

Guidebook of Class Registration 2017 Spring & Summer quarter

For ISEPTUFS Students

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1. What is ISEPTUFS ?

1.1 Purpose of ISEPTUFS

Tokyo University of Foreign Studies offers **I**nternational **S**tudent **E**xchange **P**rogram of **T**okyo **U**niversity of **F**oreign **S**tudies: **ISEPTUFS**.

The program provides students with the opportunity to study in Japan and helps them acquire a firm understanding of Japan and the international community. Meanwhile, the program aims to promote meaningful cultural exchange and to contribute to the cultivation of outstanding professionals with international backgrounds. At the same time, TUFSS seeks to achieve the goal of 'bilateral exchange in education between international and Japanese students'.

1.2 ISEPTUFS students

The **ISEPTUFS** program is an exchange program designed for international students who will study from three months to one year at TUFSS. Students enrolled in a graduate school in their home universities can select either on undergraduate level course or graduate-level course. Graduate-level course ISEPTUFS students can take both undergraduate-level subjects and graduate-level subjects.

1.3 History of the Program

ISEPTUFS officially began accepting international exchange students from October 1998. The initial short-term exchange program was executed according to the discretion of individual professors. After several changes were added to the program since then, ISEPTUFS has reached the current form of a short-term exchange program.

The Fall semester of 2017 will mark the 20th anniversary of ISEPTUFS. Initially, there were only 20 exchange students, but today that number has grown to over 150. Among ISEPTUFS participants, quite a few study at their own expense without financial assistance or scholarships.

1.4 Characteristics of the Program

In comparison to short-term exchange programs in other universities, ISEPTUFS has certain distinctive characteristics:

- (1) Taking advantage of the 27 regional languages offered at TUFSS, exchange students can avail guidance in their mother tongue.
- (2) ISEPTUFS students can take subjects offered by any faculties (there are some exceptions) that they can study various specialized subjects or specialties, such as Japan studies and International studies.
- (3) Japanese students also participate in the ISEPTUFS elective subjects, therefore there will be opportunities for the international exchange students to make friends with their Japanese hosts.

The above three characteristics of the ISEPTUFS reflect the goal of 'bilateral exchange in education between international and Japanese students.'

2. Classes for ISEPTUFS students

ISEPTUFS students are to choose freely from the subjects listed below:

- GLIP subjects (ISEPTUFS Class)
- TUFUS Integrated Program in Japan Studies
- Japanese Language Program(JLP)
- Subjects in the Undergraduate Department (there are some exceptions)
 - ※ Exchange Students who are in the Graduate Course can choose subjects from the graduate curriculum also.

2.1 ISEP Program

2.1.1 GLIP Subjects

All GLIP subjects are taught in English. GLIP subjects include lecture-based subjects teaching Japanese religion, classical culture etc. and research and presentation-based subjects that focus on communication and presentation. Please see the SYLLABUS named "List of Undergraduate Subjects in English " for details on the GLIP subjects.

2.1.2. TUFUS Integrated Program in Japan Studies

TUFUS Integrated Program in Japan Studies is a program for TUFUS students to enhance their 'Japan' ability. As some subjects of this program are aimed for ISEP students, we highly recommend you to take these classes. Please see the Appendix of the SYLLABUS named "List of Undergraduate Subjects in English" for details on the TUFUS Integrated Program in Japan Studies.

2.1.3 Japanese Language Program (JLP)

All ISEPTUFS exchange students take language subjects from within the **J**apanese **L**anguage **P**rogram at **T**okyo **U**niversity of **F**oreign **S**tudies: **JLPTUFS**, which is offered to all international students at TUFUS. Please look at the booklet called "JLPTUFS: Japanese Language Program of TUFUS" for details on the Japanese classes.

Please note that it is not possible to "Audit" the Japanese language subjects.

2.1.4 Subjects offered in undergraduate courses in Japanese

ISEPTUFS Students are able to take classes if they have sufficient Japanese language proficiency. Most classes are conducted in Japanese except some language

classes taught by native speakers.

Language subjects are one credit per semester while other subjects are two credits per semester.

Please note that some language courses of the Undergraduate program, which classified as CHIIKIGENGO A and CHIIKIGENGO B are not offered to exchange students.

3. Class Registration

Once students decide which classes to take, they are required to submit the following documents to the Student Exchange Division by the due dates. Students cannot receive credits without registration.

- Course Registration Form
- Japanese Language Class Registration Form(mark sheet)
- *Request for International Students to audit classes

*Students are required to submit this document if they wish to attend any classes other than ISEPTUFS elective classes and Japanese classes.

Note 1 : Exchange Students need to take 10 hours (7 classes) per week for the student visa requirement. If you do not follow meet this requirement, you are unable to stay in Japan as an Exchange student.

Note 2 : Please register for not only Japanese Language Program subjects but also other subjects.

4. Grading System

TUFS grading system is as follows:

S =90/100 A⁺ =87/89 A =83/86 A⁻ =80/82 B⁺ =77/79 B =73/76 B⁻ =70/72

C⁺ =67/69 C =63/66 C⁻ =60/62 F=0-59

Highest obtainable mark=100, Lowest passing mark=60

5. Approval of Credits and Program Certificate

When ISEPTUFS students obtain 24 or more credits, we will issue the students the course completion certificate for the ISEPTUFS Program. The certificate will not be issued if the student has not obtained the required number of credits.

Note 1 : It is not obligatory to take 24 or more credits.

Note 2 : This program certificate will not be issued to graduate-level ISEPTUFS students.

Course Credits are assigned as follows:

Lecture Classes – 2 credits

Language Classes - 1 credit

Japanese Language Program

Intensive Classes 100, 200 - 10 credits

Classes 301, 401, 501 - 5 credits

Class 601 - 3 credits, Class 701 - 2 credits

Supplementary Classes 110,210,310, 410, 510, 610, 710, 810, 900 - 1 credit

Students must consult their home university regarding credit transfer and equivalence.

6. Academic Advisor / Subject Advisor

Each international exchange student has an Academic Advisor. In addition, there are Subject Advisors in ISEPTUFS Classes and Japanese Language Classes.

Subject Advisor

ISEPTUFS class	Professor Akito OKADA	TEL: 042-330-5308 E-mail: aokada@tufs.ac.jp Room:#532(Research & Lecture Bldg.)
Japanese class	Professor Hiroko Fujimori	TEL: 042-330-5769 E-mail: fujimori @tufs.ac.jp Room:#507(Japanese Language Center)

7. Academic Calender 2017-2018

Spring Semester: April 1, 2017-July 7, 2017

Summer Semester: July 8, 2017-September 30, 2017(Intensive)

Fall Semester: October 1, 2017-January 19, 2018

Winter Semester: January 20, 2018- February 9, 2018 (Intensive)

Note: Students must attend at least either Spring or Fall semester. Summer and Winter semesters are not mandatory to attend.

8. Working permission

Students can work for 28 hours per week if you receive permission from the Tokyo Immigration Bureau. However, please follow your academic advisor's direction for the part-time work not to interfere with your study.

Please note, when your exchange period ends in July or February, your student visa

is no longer valid as you are not TUFSS student anymore. After you finish our Exchange Program, you need to go back to your home country or your home university within 3 months. Please note you are NOT able to work in Japan after your program ends in February or August.

9. Class schedule

Class Schedule	Period 1	8:30~10:00
	Period 2	10:10~11:40
	Period 3	12:40~14:10
	Period 4	14:20~15:50
	Period 5	16:00~17:30
	Period 6	17:40~19:10

10. Other information

< Campus Services >

Student Exchange Division (Administration Bldg., 1F)

Please consult the staff of the Student Exchange Division regarding the following:

- Questions and concerns regarding class registration
- Concerns regarding various certificates and documents

Please inform the Student Exchange Division in case of the following:

- Change in your address or phone number
- Plan to return to your home country or travel outside of Japan

Office hour : 9:00-12:40, 13:40-16:30(weekday only)

Address: Asahi-cho 3-11-1, Fuchu-shi, Tokyo 183-8534, Japan
Tokyo University of Foreign Studies

The Student Consulting Office

The Student Consulting Office offers students a full range of advising services. Please contact the office if you are in trouble or have anything you need to consult about.

The content of discussions at Student Consulting Office is kept confidential, as are the names of students who use the consultation services.

- Open Monday-Friday (Weekday) 10:00-12:30, 13:30-17:00
- Place Research & Lecture Bldg., 1st Floor
- Contact TEL: 042-330-5560 E-mail: gakusei-soudan@tufs.ac.jp