

# JLPTUFS: Japanese Language Program of TUFS

## - Japanese Program Outline-

The Japanese Language Program of Tokyo University of Foreign Studies (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 Term begins in April and the Fall Term begins in October. JLPTUFS lasts for the 13 weeks of each term. However, please be aware that if a class has an insufficient number of students, it may not be held that term.

### Program Outline

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

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	Intensive Course	Regular Course	
		Integrated	Focused
Research students <preparatory>	◎	◎	◎
Teacher training students	◎	◎	○
Research students	○	○	◎
ISEPTUFS / short-term students	○	◎	○
Japanese studies students	—	◎	○
Visiting students	○	○	○

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

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

Those students who have not yet taken the placement test will be required to do so. Those who have not yet learned to read and write Hiragana will be required to take the Hiragana class.



Orientation Schedule (By Student Category)

ISEPTUFS or Short-term Students	
April 3 (Fri.) 10:00 to 11:00	PLACE: Large Conference Room, Administration Bldg. 2F
11:00 to 11:30	PLACE: Project Space, AGORA Global, 3F
Research Students	
April 3 (Fri.) 10:00 to 11:30	PLACE: Large Conference Room, Administration Bldg. 2F
<Preparatory> Research Students	
April 3 (Fri.) 11:00 to 11:30	PLACE: Rm.103, Japanese Language Center 1F
Japanese Studies Student	
April 3 (Fri.) 16:00 to 17:00	PLACE: Rm.216, Japanese Language Center 2F
Teacher Training Student	
April 3 (Fri.) 16:00 to 16:30	PLACE: Rm.511, Japanese Language Center 5F

If you have not learned Japanese, take

<p><u>Hiragana Class:</u> Students must learn the basics of the Japanese writing system (Hiragana). TIME &amp; DATE: April 3 (Fri.) 12:40 to 14:40 PLACE: Room 217, Japanese Language Center 2F</p>
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If you have learned some Japanese, take

<p><u>Placement Test:</u> Students must take the placement test to determine their Japanese level. TIME &amp; DATE: April 3 (Fri.) 12:40 to 14:40 PLACE: Japanese Language Center</p> <ul style="list-style-type: none"><li>◆ ISEPTUFS/Short-term Students: Rm.216</li><li>◆ Research Students: Rm.103</li><li>◆ Preparatory Research Students: Rm.215</li></ul> <p>Those whose category is not listed above please consult with the Student Exchange Division. Please <b>bring a pencil, an eraser and your Student Identification Card with you.</b></p> <p>※Students who did not take Kanji Classes in the previous terms and wish to take Class 901 to 904 for the first time this term are required to take <u>the Kanji placement test.</u></p> <p>TIME &amp; DATE: April 3 (Fri.) 11:00 to 11:30 PLACE: Japanese Language Center Rm.217</p>
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<p>Placement Test Level Announcement April 3 (Fri.) 17:00 Bulletin Board, Japanese Language Center, 1F ※Kanji placement test level announcement will be up on April 6 (Mon.) 10:00</p>
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Registration Consultation: Please consult your student advisor directly.



Start of formal classes: April 6 (Mon.)



Students should buy required textbooks at the university bookstore when they decide to register particular classes. However, at the beginning of the term while students are trying classes out and deciding which classes to register for, it is not necessary for them to do so. Photocopying a textbook is prohibited.



Deadline for Course Registration: April 17 (Fri.)

Students should write the names of the required classes that they are accepted into on the “Class Registration Card” (履修登録票) and submit it to the Student Exchange Division in the Administration Bldg. 1F.

NOTE: Students who wish to learn Japanese in the Japanese Language Program of TUFFS MUST FILL OUT AND TURN IN THE COURSE REGISTRATION CARD. Otherwise, they will be considered as “uninterested in learning Japanese” and will be unable to register for classes.

### Hiragana Class

International students who are learning Japanese for the first time must attend the Hiragana Class. This class will teach students Hiragana. Textbooks used in all Japanese classes are written entirely in Japanese, so students will be 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.

### Different Types of Classes Offered

Classes are divided into the “Intensive” and “Regular”. The chart on the next page lists the Japanese language classes offered each term, along with their codes.

The “Intensive Course” 100 and 200 level classes are each 10 periods per week. The “Regular Course” is further divided into “Integrated Classes” (5 periods per week; classes 301, 401 and 501. 3 periods per week; class 601 and 2 periods per week; class 701) and “Focused Classes” (1 period per week) which focus on specific aspects of Japanese. However, the “Upper Advanced” level does not have an “Integrated Class” but has 4 “Focused Classes” instead. Students should choose their classes according to their Japanese language level, their own interests and the language skills they want to improve.

Kanji Class (1 period per week; 901, 902, 903 and 904) is held for students enrolled at or above level 300. Students who are interested in taking the Kanji Class (901, 902, 903 and 904) are recommended to take the following classes:

Class 901 if they are at Level 300

Class 902 if they are at Level 400 or 500

Class 903 if they are at Level 600

Class 904 if they are at Level 700 or higher

**Students who did not take Kanji Classes in the previous terms and the newly-enrolled students that wish to take Class 901 to 904 for the first time this term are required to take the Kanji placement test.** Students who have taken Kanji classes in the fall term in 2014 and have passed the class can take the next level Kanji Class.

Students at or above level 500 can enroll in the Pronunciation Course 911. Any student interested in taking this course should attend the first session of the course.

Level	Intensive Course	Regular Course							
		Integrated Classes	Focused Classes					Kanji	pro.
Elementary 100~	100 (10 periods)								
Pre-Intermediate 200~	200 (10 periods)								
Intermediate 1 301~		301 (5 periods)	grammar 311	reading 312	listening 313	writing 314	oral 315	Kanji 901	pro. 911
Intermediate 2 401~		401 (5 periods)	grammar 411	reading 412	listening 413	writing 414	oral 415	902	
Pre-Advanced 501~		501 (5 periods)	grammar 511	reading 512	listening 513	writing 514	oral 515	903	
Advanced 1 601~		601 (3 periods)	grammar 611	reading 612	current/ listening 613	writing 614	oral 615	904	
Advanced 2 701~		701 (2 periods)	grammar 711	reading 712	current/ listening 713	writing 714	oral 715		
Upper Advanced 801~				writing 824	current 826	drama 827	business 828		

writing=Written Expression, oral=Oral Communication, current/listening=Current Japanese Studies: Listening Comprehension,  
current=Current Japanese Studies, drama=Japanese Drama and Documentaries, business=Business Japanese,  
writing 814=Academic Writing, pro= Pronunciation.

### Turning in the “Class Registration Card”

Once the classes the student wants to register for have been decided, he or she should make sure that the number of class periods is appropriate, that the Japanese language classes do not conflict with other classes the students plan to take, and that the level of the course is appropriate to the competence of the student. Once checked, the students must write the names of the classes on the Class Registration Card and turn it in to the Student Exchange Division. However, students should be aware of the fact that depending on their student category (research student, etc.), they may be required to take specific classes.

If the student has any questions regarding class registration, he or she should consult with the instructor responsible for the program, especially after receiving results from the placement test.

### Changing Class Levels

Changing class levels is possible, however this is a procedure that must take place within two weeks of the start of classes. If a student would like to change levels, he or she should discuss it with the class level coordinator. The class level coordinator will reconsider the student’s level based on the placement test results and interview.

<u>Level (Class code)</u>	<u>Class level Coordinator</u>
Elementary (100: Intensive)	FUJIMORI Hiroko
Pre-Intermediate (200: Intensive)	SAKAMOTO Megumi
Intermediate 1 (301~)	KANEKO Hiroko
Intermediate 2 (401~)	KUDO Kanako
Pre-Advanced (501~)	HANAZONO Satoru
Advanced 1 (601~)	SUGANAGA Rie
Advanced 2 (701~)	SAKAMOTO Megumi
Upper Advanced (801~)	IJUIN Ikuko

### Changing Classes

As explained above, changing classes and levels is possible within two weeks of the start of classes. If a student wishes to change classes, he or she must inform the instructors about the reasons for such a change. Then, the student must inform the class level coordinator about the new class and complete the registration procedures. Once all changes in the classes have taken place, the student must inform both the class level coordinator and the student advisor.

<u>International Student Category</u>	<u>Student Advisor</u>
Research Students <Preparatory>	HANAZONO Satoru
Teacher Training Students	SAKAMOTO Megumi
Research Students	KUDO Kanako
ISEPTUFS or Short-term Students	IJUIN Ikuko
Japanese Studies Students	SUGANAGA Rie
Visiting Students	IJUIN Ikuko

### Purchasing Textbooks

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

### Class Enrollment and Credits

Students, depending on their categories, may receive credits for the Japanese classes in JLPTUFS. For more details, students should consult with their student advisors.

International students who are taking Japanese language classes as preparation for further education, undergraduate students of TUFUS and research students enrolled in the TUFUS 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(outstanding), A=80-89 (excellent), B=70-79 (good), C=60-69 (pass), F=0-59 (fail). When a student, whose level is between 100 and 600, successfully receives S, A or B in three credits (excluding Kanji and Pronunciation classes), he or she is eligible to study at a higher level in the next term. 700 level students who successfully receive S, A or B in two credits are eligible to study at 800 level from the next term. C and F grades indicate that a student does not have sufficient Japanese proficiency to progress to a higher level.

The grades (including F) of Japanese classes are also converted into GPA for research students and ISEPTUFS/short-term exchange students.

### Class Attendance

Attendance of classes in the Japanese Language Program 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. If the attendance rate is lower than 80 percent, the student shall not receive a grade for that class in principle. Please note that a low attendance rate also may result in losing your international student status.

### Recognition of Program Completion

Recognition of completion of the Japanese Language Program of TUFS depends on the requirements of the student category an international student belongs to. Therefore, there is no general requirement for recognition of completion of the program. For details about program completion requirements, please consult your student advisor.

### Rules Pertaining to Exams and Tests

A student who cheats during quizzes or mid-term and final examinations will instantly lose his or her qualifications to complete the class. Furthermore, that student's entire class registrations will be invalidated.

### 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. Please check this bulletin board every day.

### 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.

### Expulsion

Students in the Japanese Language Program may be prohibited from attending classes for the following reasons.

1. Absence amounting to more than 20 percent of registered class hours
2. Frequent absence from class without reason
3. Failure to pay class fees to the university
4. Difficulty in keeping up with coursework due to absence from class and other reasons

In such cases, the student will not be graded and will not receive recognition for attending the program.

### 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

### 2015 Spring Academic Calendar for the Japanese Language Program

Schedule	2015 Spring Term (April to July)
Placement Test	April 3 (Fri.) 12:40~ 14:40
Hiragana Class	April 3 (Fri.) 12:40~ 14:40
Announcement of Levels	April 3 (Fri.) 17:00~
Class starts	April 6 (Mon.)
Japanese Class Registration	April 6 (Mon.) ~ April 17 (Fri.)
Japanese Class Registration Adjustment	April 24 (Fri.) ~ April 30 (Thu.)
Classes on a national holiday (Greenery Day)	April 29(Wed.)
Mid-term Examinations	To be announced
No Class (boat race)	May 28 (Thu.)
Final Examinations	To be announced
Return/Inspection of the Exam	To be announced
Class ends	July 10 (Fri.)

\*No class will be held on national holidays except for Greenery day (Apr. 29).

Emergency Situations: In cases like those below, 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. Absence due to illness
4. Cancellation or rescheduling of classes due to typhoons
5. Other

#### 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 class level coordinator regarding the following:

- ① Questions regarding Japanese language class level
- ② Questions regarding class changes and registration
- ③ Questions regarding advancement to higher level classes

3. Please consult your student 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

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

- ① Questions and concerns regarding the “Class Registration Card” (履修登録票)  
リシヨウトウラクヒョウ
- 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