

## **IV. Regulations, etc.**

# **IV-1. The Doctoral Course in Studies in Kuroshio Science Program, Graduate School of Integrated Arts and Sciences, Kochi University Regulations**

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(Purpose)

Article 1 Matters concerning the Doctoral Course in Studies in Kuroshio Science Program, Graduate School of Integrated Arts and Sciences, Kochi University (hereinafter, the Doctoral Course) shall be governed by the provisions of the School Regulations of Kochi University (hereinafter, the School Regulations) and these Regulations.

(Course Objectives)

Article 2 The principal objective of the comprehensive, interdisciplinary Kuroshio Science course is the education through integrating and providing an overall perspective of a number of specialist fields. The course focuses on resources, environment and society, medical health science, food and nursing pertaining to the extensive regions and marine areas (hereinafter, Kuroshio Region) extending from the countries and regions of Southeast Asia to East Asia. Kuroshio Science aspires to promote education and capable people in the following ways:

- (1) To train researchers and educators to possess a high level of expertise in their respective fields as well as knowledge of and perspective on different fields
- (2) To train new types of researchers and educators who gain an understanding of the new concept that is Kuroshio Science and possess a broad global perspective
- (3) To provide capable people who lay a foundation based on Kuroshio Science with a broad global perspective, as well as who can play an active part in regional industry and the business community

(Courses)

Article 3 Marine Resource Science Course and Kuroshio Science Course have been established in the Doctoral Course.

(Special Program)

Article 3-2 Leader Nurturing Program to Contribute to the Glocal Growth Strategy in Kuroshio Region (hereinafter, Special Program) shall be established in the Doctoral Course as a special educational program which aims to train human resources who will possess a high level of expertise in their respective fields and lead the construction and development of sustainable local communities in harmony with human society and the environment.

(Self-Assessment)

Article 4 In order to improve the level of education and achieve the objectives stipulated in Article 1, Paragraph 2 of the School Regulations and Article 2 of these Regulations, the Doctoral Course shall conduct its own evaluations and assessments of its educational activities (hereinafter, the self-assessment).

- 2 A Self-Assessment Committee shall be established in the Doctoral Course to conduct self-assessment, as described in the previous Paragraph.
- 3 Details regarding the Self-Assessment Committee shall be established separately.

(Vice-Head of Kuroshio Science)

Article 5 A Vice-Head of Kuroshio Science (hereinafter, the Vice-Head) shall be appointed for the Doctoral Course.

- 2 The Vice-Head shall be appointed by the Head of Kuroshio Science (hereinafter, the Head).

(Supervisors)

Article 6 Supervisors shall be appointed to provide students with research guidance.

- 2 Supervisors shall consist of a Supervisor, who is generally in charge of research guidance for students, and Co-Supervisors, who provide research guidance together with the Supervisor. Each student must have one Supervisor and at least two Co-Supervisors. One of the Co-Supervisors must be a faculty member in a different field from that of the Supervisor.
- 3 The Supervisor shall be a professor qualified to take charge of research guidance. However, an associate professor, lecturer, or assistant professor who is qualified to take charge of research guidance may be assigned as Supervisor in special circumstances.
- 4 The Head shall determine Supervisors and Co-Supervisors after deliberations at the Kuroshio Science Program Meeting.

(Educational Methods)

Article 7 Education in the Doctoral Course shall be conducted through course subjects and guidance in the preparation of Doctoral Dissertations (hereinafter, the research guidance).

- 2 The Doctoral Course may conduct classes or research guidance in cooperation with other graduate schools or research institutes other than this University only when it is deemed educationally beneficial.

(Special Exceptions for Educational Methods)

Article 8 In cases where it has been recognized that there is a special educational need in the Doctoral Course, education may be provided by appropriate methods such as conducting classes or research guidance at night, or at other specific times or periods.

(Course Subjects and Number of Credits)

Article 9 The course subjects and number of credits for the Doctoral Course shall be as shown in Appendix 1.

(Method for Taking Course Subjects)

Article 10 Under the guidance of their Supervisor, students must acquire at least 14 credits, including five (5) compulsory subjects and six (6) credits from the course subjects listed in Appendix 1. Students must also acquire at least four (4) credits from course subjects in the Course to which they belong. The same applies to students enrolled in the Leader Nurturing Program.

(Method for Calculating Credits)

Article 10-2 The number of credits for a subject shall be calculated according to the following criteria.

- (1) One credit for lectures and seminars shall consist of 15 class hours. However, when necessary, 30 class hours may be counted as one (1) credit.
- (2) One credit for experiments, practical training, and skills training shall consist of 30 class hours. However, when necessary, 45 class hours may be counted as one credit.
- (3) In the case where one course subject is taught by a combination of two or more methods of lectures, seminars, experiments, or skills training, one credit shall consist of the class hours stipulated in the two preceding items, depending on the combination of those methods.

(Notification of Course Subjects to be Studied)

Article 11 Students must provide advance notice of the course subjects they intend to take to the course instructors, and obtain approval from them within the prescribed period of time.

(Taking Course Subjects in Other Doctoral Courses or at Other Graduate Schools)

Article 12 Students may take course subjects in other doctoral courses with the permission of the Heads of those courses, if deemed necessary by their Supervisor.

- 2 Students may take course subjects at other graduate schools or overseas graduate schools, in accordance with Article 65 of the School Regulations, if deemed to be particularly necessary by the Doctoral Course.
- 3 Credits obtained under the preceding two Paragraphs may be accepted as credits as stipulated in Article 10, up to a maximum of four (4) credits.

(Credits Obtained Prior to Admission)

Article 13 If a student wishes to obtain approval for credits earned at a graduate school (including credits earned as a non-degree student) before enrolling in the Doctoral Course, the student must submit a request for approval to the Head.

(Grading)

Article 14 Grades for the course subjects taken will be expressed as Outstanding, Excellent, Good, Pass, and Fail. Outstanding, Excellent, Good, and Pass are passing grades, and Fail is a failing grade.

(Credit Acquisition)

Article 15 Credit acquisition of the course subjects taken shall be certified by the faculty members in charge through examinations or research reports.

- 2 Notwithstanding the provisions of the preceding Paragraph, credits may be granted for seminars and other specific course subjects based on the student's usual performance.

(Submission of the Doctoral Dissertation)

Article 16 Information about submission of the Doctoral Dissertation shall be prescribed separately by the Doctoral Course, in addition to the requirements of the Kochi University Degree Regulations.

(Office Work)

Article 17 Office work related to the Doctoral Course shall be handled by the General Affairs Division, Kochi University Monobe Campus.

(Miscellaneous Regulations)

Article 18 In addition to the provisions of these Regulations, matters necessary for the administration of the Doctoral Course shall be decided by the Head, based on the deliberations of the Kuroshio Science Program Meeting.

Appendix 1

Category	Title	Credits	Remarks	
Common Subjects	Advanced Study on Kuroshio Science	◎1		
	Kuroshio Seminar	◎1		
	Special Exercise	◎1		
	Kuroshio Science Special Exercise	◎2		
	Scientific Literacy	◎1		
	Advanced Study of Socioeconomic Research	1	} Select 2 subjects	
	Advanced Study on Ecological and Environmental Field Surveys	1		
	Advanced Study of Material Analysis Technique	1		
	Advanced Study of Future Co-creation	1		
	Elective Subjects	Marine Resource Science Course	Marine Biodiversity	2
Principles of Molecular Biology			2	
Instrumental Analyses			2	
Advanced Study on Earth, Environmental, and Planetary Science			2	
Advanced Study on Natural Product Biosynthesis			2	
Advanced Study of Pharmacology			2	
Advanced Mineral Resource Geology			2	
Advanced Biogeochemistry			2	
Advanced Study on Environmental Magnetism			2	
Paleoenvironmental Changes in the Ocean			2	
Geomicrobiology			2	
Advanced Bioinformatics			2	
Advanced Study of Aquatic Virology			2	
Advanced Physical Oceanography on the Kuroshio			2	
Advanced Study on Seafloor mineral resources and Environments			2	
Advanced Studies on Marine Resource Science		2		
Kuroshio Science Program		Aquatic Evolutionary Ecology	2	
		Advanced Benthology	2	
		Advanced Study on Living Marine Resource Management	2	
		Molecular Cell Biology	2	
		Advanced Environmental Physiology of Animals Living in the Ocean Ecosystem	2	
		Advanced Studies on Cetacean Population Biology	2	
		Advanced Tropical Soil Ecology	2	
		Advanced Economic Study of the Regional Environment	2	
		Developing Economics	2	
		Economics of Less Favorable Areas	2	
		Advanced Health Science and Nutrition	2	
	Fisheries Socioeconomics in Kuroshio Region	2		
Advanced Study on Vegetation Landscape	2			

	Environmental History in Kuroshio Region	2	
	Advanced Study on Environmental Ethics	2	
	Advanced Regional Geography	2	
	Advanced Study of Physical Fitness and Sports Medicine	2	
	Advanced Study on Science and Technology Education	2	
	Advanced Study on Fish Ecology	2	
	Advanced Study of Plant Genetic Resources	2	
	Study on Environment and Health Science	2	
	Advanced Study on Theoretical Biology	2	
	Advanced Study on Multidisciplinary Science	2	
Subjects marked with © in the credit column are compulsory subjects			

## **IV-2. About “Long-term Study Program”**

The Long-term Study Program is a system in which a student undertakes a structured course of study within a specified period of time exceeding the standard term of study. In Kuroshio Science, an extended period of study up to three (3) years is possible. During the long-term study period, payment of tuition is not required. Those who wish to undertake this program, after consulting with their supervisor, should complete the required procedures for the Long-term Study Program at the same time as the enrolment procedures.



### **IV-3. About Early Completion**

In the Kuroshio Science Program, those who wish to complete the program early may apply to do so by fulfilling the following requirements.

(Requirements for early completion)

- (1) At least one first-author paper related to a Doctoral Dissertation based on the results of research conducted during the student's enrollment must have been published (including those scheduled for publication).
- (2) The Screening Committee must find that the student's research achievements far exceed the level of someone with a doctorate degree in the relevant research field.

For students who wish to complete their first year of study within one year of enrollment, the application must be made within one week of enrollment, and for other students who wish to complete less than three years of study, in principle, the application must be made at least one year before the desired completion date. If you wish to apply for early completion of the program, consult with your Supervisor and contact the administrative staff in the Kuroshio Science Office.

## **IV-4. Handling of Personal Information of Students, etc.**

Personal information is information about a living individual that can be used to identify the specific individual through their name, date of birth, or other descriptions.

Kochi University safeguards personal information held by the University under appropriate management in accordance with the "Act on the Protection of Personal Information Held by Incorporated Administrative Agencies, etc. (which came into effect on April 1, 2005)". As a university, Kochi University receives a great deal of personal information from students. We would like to inform you of our handling of the main types of personal information on students held by the University, as follows.

### Personal Information of Students and Purposes of Use

The main types of personal information held by the University on students are information obtained through entrance examinations, information submitted at the time of admission procedures, and information created or provided by students as necessary for the university to support and guide their studies, assist and provide direction for their student life, and manage and guide their health after admission.

### \*Collection and Use of Personal Information

The University will collect only personal information deemed necessary for education and research, student support, and university administration, and for the following purposes of use. In addition, the University will contact students based on the collected personal information when necessary.

- Education and improving classes
- Confirmation of safety in disaster situations
- Student registration management, student status change management, health management, scholarship management
- Confirmation of course registration, course management, course guidance, grade management, class implementation, and student roster preparation
- Study guidance, study support
- Management of information related to advancement, transfers, and post-graduation career paths at universities, graduate schools, etc.
- Issuance of student ID cards, degree certificates, and various certificates
- Management of tuition fee information, account information management
- Support for student life and extracurricular activities
- Creation and management of employment-related information
- Management of use of on-campus facilities and equipment, and management of video information through installation of security cameras
- Management of library use information
- Sending grade reports and course status to parents, etc. Target: Undergraduate students only
- Counseling about grades and coursework with parents, etc.
- Sending various post-graduation information
- Providing information to partner universities through academic exchange agreements, etc.
- Employment management of on-campus work-study, etc., and payment of salaries, etc.

- Improvement of education, research, entrance examinations, and student recruitment
- Requests for cooperation in university public relations activities
- Support for education and research activities and activities that contribute to the development of the University

## **IV-5. What will happen to classroom teaching and regular examinations when a weather warning, an evacuation advisory, etc. is issued?**

Kochi University has the following rule in place to protect its students that applies to classroom teaching, regular examinations, etc. (“Classes”) in the event that typhoons or other natural disasters are likely to occur:

1. What will happen to Classes when a weather warning is issued? Decisions to cancel Classes or take other measures will be made at the discretion of each campus. The Asakura Campus should follow weather warnings issued by Kochi City while the Oko Campus should follow weather warnings issued by Kochi City or Nankoku City and the Monobe Campus should follow weather warnings issued by Nankoku City or Konan City.
  - (1) What will happen to Classes when a storm warning is issued? When a storm warning is issued by the Kochi Local Meteorological Observatory, Classes will be canceled as follows:
    - a) If a storm warning has been issued by 7:00am, morning Classes will be canceled.
    - b) If a storm warning has been issued between 7:00am and 11:00am, subsequent morning Classes will be canceled.
    - c) If the storm warning has been lifted by 11:00am, afternoon Classes will be conducted, but otherwise, they will be canceled.
    - d) If a storm warning has been issued after 11:00am, subsequent afternoon Classes will be canceled.
  - (2) What will happen to Classes when a severe weather warning is issued? When a severe weather warning for heavy rain, a storm, heavy snow, or a blizzard is issued by the Kochi Local Meteorological Observatory, decisions shall be made about Classes scheduled for that day as follows:
    - a) If a severe weather warning has been issued by 7:00am, all Classes will be canceled.
    - b) If a severe weather warning has been issued after the start of Classes, all Classes scheduled for that day on the affected campus(es) will be immediately suspended.
    - c) Even if the severe weather warning has been lifted, no Classes will be conducted for the rest of the day.
  - (3) What will happen to Classes when any other warning is issued? When any other warning is issued, Classes will not generally be canceled. However, Classes may be canceled depending on the weather conditions after discussion between the head of the Institute for Education in Liberal Arts and Sciences and the deans of relevant faculties.
2. What will happen to Classes when an evacuation advisory, etc.\* is issued? When an evacuation advisory, etc. is issued by the local authorities for any of the areas where Kochi University's campuses are located, decisions shall be made about Classes scheduled for that day as follows:
  - (1) What will happen to Classes when an evacuation order is issued? When an evacuation order is issued by the local authorities, Classes will be canceled as follows:
    - a) If an evacuation order has been issued by 7:00am, all Classes will be canceled.
    - b) If an evacuation order has been issued after the start of Classes, all Classes scheduled for that day on the affected campus(es) will be immediately suspended.

- c) Even if the evacuation order has been lifted, no Classes will be conducted for the rest of the day.
- (2) What will happen to Classes when an evacuation alert, an evacuation advisory, etc. is issued? When an evacuation alert, other than an evacuation order, is issued by the local authorities, the head of the International Student Affairs Section and the deans of relevant faculties will discuss and determine what measures should be taken.

\*Evacuation advisories, etc.

Evacuation alerts, evaluation advisories, and evaluation orders

In the event that a natural disaster has occurred or is likely to occur, evacuation alerts, evaluation advisories, and/or evaluation orders will be issued by local authorities based on observational data of the Japan Meteorological Agency and the Ministry of Land, Infrastructure, Transport and Tourism and according to the degree of damage that has been caused or is likely to be caused. These alerts, advisories, and/or orders will be issued in addition to weather warnings, weather alerts, and/or severe weather warnings issued by the Japan Meteorological Agency.

Landslide warnings

Landslide warnings will be jointly issued by local authorities and the Japan Meteorological Agency if there are increased landslide hazards while warnings for heavy rain are in force.

Excerpted from the “Guidelines on How to Develop a Manual for Issuing and Communicating Evacuation Advisories, etc.” (amended by the Disaster Management Department of the Cabinet Office in August, 2015)

“If a natural disaster is likely to occur, the mayors of local authorities should issue evaluation advisories, etc. to the local residents who are at greater risk. The mayors of local authorities are responsible for providing knowledge and information to help each and every local resident to make an informed decision to evacuate. Based on such knowledge and information, the local residents will then be able to decide whether to evacuate.”

3. What will happen to Classes when a weather warning, an evacuation advisory, etc. is issued in your area? Put your safety first if you are concerned about your safety when a weather warning, an evacuation advisory, etc. is issued where you live or on your way home to or from the University. If you miss your class under these circumstances or are unable to travel to campus due to delays or disruptions in public transportation, your absence will be dealt with in accordance with the University's policy for students' absence under exceptional circumstances at your request. If you are unable to take a regular examination (or are more than 30 minutes' late for a regular examination), your absence will be dealt with in accordance with the University's make-up examination policy at your request.
4. How to check and communicate class cancellations Class cancellations should be checked and communicated as follows:
- (1) Each faculty should ensure that its students and staff are fully aware of how class cancellations will be communicated.
- (2) Students and faculty staff should check if weather warnings, evacuation advisories, etc. have

been issued by checking weather forecasts provided by the Kochi Local Meteorological Observatory and/or reported on the media.

- (3) The University will communicate class cancellations on the Kochi University Learners' Application System (KULAS) and its website.
- (4) If it is not safe for students to go home immediately after a decision to cancel Classes has been made, students will be required to remain on campus or other necessary measures will be taken at the discretion of the head of the Institute for Education in Liberal Arts and Sciences.

5. Provision of supplementary classes

- (1) If Classes are canceled as described in Section 1) and 2) above, supplementary classes will be provided or other appropriate measures will be taken. The class instructors will decide how to provide supplementary classes and communicate it to the students.
- (2) If a regular examination is canceled, an alternative examination date will generally be the day after the final examination date (which may be a Saturday or a Sunday).