

Course Guide for 2021 Online Japanese Language Course

We are happy to inform you that TUFS Open Academy will be recruiting students for its Online Japanese Language Course (8 different levels, 1 course for each level). For those who wish to participate in this course, please confirm the following “Procedures for Online Course” before application.

What is “TUFS Open Academy Online Japanese Language Course”?

“I want to study Japanese, but there is no opportunity to do so.” “I want to speak Japanese more fluently when speaking with Japanese people.” Have you ever thought like this before? These concerns are not uncommon among people who are not in an environment where they can try speaking Japanese or who want to master the Japanese language. The Tokyo University of Foreign Studies (TUFS) Open Academy is now offering Online Japanese Language Courses that can be taken at home from anywhere in the world.

About the Tokyo University of Foreign Studies

The Tokyo University of Foreign Studies has a history of over 120 years. Based on its long history, TUFS continues to play an important role as one of the hubs of international academic research and exchange in Japan. In addition, it is one of the largest Japanese language institutions in Japan, having accepted many international exchange students from all over the world and provided them with a high standard of Japanese language education.

Course Outline

- 1) Courses offered: Elementary 1, Elementary 2, Pre-Intermediate 1, Pre-Intermediate 2, Intermediate 1, Intermediate 2, Advanced 1, Advanced 2
(8 different levels, 1 course for each level)
- 2) Course Period: Friday, July 2, 2021 to Friday, October, 15, 2021
*No classes on July 23 and August 13
- 3) Course Day: Friday
- 4) Course Hour: 8:00 pm to 9:30 pm (Japan time)
- 5) Number of classes: 15 (90 minutes for each class)
- 6) Course Fee: 34,000 yen
- 7) Number of students in a class: 15 for Elementary 1 to Pre-Intermediate 2
20 for Intermediate 1 to Advanced 2

- 8) Media: Online Classes > Zoom
Handouts and Class Announcements > Google Classroom

To Apply

- 1) Application Period: From 10:00 am, Thursday, May 20, 2021 to 11:59 pm, Monday, May 31, 2021 (Japan time). Applications are accepted on a first-come, first-served basis.
- 2) How to Apply: Please apply using the web application form on <https://forms.gle/ky74Csz6HYNjfcyD9> .
- 3) Precautions:
 - Applications are accepted on a first-come, first-served basis and will be closed as soon as capacity is reached.
 - Applications submitted offline (post mail, email, phone, fax, hand-delivery) will not be accepted.
 - Please check the contents of each course carefully before applying. Your eligible course level is determined by a Level-Check test (automatic scoring) for each course. Class changes are not permitted after application. There is no trial period.

Course Fees

- The cost of the required textbook is included in the course fee. If you already have a copy of the required textbook you can indicate that on your application form. Even if you do not need the textbook, the price of the textbook will NOT be subtracted from the course fee.
- The course fee must be paid by credit card at the time of application.
- As a rule, the course fee is non-refundable once it has been paid. Please make sure that you have the necessary system environment to take the online course. Please also check the course content carefully before applying.
- The course fee can only be paid online by credit card. Payment procedures and other details will be explained in an email to those who have been accepted. Payment must be made by the designated date (within one week after receiving the acceptance notice).

Cancellation

- If you wish to cancel your registration after submission, please notify the

Secretariat by email by Friday, June 11.

- Once the course fee has been paid, it is non-refundable.

Mid-term Enrollment

- Mid-term enrollment after a course has started is not allowed as this will interfere with the progress of the class.

Textbooks and Handouts

- The textbook is listed in the outline for each course.
- The textbook will be mailed to you from Tokyo University of Foreign Studies after you pay the course fee, which includes the cost of the textbook and shipping fee.
- If you already have a copy of the required textbook you can indicate that on your application form and the textbook will not be sent to you. Even if you do not need the textbook, the price of the textbook will NOT be subtracted from the course fee.
- If there are any handouts in addition to the textbook, they will be distributed electronically via Google Classroom.

Course Notes

- Please keep your video ON, and your microphone OFF (mute) when taking class.
- We do not provide technical support for online courses.
- Recordings of classes will not be available.
- Recording, videotaping, or taking screen shots of classes is prohibited.
- Please attend classes from a quiet place.
Please refrain from attending classes in public places such as cafes, public transportation, or during work hours, as this may cause inconvenience to the surrounding people and other students.
- If you have to leave a class for more than 10 minutes due to emergency issues, please leave from Zoom and re-enter after you are ready.
- It is the responsibility of the student to take security measures (such as protecting your computer from viruses, unauthorized access, loss or damage of equipment, and leakage of information) at the student's own expense. TUFSS will not be able to compensate for any damages incurred by students.

- Students may be prevented from attending or may be expelled from a course in the event of any of the following undesirable behaviors. The course fee will not be refunded.
 1. Behavior that is disruptive to other students or interferes with the progress of the class.
 2. Failure to complete the course application procedure or pay the course fee.
 3. Any act that is illegal or that goes against public order and morals.
 4. Any action that violates course rules or prohibitions.

How to attend a class (Please read this carefully!)

- The Google Classroom “Class Code” for the course you applied for will be included in the “Course Notification” email, which you will receive after you have paid the course fee. Please make sure to log in to Google Classroom at least one week before the first class.
- The Zoom class link (invitation URL) will be posted in Google Classroom (you can enter with the class code) at least one week before the first class. Please enter the class from the same Zoom invitation URL (noted above) every class day.
- Information about class cancellations or make-up classes will be sent through Google Classroom. We will not contact you via email or telephone.

Prohibitions

If you violate any of the following prohibitions, you may be denied access to the class.

- Sharing the class link (invitation URL), Zoom meeting ID, password, or Google Classroom class code with others.
- Recording, videotaping or taking screen shots of a class.
- Sharing a recording and/or screen shots of a class on social networking sites (SNS).
- Redistributing the data or handouts distributed in class.

Class Manners

- Keep your video ON, and your microphone OFF (mute) when taking a class.
- Please take classes in a quiet place.
- If you have to leave the class for more than 10 minutes due to emergency

issues, please leave from Zoom and re-enter after you are ready.

- Please write your real name for your Zoom and Goggle user name.
- When you enter a class, turn your video ON and mute your microphone. Only unmute and speak when the instructor instructs you to do so.
- If you have any questions, please use the “raise your hand” button or “chat” function in Zoom and ask the instructor for permission to speak.

Contact

Tokyo University of Foreign Studies (東京外国語大学) TUFS Open Academy Office
(responsible for online Japanese Language Courses)

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

Email : oa-jpclass[at]tufs.ac.jp

- When you have questions, please contact us by email. (Please replace [at] with @.)
- We do not provide technical support for online courses. Please read the instructions carefully and complete the procedure by yourself.

Handling of Personal Data

TUFS will use personal information for the following purposes and to the extent necessary. Personal information will not be disclosed or provided to any third party without the consent of student.

- To confirm your identity when your application is accepted.
- To send you invitations to upcoming lectures that will take place next semester.