

1. What are the “Fundamental Japanese Courses (JLPTUFS)”?

- "Fundamental Japanese Courses (Japanese Language Program of TUFs)" is a Japanese program for international students studying at TUFs to acquire a high enough level of Japanese language proficiency for studying and researching at university.
 - This program covers 7 levels of Japanese language proficiency: Elementary 1, Elementary 2, Intermediate 1, Intermediate 2, Pre-Advanced, Advanced 1, and Advanced 2.
 - Each level has "Integrated" classes and "Focused" classes. In the "Integrated" classes, students comprehensively learn all four skills (reading, listening, writing, and speaking). As for "Focused" classes, there are a variety of classes such as grammar and Kanji in addition to reading comprehension, listening comprehension, writing communication and oral communication.
- ☞ "3. Types of Classes Offered (p.2)"
- Japanese language classes are offered in the Spring Quarter (April to July) and in the Fall Quarter (October to January). Each quarter has 13 weeks.

★ Classes in the Fundamental Japanese Courses (JLPTUFS) will primarily be done in person.

2. Who Can Take Courses in This Program?

- The table below shows which classes can be taken in accordance with the student categories ①~⑦.
- The "◎" and "○" in the table indicate the classes that can be taken. If there are a large number of students who wish to take the course, the students with the "◎" will be prioritized. As a general rule, students cannot take classes with "–". Also, auditing is not permitted in this program.

〈Category of International Students and Classes Available〉

Student Category	Integrated	Focused
①Undergraduate Students	◎	◎
②Japanese Studies Students	◎	○
③ISEPTUFS Students	○	○
④Research Students	○	○
⑤Preparatory Research Students	◎	◎
⑥Visiting Students	–	○
⑦Others (e.g. PCS Students)	–	○

3. Types of Classes Offered

- The table below lists the Japanese language classes offered in Spring 2024.
- "Integrated Japanese 101, 201, 301, 401 and 501" each have 5 periods (5 credits), "Integrated Japanese 601" has 3 periods (3 credits), and "Integrated Japanese 701" has 2 periods (2 credits) per week. "Focused" classes each have 1 period (1 credit) per week. One period is 90 minutes long.
- New students' levels will be determined by the placement test. Students that are continuing will have their levels based on their grades and the courses that they took in the previous quarter.
- Please read "6. Notes on Course Registration (pp.5-6)" carefully when deciding which classes to take.

〈Fundamental Japanese Classes Offered in Spring 2024〉

Level	Integrated Classes	Focused/ Topic Classes (1 period)							
Elementary 1 100~	101 (5 periods)		reading 112(Spring)		writing 114	oral 115			
Elementary 2 200~	201 (5 periods)		reading 212(Fall)		writing 214	oral 215			Kanji 901 Kanji 902 Kanji 903 Kanji 904
Intermediate 1 300~	301 (5 periods)		reading 312	listening 313	writing 314	oral 315			
Intermediate 2 400~	401 (5 periods)	grammar 411	reading 412	listening 413	writing 414	oral 415			
Pre-Advanced 500~	501 (5 periods)	grammar 511	reading 512	listening 513	writing 514	oral 515			
Advanced 1 600~	601 (3 periods)	grammar 611	reading 612	listening 613	writing 614	oral 615	current 616		
Advanced 2 700~	701 (2 periods)	grammar 711	reading 712	listening 713	writing 714	oral 715		business 718	

※oral = Oral Communication, current = Current Japanese Studies, business = Business Japanese

※Reading 112 is offered only in Spring and reading 212 is offered only in Fall.

★ For details on each class, please see the "Syllabus" on the Gakumu Information System.
 <<https://gakumu-web1.tufs.ac.jp/Portal/Public/Syllabus/SylSearchMain.aspx>>

★ The timetable for Spring 2024 can be downloaded from the URL below.
 <https://www.tufs.ac.jp/english/student/international_student/Japanese_Program.html>

■ The table below shows the approximate levels offered in the JLPTUFS.

〈Approximate Course Levels〉

Level	At the start of the course	Goals at the end of the courses		
		Goals	JLPT	CEFR
Elementary 1 (100)	Novice	Lower elementary	N5	A1
Elementary 2 (200)	Lower elementary I	Upper elementary	N4	A2
Intermediate 1 (300)	Upper elementary	Lower intermediate	N3	B1.1
Intermediate 2 (400)	Lower intermediate	Upper intermediate	N3~N2	B1.2
Pre-Advanced (500)	Upper intermediate	Pre-advanced	N2	B2.1
Advanced 1 (600)	Pre-advanced	Lower advanced	N2~N1	B2.2
Advanced 2 (700)	Lower advanced	Upper advanced	N1	C1
Upper Advanced *not required to take the course	Upper advanced			

Notes

- The JLPT (Japanese Language Proficiency Test) and CEFR (Common European Framework of Reference for Languages) levels are the goals to be reached at the end of the courses. They are not the actual levels of the students.
- The actual Japanese level of the students at each level varies widely.
- The JLPTUFS offers classes aimed at improving students' academic Japanese proficiency and does not offer classes aimed at passing the JLPT.

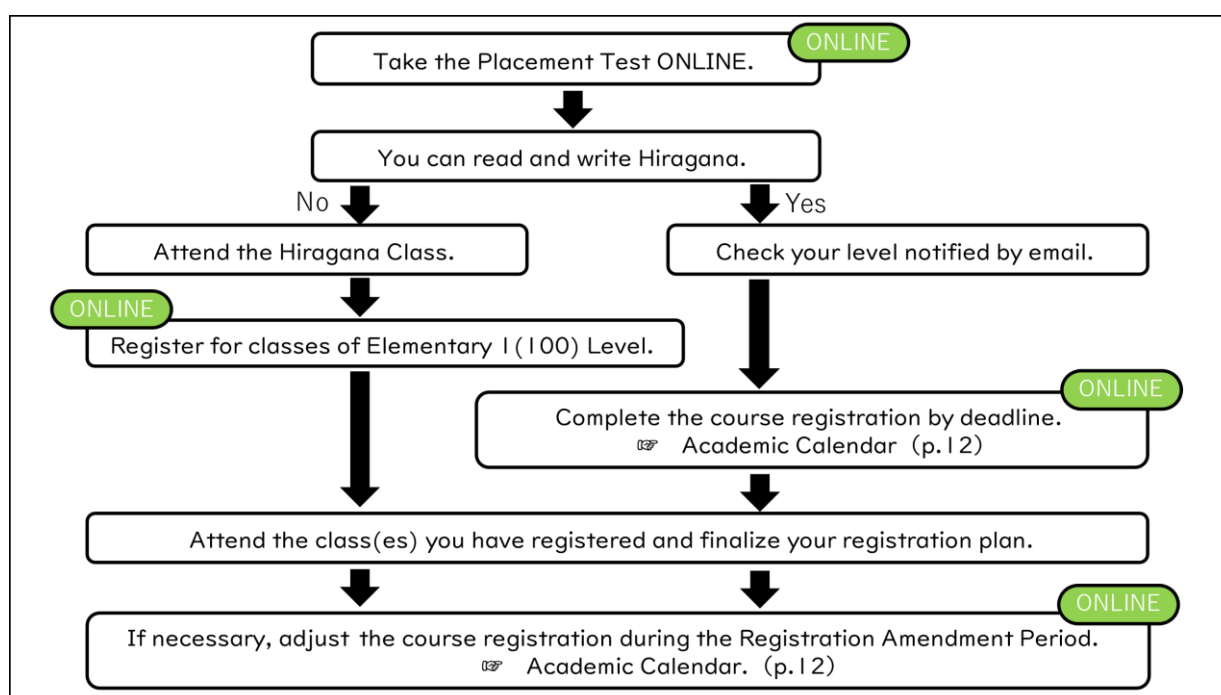
4. Course Registration Procedures for New Students

- Students planning to take the Fundamental Japanese Courses (JLPTUFS) for the first time need to register for the courses according to the procedures shown below.
- Course registration can be done online through the Gakumu Information System. Visiting Students, Preparatory Research Students and other students (e.g., PCS Students) will be notified individually.

<<https://gakumu-web1.tufs.ac.jp/Portal/Login.aspx>>

★ The details on the Placement Test will be informed individually by email.

<Registration Procedures for New Students>



Students placed at the "Upper-Advanced" Level by the Placement Test are NOT required to take any classes in the Fundamental Japanese Courses (JLPTUFS). These students are recommended to take subjects taught in Japanese in the Undergraduate Program to brush up on their Japanese. However, if necessary, they may take up to three class periods in each quarter.

5. Course Registration Procedures for Continuing Students

- Students who have taken Fundamental Japanese Courses (JLPTUFS) in Fall 2023 or before can register for the courses according to the procedures shown below.
- Course registration can be done online through the Gakumu Information System. Visiting Students, Preparatory Research Students and other students (e.g., PCS Students) will be notified individually.

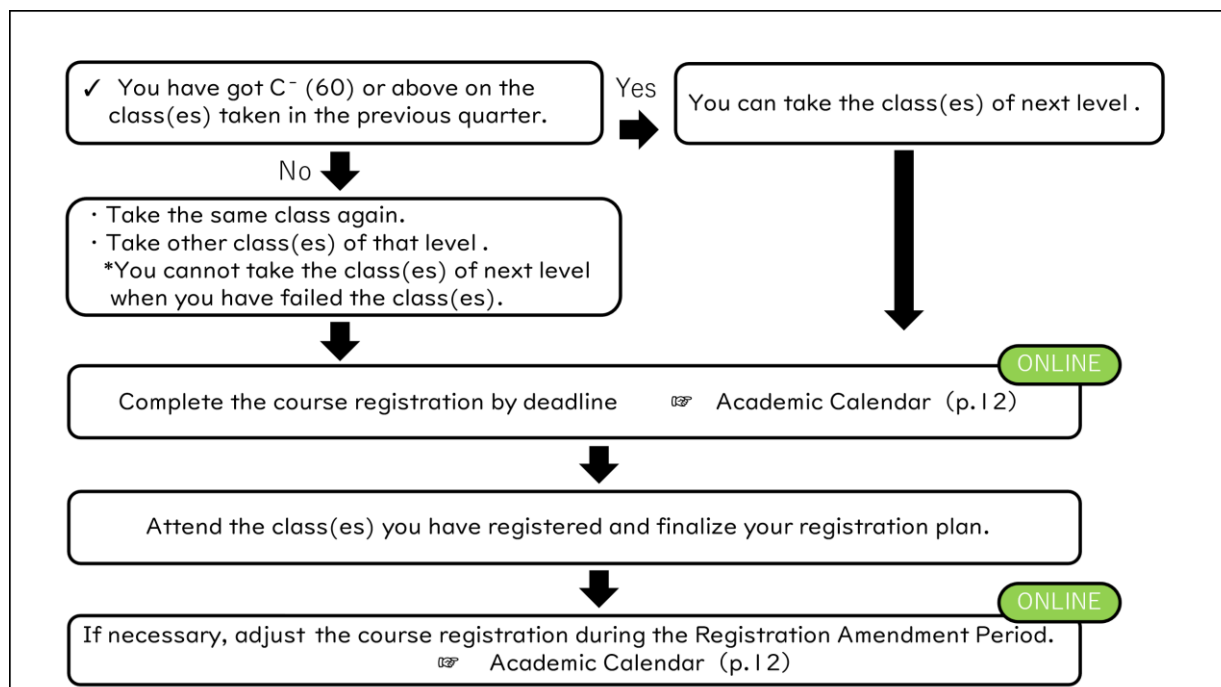
<<https://gakumu-web1.tufs.ac.jp/Portal/Login.aspx>>

- For continuing students, if their grades in the previous quarter were "C⁻ (60 points)" or above, they can take the classes from the next level in this quarter.

☞ "11. Grades and Evaluation (p.9)"

- Example 1: B (75 points) in "Integrated 301" in Fall 2023
→ "Integrated 401" can be registered in Spring 2024
- Example 2: A⁻ (80 points) in "Kanji 902" in Fall 2023
→ "Kanji 903" can be registered in Spring 2024
- Example 3: F (below 60 points) in "Listening Comprehension 613" in Fall 2023
→ "Listening Comprehension 713" CANNOT be registered in Spring 2024

<Registration Procedures for Continuing Students>



Students who have passed the Level 700 subject(s) by Fall 2023 are NOT required to take any classes in the Fundamental Japanese Courses (JLPTUFS). These students are recommended to take subjects taught in Japanese in the Undergraduate Program to brush up on their Japanese. However, if necessary, they may take up to three classes in each quarter.

6. Notes on Course Registration

Recommended Number of Periods to Be Taken (1 class periods = 1 credit)

- It is recommended that students of Level 100-600 take at least 3 periods per quarter in order to improve their Japanese proficiency.
- ISEPTUFS Students and Research Students have an upper limit on the number of periods they can register (p.7).

Registration for Integrated Class

- When taking an "Integrated" class, students must attend all 5 periods per week (3 for "Integrated Japanese 601" and 2 for "Integrated Japanese 701"). If there are 2 classes (A and B), students are to register for either A class or B class and attend only the registered one.

Registration for Kanji Class

- When taking a Kanji class, students must register for the class corresponding to their level as shown in the table below.
 - Example 1: Elementary 2 (200) Level students
→ Only "Kanji 901" can be registered.
 - Example 2: Intermediate 2 (400) Level students
→ Either "Kanji 902" or "Kanji 903" can be registered.
- Students should choose a class that suits their reading and Kanji writing ability. Students who cannot decide which class to take should consult with a Kanji class instructor.

〈Japanese Class Levels and Their Corresponding Kanji Classes〉

Level	Kanji Class (JLPT Level)
Elementary 1 (100)	Unable to take Kanji Class*
Elementary 2 (200)	Kanji 901 (N4)
Intermediate 1 (300)	Kanji 901 (N4) OR Kanji 902 (N3)
Intermediate 2 (400)	Kanji 902 (N3) OR Kanji 903 (N2)
Pre-Advanced (500)	Kanji 902 (N3) OR Kanji 903 (N2)
Advanced 1 (600)	Kanji 903 (N2) OR Kanji 904 (N1)
Advanced 2 (700)	Kanji 903 (N2) OR Kanji 904 (N1)
Upper-Advanced	NOT required

* Students of Level 100 will study Kanji in the Integrated class.

Changing the Class Level

- As a general rule, students should take classes at the level where they are placed. However, students are free to take integrated and focused classes one level above or below their assigned level.
 - Example 1: Taking "Integrated 301" and "Reading 412"
 - Example 2: Taking "Integrated 701" and "Listening 613"

- In order to take a class more than two levels above or below the placed level, students must consult with the instructor of the class they wish to take and obtain permission.

Upper Limit for Registration for Japanese Language Classes

*ISEPTUFS Students and Research Students Only

- As shown in the table below, ISEPTUFS Students and Research Students have an upper limit on the amount of Japanese language classes that they can register for in each quarter.

<Upper Limit for Registration for Japanese Language Classes>

Type of Registration Level	Integrated Type: Register Integrated Class	Focused type: Register Focused Classes only
Level 100-500 (Up to 6 periods) LIMITED	1) Integrated Class (5 periods) only or 2) Integrated Class (5 periods) + Focused Class (1 period)	Focused Classes only (1-6 periods)
Level 600 (Up to 6 periods) LIMITED	1) Integrated Class (3 periods) only or 2) Integrated Class (3 periods) + Focused Class(es) (1-3 periods)	Focused Classes only (1-6 periods)
Level 700 (Up to 3 periods) RECOMMENDED	1) Integrated Classes (2 periods) only or 2) Integrated Classes (2 periods) + Focused Class (1 period)	Focused Classes only (1-3 periods)

Upper-Advanced Level students are NOT required to take classes in JLPTUFS. However, if necessary, they can take up to three classes.

- Undergraduate Students, Preparatory Research Students and Japanese Studies Students:
 - Level 100 to 600: There is no upper limit on the number of class periods that can be taken.
 - Level 700: It is recommended that students take up to three class periods in each quarter.
 - Upper-Advanced Level: Students may take up to three class periods in each quarter if necessary.

- As for Visiting Students and other students (PCS Students, etc.), the classes to take will be decided through consultation with their academic advisor (p.10).

7. Purchasing Textbooks

- Students are to purchase textbooks as soon as they have decided on their classes. Textbooks can be purchased at the University CO-OP bookstore. The details such as business hours can be found on the website of the University CO-OP.

<<https://www.univcoop.jp/tufs/index.html>>

8. Class Attendance

- In order to acquire a high level of Japanese language proficiency, active participation in class is very important, including in online classes. Students are required to attend classes unless they have special reasons.
- As a general rule, in the Fundamental Japanese Courses (JLPTUFS), students with poor attendance (below 80%) will be graded as F (Fail), unless they have special reasons.
- Immigration Services Agency of Japan requires TUFs to report the students' class attendance as needed. If attendance is not sufficient, students may lose their status as an international student.

9. Examinations

|| Midterms, Finals and Make-up Exams

- Students must take exams such as midterm exams and final exams under given conditions, following the instructions of the class instructor.
- Students who cannot or could not take an exam due to unavoidable reasons such as illness, accidents, or family reasons should consult with the class instructor for a make-up exam.

10. Academic misconduct

- Students who are found to have cheated in exams will have all of their course registration for the quarter invalidated. There are severe punishments for cheating during exams as well as for other forms of academic misconduct such as plagiarism in assignments. Students MUST NOT commit dishonest acts or acts that can be suspected of being dishonest.

< https://www.tufs.ac.jp/documents/abouttufs/public_info/regulations/rev1128_E_11_15gakubu_tuusoku.pdf>

11. Grades and Evaluation

- In the Fundamental Japanese Courses (JLPTUFS), grades will be given according to the 11-scaled grading system from S to F as shown in the table below.
- The details on evaluation of each class can be found in the "Syllabus" on the Gakumu Information System.
- Undergraduate students, ISEPTUFS Students and Japanese Studies Students can check their grades on the Gakumu Information System. Research students should contact the Student Exchange Division, and Preparatory Research Students should contact the JLC Office, for inquiries on their grades.

〈Grades and Evaluation〉

Score	Grade	GP(Grade Point)	Evaluation
100~90	S	4.0	Pass
89~87	A ⁺	3.7	
86~83	A	3.3	
82~80	A ⁻	3.0	
79~77	B ⁺	2.7	
76~73	B	2.3	
72~70	B ⁻	2.0	
69~67	C ⁺	1.7	
66~63	C	1.3	
62~60	C ⁻	1.0	
59~0	F	0.0	Fail

12. Issuance of Certificates

- The certificates listed below can be issued upon request. Undergraduate Students should apply to the Educational Affairs Division. ISEPTUFS Students, Japanese Studies Students, and Research Students should apply to the Student Exchange Division. Preparatory Research Students should apply to the JLC Office.

- (1) Transcript of Grades
- (2) Attendance Record
- (3) Recognition of Credit Certificate
- (4) Other Documents

13. Inquiry

|| About Japanese Classes

- Please consult with the class instructor regarding the following:

- (1) Questions regarding the class
- (2) Questions regarding studying Japanese
- (3) Questions regarding textbooks or course materials
- (4) Questions regarding absence from class
- (5) Questions regarding exams
- (6) Questions regarding grades and evaluation

|| About Studying in General

- Please consult with your academic advisor (p.10) regarding the following:

- (1) Questions regarding course registration
- (2) Questions regarding credits or completion of the program
- (3) Concerns regarding personal problems
- (4) Questions and concerns regarding studying that you cannot consult with the instructor
- (5) Questions regarding 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

- Students can also consult with the Student Counseling Room or the Health Care Center.

<Academic Advisors>

Student Category	Academic Advisor
Undergraduate Students	DATE Hiroko
ISEPTUFS Students	DATE Hiroko
Japanese Studies Students	HANAZONO Satoru
Research Students	DATE Hiroko
Visiting Students	-
Preparatory Research Students	-
Other students (e.g., PCS Students)	DATE Hiroko

|| About Other Consultations

- Please consult with the Student Exchange Division regarding the following:

- (1) Questions and concerns regarding course registration in general
- (2) Questions regarding issuance of certificates and documents
- (3) Changes in your address or phone number

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

- (1) Plans to return to your home country or travel outside of Japan

<List of Contacts>

Division in Charge	Office	Phone	Email
Student Exchange Division (ISEPTUFS Students Only)	Administration Bldg. 1F	042-330-5182	inbound@tufs.ac.jp
Student Exchange Division (Other Students)	Administration Bldg. 1F	042-330-5184	ryugakusei- kyouiku@tufs.ac.jp
Educational Affairs Division	Administration Bldg. 1F	042-330-5168	kyoumu-kakari@tufs.ac.jp
JLC Office	JLC Bldg. 1F	042-330-5761	jlc-jim@tufs.ac.jp

|| About Fundamental Japanese Courses (JLPTUFS)

- For questions such as following, please contact us at the address below:

- (1) Questions about the Hiragana Class
hiragana@tufs.ac.jp
- (2) Questions about the Placement Test
placement@tufs.ac.jp
- (3) Questions about Japanese class levels and course registration
inquiry_japanese@tufs.ac.jp

14. Academic Calendar for JLPTUFS

- The academic calendar for JLPTUFS in Spring 2024 is as follows. Students should check the university HP as the schedule may change <<https://www.tufs.ac.jp/english/student/calendar/>>

<Academic Calendar for JLPTUFS Spring 2024>

★Spring Quarter 2024 (April 1st, 2024 to July 22nd, 2024)

Event	Schedule (Tentative)
Placement Test (ONLINE)	March 19th (Tue.) to March 26th (Tue.) *Japan Time
Announcement of Levels	March 29th (Fri.)
Hiragana Class	April 4th (Thu.), 13:30-15:00 April 5th (Fri.), 10:00-11:30, 13:30-15:00
Course registration period	April 5th (Fri.) to April 12th (Fri.)
Spring quarter classes begin	April 8th (Mon.)
Course registration amendment period	April 15th (Mon.) ~ April 19th (Fri.)
No classes	April 30th (Tue.) to May 2nd (Thu.)
Registration cancellation period	May 7th (Tue.) to May 8th (Wed.)
Classes held on national holiday (Monday classes)	July 15th (Mon)
Spring quarter classes end	July 15th (Mon.)
Spring quarter examination period	July 16th (Tue.) to July 22nd (Mon.)

<Class Periods of the Japanese Language Program>

Period 1	8 : 30 ~ 10 : 00
Period 2	10 : 10 ~ 11 : 40
Period 4	14 : 20 ~ 15 : 50

15. 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 classroom changes, as well as important notices for students will be posted here. Check this bulletin board every day. Additionally, please check your TUFs e-mail account every day to access class information.