

* 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.

Tokyo University of Foreign Studies General Rules for Undergraduate Schools

March 27, 2012
Regulation No. 19

Amended:

January 14, 2015 School of Language and Culture Studies Regulation No. 1

January 14, 2015 School of International and Area Studies Regulation No. 1

Amended:

March 12, 2016 School of Language and Culture Studies Regulation No. 1

March 12, 2016 School of International and Area Studies Regulation No. 1

Amended:

July 20, 2016 School of Language and Culture Studies Regulation No. 5

July 20, 2016 School of International and Area Studies Regulation No. 5

Amended:

March 19, 2019 Regulation No. 46

Article 1 Purpose

These regulations provide for necessary matters concerning the School of Language and Culture Studies, School of International and Area Studies and School of Japan Studies (collectively, the “Schools”) in accordance with the provisions of Article 2, paragraph 2 of the University Regulations (the “University Regulations”) of Tokyo University of Foreign Studies (the “University”).

Article 2 Registration Procedure

Students must complete the course registration procedures for each semester by the prescribed date.

2. If a student registers for more than one course at the same time in the same semester, all courses may be invalidated.

Article 3 Regular Examinations, Additional Examinations and Follow-up Examinations

Regular examinations are held at the end of each semester. However, for intensive courses, examinations are held at the end of the course concerned.

2. Regular examinations may be replaced by essays or papers.

3. The date, schedule, and other necessary matters for regular examinations shall be determined separately.

4. The faculty member in charge of the course may set occasional additional examinations if deemed necessary for teaching purposes.

5. A follow-up examination may be set for students who are unable to take the regular examination due to illness, accident, or other special circumstances.

Article 4 Misconduct

Any student who is found to have committed misconduct in any examination as stipulated in the preceding article shall fail all courses taken in the same semester or academic year.

2. In addition to the preceding paragraph, the student may be subject to disciplinary punishment as stipulated in Article 47 of the University Regulations.

Article 5 Approval of Credits

Students who pass the examinations will receive the prescribed credits based on a comprehensive evaluation of the results of their examinations, their academic progress, and other factors.

2. Credits are awarded at the end of the semester, at the end of the academic year, or at the end of an intensive course.

3. As a general rule, the approval of credits is notified either before or after the start of the Fall Quarter or at the end of the academic year. However, if the Dean deems it necessary, notification may be made outside of this period.
4. The grading scheme and pass/fail grades are shown in the following table.

Grade	Mark	Pass/fail
S	100-90	Pass
A+	89-87	
A	86-83	
A-	82-80	
B+	79-77	
B	76-73	
B-	72-70	
C+	69-67	
C	66-63	
C-	62-60	
F	59-0	Fail

5. Notwithstanding the preceding item, credits awarded in accordance with Articles 33 to 36 of the University Regulations shall be denoted as “Approved”.
6. No credits can be canceled or grades changed.
7. Necessary matters related to the evaluation of grades shall be determined separately.
8. Credits for special audit students and other necessary matters shall be determined separately.

Article 6 Class Times

Class times are as follows.

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

2. Class times for intensive courses and supplementary lectures shall be determined on a case-by-case basis.

Article 7 Graduation Date

Graduation is at the end of March for entrants at the beginning of the spring semester and at the end of September for entrants at the beginning of the fall semester.

2. Notwithstanding the preceding paragraph, students who have been enrolled for more than the degree program length and meet the graduation requirements stipulated in Article 44 of the University Regulations may graduate at the end of September if they enrolled at the beginning of the spring semester, or at the end of March if they enrolled at the beginning of the fall semester.

Article 8 Amendments

Any amendments to these regulations must be approved by a two-thirds majority of those present at a Faculty Meeting for each School.

1. This general rule was implemented on April 1, 2016.
2. Regardless of the amended regulations, the grading and acceptance/rejection of grades for students enrolled on March 31, 2016 shall be as previous regulations.