STUDENT HANDBOOK
2020

〈For students of the International Graduate Course〉

The Graduate School of Global Environmental Studies
Sophia University

The Graduate School of Global Environmental Studies

STUDENT HANDBOOK 2019

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I. M.A CURRICULUM AND ACADEMIC AFFAIRS

1. Tracks and graduation requirements

Refer to the guide pages and the "International Graduate Course in Global Environmental Studies" section on the *Sophia University English-taught GRADUATE PROGRAMS BULLETIN OF INFORMATION.*

2. Academic supervisor

Students are required to follow the procedures below:

- **Semester 1**

  The academic supervisor (hereafter "supervisor) will be decided based on the student's theme of research and the supervisor request form submitted at the beginning of the first semester (details will be explained at the guidance). Students must register for a Seminar／演習(Enshū) offered by the supervisor or other faculty members via Loyola. Note that for both thesis-track and credit- track, students must earn at least 4 credits for Seminar／演習 (Enshū) instructed by the supervisor to complete the M.A.

- **Semester 2**

  Students must register for a Seminar／演習(Enshū) offered by the supervisor or other faculty members.
  If students wish to change their supervisor, they are required to consult and obtain consent from both the current and new supervisor. After receiving consent from both supervisors, the students will fill in and submit the "Changing Supervisor Form" to the new supervisor. In principle, students can change their supervisor until the beginning of the third semester.

3. Track confirmation

【Students entered in and after 2020】

The M.A. degree has two tracks: the thesis track and the credit track. At the beginning of the first semester, all students must decide their track and submit the "Track Confirmation Form" to the office by the designated deadline. Students can change their track by the beginning of the third semester, but after that, no further change is accepted. Students are advised to consult carefully with their supervisors regarding track changes.

【Students entered before 2020】

The M.A. degree has two tracks: the thesis track and the credit track. For all students in the

Master's program begin their studies the thesis track will be automatically registered. At the beginning of the second semester, students must confirm their track and submit the "Track Confirmation Form" to the office by the designated deadline. Students can change their track again until the beginning of the third semester, but after that, no further change is accepted. Students are advised to consult carefully with their supervisor regarding track changes.

4. Master's Thesis

The thesis track enables a student to pursue independent research under the guidance of the supervisor. The final goal is a Master's Thesis that makes an original contribution to the existing knowledge in a designated academic discipline.

(1) Submission of Master's Thesis

Students are required to follow the procedures below when preparing for the Master's thesis. In order to satisfy the submission requirements, be sure to consult with the supervisor and check the university regulations.

- **Semester 2**

    Students entering before 2020 who wish to remain in the thesis track should submit the "Track Confirmation Form" including the tentative title as well as the thesis outline to their supervisor.

    Semester 3

    Students should submit the "Title of Master's Thesis Form" and their research plan to their supervisor. At this stage, changes to the thesis title are allowed if necessary.

    Students entering in and after 2020 are required to participate in the Turnitin information session and the Presentation of Thesis Outline session which will be held at the end of the third semester. At the presentation session, students will present their thesis plan and progress

    Semester 4: Presentation of Thesis Plan

    Students should submit the final version "Title of Master's Thesis Form)" as well as the thesis outline to their supervisor. <u>From this point on, the thesis title cannot be changed</u>. Students entering before 2020 are required to participate in the Turnitin information session and the Presentation of Thesis Outline session which will be held in the beginning of the fourth semester. At the presentation session, students will present their thesis plan and progress.

(2) Registration for the Master's Thesis

Register for "Master's Thesis" via Loyola during the course registration period of the final semester.

(3) Format of the Master's Thesis

- The thesis for the International Graduate Course must be written in English.

- The body of the thesis should be 17,000 words or longer. Only original graphs and tables may be included in the word count.

- The thesis must be formatted on A4 size paper. Typeface must be set to: 12 point Times New Roman font, 1.5 spaced on single-sided printing. Margins should be set to: 3 cm on side (left/right), 2.5cm for top and bottom.

- A separate sheet containing the thesis title and a summary of approximately 850 words should be attached in front of the thesis.

- A title page including: 1) the thesis title, 2) name of the graduate school and program, 3) student name, and 4) student ID number should be attached. For title page formatting details, please refer to the template uploaded on Loyola.

(4) Submission Procedure

- Read the announcement for the submission of the Master's Thesis posted on the bulletin board and Loyola carefully and prepare the thesis accordingly.

- Receive three binders and a CD-ROM at the Office of the Graduate School of Global Environmental Studies (Room 1522a, Bldg. 2).

- After the thesis is completed, attach the digital receipt of Turnitin to it and receive approval from the advisor.

- For the submission, make three complete sets of the thesis and bind them in the binders provided at the office. Attach the cover page which includes the signature of the supervisor. The three sets of the thesis must be put together with a rubber band. For title page and cover formatting details, refer to the template uploaded on the Loyola bulletin board.

- The thesis title on the title page, cover, and the "Title of Master's Thesis Form" submitted to the Graduate school must match completely regarding the wording, punctuation, and symbols. Be careful of spelling and typing errors, etc.

- Submit the thesis to the Center for the Academic Affairs (1st floor, Bldg. 2) by the deadline.

- Additionally, one more copy of the thesis and an electronic version in PDF format must be submitted to the Office of the Graduate School by the prescribed deadline. Use the blank

CD-ROM provided by the Office with the student ID number and name on it. In principle, the submitted data will not be disclosed. Do not let third parties copy the data.

(5) Deadline

- For graduation in March: Mid-January
  For graduation in September: Early-July

  Official submission date will be announced via Loyola.

- The thesis must be submitted to the Center for Academic Affairs.

- The doors to the Center for Academic Affairs close at 15:30 and after that no submission will be accepted under any circumstances, which will result in failure to graduate. Be sure to secure enough time to complete all the formats.

- Students must check their thesis with the plagiarism detecting software Turnitin no later than two days prior to the deadline and report the result to their supervisor.

(6) Oral Examination

- Oral examinations will be held in late-January (for graduation in March) and late-July (for graduation in September). Time and place will be announced on the bulletin board of the Graduate School of Global Environmental Studies and Loyola.

- All students who submitted their Master's Thesis must defend their thesis in the oral examination.

- The oral examination will be conducted by a committee consisted of the student's supervisor and two other faculty members of the Graduate School of Global Environmental Studies.

- The oral examination will be conducted approximately 20 minutes per student.

(7) Evaluation

The thesis will be evaluated as the following in accordance with the criteria listed below:

> A: Excellent
>
> B: Good
>
> C: Satisfactory
>
> D: Passing
>
> F: Failure

- Thesis topic: The thesis shall address the reason(s) for the selection of the topic to solve environmental issues today and clarify its appropriateness.

- Previous studies: The thesis shall cover previous studies on the selected topic up to now and exhibit the updated status of the studies appropriately.

- Originality: The thesis shall establish an original hypothesis that is the basis for approaching a thesis topic relevantly or illustrate original, unique aspects of research.

- Research method: The thesis shall demonstrate originally collected data or new materials to test a hypothesis. In addition, the thesis shall integrate knowledge covering several academic disciplines related to the social and natural sciences, or exhibit feedbacks between theories and practices.

- Thesis structure: The thesis shall clearly exhibit the structure of the contents and the logical flow of research. There shall be consistency among the thesis topic, the hypothesis, and the conclusion. In addition, the thesis shall demonstrate original analysis comprehensively.

- Ethical standards: The thesis shall consider ethical standards with respect to research methods and the target(s) of analysis. In addition, the thesis shall meet the ethical standards established by the university and the academic community.

- Format: The thesis shall sufficiently cover materials related to the thesis topic and clearly indicate sources of information and data in citations and in a list of references. In addition, the thesis shall demonstrate a high level of writing and follow required formats for writing.

- Language: The thesis shall demonstrate the necessary knowledge of a foreign language.

(8) Plagiarism

Plagiarism is using another's ideas and work without appropriately acknowledging the source. This is a serious offence and is considered disgraceful conduct in the academic world. In writing a thesis or a graduation project, students are strictly prohibited from plagiarizing. If a student is found in the act of plagiarism, he/she will be subject to serious punishment.

(9) Revision of the Master's Thesis

Once submitted, the thesis cannot be revised. However, in exceptional circumstances students may apply for minor revisions based on the conditions below:

- The evaluation will be made on the submitted thesis and will not consider the revisions.

- The revision must be limited to minor points which do not alter the main argument of the thesis. It must be approved by the faculty meeting of the Graduate School of Global Environmental Studies.

- Students who wish to revise their thesis must submit the "Application for Revision of Master's Thesis form" with a signature of their supervisor to the Office of the Graduate School of Global Environmental Studies by the designated deadline.

- Upon the approval of the faculty meeting, students must submit the revised thesis to the office within a week. The revised version must be verified by the supervisor.

(10) "Journal of Global Environmental Studies"

Students whose thesis evaluated as A (excellent) can have their thesis published on the "Journal of Global Environmental Studies (electronic version)." Those who wish to have their thesis published must consult their supervisor in advance and submit the thesis by the prescribed deadline.

https://digital-archives.sophia.ac.jp/repository/

* The journal will not be printed in hardcopy; all theses are accessible as PDF files on the website of "Repository for Academic Resource." Access to the journal and the theses will be available only from the on-campus network.

* Note that once a student submits the thesis to this journal, he/she cannot use the exact same thesis to other journals or conferences since ethical guidelines for scholarly work (valid worldwide) prohibit double publications.

5. Graduation project

While concentrating on earning credits on coursework, students on the credit track will conduct a Graduation Project, which is an essential part of evaluation for graduation. This project allows students to deepen their knowledge of a specific topic or issues encountered during the period of their study and will take the form of a Research Paper.

(1) Registration for the "Graduation Project"

In the final semester of the credit track, students must register for the "Graduation Project" (non-credit) via Loyola.

(2) Submission of the Research Paper

Credit track students are required to follow the procedures below when preparing for the graduation project. In order to follow the procedures and regulations for submission, students must consult with their supervisor.

- **Second Semester**

   Students entering before 2020 should submit the "Track Change Request Form" to their supervisor.

- **Third semester**

   Students entering in and after 2020 should submit the "Research Paper Title Form" to their

supervisor. They are required to participate in the Turnitin information session at the end of the third semester.

- **Final semester, Month 1**

Students should develop a research focus and scope by consulting with their supervisors. By the end of the first month, they should be ready to finalize a drafted research plan, a paper outline and a bibliography.

Students entering before 2020 are required to participate in the Turnitin information session at the beginning of the fourth semester.

Months 2 and 3

Students should conduct reading and research for the paper, and prepare the first draft.

- **Month 4**

Students should submit the first draft to the supervisor for assessment and comments. Based on the feedbacks, students must revise the research paper accordingly and prepare the final draft. After the Research Paper is completed, <u>students must check their paper with the plagiarism detecting software Turnitin no later than two days prior to the deadline and report the result to their supervisor</u>.

(3) Submission deadline:

For graduation in March: Late-January

For graduation in September: Late-July

Official submission date will be announced via Loyola.

(4) Format of the Research Paper

- The Research Paper for the International Graduate Course must be written in English.

- The Research Paper should be 20 pages or longer. Only original graphs and tables may be included in the page and word count.

- The paper must be formatted on A4-size paper. Typeface must be set to 12 point "Times New Roman" at 25 lines per page, with printing only on one side. Each page must contain sufficient margins to allow for binding.

- A separate sheet containing the title of the paper and a summary of approximately 400 words must be included at the end of report.

- The paper must include a title page including: 1) the Research Paper title, 2) name of the graduate school and program, 3) student name, and 4) student ID number should be attached.

(5) Evaluation

The Research Paper will be evaluated as the following in accordance with the criteria listed below:

        A: Excellent

        B: Good

        C: Satisfactory

        D: Passing

        F: Failure

- Topic: The research paper shall address the reason(s) for the selection of the topic to solve environmental issues today and clarify its appropriateness.

- Previous studies: The research paper shall cover previous studies on the selected topic up to now and exhibit the updated status of the studies appropriately.

- Research method: The research paper shall demonstrate originally collected data or new materials to test a hypothesis. In addition, it shall integrate knowledge covering several academic disciplines related to the social and natural sciences, or exhibit feedbacks between theories and practices.

- Structure: The research paper shall clearly exhibit the structure of the contents of the research paper and the logical flow of research. There shall be consistency among the topic, the hypothesis, and the conclusion. In addition, the research paper shall demonstrate original analysis comprehensively.

- Ethical standards: The research paper shall consider ethical standards with respect to research methods and the target(s) of analysis. In addition, it shall meet the ethical standards established by the university and the academic community.

- Format: The research paper shall sufficiently cover materials related to the topic and clearly indicate sources of information and data in citations and in a list of references. In addition, it shall demonstrate a high level of writing and follow required formats for writing.

- Language: The research paper shall demonstrate the necessary knowledge of a foreign language.

(6) Plagiarism

Plagiarism is using another's ideas and work without appropriately acknowledging the source. This is a serious offence and is considered disgraceful conduct in the academic world. In writing the thesis or graduation project, students are strictly prohibited from plagiarizing. If a student is found in the act of plagiarism, he/she will be subject to serious punishment.

6. Grading criteria

(1) Grading guideline

➢ A will be assigned to 20% of the students or less.

➢ B will be assigned to 10 to 30% of the students.

Note: The policy does not apply to Seminars (Enshu), guidance courses, and lecture courses with 30 registered students or less.

(2) Others

・ Students who have not earned at least 10 credits for coursework by the end of their second semester without any valid reasons (e.g. medical reasons, etc.) will be contacted and advised to formally withdraw from the program.

・ Under no circumstances is cheating or plagiarism in exams and paper/report writing acceptable. Students caught in the act will be subject to severe punishment such as losing all credits for that semester.

7. Early Graduation

【**Students entered in and after 2020**】

Students who wish to graduate in 2 or 3 semesters can apply for Early Graduation if they are in good academic standing by the judgment of the faculty and satisfy the following requirements:

・ Submit an "Early Graduation Request Form" to the Graduate School Office during the registration period in the semester they wish to graduate.

・ Complete the required credits of courses from the IGCGES curriculum by the time of graduation and obtain a GPA of 3.8 or higher.

・ Complete all the requirements and have M.A. thesis or research paper evaluated as "excellent (A)."

【**Students entered before 2020**】

Students in the Thesis-Track who wish to graduate in 2 semesters can apply for Early Graduation if they are in good academic standing by the judgment of the faculty and satisfy the following requirements:

・ Submit an "Early Graduation Request" form at least one year prior to the requested graduation date.

・ Complete the required credits of courses from the IGCGES curriculum by the time of graduation and obtain a GPA of 3.8 or higher.

・ Complete all the requirements and have M.A. thesis evaluated as "excellent (A)."

M.A. Program Course enrollment planning chart 【Students entered in and after 2020】

		First Semester	Second Semester	Third Semester	Fourth Semester	
Enrollment	Thesis track	＜April／September＞ ・Guidance ・Course registration ・Supervisor request ・Track confirmation	＜October／April＞ ・Track change request (If necessary) ・Change of supervisor (If necessary) ・Tentative thesis title ・Course registration	＜April／October＞ ・Thesis title submission ・Track change request (If necessary) ・Change of supervisor (If necessary) ・Course registration ＜July／January＞ ・Turnitin information session ・Presentation of Thesis plan	＜October／April＞ ・Course registration & Master's Thesis registration ・Thesis title and outline submission (final) ＜January／July＞ ・Submission of Master's thesis ・Oral examination ・Submission of the thesis to the Journal of Global Environmental Studies (only applicable students)	Graduation
	Credti track		＜October／April＞ ・Track change request (If necessary) ・Change of supervisor (If necessary) ・Tentative research paper title ・Course registration	＜April／October＞ ・Research paper title submission ・Track change request (If necessary) ・Change of supervisor (If necessary) ・Course registration ＜July／January＞ ・Turnitin information session	＜October／April＞ ・Course registration & Graduation project registration ・Research paper title and outline submission (final) ＜January／July＞ ・Submission of Research paper	

M.A. Program Course enrollment planning chart 【Students entered before 2020】

Enrollment	First Semester		Second Semester	Third Semester	Fourth Semester	Graduation
	<April／September> ・Guidance ・Course registration ・Supervisor request	Thesis track	<October／April> ・Track confirmation ・Change of supervisor (If necessary) ・Tentative thesis title ・Course registration	<April／October> ・Thesis title submission (2nd) ・Change of supervisor (If necessary) ・Track re-change request (If necessary) ・Course registration	<October／April> ・Course registration & Master's Thesis registration ・Thesis title and outline submission (final) ・Turnitin information session ・Presentation of Thesis plan <January/July> ・Submission of Master's thesis ・Oral examination ・Submission of the thesis to the Journal of Global Environmental Studies (only applicable students)	
		Credti track	<October／April> ・Track confirmation ・Change of supervisor (If necessary) ・Tentative research paper title ・Course registration	<April／October> ・Change of supervisor (If necessary) ・Track re-change request (If necessary) ・Course registration	<October／April> ・Course registration & Graduation project registration ・Submission of research paper outline and bibliography ・Turnitin information session <January/July> ・Submission of Research paper	

I. Ph.D. CURRICULUM AND ACADEMIC AFFAIRS

1.	Doctoral dissertation

(1) Process for Attaining a Doctoral Degree

All requirements for attaining a Doctoral Degree are in accordance with the Graduate School Regulations. Students are required to follow the procedures below when preparing for the dissertation. In order to satisfy the submission requirements, be sure to consult with the academic supervisor and check the university regulations.

- **Step 1: Earning credits (students entering in or after 2018)**

  A doctoral student must take at least 6 credits from the specified courses in IGCGES during the enrollment period.

- **Step 2: Submission of the "Doctoral Dissertation Thesis Title Form"**

  Doctoral students must submit their doctoral thesis title to their supervisor in the first semester of their first year after officially entering the doctoral program. A tentative title is acceptable and title changes based on consultation with supervisor are allowed later.

- **Step 3: Presentation of Dissertation Plan**

  At the beginning of the second year of their studies, doctoral students must make a presentation about their dissertation plan to all faculty members of the Graduate School of Global Environmental Studies. Depending on consultation with their supervisors and permission from them, the doctoral students may be given a chance to present their progress once a year.

- **Step 4: Research and writing (Dissertation Proposal Defense)**

  To become a doctoral candidate, students must submit a draft of the dissertation and present and defend it in front of the faculty members of the IGCGES. If necessary, an outside reader may be invited to the proposal defense under the consent of the faculty. Upon successful evaluation of the presentation and acceptance of the dissertation draft, the doctoral student will officially qualify as a doctoral candidate and will proceed to finalize their research and write up their dissertation. Doctoral candidates are required to consult with their supervisor throughout the writing process of their dissertation.

- **Step 5: Dissertation Submission and Defense**

  The final dissertation must be submitted by the end of the semester prior to the one during which the candidate intends to defend the thesis. It must be submitted to the supervisor first to be evaluated at the faculty meeting. The dissertation must obtain approval by the faculty meeting before it is officially submitted to the Center for Academic Affairs. Upon successfully defending the dissertation before the committee, a doctoral degree will be conferred.

(2) Presentation of Dissertation Plan

A 30-minute presentation and 10-minute Q&A must be done with MS Power Point. Students need to prepare a PC and a projector or/and handouts for attendees beforehand if necessary.

* Pass/Fail grading for the presentation of the dissertation [Only for students who entered in and after Spring semester 2019]

1. At the presentation of the dissertation, doctoral students will receive either a pass or fail mark based on the contents of their presentation.

2. If a student fails, he/she will be given a second chance to make another presentation. However, the second presentation must be conducted within one year from the first presentation.

(3) Dissertation Proposal Defense

To become a doctoral candidate, students must submit a draft of the dissertation and present and defend it in front of the faculty members of the Graduate School of Global Environmental Studies. It must contain some of the chapters of the dissertation.

(4) Submission requirements for the dissertation [Only for students who entered in and after Spring semester 2019]

Doctoral students are required to have completed both or either of the following achievements upon submitting the final dissertation. Students must attach proof documents of the achievement(s) to the supervisor before the submission of the final dissertation and receive confirmation.

1. Oral presentation at an international conference

2. Publications of one or more papers on a peer reviewed academic journal (in case the publication is approved but not published yet, submit the notification of acceptance issued by the

publisher)

However, if the supervisor instructs the student to satisfy any additional requirements, the student must follow the instruction.

(5) Format

- The dissertation must be written in English.

- The dissertation must be formatted on A4-size paper. Typeface must be set to 12 point Times New Roman font, with 1.5 spacing printed only on a single side. Margins should be set to 3 cm on each side (left/right), 25 lines for one page and 2.5cm for the top and bottom.

- A title page must be included. This page should contain 1) the title, 2) the name of the graduate school and program, 3) the student's name and 4) the student's ID number.

(6) Evaluation

The thesis shall demonstrate the researcher's capability to conduct research independently, to make original contributions to related academic fields in the future, and to meet a high standard while fulfilling the following conditions:

- Thesis topic: The thesis shall address the reason(s) for the selection of the topic to solve environmental issues today and clarify its appropriateness of the topic.

- Previous studies: The thesis shall cover previous studies on the selected topic up to now and exhibit the updated status of the studies appropriately.

- Originality: The thesis shall establish an original hypothesis that is the basis for approaching a thesis topic relevantly, or illustrate original, unique aspects of research.

- Research method: The thesis shall demonstrate originally collected data or new materials to test the hypothesis. In addition, the thesis shall integrate knowledge covering several academic disciplines including social science and natural science, or exhibit feedbacks between theories and practices.

- Thesis structure: The thesis shall clearly exhibit the structure of the contents of the thesis and the logical flow of research. There shall be consistency among the thesis topic, the hypothesis, and the conclusion. In addition, the thesis shall describe original analysis comprehensively.

- Ethical standards: The thesis shall consider ethical standards with respect to research methods and the target(s) of analysis. In addition, the thesis shall meet the ethical standards established by the university and the academic community.

- Format: The thesis shall sufficiently cover materials related to the thesis topic and clearly

indicate sources of information and data in citations and in a list of references. In addition, the thesis shall demonstrate a high level of writing and follow required formats for the writing.

- Language: The thesis shall demonstrate the necessary knowledge of a foreign language.

The required thesis review process shall follow the procedure stipulated in the Graduate School of Global Environmental Studies' internal regulations.

2. Registration for course work

Course work has been added as a requirement for all doctoral students who entered the program in or after 2018. All students must register for courses during the course registration period and complete at least 6 credits for course work related to their doctoral studies. The course credits that can be counted towards the completion requirement are only those of the courses offered in the Ph.D. program. Note that students can register for courses offered in the M.A. program, but these will be not included in the course work requirement.

3. Residence requirements for Ph.D. students and submission of the doctoral thesis

(1) The maximum time allowed for Ph.D. students to complete all requirements is five full academic years, excluding time spent on leave of absence from the university. If a student stays beyond the standard residence requirement (3 years) and has already satisfied all the completion requirements expect for the doctoral dissertation, his/her tuition and fees will be automatically reduced.

(2) A student in the third year or beyond who has passed the dissertation proposal defense and become a doctoral candidate can withdraw from the university after completing all requirements except for the dissertation (*Manki-taigaku*) by submitting the designated paperwork. In this case, the student can only withdraw when one or more semesters are remaining in the total five years allowed for completion of the degree. Such students can be re-admitted to the university for the purpose of submitting the doctoral dissertation (*Ronbun-sainyugaku*). For details, refer to the "*Bulletin of Information*" and consult your supervisor and the Academic Records Section, Center for Academic Affairs.

(3) Note that if non-Japanese students who hold a "College Student" residence status take leave of absence or withdraw from the university, their residence status will expire.

4. Attendance of Ph.D. seminars

Doctoral students are expected to attend the Ph.D. seminars which will be held once a month as part of research guidance.

Ⅲ．Student Life

1. Use of the Graduate research room

There are two research rooms for the GES students. The main research room for the master's students is located on the third floor of the library (L-312, extension 4715) and the main research room for doctoral students is located on the second floor (L-211, extension 3288). The rooms may be used by all master's, doctoral and research students of the Graduate School of Global Environmental Studies and any other individual approved by the Dean. The room furnishes study space, lockers for personal use, shared computers (only in L-211), two shared printers and a collection of academic literature related to a diverse range of environmental issues (for reference use only). Free-WiFi is available and students can use their own PCs in the research rooms.

Open hours: 8:00 to 22:00, except for the New Year holidays, periods of scheduled power outage and university entrance examinations

How to pick up/return the room key:

The first person who arrives at the research room in the morning needs to pick up the room key at the front desk of the library on the first floor by presenting their student card. In order to prevent theft, students are required to return the key to the front desk whenever the room is left unattended during the day. The last person to leave the room each day is also required to return the key to the front desk.

Annual inspection of the research room

Twice a year, in July and December, an inspection of the research room will be conducted by the library staff to check if there are any books or reference materials that are not properly checked out. Students are expected to cooperate in regards to this matter.

Notes regarding use of the research room
- ➢ General rules
- ・ No eating or drinking is permitted in any location of the library, including the research room.

Any food, bottled drinks and coffee cannot be brought into the library as well.

- Use the research room with moderation. Students are also asked to refrain from leaving personal items and books on desks and instead either take them home, or store them in the lockers provided. Any items left on or below desks will be treated as rubbish and disposed.

- Students are expected to ensure that the study room remains clean and tidy.

- Students must refrain from talking (chatting). Excessive noise distracts other students' study activities. Please use the study rooms on the B1 floor when conversation is necessary.

- To prevent theft, please ensure that valuables are not left unattended in the room and are carried at all times.

- Please assume responsibility in regard to the room key.

- When bringing books into the room from the library collection, please ensure that they are checked out beforehand. Periodicals and reference materials cannot be brought into the research room.

- For notices and information from the Graduate School of Global Environmental Studies, check the bulletin boards in the research room, administrative office, and Loyola regularly.

➤ Wastes

- Separate your trash and dispose it to the trash boxes in the research room.

- When the trash boxes become full, put the trash in the plastic bags outside the research room door and replace the trash boxes with new plastic bags.

➤ Shared computers and printers

- A4-size paper and toner cartridge stocks can be picked up at the Graduate School office (Room 1522a, Bldg.2).

- Misprinted papers should be separated into the recycle paper box.

- In case the recycle paper box becomes full, bring it to the recycle wagon located in the library's copy room.

2. Use of personal lockers

Lockers are provided to all students to ensure the cleanliness of the research room. Locker keys will be distributed to the new students at the beginning of each semester. The keys must be returned before graduation (by the end of February for Spring entrants, and by the end of August for Autumn entrants).

3. Use of computer in the research room

Personal computers are provided in the research room to facilitate the progress of the students' research activities. Students should observe the following points when using the PCs:

- In principle, students are advised to use the university's computer rooms.
- Data will be deleted from all computers once a week. Students are required to save their data on their own external media devices.
- The use of PCs is limited to research purposes. If a student is found breaching this rule, he/she may be penalized and denied further use of the computers.
- Students may not print multiple copies of the same document on the shared printer. Use the photocopier in such cases.
- Whenever paper or printer toner become out of stock, students are asked to collect replacements from the Global Environmental Studies office (Room 1522a, Bldg. 2). In case of technical errors such as paper jams, please do not leave it untreated but deal with the situation.
- After using the PC, be sure to log out and turn off both the monitor and the main switch of the PC.

4. Connecting personal computers to the university network

Students can access the campus network (wireless LAN service) with their own laptop/mobile electronic devices by setting up the necessary configuration. Refer to the information and manuals provided on the Media center website < http://ccweb.cc.sophia.ac.jp>, or consult them at their office (3rd floor, Bldg. 2).

5. Use of the environmental reference collection

The collection of environmental publications available in the research room is for internal reference use only, and no publications may be taken outside of the library. To ensure this, books will activate an alarm system if taken outside the main entrance. Before leaving the research room, all books used must be returned to shelves. In the event of a purchase request for a particular book, please apply through your supervisor or head of department.

6. About student scholarships

Consult the Center for Student Affairs (1st floor, Bldg. 2) or check the bulletin board and university website for scholarship information.