*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.

# Regulations concerning Registration Procedures, the Number of Credits Required for Graduation, and Other Matters for Courses Offered by the School of Language and Culture Studies of the Tokyo University of Foreign Studies 

March 19, 2019<br>Rule No. 50<br>

Amended on January 13, 2021: Rule No. 2 of the School of Language and Culture Studies

Regulations Concerning Registration Procedures, the Number of Credits Required for Graduation, and Other Matters for Courses Offered by the School of Language and Culture Studies of the Tokyo University of Foreign Studies (established on March 27, 2012) shall be amended in its entirety as follows.

## Article $1 \quad$ Purpose

The purpose of these Regulations is to specify necessary details concerning registration procedures, the number of credits required for graduation, and other matters for courses prescribed in the Regulations concerning Courses Offered and the Number of Credits Assigned to Each Course at the School of Language and Culture Studies of the Tokyo University of Foreign Studies (Rule No. 12 of 2012), in accordance with the provisions of Article 29 and Article 44, paragraph 2 of the University Regulations of National University Corporation Tokyo University of Foreign Studies (established on April 1, 1977; hereinafter referred to as the "University Regulations").

Article 2 Definition, etc.
1 In these Regulations, the following terms shall be defined as follows.
(1) "Major Language" means the language decided at the time of admission to the University.
(2) "Region" means the region decided at the time of admission to the University.
(3) "Non-module" means the method of taking the Major Language Courses in which students are required to earn ten (10) credits collectively through the courses of grammar, conversation, composition, reading, etc. offered throughout the first year.
(4) "Module" means the method of taking the Major Language Courses in which classes are organized according to the genre and difficulty level of grammar, conversation, composition, reading, etc. per semester and students earn one (1) credit each for each of them.

| Major Languages | Region | Registration Procedures for Major Language Courses |
| :---: | :---: | :---: |
| English | Northwest Europe, North America | Non-module |
| German | Central Europe | Non-module |
| Polish | Central Europe | Module |
| Czech | Central Europe | Module |
| French | Southwest Europe | Non-module |
| Italian | Southwest Europe | Non-module |
| Spanish | Iberia, Latin America | Non-module |
| Portuguese | Iberia, Latin America | Non-module |
| Russian | Russia | Non-module |
| Russian | Central Asia | Non-module |
| Chinese | East Asia | Non-module |
| Korean | East Asia | Non-module |
| Mongolian | Central Asia | Module |
| Indonesian | Southeast Asia | Module |
| Malaysian | Southeast Asia | Module |
| Filipino | Southeast Asia | Module |
| Thai | Southeast Asia | Module |
| Lao | Southeast Asia | Module |
| Vietnamese | Southeast Asia | Module |
| Cambodian | Southeast Asia | Module |
| Burmese | Southeast Asia | Module |
| Urdu | South Asia | Module |
| Hindi | South Asia | Module |
| Bengali | South Asia | Module |
| Arabic | Middle East | Non-module |
| Persian | Middle East | Module |
| Turkish | Middle East | Module |

Article 3 Number of Credits Required for Graduation
1 Students shall earn one hundred and twenty-five (125) credits required for graduation as prescribed in Article 44, paragraph 1 of the University Regulations, according to the following course categories:
(1) Foundation Courses 3 credits
(2) Liberal Arts Courses 12 credits or more
(3) Language Courses 38 credits or more
(4) Region Related Courses 6 credits or more
(5) Introductory Courses 6 credits or more
(6) Survey Courses 14 credits or more
(7) Major Courses 24 credits or more
(8) Graduation Project 8 credits
(9) Related Courses 0 credits or more

2 Credits shall be counted in accordance with the provisions of Article 30 of the University Regulations.
Article $4 \quad$ Course Registration Procedures, etc.
The year in which each course should be taken and the minimum number of credits required therefor shall be as per the relevant Appendix shown below:
(1) Appendix $1 \quad$ Major language: English
(2) Appendix 2 Major Language: German, French, Italian, Spanish, Portuguese, Russian (Russian Area), Chinese, Korean, Arabic
(3) Appendix 3 Major Language: Polish, Czech, Mongolian, Indonesian, Malaysian, Filipino, Thai, Lao, Vietnamese, Cambodian, Burmese, Urdu, Hindi, Bengali, Persian, Turkish
(4) Appendix 4 Major Language: Russian (Central Asia area)

Article $5 \quad$ Replacement of Major Language Courses under Language Courses, etc.
Students who have already earned the major language (excluding English) may take a part or all of the Major Language Courses for the first or second year as designated courses specified separately.

Article $6 \quad$ Restriction on Registration for Language Courses
1 Students shall not take any Major Language Courses under the category of the Language Courses for any major language other than that decided at the time of admission.

2 Students shall not, in principle, take the GLIP English Courses, Foreign Languages Courses, or Regional Languages Courses under the category of Language Courses in any of the following cases:
(1) Enrollment in the GLIP English Courses, Foreign Languages Courses, and Regional Languages Courses by a student whose native language is the relevant language; and
(2) Enrollment in the Foreign Languages Courses and Regional Language Courses by a student whose major language is the relevant language.

## Article $7 \quad$ Enrollment in Seminar Courses under the Category of Major Courses

Students shall be required to earn four (4) credits for Seminar Courses under the category of Major Courses in their third and fourth years.

Article 8 (Enrollment in Graduation Research Seminar Courses under the Category of Major Courses)
Students shall be required to earn four (4) credits for Graduation Research Seminar Courses in their fourth year under the guidance of their supervising instructors.

## Article $9 \quad$ Graduation Project

Students shall be required to earn eight (8) credits for the Graduation Project by writing a thesis, etc. in their fourth year.

Article $10 \quad$ Related Courses
Credits earned under the Core Seminar Program of the School of Language and Culture Studies or the School of International and Area Studies and credits earned at other universities may be treated as credits under Related Courses.

Article 11 Teaching Courses
Students who plan to satisfy requirements to obtain teacher certification shall earn all required credits from the courses listed in Appendices 5 to 8, including the courses stipulated in Article 66-6 of the Ordinance for Enforcement of the Education Personnel Certification Act (Ordinance of the Ministry of Education No. 26 of

## Article 12 <br> Course Registration Requirements

Students who take Non-module language for the Major Language Courses I under the category of Language Courses shall not take the Major Language Courses II under the category of the Language Courses in the second year if they have not earned ten (10) credits in the first year.

## Article 13 Advancement Requirements

A student who has completed the courses as shown in the table below by the end of the second year shall be determined to advance to the third year through deliberation by the Faculty Council of the School of Language and Culture Studies.

| Course Group, Course Category, etc. |  | Credits |
| :--- | :--- | :---: |
| Foundation Courses | Academic Literacy | 1 |
|  | Basic Seminar | 2 |
| Introductory Courses | 6 |  |
| Region Related Courses | 6 |  |
| Major Language Courses | $15^{*}$ |  |

* With respect to the Russian as Major Language (Central Asia area), 15 units include the credits for Uzbek as Major Language.


## Article $14 \quad$ Selection and Determination of Course of Study

1 Students shall select one (1) course of study from two (2) courses (Regional Studies and Trans-regional Studies) in the second year.

2 If the Dean of the School of Language and Culture Studies deems to be useful for education, students may change the course of study already determined.

Article 15 Restriction on Course Registration
1 Students shall register for up to fifty (50) credits per year. However, this shall not apply to third-year transfer students and students under the teacher-training curriculum.

2 Irrespective of the provisions of the preceding paragraph, if students earned at least thirty (30) credits in the previous year, and the GPA for those credits is 3.0 or higher, they may register for up to 54 credits per year.

Article 16 Miscellaneous Provisions
Any matters not set forth in these Regulations concerning course registration procedures, etc. shall be prescribed separately.

## Supplementary provisions

1 These Regulations shall be effective as of April 1, 2019.
2 Notwithstanding the provisions of the Regulations as amended, the course registration procedures for the courses offered and the number of credits required for graduation, etc. for the students who are already enrolled as of March 31, 2019 shall continue to be governed by the provisions of these Regulations then in force.

Supplementary provisions
These Regulations shall be effective as of April 1, 2021.

## Appendix $1 \quad$ (Related to Article 4, item 1)

Year in which courses should be taken and minimum number of credits required
Major language: English
$\left.\begin{array}{|l|l|l|l|l|l|l|}\hline & \text { Course Group } & \text { Course Category, etc. } & \text { Year in which courses should be taken }\end{array} \begin{array}{l}\text { Minimum number of credits } \\ \text { required }\end{array}\right]$

Remarks
(i) Students may take the Major Language Courses only for the major language determined at the time of admission and shall not take any other Major Language Courses.
(ii) Note 1 Students shall select one (1) language from Foreign Languages Courses and earn six (6) credits, including two (2) credits or more for course B of the relevant language.
(iii) Note 2 Students shall earn four (4) credits by selecting the courses from Major Language Courses III, GLIP English Courses, Foreign Languages Courses, and Regional Languages Courses.
(iv) Note 3 Four (4) credits or more for Seminar Courses shall be included.
(v) Note 4 Students shall take Graduation Research Seminar Courses offered by their academic supervisors.
(vi) Note 5 Credits earned under the Core Seminar Program of the School of Language and Culture Studies or the School of International and Area Studies and credits earned at other universities may be treated as credits under Related Courses.

## Appendix $2 \quad$ (Related to Article 4, item 2)

## Year in which courses should be taken and minimum number of credits required

Major Language: German, French, Italian, Spanish, Portuguese, Russian (Russian Area), Chinese, Korean, Arabic

|  | Course Group | Course Category, etc. |  | Year in which courses should be taken | Minimum num required | f credits |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | Foundation Courses | Foundation Courses | Academic Literacy | First-year Spring Quarter, second-year Spring Quarter | 1 credit |  |
|  |  |  | Basic Seminar | First-year Fall Quarter, second-year Fall Quarter | 2 credits |  |
|  | Liberal Arts Courses | Liberal Arts Courses |  | First-year Spring Quarter to fourth-year Fall Quarter | 12 credits or more |  |
|  | Language Courses | Major Language Courses | Major Language Courses I | First-year Spring Quarter, first-year Fall Quarter | 10 credits |  |
|  |  |  | Major Language Courses II | Second-year Spring Quarter, second-year Fall Quarter | 10 credits |  |
|  |  |  | Major Language Courses III | Third-year Spring Quarter to fourth-year Fall Quarter | 8 credits | 4 credits or more <br> Note 2 |
|  |  | GLIP English Courses |  | First-year Spring Quarter to fourth-year Fall Quarter | 6 credits <br> Note 1 |  |
|  |  | Foreign Language Courses |  |  |  |  |
|  |  | Regional Languages Courses |  | First-year Spring Quarter to fourth-year Fall Quarter |  |  |
|  | $\begin{aligned} & \hline \text { Region } \\ & \text { Related } \\ & \text { Courses } \end{aligned}$ | Area Basics Courses |  | First-year Spring Quarter to Second-year Fall Quarter | 6 credits or more |  |
|  | Introductory Courses | Introductory Courses |  | First-year Spring Quarter to fourth-year Fall Quarter | 6 credits or more |  |
|  | Survey Courses | Survey Courses |  | Second-year Spring Quarter to Fourthyear Fall Quarter | 14 credits or more |  |
|  | Major Courses | Lecture Courses, Seminar Courses Note 3 |  | Third-year Spring Quarter to fourth-year Fall Quarter | 20 credits or more |  |
|  |  | Graduation Research Seminar CoursesNote 4 |  | Fourth-year Spring Quarter, fourth-year Fall Quarter | 4 credits |  |
|  | Graduation Project |  |  | Fourth-year Spring Quarter, fourth-year Fall Quarter | 8 credits |  |
|  | Related Courses Note 5 |  |  | First-year Spring Quarter to fourth-year Fall Quarter | 0 credits or more |  |
|  | Minimum number of credits required |  |  |  | 125 credits |  |

## Remarks

(i) Students may take the Major Language Courses only for the major language determined at the time of admission and shall not take any other Major Language Courses.
(ii) Note 1 Students shall select one (1) language from GLIP English Courses or Foreign Language Courses, and earn six (6) credits in total for the GLIP English Course, comprised of four (4) credits for course A and two (2) credits for course B, and six (6) credits for the Foreign Language Courses, including two (2) or more credits for course B of the relevant one (1) language.
(iii) Note 2 Students shall earn four (4) credits by selecting the courses from Major Language Courses III, GLIP English Courses, Foreign Languages Courses, and Regional Languages Courses.
(iv) Note 3 Four (4) credits or more for Seminar Courses shall be included.
(v) Note 4 Students shall take Graduation Research Seminar Courses offered by their academic supervisors.
(vi) Note 5 Credits earned under the Core Seminar Program of the School of Language and Culture Studies or the School of International and Area Studies and credits earned at other universities may be treated as credits under Related Courses.

Appendix 3 (Related to Article 4, item 3)
Year in which courses should be taken and minimum number of credits required
Major Language: Polish, Czech, Mongolian, Indonesian, Malaysian, Filipino, Thai, Lao, Vietnamese, Cambodian, Burmese, Urdu, Hindi, Bengali, Persian, Turkish
$\left.\begin{array}{|l|l|l|l|l|l|l|}\hline & \begin{array}{l}\text { Course } \\ \text { Group }\end{array} & \text { Course Category, etc. } & \text { Year in which courses should be taken }\end{array} \begin{array}{l}\text { Minimum number of credits } \\ \text { required }\end{array}\right]$

## Remarks

(i) Students may take the Major Language Courses only for the major language determined at the time of admission and shall not take any other Major Language Courses.
(ii) Note 1 Students shall select one (1) language from GLIP English Courses or Foreign Language Courses, and earn six (6) credits in total for the GLIP English Course, comprised of four (4) credits for course A and two (2) credits for course B, and six (6) credits for the Foreign Language Courses, including two (2) or more credits for course B of the relevant one (1) language.
(iii) Note 2 Students shall earn four (4) credits by selecting the courses from Major Language Courses III, GLIP English Courses, Foreign Languages Courses, and Regional Languages Courses.
(iv) Note 3 Four (4) credits or more for Seminar Courses shall be included.
(v) Note 4 Students shall take Graduation Research Seminar Courses offered by their academic supervisors.
(vi) Note 5 Credits earned under the Core Seminar Program of the School of Language and Culture Studies or the School of International and Area Studies and credits earned at other universities may be treated as credits under Related Courses.

Appendix $4 \quad$ (Related to Article 4, item 4)
Year in which courses should be taken and minimum number of credits required
Major Language: Russian, Uzbek (Central Asia area)

|  | Course Group | Course Category, etc. | Year in which courses should be taken | Minimum number of credits <br> required |
| :--- | :--- | :--- | :--- | :--- | :--- |

## Remarks

(i) Students may take the Major Language Courses only for the major language determined at the time of admission and shall not take any other Major Language Courses.
(ii) Note 1 Students shall earn twelve (12) credits by selecting the courses among Major Language Courses Russian II, Major Language Courses Russian III, GLIP English Courses, Foreign Language Courses, and Regional Language Courses.
(iii) Note 2 Four (4) credits or more for Seminar Courses shall be included.
(v) Note 3 Students shall take Graduation Research Seminar Courses offered by their academic supervisors.
(vi) Note 4 Credits earned under the Core Seminar Program of the School of Language and Culture Studies or the School of International and Area Studies and credits earned at other universities may be treated as credits under Related Courses.

Appendix $5 \quad$ (Related to Article 11)
Courses relating to school subjects and teaching methods (English)

| Course categories, etc., in accordance with the Ordinance for Enforcement of the Education Personnel Certification Act |  |  | Minimum number of credits required |
| :---: | :---: | :---: | :---: |
| Courses relating to school subjects and teaching methods | Specialized educational contents relating to the school subject concerned | English Linguistics | 20 credits in total, comprised of 1 credit or more for each of the course categories shown in the left column from the courses offered |
|  |  | English Literature |  |
|  |  | English Communication |  |
|  |  | Understanding of Different Cultures |  |
|  | Teaching methods for the school subject concerned (including the use of information and communication technologies) | For the English teaching methods course offered, 8 credits for the Type I junior high school teaching certification, and 4 credits for the Type I senior high school teaching certification. |  |

[^0]Linguistics," "English literature" shall be read as "the relevant Language Literature" and "English Communication" shall be read as
"the Relevant Language Communication."

## Appendix $6 \quad$ (Related to Article 11)

Courses relating to basic understanding of education, courses relating to teaching methods for moral education and the period for integrated studies, student counseling and guidance, school counseling, and other matters, and courses relating to educational practice

| Course categories, etc., in accordance with the Ordinance for Enforcement of the Education Personnel Certification Act |  | Courses offered under the category shown in the left column | Credits |
| :---: | :---: | :---: | :---: |
| Courses | Educational contents that need to be included in the courses shown in the left column |  |  |
| Courses relating to basic understanding of education | Educational philosophy and educationrelated history and thought | Basic Pedagogy 1 | 2 |
|  | Significance of teaching profession and teachers' roles and duties (including response to the concept of a "school as a team") | The Role of the Teacher | 2 |
|  | Social, institutional, and managerial elements relating to education (including response to linkage between schools and local communities and to school safety) | Sociology of School Education | 2 |
|  | Mental and physical development and learning processes of infants, children, and students | Psychology of Learning | 2 |
|  | Understanding for infants, children, and students with special needs | Special Needs Education | 1 |
|  | Significance of education curricula and methods of curriculum formation (including curriculum management) | Curriculum Studies | 1 |
| Courses relating to teaching methods for moral education and the period | Theories of moral education and teaching methods | Moral Education Guidance Studies | 2 |
|  | Teaching methods for the period for integrated studies, Teaching methods for extra-curricular activities | Teaching methods of extra-curricular activities and the period for integrated studies | 2 |


| for integrated <br> studies, student <br> counseling and <br> guidance, school <br> counseling, and <br> other matters | Educational methods and techniques | Theories and methods of education <br> using information and communication <br> technologies | Teaching Methods and Techniques <br> (Including the use of information and <br> communication technologies) |
| :--- | :--- | :--- | :---: |
|  | Theories and methods of student <br> guidance | Student Guidance | 2 |
|  | Theories and methods of school <br> counseling (including basic knowledge <br> of counseling) | School Counseling | 2 |
| Theories and methods of guidance for <br> future courses and careers and career <br> education | Career Guidance | 2 |  |
| Courses relating <br> to educational <br> practice | Teaching practice | Teaching Practice (Junior High Schools) | 5 |
|  | Teaching Practicum Seminar | Teaching Practice (High Schools) | 3 |

Appendix $7 \quad$ (Related to Article 11)
Courses required by the university

| Course title | Credits |  |
| :--- | :--- | :---: |
|  | Basic Pedagogy 2 | 2 |
|  | Sociology of Education 1 | 2 |
|  | Human Science Studies 1 | 2 |
|  | Mental Science 1 | 2 |
|  | Mental Science 2 | 2 |
|  | International Education 2 | 2 |
|  | Moral Education Guidance Studies | 2 |

Note 1 Students who plan to obtain Type I senior high school teaching certification need to earn 12 credits; those who plan to obtain Type I junior high school teaching certification need to earn 4 credits.
Note 2 Students may use the following credits as credits under the category of "courses required by the university" prescribed in Article 5-1, of the Education Personnel Certification Act:
(i) Credits earned beyond the minimum number of credits required under the category of "specialized educational contents relating to the school subject concerned"
(ii) Credits earned beyond the minimum number of credits required under the category of "teaching methods for the school subject concerned (including the use of information and communication technologies )" (This applies only to students who plan to obtain Type I senior high school teaching certification.)
(iii) Credits earned beyond the minimum number of credits required by TUFS under the category of "courses relating to basic understanding of education" or the category of "courses relating to teaching methods for moral education and the period for integrated studies, student counseling and guidance, school counseling, and other matters"
(iv) Credits earned by students who plan to obtain Type I senior high school teaching certification from Moral Education Guidance Studies under the category of "courses required by the university"

Appendix $8 \quad$ (Related to Article 11)
Courses prescribed in Article 66-6 of the Ordinance for Enforcement of the Education Personnel Certification Act (Ordinance of the Ministry of Education No. 26 of 1954)

|  | Course title | Credits |
| :--- | :--- | :---: |
|  | Constitution 1 or Constitution 2 | 2 |
| Courses prescribed in Article 66-6 of the Ordinance for <br> Enforcement of the Education Personnel Certification Act | Sports 1, Sports 2, Dance 1, Dance 2, <br> Physical Training 1, Physical Training 2 | 2 |
| (Ordinance of the Ministry of Education No. 26 of 1954) | Information Skills 1 or Information <br> Skills 2 | 2 |
|  | English A1 to A4, Major Languages <br> (English) III-1 to III-4 | 2 |


[^0]:    * In the table above, for the certificate subjects for any language other than English, "English Linguistics" shall be read as "the Relevant

