

## FAQs by Exchange Students

- ① Syllabus / HGP course list • Additional PG course list
- ② Hitotsubashi Authentication ID / Password
- ③ WEB lottery courses
- ④ Course registration restriction
- ⑤ 6-slot requirement
- ⑥ Credit
- ⑦ Grade
- ⑧ Japanese language courses

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 PG 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 PG 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://www.hit-u.ac.jp/ictc/ismh-data/>
- 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.

The screenshot shows a course syllabus page with tabs for "基本情報/Basic Information", "詳細情報/Detailed Information", and "授業計画詳細情報/Class Schedule Details". The "基本情報/Basic Information" tab is selected, showing a table of course details. A red callout box points to the "抽選対象/Online Lottery Registration" field, which contains a circle symbol (○). The callout box contains the text: "○: Lottery course" and "—: Non-lottery course".

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
開講コード / Course Code	
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
学期 / 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 Lottery Registration	○

- 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. The 4th entry is for intensive courses only.
- 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 in the same semester. Can I drop the lottery course so that I can register for the non-lottery course?  
 A. You cannot drop lottery courses for which you have been selected before the course withdrawal period specified for them.  
 Refer to the "3. Lottery courses/Non-Lottery courses" and "4. 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 "3. Lottery courses/Non-Lottery courses" and "4. 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 "9. 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 "9. 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 "9. 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 7 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>