

A decorative border with a solid line and a dashed line inside, adorned with leafy vines at the corners and midpoints.

**2020**

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**Handbook  
for  
Part-time  
Lecturers**

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**Doshisha Women's College  
of Liberal Arts**

# 2020 Academic Calendar

## Spring Semester

Thu., Apr. 2, 2020  
Fri., Apr. 10  
Mon.-Fri., Apr. 20-24  
Thu., Apr. 30, Fri., May. 1  
Wed., May 6 [Substitute Holiday]  
  
Sat., May. 30, Sat., June. 20  
Sat., July. 4, Sat., July. 18  
  
Thu., July 23 [Marine Day]  
Fri., July. 24 [Sports Day]  
Thu., July 30  
Fri.-Thu., July 31-Aug. 6  
Sat., Aug. 1, Fri., Aug. 7, Sat., Aug. 8  
Mon.-Wed., Aug. 10-12  
Late August

Entrance Ceremony  
Spring semester classes begin  
Religious emphasis week  
Golden week Holidays: NO CLASSES  
**Regular Class day**  
  
Make-up days  
Make-up days  
  
**Regular Class day**  
**Regular Class day**  
Spring semester classes end  
Spring semester exams  
Spare days for Spring semester exams  
Make-up exams (Tsui-shiken)  
Deadline for grades for spring semester courses

## Fall Semester

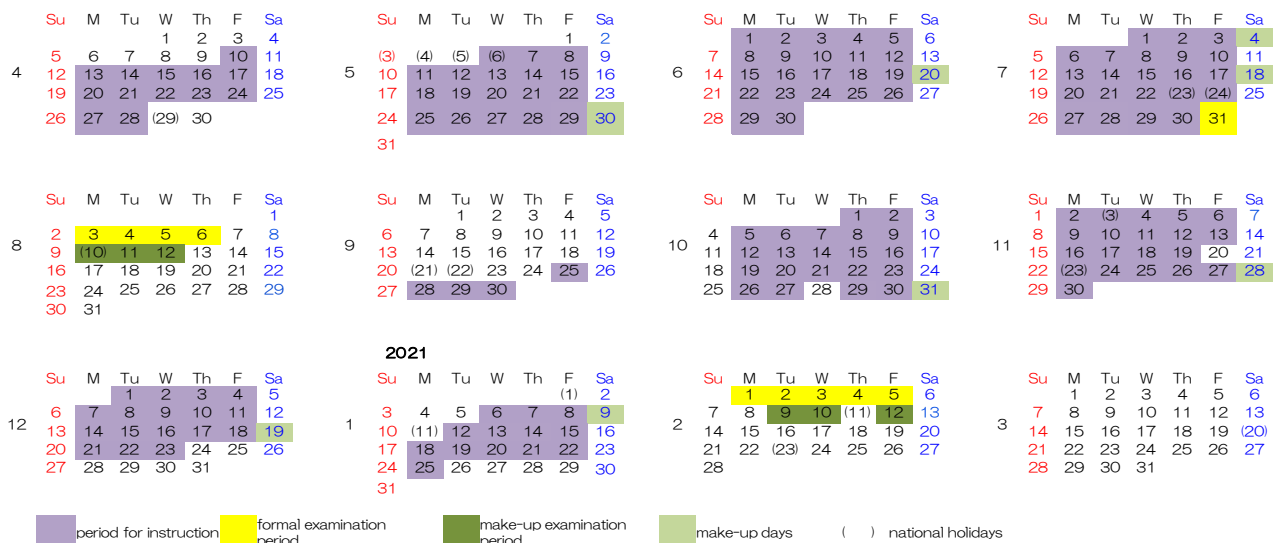
Fri., Sep. 25  
Mon.-Fri., Oct. 5-9  
Wed., Oct. 28  
Sat., Oct. 31  
Tue., Nov. 3 [Culture day]  
Fri.-Sun., Nov. 20-22  
Mon., Nov. 23 [Labor Thanksgiving Day]  
Sat., Nov. 28  
Sun., Nov. 29

Fall semester classes begin  
Religious emphasis week  
Sports festival: NO CLASSES  
Make-up day  
**Regular Class day**  
EVE(school festival): NO CLASSES  
**Regular Class day**  
Make-up day  
Doshisha Foundation Day: NO CLASSES

Tue., Dec. 1  
  
Thu., Dec. 3  
  
Sat., Dec. 19  
Thu., Dec. 24  
Wed., Jan. 6, 2021  
Sat., Jan. 9  
Sat., Jan. 23, Sat., Feb. 6  
Mon., Jan. 25  
Mon.-Fri., Feb. 1-Feb. 5  
Tue., Feb. 9, Wed., Feb. 10, Fri., Feb. 12  
Mid-February  
Late-February  
Thu., Mar. 18

Christmas worship service at Imadegawa  
NO SEOND PERIOD at Imadegawa  
Christmas worship service at Kyotanabe  
NO SEOND PERIOD at Kyotanabe  
Make-up day  
Winter vacation begins  
Fall semester classes resume  
Make-up day  
Spare days for Fall semester exams  
Fall semester classes end  
Fall semester exams  
Make-up exams (Tsui-shiken)  
Deadline for grades for graduating students  
Deadline for grades for all other students  
Degree Ceremony

## Calendar



## OFFICE DIRECTORY

※CAMPUS K:Kyotanabe, I:Imadegawa

| OFFICE   | CAMPUS | PLACE                 | TEL.         | AREA  |              |
|--|--------|-----------------------|--------------|---|--------------|
| The Academic Affairs Department<br>(hereinafter called Kyomu-ka)   | K      | Yuwa-kan<br>2F        | 0774-65-8413 | Classrooms,Class cancellation,<br>Make-up classes, Exams, Reports,<br>Grades            |              |
|  | I      | Shobi-kan<br>2F       | 075-251-4126 |   |              |
| Help Desk  | K      | Chitoku-kan<br>#2,2F  | 0774-65-8737 | AV equipment, Microphones,<br>OHP, etc. CALL Room, Computer<br>Room, How to connect LAN |              |
|  | I      | Junsei-kan<br>2F      | 075-251-4181 |   |              |
| General Affairs Office<br>(Somu-ka)  | K      | Chitoku-kan<br>#1, 1F | 0774-65-8411 | Salary,Tax, Certificate of<br>Employment  |              |
|  | I      | Eiko-kan<br>1F        | 075-251-4111 |   |              |
| Nurse’s Office   | K      | Yuwa-kan<br>1F        | 0774-65-8462 | When students are in poor health.   |              |
|  | I      | Shinwa-kan<br>1F      | 075-251-4137 |   |              |
| FACULTY OFFICE   |        |                       | CAMPUS       | PLACE   | TEL.         |
| Faculty of Liberal Arts (Music)  |        |                       | K            | Shokei-kan<br>1F  | 0774-65-8501 |
| Faculty of Liberal Arts (Media) Graduate School of Literary Studies<br>(Information and Culture Studies)                           |        |                       | K            | Chitoku-kan<br>#1, 2F   | 0774-65-8635 |
| Faculty of Liberal Arts (International Studies)  |        |                       | K            | Chitoku-kan<br>#1, 2F   | 0774-65-8602 |
| Faculty of Contemporary Social Studies<br>Graduate School of International Social System Studies                                   |        |                       | K            | Chitoku-kan<br>#1, 2F   | 0774-65-8543 |
| Faculty of Pharmaceutical Sciences Graduate School of Pharmaceutical<br>Sciences   |        |                       | K            | Keisui-kan<br>1F  | 0774-65-8477 |
| Faculty of Nursing<br>Graduate School of Nursing Sciences  |        |                       | K            | Soen-kan<br>2F  | 0774-65-8818 |
| Faculty of Culture and Representation (English)<br>Graduate School of Literary Studies (English)                                   |        |                       | I            | Denton-kan<br>1F  | 075-251-4103 |
| Faculty of Culture and Representation (Japanese Language and Literature)<br>Graduate School of Literary Studies (Japanese Studies) |        |                       | I            | Denton-kan<br>1F  | 075-251-4106 |
| Faculty of Human Life and Science Graduate School of Human Life and<br>Science   |        |                       | I            | Shinshin-kan<br>1F  | 075-251-4212 |

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## ■ CLASSES

### TIMETABLE

| Period               | Regular classtimes | Classtimes during the Religious Emphasis Week |
|----------------------|--------------------|---|
| I                    | 9 : 00~10 : 30     | 9 : 30~10 : 25                                |
| Chapel Hour          | 10 : 35~10 : 55    | 10 : 30~11 : 00                               |
| II                   | 11 : 00~12 : 30    | 11 : 05~12 : 30                               |
| III                  | 13 : 15~14 : 45    | 13 : 15~14 : 45                               |
| IV                   | 15 : 00~16 : 30    | 15 : 00~16 : 30                               |
| V                    | 16 : 45~18 : 15    | 16 : 45~18 : 15                               |
| VI (Graduate School) | 18 : 30~20 : 00    | 18 : 30~20 : 00                               |

(Note 1) Due to the Religious Emphasis Weeks, the following morning periods will be shortened:

April. 20 (Mon.) – April. 24(Fri.)

Oct. 5 (Mon.) – Oct. 9 (Fri.)

(Note 2) The timetable is different for music practice courses.

#### \* Saturdays

As a general rule, no formal classes will be scheduled on Saturdays, and offices will be closed for the weekend.

## CLASSROOM

### Apportionment of Classrooms

Information regarding the classroom(s) where you are to teach will be put in your personal mailbox just before your first class meets. Please understand that classrooms are subject to change depending on the number of registrants, and that due to circumstances beyond our control, classroom equipment may not always meet your wishes.

As far as possible, we try to provide classrooms of appropriate to the number of registrants. Please understand that the number of registrants can vary for a few weeks due to registration correction held in the beginning of each semester around the second week, and that we may ask you to change your classroom(s) accordingly.

## **CLASS ROSTERS** (They will all be put in your personal mailbox.)

### The Kinds of Class Rosters

#### **Temporary Class Rosters**

You will be given a temporary class roster for each of your class. The temporary class rosters may be incomplete (there may be a few adds or drops). Please be sure to replace them with the final class rosters.

#### **Final Class Rosters**

Please check if there is any student whose name is not on the Final Class Rosters attending your class. The details are to be mentioned later. If there are any changes after you have received your final class rosters, we will tell you by a Class Record Revision Notification.

- \* Each roster is divided into two sheets: one for graduating students and the other for all other students.

#### **<Note> In case of the students not on the Final Class Rosters**

When you find a student whose name is not on the Final Class Rosters attending in your class, please tell her to ask Kyomu-ka. Never add students' names on to the Class Rosters by yourself. You cannot give credits to any student who has not correctly registered.

### The Plan of Distribution

|                            | Spring Semester | Fall Semester   |
|----------------------------|-----------------|---|
| Temporary<br>Class Rosters | April 13        | You teach from spring semester:<br>Middle of July<br>You teach from fall semester:<br>the first day of your class |
| Final Class Rosters        | Middle of May   | Middle of October   |

- \* We will inform you the dates when the schedule has been decided.

### Download of Class Roster Files

You can download your class roster files from the Web Kyomu system. Kyomu-ka will give you ID and Password for the system to be used when you report students' grades on the web (via mail or by hand). Safeguard the ID and Password carefully. Please refer to the system user guide for more detail.

### Class Record Revision Notification Sheet

If there are any changes after you have received your final class rosters, you will be notified via a Class Record Revision Notification sheet. Please enter any such changes on your final rosters. Do not accept any proposal of change from a student other than this sheet.

The excel file of the class roster which you can download from Web Kyomu system, has been updated. The class roster on the Manavi / マナビー, the learning management system of DWCLA also has been updated.

## **STUDENT ID NUMBER**

Regular students' ID number

|                 |                    |            |
|-----------------|--------------------|------------|
| <u>21</u>       | <u>20</u>          | <u>001</u> |
| department code | year of enrollment | number     |

The codes and abbreviations

| Faculty/Department, School/Major                       | Code | Abbreviation   |
|--|------|----------------|
| Faculty of Liberal Arts                                |      |                |
| Department of Music                                    |      |                |
| Major in Music Performance                             | 15   | OE (On en)     |
| Major in Theoretical Studies in Music                  | 16   | OB (Onbun)     |
| Department of Media                                    | 17   | MS (Media)     |
| Department of Information and Media                    | 17   | J (Joho)       |
| Department of International Studies                    | 18   | K (Kokusai)    |
| Faculty of Contemporary Social Studies                 |      |                |
| Department of Social System Studies                    | 21   | GS (Shakai)    |
| Department of Childhood Studies                        | 22   | GK (Kodomo)    |
| Faculty of Pharmaceutical Sciences                     |      |                |
| Department of Clinical Pharmacy                        | 53   | Y (Yakugaku)   |
| Faculty of Nursing                                     |      |                |
| Department of Nursing                                  | 41   | KG (Kango)     |
| Faculty of Culture and Representation                  |      |                |
| Department of English                                  | 61   | E (Eibun)      |
| Department of Japanese Language and Literature         | 62   | N (Nichigaku)  |
| Faculty of Human Life and Science                      |      |                |
| Department of Human Life Studies                       | 31   | L (Seikatsu)   |
| Department of Food Science and Nutrition               |      |                |
| Major in Food Science                                  | 32   | S (Syokumotsu) |
| Major in Nutrition and Dietetics                       | 33   | SK (Syokkan)   |
| Postgraduate Certificate Program in Music              |      | 8M             |
| Graduate School of Literary Studies                    |      |                |
| English  |      | 9E             |
| Japanese Studies                                       |      | 9N             |
| Information and Culture Studies                        |      | 9J             |
| Graduate School of International Social System Studies |      |                |
| International Social System Studies                    |      | 9G             |
| Graduate School of Pharmaceutical Sciences             |      |                |
| Clinical Pharmaceutical Sciences                       |      | 9Y             |
| Graduate School of Nursing Sciences                    |      |                |
| Nursing Sciences                                       |      | 9K             |
| Graduate School of Human Life and Science              |      |                |
| Life Style Design Studies                              |      | 9L             |
| Food Science and Nutrition Studies                     |      | 9S             |

Part-time students' ID number

|                     |              |                    |        |
|---------------------|--------------|--------------------|--------|
| K                   | 1            | 20                 | 001    |
| classification code | faculty code | year of enrollment | number |

Part-time students' classification code

| Classification  | Code |
|---|------|
| General part-time student   | K    |
| Auditor   | T    |
| Doshisha University student   | D    |
| Kinjo Gakuin University student   | J    |
| Nara Medical University student   | N    |
| The Consortium of Universities in Kyoto student                                 | G    |
| General part-time student or Auditor of the Consortium of Universities in Kyoto | C    |
| Foreign exchange student (JSP etc.)   | E    |
| Japanese sister college student   | F    |

Faculty code

| Faculty                     | Code |
|-----------------------------|------|
| Liberal Arts                | 1    |
| Contemporary Social Studies | 2    |
| Pharmaceutical Sciences     | 5    |
| Nursing                     | 4    |
| Culture and Representation  | 6    |
| Human Life and Science      | 3    |
| N/A                         | 0    |

Indication of Part-time students' ID numbers on the Class Rosters

- Part-time students' classification and ID numbers are shown in the Student ID Number column starting with their respective code number as indicated above.
- The reference column shows ID numbers of Doshisha University students, Kinjo Gakuin University students, Nara Medical University students, and the Consortium of Universities in Kyoto students at their home universities. Japanese sister college students' home university is also shown.

## **REGISTRATION**

### **1. Registration classes (Before the classes start)**

Before spring semester classes begin, in the end of March, all students will complete registration for the whole academic year.

### **2. Registration Correction Period**

In each semester, there will be a Registration Correction Period about one week from the beginning of classes. Only on this period will students be allowed to drop or add. There might be some students who start attending from the second class.



### 3. After Registration Correction Period

When the Registration Correction is completed, if the number of students who have signed up for a class far exceeds the capacity of the largest classrooms available, an extra section of the class may be opened. If that is impossible, the number of registrants will be forcibly reduced till it reaches 120% of the classroom capacity.

## SALE OF TEXTBOOKS

Textbooks for most courses are put on sale before the spring semester classes begin in the bookstore and at a specially installed counter on campus. (But some textbooks for fall semester courses are put on sale before the fall semester classes begin.) Please understand that many students will not buy textbooks for elective subjects until their Registration Corrections are completed.

## CLASSROOM EQUIPMENT

Besides the equipment which is permanently in a classroom, the following equipments are available. Application to use these equipments should be made in advance at the Help Desk.

|                        |                                      |
|------------------------|--------------------------------------|
| Digital Camera         | Over Head Camera                     |
| Portable Screen        | Liquid Crystal Projector             |
| Video Camera           | CD/MD Radio & Cassette               |
| Portable DVD/BD Player | Cables for audio and visual system   |
| Wireless Amplifier     | PowerPoint Mobile Clicker            |
| Laser Pointer          | Wireless Microphone (hand, pin) etc. |

|  |
|--|
| *HELP DESK<br>Kyotanabe: C225<br>Imadegawa: S208 |
|--|

\* If you have questions about use of the equipment in the classrooms, please inquire at either the Help Desk or Kyomu-ka.

### Change of Classroom for Equipment

Please consult Kyomu-ka if you want to change your classrooms to take advantage of certain permanent equipment. We will make every attempt to suit your convenience.

### Projecting Computer Screen Images

In the classrooms listed next, computer screen images can be displayed on large screens, on plasma display panel, or on liquid crystal display panel. (You must provide the computer yourself.)

| Kyotanabe: | Room # | Capacity     | Room # | Capacity     | Room # | Capacity     |
|------------|--------|--------------|--------|--------------|--------|--------------|
| (Screen)   | C122   | 144 students | C172   | 70 students  | C233   | 144 students |
|            | C131   | 249 students | C173   | 70 students  | C281   | 153 students |
|            | C132   | 144 students | C183   | 250 students |        |              |
|            | C171   | 70 students  | C232   | 93 students  |        |              |

| Kyotanabe:<br>(Screen) | Room # | Capacity     | Room # | Capacity     | Room # | Capacity     |
|------------------------|--------|--------------|--------|--------------|--------|--------------|
|                        | C282   | 153 students | C372   | 70 students  | C473   | 30 students  |
|                        | C283   | 300 students | C373   | 70 students  | C481   | 144 students |
|                        | C331   | 36 students  | C374   | 70 students  | C482   | 153 students |
|                        | C332   | 36 students  | C381   | 153 students | T213   | 30 students  |
|                        | C333   | 129 students | C382   | 153 students | T214   | 42 students  |
|                        | C334   | 45 students  | C401   | 120 students | T351   | 124 students |
|                        | C363   | 40 students  | C402   | 160 students | T352   | 124 students |
|                        | C364   | 40 students  | C462   | 132 students | T353   | 60 students  |
|                        | C365   | 40 students  | C464   | 180 students | T354   | 60 students  |
|                        | C366   | 40 students  | C471   | 30 students  | T355   | 60 students  |
|                        | C371   | 70 students  | C472   | 30 students  | T357   | 60 students  |
|                        |        |              |        |              | T456   | 60 students  |

(Plasma Display Panel or Liquid Crystal Display Panel)

|      |             |      |             |      |             |
|------|-------------|------|-------------|------|-------------|
| C321 | 60 students | T301 | 30 students | T457 | 40 students |
| C322 | 60 students | T302 | 30 students | T459 | 20 students |
| C323 | 60 students | T303 | 30 students | T460 | 20 students |
| C420 | 40 students | T401 | 30 students | T461 | 30 students |
| C421 | 40 students | T402 | 30 students | T601 | 30 students |
| C423 | 40 students | T403 | 30 students | T603 | 30 students |
| C425 | 38 students | T452 | 40 students | T605 | 30 students |
| C427 | 38 students | T454 | 40 students |      |             |
| C474 | 60 students | T455 | 40 students |      |             |

|                        |      |              |      |              |      |              |
|------------------------|------|--------------|------|--------------|------|--------------|
| Imadegawa:<br>(Screen) | S013 | 300 students | S309 | 71 students  | R102 | 36 students  |
|                        | S014 | 210 students | S401 | 70 students  | R205 | 72 students  |
|                        | S015 | 104 students | S402 | 70 students  | R206 | 72 students  |
|                        | S016 | 76 students  | S403 | 151 students | R401 | 254 students |
|                        | S103 | 143 students | S404 | 70 students  | J201 | 54 students  |
|                        | S104 | 106 students | S405 | 70 students  | J202 | 45 students  |
|                        | S105 | 112 students | S501 | 40 students  | J203 | 54 students  |
|                        | S106 | 106 students | S506 | 40 students  | J205 | 54 students  |
|                        | S301 | 151 students | R001 | 147 students | J206 | 48 students  |
|                        | S302 | 151 students | R002 | 147 students | J207 | 81 students  |
|                        | S303 | 151 students | R003 | 135 students | E207 | 63 students  |
|                        | S308 | 71 students  | R101 | 36 students  |      |              |

(Plasma Display Panel or Liquid Crystal Display Panel)

|      |             |      |             |      |             |
|------|-------------|------|-------------|------|-------------|
| S304 | 24 students | S407 | 28 students | S504 | 28 students |
| S305 | 24 students | S408 | 28 students | S505 | 32 students |
| S306 | 24 students | S502 | 28 students |      |             |
| S307 | 24 students | S503 | 28 students |      |             |

## **Wi-Fi**

Wi-Fi is available in following classrooms:

Kyotanabe: C233, C281, C282, C283, C402, C420, C421, C423, C425, C427,  
C464, C471, C472, C473  
T213, T214, T351, T352, T401, T402, T403, T452, T454, T455,  
T457, T556, T557

Imadegawa: R004, R005, R006, R007, R008, R009, R101, R102, R205, R206,  
R207, R401  
S013, S014, S015, S016, S301, S302, S303, S304, S305, S306,  
S307, S501, S506, J202

## USE OF SPECIAL CLASSROOMS

In the event you need to use the following special classrooms on special occasions, please make application to do so at Kyomu-ka.

|                                 | Room#     | Capacity    |
|---------------------------------|-----------|-------------|
| <b>Kyotanabe:</b> Computer Room | C262-C266 | 30 students |
|                                 | C273      | 48 students |
|                                 | CALL Room | 56 students |
| <b>Imadegawa:</b> Computer Room | S201      | 50 students |
|                                 | S202      | 50 students |
|                                 | CALL Room | 54 students |
|                                 | S204      | 54 students |

## TEACHING MATERIALS

### Printing and Photocopying

Materials to be copied and handed out to students in your classroom should be brought to the Part-time Lecturers' Lounge on the campus where you teach the class three days before the day they are necessary, along with the appropriate request form. Kyomu-ka will have the materials printed, but will not be responsible for putting multiple pages in sets or for stapling materials together.

### Use of Machines:

You can make free use of the printing machine and copy machine in the Part-time Lecturers' Lounge to prepare class materials (black and white print only). When you need more than 20 copies of any one material, please use the printing machine.

The college will pay for all photocopying of materials for classroom use, but will charge a small fee for photocopying for personal use, including for research.

### Dubbing Video and Audio Tapes :

Because of copyright laws it is not possible to copy video or audio tapes for classroom use. However, in some cases it may be possible to copy portions of materials, on a self-serve basis. The Help Desk has its equipment.

### **\*Note**

Part-time lecturers are supposed to use the copy machine, paper, and materials in the Part-time Lecturers' Lounge for making teaching materials.

## **ATTENDANCE BOOK**

The attendance book for part-time lecturers is in the Part-time Lecturers' Lounge. Please affix your seal or sign in when you come to the college for regular classes, make-up classes, and semester examinations.

## **CANCELLING CLASSES**

In the event you must cancel a class, please fill out the form in the Part-time Lecturers' Lounge beforehand. Please fill out and turn in the Class Cancellation form when you are going to cancel a class, even if you have announced the cancellation to your students. In case of sudden illness, please be sure to notify Kyomu-ka by telephone. Please refrain from sending notification by e-mail.

Contact Kyomu-ka when you will be late. As a rule, class is dismissed if the teacher is more than thirty minutes late.

**\*N.B. Refer to page 32 concerning cancellation of classes due to adverse weather, interruption of train service, etc.**

## **MAKE-UP CLASSES**

When a class has been cancelled, please schedule a make-up class. Days have been set aside for make-up classes in each semester (see the Academic Calendar), but it is also possible to hold make-up classes on weekdays when classes are in session. Be sure to set the date for make-up classes through discussions with your students. Kyomu-ka cannot arrange make-up classes. Please do not plan make-up classes on any of the following : days when all classes have been cancelled, national holidays, Saturdays other than make-up days, semester examination periods. Please notify Kyomu-ka when you have decided on the date and time of a make-up class.

## **ABSENCES**

As a general principle, attendance is to be taken during each class. However, each instructor must decide his or her own attendance policy, and is responsible for making that policy known to students, either through the course syllabus or through an announcement made during class, or both.

## **FIELD TRIPS**

- When you are planning to lead a field trip as part of your class, please fill out the form in the Part-time Lecturers' Lounge a week prior to the date of the field trip.
- Actual fee for transportation will be paid, so please report to Kyomu-ka after field trip. Students must pay for their own transportation.

## **FORMALLY EXCUSING ABSENCES**

With the exception of the special cases described below, the college does not have a policy for formally excusing absences; students or Kyomu-ka are to officially inform the teachers of any absences caused by special cases of off-campus training such as practice teaching, care work, dietician's training, museum workshop, library workshop, child care practice, or music therapy or duties as citizen judge or citizen judge candidate(\*). Students are also advised to inform their teachers of the reasons for any other absences.

### **\* Notes**

1. participate in a citizen judge election as a candidate.
2. act as a citizen judge or a supplemental citizen judge.

## **LEARNING MANAGEMENT SYSTEM; MANAVI**

- We are offering Manavi, the Internet-based learning management system on a per-class basis. Whether to use it or not depends on the wishes of each teacher. Please submit a report by using MANAVI in principle.

**URL <https://manavi.dwc.doshisha.ac.jp/ct/login>**

- The basic tools are:
  1. releasing news about the course to the students
  2. providing course materials
  3. to allow students to communicate on the discussion board
  4. assigning, collecting, returning, and evaluating papers
  5. giving quizzes
  6. portfolio; allowing students to build a collection of assignment and papers
  7. A survey on class
- To login Manavi, you will need the same user ID and password to access our college Internet network.
- Please ask Kyomu-ka to make a user ID and to get more detailed information on the system.

## A SURVEY ON CLASS

At the end of each semester, we will conduct class surveys to help teachers to understand how the students learned and to what degree they accomplished the goal. The survey is supposed to be implemented by use of PCs and smartphone from 2019, in class as far as possible. Further details will be informed later.

## OTHER RELATED MATTERS

- Teachers should avoid making major changes to a course syllabus. If you need changes including class schedule, class format, and grading method as the semester progresses, please give appropriate explanation to students.
- **Please deal strictly with students who are noisy and distracting to others**, although you should exercise consideration so as not to be too strict with any specific student. If you would like help dealing with the problem of students talking in class, please contact Kyomuka.
- Teachers are not permitted to collect money for teaching materials in class or on an individual basis.
- At the end of the semester, the college will conduct a survey about classes. Please allow time for students to fill out the questionnaire. We appreciate your cooperation.

## ■ EXAMINATIONS, PAPERS, GRADES

Schedule regarding examinations and grades

|  | SPRING SEMESTER  | FALL SEMESTER  | REMARKS   |
|--|--|--|---|
| Holding of Semester examination  | Inquiry and Reply from early June to middle of June        | Inquiry and Reply from end of Oct. to early of Nov.    |   |
| Making of examination questions  | Request and Presentation from early July to middle of July | Request and Presentation from early Dec. to early Jan. |   |
| Information of the date of the examination for your class(es)                              | Early July   | Early December   |   |
| Semester examination periods   | July 31 – August 6<br>(July 24 –July 30)                   | February 1 – February 5<br>(January 19– February 25)   | Please see the *note below for the details of the period of ( ).                                    |
| Report regarding Tsuishiken (make-up exams)  | End of July<br>– Early August                              | End of January<br>– Early February                     | We will inform you by e-mail about the students who are given permission to take the make-up exams. |
| Tsuishiken (make-up exams) periods   | August 10,11,12  | February 9,10,12                                       |   |
| the deadline for reporting grades for all students, including students taking a Tsuishiken | Late August  | Mid-February<br>for graduating students                |   |
|  |  | Late-February<br>for all other students                |   |

Any change concerning this table will be notified by documents.

### \*Note

An examination held in the last week (the 15th week) of either semester will be considered as a semester examination. Heijo-shiken cannot be given in the last week (the 15th week) of the semester. (Please refer to page 16 “HEIJO-SHIKEN” for details.)

## SEMESTER EXAMINATIONS

- Kyomu-ka will ask you whether you will have a semester examination or not, and will ask your plans for conducting the examination.
- The semester examinations will be held in these two time frames:  
the 15th week of the semester  
regular semester exam period

- You are supposed to proctor any semester examination you give for a course you are teaching.
- As a general policy, examinations held during the examination period are held on the same day and period as the class is scheduled. However, in cases where there are students from more than one section of the same course taking the examination at the same time (“kyotsu shiken” or “godo shiken”), the day and period may be different. In that event, you will still be asked to proctor the examination.
- With the exception of “kyotsu shiken” or “godo shiken” please prepare an examination for each class.
- In the event you will be giving semester examinations, you will be asked about the method of your examinations and whether students can bring their notes and dictionaries, etc. Please note that there is no middle ground; either students can bring any resources they like with them to the exam, or none.
- Even when you permit any materials in the examination, use of the electronic devices below is not permitted.
  1. personal computer, including laptop, netbook, and tablet PC
  2. mobile phone, including smartphone, PHS and wearable devices
  3. digital audio player
  4. any electronic devices including electronic dictionaries or calculators that have communicative functions or a video and/or voice recorder or player.
- As a general rule, semester examinations are written, and are held in regular classrooms.
- This college does not have the policy of barring some students from taking semester examinations. All students who have registered for the class should be considered qualified to take such examinations.
- The beginning time of each period of the semester examinations is the same as normal classes except the first period.  
(The first period starts at 9:10)

| Period | Time        |
|--------|-------------|
| I      | 9:10~10:10  |
| II     | 11:00~12:00 |
| III    | 13:15~14:15 |
| IV     | 15:00~16:00 |
| V      | 16:45~17:45 |

\* As a general policy, each examination is 60 min. long, but a maximum 90 min. examination is also possible. (As an exception, the maximum examination time for the first period of the 15th week is 80 min.) In each case the starting time is the same.



## **GUIDELINES FOR PROCTORING SEMESTER EXAMINATIONS**

1. 10 minutes before the examination, please report to the examination preparation room (Part-time Lecturer's Lounge) is scheduled to begin. Please get the list of seating assignment, the examination papers, and the answer sheets in the examination preparation room.
2. Arriving at the examination room, have each students put her student ID card or ID card for part-time student on top of her desk. If a student has forgotten her ID card, send her to Kyomu-ka.
3. 15 minutes after the start of the examinations, students who are more than fifteen minutes late cannot sit for the exam. Fifteen minutes into the examination, take attendance. The students will be seated according to the list.
4. Students may not leave until 30 min. have passed. The answer sheet of any student who leaves the room during the examination hour should be left on her desk face downward.
5. After finishing the examinations, collect answer sheets in the order of seating assignments, and confirm the numbers of the answer sheets using the list. Report back to the examination preparation room.

(note) If you find a student cheating on an examination, take away her answer sheet, student ID card, and any related materials, and bring her to Kyomu-ka after the examination ends.

## **TSUI-SHIKEN (MAKE-UP EXAMINATION)**

The make-up examination **MUST** be conducted when a student is permitted to take a make-up examination. (see below\*)

The method of the make-up examination must be the same as that of the semester examination.

The make-up examination questions should be different from the semester examination questions.

To inform whether the make-up examination is to be conducted or not, we will contact you within three days except the days the offices are closed after the day when your examination was conducted. Then please prepare the make-up examination questions and submit it to Kyomu-ka immediately.

Please report the final grades for all students, including students taking a make-up examination, on the Web Kyomu System (cf. page 17 of this booklet)

[\*permitted reasons]

1. Illness (Medical certificate with the date of the examination and the condition is required)
2. The reasons for formally excusing absences (cf. page 11 of this booklet)
3. Employment examination (Certificate by the company is required. Visiting a company is excluded.)
4. Delayed arrival of transportation. (Certificate by transport facilities is required except for distributed at website.)

5. When someone within consanguinity of the second degree [ex. parents, brothers or sisters] is in critical condition. (Certificate by family members is required)
6. When attending funeral service for relatives within consanguinity of the second degree. (Certificate by family members is required)
7. Examination of the class of Doshisha University, the Consortium of Universities in Kyoto, the Open University of Japan.
8. When the Dean of Academic Affairs authorizes.

There is no reexamination system for failing students.

If a student who cannot take a make-up examination for the reason written above, she will be allowed to retake the make-up examination. We will let you know more details when the semester examination is approaching.

## **HEIJO-SHIKEN**

### **(EXAMINATIONS HELD DURING THE TEACHING PERIOD)**

In the event you give an examination while classes are still in session, please make sure that all students in the class are aware of the scheduled time for the examination. Please contact Kyomu-ka if you would like the scheduled time posted on the bulletin board.

There is no make-up examination system for Heijo-shiken. Teachers should take any reasonable alternative measures for those students who were not able to sit for an examination due to circumstances beyond their control.

**An examination held in the last week (the 15th week) of either semester will be considered as a semester examination. Heijo-shiken cannot be given in the last week (the 15th week) of the semester.**

## **REPORTS AND PAPERS**

**Please submit a report by using MANAVI in principle.**

When your students' reports and papers are to be submitted directly to the college, inform Kyomu-ka beforehand by filling out the form which specifies the deadline for submission, etc. As a rule, the period during which students can submit papers should be no longer than one week.

Please instruct students to put a prescribed cover sheet on their reports and papers. Cover sheets are available at Kyomu-ka. Reports and papers submitted outside the specified period, outside office hours, or submitted by mail will not be accepted.

### **The final deadline for submission of reports**

Spring semester      August 5 (Wed.), 2020

Fall semester        February 4 (Thu.), 2021

〈Please avoid overlapping with entrance exam days〉

## **GRADE REPORT**

Grades should be reported on the Web Kyomu System.

Please observe the deadline for reporting your grades on the web.

### **The deadline for reporting grades: (2020)**

|                 |               |                         |
|-----------------|---------------|-------------------------|
| Spring semester | Late August   |                         |
| Fall semester   | Mid-February  | for graduating students |
|                 | Late-February | for all other students  |

- Kyomu-ka will give you an ID and password for the Web Kyomu System via mail. Safeguard the ID and password carefully.
- The password will expire at the end of March. If you are teaching in the spring and fall semester, you will need the same ID and password when you are reporting grades for the fall semester.
- Please refer to the system user guide for more details.
- Please be aware that, even if you are in the process of using it, the system will shut down automatically when the deadline for reporting grades is reached.
- The grades for summer courses should also be reported on the Web Kyomu System. You will be notified about the deadline for these courses separately.
- If you have a compelling reason for using grade sheets instead of the web upload system, the deadline for reporting of grades will be brought a few days forward.

## **INSTRUCTIONS REGARDING ASSIGNING GRADES**

1. The score has to be a positive number within a range of 0 – 100.
  - \*Enter a positive number within a range of 0 – 59 for undergraduate or 0 – 69 for graduate student in the case of a fail grade.
  - \*Put the total score with the integer number. You cannot finish reporting grade with a decimal.
2. If any of your students have been given permission to take a make-up examination (Tsui-shiken) for the final examination, you will be sent a Make-up Exam Report. Please report the final grades for all students, including students taking a make-up examination, on the Web Kyomu System.

## GRADES

The grades on the official transcripts will be indicated as shown below.

Undergraduate students

| Numeric Grade | Letter Grade<br>on the official transcript |
|---------------|--|
| 90~100        | A +  |
| 80~89         | A  |
| 70~79         | B  |
| 60~69         | C  |
| below 59      | unshown (Failure)                          |

Graduate students

| Numeric Grade | Letter Grade<br>on the official transcript |
|---------------|--|
| 90~100        | A  |
| 80~89         | B  |
| 70~79         | C  |
| below 69      | unshown (Failure)                          |

- Please be aware of difference between undergraduates and graduates in the passing grades.
- Students are informed of their grades at the end of each semester.
- Kyomu-ka will ask you to leave an address and telephone number where you can be reached during the vacation period in case a grade needs reconfirming or a make-up exam needs to be scheduled.
- This college has a system which allows students to question their grades. When Kyomu-ka contacts you about students' questions, please answer on the assigned form.
- Students' written inquiries about their grade are accepted at Kyomu-ka for one week after the day when their grades are disclosed on the web. We ask that you keep materials pertaining to your students' grades (answer sheets, papers, etc.) for at least one year to guard against the need for reconfirmation.

## ■ HANDLING OF STUDENTS' PERSONAL INFORMATION

Please handle the students' personal information carefully.

- Manage properly the students' personal information such as class roster files, lists of marks, grades, etc.
- Manage strictly and enhance the security of USB flash memory devices and other storage devices if you use those media to store the students' personal information.
- Safeguard your user ID and password for the Web Kyomu System(Grade Report).
- Manage properly the students' examination answer sheets or papers not to get lost, damaged, or stolen.

**If you should happen to lose those information or find out a leakage, report to Kyomu-ka immediately.**

## ■PART-TIME LECTURERS' LOUNGE

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The Part-time Lecturers' Lounge is located as described below.

- \* second floor of Yuwa-kan (Kyotanabe campus)
- \* second floor of Shobi-kan (Imadegawa campus)
- \* first floor of Junsei-kan (Imadegawa campus)

For the instructors of music and physical education, the same kinds of rooms are provided in Shokei-kan and the Gymnasium, respectively.

Each part-time lecturer has a personal mailbox in the Part-time Lecturers' Lounge. Please bear in mind that official announcements and other information will be put in the mail box.

### \*Notice

1. When you drive to the Kyotanabe Campus, you will need a parking permit. If you need one, please apply at the Part-time Lecturers' Lounge or Kyomu-ka.
2. In the Imadegawa Campus, there is no parking space for faculty or staff automobiles, so driving cars onto campus is no longer possible. We understand that this will cause some inconvenience but we request your understanding and cooperation. If you come by bicycle or motorcycle, you will need a parking permit. Please apply at the Part-time Lecturers' Lounge or Kyomu-ka when necessary.
3. Please don't carry out private activities on campus, such as having extracurricular meetings with students and distributing brochures which are irrelevant to classes.
4. A meeting between part-time teachers and full-time teachers will be held in each department or field of study to understand mutually the content of courses, the criteria for grading, and so on. The office of each department will contact you when a meeting is held.

## ■ THE LIBRARY

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### Library Card

Please apply for your library card at main counter, the first time you use the library. When you resign from DWCLA, you need to return your library card to the DWCLA library. It will take about a week to make another card if you lose yours (You will be charged for this).

### Borrowing Books

When borrowing a book, please present your library card at the counter. Books which are marked “禁 帯 出 Kintaishutsu” (Not to be taken out of the Library), “参 考 書 Sankosho” (Reference) or “館 内 Kannai” (only in the library), and some of magazines, cannot be borrowed.

You can borrow and return books at either branch of the library, the Kyotanabe branch and the Imadegawa branch. You can also extend the due date at either facility.

We will appreciate your cooperation returning the books by the due date.

### Borrowing Quantities and Period

|                              |          |          |
|------------------------------|----------|----------|
| “Kaika” (Open-Stack books)   | 20 books | 2 weeks  |
| “Heika” (Closed-Stack books) | 20 books | 3 months |

### Hours of Operation

Week Days: 8:50 to 20:00 (No class period : 8:50 to 17:00) Saturdays:  
9:50 to 17:00 (No class period : close)

Closed on Sundays, holidays, and days which our college assigns as holidays.

Times when the library is closed when classes are in recess will be announced in *Carillon*, the library bulletin, or on OPAC.

### OPAC Service on the Web

<https://opac.dwc.doshisha.ac.jp>

The holdings of the library can be searched via the Internet at the OPAC.

### Library Homepage

Information is given in the following library homepage:

<https://www.dwc.doshisha.ac.jp/current/library/>

## Reference Service

You will be offered the following services to other university libraries: “Shokaijo” (making an application for reference to other university libraries), “Shozochosa” (asking if a university library has the book you want), “Bunkenfukusha” (requesting photocopy service from other universities), and “Sogotaishaku” (asking a university library for borrowing books for a certain period of time). These services are only for part-time teachers who are not full-time teachers at any university. Besides, please refrain from making inquiries by telephone, fax and e-mail.

## Placing Books on Reserve

It is possible to place on reserve books which are necessary for a certain course. Please make application to place a book (or books) on reserve before the students will actually be needing them. Books placed on reserve are located in a special section of the library, and special rules govern their use by students.

## **AUDIO-VISUAL LIBRARY**

### Use of Audio-Visual Materials

CD's may be borrowed for use outside the library.

Use of video materials is restricted to within the library.

### Borrowing AV Materials for Use in Class

In spite of the above regulation, it is possible to borrow AV materials for use in class (only for the designated day of the class you use the materials). Please make application one week before.

It is possible to borrow AV materials which are processed in accordance with the Copyright Law. For further information, please ask the staffs of AV counter at our library.

### Placing AV Materials on Reserve

If you want to place some AV materials on reserve for your class, please make application at the AV library beforehand. Such materials are handled specially for your students' use.

### Copying and Dubbing AV Materials

In compliance with copyright laws, the AV library will refuse requests to copy or dub any AV materials.

## **MUSIC LIBRARY** (in Kyotanabe Library)

In the music library, there are about 26,000 scores and 300 reference books in Open Stacks. Two books at a time may be borrowed for one week. (Music lecturers may borrow as many books or scores at one time as they wish.)

## **RECOMMENDING BOOKS OR AV MATERIALS**

Please feel free to recommend the purchase of any books or AV materials which you consider would be desirable to use (either by you or by your students) in or for your classes. Forms for that purpose are available in the Part-time Lecturer's Lounge. Please fill in the forms and turn them in to the library, the AV library or Kyomu-ka.

## **■ LEARNING COMMONS**

The Learning Commons was set up to support leaning activities of students, graduates and the teaching and administrative staff. It is also available for classes on a temporary basis. We would appreciate it if you could encourage the students to make use of it for group work and individual study for your classes. For detail, please visit the Learning Commons page on our website.



## ■ PAY

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You will be notified about this.

## ■ TEACHING IN THE NEXT ACADEMIC YEAR

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If you will be teaching at this college in the next academic year, besides receiving official reconfirmation at the Board of Trustee's Meeting, the following steps will be taken:

1. Your course(s) and hours, the teaching day, period(s), and campus will be discussed. (July–September)
2. There will be an inquiry about teaching equipment, and the teaching day(s) and period(s) will be confirmed. (November)  
\* The submission method has changed since 2019. Please answer the questionnaires on the web.
3. There will be a written inquiry about the syllabus for each course. (November)
4. Final confirmation of your teaching timetable will be sent to you. (Jan-Feb)
5. You will receive a letter of appointment. (March)
6. You will receive classroom(s) assignment.. (the first day of class)

\* In case that the whole college is canceled, you will be notified on Twitter.

[Method of Browsing]

1. Access to Official Website of DWCLA.  
(<https://www.dwc.doshisha.ac.jp/>)
2. Select “To Faculty and Staff” and click “Web Kyomu System ( Grade Report / Syllabus)”

## ■ PREVENTION OF HARASSMENT

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Doshisha Women's College of Liberal Arts is founded on principles of Christianity, internationalism, and liberal arts, and as such will not tolerate any violation of human rights threatening the safety and dignity of its students and faculty. So that all members of DWCLA\* may be respected as individuals and be guaranteed a pleasant environment for study, research, and work, we are committed to creating and maintaining a community free of all forms of harassment.

\* Specifically, all students (including auditors, part-time students, and non-degree students) and all faculty and staff, whether full time or part time, as well as agency-dispatched workers and contract workers as stipulated in the Worker Dispatch Law.

## WHAT IS HARASSMENT

### Sexual Harassment

- ◆ Experiencing obscene or sexual comments during class
- ◆ Being stalked or otherwise coerced into a relationship
- ◆ Being touched inappropriately during a party etc.

This type of harassment refers to actions and words of a sexual nature that are unwanted and offensive to others, including the target of the behavior. This includes actions or words arising from sexual interest or desire, and words or actions that discriminate on the basis of gender. Whether or not such actions or words are intentional, they are considered to be sexual harassment if they are contrary to the wishes or the consent of others. Sexual harassment is also a violation of human rights, causing harm to another's person and individual dignity.

There are two kinds of sexual harassment:

--**Quid pro quo sexual harassment** occurs when someone (especially an instructor or superior) in a position to confer an advantage or disadvantage in connection with another person's education, research, guidance, advice, employment, work, etc. exploits that position to make sexual advances.

--**Hostile environment sexual harassment** occurs when actions or words of a sexual nature harm another person's educational, research, or work environment. It includes instances when such conduct causes discomfort to someone other than the target of the behavior as well as cases when such conduct is not directed at any single individual.

### Academic Harassment

- ◆ A lack of suitable guidance in a situation when a student is eager to learn
- ◆ Making inappropriate comments about a student's ability or character, as for example "You're an idiot" etc.
- ◆ Inviting students to one's home without a good reason, or calling students in on a holiday, for the purpose of private supervision

This type of harassment refers to academically inappropriate actions, words, guidance, or treatment meted out consciously or unconsciously by a person in a superior position or position of authority, such as an instructor, who exploits or departs from that position so as to inflict serious harm on another person's educational or research environment.

## Power Harassment

- ◆ Getting angry without good reason
  - ◆ Talking about another person's weaknesses or mistakes, and engaging in malicious gossip, behind their back
  - ◆ A deliberate failure to communicate necessary job-related information
- This type of harassment refers to inappropriate and wrongful actions, words, guidance, or treatment meted out consciously or unconsciously by someone in a superior position of authority in the workplace or elsewhere that infringes on the work rights of colleagues or staff or is injurious to character and dignity

## Other Harassment

Apart from sexual harassment, academic harassment, and power harassment, any inappropriate and wrongful actions, words, guidance, or treatment that is injurious to another person's character and dignity, are considered to be harassment.

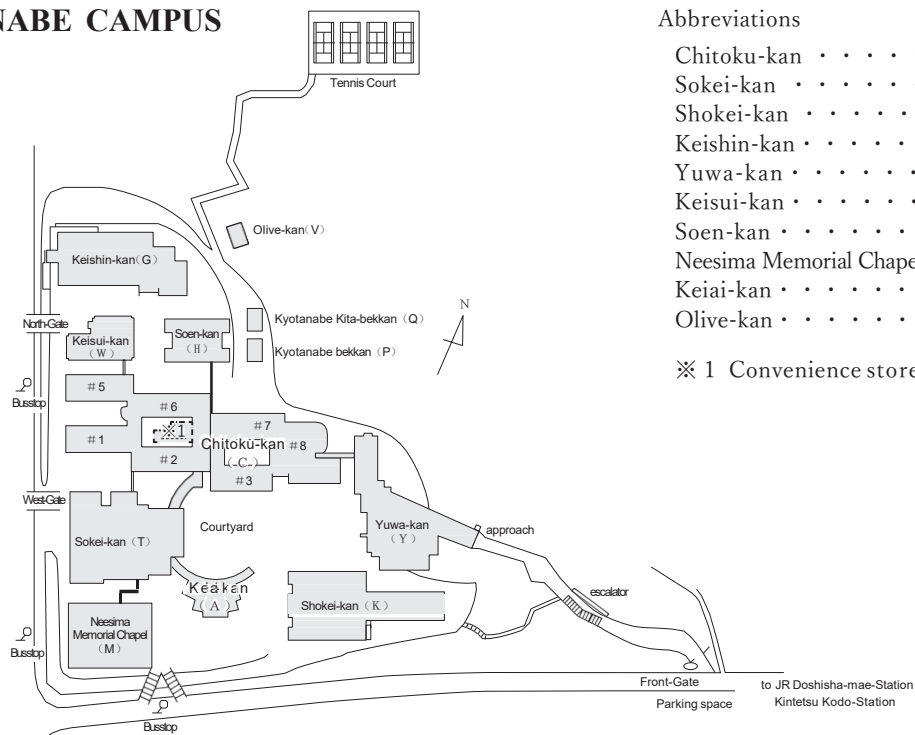
## RESPONSIBILITIES OF DWCLA MEMBERS

- **Respect other's basic human rights.**
- **Clearly understand that sexual discrimination will not be tolerated.**
- **Strive to prevent harassment and resolve problems.**

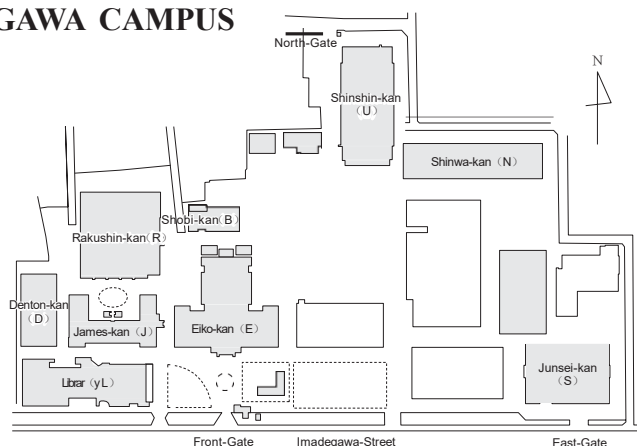
For details, see the DWCLA Rules for Prevention of Harassment and Accompanying guidelines on the DWCLA website.

## CAMPUS

### KYOTANABE CAMPUS



### IMADEGAWA CAMPUS



|               |             |
|---------------|-------------|
| Abbreviations |             |
| Rakushin-kan  | • • • • • R |
| James-kan     | • • • • • J |
| Shinwa-kan    | • • • • • N |
| Denton-kan    | • • • • • D |
| Junsei-kan    | • • • • • S |
| Eiko-kan      | • • • • • E |
| Shobi-kan     | • • • • • B |
| Shinshin-kan  | • • • • • U |

#### No Parking at Imadegawa Campus

In Imadegawa Campus, there is no parking space for faculty and staff automobiles, so driving cars onto campus is no longer be possible. We understand that this will cause some inconvenience but we request your understanding and cooperation.

# Kyotanabe Campus

## Chitoku-kan(C)

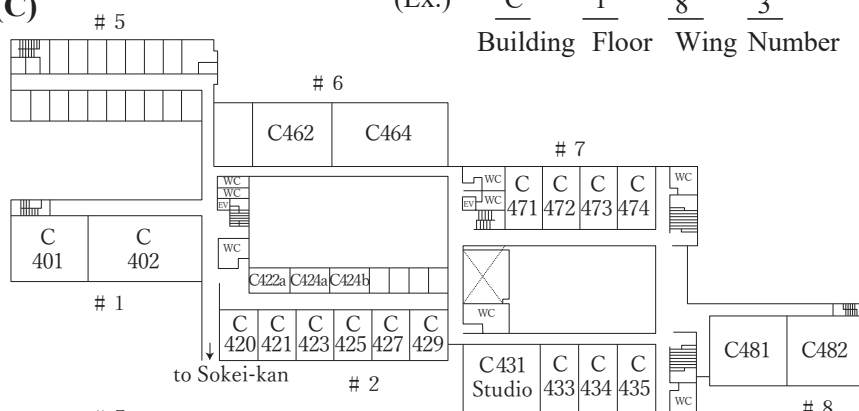
### Classroom Number

(Ex.)

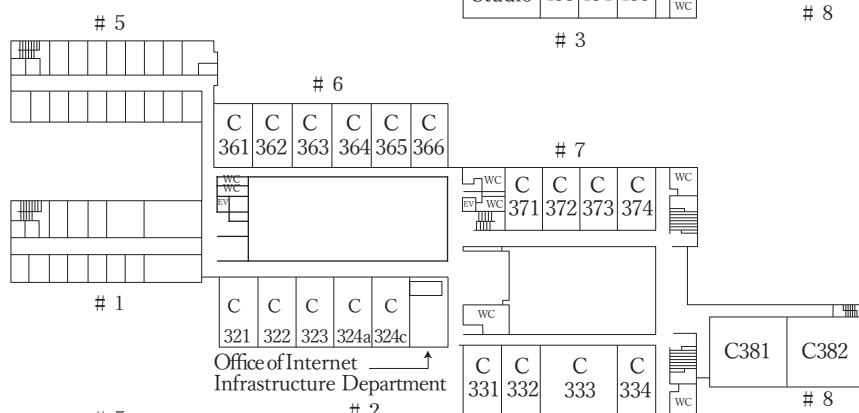
C 1 8 3

Building Floor Wing Number

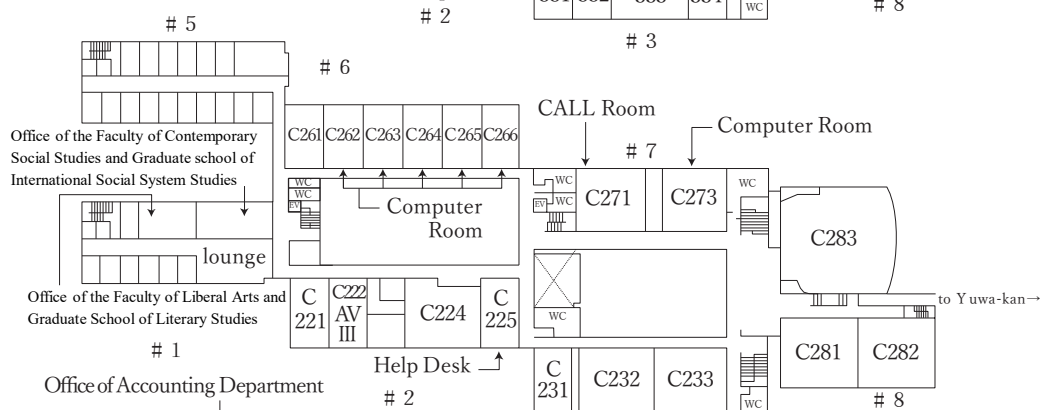
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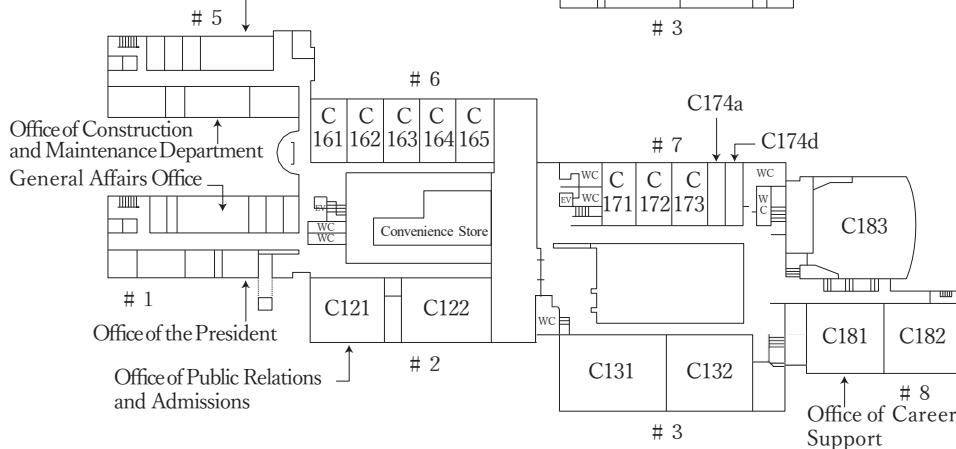
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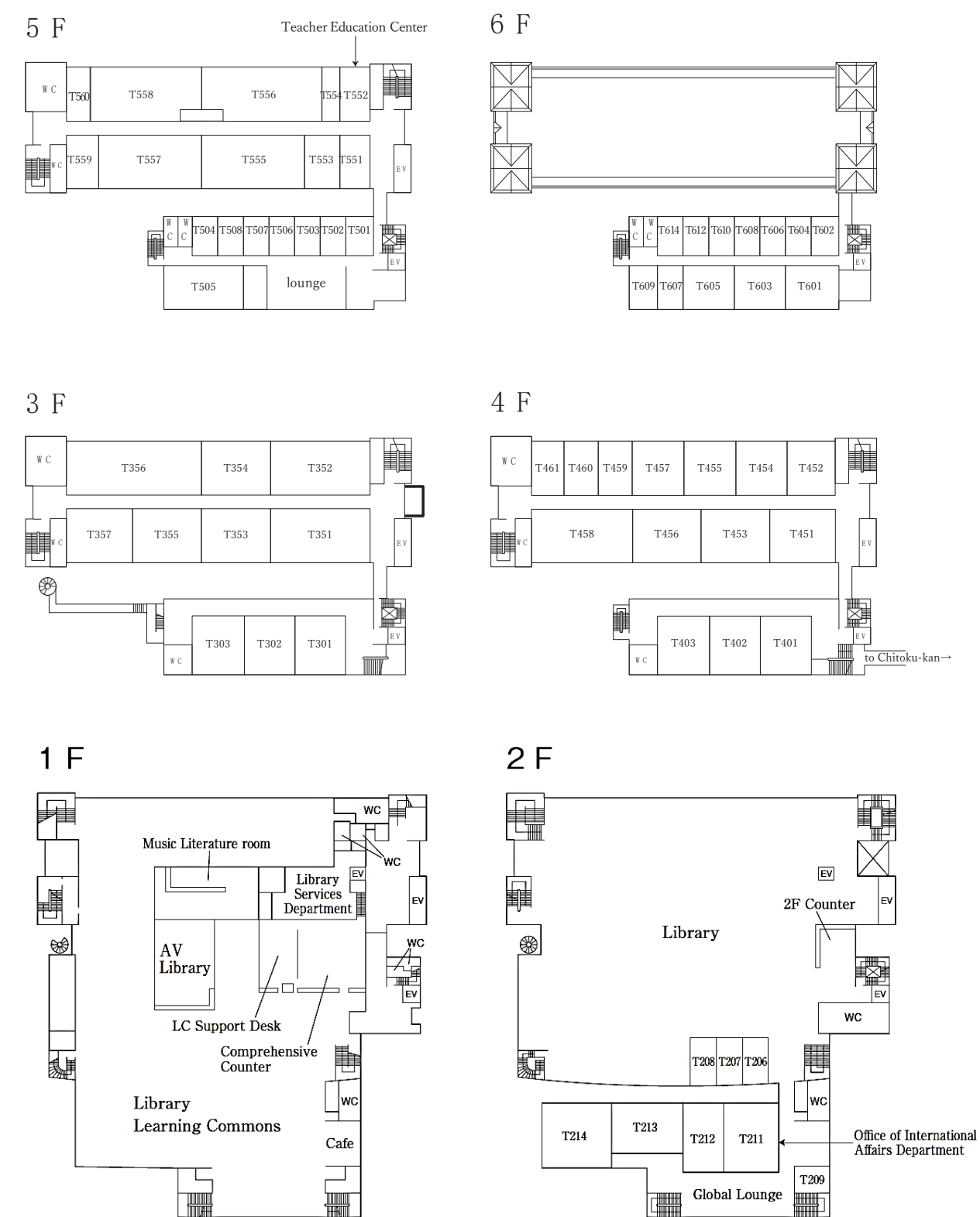
2 F



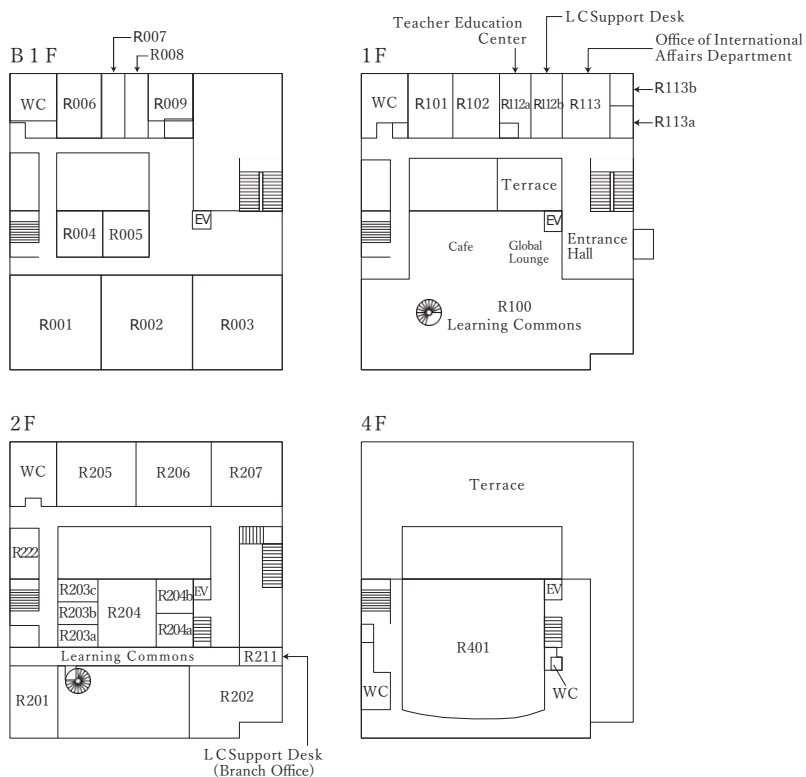
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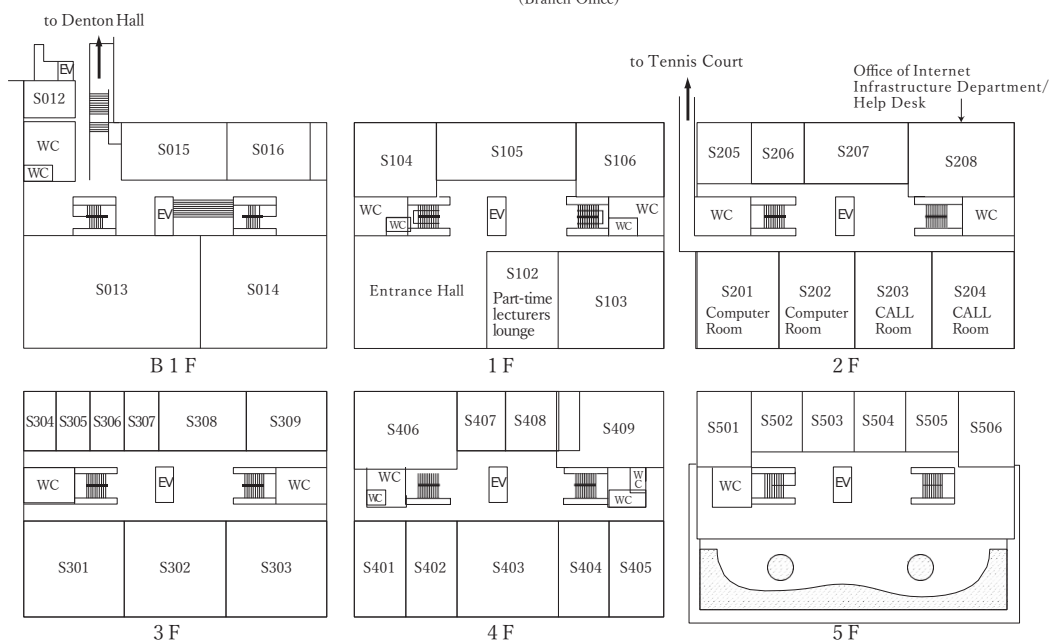
Kyotanabe Campus  
Sokei-kan(T)



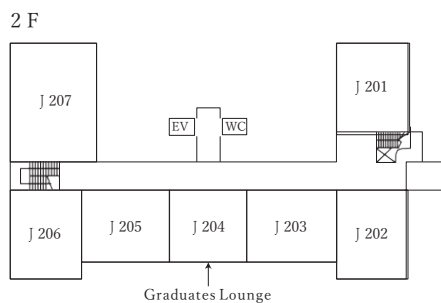
## Imadegawa Campus Rakushin-kan (R)



## Junsei-kan (S)



## James-kan (J)





## **■ CANCELLATION OF CLASSES DUE TO A WEATHER OR OTHER WARNING OR THE INTERRUPTION OF TRAIN SERVICE**

### ◎ Cancellation of classes due to the interruption of train service

When train systems (A) are in the condition (B), classes are cancelled as in (C).

| (A) Train Systems Affected   | (B) Condition   |
|--|---|
| <ul style="list-style-type: none"> <li>• Kintetsu line (Kyoto ~ Nara, Yamato-Saidaiji ~ Namba)</li> <li>• Hankyu line (Kawaramachi ~ Umeda)</li> <li>• Keihan line (Demachiyangashi ~ Yodoyabashi)</li> <li>• JR Tokaido line (Maibara ~ Kobe)</li> <li>• JR Gakkentoshi line (Kyobashi ~ Kizu)</li> </ul> | When two or more of the train services to the left are stopped either completely or in part, at the same time |
| <ul style="list-style-type: none"> <li>• Kyoto city bus and subway</li> <li>• Kintetsu line (Kyoto ~ Nara, Yamato-Saidaiji ~ Namba)</li> </ul>   | When either of the two transportation systems listed to the left is completely stopped                        |

**\* Note:** However classes will be held when two or more the train services stop temporarily. (C)

|     |  |
|-----|--|
| (C) | When either of the above conditions is met as of 6:30 am, the first and second periods are cancelled.* |
|     | When either of the above conditions is met after 6:30 am, classes are cancelled from that point on.*   |

**\* Note:** In the event that service is resumed by 10:30 am, third, fourth, and fifth period classes will be held as usual.

### ◎ Cancellation of classes due to a weather or other warning (keiho)

When warnings (A) are in effect for the areas listed (B), classes are cancelled as in (C)

| (A) Conditions for which an warning has been announced  | (B) Area   |
|---|--|
| Emergency warning (Tokubetsu Keiho)<br>(All types of emergency warning are applicable.*) Storm warning (Bofu Keiho)<br>(All warnings including the word "Bofu") | Southern Kyoto prefecture, including any of the following districts : Kyoto-Kameoka, central Yamashiro, southern Yamashiro, and Nantan-Kyotamba.<br>Osaka prefecture, including any of the following districts : Osaka city, northern Osaka, eastern Osaka, Minamikawachi, and Senshu. |

**\* Note:** Includes all types of emergency warning, not only for severe weather such as heavy rain, storm, storm surge, high waves, heavy snow and snowstorm, but also for tsunami, volcanic activity or earthquakes.

|     |   |
|-----|---|
| (C) | When the above conditions are met as of 6:30 am, classes are cancelled for the whole day.*                            |
|     | When the above conditions are met after 6:30 am, classes are cancelled from the time when the announcement is given.* |

**\* Note:** In the event that the warning is lifted by 9:30 am, third, fourth, and fifth period classes will be held as usual.

### ◎ Cancellation of classes for other reasons

When the president of the college considers that it is difficult or dangerous to hold classes, then he or she may order that classes be cancelled.

◎ These guidelines also apply during the semester and year-end examination periods, in which case the examinations missed will be rescheduled.  
 Teachers will of course receive proper notification.

**In case that the whole college is canceled, you will be notified on Twitter.**



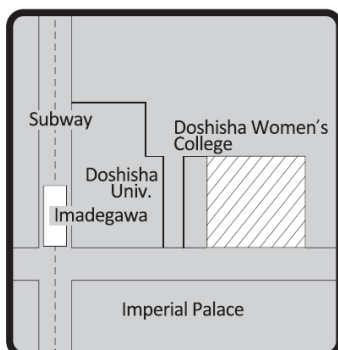
Twitter (@dwcla\_kyomu)



Web Kyomu System ( Grade Report / Syllabus)

[https://www.dwc.doshisha.ac.jp/faculty\\_and\\_staff/teacher](https://www.dwc.doshisha.ac.jp/faculty_and_staff/teacher)

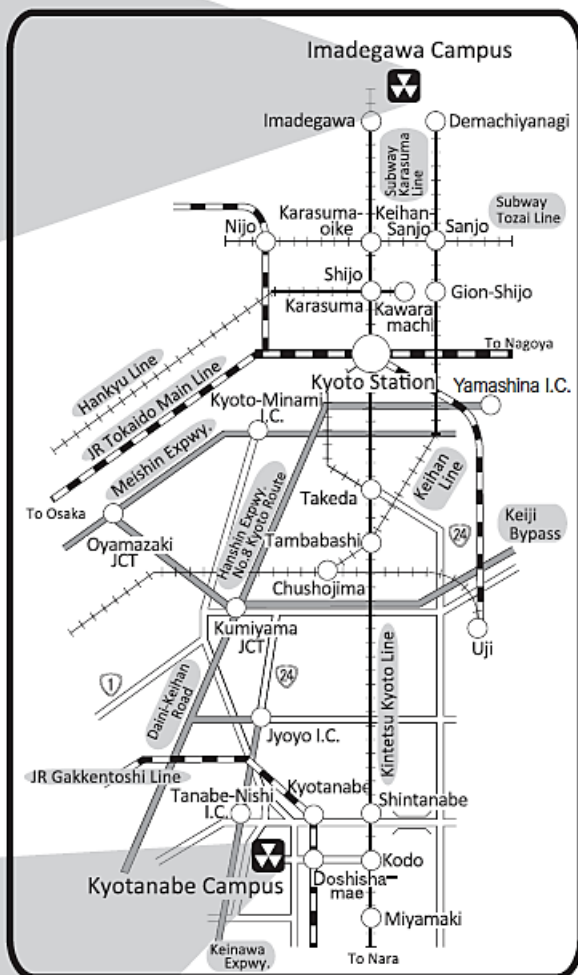
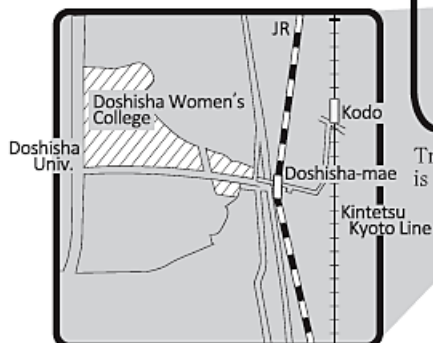




Travel time from Kyoto Station to the Imadegawa Campus is about 20 min. by subway.



Travel time from Kyoto Station to the Kyotanabe Campus is about 45 min. by Kintetsu Line.



Travel time between the Imadegawa and Kyotanabe Campuses is about 1 hour.

(Kyotanabe Campus)  
Kodo Kyotanabe-shi Kyoto, 610-0395

(Imadegawa Campus)  
Nishi-iru Imadegawa Teramachi Kamigyo-ku  
Kyoto, 602-0893

WATASHI

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