

Course Registration Procedure for Exchange Students

2025 Spring-Summer Semester





Educational Affairs Division
Study Abroad Section (Inbound)

<https://international.hit-u.ac.jp/pros/orientation/>

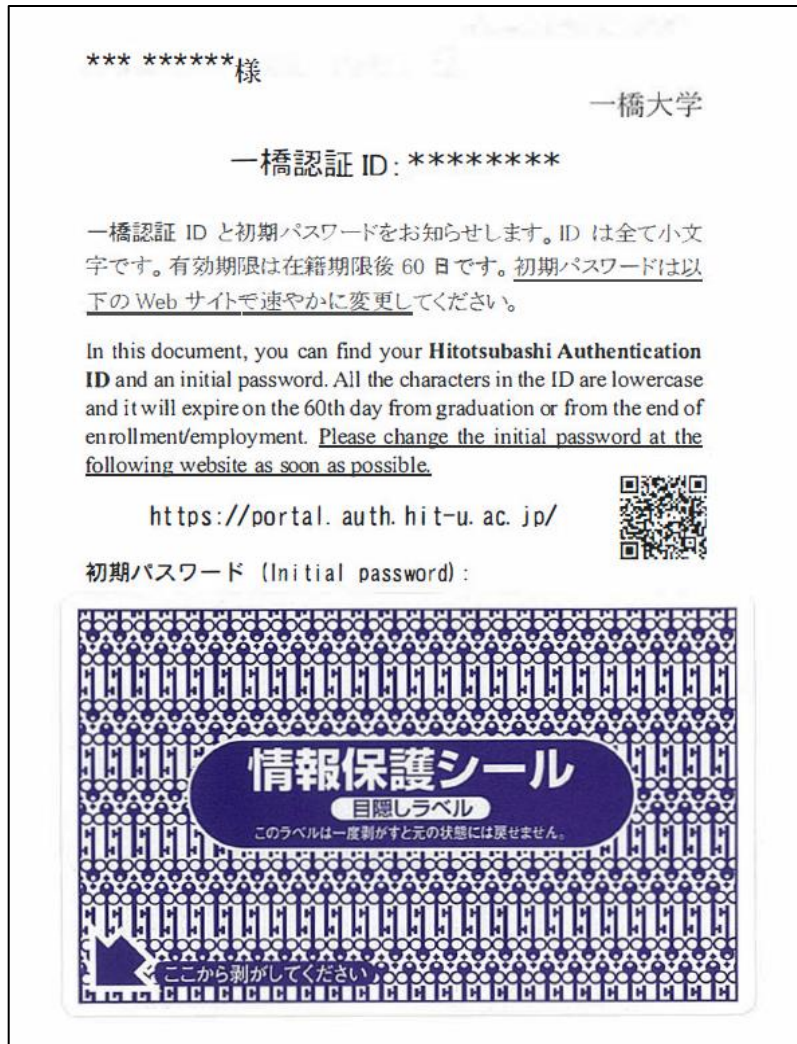
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Hitotsubashi online systems

CELS (1 st step)	manaba (2 nd step)
You ↔ Educational Affairs Division	You ↔ Instructors
Web lottery Course registration Course withdrawal Class cancellations / Classroom changes Grade release	Class materials Assignments Notices from instructors
<p>https://cels.hit-u.ac.jp/campusweb/</p> <p>Log in with your Hitotsubashi ID (lower case) and password.</p>  	<p>https://manaba.hit-u.ac.jp</p> <p>Log in with your Hitotsubashi ID (lower case) and password.</p>  

1. CELS / manaba



Hitotsubashi Authentication ID ・
initial password card

To Log in to CELS / manaba, you need your Hitotsubashi Authentication ID and initial password.

Come and collect this card, as well as your student ID card, from the Study Abroad Section (Inbound) office on March 28, 31 or April 1.

You will need your ID and initial password for the following procedures on CELS.

- 1st Web lottery from April 3 to April 4
- 2nd Web lottery from April 7 to April 8
- Course registration from April 9 to April 16

Lottery courses / Non-Lottery courses

Hitotsubashi has adopted a lottery system to limit the number of students on some courses.

Type	Lottery courses	Non-Lottery courses
Level	Some UG level courses	Most UG level course All PG level courses
How to apply	Web lottery procedure on CELS	Course registration procedure on CELS
When to apply	Lottery period	Course registration period
What to do	Apply for the lottery. You will be registered automatically on courses for which you are selected by lottery.	Complete the course registration procedure. Your place is secured right away.
When to drop/withdraw	Withdraw during the course withdrawal period which is after the course registration period / change of course registration period.	Drop during the course registration period / change of course registration period / course withdrawal period.

2. Lottery courses / Non-Lottery courses

1st Lottery
4/3 (9a.m.) - 4/4 (noon)

1st Lottery
result announcement
4/7 (3p.m.)

You will be registered automatically
on the course(s) for which you are
selected by lottery.

You may not apply in the 2nd lottery for courses for which you were unsuccessful in the 1st lottery.

Apply only for courses that are not held on the same day/time as those for which you are already registered through the 1st lottery.

2nd Lottery
4/7 (5p.m.) - 4/8 (2p.m.)

2nd Lottery
result announcement
4/8 (8p.m.)

You will be registered automatically
on the course(s) for which you are
selected by lottery.

Register only for non-lottery courses that are not held on the same day/time as those for which you are already registered through the 1st or 2nd lottery.

Course Registration 4/9 - 4/16

Spring-Summer Semester
Spring Quarter • Summer Quarter
Summer Intensive

**Course
Withdrawal**
4/23 - 4/29

3rd Lottery
Summer Quarter • Summer Intensive
5/8 (noon) - 5/9 (noon)

Change of Course Registration
Summer Quarter • Summer Intensive
5/13 - 5/14

Attention!

- Before applying for the lottery, check the schedule for lottery courses and NON-lottery courses in which you are interested. If they are held on the same day and time, you need to decide which you wish to take.
- If you decide to take a NON-lottery course, do not apply via the lottery for a course which is held on the same day and time as the NON-lottery course.

Sample :

Course Title	Offered Term	Day	Period	Medium of Instruction	Credits	Web Lottery
A : Japanese Economy B	Spring-Summer Semester	Mon	3	ENG	2	○
B : Advanced Course in Management	Spring Quarter	Mon, Thu	3	ENG	2	

Courses **A** and **B** are held on the same day and time, so you need to choose either **A** or **B**.

If you prefer to take course **A**, apply via the lottery during the lottery period.

→ If you are selected by lottery, you will be registered automatically.

→ If you are not selected, you can still register for course **B** during the course registration period.

If you prefer to take course **B**, register for **it** during the course registration period. Do not apply via the lottery for course **A**.

* If you apply via the lottery for course **A** and are selected, you cannot cancel this to register for course **B**, even if you make a mistake or change your mind.

Attention!

- You cannot drop a lottery course for which you have been selected in order to swap it for a NON-lottery course in the same slot. You can only withdraw from the lottery course(s) for which you have been selected during the course withdrawal period, which is after the course registration period.
- Do not panic even if you are not selected for any lottery courses. You can still register for NON-lottery courses during the course registration period, which is after the lottery period.
- Before the lottery period / course registration period, check the course descriptions on the syllabus search page on CELS to find out whether the courses you wish to take will meet the requirements for credit transfer at your home university.

3. Course registration dates

Course registration procedures and what you can do during each period

- Complete each course registration procedure during the specified period.
Adding / changing / dropping courses outside the specified period is not permitted under any circumstances.
- Refer to the next page for specific dates.

Procedures	Application for lottery courses	Registration for NON-lottery courses	Course withdrawal (drop)	Notice
① Lottery period	○ Applicable Check the course restrictions on Page 17 and 18 before applying for lottery courses.	× Not applicable	× Not applicable	Check the notices regarding lottery courses on Page 7 and 8 before applying for lottery courses.
② Course registration period / Change of course registration period	× Not applicable	○ Applicable Check the course restrictions on Page 17 and 18 before applying for lottery courses.	△ Applicable only to NON-lottery courses	Adding/changing/dropping lottery courses during the course registration period is not permitted.
③ Course withdrawal period	× Not applicable	× Not applicable	○ Applicable Applicable to all courses	
Outside the above periods	× Not applicable	× Not applicable	× Not applicable	Not permitted under any circumstances.

3. Course registration dates

	Period A	Period B	Period C
① Lottery period	<p>1st lottery (UG only) Apr. 3(9a.m.) - Apr. 4(noon) result: Apr. 7(3p.m.)</p> <p>2nd lottery (UG and PG) Apr. 7(5p.m.) - Apr. 8(2p.m.) Result: Apr. 8(8p.m.)</p>	<p>3rd lottery (UG only) May 8(noon) – May 9(noon) Result: May 12(noon)</p>	<p>4th lottery (UG only) Jun. 30(noon) – Jul. 1(noon) Result: Jul. 2(noon)</p>
What you can do during period ①	<p>Apply for lottery courses for <u>Spring Quarter</u>, Summer Quarter <u>Spring-Summer Semester</u> Summer Intensive</p>	<p>Apply for lottery courses for Summer Quarter Summer Intensive</p>	<p>Apply for lotter courses for Summer Intensive</p>
② Course registration period Change of course registration period	<p>Course registration Apr. 9 - Apr. 16 *mandatory for all</p>	<p>Change of course registration May 13 – May 14</p>	<p>Change of course registration Jul. 3 - Jul. 4</p>
What you can do during period ②	<p>Add/drop NON-lottery courses for <u>Spring Quarter</u>, Summer Quarter <u>Spring-Summer Semester</u> Summer Intensive</p>	<p>Add/drop NON-lottery courses for Summer Quarter Summer Intensive</p>	<p>Add/drop NON-lottery courses for Summer Intensive</p>
③ Course withdrawal period	<p>Apr. 23 – Apr. 29</p>	<p>Jun. 16 – Jun. 22</p>	<p>Jul. 25 – Jul. 28</p>
What you can do during period ③	<p>Withdraw from lottery & non-lottery courses <u>Spring Quarter</u>, Summer Quarter <u>Spring-Summer Semester</u> Summer Intensive</p>	<p>Withdraw from lottery & non-lottery courses Summer Quarter Summer Intensive</p>	<p>Withdraw from lottery & non-lottery courses Summer Intensive</p>

UG : Undergraduate Students

PG: Postgraduate Students

4. How to find lottery courses

How to find lottery courses (1)

Check the HGP Course List.

Courses marked with a ○ in the “Web Lottery” section are lottery courses.

There are no lottery courses on the Additional Course List for **PG**.

*Courses on the HGP Course List and Additional Course List are conducted in English, with the exception of Japanese language courses.

As of Aug 30, 2024

Course List of Hitotsubashi University Global Education Program 2024-25 for Undergraduate Students (Autumn Quarter, Winter Quarter, Autumn-Winter Semester)

Sociology

Registration Code	Course Title	Subtitle	Instructor(s)	Offered by	Offered Term	Day	Period	Medium of Instruction	Credit	Web Lottery	Notes
1SB41401	Gender and Japanese Society			SS	K	Wed	2	ENG	2	○	▶△
1SD42001	Topics of Modern and Contemporary History B			SS	K	Wed	2	ENG	2		▶△
1SD42201	Special Topics in Ethics			SS	W	Mon, Thu	1	ENG	2		▶△
1SE21001	Political Communication			SS	W	Mon, Thu	6	ENG	2		◎
1SE21501	Topics in Food Studies			SS	A	Tue, Fri	4	ENG	2		◎
1SE40201	Political Behavior			SS	A	Tue, Fri	4	ENG	2		▶△
1SE40701	Social Psychological Perspectives on Health			SS	W	ODC		ENG	2		▶△
1SE40901	Cultural Neuroscience			SS	A	ODC		ENG	2		▶△
1SE41101	Parenting and Child Development			SS	K	Tue	5	ENG	2		▶△
1SE41301	Cognitive Neuroscience			SS	K	Wed	2	ENG	2		▶△
1SG41601	Topics in Global Studies C			SS	A	Wed	3,4	ENG	2	○	▶△
1SG41701	Topics in Global Studies D			SS	W	Wed	3,4	ENG	2	○	▶△

4. How to find lottery courses

How to find lottery courses (2)

Use the Syllabus Search on CELS.

1. Log in to CELS with your Hitotsubashi ID and password.
2. Click on “Syllabus” and then “Search for Specific Items”.
3. Choose “Applicable” in the “Online Registrator Lottery” field.
4. A list of lottery courses will be displayed.

HOME Student Info Bulletin Board Schedule **Syllabus** Course Final Exams Grade Download Center Classroom Reservation

Search for Specific Items Download Syllabus Syllabus Csv Upload

What's New
No data available for display.

My Schedule
Feb 2025
Sun Mon Tue Wed Thu Fri Sat
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28
2025/02/12(Wed)
no schedule.

Frequently Used Menu
Student information carte/
student register informa
Bulletin board registration
Entry of Class Cancellation
Up Class
Search for Specific Items
Course registration - registra
tion status inquiry
Output of Course Attendan
ce
grade inquiry
credit earned inquiry

Search for Specific Items / Search for Specific Items

Select Faculty/Graduate School if you want to search in the detailed conditions

※Where a class is conducted via live video streaming, in whole or in part, students participating in the class may be shown on the screen (or participants' voices may be picked up). Classes will be recorded and may be made public at a later date. Therefore, please be aware that you are consenting to this when you register for a course.

Academic Year : 2025
Course offered by : [not specified]
Quarter(s) : [not specified]
Course : [not specified] ※Partial search
Instructor : [not specified] ※Partial search
Day : [not specified]
Period : [not specified]
Language : [not specified]

Online Registrator Lottery : All Applicable Not Applicable

Types of Course : [not specified]
Keyword : [not specified]
The Search Range of Keyword is "Detailed Information", and "Class Schedule Details".
Displayed Search Results : [100] results

Search Clear

○ is displayed for lottery courses.

Faculty/Department	Lecture	Day/Period	Course Code	Course	Instructor	Language	Online Registrator Lottery	Reference
International Linkage	Spring-Summer	Mon2, Tue2, Wed2, Thu1, Fri1	1HB70101	Basic Japanese I		J	○	Japanese English
International Linkage	Spring-Summer	Mon3	1HC71601	Japanese Economy B		E	○	Japanese English
International Linkage	Spring-Summer	Mon5	1HC70801	Japanese Culture B		E	○	Japanese English
International Linkage	Spring-Summer	Tue3	1HC72001	Japanese History		E	○	Japanese English

— is displayed for non-lottery courses.

Faculty/Department	Lecture	Day/Period	Course Code	Course	Instructor	Language	Online Registrator Lottery	Reference
International Linkage	Spring-Summer	Mon1, Tue1, Wed1, Thu2, Fri2	1HB70201	Basic Japanese II		J	-	Japanese English
International Linkage	Spring-Summer	Mon1, Wed1, Fri2	1HB70301	Introduction to Japanese Language		J	-	Japanese English

Hitotsubashi University Global Education Program

- **HGP** courses are conducted in English, with the exception of Japanese language courses.
- There are also some courses for non-native English speakers to improve their English ability in an academic setting.
- There are two lists for HGP courses.

HGP Course List: For **UG** students and **PG** students (with some exceptions).

Additional Course List: For **PG** students only.

HGP <https://international.hit-u.ac.jp/courses/hgp/>

HGP Course List / Additional Course List <https://international.hit-u.ac.jp/courses/hgp/information-on-courses-classes/>

Notice for postgraduate students

On the HGP Course List, courses marked with a Δ are open to **UG** and **PG**. These are listed on the Additional Course List as well.

If you are a **PG** and wish to take a lottery course marked with a Δ on the HGP course list, do not apply for the web lottery. You can register for the same course during the course registration period using the code on the Additional Course List. Your place will be guaranteed.

If you are a **PG** and wish to take a NON-lottery course marked with a Δ on the HGP course list, find the same course on the Additional Course List and register for it during the course registration period using the code on the Additional Course List.

HGP Course List

- Open to **UG** / **PG** with some exceptions
- Courses with a Δ are open to **UG** and **PG**
- Lottery courses and Non-lottery courses

Registration Code	Course Title	Instructor	Offered by	Offered Term	Day	Period	Medium of Instruction	Credits	Web Lottery	Notes
1SB41401	Gender and Japanese Society		SS	K	Wed	2	ENG	2	○	△
1SD42001	Topics of Modern and Contemporary History B		SS	K	Wed	2	ENG	2		△
1SD42201	Special Topics in Ethics		SS	W	Mon, Thu	1	ENG	2		△

Additional Course List

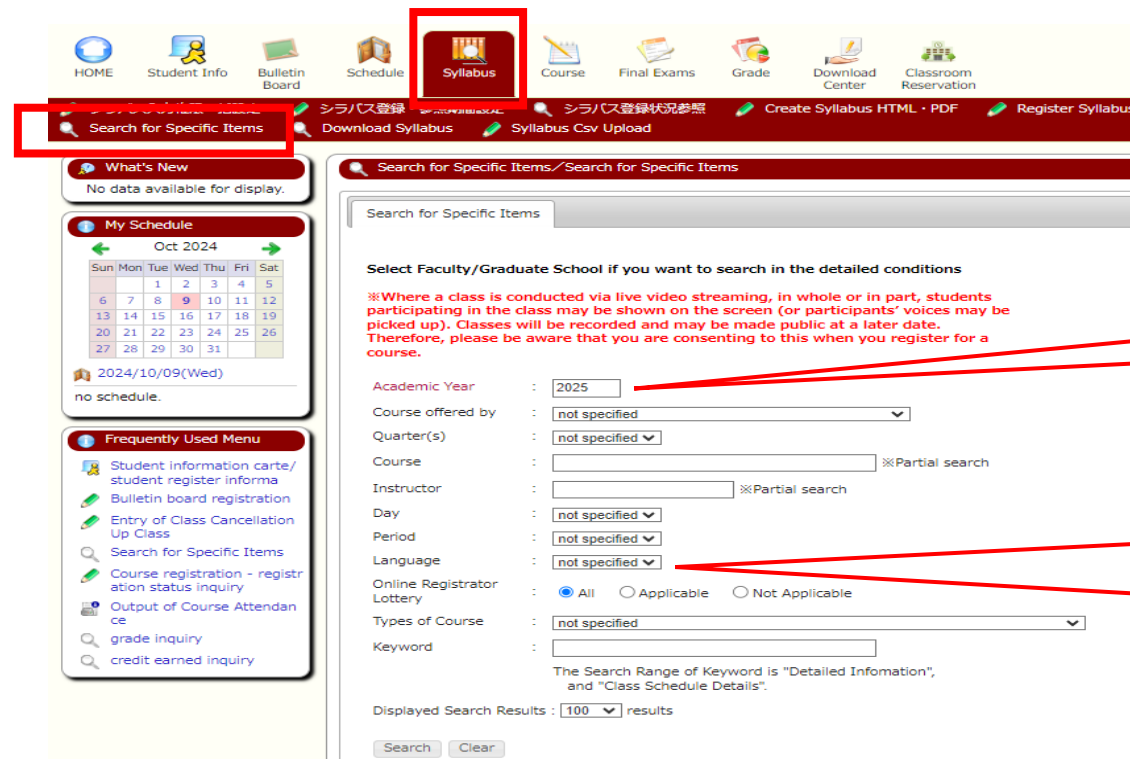
- Open to **PG** only
- Non-lottery courses only

Registration Code	Course Title	Instructor	Offered by	Offered Term	Day	Period	Medium of Instruction	Credits	Notes
2SB41401	Gender and Japanese Society		SS	K	Wed	2	ENG	2	△
2SD42001	Topics of Modern and Contemporary History B		SS	K	Wed	2	ENG	2	△
2SD42201	Special Topics in Ethics		SS	W	Mon, Thu	1	ENG	2	△

How to find courses other than HGP courses

Use the Syllabus Search on CELS.

1. Log in to CELS with your Hitotsubashi ID and password.
2. Click on “Syllabus” and then “Search for Specific Items”.
3. Search by faculty, graduate school, course title, language (medium of instruction), lottery status, etc.



2025

Select Japanese or English as the medium of instruction.

Next page



6. Courses other than HGP courses

- A list of courses will be displayed.
Select the language in which you wish to read the syllabus.

Faculty/Department	Lecture	Day/Period	Course Code	Course	Instructor	Language	Online Registrar Lottery	Reference
Faculty of Commerce and Management	Winter	Mon2, Thu2	1BB38501	Special topics on Management and Marketing C		E	-	Japanese English
Faculty of Commerce and Management	Winter	Mon4, Thu4	1BB20801	Marketing Management		J	○	Japanese English

Medium of instruction

- The class information will then be displayed.

基本情報 / Basic Information	
開講科目名 / Course	マーケティング・マネジメント / Marketing Management
時間割コード / Course Code	1BB20801
ナンバリングコード / Numbering Code	BU-B208-A-00
開講所属 / Faculty/Department	商学部 / Faculty of Commerce and Management
曜限 / Day and Period	月 / Mon 4, 木 / Thu 4
開講区分 / Quarter(s)	冬学期 / Winter
単位数 / Credits	2.0
主担当教員 / Main Instructor	
科目区分 / Course Group	B : Faculty of CM (Basis / Development) / Basis
教授言語 / Language	日 / J
開講形態 / Types of Course	【対】 対面授業 (Face-to-face)
抽選対象 / Online Registrar Lottery	○

Medium of instruction

Select the language in which you wish to read the syllabus.



Course registration guidelines “Pink Sheet”

[Exchange MEXT Students Course registration guideline 2025.01.pdf](#)

Exchange students and MEXT Japanese Studies Students **are NOT permitted to take** the courses listed on the Course Registration Guidelines “Pink Sheet”, **regardless of their language proficiency.**

If an error occurs during the course registration, check if the course code/title is on this list. If it is, this means you are not permitted to register for that course.

August 2024
一橋大学教務課 Mitsubashi University Educational Affairs Division

交流学生及び日本語・日本文化研修留学生履修ガイドライン
Course Registration Guidelines for Exchange Students and MEXT Japanese Studies Students

交流学生及び日本語・日本文化研修留学生の履修登録については、「一橋大学 履修登録規則」等に基づき、以下のとおりとする。

1) 交流学生（留学生）及び日本語・日本文化研修留学生在が1年間に履修登録し得る科目の単位数の総量は、44単位とする。交流学生（大学院生）の場合は、各研究科の定規による。

2) 本学が日本語研修プログラムで提供する日本語科目を履修する場合には、必ず本学が行う日本語プレテストを受け、その結果に基づいたレベルの科目を履修すること。

3) 協賛科目の履修希望者は、正規生と同期間中に協賛に参加すること。

4) 全ての学期において、出入国管理庁及び難民認定法第七条第一項第二号に基づき1学期につき10時間以上の履修を完了するため、本学において1学期につき105分の授業を3コマ以上履修すること（本学教務部長の下で研究を行う交換学生（大学院生）を除く）。なお、日本国籍を有する交流学生についても同様の扱いとする。

5) 以下の科目については、履修を制限する。また、以下の科目以外にもシラバス等に特別の記載がある場合には、それに従うこと。

Course registration for exchange students and MEXT Japanese Studies students shall be as follows, in compliance with the “Mitsubashi University Course Registration Rules” and other regulations.

1) For exchange students (Undergraduates) and MEXT Japanese Studies students, the maximum number of credits for courses for which a student may register in one year shall be 44. For exchange students (Postgraduate), it is in accordance with the regulations of each graduate school.

2) Before registering for a Japanese language course offered under the Mitsubashi University Japanese Language Education Program, a student must sit the Japanese language placement test conducted by the University and select a course of the level indicated by the results of that test.

3) A student who wishes to take “litterary courses” must apply for a literary during the same designated period as for degree-seeking students.

4) Every term, a student must register for courses with a total of at least a 105-minute units of class time per week at MU in order to fulfil the requirement set down in Article 7, Clause 1, Item 2 of the Immigration Control and Refugee Recognition Act that the student attend at least 10 hours of classes per week (except for exchange students (Postgraduate) who conduct research under a supervisor at MU). This rule shall be applied equally to exchange students with Japanese nationality.

5) Registration for the courses listed below shall be restricted. Students must also satisfy any conditions stated in the syllabus or other written guidance for courses other than those listed below.

● 履修できない科目 Registration not permitted

履修区分 Department	履修登録コード Course Code	科目名 Course Title
商学系 Faculty of Commerce and Management	1BA10101	導入ゼミナールⅠ
	1BA10102	導入ゼミナールⅠ
	1BA10103	導入ゼミナールⅠ
	1BA10104	導入ゼミナールⅠ
	1BA10105	導入ゼミナールⅠ
	1BA10106	導入ゼミナールⅠ
	1BA10107	導入ゼミナールⅠ
	1BA10108	導入ゼミナールⅠ
	1BA10109	導入ゼミナールⅠ
	1BA10110	導入ゼミナールⅠ
	1BA10111	導入ゼミナールⅠ
	1BA10112	導入ゼミナールⅠ
	1BA10113	導入ゼミナールⅠ
	1BA10114	導入ゼミナールⅠ
	1BA10115	導入ゼミナールⅠ
	1BA10116	導入ゼミナールⅠ
	1BA10117	導入ゼミナールⅠ
	1BA10118	導入ゼミナールⅠ
	1BA10119	導入ゼミナールⅠ
	1BA10120	導入ゼミナールⅠ
	1BA10201	導入ゼミナールⅡ
	1BA10202	導入ゼミナールⅡ
	1BA10203	導入ゼミナールⅡ
	1BA10204	導入ゼミナールⅡ
	1BA10205	導入ゼミナールⅡ
	1BA10206	導入ゼミナールⅡ
	1BA10207	導入ゼミナールⅡ
	1BA10208	導入ゼミナールⅡ
	1BA10209	導入ゼミナールⅡ

Restrictions for exchange students

- Courses offered by graduate schools are **NOT open to UG students**.
- Pedagogical subjects are **NOT open to exchange students, including PG students**.
- A limited number of Master of Business Administration (MBA) courses are open to exchange students.
- School of International Corporate Strategy (ICS) courses, Business Law courses conducted in Japanese, and School of Law courses are **NOT open to exchange students, including PG students**.
- Among **UG** courses, courses on the HGP course list (with some exceptions), International Linkage courses, and Japanese Language courses are open to **PG students**.

UG

General Education
Faculty of Commerce and Management
Faculty of Economics
Faculty of Law
Faculty of Social Sciences
Faculty of Social Data Science
International Linkage
Pedagogical Subjects

PG

Graduate School of Business Administration
 Researcher Training Course
 Management Analysis Program
 Business Administration Program
 Financial Strategy Program
 International Corporate Strategy
Graduate School of Economics
Graduate School of Law
 Law and International Relations
 Business Law
Graduate School of Social Sciences
Graduate School of Language and Society
School of International and Public Policy
 Asian Public Policy Program
Graduate School of Social Data Science
Graduate School of Commerce and Management
Graduate School of International Corporate Strategy
Law school

6-slot requirement (1)

- All exchange students are required to register for **a minimum of 6 slots of class time (6 × 105minutes) every week and every quarter** (throughout the semester) to maintain visa status*.
- Each on-demand/online course also counts as 1 slot (semester course)/ 2 slots (quarter course) a week.
- Intensive courses do not count as any slots.
- This requirement does not apply to **PG** students who have been permitted to research under a supervisor at Hitotsubashi University.
- This requirement applies also to exchange students with Japanese nationality.

*Exchange students are required to register for at least 10 hours of class time per week in accordance with Article 7, Clause 1, Item 2 of the Immigration Control and Refugee Recognition Act.

	Spring	Summer	Autumn	Winter	Register for Intensive/Other		
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Intensive
Period 1	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered
Period 2	2BF51701 Special topics on Accounting and Finance B (MBA) 1	2BF53401 Advanced Course in Accounting (MBA) 2	Not registered	2BF51701 Special topics on Accounting and Finance B (MBA) 4	2BF53401 Advanced Course in Accounting (MBA) 5	Not registered	Not registered
Period 3	Not registered	2BF53301 Advanced Course in Marketing (MBA) 3	Not registered	Not registered	2BF53301 Advanced Course in Marketing (MBA) 6	Not registered	Not registered
Period 4	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered
Period 5	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered

6-slot requirement is fulfilled.

2 more slots have to be filled.

	Spring	Summer	Autumn	Winter	Register for Intensive/Other		
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Intensive
Period 1	2SD42201 Special Topics in Ethics 1	Not registered	Not registered	2SD42201 Special Topics in Ethics 3	Not registered	Not registered	Not registered
Period 2	2BF51301 Special topics on Management and Marketing C (MBA) 2	Not registered	Not registered	2BF51301 Special topics on Management and Marketing C (MBA) 4	Not registered	Not registered	Not registered
Period 3	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered
Period 4	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered
Period 5	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered

8. 6-slot requirement

6-slot requirement (2)

How to check your course registration status

1. Log in to CELS with your Hitotsubashi ID and password.
2. Click on “Course” and then “View Course Registration and Status”.
3. Your course registration will be displayed.
4. Check each quarter by clicking the tab.

View Course Registration and Status

Name	SHOGAKUBU GAKUSEI	Student ID No.	SHO00001
Affiliation	Faculty of Commerce and Management 商学科	Student Year	3Grade
Academic Year/Semester	2019Academic Year Spring	Valid Until	Outside registration period
No. of Enrolled Credits (Academic Year)	0.0	No. of Enrolled Credits (Semester)	0.0
No. of Items	0		

Spring Summer Autumn Winter

Period	Monday	Tuesday	Wednesday	Thursday	Friday	Intensive
Period 1	1BB20201 Corporate Strategy [F] 1	1BB20701 Consumer Behavior [F] 2	Not registered	1BB20201 Corporate Strategy [F] 5	1BB20701 Consumer Behavior [F] 6	Not registered
Period 2	Not registered	1BB30501 Marketing Communication [O] 3	Not registered	Not registered	1BB30501 Marketing Communication [O] 7	Not registered
Period 3	Not registered	1BB32301 Design Thinking and Management by Design [F] 4	Not registered	Not registered	Not registered	Not registered
Period 4	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered
Period 5	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered
Period 6	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered

Day	Period	Course Code	Course	Instructor Name
Others	Other	0701	Social Psychological Perspectives on Health	8.9

Each on-demand/online course counts as 1 slot (semester course) / 2 slots (quarter course) a week.

Intensive courses do not count as any slots.

On-demand/online courses are shown at the bottom.

Credits

- **UG** exchange students are permitted to register for **a maximum of 14 credits per quarter**, 28 credits throughout the semester, and **44 credits per academic year**. (This applies to the period from April to March of the following year. Intensive courses are not included in these limits.)
- If you are a **PG** student, contact your graduate school office to find out the maximum number of credits for which you are permitted to register.
- There is no minimum number of credits required by Hitotsubashi University to be obtained by either **UG** or **PG** students.
- However, it is **your responsibility** to check the minimum requirement imposed by your home university for the period during which you are an exchange student at Hitotsubashi University.

Approval of your study plan

- If your home university needs to approve your study plan at Hitotsubashi University, you should obtain confirmation **before the 1st lottery entry period, April 3 (9 a.m.) – April 4 (noon).**
- It is **your responsibility** to confirm the guidelines for credit transfer at your home university.
- **Even if you forget to register, register for the wrong course, do not register for the number of credits required by your home university, or are awarded a place on the wrong course in the lottery, nothing can be done afterwards to resolve this.**
- **Make a back-up plan in case you are not selected for the lottery course(s) which you wish to take. Make sure the back-up plan meets the requirement imposed by your home university.**



Seminar (主ゼミナール・演習) / “Blue Sheet” for UG

[Seminar on Majoring Subject 202501.pdf](#)

For those who wish to take a
“主ゼミナール／Seminar” or “演習／Seminar”

基本情報/Basic Information

開講科目名
/Course

主ゼミナール(3年)/Seminar

- Contact the instructor of the seminar which you wish to take by email. If you obtain permission to register, attend the first class and obtain the signature of the instructor on the bottom portion of a Blue Sheet.
- Submit this original Blue Sheet to the Study Abroad Section (Inbound) by **4 p.m. on April 30**.
- If you have any concerns, consult with an instructor in your host faculty **at the Academic Advising Session on April 2**.
- Your seminar will be registered on CELS by the Educational Affairs Division. It may take about a month to show up on your CELS.
- Consult your graduate school office if you are a **PG** student and wish to take a seminar. The course will be registered on CELS by them.

You can get a Blue Sheet from this link, at the Academic Advising Session, or from the Study Abroad Section (Inbound) office.

交流学生・日研生：(春夏・秋冬)学期

学生記入欄 Seminar on Majoring Subject 誓約書兼履修申込書

一橋大学教務課 ご担当者様

学籍番号： _____
 所属学部： 商 / 経 / 法 / 社 / SDS
 区分： 交流学生 / 日研生
 留学期間： _____年____月____日から(半年間/1年間)
 署名欄： _____
 氏名/Name in print: (_____)
 日付： _____年____月____日

このたび、Seminar on Majoring Subject を履修するにあたり、次のことを誓約します。

1. 学業について
 <次のすべてにチェックしてください>
 指導教員の指示に従い、学業に励みます。
 指定された曜日・時限のゼミに参加します。
2. 履修登録について
 <留学期間が【1年間】の場合は、次のいずれかにチェックしてください>
 1年間、Seminar on Majoring Subject を履修登録します。
 ※翌学期の指定の期日まで、再度この誓約書兼履修申込書の提出が必要です。
 (春夏・秋冬)学期のみ、Seminar on Majoring Subject を履修登録します。
※あてはまるほうに○
 <留学期間が【半年間】の場合は、次にチェックしてください>
 (春夏・秋冬)学期のみ、Seminar on Majoring Subject を履修登録します。
※あてはまるほうに○

ゼミ担当教員(指導教員)記入欄

Seminar on Majoring Subject 履修許可書

上記学生が Seminar on Majoring Subject を (春夏・秋冬) 学期に履修登録し、授業に参加することを許可します。
※あてはまるほうに○

日付： _____年____月____日 ゼミの曜日・時限： _____
 指導教員名： _____

ゼミ担当教員(指導教員)の方へ

この「Seminar on Majoring Subject 誓約書兼履修申込書」を持参した交流学生・日研生のゼミへの参加ならびに履修登録を許可いただける場合は、破線以下「履修許可書」にご記入のうえ、学生にご返却ください。交流学生・日研生のゼミ履修許可は、各ゼミ担当教員(指導教員)の判断に委ねられておりますので、本誓約書兼履修申込書は、ゼミ履修許可を要請するものではありません。なお、交流学生がゼミを履修する場合、付与単位数は春夏学期または秋冬学期それぞれで2単位です。また、成績評価は可・不可ではなく、A+ABCFによる段階評価となります。
 ご質問やご不明な点は、下記までお問い合わせください。
 教務課留学支援係(受入担当)(内線：8162) メールアドレス：edu-acc_2@td.hit-u.ac.jp

Academic calendar

<https://international.hit-u.ac.jp/en/curr/exchange#A>



HITOTSUBASHI UNIVERSITY GLOBAL & INTERNATIONAL

ACCESS CONTACT SEARCH JP EN

Prospective International Students Study Abroad Current International Students International Experience Courses Researchers

You are here: Home / Current International Students / For Exchange Students

For Exchange Students

This page shows information for our exchange students who are currently enrolling at Hitotsubashi. If you wish to apply to Hitotsubashi University as an exchange student, please check the information on this website: prospective international exchange students.

- International Students Orientation Handouts
- Academic Calendar
- Course Registration
- Course Syllabus
- Procedures before Returning Home

International Student Orientation Handouts

Handouts given in the International Student Orientation are available here for your reference.

Academic Calendar

- 2024-25 Academic Calendar as of November 30, 2023 NEW (345KB)

Jump to:

Click here for support related to global education and exchange

Center for Global Education & Exchange

2025-26 Hitotsubashi University Academic Calendar for Undergraduate Students

Month	SUN	MON	TUE	WED	THU	FRI	SAT
April		1	2	3	4	5	
April	6	7	8	9	10	11	12
April	13	14	15	16	17	18	19
April	20	21	22	23	24	25	26
April	27	28	29	30			
May		1	2	3	4	5	
May	6	7	8	9	10	11	12
May	13	14	15	16	17	18	19
May	20	21	22	23	24	25	26
May	27	28	29	30			
June		1	2	3	4	5	
June	6	7	8	9	10	11	12
June	13	14	15	16	17	18	19
June	20	21	22	23	24	25	26
June	27	28	29	30			
July		1	2	3	4	5	
July	6	7	8	9	10	11	12
July	13	14	15	16	17	18	19
July	20	21	22	23	24	25	26
July	27	28	29	30	31		
August		1	2	3	4	5	
August	6	7	8	9	10	11	12
August	13	14	15	16	17	18	19
August	20	21	22	23	24	25	26
August	27	28	29	30	31		
September		1	2	3	4	5	
September	6	7	8	9	10	11	12
September	13	14	15	16	17	18	19
September	20	21	22	23	24	25	26
September	27	28	29	30			
October		1	2	3	4	5	
October	6	7	8	9	10	11	12
October	13	14	15	16	17	18	19
October	20	21	22	23	24	25	26
October	27	28	29	30	31		
November		1	2	3	4	5	
November	6	7	8	9	10	11	12
November	13	14	15	16	17	18	19
November	20	21	22	23	24	25	26
November	27	28	29	30			
December		1	2	3	4	5	
December	6	7	8	9	10	11	12
December	13	14	15	16	17	18	19
December	20	21	22	23	24	25	26
December	27	28	29	30	31		
January		1	2	3	4	5	
January	6	7	8	9	10	11	12
January	13	14	15	16	17	18	19
January	20	21	22	23	24	25	26
January	27	28	29	30	31		
February		1	2	3	4	5	
February	6	7	8	9	10	11	12
February	13	14	15	16	17	18	19
February	20	21	22	23	24	25	26
February	27	28	29				
March		1	2	3	4	5	
March	6	7	8	9	10	11	12
March	13	14	15	16	17	18	19
March	20	21	22	23	24	25	26
March	27	28	29	30	31		

Class Dates

- Spring quarter (April 18 - May 31)
- Summer quarter (June 2 - July 23)
- Autumn quarter (September 15 - November 1)
- Winter quarter (November 3 - December 27)

Spring quarter

- Apr. 1 Start of quarter
- Apr. 2 New student orientation by class
- Apr. 2 (Regular students only)
- Apr. 2 1st English-language placement test (Regular students only)
- Apr. 6 Entrance ceremony
- Apr. 10 1st day of classes
- Apr. 29 Classes held on national holiday
- May 24-31 Examination dates for online courses
- May 31 End of quarter

Summer quarter

- Jun. 1 Start of quarter
- Jun. 2 1st day of classes
- Jun. 14-15 KICDARA Festival (planned)
- Jul. 18-23 Examination dates for online courses (except Jul. 21)
- Sep. 12 September degree awarding ceremony
- Sep. 12 End of quarter

Autumn quarter

- Sep. 13 Start of quarter
- Sep. 15 1st day of classes
- Sep. 25 Classes held on national holiday
- Sep. 25 Classes held on national holiday
- Sep. 24 Anniversary of the university's founding (150th anniversary)
- Oct. 13 Classes held on national holiday
- Oct. 25, Sep. 1 Examination dates for online courses
- Nov. 1 End of quarter

Winter quarter

- Nov. 2 Start of quarter
- Nov. 3 1st day of classes
- Nov. 3 Classes held on national holiday
- Nov. 20 2nd English-language placement test (Regular students only)
- Nov. 21 No classes (preparatory day for Midyear Festival)
- Nov. 22-24 Midyear Festival (planned)
- Dec. 24 2nd English-language placement test (Intl. Regular students only)
- Dec. 21, 24 Examination dates for online courses
- Dec. 27 Degree awarding ceremony (International ceremony)
- Mar. 31 End of quarter

Others

- Jan. 16 Preparatory day for Common Test for University Admissions
- Jan. 17, 18 Common Test for University Admissions
- Feb. 26 Entrance examination (first sitting)
- Mar. 12 Entrance examination (second sitting)

You can check the dates of the lottery and course registration.

Lecture terms

Hitotsubashi University uses a quarter system, with six different lecture terms (four quarters and two semesters) over the academic year.

The six term codes on the [HGP course list](#)

Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
① Term Code: P Spring Quarter		② Term Code: S Summer Quarter		④ Term Code: INT (S) Summer Intensive Course	⑤ Term Code: A Autumn Quarter		⑥ Term Code: W Winter Quarter		⑧ Term Code: INT (W1) Winter Intensive Course I	⑨ Term Code: INT (W2) Winter Intensive Course II	⑩ Term Code: INT (W3) Winter Intensive Course III
③ Term Code: Z Spring - Summer Semester			⑦ Term Code: K Autumn - Winter Semester								

P **S** **A** **W**

Quarter course: 105 min. per class x 2 classes per week x 7 weeks

Z **K**

Semester course: 105 min. per class x 1 class per week x 14 weeks

Summer and Winter Intensive Courses are not mandatory.

The time schedule for Intensive Courses will be announced on CELS later.

Class schedule

1st period	8:45 a.m. - 10:30 a.m.
2nd period	10:45 a.m. - 0:30 p.m.
Lunch break (45minutes)	
3rd period	1:15 p.m. - 3:00 p.m.
4th period	3:15 p.m. - 5:00 p.m.
5th period	5:10 p.m. - 6:55 p.m.
6th period	7:45 p.m. - 9:30 p.m. (for live-streaming courses for UG)

Grades / transcripts

- Grades for the Spring-Summer semester are released on CELS on **August 28, 2025**. This schedule is fixed and cannot be expedited. It is non-negotiable.
- A soft copy of your official transcript (PDF) will be sent to you and your home university by email within a few business days after the grade release date.
- If the above grade release date does not meet the timeline for the credit transfer process at your home university, consult with the relevant office at your home university and ask for an alternative solution.
- Do not ask the instructors of your courses to disclose your grade information (even whether you have passed or failed) before the above grade release date.
- Grades for Global Education Portfolio (Summer) Courses will be released on March 2026. Grades for Global Education Portfolio (Winter) Courses will be released on August 2026.

Grading system

Grades (grade point average)	
A+ = 4.3	Outstanding
A = 4.0	Excellent
B = 3.0	Good
C = 2.0	Satisfactory
F = 0.0	Fail (not completed)

- A+, A, B, and C mean a pass, and F means a fail.
- Courses from which you have withdrawn will not be listed on your official transcript, nor included in your GPA calculation.

Request for explanation of a grade (UG only) (1)

- If you wish to inquire about your grades, you may make a request to the instructor(s) of your registered course(s) through the Educational Affairs Division.
- The period for requesting an explanation of a grade for the Spring-Summer semester is from **August 28, 2025 to August 29, 2025 (Japan Time)**.
- Only requests from your Hitotsubashi G-mail address will be accepted.
- You cannot request the instructor to change your grade.
- Requests for explanations of grades cannot be accepted before or after the period specified above. We highly recommend that you check your grades on CELS on the grade release date.

Request for explanation of a grade (UG only) (2)

How to get an application form

1. Log in to CELS with your Hitotsubashi ID and password.
2. Click on “Download Center”, then “002.授業関係2 Course reg. etc”, and then “成績説明請求 Request for Explanation of a Grade”.
3. Download the manual and an application form.

The screenshot shows the CELS Download Center interface. The 'Download Center' icon in the top navigation bar is highlighted with a red box. Below it, the search period is set to 'From 2025年01月10日 To 2025年03月10日'. The main content area displays a list of folders. The folder '002. 授業関係2 (履修登録・履修撤回・WEB抽選・成績関係 Course reg. etc.)' is highlighted with a red box. Within this folder, the folder '4) 成績説明請求 Request for Explanation of a Grade' is also highlighted with a red box. Below this, a list of files is shown, with '1. Request for Explanation of a Grade2024SS.pdf' and '2. (Application form) Request for Explanation of a Grade.xlsx' highlighted with red boxes.

Folder Name	Open Period	Owner	Summary
001. 授業関係1 (授業時間割 Timetable)	1,4,19 - 31,3,30	教務課 教務係 (教務担当)	授業時間割 Timetable
002. 授業関係2 (履修登録・履修撤回・WEB抽選・成績関係 Course reg. etc.)	1,4,19 - 31,3,25	教務課 教務係 (教務担当)	履修登録・WEB抽選・成績関係 Course reg., Web Lottery, etc.
1) WEB抽選 Web Lottery	1,4,19 - 31,3,25	教務課 教務係 (教務担当)	WEB抽選 Web Lottery
2) 履修登録・履修撤回 Course reg. and withdrawal	1,4,19 - 31,3,25	教務課 教務係 (教務担当)	履修登録・履修撤回 Course reg. and Course withdrawal
2) 履修登録・履修撤回 Course reg. and withdrawal	1,4,19 - 31,3,25	教務課 教務係 (教務担当)	履修登録・履修撤回 Course reg. and Course withdrawal
4) 成績説明請求 Request for Explanation of a Grade	6,24 - 31,3,30	教務課教務係 (教務担当)	2024年度春学期成績説明請求 案内・様式公開中

File Name	Registration Date	Summary
1. Request for Explanation of a Grade2024SS.pdf	26,7,24 11:17:06	
2. (Application form) Request for Explanation of a Grade.xlsx	26,7,24 11:17:44	英文版
2. (様式) 成績説明請求書_2024SS..xlsx	26,7,24 11:17:30	
3. (Application form) Request for Re-Explanation of a Grade.xlsx	26,7,24 11:18:10	英文版
3. (様式) 成績説明再請求書.xlsx	26,7,24 11:17:58	
【不受理例】成績説明請求書.pdf	26,7,24 11:18:31	

How to find classrooms

1. Register on CELS for all the courses you wish to take on the first day of the course registration period, April 9.
2. Click on “Course” on CELS.
3. A list of registered courses will be displayed, together with the classroom number for each course.
4. Find the classroom number on the map on the next page and check where it is located before class begins.
5. Do not forget to drop any course(s) which you have decided not to take during the course registration period.

The screenshot shows the CELS interface with the 'Course' menu item highlighted. Below the navigation bar, there is a 'Class Portfolio of' section with a 'Whats NEW!!' notification. The main section is titled 'Registered Courses' and contains a table with the following data:

Course	Day/Period/Classroom
International Organizations	水1 1201教室
Case Study on International Security	月5 22教室
Case Study on International Political Economy	火4 2202教室
Data Analysis and Presentation	月6
Cognitive Development	火5 2206教室
Comprehensive Japanese for Beginners	月2 1403教室, 水2 1403教室, 金1 1403教室

Day of the Week/Period
 月: Monday
 火: Tuesday
 水: Wednesday
 木: Thursday
 金: Friday

Classroom number

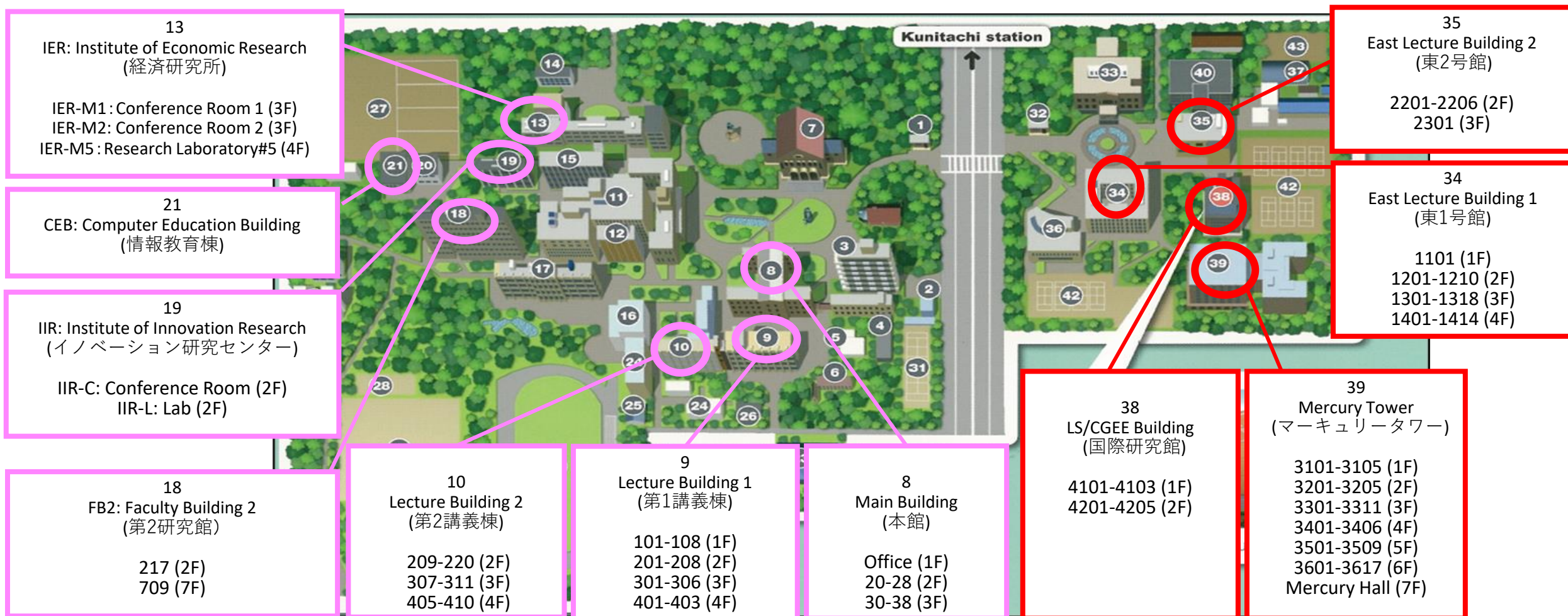
14. Classrooms

West Campus

- 8. Main Building (本館) <2-digit number>
- 9. Lecture Building 1 (第1講義棟) <3-digit number>
- 10. Lecture Building 2 (第2講義棟) <3-digit number>
- 13. IER: Institute of Economic Research (経済研究所) <IER Conference Room/Lab>
- 18. FB2: Faculty Building 2 (第2研究館)
- 19. IIR: Institution of Innovation Research (イノベーション研究センター) <IIR-C / IIR-L>
- 21. CEB: Computer Education Building (情報教育棟)

East Campus

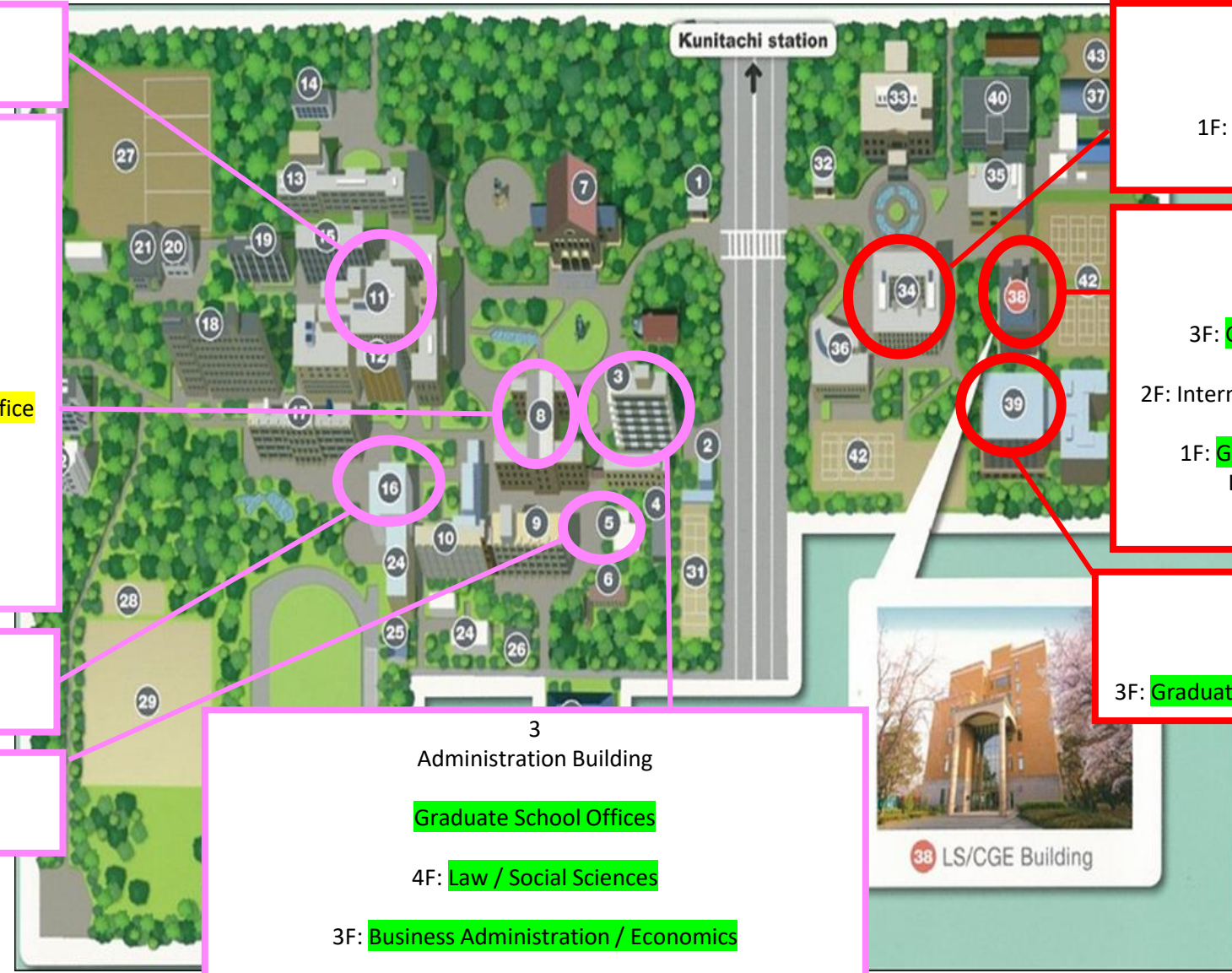
- 34. East Lecture Building 1 (東1号館) <4-digit number starting with 1>
- 35. East Lecture Building 2 (東2号館) <4-digit number starting with 2>
- 38. LS/CGEE Building (国際研究館) <4-digit number starting with 4>
- 39. Mercury Tower (マーキュリータワー) <4-digit number starting with 3>



Facilities

West Campus

East Campus



11
Library

8
Main Building

1F
Educational Affairs Division
 • Certificates (for **UG**)
 • Student ID card (for **UG**)

Study Abroad Section (Inbound)
 • Student Exchange Coordinator's Office

Student Services Division
 • Residence hall matters
 • Japanese pensions
 • Part-time jobs
 • Lost & Found

16
West Plaza • Cafeteria

5
Health Center

3
Administration Building
Graduate School Offices
 4F: **Law / Social Sciences**
 3F: **Business Administration / Economics**

34
East Lecture Building 1
 1F: Center for Global Education and Exchange
 HGP Coordinator's Office

38
LS/CGEE Building
 3F: **Graduate School of Language Society Office**
 2F: International Student & Study Abroad Advising Office
 1F: **Graduate School of Social Data Science Office**
 Language Community, Tutorial Services

39
Mercury Tower
 3F: **Graduate School of International and Public Policy Office**



Class Cancellations / Classroom Changes (1)

Before lottery/course registration

1. Log in to CELS with your Hitotsubashi ID and password.
2. Click on “Schedule” and then “Class cancellation・Classroom change”.
3. A list where you can check information about classroom changes, class cancellations and supplementary classes will be displayed.

Class cancellation・Classroom change

Display only changes in data for Date: 2024/10/10 ~ 2024/12/10

List view type

Instructor: Instructor Search Student Year: not specified

Display Course offered by: not specified

Reason of Class Cancellation: (A) school affairs, (B) academic conference, (C) illness, (D) transportation delay, (E) official trip, (F) others

Class Held (Default) Classroom Change Class Canceled Supplementary Class

Date	Class period	Course Code	Course	Instructor	Classroom	number of class students
10/10(Thu)	Period 1	1HB70102	Basic Japanese I		4101教室	10
		2LF50101	Lectures on Japanese Linguistics A		4201教室	7
10/10(Thu)	Period 2	1EE30101	Algebra I		2301教室	188
		1EZ90801	Algebra		2301教室	1
		1GC30510	English Writing II (Intermediate)		LL教室B	11
		1HB70202	Basic Japanese II		4101教室	20

Yellow:
Classroom Change

Pink:
Class Cancellation

Green:
Supplementary
Class

Class Cancellations / Classroom Changes (2)

After the lottery/course registration

1. Log in to CELS with your Hitotsubashi ID and password.
2. Click on “Course”.
3. A list of the courses for which you have registered will be displayed.
4. Click on any icons shown in color to check the details.

The screenshot shows the CELS system interface. The 'Course' menu item in the top navigation bar is highlighted with a red box. Below it, the 'Class Portfolio' section is visible, showing a list of registered courses. The courses listed are:

Course	Day/Period/Classroom
International Organizations	水1 1201教室
Case Study on International Security	月5 22教室
Case Study on International Political Economy	火4 2202教室
Data Analysis and Presentation	月6
Cognitive Development	火5 2206教室
Comprehensive Japanese for Beginners	月2 1403教室; 水2 1403教室; 金1 1403教室

Each course entry has a set of icons to its right, including a document icon, a folder icon, and a pencil icon. The document icon for 'International Organizations' is highlighted in red, indicating a notice or update.

Icons will show up in color when related content has been posted.

1

2

3



1. Notices
2. Class Cancellations and supplementary classes
3. Examinations

Communication Methods

Check these frequently.

CELS	manaba	Hitotsubashi Gmail
You ↔ Educational Affairs Division	You ↔ instructors	You ↔ Educational Affairs Division / instructors

All responsibility for problems caused by failing to check the information posted on CELS, manaba and Hitotsubashi Gmail **is yours.**

Your Hitotsubashi Gmail : **Student ID number (in lowercase) @g.hit-u.ac.jp**

Sample

UG : 1234567a@g.hit-u.ac.jp

PG : ab1234567@g.hit-u.ac.jp

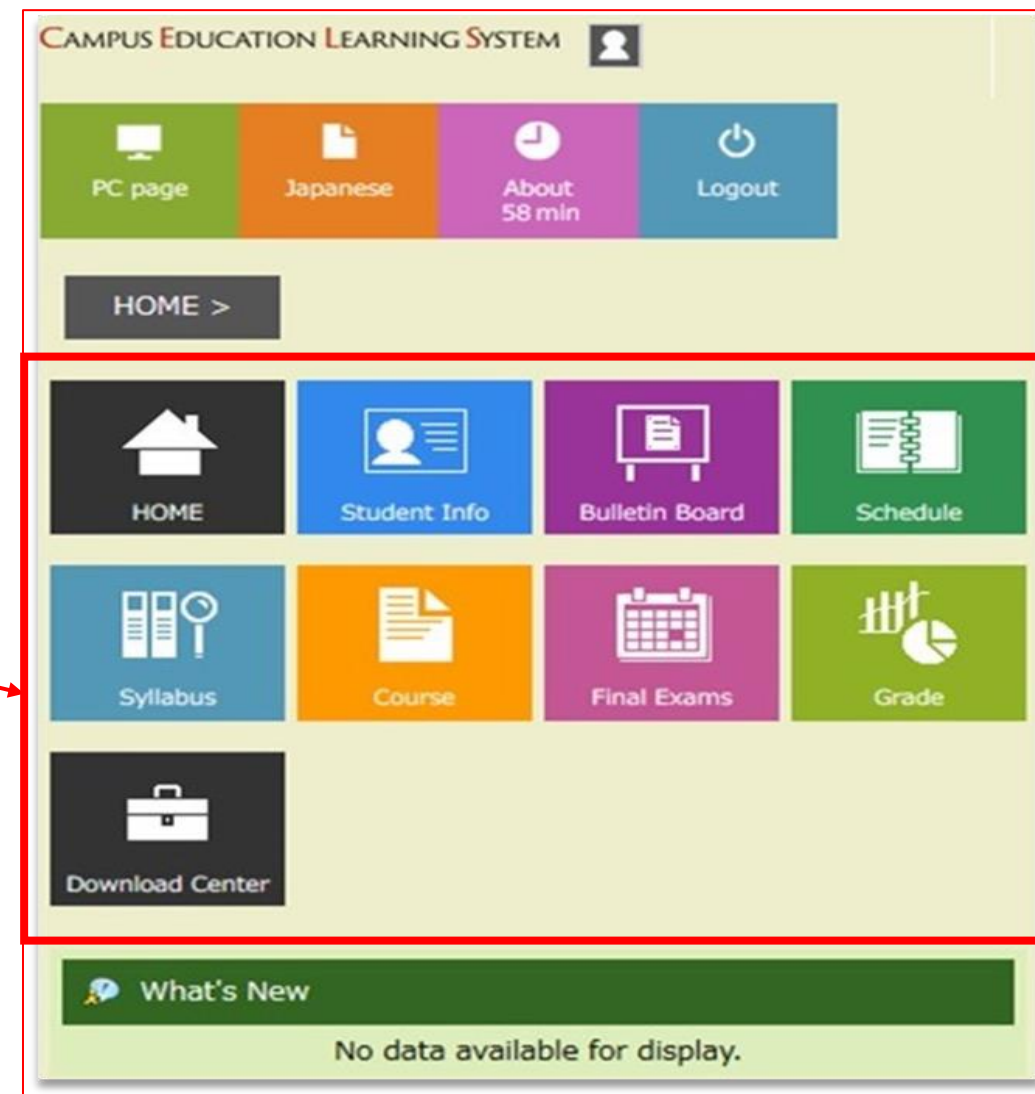
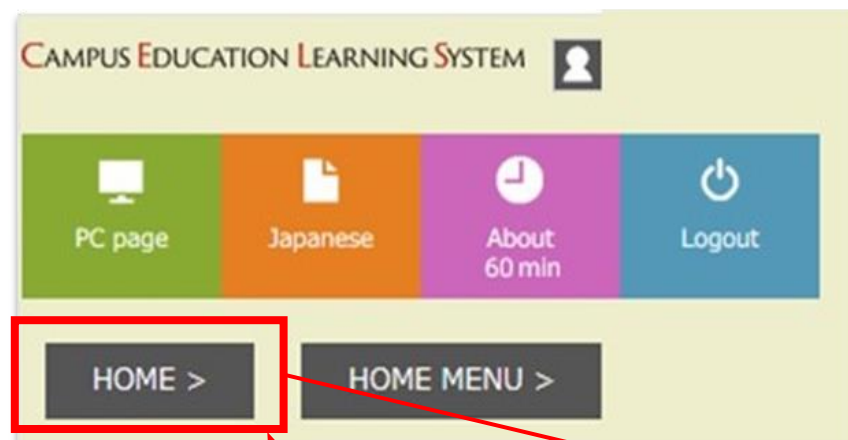
Log in here. (<http://mail.g.hit-u.ac.jp>)





CELS

CELS smartphone screen



Click on "Home" to see the menu.

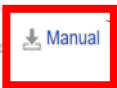
manaba



- manaba is the Learning Management System (LMS) at Hitotsubashi University.
- Your course instructors post class materials on manaba, and you submit assignments here.
- Log in to manaba with your Hitotsubashi ID and password.
- manaba is NOT for web lottery or course registration. CELS is.

Click on "Settings" and then "Change reminder settings". Add your private Email address and choose "Receive".

The manual is at the bottom of the main page.



Scan the QR code or click on the link to look at each manual.

[Manual for Web Lotteries](#)



[CELS Online Course Registration
Operation Overview](#)



[Course Withdrawal System](#)



CELS

<https://cels.hit-u.ac.jp/campusweb/>



manaba

<https://manaba.hit-u.ac.jp>



HGP Course List
Additional Course List

<https://international.hit-u.ac.jp/courses/hgp/information-on-courses-classes/>



Study Abroad Section (Inbound)

Contact us by email (edu-gs.g2@ad.hit-u.ac.jp) .

Visit us on the 1st floor of the Main Building of the West Campus.

Office Hours: 8:30 a.m. – 5:15 p.m. on weekdays