

\*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 Graduate School Regulations

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April 1, 1958	April 1, 1983	April 1, 2003
April 1, 1960	April 1, 1984	April 1, 2004
April 1, 1961	April 1, 1985	April 1, 2005
April 1, 1962	April 1, 1986	April 1, 2006
April 1, 1963	April 1, 1987	April 1, 2007
April 1, 1964	April 1, 1988	April 1, 2008
April 1, 1965	April 2, 1988	April 1, 2009
April 1, 1966	April 1, 1989	April 1, 2010
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## Chapter 1. General Provisions

(Purpose)

### Article 1

1. The purpose of Rikkyo University Graduate School (hereinafter referred to as “the Graduate School”) is to help students gain a deeper understanding and mastery of specialized academic disciplines through conducting research, based on the foundation of general and specialized liberal education conducted at the University’s undergraduate colleges; and to contribute to the advancement of culture by building character based on Christian values.
2. The Graduate School shall set forth separate objectives relating to the development of human resources, along with other teaching and/or research-related objectives, on an individual school basis, in Attachment 8.

(Graduate Programs)

### Article 2

1. Graduate programs at the Graduate School shall consist of Master’s, Doctoral and Professional Degree programs.
2. The purpose of each Master’s Program is to impart deep and detailed academic knowledge from a wide-ranging perspective, to develop research abilities in specialist fields, and to develop the advanced abilities required in order to fulfill highly specialized professional roles, etc.
3. The purpose of each Doctoral Program is to develop the high-level research abilities required in order for students to carry out independent research activities as researchers in specialist fields and/or engage in other advanced specialist work, and the rich academic knowledge that forms the foundation for such abilities.
4. The purpose of each Professional Degree Program is to develop the deep academic knowledge and advanced abilities required in order to fulfill highly specialized professional roles.

(Graduate Schools and Programs, etc.)

### Article 2-2

1. The Graduate School shall establish the following schools and programs for its Master’s and Doctoral programs.

Graduate School of Arts

(Deleted)

Graduate Program in English and American Literature

Graduate Program in History

Graduate Program in Education

Graduate Program in Japanese Literature

Graduate Program in French Literature

Graduate Program in German Literature

Graduate Program in Comparative Civilizations

Graduate Program in Interdisciplinary Cultural Studies

Graduate School of Economics

Graduate Program in Economics

Graduate School of Science

Graduate Program in Physics

Graduate Program in Chemistry

Graduate Program in Mathematics

Graduate Program in Life Science

Graduate School of Sociology

Graduate Program in Sociology

Graduate School of Law and Politics

Graduate Program in Law and Politics

Graduate School of Tourism

Graduate Program in Tourism

Graduate School of Community and Human Services

Graduate Program in Community and Human Services

Graduate School of Business Administration

Graduate Program in Business Administration

Graduate School of Social Design Studies

Graduate Program in Business Administration in Network and Social Organization

- Graduate School of Intercultural Communication
  - Graduate Program in Intercultural Communication (Deleted)
- Graduate School of Business
  - Graduate Program in Business
  - Graduate Program in International Business
- Graduate School of Contemporary Psychology
  - Graduate Program in Psychology
  - Graduate Program in Clinical Psychology
  - Graduate Program in Body Expression and Cinematic Arts
- Graduate School of Christian Studies
  - Graduate Program in Christian Studies
- Graduate School of Artificial Intelligence and Science
  - Graduate Program in Artificial Intelligence and Science

2. The Graduate School shall establish the following schools and programs for its Professional Degree programs (hereinafter referred to as the “Professional Graduate School.”

- Law School
  - Graduate Program in Legal Practice (Juris Doctor)

3. Regulations relating to the Professional Graduate School shall be stipulated separately.

(Program Categories and Minimum Period for Completion)

**Article 3**

1. The standard minimum period of enrollment for Graduate School programs shall be as follows. The standard course length for Master’s Programs shall be 2 years. The standard minimum period for completion for Doctoral Programs shall be 5 years. Doctoral Programs shall be divided into two phases: an initial two-year (Master’s Program) phase and a subsequent three-year (Doctoral Program) phase.
2. The initial two-year phase of each Doctoral Program shall be treated in the same way as a Master’s Program.
3. Notwithstanding the provisions of Paragraph 1, the standard minimum period for completion for the Master’s Program course for persons with actual work experience (as the initial phase of a Doctoral Program, the Graduate Program in Christian Studies) offered by the Graduate School of Christian Studies shall be one year.

(Program Capacities)

**Article 4**

The student capacities for each of the Graduate School’s schools and programs shall be as follows.

1-- Master Programs

Graduate School	Graduate Program	Master’s program		Total
		Admission capacity	Total student capacity	
Graduate School of Artificial Intelligence and Science	Graduate Program in Artificial Intelligence and Science	63	126	126

2 -- Doctoral Programs

Graduate School	Graduate Program	Master’s program		Doctoral program		Total
		Admission capacity	Total student capacity	Admission capacity	Total student capacity	
Graduate School of Arts	(Deleted)					
	Graduate Program in English and American Literature	18	36	3	9	45
	Graduate Program in History	15	30	6	18	48
	Graduate Program in Education	10	20	3	9	29
	Graduate Program in Japanese Literature	20	40	8	24	64
	Graduate Program in French Literature	8	16	3	9	25
	Graduate Program in German	8	16	3	9	25

Graduate School	Graduate Program	Master's program		Doctoral program		Total
		Admission capacity	Total student capacity	Admission capacity	Total student capacity	
	Literature					
	Graduate Program in Comparative Civilizations	10	20	5	15	35
	Graduate Program in Interdisciplinary Cultural Studies	5	10	3	9	19
	Total	94	188	34	102	290
Graduate School of Economics	Graduate Program in Economics	40	80	10	30	110

Graduate School	Graduate Program	Master's program		Doctoral program		Total
		Admission capacity	Total student capacity	Admission capacity	Total student capacity	
Graduate School of Science	Graduate Program in Physics	20	40	4	12	52
	Graduate Program in Chemistry	20	40	4	12	52
	Graduate Program in Mathematics	5	10	3	9	19
	Graduate Program in Life Science	15	30	4	12	42
	Total	60	120	15	45	165
Graduate School of Sociology	Graduate Program in Sociology	20	40	10	30	70
Graduate School of Law and Politics	Graduate Program in Law and Politics	20	40	10	30	70
Graduate School of Tourism	Graduate Program in Tourism	20	40	8	24	64
Graduate School of Community and Human Services	Graduate Program in Community and Human Services	25	50	5	15	65
Graduate School of Business Administration	Graduate Program in Business Administration	90	180	5	15	195
Graduate School of Social Design Studies	Graduate Program in Business Administration Network and Social Organization	50	100	5	15	115
Graduate School of Intercultural Communication	Graduate Program in Intercultural Communication	20	40	5	15	55
	(Deleted)			—	—	—
	Total	20	40	5	15	55
Graduate School of Business	Graduate Program in Business	10	20	5	15	35
	Graduate Program in International Business	50	100	—	—	100
	Total	60	120	5	15	135
Graduate School of Contemporary Psychology	Graduate Program in Psychology	10	20	3	9	29
	Graduate Program in Clinical Psychology	15	30	4	12	42
	Graduate Program in Body Expression and Cinematic Arts	15	30	4	12	42
	Total	40	80	11	33	113
Graduate School of Christian Studies	Graduate Program in Christian Studies	10	20	5	15	35
Total		549	1,098	128	384	1,482

(Deleted )

**Article 4-2**

(Master's Program Completion Requirements and Master's Degree Specializations [Degree Names])

**Article 5**

1. The Graduate School shall confer master's degrees upon students who have been enrolled in a Master's Program (either as a standalone Master's Program or as the initial phase of a Doctoral Program) for a period of 2 years or more, who have taken classes and obtained 30 or more credits, who have received the necessary guidance with regard to preparation of a degree thesis, etc., (hereinafter referred to as "research guidance") and submitted a master's thesis, and who have successfully passed both a review thereof and the final examinations for their respective program; however, in the case of those students taking courses as provided for under Paragraph 3 of Article 3 of these Regulations, and/or those who have produced excellent research results, a period of enrollment of 1 year or more on a Master's Program (either as a standalone Master's Program or as the initial phase of a Doctoral Program) shall be deemed sufficient.
2. With regard to the provisions of the preceding paragraph; where the Graduate School deems it appropriate to do so, according to the purpose/objectives of a particular Master's Program (either as a standalone Master's Program or as the initial phase of a Doctoral Program), a review of research outcomes with respect to a specific task or topic may substitute for a review of a master's thesis.
3. The names for areas of specialization for master's degrees conferred by the Graduate School shall be as follows.

Graduate School	Graduate Program	Specialization (Degree Name)
Graduate School of Arts	(Deleted )	(Deleted)
	Graduate Program in English and American Literature	Literature (Master of Arts in English and American Literature)
	Graduate Program in History	Literature (Master of Arts in History)
	Graduate Program in Education	Education (Master of Arts in Education)
	Graduate Program in Japanese Literature	Literature (Master of Arts in Japanese Literature)
	Graduate Program in French Literature	Literature (Master of Arts in French Literature)
	Graduate Program in German Literature	Literature (Master of Arts in German Literature)
	Graduate Program in Comparative Civilizations	Comparative Civilization (Master of Arts in Comparative Civilizations)
	Graduate Program in Interdisciplinary Cultural Studies	Literature (Master of Arts in Interdisciplinary Cultural Studies)
Graduate School of Economics	Graduate Program in Economics	Economics (Master of Arts in Economics)
		Accounting (Master of Arts in Accounting)
Graduate School of Science	Graduate Program in Physics	Science (Master of Science in Physics)
	Graduate Program in Chemistry	Science (Master of Science in Chemistry)
	Graduate Program in Mathematics	Science (Master of Science in Mathematics)
	Graduate Program in Life Science	Science (Master of Science in Life Science)
Graduate School of Sociology	Graduate Program in Sociology	Sociology (Master of Arts in Sociology)
Graduate School of Law and Politics	Graduate Program in Law and Politics	Law (Master of Arts in Law)
		Politics (Master of Arts in Politics)
Graduate School of Tourism	Graduate Program in Tourism	Tourism (Master of Arts in Tourism)
Graduate School of Community and Human Services	Graduate Program in Community and Human Services	Social Work (Master of Arts in Social Work)
		Sport and Wellness (Master of Arts in Sport and Wellness)
Graduate School of Business Administration	Graduate Program in Business Administration	Business Administration (Master of Business Administration)
Graduate School of Social Design Studies	Graduate Program in Business Administration Network and Social Organization	Business Administration in Social Design Studies Master of Social Development and Administration Course (MSDA)

Graduate School of Intercultural Communication	Graduate Program in Intercultural Communication	Intercultural Communication (Master of Arts in Intercultural Communication Studies)
	Graduate Program in Language Science	
Graduate School of Business	Graduate Program in Business	Business (Master of Arts in Business)
	Graduate Program in International Business	International Business (Master of International Business)
		International Business (Master of Public Management and Administration)
Graduate School of Contemporary Psychology	Graduate Program in Psychology	Psychology (Master of Arts in Psychology)
	Graduate Program in Clinical Psychology	Clinical Psychology (Master of Arts in Clinical Psychology)
	Graduate Program in Body Expression and Cinematic Arts	Body Expression and Cinematic Arts (Master of Arts in Body Expression and Cinematic Arts)
Graduate School of Christian Studies	Graduate Program in Christian Studies	Theology (Master of Theology)
		Arts (Master of Arts)
		Applied Theology (Master of Applied Theology)
Graduate School of Artificial Intelligence and Science	Graduate Program of Artificial Intelligence and Science	Artificial Intelligence and Science

(Doctoral Program Completion Requirements and Doctoral Degree Specializations [Degree Names])

**Article 6**

1. The Graduate School shall confer doctoral degrees upon students who have been enrolled in a Doctoral Program (in the case of students who have completed a Master’s Program, this may include 2 years of enrollment on that program) for a period of 5 years or more, who have received research guidance and submitted a doctoral thesis, and who have successfully passed both a review thereof and the final examinations for their respective program; however, in the case of students who have produced excellent research results, a period of enrollment of 3 years or more on a Doctoral Program (in the case of students who have completed a Master’s Program, this may include 2 years of enrollment on that program) shall be deemed sufficient.
2. In the case of students who have completed a Master’s Program of standard minimum period of enrollment of 1 year or more but less than 2 years and students who have completed a Master’s Program with an enrollment period pursuant to the provisions of the proviso of Paragraph 1 of the preceding Article, completion requirements for Doctoral Programs shall be as follows:  
The Graduate School shall confer doctoral degrees upon students who have been enrolled in a Doctoral Program for a period of 3 years or more in addition to the period of their enrollment on a Master’s Program, who have received research guidance and submitted a doctoral thesis, and who have successfully passed both a review thereof and the final examinations for their respective program; however, in the case of students who have produced excellent research results, a period of enrollment of 3 years or more on a Doctoral Program (including the period of their enrollment on a Master’s Program) shall be deemed sufficient.
3. In the case of students who have completed a Professional Degree Program enrolling in the second phase of a Doctoral Program, completion requirements for Doctoral Programs shall be as follows:  
The Graduate School shall confer doctoral degrees upon students who have been enrolled in a Doctoral Program for a period of 3 years or more (or 2 years or more in the case of students who have completed a Law School program), who have received research guidance and submitted a doctoral thesis, and who have successfully passed both a review thereof and the final examinations for their respective program; however, in the case of students who have produced excellent research results, a period of enrollment of 1 year or more on a Doctoral Program (or, in the case of students who have completed a Professional Degree Program of standard minimum period of enrollment of 1 year or more but less than 2 years, a period equivalent to the

standard 3 years for a Doctoral Program minus the standard minimum period of enrollment for the relevant course) shall be deemed sufficient.

4. Notwithstanding the provisions of the preceding 3 paragraphs, in the case of persons recognized (in relation to their eligibility for admission) as having academic ability equivalent to or above that of a master's degree holder or professional degree holder who have been admitted to the second phase of a Doctoral Program in accordance with the provisions of Article 20 (Item 5) of these Regulations, completion requirements for Doctoral Programs shall be as follows:

The Graduate School shall confer doctoral degrees upon students who have been enrolled in a Doctoral Program for a period of 3 years or more, who have received research guidance and submitted a doctoral thesis, and who have successfully passed both a review thereof and the final examinations for their respective program; however, in the case of students who have produced excellent research results, a period of enrollment of 1 year or more on a Doctoral Program shall be deemed sufficient.

5. In addition to the requirements stipulated in the preceding paragraph 4, the following graduate schools must also acquire the credits required for completion of the program as determined by the graduate school
- (1) Graduate School of Arts
  - (2) Graduate School of Economics
  - (3) Graduate School of Science
  - (4) Graduate School of Sociology
  - (5) Graduate School of Law and Politics
  - (6) Graduate School of Tourism
  - (7) Graduate School of Community and Human Services
  - (8) Graduate School of Business Administration
  - (9) Graduate School of Social Design Studies
  - (10) Graduate School of Intercultural Communication
  - (11) Graduate School of Business
  - (12) Graduate School of Contemporary Psychology
  - (13) Graduate School of Christian Studies
6. Notwithstanding the provisions of the preceding 5 paragraphs, in the case of persons submitting a thesis and applying for a doctoral degree without completing a Doctoral Program at the Graduate School, the Graduate School may confer doctoral degrees upon persons who have successfully passed both a review of their doctoral thesis and the final examinations for their respective program who are recognized (in relation to their chosen specialism) as having wide-ranging academic knowledge equivalent to that of someone who has completed a Doctoral Program at the Graduate School in accordance with the provisions of the preceding 5 paragraphs.
7. The names for areas of specialization for doctoral degrees conferred by the Graduate School shall be as follows.

Graduate School	Graduate Program	Specialization (Degree Name)
Graduate School of Arts	Graduate Program in Theology	Theology (Doctor of Theology)
	Graduate Program in English and American Literature	Literature (Doctor of Philosophy in English and American Literature)
	Graduate Program in History	Literature (Doctor of Philosophy in History)
	Graduate Program in Education	Education (Doctor of Philosophy in Education)
	Graduate Program in Japanese Literature	Literature (Doctor of Philosophy in Japanese Literature)
	Graduate Program in French Literature	Literature (Doctor of Philosophy in French Literature)
	Graduate Program in German Literature	Literature (Doctor of Philosophy in German Literature)
	Graduate Program in Comparative Civilizations	Comparative Civilizations (Doctor of Philosophy in



		Comparative Civilizations)
	Graduate Program in Interdisciplinary Cultural Studies	Literature (Doctor of Philosophy in Interdisciplinary Cultural Studies)
Graduate School of Economics	Graduate Program in Economics	Economics (Doctor of Philosophy in Economics)
		Accounting (Doctor of Philosophy in Accounting)
Graduate School of Science	Graduate Program in Physics	Science (Doctor of Philosophy in Physics)
	Graduate Program in Chemistry	Science (Doctor of Philosophy in Chemistry)
	Graduate Program in Mathematics	Science (Doctor of Philosophy in Mathematics)
	Graduate Program in Life Science	Science (Doctor of Philosophy in Life Science)
Graduate School of Sociology	Graduate Program in Sociology	Sociology (Doctor of Philosophy in Sociology)
Graduate School of Law and Politics	Graduate Program in Law and Politics	Law (Doctor of Philosophy in Law)
		Politics (Doctor of Philosophy in Politics)
Graduate School of Tourism	Graduate Program in Tourism	Tourism (Doctor of Philosophy in Tourism)
Graduate School of Community and Human Services	Graduate Program in Community and Human Services	Social Work (Doctor of Philosophy in Social Work)
		Sport and Wellness (Doctor of Philosophy in <b>Sport and Wellness</b> )
Graduate School of Business Administration	Graduate Program in Business Administration	Business Administration (Doctor of Business Administration)
Graduate School of Social Design Studies	Graduate Program in Business Administration Network and Social Organization	Business Administration in Social Design Studies (Doctor of Business Administration in Social Design Studies)
Graduate School of Intercultural Communication	Graduate Program in Intercultural Communication	Intercultural Communication (Doctor of Philosophy in Intercultural Communication Studies)
Graduate School of Business	Graduate Program in Business	Business (Doctor of Philosophy in Business)
Graduate School of Contemporary Psychology	Graduate Program in Psychology	Psychology (Doctor of Philosophy in Psychology)
	Graduate Program in Clinical Psychology	Clinical Psychology (Doctor of Philosophy in Clinical Psychology)

	Graduate Program in Body Expression and Cinematic Arts	Body Expression and Cinematic Arts (Doctor of Philosophy in Body Expression and Cinematic Arts)
Graduate School of Christian Studies	Graduate Program in Christian Studies	Theology (Doctor of Theology)
		Literature (Doctor of Philosophy)

(Degree Thesis, etc., Reviews and Examinations)

**Article 7**

1. Regulations relating to reviews of degree theses and/or research outcomes with respect to a specific task or topic and final examinations, etc., shall be stipulated separately.

(Maximum Period of Enrollment)

**Article 8**

1. The maximum possible period of enrollment at the Graduate School shall be 4 years for Master's Programs including as the initial phase of a 2-phase Doctoral Program and 6 years for Doctoral Programs (second phase).

(Individual Offices and Laboratories)

**Article 9**

1. In order to achieve its objectives and conduct research guidance for its students, the Graduate School shall establish individual offices and/or laboratories for each of its schools, according to the specializations of each of its graduate programs.
2. Regulations relating to individual offices and laboratories shall be stipulated separately.

(Academic Years and Semesters)

**Article 10**

1. The University's academic year shall begin on April 1 and end on March 31 of the following calendar year.
2. The Graduate School'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 11**

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**

(Educational Methods)

**Article 12**

1. Education at the Graduate School shall be carried out by means of class subject lessons and research guidance.

(Special Provisions with Regard to Educational Methods)

**Article 12-2**

1. The Graduate School shall establish the following Master's and Doctoral Programs in the following schools which may carry out education by other appropriate means, including lessons and research guidance at nighttime and during other specific times and/or periods.

Graduate School of Economics	Graduate Program in Economics	Master's Program
Graduate School of Tourism	Graduate Program in Tourism	Master's Program
Graduate School of Business Administration	Graduate Program in Business Administration	Doctoral Program
Graduate School of Social Design	Graduate Program in Business	Doctoral Program

Studies	Administration Network and Social Organization	
Graduate School of Business	Graduate Program in Business	Master's Program
Graduate School of Artificial Intelligence and Science	Graduate Program of Artificial Intelligence and Science	Master's Program

(Taking of Classes)

**Article 13**

1. Methods for taking class subjects, numbers of credits and research guidance, etc., at each school shall be as set forth in Attachment 1 on an individual school basis.

(Certification of Credits)

**Article 14**

1. The specified number of credits shall be awarded to students who have sat and passed the examinations for class subjects which they have taken.

(Taking of Class Subjects and Receiving Research Guidance at Other Graduate Schools, etc.)

**Article 15**

1. When the relevant school deems it effective from an educational and research standpoint, after prior consultation with the Rikkyo Institute for Peace and Community Studies and other graduate schools, the Graduate School may recognize credits obtained for class subjects taken by students at said Institute or other graduate schools as credits obtained for class subjects taken at the Graduate School (including when taking class subjects in Japan via a correspondence course offered by a foreign graduate school, when taking class subjects at an educational institution designated separately by the Minister of Education, Culture, Sports, Science and Technology, that is recognized by the education system of a foreign country as having an educational curriculum equivalent to that of a university in that country, and when taking class subjects in the educational curriculum of the United Nations University).
2. When the relevant school deems it to be effective from an educational standpoint, the Graduate School may recognize credits obtained for taking class subjects taken by students at other graduate schools prior to their admission to the Graduate School (including credits obtained as credited auditors) as credits obtained by taking class subjects after enrollment at the Graduate School.
3. When the relevant school deems it to be effective from an educational standpoint, and after prior discussion and agreement with another graduate school, etc., the Graduate School may permit students enrolled in Doctoral Programs (second phase) to receive research tuition at such other graduate schools.
4. When the credits for class subjects obtained in accordance with the provisions of Paragraphs 1 and 2 and Article 28 are recognized in the number of credits required for completion of the Graduate School, the number of credits shall not exceed the number of credits listed in the following items; provided, however, that the number of credits that may be recognized shall not exceed 20 credits.
  1. Credits for class subjects obtained in accordance with the provisions of Paragraph 1 and Article 28: 15 credits in total
  2. Credits for class subjects obtained in accordance with the provisions of Paragraph 2: 15 credits

(Types of Teacher's Licenses)

**Article 15-2**

1. The types of teacher's licenses and subject types for which licenses can be obtained from each of the Graduate School's schools and programs are as follows.

Graduate School	Graduate Program	License types & subjects		
		Specialized junior high school teacher's license	Specialized high school teacher's license	Other specialized teacher's license
Graduate School of Arts	(Deleted)——	(Deleted)	(Deleted)–	
	Graduate Program in English and American Literature	English	English	
	Graduate Program in History	Social Studies	Geography & History, Civics	
	Graduate Program in Education	Social Studies	Civics	Elementary school subjects

Graduate School	Graduate Program	License types & subjects		
		Specialized junior high school teacher's license	Specialized high school teacher's license	Other specialized teacher's license
	Graduate Program in Japanese Literature	Japanese	Japanese	
	Graduate Program in French Literature	French	French	
	Graduate Program in German Literature	German	German	
	Graduate Program in Comparative Civilizations	Social Studies (For students enrolled in or prior to the 2018 AY)	Civics (For students enrolled in or prior to the 2018 AY)	
	Graduate Program in Interdisciplinary Cultural Studies	Social Studies	Geography & History, Civics	
Graduate School of Economics	Graduate Program in Economics	Social Studies	Geography & History, Civics, Commerce	
Graduate School of Science	Graduate Program in Physics	Science	Science	
	Graduate Program in Chemistry	Science	Science	
	Graduate Program in Mathematics	Mathematics	Mathematics	
	Graduate Program in Life Science	Science	Science	
Graduate School of Sociology	Graduate Program in Sociology	Social Studies	Civics	
Graduate School of Law and Politics	Graduate Program in Law and Politics	Social Studies	Civics	
Graduate School of Tourism	Graduate Program in Tourism	Social Studies	Civics, Commerce (For students enrolled in or prior to the 2016 AY)	

Graduate School	Graduate Program	License types & subjects		
		Specialized junior high school teacher's license	Specialized high school teacher's license	Other specialized teacher's license
Graduate School of Community and Human Services	Graduate Program in Community and Human Services	Social Studies	Civics, Social Work	
		Health & Physical Education	Health & Physical Education	
Graduate School of Social Design Studies	Graduate Program in Business Administration Network and Social Organization	Social Studies	Civics	
Graduate School of Intercultural Communication	Graduate Program in Intercultural Communication	English, Social Studies (for students enrolled in or prior to the 2015-16 academic year)	English, Civics (for students enrolled in or prior to the 2015-16 academic year)	
Graduate School of Business	Graduate Program in Business	Social Studies (For students enrolled in or prior to the 2018 AY)	Civics (For students enrolled in or prior to the 2018 AY)	
Graduate School of Contemporary Psychology	Graduate Program in Psychology		Civics (For students enrolled in or prior to the 2018 AY)	
	Graduate Program in Clinical Psychology		Civics (For students enrolled in or prior to the 2018 AY)	
Graduate School of Christian Studies	Graduate Program in Christian Studies	Social Studies, Religious Studies	Geography & History, Civics, Religious Studies	

### Chapter 3. Organization of Faculty and Staff

(Organization of Faculty Members)

#### Article 16

1. As a general rule, the Graduate School shall assign Rikkyo University Professors, Associate Professors and Lecturers as the faculty members responsible for carrying out classes and research guidance.
2. At the request of the Dean of a particular school, the Graduate School may also assign Specially Appointed Faculty Members and Assistant Professors as the faculty members responsible for carrying out classes and research guidance.

(Graduate School Committee)

#### Article 17

1. The Graduate School shall establish a Graduate School Committee consisting of the President, the Deans of the various graduate schools, and a small number of Graduate School Faculty Council members. The Committee shall deliberate over the following matters:
  - (1) Matters relating to the conferment of degrees
  - (2) Matters relating to changes to the Graduate School Regulations and various other regulations
  - (3) Other important matters relating to the Graduate School
2. The President shall convene Graduate School Committee meetings, and preside over them as the committee chairman.

(Graduate School Faculty Meeting)

#### Article 18

1. Each of the Graduate School's schools shall establish a Graduate School Faculty Meeting consisting of full-time faculty members responsible for teaching classes and giving research guidance at that school. Graduate School Faculty Meeting shall deliberate over the following matters:
  - (1) Matters relating to the selection of their school's Dean and Graduate School Committee Members and other school faculty member personnel (human resources) issues

- (2) Matters relating to entrance examinations, degree thesis reviews and final examinations
- (3) Matters relating to educational curriculums, student admissions, leaves of absence, readmissions, withdrawals and dismissals
- (4) Matters relating to awards given and penalties imposed upon students
- (5) Other matters relating to their school
- (6) Matters concerning advising the President
2. At the request of the school's Dean, the school's Graduate School Faculty Meeting may also include Specially Appointed Faculty Members and Assistant Professors.
3. Each school's Dean shall convene Graduate School Faculty Meetings and preside over them as the meeting chairman.
4. With regard to other matters concerning the membership and operation of Graduate School Faculty Councils, the Rikkyo University Faculty Meeting ~~Council~~ Regulations shall apply.

#### **Article 18-2**

1. For special international students who belong to the Center for Japanese Language Education, apply Article 36-2 by regarding the Steering Meeting of the Center for Japanese Language Education (hereinafter referred to as the "Steering Meeting") as a Graduate School Faculty Meeting prescribed in Article 18, paragraph 1. In this case, the term "Graduate School 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 4. Admissions, Leaves of Absence, Re-enrollments, Readmissions, Withdrawals, and Dismissals**

(Admissions to Master's Programs)

#### **Article 19**

1. Persons who are permitted admission to the Graduate School's Master's Programs (either as a standalone Master's Program or as the initial phase of a Doctoral Program) shall be qualified as any one of the following subparagraphs, passed entrance examination, and completed the specified admission procedures stipulated by the Graduate School.
  - (1) Persons who have graduated from university
  - (2) Persons who have obtained an undergraduate degree at the National Institution for Academic Degrees and Quality Enhancement of Higher Education
  - (3) Persons who have completed a 16-year curriculum of school education overseas
  - (4) Persons who have completed a 16-year curriculum of school education at an overseas school by taking class subjects in Japan via a correspondence course (distance learning, etc.) offered by that school
  - (5) Persons who have completed a curriculum at an educational institution in Japan, designated separately by the Minister of Education, Culture, Sports, Science and Technology, that is recognized by the education system of a foreign country as having a curriculum equivalent to that of a university in that country (limited only to those where persons having completed such a curriculum are deemed as having completed a 16-year curriculum of school education in that country)
  - (6) Persons who have been awarded a degree equivalent to an undergraduate degree by completing a curriculum with a minimum period of enrollment of three years or more (limited only to those designated separately by the Minister of Education, Culture, Sports, Science and Technology—with regard to the overall state of their educational and research activities—as having been assessed by an individual certified by the relevant country's government and/or other relevant institution, or equivalent) at a foreign university or other such educational institution (including those who have completed such a curriculum at an overseas school by taking class subjects in Japan via a correspondence course (distance learning, etc.) offered by that school, and those who have completed a curriculum at an educational institution in Japan, designated as provided for under the preceding item, that is recognized by the education system of a foreign country as having a curriculum equivalent to that of a university in that country)
  - (7) Persons who have completed a specialist curriculum at a Specialized Training Colleges, designated separately by the Minister of Education, Culture, Sports, Science and Technology, on or after the date specified by the Minister (limited only to curriculums with a minimum period of enrollment of four years or more, and which fulfill other criteria stipulated by the Minister)
  - (8) Persons expressly specified by the Minister of Education, Culture, Sports, Science and Technology. (Ministry of Education, Science and Culture Order No.47 of 1948)
  - (9) Other persons who have reached the age of 22 and are recognized by the Graduate School as having academic ability equivalent to or above that of a university graduate

(Advancement and Transfer Admission to Doctoral Programs (i.e. Second Phase))

**Article 20**

1. Persons who are permitted to advance to or gain admission by transfer admission to the Graduate School's Doctoral Programs (second phase) shall be persons who qualify as any one of the following. Such persons shall be permitted to advance or gain admission only after passing a selective examination and completing the admission procedures stipulated by the Graduate School.
  - (1) Master's degree holders
  - (2) Professional degree holders
  - (3) Persons who have been awarded a degree equivalent to a master's degree or professional degree in a foreign country
  - (4) Persons who have completed a course at an overseas school by taking class subjects in Japan via a correspondence course (distance learning, etc.,) offered by that school; and have been awarded a degree equivalent to a master's degree or professional degree
  - (5) Persons who have completed a curriculum at an educational institution in Japan, designated separately by the Minister of Education, Culture, Sports, Science and Technology, that is recognized by the education system of a foreign country as having a curriculum equivalent to that of a graduate school in that country; and have been awarded a degree equivalent to a master's degree or professional degree
  - (6) Persons who have completed a curriculum at the United Nations University and have been awarded a degree equivalent to a master's degree
  - (7) Persons who have completed an educational curriculum at an overseas school, educational institution designated as defined under Paragraph 3 Article 156 of the Ordinance for Enforcement of the School Education Act, or the United Nations University; and have passed an examination and screening or equivalent selection process as stipulated by the Article 16-2 of the Standard for Establishment of Graduate School and been recognized as having academic ability equivalent to or above that of a master's degree holder
  - (8) Persons designated by the Minister of Education, Culture, Sports, Science and Technology. (Ministry of Education, Science and Culture Order No.47 of 1948)
  - (9) Other persons who have reached the age of 24 and are recognized by the Graduate School as having academic ability equivalent to or above that of an undergraduate.

(Admission Period)

**Article 21**

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 36-2 shall start from April 1 or September 1 of each year.
3. The admission period for short-term program students as stipulated in Article 38-5 shall be according to the bylaws specified separately.

(Admissions Application Procedures)

**Article 22**

1. Persons wishing to apply for admission to the Graduate School must pay the necessary application fee, as indicated in Attachment 2, and complete other admission procedures stipulated by the University by the designated date.

(Enrollment Procedures)

**Article 23**

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

(Leaves of Absence and Withdrawals, etc.)

**Article 24**

1. When a student wishes to take a leave of absence or withdraw from the Graduate School due to illness or some other reason, the student must submit a request, cosigned by their guarantor, and obtain permission to do so. In addition, university may ask the submission of a document to prove the fact.
2. The period of any leave of absence shall be for the given semester, and the period of absence shall not be included in the calculation of the student's period of enrollment.
3. Students may take no more than a maximum of four (4) separate leaves of absence during the course of a Master's Program (either as a standalone Master's Program or as the initial phase of a Doctoral Program) and no more than a maximum of six (6) separate leaves of absence during the course of a Doctoral Program

(second phase).

4. Students who have taken a leave of absence may re-enroll at the Graduate School at the beginning of a new semester, after a period of absence, as provided for under Paragraph 2 of this article.
5. When a student who has withdrawn from the Graduate School in accordance with the provisions of Paragraph 1 of this article and requested to be readmitted, the Graduate School may permit their readmission at the beginning of the academic year or semester. Students who have been permitted readmission to the Graduate School must complete the necessary procedures in accordance with the provisions of the preceding Article.

(Dismissals)

**Article 25**

1. Students who fall under the following items shall be dismissed from the Graduate School.
  - (1) Students who exceed the maximum periods of enrollment provided for under Article 8 of these Regulations.
  - (2) Students who do not pay their academic fees.

**Article 25-2**

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

## **Chapter 5. Study Abroad**

**Article 26**

1. When a student of the Graduate School wishes to study abroad in order to take class subjects or receive research guidance at a foreign university or equivalent higher educational institution, etc., which the University recognizes as a similar/equivalent level university or institution and which has already formed an agreement with the Graduate School for the purpose of mutual exchange and interaction between students and/or concluded discussions with the Graduate School regarding arrangements for studying abroad, the Graduate School may permit such study abroad based on the results of an eligibility screening, and where the Graduate School deems it to be educationally effective for that particular student.
2. For study abroad in accordance with the provisions of the preceding paragraph, enrollment for the period of overseas study can be handled in one of two ways: in the same way as if the student were still enrolled at the Graduate School (hereinafter referred to as “study abroad while enrolled”), or as a leave of absence (hereinafter referred to as “study abroad on a leave of absence”).

**Article 27**

1. For students who have been permitted to study abroad while enrolled, the period for which permission has been received is included in the calculation of the student’s period of enrollment at the Graduate School.

**Article 28**

Credits and other results obtained at overseas universities, etc., by students who have been permitted to study abroad while enrolled which have been recognized as appropriate by the relevant Graduate School Faculty Council may be recognized as credits required for course completion at the Graduate School; provided, however, that the number of credits that may be recognized shall be as stipulated by Paragraph 4, Item 1 of Article 15.

2. Credits and other results obtained at overseas universities, etc., by students who have been permitted to study abroad on a leave of absence, and that have been recognized as appropriate by the Graduate School Faculty Meeting, may be recognized as credits for the Graduate School.

**Article 29**

1. The provisions of Article 24 of these Regulations shall also apply with regard to leaves of absence taken for the purpose of study abroad on a leave of absence.

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

**Article 30**

1. Persons having passed an entrance examination and wishing to be admitted to the Graduate School must pay academic fees as as indicated in Attachment 3-1 and Attachment 3-2 during the designated enrollment procedure period.
2. Students must pay academic fees as indicated in Attachment 3-2 by the designated date after the commencement of classes each academic year.
3. Of the academic fees stipulated in paragraphs 1 and 2 of this article, payments of tuition fees and experiment



- and practical training fees shall be divided into installments between Spring and Fall semesters.
4. The term “academic fees” shall refer to admission fees, tuition fees (including semester enrollment fees) and experiment and practical training fees.

#### **Article 31**

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

#### **Article 32**

1. Academic fees must still 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 33**

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 34**

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 35**

1. Students who request a certificate, etc., must pay the handling fees indicated in Attachment 4.

#### **Article 36**

1. 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 36-2**

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

#### **Article 36-3**

1. 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 36-4**

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

(Mutatis Mutandis Application)

#### **Article 36-5**

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

#### **Article 36-5**

1. 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. Special Auditing Students, Special Research Students, Credited Auditors, Post doctoral Researchers, Trainee Researchers and Short-term Program Students**

(Special Auditing Students)

### **Article 37**

1. The Graduate School may permit students of other graduate schools that have agreements with the Graduate School who request to take the class subjects of the Graduate School as special auditing students.
2. Students permitted to participate in lectures as special auditing students in accordance with the provisions of the preceding paragraph must pay special auditing fees as indicated in Attachment 5 and complete the prescribed procedures.
3. Where special auditing students have passed class subjects that they have attended, the Graduate School shall award them the prescribed numbers of credits for those subjects.

(Special Research Students)

### **Article 37-2**

1. When the Graduate School deems it effective from an educational and research standpoint, the Graduate School may accept research guidance for students of other graduate schools, etc., and allow them to study as special research students.
2. -- Deleted
3. Matters not stipulated in this article shall be subject to regulations separately established.

(Credited Auditors)

### **Article 38**

1. The Graduate School may, upon selection, permit persons who request to take one or more class subjects, from amongst the prescribed class subjects offered by the Graduate School's schools to study at the Graduate School as credited auditors.
2. The Graduate School may, upon selection, permit persons delegated to study class subjects offered by the Graduate School by public bodies and other institutions or organizations, to study at the Graduate School as credited auditors.
3. Persons requesting to study at the Graduate School as credited auditors must pay the application fees indicated in Attachment 6.
4. Persons who have been permitted to study at the Graduate School as credited auditors must pay the registration fees, tuition fees and delegation fees indicated in Attachment 6.
5. When credited auditors have passed class subjects that they have taken, the Graduate School may award them the specified numbers of credits for those subjects.
6. Regulations concerning matters other than those provided for under this article shall be stipulated separately.

(Post Doctoral Researchers)

### **Article 38-2**

1. The Graduate school may, upon selection, permit the acceptance of the following persons to the Graduate School as post-doctoral researchers, to such extent as does not interfere with the research of regular students on the Graduate School's Doctoral Programs (second phase).
  - (1) Persons who have received the prescribed research guidance on one of the Graduate School's Doctoral Programs and obtained a doctoral degree, but wish to continue their research at the Graduate School
  - (2) Persons who have received the prescribed research guidance on one of the Graduate School's Doctoral Programs and withdrawn after a period of six years of enrollment, but wish to continue their research at the Graduate School
2. Persons who have been permitted acceptance by the Graduate School as post-doctoral researchers in accordance with the provisions of the preceding paragraph must pay the registration fees indicated in Attachment 7 and complete the prescribed procedures.

### **Article 38-3**

1. Regulations relating to post-doctoral researchers at the Professional Graduate School shall be stipulated separately.

(Trainee Researchers)

**Article 38-4**

1. The Graduate school may, upon selection, permit the acceptance of persons who have received the prescribed research guidance on one of the Graduate School's Master's Programs and obtained a master's degree (and wish to engage in preparations for advancing to the second phase of a Doctoral Program at the Graduate School) to the Graduate School as trainee researchers, to such extent as does not interfere with the research of regular students on the Graduate School's Doctoral Programs (second phase).
2. Persons who have been permitted acceptance by the Graduate School as trainee researchers in accordance with the provisions of the preceding paragraph must pay the registration fees indicated in Attachment 7 and complete the prescribed procedures.

(Short-term Program Students)

**Article 38-5**

1. Students who are enrolled in higher education institutions mainly in overseas graduate schools and other institutions who wish to participate in short-term educational programs conducted by each graduate school 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.

(Deleted)

**Article 39 -- Deleted**

(Applicability of University Regulations)

**Article 40**

1. With the exclusion of Article 5 and Article 6 (Paragraphs 1 through 5), these Regulations shall apply mutatis mutandis to special auditing students, special research students, credited auditors, post doctoral researchers and trainee researchers.
2. For the short-term program students shall apply mutatis mutandis of University regulations, except for Article 5 and Article 6-1 to Article 6-4 and Article 25-2. Matters other than those prescribed in Article 38-5 shall be separately set by bylaws.

Supplemental Provision

- 1 With regard to matters other than those provided for under these Regulations, the Rikkyo University Regulations shall apply.
- 2 These Regulations shall be enacted as of April 1, 1951.

Supplemental Provision

These Regulations shall be enacted as of April 1, 1953.

Supplemental Provision

These Regulations shall be enacted as of April 1, 1954.

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, 1960.

Supplemental Provision

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

Supplemental Provision

These Regulations shall be enacted as of April 1, 1962.

Supplemental Provision

These Regulations shall be enacted as of April 1, 1963.

Supplemental Provision  
These Regulations shall be enacted as of April 1, 1964.

Supplemental Provision  
These Regulations shall be enacted as of April 1, 1965.

Supplemental Provision  
These Regulations shall be enacted as of April 1, 1966.

Supplemental Provision  
These Regulations shall be enacted as of April 1, 1967.

Supplemental Provision  
These Regulations shall be enacted as of April 1, 1969.

Supplemental Provision  
These Regulations shall be enacted as of April 1, 1971.

Supplemental Provision  
These Regulations shall be enacted as of April 1, 1972.

Supplemental Provision  
These Regulations shall be enacted as of April 1, 1973.

Supplemental Provision  
These Regulations shall be enacted as of April 1, 1974.

Supplemental Provision  
These Regulations shall be enacted as of April 1, 1975.

Supplemental Provision  
These Regulations shall be enacted as of April 1, 1976.

Supplemental Provision  
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Supplemental Provision  
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Supplemental Provision  
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Supplemental Provision  
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Supplemental Provision  
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Supplemental Provision  
These Regulations shall be enacted as of April 1, 1982.

Supplemental Provision  
These Regulations shall be enacted as of April 1, 1983.

Supplemental Provision  
These Regulations shall be enacted as of April 1, 1984.

Supplemental Provision  
These Regulations shall be enacted as of April 1, 1985.

Supplemental Provision  
These Regulations shall be enacted as of April 1, 1986.

Supplemental Provision  
These Regulations shall be enacted as of April 1, 1987.

Supplemental Provision  
These Regulations shall be enacted as of April 1, 1988.

Supplemental Provision

These Regulations shall be enacted as of April 2, 1988, and the provisions of Article 38-2 shall apply as of April 1, 1988.

Supplemental Provision

These Regulations shall be enacted as of April 1, 1989.

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.

Supplemental Provision

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

Supplemental Provision

These Regulations shall be enacted as of April 1, 1996.

Supplemental Provision

These Regulations shall be enacted as of April 1, 1997.

Supplemental Provision

These Regulations shall be enacted as of April 1, 1998.

Supplemental Provision

These Regulations shall be enacted as of April 1, 1999.

Supplemental Provision

These Regulations shall be enacted as of April 1, 2000.

Supplemental Provision

These Regulations shall be enacted as of April 1, 2001.

Supplemental Provision

These Regulations shall be enacted as of April 1, 2002.

Supplemental Provision

These Regulations shall be enacted as of April 1, 2003.

Supplemental Provision

These Regulations shall be enacted as of April 1, 2004.

Supplemental Provision

These Regulations shall be enacted as of April 1, 2005.

Supplemental Provision

These Regulations shall be enacted as of April 1, 2006.

Supplemental Provision

These Regulations shall be enacted as of April 1, 2007.

Supplemental Provision

These Regulations shall be enacted as of April 1, 2008.

Supplemental Provision  
These Regulations shall be enacted as of April 1, 2009.

Supplemental Provision  
These Regulations shall be enacted as of April 1, 2010.

Supplemental Provision  
These Regulations shall be enacted as of April 1, 2011.

Supplemental Provision  
These Regulations shall be enacted as of April 1, 2012.

Supplemental Provision  
These Regulations shall be enacted as of April 1, 2013.

Supplemental Provision  
These Regulations shall be enacted as of April 1, 2014.

Supplemental Provision  
These Regulations shall be enacted as of April 1, 2015.

Supplemental Provision  
These Regulations shall be enacted as of April 1, 2016.

Supplemental Provision  
These Regulations shall be enacted as of April 1, 2017.

Supplemental Provision  
These Regulations shall be enacted as of April 1, 2018.

Supplemental Provision  
These Regulations shall be enacted as of April 1, 2019.

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

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

\*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 Professional Graduate School Regulations

### Chapter 1. General Provisions

(Purpose of these Regulations)

#### Article 1

1. The purpose of these Regulations is to set forth the necessary standards required for the organization and operation of the Rikkyo University Professional Graduate School (hereinafter referred to as “the Professional Graduate School”) in accordance with the provisions of Article 2-2 (Paragraph 3) of the Rikkyo University Graduate School Regulations.

(Purpose of the Professional Graduate School)

#### Article 2

1. The purpose of the Professional Graduate School is to develop the deep academic knowledge and excellent abilities required in order for students to fill highly specialized professional roles; to help students gain a deeper understanding and mastery of their chosen academic discipline; and to contribute to the advancement of culture by building character based on Christian values.

(Standard Minimum period of Enrollment)

#### Article 3

1. The standard minimum period of enrollment for graduate programs at the Professional Graduate School shall be two years.

(Program Capacities)

#### Article 4

1. The student capacities for each of the Professional Graduate School’s schools and programs shall be as follows.

Graduate School	Graduate Program	Admission capacity	Total student capacity
Law School	Graduate Program in Legal Practice	Recruitment suspended	

(Program Completion Requirements and Master’s Degree Specializations [Degree Names])

#### Article 5

1. The Professional Graduate School shall confer professional master’s degrees upon students who have been enrolled in a Professional Degree Program for a period of two years or more, who have taken classes and obtained 30 or more credits.

(Maximum Period of Enrollment)

#### Article 6

1. The maximum possible period of enrollment at the Professional Graduate School shall be four years.

(Individual Offices and Laboratories)

#### Article 7

1. In order to achieve its objectives and conduct research guidance, the Professional Graduate School shall establish individual offices and/or laboratories for each of its schools, according to the specializations of each of its graduate programs.
2. Regulations relating to individual offices and laboratories shall be stipulated separately.

(Academic Years and Semesters)

#### Article 8

1. The University’s academic year shall begin on April 1 and end on March 31 of the following calendar year.
2. The Graduate School’s academic year shall be divided into the following two semesters.  
Spring semester: April 1 through September 19

Fall semester: September 20 through March 31

(Holidays)

**Article 9**

1. The University shall have the following holidays and vacation periods.
  - (1) Sundays
  - (2) National holidays as provided for under 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 vacation (from late July until mid-September)
  - (6) Winter recess (from late December until early January)
2. In some cases, the University may change the holidays provided for under the preceding paragraph, and may specify irregular holidays.

## **Chapter 2. Educational Curriculums**

(Educational Methods)

**Article 10**

1. Education at the Professional Graduate School shall be carried out by means of class subject lessons.

(Taking of Classes)

**Article 11**

1. Methods for taking class subjects and the numbers of credits for each class subject shall be as set forth in Attachment 1 on an individual school basis.

(Certification of Credits)

**Article 12**

1. The specified number of credits shall be awarded to students who have sat and passed the examinations for class subjects which they have taken.

(Taking of Class Subjects at Other Graduate Schools)

**Article 13**

1. When the relevant school deems it to be effective from an educational standpoint, and after prior discussion and agreement with another graduate school, the Professional Graduate School may allow students to take class subjects at that graduate school.
2. When the relevant school deems it to be effective from an educational standpoint, the Professional Graduate School may recognize credits obtained for taking class subjects taken by students at other graduate schools prior to their admission to the Professional Graduate School (including credits obtained as credited auditors) as credits obtained by taking class subjects after enrollment at the Professional Graduate School.
3. Class subject credits obtained in accordance with the provisions of Paragraphs 1 and 2 of this article may be included in the calculation of the number of credits required for completion of a professional Degree Program at the Professional Graduate School, up to a maximum combined total of 10 credits.

## **Chapter 3. Organization of Faculty and Staff**

(Organization of Faculty Members)

**Article 14**

1. As a general rule, the Professional Graduate School shall assign Professors, Associate Professors and Lecturers from the relevant graduate school as the faculty members responsible for carrying out classes.
2. At the request of the Dean of a particular school, the Graduate School may also assign Specially Appointed Faculty Members and Assistant Professors as the faculty members responsible for carrying out classes and research guidance.
3. At the instruction of the Dean of a particular school, the Professional Graduate School, Law lecturers may assist in carrying out classes and other educational activities.

(Graduate School Faculty Meeting)

**Article 15**

1. Each of the Professional Graduate School's schools shall establish a Graduate School Faculty Meeting consisting of full-time faculty members responsible for teaching classes at that school. Graduate School



Faculty Meeting shall deliberate over the following matters:

- (1) Matters relating to the selection of their school's Dean and Graduate School Committee Members and other school faculty member personnel (human resources) issues
  - (2) Matters relating to entrance examinations and final examinations
  - (3) Matters relating to educational curriculums, student admissions, leaves of absence, re-enrollments, readmissions, withdrawals and dismissals
  - (4) Matters relating to awards given and penalties imposed upon students
  - (5) Other matters relating to their school
  - (6) Matters concerning advising the President
2. At the request of the school's Dean, the school's Graduate School Faculty Meeting may also include Specially Appointed Faculty Members and Assistant Professors.
  3. Each school's Dean shall convene Graduate School Faculty Meetings and preside over them as the meeting chairman.
  4. With regard to other matters concerning the membership and operation of Graduate School Faculty Meetings, the Rikkyo University Faculty Meeting Regulations shall apply.

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

(Admissions)

##### **Article 16**

1. Persons who are permitted admission to the Professional Graduate School's Professional Degree Programs shall be persons who qualify as any one of the following. Such persons shall be permitted admission only after passing a selective examination and completing the admission procedures stipulated by the Professional Graduate School.
  - (1) Persons who have graduated from university
  - (2) Persons who have obtained an undergraduate degree at the National Institution for Academic Degrees and Quality Enhancement of Higher Education
  - (3) Persons who have completed a 16-year curriculum of school education overseas
  - (4) Persons who have completed a specialist curriculum at a vocational college, designated separately by the Minister of Education, Culture, Sports, Science and Technology, on or after the date specified by the Minister
  - (5) Persons expressly specified by the Minister of Education, Culture, Sports, Science and Technology
  - (6) Persons who have been enrolled at university for three years or more and recognized as having completed a course by the Professional Graduate School with the prescribed credits displaying excellent academic performance
  - (7) Persons who have completed a 15-year curriculum of school education at an overseas school and have obtained the prescribed credits (as stipulated by the Professional Graduate School) amongst the credits they have obtained at the relevant university displaying excellent academic performance, or are recognized by the Professional Graduate School as being expected to complete such a curriculum and obtain such credits
  - (8) Other persons who have reached the age of 22 and are recognized by the Professional Graduate School as having academic ability equivalent to or above that of a university graduate

(Admission Period)

##### **Article 17**

1. The admission period shall be the beginning of the relevant academic year.

(Admissions Application Procedures)

##### **Article 18**

1. Applicants (i.e. persons wishing to apply for admission to the Professional Graduate School) must pay the necessary application fee, as indicated in Attachment 2-1 or Attachment 2-2, and complete the prescribed application procedures.

(Enrollment Procedures)

##### **Article 19**

1. Persons who have passed the selective examination and wish to be admitted to the Professional Graduate School must determine a personal guarantor; and must submit a guarantee form and complete other specified enrollment procedures by the designated date.
2. Only persons who have completed the procedures described in the preceding paragraph shall be permitted admission to the Professional Graduate School.

(Leaves of Absence and Withdrawals, etc.)

**Article 20**

1. When a student wishes to take a leave of absence or withdraw from the Graduate School due to illness of some other reason, the student must submit a request, cosigned by their guarantor, and obtain permission to do so. In addition, university may ask the submission of a document to prove the fact.
2. The period of any leave of absence shall be for the given semester, and the period of absence shall not be included in the calculation of the student's period of enrollment.
3. Students may take no more than a maximum of four (4) separate leaves of absence during the course of their enrollment at the Professional Graduate School.
4. Students who have taken a leave of absence may re-enroll at the Graduate School at the beginning of a new semester, after a period of absence, as provided for under Paragraph 2 of this article.
5. When a student who has withdrawn from the Professional Graduate School in accordance with the provisions of Paragraph 1 of this article and requested to be readmitted, the Professional Graduate School may permit their readmission at the beginning of the academic year. Students who have been permitted readmission to the Graduate School must complete the necessary procedures in accordance with the provisions of the preceding Article.

(Dismissals)

**Article 21**

1. Students who fall under the following items shall be dismissed from the Graduate School.
  - (1) Students who exceed the maximum periods of enrollment provided for under Article 6 of these Regulations.
  - (2) Students who do not pay their academic fees.

**Article 22**

Admissions, leaves of absence, readmission and withdrawals permits and dismissals are to be done by the President after the Graduate School Faculty Meeting.

## **Chapter 5. Study Abroad**

**Article 23**

1. When a student of the Professional Graduate School wishes to study abroad in order to take class subjects at a foreign university or equivalent higher educational institution, etc., which the University recognizes as a similar/equivalent level university or institution and which has already formed an agreement with the Professional Graduate School for the purpose of mutual exchange and interaction between students and/or concluded discussions with the Professional Graduate School regarding arrangements for studying abroad, the Professional Graduate School may permit such study abroad based on the results of an eligibility screening, and where the Professional Graduate School deems it to be educationally effective for that particular student.
2. For study abroad in accordance with the provisions of the preceding paragraph, enrollment for the period of overseas study can be handled in one of two ways: in the same way as if the student were still enrolled at the Professional Graduate School (hereinafter referred to as "study abroad while enrolled"), or as a leave of absence (hereinafter referred to as "study abroad on a leave of absence").

**Article 24**

1. For students who have been permitted to study abroad while enrolled, the period for which permission has been received shall be included in the calculation of the student's period of enrollment at the Professional Graduate School.

**Article 25**

2. Credits and other results obtained at overseas universities, etc., by students who have been permitted to study abroad while enrolled which have been recognized as appropriate by the relevant Graduate School Faculty Council may be recognized as credits required for course completion at the Professional Graduate School; provided, however, that the maximum number of credits that may be recognized in this way shall be ten credits.

**Article 25-2**

1. The provisions of Article 20 of these Regulations shall also apply with regard to leaves of absence taken for the purpose of study abroad on a leave of absence.

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

### **Article 26**

1. Persons having passed a selective exam and wishing to be admitted to the Professional Graduate School must pay academic fees as indicated in Attachment 3-1 and Attachment 3-2 during the designated enrollment procedure period.
2. Students must pay academic fees as indicated in Attachment 3-2 by the designated date after the commencement of classes each academic year.
3. Of the academic fees set forth under Paragraphs 1 and 2, payments of tuition fees, education enhancement fees, and experiment and practical training fees shall be divided into installments between the Spring and Fall semesters.
4. The term “academic fees” shall refer to admission fees, tuition fees (including semester enrollment fees), education enhancement fees, and experiment and practical training fees.

### **Article 27**

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

### **Article 28**

1. Academic fees must still 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 29**

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 prescribed procedures, 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 30**

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

### **Article 31**

1. Students receiving issue of a certificate, etc., must pay the handling fees indicated in Attachment 4.

### **Article 32**

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

## **Chapter 7. Law School**

(Purpose of the Law School)

### **Article 33**

1. Amongst the Professional Degree Programs at the Professional Graduate School as provided for under Article 2 of these regulations, the purpose of the Law School is to conduct education for the sole purpose of fostering legal practitioners.

(Standard Minimum Period of Enrollment at the Law School)

### **Article 34**

1. Notwithstanding the provisions of Article 3 of these regulations, the standard minimum period of enrollment for graduate programs at the Law School shall be three years.

(Law School Program Completion Requirements and Master's Degree Specializations [Degree Names])

**Article 35**

1. Notwithstanding the provisions of Article 5 of these regulations, the Law School shall confer the professional degree of Juris Doctor upon students who have been enrolled in its programs for a period of three years or more, who have taken classes and obtained 102 or more credits.
2. Notwithstanding the provisions of the preceding paragraph, with regard to persons who are recognized as already having basic legal knowledge (hereinafter referred to as "law students with prior history of study") in examinations for law-related subjects conducted by the Law School, the standard course length as provided for under preceding Article ~~34~~ of these Regulations shall be one year; and the Law School shall recognize such persons as having already obtained credits for classes as stipulated in Attachment 1, with regard to the credits provided for under the preceding paragraph. The total number of credits obtainable for the subjects stipulated in Attachment 1 shall be 30 credits.
3. The provisions of Article 13 (Paragraph 2) of these Regulations shall also apply to law students with prior history of study.

(Maximum Period of Enrollment at the Law School)

**Article 36**

1. Notwithstanding the provisions of Article 6 of these regulations, the maximum possible period of enrollment at the Law School shall be six years.
2. In the case of law students with prior history of study, the maximum possible period of enrollment at the Law School shall include the period of deemed prior enrollment as provided for under preceding Article ~~35~~ (Paragraph 2) of these Regulations.

(Special Provisions with Regard to Taking of Classes at the Law School)

**Article 37**

1. The requirements for advancement to the next year of study at the Law School are as follows.
  - (1) Students who have been enrolled in the first year of study for one year or more shall advance to the second year of study; provided, however, that students whose GPA (as provided for separately) for basic law-related subjects timetabled for the first year of study is less than 1.3 shall be designated as unable to advance to the next year of study, and may not advance to the next year of study in the next academic year.
  - (2) Students who have been enrolled in the second year of study for one year or more (including the period of deemed prior enrollment as provided for under Article 35 (Paragraph 2) of these Regulations) shall advance to the third year of study; provided, however, that students whose GPA (as provided for separately) for basic law-related subjects timetabled for the second year of study is less than 1.3 shall be designated as unable to advance to the next year of study, and may not advance to the next year of study in the next academic year.
2. In the case of students who are unable to fulfill the requirements for advancement to the next year of study as provided for under the preceding paragraph, the Law School shall not recognize credits for basic law-related subjects that the student has already taken and passed for the current academic year; provided, however, that credits for basic law-related subjects that have been retaken and passed, and for other subjects—other than basic law-related subjects—that have been passed shall be recognized.

(Special Provisions with Regard to Admission to the Law School)

**Article 38**

1. In addition to the persons provided for under Article 16 of these Regulations, persons who qualify as any one of the following shall also be permitted admission to the Law School.
  - (1) Persons who have been enrolled in a four-year university course for two years or more and who are in their third year of study (or higher) at the time of application
  - (2) Persons who have obtained 50 credits or more by the completion of their second year of study (excluding credits for curriculums for the purpose of obtaining a license or qualification)
  - (3) Persons who have passed a selective examination conducted by the Law School
2. Persons admitted in accordance with the provisions of the preceding paragraph who fail to obtain 100 credits or more by the completion of their third year of study (excluding credits for curriculums for the purpose of obtaining a license or qualification) shall have their admission cancelled.

(Special Provisions with Regard to Leaves of Absence at the Law School)

**Article 39**

In the case of students taking a leave of absence during their first or second year of study, the Law School shall not recognize credits for basic law-related subjects for the current academic year.

(Dismissals from the Law School)

**Article 40**

Notwithstanding the provisions of Article 21 of these regulations, students who fall under the following items shall be dismissed from the Law School.

- (1) Students who exceed the maximum period of enrollment provided for under Article 36 of these Regulations
- (2) Students who do not pay their academic fees.
- (3) Students who become unable to complete their course at the Law School due to having reached the maximum period of enrollment provided for under Article 36 of these Regulations
- (4) Students forced to remain in a given year of study two times, in accordance with the provisions of Article 37 (Paragraph 1, Item 1)
- (5) Students forced to remain in a given year of study two times, in accordance with the provisions of Article 37 (Paragraph 1, Item 2)

(Post-doctoral Legal Researchers)

**Article 41**

1. The Law School may, upon selection, permit the acceptance of persons who have completed their course at the Law School and received the professional degree of Juris Doctor, but wish to continue their research at the Law School (in order to develop their abilities for the purpose of becoming legal practitioners) as post-doctoral legal researchers.
2. Persons who have been permitted acceptance by the Law School as post-doctoral legal researchers in accordance with the provisions of the preceding paragraph must pay the registration fees indicated in Attachment 5 and complete the prescribed procedures.

Supplemental Provision

With regard to matters other than those provided for under these Regulations, the Rikkyo University University Regulations and Rikkyo University Graduate School Regulations shall apply.  
These Regulations shall be enacted as of April 1, 2004.

Supplemental Provision

These Regulations shall be enacted as of April 1, 2005.

Supplemental Provision

These Regulations shall be enacted as of April 1, 2006.

Supplemental Provision

These Regulations shall be enacted as of April 1, 2007.

Supplemental Provision

These Regulations shall be enacted as of April 1, 2008.

Supplemental Provision

1. These Regulations shall be enacted as of April 1, 2009.
2. Article 40 (Items 4 and 5) shall apply to enrollees admitted to the university from the 2009-10 academic year onwards.

Supplemental Provision

These Regulations shall be enacted as of April 1, 2010.

Supplemental Provision

These Regulations shall be enacted as of April 1, 2011.

Supplemental Provision

These Regulations shall be enacted as of April 1, 2012.

Supplemental Provision

These Regulations shall be enacted as of April 1, 2013.

Supplemental Provision

These Regulations shall be enacted as of April 1, 2014.

Supplemental Provision

These Regulations shall be enacted as of April 1, 2015.

Supplemental Provision

These Regulations shall be enacted as of April 1, 2016.

Supplemental Provision

These Regulations shall be enacted as of April 1, 2017.

Supplemental Provision

These Regulations shall be enacted as of April 1, 2018.

Supplemental Provision

These Regulations shall be enacted as of April 1, 2019.