G30 Students Student Handbook

October 2023



School of Engineering, Nagoya University https://www.engg.nagoya-u.ac.jp/

^{*} The information contained in this handbook is subject to change. Any updates will be informed through our website and School bulletin board. This handbook was last updated June 1,2023.

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1. Course Categories under the Unified Four-Year Education Program

1.1 Courses

The School of Engineering offers the following Liberal Arts and Sciences Courses (number of credits required for graduation is indicated inside parentheses).

- Introduction to Skills for Academic (1 credit)
- First Year Seminar (2 credits)
- Language and Culture (14 credits)
- Health and Sports Sciences (2 credits)
- Data Science (2 credits)
- Global Liberal Arts, Contemporary Liberal Arts in Humanities and Social Sciences and Interdisciplinary/Integration of arts and sciences, Problem/Project Based Learning (4 credits)
- Basic Courses in Natural Sciences (22-26 credits)

Total (47-51 credits)

* Note that the number of credits in Liberal Arts and Sciences Courses required for graduation differs by department.

The School of Engineering offers the following Courses in Specialized Fields.

- Basic Specialized Courses (40.5-44 credits)*
- Related Specialized Courses (2-5 credits)*
- Specialized Courses (36-43.5 credits)*

Total (82-90 credits)

* Note that the number of credits in Courses in Specialized Fields required for graduation differs by department.

2. Requirements for Advancement & Graduation

2.1. Requirements for Advancement

Courses in natural sciences and other fields at the School of Engineering must be taken progressively. Advancement from the second grade to the third grade are subject to the following conditions.

*Advancement to the Third Grade

By the end of the second grade, students must have taken at least 40 credits in Liberal Arts and Sciences Courses, of which at least 12 "Language and Culture" credits from Japanese, English or Second Foreign Languages and 18 credits from Basic Courses in Natural Sciences.

2.2. Requirements for Graduation Research

Before conducting graduation research in their fourth grade, students must first fulfill certain conditions (e.g. acquire a minimum number of credits). These conditions differ by department, and students are therefore advised to verify applicable requirements with their departments.

2.3. Requirements for Graduation

Graduation requirements broadly follow the outline below, with some differences by department. For more details, please refer to the separate School of Engineering Course Syllabus.

	Cou	urse Categories	Minimum Required Credits		
	Courses in Specialized Fields	Specialized Courses	36-43.5		
School Courses		Related Specialized Courses	2-5		
		Basic Specialized Courses	40.5-44		
		Total	82-90		
	Common Basic Courses	Introduction to Skills for Academic	1		
		First Year Seminar	2		
		Language and Culture	14		
		Health and Sports Sciences	2		
		Data Science	2		
	Liberal Arts Courses	Global Liberal Arts			
Liberal Arts and Sciences Courses		Contemporary Liberal Arts in Humanities and Social Sciences and Interdisciplinary/Integration of arts and sciences	2	4	
		Problem/Project Based Learning			
	Basic Courses for Specialized Fields	Basic Courses in Natural Sciences	22-26		
	Total		47-51		
	Overall Total			133-137	

Note: Minimum required credits expressed as a range indicate that the number of credits required differs by department or study program. They do not imply that the minimum number of required credits actually falls within the cited range.

- Duration of study: In principle, at least four years
- Duration of enrollment: Less than eight years in total Students who fail to graduate within the enrollment duration period will be dispuralled
 - Leave of absence: Less than four years in total

3. Course Registration, Examinations, Classes

3.1. Course Registration

[1] Course Planning

Before taking Compulsory Courses in Specialized Fields (i.e., Basic Specialized Courses, Specialized Courses, and Related Specialized Courses listed in the School of Engineering Course Syllabus), Compulsory Elective Courses (not applicable for some departments), or Elective Courses at the School of Engineering, students should prepare a course plan based on the class timetables and the Course Registration Confirmation Sheets issued each semester.

- [2] Course Registration (School of Engineering Regulations, Article 15)
- (1) Students must register for courses at the beginning of each semester.

For registration of Liberal Arts and Sciences Courses, please refer to Liberal Arts and Sciences Courses Registration Information for G30 Program Students.

Course registration must be conducted via the online system. To register, students should navigate to the Nagoya University Portal (https://portal.nagoya-u.ac.jp/), and enter the courses they wish to take. Students can and should confirm registered courses online. If an error is identified during the verification process, the course registration should be revised accordingly. Other details are posted as required on the notice boards. Students should pay particular attention to notices posted at the start of the semester.

- (2) Students who failed to acquire the required credits for a course they registered for in a particular year, will have to re-register the course if they wish to acquire the credits in the following year.
- (3) Students who wish to take subjects offered by a different department or school (i.e., a subject not available at their affiliated department), should submit a "Registration Request" to the Student Affairs Division of the School of Engineering.

[3] Setting of upper limits on the number of registered credits

Under the university's credit system, one credit consists of 45 hours of study, including preparation and review outside class hours. For example, if you want to acquire 40 credits in one semester, you will need to take 90-minute classes from the 1st to the 4th period from Monday to Friday, and you will also need to do some preparation and review. It will require a lot of study time.

In Nagoya University, upper limits on the number of registered credits (cap system) are set with the aim of ensuring students have sufficient time to study by encouraging them to carefully select the courses they will study and the number of credits so that they can truly learn the course content and take appropriate courses in each academic year.

In the School of Engineering, the upper limit on the number of registered credits per semester is 34 credits. However, if your GPA in the previous semester is 3.50 or higher, or if the head of department approves, you are allowed to register more than 34 credits per semester for classes offered in the next semester.

The following courses are not counted in the upper limits on the number of credits for course registration.

- · Courses for obtaining a teacher's license, excluding "Special Requirements Related to the Subject"
- · Intensive courses
- · Courses offered throughout the year
- · Credit exchangeable courses of other universities (including overseas and online universities)
- · Courses for foreign language proficiency test certificates
- · Courses for which credits were already acquired before admission
- · Special courses
- *Courses from other faculties and departments are included in the upper limits on the number of credits for course registration.

3.2. Examinations

[1] Examination Registration

By registering for courses at the beginning of the semester, students will also be automatically registered for the applicable examinations.

- (1) Students who did not register for a course at the beginning of the semester will not be able to take the applicable examinations. Please note that even if they take (and pass) the relevant examinations, they will not be awarded the corresponding course credits.
- (2) Students who failed a subject they registered for in the previous year, and wish to retake the failed examination, should re-register for the applicable subject at the beginning of the semester.

[2] Examinations

Regular examinations, examination dates and times, and other relevant information will be announced by the instructors. Student should follow their instructions.

[3] Grade Assessment

- (1) Grades for recent and previous regular examinations can be verified on the online Completed Course Confirmation Sheet.
- (2) Grades include A+, A, B, C, C- and F, with A+, A, B, C and C- indicating a Pass grade.
- (3) Once acquired, credits cannot be canceled, even at students' requests. In addition, retaking a completed subject will not result in acquisition of additional credits required for graduation.

[4] Make-up Examinations

If you were not able to attend an examination due to illness or other unforeseeable circumstances, you must submit a Request for Make-up Examination and the documents below* to the Dean of the School within one week of the relevant examination.

- *Documents to submit; Request for Make-up Examination and (a) or (b)
 - (a) In case of illness or injury; One medical certificate (you need to request for issuance)
 - (b) In other cases; One document stating the reason and one providing proof this reason

Upon review of your request, if your reason is deemed justifiable, you may earn credits by attending a make-up examination.

[5] Re-examinations

Fourth grade students who have completed the spring semester regular examinations but failed up to three School of Engineering Courses in Specialized Fields, resulting in a corresponding credit shortfall of up to 10 credits, may take re-examinations only if passing these courses would enable them to graduate.

[6] Dishonest Behavior during Examinations

Students are prohibited from cheating during examinations. Students caught cheating or engaged in other dishonest behaviors will be liable to severe disciplinary action (e.g. cancellation of credits awarded, expulsion, suspension, or reprimand), as determined by the Faculty Meeting in accordance with applicable regulations. If dishonest behavior is detected, all credits acquired by the cheating student for the semester will be declared invalid.

3.3. Class Periods

Class periods last 90 minutes and are organized as follows:

1st Period	8:45 - 10:15
2nd Period	10:30 - 12:00
3rd Period	13:00 - 14:30
4th Period	14:45 - 16:15
5th Period	16:30 - 18:00

3.4. Handling of Classes and Examinations with Regard to Natural Disasters

In the event of a typhoon or earthquake, or if a warning is issued in anticipation of such an event, classes for all Courses in Specialized Fields at the School of Engineering and examinations (including regular examinations, makeup examinations and re-examinations) will proceed as outlined below.

1. If a typhoon-related storm warning (Bofu Keiho) or various Emergency Warning has been issued for Nagoya city

If a typhoon-related storm warning (Bofu Keiho) or an Emergency Warning is issued for Nagoya city, all classes and examinations scheduled to begin after the warning was issued will be canceled. If the warning is subsequently lifted, classes are held as outlined in the table below (P.8).

[Important Points]

- 1) If classes have been canceled following a storm warning, students are not required to commute to the school.
- 2) As a basic rule, students who live in areas or who need to commute through areas where official storm warnings have been issued are not required to attend the university until the warning has been lifted.
- 3) Should a warning other than a storm warning be issued that results in

cancellation of local transport, or where the student feels that he/she might be in physical danger due to a weather disaster, attendance on campus is not required.

- 4) If a student did not attend class due to one of the reasons outlined in 2) and 3) above, he/she must inform the lecturer teaching the class he/she missed as soon as possible. In such cases, the absences will be excused.
- 5) If a student did not take a regular examination due to one of the reasons outlined in 2) and 3) above, he/she must complete the necessary procedure to request a make-up examination at the Student Affairs Division within one week from the original examination date.

2. In the event of an earthquake

(1) In the event a Tokai earthquake warning is issued

In case a Tokai earthquake warning is issued when classes or examinations are in session, all faculty will receive a notice from the university's Disaster Management Headquarters via the Disaster Management Office of the Graduate School of Engineering, ordering them to immediately cancel all classes or examinations and take the necessary precautions to avoid damage from secondary disasters. In this case, students should follow their instructions and seek shelter at the designated evacuation site (refer to map below) or return home.

If students are on their way to campus, they should head back home, and if still at home, they should stay home and wait for instructions.

- (2) When safety information has been issued following a Tokai earthquake warning If the Tokai earthquake warning is followed by an official announcement confirming a return to safe conditions (as demonstrated by the absence of abnormalities in official earthquake measurement data), classes and examinations will proceed as outlined in the table below (P.8).
- (3) In the event of other earthquakes

If an earthquake occurs while the students are in class or taking an examination, they should try to assess the magnitude of the earthquake and their surrounding situation calmly and first seek adequate shelter and protection.

Following an earthquake, faculty may receive a notice from the university's Disaster Management Headquarters via the Disaster Management Office of the Graduate School of Engineering, ordering them to immediately cancel all classes and take the necessary precautions to avoid damage from secondary disasters. In this case, students should follow their instructions and seek shelter at the designated evacuation site.

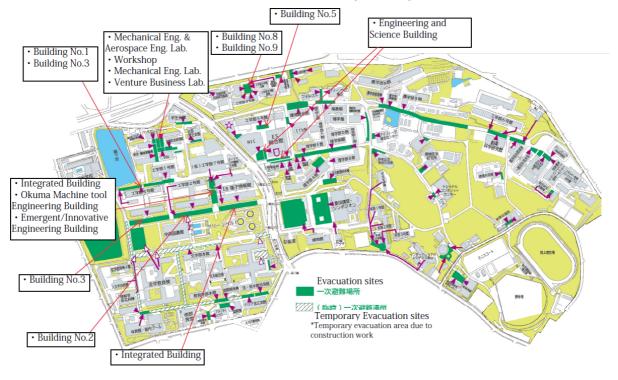
3. In the event of other (anticipated) disasters

If the university anticipates classes and examinations cannot be held for reasons other than those mentioned above, the Dean of the Graduate School of Engineering will determine appropriate class cancellation measures.

Appended table

_	-P P		
Class scheduling		Time when storm warning is lifted or	
		post-quake return to safe conditions is	
		announced (24-hour clock)	
	Classes held from 1st period	If the storm warning is lifted by 6:45	
	Classes held from 3rd period	If the storm warning is lifted by 11:00	

Evacuation sites for School of Engineering



4. Enrollment Duration, Leave of Absence, Reinstatement, Withdrawal, Disenrollment, Disciplinary Measures

4.1. Enrollment Duration

The maximum duration of enrollment in the School of Engineering (Undergraduate Couse) is eight years, excluding any leaves of absence.

Based on the advancement system currently in effect, students will also be disenrolled if they are unable to (1) advance to their second year after being enrolled for five years, or (2) advance to their third year after being enrolled for six years.

4.2. Leave of Absence, Reinstatement, Withdrawal

Leaves of absence, reinstatements, and withdrawals are handled by the Student Support Section of the Student Affairs Division.

A leave of absence may last between three months and one year, but the period can be further extended in case of special circumstances. However, the total leave of absence period may not exceed four years.

- (1) The request date for a leave of absence cannot be retroactively modified. Students should complete the designated procedure at the Student Support Section of the Student Affairs Division at least one month prior to the date on which they wish their leave of absence to go into effect.
- (2) Before submitting their request, students must obtain approval from their academic advisor. Accordingly, they should discuss their plans with their advisor in advance.
- (3) Note that leaves of absence for the purpose of taking re-examinations are not permitted.
- (4) In case the grounds for taking a leave of absence are illness-related, students should attach a doctor's certificate.

4.3. Disenrollment, Disciplinary Measures

Please refer to Articles 33 – 34 of the Nagoya University General Rules.

4.4. Transfer to another school or department between G30 programs

There is a procedure that permits changing programs, but some conditions must be met.

Transfer requests need to be submitted in a timely manner. As the timeline for requesting a transfer is not the same for each school, you will need to consult your supervisor, contact the School of Engineering's administrative office, as well as the school to which you wish to transfer. For transfers within the School of Engineering, from one department / program to another, the application process must be completed by the end of July, of the second year. There are also other requirements need to be considered.

5. General Information and Procedures Regarding Student Life

5.1. Bicycle parking on campus: registration system:

There is a registration system for bicycle parking on campus. For how to apply for registration, please refer to the Facility Management Department website (Website of Facility Management Department / Environmental Safety and Traffic / Traffic at Higashiyama Campus / Nagoya University Students).

Submission of an application for registration is required each academic year. Please put the Bicycle Registration Certificate in a clearly visible place on the back fender or other location of the bicycle.

* Warnings

ALL bicycles ridden in Nagoya are obliged to be covered by bicycle liability insurance under Nagoya City Ordinance. Please make sure to purchase the insurance.

* Bicycle etiquette

The number of bicycle accidents involving NU students has risen sharply in recent years. The roads around the campus are important lifelines for local residents. Poor traffic etiquette creates an unfavorable living environment and can lead to traffic accidents. Please comply with traffic rules and make an effort to advance bicycle etiquette.

5.2. Student Notifications

In principle, notifications to students will be posted on public notice boards (Including web postings) and the Nagoya University Portal. Once information is posted on a notice board, students will be considered notified.

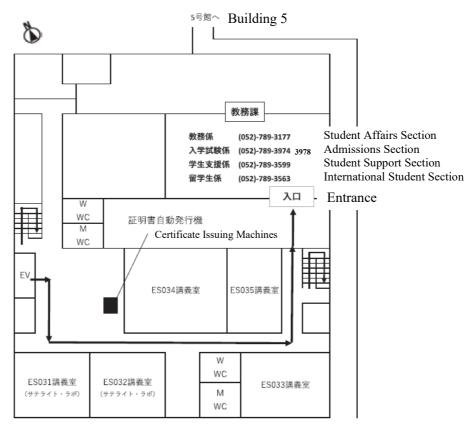
Students should regularly check the public notice board (in the Student Affairs Division at the School of Engineering) and the notice boards for their respective department and major in addition to web postings or the Nagoya university Portal. Note that students are responsible for any inconvenience or disadvantage experienced as a result of neglecting to check the notice boards.

6. Administrative Organization

Division	Section name	Responsible for	Location
name			
Student	Student Affairs	Matters related to graduation for undergraduate	
Affairs	Section	students	
Division		Matters related to undergraduate programs,	
		classes, examinations, etc.	
		Matters related to graduate programs, classes,	
		examinations, etc.	
		Matters related to graduate program completion	
		and degrees	Engineering
	Admissions Section	Undergraduate student admissions	and Science
		Graduate school student admissions	Building 3F
	Student Support	Matters related to leaves of absence,	
	Section	reinstatements, and withdrawals	
		Matters related to student life, including welfare,	
		insurance, etc.	
		Matters related to scholarships	
	International	Matters related to international students	
	Student Section	Matters related to overseas studies	
Incoming Pay	ment Section,	Matters related to tuition	Liberal Arts
Funding Control Division,			and Sciences
Financial Affairs Department			Main Building
			: 2F

工学部教務課配置図(ES総合館3階)

Map of Student Affairs Division at Graduate School of Engineering (Engineering and Science Building 3F)



M-男 W-女

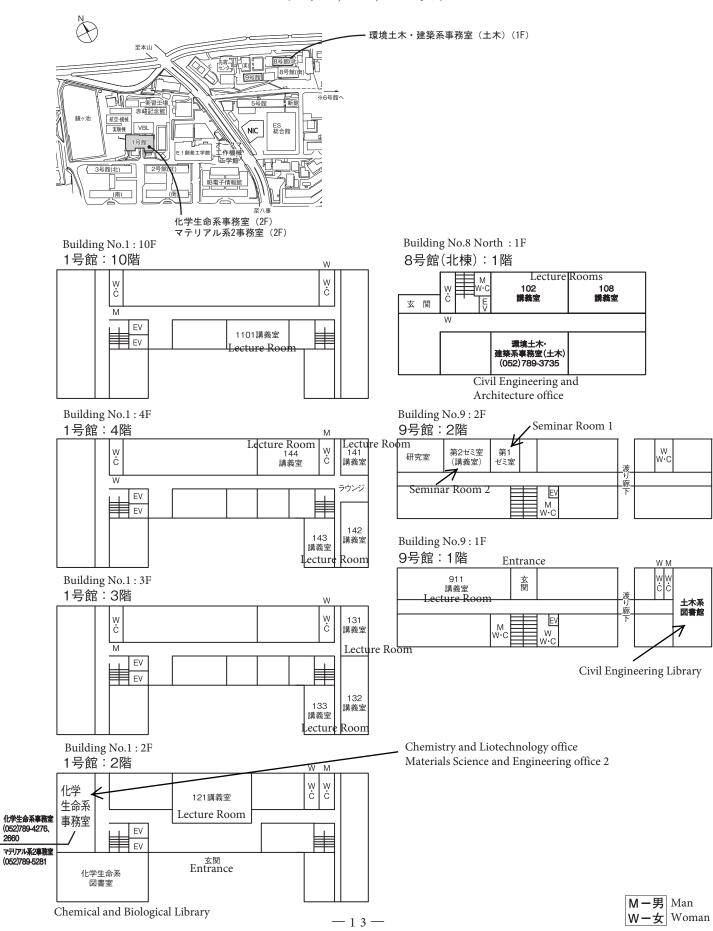
Note: For concrete locations, refer to the map of classrooms in the Engineering and Science Building $\,$

(注)全体的な位置は「ES総合館 教室等配置図」を参照

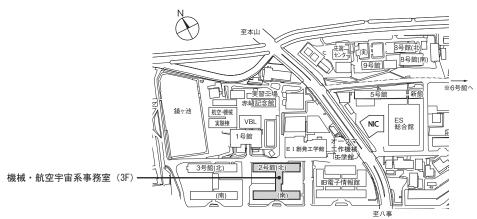
7. MAP of Classrooms

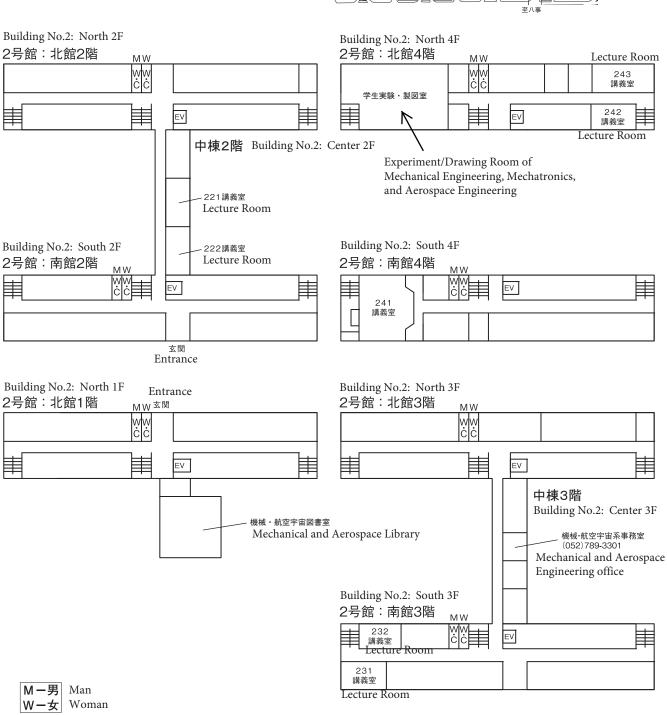
講義室等配置図

工学部 1, 8, 9 号館 Building No.1, No.8, No.9

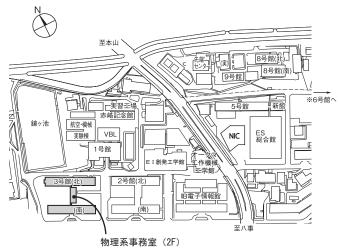


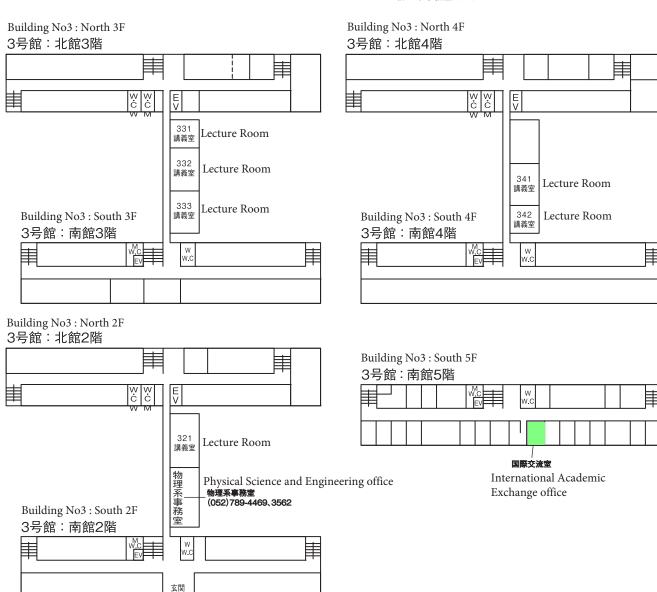
工学部 2 号館 Building No.2



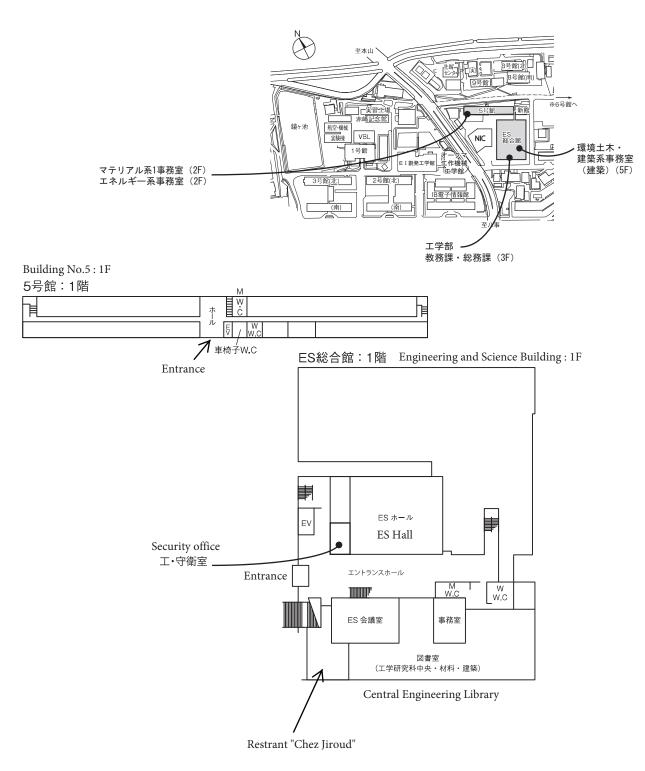


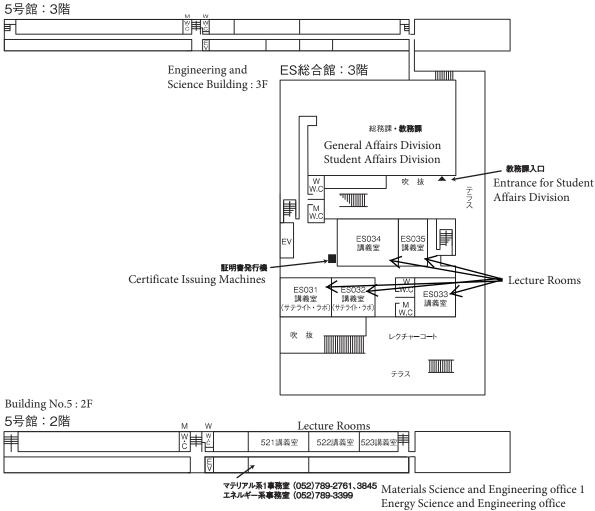
工学部 3 号館 Building No.3



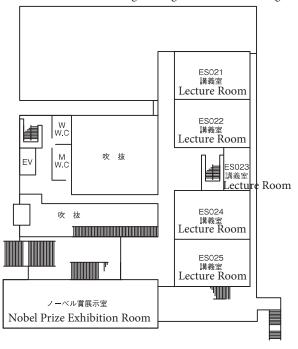


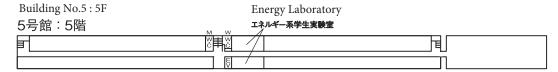
工学部 5 号館,ES 総合館 Building No.5 Engineering and Science Building



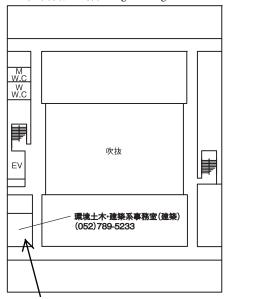


ES総合館: 2階 Engineering and Science Building: 2F





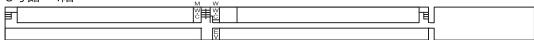
ES総合館:5階 Engineering and Science Building: 5F



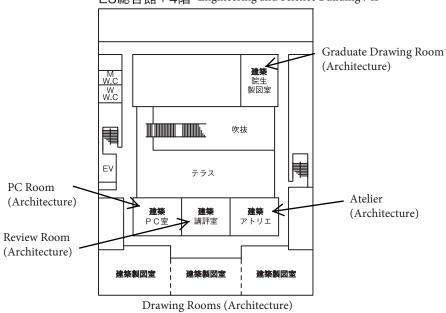
Civil Engineering and Architecture office (Architecture)

Building No.5: 4F

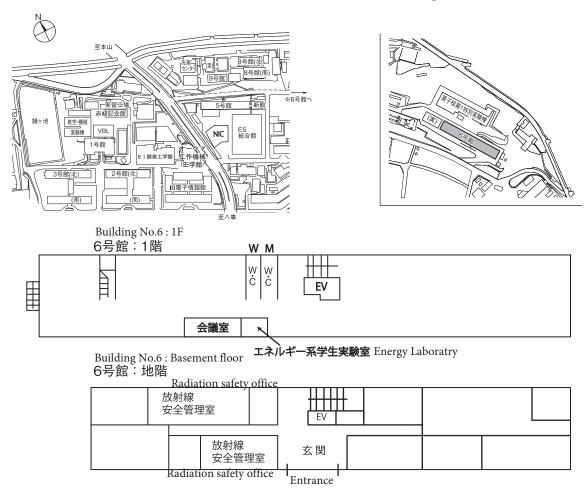




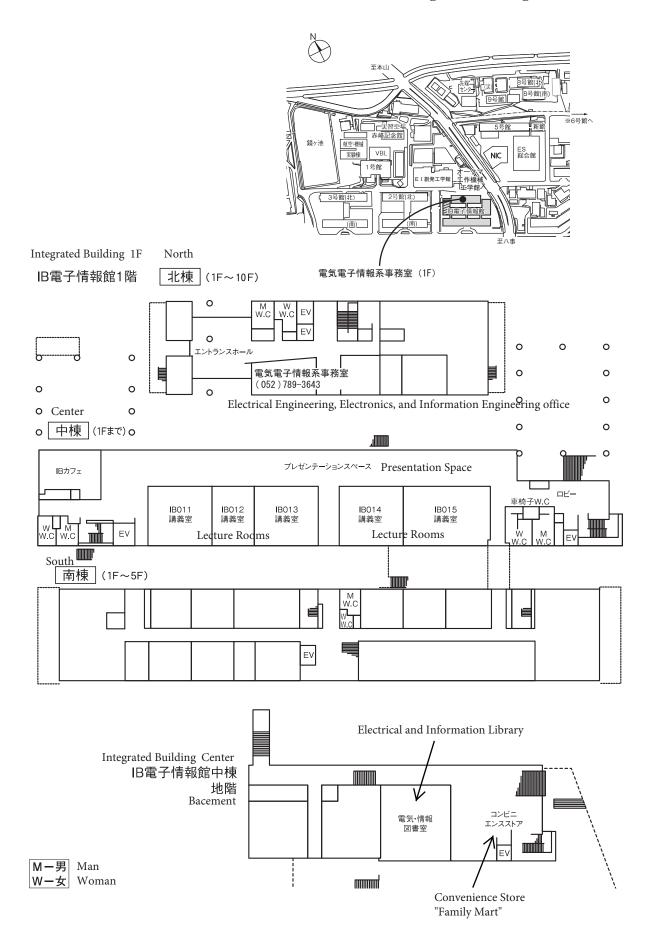
ES総合館:4階 Engineering and Science Building: 4F



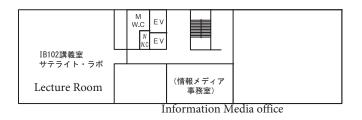
工学部 6 号館 Building No.6



IB 電子情報館 Integrated Building



Integrated Building North 10F IB電子情報館北棟 10階

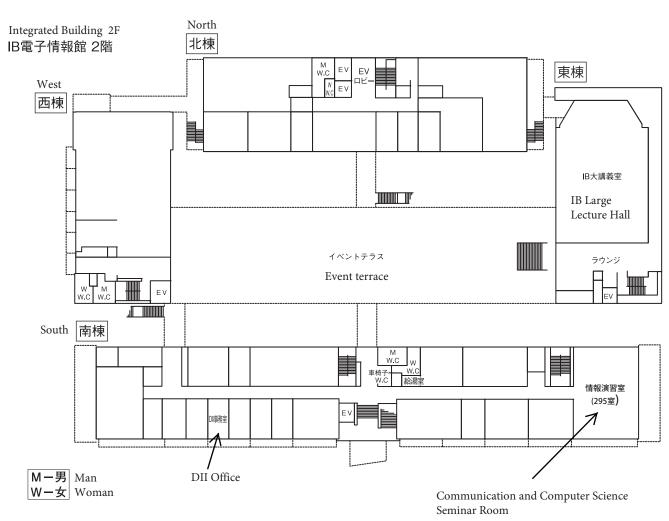


Integrated Building North 8F IB電子情報館北棟 8階

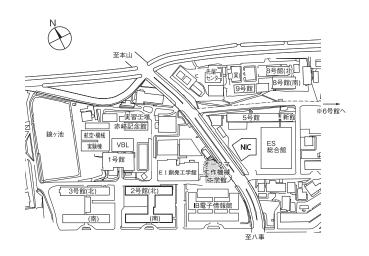


Integrated Building North 7F IB電子情報館北棟 7階





Okuma Machine Tool オークマ工作機械工学館 **Engineering Building**

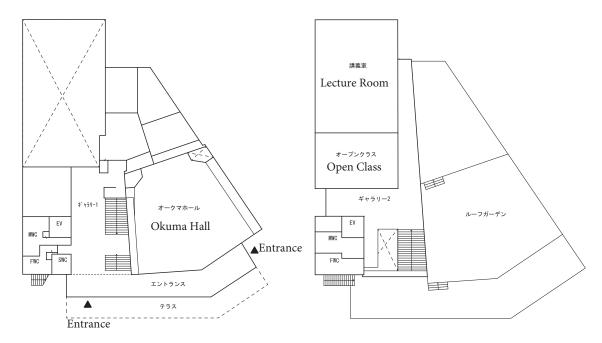


Okuma Machine Tool Engineering Building: 1F

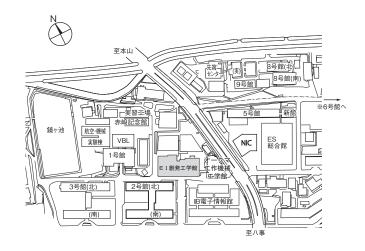
オークマエ作機械工学館1階

Okuma Machine Tool Engineering Building: 2F

オークマエ作機械工学館2階

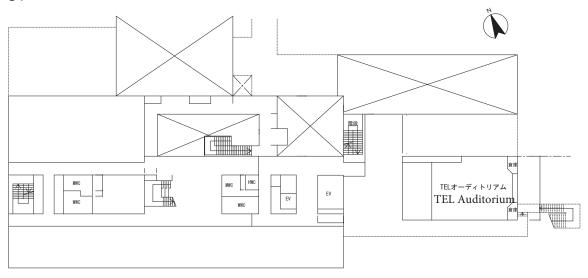


EI 創発工学館 Emergent/Innovative Engineering Building



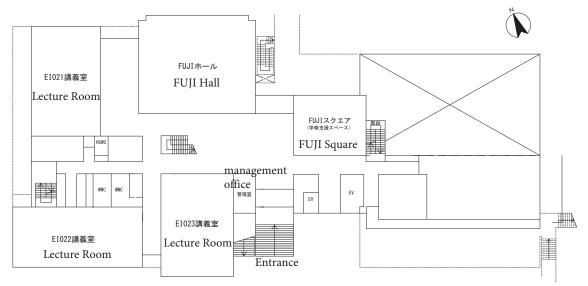
Emergent/Innovative Engineering Building: 3F

3 F



Emergent/Innovative Engineering Building: 2F

2 F









IB Cafe

Weekdays 10:00 ~ 16:00



Cafe Fronte

☎ 052-781-9075 Weekdays 10:00 ~ 15:00



Pranzo

25 052-782-6020 Weekdays 08:30 ~ 16:30



Starbucks Coffee

2 052-788-2381 Weekdays 08:30 ~ 21:00 Sat. / Sun. / Hols. $09:00 \sim 18:00$ (Contingent on library hours)



CAFE BLANC

25 052-364-9399

Weekdays / Sat. 08:00 ~ 19:00



Seattle Espress Cafe ☎ 052-781-2123

Weekdays 08:00 ~ 19:00



Cafe de MON CIRFE **2** 090-1477-8965

Weekdays 11:00 ~ 14:00 Sat. / Sun. / Hols.



▲ Nagoya University Festival

■Shops

B2 8 NU CO-OP North Shops

Weekdays 08:00 ~ 20:00 10:00 ~ 14:30

D1 4 Science Shop

Weekdays 08:00 ~ 22:00 10:00 ~ 16:00

B5 3 Pan Dagaya(bakery)

Weekdays 11:00 ~ 15:00

■Bookstores

D1 3 Books Fronte

Weekdays 10:00 ~ 19:00 11:00 ~ 15:00

B5 4 NU CO-OP South

B5 4 NU CO-OP South Shops

F3 7 Labo Shop

B4 2 Family Mart

07:00 ~ 23:00

Weekdays 10:00 ~ 19:00 Sat. 11:00 ~ 14:00

Weekdays 10:00 ~ 19:00

Weekdays 10:00 ~ 17:30

■Travel

B2 8 NU CO-OP North 1F Weekdays 10:00 ~ 17:30



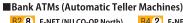
NU CO-OP South 2F

Weekdays 10:00 ~ 17:30

■Printing

B5 4 NU CO-OP South 1F

Weekdays 10:00 ~ 17:30 Sat. 10:00 ~ 14:00



B4 2 E-NET (Family Mart)

07:00 ~ 23:00

07:00 ~ 24:00

C3 1 Sumitomo Mitsui Banking Corporation MUFJ Bank (IB Building)

Weekdays 08:00 ~ 20:00

10:00 ~ 14:30

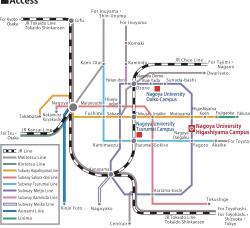
B2 8 E-NET (NU CO-OP North)

Weekdays 08:00 ~ 20:00

■Post Office Nagoya Daigakunai Post Office

Weekdays 09:00 ~ 17:00

■Access





Furo-cho, Chikusa-ku, Nagoya, 464-8601, Japan TEL: 052(789)5111



Nagoya

University

Higashiyama

Campus

Guide

Map





Open Facilities C4 6

Gender Research

Library 08:00 ~ 20:00 Closed Sun./Mon./Hols.

















B3 **2**

Restaurants





2 052-781-2577 Weekdays 10:30 ~ 14:00 Sat. 11:00 ~ 14:00 Noodles | Weekdays 11:00 ~ 14:00

Rice bowls | Weekdays $11:00 \sim 20:00$



☎ 052-734-6100

Weekdays 08:00 ~ 20:00



Kitchen Friendly South ☎ 052-782-3471

Weekdays 11:00 ~ 13:30



Forest Dining Hall ☎ 052-782-1832

Weekdays 11:00 ~ 20:00 11:30 ~ 13:30



Restaurant Universal Club

☎ 052-782-6755 $Weekdays \qquad 08:30 \sim 14:30$





Restaurant Chez Jiroud ☎ 052-781-2115

Weekdays 11:30 ~ 14:00







MAGOYA

