

\*Official text of the University Regulation is Japanese, and English version is provided for reference only. Should there be any discrepancies between Japanese version and English version, Japanese version will prevail.

# Rikkyo University Regulations Book

Rikkyo University Edition

## Part 2: University Regulations

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### Rikkyo University Regulations

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April 1, 1966	April 1, 2018
April 1, 1967	April 1, 2019
April 1, 1968	April 1, 2020
April 1, 1969	April 1, 2021
April 1, 1971	April 1, 2022
April 1, 1972	April 1, 2023
April 1, 1973	April 1, 2024
April 1, 1974	
April 1, 1975	
April 1, 1976	
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April 1, 2005	
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## Chapter 1. General Provisions

(Purpose)

### Article 1.

1. The purpose of Rikkyo University (the University) is to cultivate human character based on the spirit of Christianity, while teaching and researching the theoretical and practical domains of academic inquiry in accordance with the School Education Act, pursuing the depths of intellectual activity.
2. The purpose of each college relating to the development of human resources, along with other teaching and/or research-related objectives, shall be listed in Attachment 7.

(Establishment)

### Article 2.

1. The University shall have undergraduate colleges and graduate schools.

(Colleges and Departments, etc.)

### Article 3.

1. The University's undergraduate colleges and departments, and their respective student capacities, shall be as follows.

College	Department	Enrollment Admission capacity	Transfer enrollment admission capacity for transfer students (3rd year)	Total student capacity
College of Arts	Department of Christian Studies	50		200
	Department of History	215		860
	Department of Education	101		404
	Department of Letters	552		2,208
	Total	918		3,672
College of Economics	Department of Economics	332		1,328
	Department of Accounting and Finance	176		704
	Department of Economic Policy Studies	176		704
	Total	684		2,736
College of Science	Department of Mathematics	66		264
	Department of Physics	77		308
	Department of Chemistry	77		308
	Department of Life Science	72		288
	Total	292		1,168
College of Sociology	Department of Sociology	173		692
	Department of Contemporary Culture and Society	173		692
	Department of Communication and Media Studies	173		692
	Total	519		2,076
College of Law and Politics	Department of Law	360		1,440
	Department of Politics	110		440
	Department of International Business Law	115		460
	Total	585		2,340
College of Tourism	Department of Tourism and Hospitality Management	195		780
	Department of Culture and Tourism Studies	175		700
	Total	370		1,480
College of Community and Human Services	Department of Social Work	130		520
	Department of Community Development	220		880
	Department of Sport and Wellness		Suspension of admissions	
	Total	350		1,400

College of Business	Department of Business	230		920
	Department of Global Business	155		620
	Total	385		1,540
College of Contemporary Psychology	Department of Psychology	143		572
	Department of Body Expression and Cinematic Arts	176		704
	Total	319		1,276
College of Intercultural Communication	Department of Intercultural Communication	210		840
College of Sport and Wellness	Department of Sport and Wellness	230		920
Total		4,862	0	19,448

(Minimum Period for Completion)

**Article 4.**

1. The minimum period of enrollment for students of the same college, department and program since the 1st year of study shall be four (4) years; however, the maximum period of enrollment shall be eight (8) years.
2. The minimum period of enrollment for students of a certain college/department by transfer admission or by internal transfer (changing college and/or department) in the 2nd year of study shall be three (3) years; provided, however, that the maximum period of enrollment shall be seven (7) years.
3. The minimum period of enrollment for students of a certain college/department/course by transfer admission or by internal transfer (changing college, department and/or course) in the 3rd year of study shall be two (2) years; provided, however, that the maximum period of enrollment shall be six (6) years.
4. Notwithstanding the provisions of Paragraph 1, the term of study for students enrolled in the NEXUS Program (excluding those enrolled in the College of Intercultural Communication) shall be 4.5 years (9 semesters). However, the maximum period of enrollment shall be eight (8) years.

(Bachelor's Degree)

**Article 5.**

1. The University shall confer bachelor's degrees upon students who have been enrolled in the same department for four (4) years or more since the 1st year of study, pass the stipulated examinations, and have acquired the stipulated credits. However, for those enrolled in the NEXUS Program (excluding those enrolled in the College of Intercultural Communication), the period of enrollment shall be at least 4.5 years (9 semesters)
2. The University shall confer a bachelor degree upon students who have been enrolled in the same department of the college for three (3) years or more since the 2nd year of study, having enrolled in the relevant college/department by transfer admission or internal transfer (changing college and/or department), passed the stipulated examinations and acquired the stipulated credits.
3. The University shall confer bachelor degrees upon students who have been enrolled in the same department of the college, for two (2) years or more (commencing from the 3rd year of study), having enrolled in the relevant college/department/course by transfer admission or internal transfer (changing college, department and/or course), passed the stipulated examinations and acquired the stipulated credits.
4. The degree to be conferred by the department or course of each college shall be as follows.

College	Department	Degree Name	Specialization
College of Arts	Department of Christian Studies	Bachelor of Arts	in Christian Studies
	Department of History		in History
	Department of Education		in Education
	Department of Letters		
	Course in English and American Literature		in English and American Literature
	Course in German Literature		in German Literature
	Course in French Literature		in French Literature
	Course in Japanese Literature		in Japanese Literature
Course in Philosophy and Creative Writing	in Philosophy and Creative Writing		
College of Economics	Department of Economics	Bachelor of Arts	in Economics
	Department of Accounting and Finance		
	Department of Economic Policy Studies		
College of Science	Department of Mathematics	Bachelor of Science	—
	Department of Physics		
	Department of Chemistry		
	Department of Life Science		
College of Sociology	Department of Sociology	Bachelor of Arts	in Sociology
	Department of Contemporary Culture and Society		
	Department of Communication and Media Studies		
College of Law and Politics	Department of Law	Bachelor of Arts	in Law
	Department of International Business Law		
	Department of Politics		in Politics
College of Tourism	Department of Tourism and Hospitality Management	Bachelor of Arts	in Tourism
	Department of Culture and Tourism Studies		
College of Community and Human Services	Department of Social Work	Bachelor of Arts	in Social Work
	Department of Community Development		in Community Development
	Department of Sport and Wellness		in Sport and Wellness
College of Business	Department of Business	Bachelor of Arts	in Business
	Department of Global Business		
College of Contemporary Psychology	Department of Psychology	Bachelor of Arts	in Psychology
	Department of Body Expression and Cinematic Arts		in Body Expression and Cinematic Arts
College of Intercultural Communication	Department of Intercultural Communication	Bachelor of Arts	in Intercultural Communication Studies
Global Liberal Arts Program	—	Bachelor of Arts	—
College of Sport and Wellness	Department of Sport and Wellness	Bachelor of Arts	in Sport and Wellness

**Article 5-2**

1. Notwithstanding the provisions of the preceding two articles, the College of Law and Politics shall confer a bachelor's degree on students who have attended the Legal Course of department of law of the College of Law and Politics for three (3) years or more, passed the prescribed examinations, and have acquired the prescribed credits with excellent grades.
2. Students who have been permitted to study in the Legal Course of the Department of Law, College of Law and Politics must pay the registration fee indicated in Attachment 8 within the designated period.

(Academic Years)

**Article 6.**

1. The University's academic year shall begin on April 1 and end on March 31 or on September 20 and end on September 19 of the following calendar year.

(Semesters)

**Article 7.**

1. The University's academic year shall be divided into the following 2 semesters.  
Spring Semester: April 1 through September 19  
Fall Semester: September 20 through March 31

(Holidays)

**Article 8.**

1. The University shall observe the following holidays and have recesses.
  - (1) Sundays
  - (2) National holidays as stipulated in the Act on National Holidays (Law No.178, 1948)
  - (3) Rikkyo University Foundation Day (May 5)
  - (4) Spring recess (from early February until late March)
  - (5) Summer recess (from late July until mid-September)
  - (6) Winter recess (from late December until early January)
2. The University may change the holidays and recesses stipulated in the preceding paragraph, and may fix special holidays.

## **Chapter 2. Educational Curriculums**

### **Section 1. Credits**

#### **Article 9.**

1. A class subject for one credit shall normally be organized to contain contents that require 45 hours of learning. The number of credits shall be calculated based on the following standards, in light of the educational effects of said class and required learning other than that during class hours, in accordance with class methods:
  - (1) regarding lectures and seminars, one credit shall consist of classes conducted for between 15 hours and 30 hours.
  - (2) lecturing in turn, experiments, practical training and skills practice, one credit shall consist of classes conducted for between 30 hours and 45 hours.
2. Notwithstanding the provisions of the preceding paragraph, regarding class subjects, such as a graduation thesis and graduation research, etc., when it is deemed to be appropriate to grant credits by evaluating the achievements of such learning, the number of credits may be determined in light of the learning, etc. necessary for these activities.
3. The University may allow students to take classes in the form of lectures, seminars, lecturing in turn, experiments, and Practical training and practical skills classes prescribed in paragraph 1 at places other than the classrooms where said classes are held by making advanced use of a variety of media, as specified separately by the Minister of Education, Culture, Sports, Science and Technology when University deems it effective from an educational standpoint.

#### **Article 10.**

1. Students must take the courses and obtain credits as stipulated in Articles 13 to 18-7 of the University Regulations (the Regulation).
2. In the case of university-wide liberal arts courses and specialized courses, with the exclusion of designated courses that can only be taken from a specified year of study, the University shall require students to take these courses in either year of study.

#### **Article 10-2.**

1. The University may, when deeming it to be effective from an educational standpoint, regard credits that its student has acquired by completing class subjects at other universities or junior colleges, as credits acquired by completing class subjects at the University, to an extent not exceeding 60 credits, in accordance with the regulations stipulated by the relevant College Faculty Meeting.
2. The provisions of the preceding paragraph shall apply mutatis mutandis to cases where a student studies at a foreign university or junior college.

#### **Article 10-3.**

1. The University may, when deeming it to be effective from an educational standpoint, deem its student's learning at junior college or at an advanced course at a technical college or other learning specified separately by the Minister of Education, Culture, Sports, Science and Technology to be his/her learning of class subjects at the University, in accordance with the regulations stipulated by the relevant College Faculty Meeting.
2. The number of credits that the University can grant in accordance with the preceding paragraph shall not exceed 60 credits, together with the number of credits deemed to have been acquired at said university under paragraphs 1 and paragraph 2 of the preceding article.

#### **Article 10-4.**

1. The University may, when deeming it to be effective from an educational standpoint, deem credits that its student has acquired by completing class subjects at other universities or junior colleges prior to being admitted to the

University (including credits acquired as a credited auditor) to be credits that he/she has acquired by completing class subjects at the University after being admitted, in accordance with the regulations stipulated by the relevant College Faculty Meeting.

2. The University may, when deeming it to be effective from an educational standpoint, deem its student's learning prior to being admitted to the University as prescribed in paragraph 1 of the preceding article to be his/her learning of class subjects at the University and grant credits, in accordance with the regulations stipulated by the relevant College Faculty Meeting.
3. The number of credits other than those acquired or which can be granted as prescribed in the preceding two paragraphs, shall not exceed 60 credits, together with the number of credits deemed to have been acquired at the University under paragraphs 1 and paragraph 2 of Article 10-2 and paragraph 1 of the preceding article, except for cases of mid-course entry and transfers, etc.

**Article 10-5**

1. The number of credits that can be acquired by completing the class subjects stipulated in Article 9, paragraph 3 shall be up to 60 credits for graduation requirement in the prescribed credits stipulated in Articles 13 to 18-7.

**Article 11.**

1. Students wishing to obtain a Type I school teacher's license for elementary school, junior high school or high school must take the specialized class subjects relating to teaching subjects as timetabled under each college, department and course, and the specialized class subjects relating to the teaching profession timetabled under the College of Arts' Department of Education that are required in order to obtain a school teacher's license for elementary, junior high school or high school; and must acquire the credits for these subjects .
2. The types of teacher's licenses and subject types for which licenses can be obtained from each of the University's colleges, departments, courses and programs are as follows.

College	Department	License types & subjects		
		Type 1 Elementary school teacher's license	Type 1 Junior high school teacher's license	Type 1 High school teacher's license
College of Arts	Department of Christian Studies		Social Studies, Religious Studies	Geography & History, Civics, Religious Studies
	Department of History		Social Studies	Geography & History, Civics
	Department of Education			
	Education Course/Program		Social Studies	Civics
	Elementary Education Course/Program	Elementary school subjects		
	Department of Letters			
	Course in English and American Literature		English	English
	Course in German Literature		German	German
	Course in French Literature		French	French
Course in Japanese Literature		Japanese	Japanese	
Course in Philosophy and Creative Writing		Japanese	Japanese	
College of Economics	Department of Economics		<u>Social Studies (For students enrolled in or prior to the 2018 AY)</u>	<u>Geography &amp; History, Civics, Commerce (For students enrolled in or prior to the 2018 AY)</u>

College	Department	License types & subjects		
		Type 1 Elementary school teacher's license	Type 1 Junior high school teacher's license	Type 1 High school teacher's license
	Department of Accounting and Finance		<u>Social Studies (For students enrolled in or prior to the 2018 AY)</u>	<u>Civics (For students enrolled in or prior to the 2018 AY), Commerce</u>
	Department of Economic Policy Studies		Social Studies	<u>Civics, Geography &amp; History, Commerce (For students enrolled in or prior to the 2018 AY)</u>
College of Science	Department of Mathematics		Mathematics	Mathematics, Information Technology
	Department of Physics		Science	Science
	Department of Chemistry		Science	Science
	Department of Life Science		Science	Science
College of Sociology	Department of Sociology		Social Studies	Civics
	Department of Contemporary Culture and Society		Social Studies	Civics
	Department of Communication and Media Studies		Social Studies	Civics
College of Law and Politics	Department of Law		Social Studies	<u>Geography &amp; History (For students enrolled in or prior to the 2018 AY), Civics</u>
	Department of Politics		<u>Social Studies (For students enrolled in or prior to the 2018 AY)</u>	<u>Geography &amp; History, Civics (For students enrolled in or prior to the 2018 AY)</u>
	Department of International Business Law		<u>Social Studies (For students enrolled in or prior to the 2018 AY)</u>	<u>Geography &amp; History, Civics (For students enrolled in or prior to the 2018 AY)</u>
College of Tourism	Department of Tourism and Hospitality Management		<u>Social Studies (For students enrolled in or prior to the 2018 AY)</u>	<u>Geography &amp; History (For students enrolled in or prior to the 2018 AY)</u>
	Department of Culture and Tourism Studies		Social Studies	Geography & History
College of Community and Human Services	Department of Social Work		<u>Social Studies (For students enrolled in or prior to the 2018 AY)</u>	<u>Civics (For students enrolled in or prior to the 2018 AY), Social Work (For students enrolled in or prior to the 2022 AY)</u>
	Department of Community Development		Social Studies	Civics
	Department of Sport and Wellness (For students enrolled in or prior to the 2022 AY)		Health & Physical Education	Health & Physical Education



College	Department	License types & subjects		
		Type 1 Elementary school teacher's license	Type 1 Junior high school teacher's license	Type 1 High school teacher's license
College of Business (For students admitted during or prior to the 2015 AY)	Department of Business		Social Studies	Civics
	Department of Global Business		Social Studies	Civics
College of Contemporary Psychology (For students admitted during or prior to the 2015 AY)	Department of Psychology			Civics
College of Intercultural Communication	Department of Intercultural Communication		English	English
College of Sport and Wellness	Department of Sport and Wellness		Health & Physical Education	Health & Physical Education

3. -- deleted

4. Students admitted from the 2000 academic year onwards may obtain teacher's licenses in the Information Technology and Social Work subjects.

**Article 12.**

1. In addition to the stipulated credits for their college and department, students wishing to obtain a curator qualification must also take subject and acquire credits for such subjects relating to museums and curatorship as stipulated in Article 19 of the Regulations. Such subjects and credits relating to museums and curatorship shall not be regarded as the class subjects and credits stipulated in Article 10 of the Regulations.
2. Students wishing to obtain a librarian or school librarian qualification must take and acquire credits for the subjects relating to libraries and librarianship as stipulated in Article 19 of the Regulations. Such subjects and credits relating to libraries and librarianship shall not be regarded as the class subjects and credits stipulated in Article 10 of the Regulations.
3. Students wishing to obtain a Social Education Secretary qualification must take and acquire credits for the subjects relating to Social Education as stipulated in Article 19 of the Regulations. Such subjects and credits relating to Social Studies education shall not be regarded as the class subjects and credits stipulated in Article 10 of these Regulations.

**Section 2. University-wide liberal arts subjects**

**Articles 13 – 19 (Abridged)**

**Chapter 3. Examinations**

**Article 20.** -- deleted

**Article 21.**

1. Examinations shall be conducted to determine pass or failure for each class subject.
2. Examination shall be scored on a 100-point scale, and a score of 60 points or higher shall be recognized as a passing examination otherwise recognized as a failure.
3. The specified number of credits for the relevant class subject will be awarded to students who have passed the examination for that subject.

**Article 22.**

Students who are unable to sit examinations due to bereavement leave or other such reasons may sit makeup

examinations.

**Article 23.**

Students shall not sit examinations during a leave of absence.

**Chapter 4. Admissions, Mid-Course Entry, Leaves of Absence,  
Re-enrollments, Withdrawals, Readmissions and Dismissals**

(Admissions)

**Article 24.**

1. Persons who are permitted admission to the University as first-year students shall be qualified as any one of the following subparagraphs, passed an entrance examination, and completed the specified admission procedures.
  - (1) Persons who have graduated from high school (secondary school).
  - (2) Persons who have completed an ordinary 12-year curriculum of school education.
  - (3) Persons who have completed a school education other than an ordinary 12-year curriculum, but equivalent to that stipulated by the preceding subparagraph.
  - (4) Persons who have completed a school education curriculum of 12 years or more overseas, or persons designated by the Minister of Education, Culture, Sports, Science and Technology as being equivalent to having done so.
  - (5) Persons who have completed a curriculum at an overseas educational institution that has been certified by the Minister of Education, Culture, Sports, Science and Technology as having a curriculum equivalent to that of a Japanese high school.
  - (6) Persons designated by the Minister of Education, Culture, Sports, Science and Technology (Ministry of Education, Science and Culture Order No. 47 of 1948).
  - (7) Persons who have passed the examination for the Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates in accordance with the Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates Regulations (Ministry of Education, Culture, Sports, Science and Technology(MEXT) Order No. 1 of 2005); including persons who have passed the old University Entrance Qualification Examination in accordance with the University Entrance Qualification Examination Status (Ministry of Education, Science and Culture Order No. 13 of 1951) prior to its abolishment, in accordance with Article 2 of the Supplemental Provisions of those Regulations (MEXT Order No. 1 of 2005).
  - (8) Persons other than those stipulated in the preceding subparagraphs, persons who have reached the appropriate age and are recognized by the University as having academic ability equivalent to or above that of a high school graduate.

**Article 24-2.**

Notwithstanding the provisions of preceding Article of these Regulations, graduates of Rikkyo Niiza Senior High School, Rikkyo Ikebukuro Senior High School, Nippon Sei Ko Kai (NSKK)-affiliated high schools or other designated high schools under the University's recommendation-based admission system who have been recommended to the University by the principal of their school may be exempted from part or all of the entrance examinations.

(Mid-Course Entry)

**Article 25.**

Persons who are permitted admission to the University by mid-course entry or permitted to make internal transfers (change of college, department and/or course) as second-year (or higher year) students must be eligible

for mid-course entry or internal transfer as stipulated separately by the University; and must have passed a selective examination and completed the admission procedures stipulated by the University.

**Article 26.**

1. Foreign nationals who are not eligible for admission under Article 24 of the Regulations, but who have a recommendation by a foreign diplomatic mission may be permitted to study subject to eligibility screening.
2. The Regulations shall apply mutatis mutandis to persons who are permitted to study in accordance with the preceding paragraph, with the exclusion of Article 5.

(Admission Period)

**Article 27.**

1. The admission period shall be the beginning of the relevant academic year or semester.
2. The admission period for special international students as stipulated in Article 50-2 shall be April 1 or September 1 of each year.
3. The admission period for short-term program students as stipulated in Article 51-3 shall be according to the bylaws specified separately.

(Admissions Application Procedure)

**Article 28.**

Persons wishing to apply for admission to the university must submit an application form, an academic transcript from their previous school (certified by the school principal) and a photograph of themselves, and must pay the necessary application fee, as indicated in the Attachment 2-1 or 2-2.

(Enrollment Procedures)

**Article 29.**

1. Persons who have passed the entrance examination and wish to be enrolled at the University must determine a personal guarantor; and must submit a guarantor notification form and complete other admission procedures stipulated by the University by the designated date.
2. Only persons who have completed the procedures described in the preceding paragraph shall be permitted enrollment.

**Article 30.**

The guarantor shall be responsible for any and all matters relating to the relevant student for the duration of their enrollment at the University, and such guarantor must be the student's mother or father or person who acts in place thereof.

**Article 31.**

In the event of the death of a student's guarantor or other failure to meet the requirements of the preceding article, the student must determine a new guarantor, and submit a new guarantor notification form to the University without delay.

(Leaves of Absence and Re-enrollments)

**Article 32.**

1. When a student is unable to attend university for a period of two (2) full months or more due to illness or some other compelling reason, the student may be permitted a leave of absence for the semester by submitting a written request, cosigned by his/her guarantor. In addition, university may ask the submission of a document to prove the fact.

2. Periods of leaves of absence are not included in a student's periods of enrollment.
3. Students shall not take more than eight (8) separate leaves of absence during their time at the University.
4. Students who have taken a leave of absence may re-enroll at the University at the beginning of a new semester, at the end of a period of absence, as stipulated in Paragraph 1 of this article.

(Withdrawals)

**Article 33.**

Students wishing to withdraw from the University due to illness or some other reason must receive permission to do so by submitting a written request, cosigned by their guarantor.

(Readmissions)

**Article 34.**

When persons who have withdrawn from the University by their request wish to request readmission, the University may permit them to do so at the beginning of the academic year or semester. Such persons shall be readmitted to the same grade as he/she had withdrawn.

**Article 35.**

Students who have been permitted readmission to the University must complete the procedures stipulated in Article 29 of the Regulations.

(Dismissals)

**Article 36.**

1. Students who fall under the following items shall be dismissed from the University.
  - (1) Students who exceed the maximum periods of enrollment stipulated in the each paragraph of Article 4 of the Regulations.
  - (2) Students who do not pay their academic fees.

**Article 36-2**

1. Admissions, transferring to the university, leaves of absence, withdrawals and readmission permits and dismissals are to be done by the President after the College Faculty Meeting.

## **Chapter 5. Studying Abroad**

**Article 37.**

1. Subject to passing the screening system and upon the request of a student wishing to study abroad in order to take class subjects at the Foreign Universities (a foreign university or equivalent higher educational institution) which have already concluded an agreement for mutual exchange of students or has agreed with the University in terms of studying abroad, or a university or equivalent higher educational institution which the University deems as comparable to the Foreign Universities, the University may, when deeming it to be effective for students from an educational standpoint, permit such students to study abroad.
2. The study abroad permitted in accordance with the preceding paragraph is classified into either "Zaigaku Ryugaku (study abroad without leave of absence)" or "Kyugaku Ryugaku (study abroad with leave of absence)".

**Article 38.**

1. For students who have been permitted to study abroad as Zaigaku Ryugaku, the permitted period may be included in the student's period of enrollment.

**Article 39.**

1. Credits and other results acquired at foreign universities, etc. by students who have been permitted to study abroad as Zaigaku Ryugaku, may be recognized as credits required for graduation from the University in accordance with paragraph 2 of Article 10-2 of the Regulations, if the College Faculty Meeting deems it appropriate to do so.
2. Among the credits or achievements that a student who has been granted permission to take a leave of absence to study abroad has acquired at the university where he or she studied, those that are deemed appropriate by the College Faculty Meeting may be approved as credits of Rikkyo university in accordance with paragraph 2 of Article 10-2.

**Article 40.**

The Article 32 of the Regulations shall apply mutatis mutandis to leaves of absence taken for the purpose of study abroad on a leave of absence.

**Chapter 6. Academic Fees and Other Payments**

**Article 41.**

1. Persons having passed an entrance examination and wishing to be admitted to the University must pay academic fees as indicated in the Attachment 2-3 and 2-4, or in the Attachment 2-3 and 2-5 during the designated enrollment procedure period.
2. Students must pay academic fees as indicated in the Attachment 2-4 by the designated date after the commencement of classes each academic year.
3. Of the academic fees stipulated in paragraphs 1 and preceding paragraph of this article, payments of tuition fees and experiment and practical training fees shall be divided into installments between the Spring Semester and the Fall Semester.

**Article 42.**

1. The term “academic fees” shall refer to admission fees, tuition fees (including semester enrollment fees) and experiment and practical training fees.

**Article 43.**

1. Academic fees must be paid during leaves of absence. The amount of academic fees payable in this case shall be stipulated separately.

**Article 44.**

1. Academic fees must be paid even in the event of withdrawal midway through an academic year. The amount of academic fees payable in this case shall be stipulated separately.

**Article 45.**

1. Excluding the cases provided for under Paragraphs 2 and 3 of this article, academic fees and other payments that have already been paid shall not be returned.
2. Academic fees and other payments (with the exclusion of admission fees) shall be returned to persons who have passed an entrance examination and paid academic fees and other payments required for admission to the University, but who have subsequently submitted a Rejection of Admission Offer form in accordance with the

procedures stipulated by the University, citing unavoidable reasons.

3. Academic fees and other payments (including admission fees) shall be returned, upon request, to persons who were expected to graduate (from high school, etc.) or expected to obtain the prescribed number of credits, etc., at the time of application, who have passed an entrance examination and paid academic fees and other payments required for admission to the University, but who have subsequently been determined to be unable to graduate and/or obtain the prescribed number of credits and have therefore become unable to fulfill the eligibility requirements for admission to the University.

**Article 46.**

1. In the event that academic fees and/or other fees are subject to change during their enrollment at the University, students must pay such fees in accordance with the newly stipulated tariff.

**Article 47.**

1. Students taking specialized subjects relating to the teaching profession that are required to obtain a school teacher's license, a qualification for curator, a qualification for librarian or school librarian, and/or qualification for social education secretary must pay separate tuition fees as indicated in Attachment 3.

**Article 48.** -- deleted

**Article 49.**

Students who request a certificate, etc., must pay the handling fees indicated in Attachment 5.

**Article 50.**

For students who fail to pay their academic fees on time, the University shall not award credits for the current year of study, shall not approve research guidance, and shall not confer degrees.

## **Chapter 6-2. Special International Students**

(Special International Students)

**Article 50-2.**

The University may permit the admission of students who dispatched by foreign universities that have agreements with the University, and foreign students delegated to the University by the governments and other institutions or organizations, as special international students on the basis of a review by the College Faculty Meeting etc..

**Article 50-3.**

Special international students who have been permitted admission to the University must complete the admission procedures stipulated by the University and pay the necessary fees, which shall be stipulated separately.

(Awarding of Credits)

**Article 50-4.**

The University may award the specified numbers of credits with regard to class subjects taken by special international students.

(Mutatis Mutandis Application)

**Article 50-5.**

The Regulations shall apply mutatis mutandis to special international students except for Article 5.

**Article 50-6.**

In addition to prescribing in the preceding Article 4, necessary matters concerning acceptance of special International students are specified in the by-law on acceptance of special international students prescribed in the Rikkyo University regulations and Rikkyo University Graduate School Regulations.

**Chapter 7. Credited Auditors, Special Auditing Students and Short-term Program Students**

(Credited Auditors)

**Article 51.**

1. The University may, upon selection, permit persons who request to take one or more class subjects, from amongst the specified class subjects offered by the University's colleges and/ or prescribed university-wide liberal arts subjects, to study at the University as credited auditors.
2. The University may, upon selection, permit persons who request to take specified class subjects offered by the Teacher Training Course, the Curator Course, the Librarian Course and the Social Education Secretary Supervisor Course, to study at the University as credited auditors.
3. Persons requesting to study at the University as credited auditors must pay the application fees indicated in Attachment 6.
4. Where credited auditors have passed class subjects that they have taken, the University shall award them the specified numbers of credits for those subjects.

(Special Auditing Students)

**Article 51-2.**

1. The University may permit students of other universities and other educational institutions that have agreements with the University who request to take one or more class subjects at the University to participate in study at the University as special auditing students.
2. When special auditing students have passed class subjects that they have attended, the University shall award them the specified numbers of credits for those subjects.

(Short-term Educational Programs StudentS)

**Article 51-3.**

1. Students who are enrolled in higher education institutions mainly in overseas universities and other institutions who wish to participate in short-term educational programs conducted by each college or other organizations shall sometimes be permitted as short-term program students.
2. In case of the short-term students pass the class, each college or other organizations can award students the prescribed credit.

(Registration Fees and Tuition Fees)

**Article 52.**

Persons permitted to study at the University as credited auditors under the provisions of Paragraphs 1 and 2 of Article 51 of the Regulations must pay registration fees and tuition fees as indicated in Attachment 6 within the designated period.

**Article 53.** -- deleted

(Mutatis Mutandis Application)

**Article 54.**

With the exclusion of Article 5, these Regulations shall apply mutatis mutandis to credited auditors and special student auditors. Detailed regulations other than stipulated in Articles 51, 51-2 and 52 shall be stipulated separately.

**Article 54-2.**

For the short-term program students, except for Article 5 and Article 36-2 shall apply mutatis mutandis of University regulations, and matters other than those prescribed in Article 51-3 shall be prescribed separately.

## **Chapter 8. Awards and Penalties**

**Article 55.**

1. The University shall award prizes to students who contribute to improving the good name of the University by displaying exceptionally good conduct and academic performance, or performing particularly good deeds.

**Article 56.**

1. The University shall discipline students who violate the Regulations or perpetrate acts that go against the University's educational policy.
2. The University may use three types of disciplinary measures: reprimands, suspensions and dismissals (i.e. forced withdrawal).
3. The University shall dismiss students if one of the following items applies.
  - (1) Persons with poor academic performance who are found to show no hope of achievement
  - (2) Persons who are generally badly behaved and are found to show no hope of improvement
  - (3) Persons who disrupt the order of the University or otherwise act significantly against their duties as students
4. The following items may be applied to students who have been suspended by the University, depending on the specific nature of their actions.
  - (1) The University may choose not to include the period of suspension in the calculation of the student's period of enrollment.
  - (2) The University may choose not to permit the student's graduation in the current academic year.
5. The following items shall apply during periods of suspension.
  - (1) As a general rule, during suspension, except when there have been specific instructions from the University to do so, students shall not come to the University.
  - (2) Where the period of suspension spans half or more of the total number of class hours for a particular class subject, the student shall not be permitted to obtain credits for the subject.
  - (3) During suspension, students shall not request to take a leave of absence.
  - (4) During suspension, students shall not study abroad as provided for under Article 37 of these Regulations.

**Article 57.**

1. Awards and penalties shall be given by the President, after discussion by the College Faculty Meeting.

## **Chapter 9. Organization of Faculty and Staff**

(Position)

**Article 58.**



1. The University shall establish the following positions (i.e. job titles).
  - (1) President
  - (2) Chief Chaplain
  - (3) Dean, Graduate School of -
  - (4) Chair, Graduate Program in -
  - (5) Dean, College of -
  - (6) Chair, Department of -
  - (7) Dean, Center for the University-wide Curriculum
  - (8) Team Leader, Development & Management Team, Center for the University-wide Curriculum
  - (9) Dean, Center for Foreign Language Education and Research
  - (10) Dean, Certification Courses
  - (11) Chair, - Course
  - (12) Deleted
  - (13) Dean, University Library
  - (14) Dean, Student Affairs Division
  - (15) Dean, Career Center
  - (16) Dean, Academic Affairs Division
  - (17) Dean, President's Office
  - (18) Director, Center for Human Rights and Harrassment Prevention
  - (19) Director, Admissions Office
  - (20) Director, International Office
  - (21) Director, Media Center
  - (22) Director, Center for Interdisciplinary Research Institutes
  - (23) deleted
  - (24) Director, Volunteer Center
  - (25) Director, Center for Development and Support of Higher Education
  - (26) Director, Research Initiative Center
  - (27) Director, Student Counseling Center
  - (28) Director, Center for Japanese Language Education
  - (29) Director, Center for Global Human Resource Development
  - (30) Director, Organization for Global Initiatives
  - (31) Director, Rikkyo Service Learning Center
  - (32) Director, Center for the Global Liberal Arts Program
  - (33) Director, Students with Disabilities Support Office
  - (34) Chief Manager
  - (35) Manager
  - (36) Associate Manager
  - (37) Assistant Manager
  - (38) Adviser
  
2. The University shall establish the following job types.
  - (1) Chaplain
  - (2) Faculty Members: Professor, Associate Professor, Senior Specially Appointed Professor, Assistant Professor, Lecturer, Adjunct Lecturer, Specially Appointed Faculty Member
  - (3) Counselor
  - (4) Staff: Administrative Staff, Librarians, Technicians, Medical Technicians, School Affairs Staff, Contract Staff, Program Officer

(5) Laboratory technician

(President)

**Article 59.**

1. The President shall represent the University, and preside over school affairs as its head faculty member.

(Chief Chaplain and other Chaplains)

**Article 60.**

1. The Chief Chaplain and other Chaplains shall take responsibility for religious worship at the University, and for the management of religious education, Christian activities and religious events.

(Dean of Graduate School)

**Article 60-2.**

1. The Dean of each graduate school shall take primary responsibility for the management of that graduate school.

(Chair of Graduate Program)

**Article 60-3.**

1. The Chair of each graduate program shall assist the Dean of their graduate school in relation to his or her duties.

(Dean of Undergraduate College)

**Article 61.**

1. The Dean of each undergraduate college shall take primary responsibility for the management of that college.

(Dean of the Center for the University-wide Curriculum)

**Article 62.**

1. The Dean of the Center for the University-wide Curriculum shall take primary responsibility for the management of university-wide liberal arts curriculum subjects.

(Dean of Center for Foreign Language Education and Research)

**Article 62-2.**

1. The Dean of Center for Foreign Language Education and Research shall take primary responsibility for the management of matters relating to Center for Foreign Language Education and Research.

(Dean of Certification Courses)

**Article 62-3.**

1. The Dean of Certification Courses shall take primary responsibility for the operation and management of certification courses at the University.

(Chair of Certification Course)

**Article 62-4.**

1. The Chair of each certification course shall take primary responsibility for the operation and management of his or her respective course.

**Article 62-5.** -- deleted

(Dean of the University Library)

**Article 63.**

1. The Dean of the University Library shall take primary responsibility for the management of matters relating to the University Library.

(Dean of the Student Affairs Division)

**Article 64.**

1. The Dean of the Student Affairs Division shall take primary responsibility for the management of matters relating to student welfare.

(Dean of the Career Center)

**Article 65.**

1. The Dean of the Career Center shall take primary responsibility for the management of matters relating to student career support and job searching.

(Dean of the Academic Affairs Division)

**Article 66.**

1. The Dean of the Academic Affairs Division shall take primary responsibility for the management of matters relating to academic affairs.

**Article 67.** -- deleted

(Dean of the President's Office)

**Article 68.**

1. The Dean of the President's Office shall take primary responsibility for the management of matters relating to the President's Office.

**Article 68-2.** -- deleted

**Article 68-3.** -- deleted

**Article 68-4.** -- deleted

(Director of the Center for Human Rights and Harassment Prevention)

**Article 68-5.**

1. The Director of the Center for Human Rights and Harassment Prevention shall take primary responsibility for the management of matters relating to the Center for Human Rights and Anti-Harassment.

(Director of the Admissions Office)

**Article 68-6.**

1. The Director of the Admissions Office shall take primary responsibility for the management of matters relating to the Admissions Center.

(Director of the International Office)

**Article 68-7.**

1. The Director of the International Office shall take primary responsibility for the management of matters relating to the International office.

(Director of the Media Center)

**Article 68-8.**

1. The Director of the Media Center shall take primary responsibility for the management of matters relating to the Media Center.

(Director of the Center for Interdisciplinary Research Institutes)

**Article 68-9.**

1. The Director of the Center for Interdisciplinary Research Institutes shall preside over and represent the University's various research institutes.

**Article 68-10.** -- deleted

**Article 68-11.** -- deleted

(Director of the Volunteer Center)

**Article 68-12.**

1. The Director of the Volunteer Center shall take primary responsibility for the management of matters relating to the Volunteer Center.

**Article 68-13.** -- deleted

(Director of the Center for Development and Support of Higher Education)

**Article 68-14.**

1. The Director of the Center for Development and Support of Higher Education shall take primary responsibility for the management of matters relating to the Center for Development and Support of Higher Education.

(Director of the Research Initiative Center)

**Article 68-15.**

1. The Director of the Research Initiative Center shall take primary responsibility for the management of matters relating to the Research Initiative Center.

**Article 68-16.** -- deleted

**Article 68-17.** -- deleted

(Director of the Student Counseling Center)

**Article 68-18.**

1. The Director of the Student Counseling Center shall take primary responsibility for the management of matters relating to the Student Counseling Center.

(Director of the Center for Japanese Language Education)

**Article 68-19.**

1. The Director of the Center for Japanese Language Education shall take primary responsibility for the management of matters relating to the Center for Japanese Language Education.

(Director of the Center for Global Human Resource Development)

**Article 68-20.**

1. The Director of the Center for Global Human Resource Development shall take primary responsibility for the

management of matters relating to the Center for Global Human Resource Development.

(Director of the Organization for Global Initiatives)

**Article 68-21.**

1. The Director of the Organization for Global Initiatives shall take primary responsibility for the management of matters relating to the Organization for Global Initiatives.

(Director of the Rikkyo Service Learning Center)

**Article 68-22.**

1. The Director of the Rikkyo Service Learning Center shall take primary responsibility for the management of matters relating to the Rikkyo Service Learning Center.

(Director of the Center for the Global Liberal Arts Program)

**Article 68-23.**

1. The Director of the Center for the Global Liberal Arts Program (GLAP) shall take primary responsibility for the management of matters relating to the Center for the Global Liberal Arts Program (GLAP).

(Director of the Students with Disabilities Support Office)

**Article 68-24.**

1. The Director of the Students with Disabilities Support Office shall take primary responsibility for the management of matters relating to the Students with Disabilities Support Office.

(Chair of Undergraduate Department)

**Article 69.**

1. The Chair of each undergraduate department shall assist the Dean of their college in relation to matters concerning his or her respective department (in the Department of Arts, this excludes GLAP).
2. Team Leaders at the Center for the University-wide Curriculum's Development & Management Team shall assist the Dean and Deputy Assistant Dean of the Center for the University-wide Curriculum in relation to matters concerning their respective Development & Management Team.

(Manager etc.)

**Article 70.**

1. Chief Managers, Managers, Associate Managers, Assistant Managers and Advisers shall assist their superiors and take responsibility for matters relating to their respective areas of responsibility.

(Professor)

**Article 71.**

1. Professors shall teach and provide research guidance to students, and/or engage in research themselves.

(Associate Professor)

**Article 72.**

1. Associate Professors shall teach and provide research guidance to students, and/or engage in research themselves.

(Senior Specially Appointed Professor)

**Article 72-2.**

1. Senior Specially Appointed Professors shall teach and provide research guidance to students, and/or engage in research themselves.

(Assistant Professor)

**Article 72-3.**

1. Assistant Professors shall teach and provide research guidance to students, and/or engage in research themselves.

(Lecturer)

**Article 72-4.**

1. Lecturers shall engage in duties similar or equivalent to those of Professors and Associate Professors.

(Counselor)

**Article 73.**

1. Counselors shall provide counselling services and support for the personal growth and development of students.

**Article 74.** -- deleted

(Adjunct Lecturer)

**Article 74-2.**

1. Adjunct Lecturers engage in educational (teaching) duties under the direction of the head of the Center to which he or she belongs, etc.

(Specially Appointed Faculty Member)

**Article 74-3.**

1. Specially Appointed Faculty Members engage in educational (teaching) duties and research mainly at the University's undergraduate colleges and/or graduate schools under the direction of the Deans of the relevant colleges and/or schools etc.

(Deleted)

**Article 74-4.** -- deleted

**Article 74-5.** -- deleted

(Laboratory Technician)

**Article 75.**

1. Laboratory Technicians provide support in technical aspects of research and teaching at the University, under the direction of Professors, Associate Professors, Lecturers, Senior Specially Appointed Professors and Assistant Professors.

(Administrative Staff etc.)

**Article 76.**

1. Administrative Staff, Librarians, Technicians, Medical Technicians, School Affairs Staff, Contractors and Program Officers engage in various duties in their respective areas of responsibility, in accordance with the division of labor for their respective positions.

**Chapter 10. Faculty Meetings**

**Article 77.**

1. Each college at the University shall establish a Faculty Meeting.
2. Each college's Faculty Meeting shall be composed of Professors and Associate Professors from that college. However, full-time Lecturers may also join a college's Faculty Meeting when it is determined acceptable by the relevant college for them to do so.
3. Each college's Faculty Meeting shall deliberate over matters relating to college personnel issues, the election of the college's Dean, educational curriculums, examinations, student admissions, transfer admissions, graduations, leaves of absence, withdrawals, readmissions, dismissals, internal (college and department) transfers, awards, penalties and other matters relating to the college, as well as matters concerning advising the President.
4. Detailed regulations relating to Faculty Meetings shall be stipulated separately.

**Article 77-2.** -- deleted

**Article 77-3.**

1. In the case of GLAP, the Center for the Global Liberal Arts Program Committee (hereinafter referred to as the GLAP Center Committee) shall be deemed to constitute a Faculty Council as provided for under Paragraph 1 of Article 77 of these Regulations; and the provisions of Articles 10-2 through 10-4, Article 36-2, Article 39, Article 57 and Article 77 (Paragraph 3; excluding the provision regarding the election of the college's Dean) shall apply with regard to it.  
In this case, the term "Faculty Council" as used in the provisions of Article 10-2 (Paragraph 1), Article 10-3 (Paragraph 1), Article 10-4 (Paragraphs 1 and 2), Article 36-2, Article 39, Article 57 and Article 77 (Paragraph 3) shall be read as "Global Liberal Arts Program Committee," and the term "college" shall be read as "Global Liberal Arts Program."
2. In addition to the provisions of the preceding paragraph, other necessary matters relating to the GLAP Center Committee and the management and operation of GLAP shall be stipulated separately.

**Article 77-4**

1. For special international students who belong to the Center for Japanese Language Education, apply Article 50-2 by regarding the Steering Meeting of the Center for Japanese Language Education (hereinafter referred to as the "Steering Meeting") as a College Faculty Meeting prescribed in Article 77, paragraph 1. In this case, the term "College Faculty Meeting" in the regulations is "Steering Meeting of the Center for Japanese Language Education".
2. In addition to the preceding paragraph, necessary matters regarding the management of the Steering Meeting of the Center for Japanese Language Education and other courses of the Center for Japanese Language Education shall be separately determined.

## **Chapter 11. Attached Facilities**

### **Section 1. Chapels**

**Article 78.**

1. The chapels shall symbolize the founding spirit of the University, and the purpose of it is to enable faculty members, staff and students to live Christian lifestyles based on the beliefs, rules and precepts of the Anglican-Episcopal Church of Japan (the Nippon Sei Ko Kai).

**Article 79.**

1. The chapels shall carry out the following events.
  - (1) Service

- (2) Various University ceremonies
- (3) Lectures relating to Christianity
- (4) Biblical research
- (5) Other Christian events

## **Section 2. Library**

### **Article 80.**

1. The University Library shall be comprised of the Ikebukuro Library, the Niiza Library, and the Niiza Repository Library.

### **Article 81.**

1. The materials stored in the University Library shall be made available to faculty members, staff and students of the University, and other persons expressly specified by the University Library.

### **Article 82.**

1. Books and other materials on open shelves in the viewing rooms may be viewed freely. Other materials may be viewed or used by completing the procedures stipulated by the University.

### **Article 83.**

1. Detailed regulations relating to the borrowing of materials stored at the various libraries shall be stipulated separately.

### **Article 84.**

1. Detailed regulations relating to the opening days and opening times of the various libraries shall be stipulated separately.

## **Section 3. Clinic**

### **Article 85.**

1. The purpose of the Clinic is to improve attitudes towards health and hygiene, preventing illness and conducting medical examinations for faculty members, staff and students.

### **Article 86.**

1. In order to achieve its objectives, the Clinic shall conduct the following activities.
  - (1) Regular (scheduled) and irregular health checks
  - (2) Administration of medical treatment
  - (3) Holding of lectures relating to health and hygiene
  - (4) Other activities as deemed necessary

### **Article 87.**

1. Detailed regulations relating to the Clinic, including its organizational structure and other matters, shall be stipulated separately.

## **Section 4. Student Counseling Center**

### **Article 88.**



1. The purpose of the Student Counseling Center is to carry out counseling with regard to problems being faced by students.

**Article 89.**

1. Detailed regulations relating to the Student Counseling Center, including its organizational structure and other matters, shall be stipulated separately.

**Section 5. Research Institutes**

**Article 90.**

1. The University shall establish research institutes, research centers and other attached educational and research institutions (hereinafter referred to, collectively, as “research institutes, etc.”).

**Article 91.**

1. Other regulations regarding the research institutes, etc., provided for under the preceding paragraph shall be stipulated separately.

**Chapter 12. Amendments and Repeal**

(Amendments and Repeal)

**Article 92.**

1. Amendments and repeal of these regulations shall be made by the President, in turn, after consultation with the University Deans' Council and the Executive Board.
2. Notification or application to the competent authorities in relation to the preceding paragraph shall be as prescribed by the competent authorities.

Supplemental Provision

These Regulations shall be enacted as of April 1, 1949.

Supplemental Provision

These Regulations shall be enacted as of April 1, 1955.

Supplemental Provision

These Regulations shall be enacted as of April 1, 1956.

Supplemental Provision

These Regulations shall be enacted as of April 1, 1958.

Supplemental Provision

These Regulations shall be enacted as of April 1, 1959.

Supplemental Provision

These Regulations shall be enacted as of April 1, 1961.

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Supplemental Provision

These Regulations shall be enacted as of April 1, 1990.

Supplemental Provision

These Regulations shall be enacted as of April 1, 1991.

Supplemental Provision

These regulations shall be enacted as of October 11, 1991, and shall apply as of July 1, 1991.

Supplemental Provision

These Regulations shall be enacted as of April 1, 1992.

Supplemental Provision

These Regulations shall be enacted as of April 1, 1993.

Supplemental Provision

These Regulations shall be enacted as of April 1, 1994.

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These Regulations shall be enacted as of April 1, 1995.

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These Regulations shall be enacted as of April 1, 2020.

Supplemental Provision

These Regulations shall be enacted as of April 1, 2021.

Supplemental Provision

These Regulations shall be enacted as of April 1, 2022.

Supplemental Provision

These Regulations shall be enacted as of April 1, 2023.

Supplemental Provision

These Regulations shall be enacted as of April 1, 2024.