

AY 2024

# Nitobe College Student Handbook

## Honors Program: Graduate Curriculum

Nitobe College  
Hokkaido University

## AY 2024 Honors Program : Graduate Curriculum

### Spring-Summer Term

### Fall-Winter Term

Month	Day	Event	Month	Day	Event
3	15 (Fri.)	[Spring] Application period begins	10	1 (Tue.)	[Spring] Information session for prospective students (Japanese)
	21 (Thu.)	[Spring] End of Application period		3 (Thu.)	[Spring] Information session for prospective students (English)
4	9 (Tue.)	[Fall] Information session for prospective students (Japanese)		11	5 (Tue.) - 7 (Thu.)
	10 (Wed.) at noon	Announcement of results	27 (Wed.)		
	10 (Wed.) - 17 (Wed.)	Submission period for confirmation of enrollment			
	11 (Thu.)	[Fall] Information session for prospective students (English)			
	20 (Sat.)	Enrollment Ceremony, first lecture of Global Advanced Course I			
5	14 (Tue.) - 16 (Thu.)	Application period for the cancellation of registered course subjects for the Spring Term	12	4 (Wed.)	First lecture of Global Advanced Course II
				14 (Sat.)	Mentor Forum
				24 (Tue.) - 26 (Thu.)	Application period for the cancellation of registered course subjects for the Winter Term
6	5 (Wed.)	Last lecture of Global Advanced Course I	1	22 (Wed.)	Last lecture of Global Advanced Course II
	12 (Wed.)	First lecture of Global Advanced Course II			
	16 (Sun.)	Mentor Forum			
7	2(Tue.) - 4 (Thu.)	Application period for the cancellation of registered course subjects for the Summer Term	2	14 (Fri.)	Release of the academic results of the Fall-Winter Term
	24 (Wed.)	Last lecture of Global Advanced Course II		14 (Fri.) - 18 (Tue.)	Grade review request period
8	27 (Tue.)	[Fall] Application period begins	3	Mid Mar.	Application period begins for AY 2025
				Mid - late Mar.	Completion Ceremony in March
9	3 (Tue.)	[Fall] End of application period			
	6 (Fri.) - 9 (Mon.)	TOEIC-IP Test (Online)			
	10 (Tue.)	Release of the academic results of the Spring-Summer Term			
	10 (Tue.) - 12 (Thu.)	Grade review request period			
	Mid - late Sep.	Completion Ceremony in September			
	24 (Tue.) at noon	Announcement of results			
	24 (Tue.) - 30 (Mon.)	Submission period for confirmation of enrollment			

#### ➤Quarter term schedule

<u>Spring Term</u>	<u>Global Advanced Course I・II</u>	<u>Cancellation Period</u>
<u>Summer Term</u>	April 20 (Sat.) - June 5 (Wed.)	May 14 (Tue.) - May 16 (Thu.)
<u>Fall Term</u>	June 12 (Wed.) - July. 24 (Wed.)	July 2 (Tue.) - July 4 (Thu.)
<u>Winter Term</u>	Oct. 5 (Sat.) - Nov. 27 (Wed.)	Nov. 5 (Tue.) - Nov. 7 (Thu.)
	Dec. 4 (Wed.) - Jan. 22 (Wed.)	Dec. 24 (Tue.) - Dec. 26 (Thu.)

#### ➤Events and lectures on Saturdays, Sundays, and Holidays

April 20 (Sat.) Enrollment Ceremony and lecture of Global Advanced Course I	Oct. 5 (Sat.) Enrollment Ceremony and lecture of Global Advanced Course I
June 16 (Sun.) Mentor Forum and lecture	Dec.14 (Sat.) Mentor Forum and lecture

## Introduction

This handbook was created for students who wish to enroll in the Nitobe College Honors Program: Graduate Curriculum and those who are already enrolled to understand the program structure.

Important points for the completion of the program are outlined in this book. Especially for those who have enrolled in the program, you should read it occasionally and keep it handy until you complete the program.

## Posting Announcements

Information on procedures for course registration or completion, scholarship applications, and all other student notices will be posted in the “Announcements” section of the Nitobe Portfolio (NPF) (see Section 5-1 for details on the NPF). Students must go through the registration process with the password provided during enrollment to use the NPF. Register for the NPF promptly after enrollment.

Nitobe Portfolio (NPF):

<https://nitobeportfolio.academic.hokudai.ac.jp/pentagram/Login>

## Notifications from Nitobe College

When necessary, Nitobe College instructors or administrative staff (Nitobe College Section (Graduate)) will contact students by phone or email. To avoid problems stemming from missing or misreading emails, students should read their emails carefully and respond to them on time.

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## I. Educational principles and policies

Since 1876 when Sapporo Agricultural College was founded, Hokkaido University has adopted four basic principles for education and research: Frontier Spirit, Global Perspectives, All-Round Education, and Practical Learning. The University also fosters the spirit of academic freedom and autonomy. Within the history of the University, Dr. Inazo Nitobe, a second-generation student of Sapporo Agricultural College, is considered an ideal model that the University emulates in its human resource development due to his spiritual enrichment and the sincerity of his efforts. An interdisciplinary educational program, “Nitobe College,” defines the following educational principles as the spirit to be learned from Dr. Nitobe:

- (1) “Cultivating an international spirit” to serve as a bridge between countries and regions
- (2) “Acquiring a broad general education” in addition to in-depth professional exploration
- (3) “Fulfilling *noblesse oblige*,” an obligation associated with social leaders.

### (i) Policy for admission

Nitobe College develops global leaders by enabling students to gain a high level of expertise in their respective fields of study and to complete an interdisciplinary educational program, based on the fundamental principles of the University and the spirit of Dr. Inazo Nitobe. Therefore, we welcome students who understand the spirit exemplified by Dr. Inazo Nitobe, are highly motivated to study at Nitobe College and have the appropriate foreign language skills to receive such education.

### (ii) Policy for education implementation (3+1 Competencies)

Nitobe College aims to foster global leaders who have a high degree of expertise in their field of academic study according to the basic principles of the University and the spirit of Dr. Inazo Nitobe. Further, they should develop and apply the following abilities through the interdisciplinary educational program.

- The ability to attain sustainable personal development: Ability to acquire new knowledge required to respond to social change, create and implement a plan using the ability to grow in maturity, and apply creative and critical thinking in a complementary way.
- Organizational skills: Ability to organize teams of people with diverse expertise and contribute to leadership with strong communication skills to collaborate toward a common goal and achieve results.
- The capability of knowledge sharing and its application for social benefit: Ability to recognize the social function of knowledge, accurately solve problems in various situations by applying responsibility and ethics, and settle problems for the better.

- Professional Ethics: Ability to make responsible, fair, and impartial decisions as a highly educated professional, considering the interests and consequences on society as a whole, while being sensitive to ethical issues in a society with diversifying values.

:

(iii) Policy for awarding certification of completion and title

Nitobe College aims to help students gain a high level of expertise in their respective fields of study and acquire 3+1 Competencies through interdisciplinary educational programs, based on the fundamental principles of the university and the spirit of Dr. Inazo Nitobe. Students who are recognized as possessing 3+1 Competencies, that is, the ability to attain sustainable personal development, the skills of team organization and management, the capability of knowledge sharing and its application for social benefit, and professional ethics, will be certified as having completed the program and awarded a title, etc.

## II. Honors Program

Nitobe College consists of the Honors Program, which has an Undergraduate Curriculum and a Graduate Curriculum.

Student eligibility and the enrollment limit of each program and course are listed in the table below.

Program	Course	Eligibility	Enrollment Limit
Honors Program	Undergraduate Curriculum	Undergraduate students and students in the Contemporary Japanese Studies Program who have earned 2 credits from 2 Global Foundation Courses (Special Lectures) (“International Understanding and Study Abroad” and “Leadership and Teamwork”) (referred to as pre-program courses).	About 150 students each academic year
	Graduate Curriculum	Students enrolled in a master's or professional degree program: (1) Students who have earned 4 credits from 2 Inter-Graduate School Classes, “Global Practical Course I” and “Global Practical Course II” (referred to as pre-program courses) (2) Students who have completed the Nitobe College Honors Program Undergraduate Education Course or Undergraduate Curriculum and have been awarded the title of “Summa cum Laude,” “Magna cum Laude,” or “Cum Laude.”* (3) Students who have completed the Nitobe College Foundation Program Graduate Education Course before AY2023	About 25 students each semester

\*Students are required to participate in a workshop on project management (PM) conducted after enrollment.

## III. Certificate of completion and award of title

Students who complete the Honors Program will be awarded the “Certificate of Completion of the Honors Program: Graduate Curriculum” and the title of “Associate (Graduate).” Among them, those who achieve notably excellent results will be awarded “Highest Honors.”



## 1. Enrollment and completion of Nitobe College Honors Program: Graduate Curriculum

1-1. Schedule for enrollment in Spring (In AY2024, only applicants in categories (2) and (3) in Table II are eligible for enrollment)

Schedule	Dates	Remarks
Application period for enrollment	Friday, March 15 to Thursday, March 21	Apply via online application form (*)
Announcement of results	Wednesday, April 10 at noon	To be notified via email.
First class of Global Advanced Course I	Saturday, April 20	
Enrollment ceremony	Saturday, April 20	

(\*) Submit your application for enrollment at the following URL during the application period described above.

<Application form for enrollment in Spring>

<https://ws.formzu.net/dist/S73110810/>



1-2. Schedule for enrollment in Fall

Schedule	Dates	Remarks
Application period for enrollment	Tuesday, August 27 to Tuesday, September 3	Apply via online application form (*)
TOEIC-IP Test (Online)	Friday, September 6 to Monday, September 9	Details will be notified at a later date.
Announcement of results	Tuesday, September 24 at noon	To be notified via email.
First class of Global Advanced Course I	Saturday, October 5	
Enrollment ceremony	Saturday, October 5	

(\*) Submit your application for enrollment at the following URL during the application period described above.

<Application form for enrollment in Fall>

<https://ws.formzu.net/dist/S58115669/>



### 1-3. Enrollment and completion of the Honors Program: Graduate Curriculum

#### Requirements for enrollment:

- ① 4 credits from 2 Pre-program Courses must be acquired.
- ② English proficiency must reach a certain standard.
- ③ The evaluation of the report submitted at the time of application must meet the standards.
- ④ After the results are announced, a confirmation of enrollment must be submitted.

#### Supplementary notes:

- ① English proficiency  
Students must take the TOEIC-IP test designated by Nitobe College.  
The standard of English communication ability for independent participation in classes held in English is set at a score of 700 on the TOEIC-IP.
- ② In the report assignment, the applicant's statement for purposes, etc., will be subject to review.

#### Exemption from earning pre-program course credits:

Applicants who meet one of the following criteria will be exempted from earning credits for pre-program courses.

- ① Students who have completed the Honors Program Undergraduate Education Course and have been awarded the title “Cum Laude” or higher.
- ② Students who have completed the Foundation Program Graduate Education Course before AY2023.

#### Exemption from taking the TOEIC-IP test:

Applicants who meet one of the following criteria will be exempted from taking the TOEIC-IP test.

- ① Students whose country of nationality has English as an official language.
- ② Students who have completed the Honors Program Undergraduate Education Course and have been awarded the title “Cum Laude” or higher.
- ③ Integrated Science Program (ISP) Master's Students.
- ④ Students who have completed the Foundation Program Graduate Education Course before AY2023.

#### Alternative to taking the TOEIC-IP Test:

- ① Instead of taking the TOEIC-IP Test, students may submit an official score report (or a photocopy thereof) of TOEFL (iBT and ITP) or TOEIC (e.g., a public TOEIC test) taken no

earlier than two years before the date of the TOEIC-IP Test, or a valid IELTS Test Report Form (or a photocopy thereof).

- ② Reference scores: 700 of TOEIC-IP: TOEFL-iBT 76, TOEFL-ITP 540, IELTS 5.0.

Confirmation of registration:

Nitobe College will confirm students' willingness to complete the program or continue registration by referring to answers on the "Registration Plan Survey" conducted in August for students who enrolled in Spring and in February for students who enrolled in Fall.

Expelling from the College:

In the event that any of the following applies to students, they are expelled from the College:

- ① Failure to fulfill the requirements for confirmation of registration stated above.
- ② Registration in the program cannot be confirmed for two consecutive terms.

Requirements for completion:

Students must fulfill both of the following requirements to complete the program.

- ① Acquire four or more credits including the credits for Global Advanced Course I.
- ② Continued use of NPF.

Award of certificate of completion:

The "Certificate of Completion of Honors Program: Graduate Curriculum" and title of "Associate (Graduate)" will be awarded to students who complete the Honors Program: Graduate Curriculum.

In addition, "Highest Honors" will be awarded to students who meet the following criteria.

Criteria	Award
A few associates (graduates) who achieve notably excellent results	Highest Honors

## 2. Matters on course enrollment

### 2-1. Timing of enrollment and registration period

Nitobe College Honors Program: Graduate Curriculum enrolls students in April and October.

Registration period for students who enroll in the Honors Program

- Students who enroll in Spring: April to September (Spring Term and Summer Term)
- Students who enroll in Fall: October to March (Fall Term and Winter Term)

### 2-2. Years required for completion of the program

The program can be completed in half a year at the shortest. Students who wish to continue taking classes after they have acquired the credits necessary for completion must confirm their registration during the prescribed period. Even if students are permitted to continue taking classes after they acquire the credits necessary for completion, they cannot enroll in the program for more than two years at the most.

### 2-3. Class hours and schedules

- ① As a general rule, classes will be held during ordinary class hours. However, activities, special lectures, and events may be held on Saturdays, Sundays, and public holidays.
- ② For the class and occasional activities will be notified by posting on the NPF or sending emails.

### 2-4. Course registration

- ① In choosing a course, students must prepare a course plan to fulfill the completion requirements by referring to Section 4 “Course subjects” of this handbook and the syllabus.
- ② Students must register for courses themselves according to the course registration schedule of their graduate school.
- ③ Nitobe College Special Classes: Students who intend to register for classes shall inform during the prescribed period their intention of class registration to the Specially Appointed Academic Staff of Nitobe College Honors Program: Graduate Curriculum for the relevant classes.

### 2-5. Confirmation and correction of course registration

- ① Students shall confirm whether the registered courses are consistent with their course plan after registration is closed.
- ② If a course registration is found to need corrections, students shall request correction from the Nitobe College Section (Graduate) via email, etc., before the class starts.

### 2-6. Cancellation of registered course

In cases where students cannot continue to take a registered course for unavoidable reasons, their application for the cancellation of the registered course may be accepted. Keep in mind that as a general rule, no application for cancellation can be accepted after the following application periods.

- ① Application period: (Spring Term) From Tuesday, May 14 to Thursday, May 16  
(Summer Term) From Tuesday, July 2 to Thursday, July 4  
(Fall Term) From Tuesday, November 5 to Thursday, November 7  
(Winter Term) From Tuesday, December 24 to Thursday, December 26
- ② How to apply: Fill out the form “Application for Cancellation of a Registered Course” and submit it to Nitobe College Section (Graduate) (nitobe-school-office@academic.hokudai.ac.jp) by attaching the file to an email. The form will be responded to by email at a later date.

#### 2-7. Grade review request system

Students who are unsatisfied with their grade evaluation may request a grade review if they meet the following conditions:

- ① They provide evidence that the grade evaluation is obviously incorrect based on the grading system described in the course syllabus or instruction given in class.
- ② They provide evidence that there was an error (in scoring, data entry mistake, etc.).

In the event that a grade review request is filed, the request will be referred to the course supervisor, and the student and the course instructor will be interviewed as necessary before the results of the review are provided.

Information about the method for inquiring about grade evaluations and requesting grade reviews will be provided by email, NPF, and the Nitobe College website.

#### 2-8. Withdrawal, leave of absence and re-enrollment

Students who have decided to withdraw from the Honors Program: Graduate Curriculum, those who wish to take a leave of absence, or those seeking re-enrollment must consult with the faculty in charge (Specially Appointed Academic Staff at Nitobe College) and then submit the following documentation to the Nitobe College Section (Graduate).

Since these affect class management, any student in such a situation must contact the faculty in charge as early as possible.

- ① The forms are downloadable from the Nitobe College website.  
For Graduate Students > For Nitobe College Students
- ② Students planning to withdraw or take a leave of absence from the program are advised to refer

to the “Procedure for submitting a notification of withdrawal and leave of absence” on the Nitobe College website.

- ③ The forms will require the signature of the academic supervisor at the graduate school to which the student belongs.

### **Forms, submission deadlines, and contact details for submission**

Purpose	Form	Submission deadline
To withdraw from Nitobe College	Notification of Withdrawal	Two weeks prior to the date of withdrawal
To take a leave of absence	Notification of Leave of Absence	Two weeks prior to the starting date of the leave of absence
To re-enroll	Notification of Re-Enrollment	Two weeks prior to the date of re-enrollment
Consulting instructor	Nitobe College instructors Contact: nitobecollegegraduates@high.hokudai.ac.jp	
Contact for submissions	Nitobe College Section (Graduate) Window ⑥, 1F, Institute for the Advancement of Higher Education. Reception hours: 8:30 a.m. to 5:00 p.m. on weekdays	

## **3. Curricula**

### 3-1. Graduate Curriculum

The Nitobe College program provides students in the master’s degree program and the professional-degree program of graduate schools who have a certain level of English proficiency with the special curriculum, across graduate schools, divisions, etc.

## 4. Course subjects

Programs have the following clusters of course subjects. **Since course contents are described in the syllabus on the University website and the Nitobe College website, students are advised to read them carefully to understand the schedule and conditions before classes begin.**

<https://www.hokudai.ac.jp/gakusei/instruction-info/gclass/>

\* Refer to the student manual of each graduate school for whether the credits for Inter-Graduate School Classes are counted as credits necessary for completion.

### 4-1. Honors Program: Graduate Curriculum

Course Subject	Credits	Term	Day/Period	Requirements for Completion	Class Type
Global Advanced Course I	2	Spring/ Fall	Wednesday/ 5-6	Compulsory	Inter-Graduate School Class
Global Advanced Course II	2	Summer/Winter	Wednesday/ 5-6	Elective	Inter-Graduate School Class
Nitobe College Special Seminar	[1] or [2]* <sup>1</sup>	Intensive	Intensive	Elective	Nitobe College Special Classes* <sup>2</sup>
Number of credits necessary for completion	Four or more credits including Global Advanced Course I				

\*<sup>1</sup>The course subjects with the number of credits shown in parentheses consist of multiple subtitles. If the subtitles are different, students may register for more than one such course subject.

\*<sup>2</sup>As these classes are offered by Nitobe College independently, they will not be counted as credits for the completion of the graduate schools.

(Course registration by students who belong to Hakodate Campus)

- Students can take Global Advanced Course I and Global Advanced Course II online.
- Contact Nitobe College’s Specially Appointed Academic Staff for registration to the Nitobe College Special Seminar.

### 4-2. Other course subjects

Inter-Faculty Class “Practical English (Advanced) 2024”

Inter-Faculty Classes are specialized subjects for undergraduate students who enroll in the second and higher grades. At Nitobe College, the Inter-Faculty Class, “Practical English (Advanced) 2024” (two credits, enrollment limit is about 15) will be offered in the Honors Program: Undergraduate Curriculum aiming at students whose TOEFL-ITP score is 550 or higher (TOEFL-iBT score is 80 or higher).

Students who wish to improve their English communication skills by taking the subject

throughout the term may register for the subject. Inter-Faculty Classes are not included in the requirements for completion of the Honors Program : Graduate Curriculum. Students who wish to register for the class are advised to confirm the details in the syllabus and on the Nitobe College bulletin board.

## **5. Academic support system**

### 5-1. Nitobe Portfolio (NPF)

The NPF is an online system that keeps records of the learning and research activities of students who register for the program, and it supports the students in managing learning and research through interactive communication.

The NPF can help students recognize, evaluate, and improve their research activities and situations at Nitobe College, and it also enables academic supervisors to instruct students more appropriately and efficiently. Students who register for the program are required to make positive use of the NPF.

### 5-2. Mentors

Mentors support students who register for the program by fostering career consciousness, broadening their social perspective, and establishing a human network that makes use of their experiences.

Students may receive worthwhile messages and advice based on the mentors' experiences in the real world from lectures at the mentor forum or through exchange meetings. Students who register for the program are advised to actively make contact with mentors and use these opportunities for their career development.

The role of mentors will be mainly undertaken by graduates of Hokkaido University Graduate Schools (or graduates who have some relationship with Hokkaido University) who are active in various fields of society.

### 5-3. Scholarship program

The scholarship program grants scholarships to students who register for the Honors Program: Graduate Curriculum, subject to a screening process. Recipients will be selected based on a comprehensive evaluation of the application documents and other factors.

The details of each scholarship will be notified at a later date.

- ① Scholarship for Nitobe College Honors Program: Graduate Curriculum  
Purpose: Academic support



Summary of benefit: JPY200,000 will be paid to up to fifteen students.

Application period: Same as the application period of the Honors Program: Graduate Curriculum

② Nitobe College Overseas Study Scholarship

Purpose: Promotion of learning and research overseas

Eligibility: (1) Students who study abroad in an exchange program at university that is part of the Inter-University Exchange Agreement or the Inter-Department Exchange Agreement with Hokkaido University; or

(2) Students who are sent to the short-term overseas program (Short-Term Overseas Program for Graduate Students and International Internship).

Supplementary notes: Short-Term Overseas Program for Graduate Students

Graduate students may participate in the Short-Term Overseas Program for Graduate Students and International Internship if they register for and receive credits for the short-term overseas program that each graduate school independently develops and grants credits for. Confirm the details with each graduate school.

5-4. Counseling service for Nitobe College students

The counseling service for Nitobe College students provides appropriate advice and support for problems in registering for the Nitobe College Honors Program: Graduate Curriculum and for balancing education and research activities in the graduate schools.

Students who want to receive counseling should make a reservation by email.

How to reserve a counseling session: Write “Counseling Reservation” in the email subject line and write your ① Name, ② Student number, ③ Telephone number, and ④ Summary of the issue you wish to discuss in the main text. The date and time for counseling will be scheduled by return email.

Contact: nitobe-school-office@academic.hokudai.ac.jp

5-5. Hokkaido University Nitobe College Alumni Network

The Hokkaido University Nitobe College Alumni Network provides a venue for mutual exchange among graduates, current students, fellows, mentors, and instructors, and supports building a network among them.

Nitobe College students are provided with an environment that they can use to help form and develop their careers after completion of the program, in addition to the expertise acquired at the graduate schools and the competencies acquired at Nitobe College.

## 6. Tutor System

Nitobe College has established the Tutor System to encourage students to take initiative. The system allows students to take on leadership roles through auxiliary work at Nitobe College classes and events. It also supports students' learning and development by enabling them to obtain financial support. Students are expected to actively and flexibly engage in various tasks, such as supporting classes given by instructors and Fellows and working as facilitators in group activities.

### 6-1. Core tutors

Core tutors who coordinate all the tutors will be selected from among those who have experience working as tutors at Nitobe College. Core tutors demonstrate leadership as key members, coordinate meetings between instructors/Fellows and tutors, and provide guidance and advice to other tutors. They should have a positive attitude in order to develop the qualities of global leaders.

[Qualifications] Undergraduates in their third year and above who are enrolled in the Honors Program: Undergraduate Curriculum, and Graduate Curriculum or have completed Nitobe College

[Capacity] Approx. 3 people throughout the year

[Selection method] Core tutors are selected by instructors who evaluate their work as tutors.

### 6-2. Tutors

Applications are accepted from students who take the initiative in designing and supporting classes at Nitobe College and who are interested in the interaction between Nitobe College students across faculties and school years. Previous experience is not considered, but students are required to be independent and willing to take advantage of the Tutor System.

[Qualifications] Undergraduates in their second year and above who are enrolled in the Honors Program: Undergraduate Curriculum, and Graduate Curriculum or have completed Nitobe College

[Capacity] Approx. 25 people each semester

[Selection method] Public participation will be solicited, and tutors will be selected through document screening.

### 6-3. Recruitment schedule (planned)

	Global Foundation Courses (may include support for event management)	Fellow Seminar
March	Recruitment starts	
April	Pre-training	
May		
June	Summer term course starts	
July		Recruitment starts
August	Post-training	
September		Prior briefing session, Meeting with the Fellow in charge
October		Course starts
November		
December		General presentation, review
Working period	1-month pre-training + 2-month course period, for a total of 3 months (planned)	2-month course period + 1 or 2 months after the course period (optional) (planned)

## 7. Nitobe College Student Room (Ohtsuka Room)

**Location: N143 on the 1<sup>st</sup> Floor**

**Institute for the Advancement of Higher Education**

Nitobe College is pleased to announce the creation of a multipurpose meeting/conference room for Nitobe College students. The Nitobe College Student Room can accommodate student's needs, such as individual work, various student gatherings/meetings, a place for interaction with Fellows, or a work area for Nitobe College student staff during events or classes.

Business hours: 9:00 a.m.–5:00 p.m. on weekdays

(For after 5:00 p.m. and weekends, please contact the Nitobe College Office)

Meeting/conference room features:

1. Adjustable table sizes (capacity: approximately 30 people)
2. Laptop computers, a printer, whiteboards
3. Audio/visual equipment

Term of use:

Contact the Nitobe College Office (Graduate) during office hours to make a reservation. When you make a reservation by email, please include the following information: your student ID number, your name, the date and time you would like to use the room, the purpose of use, and the number of students who will be using the room. The subject header should be **【Reserve Ohtsuka Room】** date / time, student ID number, and name.

Email: nitobe-school-office@academic.hokudai.ac.jp

Nitobe College Student Room Reservation Limits and Guidelines

1. Individuals/groups may only reserve the room for up to two (2) hours  
(more than one individual or group may make reservations at the same time).
  2. Put everything back into its original place after use.
  3. Altering or damaging the meeting room is strictly prohibited.
  4. Eating and drinking are prohibited (except drinks with lids).
  5. Use of the computers and printer is free of charge.
  6. Use the printer only for materials related to Nitobe College classes/meetings/events
  7. Keep the room clean and be considerate of the next people who will use it.
- \* Use of the room may be prohibited if the above rules are not followed.

Nitobe College Honors Program: Graduate Curriculum  
Contact

In relation to	Person in Charge	Place, E-mail address
Registrations of core courses	Nitobe College Section (Graduate), Nitobe College Office	Window No. 6, first floor, Institute for the Advancement of Higher Education Extension Number: 8187, 5596 nitobe-school-office@academic.hokudai.ac.jp
Scholarship		
Course taking (Including class attendance)	Each responsible instructor	Please refer to each syllabus and Nitobe College website.
Withdrawal, leave of absence, and re-enrollment	Nitobe College instructors	nitobecollegegraduates@high.hokudai.ac.jp
Nitobe Portfolio (NPF)		npf-system-manager@high.hokudai.ac.jp
Counseling Service	Nitobe College advisors  YUHAZU Kazuyori Vice-Principal  LA FAY Michelle Kay Assistant-Principal  TANI Hirofumi Deputy Vice-Principal  ITO Hidetaka Education Support Manager	Nitobe College Section (Graduate) will contact an advisor based on the student's reservation.

