

- * The Japanese version is the authoritative version, and this English translation is intended for reference purposes only. Should any discrepancies or doubts arise between the two versions, the Japanese version will prevail.

University Regulations of Tokyo University of Foreign Studies

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January 20, 1988

April 1, 1988

April 7, 1988

April 1, 1989

April 19, 1989

April 1, 1990

June 27, 1990

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April 1, 1991

April 12, 1991

December 19, 1991

April 1, 1992

June 19, 1992

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April 1, 1999

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March 31, 2009 Regulation No. 9
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March 30, 2012 Regulation No. 85
March 26, 2013 Regulation No. 7
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March 26, 2020 Regulation No. 28
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November 30, 2021 Regulation No.40
March 22, 2022 Regulation No.10
December 20, 2022 Regulation No. 126

The entirety of the University Regulations of Tokyo University of Foreign Studies is hereby amended as follows.

Section 1 General Provisions

Article 1 Mission

The mission of Tokyo University of Foreign Studies (“the University”) shall be to conduct research and instruction, both theoretical and practical, on the world’s languages and the cultures rooted in them, to provide the cultural refinement necessary to engage in international activities, and to deepen the understanding of regions around the world through the study of their languages.

Article 1.2 Deleted
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Article 12	Deleted
Article 56	Deleted

Section 2 Organization

Part 1 Mission, Curriculum and Enrollment Limits

Article 13 Mission of the Schools

The School of Language and Culture Studies aims to nurture graduates who are familiar with languages and cultures from various parts of the world, possess communication and coordination abilities that can break through the barriers of language and culture, and can contribute to the creation of new values by becoming the bridge between the languages and cultures of Japan and other countries.

2. The School of International and Area Studies aims to nurture graduates who understand the complex structures of the many regions of the world, possess competence in analysis and research, and the practical ability to solve problems from a global perspective, and can play an active role in society, politics, and economics, both in Japan and other countries.

3. The School of Japan Studies aims to nurture graduates who understand Japan comprehensively from an international perspective, possess the ability to promote Japan to the world and possess the knowledge and ability to cooperate in problem-solving related to multiculturalization in Japan.

Article 13.2 Curriculum and Enrollment Limits

The fields of study and enrollment limits at the Schools shall be as stated in the following table.

School	Field of Study	Admission limit	Third-Year Admission limit	Enrollment limit

School of Language and Culture Studies	Language and Culture Studies	335	10	1,360
School of International and Area Studies	International and Area Studies	335	10	1,360
School of Japan Studies	Japan Studies	75	10	320
Total		745	30	3,040

Part 2 Degree Program Length and Limit on Years Enrolled

Article 14 Degree Program Length

The length of the Faculty's degree programs shall be four years. However, the length of degree programs shall be as follows for the following types of students.

1) Students permitted to enter in the second year in accordance with Article 24: 3 years

2) Students permitted to enter in the third year in accordance with Article 20,

Paragraph 2 and Article 24: 2 years

2. For individuals who as non-degree students (limited to non-college students) stipulated in Article 49, acquired a certain amount of credits at the University and then were permitted to enroll in the University and had their credits recognized as applying to a portion of a degree program at the University, a period not exceeding two years may be counted toward the degree program length prescribed in the preceding paragraph.

Article 15 Limit on Years Enrolled

The maximum number of years a student may be enrolled in the Faculty shall be eight.

2. Notwithstanding the preceding paragraph, a student shall not be allowed to take more than four years to reach the second year of a degree program.

3. Individuals permitted to enter midway through a degree program, as provided for in Article 24 and Article 20, Paragraph 2, may not be enrolled for a number of years that exceeds twice the degree program length, as established in Items 1 and 2 of the preceding article.

4. The limit on the number of years enrolled in the case a period of time is counted toward the degree program length, pursuant to Paragraph 2 of the preceding Article, shall not exceed twice the number of years derived by deducting said period from four years.

Part 3 Academic Year, Terms and Vacations

Article 16 Academic Year

The academic year shall begin on April 1 and end on March 31 of the following calendar year. The academic year for students who start in the fall quarter shall begin on October 1 and end on September 30 of the following calendar year.

Article 17 Terms

The academic year is divided into the spring, summer, autumn and winter quarters.

2. The dates of each quarter in the preceding paragraph shall be determined separately.

Article 18 Vacations and Non-Teaching Days

Classes shall not be held on the following vacation and non-teaching days.

- 1) Saturdays and Sundays
- 2) Holidays prescribed in the National Holiday Law (1948 Law No. 178)
- 3) Summer vacation
- 4) Winter vacation
- 5) Spring vacation

2. When necessary, the President may change the vacation days stated in the preceding paragraph or may establish temporary vacation days.

3. The dates for items 3 to 5 of paragraph 1 shall be determined separately.

Article 18.2 Anniversaries of Foundation and Establishment

The University's anniversary of its founding shall be November 4 and the anniversary of its establishment shall be April 22.

Part 4 Admissions

Article 19 Admission Date

The admission date shall be at the beginning of the spring or fall quarter. However, this shall not apply in exceptional circumstances as determined by the President.

Article 20 Admission Requirements

Individuals eligible to be admitted to the Faculty shall be those to whom any of the following apply.

- 1) Those who have graduated from a high school or a secondary educational institute
- 2) Those who have completed 12-year course of education with a traditional curriculum (or an equivalent course of education with a non-traditional curriculum)
- 3) Those who have completed a 12-year educational curriculum in a foreign country, or have been designated as the equivalent by the Minister of Education, Culture, Sports, Science and Technology
- 4) Those who have completed a curriculum at a foreign educational institute accredited by the Minister of Education, Culture, Sports, Science and Technology as having a high school or the equivalent curriculum
- 5) Those who have completed a specialized curriculum at a vocational school designated by the Minister of Education, Culture, Sports, Science and Technology after a date specified by said Minister (limited to training programs that are at least three years in length and that meet other standards established by the Minister of Education, Culture, Sports, Science and Technology)
- 6) Those who have been designated by the Minister of Education, Culture, Sports, Science and Technology
- 7) Those who passed the upper secondary school equivalency examination according to the regulations for the upper secondary school equivalency examination (including those who have passed the university entrance qualification examination according to the old regulations)
- 8) Those who are 18 years of age or older and deemed by the University as possessing an equivalent or greater academic ability than a high school graduate following an individual admissions screening process.

2. Individuals eligible to enroll in the third year of a degree program, as stated in the table in Article 13.2, shall be those to whom any of the following apply.

- 1) Those who possess a bachelor's degree

- 2) Those who have enrolled in a university for at least two years
- 3) Those who have graduated from a junior college, technical college, National Training Institute for Engineering Teachers or National Training Institute for Occupational School Nurses.
- 4) Those who have completed an advanced course of a high school institution (including the senior division of a secondary school and the high school section of a special education school) (limited to programs that are at least two years in length and that meet other standards established by the Minister of Education, Culture, Sports, Science and Technology) (limited to individuals provided for in Article 90, paragraph 1 of the School Education Law).
- 5) Those who have completed a specialized curriculum at a vocational school (limited to training programs that are at least two years in length and that meet other standards established by the Minister of Education, Culture, Sports, Science and Technology) (limited to individuals provided for in Article 90, paragraph 1 of the School Education Law).
- 6) Those who have completed at least a 14-year educational curriculum in a country other than Japan
- 7) Those who have completed at least a 14-year educational curriculum overseas by taking a correspondence course in Japan run by a school outside Japan
- 8) Those who have completed a course at an educational institution in the foreign educational system that has a two-year junior college course in Japan (limited to those individuals who have completed at least a 14-year educational curriculum in a country other than Japan), with separate designation by the Minister of Education, Culture, Sports, Science and Technology
- 9) Those who have completed a course at a high school, vocational school, teacher training school or equivalent, according to the previous provisions stipulated in Article 7 of the Supplementary Provisions of the Ordinance of Enforcement of the School Education Law, or a graduate whose period of enrollment is set at two or more years or one or more years when transferring to a university (excluding a junior college) under the School Education Law
- 10) Those who have been recognized by the University as having an equivalent or greater academic ability than an individual to which the any of the previous items applies

Article 21 Admissions Application

Individuals applying for admission to the University must submit to the President of the University an application form along with the prescribed examination fee and required documents.

Article 22 Selection of Successful Applicants

Individuals applying for admission, as stated in the preceding Article, shall be selected for admission in accordance with regulations stipulated separately.

Article 23 Admission Procedures and Approval

Individuals who have been accepted in accordance with the provisions of the preceding article and wish to be admitted to the university must submit the prescribed documents and must pay the prescribed admission fees by the prescribed due date, except individuals whose request for exemption from, or deferral of, admission fees was accepted.

2. The President shall approve the enrollment of individuals completing the admission procedures stipulated in the preceding paragraph.

Article 24 Mid-Program Admission, Transferring, Reenrollment and Enrollment in a Different Field of Study

In addition to students enrolling in the third-year of a degree program as provided for in Article 20, Paragraph 2, when an individual to whom any of the following items apply applies for admission to the University, admission to the appropriate year may be approved following a selection process.

- 1) Those who possess a bachelor's degree
- 2) Those who have enrolled in a university for at least one year and acquired the prescribed credits
- 3) Those who have graduated from a junior college, technical college, National Training Institute for Engineering Teachers or National Training Institute for Occupational School Nurses
- 4) Those who have completed an advanced course of a high school institution (including the senior division of a secondary school and the high school section of a special education school) (limited to programs that are at least two years in length and that meet other standards established by the Minister of Education, Culture, Sports, Science and Technology) (limited to individuals provided for in Article 90, paragraph 1 of the School Education Law)
- 5) Those who have completed a specialized curriculum at a vocational school (limited to training programs that are at least two years in length and that meet other standards established by the Minister of Education, Culture, Sports, Science and Technology) (limited to individuals provided for in Article 90, paragraph 1 of the School Education Law)
- 6) Those who have completed at least a 13-year educational curriculum in a country other than Japan
- 7) Those who have completed at least a 13-year educational curriculum overseas by taking a correspondence course in Japan run by a school outside Japan
- 8) Those who have completed a course at an educational institution in the foreign educational system that has a two-year junior college course in Japan (limited to those individuals who have completed at least a 13-year educational curriculum in a country other than Japan), with separate designation by the Minister of Education, Culture, Sports, Science and Technology
- 9) Those who have completed a course at or graduated from a high school, vocational school, teacher training school or equivalent, according to the previous provisions stipulated in Article 7 of the Supplementary Provisions of the Ordinance of Enforcement of the School Education Law
- 10) Those who have been recognized by the University as having an equivalent or greater academic ability than an individual to which any of the previous items applies

Article 24.2 Individuals who apply to enroll in a different field of study at the University may be given approval for this as separately determined.

- (2) Regulations concerning enrollment in a different field of study shall be separately stipulated.

Article 24.3 Individuals who apply for reenrollment may be given approval for this in accordance with regulations stipulated separately.

2. Regulations concerning reenrollment shall be separately stipulated.

Part 5 Curriculum and Coursework

Article 25 Curriculum

The curriculum shall be organized systematically with courses that are necessary for the

Faculty to fulfill its educational objectives.

Article 26 Course Classifications

The classification of courses offered by the Faculty shall be separately determined.

Article 26.2. Deleted

Article 27 Teacher Preparation Courses

The Faculty shall offer teacher preparation courses so that students may acquire teaching licenses, as provided for by the Education Personnel Certification Law (1949 Law No. 147).

2. The types of teaching licenses and licensed subjects for which qualifications can be obtained shall be stipulated separately.

Article 28 Deleted

Article 29 Courses Offered and Enrolling in Courses

Matters related to courses offered in accordance with the provisions of Articles 26 and 27, numbers of credits, and enrolling in courses shall be stipulated separately.

Article 30 Calculating Credits

Credits for coursework, etc. shall be calculated according to the following criteria, based on the standard that a one-credit course is comprised of content that requires 45 hours of study.

- 1) Lectures given one hour a week over 15 weeks shall be one credit.
- 2) Exercises and drills lasting two hours per week for 15 weeks shall be one credit.
- 3) Experiments and practices lasting three hours per week for 15 weeks shall be one credit.

Article 31 Awarding of Credits

Students who have taken the course will be evaluated their academic achievements through examinations, reports or other methods, and those who have passed the examination will be awarded prescribed credits.

Article 32 Grading

The results, award of pass or fail, and assessments for each class subject shall be determined separately.

Article 33 Taking Courses at Other Universities, Etc.

When deemed educationally beneficial by the President, credits acquired when a student takes classes at a junior college or at another university ("universities, etc."), based on arrangements with those universities, etc., may be regarded as credits earned by taking courses at the University, as long as the credits do not exceed 60.

2. The provisions of the preceding paragraph shall be applied to the handling of credits acquired by students who study at foreign universities or junior colleges and to that of credits acquired by students who take classes in correspondence courses offered by foreign universities or junior colleges while in Japan.

Article 34 Programs at Educational Institutions other than Universities

When deemed educationally beneficial by the President, study by a student in a program at a junior college or technical school, or in a program separately provided for by the Minister of Education, Culture, Sports, Science and Technology, may be regarded as coursework taken at the University and credits may be awarded.

2. The total number of credits that are awarded in accordance with the preceding

paragraph and credits that are regarded as credits earned by taking courses at the University in accordance Paragraphs 1 and 2 of the preceding article shall not exceed a total of 60 credits.

Article 35 Approving Credits Earned Prior to Enrollment

When deemed educationally beneficial by the President, credits earned through courses taken at a university or junior college prior to a student enrolling at the University (including credits earned as a non-degree student) may be regarded as credits earned through coursework taken at the University.

2. When deemed educationally beneficial by the President, study stipulated in Paragraph 1 of the preceding article and conducted by a student before enrolling in the University may be regarded as coursework taken at the University and credits may be awarded.

3. Regarding the number of credits that may be regarded as having been earned, or that may be awarded, pursuant to the preceding paragraph, except in the case the student is admitted mid-program or transfers from another school, the total of credits not earned at the University and credits earned at the University in accordance with Article 33, Paragraphs 1 and 2 and Paragraph 1 of the preceding article shall not exceed 60 credits.

4. Necessary matters pertaining to approving credits earned prior to enrollment shall be stipulated separately.

Article 36 Handling Credits of Students Admitted Mid-Program

The handling of prior coursework and numbers of credits for individuals admitted to the University midway through a degree program in accordance with Article 20, Paragraph 2 and Article 24 (including credits earned as a non-degree student) shall be stipulated separately.

Part 6 Taking Leave, Transferring, Studying Abroad and Withdrawing

Article 37 Taking Leave

Students unable to attend classes for two consecutive months or more due to illness or other special circumstances may take a leave of absence from the University upon approval by the President.

2. The President may order students to take a leave of absence when their attendance of classes is deemed inappropriate due to illness, etc.

Article 38 Period of Leave

The period of leave from the University shall be within one year. However, when there are special circumstances, the President may permit, or order, extending a consecutive leave of absence for up to one year. The same shall apply when the period pertaining to the extension of leave has expired and approval to extend it further is requested.

2. Leaves of absence shall not exceed three years in total.

3. Leaves of absence shall not count toward the degree program length stated in Article 14 or the limit on years enrolled stated in Article 15.

Article 39 Reenrollment

Upon approval of the President, students may reenroll during the period of their leave of absence when the circumstances causing their leave no longer pertain.

Article 40 Transferring

Prior approval must be obtained from the President when a student applies to enroll in another university, transfer to another university or enroll in a different field of study at

the University.

Article 41 Studying Abroad

Prior approval must obtain from the President when a student wishes to study abroad at a university overseas.

2. The period of study abroad of the preceding paragraph shall be included in the program length prescribed in Article 14 and the program length prescribed in Article 15.

3. In addition to the regulations stipulated in the preceding paragraph, regulations regarding study abroad shall be stipulated separately.

Article 41.2. Deleted

Article 42 Withdrawal

Students wishing to withdraw from the University must obtain the permission of the President.

Article 43 Expulsion

The President shall expel students to whom any of the following apply.

- 1) The limit on years enrolled stipulated in Article 15 has been exceeded
- 2) The period of leave stipulated in Article 38, Paragraphs 1 and 2 has been exceeded
- 3) Payment for tuition has been neglected and payment is not made even when demanded
- 4) The student has requested exemption from, or deferred payment of, admission fees but either has been denied the exemption or deferment and has not paid admission fees by the prescribed deadline or has been exempted from half of the fees and has not paid by the prescribed deadline; or the student has received a deferment but has not paid tuition by the deferred deadline.

Part 7 Graduation and Academic Degrees

Article 44 Graduation Requirements

Students who have been enrolled in the Faculty for as long as the degree program length stipulated in Article 14, have taken the prescribed courses, and have earned at least 125 credits shall be approved by the President to graduate upon approval by the Faculty Meeting.

2. For courses included in the graduation requirements of the previous paragraph, students may take these courses in places other than the classroom or venue where the class is normally held, by making use of various media, up to a maximum of 60 credits.

3. Courses and credits required in order to graduate shall be stipulated separately.

4. The President shall award diplomas and official transcripts to students approved for graduation in accordance with the University's regulations regarding academic degrees.

Article 45 Academic Degrees

The degree awarded by the Faculty shall be the bachelor's degree (Language and Area Studies).

Part 8 Awards and Punishments

Article 46 Awards

When a student is involved in an act that is worthy of an award, the President shall officially honor that student.

Article 47 Punishments

To students that violate University regulations or students that act in a way that violates the duties of a student, the President shall mete out punishment, upon approval by the Education and Research Council.

2. The punishment stipulated in the preceding paragraph shall be expulsion, suspension or admonishment.

3. Expulsion stipulated in the preceding paragraph shall be the punishment for students to whom the any of the following apply.

1) Those who have demonstrated poor behavior and conduct with no improvement prospects

2) Those who have disrupted the public order at the University or otherwise violated the duties of a student in a serious manner

4. The period of time taken up by a suspension shall be counted toward the limit on years enrolled stipulated in Article 15, but shall not count toward the degree program length stipulated in Article 14. However, if the suspension period does not exceed three months, it may be allowed to count toward the degree program length upon approval by the Faculty Meeting.

Section 3 Miscellaneous Provisions

Part 1 Research Students, etc.,

Article 48 Research Students

When individual wishes to receive research guidance on a specific specialized discipline the University, he/she may be admitted as a research student after selection, provided that this does not interfere with his/her education and research.

2. Necessary matters concerning research students shall be stipulated separately.

Article 49 Non-Degree Students

When an individual wish to take specific courses at the University, he or she may be allowed to enroll as a research student following a selection process as long as it does not hinder education and research.

2. Necessary matters concerning research students shall be stipulated separately.

Article 50 Special Audit Students

When a student enrolled in another university, etc., overseas university or an educational institute (“overseas university, etc.”), that is not a university wishes to take classes at the University, he or she may be allowed to enroll as a special audit student based on arrangements with that university, etc., overseas university, etc. or non-university educational institute, etc.

2. Necessary matters pertaining to special audit students shall be stipulated separately.

Article 51 International Students

When a resident of another country wishes to come to Japan and attend the University for the purpose of receiving education, he or she may be allowed to enroll as an international student following a selection process.

2. Necessary matters pertaining to international students shall be stipulated separately.

Part 2 School Dormitories

Article 52 School Dormitories

There shall be school dormitories at the University.

2. Regulations pertaining to school dormitories shall be stipulated separately.

Part 3 Tuition etc.,

Article 53 Tuition, etc.

Amounts and collection of tuition, admission fees, examination fees, and boarding fees shall be in accordance with the regulations related to tuition and other fees at Tokyo University of Foreign Studies.

Article 54 Tuition During a Leave of Absence

When a student is permitted, or ordered, to take a leave of absence, that student shall be exempted from paying tuition from the month after taking leave to the month before reenrolling. However, if the student takes a leave of absence from the beginning of the month, that student shall be exempted from paying tuition from the month when the leave of absence begins to the month before reenrolling.

Article 55 Exemption and Deferral of Admission, Tuition and Boarding Fees

In the case a student has difficulty paying admission and tuition fees for financial reasons and that student has been recognized for outstanding scholarship, or in the case there are other circumstances deemed unavoidable, that student may be granted an exemption or deferral of payment of these fees in part or in full upon application. If a student's circumstances are deemed to be exceptional, that student may be granted an exemption from paying boarding fees in part or in full upon application.

2. Matters related to the exemption and deferral of admission fees shall be stipulated separately.

3. Matters related to the exemption and deferral of tuition fees shall be stipulated separately.

4. Matters related to the exemption of boarding fees shall be stipulated separately.

Article 55.2 Waiving of Examination Fee

If there are unavoidable circumstances such as natural disasters including storms and flooding damage, payment of the full amount of the examination fee may be waived upon request.

2. Matters related to the waiving of examination fees shall be stipulated separately.

Article 56 Deleted

Article 57 Prepaid Tuition, etc.

Tuition, admission fees, examination fees, and boarding fees that have already been paid shall not be refunded. However, this stipulation shall not apply to students who paid tuition when accepted to the University but declined to enroll by the final day of the month before admission, or to students that paid tuition for the second semester (Fall quarter and Winter quarter) at the same time as paying tuition for the first semester (Spring quarter and Summer quarter), but then took a leave of absence or withdrew from the University before the time second semester tuition is normally collected, and to students who paid the admission examination fee for the second tier of the exam but failed the first tier, or to students exempted under the provisions of Article 55.2.

Part 4 Extension Courses

Article 58 Extension Courses

Extension courses may be held in order to improve the education of working adults and

contribute to the advancement of culture.

2. Necessary matters pertaining to extension courses shall be stipulated separately.