

## 1. What are the “Fundamental Japanese Courses (JLPTUFS)”?

- The "Fundamental Japanese Courses (Japanese Language Program of TUFS)" is a program of Japanese classes which are intended to enable international students studying at TUFS to acquire sufficient Japanese language proficiency that they can study and conduct research at a Japanese university.
- This program covers 7 levels of Japanese language proficiency: Elementary 1, Elementary 2, Intermediate 1, Intermediate 2, Pre-Advanced, Advanced 1, and Advanced 2.
- Each level consists of "Integrated" classes and "Focused" classes. In the Integrated classes, students comprehensively learn all four skills (reading, listening, writing, and speaking). Focused classes are each devoted to a particular topic, such as grammar, Kanji, reading comprehension, listening comprehension, writing communication and oral communication.
  - ☞ "3. Types of Classes Offered (p.2)"
- Japanese language classes are offered in the Spring Quarter (April to July) and in the Fall Quarter (October to January). Each quarter has 13 weeks.

★ Classes in the Fundamental Japanese Courses (JLPTUFS) will primarily be conducted in person, rather than online.

## 2. Who Can Take Classes in This Program?

- The table below shows which category of student (①～⑥) can take which classes
- The "◎" and "○" in the table indicate the classes that can be taken. If there are a large number of students who wish to take the classes, the students with the "◎" will be prioritized. As a general rule, students cannot take classes with "－". Also, auditing is not permitted in this program.

〈Category of International Students and Classes Available〉

Student Category	Integrated	Focused
① Undergraduate Students	◎	◎
② Japanese Studies Students	◎	○
③ ISEPTUFS Students	○	○
④ Research Students	○	○
⑤ Visiting Students	－	○
⑥ Others (PCS Students, HIPS Students, etc.)	－	○

### 3. Types of Classes Offered

- The table below lists the Japanese language classes offered in Spring 2025.
- "Integrated Japanese 101, 201, 301, 401 and 501" each meet 5 periods per week (5 credits), "Integrated Japanese 601" meets 3 periods per week (3 credits), and "Integrated Japanese 701" meets 2 periods (2 credits) per week. "Focused" classes each meet 1 period (1 credit) per week. A period at TUFS is 90 minutes long.
- New students' proficiency levels will be determined by the placement test. The proficiency levels of students that are continuing from the previous term will be determined based on their grades and the classes that they took in the previous quarter.
- Please read "6. Notes on Course Registration (pp. 6-7)" carefully when deciding which classes to take.

#### 〈Fundamental Japanese Classes Offered in Spring 2025〉

Level	Integrated Classes	Focused/ Topic Classes (1 period)							
Elementary 1 100~	101 (5 periods)		reading 112		writing 114	oral 115			Kanji 900
Elementary 2 200~	201 (5 periods)		reading 212	listening 213	writing 214	oral 215			Kanji 901
Intermediate 1 300~	301 (5 periods)		reading 312	listening 313	writing 314	oral 315			Kanji 902
Intermediate 2 400~	401 (5 periods)	grammar 411	reading 412	listening 413	writing 414	oral 415			Kanji 903
Pre-Advanced 500~	501 (5 periods)	grammar 511	reading 512	listening 513	writing 514	oral 515			Kanji 904
Advanced 1 600~	601 (3 periods)	grammar 611	reading 612	listening 613	writing 614	oral 615	current 616		
Advanced 2 700~	701 (2 periods)	grammar 711	reading 712	listening 713	writing 714	oral 715	current 716	business 718	

※oral = Oral Communication, current = Current Japanese Studies, business = Business Japanese

※Listening 213 is offered only in Fall.

★ For details on each class, please see the "Syllabus" on the Gakumu Information System.

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

★ The timetable for Spring 2025 can be downloaded from the URL below.

〈[https://www.tufs.ac.jp/english/student/international\\_student/Japanese\\_Program.html](https://www.tufs.ac.jp/english/student/international_student/Japanese_Program.html)〉

■ The table below shows the approximate levels offered in the JLPTUFS.

〈Approximate Course Levels〉

Level	At the start of the course	Goals at the end of the courses		
		Goals	JLPT	CEFR
Elementary 1 (100)	Novice	Lower elementary	N5	A1
Elementary 2 (200)	Lower elementary I	Upper elementary	N4	A2
Intermediate 1 (300)	Upper elementary	Lower intermediate	N3	B1.1
Intermediate 2 (400)	Lower intermediate	Upper intermediate	N3~N2	B1.2
Pre-Advanced (500)	Upper intermediate	Pre-advanced	N2	B2.1
Advanced 1 (600)	Pre-advanced	Lower advanced	N2~N1	B2.2
Advanced 2 (700)	Lower advanced	Upper advanced	N1	C1
Upper Advanced *(There are no courses offered at this level)	Upper advanced			

Notes

- The JLPT (Japanese Language Proficiency Test) and CEFR (Common European Framework of Reference for Languages) levels reflect the goals to be reached at the end of the courses but do not necessarily reflect the actual levels of students who have taken these courses.
- The actual Japanese level of students at each level varies widely.
- The JLPTUFS offers classes aimed at improving students' academic Japanese proficiency and does not offer classes aimed at passing the JLPT.

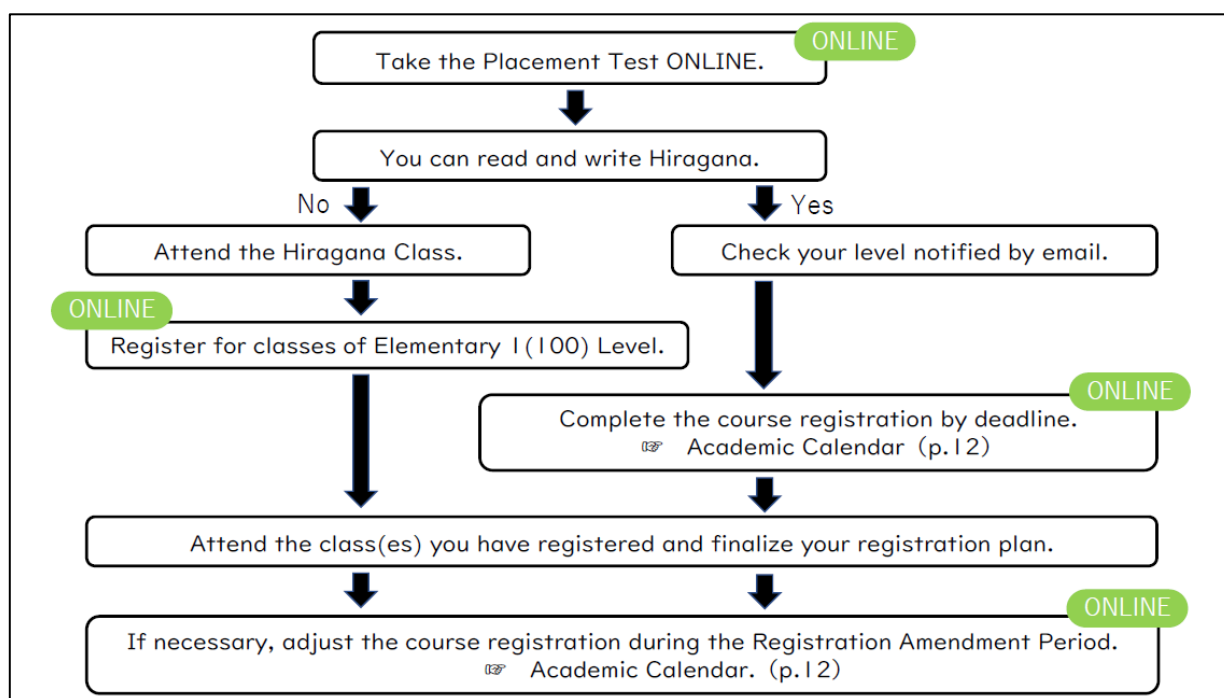
#### 4. Course Registration Procedures for New Students

- Students planning to take the Fundamental Japanese Courses (JLPTUFS) for the first time need to register for the classes according to the procedures shown below.
- Course registration can be done online through the Gakumu Information System. Visiting Students and other students (PCS Students, HIPS Students, etc.) will be notified individually.

<<https://gakumu-web1.tufs.ac.jp/Portal/Login.aspx>>

★ Students will be informed individually by email regarding the specifics of how the placement test will be conducted.

##### <Registration Procedures for New Students>



Students placed at the "Upper-Advanced" Level by the Placement Test are NOT required to take any classes in the Fundamental Japanese Courses (JLPTUFS). It is recommended that these students take subjects taught in Japanese in the Undergraduate Program to brush up on their Japanese. However, if necessary, they may take up to three class periods worth of JLPTUFS classes in each quarter.

## 5. Course Registration Procedures for Continuing Students

- Students who took Fundamental Japanese Courses (JLPTUFS) in Fall 2024 or before can register for classes according to the following procedures.
- Course registration can be done online through the Gakumu Information System. Visiting Students and other students (PCS Students, HIPS Students, etc.) will be notified individually.

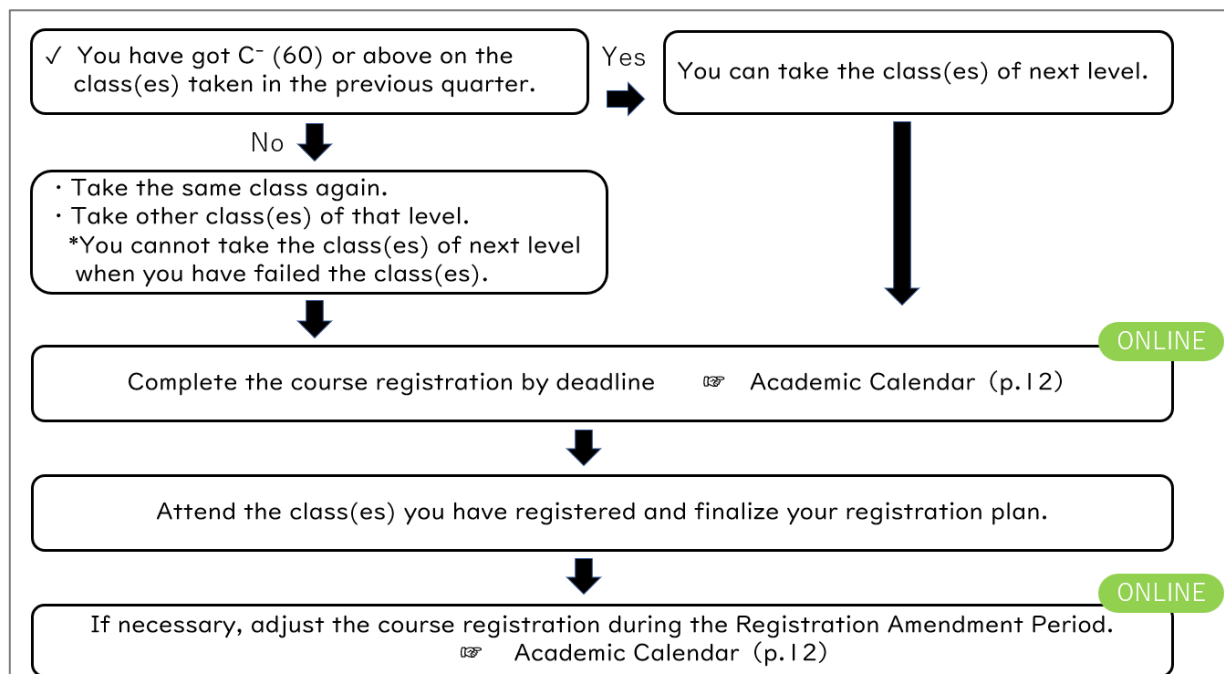
〈<https://gakumu-web1.tufs.ac.jp/Portal/Login.aspx>〉

- For continuing students, if their grades in the previous quarter were "C- " (60 points) or above, they can take the classes from the next level in this quarter.

☞ "11. Grades and Evaluation (p.9)"

- Example 1: student earned a B (75 points) in "Integrated 301" in Fall 2024  
→ they can register for "Integrated 401" in Spring 2025
- Example 2: student earned an A- (80 points) in "Kanji 902" in Fall 2024  
→ they can register for "Kanji 903" in Spring 2025
- Example 3: student received an F (below 60 points) in "Listening Comprehension 613" in Fall 2024  
→ they CANNOT register for "Listening Comprehension 713" in Spring 2025

### 〈Registration Procedures for Continuing Students〉



Students who have passed the Level 700 classes by Fall 2024 are NOT required to take any more classes in the Fundamental Japanese Courses (JLPTUFS). It is recommended that these students take subjects taught in Japanese in the Undergraduate Program to brush up on their Japanese. However, if necessary, they may take up to three class periods of JLPTUFS classes in each quarter.

## 6. Notes on Course Registration

### Recommended Number of Periods to Be Taken (1 class periods = 1 credit)

- It is recommended that students at Level 100-600 take at least 3 periods per quarter in order to improve their Japanese proficiency.
- There is a limit to the number of periods that ISEPTUFS Students and Research Students can register for (p.7).

### Registration for Integrated Class

- When taking an "Integrated" class, students must attend all 5 periods per week (3 for "Integrated Japanese 601" and 2 for "Integrated Japanese 701"). If two sections of a class are offered (A and B), students are to register for either A class or B class and attend only the class they have registered for.

### Registration for Kanji Class

- When taking a Kanji class, students must register for the class corresponding to their level as shown in the table below.
  - Example 1: Elementary 2 (200) Level students  
→ can only register for "Kanji 901".
  - Example 2: Intermediate 2 (400) Level students  
→ can register for either "Kanji 902" or "Kanji 903".
- Students should choose a class that suits their reading and Kanji writing ability. Students who cannot decide which class to take should consult with a Kanji class instructor.

#### <Japanese Class Levels and Their Corresponding Kanji Classes>

Level	Kanji Class (JLPT Level)
Elementary 1 (100)	Kanji 900 (N5)
Elementary 2 (200)	Kanji 901 (N4)
Intermediate 1 (300)	Kanji 901 (N4) OR Kanji 902 (N3)
Intermediate 2 (400)	Kanji 902 (N3) OR Kanji 903 (N2)
Pre-Advanced (500)	Kanji 902 (N3) OR Kanji 903 (N2)
Advanced 1 (600)	Kanji 903 (N2) OR Kanji 904 (N1)
Advanced 2 (700)	Kanji 903 (N2) OR Kanji 904 (N1)
Upper-Advanced	NOT required

## || Changing the Class Level

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- As a general rule, students should take classes at the level where they are placed. However, students are free to take integrated and focused classes one level above or below their assigned level.
  - Example 1: a student could choose to take "Integrated 301" and "Reading 412"
  - Example 2: a student could choose to take "Integrated 701" and "Listening 613"
  
- If a student wishes to take a class which is two or more levels above or below their proficiency level as determined by their placement test or previous classes, they must consult with the instructor of the class they wish to take and obtain permission.

## Upper Limit for Registration for Japanese Language Classes

\*ISEPTUFS Students and Research Students Only

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- As shown in the table below, ISEPTUFS Students and Research Students have an upper limit on the amount of Japanese language classes that they can register for in each quarter.

### 〈Upper Limit for Registration for Japanese Language Classes〉

Type of Registration Level	Integrated Type: Register Integrated Class	Focused type: Register Focused Classes only
Level 100-500 (Up to 6 periods) LIMITED	1) Integrated Class (5 periods) only or 2) Integrated Class (5 periods) + Focused Class (1 period)	Focused Classes only (1-6 periods)
Level 600 (Up to 6 periods) LIMITED	1) Integrated Class (3 periods) only or 2) Integrated Class (3 periods) + Focused Class(es) (1-3 periods)	Focused Classes only (1-6 periods)
Level 700 (Up to 3 periods) RECOMMENDED	1) Integrated Class (2 periods) only or 2) Integrated Class (2 periods) + Focused Class (1 period)	Focused Classes only (1-3 periods)
Upper-Advanced Level students are NOT required to take classes in JLPTUFS. However, if necessary, they can take up to three class periods.		

- Undergraduate Students and Japanese Studies Students:
  - Level 100 to 600: There is no upper limit on the number of class periods that can be taken.
  - Level 700: It is recommended that students take up to three class periods in each quarter.
  - Upper-Advanced Level: Students do not have to take any courses, but they may take up to three class periods worth of JLPTUFS classes in each quarter if necessary.
  
- Visiting Students and other students (PCS Students, HIPS Students, etc.) should determine which classes they will take in consultation with their academic advisor (p.10).

## 7. Purchasing Textbooks

- Students are to purchase textbooks as soon as they have decided on their classes. Textbooks can be purchased at the University CO-OP bookstore. The details, such as business hours, can be found on the bookstore's website.

<<https://www.univcoop.jp/tufs/index.html>>

## 8. Class Attendance

- In order to acquire a high level of Japanese language proficiency, active participation in class is very important. Students are required to attend all classes, unless there are special circumstances which make it difficult or impossible for them to attend.
- As a general rule, in the Fundamental Japanese Courses (JLPTUFS), students with poor attendance (below 80%) will receive an F (Fail), unless there are special circumstances justifying their absence.
- The Immigration Services Agency of Japan requires TUFs to report the students' class attendance as needed. If attendance is not sufficient, students may lose their status as an international student.

## 9. Examinations

### || Midterms, Finals and Make-up Exams

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- When taking exams, such as midterm exams and final exams, students must follow the instructions of the class instructor and obey the test-taking rules which have been put in place.
- Students who cannot or could not take an exam due to unavoidable reasons, such as illness, accidents, or family emergencies should consult with the class instructor to take a make-up exam.

## 10. Academic misconduct

- Students who are found to have cheated in exams will have all of their course registration for the quarter invalidated. There are severe punishments for cheating during exams as well as for other forms of academic misconduct, such as plagiarism in assignments. Students MUST NOT commit dishonest acts or acts that could be suspected of being dishonest.

< [https://www.tufs.ac.jp/documents/abouttufs/public\\_info/regulations/rev1128\\_E\\_11\\_15gakubu\\_tuusoku.pdf](https://www.tufs.ac.jp/documents/abouttufs/public_info/regulations/rev1128_E_11_15gakubu_tuusoku.pdf)>



## 11. Grades and Evaluation

- In the Fundamental Japanese Courses (JLPTUFS), grades will be given according to the 11-scaled grading system from S to F, as shown in the table below.
- The details regarding evaluations in each class can be found in the "Syllabus" on the Gakumu Information System.
- Undergraduate students, ISEPTUFS Students and Japanese Studies Students can check their grades on the Gakumu Information System. Research students should contact the Student Exchange Division.

〈Grades and Evaluation〉

Score	Grade	GP (Grade Point)	Evaluation
100~90	S	4.0	Pass
89~87	A <sup>+</sup>	3.7	
86~83	A	3.3	
82~80	A <sup>-</sup>	3.0	
79~77	B <sup>+</sup>	2.7	
76~73	B	2.3	
72~70	B <sup>-</sup>	2.0	
69~67	C <sup>+</sup>	1.7	
66~63	C	1.3	
62~60	C <sup>-</sup>	1.0	
59~0	F	0.0	Fail

## 12. Issuance of Certificates

- The certificates listed below can be issued upon request. Undergraduate Students should apply to the Educational Affairs Division. ISEPTUFS Students, Japanese Studies Students, and Research Students should apply to the Student Exchange Division.
  - (1) Transcript of Grades
  - (2) Attendance Record
  - (3) Recognition of Credit Certificate
  - (4) Other Documents

## 13. Inquiry

### || About Japanese Classes

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- Please consult with the class instructor regarding the following:

- (1) Questions regarding the class
- (2) Questions regarding studying Japanese
- (3) Questions regarding textbooks or class materials
- (4) Questions regarding absence from class
- (5) Questions regarding exams
- (6) Questions regarding grades and evaluation

### || About Studying in General

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- Please consult with your academic advisor regarding the following:

- (1) Questions regarding course registration
- (2) Questions regarding credits or completion of the program
- (3) Concerns regarding personal problems
- (4) Questions and concerns regarding studying that you cannot consult your instructor about
- (5) Questions regarding an extended absence from class
- (6) Questions and concerns regarding living in Japan
- (7) Questions and concerns regarding travel outside of Japan, including returning to your home country

#### <Academic Advisors>

Student Category	Academic Advisor
Undergraduate Students	NAKAI Yoko
ISEPTUFS Students	NAKAI Yoko
Japanese Studies Students	HANAZONO Satoru
Research Students	NAKAI Yoko
Visiting Students	-
Others (PCS Students, HIPS Students, etc.)	NAKAI Yoko

- Students can also consult with the Student Counseling Room or the Health Care Center.

## || About Other Consultations

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- Please consult with the Student Exchange Division regarding the following:

- (1) Questions and concerns regarding course registration in general
- (2) Questions regarding issuance of certificates and documents
- (3) Changes in your address or phone number

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

- (1) Plans to return to your home country or travel outside of Japan

### <List of Contacts>

Division in Charge	Office	Phone	Email
Student Exchange Division (ISEPTUFS Students Only)	Administration Bldg. 1F	042-330-5182	inbound@tufs.ac.jp
Student Exchange Division (Other Students)	Administration Bldg. 1F	042-330-5184	ryugakusei- kyouiku@tufs.ac.jp
Educational Affairs Division	Administration Bldg. 1F	042-330-5168	kyoumu-kakari@tufs.ac.jp
JLC Office	JLC Bldg. 1F	042-330-5761	jlc-jim@tufs.ac.jp

## 14. Academic Calendar for JLPTUFS

- The academic calendar for JLPTUFS in Spring 2025 is as follows. Students should check the university HP as the schedule may change <<https://www.tufs.ac.jp/english/student/calendar/>>

<Academic Calendar for JLPTUFS Spring 2025>

★Spring Quarter 2025 (April 1<sup>st</sup>, 2025 to July 21<sup>st</sup>, 2025)

Event	Schedule (Tentative)
Placement Test (ONLINE)	March 17 (Mon.) to March 24 (Mon.) *Japan Time
Announcement of Levels	March 28 (Fri.)
Hiragana Class	April 3 (Thu.), April 4 (Fri.)
Course registration period	April 4 (Fri.) to April 14 (Mon.)
Spring quarter classes begin	April 8 (Tue.)
Course registration amendment period	April 15 (Tue.) ~ April 21 (Mon.)
Classes held on national holiday	April 29 (Tue.) (Showa Day)
No classes	April 30 (Wed.) to May 6 (Tue.)
Registration cancellation period	May 8 (Thu.) to May 9 (Fri.)
Spring quarter classes end	July 14 (Mon.)
Spring quarter examination period	July 15 (Tue.) to July 21 (Mon.)

<Class Periods of the Japanese Language Program>

Period 1	8 : 30~10 : 00
Period 2	10 : 10~11 : 40
Period 4	14 : 20~15 : 50

## 15. Bulletin Board

- The Japanese Language Program Bulletin Board is located on the first floor of the Japanese Language Center. This is different from the bulletin board in front of the TUFs main administration building. Notices about classroom changes, as well as important notices for students, will be posted here. Check this bulletin board every day. Additionally, please check your TUFs e-mail account every day to access class information.