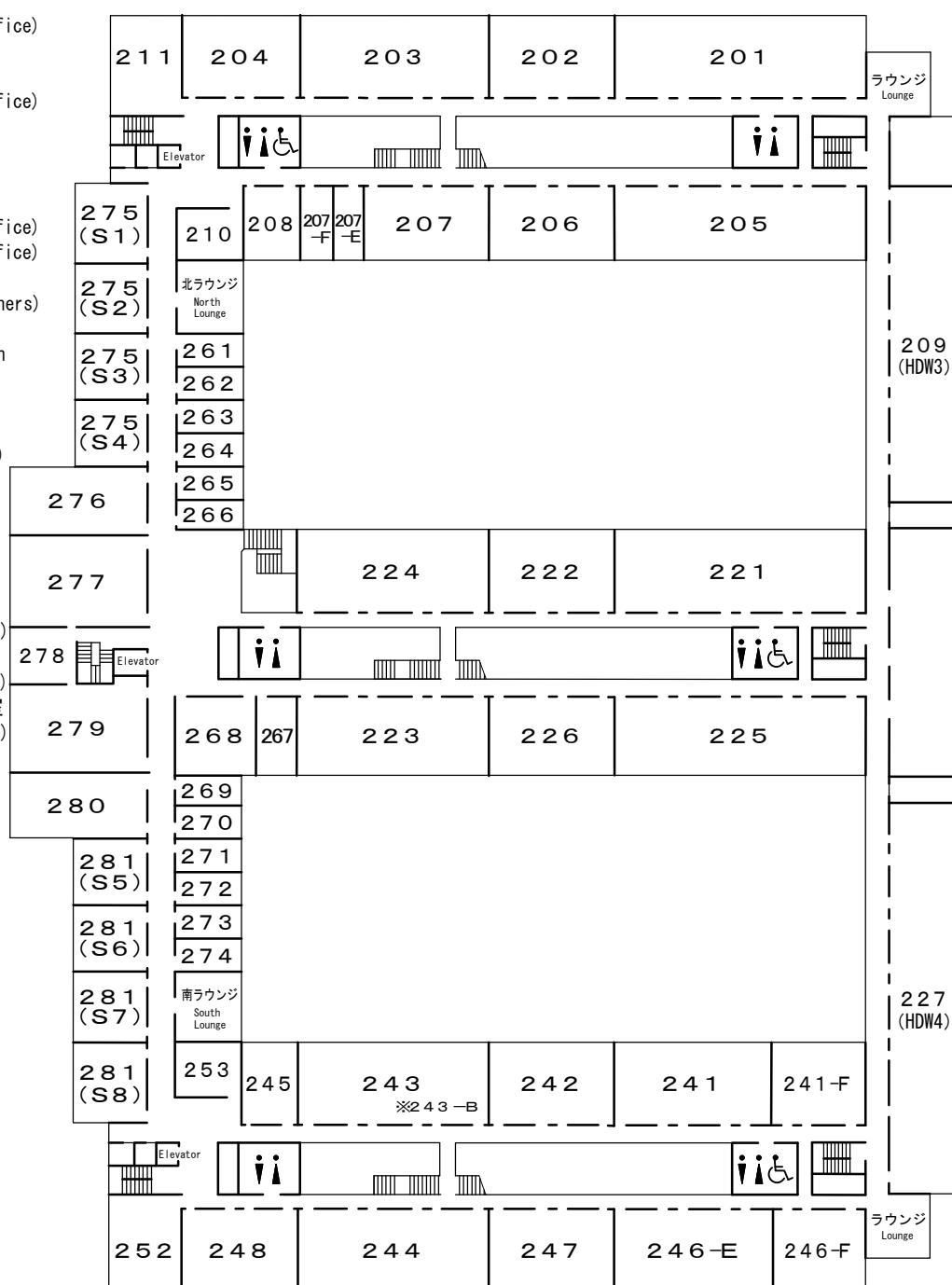
- 101 研究室・実験室  
(Research Room・Workshop)
- 102 教員室 (Faculty Member's Office)
- 103 コンピュータ演習室 (5)  
(Computer Exercise Room(5))
- 104 研究室・実験室  
(Research Room・Workshop)
- 105 教員室 (Faculty Member's Office)
- 106 コンピュータ演習室 (6)  
(Computer Exercise Room(6))
- 107 シールド実験室 (Measuring Room)
- 108 電磁波シールド室  
(Electromagnetic Wave Shielding Room)
- 109 音響実験室  
(Acoustic Measuring Room)
- 110 無響室 (Anechoic Chamber)
- 111 ネットワーク・遠隔講義室  
(Network and Remote Lecture Room)
- 121 研究室・実験室  
(Research Room・Workshop)
- 122 教員室 (Faculty Member's Office)
- 123 グローバル推進本部  
(Center for Globalization)  
スーパーグローバル大学推進室  
(Promotion Office for Super Global University)  
国際戦略室  
(Office for Strategy of International Programs)
- 124 研究棟事務連絡室  
(Administrative Liaison Office)
- 125 研究室・実験室  
(Research Room・Workshop)
- 126 教員室  
(Faculty Member's Office)
- 127 グローバルラウンジ  
(Global Lounge)  
国際交流談話室  
(Lounge for International Exchange and Informal Discussion)
- 128 特別会議室  
(Conference Room)
- 129～133 ゼミ室 (6) - (10)  
(Seminar Rooms (6)-(10))
- 134 工作室  
(Workshop)
- 135 印刷室  
(Printing Room)
- 141 研究室・実験室  
(Research Room・Workshop)
- 142 教員室  
(Faculty Member's Office)
- 143 コンピュータ演習室 (1)  
(Computer Exercise Room(1))
- 144 研究室・実験室  
(Research Room・Workshop)
- 145 教員室  
(Faculty Member's Office)
- 146 コンピュータ演習室 (2)  
(Computer Exercise Room(2))
- 147 企画運営室  
(Office for Planning and Management)
- 148 保健室  
(Medical Treatment Room)
- 149 スタジオ  
(Studio)
- 161 SRLU 1
- 162 SRLU 2
- 163 会津ギーク道場  
(Aizu Geek Dojo)



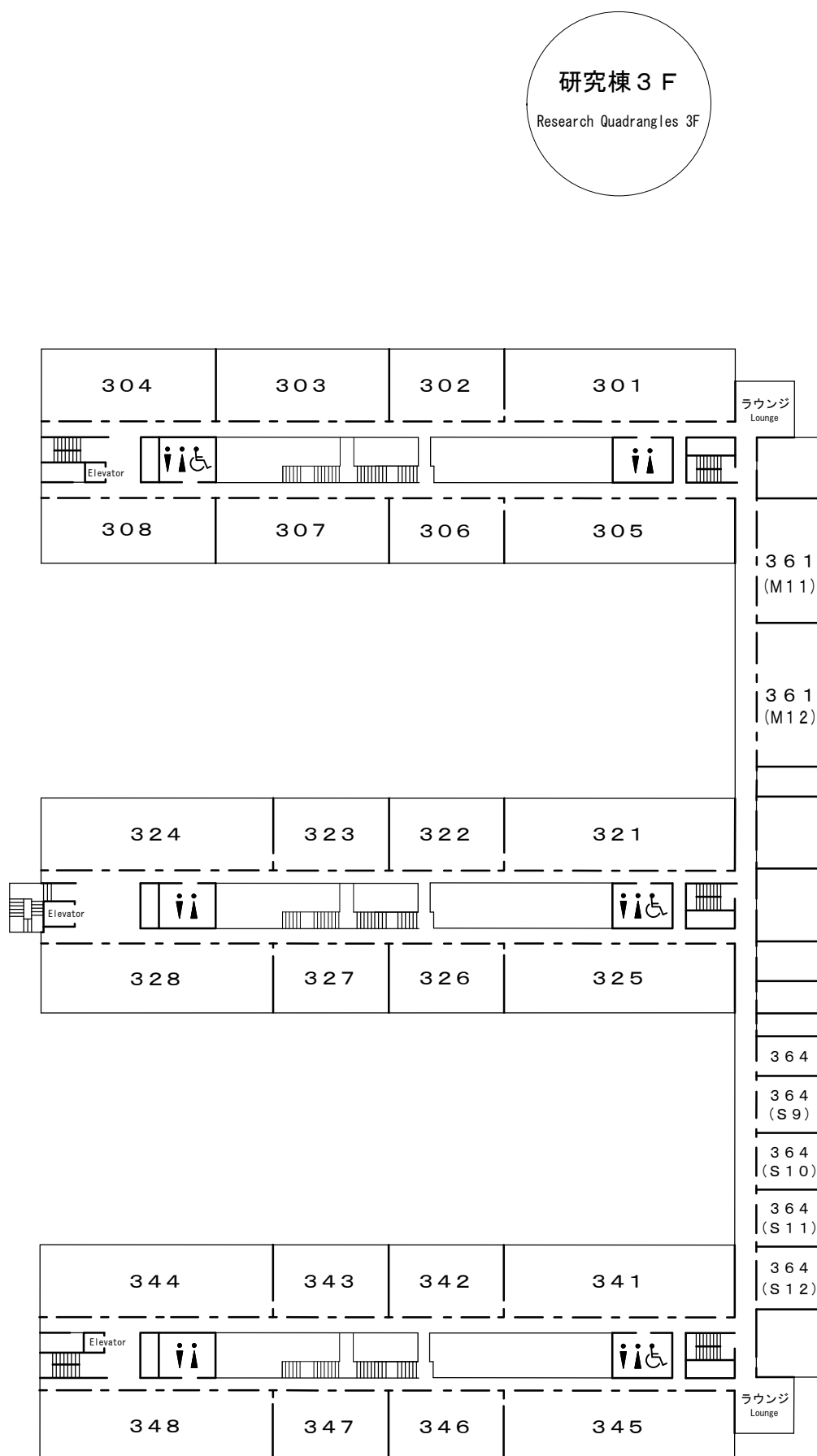
- 201 研究室・実験室  
(Research Room・Workshop)
- 202 教員室 (Faculty Member's Office)
- 203 教員室 (Faculty Member's Office)
- 204 教員室 (Faculty Member's Office)
- 205 研究室・実験室  
(Research Room・Workshop)
- 206 教員室 (Faculty Member's Office)
- 207 教員室 (Faculty Member's Office)
- 207-E システムサポートベース  
(System Support Base Room)
- 208 教員室 (Faculty Member's Office)
- 209 ハードウェア実験室 (3)  
(Hardware Workshop (3))
- 210 情報センター図書ラウンジ  
(ISTC Library Lounge)
- 211 研究室 (Research Room)
- 221 研究室・実験室  
(Research Room・Workshop)
- 222 教員室 (Faculty Member's Office)
- 223 研究室 (Research Room)
- 224 教員室 (Faculty Member's Office)
- 225 研究室・実験室  
(Research Room・Workshop)
- 226 教員室 (Faculty Member's Office)
- 227 ハードウェア実験室 (4)  
(Hardware Workshop (4))
- 241 研究室・実験室  
(Research Room・Workshop)
- 242 教員室 (Faculty Member's Office)
- 243 教員室 (Faculty Member's Office)
- 243-B 客員教員室  
(Office for Visiting Researchers)
- 244・248 文化研究センター  
(Center for Cultural Research  
and Studies)
- 245 実験室 (Workshop)
- 246-E 修学支援室  
(Office for Learning Support)
- 246-F 実験室 (Workshop)
- 247 教員室  
(Faculty Member's Office)
- 252 学生相談室  
(Counseling Room)
- 253 語学研究室  
(Center for Language Research)
- 261 CLR 技術的コミュニケーションラボ  
(CLR eLearning and Usability Lab)
- 262～266・269～274 語学研究室  
(Center for Language Research)
- 267 CLR 技術的コミュニケーションラボ  
(CLR Technical Communication  
Lab)
- 268 CLR 音声学ラボ  
(CLR Phonetics Lab)
- 275 小講義室 S1～S4  
(Lecture Rooms S1-S4)
- 276 CALL 1
- 277 iLab 1
- 279 iLab 2
- 280 CALL 2
- 281 小講義室 S5～S8  
(Lecture Rooms S5-S8)

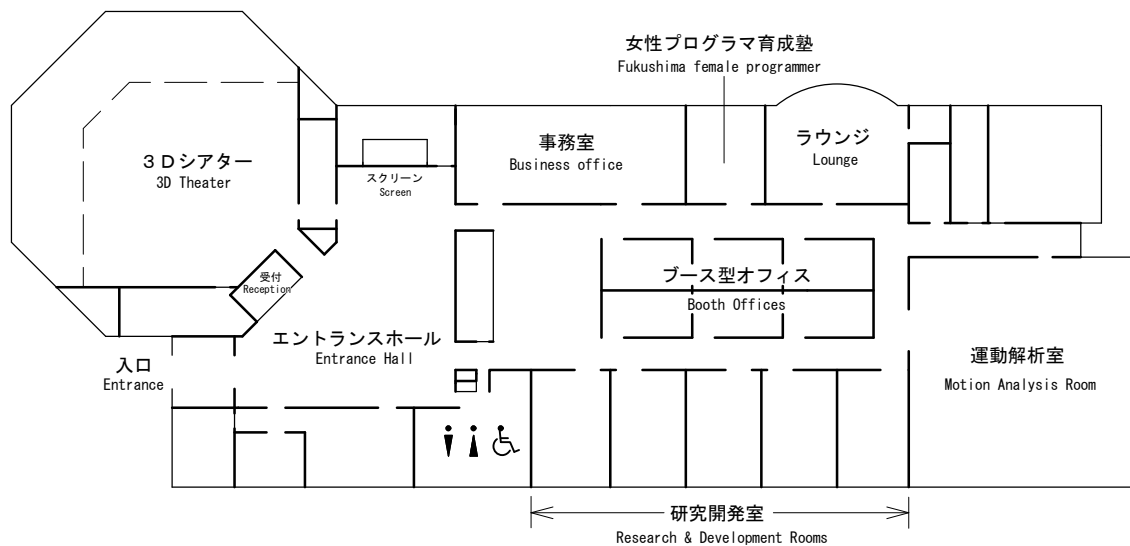
## 研究棟 2F

Research Quadrangles 2F

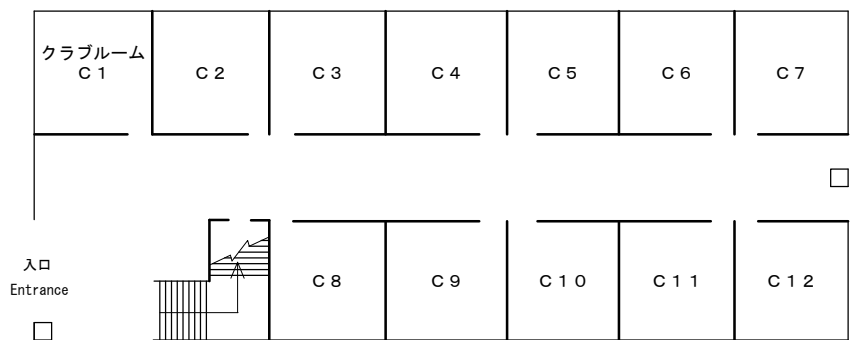


- 301 研究室・実験室  
(Research Room・Workshop)
- 302 教員室  
(Faculty Member's Office)
- 303 教員室  
(Faculty Member's Office)
- 304 研究室・実験室  
(Research Room・Workshop)
- 305 研究室・実験室  
(Research Room・Workshop)
- 306 教員室  
(Faculty Member's Office)
- 307 教員室  
(Faculty Member's Office)
- 308 研究室・実験室  
(Research Room・Workshop)
- 321 研究室・実験室  
(Research Room・Workshop)
- 322 教員室  
(Faculty Member's Office)
- 323 教員室  
(Faculty Member's Office)
- 324 研究室・実験室  
(Research Room・Workshop)
- 325 研究室・実験室  
(Research Room・Workshop)
- 326 教員室  
(Faculty Member's Office)
- 327 教員室  
(Faculty Member's Office)
- 328 研究室・実験室  
(Research Room・Workshop)
- 341 研究室・実験室  
(Research Room・Workshop)
- 342 教員室  
(Faculty Member's Office)
- 343 教員室  
(Faculty Member's Office)
- 344 研究室・実験室  
(Research Room・Workshop)
- 345 研究室・実験室  
(Research Room・Workshop)
- 346 教員室  
(Faculty Member's Office)
- 347 教員室  
(Faculty Member's Office)
- 348 研究室・実験室  
(Research Room・Workshop)
- 361 中講義室M 1 1－M 1 2  
(Lecture Room M11-M12)
- 364 小講義室S 9－S 1 2  
(Lecture Room S9-S12)

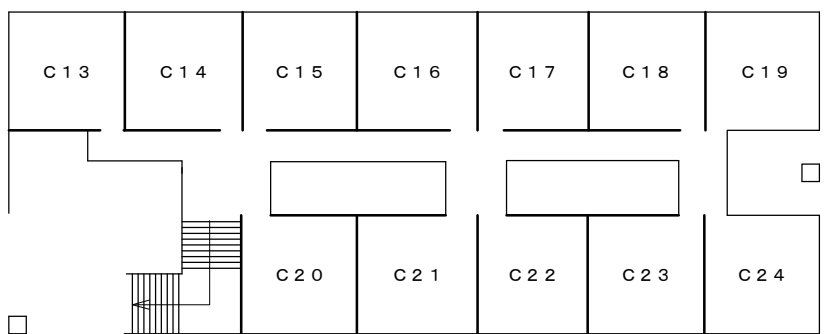




クラブ棟 1 F  
Student Club House 1F

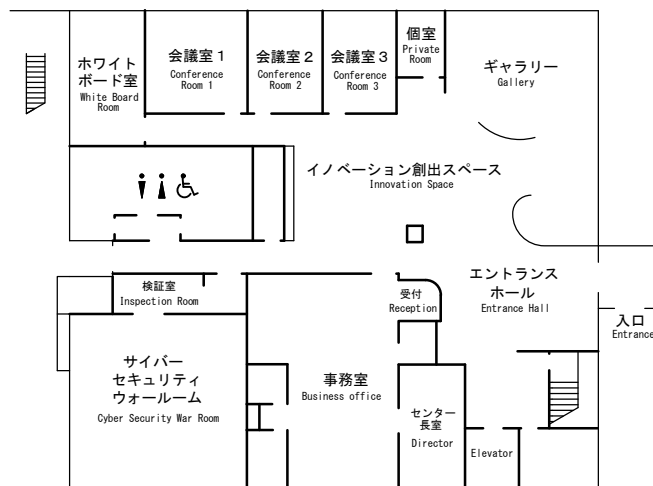


クラブ棟 2 F  
Student Club House 2F



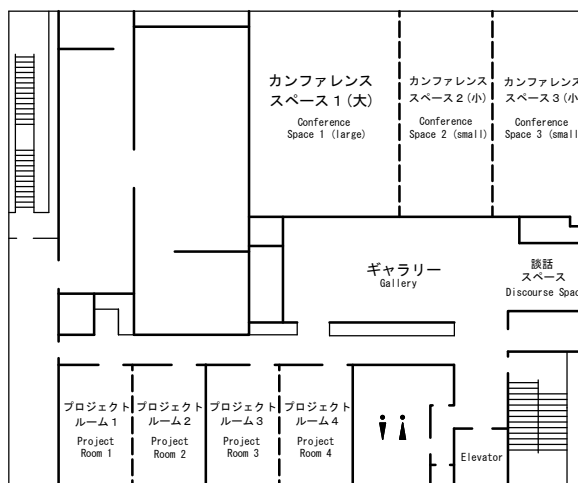
## 先端ICTラボ1F

Laboratory for leading-edge  
ICT in Aizu 1F



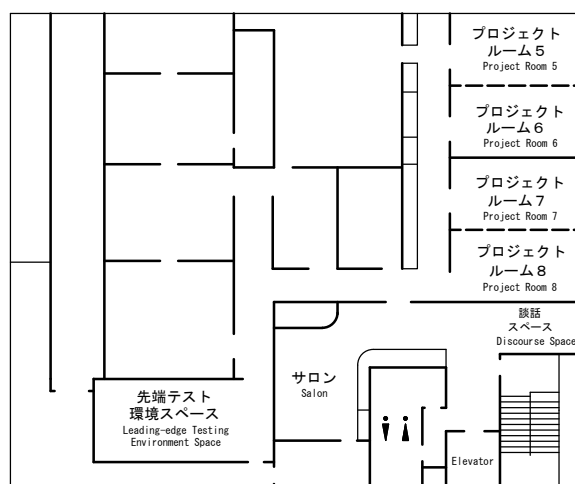
## 先端ICTラボ2F

Laboratory for leading-edge  
ICT in Aizu 2F



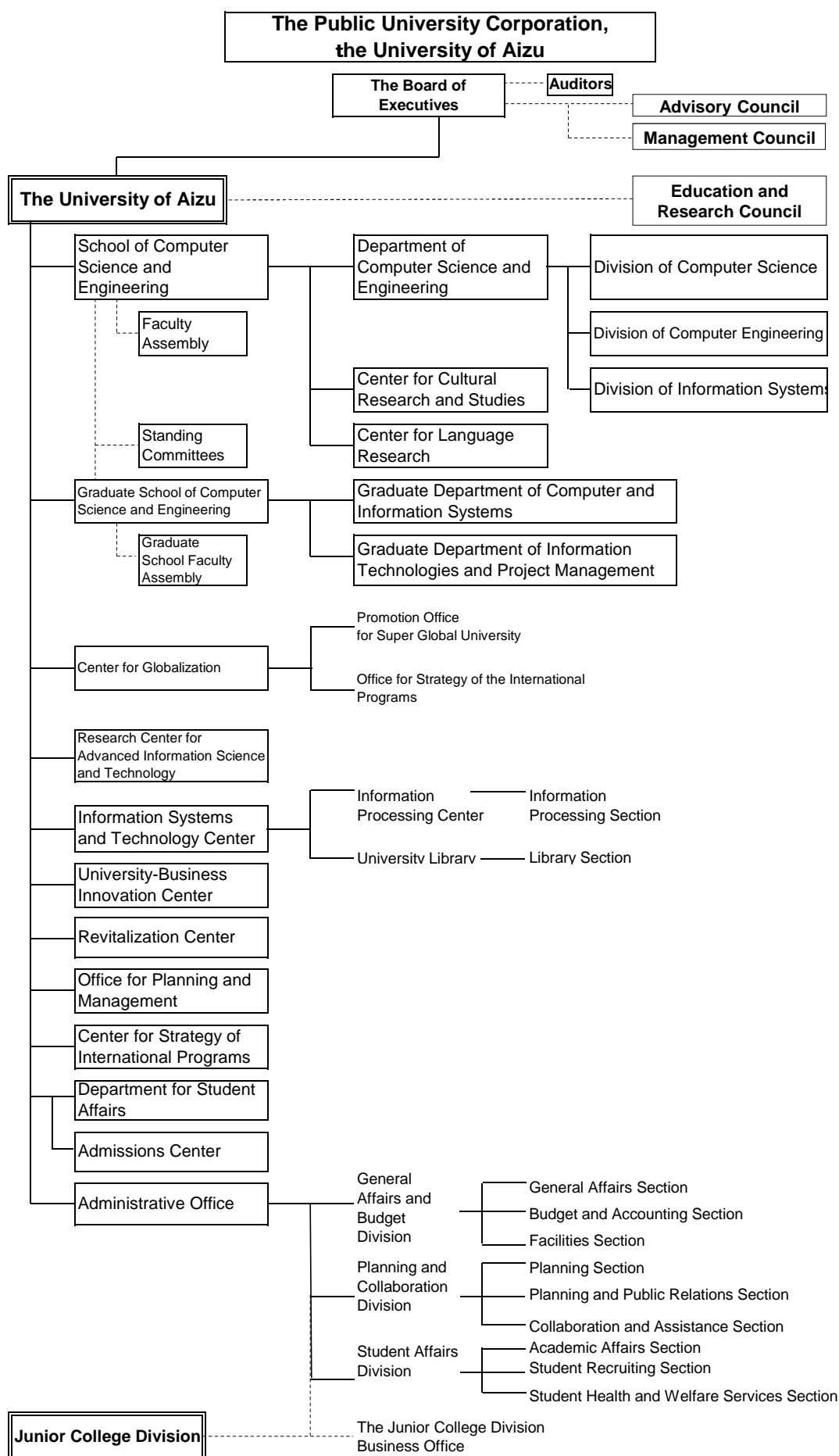
## 先端ICTラボ3F

Laboratory for leading-edge  
ICT in Aizu 3F



## Organization

### The University of Aizu Administrative Organization Chart



# 教 員 名 簿 / Faculty List

2019年4月1日現在

	Name	E-mail	Room		Name	E-mail	Room		
A	阿部 泰裕	Yasuhiro ABE	yasu-abe	147	O	大藤 建太	Kenta OFUJI	o-fu	307-B
	綱谷 祐一	Yuichi AMITANI	yuiami	244-D		小川 佳子	Yoshiko OGAWA	yoshiko	243-D
	浅井 和人	Kazuto ASAI	k-asai	203-F		大井 仁	Hitoshi OI	hitoshi	242-C
	浅井 信吉	Nobuyoshi ASAI	nasai	303-C		岡 裕之	Hiroyuki OKA	hiro-o	LICTiA
B	アブデラゼク ベン アブダラ	Abderazek BEN ABDALLA	benab	202-A	岡 隆一	Ryuichi OKA	oka	322-A	
	サブッシュ バーラ	Subhash Bhalla	bhalla	142-A	奥平 恭子	Kyoko OKUDAIRA	okudaira	147	
	ジョン ブレイク	John BLAKE	jblake	265	奥山 祐市	Yuichi OKUYAMA	okuyama	202-C	
C	陳 健	Jian CHEN	j-chen	SGU	大津山 公平	Kohei OTSUYAMA	kohei-o	122-C	
	陳 文西	Wenxi CHEN	wenxi	326-C	白 寅天	Incheon PAIK	paikic	307-C	
	ウォンミング チュー	Wanming CHEN	w-chu	142-C	裴 岩	Yan PEI	peiyan	102-C	
	マイケル コーエン	Michael COHEN	mcohen	327-A	ジェレミー パーキンズ	Jeremy PERKINS	jperkins	274	
D	出村 裕英	Hirohide DEMURA	demura	302-C	アントゥアン ファン	Anh T. PHAM	pham	306-C	
E	蛸名 正司	Shoji EBINA	ebina	248-I	エフゲニー ピシキン	Evgeny PYSHKIN	pyshe	342-B	
F	ピエール アラン ファヨール	Pierre-Alain FAYOLLE	fayolle	323-C	R	デボプリオ ロイ	Debopriyo ROY	droy	264
	藤津 明	Akira FUJITSU	a-fujitu	207-F		マキシム リズイー	Maxim V. RYZHII	m-ryzhii	226-C
H	モハメド ハマダ	Mohamed HAMADA	hamada	346-C	齋藤 寛	Hiroshi SAITO	hiroshis	206-C	
	サジ ハミード	Saji N. HAMEED	saji	224-B	三瓶 岳昭	Takeaki SAMPE	sampe	224-C	
	長谷川 弘一	Koichi HASEGAWA	hasegawa	248-H	ローター シュミット	Lothar M. SCHMITT	lothar	303-A	
	橋本 康弘	Yasuhiro HASHIMOTO	hashimo	346-A	清野 正哉	Masaya SEINO	seino	248-G	
	島 圭佑	Keisuke HATA	hata	UBIC	慎 重弼	Jung-pil SHIN	jpshin	302-B	
	ヨンヒョン ホウ	Younghyon HEO	youngheo	270	蘇 春華	Chunhua SU	chsu	347-A	
	平田 成	Naru HIRATA	naru	207-C	杉山 雅英	Masahide SUGIYAMA	sugiyama	126-A	
	久田 泰広	Yasuhiro HISADA	hisada	326-A	鈴木 太郎	Taro SUZUKI	taro	346-B	
	本田 親寿	Chikatoshi HONDA	chonda	243-F	高橋 成雄	Shigeo TAKAHASHI	shigeo	323-A	
	本間 道雄	Michio HONMA	m-honma	204-H	程 同軍	Dougun TEI	t-huang	208	
I	黄 捷	Jie HUANG	j-huang	126-B	程 子学	Shigaku TEI	z-cheng	343-A	
	池本 淳一	Junichi IKEMOTO	jikemoto	244-A	寺蘭 淳也	Junya TERAZONO	terazono	147	
	ピーター イリチュ	Peter ILIC	pilic	273	富岡 洋一	Yoichi TOMIOKA	ytomioka	222-C	
	石橋 史朗	Shiro ISHIBASHI	shiro-i	UBIC	コン タン チョオン	Cong-Thang TRUONG	thang	306-B	
J	岩瀬 次郎	Jiro IWASE	iwase	111	土屋 貴裕	Takahiro TSUCHIYA	tsuchiya	203-A	
	荊 雷	Lei JING	leijing	343-B	東原 恒夫	Tsuneo TSUKAHARA	tsuka	105-A	
	金子 恵美子	Emiko KANEKO	kaneko	272	V	アレクサンダー ヴァジェニン	Alexander P. VAZHENIN	vazhenin	145-B
	苅間澤 勇人	Hayato KARIMAZAWA	karima	244-B	ジュリアン ヴィジェガス	Julian VILLEGAS	julian	327-C	
K	川口 立喜	Tatsuki KAWAGUCHI	kawaguch	124	W	王 軍波	Junbo WANG	j-wang	122-B
	木原 浩	Hiroshi KIHARA	kihara	204-G		渡部 繁	Shigeru WATANABE	sigeru-w	203-D
	北道 淳司	Junji KITAMICHI	kitamiti	222-B		渡部 俊朗	Toshiro WATANABE	t-watanb	203-C
	北里 宏平	Kohei KITAZATO	kitazato	243-E		渡邊 曜大	Yodai WATANABE	yodai	347-C
	ヴィタリー クリュエフ	Vitaly V. KLYUEV	vklyuev	342-C	渡部 有隆	Yutaka WATANOBE	yutaka	142-B	
	小暮 克夫	Katsuo KOGURE	kkogure	248-J	イアン ウイルソン	Ian L. WILSON	wilson	271	
	小平 行秀	Yukihide KOHIRA	kohira	105-B	Y	矢口 勇一	Yuichi YAGUCHI	yaguchi	322-C
	倉戸 豪	Go KURATO	g-kurato	LICTiA		山上 雅之	Masayuki YAMAGAMI	yamagami	204-J
	黒川 弘国	Hirokuni KUROKAWA	aiguo	343-C		山内 和昭	Kazuaki YAMAUCHI	yamauchi	147
	李 鵬	Peng LI	pengli	206-B		安田 尚子	Takako YASUTA	yasuta	263
L	李 想	Xiang LI	xiangli	247-C	ニール ユーウェン イェン	Neil Yuwen YEN	neilyyen	347-B	
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