

AY 2025

Nitobe College Student Handbook

Honors Program: Graduate Curriculum

Nitobe College
Hokkaido University

AY 2025 Honors Program : Graduate Curriculum

Spring-Summer Term

Fall-Winter Term

Month	Day	Event	Month	Day	Event
3	11 (Tue)	[Spring] Application period begins	10	4 (Sat)	Enrollment Ceremony, first lecture of Global Advanced Course I
	17 (Mon)	[Spring] End of Application period			
	21 (Fri) - 24 (Mon)	TOEIC-IP Test (Online)			
4	9 (Wed) at noon	Announcement of results	11	4 (Tue) - 6 (Thu)	Application period for the cancellation of registered course subjects for the Fall and Winter Term
	9 (Wed) - 16 (Wed)	Submission period for confirmation of enrollment		19 (Wed)	Last lecture of Global Advanced Course I
	19 (Sat)	Enrollment Ceremony, first lecture of Global Advanced Course I		26 (Wed)	First lecture of Global Advanced Course II
5	13 (Tue) - 15 (Thu)	Application period for the cancellation of registered course subjects for the Spring and Summer Term	12	13 (Sat)	Mentor Forum
				23 (Tue) - 25 (Thu)	Application period for the cancellation of registered course subjects for the Winter Term
6	4 (Wed)	Last lecture of Global Advanced Course I	1	14 (Wed)	Last lecture of Global Advanced Course II
	11 (Wed)	First lecture of Global Advanced Course II			
	15 (Sun)	Mentor Forum			
7	1 (Tue) - 3 (Thu)	Application period for the cancellation of registered course subjects for the Summer Term	2	13 (Fri)	Release of the academic results of the Fall-Winter Term
	23 (Wed)	Last lecture of Global Advanced Course II		13 (Fri) - 17 (Tue)	Grade review request period
8	20 (Wed)	Release of the academic results of the Spring-Summer Term	3	Mid Mar.	Application period begins for AY 2026
	20 (Wed) - 22 (Fri)	Grade review request period		Mid - late Mar.	Completion Ceremony in March
	26 (Tue)	[Fall] Application period begins			
9	2 (Tue)	[Fall] End of application period			
	5 (Fri) - 8 (Mon)	TOEIC-IP Test (Online)			
	Mid - late Sep.	Completion Ceremony in September			
	24 (Wed) at noon	Announcement of results			
	24 (Wed) - 29 (Mon.)	Submission period for confirmation of enrollment			

➤ Quarter term schedule

Spring Term
Summer Term
Fall Term
Winter Term

Global Advanced Course I · II
 April 19 (Sat) - June 4 (Wed)
 June 11 (Wed) - July. 23 (Wed)
 Oct. 4 (Sat) - Nov. 19 (Wed)
 Nov. 26 (Wed) - Jan. 14 (Wed)

Cancellation Period
 May 13 (Tue) - May 15 (Thu)
 July 1 (Tue) - July 3 (Thu)
 Nov. 4 (Tue) - Nov. 6 (Thu)
 Dec. 23 (Tue) - Dec. 25 (Thu)

➤ Events and lectures on Saturdays, Sundays, and Holidays

April 19 (Sat) Enrollment Ceremony and lecture of Global Advanced Course I
 June 15 (Sun) Mentor Forum and lecture

Oct. 4 (Sat) Enrollment Ceremony and lecture of Global Advanced Course I
 Dec.13 (Sat) Mentor Forum and lecture

Introduction

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

This book outlines important points for completing the program. It is recommended that you read it occasionally and keep it handy until you complete the program, especially for those who have enrolled.

Posting Announcements

Information concerning procedures for course registration, completion, scholarship applications, and other student notices will be posted in the "Announcements" section of the Nitobe Portfolio (NPF).

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 promptly.

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I. Educational principles and policies

Since its establishment as Sapporo Agricultural College in 1876, Hokkaido University has adopted four fundamental principles for education and research: Frontier Spirit, Global Perspectives, All-Round Education, and Practical Learning. The University also promotes the spirit of academic freedom and autonomy. Throughout its history, Dr. Inazo Nitobe, a second-generation student of Sapporo Agricultural College, is regarded as an exemplary model that the University seeks to emulate in its human resource development, owing to his spiritual enrichment and the sincerity of his endeavors. 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.
- The skills of team organization and management: 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 detailed 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

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).” Those who achieve exceptionally 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

Schedule	Dates	Remarks
Application period for enrollment	Tuesday, March 11 to Monday, March 17	Apply via online application form (*)
TOEIC-IP Test (Online)	Friday, March 21 to Monday, March 24	Details will be notified at a later date.
Announcement of results	Wednesday, April 9 at noon	To be notified via email.
First class of Global Advanced Course I	Saturday, April 19	
Enrollment ceremony	Saturday, April 19	

(*) Please submit your application for enrollment using the following URL during the application period specified above.

<Application form for enrollment in Spring>

<https://ws.formzu.net/dist/S54006613/>



1-2. Schedule for enrollment in Fall

Schedule	Dates	Remarks
Application period for enrollment	Tuesday, August 26 to Tuesday, September 2	Apply via online application form (*)
TOEIC-IP Test (Online)	Friday, September 5 to Monday, September 8	Details will be notified at a later date.
Announcement of results	Wednesday, September 24 at noon	To be notified via email.
First class of Global Advanced Course I	Saturday, October 4	
Enrollment ceremony	Saturday, October 4	

(*) Please submit your application for enrollment using the following URL during the application period specified above.

<Application form for enrollment in Fall>

<https://ws.formzu.net/dist/S81563627/>



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, confirmation of enrollment must be submitted.

Supplementary notes:

- ① English proficiency
Students must take the TOEIC-IP test designated by Nitobe College.
The standard for English communication proficiency required for independent participation in classes conducted 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 satisfy either of the following criteria will be exempt from earning credits for pre-program courses.

- ① Students who have completed the Honors Program Undergraduate Education Course or Undergraduate Curriculum and have been awarded the title of “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 any 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 or Undergraduate Curriculum 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 the 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 their registration by referring to answers on the "Registration Plan Survey" conducted in July for students who enrolled in Spring and in January for students who enrolled in Fall.

Expulsion from the College:

Should any of the following apply to students, they will be expelled from the College:

- ① Failure to fulfill the requirements for confirmation of registration as 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 those 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 exceptionally excellent results	Highest Honors

2. Matters regarding 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 wishing to continue taking classes after acquiring the necessary credits for completion must confirm their registration during the designated period. Even if students are permitted to continue taking classes after they have obtained the required credits, they cannot enroll in the program for more than a maximum of two years.

2-3. Class hours and schedules

- ① As a general rule, classes will be conducted during regular class hours. However, activities, special lectures, and events may be held on Saturdays, Sundays, and public holidays.
- ② Notifications for the class and occasional activities will be posted on the NPF or emailed.

2-4. Course registration

- ① When selecting 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 in accordance with the course registration schedule of their graduate school.
- ③ Nitobe College Special Classes: Students intending to register for classes must inform the Academic Staff of the Nitobe College Honors Program: Graduate Curriculum of their registration intentions during the prescribed period for the relevant classes.

2-5. Confirmation and correction of course registration

- ① Students should verify that their registered courses align with their course plans after registration is closed.
- ② If a course registration requires corrections, students should request these from the Nitobe College Section (Graduate) via email, etc., before the class commences.

2-6. Cancellation of registered course

In situations where students are unable to continue a registered course for unavoidable reasons, their

application for course cancellation may be accepted. Please note that, as a general rule, no application for cancellation can be accepted after the following application periods.

- ① Application period:
 - (Spring and Summer Term) From Tuesday, May 13 to Thursday, May 15
 - (Summer Term) From Tuesday, July 1 to Thursday, July 3
 - (Fall and Winter Term) From Tuesday, November 4 to Thursday, November 6
 - (Winter Term) From Tuesday, December 23 to Thursday, December 25

- ② How to apply: Complete the “Application for Cancellation of a Registered Course” form and submit it to the Nitobe College Section (Graduate) at (nitobe-school-office@academic.hokudai.ac.jp) by attaching the file to an email. A response will be sent to you via email at a later date.

2-7. Grade review request system

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

- ① They provide evidence that the grade evaluation is clearly incorrect based on the grading system outlined in the course syllabus or instruction provided 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 submitted, the request will be referred to the course supervisor, and both the student and the course instructor will be interviewed as necessary before the results of the review are provided.

Details regarding how to inquire about grade evaluations and request grade reviews will be communicated via 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 wishing 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 subsequently submit the following documentation to the Nitobe College Section (Graduate).

As these impact class management, any student in this 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 intending to withdraw or take a leave of absence from the program are advised to refer to the “Notification of Withdrawal, Leave of Absence and Re-Enrollment” 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 possess the required level of English proficiency with a special curriculum, across graduate schools, divisions, etc.

4. Course subjects

The program consists of 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 encouraged to read them carefully to familiarize themselves with the schedule and conditions before classes commence.

Inter-Graduate School Class:

<https://sites.google.com/elms.hokudai.ac.jp/igs/home/>

Nitobe College website (Curriculum) :

<https://nitobe-college.academic.hokudai.ac.jp/en/gc-curriculum/g-curriculum>

* Consult the student manual of each graduate school to determine whether the credits for Inter-Graduate School Classes are recognized as credits required 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]* ¹	Intensive	Intensive	Elective	Nitobe College Special Classes* ²
Number of credits required for completion	Four or more credits including Global Advanced Course I				

*¹The 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.

*²As these classes are offered independently by Nitobe College, the credits do not count towards the completion of the graduate schools.

(Course registration by students belonging to the Hakodate Campus)

- Students can participate in Global Advanced Course I and Global Advanced Course II online.
- Please contact Nitobe College's Specially Appointed Academic Staff regarding registration for the Nitobe College Special Seminar(s).

4-2. Proportion of 3+1 Competencies in Each Subject

The table below illustrates the contribution of each course to acquiring the "3+1 Competencies."

Course Subject		Credits	%			
			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	Professional Ethics
Global Advanced Course I: Practice of Problem Solving		2	20	30	30	20
Global Advanced Course II: Foundations and Practice of Problem Finding		2	20	30	30	20
Nitobe College Special Seminar	① Demola (Issue solving exercise for real business)	2	10	20	50	20
	② Hult Prize Challenge	2	10	20	50	20
	③ Career Development Seminar for Graduate Students	1	50	10	20	20
	④ Entrepreneurship	1	10	30	40	20
Pre-Program Courses	Global Practical Course I: Basics of Team-Based Learning	2	30	40	10	20
	Global Practical Course II: Practice of Team-Based Learning	2	20	40	10	30

4-3. Other course subjects

Inter-Faculty Class “Practical English (Advanced) 2025”

Inter-Faculty Classes are specialized subjects for undergraduate students enrolled in the second grade and above. At Nitobe College, the Inter-Faculty Class, “Practical English (Advanced) 2025” (two credits, with an enrollment limit of approximately 15 students), will be offered in the Honors Program: Undergraduate Curriculum, aimed at students whose TOEFL-ITP score is 550 or higher (TOEFL-iBT score is 80 or higher).

Students wishing to improve their English communication skills by taking the subject throughout the term may register for the subject. Inter-Faculty Classes do not count towards the requirements for completing the Honors Program: Graduate Curriculum. Students intending to register for the class are advised to confirm the details in the syllabus and on the Nitobe College bulletin board.

5. Academic support systems

5-1. Nitobe Portfolio (NPF)

The NPF is an online system that maintains records of students' learning and research activities enrolled in the program, and it assists the students in managing their learning and research through interactive communication.

The NPF aids students in recognizing, evaluating, and enhancing their research activities and circumstances at Nitobe College. It also empowers academic supervisors to guide students more effectively and efficiently. Students who enroll in the program are required to make positive use of the NPF.

5-2. Mentors

Nitobe College Mentors support students who register for the program by fostering career awareness, broadening their social perspective, and establishing a network of human connections that utilizes their experiences.

Students can gain valuable insights and advice from the mentors' real-world experiences through lectures at the mentor forum or during exchange meetings. Students enrolled in the program are encouraged to actively engage with mentors and take advantage of these opportunities for their career development.

The role of mentors will be mainly undertaken by graduates of Hokkaido University Graduate Schools (or graduates with connections to 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 communicated 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. Please 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 graduate schools.

Students wishing 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 benefit from an environment fosters the formation and development of their careers upon completing the program, alongside the expertise acquired at their graduate schools and the competencies acquired at Nitobe College.

6. Tutor System

Nitobe College has established the Tutor System to encourage students to take greater initiative. This system enables students to assume leadership roles through supplementary work at Nitobe College classes and events. It also supports students' learning and development by allowing them to receive financial support. Students are expected to engage actively and flexibly in various tasks, such as assisting instructors and Fellows during classes and facilitating group activities.

6-1. Core tutors

Core tutors, responsible for coordinating all other tutors, will be selected from those with experience working as tutors at Nitobe College. Core tutors demonstrate leadership as key members, coordinate meetings between instructors/Fellows and tutors, and offer guidance and advice to other tutors. They should maintain a positive attitude to foster the qualities of global leaders.

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

[Capacity] Approx. 3 people throughout the year

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

6-2. Tutors

Applications are welcomed from students who demonstrate initiative in designing and supporting classes at Nitobe College and who are interested in fostering interaction among Nitobe College students across faculties and school years. Previous experience is not required, but students must be independent and eager to utilize the Tutor System.

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

[Capacity] Approx. 25 people each semester

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

6-3. Recruitment schedule (planned)

	Global Foundation Courses	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		Review
Working period	1-month pre-training + 2-month course period, for a total of 3 months	2-month course period + 1 or 2 months after the course period (optional)

* The job may include support for event management)

7. Nitobe College Student Room (Ohtsuka Room)

Location: N143 on the 1st 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. Return 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 for drinks with lids).
 5. Use of the computers and printer is free of charge.
 6. The printer may only be used for materials related to Nitobe College classes/meetings/events
 7. Maintain the cleanliness of the room and be considerate of those who will use it next.
- * Use of the room may be restricted 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 Vice-Principal Assistant-Principal Deputy Vice-Principal Education Support Manager	Nitobe College Section (Graduate) will contact an advisor based on the student's reservation.