

To students who will take the subjects of
 Graduate School of International
 Cooperation Studies

Academic Affairs Office, GSICS

Regarding Registration for the subjects offered by GSICS in spring semester 2021

1. How to register subjects

There are three types of course registration process as below. Each needs different procedure.

How to register subjects

(1) On the Web: Register subjects during designated period through URIBO-NET.

(2) Registration form (Data): Submit the registration form to the Academic Affairs Office by email.

(3) Registration by email: Email the Academic Affairs Office.

*GSICS Academic Affairs Office: gsics-kyomu@office.kobe-u.ac.jp

Registration process differs depending on subjects/ graduate schools/ positions (Master's/ Doctoral course).

Each subject needs the following procedure.

[Graduates]

Subjects		GSICS students		Students form other graduate schools
		Master's course	Doctoral course	
Master's course	Subjects during regular period	On the Web	Registration form ("Confirmation of Subject Registration")	Ask GSICS Academic Affairs Office by email.
	Intensive lectures	On the Web or Registration by email * For more details, see below.	Registration form or Registration by email * For more details, see below.	Ask GSICS Academic Affairs Office by email.

		GSICS students		Students from other graduate schools
		Master's course	Doctoral course	
Master's course	Special Seminar	On the Web		
Doctoral course	Advanced Research		Registration form (Confirmation of Subject Registration) *Registration process has changed since spring semester 2020.	
	Workshop I · Workshop I I · Advanced Research Presentation (Admitted before 2019)		Registration form (Workshop I · Workshop I I · Advanced Research Presentation Registration)	
	Research Presentation I · Research Presentation I I · Research Presentation I I I (Admitted after April 2020)		Examination Application form (Research Presentation I · Research Presentation I I · Research Presentation I I I)	
Other faculty, other graduate school	other graduate school	Ask each graduate school		
	English subjects offered by the Graduate School of Economics	Registration form (Application for Subject Registration (GSICS) (for English subjects offered by the Graduate School of Economics))		
	Faculty of Economics [For undergraduates]	Registration form (Application for Subject Registration (GSICS) (for Faculty of Economics))		
	Faculty of Law [For undergraduates]	Registration form (Application for Course Registration (Faculty of Law))		
	SESAMI by Graduate School of Business Administration	Registration form (Application for Course Registration (SESAMI Program))		
	Affiliated graduate schools in other universities	Registration form (Registration Form for Affiliated graduate		

		schools in other universities)		
	Japanese Language Program (Center for International Education)	*For more details, see other notice.	*For more details, see other notice.	

[Non regular students]

Subjects		GSICS students	
		Exchange students	Research students
Master's course	Subjects during regular period	Registration form (Confirmation of Subject Registration (For GSICS Exchange Students))	Registration form (Confirmation of Auditing lecture Form)
	Intensive lectures	Registration form (Confirmation of Subject Registration (For GSICS Exchange Students)) or Registration by email * For more details, see below.	Registration form (Confirmation of Auditing lecture Form) or Registration by email * For more details, see below.
	Seminar in Japanese course, Special Seminar	Registration form (Confirmation of Subject Registration (For GSICS Exchange Students))	Registration form (Confirmation of Auditing lecture Form)
Other institution	Japanese Language Program (Center for International Education)	*For more details, see other notice.	*For more details, see other notice.

• How to use URIBO-NET(Kobe University Academic Affairs Information System)
After logging on URIBO-NET, you can register subjects. For more details, please refer to "URIBO-NET User's Manual".

URIBO-NET

<https://kym-web.ofc.kobe-u.ac.jp/campusweb>

URIBO-NET User's Manual

http://www.office.kobe-u.ac.jp/stdnt-kymsys/student/uribo_net/uribo_info.html

2. Outline of registration

***We provide either ① In-person or ② Remote(online)learning or ③ A combination of in-person and remote learning(hybrid) during this semester.**

We may provide teaching materials through Kobe University LMS BEEF (<https://beef.center.kobe-u.ac.jp/>). Through the system, students can submit assignments and so on. Students are automatically registered on BEEF after course registration. However, they can use BEEF from the day after course registration.

Therefore, please register courses by the day before the starting day of each course.

***Students must register all the subjects which you may take through the web for the online classes in spring semester.** Students can cancel the registration of subjects during the designated cancellation period.

*Regarding some intensive lectures, we will contact you by email, not BEEF. Please confirm your email address registered on URIBO-net. ---URIBO-net > Student Info > Contact information change--- We may use email address given by Kobe university, so make transfer settings as necessary.

2-1. Registration on the Web

Please access URIBO-NET to register subjects. Registration Period through the WEB is as below.

Registration Period through the WEB

(For Courses on Spring Semester, 1st Quarter and 2nd Quarter)

April 2, 1:00 PM - April 23, 5:00 PM

How to access the page "Course Registration"

URIBO-NET > Course > Course registration

2-2. Registration with registration form (Data)

***The formats are available on the following webpage on the URIBO-net.**

URIBO-net > Bulletin Board > Notice > 国際協力研究科履修登録/取消様式_GSICS
Formats for course registration/cancellation > 履修登録 / 取消様式
_Registration/Cancellation form

• Please submit the document by the designated deadline to the GSICS Academic Affairs Office by email.

• Make sure you get the approval of your Academic Adviser.

• Academic advisor's signature and each lecturer's signature are NOT necessary.

• The office registers within one week after receiving registration document. If you find your registration is not completed after one week, please contact GSICS Academic Affairs Office.

• When Master's course students from GSICS (hereinafter called "GSICS Master's") hope to register **English subjects offered by the Graduate School of Economics**, fill in the form "Application for Subject Registration (GSICS) (for English subjects offered by the Graduate School of Economics)" and submit it to GSICS Academic Affairs Office by April 23, 5:00 PM.

• When GSICS Master's hope to register **subjects offered by Faculty of Economics [for undergraduates]**, fill in the form "Application for Subject Registration (GSICS) (for Faculty of Economics)" and submit it to GSICS Academic Affairs Office by April 23, 5:00 PM.

• When GSICS Master's hope to register **the courses of SESAMI program**, fill in the form "Application for Course Registration (SESAMI Program)" and submit it to GSICS Academic Affairs Office by April 23, 5:00 PM.

• When GSICS Master's hope to register **subjects offered by Faculty of Law [for undergraduates]**, fill in the form "Application for Course Registration (Faculty of Law)" and submit it to Academic Affairs Office of GSICS by April 23, 5:00 PM.

* Many courses of Faculty of Law are simultaneously delivered as those of Graduate School of Law. Please confirm thoroughly the time schedule of "Graduate School of Law" beforehand.

• When GSICS Master's hope to register **subjects of affiliated graduate schools in other universities**, fill in the form "Registration Form for Affiliated graduate schools in other universities" and submit it to Academic Affairs Office of GSICS by the designated deadline on other notice.

* Osaka University, Nagoya University and Hiroshima University

• When **Doctoral course students of GSICS** hope to register **subjects of GSICS Master's course**, fill in the form "Confirmation of Subject Registration" and submit it to GSICS Academic Affairs Office by April 23, 5:00 PM. In regard to "Advanced Research", it was automatically registered. However, please be aware that students need to register Advanced Research by themselves since spring semester 2020. (It will NOT be registered automatically.)

• When **Doctoral course students of GSICS** (Admitted before 2019) hope to register **Workshop I, II, Advanced Research Presentation**, fill in the form “Workshop I • Workshop II • Advanced Research Presentation Registration” and submit it to Academic Affairs Office of GSICS two weeks prior to your presentation.

• When **Doctoral course students of GSICS** (Admitted after April 2020) hope to register **Research Presentation I, II, III**, fill in the form “Research Presentation I • Research Presentation II • Research Presentation III Examination Application Form” and submit it to Academic Affairs Office of GSICS two weeks prior to your presentation.

2-3. Registration by email

• As the timetable, the deadline of the registration of **intensive lecture** differs depending on lectures. Except for the registration period through the WEB, please mention the following three matters and send them to Academic Affairs Office. i. Your student ID number and your name, ii. Course code and course title, iii. Lecturer’s name.

2-4. Others

• When students from other graduate schools in Kobe University hope to register the subjects of GSICS Master’s course, contact GSICS Academic Affairs Office by email by the deadline of registration.

3. Outline of cancellation

• Students can cancel the registration of subjects during the designated cancellation period.

Cancellation Period through the WEB

(For Courses on Spring Semester and 1st Quarter)

April 26 – May 6, 11:59 PM

(For Courses on 2nd Quarter)

June 28 - July 4, 11:59 PM

How to access the page “Class Registration”

URIBO-NET > Course > Course registration

• As the timetable, the deadline of the cancellation of intensive lecture differs depending on lectures. Except for the cancellation period through the WEB, as per the course registration, please email GSICS Academic Affairs Office by cancellation deadline..

4. Submission of "Confirmation of Subject Registration" (GSICS students Only)

Master's course students ⇒ NOT necessary

In order to avoid mistakes about course registration, please take a screenshot of registration on the URIBO-net.

Doctoral course students and research students ⇒ necessary

Please submit the document by April 23, 5:00 PM to the office by email.

Academic advisor's signature and each lecturer's signature are NOT necessary. The formats are available on the following webpage on the URIBO-net.

URIBO-net > Bulletin Board > Notice > 国際協力研究科履修登録/取消様式_GSICS
Formats for Course Registration/Cancellation> 履修登録一覧 (Confirmation of Subject
Registration) _ 聴講届 (Confirmation of Auditing Lecture Form)

***Please inform your academic advisor of your study plan beforehand.**