

# Course information

For students enrolled in 2019 year

School of Japan Studies

TOKYO  
UNIVERSITY  
OF  
FOREIGN  
STUDIES

2019

Tokyo University of Foreign Studies

学長  
President

言語文化学部

School of Language and  
Culture Studies  
【学部記号：LC】

言語文化学科

国際社会学部

School of International and  
Area Studies  
【学部記号：IA】

国際社会学科

国際日本学部

School of Japan Studies  
【学部記号：JS】

国際日本学科

大学院総合国際学研究科

The Graduate School of  
Global Studies

博士前期課程

Master's Program

世界言語社会専攻

Master's Program  
in Global Studies

国際日本専攻

Master's Program  
in Japan Studies

博士後期課程

Doctoral Program

世界言語社会専攻

Doctoral Program  
in Global Studies

国際日本専攻

Doctoral Program  
in Japan Studies

共同サステイナビリティ  
研究専攻

Joint Doctoral Program  
in Sustainability Research

附属図書館

Library

アジア・アフリカ言語文化研究所

Research Institute for Languages  
and Cultures of Asia and Africa



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## School of Japan Studies Course Registration Checklist

~ Be sure to check items below ~

### First-year students

- Have you registered for Language Courses?
- Have you registered for Academic Literacy?
- Have you registered for Liberal Arts Courses?
- Have you registered for 2 Project-based Courses (Collaborative Projects)?
- Have you registered for 5 Introductory Courses?
- If you have registered for 2 or more intensive courses, have you made sure the times do not conflict?
- Have you exceeded the upper course limit of 50 credits? You cannot take courses exceeding 50 credits (with the exception of teaching courses).

### Second-year students

- Have you registered for Language Courses?
- Have you registered for Introductory Courses you were not able to complete in your first year?
- Have you registered for 2 or more Project-based Courses (Community Linkage Projects)?
- Have you registered for Survey Courses?
- If you have registered for 2 or more intensive courses, have you made sure the times do not conflict?
- Have you exceeded the upper course limit of 50 credits? You cannot take courses exceeding 50 credits (with the exception of Teaching Courses).

### Third-year students

- Have you registered for Language Courses?
- Have you registered for Survey Courses you were not able to complete in your second year?
- Have you registered for Major Courses?
- Have you registered for Seminar Courses?
- If you wish to get a teaching certificate, have you registered for enough credits for teaching practice?
- If you have registered for 2 or more intensive courses, have you made sure the times do not conflict?
- Have you exceeded the upper course limit of 50 credits? You cannot take courses exceeding 50 credits (with the exception of Teaching Courses).

#### **Fourth-year students**

- Have you registered for 2 credits of Research Seminar Courses for both spring and fall quarters, and 8 credits for your Graduation Project? Research Seminar Courses and Graduation Project must be registered separately.
- If you have registered for 2 or more intensive courses, have you made sure the times do not conflict?
- Have you exceeded the upper course limit of 50 credits? You cannot take courses exceeding 50 credits (with the exception of Teaching Courses).
- Have you registered for courses for necessary credits to graduate? Make sure that you have all the credits required for each category and that you meet the requirement for graduation of 125 credits. (For the number of credits required to graduate, see Section 1, IV. "Course Guide.")

# TUFS BA Diploma Policy

The Tokyo University of Foreign Studies Bachelor of Arts Degree in Languages and Area Studies is conferred on those who have successfully achieved competency in the following five areas of the University's educational objectives.

- (1) High level of language competency
- (2) Informed about Japan and global regions
- (3) Equipped with the skills required for contemporary society
- (4) Expertise in chosen field
- (5) Capable of critical thinking, action and articulate expression

The specific requirements for the degree awarded by the School of Japan Studies are as follows.

## **(1) High level of language competency**

- Both Japanese and international students are expected to have a high level of competency in comprehending, reading, writing, and speaking Japanese and English.
- Exposure to languages other than Japanese and English and an understanding of the diversity of language.

## **(2) Informed about Japan and global regions**

- Has an understanding of the culture and society of Japan and other regions of the world.
- Has the knowledge of other global regions required for meaningful comparative analysis of Japan.

## **(3) Equipped with the skills required for contemporary society**

- Well informed with the broad and educated knowledge of diverse languages and cultures required for contemporary society.

## **(4) Expertise in chosen field**

- Equipped with the specialized knowledge required for an international perspective on Japanese society, Japanese literature and culture, the Japanese language, or Japanese language education.

## **(5) Capable of critical thinking, action and articulate expression**

- Capable of objective investigation and analysis, systematic organization of diverse information, and the clear and articulate presentation of such information and knowledge.
- Has experience of short or long-term study abroad, internship, or similar activities, and through that experience is able to act proactively to collaborate with other people.



# TUFS Undergraduate Program Curriculum Policy

The School of Japan Studies provides a systematic curriculum drawn from the Global Liberal Arts Program and Core Seminar Program for students to acquire the knowledge and capabilities that are the criteria of the TUFS Undergraduate Degree Diploma Policy. The curriculum is outlined below. Courses are numbered according to their level of difficulty and offered in stages as appropriate to their content. Academic achievement is strictly evaluated on the basis of evaluation standards that are clearly explained to students prior to their taking a course. The objectives of the curriculum structure are as follows.

## (1) Attaining a high level of language competency

- Students will take the courses necessary to master the four skills of listening, reading, speaking and writing in English, or if they are international students, in Japanese. To this end, students will take systematically organized classes as appropriate in the following groups: Fundamental Japanese Courses, Specialized Courses on Japanese Language Skills, and GLIP English Courses.
- With the objective of fostering multi-lingual and multi-cultural human resources that can play an active role in the international community, TUFS offers systematically organized classes to learn various languages in the following groups: Foreign Languages Courses, Regional Languages Courses, and World Languages Courses.

## (2) Becoming informed about Japan and global regions

- For a comprehensive view of Japan from an international perspective, the Liberal Arts Courses will include General Courses on Japan to enhance students' knowledge of Japan and give a chance to study with international students from around the world as well as students in other Schools studying diverse regions of the world.
- For comparative studies of regional cultures and societies around the world, courses in the School of Language and Culture Studies and the School of International and Area Studies are offered for students as related courses to enhance their knowledge and understanding of global regions.

## (3) Developing the skills required for contemporary society

- In their first year, students are required to take Academic Literacy Course to acquire the grounding they will need to pursue their studies at the University.
- Global Liberal Arts Courses and Natural Science Courses are taught in both Japanese and English and provide students with the kinds of basic knowledge and education that will broaden their horizons.

## (4) Acquiring expertise in chosen field

- The Core Seminar Program offers systematically organized Introductory, Survey, and Major Courses that ensure students will acquire the expertise they will need to pursue their careers.
- Major Courses cover a broad range of subjects including theories of multicultural society, Japanese politics and economics, Japanese diplomacy and global relations, Japanese history, the history of Japanese thought, Japanese culture, classical Japanese literature, modern Japanese literature, classical Japanese grammar, Japanese linguistics, theories regarding the acquisition of a second language, and Japanese language education. Through these classes, students will acquire systematic and specialized knowledge. Further, to foster multi-faceted and multilateral thinking, Lecture Courses will include Approaches to

Interdisciplinary Practice, and Seminar Courses will include Seminar in Approaches to Interdisciplinary Practice.

**(5) Fostering critical thinking, action and articulate expression**

- In their first and second years, students are required to take Project-based Courses in which they will learn the techniques of team work and how to plan and implement projects directed at seeking out or solving problems.
- In all classes, students will be assigned a topic to be pursued outside of the classroom with the objective of fostering a proactive way of learning and carrying out research, as well as presenting the results of such research.
- In Core Seminar Program Courses related to their areas of specialization, students will undertake fieldwork as well as attend lectures, and make presentations that promote dialog and interactive learning.
- Overseas study and internships are incorporated in the courses over the four years of study with support systems that include the credit exchange program for long-term overseas study, Onsite Education Courses for students on short-term exchange programs, and Career and Collaboration Courses incorporating domestic and overseas internships.



## Section 1

# Curriculum Structure

# I. Courses

## (1) Term system

TUFS has four quarters divided into spring, summer, fall and winter. Required courses are offered in the spring and fall quarters. In most cases, courses are completed within a quarter.

## (2) Class hours

In principle, there are 5 class periods per day. Class hours are as shown below.

1st period	2nd period	3rd period	4th period	5th period
8:30 ~ 10:00	10:10 ~ 11:40	12:40 ~ 14:10	14:20 ~ 15:50	16:00 ~ 17:30

NOTE: When a 6th period is held as an exception, the class hours are 17:40 ~ 19:10.

## (3) Class schedules

To find out what courses are available, you can search online under “Search syllabi” search on the Gakumu Information System. To access “Search syllabi,” go to [TUFS website](#) → [Current Students](#) → [Syllabus search](#) banner. A full listing of available courses is also provided in the *Class Schedule* distributed in April.

## (4) Information on class schedule changes and cancellations

Notices of class schedule changes and cancellations are posted online on the Gakumu Information System.

<https://gakumu-web1.tufs.ac.jp/portal/>

## (5) For document submissions and information

You can submit various documents and seek information at the Educational Affairs Division Information Desk on the first floor of the Administration Building. Hours are as shown below.

9:00 ~ 12:40, 13:40 ~ 16:30 (closed 12:40 ~ 13:40) on weekdays

The Information Desk is closed on Saturdays, Sundays, national holidays (including holidays when classes are held), university summer holidays, and year-end and New Year’s holidays.

For information on course registration procedures, see Section 2: “Registration Procedures.”

## (6) Gakumu Information System

Academic information, procedures and notices are available online on the Gakumu Information System. The system has dedicated portal sites to register or amend registration for classes, receive notices from instructors, and confirm class schedules, course registration, grades, class cancellations and the like.

To access the Gakumu Information System, go to [TUFS website](#) → [Current Students](#) → [Gakumu Information System](#) banner. You will need an ID and a password issued by the Information Collaboration Center to log in. The Gakumu Information System can be accessed from off campus as well.

## (7) Authorized absences

If you have an appropriate reason to miss a class, you can apply for an authorized absence. The application form is available at the Educational Affairs Division Information Desk.

## Tokyo University of Foreign Studies Policy Regarding Class Absences Agreement

### Article 1 Purpose

This Agreement between the Graduate School of Global Studies, School of Language and Culture Studies, School of International and Area Studies, and the School of Japan Studies of the Tokyo University of Foreign Studies (hereafter “University” ) stipulates specific measures for class absences in these schools.

### Article 2 Definitions

In this Agreement, “authorized absence” means that a student will not be considered to have been absent from a class.

### Article 3 Authorized absence

1. When a student is absent from a class for any of the unavoidable reasons given below, the absence will be treated as an authorized absence.
  - (1) When the student has contracted an infection as stipulated in Article 18 of the implementation guidelines for the School Health and Safety Act, or when infection is likely.
  - (2) When commuting to classes is difficult due to bad weather warnings or the stoppage of public transportation.
  - (3) When a relative of the student has died.
  - (4) When a student has been called to serve as a citizen judge or has been selected as a candidate to be a citizen judge.
  - (5) When the student will be participating in teacher training or nursing care training (excluding prior instruction for nursing care training).
  - (6) Other reasons approved by the University President.
2. The criteria for submitting an application for authorized absence are given in appended Table 1.

Article 4 When a student may apply for special provision even though an absence has not been authorized.

1. When a student is absent from a class for any of the unavoidable reasons given below, special provision may be given for the absence.
  - (1) Illness (excluding the infection stipulated in Paragraph 2, item (1) in the preceding Article) or injury.
  - (2) Fieldwork conducted outside of the University as a part of University course work (excluding teacher training and nursing training).
  - (3) Job searching (including employment tests and interviews but excluding company visits, corporate seminars, and workshops for provisional hires).
  - (4) Extracurricular activities (when participating in Kanto-Koshinetsu District University Sports Games or other such major all-Japan events).
  - (5) Other reasons approved by an Administrative Director.
2. Procedures for the items noted above are given in appended Table 2.

Article 5 Supplementary classes

The instructor for the relevant class may provide supplementary classes or other such provision when a student is absent from class for any of the reasons given in the preceding two Articles.

Article 6 Limits on authorized absence per class

For each class, authorized absence, in principle, is not allowed for more than one-fourth of the total number of class meetings.

Table 1 (Article 3)

Category	Reason	Authorized absence duration	Required documents
1	Infection as stipulated in Article 18 of the implementation guidelines for the School Health and Safety Act, or when infection is likely	Duration required in medical certificate or equivalent document	Medical certificate issued by a medical facility, treatment certificate or equivalent
2	Commuting to classes is difficult due to bad weather warnings or the stoppage of public transportation	All affected class times	Train delay slip issued at a train station or equivalent (not required when notice of University closure is posted on the University website)
3	Death of relative (spouse, or relative in first or second degree of kinship)	For the death of spouse or first-degree relative, 7 successive days from date of death (including holidays)	Funeral announcement or equivalent document
		For the death of a second-degree relative, 3 successive days from date of death (including holidays)	
4	Called to serve as a citizen judge or selected as a candidate to be a citizen judge	About a half day when required to go to court for citizen judge candidate registration procedures	Court summons for citizen judge duty or equivalent document
		For duration of trial, deliberations, court ruling, etc., when selected as a citizen judge	
5	Teacher training or nursing care training	For duration of teacher training or nursing care training course	None required

NOTE: With the exception of Category 5, application for authorized absence must be made promptly after the fact. For Categories 1, 3 and 4, prior telephone notification must be made to the Educational Affairs Division. Only one set of documents is required for submission to the Educational Affairs Division. Application must be made separately for each class for which authorized absence is being requested.

Table 2 (Article 4)

Category	Reason	Authorized absence duration	Required documents
1	Illness, injury	For necessary duration	Application form provided by the Educational Affairs Division and supporting documents, such as a medical certificate or treatment certificate, copies of hospital receipts, or equivalent. After documents are stamped by the Educational Affairs Division, they must be submitted to your class instructor.
2	Fieldwork conducted as part of University course work		Application form provided by the Educational Affairs Division. After having the form signed by the class instructor for the fieldwork and stamped by the Educational Affairs Division, submit to your class instructor.
3	Job search		Application form provided by the Student Affairs Division. Have the form stamped by the relevant corporation and then by the Student Affairs Division and submit to your class instructor.
4	Extracurricular activity		Application form provided by the Student Affairs Division. Attach documents certifying participation in the sports tournament or other such activity. Have the form stamped by the Student Affairs Division and then submit to your class instructor.

NOTE: Except for Category 1, all applications must be made prior to undertaking the activity.

Only one set of documents is required for submission to the Educational Affairs Division. Application must be made separately for each class for which authorized absence is being requested.

Reference: School Health and Safety Act, list of infectious diseases (translation)

Article 18 Infectious diseases that must be prevented in schools are as follows.

1. Class I: Ebola hemorrhagic fever, Crimean-Congo Hemorrhagic Fever, smallpox, South American hemorrhagic fever, plague, Marburg hemorrhagic fever, Lassa fever, acute poliomyelitis, diphtheria,



severe acute respiratory syndrome (limited to the one involving SARS coronavirus within the genus Betacoronavirus as a pathogen), avian influenza (limited to the one involving any influenza A virus within the genus Influenzavirus A as a pathogen and involving serum subtype H5N1, referred to as “avian influenza H5N1” in the next item and in Article 19, paragraph 1, Item 2b.

2. Class II: Influenza (excluding avian influenza H5N1), pertussis, measles, mumps, rubella, chicken pox, adenovirus infection, tuberculosis, meningitis.
3. Class III: Cholera, bacillary dysentery, E. coli infection, typhoid, paratyphoid, infectious keratoconjunctivitis, acute hemorrhagic conjunctivitis, and other infectious diseases.

## Class Policies When There are Suspension of Public Transportation or Bad Weather Notices

### (1) Cancellation due to suspension of public transportation

Classes are cancelled when train service on the following lines is suspended: JR Chuo Line (Tokyo—Takao) and Keio Line (Shinjuku—Keio Hachioji).

- (1) When service is suspended as of 6:30 am, all morning undergraduate and graduate classes are cancelled.
- (2) When service is suspended as of 10:30 am, all afternoon undergraduate and graduate classes are cancelled.

### (2) Cancellation due to bad weather warnings

Classes may be cancelled when the Japan Meteorological Agency issues warnings or special warnings for heavy rain or snow, strong winds or snowstorms for the cities of Fuchū or Chōfu.

- (1) When a warning is issued as of 6:30 am, all morning undergraduate and graduate classes are cancelled.
- (2) When a warning is issued as of 10:30 am, all afternoon undergraduate and graduate classes are cancelled.
- (3) When a typhoon is approaching or there is forecast of heavy snow, and it is expected that it may be difficult to hold classes, then the classes may be cancelled ahead of time.

### (3) Method of notification

In the case of (1) and (2) above, when all classes are cancelled, notice will be promptly posted on the TUFFS website under “Current Students.”

<http://www.tufs.ac.jp/student/>

## (8) Accessibility for classes and examinations

In compliance with the Act for Eliminating Discrimination against Persons with Disabilities (2013, Act No. 65), TUFS will make reasonable efforts to accommodate the accessibility needs of students with disabilities so that they can attend classes or examinations.

This policy is to provide an environment in which students with physical or mental disabilities have access to the same education as other students and is premised on making reasonable efforts to the extent that is possible without placing an undue burden on the university's resources.

The chart below gives examples of what are considered reasonable measures. Students requiring special measures are asked to submit an application.

Reasonable measures
<ul style="list-style-type: none"><li>· Portable slopes for wheelchair users.</li><li>· Designated parking spaces for persons with disabilities.</li><li>· Communicating through writing or sign language.</li><li>· Documents and test papers in Braille.</li><li>· Supplementary classes for students who need to take extended time off for medical treatment or rehabilitation.</li><li>· Example measures for students with special needs, such as autism spectrum disorder (ASD), attention-deficit hyperactivity disorder (ADHD), and social anxiety disorder.<ul style="list-style-type: none"><li>· Reinforcing of oral communication through documents and notices written on blackboards</li><li>· Instruction in clear, specific language</li><li>· Avoiding multiple instructions given all at once</li><li>· Plan the seating arrangements in the classroom beforehand</li><li>· Advanced notice and reminders regarding the submission of reports and the like for those who may have difficulty planning ahead</li><li>· For those who may have difficulty making presentations in public, academic evaluations may be made on the basis of such alternatives as written reports or recordings of their presentations</li></ul></li></ul>

### ○ Application procedures

Students requesting special measures must submit an application form and supporting documents (such as a certificate of health, health screening data, disability handbook) to the Educational Affairs Division Information Desk. Application forms are available at the Educational Affairs Division Information Desk.

Application deadlines are as shown below.

Period of special needs	Application deadline
Spring and summer quarters	Submit with spring quarter course registration
Fall and winter quarters	Submit with fall quarter course registration

NOTE: It may not be possible to implement the requested measures throughout the required quarter if an application is submitted after the deadline.

### ○ **University doctor interview (Health Care Center physician)**

After you have submitted an application for special measures, you must meet with the university doctor (Health Care Center physician) to discuss your disability history, conditions, and the kinds of special measures you need.

Please note that the Educational Affairs Division will be providing copies of your application form requesting special measures and your supporting documents to the Health Care Center. Please be sure to make an appointment at the Health Care Center as soon as possible after submitting your application.

### ○ **Decision on application for special measures**

Your application for special measures and the results of your interview with the university doctor will be reviewed by the Student Management Office which will make a final decision on your request. Notice of the Student Management Office's decision will be made to you, your course instructor, and to the Student Counseling Office.

The duration of the approved special measures is, in principle, for the requested quarter only. If you wish to have the measures continued, you must reapply with supporting documents (such as a certificate of health, health screening data, disability handbook).

### ○ **Notes**

Even if your application is approved, you should take note of the following notes.

- 1) Regardless of the special measures, you should always consult with your course instructor regarding any changes in your condition.
- 2) If you are forced to be absent from class or need to arrive late or leave early due to changes in your condition, notify your course instructor and arrange for substitute measures to make up the class time that you miss.
- 3) Consult the Health Care Center or the Student Counseling Office whenever there are changes in your condition or when you have concerns.

## II. Types of classes

The curriculum comprises classes in the Global Liberal Arts Program and Core Seminar Program. To acquire the credits necessary for graduation, you must take courses that meet the criteria for both of these two programs.

### (1) Global Liberal Arts Program

This is a common program of classes shared by the School of Language and Culture Studies, School of International and Area Studies, and the School of Japan Studies. The Program is further broken down into the four categories of Foundation Courses, Liberal Arts Courses, Language Courses, and Area Related Courses.

Students in the School of Japan Studies may take the following classes offered in this program.

#### (a) Foundation Courses

Academic Literacy is an introductory course providing students with the knowledge and skills needed to pursue their studies at the University.

#### (b) Liberal Arts Courses

Classes to provide the basic skills and knowledge in a broad range of areas required for contemporary society. There are 7 categories in Global Liberal Arts, Natural Science, General Courses on Japan, Sports, World Languages, Career and Collaboration, and Onsite Education Courses.

##### **Global Liberal Arts Courses**

Multidisciplinary classes in areas deemed essential in the contemporary world of globalization.

##### **Natural Science Courses**

Classes in medical care and medicine, the environment and science.

##### **General Courses on Japan**

Classes about the Japanese language, Japanese society, history, and culture that are designed to provide a comprehensive view of Japan from an international perspective and that will give students the skills and knowledge needed to disseminate information about Japan.

##### **Sports Courses**

Classes designed to deepen understanding of sports and to foster the physical, psychological, and social aspects needed to continue enjoying sports and maintaining good health over a lifetime.

##### **World Languages Courses**

Classes in regional languages other than those offered in the Language Courses.

##### **Career and Collaboration Courses**

Classes designed to impart the characteristics needed to participate in society and the basic knowledge and skills to advance one's career.

##### **Onsite Education Courses**

Classes offered at overseas partner schools for short-term overseas study in the summer and winter quarters under TUFs overseas study programs.

#### (c) Language Courses

These are courses for language acquisition. These classes are divided into the 5 categories of Fundamental Japanese Courses, Specialized Courses on Japanese Language Skills, Foreign Language Courses, GLIP English Courses, and Regional Language Courses.

## **Fundamental Japanese Courses**

These are classes for international students to acquire and refine their proficiency in the Japanese language. Classes are organized by skill and degree of proficiency.

## **Specialized Courses on Japanese Language Skills**

These are classes for both Japanese and international students to advance their academic and logical skills in the Japanese language.

## **Foreign Languages Courses**

These are language classes tailored to the specific interests and academic needs of students. They comprise 9 language classes in German, French, Italian, Spanish, Portuguese, Russian, Chinese, Korean, and Arabic.

## **GLIP English Courses**

These are classes designed to improve students' practical ability in English. They are composed of Interactive English, Academic English, and Career English, which enable students to study English according to their levels and needs. They prepare students for studying abroad, enrolling in graduate school, or using English in business contexts.

In addition, integrated language skills classes are offered as Summer/Winter Intensive English (SIE/WIE) courses during the summer/winter quarter. English A and English B tailored exclusively for students in the School of Japan Studies are also offered.

For details on the GLIP English Courses, please refer to the pamphlet "GLIP Course Guide," provided separately.

## **Regional Languages Courses**

These are language courses for students in other Schools that are also available to students in the School of Japan Studies. Language classes can be selected according to the student's course of study and research.

## **(2) Core Seminar Program**

These are courses specifically for the School of Japan Studies that provide systematic education in students' major focus of studies. The Core Seminar Program comprises 4 categories: Project-based Courses, Introductory Courses, Survey Courses, and Major Courses.

### **(a) Project-based Courses**

In these classes, Japanese and international students learn how to team up effectively to identify and formulate proposals to resolve issues.

### **(b) Introductory Courses**

These are classes on the basic elements needed for students' study in their areas of specialty.

### **(c) Survey Courses**

These are classes providing systematic instruction in students' areas of specialty.

### **(d) Major Courses**

These are in-depth classes in students' specialized areas of study that expand on the knowledge acquired through the Introductory and Survey Courses. Major Courses comprise of 3 categories: Lecture Courses, Seminar Courses, and Research Seminar Courses.

## **Lecture Courses**

These are specialized lectures that delve deeper into the subjects covered by the Introductory and Survey Courses.

## **Seminar Courses**

These are highly specialized practical classes.

## **Research Seminar Courses**

These are practical classes for students to receive instruction and guidance for their Graduation Project.

## **(3) Graduation Project**

These are courses in which students work under their supervising instructor to compile their 4 years of study into a final thesis or work/material other than thesis.

## **(4) Related Courses**

Credits acquired by taking courses in the Core Seminar Program (except for Research Seminar Courses) in other Schools or at other universities (when assigned to such classes outside TUFs) can be counted toward the number of credits required for graduation as Related Courses.

## **(5) Teaching Courses**

Teaching Courses have not been covered above but are required for those who wish to apply for a teaching certificate. For details, please refer to Section 3: "Acquiring a Teaching Certificate" and the Teaching Certification Guide provided separately.

# III. Credits and grades

## 1 Credits

### (1) What are “credits” ?

According to the University’s regulations, the standard requirement for 1 credit is 45 study hours.

Classes at TUFs can be broadly divided into Lecture Classes and Seminar Classes.

Classes, such as language classes, that emphasize practical skills are classified as Seminar Classes and are awarded 1 credit per quarter. Classes centered on instructor’s lectures are classified as Lecture Classes and are awarded 2 credits per quarter.

It should be noted, however, that Seminar Courses and Research Seminar Courses are classified as Lecture Classes for the purpose of credits as defined by the University regulations. The lecture and seminar categories can be checked in the class syllabi. The number of credits awarded will vary according to the course categories. Always make sure to check the number of credits for each class that you register for.

The University awards credits for classes as follows.

1. Lectures: 1 credit for classes meeting for one hour per week for 15 weeks.
2. Seminars: 1 credit for classes meeting for 2 hours per week for 15 weeks.
3. Experiments and practical courses: 1 credit for classes meeting 3 hours per week for 15 weeks.

A 90-minute class is deemed as a 2-hour class. To receive 1 credit, the University regulations require 45 hours of study. The remaining time is considered self-study time. For example, for a seminar class meeting 15 times for a total of 30 hours, the remaining 15 hours are considered as time spent in self-study and 1 credit is awarded for the total of 45 hours. For a Lecture Class, in addition to the 15 classes totaling 30 hours, another 60 hours is deemed as self-study time, and 2 credits are awarded for the total of 90 hours within one quarter.

To summarize, to acquire credits, the following criteria apply.

Lecture Classes: In one quarter, 15 hours of class time + 30 hours of self-study outside of class  
= 1 credit

Seminar Classes: In one quarter, 30 hours of class time + 15 hours of self-study outside of class  
= 1 credit

In other words, Lecture Classes require twice the self-study time of Seminar Classes. Students are expected to understand this and apply themselves accordingly.

The number of credits required is stipulated for each category and you must make sure to register your classes accordingly. The number of credits required to graduate are referred to as “required credits.” See Section1, “IV. Course Guide” for details.

Some of the 15 or 30 classes for a course will be spent in Active Learning time by the students. The content of Active Learning assignments is specified in the class syllabi.

Only students who pass a course according to the evaluation methods decided by the instructor,



including exams, are eligible to receive credit for the course. Evaluations are carried out at the end of each quarter, the end of the academic year, and when intensive courses are completed. Your academic achievement is shown in the following grades which correspond to scores out of 100. Credits are awarded for a passing grades of “S” to “C<sup>-</sup>” irrespective of the scores, while no credit is awarded for a failing grade of “F.”

“GP” stands for “Grade Point” and is used to calculate a number that indicates a student’s academic achievement.

### Comparative Chart of Grades and Grade Points (GP)

Score	Grade	Grade point	Criteria	Evaluation
100-90	S	4.0	Excellent achievement of class objectives.	Pass
89-87	A <sup>+</sup>	3.7	Superior achievement of class objectives.	
86-83	A	3.3		
82-80	A <sup>-</sup>	3.0		
79-77	B <sup>+</sup>	2.7	Satisfactory achievement of class objectives.	
76-73	B	2.3		
72-70	B <sup>-</sup>	2.0		
69-67	C <sup>+</sup>	1.7	Minimum achievement of class objectives.	
66-63	C	1.3		
62-60	C <sup>-</sup>	1.0		
59- 0	F	0.0	Failure to achieve class objectives	Fail

Under the system for credit exchange, valid credits include those earned at another university while registered as a TUFSS student, prior to transferring to TUFSS, or while studying abroad, whether overseas on a TUFSS student exchange program or on one’s own after temporarily withdrawing from TUFSS. Credits earned in these ways will be indicated on transcripts with the mark 「認」 meaning certified by TUFSS. The credit exchange program is explained in Section 5 and study abroad programs in Section 4-I.

### ② Grade Point Average (GPA)

GPA stands for “Grade Point Average” and refers to a number that indicates a student’s academic achievement based on a specific calculation. Your GPA will appear on your transcript.

By evaluating students on the basis of specific and objective criteria, it is possible to provide appropriate educational guidance. In addition, when a student applies to study abroad, many host universities will request the student’s GPA as one index by which to judge eligibility. GPA is calculated using the formula shown below. Grades received in the student’s coursework are converted to Grade Points (GP) as shown in the Comparative Chart of Grades and Grade Points (GP). The GP for each course is then multiplied by the number of credits for the course, and the resulting numbers are totaled and then divided by the total number of credits for all courses taken, including failed courses (rounded off to the first decimal place).

## Formula for calculating GPA

$$\frac{4 \times \text{number of credits for S grade} + 3.7 \times \text{number of credits for A}^+ \text{ grade} + \dots + 1 \times \text{number of credits for C}^- \text{ grade}}{\text{Total number of credits for all courses taken (including credits for failed courses)}}$$

With this formula, the GPA becomes a smaller number when the credits for failed courses are included in the denominator. To rectify this, be sure to look into courses that can be repeated or duplicated.

**Courses that can be repeated:** These are courses that can be taken again in the next or a later quarter. If you failed the first time, you can have that grade erased by getting a better grade the next time.

**Courses that can be duplicated:** This is when you take another course with the same subject title as the one you failed. The credits for this course can be added to your cumulative credits required for graduation though your failing grade for the first course you took will remain on your record. Please note that there are some courses with the same name for which this does policy not apply.

Please note that there are some courses whose grades are not used to calculate GPA.

Courses that can be repeated, courses that can be duplicated, and courses that do not count toward GPA are as shown below.

### (1) Courses that can be repeated

- Language Courses: Fundamental Japanese Courses, Specialized Courses on Japanese Language Skills
- Project-based Courses: Collaborative Projects
- Introductory Courses: Introductory Courses
- Major Courses: Seminar Courses, Research Seminar Courses
- Graduation Project: Graduation Project

### (2) Courses that can be duplicated

- Language Courses: GLIP English Courses, Foreign Language Courses, Regional Language Courses
- Liberal Arts Courses: Liberal Arts Courses
- Project-based Courses: Community Linkage Projects
- Survey Courses: Survey Courses
- Major Courses: Courses excluding Seminar Courses, Research Seminar Courses and Graduation Project

### (3) Courses that do not count toward GPA

- Foundation Courses: Academic Literacy
- Liberal Arts Courses: Career and Collaboration Courses, Onsite Education Courses
- Certification Courses: Enrollment Certification, Study Abroad Certification, Credit Exchange Certification
- Teaching Courses: Courses for Basic Understanding of Education and Courses on School Subjects & Teaching Methods. All other Liberal Arts Courses are excluded.

### **3 When you have questions about your grades**

If you think there are mistakes in the class grades, you can request, within a given period of time, an explanation from the class instructor through the Educational Affairs Division. Please specify why you think the given grades are mistaken. Should you still have questions regarding the instructor's explanation, you can submit a petition for review to the Educational Affairs Division. (Note, however, that you cannot petition a review for classes taken at another university through the credit exchange program.)

Forms to request an explanation or file a petition are available at the Educational Affairs Division. See the Educational Affairs Division notices and postings for details.

### **4 Individual guidance**

If you have not acquired enough credits to graduate or are having other academic problems, your supervising instructor will give you individual guidance. Students will be notified about individual guidance by their supervising instructor at the beginning of the spring or fall semester quarter if needed.

# IV. Course guide

## Introduction

The Japan Studies Course curriculum is structured so that Japanese and international students can take the respective courses they need to graduate.

Some required courses can only be taken in certain years. To ensure that your studies are systematic and meaningful, guidelines (explained later) have been prepared, in particular for the Language Courses.

The basic progression of courses is as shown below. In the first and second years the focus is on Global Liberal Arts Program with concurrent courses in the Core Program categories of Project-based Courses, Introductory Courses, and Survey Courses. In the last two years, the focus will be on Core Seminar Program. Beginning in the third year, students will be expected to undertake study directed at their Graduation Project. In their third year, students must decide on their supervising instructor, and in the fourth year, complete their Graduation Project.

Please do not forget that some courses can only be taken in certain years.

Below are brief summaries of your studies for each year and points that you should be particularly careful about. In principle, there are no required classes in the summer and winter quarters.

## First year

In the first year, courses are offered to prepare students to undertake their university studies. While learning the basics of logical thinking and communication skills, students will be expected to acquire 4 credits in Collaborative Projects and a total of 10 credits for Introductory Courses. In the Collaborative Projects, Japanese and international students will learn, through working together to propose solutions to familiar problems, the importance of independent thinking, working together in harmony, taking action, and speaking up and communicating. In the Introductory Courses, which incorporate approaches taken in overseas Japan Studies programs, students will acquire a comprehensive understanding of Japan, and learn the perspectives and methods required to disseminate information on Japan and begin to think about the academic areas in which they wish to specialize.

## Second year

In the second year, students will take Community Linkage Projects and Survey Courses. In the Community Linkage Projects, students are expected to learn about diversity in the languages and culture of Japan through their interaction with society and to begin formulating their ideas for a future career. In the Survey Courses, students will start by learning the basics of various academic subjects to acquire a grounding to decide which fields they would like to explore in greater depth. Students have to plan carefully and take Survey Courses that are relevant to their chosen Graduation Project subject. This will also be the time to start thinking about their third-year Seminar Courses.

## Third year

In the third year, students must start thinking about who they want to have as their supervising instructor and in relation to this will start taking their Major Courses. Students are expected to take Lecture Courses and Seminar Courses in their desired area of specialty as they consider what their Graduation Project will be. At the same time, with the objective of acquiring a multidisciplinary

perspective, they are expected to actively participate in Approaches to Interdisciplinary Practice courses and seminars. Students should seek the advice of their Seminar Course instructor concerning their Graduation Project.

### Fourth year

Students will take Seminar Research Courses taught by their supervising instructor. They will work on their Graduation Project under the supervising instructor's guidance and complete their research by the end of the year. Students are expected to approach this as the culmination of all they have learned since their first year. Students should take special care before registering courses to make sure they will have enough credits to graduate.

### Course flow (example)

Color code	Years in which usually taken	Years in which offered
------------	------------------------------	------------------------

Quarters are applicable for April entrants

Course Category		Academic year	First		Second		Third		Fourth		Credits required to graduate (1)
		Quarter	Spring / Summer	Fall / Winter	Spring / Summer	Fall / Winter	Spring / Summer	Fall / Winter	Spring / Summer	Fall / Winter	
Global Liberal Arts	Foundation	Academic Literacy									1
	Liberal Arts	Liberal Arts (2)									15 or more
	Language	Fundamental Japanese									30 or more
		Japanese Language Skills									
		GLIP English									
		Foreign Languages									
Regional Languages											
Core Seminar	Project-based	Collaborative									4
		Community Linkage									4 or more
	Introductory	Introductory									10
	Survey	Survey									12 or more
	Major	Lecture / Seminar									
Research Seminar											4
		Graduation Project									8
		Related Courses									0 or more
											125

NOTE (1): For example, if the number of required credits is "15 or more," that means you will need a minimum of 15 credits, but any additional credits can also be counted toward the required credit total for graduation. As you will see, the minimum number of credits required for each category do not total 125. You will need to acquire additional credits in those courses that allow for additional credits and by taking Related Courses.

NOTE (2): In the Liberal Arts category, World Language Courses cannot be taken in the first year. Up to 2 credits of Sports Courses can be counted toward the required credit total for graduation.

NOTE (3): A minimum of 8 credits for Seminar Courses is required.

### ■ Mistakes you may make

For details on course registration procedures, see the relevant explanations in Section 2.

## **Credits required for graduation**

- Mistake in counting the number of credits required to graduate (125 credits)
  - The minimum number of credits for all course categories only totals 116 which is not enough to meet the 125-credit requirement to graduate. Additional classes should be taken in those courses that allow for additional credits. Students should start planning from their first year to make sure they accumulate the required total of credits to graduate.

# V. Course registration requirements

## (1) Basic curriculum requirements

The Japan Studies Course curriculum is structured so that Japanese and international students can take the respective courses they need to graduate.

It should be noted, however, that some required courses can only be taken in certain years, and failure to complete these courses can make it difficult to take other courses later. For example, Academic Literacy must be taken in the first year, otherwise in later years you will not be able to take the required classes that are offered in the same class period, and that means you may not be able to graduate in 4 years. Other courses that must be taken in certain years are Collaborative Projects in the first year and Community Linkage Projects in the second year.

## (2) Graduation Project supervision

In their final year students must take Research Seminar Courses conducted by their supervising instructor who will guide them as they carry out their Graduation Project. In the Research Seminar Course, students will delve deeply into their major topic of study. There are certain standards (criteria) that must be met to register for the Research Seminar Courses.

At the time of registration for a Research Seminar Course, the student must have:

- 1 Acquired more than 90 credits overall,
- 2 Acquired 1 credit for taking Academic Literacy, and
- 3 Acquired 4 credits for Collaborative Projects and 4 credits or more for Community Linkage Projects.

During their third year, students must select which Research Seminar Course they will take in their fourth year—and by extension, who their supervising instructor will be. All third-year students will be notified by the School on the required procedures to make this selection. Make sure to pay attention to bulletin postings and notifications on the Gakumu Information System.

Although Language Courses can be taken in a student's final year, it is strongly recommended to complete 30 credits for Language Courses in the prior academic years. In addition, students should make sure they complete by their third year the courses needed to meet the required minimum number of credits (Liberal Arts Courses: 15 credits or more; Introductory Courses: 10 credits; Survey Courses: 12 credits or more; and Lecture and Seminar Courses: 28 credits or more. It is especially important that at least 8 credits of Seminar Courses are included). Students should plan the courses they will take from their first year.

## Supervising instructor

Your supervising instructor is the teacher who will guide you in planning your Graduation Project and writing your graduation thesis.

To help you decide who you want for your supervising instructor, guidance sessions on the Research Seminar Courses and their instructors will be held for third-year students during the two months of October and November (month shown in this paragraph are for April entrants). Students must register for their desired supervising instructor by early December. If, however, the number of students registering for a specific instructor exceeds the allowed quota at the time of the initial

provisional registration, a screening may be held sometime in October or November. The procedure for this screening will be explained at the time of the guidance sessions. Please make sure to pay attention. If, as a result of the screening, a student does not get their first choice of supervising instructor, they will have to choose another instructor. The Research Seminar Courses will commence from the start of the fourth year and students will work with their supervising instructor to complete their Graduation Project.



# VI. Procedures to graduate

Upon graduation from the School, students will be conferred with a Bachelor of Arts Degree in Languages and Area Studies. Before a student graduates, however, the procedures explained below must be completed.

Upon graduating, students are asked to submit a form indicating their future plans, such as employment or matriculation to graduate school. This information will only be used to help the University improve its educational program and for no other purpose.

## For April entrants

Students who entered the School in April normally graduate in March of their final academic year. If a student remains at the University beyond 4 years, graduation in September is possible so long as certain criteria are met.

## 1 Procedures to graduate in March

To graduate in March of their final year, students must complete the following procedures in their final year. Please refer to the separately provided “Class Schedule” pamphlet for information on when these procedures must be carried out and their respective deadlines.

Additionally, students should check how many credits they still need to graduate by going to the online Gakumu Information System. In principle, all credits required to graduate must be acquired by the end of the fall quarter of the student’s final year.

### (1) Registering Graduation Project and Research Seminar Course

When to register	How to register	What to register
Spring quarter registration (registration amendment) period of your final year	Register online through the Gakumu Information System	Register separately, your Graduation Project (full year, intensive; 8 credits) and your supervising instructor’s Research Seminar Course (spring and fall quarters; 2 credits each). Note that the Graduation Project is deemed a full-year course and can only be registered in the spring quarter.

### (2) Submitting Graduation Project Thesis

When to submit	Where to submit	Submission deadline
Within the 2 designated days in early January of your final year	Submit your thesis to the Educational Affairs Division	All required items must be submitted to the Educational Affairs Division by 16:30 of the last submission date. Late submissions will not be accepted.
	Works other than your thesis should be submitted to your supervising instructor, and a summary of the works to the Educational Affairs Division.	

## 2 Procedures to graduate in September

Students who meet both of the following two criteria as of September 30 of the year they are scheduled to graduate are allowed to graduate in September.

- Enrolled in the University for more than one year for their fourth academic year
- Have 125 or more credits required for graduation

Students who want to graduate in September must carry out the following procedures in the academic year in which they wish to graduate. Please refer to the separately provided “Class Schedule” pamphlet for information on when these procedures must be carried out and their respective deadlines.

Additionally, students should check how many credits they still need to graduate by going to the online Gakumu Information System. In principle, all credits required to graduate must be acquired by the end of the spring quarter of the student’s final year.

### (1) Submitting an Application to Graduate in September

When to submit	Where to submit	Documents to be submitted
Mid-April	Educational Affairs Division	Submit the required forms, “Application for September Graduation” and “Research Seminar Course Notification” (only if applicable). For details, refer to the notice by the Educational Affairs Division.

### (2) Registering Graduation Project, Research Seminar Course, and Major Courses required by supervising instructor

When to register	How to register	What to register
Spring quarter registration (registration amendment) period	Register online through the Gakumu Information System	Register separately, your Graduation Project (full year, intensive; 8 credits), your supervising instructor’s Research Seminar Course (spring quarter; 2 credits), and the Major Courses required by your supervising instructor (spring quarter; 2 credits).

### (3) Submitting the Graduation Project Thesis

When to submit	Where to submit	Submission deadline
Within the 2 designated days in early July	Submit your thesis to the Educational Affairs Division	All required items must be submitted to the Educational Affairs Division by 16:30 of the last submission date. Late submissions will not be accepted.
	Works other than your thesis should be submitted to your supervising instructor, and a summary of the works to the Educational Affairs Division.	

## For October entrants

Students who entered the School in October normally graduate in September of their final academic year. If a student remains at the University beyond 4 years, graduation in March is possible so long as certain criteria are met.

## ① Procedures to graduate in September

To graduate in September of their final year, students must complete the following procedures in their final year. Please refer to the separately provided “Class Schedule” pamphlet for information on when these procedures must be carried out and their respective deadlines.

Additionally, students should check how many credits they still need to graduate by going to the online Gakumu Information System. In principle, all credits required to graduate must be acquired by the end of the spring quarter of the student’s final year.

### (1) Registering Graduation Project and Research Seminar Course

When to register	How to register	What to register
Fall quarter registration (registration amendment) period	Register online through the Gakumu Information System	Register separately, your Graduation Project (full year, intensive; 8 credits) and your supervising instructor’s Research Seminar Course (fall and spring quarters; 2 credits each). Note that the Graduation Project is deemed as a full-year course and can only be registered in the fall quarter.

### (2) Submitting the Graduation Project Thesis

When to submit	Where to submit	Submission deadline
Within the 2 designated days in early July of your final year	Submit your thesis to the Educational Affairs Division	All required items must be submitted to the Educational Affairs Division by 16:30 of the last submission date. Late submissions will not be accepted.
	Works other than your thesis should be submitted to your supervising instructor, and a summary of the works to the Educational Affairs Division.	

## ② Procedures to graduate in March

Students who meet both of the following two criteria as of March 31 of the year they are scheduled to graduate are allowed to graduate in March.

- Have been enrolled in the University for more than one year for their fourth academic year
- Have the 125 or more credits required for graduation

Students who want to graduate in March must carry out the following procedures in the academic year in which they wish to graduate. Please refer to the separately provided “Class Schedule” pamphlet for information on when these procedures must be carried out and their respective deadlines.

Additionally, students should check how many credits they still need to graduate by going to the online Gakumu Information System. In principle, all credits required to graduate must be acquired by the end of the fall quarter of the student’s final year.

### (1) Submitting Application to Graduate in March

When to submit	Where to submit	Documents to be submitted
Mid-October	Educational Affairs Division	Submit the required forms, “Application for March Graduation” and “Research Seminar Course Notification” (only if applicable). For details, refer to the notice by the Educational Affairs Division.

### (2) Registering Graduation Project, Research Seminar Course, and Major Courses required by supervising instructor

When to register	How to register	What to register
Fall quarter registration (registration change) period	Register online through the Gakumu Information System	Register separately, your Graduation Project (full year, intensive; 8 credits), your supervising instructor’s Research Seminar Course (fall quarter; 2 credits), and the Major Courses required by your supervising instructor (fall quarter; 2 credits).

### (3) Submitting Graduation Project

When to submit	Where to submit	Submission deadline
Within the 2 designated days in early January	Submit your thesis to the Educational Affairs Division	All required items must be submitted to the Educational Affairs Division by 16:30 of the last submission date. Late submissions will not be accepted.
	Works other than your thesis should be submitted to your supervising instructor, and a summary of the works to the Educational Affairs Division.	



## Section 2

# Registration Procedures

**NOTE:**

Quarters and registration procedures for October entrants may be different from those for April entrants shown in this section. Always check the notifications from your instructors or the Educational Affairs Division.

# I. Course registration procedures

## ■ Course registration

In order to get credits for University courses, students must register the classes they will take. If a student fails to register, no credit will be given even if the student has attended all the course classes and taken course tests.

Students are responsible for their own course registration. Students are not automatically registered, even for required courses. Registration procedures may be different depending on the year. Fourth-year students, in particular, must also remember to carry out graduation registration procedures (see Section 1, IV).

## ■ Classes

Information on class syllabi (class outlines and plans), quarters, class days, hours, and rooms can be searched online on the TUFS website. In addition, the Class Schedule distributed every year in early April lists course titles, quarters, days, times, classrooms, and class codes.

Changes to the class schedule will be posted on the Gakumu Information System.

## ■ Course registration flowchart

	Feb —March	Confirmation of grades (current students only)
	↓	
Spring	Early April	Distribution of Course Guide and Class Schedule
	↓	
	Early April	Start of classes
	↓	
	Early April registration period	Course registration (spring, summer, fall, winter)
	↓	
	Late April registration amendment period	Registration amendment (spring, summer, fall, winter)
Summer	Early July registration & amendment period	Course registration & amendment (summer, fall, winter)
Fall	Early October	Start of classes
	↓	
	Early October registration period	Course registration (fall, winter)
	↓	
	Mid October registration amendment period	Registration amendment (fall, winter)
Winter	Mid January registration & amendment period	Course registration & amendment (winter)

- Course registration and registration amendment period dates and times are listed in the Class Schedule and posted on the Gakumu Information system.
- Some of the GLIP English classes are decided by lottery prior to the course registration period. Notice will be posted.

## ① Course registration procedures

- With a few exceptions all courses (for spring, summer, fall and winter quarters) can be registered during the April registration period. Course registration is done online through the Gakumu Information System.
- Registration for summer, fall, and winter courses can be canceled or changed during the registration period in respective quarters.
- However, if you register for a one-year course in the spring quarter, you cannot cancel the course nor register for a fall course in the same class period.
- Only one class may be registered for each class period. You cannot register 2 or more classes for the same period.

### ■ Maximum 50-credit rule

- The maximum limit on course credits that can be registered in one year is 50 credits. This limit is premised on 45 hours of study for one credit that includes time outside of the classroom. Regarding the 50-credit rule, please take note of the following.
- In calculating the 50-credit limit, credits are counted for all registered courses even if you fail to get credit for a course.
- The 50-credit rule also applies to intensive courses.
- The 50-credit rule does not apply to courses attended at other universities (see Section 5).
- The 50-credit rule does not apply to the Liberal Arts Courses of Career and Collaboration Courses and Onsite Education courses or to the Teaching Courses and the 8 credits for the Research Seminar Courses taken in the fourth year.
- The 50-credit rule does not apply to students who transfer into the University in their third year, and these students may take courses for more than 50 credits per year.

### ■ Intensive courses

- Intensive courses must also be registered. Intensive courses cover a full quarter course in a concentrated period of time and are usually held for 3 to 5 days in the summer or winter quarters.
- The dates for intensive courses are not always listed in the Class Schedule. Notices are generally posted just before the course registration period. Because intensive courses are offered in different schedules, the schedules for two or more intensive courses may overlap. Courses that overlap cannot be registered.
- Intensive courses are held in the summer or winter quarters and are limited in number. Course credits required to graduate should be acquired during the spring or fall quarter of the academic year.



### ■ Other points to note

- Course registration for all subjects must be done by the student and should be completed in ample time.
- Registrations that do not comply with the instructions in this Course Guide, the Class Schedule, and the class syllabi will be invalidated.
- Please note that the University will not take responsibility for any disadvantage resulting from the failure to register appropriately within the designated period.

### ② Amending a course registration

- The dates when course registrations can be amended are listed in the separately provided Class Schedule and also posted online.
- Once the period for amending course registration has passed, registration is closed on the Gakumu Information System and no more changes can be made. The data input up to that time becomes your final course registration. Registration for intensive courses, however, can be cancelled by the second day of the lecture starting date by applying at the Educational Affairs Division.

### ■ Mistakes you may make in registering your courses

Many students make the same kinds of errors in their course registrations. To avoid errors, always print out your registration confirmation chart after you have completed registering your courses on the online Gakumu Information System.

#### Example of common mistakes

- Attending classes that you have forgotten to register for or you have registered for a wrong course instead. Always make sure to register your courses correctly, especially those that are specifically required such as Academic Literacy classes.
- Forgetting to register your Research Seminar Courses and Graduation Project in your fourth year. For example, you may register your Research Seminar Course but forget to register your Graduation Project which must be registered separately, or you register your spring (or fall) quarter Research Seminar Course but forget to register again for the fall (or spring) quarter.

## II. Course outlines

### ① Credits required to graduate and minimum number of credits

To graduate, 125 credits are required. A minimum number of credits is required for each category, but even when all of these credits are added together, they do not total 125. You will need to acquire additional credits in those categories that allow for additional credits and by taking Related Courses.

### ② Global Liberal Arts Program

These Courses comprise Foundation, Liberal Arts, Language, and Area Related Courses. Below is an explanation of the courses that must be taken by students in the School of Japan Studies.

#### (1) Foundation Courses

Foundation courses include Academic Literacy.

##### ■ Academic Literacy

This is a required course (8 weeks, 1 credit) offered in the first half of the first-year spring quarter. As a rule you must take the Academic Literacy Course for your own School. But for some weeks, classes may be held jointly with students from other Schools. Class methods and content will be explained in the first week's class which all student must attend.

#### ① Minimum credits

Class subject	Year	Required credit
Academic Literacy	First year (spring quarter)	1

#### ② Notes

Academic Literacy classes are relatively large. They offer very basic instruction in the introductory knowledge and academic skills required of a university student. There will be times when different topics are assigned for the students of different Schools and when different types of attendance are required, and close attention will need to be paid to instructions.

#### (2) Liberal Arts Courses

Liberal Arts Courses include the 7 categories of Global Liberal Arts, Natural Science, General Courses on Japan, Sports, World Languages, Career and Collaboration, and Onsite Education.

#### ① Minimum credits

Category	Year	Required credits
Liberal Arts Courses	First through fourth years	15 or more

#### ② Notes

- Though it does not matter which of the Liberal Arts Courses you take, you have to take 15 credits or more,
- Up to 2 credits of Sports Courses can be counted toward the required credit total for graduation (these 2 credits are required for acquiring a teaching certificate). The types of sports to be

offered will be decided in meetings held during the first week of each quarter. Those who wish to register for a sports class must be sure to attend. Registration must be done after the selection process is over. Details regarding the costs of transportation and accommodations for sports classes held off campus in the summer and winter quarters will be announced or posted by the class instructor.

- World Language Courses can be taken from your second year. There are other courses that can only be taken in certain years. Always confirm with the class instructor when taking such classes.

### (3) Language Courses

Language Courses include the 5 categories of Fundamental Japanese, Specialized Courses on Japanese Language Skills, Foreign Languages Courses, GLIP English Courses, and Regional Languages Courses.

#### ■ Fundamental Japanese Courses

These are classes for international students to acquire and refine their proficiency in the Japanese language. Classes are organized by degree of proficiency and skill.

#### ■ Specialized Courses on Japanese Language Skills

These are classes for both Japanese and international students to advance their academic and logical skills in the Japanese language.

#### ■ Foreign Languages Courses

Languages offered are German, French, Italian, Spanish, Portuguese, Russian, Chinese, Korean, and Arabic. The following levels are offered for each language. The “○○” stands for the language name (German, French, Italian, etc.).

Beginner level: Foreign Languages Course (○○ A1 ~ 4)

Intermediate and Advanced levels: Foreign Language Courses (○○ B1 ~ 4)

Note, however, that students cannot take language classes of their native language.

Also, registration methods may differ according to the language. Refer to the Class Schedule for details.

#### ■ GLIP English Courses

These are classes to advance students' English language capabilities. Classes are divided into the 3 categories of English A: Interactive English, English B: Academic English, and English C: Career English.

**English A: Interactive English:** Classes are small. Instruction is aimed at helping students step up from an already high level of English to the level of proficiency required for university study. English A1, A2, A3 and A4 classes comprise instruction on Production and Reception. English A5 and A6 classes are specifically designed for the School of Japan Studies students. All classes are, in principle, conducted in English.

As a general rule, students in the School of Japan Studies should take the English A5 and A6 classes, as well as two Production (English A1/A2) classes and two Reception (English A3/A4) classes both in the Spring and Fall quarters. Credits awarded are, 4 credits for English A1 and A2 (Production) and 4 credits for English A3 and A4 (Reception), and 2 credits for English A5 and A6, for a total of 10 credits. Students are supposed to take these classes in the first year, with the same classes continuing from the spring through fall quarters.

**English B: Academic English:** These are classes in which students develop English skills needed at the university level. There are skill-based and theme-based classes as well as classes in technical writing, labeled English B1, B2, B3, and B4. In addition, there are English B5 and B6 classes specifically designed for the School of Japan Studies students. As a general rule, students in the School of Japan Studies should take the English B5 and B6 classes, as well as six classes from the English B1, B2, B3, and B4. Students can take these classes from the second year.

**English C: Career English:** These are practical English classes that aim to provide students with the language ability needed at the forefront of the business world. There are two types of classes: task-based and project-based. The classes are directed at third-year students and above.

Additionally, to foster the four language skills of English, Intensive English A and B classes and English Immersion Camp are also provided. These are classes for students planning to study abroad, students who have recently returned from abroad, and students who wish to pursue intensive English study in a short period of time.

Details are available in the separately provided GLIP Course Guide.

## ■ Regional Language Courses

These are language courses for students in other Schools that are also available to students in the School of Japan Studies. It should be noted that some of these classes start in the fall quarter.

### ① Minimum credits

Category	Year	Required credits
Fundamental Japanese Courses	First through fourth years	30 credits or more
Specialized Courses on Japanese Language Skills		
GLIP English Courses		
Foreign Languages Courses		
Regional Languages Courses		

## ② Notes

### ■ Fundamental Japanese, Specialized Courses in Japanese Language Skills, and GLIP English Courses

The School of Japan Studies offers a flexible curriculum for Japanese and international students to pursue language study appropriate to their respective language abilities.

The following guidelines have been established to ensure that class time is used effectively.

International students are required to take a placement test immediately after the enrollment. Classes are assigned according to the results of the placement test.

#### **For students whose native language is Japanese:**

These students will primarily take GLIP English Courses to advance their English capabilities. In addition, they are encouraged to take 5 to 6 classes (10 to 12 credits) from the Specialized Course on Japanese Language Skills. In particular, they are strongly urged to take the classes in Japanese Critical Reading, Japanese Academic Writing, and Japanese Communication to foster the ability to comprehend, write and speak logically structured Japanese. Also recommended for these students are Introduction to Classical Japanese and Introduction to Classical Chinese which are offered in the Specialized Courses on Japanese Language Skills.

#### **For students whose native language is not Japanese, but who have previous experience studying Japanese:**

These students will primarily take classes in Specialized Courses on Japanese Language Skills and GLIP English Courses directed at advancing, respectively, their Japanese and English language skills. Note, however, that depending on the results of their placement test, these students may be required to take Fundamental Japanese Courses.

#### **For students whose native language is not Japanese and who have no experience studying Japanese:**

These students will take Fundamental Japanese Courses to complete the 600-level class (Advanced 1) in Fundamental Japanese Courses by the end of their third year.

Note that students whose native language is English are ineligible to take GLIP English Classes.

### ■ Foreign Languages Courses and Regional Languages Courses

- Students must select a language other than their native language.

## ③ Core Seminar Program and Related Courses

The Core Seminar Program is specific to the School of Japan Studies and opens with Project-based Courses (Collaborative Projects) and Introductory Courses and closes with the fourth-year Graduation Project.

## (1) Core Seminar Program

The Core Seminar Program is systematically structured to develop skills and capabilities in the Project-based Courses and to move on from there in a step-by-step progression to the Introductory Courses and then the Survey Courses, and from the Survey Courses to the Major Courses.

### ① Course selection

**Project-based Courses:** Students must acquire 4 credits in Collaborative Projects in their first year and 4 or more credits in Community Linkage Projects in their second year.

**Introductory Courses:** Students must acquire a total of 10 credits in Introductory Courses in the spring and fall quarters of their first year.

**Survey Courses:** Students must acquire 12 or more credits in Survey Courses from the spring quarter of their second year up to graduation.

**Major Courses:** Students must acquire at least 32 credits in the Core Seminar Program other than the Project-based, Introductory and Survey Courses in their third and fourth years. These include 8 credits of Seminar Courses in the third year, 4 credits of Research Seminar Courses in their final year, and at least 20 credits in Lecture and Seminar Courses.

NOTE: See “(2) Research Seminar Courses and Graduation Project” below regarding Research Seminar Courses and Graduation Project (8 credits).

### ② Notes

- Credits in excess of the minimum required may also be counted toward the number of credits required to graduate.
- More than 8 credits are required in Seminar Courses. In principle, these credits should be acquired usually in the third year before registering for Research Seminar Courses usually in the fourth year.
- Students may also take Seminar Courses offered by instructors other than their supervising instructor as their Major Courses.

### General Notes

- Students are encouraged to get advice from instructors in charge of oversight (Educational Affairs Division Assistant Dean, etc.) regarding their Core Seminar Program courses.
- There are special criteria for registering for some classes. Be sure to read the class syllabi carefully before registering.

## Core Seminar Program Courses by Year and Required Credits

Category	Course	Year in which usually taken	Years offered	Required credits
Project-based	Collaborative Projects	First	First through fourth	4
	Community Linkage Projects	Second	Second through fourth	4 or more
Introductory	Introductory	First	First through fourth	10
Survey	Survey	Second	Second through fourth	12 or more
Major	Lecture, Seminar	Third	Third through fourth	28 or more*
	Research Seminar	Fourth	Final year	4

\* A minimum of 8 credits for Seminar Courses is required

### (2) Research Seminar Courses and Graduation Project

Students, in principle, take Research Seminar Courses conducted by their supervising instructor, where students work on their Graduation Project under the supervising instructor's guidance.

#### ① Registration

- Students must register for both their supervising instructor's Research Seminar Course (fourth-year spring and fall quarters; 2 credits each) and Graduation Project (8 credits).
- For procedures required up to graduation, see "Procedures to Graduate" (Section 1,VI).

Course	Year	Required credits
Research Seminar	Fourth year	4
Graduation Project	Fourth year	8

#### ② Notes

- Research Seminar Courses must be registered for separately for the spring and fall quarters (course codes are different). For the purpose of grade evaluation, however, the total of 4 credits for 2 courses will be counted at the end of the quarter in which the student submits their Graduation Project.
- In the event that a student's Graduation Project is not approved for credit, all 4 credits for the Research Seminar Courses will be invalidated.
- Students cannot take Research Seminar Courses by teachers other than their supervising instructor.
- Students should consult with their supervising instructor in the event that the instructor is able to offer the Research Seminar Course only for spring or fall quarter. Procedures will be taken to provide a new supervising instructor for the student.

#### ③ Submission format for Graduation Project

##### Thesis

- The thesis must be written on A4-size paper in Japanese or English.
- There are no requirements as to style or length. Follow the instructions of your supervising

instructor.

- The complete thesis must be bound and submitted to the Educational Affairs Division with a “Notice of Graduation Project” form attached.

### **Work/Material other than a thesis**

- For work/material other than a thesis, students must submit a summary listing the title, abstracts, methods, and other such descriptive information.
- The summary may be in Japanese or English and must be written on A4-size paper.
- Follow your supervising instructor’s instructions regarding submission format.
- The work/material itself must be submitted to your supervising instructor.
- A cover sheet available at the Educational Affairs Division must be attached to the summary mentioned above. The cover sheet must be stamped with the supervising instructor’s seal to indicate receipt of the actual work/material. The summary must be submitted to the Educational Affairs Division within the designated submission period.

### **④ Graduation Project submission period**

- The submission period and deadline are given Section I, VI “Procedures to graduate”. Also refer to the instructions by the Educational Affairs Division given every year for details. Note that Graduation Project submissions cannot be accepted at any time other than the designated period.

### **⑤ Exceptions allowing for submission at other times**

- In the event that illness or injury prevents the submission of Graduation Project documents during the required submission period, students must promptly notify their supervising instructor and the Educational Affairs Division of the delay (or possible delay).
- As soon as possible, submit the graduation documents with official certification (medical certificate, certification of accident, etc.) of the reason for delay. Submissions without certification will not be accepted.

### **⑥ Other notes**

- Submission of Graduation Project documents by post mail will absolutely not be accepted.
- For students who pass their Graduation Project but have not fulfilled other graduation requirements, the credits they have earned for their Research Seminar Course and Graduation Project will remain valid through the next academic year only. The credits will be invalidated if the student takes a leave of absence the next academic year.
- Graduation Project documents that have been submitted will not be returned. Requests to view or copy the submitted documents will not be accepted. Make sure to copy and file all documents before submission.

## **(3) Related Courses**

Credits earned through courses taken in other Schools or at other universities (including those attended on study abroad programs) can be included as credits for “Related Courses” in the number of credits required for graduation.



## ① Registration

Courses that can be registered as Related Courses are as follows.

- Core Seminar Program Courses (excluding Research Seminar Courses) in the School of Language and Culture Studies and the School of International and Area Studies
- Courses (only those approved for TUFSS credits) taken at other universities and institutions (including those overseas you studied at)

Course	Year	Required credits
Related Courses	First through fourth year	0 or more

## ② Notes

- This does not apply to Teaching Courses (Courses for Basic Understanding of Education, etc. except Liberal Arts Courses and Courses on School Subjects & Teaching Methods for acquiring a teaching certificate. (Credits for Teaching Courses cannot be counted as required credits for graduation, either.)

## ④ Routine exams

### (1) What are “routine exams” ?

These are tests administered by the class instructor.

### (2) Notes

- Be sure to write your School name, student number, year and class, name, course code, course category, and course title on all exam papers and reports.
- During exams, students will, in principle, be seated at every other desk. You must place your student ID card on the top right of your desk.
- Exam answer sheets may not be handed in for the first half-hour of the exam.
- Students who arrive within 30 minutes of the exam start may sit for the exam with the permission of the test proctor.
- Exam answer sheets must be signed and handed in regardless of whether they have been filled in or not.
- Students must follow the instructors of the exam proctor for all other matters during the exam.

### (3) When absent from an exam due to unavoidable circumstances

In the following cases, students may take a make-up exam. To do so, the student must acquire an application form for Authorized Absence or Notice of Reason for Absence from the Educational Affairs Division and submit it to their class instructor.

- (1) When the provisions of Article 3 or Article 4 of the Tokyo University of Foreign Studies Policy Regarding Class Absences Agreement apply.
- (2) When submitting the document which certifies that an exam time at another university with which TUFSS has a credit exchange agreement overlaps a TUFSS exam time and the student has been authorized to take the subject in question at the other university.

#### (4) Cheating

Students who are found to have cheated may have all of their credits for the quarter, or for the whole academic year in question, invalidated and otherwise will be punished in accordance with University regulations.

### 5 Notes concerning the thesis, reports and comment sheets

1. Certain rules must be followed in writing your thesis, reports and comment sheets. Your thesis and reports will have greater credence if you have researched and analyzed the contents yourself. The comment sheets submitted in the classroom should also reflect your own ideas. Plagiarism, or the unattributed quoting of other peoples' writings and papers as if they were your own, or having someone else write your papers for you are unethical, academically and socially. We ask that you strictly abide by the following rules in writing your thesis, reports and comment sheets. You must write your thesis, reports and comment sheets yourself. Asking someone else to write them for you or agreeing to write someone else's papers is not allowed.
2. You must always include a listing of all reference materials, data, information sources, and the like in your thesis and reports.

Formats for citing references vary according to the field and subject. Follow the specific guidelines of your class or seminar instructor. For general reference styles, refer to the University library website.

<http://www.tufts.ac.jp/library/guide/literacy/2005/2-6-6.htm>

For websites and other online references, specify the URL and the date when it was accessed. Websites that do not cite the academic basis for their content, such as information and publication sources, have little academic value and should not be used as references.

3. Failing to cite a source and writing as if you are presenting your own ideas is plagiarism. Such actions as copying text found on a website or in a book or other printed matter without citing your sources should never be done in writing a thesis or report. The same applies to a text in a foreign language that you translate yourself. You must always indicate that you have translated such text and, if necessary, should quote the text in the original language as well. Follow the instructions of your supervising instructor or language course instructor.

Failure to abide by these rules, even if unintended, is considered as cheating and inappropriate for a student. Students who are found to have cheated may have all of their credits for the quarter, or for the whole academic year in question, invalidated and otherwise will be punished in accordance with University regulations.

### 6 Taking graduate courses

#### Provisions for undergraduate students to take graduate courses in the Master's Program

Students who have made the required application and been approved may take Master's Program courses for up to 10 credits during their fourth year. With these credits, a student may apply at the time of matriculation to graduate school to shorten the duration of their Master's program and

acquire the remaining credits needed within one year. With this provision and the submission of a Master's thesis a student can receive a Master's degree in five years.

It should be noted, however, that depending on your field of specialization in graduate school, not all of the graduate school credits you acquired as an undergraduate will be counted for your Master's degree requirements. Also, in one year after entering graduate school, you must acquire all the remaining needed credits and write your Master's thesis at the same time. You should plan carefully and consult your supervising instructor for advice.

There are specific criteria for applying to take graduate courses as an undergraduate student and for the kinds of graduate courses that can be taken. Contact the graduate school desk of the Educational Affairs Division for details. The application period is generally late February of a student's third year (for April graduate school admission) and around mid to late August of your fourth year (for October admission). Make sure you have properly prepared before applying.

### **Transferring to other Schools**

Students may not transfer from the School of Japan Studies to other TUFSS Schools.

## Section 3

# Acquiring a Teaching Certificate

## For students wishing to acquire a teaching certificate

TUFS offers a teacher-training curriculum. Students can acquire a teaching certificate for junior and senior high schools by taking designated courses in addition to those required to graduate and by undergoing teacher's training practice.

The following types of teaching certificates can be acquired. In the School of Language and Culture Studies: Type I junior high school teaching certificate for foreign languages, Type I senior high school teaching certificate for foreign languages. In the School of International and Area Studies: Type I junior high school teaching certificate for social studies, Type I senior high school teaching certificate for geography and history. In the School of Japan Studies: Type I junior high school teaching certificate for Japanese, Type I senior high school teaching certificate for Japanese.

The types and subjects of teaching certificates that can be acquired at TUFS are listed in the Teaching Certification Guide.

Teaching certification requires taking Courses for Basic Understanding of Education and Courses on School Subjects & Teaching Methods. Credits for these courses are in addition to required credits and do not count towards the total number of credits needed to graduate. Junior high school teaching certification also requires nursing care practice.

Note, if you plan to study abroad or have transferred into the University in your third year, it may be difficult to acquire all the credits needed for teaching certification in the time you have left. You will need to plan your courses very carefully.

See the separately provided Teaching Certification Guide for details.

# I. Teaching curriculum outline

## Credits required to get a teaching certificate

Credits for Courses on School Subjects & Teaching Methods	Credits for Courses for Basic Understanding of Education	Course credits required by TUFS*	Course credits required by Education Personnel Certification Act, Article 66, paragraph 6
28 credits (junior high)	29 credits (junior high)	4 credits (junior high)	<ul style="list-style-type: none"> <li>Japanese Constitution: 2 credits</li> <li>Physical Education: 2 credits</li> <li>Foreign language communication: 2 credits</li> <li>IT operation: 2 credits</li> </ul>
24 credits (senior high)	25 credits (senior high)	12 credits (senior high)	

\* Credits exceeding the required number for the Courses on School Subjects & Teaching Methods can be applied.

Teaching profession transcript

1. Transcript ① Record of education related courses taken
2. Transcript ② Self-evaluation sheet

Nursing care practice & participation criteria  
(required for junior high school teaching certification)

1. By the academic year in which the practice will take place (required): Special Needs Education (1 credit)
- ↓
2. Application for nursing care practice must be submitted in March of the year in which the practice will take place (check notices for dates)
- ↓
3. Nursing care practice period: Late June to February of the following year  
Nursing care practice

Teaching practice

1. Early April of third year  
Student must contact desired school to request directly teaching practice
- ↓
2. Late May of third year  
Attend information meeting on teaching practice and get Teaching Practice Statement
- ↓
3. Late May to early September of third year  
Submit Teaching Practice Statement to Educational Affairs Division
- ↓
4. Late May to mid-October of third year  
TUFS sends letter of requests to host schools
- ↓
5. Late May to end of March of third year  
Receive a copy of letter of agreement from host school
- ↓
6. May to October of fourth year  
Teaching practice



## Section 4

# Study Abroad, Leave, and Readmission



# I. Study abroad

There are three ways to study abroad, in addition to short-term overseas study programs.

- ① TUFs student exchange program
- ② Leave of absence to study abroad
- ③ Leave of absence for overseas training

Procedures for each are shown in the table on the next page and explained in the Overseas Study and Credits Manual available at the Educational Affairs Division.

## ① TUFs student exchange programs

TUFs student exchange programs are programs lasting from 3 months to one year at collaborating overseas universities with which TUFs has student exchange agreements. In the case of both TUFs student exchange programs and taking a leave of absence to study abroad, a maximum of 60 credits from an overseas university will be accepted by TUFs. Students can go on a TUFs student exchange program in or after their third year. In some cases, the exchange agreement allows for students to study abroad after completing their second-year spring quarter exams.

Students wishing to apply for a TUFs student exchange program must take a screening exam in the fall quarter of the year before.

If a student wishes to go abroad after the end of spring quarter exams in their second year, they will need to take the screening exam in the fall quarter of their first year. This means they must start preparations from the spring quarter of their first year.

Students who wish to avail themselves of the TUFs student exchange program to go to a collaborating overseas university for one year from the fall quarter of their fourth year and return to graduate in September of the next academic year should consult the Educational Affairs Division in advance. It is recommended that students consult frequently with the Educational Affairs Division and the instructors in their School about their study abroad plans.

## ② Leave of absence to study abroad

Students can take a leave of absence to study abroad from their third year. In principal, the duration overseas must be from 6 months to one year. With prior application to the Educational Affairs Division, a maximum of 60 credits earned at the overseas university will be accepted at TUFs.

A student's leave of absence to study abroad should be approved by the faculty meeting. If not approved, you will study abroad taking leave of absence for overseas training (see the next section), and the credits earned at the overseas universities cannot be accepted at TUFs.

## ③ Leave of absence for overseas training

If you do not transfer the credits earned overseas to TUFs credits, a student may choose to apply for a leave of absence and study at an overseas university or language school.

Regarding leaves of absence, see II. Leave of Absence below.

## Methods of studying abroad

Procedures for TUFSS study abroad programs, leave of absence to study abroad, and overseas training are as follows.

	TUFSS student exchange program	Leave of absence	
		Study abroad	Overseas training or equivalent
Content	Applying through TUFSS to participate in a student exchange program with an overseas university with which TUFSS has an exchange agreement	Taking a leave of absence to study at an overseas university that TUFSS has approved as equivalent in quality.	Taking leave of absence to study at an overseas university or language school that the student has applied to on their own, or to undertake an internship or participate in a similar program.
Credits (Note 1)	Credits earned at the overseas university will be accepted by TUFSS (Note 2)	Credits from the host university can be accepted by TUFSS only if the student makes prior application for credit acceptance	Credits earned at the overseas university or language school will not be accepted by TUFSS.
Duration	3 months to one year	In principle, 6 months to one year	Maximum 3 years
Tuition	Tuition is paid to TUFSS and waived for the overseas university	TUFSS tuition is waived but student must pay host university tuition (does not apply for some countries)	TUFSS tuition is waived (may not be possible depending on the dates for the leave of absence)
Matriculation	Counted as part of academic year and regular attendance	Overseas study is not counted as part of academic year or regular attendance	Will need to repeat missed year (time overseas is not counted as part of academic year or regular attendance)
Year in which study abroad is allowed	After spring quarter exams of second year or third year and later	Third year or later	All years
Documents required before departure	Exchange program application, study abroad plan, letter of acceptance/contract (Forms can be acquired from and submitted to Student Exchange Division)	Leave of absence application, study abroad application, documents related to the host university, letter of acceptance, etc. (Forms can be acquired from and submitted to Educational Affairs Division)	Leave of absence application, letter of acceptance from host university, etc. (Forms can be acquired from and submitted to Educational Affairs Division)
Documents required upon return	Exchange program completion notice (to be submitted promptly upon return to the Student Exchange Division), application to have credits accepted and transcript from overseas host university, syllabi, etc. (Submit promptly after return to the Educational Affairs Division)	Application to have credits accepted and transcript from overseas host university, syllabi, etc. (Submit promptly after return to the Educational Affairs Division)	

Note 1: Credits must be approved by the Management Council. Apply for approval through the Educational Affairs Division. In some cases, the Council may decide not to approve credits earned overseas. Procedures are explained in the Overseas Study and Credits Manual available at the Educational Affairs Division.

Note 2: In the case of both TUFs student exchange programs and taking a leave of absence to study abroad, a maximum of 60 credits from an overseas university will be accepted by TUFs.

## II. Leave of absence

### 1 Leave of absence

Leave of absence is allowed with the approval of the University President when a student cannot attend classes for a continuous period of 2 months or longer. Students on leave of absence may not register for courses during that time.

International students on an exchange student visa (status of residence) must make sure to consult the Student Exchange Division before applying to the Educational Affairs Division for a leave of absence. International students on a student exchange visa (status of residence) who do not carry out their student activities for a continuous period of 3 months or longer and can give no acceptable reason for their lack of attendance, will lose their exchange student status of residence (Immigration Control and Refugee Recognition Act, Article 22, paragraph 4). Because of this, international students who wish to take a leave of absence without sufficient justification must promptly return to their country or apply to change to another visa status. Note, financial difficulties are not recognized as an acceptable justification.

### 2 Criteria for taking leave of absence

Criteria for taking leave of absence are as follows.

- (1) Inability to attend classes for a continuous duration of 2 months or longer due to illness
- (2) Inability to attend TUFs classes for a duration of 2 months or longer because the student will be attending classes at an overseas educational or research institution
- (3) Inability to attend TUFs classes for a duration of 2 months or longer because of overseas investigation or inspection tour
- (4) Inability to attend TUFs classes for a duration of 2 months or longer because of financial reasons
- (5) Other special circumstances not covered by the above

Reason	Illness, overseas study, overseas training, financial reasons, family reasons, career plan changes, etc.
Tuition	TUFs tuition is waived (there may be exceptions depending on the date of application for leave of absence)
Status	Repeat year before extended absence (time missed is not counted as part of academic year or regular attendance)
Years in which leave of absence may be taken	All years
Required documents and where to submit before taking leave of absence	Medical certificate, certificate of enrollment, other reference documents (submit to Educational Affairs Division)
When documents are to be submitted before going overseas	One month before taking leave of absence
Documents and submission deadlines for readmission after leave of absence	Students will automatically be readmitted upon the end of their leave of absence. No application procedures are required. When the leave of absence was due to illness, however, a medical certificate showing that a doctor has given permission for the student to resume studies must be submitted to the Educational Affairs Division.

### 3 Leave of absence procedures

Submit an application for leave of absence to the Educational Affairs Division one month before taking leave. Prepare the application as early as possible since it must be stamped by the student's guarantor and instructors of the relevant schools as follows.

School of Japan Studies: For first, second and third-year students, the Deputy Director in charge of educational affairs; for fourth-year students, the student's supervising instructor.

The leave of absence application is available at the Educational Affairs Division and can also be downloaded from the University website. Undergraduate students may take a leave of absence for up to 3 years in total, but application can only be made for one year at a time. To extend your leave of absence, you must apply again one month before the extension.

### 4 Procedures when a leave of absence ends

Students are automatically readmitted when a leave of absence ends. No application procedures are required.

See III. "Readmission" below.

### 5 Notes

See Section 4-I. "Overseas training" for information on taking a leave of absence to study abroad or attend an overseas language school.

# III. Readmission

## 1 Readmission

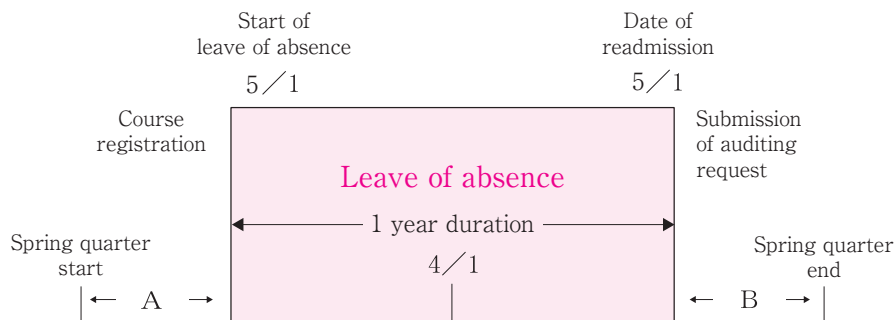
Students are automatically readmitted when a leave of absence ends. No application procedures are required. When the leave of absence was due to illness, however, a medical certificate showing that a doctor has given permission for the student to resume studies must be submitted to the Educational Affairs Division. When a student wishes to cut short their leave of absence and be re-admitted, an application for readmittance must be submitted to the Educational Affairs Division one month before the date on which the student wishes to be readmitted. Early readmission is allowed only if the application is approved.

## 2 Course registration after being readmitted

Auditing of classes that the student had registered for before taking leave of absence may be allowed. An application for continuing auditing must be submitted. See below.

### (1) Classes for which the duration is one quarter

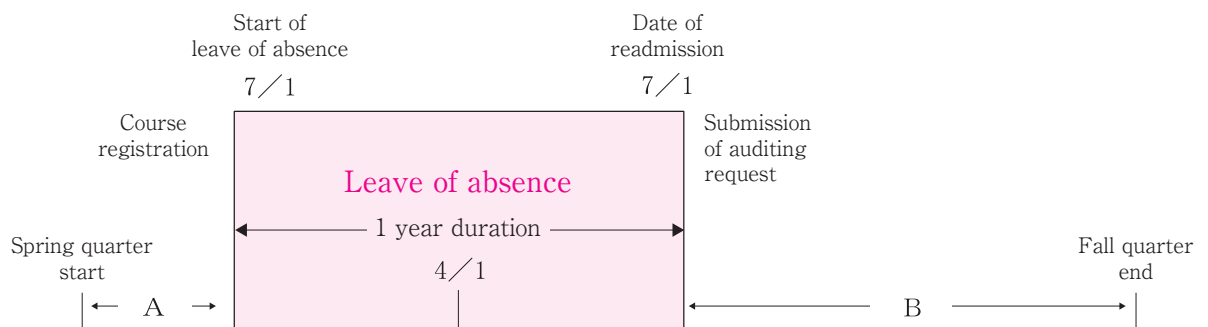
**Example:** The student takes a leave of absence from May 1 and is readmitted on May 1 of the following year (one-year leave of absence)



Auditing is allowed if the student attends the class for duration A before taking leave of absence and duration B after readmission.

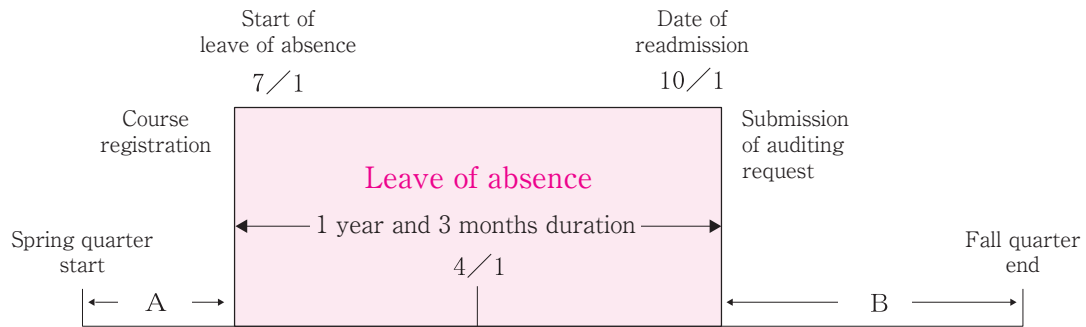
### (2) Classes held for the full year

**Example 1:** The student takes a leave of absence from July 1 and is readmitted on July 1 of the following year (one-year leave of absence)



Auditing is allowed if the student attends the class for duration A before taking leave of absence and duration B after readmission.

**Example 2:** The student takes a leave of absence from July 1 and is readmitted on October 1 of the following year (one year and 3 months leave of absence)



Even if the student attends the class for duration A before taking leave of absence and duration B after readmission, the attendance requirement cannot be met, and so auditing will not be allowed.

## Section 5

# Credits and Classes at Other Universities



# I. Transferring course credits at time of enrollment

## ① Certifying credits earned elsewhere by first year transfer students who have already graduated from a university or other educational institution

TUFS has a policy for evaluating and certifying course credits transferred by first-year transfer students from other educational institutions. The types of students transferring into TUFS include graduates of universities, 2-year colleges, technical colleges and vocational schools, students who withdrew from their institution before graduating, and those who have earned credits at other universities. In these cases, the transfer of course credits may be approved if equivalency can be found with TUFS courses.

This transfer credit certification must be applied for by a specified deadline. The application procedure is as shown below.

☆ Institutions and courses for which the credit transfer policy applies

- ① Domestic and overseas universities
- ② Domestic and overseas 2-year colleges
- ③ 2-year college advanced courses
- ④ Technical college advanced courses
- ⑤ University advanced courses
- ⑥ Technical college courses
- ⑦ Senior high school advanced courses
- ⑧ Vocational school courses extending for 2 years or more
- ⑨ Auditing students

Equivalent courses and maximum transfer credits that can be certified	Documents to be submitted	Deadline	Where to submit	Comments
GLIP English Foreign Languages Liberal Arts  Up to maximum of 60 credits total	<ul style="list-style-type: none"> <li>• Application for credit certification</li> <li>• Transcript from previous institution</li> <li>• Documents explaining course content</li> <li>• Graduation certificate or withdrawal certificate</li> </ul>	Early April See guide for enrollment procedures for specific date and procedures	Educational Affairs Division	<ul style="list-style-type: none"> <li>• Transfer credits will be evaluated and certified if they are found to be equivalent to TUFS courses.</li> <li>• In the case of technical colleges and vocational schools, only transfer credits for courses that meet university standards will be certified.</li> </ul>

## ② Certifying credits earned elsewhere by third year entrants who have already graduated from a university or other educational institution

TUFS has a system for evaluating and certifying course credits earned by third-year transfer students from other educational institutions when there is found to be equivalency with TUFS courses. The maximum of credits that can be certified is 62 credits. See the guide for enrollment procedures for details.

## ③ Status of third-year transfer students

- **Extent of length of study required and number of years a transfer student can remain at TUFS from the time of enrollment:** Enrollment must be in October. Third-year transfer students must take courses for 2 years and the maximum length of time they can remain at TUFS is 4 years.
- **Graduation criteria and degree:** A Bachelor of Arts Degree in Languages and Area Studies will be conferred on those who have earned the minimum number of credits required to graduate (125 credits including certified transfer credits) as shown in the table in Section 1, IV.
- **Third-year transfer students:** A third-year student who transfers to TUFS in 2021 must meet the credit requirement for graduation that applied in 2019.

## II. Outbound student exchange programs

### ① Credit exchange program

Under the credit exchange program, a TUFS student attending classes at a university with which TUFS has a credit exchange agreement will have the credits earned at the collaborating university deemed equivalent to credits earned at TUFS. Under the program, a TUFS student can earn up to 60 credits for courses attended at another university.

When opting to attend courses at another university, students are reminded that they should keep the commuting time in mind. The 50-credit rule for the number of credits that can be earned in one year does not apply for credits earned through courses taken at another university under the credit exchange program.

(1) Consortiums with credit exchange agreements and application periods. Check postings for detailed information.

	Consortium credit exchange agreements	Consortium universities other than TUFS	Year of outbound exchange	Application period
①	Tama Area 5 National Universities Consortium credit exchange agreement	The University of Electro-Communications, Tokyo Gakugei University, Tokyo University of Agriculture and Technology, Hitotsubashi University	Second year and later	Every year, late January and early June
②	Confederation of the Four Universities credit exchange agreement	International Technical Writing Course with Tokyo Institute of Technology Overseas Cooperation Course with Tokyo Medical and Dental University, Tokyo Institute of Technology, Hitotsubashi University	Second year and later	Every year, late January ※ A certificate of completion is issued upon earning the required credits for the Technical Writing Course and Overseas Cooperation Course
③	Three Universities Initiative credit exchange program	University of Electro-Communications, Tokyo University of Agriculture and Technology	First year and later	Every year, late March or early April
④	Tama Academic Consortium (TAC) credit exchange program	Kunitachi College of Music, Musashino Art University, Tsuda University, International Christian University, Tokyo Keizai University	Second year and later	Every year, late March or early April

- (2) Universities with which TUFSS has credit exchange agreements and application periods. Check postings for detailed information.

	University	Outbound year	Application period
①	Ochanomizu University	Second year and later	Every year, late March or early April
②	Tokyo Metropolitan University	Second year and later	Every year, late March or early April and early September
③	International Christian University	Second year and later	Every year, late March or early April
④	Tsuda University	Second year and later	Every year, late March or early April
⑤	Tokyo Christian Women's University	Third year and later	Every year, late March or early April
⑥	Nagoya University of Foreign Studies	Second year and later	not available (inbound only)
⑦	Seisen University	Second year and later	Every year, late March or early April
⑧	Soka University	Second year and later	Every year, late March or early April
⑨	Toyo University	Second year and later	Every year, late March or early April

## ② Common elements of the credit exchange programs

### (1) Eligibility

Undergraduate students in years shown in the tables above (excluding students auditing undergraduate courses and research students)

### (2) Quotas

To be decided by the host university (some host universities set limits on the number of students they will accept)

### (3) Courses

The outbound student can take courses designated by the host university.

### (4) Application periods

- As shown in the tables. Details will be announced at the end or beginning of the academic year.
- In some cases, two or three times a year, depending on the university

### (5) Decision to accept outbound students

- Decided by the host university
- If the host university has a limit set on the number of students it will accept, the home university will screen applicants first and the host university will make the final decision.

### (6) Course cancellation

Courses at the host university may be cancelled if none of the host university students register for the course.

### (7) Status at host university

Special auditing student (some universities may use a different term)

### (8) Attendance duration

A semester or within 1 year (the duration of a semester depends on the host university's term system.)

### (9) Student ID

The host university will issue a special auditing student ID

### (10) Exams

- When there is a conflict in the timing of exams between the host and home universities, the

home university may arrange for the outbound student to take the exam at another time.

- Supplementary exams will not be provided if the student does not take the exam or fails the exam.

#### **(11) Grades**

- The host university will grade the outbound student.
- The home university will decide the grade evaluation and credit certification criteria.

#### **(12) Cancelling participation in the outbound program**

Outbound students must notify the Educational Affairs Division if they decide to drop out of the program.

#### **(13) Use of facilities**

- Outbound students who have been accepted by the host university may use the host university's facilities.
- The extent to which the outbound student may use the facilities will be decided by the host university.
- Outbound students may not, in principle, commute to the host university campus by bicycle, motorbike or car.

#### **(14) Tuition**

- Tuition will not be charged.
- However, some host universities may ask students to cover the costs of such things as training and experiments.

#### **(15) Insurance**

Outbound students should make sure to enroll in Personal Accident Insurance for Students Pursuing Education and Research. Some host universities will not accept students who are not covered by insurance.

#### **(16) Other matters**

- Outbound students must abide by the rules and regulations of the host university.
- Other criteria are, in principle, decided by the host university.
- Refer to the individual university and consortium call for applications issued between late March and early April for details.

### **3 Consortium of the Four Universities credit exchange agreement**

#### **International Technical Writing Course with the Tokyo Institute of Technology**

With rapid globalization and an increasingly borderless world, not only corporations, but whole industries are expanding overseas on an almost daily basis. Technicians need to be able to read technical documents in foreign languages, write papers and specifications in foreign languages, announce outcomes in foreign languages, and negotiate in foreign languages. There is, as well, a pressing need to foster communication experts who understand technical language, are well versed in international affairs, and can work closely with technicians.

This course aims to train international engineers and technical writers and provide outstanding human resources for globalized business areas.

The curriculum is directed at fostering an expert who has a practical and highly advanced level of foreign language ability and knowledge of basic engineering concepts. The objective is to foster

internationally astute people who are not only fluent in English as a major global language, but also well informed about Japan's industrial partners in the United States, Asia, Europe, and Central and Southern America and familiar with their languages, regional characteristics and culture.

Students who fulfill the requirements given below will be issued a Technical Writing Course certificate of completion by the Consortium of the Four Universities.

### ■ Course outline

- Students earn a total of 20 credits from the two universities. (Each university requires more than 10 course credits. Students must earn at least 6 credits in the “recommended subjects” and at least 4 credits in the “special subjects” offered by TUFS (at least 10 credits in total), and more than 10 credits in subjects offered by the Tokyo Institute of Technology, for a total of 20 credits.)
- Academic advisor  
Course supervisor: Otani Naoki
- Notes  
This course is part of a joint program with the Tokyo Institute of Technology and is separate from the courses in the School of Languages and Culture Studies, the School of International and Area Studies.
- For details on course subjects and credits, refer to the call for applications that will be distributed in January.

### Overseas Cooperation Course with Tokyo Medical and Dental University, Tokyo Institute of Technology, and Hitotsubashi University

In the twenty-first century, overseas cooperation and technology development will require outstanding human resources with broad vision, expertise, and a high level of skills in specialized technology. Universities are already striving to train just such human resources. This course is a jointly undertaken project of four universities with the objective of fostering human resources with broad expertise and capabilities.

The course brings together students with a diversity of backgrounds from each university to deepen their understanding of other fields, broaden their perspective, and acquire the expertise needed to play a meaningful role in a globalizing society.

Students who fulfill the requirements given below will be issued a certificate of completion bearing the name of the course.

### ■ Course outline

- For all 4 universities, a total of 20 credits to be earned (12 credits from the student's home university and 2 credits or more each from the other universities for the remaining 8 credits).
- Academic advisor  
Course supervisor: Narita Takashi
- Notes  
This course is part of a joint program with the Tokyo Medical and Dental University, Tokyo Institute of Technology and Hitotsubashi University and is separate from the courses in the School of Languages and Culture Studies, the School of International and Area Studies.
- For details on course subjects and credits, refer to the call for applications that will be distributed in January.



## Section 6

# Notes and FAQs



## ① Limits on course attendance and enrollment durations for general students and transfer students

Article 14, paragraph 1 of the University Regulations stipulates that for general students, course attendance is normally to 4 years and for students transferring into the University in their third year, the duration is normally 2 years. According to Article 15, enrollment duration must not exceed twice the normal duration of the course attendance duration.

## ② Issuance of certificates

The automatic certificate machines will issue the certificates listed below between 9:00 and 17:00, on Monday through Friday, (excluding national holidays, (including national holidays on which classes are held), University year-end and summer holidays). Certificates that cannot be provided by the automatic machines will take several days to issue and students are reminded to apply for them early.

- Certificate of enrollment (Japanese / English)
- Transcript (Japanese / English)
- Certificate of expected graduation (for fourth-year students; Japanese / English)
- Health certificate (only for those who underwent the University's regular health checks; Japanese)

For English versions and other types of certificates, an application must be made at the Educational Affairs Divisions Information Desk using the form provided. Applications can also be made by post. Include a note with the information listed below and a copy of your Student ID card or other ID.

- ① Student number, name, date of birth, year of enrollment
- ② Type of certificate required
- ③ Number of copies required
- ④ Reason why certificate is needed and where it will be submitted
- ⑤ Indicate whether the certificate should be provided in sealed envelope or not

Time required to issue certificates: 3 days for Japanese certificates, 7 days for English certificates, certificates related to teaching courses, and other special certificates (excluding weekends, national holidays (including national holidays on which classes are held), University year-end and summer holidays). There are no handling fees, but you must supply a self-addressed envelope with postage stamp if you want the certificate mailed to you.

The automatic certificate machines cannot be used by persons who have graduated and left the University. In that case, you will need to apply at the Educational Affairs Divisions Information Desk or by post mail. Please note that it will take several days to issue the required certificates.

## ★ Notes regarding the certificate of expected graduation

In issuing the certificate of expected graduation, the University does not confirm whether the number of credits the student has earned to date fulfills the required number or other conditions for graduating. The document only certifies that the student can be expected to graduate if all

required credits and other conditions are met. Based on this premise, the certificate is issued only to registered fourth-year students.

Students are responsible for keeping track of their own credits and ensuring that they earn the required number of credits for graduation. It should be noted that even if a student miscalculates their credits, the automatic certificate machine will still issue the certificate.

### ★ Issuing of student report for application to graduate school

When a student report is required, such as for applying to graduate school, you must bring the required form to the Educational Affairs Division to be filled out and stamped. Make sure you bring the correct form and submit it along with a certificate application form.

The student report cannot be issued immediately. Confirm ahead of time how long it will take and apply accordingly.

When the University stamp is required for a letter of recommendation, the student should make the request directly to the instructor being asked to write the recommendation. Submit the letter along with an application form requesting the instructor's stamp.

### ③ Change of address: Students and/or guarantors

Submit any change of address as soon as possible to the Educational Affairs Division. Don't forget that when you move you must notify the local municipality by submitting a change of residence notification document.

### ④ Lost or damaged Campus Cards (student ID)

Immediately notify the Educational Affairs Division if you damage or lose your student ID card and submit an Application for Re-issue of Campus Card. It will take about one week to issue a new card.

### ⑤ Notices regarding credits earned

When a student fails to earn the required number of credits for the advancement to the next year (or for an equivalent purpose) or will remain enrolled beyond 4 years because of failing to earn the 125 credits required to graduate, a notice explaining this will be sent to the student's guarantor. (This does not apply if the student is on leave of absence or participating in a TUFs student exchange program).

To abide by the protection of personal information provisions, students are asked at the time of initial enrollment whether they will give the University permission to do this. Notices are not sent out if the student has so requested.

## II. FAQs

**Q 1 Can any course registrations be amended as long as it is within the course registration amendment period?**

**A** Amendments can be made for courses that have not yet started. Note, however, that the registration of your Graduation Project (a full year course) at the beginning of the first quarter of your fourth year cannot be changed in later quarters.

**Q 2 What languages can I study in the Foreign Languages Course?**

**A** You can choose languages other than your native language. See “Foreign Language Courses” in Section 2, II.

**Q 3 I will be going abroad to study and want to graduate in September. What do I need to do? (April entrant)**

**A** If you wish to graduate in September, make sure to submit an application for September graduation when you register your courses in April. You must meet the following two criteria to be eligible.

- ① As of September 30 of the academic year in which you will graduate, you have been enrolled for a total of 4 years or more from the first through the fourth year (one year or more for each academic year).
- ② As of September 30 of the academic year in which you will graduate, you have 125 or more of the credits required to graduate. For details, see “Procedures for September graduation” in Section 1, VI.

Note, however, if you will be studying overseas for one year on the TUFs student exchange program from the fall quarter of your fourth year, and you wish to graduate in September after you return, please consult the Educational Affairs division ahead of time.

**Q 4 Intensive courses**

**(Q-1) When are the intensive courses held?**

**(Q-2) How do I register for an intensive course?**

**(Q-3) I can't find the intensive course dates and times in the class schedule.**

**Where do I need to look?**

**A-1** Intensive courses take place in the summer and winter quarters.

**A-2** Intensive courses need to be registered at the same time as other courses. For example, if you want to attend an intensive course in the winter, you can register for it during any of the registration periods in the spring, summer, fall, or winter quarters.

**A-3** Sometimes the schedule for the intensive course is not decided by the class registration time. In such cases, notices will be posted later to all students.

Intensive courses for which the schedule is already set can be registered at the time of class registration for the spring quarter. If you are planning to attend two or more intensive lectures, you will only be able to register one if their times overlap for even just one hour.

**Q 5 I want to meet directly with my instructor to discuss my courses. Is that possible?**

**A** All instructors have office hours during which students can meet with them to ask questions and get advice. See the separately provided Student Handbook for office hours.

## Credit certification

### **Q 6 I have questions about the grades I got. Can I ask the University to investigate?**

- A** If you have questions about your grades for a specific course, you can request an explanation from the instructor through the Educational Affairs Division. You must submit the required form to the Educational Affairs Division during the period specified after grades are posted on the Gakumu Information System. You should not approach your instructor directly. Inquires can only be made for TUFS courses. You cannot question grades received for courses taken at another university under the credit exchange program. Auditing students and non-regular students are also excluded under this policy.

## Leave of absence and readmission

### **Q 7 I want to take a leave of absence. Do I have to continue paying tuition?**

- A** In principle, tuition is waived while a student is on leave of absence. Note, however, that there may be a charge depending on the start date of the leave or when it was applied for. Submit the application for leave of absence to the Educational Affairs Division. There is no need to apply separately to the Finance and Accounting Division. See the appropriate page in the Student Handbook for details.

### **Q 8 Is there a limit on how long a leave of absence can be?**

- A** The total time allowed for leave of absence is 3 years, but you can only apply for leave for a maximum of one year at a time. If you wish to continue a leave of absence, you must reapply one month before the end of the leave you are currently on by submitting a new application for leave of absence.

### **Q 9 Can a certificate of enrollment or a transcript still be issued even if I am on a leave of absence?**

- A** Various certificates can still be issued even if you are on leave, but you cannot register for classes.

### **Q10 I want to be re-admitted in the middle of the academic year. Will it still be possible to earn credits?**

- A** If you are re-admitted in the middle of the academic year, you can still register for courses in the next quarters. Students re-admitted in the middle of a quarter can still earn credits at the end of that quarter or at the end of the academic year, if they meet the criteria explained in Section 4, III. See Section 4, III. "Readmission" for details.

### **Q 11 How do I withdraw from the University? What happens if I just leave without following any of the required procedures?**

- A** Submit an application to withdraw and your student ID to the Educational Affairs Division at least one month before the date on which you plan to withdraw. As with an application for leave of absence, you will need your guarantor's stamp on the application form. First,

second and third-year students must also get the stamp of the Deputy Director in charge of educational affairs and fourth-year students must get the stamp of their supervising instructor. The application should be made in ample time to get the necessary stamps.

You will not be allowed to withdraw if you have not paid the tuition for the full quarter, even if you are withdrawing in mid-quarter. The amount covered by a leave of absence will be waived.

If you fail to make the above application and leave the University without paying tuition, you may be expelled from the University at the end of the academic year.

**Q12 Can I take an entrance exam for another university while I am still enrolled in TUFFS?**

**A** Yes, you can, but you must submit ahead of time an application for permission using the required form. First, second and third year students must get the stamp of the Deputy Director in charge of educational affairs and fourth-year students must get the stamp of their supervising instructor. The application must be submitted to the Educational Affairs Division.

**Q13 I recently moved. Do I need to let the University know my new address?**

**A** A change of address should be made online on the Gakumu Information System as soon as possible. Don't forget that when you move you must notify the local municipality by submitting a change of residence notification document.

**Q14 My guarantor has changed. Are there any documents I should submit?**

**A** When changing guarantors, you must submit the following documents to the Educational Affairs Division.

- Change of Guarantor Notification
- Pledge (signed by the new guarantor)

**Q15 I don't know how to use the Gakumu Information System.**

**A** You can log onto the Gakumu Information system with the ID and password issued by the Information Collaboration Center. An ID and a password are given to each student after confirming their identity in the Academic Literacy class that all first-year students must take in the spring quarter. Promptly contact the Information Collaboration Center, located on the fourth floor of the Library building, if you have lost or forgotten your ID and password.

