

## 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 Spring 2021 will be offered entirely 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 Spring 2021.
- “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 Spring 2021〉

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			Kanji 902
Intermediate 2 401~		401 (5 periods)	grammar 411	reading 412	listening 413	writing 414	oral 415			Kanji 903
Pre-Advanced 501~		501 (5 periods)	grammar 511	reading 512	listening 513	writing 514	oral 515			Kanji 904
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

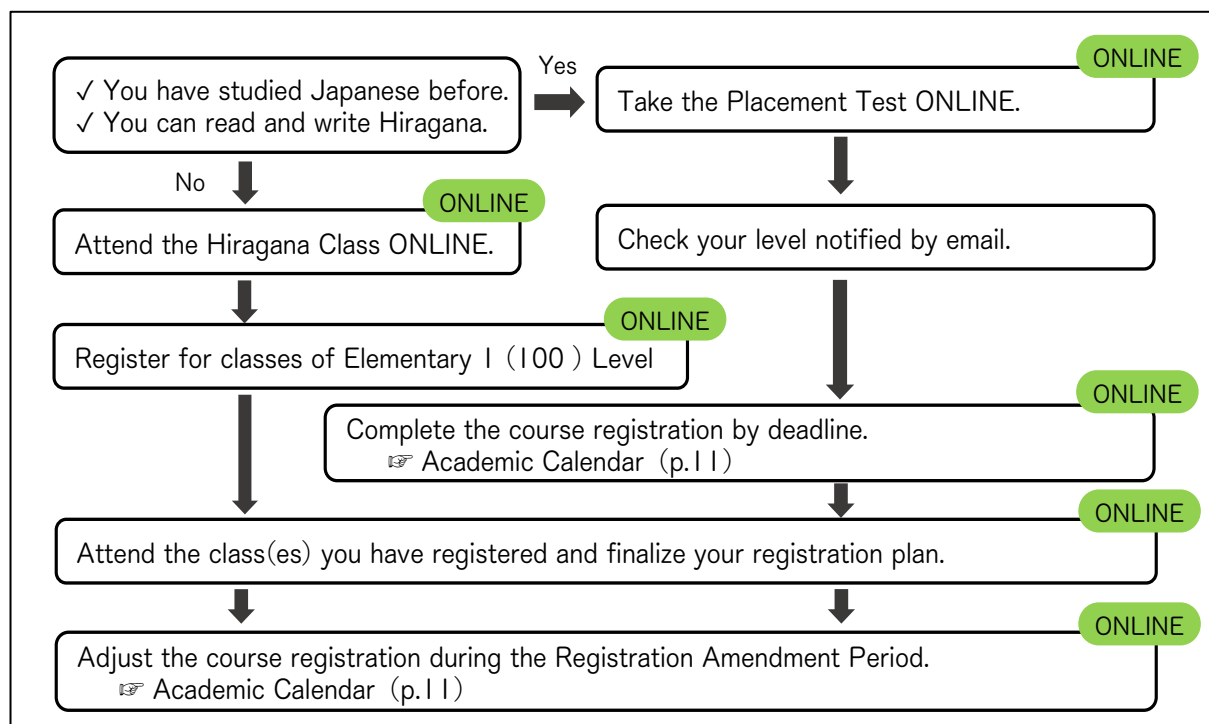
- ★ For details on each class, please see the “Syllabus” on the Gakumu Information System.  
[〈https://gakumu-web1.tufs.ac.jp/Portal/Public/Syllabus/SylSearchMain.aspx〉](https://gakumu-web1.tufs.ac.jp/Portal/Public/Syllabus/SylSearchMain.aspx)
- ★ The timetable for Spring 2021 can be downloaded from the URL below.  
[〈http://www.tufs.ac.jp/english/student/international\\_student/Japanese\\_Program.html〉](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) will be conducted on Zoom.

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

#### 〈Registration Procedures for New Students〉

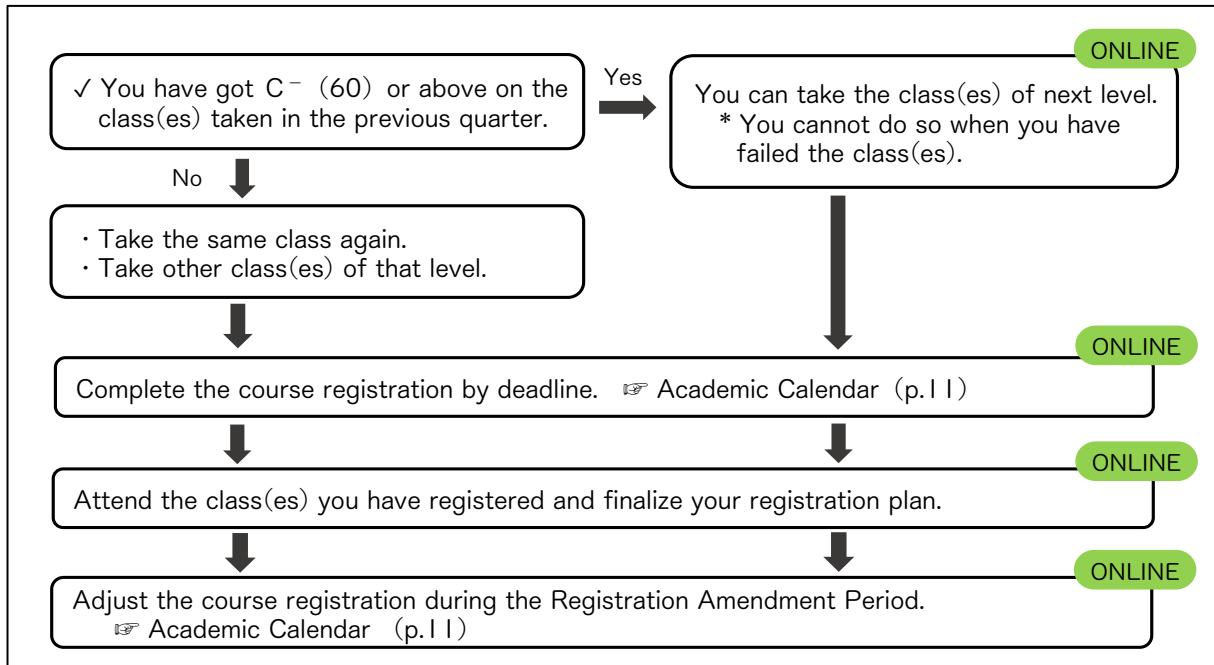


Students placed at “Upper-Advanced” Level by the Placement Test are NOT allowed to take any classes in the Fundamental Japanese Courses. These students are recommended to take the subjects taught in Japanese in the Undergraduate Program to brush up their Japanese.

## 5. Course Registration Procedures for Continuing Students

- Students who have taken Fundamental Japanese Courses (JLPTUFS) in Fall 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>)
- Online classes will be conducted on Zoom.
- In case of continuing students, if the grades in the previous quarter were “C<sup>-</sup> (60 points)” or above, they can take the classes of the next level in this quarter.
  - ☞ “11. Grades and Evaluation (p.8)”
  - Example 1: B (75 points) in "Integrated 301" in Fall 2020  
→ "Integrated 401" can be registered in Spring 2021.
  - Example 2: A<sup>-</sup> (80 points) in "Kanji 902" in Fall 2020  
→ "Kanji 903" can be registered in Spring 2021.
  - Example 3: F (below 60 points) in "Listening Comprehension 613" in Fall 2020  
→ "Listening Comprehension 713" CANNOT be registered in Spring 2021

### 〈Registration Procedures for Continuing Students〉



Students who passed the subject(s) of Level 700 by Fall 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](http://www.tufs.ac.jp/english/student/international_student/Japanese_Program.html)〉

## 7. Online Classes

- Japanese language classes in this program will 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 URL, ID, and password with anyone else, even with their classmates or friends.
- Recording, taking pictures during online classes, and posting them on SNS are prohibited.
- Redistributing resources provided via online classes without the permission of the class instructor is prohibited.

*cf.* “Act Against Information Ethics”

<http://www.tufs.ac.jp/english/student/NEWS/education/20042201.html>

## 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. The details such as business hours can be found on the website of the University CO-OP.

<https://www.univcoop.jp/tufs/index.html>

- 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 <sup>+</sup>	3.7	
86~83	A	3.3	
82~80	A <sup>-</sup>	3.0	
79~77	B <sup>+</sup>	2.7	
76~73	B	2.3	
72~70	B <sup>-</sup>	2.0	
69~67	C <sup>+</sup>	1.7	
66~63	C	1.3	
62~60	C <sup>-</sup>	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)

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- 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

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- 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

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- 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	KUDO Kanako
Research Students	KUDO Kanako
Visiting Students	IJUIN Ikuko
Other students (e.g. PCS Students)	KUDO Kanako

|| About Other Consultations

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■ 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 Spring 2021

- Academic calendar for JLPTUFS in Spring 2021 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 Spring 2021〉

### ★ Spring Quarter 2021 (April 1<sup>st</sup> to July 21<sup>st</sup>, 2021)

Event	Schedule (Tentative)
Placement Test (ONLINE)	March 22 <sup>nd</sup> (Mon.) to March 30 <sup>th</sup> (Tue.)
Announcement of Levels	April 2 <sup>nd</sup> (Fri.)
Hiragana Class (ONLINE)	April 6 <sup>th</sup> (Tue.), 15:30-17:00 April 7 <sup>th</sup> (Wed.), 8:30-10:00
Course Registration Period	April 8 <sup>th</sup> (Thu.) to April 16 <sup>th</sup> (Fri.)
Spring Quarter begins	April 12 <sup>th</sup> (Mon.)
Registration Amendment Period	April 19 <sup>th</sup> (Mon.) to April 23 <sup>rd</sup> (Fri.)
Class held on national holiday	April 29 <sup>th</sup> (Thu.)
Registration Cancellation Period	May 6 <sup>th</sup> (Thu.) to May 7 <sup>th</sup> (Fri.)
Spring Quarter ends	July 14 <sup>th</sup> (Wed.)
Spring Quarter Examination Period	July 15 <sup>th</sup> (Thu.) to July 21 <sup>st</sup> (Wed.)