

Fundamental Japanese Course (Japanese Language Program of TUFS)

— Japanese Course Registration Outline —

Fundamental Japanese Course at TUFS (Japanese Language Program of TUFS (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, that class may be cancelled.

Program Outline

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

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 Class	Focused Class
Undergraduate Students	◎	◎
Preparatory Research Students	◎	◎
Teacher training Students	◎	◎
Students in the Japan-Korea Joint Government Scholarship Program	◎	◎
Japanese Studies Students	◎	○
ISEPTUFS Students	◎	○
Research Students	○	◎
Visiting Students	-	○

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

1. Attend the Japanese Language Orientation.

Students in all categories will be informed about the Japanese Language Program of TUFS. The students will also learn about the procedures to register for courses.

2. Take the placement test.

Those students who have not yet taken the placement test will be required to take the placement test.

Those who have not yet learned to read and write Hiragana (one of Japanese characters) will be required to take the Hiragana class.



If you have never learned Japanese before, take

Hiragana Class:

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

TIME & DATE: September 27 (Fri.)

10:00 to 12:00

PLACE: Room 217, 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 27 (Fri.) 10:00 to 11:40

PLACE: Japanese Language Center

◆ ISEPTUFS Students: Rm.103/ Rm.107/ Rm.213/ Rm.214

◆ Research Students: Rm.215

◆ Preparatory Research Students : Rm.216

◆ Japanese Studies Students : Rm.216

◆ Visiting Students : Rm.216

◆ Students in the Japan-Korea Joint Government Scholarship Program : Rm.216

Please **bring HB pencils, an eraser and your Student Identification Card with you.**

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



Placement Test Level Announcement:

16:00, September 27 (Fri.) 1F Bulletin Board, Japanese Language Center



Start of formal classes: October 1 (Tue.)



Students should purchase required textbooks at the university bookstore when they have decided to register particular classes. Photocopying a textbook is prohibited.



Deadline for Course Registration: October 14 (Mon.)

NOTE: 1) ISEPTUFS Students, Japanese Studies Students, Research Students, and Undergraduate Students need to register classes online (8th through 14th, October). Follow the instructions from the Student Exchange Division. You can change your registration during the course registration amendment period (18th through 21st, October).

NOTE: 2) Preparatory Research Students, Teacher Training Students, Students in the Japan-Korea Joint Government Scholarship Program, and Visiting Students need to fill out and turn in the class registration form to JLC office by the deadline. Otherwise, you will be considered as “uninterested in learning Japanese” and become unable to register for classes.

Hiragana Class

International students who are learning Japanese for the first time must participate in the Hiragana Class. This class will teach students Hiragana, basic orthography. Textbooks used in all Japanese language classes are written entirely in Japanese, so students are expected to be able to read and write using Hiragana by the start of classes. Students who have learned Hiragana in the Hiragana class will be able to study Japanese effectively.

Types of Classes Offered

The chart below lists the Japanese language classes offered each quarter, along with their codes. The “Integrated Classes” 101, 201, 301, 401 and 501 each has 5 periods, 601 has 3 periods, and 701 has 2 periods per week. “Focused/Topic Classes” at all levels have 1 period per week.

When choosing the "Integrated" class, students need to participate in all the classes. The case when a student chooses to register the “Integrated Classes” where two sets of classes are offered, he/she must select and attend either A set classes or B set classes and cannot mix the two sets.

Level	Integrated Classes	Focused/Topic Classes (1 period)							Kanji	
Elementary 1 100~	101 (5 periods)				writing 114	Oral 115			Kanji 901 902 903 904	※ reading 312b
Elementary 2 201~	201 (5 periods)				writing 214	oral 215				
Intermediate 1 301~	301 (5 periods)		reading 312	listening 313	writing 314	oral 315				
Intermediate 2 401~	401 (5 periods)	grammar 411	reading 412	listening 413	writing 414	oral 415				
Pre-Advanced 501~	501 (5 periods)	grammar 511	reading 512	listening 513	writing 514	oral 515				
Advanced 1 601~	601 (3 periods)	grammar 611	reading 612	listening 613	writing 614	oral 615	current 616			
Advanced 2 701~	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

※ Focused /Topic Classes and Kanji classes: 1 credit (90 minutes)/week

※ “Reading 312b (Extensive reading)” is designed for Elementary 1 - Intermediate 1 (100-300) level students.

Please see “Course Descriptions” for details.

http://www.tufs.ac.jp/english/student/international_student/Japanese_Program.html

Registration of Kanji Classes

Kanji classes (Kanji901, 902, 903, 904; each class opens once a week) are offered for the students of 200 level or above. Kanji classes which these students can take are limited according to the levels of students, as seen in the chart below. For example, students of 200 level are allowed to take only Kanji 901, but students of level 300 can take either kanji 901 or Kanji 902, whichever they want to take.

Please choose the class which suits your ability of reading and writing Kanji.

Students who passed the Kanji class in the spring quarter of 2019 can take the class of the next level.

Japanese class levels and their corresponding Kanji classes

Level	Kanji Class (JLPT Level)	Level	Kanji Class (JLPT Level)
100	Unable to take Kanji class*	500	Kanji 902 (N3) OR 903 (N2)
200	Kanji 901 (N4)	600	Kanji 903 (N2) OR 904 (N1)
300	Kanji 901 (N4) OR 902 (N3)	700	Kanji 903 (N2) OR 904 (N1)
400	Kanji 902 (N3) OR 903 (N2)	Upper-Advanced	Unable to take Kanji class

※Students of 100 level will study Kanji in the Integrated class.

Class Registration

In order to improve the communicative and academic skills in Japanese, **students of 100 to 600 levels are strongly recommended to take over 3 classes or more each semester.**

Once the classes the student wants to register for have been decided, he or she should make sure that the number of the classes to register is appropriate, that the Japanese language classes do not conflict with other classes to take and that the level of the classes are appropriate to their competence. Once checked, ISEPTUFS Students, Japanese Studies Students, Research Students and Undergraduate Students need to register classes on line. Preparatory Research Students, Teacher Training Students, Students in the Japan-Korea Joint Government Scholarship Program, and Visiting Students need to write the names of the classes on the Class Registration Form and turn it in to JLC office.

If the student has any questions regarding class registration, he or she should consult with academic advisor. For inquiries for Japanese classes, Integrated/ Intensive Class Chief will answer them.

<u>Subject Title</u>	<u>Integrated/ Intensive Class Chief</u>
Japanese: Integrated-1	KAWACHI Ayaka
Japanese: Integrated-2	NISHIJIMA Eriko
Japanese: Integrated-3	YUKIMATSU Hanae
Japanese: Integrated-4	FUJIMORI Hiroko
Japanese: Integrated-5	HANAZONO Satoru
Japanese: Integrated-6	KUDO Kanako
Japanese: Integrated-7	NAKAI Yoko

NOTICE: Students who are judged as “Upper-Advanced Level” (above level 700) in the result of the placement test and students who passed the subjects of 700 level in the spring quarter of 2019 are not allowed to take any class of Fundamental Japanese Course. These students are recommended to take specialized subjects offered in the Undergraduate program to advance proficiency in Japanese.

Upper Limit for registration for JLP classes

ISEPTUFS Students and Research Students have upper limit for registration for JLP classes. 100-600 level students can register up to 6 credits, 700 level students can register up to 3 credits. There are two types of Japanese class registration: integrated-class type or focused-class type. Students with other categories do not have upper limit for registration.

Upper limit for registration for JLP classes (ISEPTUFS Students and Research Students only)

Type of registration Level	Integrated type: Register Integrated classes	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)	Focused classes only (1-6 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)

Purchasing Textbooks

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

Class Enrollment and Credits

ISEPTUFS Students, Japanese Studies Students and Undergraduate Students can receive credits for “Global Liberal Arts Subjects”.

International students who are taking Japanese language classes as preparation for further education, research students enrolled in the TUFS undergraduate program or 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).

The grades (including F) of Japanese classes are also converted into GPA for ISEPTUFS Students, Japanese Studies Students and Undergraduate Students.

Class Attendance

The Fundamental Japanese Course (JLPTUFS) provides students with opportunities to acquire communication skills and academic abilities and skills in Japanese effectively. Active participation in classes is a very important key to that goal and students are required to attend more than 80% of all classes. Students with poor attendance (i.e. below 80%), will not be able to take the mid-term and/or final exam(s) and will not be able to receive grades. Also, the Attendance of classes in the course 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. Please note that a low attendance rate may result in losing your international student status.

Rules Pertaining to Exams and Tests

If a student cheats during quizzes or mid-term and final examinations, his or her entire class registrations will be invalidated. There is a severe punishment for fraud. Please do NOT commit a dishonest act, even the suspected one.

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. Check this bulletin board every day. Also, please check TUFS e-mail account everyday so that you can access class information.

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.

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 2019 Academic Calendar for the Japanese Language Program

Schedule	Fall 2019 (October to January)
Placement Test	September 27 (Fri.) 10:00 to 11:40
Hiragana Class	September 27 (Fri.) 10:00 to 12:00
Announcement of Levels	September 27 (Fri.) 16:00
Classes begin	October 1 (Tue.)
Japanese Class Registration	October 8 (Tue.) ~ October 14 (Mon.)
Japanese Class Registration Adjustment	October 18 (Fri.) ~ October 21 (Mon.)
Classes held on national holiday (Monday classes)	October 14 (Mon.), November 4 (Mon)
TUFS Festival (No Class)	November 19 (Tue.) ~ November 25 (Mon.)
Classes held on national holiday (Friday classes) Classes end for 2019	December 25 (Wed)
Classes resume	January 6 (Mon)
No classes (restricted entrance)	January 17 (Fri)
Fall quarter ends	January 20 (Mon.)
Fall quarter examination period	January 22 (Wed) ~28 (Tue)

※Classes are not held on national holidays except for October 14 and November 4. Please be aware that not all national holidays are listed in the schedule above.

Emergency Situations:

In cases like those below, please refer to the TUFS website. If you have any questions, 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. Cancellation or rescheduling of classes due to typhoons

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 Integrated/ Intensive Class Chief regarding the following:

- ① Questions regarding Japanese language class level
- ② Questions regarding class registration

3. Please consult your academic 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

Students can also access to Student counseling room or the Health Care Center.

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

- ① Questions and concerns regarding class registration
- 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

Fundamental Japanese Course (Japanese Language Program of TUFS) Office

Student Exchange Division	Administration Bldg., 1F	042-330-5184
Educational Affairs Division	Administration Bldg., 1F	042-330-6168

Address:

Tokyo University of Foreign Studies
3-11-1, Asahi-cho, Fuchu-shi, Tokyo, 183-8534, JAPAN