2025

Handbook for Part-time Lecturers

Doshisha Women's College of Liberal Arts

Added September 18, 2025

【New“Web 教務 System”（D-pass）manual 】

New“Web 教務 System”（D-pass） manual has been posted on our university website.

Please refer to the following URL for access:

[For Faculty]
https://www.dwc.doshisha.ac.jp/faculty_and_staff/teacher/d-pass

[For Students]
https://www.dwc.doshisha.ac.jp/current/classes/d-pass

Currently, manuals that are currently being updated will be posted as they become available.

2025 Academic Calendar

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
4			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	(29)	30			
5					1	2	(3)
	(4)	(5)	(6)	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
6	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					
7			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	(21)	22	23	24	25	26
	27	28	29	30	31		
8						1	2
	3	4	5	6	7	8	9
	10	(11)	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						
9		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	(15)	16	17	18	19	20
	21	22	(23)	24	25	26	27
	28	29	30				
10				1	2	3	4
	5	6	7	8	9	10	11
	12	(13)	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
11							1
	2	(3)	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	(23)	(24)	25	26	27	28	29
	30						
12		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			
1					(1)	2	3
	4	5	6	7	8	9	10
	11	(12)	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
2	1	2	3	4	5	6	7
	8	9	10	(11)	12	13	14
	15	16	17	18	19	20	21
	22	(23)	24	25	26	27	28
3	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	(20)	21
	22	23	24	25	26	27	28
	29	30	31				

Spring Semester

Wed., Apr. 2, 2025	Entrance Ceremony
Thu., Apr. 10	Spring semester classes begin
Mon.–Fri., Apr. 21–25	Religious emphasis week
Tue., Apr. 29 [Public holiday]	**Regular Class day**
Thu.–Fri, May. 1–2	Golden week Holidays: NO CLASSES
Sat., May. 17	Make-up day
Sat., June. 21	Make-up day
Sat., July. 5, Sat., July. 19	Make-up day
Mon., July. 21 [Public holiday]	**Regular Class day**
Tue., July 29	Spring semester classes end
Wed.–Tue, July. 30–Aug. 5	Spring semester exams
Sat.,July 26, Sat.,Aug.2	Spare days for Spring semester exams
Thu., Aug.7, – Sat.,Aug.9	Make-up exams (Tsui-shiken)
Late-August	Deadline for grades for spring semester courses

Fall Semester

Fri., Sep. 26	Fall semester classes begin
Mon.–Fri., Oct. 6–10	Religious emphasis week
Mon., Oct. 13 [Public holiday]	**Regular Class day**
Sat., Oct. 25	Make-up day
Wed., Oct.29	Sports festival: NO CLASSES
Mon., Nov. 3 [Public holiday]	**Regular Class day**
Fri.–Sun., Nov.21–23	EVE(school festival): NO CLASSES
Mon., Nov. 24 [Public holiday]	**Regular Class day**
Sat., Nov. 29	Doshisha Foundation Day: NO CLASSES
Tue., Dec. 2	Christmas worship service at Imadegawa
Thu., Dec. 4	Christmas worship service at Kyotanabe
Sat., Dec. 13	Make-up day
Thu., Dec. 25	Winter vacation begins

2026年

Mon, Jan. 5, 2026	Fall semester classes resume
Sat., Jan. 10, Tue., Jan. 13	Make-up day
Fri., Jan. 23	Fall semester classes end
Fri.–Thu., Jan.30–Feb.5	Fall semester exams
Sat., Jan. 24, Sat., Jan. 31, Fri., Feb. 6	Spare days for Fall semester exams
Mon., Feb. 9, Tue., Feb. 10, Thu., Feb. 12	Make-up exams (Tsui-shiken)
Wed., Mar. 18	Degree Ceremony

period for instruction
semester final examination period
Make-up day
make-up examination period
( ) national holiday

OFFICE DIRECTORY

※CAMPUS K:Kyotanabe, I:Imadegawa

OFFICE	CAMPUS	PLACE	TEL.	AREA
The Academic Affairs Department (hereinafter called Kyomu-ka)	K	Yuwa-kan 2F	0774-65-8413	Classrooms, Class cancellation, Make-up classes, Exams, Reports, Grades
	I	Shobi-kan 2F	075-251-4127	
Help Desk	K	Chitoku-kan #2,2F	0774-65-8737	AV equipment, Microphones, OHP, etc. CALL Room, Computer Room, How to connect LAN
	I	Junsei-kan 2F	075-251-4181	
General Affairs Office (Somu-ka)	K	Chitoku-kan #1, 1F	0774-65-8411	Salay,Tax, Certificate of Employment
	I	Eiko-kan 1F	075-251-4111	
Nurse's Office	K	Yuwa-kan 1F	0774-65-8462	When students are in poor health.
	I	Shinwa-kan 1F	075-251-4137	

FACULTY OFFICE	CAMPUS	PLACE	TEL.
Faculty of Liberal Arts (Music)	K	Shokei-kan 1F	0774-65-8501
Faculty of Liberal Arts (Media) Graduate School of Literary Studies (Information and Culture Studies)	K	Chitoku-kan #1, 2F	0774-65-8635
Faculty of Liberal Arts (International Studies)	K	Chitoku-kan #1, 2F	0774-65-8602
Faculty of Contemporary Social Studies Graduate School of International Social System Studies	K	Chitoku-kan #1, 2F	0774-65-8543
Faculty of Pharmaceutical Sciences Graduate School of Pharmaceutical Sciences	K	Keisui-kan 1F	0774-65-8477
Faculty of Nursing Graduate School of Nursing Sciences	K	Soen-kan 2F	0774-65-8818
Faculty of Culture and Representation (English) Graduate School of Literary Studies (English)	I	Denton-kan 1F	075-251-4103
Faculty of Culture and Representation (Japanese Language and Literature) Graduate School of Literary Studies (Japanese Studies)	I	Denton-kan 1F	075-251-4106
Faculty of Human Life and Science Graduate School of Human Life and Science	I	Shinshin-kan 1F	075-251-4212

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■CLASSES

TIMETABLE

Period	Regular classtimes	Classtimes during the Religious Emphasis Week
I	9：00～10：30	9：00～10：25
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. 21 (Mon.) – April. 25(Fri.)
Oct. 6 (Mon.) – Oct. 10(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

Classrooms will be announced on the “Web 教務 System". Please check the email you will receive from us when your classroom has been selected. 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.）

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.

＜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.

※You can download it from the day after the registration is confirmed.



STUDENT ID NUMBER

Regular students' ID number

21	25	001
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 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	25	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
Kyotanabe: C225
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. (<u>You must provide the computer yourself.</u>)

Kyotanabe: (Screen)	Room #	Capacity	Room #	Capacity	Room #	Capacity
	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		

Room #	Capacity	Room #	Capacity	Room #	Capacity

Kyotanabe:(Screen)

C282	153 students	C373	64 students	C482	153 students
C283	300 students	C374	64 students	T213	30 students
C331	36 students	C381	153 students	T214	42 students
C332	36 students	C382	153 students	T351	124 students
C333	129 students	C401	120 students	T352	124 students
C334	45 students	C402	160 students	T353	60 students
C363	40 students	C462	132 students	T354	60 students
C364	40 students	C464	180 students	T355	60 students
C365	40 students	C471	30 students	T357	60 students
C366	60 students	C472	30 students	T456	60 students
C371	64 students	C473	30 students		
C372	64 students	C481	144 students		

(Plasma Display Panel or Liquid Crystal Display Panel)

C321	60 students	C434	30 students	T454	40 students
C322	60 students	C474	60 students	T455	40 students
C323	60 students	T301	30 students	T457	40 students
C420	36 students	T302	30 students	T459	20 students
C421	40 students	T303	30 students	T460	20 students
C423	40 students	T401	30 students	T461	30 students
C425	38 students	T402	30 students	T601	30 students
C427	38 students	T403	30 students	T603	30 students
C433	30 students	T452	40 students	T605	30 students

Imadegawa:(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 all lecture classrooms except the following classrooms.

Kyotanabe: C262,C263,C264,C265,C266,C271,C273
Imadegawa: S201,S202,S203,S204

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
Kyotanabe: Computer Room	C262-C266	30 students
	C273	48 students
CALL Room	C271	56 students
Imadegawa: Computer Room	S201	50 students
	S202	50 students
CALL Room	S203	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 be sure to notify Kyomu-ka by telephone. Please be sure to notify Kyomu-ka by telephone 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.

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

***Note**

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 **QR code**

- 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.

ATTENDANCE MANAGEMANT SYSTEM “RESPON”

The "respon" attendance and real-time survey system, which is linked to Manabee, has been introduced as a tool for online attendance management. Teachers can use "respon" to check class attendance and answer questions.

DOCUMENT SIMILARITY DETERMINATION SYSTEM ” CopyMonitor ”

Cannot be used after March 31, 2025.

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 explaination 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 Kyomu-ka.
- 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 30 – August 5 (July 23 –July 29)	January 30 – February 5 (January 19 – January 23)	Please see the *note berow for the details of the period of ( ).
Report regarding Tsuishiken (make-up exams)	End of July – Early August	End of January – 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 7,8,9	February 9,10,12	
the deadline for reporting grades for all students, including students taking a Tsuishiken	Late August	Mid-February for graduating students, part-time students	
		Late-February 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 after 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.)

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.

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.

The final deadline for submission of reports

Spring semester	August 1 (Fri.) ,2025
Fall semester	February 3 (Tue.) ,2026 〈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: (2025)

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

- Please refer to the system user guide.
- 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 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 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.
If student personal information is lost or leaked, please contact us immediately by phone.

- Manage properly the students' personal information such as class roster files, lists of marks, grades, address, name, phone number, email address, 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

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

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 : 9:00 to 17:00)
Saturdays: 10:00 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 27,000 scores and 300 reference books in Open Stacks. Three 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

You will be notified about this.

TRAVEL EXPENSES ，REGARDING PAYMENT OF TAXES

You will be notified about this.

METHOD OF PAYMENT

The salary will be paid on the 25th of each month, when the payday falls on Saturday, Sunday, or any national holiday, the payment will be made on the previous working day.

Payment will be made by bank transfer. (The procedures for bank transfers will be announced separately.) If the bank transfer procedure cannot be completed in time due to the date of the employment decision, etc., payment will be made over the counter).

WITHHOLDING SLIP

In late January, It will be published on the web at the “人事給与システム” .
Please log in to the system and check it yourself, then download and print it if necessary.You can check how to log in by following the same steps as how to check your pay slip.

If you log in to the system from off-campus, you will need to set up “多要素認証” . Please check the URL below for details on how to set it up.

If you are not teaching a course during the fall semester, you will not be able to access the system, so a paper withholding slip will be mailed to your home around early February.

If you change your address during the period you are in charge of a course, please be sure to log in to the "人事給与システム" and apply online.

人事給与システム : https://www.dwc.doshisha.ac.jp/faculty_and_staff
多要素認証 : https://www.dwc.doshisha.ac.jp/current/news/10-4

PLEASE REPORT ALL STATUS CHANGES

Change of citizenship, name, telephone number, e-mail address, place of primary employment, or job title, etc., should be reported to Kyomu-ka by use of the appropriate form, which is available in the Part-time Lecturers’ Lounge.

In the event that you change your place of primary employment, your job title, or in the event that you receive an academic degree, please include a copy of the relative documents when you report the change.

REGARDING VISAS (AND VISA RENEWALS)

The college will issue the necessary papers, such as a Certificate of the Intention to Employ, but will not sponsor part-time lecturers or handle their visa applications. Certificates of Employment cannot be made until the decision has been made by the appropriate committee of the college. For further information, contact the Somu-ka (the Office of General Affairs).

■TEACHING IN THE NEXT ACADEMIC YEAR

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 "Information related to Kyomu" and click "Regarding classes".

■PREVENTION OF HARASSMENT

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.

■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.

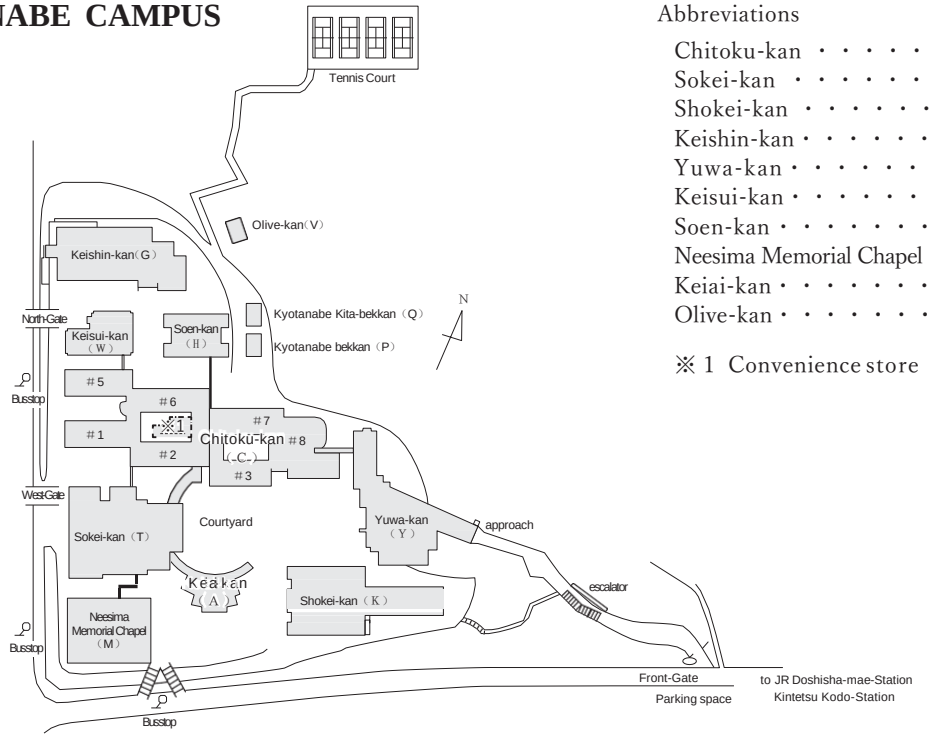
https://www.dwc.doshisha.ac.jp/current/support_system/harassment

■SUPPORT FOR STUDENTS WITH DISABILITIES

While we provide as much support as possible to students with disabilities, we may not be able to provide sufficient support due to lack of facilities or experience in accepting students with disabilities. Therefore, students are admitted after sufficient opportunity for discussion and full explanation of possible support before taking the entrance examination. Certain support is provided to accepted students. Apart from the organized support provided by the Student Support Division, the Faculty Office, Student Support Division, and Academic Affairs Division may request individual attention from course instructors. Any questions regarding students can be sent to the Academic Affaires Division or Facalty Office.

■CAMPUS

KYOTANABE CAMPUS

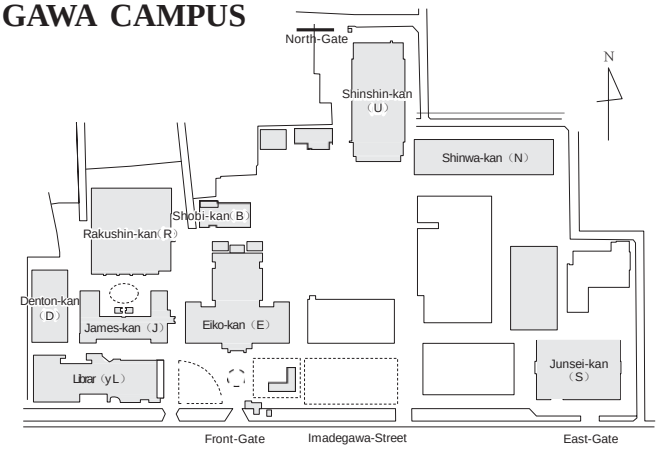


Abbreviations

Chitoku-kan ・・・・・・ C
Sokei-kan ・・・・・・・ T
Shokei-kan ・・・・・・・K
Keishin-kan・・・・・・・G
Yuwa-kan・・・・・・・ Y
Keisui-kan・・・・・・・ W
Soen-kan・・・・・・・・H
Neesima Memorial Chapel ・ M
Keiai-kan・・・・・・・・A
Olive-kan・・・・・・・・V

※1 Convenience store

IMADEGAWA CAMPUS



Abbreviations

Rakushin-kan・・・・・・R
James-kan・・・・・・・ J
Shinwa-kan・・・・・・・N
Denton-kan・・・・・・・D
Junsei-kan・・・・・・・ S
Eikō-kan・・・・・・・・ E
Shobi-kan・・・・・・・・B
Shinshin-kan・・・・・・ U

No Parking at Imadegawa Campus

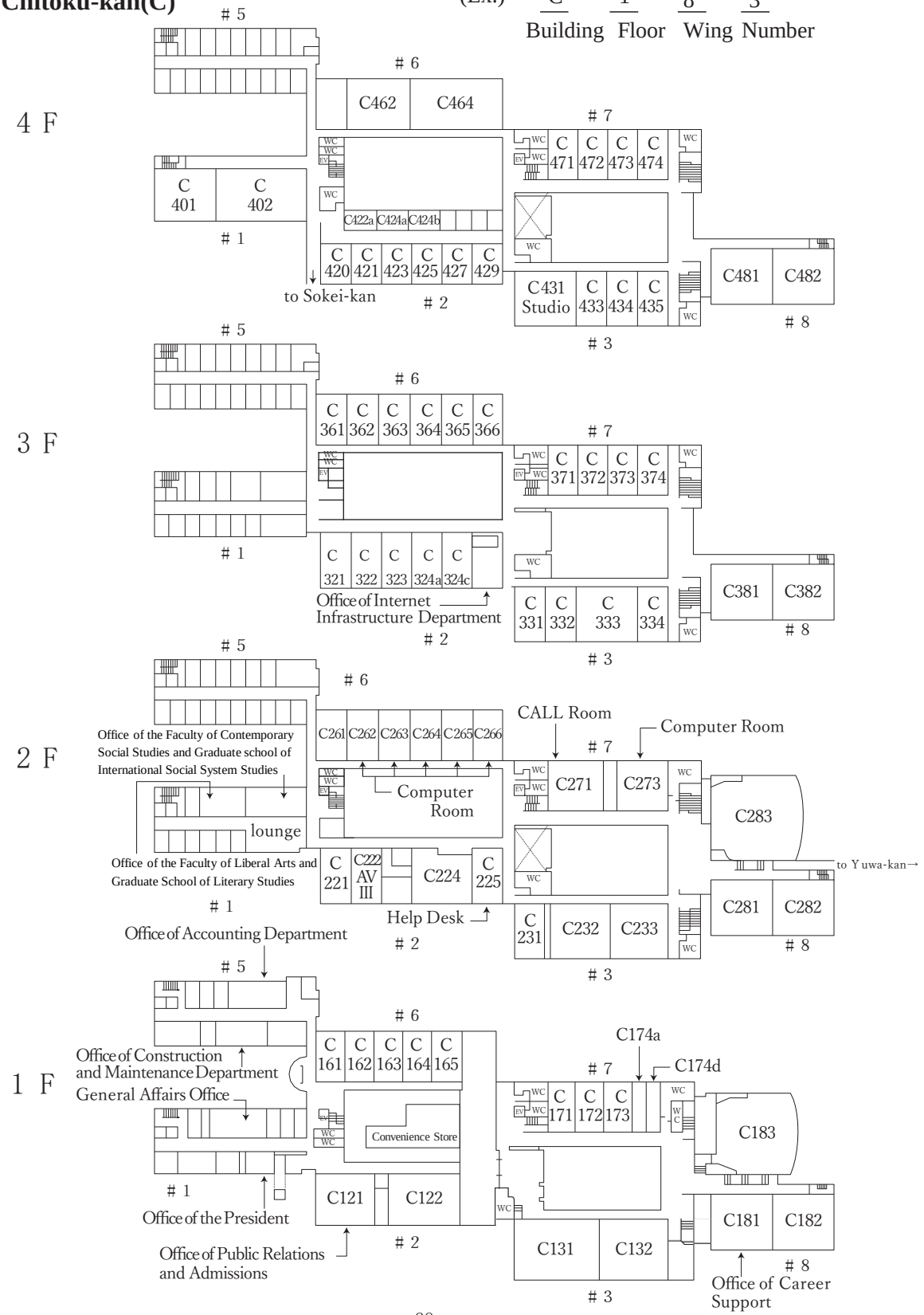
In Imadegawa Campus, there is no parking space for faculty and staff automobiles, so driving cars onto campus is no longer be possible. We understand that this will cause some inconvenience but we request your understanding and cooperation.

Kyotanabe Campus
Chitoku-kan(C)

Classroom Number

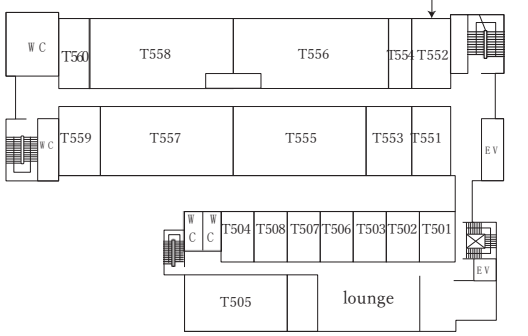
(Ex.) C 1 8 3

Building Floor Wing Number

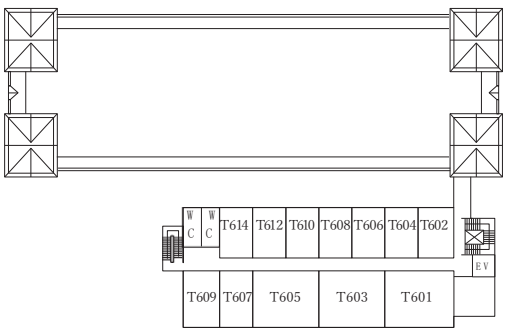


Kyotanabe Campus
Sokei-kan(T)

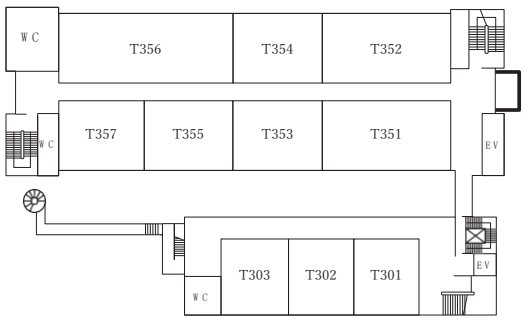
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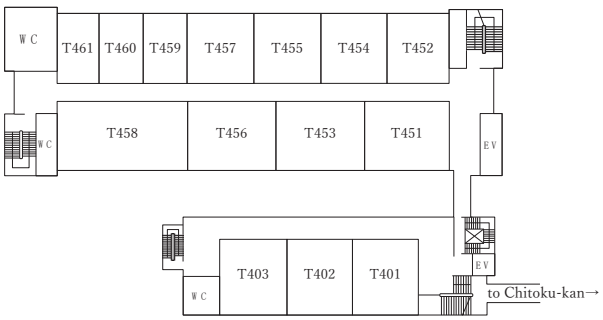
6 F



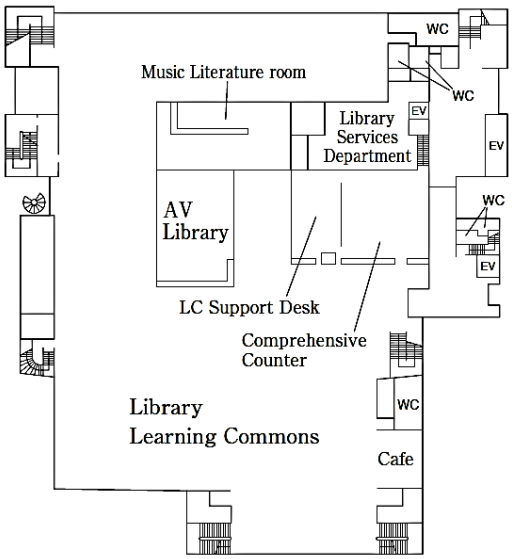
3 F



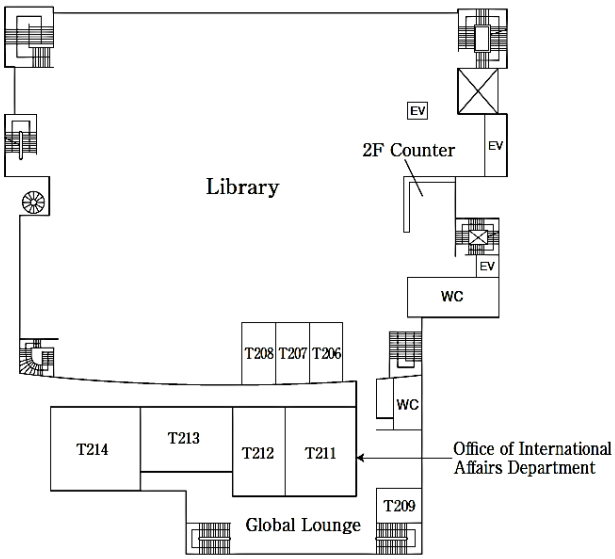
4 F



1 F

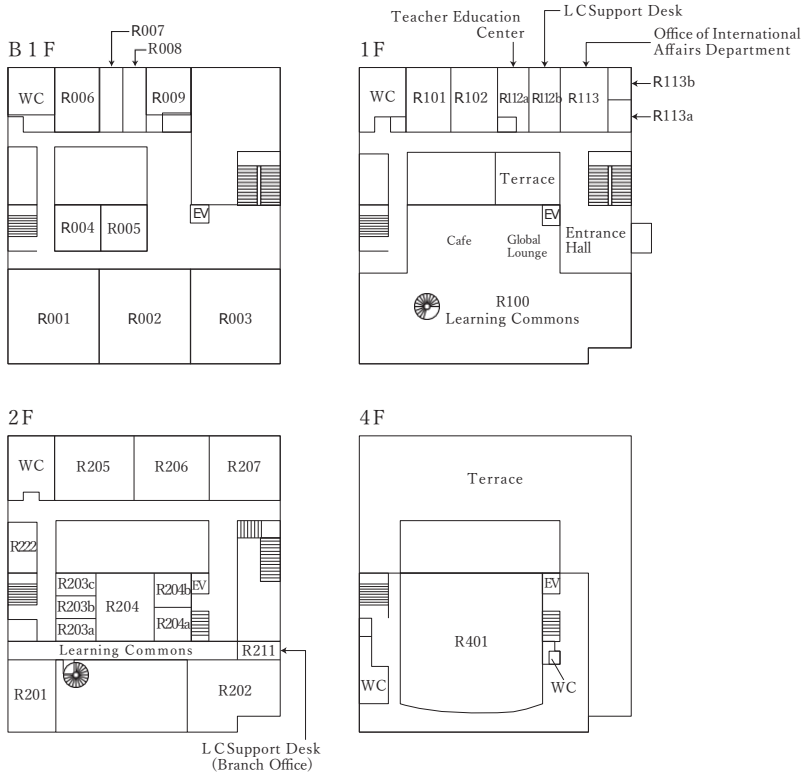


2 F

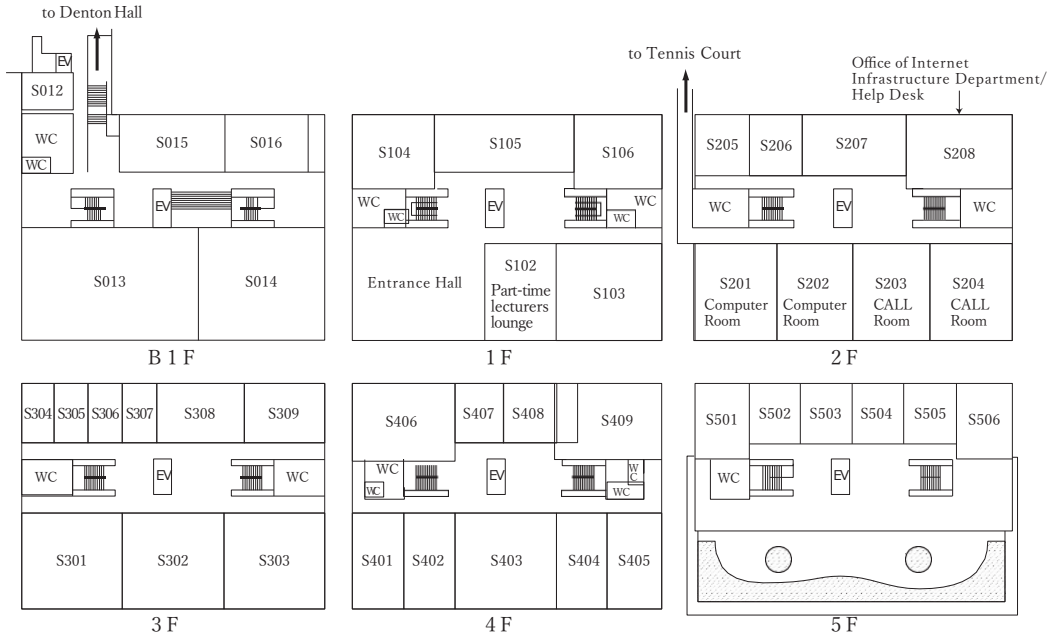


Imadegawa Campus

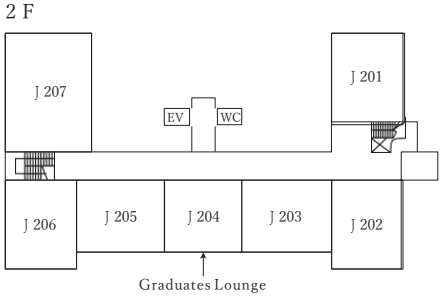
Rakushin-kan (R)



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
・Kintetsu line (Kyoto ~ Nara, Yamato-Saidaiji ~ Namba) ・Hankyu line (Kawaramachi ~ Umeda) ・Keihan line (Demachiyanagi ~ Yodoyabashi) ・JR Tokaido line (Maibara ~ Kobe) ・JR Gakkentoshi line (Kyobashi ~ Kizu)	When two or more of the train services to the left are stopped either completely or in part, at the same time
・Kyoto city bus and subway ・Kintetsu line (Kyoto ~ Nara, Yamato-Saidaiji ~ Namba)	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 anounced	(B) Area
Emergency warning (Tokubetsu Keiho) (All types of emergency warning are applicable.*) Storm warning (Bofu Keiho) (All warnings including the word “Bofu”)	Southern Kyoto prefecture, including any of the following districts : Kyoto-Kameoka, central Yamashiro, southern Yamashiro, and Nantan-Kyotamba. 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.

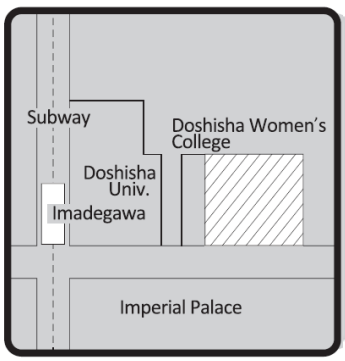
◎These guidelines also apply during the semester and year-end examination periods, in which case the examinations missed will be rescheduled. Teachers will of course receive proper notification.

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

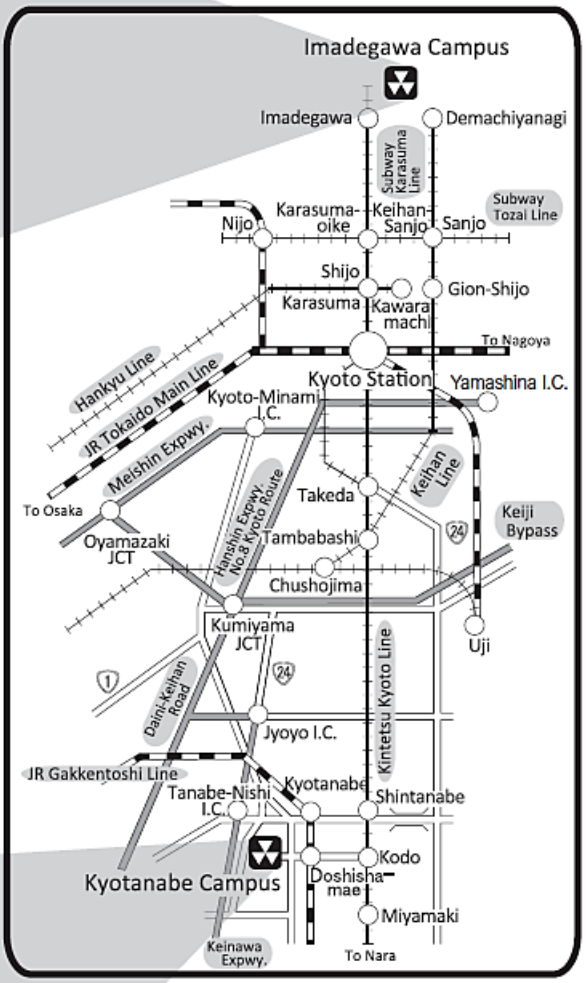
X (@dwcla_kyomu)

Information related to Kyomu
https://www.dwc.doshisha.ac.jp/faculty_and_staff/teacher

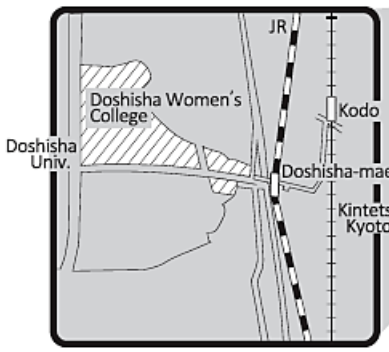




Travel time from Kyoto Station to the Imadegawa Campus is about 20 min. by subway.



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


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