

GUIDELINES for International Exchange Subject “Global Human Resource Development Training”
AY2025

The procedures and requirements for credit accreditation of presentations at international conferences held overseas and research activities at overseas host institutes as "Global Human Resource Development Training" courses.

1. Eligibility: Undergraduate & Graduate Students
2. Course Name, Number of Credits & Registration Requirements

Course Name	Credits	Day and Period	Requirements
Global Human Resource Development Training 1	0.5	Other	Those who had a presentation at an international conference held overseas *Including poster presentation.
Global Human Resource Development Training 2	1.0	Other	Those who studied abroad for more than 20 days
Global Human Resource Development Training 3	2.0	Other	Those who studied abroad for more than 40 days

3. Pre-&Post-Learnings

It is mandatory that students complete Pre- & Post-Learnings to earn credits.

Please refer to “7. Course Descriptions” for details.

4. Course registration / Credit Accreditation Procedures

I. Students must complete post-learning before registration.

II. Those who wish to register those courses, please fill out Form 1 (*International Exchange Subject “Global Human Resource Development Training” Credit Accreditation Application Form) and obtain the approval from your supervisor and submit it to the educational affairs section of your school/graduate school.

*If you wish to register “Global Human Resource Development Training 1”, please attach the following documents.

Conference schedule, program, brochure, or handouts that we can find your name as a speaker. (If held online, please submit the proof of the conference period.)

III. The educational affairs section will then send the application form to International Student Affairs Division, Department of International Affairs.

IV. International Student Affairs Division will check the application form and grade registration.

5. Submission Deadline:

(Training Completed in Spring or Summer Term 2025AY)

For those who are completing/graduating in September: Friday, August 15, 2025

Others: Friday, September 19, 2025

(Training Completed in Fall or Winter Term 2025AY)

For those who are completing/graduating in March: Friday, January 23, 2026

Others: Friday, March 13, 2026

6. Other:

The same course is limited to be taken only once within the same semester(spring/summer, or fall/winter), and the same course can be taken again in different semesters(spring/summer, and fall/winter) within the same academic year. Global Human Resource Development Training 1," "Global Human Resource Development Training 2," and "Global Human Resource Development Training 3" are separate subjects and can be taken once each even within the same semester. Course registration retroactive to previous academic years is not acceptable.

7. Course Descriptions

Course Name	Global Human Resource Development Training 1
Credits	0.5
Instructor	Professor ARIKAWA Tomoko, a faculty member
Subject	International Exchange Subject
Study Period	2 days - 1 week *Participation period if held online.
Eligibility	Undergraduates, Graduates
Capacity	Not specified
Course Objectives	Students will be exposed to cutting edge research and be able to broaden perspective of their research topics through studying abroad. Developing an international sense through interacting with researchers overseas.
Requirements	Those who had a presentation at an international conference held overseas. *Including poster presentation.
Course Design	<p>●Pre-Learning (2 to 8 hours)</p> <p>Pre-learning session focuses on practice and guidance for presentations by supervisors. Students collect information on the international conferences that they are participating.</p>
	<p>●Training (10 to 20 hour)</p> <p>Students make oral or poster presentations at international conferences and collect information on cutting-edge research. If held online, engage in academic exchanges with participants. (*)</p>
	<p>●Post-Learning (1 to 5 hours)</p> <p>After returning to Japan, students have a debriefing session to make a presentation or submit a report on the achievement from the international conference that they participated.</p>
	*The total time of the course should be 23 hours or more.
Evaluation	Evaluation based on attitude and achievement on pre-learning, training activities, and post-learning. Pass-Fail Grading
Contact	International Student Affairs Division, Department of International Affairs
<p>*Academic exchange with participants online.</p> <p>Questions to other presenters, questions and answers with participants using the chat function of the online conference system, etc. Anything is appreciable if it is considered as "interaction with researchers overseas" described in Course Objectives.</p>	

Course Name	Global Human Resource Development Training 2
Credits	1.0
Instructor	Professor ARIKAWA Tomoko, a faculty member
Subject	International Exchange Subject
Study Period	More than 20 days
Eligibility	Undergraduates, Graduates
Capacity	Not Specified
Course Objectives	Students will be exposed to cutting edge research and be able to broaden perspective of their research topics through studying abroad. Developing an international sense through interacting with researchers overseas.
Course Requirements	Those who studied abroad for more than 20 days.
Course Design	<ul style="list-style-type: none"> ●Pre-learning (About 2 hours) <p>Collect information about research conducted while studying abroad, and prepare for research planning and pre-learning.</p>
	<ul style="list-style-type: none"> ●Training (About 40 hours) <p>Conduct research while studying abroad.</p>
	<ul style="list-style-type: none"> ●Post-learning (About 3 hours) <p>Submit a report based on the research activities conducted while studying abroad. In addition, make a presentation on their research to faculty members.</p>
	The total time of the course should be 45 hours or more.
Evaluation	<p>Evaluation based on students' attitude and achievement on pre-learning, training activities, and post-learning.</p> <p>Pass-Fail Grading</p>
Contact	International Student Affairs Division, Department of International Affairs

Course Name	Global Human Resource Development Training 3
Credits	2.0
Instructor	Professor ARIKAWA Tomoko, a faculty member
Subject	International Exchange Subject
Study Period	More than 40 days
Eligibility	Undergraduates, Graduates
Capacity	Not Specified
Course Objectives	Students will be exposed to cutting edge research and be able to broaden perspective of their research topics through studying abroad. Developing an international sense through interacting with researchers overseas.
Course Requirements	Those who studied abroad for more than 40 days.
Course Design * Please arrange the time and location, and be careful to secure study time.	<ul style="list-style-type: none"> ●Pre-learning (About 2 hours) Collect information about research conducted while studying abroad, and prepare for research planning and pre-learning.
	<ul style="list-style-type: none"> ●Training (About 85 hours) Conduct research while studying abroad.
	<ul style="list-style-type: none"> ●Post-learning (About 3 hours) Submit a report based on the research activities conducted while studying abroad. In addition, make a presentation on their research to faculty members.
	The total time of the course should be 90 hours or more.
Evaluation	Evaluation based on students' attitude and achievement on pre-learning, training activities, and post-learning. Pass-Fail Grading
Contact	International Student Affairs Division, Department of International Affairs