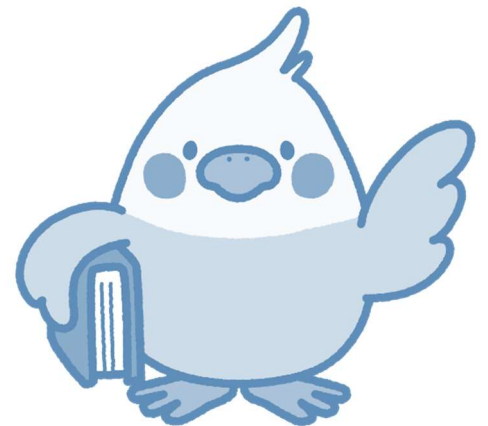




東京外国語大学
Tokyo University of Foreign Studies

**ISEPTUFS
CLASS REGISTRATION
GUIDEBOOK
2021 Spring/Summer Semester**



1. What is ISEPTUFS?

1.1 Purpose of ISEPTUFS

Tokyo University of Foreign Studies offers International Student Exchange Program of Tokyo University of Foreign Studies: 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, TUFS seeks to achieve the goal of 'bilateral exchange in education between international and Japanese students'.

ISEPTUFS officially began accepting international exchange students from October 1998, and this year, 2021, will mark the 24th anniversary.

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 TUFS. Students enrolled in a graduate school in their home universities can select either on undergraduate level course or graduate-level course. ISEPTUFS students in graduate-level course can take graduate courses in addition to those offered by undergraduate-level students.

1.3 Characteristics of the Program

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

- (1) Taking advantage of the 28 regional languages offered at TUFS, exchange students can avail guidance in their mother tongue.
- (2) ISEPTUFS students can take subjects offered by the School of Language and Culture Studies and in the School of International and Social Studies (with some exceptions), and 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 Japanese students.

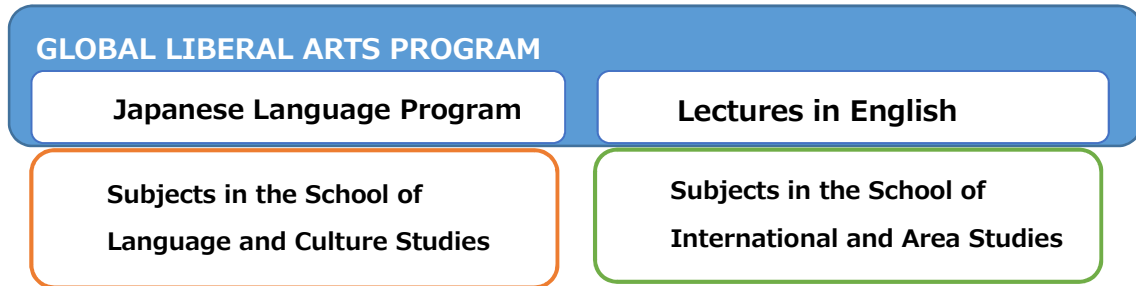
The above three characteristics of the ISEPTUFS program reflect the goal of 'bilateral exchange in education between International and Japanese students.'

2. Classes for ISEPTUFS students

2.1 Available Subjects

ISEPTUFS students are able to choose subjects according to their Japanese language proficiency and their demands (with some exceptions).

All the Japanese Language Program in 2021 Spring semester will be conducted via online.



1. Global Liberal Arts Program
Global Liberal Arts Program includes Japanese Language Program (JLP), and TUFS Integrated Program in Japan Studies etc. (some of the subjects will be taught in English). Please note that ISEPTUFS students are not allowed to take Regional Languages A and B except 'Japanese: Integrated Classes' and 'Focused Classes'.
2. Subjects in the School of Language and Culture Studies
The School of Language and Culture Studies comprises diverse scholarships: Linguistics, Language Education, Communication, Multilingual Multicultural Studies, and Regional Literature, Thought and Arts etc. (Some courses will be taught in English).
3. Subjects in the School of International and Social Studies
The School of International and Social Studies covers Area Studies, Cultural Studies, International Relation, Politics, and Economics (Some classes will be taught in English).

2.2 Subjects unable for ISEPTUFS students

ISEPTUFS students cannot take the following subjects:

- (1) Regional Languages (専攻言語・地域言語) A/B except 'Japanese: Integrated Classes' and 'Focused Classes' (in principle)
- (2) Subjects in the School of Japan Studies
- (3) Research/Seminar
- (4) Teacher Preparation Subject: Subjects related to Teaching, Information Skills
- (5) English A (GLIP English)
- (6) Study tour (which is held overseas)
- (7) Short visit program
- (8) Internship
- (9) Thesis Seminar (Postgraduate level)
- (10) Classes without the permission of lecturers (except courses offered in [GLIP English])

3. Class registraion

3. 1 Japanese Language Program (JLPTUFS)

ISEPTUFS students who want to improve their Japanese proficiency can take the ‘Fundamental Japanese/ Japanese: Integrated and Japanese Skill/Focused’. These subjects are offered as the "Japanese Language Program of Tokyo University of Foreign Studies (JLPTUFS)". This program is organized according to Japanese proficiency and needs. For details, please refer to the guideline called "JLPTUFS: Japanese Language Program of TUFFS" or the following website:

http://www.tufs.ac.jp/english/student/international_student/Japanese_Program.html

【Placement test】

Those who wish to take the JLP course must take the online placement test, which will be held from March 22nd to March 30th. Levels (100-700) are assigned according to grades. Please be sure to take the courses of the assigned level. Students placed at “Upper-Advanced” Level by the Placement Test are NOT allowed to take any classes in the JLP.

【Number of available subjects students can take】

There is a limit to the number of classes that can be taken in Japanese language courses.

100~600 - Level Students **up to 6 classes**, 700 - Level Students **up to 3 classes**.

3 . 2 Subjects aside from JLPTUFS

ISEPTUFS students can take ①Global Liberal Arts Program, ②Subjects in the School of Language and Culture Studies and ③Subjects in the School of International and Social Studies. Of these, the ones that are mainly taken are the subjects offered in English included in ①②③. If you wish to take other classes taught in Japanese, you must register for the course during the course registration period from April 8th to April 16th, attend the first class, and ask the professor/teacher in charge. Please get permission to take the course from the professor by replying to the e-mail which you will receive after the 1st class registration period.

<p>[Subjects offered in English]</p> <p>Global Linkage Initiative Program (GLIP) http://www.tufs.ac.jp/english/student/lesson_course/program/glip/</p> <p>Please refer to the website above. The "List of Undergraduate Subjects in English" also includes the Japanese language, education of Japanese, Japanese culture, Japanese economy and so on (both in Japanese and English). Diverse Lecture-based subjects and research-based subjects that student can learn Japan are provided.</p>
<p>[Other subjects offered in Japanese]</p> <p>If the students have sufficient Japanese ability to understand the lecture, they can take classes offered in Japanese. If you want to find the subjects in Global Liberal Arts Program / School of Language and Culture Studies / School of International and Area Studies, please specify the "Faculty" when you check the subjects through the Syllabi.</p>
<p>[Subjects in postgraduate school]</p> <p>ISEPTUFS students in postgraduate level can choose subjects either in Postgraduate School and Undergraduate School. (ISEPTUFS students in undergraduate level cannot choose subjects in Postgraduate School.)</p>

3. 3 How to search for classes

You can search for classes you are interested in on the website, "Syllabus Search" below.
For the detailed search method, refer to the pages after page 11.

<https://gakumu-web1.tufs.ac.jp/portal/Public/Syllabus/SylSearchMain.aspx>

3. 4 Class Registration (For all subjects)

① Take an Online Account Orientation and receive a "User Account". (For online account orientation, the person in charge will contact you through email by the registration period, so please follow the instructions.)

② During the class registration period, register the courses you want to take. Please see pages after page 11, for how to register for courses.

Class registration period: ① April 8th 10:00 -9th 14:00 ② April 10th 10:00- 16th 17:00

Class registration correction period: April 19th 10:00 – 23rd 17:00

Registration cancellation period: May 6th 10:00- 7th 17:00

*Professor in charge of the classes will contact your "@tufs.ac.jp" email address after class registration period. Therefore, please complete the registration during the class registration period as much as possible.

4. Class Registration Example

4.1 Make a well-balanced between course plan

- (1) ISEPTUFS students basically choose 3-6 classes from Japanese Language Program (taught in Japanese) and 2-5 classes from the other subjects provided in Japanese and English. Please have a look at a list of the subjects and consult your academic advisor to plan your class registration.
- (2) Exchange Students need to take **7 classes** or more for the student visa requirement.

*Even if you take online classes from your home country, you need to meet this requirement. If you have any individual circumstances, please consult Student Exchange Division in advance.

4. 2 Example of course registration

(Example 1) A student who takes 6 Japanese classes per week (300 level)

	Mon	Tue	Wed	Thu	Fri
1		Integrated Japanese -3		Integrated Japanese -3	
2	Integrated Japanese -3		Integrated Japanese -3		Integrated Japanese -3
3	Kanji 3	* Interpreting and Translation Studies			
4	*China's Economic Reform and Globalization		*Intercultural Communication	* Japanese Linguistic Studies	
5					

English is used for subjects marked with *.

The above student takes 10 classes per week and meet the requirements for a student visa (7 classes or more per week).

(Example 2) A student who takes no Japanese classes

	月	火	水	木	金
1					
2		*Topics in Japanese Wartime Film and Society			*Japanese Intellectual History
3		*International Law I	* Modern American Literature II	*Modern and Contemporary Japanese Literature B	
4	*Common ground: Cultural differences and human similarities	* Modern Japanese history and Edo culture	*Naturalism and the Emergence of Human Rights Discourse in Japan		*Topics in Greek & Roman Myths
5				*Topics in World Geography 2	

English is used for subjects marked with *.

5. Grade and Approval of Credits

5.1 Grading System

TUFS grading system is as follows:

Grade	S	A ⁺	A	A ⁻	B ⁺	B	B ⁻
Score	90~100	87~89	83~86	80~82	77~79	73~76	70~72
Grade	C ⁺	C	C ⁻	F			
Score	67~69	63~66	60~62	0~59			

Highest obtainable mark=100, Lowest passing mark=60

5.2 Inquiries about grades

If you have inquiries regarding your grades, you can contact the Student Exchange Division by submitting a form or email by the deadline set by the Student Exchange Division.

In addition, students who have further inquiries about their grades, they may inquire to the student exchange division within one week after the result has been informed.

5.3 Approval of Credits

Transcripts will be issued for classes that have been registered and taken. Credits taken at Tokyo University of Foreign Studies will be recognized as follows.

Lecture Classes		2 credits
Language Classes		1 credit
Japanese Language Program	Classes 101, 201, 301, 401, 501	5 credits
	Class 601	3 credits
	Class 701	2 credits
	Other Classes (Skill/Focused Classes)	1credit

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

5.4 Rules for Examinations

Students who are found to have cheated in exams may have all of their classes for the quarter invalidated.

6. Academic Calendar, Class Schedule, Academic Advisor / Subject Advisor

6.1 Academic Calendar 2021-2022

	Quarter Period	Intensive Course
Spring quarter	April 1, 2021 – July 21, 2021	
Summer quarter	July 22, 2021 – September 30, 2021	July 26, 2021 – September 17, 2021
Fall quarter	October 1, 2021 – January 24, 2022	
Winter quarter	January 25, 2022 – March 31, 2022	January 25, 2022 – February 10, 2022

Note: 1) Summer and Winter classes, Intensive period for 1~2 weeks are not mandatory.

2) Students whose period of study expires in the middle of July 2021 are not able to take any subjects during summer semester classes. If you need to take the course according to the regulations of your university, please come and consult with the Student Exchange Division with a request document issued by your home universities by May 30, 2021.

6.2 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

※In case the online classes are held in Japan Standard Time, please be careful in the time difference between Japan and your home country.

6.3 Academic Advisor/Subject Advisor

Your Academic Advisor can speak in your native language or English. Check your academic advisor in the list distributed at the orientation.

Subject Advisors will give you advice regarding the courses .

Subject Advisors

Japanese Language Program	Professor Kanako KUDO	E-mail: kudok@tufs.ac.jp Room: #619 Japanese Language Center for International Students
The other subjects	Professor Shigenobu KAWAKAMI	E-mail: kawakami.s@tufs.ac.jp Room: #730 Research and Lecture Building
	Professor Masahiko OKAWA	E-mail: okawa@tufs.ac.jp Room: #546 Research and Lecture Building

7. Others

7.1 Working permission

(1) International students can work as part-time jobs for up to 28 hours a week with the prior permission of the Tokyo Immigration Bureau. However, sex industry or related business are excluded. Since TUFS has a quarter system, international students can work as part-time jobs up to 28 hours a week even in summer/winter quarter, too.

(2) Please consult with your academic advisor in advance and follow the instructions so that employment does not adversely affect your studies.

(3) Please note, after completing your exchange program (February or July), please leave the country within 3 months even if your student visa is valid. Moreover, after you finish the exchange program, you will not be able to work since your student visa is no longer valid as a student of TUFS.

7.2 Other information

(1) The Student Counseling Room

The Student Counseling Room offers students a full range of advising services. (The Student Counseling Room is by appointment only. You may get in touch via phone, but please use the booking form as much as possible when making an appointment.)

- Open Monday-Friday (Weekday) 10:00-12:30, 13:30-16:00
- Place TUFS Health Care Center Building 1F (north entrance)
- Contact TEL: 042-330-5560
- Booking for the First Time Please refer to the website below.
<http://www.tufs.ac.jp/english/institutions/facility/sccs/>

(2) Student Exchange Division (Administration Building, 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 : 10:00-12:40, 13:40-15:00(weekdays only)

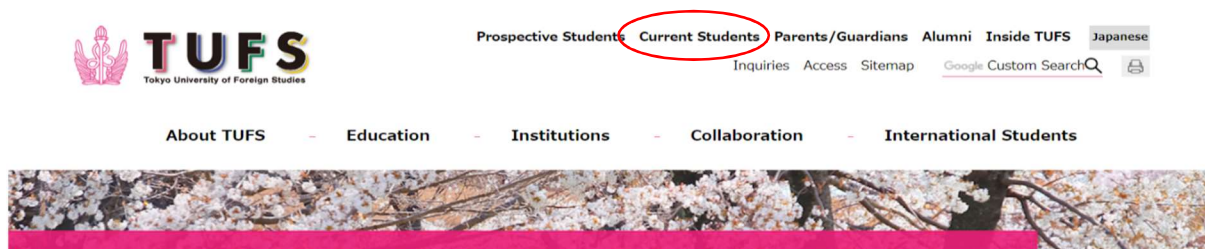
Address: 1st floor Administration Building, Tokyo University of Foreign Studies

Asahi-cho 3-11-1, Fuchu-shi, Tokyo 183-8534, Japan

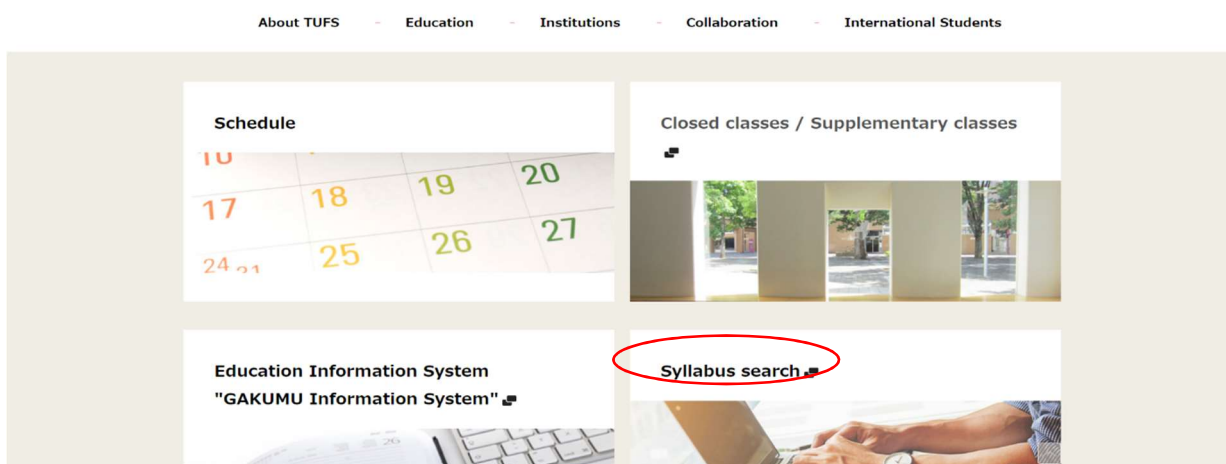
Phone number: +81-42-330-5182 E-mail : inbound@tufs.ac.jp

<シラバスの確認方法 / How to check syllabus>

1. Visit the TUFS website: <http://www.tufs.ac.jp/english/>
2. Click "Current Students."



3. Scroll down to the bottom of the page, and click "Syllabus search."



4. Click "English."

文字サイズ 小 中 大

日本語 English

 東京外国語大学
Tokyo University of Foreign Studies

開講科目検索	
開講期	
開講年度	2021年度 ▼
開講学期	----- ▼
開講学部	----- ▼
検索実行	

5. Type in the class code (or any other relevant information), and click search.

Search syllabi	
Semester	
Year	<input type="text" value="2021"/>
Semester	<input type="text"/>
Faculty	<input type="text"/>
Schedule	
Day of week	<input type="checkbox"/> Mon. <input type="checkbox"/> Tue. <input type="checkbox"/> Wed. <input type="checkbox"/> Thu. <input type="checkbox"/> Fri. <input type="checkbox"/> Over-time <input type="checkbox"/> Intensive
Period	<input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> 6th
Class code	<input type="text"/>
Building	<input type="text"/>
Room	<input type="text"/>
Grad	<input type="text"/>
Type	<input type="text"/>
Other (partial word searches are enabled)	
Subject title search	<input type="text"/> When searching by multiple words, leave a space between them.

The simplest way to search the syllabi is to use the class code, but you may also search by day of the week, period, or instructor name, etc.

<オンライン授業サポート / Online Class Support >

オンライン授業サポートについては、以下の HP を参考にして下さい。

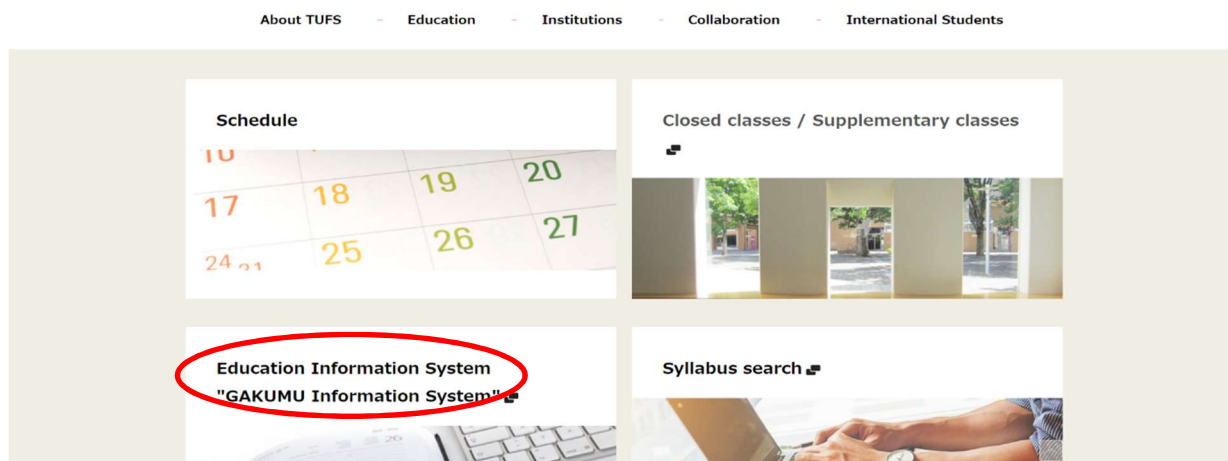
(JP) http://www.tufs.ac.jp/student/lesson_course/zoomsupport.html

(EN) http://www.tufs.ac.jp/english/student/lesson_course/onlinesupport.html

<オンラインでの履修登録の方法 / How to conduct online class registration>

(Only during the registration period)

1. Follow #1 and #2 of the above (How to check syllabus) , and scroll down to the bottom of the page, and click "GAKUMU Information System."



2. Type in your ID and Password (blue) on the top left side.



3. Once logged in, the following screen shows up. Click "Course grades."

Logout Font size S M L 日本語 English 東京外国語大学 Tokyo University of Foreign Studies

Top page Messages **Course grades** Portfolio Register information Various settings

Que. Responses Que. Results Lost/found items Search syllabi Annual event Login history

Messages You have 130 new messages Infomation There are 29 News Manual

4. Then, click “Course registration.”

Logout Font size S M L 日本語 English 東京外国語大学 Tokyo University of Foreign Studies

Top page Messages **Course grades** Portfolio Register information Various settings

LotMenu LotResult **Course registration** Course schedule Course grades Examinations

Click the day/period and choose the class you plan to take.

In case the class you wish to register does not appear, please contact

inbound@tufs.ac.jp

Important messages including information about your class schedule, grades, and other announcements are posted on the TUFS Information System.

Please make it a daily routine to check your account.