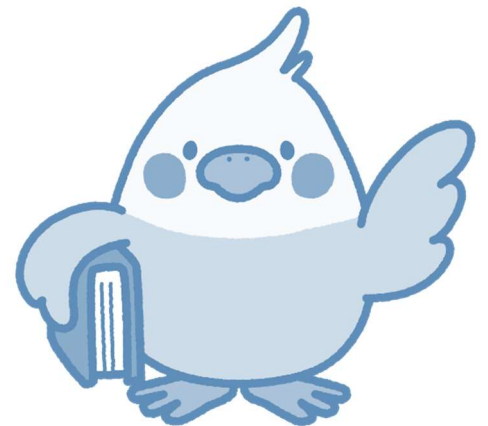




**東京外国語大学**  
*Tokyo University of Foreign Studies*

**ISEPTUFS  
CLASS REGISTRATION  
GUIDEBOOK  
2024 Spring quarter**



## 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, 2024, will mark the 27th anniversary.

### 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. ISEPTUFS students in graduate level can take graduate courses in addition to those offered for undergraduate-level students.

### 1.3 Characteristics of the Program

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

- (1) Taking advantage of the 28 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, School of International and Area Studies and School of Japan Studies (with some exceptions), and 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 Japanese students.

The above three characteristics of the ISEPTUFS program 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 (with some exceptions). The undergraduate-level courses consist of the following four groups.



|  |
|--|
| <b>1. Global Liberal Arts Program</b><br>Global Liberal Arts Program includes Japanese Language Program (JLP), and TUFs Integrated Program in Japan Studies etc. Some of the subjects will be taught in English. <b>Please note that ISEPTUFS students are not allowed to take Major Languages I~III.</b>  |
| <b>2. Subjects in the School of Language and Culture Studies</b><br>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.  |
| <b>3. Subjects in the School of International and Area Studies</b><br>The School of International and Area Studies covers Area Studies, Cultural Studies, International Relation, Politics, and Economics. Some classes will be taught in English.   |
| <b>4. Subjects in the School of Japan Studies</b><br>The School of Japan Studies covers Japanese politics, economics, society, history, literature, culture and the Japanese language etc. ISEP students can basically take only "Survey Courses", "Major Courses" and "Specialized Courses on Japanese Language Skills". (" <b>Project-based Courses</b> ", and " <b>Introductory Courses</b> " <b>are not available for ISEP students.</b> ) Some classes will be taught in English. |

## 2.2 Subjects unable for ISEPTUFS students

ISEPTUFS students **CANNOT take** the following subjects:

- (1) Major Languages (専攻言語) I~III e.g. English I, Chinese II
- (2) "Project-based Courses" (Class Code: 19J1001-19J1002, 19J3001-19J3003), and "Introductory Courses" (Class Code: 19J2001-19J2005) in the School of Japan Studies
- \* "Survey Courses", "Major Courses", and "Specialized Courses on Japanese Language Skills" are available for ISEP students.
- (3) Research Seminar/Graduation Studies
- (4) Teacher Courses: Subjects related to Teaching, Information Skills
- (5) English A (GLIP English = Titled "Interactive English")
- (6) Study tour (which is held overseas)
- (7) Short visit program
- (8) Internship
- (9) Thesis Seminar (Postgraduate level) \*Class code: 60\*\*\*\*, 61\*\*\*\*, 62\*\*\*\*, 63\*\*\*\*
- (10) Classes in Peace and Conflict Studies Course (Postgraduate level) \*Class code: 52\*\*\*\*
- (11) All the classes in the Graduate School of Global Studies (Doctor) Class code: 7\*\*\*\*
- (12) Classes without the permission of lecturers (except courses offered in [GLIP English] )

## 3. Class registraion

### 3.1 Japanese Language Program (JLPTUFS)

ISEPTUFS students who want to improve their Japanese proficiency can take the 'Fundamental Japanese/ Japanese: Integrated and Japanese Skill/Focused'. These subjects are offered as the "Japanese Language Program of Tokyo University of Foreign Studies (JLPTUFS)". This program is organized according to Japanese proficiency and needs.

For details, please refer to the following website:

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

#### 【Placement test】

Those who wish to take the JLP course must take the online placement test, which will be held from March 19th to March 26th. Levels (100-700 or Upper-Advanced) are assigned according to grades. As a general rule, students should take classes at the level where you are placed. However, students are free to take integrated and focused classes one level above or below their assigned level.

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

There is a limit to the number of classes that can be taken in Japanese language courses.

100~600 - Level Students: **up to 6 classes (Limited)**

700 - Level Students: **up to 3 classes (Recommended)**

Upper-Advanced (超級) Level Students: **not required (up to 3 classes if necessary)**

### 3.2 Subjects aside from JLPTUFS

ISEPTUFS students can take ①Global Liberal Arts Program, ②Subjects in the School of Language and Culture Studies, ③Subjects in the School of International and Area Studies, ④Subjects in the School of Japan Studies (Except for “Project-based Courses”, and “Introductory Courses”). Of these, the ones that are mainly taken are the subjects offered in English included in ①②③④. If you wish to take the classes, basically you must register for the course during the course registration period from April 5th to April 12th, attend the first class, and ask the professor/teacher in charge for the permission.

|  |
|--|
| <b>[Subjects offered in English]</b>   |
| <b>Global Linkage Initiative Program (GLIP)</b> <a href="https://www.tufs.ac.jp/english/student/lesson_course/program/glip/">https://www.tufs.ac.jp/english/student/lesson_course/program/glip/</a><br>Please refer to the website above. The “List of Undergraduate Subjects in English” also includes the Japanese language, education of Japanese, Japanese culture, Japanese economy and so on in English. Diverse Lecture-based subjects and research-based subjects that student can learn Japan are provided.   |
| <b>[Other subjects offered in Japanese]</b>  |
| If the students have sufficient Japanese ability to understand the lecture, they can take classes offered in Japanese. If you want to find the subjects in <b>Global Liberal Arts Program</b> / <b>School of Language and Culture Studies</b> / <b>School of International and Area Studies</b> / <b>School of Japan Studies</b> , please specify the “School” when you check the subjects through the Syllabi. If you see more than one class code for the same period and the same faculty member, please make sure to register for courses using the 7 or 8-digit class code that begins with “19”. |
| <b>[Subjects in postgraduate school]</b>   |
| ISEPTUFS students in postgraduate level can choose subjects either in Postgraduate School (Master) except for Peace and Conflict Studies Course or Undergraduate School. All the classes in the Graduate School of Global Studies (Doctor) are not available for exchange students. (ISEPTUFS students in undergraduate level cannot choose any subjects in Postgraduate School.)  |

### 3.3 How to search for classes

You can search for classes you are interested in on the website, “Syllabus Search” below.

For the detailed search method, refer to the pages after page 11.

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

### 3.4 Class Registration (For all subjects)

① Take an Online Account Orientation and receive a “User Account”. (For online account orientation, the person in charge will contact you through email by the registration period, so please follow the instructions.)

② During the class registration period, register the courses you want to take. Please see pages after page 11, for how to register for courses.

Class registration period: April 5th 10:00– 12th 16:59

Class registration correction period: April 15th 10:00 – 19th 16:59

Registration cancellation period: May 7th 10:00- 8th 16:59

#### 4. Class Registration Example

##### 4.1 Make a well-balanced course plan

- (1) ISEPTUFS students basically choose 3-6 classes from Japanese Language Program (taught in Japanese) and 2-5 classes from the other subjects provided in Japanese or English. Please have a look at a list of the subjects and make your course plan.
- (2) Exchange Students must take **7 classes** or more for the student visa requirement.

##### 4.2 Example of course registration

(Example 1) A student who takes 6 Japanese classes per week (300 level)

|   | Mon   | Tue   | Wed                                 | Thu                                  | Fri                           |
|---|---|---|-------------------------------------|--------------------------------------|-------------------------------|
| 1 |   | <b>Integrated Japanese -3</b>                 |                                     | <b>Integrated Japanese -3</b>        |                               |
| 2 | <b>Integrated Japanese -3</b>                     |   | <b>Integrated Japanese -3</b>       |                                      | <b>Integrated Japanese -3</b> |
| 3 | <b>Kanji 3</b>                                    | <b>* Interpreting and Translation Studies</b> |                                     |                                      |                               |
| 4 | <b>*China's Economic Reform and Globalization</b> |   | <b>*Intercultural Communication</b> | <b>* Japanese Linguistic Studies</b> |                               |
| 5 |   |   |                                     |                                      |                               |

The classes marked with \* are conducted in English.

The above student takes 10 classes per week and meet the requirements for a student visa (7 classes or more per week).

(Example 2) A student who takes no Japanese classes

|   | 月   | 火  | 水  | 木  | 金                              |
|---|---|--|--|--|--------------------------------|
| 1 |   |  |  |  |                                |
| 2 |   | *Topics in Japanese Wartime Film and Society |  |  | *Japanese Intellectual History |
|   |   |  |  |  |                                |
| 3 |   | *International Law I                         | * Modern American Literature II                                  | *Modern and Contemporary Japanese Literature B |                                |
| 4 | *Common ground: Cultural differences and human similarities | * Modern Japanese history and Edo culture    | *Naturalism and the Emergence of Human Rights Discourse in Japan |  | *Topics in Greek & Roman Myths |
| 5 |   |  |  | *Topics in World Geography 2                   |                                |

The classes marked with \* are conducted in English.

The above student takes 10 classes per week and meet the requirements for a student visa (7 classes or more per week).

## 5. Grade and Approval of Credits

### 5.1 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

### 5.2 Inquiries about grades

If you think there are mistakes in the class grades, you can request, within a period of time set by the Student Exchange Division, an explanation from the class instructor through the Student Exchange 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 Student Exchange Division. (Note, however, that you cannot petition a review for classes taken at another university through the credit exchange program.)

Please contact the Student Exchange Division for information on how to request an explanation or file a petition for the grades.

### 5.3 Approval of Credits

Transcripts will be issued for classes that have been registered and taken. Credits taken at Tokyo University of Foreign Studies will be recognized as follows.

|   |  |           |
|---|--|-----------|
| Lecture Classes   |  | 2 credits |
| Language Classes  |  | 1 credit  |
| Japanese Language Program<br>(Integrated Classes · Focused/Topic Classes) | Integrated Classes 101, 201, 301, 401, 501 | 5 credits |
|   | Integrated Class 601                       | 3 credits |
|   | Integrated Class 701                       | 2 credits |
|   | Focused/Topic Classes                      | 1 credit  |

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

### 5.4 Rules for Examinations

Cheating in examinations and submissions is subject to disciplinary action and academic disciplinary action. These will result in the student failing all courses taken in the same quarter or academic year.



## 6. Academic Calender, Class Schedule, Academic Advisor / Subject Advisor

### 6.1 Academic Calendar 2024

|                | Quarter Period                     | Intensive Course                    |
|----------------|------------------------------------|-------------------------------------|
| Spring quarter | April 1, 2024 – July 22, 2024      |                                     |
| Summer quarter | July 23, 2024 – September 30, 2024 | July 23, 2024 – September 13, 2024  |
| Fall quarter   | October 1, 2024 – January 27, 2025 |                                     |
| Winter quarter | January 28, 2025 – March 31, 2025  | January 28, 2025 – February 7, 2025 |

Note: 1) Summer and Winter classes, Intensive period for 1~2 weeks are not mandatory.

2) Students whose period of study expires in July 2024 are not able to take any subjects during summer quarter. If you need to take the course according to the regulations of your university, please come and consult with the Student Exchange Division with a request document issued by your home universities by May 30, 2024.

3) Students whose period of study expires in January 2025 are not able to take any subjects during winter quarter. If you need to take the course according to the regulations of your university, please come and consult with the Student Exchange Division with a request document issued by your home universities by November 30, 2024.

### 6.2 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 |

### 6.3 Academic Advisor/Subject Advisor

Your Academic Advisor can speak in your native language or English. Please refer to “Letter of Acceptance” for your Academic Advisor.

Subject Advisors will give you advice regarding the courses.

Subject Advisors

|                           |  |  |
|---------------------------|--|--|
| Japanese Language Program | <b>Associate Professor<br/>Hiroko DATE</b> | E-mail: hirokod@tufs.ac.jp<br>Room: #617 Japanese Language Center for International Students |
| The other subjects        | <b>Professor<br/>Ryoichi KUNO</b>          | E-mail: rkuno@tufs.ac.jp<br>Room: #729 Research and Lecture Building                         |
|                           | <b>Professor<br/>Miho KATO</b>             | E-mail: mihokato@tufs.ac.jp<br>Room: #528 Research and Lecture Building                      |
|                           | <b>Professor<br/>Tsutomu TOMOTSUNE</b>     | E-mail: ttomotsune@tufs.ac.jp<br>Room: #707 Research and Lecture Building                    |

## 7. Others

### 7.1 Working permission

(1) International students can work as part-time jobs for up to 28 hours a week with the prior permission of the Tokyo Immigration Bureau. However, sex industry or related business are excluded. Since TUFS has a quarter system, **international students can work as part-time jobs up to 28 hours a week even in summer/ winter quarter, too.**

(2) Please consult with your academic advisor in advance and follow the instructions so that employment does not adversely affect your studies.

(3) Please note, after completing your exchange program (January or July), leave Japan before your student visa expires. Moreover, after you finish the exchange program, you will not be able to work since your student visa is no longer valid as a student of TUFS.

### 7.2 Other information

#### (1) The Student Counseling Room

The Student Counseling Room offers students a full range of advising services. (The Student Counseling Room is by appointment only. The first application must be made either in person, by designated booking form or by phone. You may get in touch via phone, but please use the booking form as much as possible when making an appointment.)

- Open Monday-Friday (Weekday) 10:00-12:30, 13:30-16:00
- Place TUFS Health Care Center Building 1F (north entrance)
- Contact TEL: 042-330-5560
- Booking for the First Time: Please refer to the website below.

<https://www.tufs.ac.jp/english/institutions/facility/sccs/>

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

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

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

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

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

Office hours : 9:00-12:40, 13:40-16:30 (weekdays only)

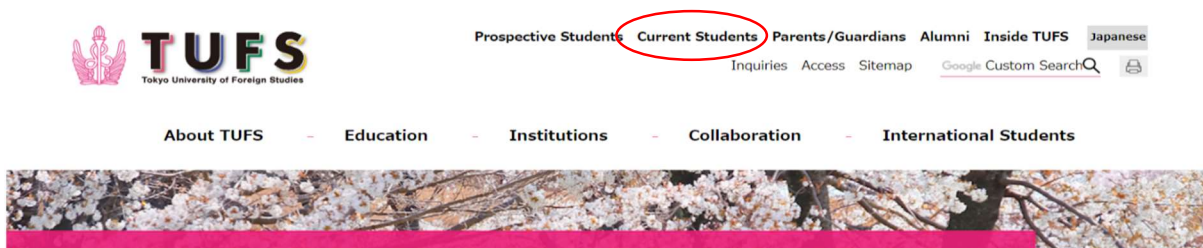
Address: 1st floor Administration Building, Tokyo University of Foreign Studies

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

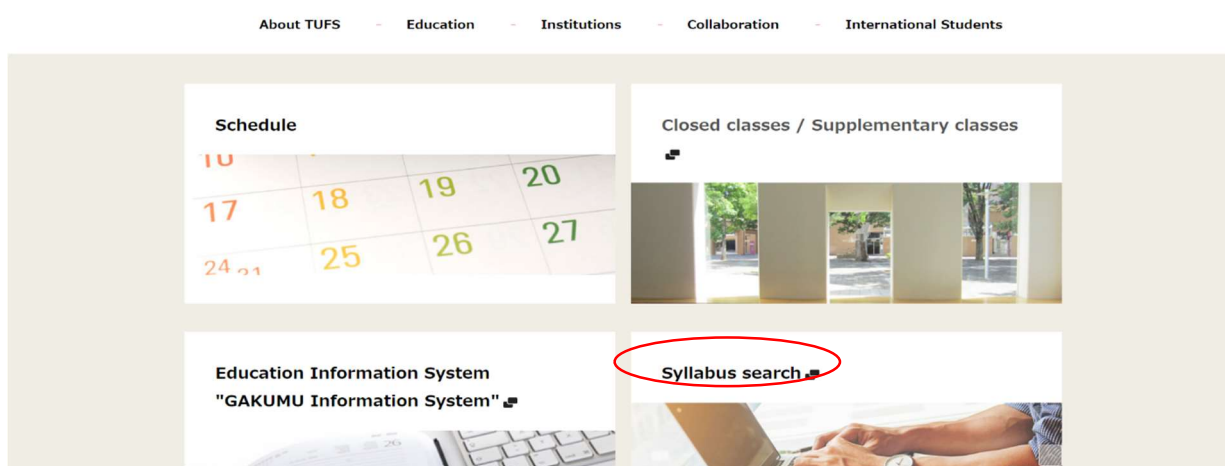
E-mail : [inbound@tufs.ac.jp](mailto:inbound@tufs.ac.jp)

## <シラバスの確認方法 / How to check syllabus>

1. Visit the TUFS website: <https://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."



| Search syllabi    |         |
|-------------------|---------|
| Year of admission | 2024 ▼  |
| Quarter           |         |
| Academic Year     | 2024 ▼  |
| Quarter           | ----- ▼ |
| School            | ----- ▼ |

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

Font size

|

| Search syllabi                        |  |
|---------------------------------------|--|
| Year of admission                     | <input type="text" value="2024"/>  |
| Quarter                               |  |
| Academic Year                         | <input type="text" value="2024"/>  |
| Quarter                               | <input type="text" value="-----"/>   |
| School                                | <input type="text" value="-----"/>   |
| Timetable                             |  |
| Subject classification                | Level1 <input type="text" value="-----"/>  |
|                                       | Level2 <input type="text" value="-----"/>  |
|                                       | Level3 <input type="text" value="-----"/>  |
| Day of week                           | <input type="checkbox"/> Mon. <input type="checkbox"/> Tue. <input type="checkbox"/> Wed. <input type="checkbox"/> Thu. <input type="checkbox"/> Fri. <input type="checkbox"/> Outside of class hours <input type="checkbox"/> Intensive |
| Period                                | <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> 6th  |
| Class code                            | <input type="text"/>   |
| Building                              | <input type="text" value="-----"/>   |
| Room                                  | <input type="text" value="-----"/>   |
| School year                           | <input type="text" value="-"/>   |
| Mode of delivery                      | <input type="text" value="-----"/>   |
| Class type                            | <input type="text" value="-----"/>   |
| Language                              | <input type="text" value="-----"/>   |
| Display course title                  | <input checked="" type="checkbox"/> Display course title   |
| Other (Partial word searches enabled) |  |
| Subject title search                  | <input type="text"/><br>When searching by multiple words, leave a space between them.  |

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.

Tips for search syllabi

To search for 教養外国語/ Foreign Language Courses

授業科目区分 Subject classification

階層 1 Level 1: 言語科目 Language Courses

階層 2 Level 2: 教養外国語 Foreign Languages Courses

階層 3 Level 3: 自分の学びたい言語を選ぶ Choose the language you want to study

**\*The classes in Non-Module Language Courses and Module Language Courses are not available for the ISEP students. Please choose the subjects in Foreign Language Courses.**

To search for GLIP 英語/GLIP English

授業科目区分 Subject classification

階層 1 Level 1: 言語科目 Language Courses

階層 2 Level 2: GLIP 英語科目 GLIP English language Courses

**\*English A is not available for the ISEP students. Choose English B or C.**

To search for Fundamental Japanese Course/基礎日本語科目

授業科目区分 Subject classification

階層 1 Level 1: 言語科目 Language Courses

階層 2 Level 2: 基礎日本語科目 Fundamental Japanese Courses

To search for General Courses on Japan/教養日本力科目

授業科目区分 Subject classification

階層 1 Level 1: 教養科目 Liberal Arts Courses

階層 2 Level 2: 教養日本力科目 General Courses on Japan

## <オンライン授業サポート / Online Class Support >

Please refer to the following webpages for Online Class support.

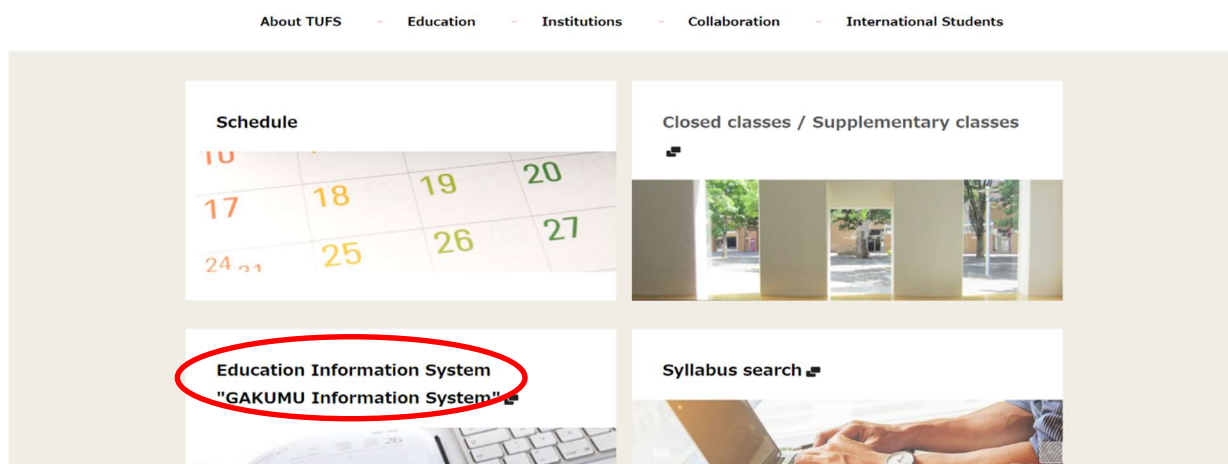
(JP) [https://www.tufs.ac.jp/student/lesson\\_course/zoomsupport.html](https://www.tufs.ac.jp/student/lesson_course/zoomsupport.html)

(EN) [https://www.tufs.ac.jp/english/student/lesson\\_course/onlinesupport.html](https://www.tufs.ac.jp/english/student/lesson_course/onlinesupport.html)

## <オンラインでの履修登録の方法 / How to conduct online class registration>

(Only during the registration period)

1. Follow #1 and #2 of the above (How to check syllabus) and scroll down to the bottom of the page, and click "GAKUMU Information System."



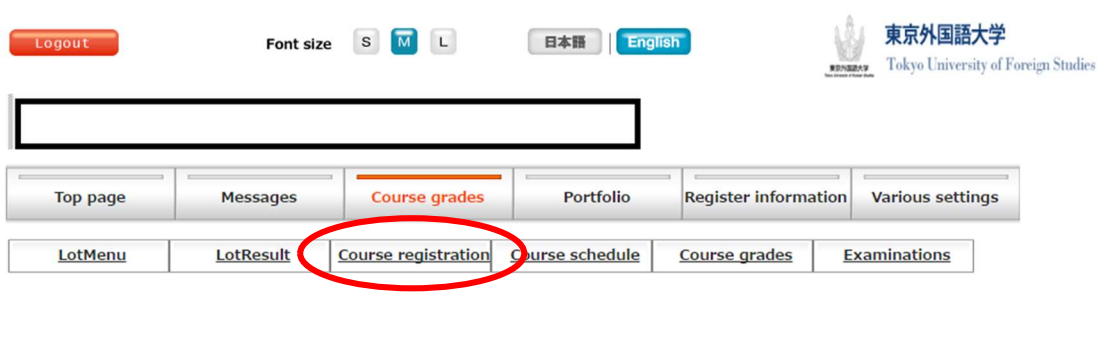
2. Type in your ID and Password (blue) on the top left side.



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



4. Then, click "Course registration."



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 following.

[inbound@tufs.ac.jp](mailto:inbound@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.