FAQs by Exchange Students

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Refer to the "Course Registration Procedure Explanation" on the orientation web page as well.
https://international.hit-u.ac.jp/pros/orientation/

① Syllabus / HGP course list・Additional course list

①- 1　Q.　I need to submit my learning agreement to my home university.
　　　　　When will the syllabus for the next semester be updated?
　　　　A.　The syllabus for the spring-summer semester will be updated in March.
　　　　　The syllabus for the autumn-winter semester will be updated in August.

①- 2　Q.　When will the HGP course list and Additional course list for the next semester be posted on the website?
　　　　A.　The course lists for the spring-summer semester will be posted in March.
　　　　　The course lists for the autumn-winter semester will be posted in August.
　　　　　https://international.hit-u.ac.jp/courses/hgp/information-on-courses-classes/

② Hitotsubashi Authentication ID / Password

②- 1　Q.　I've lost my password to log into CELS and manaba. What should I do?
　　　　A.　Contact Study Abroad Section (Inbound). <edu-gs.g2@ad.hit-u.ac.jp>
　　　　　We'll ask the relevant department to have your new password issued and contact you when it's ready.
　　　　　We'll give it to you in person at the Study Abroad Section (Inbound) office.
　　　　　Don't forget to bring your student ID card.
　　　　　We won't send it to you by email or tell it to you on the phone.
　　　　　It may take a couple of days to have your new password issued.

②- 2　Q.　I've lost my student ID card. What should I do?
　　　　A　Contact Study Abroad Section (Inbound). <edu-gs.g2@ad.hit-u.ac.jp>
　　　　　We'll ask the relevant department to have your new card issued and contact you when it's ready.
　　　　　We'll give it to you in person at the Study Abroad Section (Inbound) office.
　　　　　Don't forget to bring your ID such as residence card or passport.

②- 2　Q.　How do I access my Hitotsubashi Gmail address?

　　　　A.　Refer to "EMAIL" on page 6 in the Information Environment User Guide.
https://cio.hit-u.ac.jp/images/information_environment_user_guide_v7.pdf

②- 3　Q.　I cannot access my Hitotsubashi Gmail with my ID and password.
What should I do?

　　　　A.　Visit the System Advisory Desk on the 1st floor of the campus library between
12 p.m. and 4 p.m. on weekdays during the class period.
Or contact them by email.　<support-kyoikutoh@cio.hit-u.ac.jp>

③　WEB lottery courses

③- 1　Q.　How do I know if the course I'd like to take is a WEB lottery course or not?

　　　　A.　Check the "Online Lottery Registration" section in the syllabus.

③- 2　Q.　Is there a possibility that I still get into a lottery course that has already been filled
up if someone drops it ?

　　　　A.　For spring-summer semester, spring quarter, autumn-winter semester, autumn
quarter, year-long courses, there is no possibility of that since the WEB lottery
period ends before the course withdrawal period.
For summer quarter, winter quarter, intensive courses, there is a possibility of that
if you apply for WEB lottery courses that have remaining seats during the 3rd and
4th WEB lottery period.

③- 3　Q.　I won a lottery course, but I found out a non-lottery course I'd really like to take
is held on the same day and the same period during the spring-summer semester.
Can I drop the lottery course so that I can register for the non-lottery course?

　　　　A.　No, you may not.
You can drop lottery courses during the course withdrawal period, which is
after the course registration period.
Refer to the "2. Lottery courses/Non-Lottery courses" and "3. Course registration
dates" in the "Course Registration Procedure Explanation" material on the
orientation web page.
https://international.hit-u.ac.jp/pros/orientation/

③- 4 Q. I applied for some lottery courses, thinking they were taught in English. However, I found out that the courses I won are taught in Japanese. And these lottery courses are preventing me from registering for non-lottery courses since they are held on the same day and same period. Is there any way you can fix this for me?

A. No, there is no remedy for applying for wrong courses. You can drop lottery courses during the course withdrawal period, which is after the course registration period. Refer to the "2. Lottery courses/Non-Lottery courses" and "3. Course registration dates" in the "Course Registration Procedure Explanation" material on the orientation web page. https://international.hit-u.ac.jp/pros/orientation/

④ Course registration restriction

④- 1 Q. I'm trying to register for a course, but CELS won't let me do it. What's wrong?

A. Check the "Course Registration Guidelines for Exchange Students and MEXT Japanese Studies Students (Pink Sheet)" in the "Course Registration Guidelines" section on the web page for exchange students. https://international.hit-u.ac.jp/en/curr/exchange/#D If the course is on the list, it means exchange students and MEXT Japanese Studies Students are not permitted to take it.

⑤ 6-slot requirement

⑤- 1 Q. What is the minimum hours I have to register for? You need to register for courses with a total of at least six 105-minute slots of class time per week every semester to maintain your visa status. Refer to the "8. 6-slot requirement" in the "Course Registration Procedure Explanation" material on the orientation web page. https://international.hit-u.ac.jp/pros/orientation/

⑤- 2 Q. I have filled 6 slots per week, but I'm struggling with one course. Can I drop it?

A. No, you may not. You need to register for courses with a total of at least six 105-minute slots of class time per week every semester to maintain your visa status. Refer to the "8. 6-slot requirement" in the "Course Registration Procedure Explanation" material on the orientation web page. https://international.hit-u.ac.jp/pros/orientation/

⑤- 3 Q. Can I include an intensive course in my 6 slots?

A. No, you may not. Intensive courses don't count as any slots to maintain your visa status.

Refer to the "8. 6-slot requirement" in the "Course Registration Procedure
Explanation" material on the orientation web page.
https://international.hit-u.ac.jp/pros/orientation/

⑥ Credit

⑥- 1   Q.   Do credits at Hitotsubashi correspond to local credits or ECTS credits?
        A.   They are local credits.
It is your responsibility to confirm the credit transfer guidelines at your home
university.

⑥- 2   Q.   What is the maximum number of credits I can register for?
        A.   You are permitted to register for a maximum of 14 credits per quarter,
28 credits throughout the semester,
and 44 credits per academic year (From April to March of the following year).
However, intensive courses are not included in the limits.

⑥- 3   Q.   What is the minimum number of credits I have to obtain?
        A.   There is no minimum number of credits you have to obtain as long as you register
for courses with a total of at least six 105-minute slots of class time per week
every semester to maintain your visa status.
However, it is your responsibility to confirm the minimum requirement imposed
by your home university.

⑦ Grade

⑦- 1   Q.   If I fail a course, will there be a problem with my visa status?
        A.   No, there won't.
However, it is your responsibility to confirm the minimum requirement imposed
by your home university.

⑦- 2   Q.   When will I receive my academic transcript?
        A.   Your grades for the spring-summer semester will be released on CELS in late
August and ones for the autumn-winter semester will be released in mid March.
Check "Grade/transcript release day" in the academic calendar.
https://international.hit-u.ac.jp/en/curr/exchange/#A
Your official transcript PDF will be sent to you and your home university by email
within a few business days after the grade release day.

⑧ Japanese language courses

Refer to the FAQs on the Japanese language education page.
https://international.hit-u.ac.jp/courses/japanese/faq/#FAQ