

Kyoto University of Advanced Science

# Faculty of Engineering

Department of  
Mechanical and  
Electrical Systems  
Engineering

2024  
Enrollment Guidelines



# Enrollment Guidelines

2024

(Fall Enrollment)

Kyoto University of Advanced Science

Faculty of Engineering

Department of Mechanical and Electrical Systems Engineering

## **Kyoto University of Advanced Science Founding Principles and Three Policies**

### **Founding Principles**

- KUAS will seek to produce outstanding graduates who can identify and solve the problems of the future.
- KUAS will seek to envision a brighter future for society and conduct advanced academic research that will lead to the realization of that vision.
- By producing excellent graduates and research, KUAS will take a leading role in contributing to society, both today and in the centuries to come.

### **Putting our Founding Principles into Practice**

- The experts and leaders who will contribute to the society of tomorrow will work in a world of diverse values.
- Kyoto University of Advanced Science is committed to education and research that takes the initiative in solving global issues by looking ahead to the future, identifying new issues that may arise, and integrating these with contemporary educational themes.
- At KUAS, we will seek to produce dynamic, capable people who can take on the challenge of complex and multifaceted problems by combining world-class progressive-mindedness, adaptability, and morality with specialized knowledge, creative thinking, and foresight alongside a broad, holistic foundation of knowledge.

### **The Three Policies of Kyoto University of Advanced Science**

#### **Graduation Approval and Degree Awarding Policy (Diploma Policy)**

##### **1. Knowledge and Understanding**

- 1.1 Graduates shall acquire a specific core body of knowledge, relating it to knowledge in other fields, and use it to solve problems in a changing global society.

##### **2. Technical Skills**

- 2.1 Graduates shall be able to collect and use necessary information using appropriate methods.
- 2.2 Graduates shall be able to communicate with others using a variety of languages.

##### **3. Thought, Judgment and Expression**

- 3.1 Graduates shall be able to logically construct and express their own ideas through multifaceted thinking by utilizing acquired knowledge, skills, and experience.
- 3.2 Graduates shall be able to critically examine a topic of their own choosing, while objectively analyzing any information collected.

##### **4. Interest, Motivation and Attitude**

- 4.1 Graduates shall demonstrate an ongoing interest in the problems of a changing global society and be able to act proactively and persistently to solve those problems.
- 4.2 Graduates shall be able to act as an autonomous member of society while collaborating with others from diverse backgrounds

#### **Curriculum Development and Implementation Policy (Curriculum Policy)**

##### **1. Educational Curriculum**

- 1.1 The curriculum shall consist of core subjects common to all universities and specialized subjects in each department.
- 1.2 The common core subjects shall be designed to help students acquire the following core competencies: progressive mindedness, culture, basic academic skills and techniques, language skills, cross-cultural understanding, communication skills, leadership and teamwork.

- 1.3 Specialized courses shall be arranged in accordance with career paths that make the most of the academic training in each undergraduate faculty, and shall foster students' ability to act independently and solve problems based on their specialized knowledge.
2. Learning Methods and Processes
- 2.1 (Learning Method) During their four-year educational program, students shall not only learn theoretically about liberal arts subjects and specialized subjects, but also learn practically and actively through experiential learning and career learning.
- 2.2.1 (Learning Process) In the university's common core subjects, students shall learn liberal arts subjects necessary for the acquisition of general abilities in a step-by-step manner.
- 2.2.2 In the first year, students shall take start-up courses to develop their basic problem finding and solving skills and communication skills.
- 2.2.3 In the first and second years, students shall learn how to acquire basic Japanese language skills, numerical processing skills, and IT skills, and also learn to develop their communication, leadership, and cooperation skills through physical activities.
- 2.2.4 From the first year to the third year, students shall study English through a consistent curriculum with the aim of acquiring English skills that are useful for working adults.
- 2.2.5 From the second year, students shall study various issues of modern society in an interdisciplinary manner in future outlook courses, which seek to nurture students' knowledge of the liberal arts and their ability to discover and solve problems.
- 2.3 (Learning Process) In specialized courses, students shall learn step-by-step in courses and programs established by each faculty and department in order to acquire the ability to act independently and solve problems based on specialized knowledge.
3. Assessment of Learning Outcomes
- 3.1 Learning outcomes shall indicate the degree of achievement of the competencies specified in the Diploma Policy and the achievement goals set for each subject in the curriculum. Learning outcomes shall be evaluated in various ways according to the assessment policy.
- 3.2 The contents of each course, as well as its achievement objectives and evaluation methods and standards, shall be shown in the syllabus, and the degree of achievement of the achievement objectives shall be evaluated.

### **Admission Policy**

In the founding spirit of KUAS, the purpose of education at our university shall be to nurture "top-notch professionals who can identify and solve the problems of the future. To this end, KUAS seeks applicants who understand the educational content of the faculty and department of their choice, and who are motivated to explore and practice academics, improve their skills, and acquire the civic education necessary to succeed in a global society.

1. Knowledge and Skills
  - Applicants shall possess the basic knowledge and skills of subjects taken in high school.
2. Thought, Judgment and Expression
  - Applicants shall have the ability to think and make judgments about disciplines related to science, culture, society, nature, health, and other topics as well as be able to express their own ideas.
3. Positive attitude toward learning by taking initiative and collaborating with diverse people
  - Applicants shall have a strong interest in learning and skills, and a strong desire to learn independently.
  - Applicants shall be able to work collaboratively with diverse people to acquire knowledge and skills.
  - Applicants shall have the desire to become culture and international as well as improve their language skills, particularly their English skills.

What are the **Enrollment Guidelines**?

From the time of admission to graduation, students must study the subjects specified in the school regulations and these **Enrollment Guidelines** and earn the prescribed number of credits. For this reason, all the information necessary for planning your studies is included in the **Enrollment Guidelines**. Please read this booklet carefully and create a solid study plan that will guide you to graduation. This booklet is only distributed upon admission to KUAS, please take good care of it and be careful not to lose it.

# Kyoto University of Advanced Science

## Faculty of Engineering

### Enrollment Guidelines Table of Contents

Kyoto University of Advanced Science Founding Principles and Three Policies	2	<b>Part 2 Curriculum</b> Faculty of Engineering Educational Objectives and Policies	32
<b>Important Things to Know</b>			
Advisor System	6	<b>Department of Mechanical and Electrical Systems Engineering</b>	
Communication with Faculty	6	Curriculum	34
“Sentan Navi” – a website dedicated to students –	6	List of Courses	42
Contact from KUAS	6		
Absence from Class	6	<b>Curriculum map</b>	47
Unavoidable reasons for absence	7		
Taking Sports Life Skills (SLS) Courses	8		
Educational Affairs Center			
<b>Part 1 Tips for Taking Courses</b>			
I. Getting Started	9	<b>Please refer to Sentan Navi for the school regulations, school fee regulations, degree regulations, and student disciplinary regulations.</b>	
II. Class Rules & Hours	10		
III. Course Registration	12		
IV. Attendance Management System	15		
V. Examinations	16		
VI. Results and GPA	20		
VII. Credits and Certification	22		
VIII. Advancement Requirements	23		
IX. Student-Centered Learning	24		
X. Graduation and Academic Degrees	25		
XI. School Register	27		

## Important Things to Know

### Advisor System

Each student is assigned a full-time academic advisor and assistant academic advisor. These teachers provide consultation and advice to their students to help them overcome any academic and life problems they may encounter.

### Communication with Faculty

KUAS faculty members offers office hours during which students can consult with them in their office. Contact and consult with faculty around class or during office hours. Student can check the office hours with “Sentan Navi”. Other than that, faculty accept consultation during the time the faculty is in their office.

### “Sentan Navi” – a website dedicated to students –

Students can access Sentan Navi via their personal computers to obtain information related to university life.

Sentan Navi can also be accessed via smartphone.

Sentan Navi provides the following:

- ◇Contact information
- ◇Campus information
- ◇Information on class cancellations and make-up classes
- ◇Call information
- ◇Student Learning Portfolio access
- ◇Course registration and syllabus reference services
- ◇Class schedule and attendance information
- ◇Assignment submission and feedback (reports, etc.)
- ◇Student address change services
- ◇Interview appointment registration
- ◇Employment information, etc.

\*If you register your e-mail address on the “Mail Settings” screen of Sentan Navi, information posted to Sentan Navi will be delivered (forwarded) to you via e-mail.

### Contact from KUAS

In principle, KUAS will communicate with students through Sentan Navi. Therefore, students are asked to please check Sentan Navi every day.

KUAS will expect students to keep themselves informed of the information published on Sentan Navi.

### Absence from Class

#### 1. Class attendance requirements (excluding certain mandatory courses)

Attendance and study in class is a fundamental prerequisite for earning credits for classes taken. Credit will not be given to students who are absent for more than one-third of the class sessions (6 or more absences out of 15 class sessions) for any course at KUAS. Note that a single tardy (arrival between 5 and 20 minutes after the start of class) will not be counted as an absence in and of itself. How multiple tardies will be handled is left to the discretion of the course instructor.

#### 2. Absence from class due to unavoidable reasons

In the event that a student is absent due to an “unavoidable reason” as specified by KUAS (see the following table), the student may request an alternative assignment from the course instructor for up to 2/15 sessions of missed quizzes, etc., for that class. Submitting an alternative assignment will not equate to attendance, but will be an opportunity for the student to recover a portion of points for the class. To request an alternative assignment, the student must submit a request form with a certificate (see the table, “Unavoidable reasons for absence”) to the course instructor within one week, excluding the day of the absence. Attendance of at least two-thirds of the class sessions is a minimum requirement for earning credits, and absences for the unavoidable reasons listed will also be treated as absences.



3. Class attendance requirements for **mandatory courses**

Strict attendance requirements are imposed for some courses. For the mandatory and automatically registered Japanese courses, credit will not be given to students who are absent for 2 or more class sessions of a total of 15 sessions (3 or more absences out of 30 class sessions).

For Startup Seminars A and B and SLS (Sports Life Skills), if a student misses more than one-fifth of the class sessions (4 or more absences out of 15 class sessions), the student will not receive credit for that course.

<b>Courses for which credit is not awarded for 2/15 absences or 3/30 absences</b>	<b>Courses for which credit is not awarded for 4/15 absences</b>
All Japanese Language Courses for Engineering	Startup Seminar A & B
	Sports Life Skills I, II, III, & IV

4. Absence from **mandatory courses** due to unavoidable reasons

In the event that a student is absent due to an “unavoidable reason” as specified by KUAS (see the following table), the student may request an alternative assignment for up to 2/15 sessions of missed quizzes, etc., for that class. If these alternative assignments are submitted, the student will be regarded as having been in attendance for those sessions. To request an alternative assignment, the student must submit a request form with a certificate (see the following table) to the course instructor within one week, excluding the day of the absence.

◇Notes Regarding Absence from Class

1. There are no “authorized absences” at KUAS.
2. The Educational Affairs Center will not contact your course instructors for you. In addition, faculty members will not accept applications past their due date.
3. Individualized measures will be taken for students with disabilities who are receiving individualized academic support based on reasonable accommodations.
4. Students may not apply for alternative assignments for courses offered independently by the Department of Nursing or the Department of Speech and Hearing Sciences and Disorders.
5. If you are unable to fulfill the above class attendance requirements due to long-term hospitalization or other reasons, you must apply for a special exception from your supervising professor.
6. In cases where KUAS establishes separate operational guidelines for the unavoidable reasons for absence listed in the table below, KUAS will respond in accordance with those guidelines (in case of infection with "new strains of influenza and other infectious diseases" as defined by law, etc.).

Unavoidable reasons for absence

	Reason	Certificate	Remarks
1	The event that the student has contracted an infectious disease as specified in Article 18 of the Enforcement Regulations of the School Health and Safety Law, and the university requests that the student not attend classes	Medical certificate	The medical certificate must clearly state the duration of medical treatment and that the absence is necessary. Example: In the case of influenza, 5 days must have passed since the onset of illness and 2 days must have passed since the fever broke in order to attend.
2	Suspension or delay of public transportation	Certificate of suspension or delay	When submitting a certificate of suspension or delay downloaded from the web, a screen shot of the real-time traffic status posted on each public transportation agency’s website must also be submitted.

3	Celebrations and bereavements within the third degree of kinship	Letter of invitation to the celebration, funeral invitation/ letter of thanks, funeral certificate, etc.	
4	Unforeseen accident or disaster not attributable to the student	Proof of incident, etc.	In some cases, a medical certificate may be required. Delays due to traffic accidents, breakdowns, or traffic congestion on the way to school by car, motorcycle, or bicycle are not included.
5	Extracurricular activity	Official tournament guidelines, etc.	Only groups that belong to the Sports Federation Council or the Cultural Federation Council that are recognized as a club are eligible. A list of participants must be attached.
6	Practical training in education for a teaching license, nursing care experience, or museum curator training	Certificates from Educational Affairs Center	
7	Qualification and employment exams	Certificate of examination, etc.	
8	Overlap with classes and examinations for credit transfer courses (Consortium of Universities in Kyoto / The Open University of Japan)	Certificate of attendance or certificate of examination	
9	Doctor-ordered medical treatment for an illness or injury other than those listed in Reason 1	Medical certificate	The medical certificate must clearly state the duration of medical treatment and that the absence is necessary.
10	Other grounds recognized by KUAS as justifiable	Certificate indicated by KUAS	Overlap with make-up classes, etc.

#### Taking Sports Life Skills (SLS) Courses

SLS courses will be taught at Kyoto Kameoka Campus (excluding Department of Nursing and Department of Speech and Hearing Sciences and Disorders). Please use the free intercampus bus dedicated to SLS during class time.

\*This bus operates according to the number of class participants. Please observe good manners on the bus and fill the bus from the back seat.

#### Educational Affairs Center

If you have any questions about course registration or other class matters, please contact the Educational Affairs Center.

< Kyoto Uzumasa Campus Counter Service Hours >

Mon - Fri	8:30-17:00
-----------	------------

< Kyoto Kameoka Campus Counter Service Hours >

Mon - Fri	8:30-17:00
-----------	------------

\*Excludes Saturdays, Sundays and national holidays and other holidays designated by KUAS.

---

## Part 1 Tips for Taking Courses

---

### I. Getting Started

A university is a place where students learn independently. In other words, it is a place where students can think for themselves and form their own opinions, rather than being taught unilaterally. It is necessary to have a learning plan for your entire four years and be able to say, "I have learned this topic in particular" when you graduate. Learning is something that you do for yourself. In addition, the ability to write, discuss, think, study deeply, and create new ideas are very important in society, and it is important to strive to improve these skills through university classes.

#### 1. About the credit system

##### (1) Credit system

All universities have a "credit system". A credit system is a system in which students earn credits by taking prescribed courses according to certain standards and passing examinations.

##### (2) What are credits?

A credit is a measure of the time required to complete a course of study. Students can earn credits only after completing a specified number of hours in each subject and passing an examination. Accumulating these credits allow for a student to graduate.

- ① For lecture and seminar courses, one credit shall consist of 15-30 hours of classes.

(Example) Calculation of credit for a lecture course

A 90-minute class is considered 2 hours of coursework.  $2 \text{ hours} \times 15 \text{ times} = 30 \text{ hours}$  of class time. 15 hours of class time equals 1 credit, and 30 hours equals 2 credits.

- ② In laboratory, training, and practical courses, 30-45 hours of laboratory experiments, practical training or skills training shall be considered 1 credit.

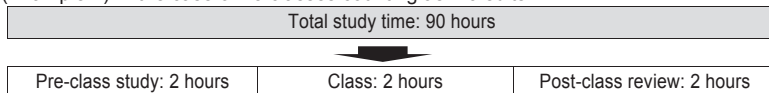
- ③ Relationship between independent study hours and credits

The standard for 1 credit is 45 hours of learning.

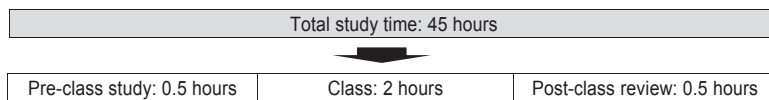
When 30 class hours are counted as 1 credit, 15 hours of independent study are required for each credit.

When 15 class hours are counted as 1 credit, 30 hours of independent study are required for each credit.

(Example 1) In the case of 15 classes counting as 2 credits



(Example 2) In the case of 15 classes counting as 1 credit



##### (3) Approval of graduation

Students may graduate when they have earned the credits required for graduation (graduation credits) as stipulated in the school regulations and have been enrolled in the school for the prescribed number of years. (See "X. Graduation and Academic Degrees" on page 25). Some courses count as graduation credits, while others do not (e.g., courses taken for the purpose of obtaining qualifications)

## II. Class Rules & Hours

### 1. Manners when attending classes

The following are the minimum manners that should be observed in university classes. All KUAS students are expected to work together to create a positive learning environment.

- Do not chat during class
- Do not use cell phones, smart phones, music players, etc. unless instructed to do so.
- Do not enter or leave the room during the class. (If you need to use the restroom, are sick, or have to go to the hospital, please notify the instructor in charge of the course.)
- As a general rule, do not eat or drink.
- Do not wear hats in the classroom (students who are obliged to wear a hat should inform their instructor in advance before the course begins).
- Do not borrow or lend student ID cards (if discovered, it will be dealt with in accordance with the "Regulations Concerning Student Discipline").

Students who do not behave in a proper manner will be warned by the instructor in charge of the course, but students who do not show improvement will be severely dealt with by being ordered to leave the room or being dropped from the course.

### 2. Semester system

The semester system differs from the year-round system in which a single class is offered throughout the year. The relationship between the year and semester for each period of enrollment is as follows.

(Spring semester admission)

Year	First year		Second year		Third year		Fourth year	
Season	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
Semester	1st	2nd	3rd	4th	5th	6th	7th	8th

(Fall semester admission)

Year	First year		Second year		Third year		Fourth year	
Season	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
Semester	1st	2nd	3rd	4th	5th	6th	7th	8th

### 3. Class hours

Kyoto Uzumasa Campus

1st Period	2nd Period	3rd Period	4th Period	5th Period
8:50–10:20	10:30–12:00	12:40–14:10	14:20–15:50	16:00–17:30

Kyoto Kameoka Campus

1st Period	2nd Period	3rd Period	4th Period	5th Period
9:30–11:00	11:10–12:40	13:20–14:50	15:00–16:30	16:40–18:10

### 4. Exam hours

Kyoto Uzumasa Campus

1st Period	2nd Period	3rd Period	4th Period	5th Period
8:50–9:50	10:30–11:30	12:40–13:40	14:20–15:20	16:00–17:00

Kyoto Kameoka Campus

1st Period	2nd Period	3rd Period	4th Period	5th Period
9:30–10:30	11:10–12:10	13:20–14:20	15:00–16:00	16:40–17:40

\*Note: There are some courses in specific faculties that require 90 minutes of examination time. Please check the Final Exam Timetable for relevant courses.

## 5. Cancellation of class

- (1) Class may be cancelled. Class cancellations will be notified to students via Sentan Navi.
- (2) If no notice has been posted and the faculty in charge of the class does not enter the classroom 30 minutes or more after the beginning of the class, please contact the Educational Affairs Center for instructions.

## 6. In the event of severe weather or public transportation delays

### (1) When a weather warning is issued

When a “Special Warning”, “Storm Warning”, or “Snow Storm Warning” is issued for Kyoto and Kameoka area (Kyoto City, Kameoka City, Muko City, Nagaokakyo City, or Oyamazaki Town), classes and examinations offered by the university will be held as follows (for both campuses).

Warning Release Time	Class / Exam Start Time
Warning is lifted by 7:00	Classes/exams will start from the 1 <sup>st</sup> period
Warning is lifted by 10:00	Classes/exams will start from the 3 <sup>rd</sup> period
Warning is lifted after 10:00	All classes will be canceled

(Note) As a general rule, classes will not be cancelled in the event of a “heavy rain”, “flood”, or “heavy snow” warning. However, the university may cancel classes on special occasions. In such a case, a notice will be posted on the university’s website and on Sentan Navi.

\*In principle, if an applicable warning is issued after classes have started, subsequent classes will be cancelled.

When a “Special Warning” is issued, take immediate action to protect your life. If you are unable to attend classes or exams due to the aforementioned reasons, please follow the instructions in “(2) In case of public transportation delays” below.

### (2) In case of public transportation delays

If you are unable to attend class or exams for any of the reasons above, please take one of the following actions.

#### ① If you are unable to attend a class (including tests)

Notify the faculty in charge of the course and follow their instructions within the day.

#### ② If you are unable to attend a final exam

See “2. Make-up Examinations” on page 18.

## 7. Class location

Courses offered by the university are offered at either the Kyoto Uzumasa Campus or the Kyoto Kameoka Campus. To travel between campuses, please use the free inter-campus bus or public transportation. When traveling between campuses, be sure to take the travel time into consideration.

### III. Course Registration

#### 1. Course registration

Course registration is carried out every semester, with students registering for their new courses beforehand. If courses are not properly registered, credits cannot be received despite attendance. After completing your registration, please confirm your registration via Sentan Navi to make sure your courses are properly registered.

#### 2. Requirements for registration

In order to properly register for a course, please note the following. All students are responsible for their own class registration.

- If you have not completed your mandatory courses yet, please give those courses priority and register them first.
- Please follow the registration requirements for each course.
- Two courses held during the same class hours cannot be registered.
- After the registration period ends, courses cannot be changed or added.
- Courses that have already been completed cannot be taken again for credit.
- Students cannot register more credits than the registration limit.

#### 3. Registration limits (CAP system)

The maximum number of credit that students can acquire in one semester (or year) is limited to ensure that sufficient time is dedicated to each course. A credit limit is set by each faculty.

\*Note: credits for “Practical Training for Internship”, “Overseas Training”, and “Service Learning” courses can be acquired in excess of the credit limit.

#### 4. Types of registration

##### (1) Mandatory courses

Courses which are prerequisite to the completion of a program.

If a student fails to pass one of these courses, the course must be retaken in the next semester or later.

##### (2) Automatically registered courses

Courses which are prerequisite and which all students in the related program are automatically registered for.

##### (3) Advanced registration courses

Courses with a fixed number of students. If there are more applicants than capacity, students will be selected according to a selection criteria.

Students selected to take one of these courses after completing the advanced registration procedure must attend. (Students cannot withdraw).

##### (4) Elective courses

Courses to be taken by students at will. Please see the information provided at the orientation of each faculty (department).

Registration	Course Category	Contents
Educational Affairs Center	Mandatory courses	Course which are prerequisite to the completion of a program. If a student fails to pass one of these courses, the course must be retaken in the next semester or later.
	Automatically registered courses	Course which are prerequisite and which all students in the related program are automatically registered for.

Student	Advanced Registration Courses	Courses with a fixed number of students. If there are more applicants than capacity, students will be selected according to a selection criteria. Students selected to take one of these courses after completing the advanced registration procedure must attend. (Students cannot withdraw).
	Elective course	Courses to be taken by students at will. Please see the information provided at the orientation of each faculty (department).

#### 5. Withdrawal of registered courses

Only for elective courses, students may cancel their course registration up until the third week of each semester (during the period with days marked with ① ~ ③ on the Academic Calender). Please note that you cannot register for another course in place of the cancelled registration. Please take the number of credits required for graduation into consideration when withdrawing a course. To withdraw your course registration, please submit the "Request for Course Withdrawal" at the Educational Affairs Center within the designated period.

## 6. Course codes

The “Course Code” for each course is listed in the list of courses for each department. Please refer to them when selecting courses to take.

### (1) What is a course code?

Course codes are a system that indicates the nature of educational programs both inside and outside of the university by assigning appropriate numbers to courses and classifying them to indicate the stages and order of learning and the relationship between courses. This numbering system also serves as a guide for selecting appropriate courses when registering.

### (2) Composition of course codes

Each course code consists of six alphanumeric characters:

# A B 1 2 0 1

### [List of course codes]

1st Digit (Common Subject / Faculty Association)		2nd Digit (Course Category)		3rd Digit (Semester When Course is Taken) *		4th Digit (Credits)	5th ~ 6th Digits (Course Sequence)	
University-wide	University-wide Core Courses	C	Future Vision Courses	F	Year 1 Spring Semester	1		
			Civic and Liberal Arts Courses	C	Year 1 Fall Semester	2		
			Academic Skills Courses	A	Year 2 Spring Semester	3		
			English Language Courses	E	Year 2 Fall Semester	4		
			Second Foreign Language Courses	L	Year 3 Spring Semester	5		
			Japanese Language Courses	J	Year 3 Fall Semester	6		
			Startup Course	U	Year 4 Spring Semester	7		
			Career Education Course	R	Year 4 Fall Semester	8		
			Sports Courses	S				
			Business Administration	Faculty of Economics and Business Administration Department of Economics Department of Business Administration	Z E B	Introductory Courses		B
Career Courses	C							
Basic Courses	F							
Intermediate Courses	E							
Exercise Courses	S							
Humanities	Faculty of Humanities Department of Japanese History and Cultural Studies Department of Psychology	Y H P	Basic Courses	F			The number indicating what level this course is in relation to a sequence of related courses.	
			Intermediate Courses	E				
			Faculty-wide Courses	C				
Health and Medical Sciences	Faculty of Health and Medical Sciences Department of Nursing Department of Speech and Hearing Sciences and Disorders Department of Health and Sports Sciences	W N R T	Supplementary Courses	U				
			Basic Courses	F				
			Intermediate Courses	E				
			Exercise Courses	S				
Bio. Sciences	Faculty of Bioenvironmental Sciences Department of Bioscience and Biotechnology Department of Bioenvironmental Design Department of Agriculture and Food Technology	V S K F	Basic Courses	F				
			Basic Specialized Courses	S				
			Specialized Courses	M				
Engineering	Department of Mechanical and Electrical Systems Engineering	M	English Language Courses	E				
			Japanese Language Courses	J				
			Startup Courses	U				
			Faculty-wide Courses	C				
			Pillar-specific Courses	S				
			Experiments and Laboratory Exercises	X				
			Comprehensive Practical Exercises	G				

\*Semesters are based on April enrollment.



## IV. Attendance Management System

KUAS has introduced an attendance management system where students log their own attendance by scanning their ID at a touch-panel before the start of each class. Please be sure to carry your student ID card with you and scan it before the beginning of each class. You will be counted as absent if you forget to do this. Students' attendance information is managed centrally on Sentan Navi. In principle, the course instructors will double-check attendance and based on the attendance information registered in this system, but some instructors may take other requirements into consideration, such as the submission of a quiz at the end of the class.

### 1. Handling of Attendance, Tardiness, and Absences

It is possible to scan your student ID as of 8 minutes before a class begins.

After 5 minutes from the start of class, students will be treated as being late if they have not scanned their cards.

After 20 minutes from the start of class, students who have not scanned their cards will be considered absent.

### 2. Attendance Misconduct

In the event that students are discovered to have loaned their student ID to falsely log their attendance, the students involved will be subject to discipline according to the "Regulations Concerning Student Discipline".

### 3. Issuance of Attendance Slips

If you have lost your student ID and are in the process of reissuing your student ID, or if you have forgotten your student ID, please get an "attendance slip" from the Educational Affairs Center before class begins and submit it to the instructor when you enter the classroom.

A form of personal identification is required to issue an attendance slip.

## V. Examinations

### 1. Examinations

In principle, with the exception of a few classes, final examinations are conducted at the end of each semester. Examinations are important to confirm that students have achieved their learning goals. Therefore, KUAS rigorously implements exams for all students. There are three main types of examinations. In some cases, multiple types are used in combination with one-another.

- ① Written examinations
- ② Report examinations
- ③ Practical examinations

#### (1) Time for examinations

##### ① Examination scheduling

As a general rule, the dates for examinations will be announced 2 weeks before the start examinations.

##### ② Exam hours

Kyoto Uzumasa Campus

1st Period	2nd Period	3rd Period	4th Period	5th Period
8:50–9:50	10:30–11:30	12:40–13:40	14:20–15:20	16:00–17:00

Kyoto Kameoka Campus

1st Period	2nd Period	3rd Period	4th Period	5th Period
9:30–10:30	11:10–12:10	13:20–14:20	15:00–16:00	16:40–17:40

\*Note: There are some courses in specific faculties that require 90 minutes of examination time. Please check the Final Exam Timetable for relevant courses.

#### (2) Important things to note when taking examinations

[Written examinations]

- ① You must bring your student ID card to the examination site (classroom).
- ② In case you forget to bring your student ID card, you need to obtain an “examination permit” from the Educational Affairs Center.
- ③ Take the test at the designated examination site.
- ④ If you are more than 20 minutes late for the exam, you will be ineligible to take the exam.
- ⑤ If 30 minutes or more\* have passed since the start of the exam, and you are finished, you may leave the exam site with the exam proctor’s approval.  
\*45 minutes or more for a 90 minute examination

◇Remember to follow these rules when taking a written examination:

- ① At the test site, follow the instructions of the exam proctors.
- ② Place your student ID on your desk “face-up” so that it can be seen clearly by proctors.
- ③ Make sure to turn off your mobile and put it in your bag during the examination.
- ④ Keep all other items in your bag aside from your writing utensils and other items permitted for the exam.
- ⑤ Students suspected of cheating will be handled according to the rules outlined in “(3) Misconduct” below.
- ⑥ Students’ answers will be considered invalid in the following cases
  - If the answer sheet is unsigned (if either the student number or the name is not filled in, the exam results will be invalid)
  - If the student was found to be cheating by having another person take the exam in their place
  - If the exam answer sheet is not submitted to the designated place.
  - If the student’s attitude or behavior is inappropriate (if the applicant engages in behavior that is deemed to interfere with the conduct of the examination)

[Report examinations]

① Reporting Themes

In principle, the theme of all report exams to be submitted will be communicated via Sentan Navi. However, instructors will also verbally communicate the required theme during class.

② Deadlines

The deadline for submission is determined by the instructor of each class.

③ Submitting Reports

In principle, reports are to be submitted via Sentan Navi.

◇ Remember to follow these rules when taking a report examination:

If you are instructed to submit your work during class, please submit it during class. If you are late or absent from class and cannot submit the form, the Educational Affairs Center will not accept it at all. Please submit your work well in advance of the submission deadline. Please note that faculty members' phone numbers, addresses, etc. are not made public.

When writing reports and papers assigned in class, students are expected to present their own ideas by referring to the ideas of others in books and other works and on websites, and by analyzing data. Plagiarism (e.g., copying and pasting) is socially unacceptable and may be considered an illegal act that infringes on the copyrights of others. If plagiarism is discovered, the University will take the following actions

[KUAS's Response to Plagiarism]

(1) If the faculty member evaluating a report or other submission determines that it is an act of plagiarism, the submission will receive a grade of zero.

(2) If a student submits a report that is written by another student as if it were written by the student themselves, not only the student who commits plagiarism but also the student who showed their report to the student who committed the plagiarism will receive a zero grade for the submission.

[KUAS's Response to Generative AI]

KUAS does not allow the text or information provided by generative AI to be directly used in assignments, reports, or other work submitted as the result of class studies at universities. KUAS requires that submitted work consists of text that you wrote yourself, and that you accurately state the source of any information you quote from others. If the submitted work is found to have been created using generative AI without taking appropriate actions we will take strict measures, such as regarding it as plagiarism.

(3) Misconduct

The following acts constitute cheating.

- ① Taking the examination by a proxy or requesting another person to take the examination.
- ② Bringing in or referring to items other than those permitted to be brought in.
- ③ Borrowing or lending writing utensils or other approved items (both the lender and borrower will be punished)
- ④ Taking an examination with unauthorized writing on the desk.
- ⑤ Exchanging or copying answer sheets.
- ⑥ Communicating orally or otherwise with other test takers.
- ⑦ Taking home the answer sheet.
- ⑧ Not following the instructions of the proctor.

If a student is presented with a notice of cheating during a final examination or report examination, they will be questioned after the examination is over. If the Investigative Committee subsequently certifies the student as cheating, the student will lose their eligibility for the examination and be ordered to stay at home.

[Dispositions against Misconduct]

If a student engages in misconduct, they may be subject to strict disciplinary action by the university. As for evaluation, all courses taken during that semester, including courses in which students committed fraud, will be considered as a failing grade (F / Score of 0) and credit will not be awarded (with the exception of certain extramural practice courses). The university may also take further disciplinary measures based on the “Regulations Concerning Student Discipline”.

(Note) When taking courses associated with the “Consortium of Universities in Kyoto” and “The Open University of Japan” programs:

In the event of any misconduct in taking examinations at other universities, junior colleges, etc., all subjects taken (both those of other universities and KUAS) will be disregarded and the student will be subject to strict disciplinary measures after the case is deliberated by their associated faculty at the Faculty Meeting.

2. Make-up examinations

Students may only take make-up examinations if they miss their final exam due to unavoidable circumstances that fall under the following reasons. Make-up exams will only be conducted upon request.

(1) Qualifications for taking make-up examinations

You may apply for a make-up examination only if you have failed to take a final examination due to any of the following reasons and submit the necessary certificates / proof.

Unavoidable reasons for absence

	Reason	Certificate	Remarks
1	The event that the student has contracted an infectious disease as specified in Article 18 of the Enforcement Regulations of the School Health and Safety Law, and the university requests that the student not attend classes	Medical certificate	The medical certificate must clearly state the duration of medical treatment and that the absence is necessary. Example: In the case of influenza, 5 days must have passed since the onset of illness and 2 days must have passed since the fever broke in order to attend.
2	Suspension or delay of public transportation	Certificate of suspension or delay	When submitting a certificate of suspension or delay downloaded from the web, a screen shot of the real-time traffic status posted on each public transportation agency’s website must also be submitted.
3	Celebrations and bereavements within the third degree of kinship	Letter of invitation to the celebration, funeral invitation/ letter of thanks, funeral certificate, etc.	
4	Unforeseen accident or disaster not attributable to the student	Proof of incident, etc.	In some cases, a medical certificate may be required. Delays due to traffic accidents, breakdowns, or traffic congestion on the way to school by car, motorcycle, or bicycle are not included.

5	Extracurricular activity	Official tournament guidelines, etc.	Only groups that belong to the Sports Federation Council or the Cultural Federation Council that are recognized as a club are eligible. A list of participants must be attached.
6	Practical training in education for a teaching license, nursing care experience, or museum curator training	Certificates from Educational Affairs Center	
7	Qualification and employment exams	Certificate of examination, etc.	
8	Overlap with classes and examinations for credit transfer courses (Consortium of Universities in Kyoto / The Open University of Japan)	Certificate of attendance or certificate of examination	
9	Doctor-ordered medical treatment for an illness or injury other than those listed in Reason 1	Medical certificate	The medical certificate must clearly state the duration of medical treatment and that the absence is necessary.
10	Other grounds recognized by KUAS as justifiable	Certificate indicated by KUAS	Overlap with make-up classes, etc.

\*Same as "Unavoidable reasons for absence" on page 7

## (2) Application procedures

Within two days after the end of the examination for the course concerned (not including the day of the examination, Saturdays, Sundays and national holidays), a written application for make-up examination must be submitted together with the required certificate to the Educational Affairs Center office at the latest.

\*If you fail to take the test on the specified date and time, you will be ineligible to take the exam.

## 3. Re-examination

If the result of the examination (including the make-up examination) is "Fail", you can take a re-examination for the specific subject. However, a follow-up examination will not be conducted for the re-examination. All evaluation scores are 60 (C) if a student passes the re-examination. Students that fail the re-examination will be re-enrolled in class in the following semesters.

### (1) Qualification for taking a re-examination

Students may take a re-examination for a subject if the instructor in charge of the class gives their approval of the student's application.

### (2) Application procedures

The Educational Affairs Center will contact students who are eligible to take the re-examination through Sentan Navi. Students who wish to take the re-examination are asked to apply according to the instructions given.

Students must pay a re-examination fee of 3,000 yen per course they wish to receive a re-examination in. Failing to take the exam on the designated date and time will result in a failing grade (F) for the course.

\*In addition to "1. exams", "2. make-up exams", and "3. re-exams", other exams may be held in class as needed at the discretion of the instructor.

## VI. Results and GPA

### 1. Evaluation

Evaluation is conducted according to the evaluation method described in the syllabus. Once you pass a course, you cannot cancel it or re-enroll in it.

### 2. Results

	Evaluation		Entry in the grade report	Entry in the transcript
	Grade Letter	Score		
Pass	S	100–90	Grades and scores	Grade
	A	89–80		
	B	79–70		
	C	69–60		
	N	N	Grade	
Fail	F	59–0	Grades and scores	No notation

\*The grade letter "N" stands for "Certification". Courses certified as credit compatible are entered on the grade report and transcript as "N".

### 3. Announcement of results

The spring semester will be announced around early September, and the fall semester around mid-March.

### 4. GPA

KUAS has implemented a Grade Point Average (GPA) system. GPA is a quantitative measure of a student's evaluation and an indicator to measure academic ability. GPA is listed on the grade report and transcript.

\*GPA values are used for scholarship screening and other purposes within the university. If GPA values are used as criteria for applying for scholarships or other programs it will be stated separately in the application guidelines.

KUAS's GPA conversion method  
(Formula)

$$\text{GPA} = \frac{(4 \text{ points} \times \text{total number of credits for S courses}) + (3 \text{ points} \times \text{total number of credits for A courses}) + (2 \text{ points} \times \text{total number of credits for B courses}) + (1 \text{ point} \times \text{total number of credits for C courses}) + (0 \text{ point} \times \text{total number of credits for F courses})}{\text{Total number of credits (number of credits for registered courses)}}$$

All registered courses will be included in GPA conversion. Failed courses are also counted and added to the denominator. All grades for retaken courses are also counted and the total credit number is added to the denominator.

\*Excludes qualification courses that are not counted towards graduation requirements.

\*Excludes courses such as the Consortium of Universities in Kyoto credit transfer courses, and courses that are certified as having been acquired by studying abroad (courses with a grade of "N").

### 5. Grade Report Inquiry

After making sure you fully understand the evaluation criteria in the syllabus and the description of the evaluation criteria in class, if you believe that a mistake has been made with regards to your grade and you can explain it in detail, you may request an inquiry.

Application method: The application method and the application period will be announced on Sentan-Navi.

**R e c e p t i o n:** After checking the contents of the Grade Report Inquiry and if it is clear there has been an error in the grade on a student's grade report, the application will be accepted.

**R e s p o n s e:** A response will be provided via Sentan-Navi.

**Note of Caution:** There are very few cases where grades on a student's grade report are incorrect. In most cases, the student assumes that there has been an error because they do not understand the evaluation method or explanations given in class. Please consider this carefully before making an application.

## VII. Credits and Certification

### 1. Credits

Students who complete the course work and pass the examinations conducted, in principle, will be awarded the prescribed credits at the end of the spring or fall semester.

Examination methods include written examinations, report examinations, and practical examinations, as described in "V. Examinations", on page 16. Depending on the course, grades from regular classes may be used as examination grades.

If students fail to attend or drop out of a course, they will not receive credits for that course.

### 2. When credits are awarded

In principle, credits will be awarded in September and March (after the end of each semester).

In order to be awarded credits, the student status must be "enrolled in university" or "studying abroad" at the time of the award of the credits. (No credits will be awarded during a "leave of absence").

### 3. Recognition of credits awarded at other universities

If deemed to be of educational benefit, students may register for overseas study, domestic study, or credit transfer programs. Up to a maximum of 60 credits may be recognized as graduation credit after deliberation by Faculty Council. The upper limit of 60 credits is not for each study abroad program, but for all credits acquired at other universities. Note that the maximum number of recognized credits cannot exceed the registration for each semester.



## VIII. Advancement Requirements

### 1. Advancement requirements

In order to advance to the next year of study, students must meet the requirements set by the department for each year.

#### [Department of Mechanical and Electrical Systems Engineering]

	By the end of First year	By the end of Second year	By the end of Third year
Number of credits required for graduation*	At least 28 credits	At least 60 credits	At least 96 credits
Mandatory Courses (Univ.-wide)		At least 18 Japanese Language course credits. 10 of which must be mandatory credits.	
Mandatory Courses (Engineering)	Engineering Physics 1 Engineering Physics 1 Ex Calculus and Linear Algebra 1 Calculus and Linear Algebra 1 Ex		Pre-Capstone Project 1 Pre-Capstone Project 2
Enrollment Period	Enrolled as a first-year student for one year.	Enrolled for one year after advancing to second year	Enrolled for one year after advancing to third year

\*Credits earned in courses that do not count toward graduation requirements are not included.

## IX. Student-Centered Learning

### 1. Student-Centered Learning

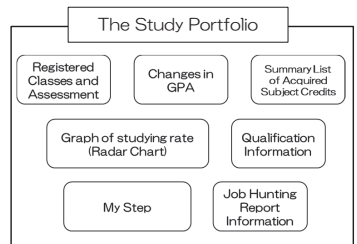
The ideal worker that society will demand in the future is a person who has basic, universal knowledge and understanding and versatile skills. This ideal worker can utilize these skills and communication to overcome dilemmas while acting both autonomously and responsibly. In addition, the university, respective faculty and departments have set a graduation approval and degree awarding policy for students called a Diploma Policy (DP). (See Enrollment Guidelines, p.2, and each Faculty and Department page.)

Under MEXT's guidelines, higher education with the goal of developing the ideal worker has changed from what universities teach students to what students learn and acquire to become the best version of themselves. This is called student-centered learning, in which students acquire the necessary abilities while realizing the results of their own studies.

As a tool for efficiently promoting student-centered learning, on Sentan Navi "The Study Portfolio" and "My Step" are available.

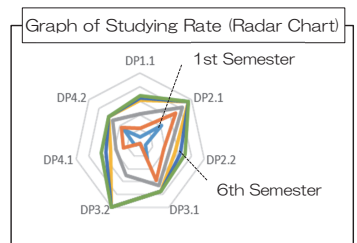
### 2. The Study Portfolio

The Study Portfolio is a tool that allows each student to view all their academic information (registered classes and assessment, qualifications, changes in GPA, summary list of acquired subject credits) to job hunting reports all in one place. Among these is the graph of studying rate (Radar Chart), which visualizes the achievement progress of the Diploma Policy (DP). It is also linked to "My Step", a self-management tool for academic learning. You can make good use of the Study Portfolio to see your academic progress from a broader perspective than just your GPA.



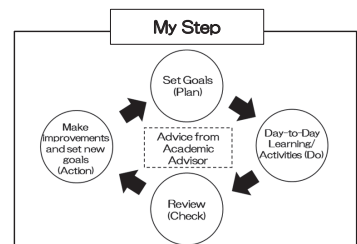
### 3. Graph of Studying Rate - (Radar Chart)

Each course is assigned to 7 items in the Diploma Policy (DP). Graph of Studying Rate (Radar Chart) is a visualization of students' progress with regards to DP, calculated by considering the grades of the courses they have earned each semester. The area of the radar chart becomes relatively larger as students become upperclassmen and achieve higher grades. By comparing them with the achievement models for each course, you will be able to see the areas of growth and areas that need improvement. You can use this chart to understand your academic progress and to determine which courses to register for your next semester.



### 4. My Step (Self-Management Tool for Learning)

To promote student-centered learning, students themselves need to go through a PDCA cycle of setting academic goals (Plan), conducting daily learning (Do), checking achievement (Check), reviewing points of improvement (Action), and setting new academic goals (Plan) for the next semester. My Step is a tool that allows students to self-manage their learning for each semester by entering academic goals, achievement status, and improvement points for each semester. When academic goals are set and grades are released, your academic advisor will provide you feedback. While taking their advice into account you can take the initiative to work towards your goals.



## X. Graduation and Academic Degrees

### 1. Graduation and academic degrees

In order to graduate, students must study in accordance with the curriculum established by the university and satisfy all of the following graduation requirements.

(1) Required years of enrollment

Students must be enrolled for at least 8 semesters with at least 1 year of enrollment in each grade. Any period on a 'leave of absence' is not counted towards the required years of enrollment.

(2) Acquisition of required credits

Students must have obtained the required number of credits for graduation and completed the relevant course requirements, etc.

(3) Graduation assessment

Students who will have been enrolled for the requisite number of years for graduation shall be subject to assessment to determine whether or not they are eligible to graduate. Students who pass the graduation assessment will be allowed to graduate.

### 2. Academic degrees

Faculty name	Department Name	Degree
Faculty of Economics and Business Administration	Department of Economics	Bachelor of Economics
	Department of Business Administration	Bachelor of Business Administration
Faculty of Humanities	Department of Psychology	Bachelor of Humanities
	Department of Japanese History and Cultural Studies	Bachelor of Humanities
Faculty of Bioenvironmental Sciences	Department of Bioscience and Biotechnology	Bachelor of Bioenvironmental Sciences
	Department of Bioenvironmental Design	Bachelor of Bioenvironmental Sciences
	Department of Agriculture and Food Technology	Bachelor of Bioenvironmental Sciences
Faculty of Health and Medical Sciences	Department of Nursing	Bachelor of Nursing
	Department of Speech and Hearing Sciences and Disorders	Bachelor of Speech and Hearing Sciences and Disorders
	Department of Health and Sports Sciences	Bachelor of Health and Sports Sciences
Faculty of Engineering	Department of Mechanical and Electrical Systems Engineering	Bachelor of Engineering

### 3. Expected Graduation

(1) What is a certificate of expected graduation?

A "Certificate of Expected Graduation" is a certificate stating a student's expected date of graduation, which is a common submission requirement for employment examinations or entrance examinations for graduate schools, etc. A certificate of expected graduation does not guarantee a student's graduation.

(2) Criteria for issuing certificates

The criteria for issuing a certificate of expected graduation are as shown on the next page.

[Certificate of expected graduation issuance criteria]

A certificate of expected graduation will be issued if a student has obtained the required number of credits (the number of credits required for graduation) at the beginning of each semester as listed in the table below.

Faculty	Department	Number of credits required for graduation	Number of credits acquired as of the start of the 7 <sup>th</sup> semester	Number of credits acquired as of the start of the 8 <sup>th</sup> semester
Faculty of Economics and Business Administration	Department of Economics	124 credits	Must be enrolled in the fourth year	At least 100 credits
	Department of Business Administration			
Faculty of Humanities	Department of Psychology	124 credits		At least 100 credits
	Department of Japanese History and Cultural Studies	128 credits		At least 104 credits
Faculty of Bioenvironmental Sciences	Department of Bioscience and Biotechnology	128 credits		At least 108 credits
	Department of Bioenvironmental Design			
	Department of Agriculture and Food Technology			
Faculty of Health and Medical Sciences	Department of Nursing	126 credits		At least 121 credits
	Department of Speech and Hearing Sciences and Disorders	124 credits		At least 118 credits
	Department of Health and Sports Sciences			At least 100 credits
Faculty of Engineering	Department of Mechanical and Electrical Systems Engineering	128 credits	At least 104 credits	

\*Even if a student was able to have a certificate of expected graduation issued in their 7th semester, depending on their grades, they may be unable to have a certificate issued in their 8th semester.

## XI. School Register

A student will be registered upon enrollment and removed from the register upon graduation, withdrawal, and dismissal. The types of student registration are enrollment (which includes attending students, those on a leave of absence, and those studying abroad), graduation, dismissal, and withdrawal, etc.

### 1. Student ID Number

Students who have been admitted are assigned a student ID number. As a general rule, a student ID number will remain the same during enrollment and after graduation.

### 2. Student ID Card

Student ID cards are important as they are proof that someone is a KUAS student. Students should carry their student ID cards with them at all times as they will need to present them in the following cases.

- To take final exams
- For the issuance of various certificates
- To use the Attendance management system (See "IV. Attendance Management System" on page 15)
- When asked to show their student ID card by KUAS faculty or staff

\*If a student loses their student ID card or it is stolen, please report it to the Educational Affairs Center.

\* The student ID card is valid for four years.

### 3. About Enrollment

There are 3 types of enrollment: attending, on a leave of absence, and studying abroad.

#### (1) Leave of absence

Students unable to attend school for more than 3 consecutive months per semester due to illness or other reasons may apply for a leave of absence.

##### ① Leave of absence application

Students are asked to specify the reason for their absence in the "Leave of absence application" and sign it jointly with their guarantor. (If the leave of absence is due to illness etc., please attach a medical certificate). When a student has contracted an infectious disease or other illness that makes them unfit to attend classes the Dean may order said student to take a leave of absence.

##### ② Leave of absence period

The period of a leave of absence cannot exceed 2 consecutive years. However, if there is a special reason (for example, an international student required to do military service in their home country, resulting in a leave of absence exceeding 2 years), a leave of absence may be extended by up to 1 year. The cumulative period of any leave of absences taken by students cannot exceed 4 years in total from the time of admission.

##### ③ School fees during a leave of absence

Students will be exempt from the payment of school fees during a leave of absence. However, the enrollment fee (10,000 yen) must be paid for each semester during a leave of absence.

\*If students have already paid the school fees for a semester, those fees cannot be returned.

#### (2) Study Abroad

Students who wish to study abroad through the programs offered by KUAS will be considered for eligibility at the relevant Faculty Council. If a student is approved to study abroad, the period of study abroad will be included in the number of years of enrollment.

### 4. Re-enrollment

When students taking a leave of absence intend to re-enroll, they must submit a "re-enrollment application" at least 2 weeks before the end of their leave of absence and obtain permission. Students must make sure the "re-enrollment application" is jointly signed by their guarantor. If a student has been taking a leave of absence due to illness or other reasons, etc., they must attach a document such as a medical certificate, etc. that proves they will be able to attend school.

\*If a re-enrollment application is not submitted by the due date, the student will be dismissed.

## 5. Readmission

(1) Readmission can only be applied for when a student has lost their student status due to the following reasons:

- ① If they lost their status due to withdrawal.
- ② If they failed to complete the re-enrollment procedures by the due date, after a leave of absence.
- ③ If they failed to complete the reinstatement procedures by the due date after dismissal.

(2) Readmission request period

Students must request re-admission within 2 years from the date they lost their student status (their withdrawal or dismissal date) as described in ① ~ ③ (above), and no later than 1 month before the semester in which the students wishes to re-enroll.

(3) Readmission fee

Students who wish to be readmitted must pay a readmission fee (130,000 yen).

\* If the department in which you were enrolled before your withdrawal or expulsion is no longer open due to reorganization, conversion, etc., you may change your application to a department that is currently open. Please consult with us before applying.

## 6. Loss of student status

A loss of student status (when someone is no longer a student of KUAS) occurs in the following 3 situations: graduation, withdrawal, and dismissal.

(1) Graduation

A student will be able to graduate and be awarded a bachelor's degree when they have been enrolled for the required period and obtained the number of credits required for graduation as determined by each faculty.

(2) Withdrawal

Students who are to withdraw from their program, for whatever reason, must follow the prescribed procedures.

- As a general rule, students are required to meet with their academic advisor (supervising faculty member, tutor, etc.).
- Students must submit their student ID card and a "withdrawal application", which has been jointly signed by their guarantor and clearly states their reason for withdrawal.

\*In principle, students who are to withdraw for disciplinary reasons will not be allowed to apply for readmission.

\*When a student withdraws, if they have already paid the school fees for the semester, those fees cannot be returned.

(3) Dismissal

Students who fall under any of the following categories will be dismissed and lose their status as a student of KUAS.

- If the student does not pay the prescribed school fees within the prescribed period
- If the student's period of enrollment exceeds 8 years
- If the student fails to complete re-enrollment procedures at least 2 weeks before the end of a leave of absence.
- In the event of death

## 7. Reinstatement

Students may only be reinstated upon request in cases of dismissal due to non-payment of school fees (See "6. Loss of student status", "(3) dismissal" above), provided they apply for reinstatement within 1 month of the date of their dismissal. After payment of the prescribed school fees, students must submit a "reinstatement application" jointly signed by their guarantor along with the reinstatement fee (10,000 yen).

If more than 1 month has elapsed from the date of dismissal, the student cannot be reinstated. In this case, students wishing to return will need to undertake readmission procedures.

#### 8. Transferring to another faculty and/or department

If students wish to transfer to another faculty and/or department, they must apply to the Educational Affairs Center by June 15 for the spring semester and by the end of January for the fall semester. However, a transfer will only be permitted after a screening process and when there is a vacancy in the faculty and/or department to which the student wishes to transfer.

### **Matters Related to Student Registration (Agreement)**

Leave of absence, re-enrollment, withdrawal, readmission, dismissal, reinstatement, transfer student examinations, transfer between faculties and departments shall be governed by these provisions, in addition to articles 19, 20, 21, and 28 of the Kyoto University of Advanced Science School Rules.

#### < Leave of absence >

1. Students unable to attend school for more than 3 consecutive months due to illness or other reasons may take a leave of absence by submitting a request for a leave of absence to the relevant Dean using the prescribed form and obtaining permission to do so.
2. The Dean may order a student to take a leave of absence if they are deemed unfit to attend classes due to contracting an infectious disease or other illness.
3. The period of a leave of absence cannot exceed 2 consecutive years. However, if there are special reasons, a leave of absence may be extended by up to 1 year.
4. The cumulative period of leave of absence may not exceed 4 years.
5. Students will be exempt from the payment of school fees during a leave of absence. However, an enrollment fee of 10,000 yen must be paid for each semester of the academic year by the designated date. Students who have paid the school fees for the academic year are exempted from the enrollment fee for that year.

#### < Re-enrollment >

1. When a student who has been on a leave of absence wishes to re-enroll, they may do so by submitting a request for re-enrollment to the relevant Dean using the prescribed form and obtaining permission to do so, no later than two weeks before the semester in which they wish to re-enroll.
2. Re-enrollment shall be permitted at the beginning of the spring and fall semesters. However, students who re-enroll in the fall semester shall only be able to take courses offered in the fall semester.
3. If a student who has taken a leave of absence fails to complete re-enrollment procedures at least two weeks before the end of the leave of absence, the student will be dismissed as of the end of the last day of the leave of absence.

#### < Withdrawal >

1. Students who wish to withdraw from KUAS due to illness or for any other reason must submit a withdrawal application together with their student ID card to the relevant Dean using the prescribed form and obtain permission.
2. The withdrawal date shall be the date the student submits their withdrawal application. However, if the aforementioned student is in arrears of school fees up to the date of their withdrawal application, the withdrawal date shall be the end of the last day of the period for which school fees have been paid.

#### < Readmission >

1. Students may apply for readmission within 2 years of their withdrawal date.
2. Students who are approved for readmission must pay the readmission fee by the designated date.
3. The readmission fee shall be 1/2 of the standard enrollment fee for the academic year that the student wishes to re-enroll, and school fees shall be equivalent to the amount required for students enrolled that academic year.

4. Grants of readmission shall be given at the beginning of each semester.

< Dismissal >

Students shall be dismissed in the following cases:

1. When a student's tuition and other school fees have been in arrears for more than one month.
2. When a student's period of study exceeds eight years.
3. When a student, without justifiable reason, fails to follow the prescribed procedures and has no intention of attending school.
4. In the event of death.

< Reinstatement >

1. Students may only be granted permission for reinstatement in cases of dismissal due to non-payment of tuition and school fees provided that they make a reinstatement application, jointly signed by their guarantor, to the relevant Dean within 1 month of their dismissal date, they apply to Dean with the joint signature of their guarantors.
2. As part of the procedure for reinstatement, students must pay 10,000 yen as a reinstatement fee and pay their school fees that are in arrears.
3. Students who apply for reinstatement who were dismissed for a reason other than non-payment of school fees or who have been dismissed for over 1 month since their dismissal date will be deemed to have applied for readmission and handled as such.

< Transfer to another institution >

1. If a student wishes to transfer to another university, they may be permitted to do so upon the submission of a withdrawal application and after receiving approval through deliberation at the relevant faculty meeting.

< Transferring to another faculty or department within KUAS >

1. Transfer by a KUAS student to another faculty and/or department is limited to when there are vacancies in that faculty and/or department and will only be permitted after a screening process and discussion at the relevant faculty meeting.
2. Students who wish to transfer to another faculty and/or department must apply to the relevant Dean by the designated date.
3. Students are not allowed to apply to multiple faculties and/or departments or re-transfer to their previous faculty/department.
4. Students who have been permitted to transfer to another faculty and/or department shall transfer at the beginning of the semester.
5. Students who have been permitted to transfer to another faculty and/or department must pay a transfer fee and the necessary school fees etc. by the designated date. The transfer fee shall be 10,000 yen and school fees shall be the same amount as the annual school fees of an equivalent student belonging to the relevant faculty and/or department.
6. Certification of credits previously acquired by transfer students shall be determined by the relevant faculty.

**Internal Regulations for Student Exchange  
Enacted on September 17, 1999.**

Article 1. In accordance with Article 14 of the Kyoto University of Advanced Science School Rules (hereinafter referred to as the "school rules"), study abroad programs at other universities or junior colleges shall be governed by these internal regulations and the relevant provisions of the school rules.

Article 2. The term "study abroad" as used in these internal regulations shall refer to cases where students stay at another university or junior college to take specific courses at that institution and do not take classes at KUAS during that period.



Article 3. Institutions, etc where students can study abroad refers to the following: institutions in Japan that have an agreement with KUAS concerning study abroad (credit compatible), overseas institutions that have an agreement with or approval from KUAS concerning study abroad, or educational institutions that have the right to award degrees and equivalent institutions as recognized by the President.

Article 4. In order to be eligible to study abroad, students must have been enrolled at KUAS for at least 1 year.

Article 5. Students that are studying abroad shall be treated as such and shall not be considered to be on a leave of absence. The period of study abroad is included in the student's period of enrollment.

Article 6. The period of study abroad shall be limited to 1 year or less.

(2) If there are special circumstances for studying abroad, students may be permitted to extend their period of study up to 1 year.

Article 7. Students who wish to study abroad must submit the prescribed study abroad application and other necessary documents, such as documents that prove permission has been given to study abroad at the planned study abroad institution, etc, to the President through the Dean of the relevant faculty.

(2) Permission to study abroad shall be granted by the President after discussion and approval at the relevant faculty meeting.

Article 8. When a student wishes to extend their study abroad period, they must submit a study abroad extension application to the President through the Dean of the relevant faculty.

Article 9. Students who have finished studying abroad must submit the designated "notification of completion of study abroad" to the President through the Dean of the relevant faculty.

Article 10. Students who wish to have credits earned during study abroad certified as graduation credits must submit an application for credit certification to the Dean of the necessary faculty along with transcripts and other necessary documents issued by the study abroad institution, etc. at which they studied.

(2) The certification of credit outlined in the preceding paragraph shall be approved by the Dean of the relevant faculty after discussion and approval at the relevant faculty meeting. In this case, the maximum number of credits that can be approved is 60 credits.

Article 11. Students who study abroad in the middle of the academic year may re-register for courses they were taking before studying abroad and continue to take them after their study abroad has finished. However, this shall be limited to courses that are being offered. Students may register for courses offered in the spring and fall semesters at the beginning of the academic year or during the fall semester registration period.

Article 12. Handling of school fees while studying abroad shall be in accordance with the KUAS School Fee Regulations.

Article 13. If a student studying abroad is unable to achieve the original purpose for which they are studying abroad and is found to have acted in a manner contrary to their duty as a student representing KUAS, the President may revoke that student's permission to study abroad after discussion and approval at the relevant faculty meeting.

Article 14. Language programs of 10 weeks or more that are offered by overseas language schools that have been approved by the President shall also be considered study abroad programs.

(2) Students who have completed a study abroad program as described in the preceding paragraph and wish to have credits recognized at KUAS that do not fall under the scope of Article 10 must submit an application for approval of credits to the relevant Dean, attaching the number of hours taken and other necessary documents such as a certificate of completion, etc.

Article 15. Any amendment or repeal of these regulations shall be subject to the approval of the University International Committee and at each faculty meeting as well as the University Council Meeting.

Supplementary Provisions omitted

## Part 2. Curriculum

---

### Department of Mechanical and Electrical Systems Engineering

### Faculty of Engineering

### Educational Objectives and Policies

#### < Educational Objectives of the Department of Mechanical and Electrical Systems Engineering >

The Department of Mechanical and Electrical Systems Engineering, Faculty of Engineering aims to develop young professionals who are capable of acquiring the ability to grasp the essence of things and to think logically, discovering problems based on social needs from a global viewpoint, and appropriately solving those problems by making comprehensive use of their own specialized abilities, and through the acquisition of basic knowledge of specialized fields related to mechanical and electrical engineering.

#### < Diploma Policy >

The Department of Mechanical and Electrical Systems Engineering, Faculty of Engineering certifies graduation and awards a Bachelor of Engineering degree to students who have been enrolled in the program for four years or more, have earned the required number of credits, and are judged to have acquired the following:

1. a body of knowledge in a multidisciplinary engineering field that straddles the fields of mechanical and electrical engineering, while relating it to knowledge in other fields, and use it to solve various problems in a changing global society;
2. the ability to gather and utilize necessary information using appropriate methods;
3. the ability to communicate with others in Japanese and English about their expertise and opinions;
4. the ability to logically construct and express their own ideas through multifaceted thinking by utilizing acquired knowledge, skills, and experience;
5. the ability to think logically and critically based on information collected through literature survey, experiments, etc., and analyze it objectively in response to a self-determined theme;
6. an ongoing interest in the problems of a changing global society acquired through learning, and the ability to proactively and persistently solve those problems;
7. the ability to act as an autonomous member of society while collaborating with others from diverse backgrounds.

#### < Curriculum Policy >

In order to develop human resources with the abilities listed in the Diploma Policy, an education program will be implemented based on the following policies.

1. The curriculum shall include University-wide Courses and Faculty-specialized (Engineering) Courses.
2. Students shall study Faculty-wide Courses and Pillar-specific Courses (to obtain specialized knowledge and skills) in fields that straddle mechanical engineering and electrical engineering. In this way, students shall develop an ability to search for the truth from multiple perspectives.

3. After mastering the content of Pillar-specific Courses (specialized knowledge and skills), students shall develop the ability to act independently and solve problems based on their specialized knowledge through Comprehensive Practical Exercises (Capstone Projects or Laboratory Project for graduation).
4. In this four-year curriculum, students shall not only study theoretically in University-wide Courses and Faculty-specialized Courses, but also learn practically and actively through experiments, exercises, and comprehensive practical exercises.
5. Students shall learn to develop communication skills, collaborative skills, problem-solving skills, and leadership skills through experiments, practical training, and comprehensive exercises in Faculty-wide Courses and Pillar-specific Courses.
6. In the first year, students shall take Startup Courses to develop basic problem-finding, problem-solving and communication skills.
7. In the first and second years, students shall learn to acquire basic knowledge of mathematics, physics, and information processing, and also learn how to obtain communication, leadership, and teamwork skills through physical activities.
8. From the first year to the third year, students shall study an integrated curriculum aimed at mastering the basic Japanese and English language skills required of global engineers.
9. Students shall learn to act as members of society and develop the ability to solve social problems in Comprehensive Practical Exercises.

#### < Admission Policy >

In order to develop human resources that meet our educational objectives, the Faculty of Engineering seeks applicants who understand the educational objectives of our Faculty, who are able to study with motivation and initiative, and who have acquired basic academic skills in mathematics and physics in high school. Applicants should also have the ability to think logically and apply their skills, as well as basic English language and communication skills.

Applicants should have:

1. the basic knowledge and skills necessary to study engineering;
2. the ability to think and make decisions about engineering, and to express their own ideas;
3. a strong interest in engineering and a strong desire to learn independently in order to develop creative thinking skills;
4. the ability to work with diverse people to tackle complex and multifaceted problems;
5. a desire to acquire the culture (expertise, progressiveness, versatility, and morality) to play an active role in global society and improve their language skills, particularly in English.

#### < Curriculum Map >

The curriculum map is available on the KUAS website or on this booklet.



# Department of Mechanical and Electrical Systems Engineering

## 1. Number of Credits Required for Graduation

		Course Category	Mandatory Credits	Required Credits	
University-wide Courses	Future Design Courses Civic and Liberal Arts Courses			4 credits or more	
	Japanese Language Courses		10	18 or more incl. mandatory 10 credits	
	Startup Courses		4	Mandatory 4 credits	
	Career Education Courses				
	Sports Courses		4	Mandatory 4 credits	
	<b>Subtotal</b>		<b>18</b>	<b>30 credits or more</b>	
Engineering Courses (Faculty-specialized Courses)	Faculty-wide Courses	Faculty-wide General Engineering Physics Engineering Math (Basic) Information Processing (Basic)	35	36 or more incl. mandatory 35 credits	At least 9 additional credits of Engineering Courses
		Engineering Math (Applied) Information Processing (Applied)			
	Pillar-specific Courses	Pillar-specific (Basic)	3	9 or more incl. mandatory 3 credits	
		Pillar-specific (Applied) Pillar-specific (Advanced)		24 credits or more	
		Experiments and Laboratory Exercises	8	10 or more incl. mandatory 8 credits	
	Comprehensive Practical Exercises		6	10 or more incl. mandatory 6 credits Mandatory to complete "Capstone Project 1 & 2" or "Laboratory Project 1 & 2"	
	<b>Subtotal</b>		<b>52</b>	<b>98 credits or more</b>	
	<b>Total</b>		<b>70</b>	<b>128 credits or more</b>	

Courses required for graduation are divided into two categories: "Mandatory Courses", which must be completed, and "Elective Courses", from among which students must choose a certain number of designated courses.

In order to acquire the 128 credits required for graduation, please proceed with your coursework according to these requirements so that you will be able to graduate within four years.

## 2. Requirements to Advance to the Next Grade

In order to advance to the upper grades, each grade must meet the requirements set by the department.

	By the end of First year	By the end of Second year	By the end of Third year
Number of credits required for graduation*	At least 28 credits	At least 60 credits	At least 96 credits
Mandatory Courses (Univ.-wide)		At least 18 Japanese Language course credits. 10 of which must be mandatory credits.	
Mandatory Courses (Engineering)	Engineering Physics 1 Engineering Physics 1 Ex Calculus and Linear Algebra 1 Calculus and Linear Algebra 1 Ex		Pre-Capstone Project 1 Pre-Capstone Project 2
Enrollment Period	Enrolled as a first-year student for one year.	Enrolled for one year after advancing to second year	Enrolled for one year after advancing to third year
Repeating & School Fees	Students who fail to advance will have to repeat at least half a year and pay the school fees equivalent to that of a first-year student.	Students who fail to advance will have to repeat at least half a year and pay the school fees equivalent to that of a second-year student.	Students who fail to advance will have to repeat at least half a year and pay the school fees equivalent to that of a third-year student.

\*The number of credits listed in the 'Certified credits' box on the grade report.

### 3. Mandatory Courses

The mandatory courses for each semester are as follows

Year	Semester	University Wide Courses	Engineering (Faculty-specialized Courses)
1	1	Basic Japanese Kanji and Vocabulary I Basic Japanese Listening and Conversation I Basic Japanese Reading I Basic Japanese Writing I Basic Japanese Grammar I Startup Seminar B Sports Life Skills II *1Basic Japanese Kanji and Vocabulary II *1Basic Japanese Listening and Conversation II *1Basic Japanese Reading II *1Basic Japanese Writing II *1Basic Japanese Grammar II	*2Introduction to Mechatronics Engineering Introduction to Numerical Analysis Programming Engineering Physics 1 Engineering Physics 1 Exercises Calculus and Linear Algebra 1 Calculus and Linear Algebra 1 Exercises Information Literacy
	2	Startup Seminar A Sports Life Skills III	Introduction to Design Algorithmic Thinking and Programming with Python Algorithmic Thinking and Programming with Python Exercises *3Engineering Physics 2 *3Engineering Physics 2 Exercises *3Calculus and Linear Algebra 2 *3Calculus and Linear Algebra 2 Exercises *3Fundamental Mechanics *3Fundamental Mechanics Exercises
2	3	Sports Life Skills IV	Exercise for Machine Shop Practice
	4		Mechatronics Laboratory (Robot: basic) Pre-Capstone Project 1
3	5		*3Pre-Capstone Project 2
	6		
4	7		
	8	Sports Life Skills I	

• Mandatory courses must be taken in their designated semester, and students are automatically enrolled in these courses.

• If a student fails in mandatory course(s), it is generally necessary to retake that mandatory course the next semester or later.

\*1 Intensive courses. These will be held during breaks in February and March.

\*2 Intensive course. This will be held in early September.

\*3 The following restrictions apply to these Faculty-specialized courses.

- Engineering Physics 2 and Fundamental Mechanics can only be taken by students who passed Engineering Physics 1.

- Calculus and Linear Algebra 2 can only be taken by students who passed Calculus and Linear Algebra 1.

- Pre-capstone Project 2 can only be taken by students who passed Pre-capstone Project 1.

#### 4. Course Registration

##### 1) Course registration limits (CAP System)

In principle, the maximum number of credits in total that a student may register for is 24 credits per semester (48 credits per year). This limit includes credits for automatically registered courses for each semester.

Some courses which operate outside of the normal academic calendar, such as intensive Japanese courses held during long breaks, *Introduction to Mechatronics Engineering*, *Internship*, *Overseas Training* and *Service Learning* are not included in the 24-credit limit for registration.

##### 2) Points to keep in mind when registering for courses

Please register for mandatory courses on a priority basis. When registering for elective courses, please be aware that there may be cases in which their course schedules overlaps with that of mandatory courses, or in which courses are not offered and registration is not possible.

#### 5. Curriculum Structure

The Department of Mechanical and Electrical Systems Engineering, Faculty of Engineering focuses on education and research mainly in mechanical engineering, electrical engineering, and electronic engineering, which are included in the conventional mechatronics field. At the same time, the Department focuses on fields that fall under the field of mechatronics in the broad sense and which concern new industrial applications, including chemical engineering, materials engineering, and information engineering. By instructing students using this curriculum, the Department of Mechanical and Electrical Systems Engineering seeks to “produce outstanding graduates who can identify and solve the problems of the future”. These “outstanding graduates” should:

- be capable of taking on complex and multifaceted problems by cultivating specialized knowledge, scholarship, and a high level of education, as well as a globally accepted sense of innovation, versatility, and ethics;
- be capable of engaging in cross-disciplinary technical work that spans multiple fields; and
- be able to work while using technical terms in both English and Japanese.

The curriculum of the Department of Mechanical and Electrical Systems Engineering consists of “University-wide courses” and “Engineering Courses (Faculty-specialized Courses in Engineering)” and offers the following features to international students:

- 1) Japan’s first Capstone project in an engineering program
- 2) English-medium instruction in all Engineering Courses
- 3) 472.5 hours of Japanese Language Courses
- 4) 1.5 times more class-time spent learning “Engineering Physics” and “Engineering Math” than other typical engineering programs
- 5) Experience-based hands-on learning

### (1) University-wide Courses

The aim of University-wide courses are to acquire the fundamental ability necessary for learning at university and essential skills required of a member of society:

- Acquisition of an understanding of the liberal arts required for university students to succeed as members of society (Future Design Courses and Civic and Liberal Arts Courses)
- Acquisition of language abilities (Language Courses)
- Acquisition of communication skills and the ability to discover and resolve basic problems (Startup Courses)
- Acquisition of basic employment skills (Career Education Courses)
- Development of communication, leadership, and cooperation skills through physical activity (Sports Courses)

Japanese language skills, which will be a valuable asset for our students in the future, will be acquired in Japanese Language Courses. Japanese Language Courses consist of 21 credits that are arranged in such a way that students will complete them by the end of their 3rd semester. These courses including 10 mandatory classes in the 1st semester. It is necessary to acquire 18 credits or more in Japanese Language Courses (which including 10 mandatory credits) in order to meet the requirement for advancement from second to the third year of the program. Thus, students will develop the ability to take liberal arts courses that are taught in Japanese. The courses for 5 credits out of the 10 mandatory credits and the courses for 5 credits out of the 11 auto-registered credits will be offered during semester breaks as intensive courses.

In the Startup Courses, students discover problems in their daily lives, gather and share relevant knowledge, and through group discussions and brainstorming, propose, implement, check the effectiveness of, and make presentations and reports on solutions to those problems. By doing so, they will acquire the skills of understanding, inquiry, and expression necessary for acquiring knowledge and conducting research at the university level. *Startup Seminar A & B*, which are placed in the first year, are mandatory subjects.

For Career Education Courses, we offer *Career Design* to students in their 3rd semester. Students learn about the social mission and role of technology from lecturers invited from the industry, and acquire an a sense of engineering as a profession, including ethics in career development.

For Sports Courses, four credits of *Sports Life Skills I, II, III, & IV* are mandatory and are taken from the 1st to 3rd and then in the 8th semester at the sports facilities of the Kyoto Kameoka Campus.



## (2) Engineering Courses (Faculty-specialized courses)

The Faculty of Engineering's specialized courses are categorized into Faculty-wide Courses, Pillar-specific Courses, Experiment and Laboratory Exercises, and Comprehensive Practical Exercises. Furthermore, Faculty-wide Courses and Pillar-Specific Courses are classified into "Basic", "Applied" and "Advanced" according to their level.

### (a) Faculty-wide Courses

Through the study of "Faculty-wide General Courses", "Engineering Physics Courses", "Engineering Math Courses" and "Information Processing Courses", students will acquire the physics, math, and information processing necessary to study specialized knowledge and skills, as well as a sense of mission and ethics as an engineer.

During the orientation week at the beginning of the 1st semester, *Introduction to Mechatronics Engineering* will be conducted as an intensive course. Students will learn the general outline of the curriculum, the relationships between the courses and their association with the society. At the same time, students will learn about the social mission of engineering and the ethics that being an engineering requires. Finally, students will be provided with information about their career path after graduation.

During the 1st semester, students will focus on *Engineering Physics 1*, *Engineering Physics 1 Exercises*, *Calculus and Linear Algebra 1*, and *Calculus and Linear Algebra 1 Exercises* to acquire a basis for learning Pillar-specific Courses thereafter. Acquisition of these four courses is a requirement for advancement from the first year to the second year of the program. Students will also acquire the fundamentals of the numerical analysis software "MATLAB" in *Introduction to Numerical Analysis Programming* and learn basic information processing and programming skills in *Information Literacy*.

In the 2nd semester, students will continue to focus on *Engineering Physics 2*, *Engineering Physics 2 Exercises*, *Calculus and Linear Algebra 2*, and *Calculus and Linear Algebra 2 Exercises* as the basis for learning Pillar-specific Courses. Meanwhile, they will acquire general programming skills in *Algorithmic Thinking and Programming with Python* and *Algorithmic Thinking and Programming with Python Exercises*. Faculty-wide Courses are mandatory until the 2nd semester, and elective courses can be taken in and after the 3rd semester.

### (b) Pillar-specific Courses

As the core of engineering education in the Department of Mechanical and Electrical Systems Engineering, students will learn specialized knowledge and skills belonging to 13 "pillars". These pillars include "Design & Production", "Robotics", "Instrumentation", "Control", "Mechanics", "Materials", "Ionics", "Electromagnetics", "Actuators", "Energy", "Devices", "Circuits", and "Communication", from the 2nd semester.

Basic-level courses are recommended regardless of career path, and especially, *Fundamental Mechanics* and *Fundamental Mechanics Exercises*, which are allocated to the 2nd semester, are mandatory. All applied and advanced-level courses are electives, and it is recommended that students choose elective courses tailored to their academic interests and/or desired career path.

#### (c) Experiment and Laboratory Exercises

This category consists of five courses: *Introduction to Design, Exercise for Machine Shop Practice, Mechatronics Laboratory (Robot: basic), Mechatronics Laboratory (Energy), and Mechatronics Laboratory (Robot: advanced)*. Of these, *Introduction to Design, Exercise for Machine Shop Practice, and Mechatronics Laboratory (Robot: basic)* are mandatory. Students learn the basic skills required for Comprehensive Practical Exercise (Capstone project, etc.) and gain a deep awareness of safety and manufacturing.

In the *Introduction to Design* course in the 2nd semester, students can choose from one of the three tracks listed below according to their interests. Through a series of processes of concept, design, production, and confirmation, students will be able to experience work that makes use of various expertise they acquire in their Pillar-specific Courses.

- Track 1 (Mechanical field): Robot fabrication using Lego Mindstorms
- Track 2 (Electrical field): Building electronic circuits with microcontrollers
- Track 3 (Information processing field): Developing applications on mobile devices

Students will learn the basics of machining and 3D printers in the *Exercise for Machine Shop Practice* course, which will be held in the 3rd semester. The *Mechatronics Laboratory* courses, which will be held from the 4th to 6th semesters, will deepen students' knowledge and practical skills acquired in Pillar-specific Courses through laboratories and problem-based learning (PBL) related to robotics and energy.

#### (d) Comprehensive Practical Exercises

Students will participate in a Keystone project in their 4th and 5th semesters by taking *Pre-Capstone Project 1 & 2* as mandatory courses. Successively, in the 6th and 7th semesters, students will take *Capstone Project 1 & 2* or *Laboratory Project 1 & 2* according to their career path.

A capstone is a stone placed at the top of a pyramid, and in modern day terms, it means “the finishing touch”. In the Capstone project, a team of 4-5 students applies the knowledge they have obtained in their Pillar-specific Courses to solve a real-life problem faced by a company. In addition to faculty members, engineers and researchers from the company presenting the problem will participate in team meetings with the students to provide guidance from their company's point of view. By dealing with issues on the frontlines of engineering, students will acquire practical problem-analyzing and problem-solving skills, as well as teamwork and communication skills.

## 6. Course Codes

The course code associated with each course consists of six characters. “M” in the first column indicates an Engineering course. Even in University-wide Courses, if the first character in the course code is “M”, that course is unique content that is associated with the Faculty of Engineering. (For example, English Language Courses (excluding *Advanced English I & II*), Japanese Language Courses, *Startup Seminar A & B*, and *Career Design*).

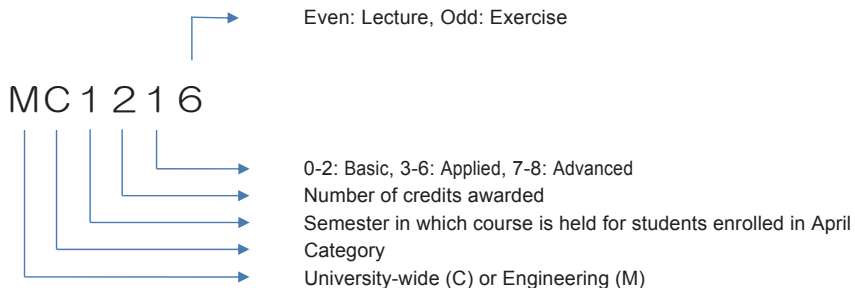
The table below shows the second alphabetic character indicating the subject category.

Second Column Character	Category (University-wide Courses)	Second Column Character	Category (Engineering Courses)
E	English Language Courses (excluding <i>Advanced English I &amp; II</i> )	C	Faculty-wide Courses
J	Japanese Courses	S	Pillar-specific Courses
U	Startup Courses	X	Experiment and Laboratory Exercises
R	Career Education Courses ( <i>Career Design</i> only)	G	Comprehensive Practical Exercises

In Faculty-wide course and Pillar-specific course codes, the fifth character denotes the academic level, and the sixth character denotes the class type: lecture (even) or exercise (odd). Also, in Experiment and Laboratory Exercises and Comprehensive Practical Exercises codes, only odd numbers are used for the sixth character, which indicates the type of exercise or practical training the course deals with.

Fifth Column Character	Academic level (Faculty-wide Courses and Pillar-specific Courses)	Sixth Column Character	Lecture/Exercise type (Faculty-wide Courses and Pillar-specific Courses)
0-2	Basic	Even	Lecture course
3-6	Applied	Odd	Exercise course (Including Experiment and Laboratory Exercises and Comprehensive Practical Exercise)
7-8	Advanced		

< Course Codes for Faculty-wide Courses and Pillar-specific Courses >



List of Faculty of Engineering courses \*See the following tables for Greek characters,numbers and abbreviation.

Course Category	Course Code	Course Name	Credits			1st-year	2nd-year	3rd-year	4th-year		
			Mandatory	Auto-Regi	Elective						
University-wide Courses	α	CF3201	Community Regeneration			2		○	○	○	
		CF3202	The progress of medicine and life sciences:past, present and future			2		○	○	○	
		CF3203	Globalization and Diversity			2		○	○	○	
		CF3205	The Pursuit of Quality of Life			2		○	○	○	
		CF2206	Seminar on Future Design			2		○	○	○	
	β	CC1201	The Constitution of Japan			2		○	○	○	
		CC1202	Theory of Health & Sports			2		○	○	○	
		CC1203	Introduction to Jurisprudence			2		○	○	○	
		CC1204	Bioethics			2		○	○	○	
		CC1205	History of Human Rights and Modern Human Right's Issues			2		○	○	○	
		CC1206	Religions			2		○	○	○	
		CC1207	Introduction to Philosophy			2		○	○	○	
		ZB1201	Introduction to the Japanese Economy			2		○	○	○	
		CC1209	Principle of Business Administration			2		○	○	○	
		CC1210	Biology			2		○	○	○	
	CC1211	Chemistry			2		○	○	○		
	Language Courses	γ	MJ2101	Basic Japanese Kanji and Vocabulary I	1			○	○		
			MJ2102	Basic Japanese Listening and Conversation I	1			○	○		
			MJ2103	Basic Japanese Reading I	1			○	○		
			MJ2104	Basic Japanese Writing I	1			○	○		
MJ2105			Basic Japanese Grammar I	1			○	○			
MJ2106			Basic Japanese Kanji and Vocabulary II	1			○	○			
MJ2107			Basic Japanese Listening and Conversation II	1			○	○			
MJ2108			Basic Japanese Reading II	1			○	○			
MJ2109			Basic Japanese Writing II	1			○	○			
MJ2110			Basic Japanese Grammar II	1			○	○			
MJ3111			Advanced Japanese Kanji and Vocabulary		1		○	○	○	○	
MJ3112			Advanced Japanese Listening and Conversation		1		○	○	○	○	
MJ3113			Advanced Japanese Reading I		1		○	○	○	○	
MJ3114			Advanced Japanese Reading II		1		○	○	○	○	
MJ3115			Advanced Japanese Writing		1		○	○	○	○	
MJ4116		Comprehensive Japanese I		1			○	○	○		
MJ4117		Business Japanese I		1			○	○	○		
MJ4118		Japanese Newspaper Reading		1			○	○	○		
MJ4119		Comprehensive Japanese II		1			○	○	○		
MJ4120		Business Japanese II		1			○	○	○		
MJ4121	Japanese Research Paper Reading		1			○	○	○			
δ	CE3111	Advanced English I			1		○	○	○		
	CE3112	Advanced English II			1		○	○	○		
ε	CL1101	Basic Chinese I			1		○	○	○		
	CL1102	Basic Chinese II			1		○	○	○		
	CL1103	Basic Korean I			1		○	○	○		
	CL1104	Basic Korean II			1		○	○	○		
	CL1105	Basic German I			1		○	○	○		
	CL1106	Basic German II			1		○	○	○		
	CL1107	Basic French I			1		○	○	○		
	CL1108	Basic French II			1		○	○	○		

Course Category	Course Code	Course Name	Credits			1st-year	2nd-year	3rd-year	4th-year		
			Mandatory	Auto-Regi	Elective						
University-wide Courses	ζ	MU1201	Startup Seminar A	2		○	○	○	○		
		MU2202	Startup Seminar B	2		○	○	○	○		
	η	MR4201	Career Design		2		○	○	○		
		CR2123	Overseas Training		1		○	○	○		
		CR2124	Internship		1		○	○	○		
		CR2125	Service Learning		1		○	○	○		
	θ	CS1101	Sports Life Skills I	1			○	○	○		
		CS2102	Sports Life Skills II	1		○	○	○	○		
		CS3103	Sports Life Skills III	1		○	○	○	○		
		CS4104	Sports Life Skills IV	1		○	○	○	○		
Engineering Courses Faculty-wide Courses	ι	MC1202	Introduction to Mechatronics Engineering	2		○	○	○	○		
		MC8270	Intellectual Property		2				○		
	κ	B	MC2404	Engineering Physics 1	4		○				
			MC2205	Engineering Physics 1 Exercises	2		○				
			MC3606	Engineering Physics 2	6		○	○	○	○	
			MC3207	Engineering Physics 2 Exercises	2		○	○	○	○	
			MC2408	Calculus and Linear Algebra 1	4		○				
	λ	B	MC2209	Calculus and Linear Algebra 1 Exercises	2		○				
			MC3410	Calculus and Linear Algebra 2	4		○	○	○	○	
			MC3211	Calculus and Linear Algebra 2 Exercises	2		○	○	○	○	
			MC4212	Ordinary Differential Equations		2		○	○	○	
			MC4113	Ordinary Differential Equations Exercises		1		○	○	○	
			MC5214	Vector Calculus		2		○	○	○	
			MC5115	Vector Calculus Exercises		1		○	○	○	
			MC6230	Fourier Analysis and Partial Differential Equations		2				○	
	Αρ	B	MC6131	Fourier Analysis and Partial Differential Equations Exercises		1			○		
			MC7232	Complex Analysis, Probability and Statistics		2			○		
			MC7133	Complex Analysis, Probability and Statistics Exercises		1			○		
			MC1216	Introduction to Numerical Analysis Programming	2		○	○	○	○	
	μ	B	MC2218	Information Literacy	2		○	○	○	○	
			MC3220	Algorithmic Thinking and Programming with Python	2		○	○	○	○	
			MC3121	Algorithmic Thinking and Programming with Python Exercises	1		○	○	○	○	
			MC4234	Introduction to C Programming		2		○	○	○	
		Αρ	B	MC4135	Introduction to C Programming Exercises		1		○	○	○
				MC5236	System Programming with C		2		○	○	○
				MC5137	System Programming with C Exercises		1		○	○	○
MC6238				Digital Signal Processing		2			○	○	
MC6139				Digital Signal Processing Exercises		1			○	○	

Course Category	Course Code	Course Name	Credits			1st-year	2nd-year	3rd-year	4th-year
			Mandatory	Auto-Regi	Elective				
Engineering Courses	i	B MS5202	Machine Design	2			○	○	○
		MS5103	Machine Design Exercises	1			○	○	○
	Ap MS6230	Introduction to Production Engineering	2				○	○	
	Ap MS5232	Introduction to Mechanisms and Mobile Robots	2			○	○	○	
	ii	Ad MS6270	Introduction to Robotic Manipulators	2				○	○
		Ap MS6234	Introduction to Scientific Measurement	2				○	○
	iii	Ad MS7272	Introduction to Sensors	2				○	○
		Ap MS5236	Classical Control Engineering	2			○	○	○
	iv	MS6238	Modern Control Engineering	2				○	○
		Ad MS7274	Digital Control Engineering	2				○	○
	v	B MS3204	Fundamental Mechanics	2			○	○	○
		MS3105	Fundamental Mechanics Exercises	1			○	○	○
	vi	B MS4206	Mechanics of Materials	2			○	○	○
		MS4107	Mechanics of Materials Exercises	1			○	○	○
	vii	B MS5208	Introduction to Physical Chemistry	2			○	○	○
		MS5109	Introduction to Physical Chemistry Exercises	1			○	○	○
		Ap MS6240	Introduction to Electrochemistry	2				○	○
		Ad MS7276	Introduction to Battery Engineering	2				○	○
	viii	Ap MS4242	Electromagnetic Theory	2			○	○	○
		MS4143	Electromagnetic Theory Exercises	1			○	○	○
	ix	Ap MS4244	Fundamentals of Electric Motors	2			○	○	○
		Ad MS5278	Control Principles of Electric Motors	2			○	○	○
		MS7280	Actuator Systems	2				○	○
	x	Ap MS7246	Electric Power Transmission and Distribution	2				○	○
		MS8248	Electric Power Generation and Transformation	2				○	○
	xi	Ap MS5250	Semiconductor Engineering	2			○	○	○
		MS6252	Power Electronics Engineering	2				○	○
	xii	Ap MS5254	Electric Circuits	2			○	○	○
		MS6256	Analog Electronic Circuits	2				○	○
		MS7258	Logic Circuits	2				○	○
	xiii	Ap MS7260	Introduction to Communication Engineering	2				○	○
		MS8262	Introduction to Information and Communications Networks	2				○	○
	Experiments and Laboratory Exercises	MX1201	Introduction to Design	2			○	○	○
		MX4303	Exercise for Machine Shop Practice	3			○	○	○
		MX5305	Mechatronics Laboratory (Robot: basic)	3			○	○	○
		MX6307	Mechatronics Laboratory (Energy)	3				○	○
		MX7309	Mechatronics Laboratory (Robot: advanced)	3				○	○
	Comprehensive Practical Exercises	MG5201	Pre-Capstone Project 1	2			○	○	
		MG6403	Pre-Capstone Project 2	4				○	
		MG7205	Capstone Project 1	2				○	○
		MG8407	Capstone Project 2	4				○	○
		MG7415	Laboratory Project 1	4				○	○
		MG8417	Laboratory Project 2	4				○	○

List of Greek characters, numbers and abbreviation

α	Future Design Courses
β	Civic and Liberal Arts Courses
γ	Japanese Language Courses
δ	English Language Courses
ε	Second Foreign Language Courses
ζ	Startup Courses
η	Career Education Courses
θ	Sports Courses
ι	Faculty-wide General Courses
κ	Engineering Physics Courses
λ	Engineering Math Courses
μ	Information Processing Courses

i	Design and Production
ii	Robotics
iii	Instrumentation
iv	Control
v	Mechanics
vi	Materials
vii	Ionics
viii	Electromagenetics
ix	Actuators
x	Energy
xi	Devices
xii	Circuits
xiii	Communication

B	Basic
Ap	Applied
Ad	Advanced





# Dept. of Mechanical and Electrical Systems Engineering (KUASE): Curriculum Map for International Students (Enrollment in September)

**Diploma policy**  
 KUASE certifies graduation and awards a **Bachelor of Engineering** degree to students who have been enrolled in the program for four years or more, have earned the required number of credits, and are judged to have acquired the following:

Semester table							
1	2	3	4	5	6	7	8

University-wide Courses	Future Design Courses			Future Design Course(s)	Future Design Course(s)	Future Design Course(s)	Future Design Course(s)	Future Design Course(s)	Future Design Course(s)
	Civic & Liberal Arts Courses (in Japanese)			Civic & Liberal Arts Course(s)	Civic & Liberal Arts Course(s)	Civic & Liberal Arts Course(s)	Civic & Liberal Arts Course(s)	Civic & Liberal Arts Course(s)	Civic & Liberal Arts Course(s)
	Japanese Language Courses	(B) J Kanji & Vocabulary I (B) J Listening & Conversation I (B) Japanese Reading I (B) Japanese Writing I (B) Japanese Grammar I	(Ad) J Kanji & Vocabulary (Ad) J Listening & Conversation (Ad) Japanese Reading I	Comprehensive Japanese I Business Japanese I Japanese Newspaper Reading					
		Intensive courses (Semester break) (B) J Kanji & Vocabulary II (B) J Listening & Conversation II (B) Japanese Reading II (B) Japanese Writing II (B) Japanese Grammar II	(Ad) Japanese Reading II (Ad) Japanese Writing	Comprehensive Japanese II Business Japanese II Japanese Research Paper Reading					
	Startup Courses	Startup Seminar B	Startup Seminar A						
	Career Education Courses			Career Design Overseas Training; Internship; Service Learning					
Sports Courses	Sports Life Skills II	Sports Life Skills III	Sports Life Skills IV					Sports Life Skills I	
Faculty-wide Courses	Faculty-wide General Courses	Intensive courses (Orientation week) Intro to Mechatronics Engineering					Intellectual Property		
	Engineering Physics Courses	Engineering Physics 1 Engineering Physics 1 Ex	Engineering Physics 2 Engineering Physics 2 Ex						
	Engineering Math Courses	Calculus & Linear Algebra 1 Calculus & Linear Algebra 1 Ex	Calculus & Linear Algebra 2 Calculus & Linear Algebra 2 Ex	Ordinary Differential Equations Ordinary Differential Equations Ex	Vector Calculus Vector Calculus Ex	Fourier Analysis & Partial Differential Equations Fourier Analysis & Partial Differential Equations Ex	Complex Analysis, Probability & Statistics Complex Analysis, Probability & Statistics Ex		
	Information Processing Courses	Introduction to Numerical Analysis Programming Information Literacy	Algorithmic Thinking and Programming with Python Algorithmic Thinking and Programming with Python Ex	Introduction to C Programming Introduction to C Programming Ex	System Programming with C System Programming with C Ex	Digital Signal Processing Digital Signal Processing Ex			
Pillar-specific Courses	Design & Production			Machine Design Machine Design Ex	Intro to Production Engineering				
	Robotics			Intro to Mechanisms & Mobile Robots	Intro to Robotic Manipulators				
	Instrumentation				Intro to Scientific Measurement	Intro to Sensors			
	Control				Classical Control Engineering	Modern Control Engineering	Digital Control Engineering		
	Mechanics		Fundamental Mechanics Fundamental Mechanics Ex						
	Materials			Mechanics of Materials Mechanics of Materials Ex					
	Ionics				Intro to Physical Chemistry Intro to Physical Chemistry Ex	Intro to Electrochemistry	Intro to Battery Engineering		
	Electromagnetics			Electromagnetic Theory Electromagnetic Theory Ex					
	Actuators			Fundamentals of Electric Motors	Control Principles of Electric Motors		Actuator Systems		
	Energy						Electric Power Transmission & Distribution	Electric Power Generation & Transformation	
	Devices				Semiconductor Engineering	Power Electronics Engineering			
	Circuits				Electric Circuits	Analog Electronic Circuits	Logic Circuits		
	Communication						Intro to Communication Engineering	Intro to Information & Communications Networks	
Experiments & Laboratory Exercises		Introduction to Design	Exercise for Machine Shop Practice	Mechanics Laboratory (Robot: basic)	Mechanics Laboratory (Energy)	Mechanics Laboratory (Robot: advanced)			
Comprehensive Practical Exercises				Pre-Capstone Project 1	Pre-Capstone Project 2	Capstone Project 1 Laboratory Project 1	Capstone Project 2 Laboratory Project 2		

- DP6 An ongoing interest in the problems of a changing global society acquired through learning, and the ability to proactively and persistently solve those problems
- DP3 The ability to communicate with others in Japanese and English about their expertise and opinions
- DP7 The ability to act as an autonomous member of society while collaborating with others from diverse backgrounds
- DP2 The ability to gather and utilize necessary information using appropriate methods
- DP1 A body of knowledge in a multidisciplinary engineering field that straddles the fields of mechanical and electrical engineering, while relating it to knowledge in other fields, and use it to solve various problems in a changing global society
- DP4 The ability to logically construct and express their own ideas through multifaceted thinking by utilizing acquired knowledge, skills, and experience
- DP5 The ability to think logically and critically based on information collected through literature survey, experiments, etc., and analyze it objectively in response to a self-determined theme

<b>Bold with Red Frame</b> Mandatory courses	<b>Bold with Black Frame</b> Elective courses (auto-registration)	Plain with Black Frame Elective courses	Pale yellow Background Basic Engineering courses	Yellow Background Applied Engineering courses	Orange Background Advanced Engineering courses	Pink Background Laboratory & Practical Exercises
---	--	--	---	--	---	---



