

Guidebook of Class Registration 2017 Fall & Winter quarter

For ISEPTUFS Students

Contents

1. What is ISEPTUFS ?	2
2. Classes for ISEPTUFS students	3
3. Class Registration	5
4. Grading System	6
5. Approval of Credits and Program Certificate	6
6. Academic Advisor / Subject Advisor	7
7. Academic Calender 2017-2018	7
8. Working permission	8
9. Class schedule	8
10. 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, TUFUS 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 TUFUS. 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.

The Fall semester of 2017 will mark the 20th 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 TUFUS, 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 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'.

These subjects are provided as the **J**apanese **L**anguage **P**rogram at **T**okyo **U**niversity of **F**oreign **S**tudies: **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 TUFs" (or the following website: 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 ①② ③ in English and TUFU Integrated Program in Japan Studies included in ①.

【Subjects taught in English】

Global Liberal Arts Program:

http://www.tufs.ac.jp/english/education/kaikokamoku/list_glas.html

Subjects in the School of Language and Culture Studies:

http://www.tufs.ac.jp/english/education/kaikokamoku/list_slcs.html

Subjects in the School of International and Social Studies:

http://www.tufs.ac.jp/english/education/kaikokamoku/list_sias.html

【TUFU 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

Global Liberal Arts Program:

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

Subjects in the School of Language and Culture Studies:

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

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 6th of October and ask to lecturers for permission to take the subjects.

【Subjects in postgraduate department】

ISEPTUFS students in postgraduate level can choose subjects in Postgraduate Department

ISEPTUFS student in undergraduate level cannot choose subjects in Postgraduate Department.

2.4 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 both Japanese 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

【Class registration for Japanese language program】

- ① September 28, 2017 Placement test
- ② October 13, 2017 According to their result of the test, submit Japanese Language Class Registration Form (mark sheet) to the Student Exchange Division
- ③ October 23 to 24, 2017 Registration period of Japanese Language Program

※Please refer to page 12 regarding online registration.

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

※Japanese Language Program should be registered as 'Regional Languages A / Japanese: Integrated' and 'Japanese Skill'.

※Japanese Language Program should be registered both by the mark sheet and with the online registration.

※Please note that cords of Japanese Language Program for the mark sheet and the cords for the online registration are different.

【Class registration for subjects except Japanese language program】

- ① October 5, 2017 Issuance of account
- ② October 6, 2017 Class registration
 - ※ Please refer to page 12 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	October 23 2017 ~ October 24 2017
Suspension period of Class Registration (only for undergraduate level)	October 30 2017 ~ October 31 2017

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. 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

Supplementary Classes 110,210,310, 410, 510, 610, 710, 810, 900 - 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.

6. 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	Professor Hiroko FUJIMORI	E-mail: fujimori@tufs.ac.jp Room:#507 Japanese Language Center for International Students
The other subjects	Professor Kazuyuki Urata	E-mail: urata.kazuyuki@tufs.ac.jp Room: #656 Research and Lecture Building
	Professor Taku Shinohara	E-mail: takus@tufs.ac.jp Room: #718 Research and Lecture Building

7. Academic Calendar 2017-2018

Fall Semester:	October 1, 2017-January 19, 2018
Winter Semester:	January 20, 2018-March 31, 2018 January 23, 2018-9 February, 2018(Intensive)
Spring Semester:	April 1, 2018-July 13, 2018
Summer Semester:	July 7, 2018- September 30, 2018 July 17, 2018-July 31, 2018 (Intensive)

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

Note: Students who intend to take part in classes during Summer semester, you should find your accommodation by yourself. Please consult the Student Exchange division before you register.

8. Working permission

Students can work for 28 hours per week if you receive permission in advance from the Tokyo Immigration Bureau. 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, your student visa is no longer valid as you are not TUFs student anymore.

9. 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

10. Other information

< Campus Services >

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: Administration Building, 1st floor

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

Tokyo University of Foreign Studies

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