

# Guidebook of Class Registration 2018 Spring & Summer quarter For ISEPTUFS Students

## Contents

1. What is ISEPTUFS ? .....	2
2. Classes for ISEPTUFS students .....	3
3. Class Registration (For all subjects).....	6
4. Grading System.....	6
5. Making inquiries about grades .....	6
6. Approval of Credits and Program Certificate .....	6
7. Academic Advisor / Subject Advisor.....	7
8. Academic Calender 2018-2019.....	7
9. Working permission .....	8
10. Class schedule .....	8
11. 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'.

### 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 History of the Program

ISEPTUFS officially began accepting international exchange students from October 1998. The initial short-term exchange program was executed according to the discretion of individual professors. After several changes were added to the program since then, ISEPTUFS has reached the current form of a short-term exchange program.

This year, 2018, will mark the 21th anniversary of ISEPTUFS. Initially, there were only 20 exchange students, but today that number has grown to over 200.

### 1.4 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 any faculties (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 TUFS 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' and 'Japanese Skill'.

#### (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 Regional Languages A / 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 booklet called "JLPTUFS: Japanese

Language Program of TUFUS" (or the following website:  
[http://www.tufs.ac.jp/intlaffairs/international\\_student/](http://www.tufs.ac.jp/intlaffairs/international_student/)).

**【Placement test】**

Students willing to take JLP are required to take a placement test. In accordance with your result of the test (100~800), 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	up to 6 credits
700~800	up to 3 credits

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

ISEPTUFS student are to choose ① Global Liberal Arts Program, ② Subjects in the School of Language and Culture Studies and ③ Subjects in the School of International and Social Studies. They should mainly choose from the subjects of ①②③ in English and TUFUS Integrated Program in Japan Studies included in ①.

**【Subjects taught in English】**

(1) Global Liberal Arts Program:

[http://www.tufs.ac.jp/english/education/kaikokamoku/list\\_glas.html](http://www.tufs.ac.jp/english/education/kaikokamoku/list_glas.html)

(2) Subjects in the School of Language and Culture Studies:

[http://www.tufs.ac.jp/english/education/kaikokamoku/list\\_slcs.html](http://www.tufs.ac.jp/english/education/kaikokamoku/list_slcs.html)

(3) Subjects in the School of International and Social Studies:

[http://www.tufs.ac.jp/english/education/kaikokamoku/list\\_sias.html](http://www.tufs.ac.jp/english/education/kaikokamoku/list_sias.html)

**【TUFUS Integrated Program in Japan Studies】**

These are subject that 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.

<http://www.tufs.ac.jp/english/education/kaikokamoku/ipjs.html>

**【The other subjects in Japanese】**

If the students have Japanese language proficiency to take subjects in Japanese, they

may take the subjects

(1) Global Liberal Arts Program:

<http://www.tufs.ac.jp/english/education/kaikokamoku/globalliberalartsprogram.html>

(2) Subjects in the School of Language and Culture Studies:

<http://www.tufs.ac.jp/english/education/kaikokamoku/slcs.html>

(3) Subjects in the School of International and Social Studies:

<http://www.tufs.ac.jp/english/education/kaikokamoku/sias.html>

If ISEPTUFS students take the other subjects in Japanese, they need to attend the first classes of the subjects from 2nd to 10th of April and ask to lecturers for permission to take the subjects.

#### **【Subjects in postgraduate department】**

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) Research Seminar
- (2) Teacher Preparation Subject: Subjects related to Teaching, Information Skills A/B
- (3) English B/C
- (4) Study tour (which is held overseas)
- (5) Short visit program
- (6) Internship
- (7) Thesis Seminar (Postgraduate level)

#### 2.5 Balance between subjects

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

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

(2) Exchange Students need to take 10 hours (7 classes) per week for the student visa requirement

### **3. Class Registration (For all subjects)**

(1) April 5 2018                      Issuance of User account

(2) April 11 to 17 2018      Period of class registration

※Please refer to page 10 to 13 regarding online registration

※To complete your class registration, enlist cooperation from your tutor

(3) Amendment or suspension of class registration

Amendment period of Class Registration    April 23 2018 ~ April 24 2018

Suspension period of Class Registration    May 10 2018 ~ May 11 2018

### **4. Grading System**

TUFS grading system is as follows:

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

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 student 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 and Program Certificate**

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 credit

Japanese Language Program

Classes 101, 201, 301, 401, 501 - 5 credits

Class 601 - 3 credits, Class 701 - 2 credits  
 Other Classes (Skill/Focused Classes) - 1 credit

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

Furthermore, when ISEPTUFS students obtain 24 or more credits, we will issue the students the course completion certificate for the ISEPTUFS Program. Please note that this program certificate will not be issued to graduate-level ISEPTUFS students.

## 7. Academic Advisor / Subject Advisor

Academic Advisor can speak ISEPTUFS students' mother tongue. Please refer to the list on Attachment 1 to find out your Academic Advisor.

Subject Advisors will help you regarding the courses.

Subject Advisor

Japanese Language Program	<b>Professor Hiroko FUJIMORI</b>	E-mail: fujimori@tufs.ac.jp Room:#507 Japanese Language Center for International Students
The other subjects	<b>Professor Kazuyuki URATA</b>	E-mail: urata.kazuyuki@tufs.ac.jp Room: #656 Research and Lecture Building
	<b>Professor Taku SHINOHARA</b>	E-mail: takus@tufs.ac.jp Room: #718 Research and Lecture Building

## 8. Academic Calender 2018-2019

Spring quarter: April 1, 2018-July 13, 2018  
 Summer quarter: July 14, 2018- September 30, 2018  
 July 17, 2018-September 28, 2018 (Intensive)  
 Fall quarter: October 1, 2018-January 29, 2019  
 Winter quarter: January 30, 2019-March 31, 2019  
 January 30, 2019- February 15, 2019(Intensive)

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

Note: Students whose period of study expires on July 13 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 31.

## 9. 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 TUFs student anymore.

## 10. Class schedule

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
	Period 6	17:40~19:10

## 11. 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 Bldg., 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 Bldg., 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)

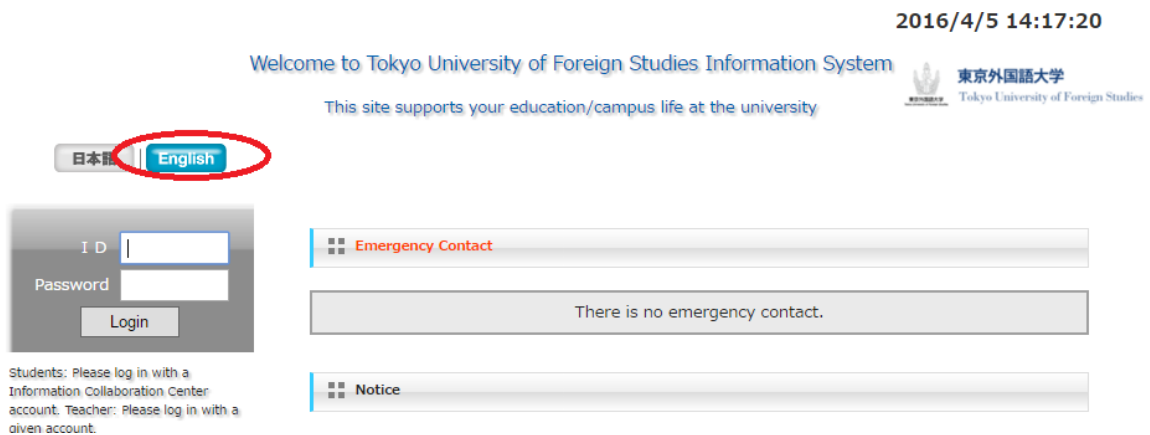
Address: 1st floor Administration Building, Tokyo University of Foreign Studies  
Asahi-cho 3-11-1, Fuchu-shi, Tokyo 183-8534, Japan

<How to check and read the syllabus>

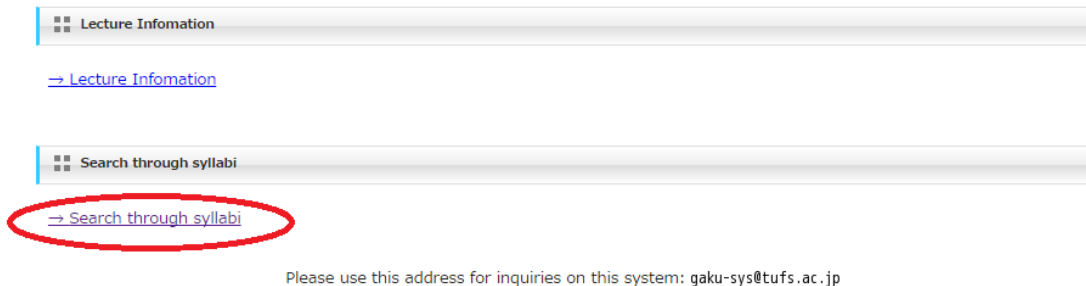
1. Visit the TUFS website: <http://www.tufs.ac.jp/english/>
2. Click “Information System.”



3. Click “English.”



4. Scroll down to the bottom of the page, and click “search through syllabi.”



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

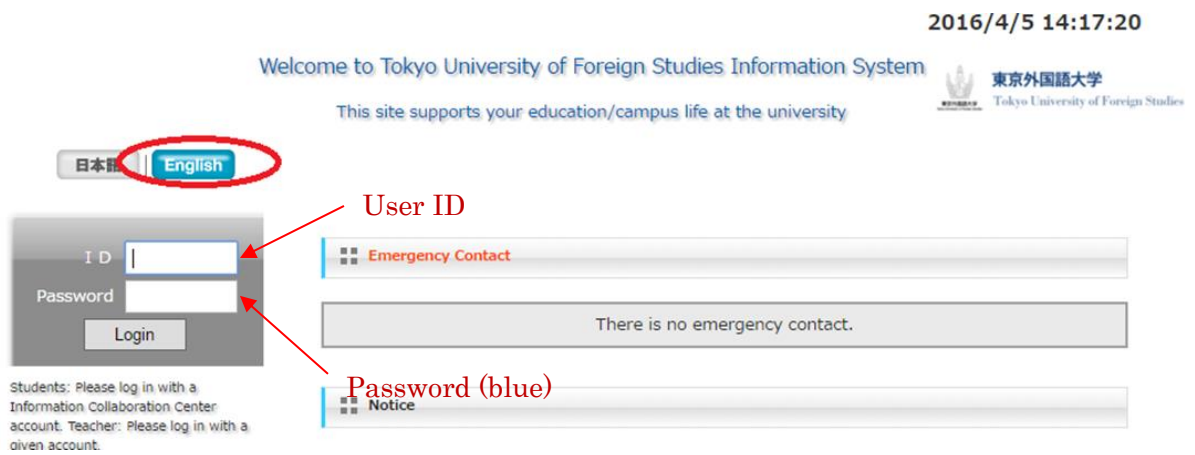
Search through syllabi	
Semester	
Year	2016 ▾
Semester	----- ▾
Faculty, etc	
Faculty	----- ▾
Department	----- ▾
Course	----- ▾
Schedule	
Day of week	----- ▾
Period	---- ▾
Class code	<input type="text"/>
Field	
Subject field	----- ▾
Other (partial word searches are enabled)	
Subject title search	<input 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.

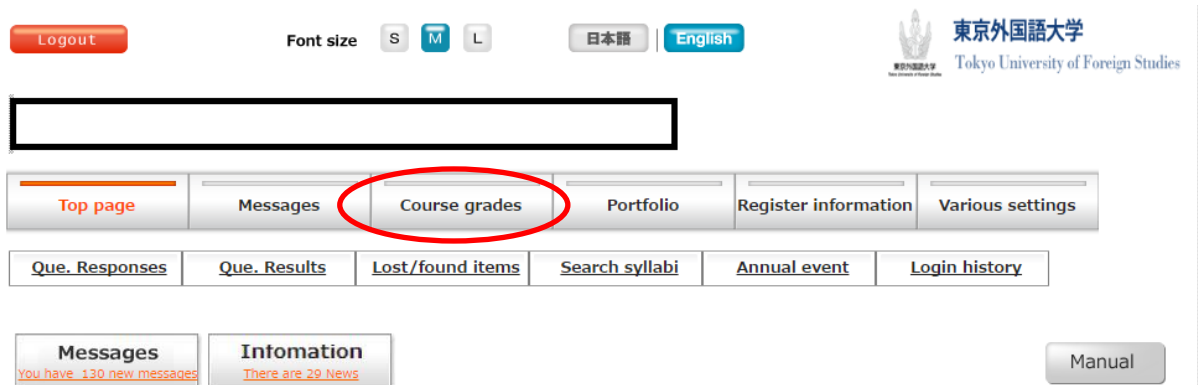
<How to complete your class registration on-line>

1. Logging in to your account.

Follow #2 and #3 of the above, and type in your ID and Password (blue) on the top left side.



2. Once logged in, the following screen shows up.



Click “Course grades.”

3. Then, click “Course registration.”

The screenshot displays the TUFS user interface. At the top left, there is a red 'Logout' button. Next to it are font size options: 'S', 'M', and 'L'. Further right are language selection buttons for '日本語' and 'English'. In the top right corner, the TUFS logo and name '東京外国語大学 Tokyo University of Foreign Studies' are shown. Below the header 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 a red underline), '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 [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.