

Course Registration Procedure for Exchange Students

2026 Spring-Summer Semester

Educational Affairs Division
Study Abroad Section (Inbound)

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

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Academic calendar / 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 courses: 105 min. per class x 2 classes per week x 7 weeks

Z **K**

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

Summer and Winter Intensive Courses are options.

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

Online systems for courses and classes at Hitotsubashi

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

Announcements from instructors

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

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

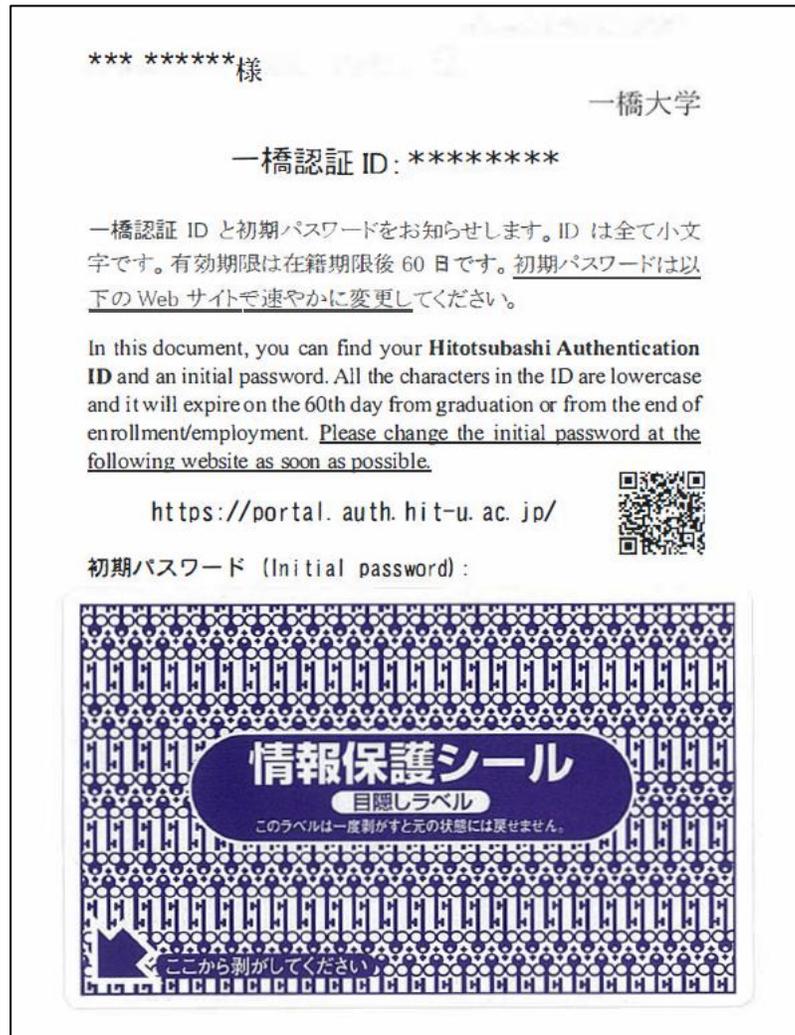


To log in to CELS / manaba, you need your Hitotsubashi Authentication ID and initial password.

Come and collect this card, as well as your student ID card, from the Study Abroad Section (Inbound) office on **April 1 between 3:30 p.m. and 5:15 p.m.** or **April 2 between 8:30 p.m. and 5:15 p.m.**

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

- **1st Web lottery: April 3 - April 4**
- **2nd Web lottery: April 6 - April 7**
- **Course registration: April 8 - April 15**



**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 courses	Most UG course All PG courses
How to apply	Web lottery procedure on CELS	Course registration procedure on CELS
When to apply	Lottery period	Course registration period including dropping and adding courses
What to do	Apply for the lottery. You will be registered automatically on courses for which you are selected by the lottery.	Complete the course registration procedure. Your place is secured right away.
When to withdraw	Course withdrawal period	

3. Lottery courses / Non-Lottery courses

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

1st Lottery

April 3 at 9 a.m. –
April 4 at 5 p.m.

1st Lottery
result announcement
April 6 at 3 p.m.

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

In the 2nd lottery, you may not apply for the 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 were already selected in the 1st lottery.

2nd Lottery

April 6 at 5 p.m. –
April 7 at 1 p.m.

2nd Lottery
result announcement
April 7 at 8 p.m.

You will be registered
automatically for 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 were already selected in the 1st or 2nd lottery.

Course Registration: April 8 – April 15

**Course
Withdrawal**

April 22 –
April 28

Attention!

- Before applying for the lottery, check the schedule for lottery courses and non-lottery courses which you wish to take. If they are held on the same day and at the same time, you need to choose one for registration.
- If you decide to take a non-lottery course, do not apply for a lottery course that is held on the same day and at the same time as the non-lottery course of your choice.

Example	Course Title	Offered Term	Day	Period	Medium of Instruction	Credits	Web Lottery
A:	Japanese Management B	Semester Quarter	Tue, Fri	3	ENG	2	○
B:	Intermediate Course in Finance	Spring-Summer Semester	Tue	3	ENG	2	

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

If you want to take Course **A**, apply for it via the lottery during the lottery period.

→ If you are selected by the lottery, you will be registered for Course **A** automatically.

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

If you decide to take Course **B**, register for it during the course registration period.

Do not apply for Course **A** via the lottery.

If you apply for Course **A** via the lottery and are selected, you cannot cancel this in order to register for Course **B** at all.

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 selected lottery course(s) during the course withdrawal period, which is scheduled for after the course registration period.

*Courses in the spring quarter, spring-summer semester, autumn quarter, autumn-winter semester and year-long courses

- 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 scheduled for after the lottery period.
- Before the lottery and course registration periods, 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.
Dropping and adding courses before and after the specified period is not permitted under any circumstances.
- Refer to the next page for specific dates.

Procedures	Applying for lottery courses	Registering for non-lottery courses	Withdrawing from the course(s) you registered for	Notice
① Lottery period	Applicable	Not applicable	Not applicable	.
② Course registration period	Not applicable	Applicable	Applicable only to non-lottery courses	Dropping and adding lottery courses are NOT permitted
③ Course withdrawal period	Not applicable	Not applicable	Applicable to all courses	
Before and after the above periods	Not applicable	Not applicable	Not applicable	Any procedures are NOT accepted

**Applicable for courses
in the Spring Quarter, Spring-Summer Semester, Summer Quarter, and Summer Intensive**

① Lottery period	1st lottery (UGs only) April 3 at 9 a.m. – April 4 at 5 p.m. Results: April 6 at 3 p.m.
	2nd lottery (UGs and PGs) April 6 at 5 p.m. – April 7 at 1 p.m. Results: April 7 at 8 p.m.
What you can do during this period	Apply for lottery courses
② Course registration period	April 8 – April 15
What you can do during this period	Drop and add non-lottery courses
Start date for Spring Quarter	April 9
③ Course withdrawal period	April 22 – April 28
What you can do during this period	Withdraw from the lottery and non-lottery courses you registered for

Applicable for courses in the Summer Quarter and Summer Intensive

Applicable courses:	Courses for Summer Quarter and Summer Intensive	Courses for Summer Intensive
① Lottery period	3rd lottery (UGs only) May 11 at noon – May 12 at noon Results: May 13 at noon	4th lottery (UGs only) June 29 at noon – June 30 at noon Results: July 1 at noon
What you can do during this period	Apply for lottery courses	
② Course registration period	May 14 – May 15	July 2 – July 3
What you can do during this period	Drop and add non-lottery courses	
Start date for Summer Quarter	June 2	
③ Course withdrawal period	June 15 – June 21	July 24 – July 27
What you can do during this period	Withdraw from lottery and non-lottery courses you registered for	

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 **PGs**.

*Courses on the HGP Course List and Additional PG Course List are conducted in English, except for Japanese language courses.

HGP Course List sample

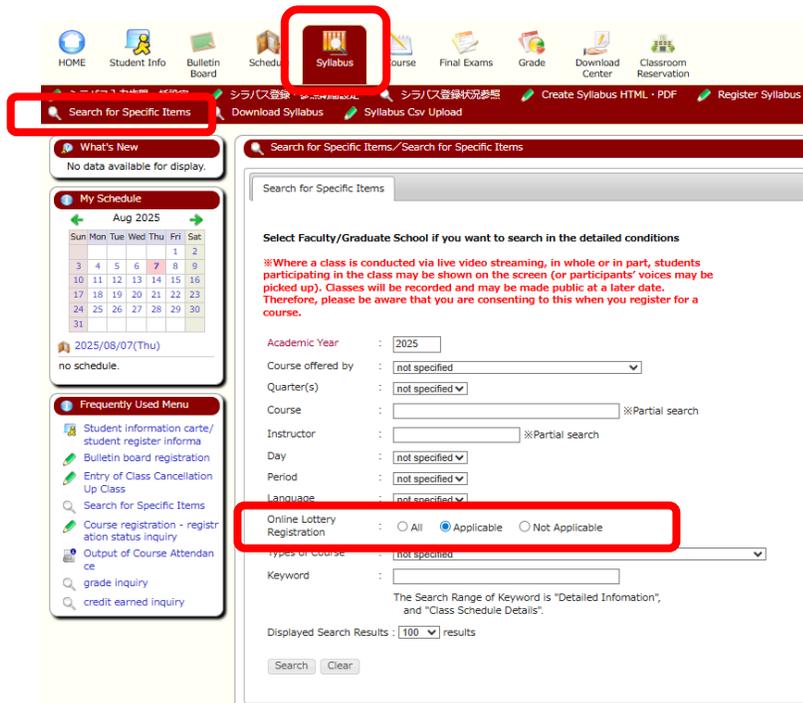
International Relations

Registration Code	Course Title	Subtitle	Instructor(s)	Offered by	Offered Term	Day	Period	Medium of Instruction	Credits	Web Lottery	Notes
1JD25201	International Organizations			L	Z	Wed	1	ENG	2		△
1JD25901	Game Theory in International Politics			L	Z	Tue	2	ENG	2		△
1JD40201	Case Study on International Security			L	Z	Wed	5	ENG	2		△
1JD40301	Case Study on International Political Economy			L	Z	Tue	4	ENG	2	○	△
1JD41801	Quantitative Analysis in International Politics B			L	Z	Thu	1	ENG	2		△
1JJ74201	Special Lectures in International Relations A			L	Z	Tue	1	ENG	2		△

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 Lottery Registration” field.
4. A list of lottery courses will be displayed.



○ is displayed for lottery courses.

Sample

Faculty/Department	Lecture	Day/Period	Course Code	Course	Instructor	Language	Online Lottery Registration	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.

Sample

Faculty/Department	Lecture	Day/Period	Course Code	Course	Instructor	Language	Online Lottery Registration	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, except for Japanese language courses.
- There are two lists for courses conducted in English.
 - **HGP Course List**: Open to **UGs** and **PGs** (with some exceptions)
 - **Additional PG Course List**: Open to **PGs** only
- Registration codes starting with **1** are for **UG** courses and starting with **2** are for **PG** courses.
- If you are an **UG**, do not refer to the **Additional PG Course List**.
UGs are not permitted to register for courses listed on the **Additional PG Course List**.
UGs are permitted to register for only the courses listed on the **HGP course list**.

UGs: Undergraduates **PGs: Postgraduates**

Notice for postgraduate students

- On the HGP Course List, courses marked with a Δ are open to **UGs** and **PGs**. 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 lottery. You can register for that course during the course registration period using the code on the Additional PG Course List. Your place is 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 **UGs** / **PGs** with some exceptions
- Courses with a Δ are open to **UGs** and **PGs**
- Lottery and non-lottery courses

Registration Code	Course Title	Offered by	Offered Term	Day	Period	Medium of Instruction	Credits	Web Lottery	Notes
1JD40201	Case Study on International Security	L	Z	Wed	5	ENG	2		Δ
1JD40301	Case Study on International Political Economy	L	Z	Tue	4	ENG	2	\circ	Δ

Sample

Additional PG Course List

- Open to **PGs** only
- All of them are non-lottery courses

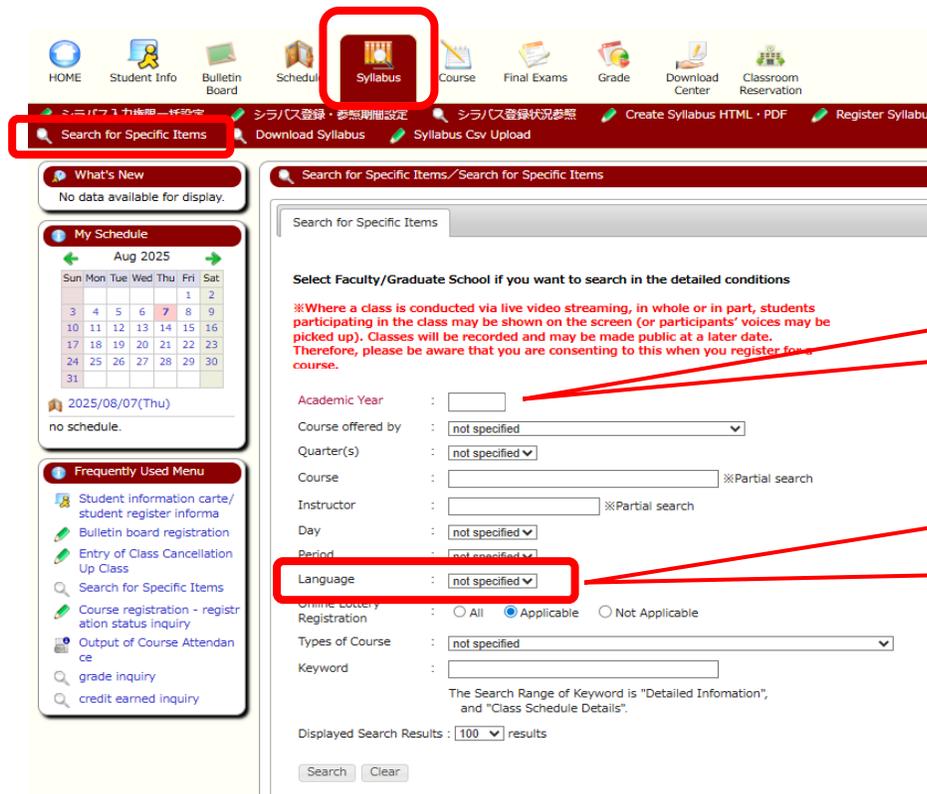
Registration Code	Course Title	Offered by	Offered Term	Day	Period	Medium of Instruction	Credits	Notes
2JD40201	Special Case Study on International Security	L	Z	Wed	5	ENG	2	Δ \blacktriangle
2JD40301	Special Case Study on International Political Economy	L	Z	Tue	4	ENG	2	Δ \blacktriangle

Sample

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.



Academic Year:
2026

Language:
Select
Japanese or English
as the medium of
instruction.

Next slide



7. Courses other than HGP courses

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

Sample

Faculty/Department	Lecture	Day/Period	Course Code	Course	Instructor	Language	Online Lottery Registration	Reference
Faculty of Commerce and Management			1BB38501	Special topics on Management and Marketing C		E	-	<input type="button" value="Japanese"/> <input type="button" value="English"/>
Faculty of Commerce and Management			1BB20801	Marketing Management		J	○	<input type="button" value="Japanese"/> <input type="button" value="English"/>

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

5. The course information will then be displayed.

Sample

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
授業形態 / Types of Course	【対】 対面授業(Face-to-face)
抽選対象 / Online Lottery Registration	○

Medium of instruction
E: English
J: Japanese

Confirm
the medium of instruction
英/E : English
日/J : Japanese



Course registration guidelines “Pink Sheet”

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

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

Hitachi University Educational Affairs Center August 2024
 文芸学生及び日本語・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

文芸学生及び日本語・日本文学研修留学生の登録申請については、「一橋大学学則（登録規程）」等による。以下のとおりとする。

1) 交換学生（学部生）及び日本語・日本文学研修留学生が1学期に「登録規程」上、最大限の単位数を履修する。4単位とする。交換学生（大学院生）の場合は、各研究科の定めによる。

2) 本学は日本語プログラムで提供され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ログラムにエントリーを受け、その結果に基づいたレベルの科目を履修すること。

3) 抽選科目の登録申請は、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各第一種第二種に相当する資格を有する以上登録する。本学において授業を行う必要は、入学後（入学後）に必ず、日本語研修センターで指定された授業を受けること。なお、日本語研修センターで指定された授業を受講しないこと。

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バスに特殊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

登録区分 Department	登録コード Course Code	登録名 Course Title	
Faculty of Commerce and Management	18A10101	導入ゼミナール 1	Undergraduate Introductory Seminar 1
	18A10102	導入ゼミナール 2	Undergraduate Introductory Seminar 1
	18A10103	導入ゼミナール 2	Undergraduate Introductory Seminar 1
	18A10104	導入ゼミナール 2	Undergraduate Introductory Seminar 1
	18A10105	導入ゼミナール 2	Undergraduate Introductory Seminar 1
	18A10106	導入ゼミナール 2	Undergraduate Introductory Seminar 1
	18A10107	導入ゼミナール 2	Undergraduate Introductory Seminar 1
	18A10108	導入ゼミナール 2	Undergraduate Introductory Seminar 1
	18A10109	導入ゼミナール 2	Undergraduate Introductory Seminar 1
	18A10110	導入ゼミナール 2	Undergraduate Introductory Seminar 1
	18A10111	導入ゼミナール 2	Undergraduate Introductory Seminar 1
	18A10112	導入ゼミナール 2	Undergraduate Introductory Seminar 1
	18A10113	導入ゼミナール 2	Undergraduate Introductory Seminar 1
	18A10114	導入ゼミナール 2	Undergraduate Introductory Seminar 1
	18A10115	導入ゼミナール 2	Undergraduate Introductory Seminar 1
	18A10116	導入ゼミナール 2	Undergraduate Introductory Seminar 1
	18A10117	導入ゼミナール 2	Undergraduate Introductory Seminar 1
	18A10118	導入ゼミナール 2	Undergraduate Introductory Seminar 1
	18A10119	導入ゼミナール 2	Undergraduate Introductory Seminar 1
	18A10120	導入ゼミナール 2	Undergraduate Introductory Seminar 1
18A10201	導入ゼミナール 2	Undergraduate Introductory Seminar 2	
18A10202	導入ゼミナール 2	Undergraduate Introductory Seminar 2	
18A10203	導入ゼミナール 2	Undergraduate Introductory Seminar 2	
18A10204	導入ゼミナール 2	Undergraduate Introductory Seminar 2	
18A10205	導入ゼミナール 2	Undergraduate Introductory Seminar 2	
18A10206	導入ゼミナール 2	Undergraduate Introductory Seminar 2	
18A10207	導入ゼミナール 2	Undergraduate Introductory Seminar 2	
18A10208	導入ゼミナール 2	Undergraduate Introductory Seminar 2	
18A10209	導入ゼミナール 2	Undergraduate Introductory Seminar 2	

Restrictions for exchange students

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

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

6-slot requirement (1)

- All exchange students are required to register for **a minimum of 6 slots of class time (6 × 105 minutes) 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 **PGs** who have been permitted to conduct research under a supervisor at Hitotsubashi University.
- This requirement also applies to exchange students with Japanese nationality.
- You may consider registering for more than 6 slots in case you want to withdraw from some of your registered courses after attending their classes.

*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	Sample 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) 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 2	Additional registration	Additional registration		Additional registration	Additional registration		
	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 3	Additional registration	Additional registration		Additional registration	Additional registration		
	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered
Period 4	Not registered						
Period 5	Not registered						

6-slot requirement is fulfilled.

	Spring	Summer	Autumn	Winter	Sample 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
	Additional registration			Additional registration			
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
	Additional registration			Additional registration			
Period 3	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered
Period 4	Not registered						
Period 5	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.

Sample

View Course Registration and Status

		Spring	Summer	Autumn	Winter	Friday	Intensive	
Period 1	1BB20201 Corporate Strategy [F]	1	1BB20701 Consumer Behavior [F]	2	1BB20201 Corporate Strategy [F]	5	1BB20701 Consumer Behavior [F]	6
Period 2	Not registered		1BB30501 Marketing Communication [O]	3	Not registered	Not registered	1BB30501 Marketing Communication [O]	7
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			Social Psychological Perspectives on Health		8-9		

On-demand / live-streaming courses are shown at the bottom.

Credits

- **UGs** 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 academic year.
 - *Intensive courses are not included in these limits.
- If you are a **PG**, contact your graduate school office to find out the maximum number of credits for which you are permitted to register.
- Hitotsubashi University does not require **UGs** and **PGs** to acquire the minimum number of credits while they are on exchange.
- However, it is **your responsibility** to confirm the minimum number of acquired credits required by your home university for the period that you are on exchange 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 at 9 a.m. – April 4 at 5 p.m.**
- It is **your responsibility** to confirm the guidelines for credit transfer at your home university.
- **Nothing can be done afterwards to resolve the following cases.**
 - You have forgotten to register for courses, e.g., ones that are eligible for credit transfer
 - You mistakenly registered for some courses you did not want to take
 - You did not register for the number of credits required by your home university
 - You were awarded a place in the course that you did not want to take in the lottery
- **Make a backup plan in case you are not selected for the lottery course(s) that you wish to take. Make sure the backup plan meets the requirements 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

*This description doesn't apply to courses whose titles are “Seminar in ~” on the HGP Course List.

- Contact the Study Abroad Section (Inbound) by email by **4 p.m. on April 10** if you wish to take a seminar. We'll give you specific instructions after that.
- When your request is accepted by the instructor, obtain the signature of the instructor on the bottom portion of a Blue Sheet, and submit it to the Study Abroad Section (Inbound) by **4 p.m. on April 30**
- If you have any concerns, consult an instructor in your host faculty **at the Academic Advising Session on April 1.**
- 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** and wish to take a seminar. They will register for the course on CELS.

交流学生・日研究生：(春夏 ・ 秋冬) 学期

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

一橋大学教務課 二担当者様

学籍番号： _____
 所属学部： 商 / 経 / 法 / 社 / SDS
 区分： 交流学生 / 日研究生
 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。
 ※留学期間の指定の期限までに、再度この暫約書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 暫約書履修申込書」を持参した交流学生・日研究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・日研究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は、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+からD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-ug@tda.t.u-tokyo.ac.jp

[Seminar_on_Majoring_Subject_202601.pdf](#)



Academic calendar

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

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)



- Information
- For MEXT Scholarship Students
- For Privately Financed International Students
- For Exchange Students**
- Information about Visas and Life in Japan
- Procedures after entering Hitotsubashi University
- Request for a Certificate
- Renting an Off-Campus Apartment
- Residence Status and Various Procedures
- International Student Handbook
- Support Services for International Students
- Accommodation

Jump to:

Click here for support related to global education and exchange



The dates of major events are listed on the right.

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 31, 2026**. 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 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 represents a fail.
- Courses from which you have withdrawn will not be listed on your official transcript, nor included in your GPA calculation.

Grading Criteria and Methods

Sample

成績評価の方法と基準 /Grading Criteria and Methods

Course Requirements:

Attendance is required and counts towards your final evaluation (grade), homework assignments in reading and writing, participation in class discussions and workshops, a midterm reflective essay, and an in-class final exam.

Attendance: A student MUST read this section carefully before taking this course. Attend all classes and participate actively in class discussions and workshops. Perfect attendees receive special points. Every student will be allowed two absences. Two late arrivals (10 minutes or more) will equal one absence. Do not expect a grade of "A" in this course if you are absent from more than two classes. Four missed classes will equal a failing grade (F). Please keep in mind that students absent from this class more than three times will not receive course credits. Any absences will be counted regardless of the reason. "Absence is absence" (there is no special consideration for any reason). At any rate, students are responsible for ensuring that their schedule allows them to come to class on time.

Grading:

Final grades will be determined as follows:

Attendance and class participation: 20%

Weekly writing assignments: 15%

Midterm reflective essay: 25%

In-class Final exam: 40%

Total: 100%

- Letter grade equivalents:

95-100 = A+, 90-94 = A, 80-89 = B, 70-79 = C, Below 69 = F

In principle, the number of students awarded "A+" or "A" will be no more than one-third of the total number of students completing the course.

- Withdrawal

If you have registered for a course and decided you wish to withdraw from it after the registration period, you must process the withdrawal using the CELS Online Registration System during the withdrawal period. After that period, you will not be able to withdraw. Failure then to complete the assigned (assessment) tasks will result in a Fail grade (F).

- Students must be available for all class sessions throughout the semester, including final exams.
- Grading criteria and methods for each course vary depending on the instructor.
- Confirm grading criteria and methods in the syllabus before the lottery and course registration period.
- Contact the instructor if the details of such information are not indicated in the syllabus.

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

- If you wish to inquire about your grades, you may request 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 31, 2026**, to **September 1, 2026 (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**.

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 '002. 授業関係2 Course reg. etc.' folder is selected and highlighted with a red box. Within this folder, the '4) 成績説明請求 Request for Explanation of a Grade' folder is also highlighted with a red box. The file list below shows two files highlighted with red boxes: '1. Request for Explanation of a Grade2024SS.pdf' and '2. (Application form) Request for Explanation of a Grade.xlsx'.

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., Web Lottery, 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年度春夏学期成績説明請求 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	
1.成績説明請求案内2024SS.pdf	26,7,24 11:16:54	申請前にこの案内書をよくお読み下さい。
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. Using CELS, register for all the courses you wish to take on the first day of the course registration period, **April 8**.
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 slide and check where it is located before class begins.
5. During the course registration period, do not forget to drop any course(s) which you have decided NOT to take.

Sample

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

Class Portfolio Pre-registration View Course Registration Status Output List of Registered Students
Output the information of students taking a course Self evaluation Seminar Screening Procedure Registration Seminar Screening Result Input
List of Seminar Screening Results Course Withdrawal

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
2025/02/03(Mon)
no schedule.

Frequently Used Menu
Student information certificate/ student register information
Bulletin board registration
Entry of Class Cancellation Up Class

Class Portfolio of
★ **Whats NEW!!**
• Not in particular.

Registered Courses
Academic Year Display

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
Cognitive Development	火3 2206教室
Comprehensive Japanese for Beginners	月2 1403教室、水2 1403教室、金1 1403教室

Course Registration Status Credits Earned Status Self Evaluation

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

Classroom number

There are no specific buildings for each faculty.

There are classrooms on both the West and East Campuses.

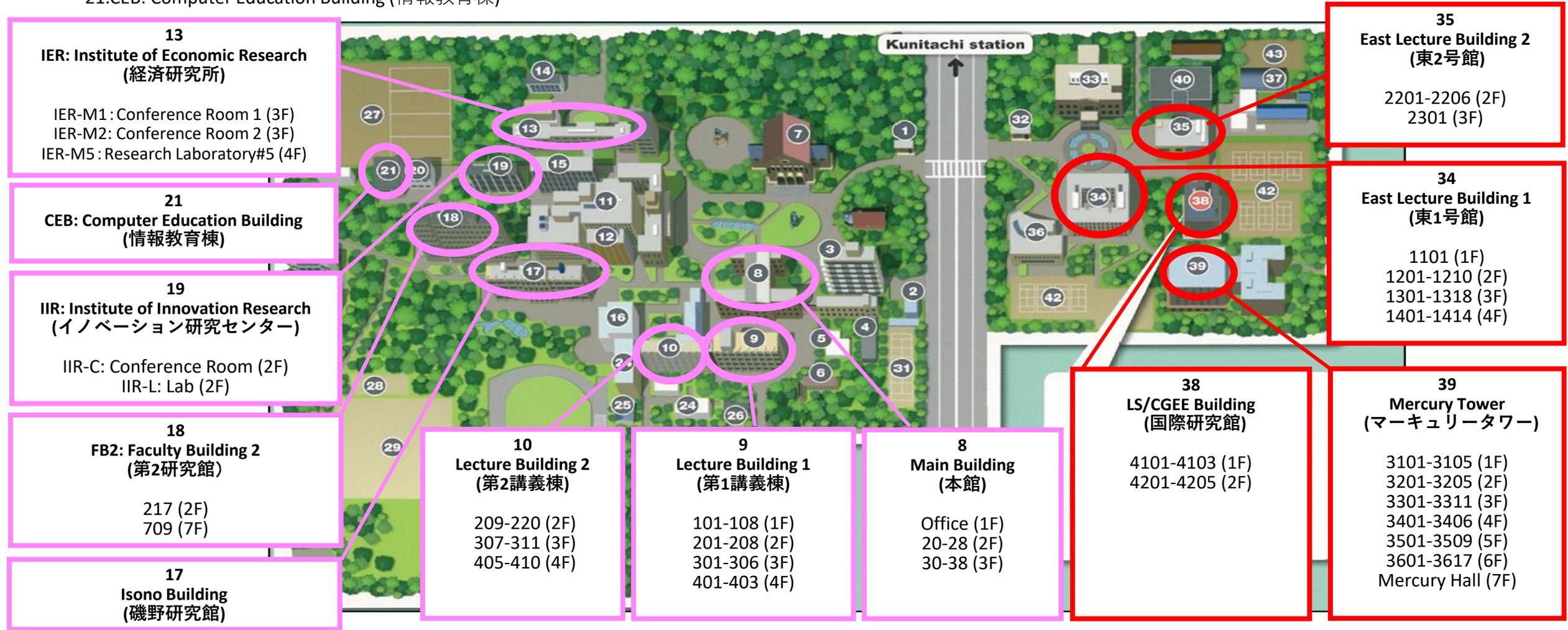
Classrooms

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>
- 17. Isono Building (磯野研究館)
- 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

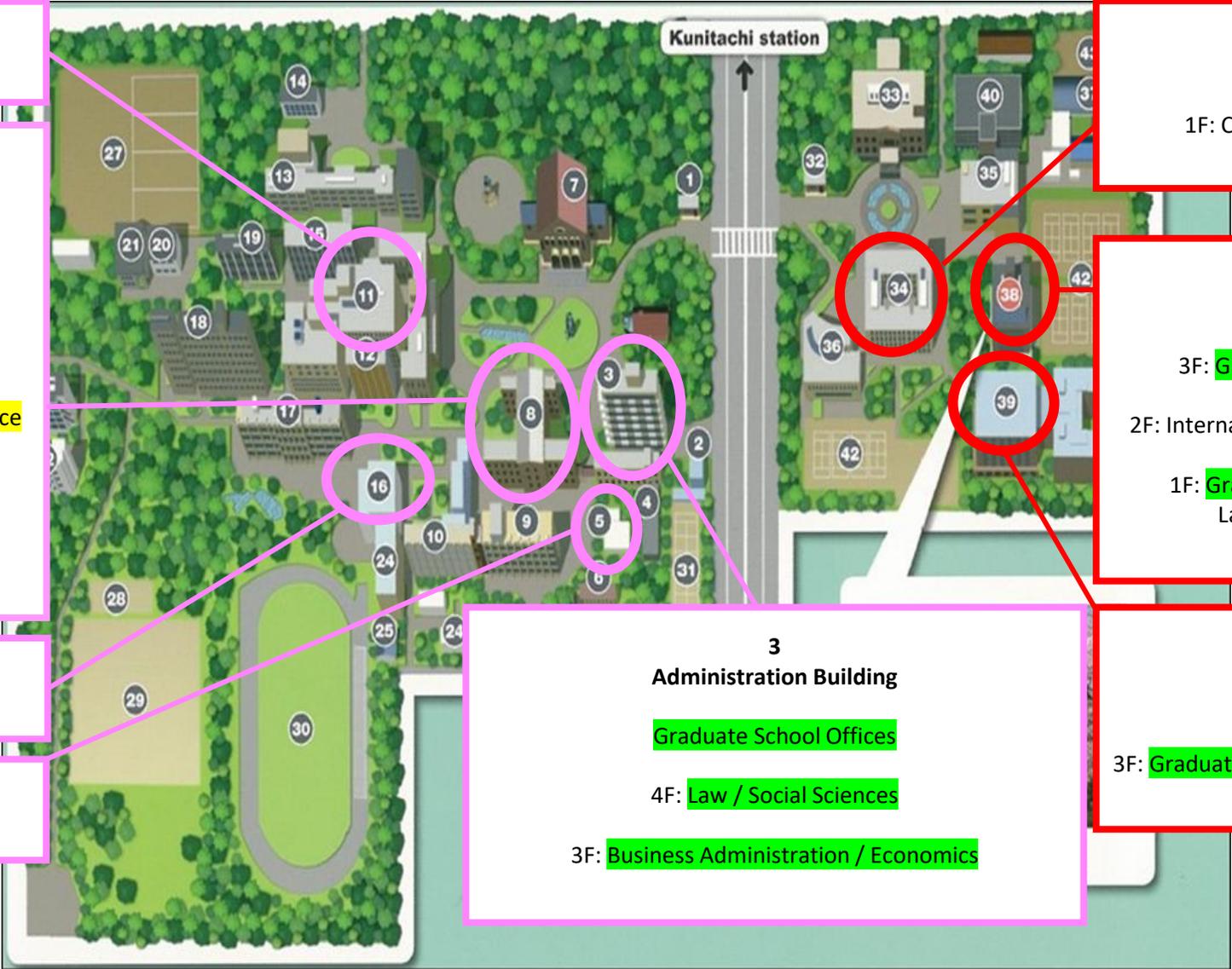
- 34. East Lecture Building 1 (東1号館) <4-digit number starting with 1>
- 35. East Lecture Building 2 (東2号館) <4-digit number starting with 2>
- 38. LS/CGEE Building (国際研究館) <4-digit number starting with 4>
- 39. Mercury Tower (マーキュリータワー) <4-digit number starting with 3>



Offices

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

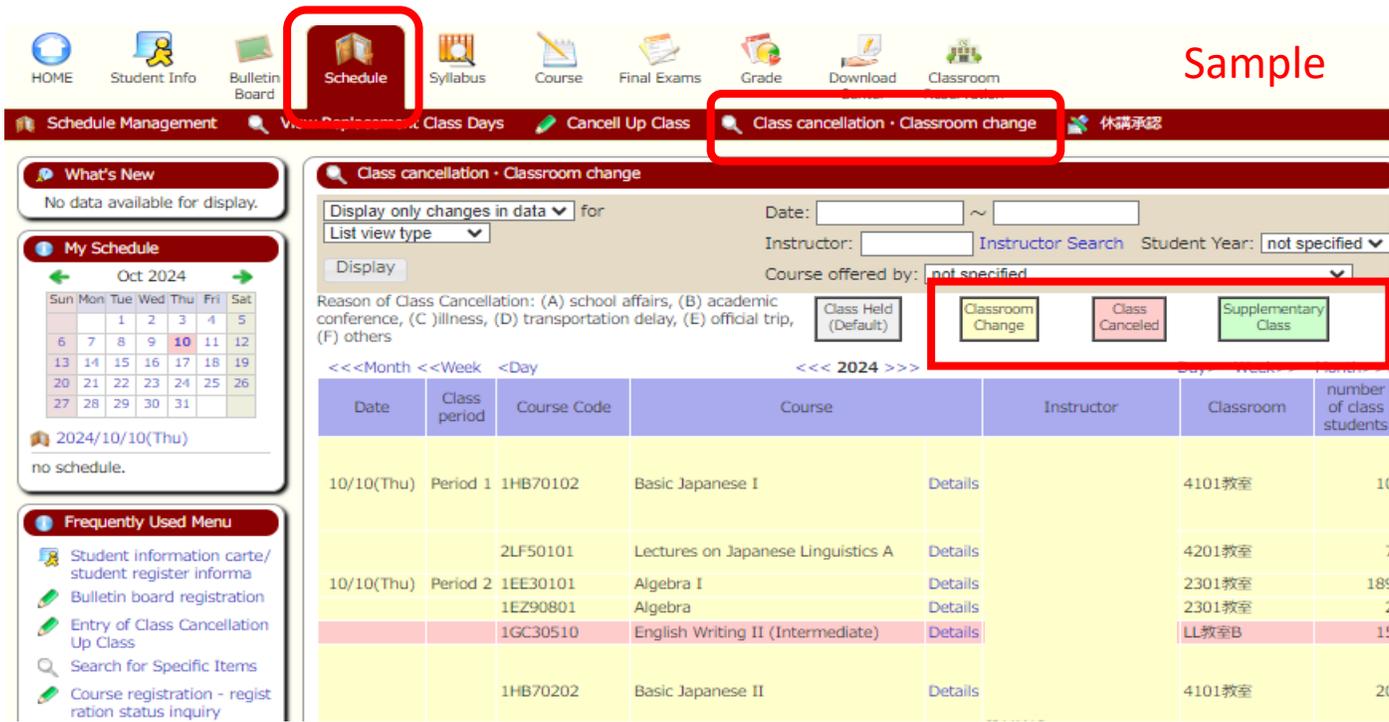
39
Mercury Tower

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

Class Cancellations / Classroom Changes (1)

Before lotteries/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 (makeup) classes will be displayed.



Classroom Changes

Class Cancellations

Supplementary Classes

Class Cancellations / Classroom Changes (2)

After lotteries/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.

Sample

Class Portfolio of

★ What's NEW!!

- Not in particular.

Registered Courses

Academic Year Display

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

Course Registration Status | Credits Earned Status | Self Evaluation

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

1 2 3



1. Notices (Announcements)
2. Class Cancellations and supplementary (makeup) 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

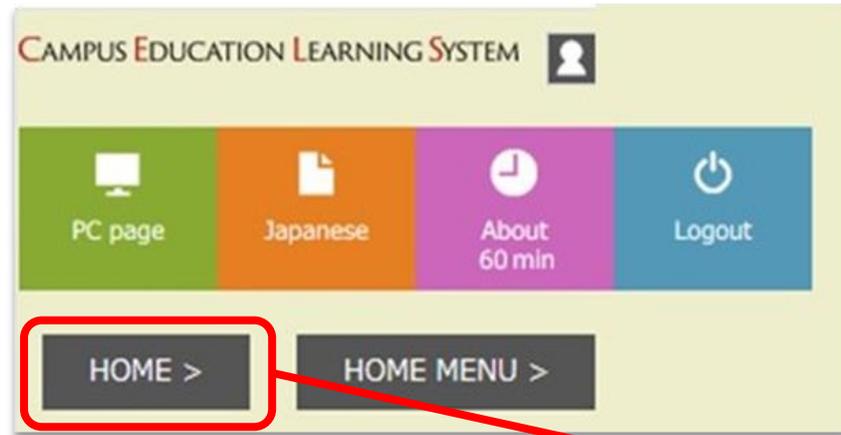
Log in here. (<http://mail.g.hit-u.ac.jp>)





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 for them.

一橋大学 HITOTSUBASHI UNIVERSITY Sample

2023-08-28 (Sun) Settings

My Page Courses respon Memos 日本語

Tests Surveys ¹ Assignments Projects Grades Forum Resources

Submission History

Course News

- tomorrow's class 2024-11-28
- No class tomorrow Nov 19 and Nov 22 2024
- 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.

Manual

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Click on “Settings” and “Change reminder settings”.
Add your private e-mail address and select “Receive”.

Change reminder settings

Reminders

All reminders Receive Do not receive
* Please make sure your email service does not block reminders from the domain(s) listed below: manaba.jp

Email address 1 Your Hitotsubashi Gmail address

Email address 2 Your private e-mail address

Course-specific settings

Setting status Receive for all courses > Change settings
You can specify courses which do not receive reminder emails. This is valid only when “Receive” is enabled in your Reminders.

Settings for each reminder type

News Receive Do not receive

Assignments Receive Do not receive
Notice of resubmission Receive Do not receive

Select “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](#)



Study Abroad Section (Inbound)

edu-gs.g2@ad.hit-u.ac.jp

1st floor of the Main Building, the West Campus

Open: 8:30 a.m. – 5:15 p.m. / Monday – Friday
except for public holidays and university holidays