

# Guidebook of Class Registration 2019 Fall & Winter quarter

## For ISEPTUFS Students

### Contents

1. What is ISEPTUFS ? .....	2
2. Classes for ISEPTUFS students .....	3
3. Class Registration (For all subjects) .....	5
4. Grading System.....	6
5. Making inquiries about grades .....	6
6. Approval of Credits .....	6
7. Academic Advisor / Subject Advisor .....	7
8. Academic Calendar 2019-2020.....	7
9. Rules Pertaining to Exams and Tests .....	7
10. Working permission .....	8
11. Class schedule .....	8
12. Other information .....	8

## 1. What is ISEPTUFS ?

### 1.1 Purpose of ISEPTUFS

Tokyo University of Foreign Studies offers International Student Exchange Program of Tokyo University of Foreign Studies: ISEPTUFS.

The program provides students with the opportunity to study in Japan and helps them acquire a firm understanding of Japan and the international community. Meanwhile, the program aims to promote meaningful cultural exchange and to contribute to the cultivation of outstanding professionals with international backgrounds. At the same time, TUFS seeks to achieve the goal of 'bilateral exchange in education between international and Japanese students'.

ISEPTUFS officially began accepting international exchange students from October 1998, and this year, 2019, will mark the 22nd anniversary. Today the number of ISEPTUFS students has grown to over 200.

### 1.2 ISEPTUFS students

The ISEPTUFS program is an exchange program designed for international students who will study from three months to one year at TUFS. Students enrolled in a graduate school in their home universities can select either on undergraduate level course or graduate-level course. Graduate-level course ISEPTUFS students can take both undergraduate-level subjects and graduate-level subjects.

### 1.3 Characteristics of the Program

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

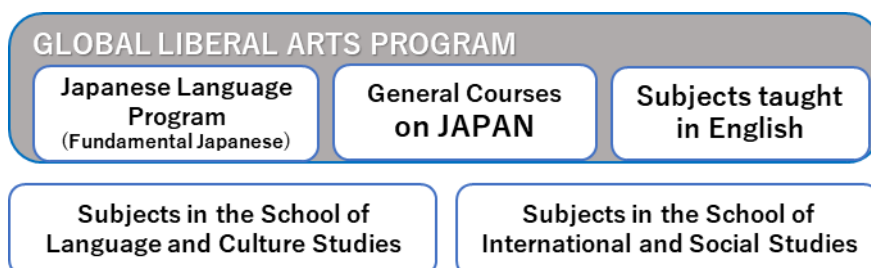
- (1) Taking advantage of the 27 regional languages offered at TUFS, exchange students can avail guidance in their mother tongue.
- (2) ISEPTUFS students can take subjects offered by the School of Language and Culture Studies and in the School of International and Social Studies (there are some exceptions) that they can study various specialized subjects or specialties, such as Japan studies and International studies.
- (3) Japanese students also participate in the ISEPTUFS elective subjects, therefore there will be opportunities for the international exchange students to make friends with their Japanese hosts.

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

## 2. Classes for ISEPTUFS students

### 2.1 Available Subjects

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



Our undergraduate subjects consist of three groups as follows:

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

### 2.2 Advice for registration of Subjects: Japanese Language Program

For students who desire higher level of Japanese language, they can take language subjects called 'Fundamental Japanese / Japanese: Integrated and Japanese Skill/Focused'.

These subjects are provided as the Japanese Language Program at Tokyo University of Foreign Studies: JLPTUFS that the students can take according to their Japanese language proficiency. For details, please refer to the guideline called "JLPTUFS: Japanese Language Program of TUFU" or the following website:

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

**【Placement test】**

Students willing to take JLP are required to take a placement test on September 27. In accordance with your result of the test (100~700), you can choose the subjects.

**【Number of available subjects students can take】**

There are restrictions of numbers of Japanese language subjects that ISEPTUFS students can take.

**100~600 - Level Students**                    **up to 6 credits**

**700 - Level Students**                        **up to 3 credits**

**2.3 Advice for registration of Subjects except Japanese Language Program**

ISEPTUFS students are to choose ①Global Liberal Arts Program, ②Subjects in the School of Language and Culture Studies and ③Subjects in the School of International and Social Studies. ISEPTUFS students should mainly choose from **【Subjects taught in English】** of ①②③. If ISEPTUFS students take the other subjects in Japanese, they need to attend the first classes of the subjects **from October 1 to October 7** and ask to lecturers for permission to take the subjects.

<b>【Subjects taught in English】</b>
Subjects in the School of Language and Culture Studies, the School of International and Social Studies, Global Liberal Arts Program <a href="http://www.tufs.ac.jp/documents/student/lesson_course/program/glip/glip_subjects_list_2019.pdf">http://www.tufs.ac.jp/documents/student/lesson_course/program/glip/glip_subjects_list_2019.pdf</a> In the list above, the subject of <b>【General Courses on JAPAN】</b> are included. These are subject in which students can be taught Japanese language, education of Japanese, Japanese culture, Japanese economy and so on (both in Japanese and English). Diverse Lecture-based subjects and research-based subjects that student can learn Japan are provided.
<b>【The other subjects in Japanese】</b>
If the students have Japanese language proficiency to take subjects in Japanese, they may take the subjects (1) Global Liberal Arts Program: <a href="http://www.tufs.ac.jp/english/student/lesson_course/kaikokamoku/seikaiyoyo.html">http://www.tufs.ac.jp/english/student/lesson_course/kaikokamoku/seikaiyoyo.html</a> (2) Subjects in the School of Language and Culture Studies: <a href="http://www.tufs.ac.jp/english/student/lesson_course/kaikokamoku/gengobunka.html">http://www.tufs.ac.jp/english/student/lesson_course/kaikokamoku/gengobunka.html</a> (3) Subjects in the School of International and Area Studies: <a href="http://www.tufs.ac.jp/english/student/lesson_course/kaikokamoku/kokusaishakai.html">http://www.tufs.ac.jp/english/student/lesson_course/kaikokamoku/kokusaishakai.html</a>
<b>【Subjects in postgraduate department】</b>
ISEPTUFS students in postgraduate level can choose subjects either in Postgraduate Department and Undergraduate Department. (ISEPTUFS students in undergraduate level cannot choose subjects in Postgraduate Department.)

## 2.4 Subjects unable for ISEPTUFS students

ISEPTUFS students cannot take following subjects;

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

## 2.5 Balance between subjects

- (1) ISEPTUFS students basically choose 3-6 credits from Japanese Language Program (taught in Japanese) and 5 credits from the other subjects provided in Japanese and English.

Please have a look at a list of the subjects and consult academic advisor to plan your class registration.

- (2) Exchange Students need to take 7 classes per week for the student visa requirement.

## 3. Class Registration (For all subjects)

- (1) **October 7 (English & Japanese) or 10 (Japanese), 2019 18:00-** :  
    Issuance of User account @Room 226,227 in the Research and Lecture Building
- (2) **October 8~14, 2019** : Period of class registration  
    (Class Registration Support **October 10, 11**  
    @ Room 216 or 217 in the Research and Lecture Building )  
    ※Please refer to page 9 to 12 regarding online registration  
    ※To complete your class registration, enlist cooperation from student support staff.
- (3) **October 18 ~ 21, 2019** : Amendment and Cancellation period  
    (September 30 or October 8, 2019 : Class Consultation)

#### 4. Grading System

TUFS grading system is as follows:

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

Highest obtainable mark=100, Lowest passing mark=60

#### 5. Making inquiries about grades

If students have inquiries regarding the grades, he/she may make an inquiry to the student exchange division through submitting a form for the inquiries or email by the date the Student Exchange Division decides.

If students have more inquiries regarding the result, he/she may make another inquiry to the student exchange division within one week after the result has been informed.

#### 6. Approval of Credits

Transcripts will be issued to ISEPTUFS students who have taken any subjects which were registered.

Course Credits are assigned as follows:

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

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

## 7. Academic Advisor / Subject Advisor

Academic Advisor can speak ISEPTUFS students' mother tongue. Please refer to the list distributed at the orientation to find out your Academic Advisor.

Subject Advisors will help you regarding the courses.

### Subject Advisors

Japanese Language Program	<b>Professor Tetsuya KUSUMOTO</b>	E-mail: kusumoto@tufs.ac.jp Room: #607 Japanese Language Center for International Students
The other subjects	<b>Professor Naotoshi KUROSAWA</b>	E-mail: nkurosawa@tufs.ac.jp Room: #749 Research and Lecture Building
	<b>Professor Yasuyuki MATSUNAGA</b>	E-mail: matsunaga@tufs.ac.jp Room: #524 Research and Lecture Building

## 8. Academic Calendar 2019-2020

	Semester Term	Intensive Course
Fall quarter	October 1, 2019 – January 28, 2020	
Winter quarter	January 29, 2020 – March 31, 2020	January 29, 2020 – February 14, 2020
Spring quarter	April 1, 2020 – Middle of July, 2020*	
Summer quarter	Middle of July, 2020* – September 30, 2020	Middle of July, 2020* – September 30, 2020

\*If the last day of the Spring quarter 2020 is fixed, we will inform each student.

Note: Summer and Winter quarters, Intensive period for 1~2 weeks, are not mandatory to attend.

Note: Students whose period of study expires in the middle of July 2020 are not able to take any subjects during Summer quarter. If it is mandatory to take the subjects during Summer quarter by the rules of their home universities, please come and consult with the Student Exchange Division with a request document issued by their home universities by May 29, 2020.

## 9. Rules Pertaining to Exams and Tests

If a student cheats during mid-term or final examinations, that student's entire class registrations will be invalidated.

## 10. Working permission

Students can work for 28 hours per week if you receive permission in advance from the Tokyo Immigration Bureau (not fall under sex industry or related business). However, please follow your academic advisor's direction for the part-time work and make sure it will not affect your study.

Please note, when your exchange period ends in July or February, you must leave Japan within 3 months. Moreover, after you finish the exchange program, you are not able to work since your student visa is no longer valid as a TUFS student anymore.

## 11. Class schedule

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

## 12. Other information

### (1) The International Student Consulting Office

The Student Consulting Office offers students a full range of advising services. Please contact the office if you are in trouble or have anything you need to consult about. The content of discussions at Student Consulting Office is kept confidential, as are the names of students who use the consultation services.

- Open Monday-Friday (Weekday) 10:00-12:30, 13:30-17:00
- Place Research & Lecture Building, 1st Floor
- Contact TEL: 042-330-5560 E-mail: [gakusei-soudan@tufs.ac.jp](mailto:gakusei-soudan@tufs.ac.jp)

### (2) Student Exchange Division (Administration Building, 1F)

Please consult the staff of the Student Exchange Division regarding the following:

- Questions and concerns regarding class registration
- Concerns regarding various certificates and documents

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

- Change in your address or phone number
- Plan to return to your home country or travel outside of Japan

Office hour : 9:00-12:40, 13:40-16:30(weekday only)

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

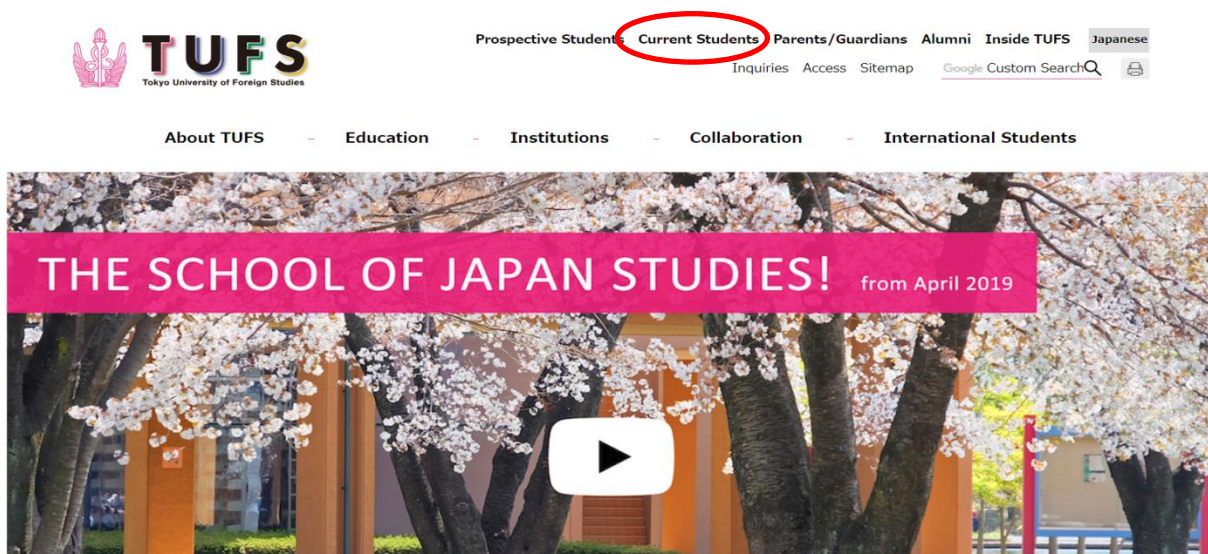
Asahi-cho 3-11-1, Fuchu-shi, Tokyo 183-8534, Japan

E-mail : [short\\_exchange@tufs.ac.jp](mailto:short_exchange@tufs.ac.jp)

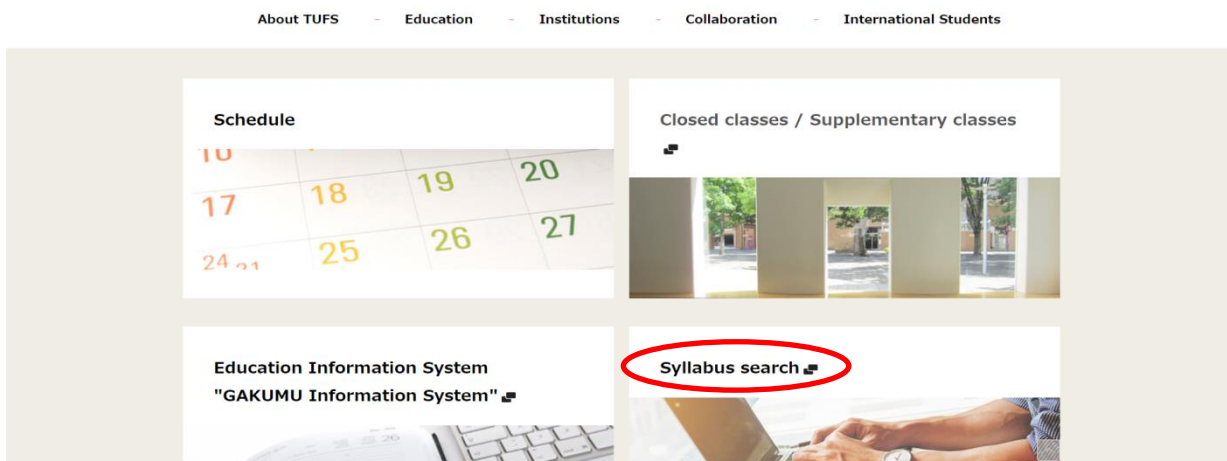


## <How to check and read the syllabus>

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



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



4. Click “English.”



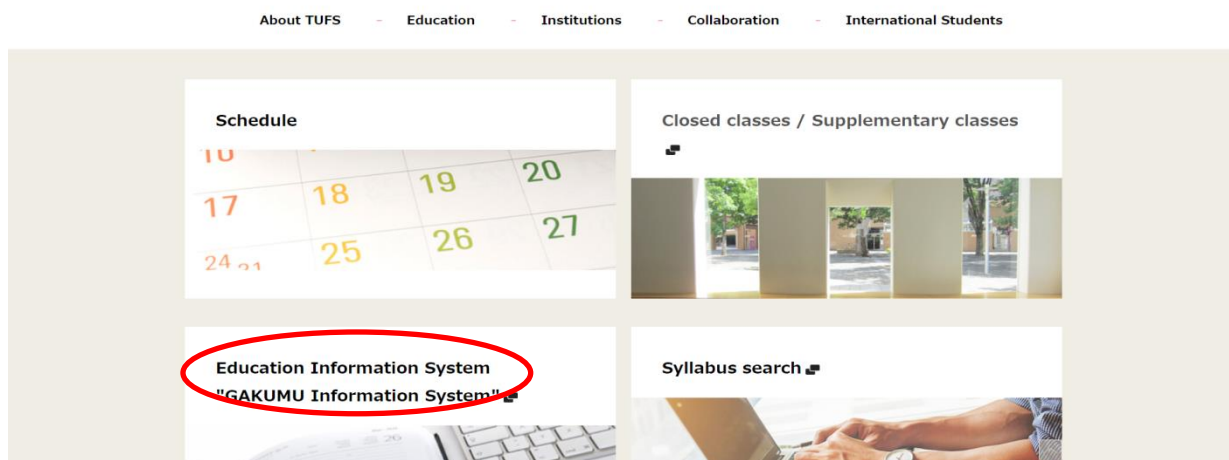
5. Type in the class code (or any other relevant information), and click search.

Search through syllabi	
Semester	
Year	2016 ▾
Semester	----- ▾
Faculty, etc	
Faculty	----- ▾
Department	----- ▾
Course	----- ▾
Schedule	
Day of week	----- ▾
Period	---- ▾
Class code	<input type="text"/>
Field	
Subject field	----- ▾
Other (partial word searches are enabled)	
Subject title search	<input type="text"/> When searching by multiple words, leave a space between them.
Instructor name search	<input type="text"/> Word searches using Chinese characters, Katakana reading, and the alphabet are all enabled.
Keyword search	<input type="text"/> When searching by multiple keywords, leave a space between them.
Full-text search	<input type="text"/> When searching by multiple words, leave a space between them.
<input type="button" value="Search"/> <input type="button" value="Clear conditions"/> <input type="button" value="Close"/>	

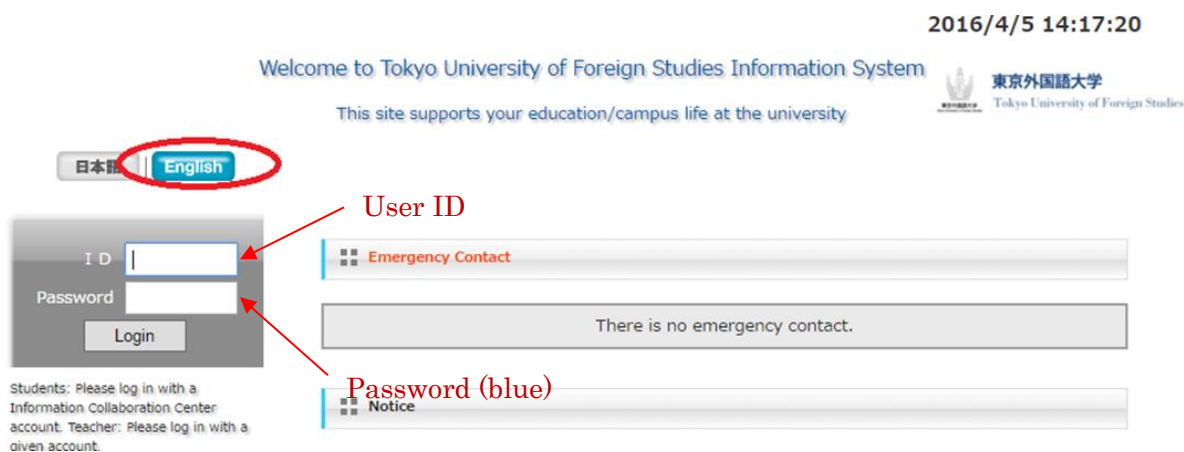
The simplest way to search the syllabi is to use the class code, but you may also search by day of the week, period, or instructor name, etc.

<How to complete your class registration on-line> (Only during the registration period)

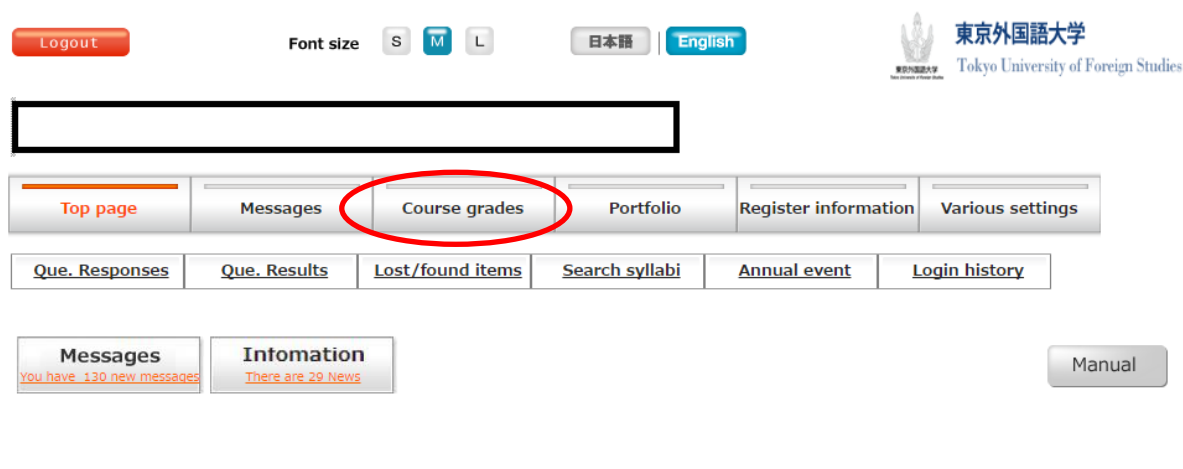
1. Follow #1 and #2 of the above, and scroll down to the bottom of the page, and click “GAKUMU Information System.”



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



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



4. Then, click “Course registration.”

The screenshot shows the top navigation area of the TUFS student portal. At the top left is a red 'Logout' button. To its right are font size options (S, M, L) and language selection buttons for '日本語' and 'English'. The university's logo and name, '東京外国語大学 Tokyo University of Foreign Studies', are in the top right. Below this is a search bar. The main navigation menu consists of two rows of buttons. The first row includes 'Top page', 'Messages', 'Course grades' (highlighted with an orange bar), 'Portfolio', 'Register information', and 'Various settings'. The second row includes 'LotMenu', 'LotResult', 'Course registration' (circled in red), 'Course schedule', 'Course grades', and 'Examinations'.

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

In case the class you wish to register does not appear, please contact the [short\\_exchange@tufs.ac.jp](mailto:short_exchange@tufs.ac.jp)

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

Please make it a daily routine to check your account.