

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

- “Fundamental Japanese Courses (Japanese Language Program of TUFFS)” is a Japanese program for international students studying at TUFFS to acquire a high level of Japanese language proficiency which is necessary for studying and researching at the 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 can comprehensively learn the four skills (reading, listening, writing, and speaking). As for “Focused” classes, there are 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 the Fall Quarter (October to January). Each quarter has 13 weeks.

★ All the classes in the Fundamental Japanese Courses (JLPTUFS) for Fall 2020 will be held ONLINE.

2. Who Can Take This Program?

- The table below shows which class(es) can be taken according to the student categories.
- 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 given priority. As a general rule, students cannot take classes with "–“.

〈Category of International Students and Classes Available〉

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

3. Types of Classes Offered

- The table below lists the Japanese language classes offered in Fall 2020.
- “Integrated Japanese 101, 201, 301, 401 and 501” each has 5 periods, “Integrated Japanese 601” has 3 periods, and “Integrated Japanese 701” has 2 periods per week. “Focused” classes have 1 period per week for each. One period is 90 minutes long.
- In this quarter, “Intensive Japanese 100” (10 periods per week) will be offered, but only Undergraduate Students and Preparatory Research Students can take this class.
- Which level a student is at is determined by the placement test for new students and grades of the courses taken in the previous quarter for continuing students.
- Please read “6. Notes on Course Registration (pp.5-6)” carefully when deciding which class(es) to take.

〈Fundamental Japanese Classes Offered in Fall 2020〉

| Level | Intensive Class | Integrated Classes | Focused/Topic Classes (1 period) | | | | | | | Kanji |
|------------------------|---------------------|--------------------|----------------------------------|-----------------|------------------|----------------|-------------|------------------|-----------------|--------------|
| Elementary 1 100~ | 100 (10 periods) | 101 (5 periods) | | | | writing 114 | Oral 115 | | | |
| Elementary 2 201~ | | 201 (5 periods) | | | | writing 214 | oral 215 | | | Kanji 901 |
| 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 | | | Kanji 902 |
| Pre-Advanced 501~ | | 501 (5 periods) | grammar 511 | reading 512 | listening 513 | writing 514 | oral 515 | | | Kanji 903 |
| Advanced 1 601~ | | 601 (3 periods) | grammar 611 | reading 612 | listening 613 | writing 614 | oral 615 | current 616 | | Kanji 904 |
| Advanced 2 701~ | | 701 (2 periods) | grammar 711 | reading* 712 | listening 713 | writing 714 | oral 715 | literature* - | business 718 | |

* oral = Oral Communication, current = Current Japanese Studies, business = Business Japanese, literature = Reading Japanese Modern Literature

* Students who wish to take a reading class of Level 700 must select either “Reading 712” or “Reading Japanese Modern Literature.”

★ 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>〉

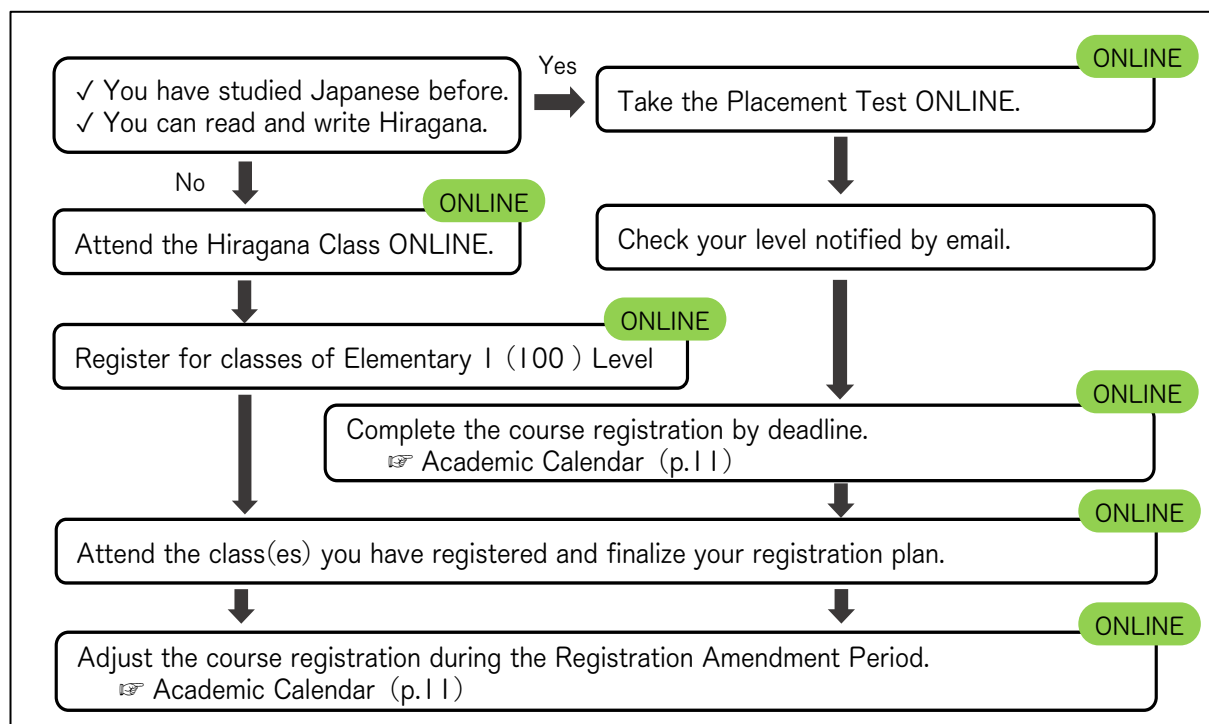
★ The timetable for Fall 2020 can be downloaded from the URL below.
 〈http://www.tufs.ac.jp/english/student/international_student/Japanese_Program.html〉

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 and other students (e.g. PCS students) will be notified individually.
(<https://gakumuweb1.tufts.ac.jp/Portal/Login.aspx>)
- Online classes (including Hiragana Class) are basically conducted on Zoom.

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

〈Registration Procedures for New Students〉

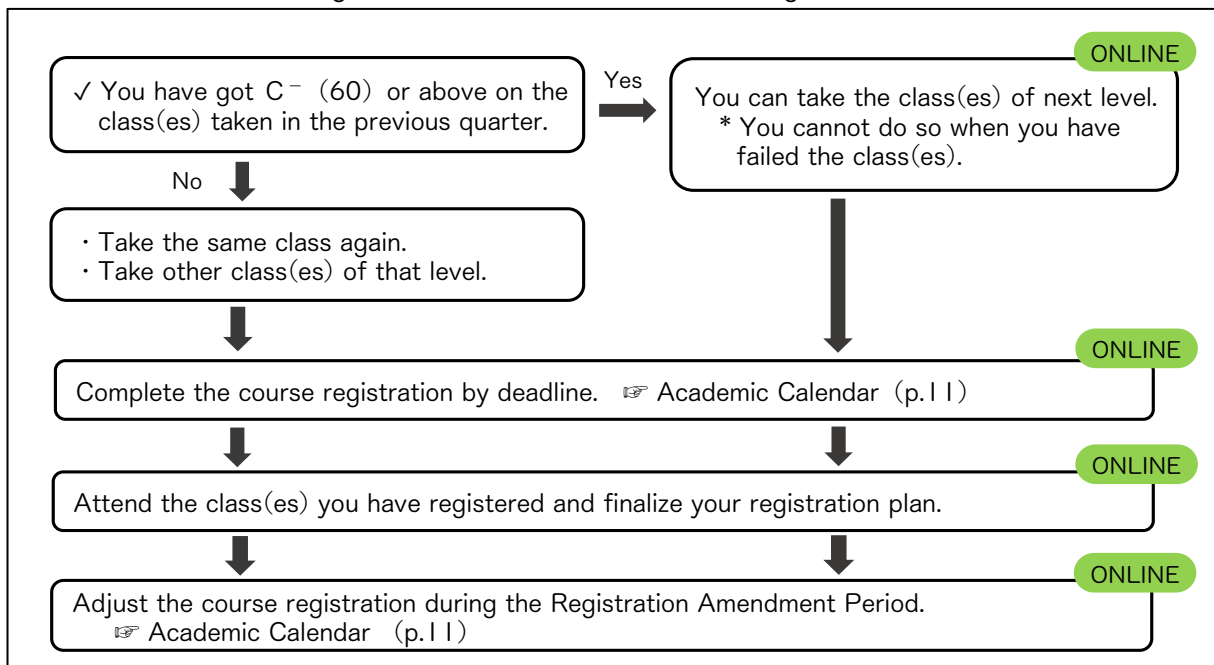


Students placed at “Upper-Advanced” Level by the Placement Test are NOT allowed to take any classes in the Fundamental Japanese Courses. These students are recommended to take the subjects taught in Japanese in the Undergraduate Program to brush up their Japanese.

5. Course Registration Procedures for Continuing Students

- Students who have taken Fundamental Japanese Courses (JLPTUFS) in Spring 2020 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 and other students (e.g. PCS students) will be notified individually.
(<https://gakumuweb1.tufs.ac.jp/Portal/Login.aspx>)
- Basically, online classes are conducted on Zoom.
- In case of continuing students, if the grades in the previous quarter were “C⁻ (60 points)” or above, they can take the classes of the next level in this quarter.
 - ☞ “I I. Grades and Evaluation (p.8)”
 - Example 1: B (75 points) in "Integrated 301" in Spring 2020
→ "Integrated 401" can be registered in Fall 2020.
 - Example 2: A⁻ (80 points) in "Kanji 902" in Spring 2020
→ "Kanji 903" can be registered in Fall 2020.
 - Example 3: F (below 60 points) in "Listening Comprehension 613" in Spring 2020
→ "Listening Comprehension 713" CANNOT be registered in Fall 2020.

〈Registration Procedures for Continuing Students〉



Students who passed the subject(s) of Level 700 by Spring 2020 are NOT allowed to take any classes in the Fundamental Japanese Courses. These students are recommended to take the subjects taught in Japanese in the Undergraduate Program to brush up their Japanese.

6. Notes on Course Registration

Recommended Number of Periods to Be Taken

- 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 the upper limit on the number of periods to register (p.6).

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) offered, students should 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 which suits their ability of reading and writing Kanji. Students who cannot decide which class to take should consult with the instructor of the Kanji class.

〈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) |

* Students of Level 100 will study Kanji in the Intensive or Integrated Class

Changing the Class Level

- As a general rule, students should take the class(es) of the level where they are placed.
- In order to take a class that is not of the level where they are placed, students must consult with the instructor of the class they wish to take and obtain permission. Students CANNOT change the level of class(es) without permission.
- As a general rule, students can change their class level by only one level higher or one level lower than the level where they are placed.

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 the upper limit for registration for Japanese language classes.
- Students of Level 100-600 can register up to 6 periods, and those of Level 700 can register up to 3 periods. It is not possible to take more than the upper limit.
- As shown in the table below, there are two types of class registration: “Integrated Type” or “Focused Type.”
- There is no upper limit on the number of classes that can be taken for Undergraduate Students, Preparatory Research Students and Japanese Studies Students.
- As for visiting students and other students (PCS students, etc.), which class(es) to take will be decided through consultation with the academic advisor (p.10).

〈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) | 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) | 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) | 1) Integrated Classes (2 periods) only or 2) Integrated Classes (2 periods) + Focused Class (1 period) | Focused Classes only (1-3 periods) |



When registering for classes through the Gakumu Information System, students must use the class codes on the "Class Code List" which can be downloaded from the URL below.

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

7. Online Classes

- Japanese language classes in this program will basically be offered online (synchronous) using Zoom. Students should attend the class(es) on scheduled time.
- Those who are residents outside Japan should be aware of the time difference from Japan to join the online classes.
- When the Internet connection is unstable, students should consult with the class instructor.
- Students are prohibited to share the Zoom ID and password with anyone else, even with their classmates or friends.
- Recording, taking screenshots during class, and posting to SNS are prohibited.

8. Purchasing Textbooks

- Students should purchase the textbook as soon as they have decided on the classes to take. Textbooks can be purchased at the University CO-OP bookstores or online, but overseas shipping service is not available. The details can be found on the website of the University CO-OP.
NEW!! <<https://tufcoop.com>>
- Students who live outside Japan and find it difficult to obtain textbooks should consult with the class instructor.

9. Class Attendance

- In order to acquire a high level of Japanese language proficiency, active participation in classes is very important even online classes. Students are required to attend classes constantly unless they do not 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 there is a special reason.
- Immigration Services Agency of Japan requires TUFs to report the students' class attendance as needed. If the attendance is not favorable, students may lose their status as an international student.

10. 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, accident, or misfortune of relative should consult with the class instructor for a make-up exam.

Cheating

- Students who are found to have cheated in exams may have all of their course registration for the quarter invalidated. There is a severe punishment for cheating. Students **MUST NOT** commit dishonest acts or acts that are suspected of being dishonest.

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 | 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 below-listed certificates will 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 Fundamental Japanese Courses (JLPTUFS)

- For questions such as following, please contact us at [the address below](#):

- (1) Questions about the Hiragana Class and the Placement Test
- (2) Questions about the level of the Japanese class
- (3) Questions regarding course registration for Japanese classes

✉ Inquiry about JLPTUFS : <inquiry_japanese@tufs.ac.jp>

|| 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 [the 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 | KUDO Kanako |
| Preparatory Research Students | YUKIMATSU Hanae |
| Japanese Studies Students | IJUIN Ikuko |
| ISEPTUFS Students | KUSUMOTO Tetsuya |
| Research Students | KUDO Kanako |
| Visiting Students | IJUIN Ikuko |
| Other students (e.g. PCS Students) | KUDO Kanako |

|| About Other Consultations

■ Please consult with the staff of 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 |
|--|-------------------------|--------------|-------------------------------|
| Inquiry about JLPTUFS | — | — | inquiry_japanese@tufs.ac.jp |
| 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 |

14. Academic Calendar for JLPTUFS Fall 2020

■ Academic calendar for JLPTUFS in Fall 2020 is as follows. Students should check the university HP as the schedule may change

〈<http://www.tufs.ac.jp/english/student/calendar/>〉

〈Academic Calendar for JLPTUFS Fall 2020〉

★ Fall Quarter 2020 (October 1st, 2020 to January 25th, 2021)

| Event | Schedule (Tentative) |
|-------------------------------------|---|
| Placement Test (ONLINE) | September 9 th (Wed.) to September 15 th (Tue.) |
| Announcement of Levels | September 17 th (Thu.) |
| Course Registration Period | September 17 th (Thu.) to September 24 th (Thu.) |
| Hiragana Class (ONLINE) | September 23 th (Wed.), 8:30-10:00 September 24 th (Thu.), 15:30-17:00 |
| Fall Quarter begins | October 1 st (Thu.) |
| Registration Amendment Period | October 1 st (Thu.) to October 14 th (Wed.) |
| Class held on national holiday | November 3 rd (Tue.) |
| Registration Cancellation Period | November 12 th (Thu.) to November 13 th (Fri.) |
| Gaigosai Festival (No Class) | November 18 th (Wed.) to November 24 th (Tue.) |
| English Proficiency Test (No Class) | December 10 th (Thu.) |
| Classes end for 2020 | December 25 th (Fri.) |
| Classes resume | January 4 th (Mon.) |
| No Class | January 15 th (Fri.) |
| Fall Quarter ends | January 18 th (Mon.) |
| Fall Quarter Examination Period | January 19 th (Tue.) to January 25 th (Mon.) |