

Course Registration Procedure Explanation 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 (1st step)

You ↔ Educational Affairs Division

Web lottery
Course registration
Course withdrawal
Class cancellations / Classroom changes
Grade release

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

Log in with your Hitotsubashi ID (lower case) and password.



manaba (2nd step)

You ↔ Instructors

Class materials
Assignments
Notices from instructors

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

Log in with your Hitotsubashi ID (lower case) and password.



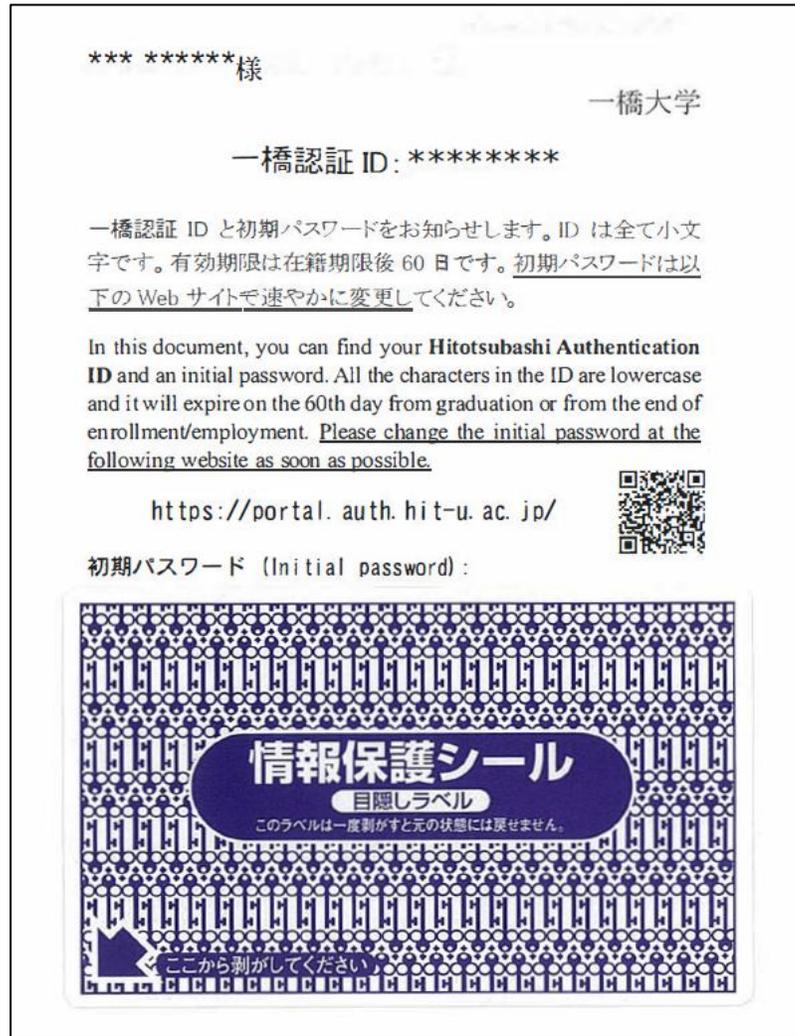
1. CELS / manaba

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



Hitotsubashi Authentication ID
& initial password card

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 including adding and dropping courses
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 withdraw	Withdraw during the course withdrawal period.	Withdraw during the course withdrawal period.

2. Lottery courses / Non-Lottery courses

**Spring Quarter • Spring-Summer Semester
Summer Quarter • Summer Intensive**

1st Lottery

April 3 (9a.m.) – April 4 (noon)



**1st Lottery
result announcement**
April 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 selected in the 1st lottery.

2nd Lottery

April 7 (5p.m.) – April 8 (2p.m.)



**2nd Lottery
result announcement**
April 8 (8p.m.)

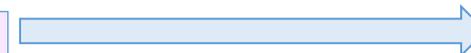


You will be registered automatically on the course(s) for which you are selected by lottery.



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

Course Registration April 9 – April 16



**Course
Withdrawal**

April 23 – April 29

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.

Course registration procedures and what you can do during each period

- Complete each course registration procedure during the specified period.
Adding and 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	Notice
① Lottery period	Applicable	Not applicable	Not applicable	.
② Course registration period	Not applicable	Applicable	Applicable only to non-lottery courses	Adding and dropping lottery courses during the course registration period is not permitted.
③ Course withdrawal period	Not applicable	Not applicable	Applicable to all courses	
Outside the above periods	Not applicable	Not applicable	Not applicable	Not permitted under any circumstances

3. Course registration dates

**Courses for Spring Quarter, Spring-Summer Semester,
Applicable courses: Summer Quarter and Summer Intensive**

① Lottery period	1st lottery (UG only) April 3 (9a.m.) - April 4 (noon) Result: April 7 (3 p.m.)
	2nd lottery (UG and PG) April 7 (5p.m.) - April 8 (2 p.m.) Result : April 8 (8p.m.)
What you can do during period ①	Apply for the lottery
② Course registration period	April 9 - April 16
What you can do during period ②	Add and Drop non-lottery courses *mandatory for all
③ Course withdrawal period	April 23 - April 29
What you can do during period ③	Withdraw from lottery courses and non-lottery courses

UG: Undergraduate students

PG: Postgraduate students

3. Course registration dates

Applicable courses: Courses for Summer Quarter and Summer Intensive

Applicable courses:	Courses for Summer Quarter and Summer Intensive	Courses for Summer Intensive
① Lottery period	3rd lottery (UG only) May 8 (noon) - May 9 (noon) Result: May 12 (noon)	4th lottery (UG only) June 30 (noon) - July 1 (noon) Result: July 2 (noon)
What you can do during period ①	Apply for the lottery	Apply for the lottery
② Course registration period	May 13 - May 14	July 3 - July 4
What you can do during period ②	Add and Drop non-lottery courses	Add and Drop non-lottery courses
③ Course withdrawal period	June 16 - June 22	July 25 - July 28
What you can do during period ③	Withdraw from lottery courses and non-lottery courses	Withdraw from lottery courses and non-lottery courses

UG: Undergraduate students

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 PG Course List for **PG**.

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

HGP Course List sample

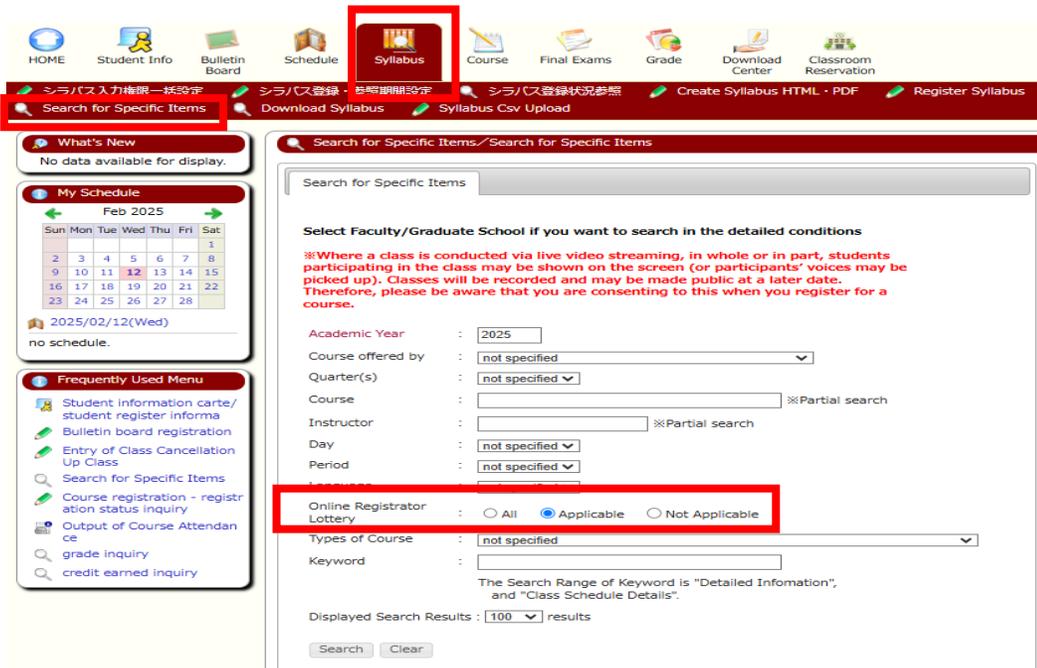
Registration Code	Course Title	Subtitle	Instructor(s)	Offered by	Offered Term	Day	Period	Medium of Instruction	Credit	Web Lottery	Notes
1SA11501	Introductory Seminar in Transnational Sociology (B)			SS	Z	Wed	2	ENG	2		■
1SD42201	History of Social Ideas and Thought B			SS	P	Tue,Fri	2	ENG	2		△◆
1SE21501	Conservation in Global Foodways			SS	Z	Mon	5	ENG	2		◎
1SE40401	Media research methods			SS	P	Mon,Thu	6	ENG	2		△◆
1SE40601	Cultural Psychology			SS	S	ODC		ENG	2		△◆
1SE40801	Data Analysis and Presentation			SS	Z	ODC		ENG	2		△◆
1SE41001	Biological Psychology			SS	Z	Wed	2	ENG	2		△◆
1SG41201	Topics in Global Studies A			SS	P	Wed	3,4	ENG	2	○	△◆
1SG41301	Topics in Global Studies B			SS	S	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.



○ 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 two lists for courses conducted in English.
 - HGP Course List: For **UG** students and **PG** students (with some exceptions)
 - Additional PG Course List: For **PG** students only

HGP

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

HGP Course List / Additional PG 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 PG 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 PG 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 PG Course List and register for it during the course registration period using the code on the Additional PG 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 PG Course List

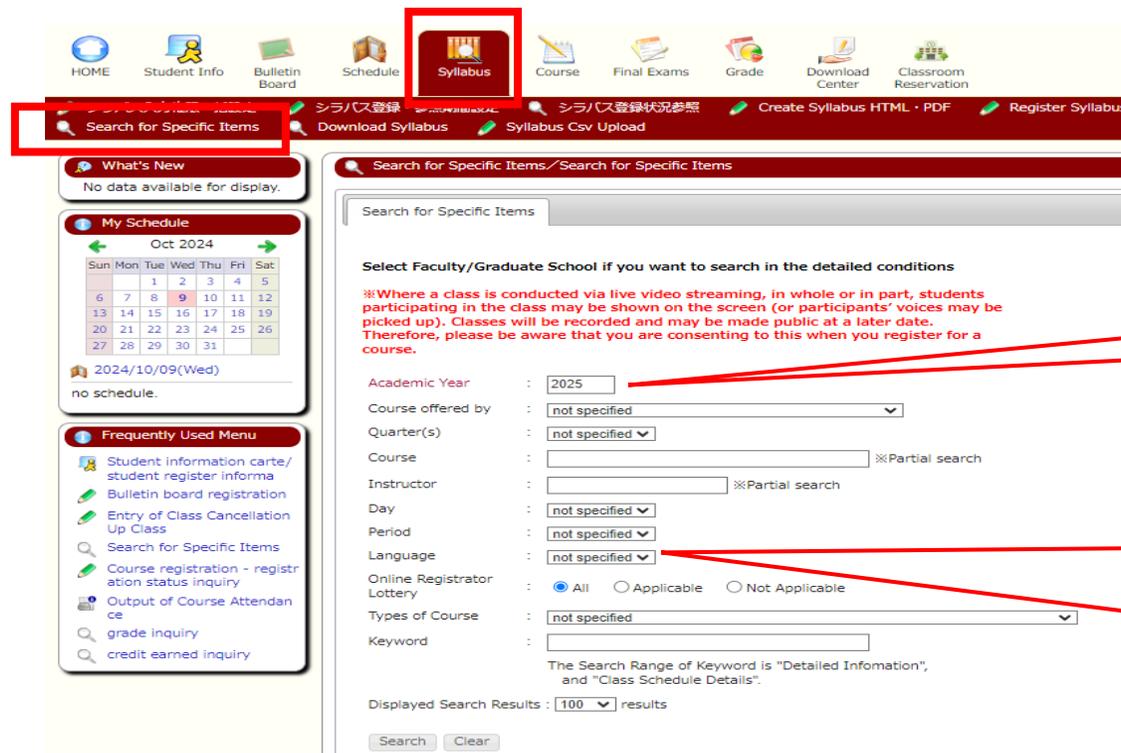
- Open to **PG** only
- Non-lottery courses only

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	
開講区分 / Quarter(s)	
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

一橋大学教育 一橋大学 国際教育センター
 交換学生及び日本語・日本文学研修留学生登録ガイドライン
 Course Registration Guidelines for Exchange Students and
 MEXT Japanese Studies Students

交換学生及び日本語・日本文学研修留学生の登録申請については、「一橋大学 交換学生及び日本語・日本文学研修留学生の登録申請ガイドライン」を必ずご確認ください。また、本ガイドラインに記載のない科目は、各研究科の定めるものとなります。

1) 交換学生（Undergraduate）及び日本語・日本文学研修留学生が1年間の登録申請時に、各研究科の単位数の規定は、44単位です。交換学生（Undergraduate）の場合は、各研究科の定めるものとなります。

2) 本学が日本語教育プログラムで提供する日本語科目を登録する場合には、必ず本学が提供する日本語プログラムにエントリーする必要があります。その結果に基づいたレベルの科目を登録すること。

3) 抽選科目の登録申請時は、正課生と同期間中に抽選に参加すること。

4) 全ての学期において、出入国管理庁及び税関通関士資格取得第一種第二種に該当する科目は10単位以上を登録する必要があります。本学において1学期に10単位以上の履修を完了することは、本学が定める基準に基づいて行われます（入学時）。なお、日本語を専攻する交換学生は、抽選科目に日本語を登録すること。

5) 以下の科目については、登録を制限する。また、以下の科目にもシラブスに特別の記載がある場合には、それに従うこと。

● 登録できない科目 Registration not permitted

所属科 Department	登録コード Course Code	科目名 Course Title
Faculty of Commerce and Management	18A10101	導入ゼミナール 1
	18A10102	導入ゼミナール 2
	18A10103	導入ゼミナール 3
	18A10104	導入ゼミナール 4
	18A10105	導入ゼミナール 5
	18A10106	導入ゼミナール 6
	18A10107	導入ゼミナール 7
	18A10108	導入ゼミナール 8
	18A10109	導入ゼミナール 9
	18A10110	導入ゼミナール 10
	18A10111	導入ゼミナール 11
	18A10112	導入ゼミナール 12
	18A10113	導入ゼミナール 13
	18A10114	導入ゼミナール 14
	18A10115	導入ゼミナール 15
	18A10116	導入ゼミナール 16
	18A10117	導入ゼミナール 17
	18A10118	導入ゼミナール 18
	18A10119	導入ゼミナール 19
	18A10120	導入ゼミナール 20
18A10201	導入ゼミナール 21	
18A10202	導入ゼミナール 22	
18A10203	導入ゼミナール 23	
18A10204	導入ゼミナール 24	
18A10205	導入ゼミナール 25	
18A10206	導入ゼミナール 26	
18A10207	導入ゼミナール 27	
18A10208	導入ゼミナール 28	
18A10209	導入ゼミナール 29	

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**.

General Education	UG
Faculty of Commerce and Management	
Faculty of Economics	
Faculty of Law	
Faculty of Social Sciences	
Faculty of Social Data Science	
International Linkage	
<u>Pedagogical Subjects</u>	

Graduate School of Business Administration	PG
Researcher Training Course	
<u>Management Analysis Program</u>	
<u>Business Administration Program</u>	
<u>Financial Strategy Program</u>	
<u>International Corporate Strategy</u>	
Graduate School of Economics	
Graduate School of Law	
Law and International Relations	
<u>Business Law</u>	
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	
<u>Law school</u>	

Options on the Syllabus Search

8. 6-slot requirement

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 / Live-streaming 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
	2BF51701 Special topics on Accounting and Finance B (MBA)	2BF53401 Advanced Course in Accounting (MBA)	Not registered	2BF51701 Special topics on Accounting and Finance B (MBA)	2BF53401 Advanced Course in Accounting (MBA)	Not registered	Not registered
		1		4	5		
Period 2	Additional registration	Additional registration		Additional registration	Additional registration		
	Not registered	2BF53301 Advanced Course in Marketing (MBA)	Not registered	Not registered	2BF53301 Advanced Course in Marketing (MBA)	Not registered	Not registered
		3			6		
Period 3	Not registered	Not registered					
Period 4	Not registered	Not registered					
Period 5	Not registered	Not registered					

6-slot requirement
is fulfilled.

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

2 more slots have to
be filled.

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.

Each On-demand / Live-streaming course counts as 1 slot (semester course) / 2 slots (quarter course) a week.

Intensive courses do not count as any slots.

Day	Period	Course Code				Course	Instructor Name
		Spring	Summer	Autumn	Winter		
Others	Other	Social Psychological Perspectives on Health				8+9	

On-demand / Live-streaming 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.
- **Nothing can be done afterwards to resolve the followings cases.**
 - You have forgotten to register
 - You registered for the wrong course
 - You did not register for the number of credits required by your home university
 - You were awarded a place on the wrong course in the lottery
- **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



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.

交流学生・日研生：(春夏・秋冬)学期

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

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、次のことを暫約します。

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・時間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。
※留学期間の指定の範囲までに、再度この暫約書兼履修申込書の提出が必須です。
 (春夏・秋冬)学期のみ、Seminar on Majoring Subject を履修登録します。
＜留学期間が【半年間】の場合は、次にチェックしてください＞

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。

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

ゼミ担当教員(指導教員)の方へ

この「Seminar on Majoring Subject 暫約書兼履修申込書」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、本暫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2単位です。また、成績評価は「可」・「不可」ではなく、A・B・C・Dによる段階評価となります。

二質問や不明な点は、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：ed@cps.wpi.edu.ac.jp

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

Academic calendar

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



The screenshot shows the Hitotsubashi University website interface. At the top, there is a navigation bar with the university logo and 'GLOBAL & INTERNATIONAL' text. Below this is a menu with categories like 'Prospective International Students', 'Study Abroad', 'Current International Students', 'International Experience', 'Courses', and 'Researchers'. The main content area is titled 'For Exchange Students' and contains introductory text and a list of links. A red box highlights the 'Academic Calendar' link in the left-hand menu. Below the menu, there is a 'Jump to:' section with a link for support related to global education and exchange.

This is a detailed academic calendar for Hitotsubashi University for Undergraduate Students for the years 2025-26. It features a grid of monthly calendars from April to March, with specific dates for classes, holidays, and examinations. A red box highlights the calendar grid. To the right of the grid is a 'Class dates' section with a color-coded legend for different quarters: Spring (April 18 - May 31), Summer (June 2 - July 23), Autumn (September 15 - November 1), and Winter (November 3 - December 27). Below the legend is a detailed list of class dates for each quarter, including start dates, placement tests, entrance examinations, and examination dates for online courses. A legend at the bottom explains symbols used in the calendar, such as national holidays and English-language placement test dates.

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

Lecture terms

Hitotsubashi University uses both the quarter and the semester 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.

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.

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.
- Ask your graduate school office for information about requests for explanations of grades before your grades are released on CELS if you are a **PG** student.

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 is highlighted in the top navigation bar. Below it, the '002.授業関係2 Course reg. etc.' folder is selected and highlighted. Within this folder, the '4) 成績説明請求 Request for Explanation of a Grade' folder is also highlighted. The file list below shows two files of interest, both highlighted with red boxes:

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

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. The 'Registered Courses' section displays the following table:

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

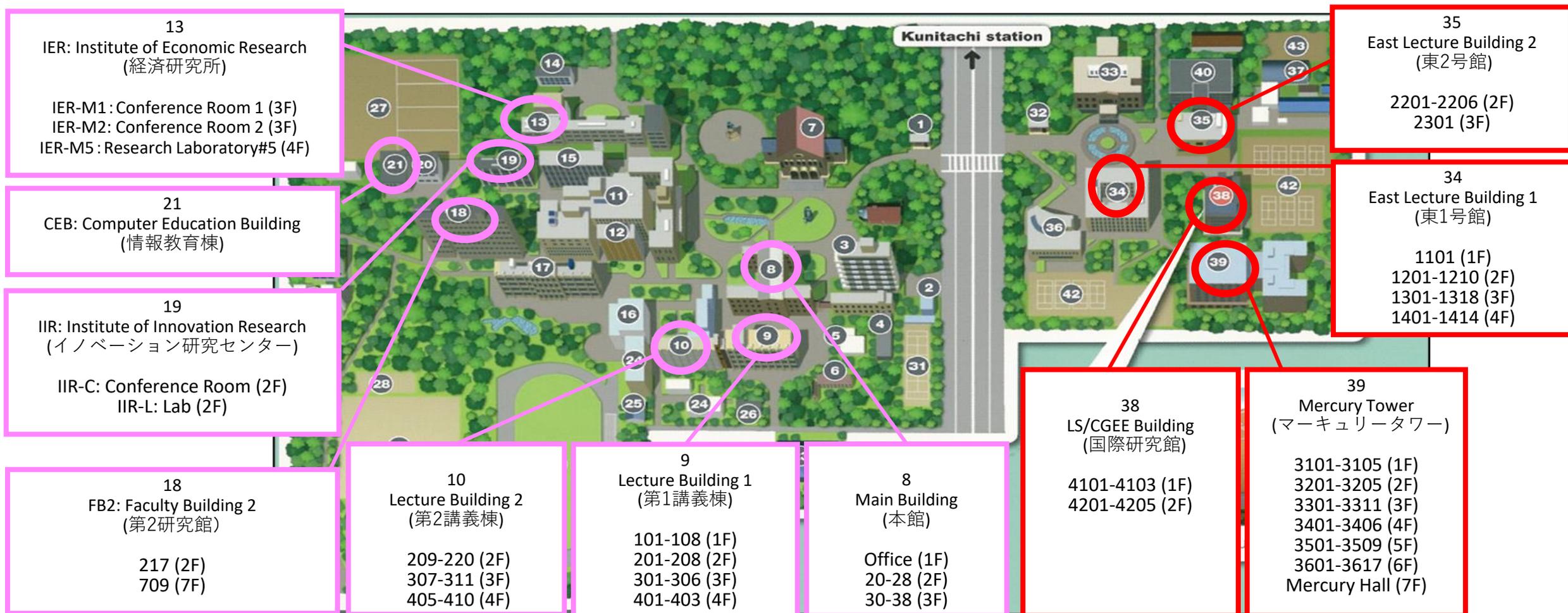
14. Classrooms

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

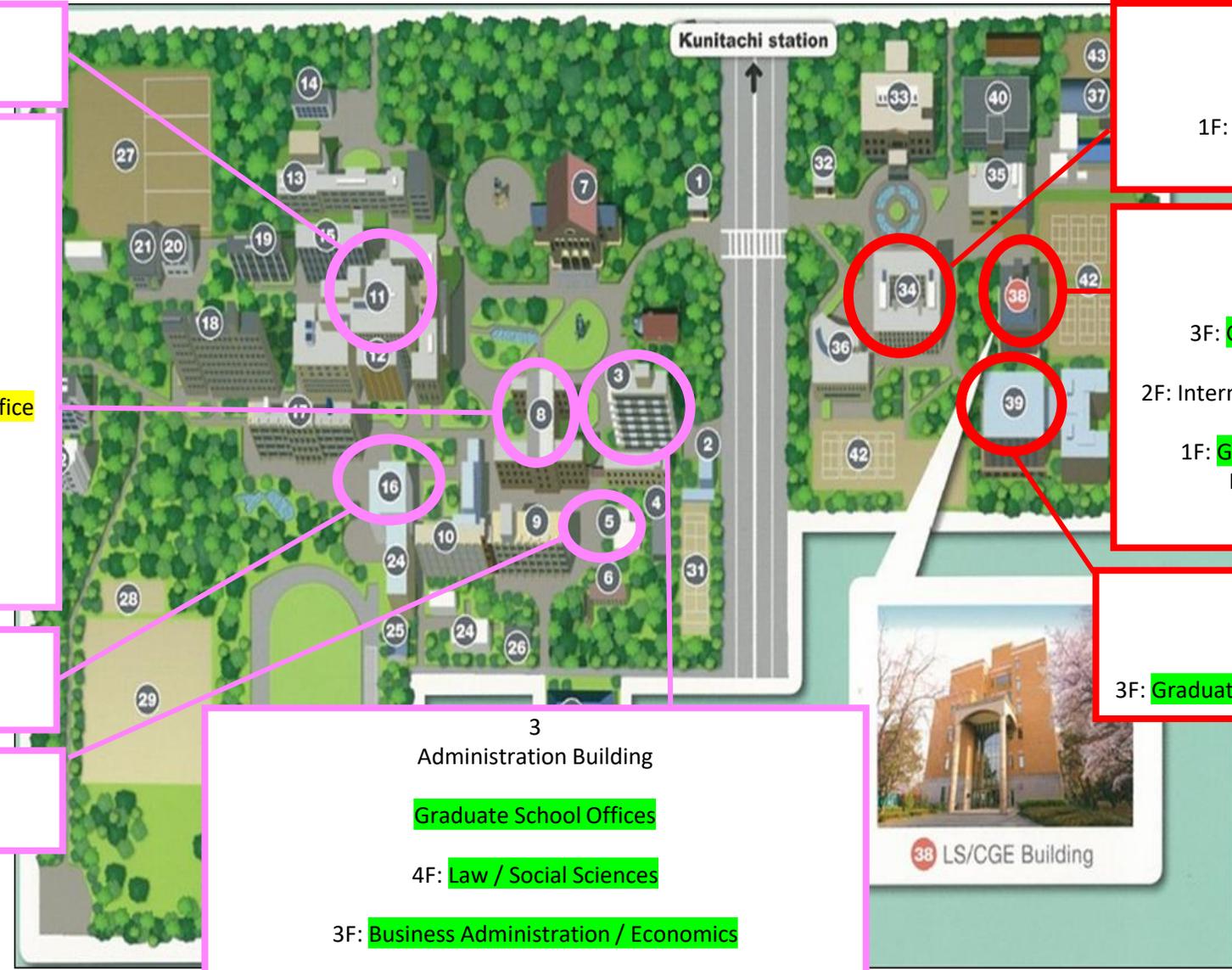
- 34. East Lecture Building 1 (東1号館) <4-digit number starting with 1>
- 35. East Lecture Building 2 (東2号館) <4-digit number starting with 2>
- 38. LS/CGEE Building (国際研究館) <4-digit number starting with 4>
- 39. Mercury Tower (マーキュリータワー) <4-digit number starting with 3>



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	2
		1GC30510	English Writing II (Intermediate)		LL教室B	15
		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 is highlighted with a red box. Below the menu, the 'Registered Courses' table is displayed. The table has columns for Course, Day/Period/Classroom, and icons. The icons for notices, cancellations, and examinations are highlighted in color (red, orange, and green respectively).

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

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”.

一橋大学
HITOTSUBASHI UNIVERSITY

2022-00-00 (Sun) Settings Logout

My Page Courses respon Memos 日本語

Tests Surveys Assignments Projects Grades Forum Resources

Submission History

Course News

- tomorrow's class 2024-11-28
- No class tomorrow Nov 19 and Nov 22 2024-11-10
- Assignments and surveys 2024-11-09
- late for class today 2024-11-01
- No class tomorrow Oct. 25 2024-10-24

Threads (latest first) New Thread

There are no threads.

Threads

Notification from instructors

The manual is at the bottom of the main page.

Manual

manaba 2.971
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Change reminder settings

Reminders

All reminders Receive Do not receive
* Please make sure your email service does not block reminders from the domain manaba.jp

Email address 1 1234567x@g.hit-u.ac.jp

Email address 2 Add your private Email address

Individual Settings

Course news Receive Do not receive

New assignment notifications Receive Do not receive
Choose “Receive”

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 PG 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