

JLPTUFS: Japanese Language Program of TUFS

— Japanese Program Outline —

The Japanese Language Program of Tokyo University of Foreign Studies (JLPTUFS) is designed to teach Japanese to international students studying at TUFS. The program’s curriculum is geared toward students who would like to learn Japanese for academic purposes.

At TUFS, the Spring Quarter begins in April and the Fall Quarter begins in October. JLPTUFS lasts for the 13 weeks of each quarter. However, please be aware that if a class has an insufficient number of students, it may not be held that quarter.

Program Outline

The Japanese Language Program has eight class levels to accommodate the varying language proficiencies of students: Elementary 1, Elementary 2, Intermediate 1, Intermediate 2, Pre-Advanced, Advanced 1, Advanced 2, and Upper Advanced.

The following table shows which course(s) students in different categories will be allowed to enroll in. Where “◎” is written, priority will be given to those students officially enrolled in the specified course. Where “○” is written, students may enroll in the specified courses only if there are enough places available. The maximum student enrollment varies from 10 to 20 depending on the type of the classes.

International Student Category	Integrated	Focused
Preparatory Research Students	◎	◎
Teacher training Students	◎	○
Research Students	○	◎
ISEPTUFS Students	◎	○
Japanese Studies Students	◎	○
J3 Students	◎	◎
Visiting Students	○	○
Students in the Japan-Korea Joint Government Scholarship Program	◎	◎

<Schedule from student’s arrival in Japan to the start of Japanese language classes>

Japanese Language Orientation: Students in all categories will be informed about the Japanese Language Program of TUFS. Students will also learn about the procedures to register for courses. Those students who have not yet taken the placement test will be required to do so. Those who have not yet learned to read and write Hiragana will be required to take the Hiragana class.



Orientation Schedule (By Student Category)

- ISEPTUFS Students:

September 27 (Wed.) 12:00 to 13:00 PLACE: Prometheus Hall, AGORA Global 1F

- Research Students:

September 27 (Wed.) 12:00 to 13:00 PLACE: Small Conference Room1, Administration Bldg. 2F

- Preparatory Research Students:

September 27 (Wed.) ※Please refer to the “Guidebook” for more information.

- Teacher Training Students:

September 27 (Wed.) 15:00 to 15:30 PLACE: Room 511, 5F, Japanese Language Center

- Japanese Studies Students:

September 27 (Wed.) 13:00 to 14:30 PLACE: Room 214, 2F, Japanese Language Center

- J3 Students: ※To be announced

- Students in the Japan-Korea Joint Government Scholarship Program:

September 27 (Wed.) ※Please refer to the “Guidebook” for more information.

If you have not learned Japanese, take

Hiragana Class:

Students must learn the basics of the Japanese writing system (Hiragana).

TIME & DATE: September 28 (Thu.)

10:00 to 12:00

PLACE: Room 201, 2F, Japanese Language Center

If you have learned some Japanese, take

Placement Test:

Students must take the placement test to determine their Japanese level.

TIME & DATE: September 28 (Thu.) 10:00 to 12:00

PLACE: Japanese Language Center

◆ ISEPTUFS Students: Rm.103, 107, 213 and 217

◆ Research Students: Rm.215

◆ Preparatory Research Students : Rm.215

◆ Teacher Training Students: Rm.215

◆ Japanese Studies Students: Rm.214

◆ Visiting Students : Rm.215

◆ Students in the Japan-Korea Joint Government Scholarship Program: Rm.215

Those whose category is not listed above please consult with the Student Exchange Division.

Please **bring a pencil, an eraser and your Student Identification Card with you.**

※Students who did not take Kanji Classes in the previous quarters and wish to take Class 901 to 904 for the first time this quarter are required to take the Kanji placement test.

TIME & DATE: September 28 (Thu.) 11:00 to 11:30

PLACE: Room 216, 2F, Japanese Language Center

Class 903 if they are at Level 600

Class 904 if they are at Level 700 or higher

Students who did not take Kanji Classes in the previous quarters and the newly-enrolled students that wish to take Class 901 to 904 for the first time this quarter are required to take the Kanji placement test.

Students who have taken Kanji classes in the Spring Quarter 2017 and have passed the class can take the next level Kanji Class.

Students at or above level 500 can enroll in the Pronunciation Course 911. Any student interested in taking this course should attend the first session of the course.

Level	Integrated Classes	Focused Classes							Kanji	pro.
Elementary1 100~	101 (5 periods)				writing 114	oral 115				
Elementary2 201~	201 (5 periods)				writing 214	oral 215				
Intermediate 1 301~	301 (5 periods)	grammar 311	reading 312	listening 313	writing 314	oral 315			Kanji 901	
Intermediate 2 401~	401 (5 periods)	grammar 411	reading 412	listening 413	writing 414	oral 415			Kanji 902	
Pre-Advanced 501~	501 (5 periods)	grammar 511	reading 512	listening 513	writing 514	oral 515			pro. 911	
Advanced 1 601~	601 (3 periods)	grammar 611	reading 612	listening 613	writing 614	oral 615	current 616		Kanji 903	
Advanced 2 701~	701 (2 periods)	grammar 711	reading 712	listening 713	writing 714	oral 715	current 716	business 718	Kanji 904	
Upper Advanced 801~			reading 812		writing 814			business 818		

grammar = Vocabulary & Grammar, writing = Written Expression, oral = Oral Communication, current= Current Japanese Studies, business=Business Japanese, writing 814 = Academic Writing, pro. = Pronunciation.

Registration for classes

ISEPTUFS Students and Japanese studies students have upper limit for registration for JLP classes. 100-600 level students can register up to 6 credits, 700-800 level students can register up to 3 credits. Those students also have to choose type of registrations(integrated type of focused type). Students with other categories do not have upper limit for registration.

Upper limit for registration for JLP classes(ISEPTUFS and Japanese studies student only)

Type of registration Level	Integrated type: Register Integrated classes only	Focused type: Register Focused classes only
100-500 level (up to 6 credits)	1.Integrated classes (5 credits)only or 2. Integrated classes (5 credits)+ Focused class (1 credit)	Focused classes only(1-6 credits)
600 level (up to 6 credits)	1.Integrated classes (3 credits)only or 2. Integrated classes (3 credits) + Focused classes (1-3 credits)	
700 level (up to 3 credits)	1.Integrated classes (2 credits)only or 2. Integrated classes (2 credits)+ Focused class (1 credit)	Focused classes only(1-3 credits)
800 level (up to 3 credits)		Focused classes only(1-3 credits)

Turning in the “Class Registration Card”

Once the classes the student wants to register for have been decided, he or she should make sure that the number of class periods is appropriate, that the Japanese language classes do not conflict with other classes the students plan to take, and that the level of the course is appropriate to the competence of the student. Once checked, the students must write the names of the classes on the Class Registration Card and turn it in to the Student Exchange Division. ISEPTUFS and Japanese Studies students need to register classes on line, as well. However, students should be aware of the fact that depending on their student category (research student, etc.), they may be required to take specific classes.

If the student has any questions regarding class registration, he or she should consult with the instructor responsible for the program, especially after receiving results from the placement test.

Changing Class Levels

Changing class levels is possible, however this is a procedure that must take place within two weeks of the start of classes. If a student would like to change levels, he or she should discuss it with the class level coordinator. The class level coordinator will reconsider the student’s level based on the placement test results and interview. If the student’s change is approved, he or she will receive a “permission for level change” form from the class level coordinator.

<u>Level (Class code)</u>	<u>Class level Coordinator</u>
Elementary 1 (101 ~ 115)	KAWACHI Ayaka
Elementary 2 (201 ~ 215)	OKA Yoko
Intermediate 1 (301 ~ 315)	KANEKO Hiroko
Intermediate 2 (401 ~ 415)	KUDO Kanako

Pre-Advanced	(501 ~ 515)	HANAZONO Satoru
Advanced 1	(601 ~ 616)	SUZUKI Mika
Advanced 2	(701 ~ 718)	OTSU Tomomi
Upper Advanced	(812 ~ 816)	OTSU Tomomi

Changing Classes

As explained above, changing classes and levels is possible within two weeks of the start of classes. If a student wishes to change classes, he or she must inform the instructors about the reasons for such a change. Then, the student must inform the class level coordinator about the new class and complete the registration procedures. Once all changes in the classes have taken place, the student must inform both the class level coordinator and the student advisor.

International Student Category	Student Advisor
Preparatory Research Students	HANAZONO Satoru
Teacher Training Students	OTSU Tomomi
Research Students	KUDO Kanako
ISEPTUFS Students	Fujimori Hiroko
Japanese Studies Students	SUZUKI Mika
Visiting Students	SUZUKI Mika
J3 Students and La-CEPS Students	IJUIN Ikuko
Students in the Japan-Korea Joint Government Scholarship Program	HANAZONO Satoru

Purchasing Textbooks

Textbooks may be purchased in the COOP bookstore in University Hall. If you do not purchase textbooks after class registration, you won't be able to attend classes.

Class Enrollment and Credits

Students, depending on their categories, may receive credits for the Japanese classes in JLPTUFS.

For more details, students should consult with their student advisors.

International students who are taking Japanese language classes as preparation for further education, undergraduate students of TUFS and research students enrolled in the TUFS graduate program will not receive credit. However, a certificate of enrollment will be issued if necessary.

Grades for Enrolled Classes

Grades for classes in the Japanese Language Program of TUFS will be based upon the instructors' evaluations of the following areas:

1. Quizzes
2. Mid-term and final examinations
3. Course assignments and homework
4. Class participation
5. Achievement in other coursework given by instructors.

Final grades will be given on the following scale: S=90-100, A⁺=87-89, A=83-86, A⁻=80-82, B⁺=77-79, B=73-76, B⁻=70-72, C⁺=67-69, C=63-66, C⁻=60-62, F=0-59 (fail). When a student, whose level is between 100 and 600, successfully receives S, A or B⁻ in three credits (excluding Kanji and Pronunciation classes), he or she is eligible to study at a higher level in the next quarter. 700 level students who successfully receive S, A or B⁻ in two credits are eligible to study at 800 level from the next quarter. C⁺, C, C⁻ and F grades indicate that a student does not have sufficient Japanese proficiency to progress to a higher level.

The grades (including F) of Japanese classes are also converted into GPA for ISEPTUFS students, Japanese studies students, and J3 students.

Class Attendance

Attendance of classes in the Japanese Language Program is recorded by the Student Exchange Division. The Ministry of Justice's Immigration Bureau requires TUFS to record the students' class attendance in case an international student's attendance record is needed. If the attendance rate is lower than 80 percent, the student shall not receive a grade for that class in principle. Please note that a low attendance rate also may result in losing your international student status.

Recognition of Program Completion

Recognition of completion of the Japanese Language Program of TUFS depends on the requirements of the student category an international student belongs to. Therefore, there is no general requirement for recognition of completion of the program. For details about program completion requirements, please consult your student advisor.

Rules Pertaining to Exams and Tests

A student who cheats during quizzes or mid-term and final examinations will instantly lose his or her qualifications to complete the class. Furthermore, that student's entire class registrations will be invalidated.

Supplementary Exams and Make-up Exams for Mid-terms and Finals

Students must take mid-term and final examinations for Japanese classes on the dates set by their instructors. However, if a student is unable to take them for a given reason, he or she must inform the instructor of the reason and ask for a supplementary or make-up examination. A detailed schedule for mid-term and final examinations will be posted on the bulletin board.

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 tests and classroom changes, as well as important notices for students will be posted here. Please check this bulletin board every day.

Report Submission Box

In the student mail room on the first floor of the Japanese Language Center, there is a report box. This box is used for submitting homework. Your teacher will instruct you when to use it.

Expulsion

Students in the Japanese Language Program may be prohibited from attending classes for the following reasons.

1. Absence amounting to more than 20 percent of registered class hours
2. Frequent absence from class without reason
3. Failure to pay class fees to the university
4. Difficulty in keeping up with coursework due to absence from class and other reasons

In such cases, the student will not be graded and will not receive recognition for attending the program.

Issuance of Documents

If necessary, the below-listed certificates will be issued.

1. Transcript of Grades
2. Attendance Record
3. Recognition of Credit Certificate
4. Other Documents

Class Times

Class periods of the Japanese Language Program are as follows:

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

Fall 2017 Academic Calendar for the Japanese Language Program

Schedule	Term of Fall 2017 (October to January)
Placement Test	September 28 (Thu.) 10:00 to 12:00
Hiragana Class	September 28 (Thu.) 10:00 to 12:00
Announcement of Levels	September 29 (Fri.) 10:00
Classes begin	October 2 (Mon.)
Japanese Class Registration	October 2 (Mon.) ~ October 13 (Fri.)
Classes on a National Holiday	October 9 (Mon.)
Japanese Class Registration Adjustment	October 16 (Mon.) ~ October 24(Tue.)
Mid-term Examinations	To be announced
Classes on a National Holiday	November 3 (Fri.)
TUFS Festival (No Class)	November 21 (Tue.) ~ November 27 (Mon.)
Final Classes before Winter Holidays	December 25 (Mon.)
Winter Holidays	December 26 (Tue.) ~ January 4 (Thu.)
Classes resume	January 5 (Fri.)
No Class (for the Entrance Exam Preparation)	January 12 (Fri.)
Final Examinations	To be announced
Return/Inspection of the Exam	To be announced
Class end	January 19 (Fri.)

* Classes are not held on national holidays except for October 9 and November 3. Please be aware that not all national holidays are listed in the schedule above.

Emergency Situations: In cases like those below, please call the Student Exchange Division, and follow their instructions.

1. Absence from class due to transportation strike
2. Cancellation or rescheduling of classes due to transportation strike
3. Absence due to illness
4. Cancellation or rescheduling of classes due to typhoons
5. Other

Questions and Concerns:

1. Please consult the instructor of each class regarding the following:

- ① Questions regarding the class
- ② Questions regarding studying
- ③ Questions regarding textbook or course materials
- ④ Questions regarding absence from class
- ⑤ Questions regarding tests and exams
- ⑥ Questions regarding grades and evaluations

2. Please consult your class level coordinator regarding the following:

- ① Questions regarding Japanese language class level

- ② Questions regarding class changes and registration
- ③ Questions regarding advancement to higher level classes

3. Please consult your student advisor regarding the following:

- ① Questions and concerns regarding class changes and registration
- ② Questions regarding the recognition of credit or completion of the program
- ③ Questions and concerns regarding personal problems
- ④ Questions and concerns regarding your studies that you cannot discuss with the instructor
- ⑤ Concerns regarding the need for 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

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

- ① Questions and concerns regarding the “Class Registration Card” (履修登録票)^{りしゅうとうろくひょう}
- ② Concerns regarding various certificates and documents

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

- ① Changes in your address or phone number
- ② Plans to return to your home country or travel outside of Japan

List of Faculty of the Japanese Language Program of TUFS

Faculty Names		Office Room No.	Telephone No.
Professor	ITO Sukero	603	330-5778
Professor	SAKAMOTO Megumi	610	330-5785
Professor	SUZUKI Mika	614	330-5788
Professor	FUJIMURA Tomoko	109 (Center Director's office)	330-5758
Professor	FUJIMORI Hiroko	507	330-5769
Associate Professor	IJUIN Ikuko	611	330-5432
Associate Professor	OTSU Tomomi	609	330-5784
Associate Professor	KANEKO Hiroko	606	330-5781
Associate Professor	KUDO Kanako	619	330-5793
Associate Professor	HANAZONO Satoru	505	330-5767
Assistant Professor	OKA Yoko	602	330-5777
Assistant Professor	Utsumi Yoko	513	330-5773
Assistant Professor	KAWACHI Ayaka	514	330-5774
Lecturer	ATAKA Noriko	504	330-5766
Lecturer	IE Misako	504	330-5766
Lecturer	ISHIDA Eriko	504	330-5766
Lecturer	UEMURA Yoshiko	504	330-5766
Lecturer	OOKI Rie	504	330-5766
Lecturer	KAN Kinchu	504	330-5766
Lecturer	KUMADA Michiko	504	330-5766
Lecturer	TAKANO Aiko	504	330-5766
Lecturer	TASHIRO Hitomi	504	330-5766
Lecturer	NAKAZAWA Sakiko	504	330-5766
Lecturer	NAKAMURA Noriko	504	330-5766
Lecturer	NISHIJIMA Eriko	504	330-5766
Lecturer	HAYASHI Kaori	504	330-5766
Lecturer	FUKUOKA Rieko	504	330-5766
Lecturer	FUKUSHIMA Sachi	504	330-5766
Lecturer	FUKUMURA Makiko	504	330-5766
Lecturer	MAEDA Maki	504	330-5766
Lecturer	MIZUSHINA Wataru	504	330-5766
Lecturer	MIYAJIMA Atsuko	504	330-5766

Japanese Language Program of TUFS Office

Student Exchange Division	Administration Bldg., 1F	042-330-5184
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Address:

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