

**2019 HANDBOOK**  
**- COURSE GUIDELINE -**

**DIVISION OF INTERNATIONAL AFFAIRS**  
**KYOTO UNIVERSITY OF FOREIGN STUDIES**



## CALENDAR OF THE ACADEMIC YEAR 2019

【SPRING SEMESTER】			【FALL SEMESTER】		
<b>MAR</b>	28 (Thu)	Moving in the KUFS Accommodation	<b>SEP</b>	4 (Wed)	Moving in the KUFS Accommodation
	30 (Sat)	Orientation		5 (Thu)	Orientation
<b>APR</b>	1 (Mon)	Start of School Year / Enrollment Ceremony / Orientation		9 (Mon)	Orientation
	2 (Tue)	Orientation		10 (Tue)	Orientation
	3 (Wed)	Orientation		11 (Wed)	Orientation
	4 (Thu)	Orientation		12 (Thu)	Orientation
	5 (Fri)	Medical Examination (am: Female pm: Male)		13 (Fri)	Medical Examination
	6 (Sat) - 8 (Mon)	Online Class Registration Period		13 (Fri) ~ 17 (Tue)	Online Class Registration Period
	10 (Wed)	Spring Semester Begins		17 (Tue)	Medical Examination
	29 (Mon)	Showa Day ☆		18 (Wed)	Medical Examination
	30 (Tue)	Public Holiday☆		19 (Thu)	Medical Examination / Summer Break Ends
<b>MAY</b>	1 (Wed)	Public Holiday☆		20 (Fri)	Fall Semester Begins
	2 (Thu)	Public Holiday☆		23 (Mon)	Autumnal Equinox Day (Regular Classes)
	3 (Fri)	Constitution Day ☆	<b>OCT</b>	10 (Thu)	Fall Semester Study Tour
	4 (Sat)	Green Day ☆		11 (Fri)	No Classes
	5 (Sun)	Children's Day ☆		14 (Mon)	National Sports Day (Regular Classes)
	6 (Mon)	Substitute Holiday (Regular Classes)		15 (Tue)	Registered Class Cancellation Day
	14 (Tue)	Registered Class Cancellation Day		22 (Tue)	Public Holiday☆
	18 (Sat)	KUFS Foundation Day (Regular Classes)		26 (Sat)	Jidai Festival Field Trip
	24 (Fri)	Spring Semester Study Tour	<b>NOV</b>	2 (Sat)	KUFS Festival Preparation Day (Regular Classes)
<b>JUL</b>	15 (Mon)	Marine Day (Regular Classes)		3 (Sun)	Culture Day ☆ KUFS Festival / Theatre Festival
	17 (Wed)	Gion Festival Field Trip		4 (Mon)	Substitute Holiday KUFS Festival / Theatre Festival
	19 (Fri)	Spring Semester Ends		5 (Tue)	KUFS Festival Cleanup Day (No Classes)
	20 (Sat)	Course Completion Ceremony		13 (Wed)	No Classes
	24 (Wed)	Makeup Classes		14 (Thu)	KUFS Entrance Exam (No Classes)
	25 (Thu)	Makeup Classes		15 (Fri)	KUFS Entrance Exam (No Classes)
	26 (Fri)	Makeup Classes		23 (Sat)	Labor Thanksgiving Day ☆
<b>AUG</b>	1 (Thu)	Summer Break Begins	<b>DEC</b>	21 (Sat)	Last Day of Classes
				23 (Mon)	The Retired Emperor's Birthday
				24 (Tue)	Winter Break Begins
			<b>2020</b>		
			<b>JAN</b>	05 (Sun)	Winter Break Ends
				06 (Mon)	Start of Classes
				13 (Mon)	Coming of Age Day ☆
				21 (Tue)	Fall Semester Ends/Farewell party
				22 (Wed)	Makeup Classes
				23 (Thu)	Makeup Classes
				24 (Fri)	Makeup Classes
			<b>MAR</b>	20 (Fri)	Graduation Ceremony
				31 (Tue)	2019 Academic Year Ends

\* ☆ shows no classes for public holiday in Japan. ★ shows faculty classes only.

\* In case that Gion and Jidai festivals are cancelled or postponed due to rain, the field trip will be cancelled and there will be no class on that day.



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# CLASS GUIDELINES







### **Transportation Resume Time and Classes Begin Time**

- ① Resumed before 6:30 a.m.: Classes will begin as usual with the first period class.
- ② Resumed before 11 a.m.: Classes will begin as usual with the third period class.
- ③ Resumed before 3 p.m.: Classes will begin as usual with the fifth period class.
- ④ If the suspension of transportation is not lifted until after 3 p.m., all classes will be cancelled.

#### (2) Storm Warning

The rules written below are to be similarly applied only under circumstances caused by storm warning (*Bofu-Keiho*), should it remain in effect in the southern area of Kyoto Prefecture.

- ① Lifted before 6:30 a.m.: Classes will begin as usual with the first period class.
- ② Lifted before 11 a.m.: Classes will begin as usual with the third period class.
- ③ Lifted before 3 p.m.: Classes will begin as usual with the fifth period class.
- ④ When the storm warning is not lifted until after 3 p.m., all classes will be cancelled.

(3) Students living outside of the affected area, and uses the transportation section mentioned above; cannot come to school because of the suspension of transportation or storm warning, should inform their teachers of the matter.

(4) If a natural disaster occurs which isn't covered in the area/rules stated above, special arrangements will be taken.

### **6. Attendance**

- (1) In each class, teachers will take and mark the attendance in the attendance book.
- (2) In order to successfully complete a course for credits, students are required to attend at least 80% of the actual number of classes given.
- (3) There is no prescribed form for class absence. If any student is absent from classes due to illness or for any other reason, the student should individually notice the reason to the teachers in advance or after.
- (4) If a student is absent from classes over a period of two consecutive weeks, the student must submit a "Long Absence Slip" (prescribed form) to the Division of International Relations within 3 weeks of the period the student was absent.

## **II EXAMINATION**

All examination will be held during the period of classes.

Classroom tests include quizzes, oral test, assignments, and presentations. Teachers will be announcing the date, time, and will decide what you may bring during those test. It is also the teacher who will permit if a late comer can take the tests. There will also be pop-quizzes, where the teacher will give out tests without any notice. Regular class attendance is needed in order to take all those tests.

In addition, assignments are also part of the classroom tests, please submit these directly to the teachers.

### III EVALUATION

#### 1. Evaluation Method

The evaluation for the student’s performance is based on the combined results of classroom tests (quizzes, oral test, assignments, etc). Information regarding the class evaluation is found on the Syllabus (through Webcampus). However, teachers will explain more details on the first day of class.

#### 2. Basis for Evaluation

Numerical grade points are given as a basis of the results of the student’s performances throughout the semester. The full mark is 100 points, the passing score is 60 points and the above, 59 and below are the failing grades. If the teacher finds that it is not possible to give a student a numerical grade due to any of the following reasons, the mark “F” will be given.

- ① Insufficient attendance  
(Students are required to attend at least 80% of the actual number of classes given)
- ② Student did not take an examination upon which the evaluation is heavily based.
- ③ Student failed to submit assignments upon which evaluation is heavily based.

#### 3. Indication of Grades

For the subjects students passed and received credits, the evaluation is presented with the following grades. The results on the transcript will also be presented in this indication together with the number of credits the student obtained.

Subjects you cancelled to take, will be marked “W” on the academic record. However, the symbol “W” will NOT be shown on the official transcript.

100 - 90	A+	Passing Grades
89 - 80	A	
79 - 70	B	
69 - 60	C	
59 - 0	D	Failure
Failure	F	

### IV REMARKS ON CLASSES

#### 1. Remarks on Classes

- (1) In order to successfully complete a course for credits, student is required to attend at least 80% of the actual number of classes given.
- (2) All classes are conducted in Japanese.
- (3) Students are prohibited to use a mobile phone in the classroom. Please turn the power off in the classroom.
- (4) Students are required to meet the study hour requirement set by the Japanese government which is more than 20 hours per week to keep the College Student visa.

#### 2. Investigation on Attendance

Regular class attendance is expected of all students. Class attendance is an important factor for a student to fulfill requirements to obtain the credits.

Students who have many absences will receive a warning from the university, where his/her guardian will also be informed, then asked to come to the University for a counseling. Counseling schedule will be designated by the university.

If the student fails to act on the advice given by the university and continues to show no sign of improvement on his/her class attendance record, the student will be urged to withdraw from the university voluntarily, or the university will expel the student. The university will notify the Immigration Office of the change in a student's status when the student withdraws or is expelled from the university.

## V CLASS INSTRUCTORS

The instructors in charge of each class level is available for consultation and to give advice and guidance for academic matters as well as any other matters related to daily life. Whenever you have questions or concerns, feel free to visit their offices.

CLASS	CLASS INSTRUCTOR	ROOM
LEVEL 1	Yoshio NAKAGAWA	672
LEVEL 2A • 2B	Miyuki SHINOHARA	938-C
LEVEL 3	Miyuki SHINOHARA	938-C
LEVEL 4A • 4B	Tsukasa OOTANI	938-A
LEVEL 5	Tsukasa OOTANI	938-A
LEVEL 6	Fumiko SHIRATORI	933
LEVEL 7	Tsukasa OOTANI	938-A
LEVEL 8	Michiharu TANAKA	932
LEVEL 9	Fumiko SHIRATORI	933

If you have questions about the course registration or classes, you can also ask for help by sending emails to them.

Teacher	Office	Email
Ms. Shiratori (Chair of Bekka)	R933	f_shirat@kufs.ac.jp
Ms. Shinohara	R938-C	m_shinoh@kufs.ac.jp
Ms. Ootani	R938-A	t_otani@kufs.ac.jp

## ABOUT THE COURSES



## I. COURSE GUIDELINE

### 1. COMPLETION REQUIREMENT

Depending on the result of a placement test and an interview (implemented in April and September), students will be placed into one of the nine levels of Comprehensive Japanese classes.

You MUST register for the level you are placed.

	Required Subjects (each semester)	Electives (each semester)
Student ID: UK ( <u>Except</u> FPT students)	10 subjects (10 credits)	More than 3 subjects (More than 4 credits)
Student ID: UK (FPT students)		More than 5 subjects (More than 6 credits)
Student ID: UR (Students entered <u>before</u> 2018 Fall Semester)		More than 4 subjects (More than 5 credits)
Student ID: UR (Students entered <u>after</u> 2019 Spring Semester)		More than 3 subjects (More than 4 credits)

#### Students who are in LEVEL 1~8 in the Comprehensive Japanese classes

- You can choose electives only from the “Bekka Class Timetable”.
- If you are an exchange student and need to take “Subjects from Other Departments of the University” for special reasons, you must get advised by Ms. Shiratori (Chair of Bekka) before the classes registration.

#### Students who are in LEVEL 9 in the Comprehensive Japanese classes

- You can choose subjects from the “Bekka Class Timetable” and “Subjects from Other Departments of the University”, but you are advised to initiatively take “Subjects from Other Departments of the University”.
- If you are a MEXT student, you must take required subjects and electives only from the “Bekka Class Timetable”.
- Specific rules and details will be explained during the Class Guidelines Orientation.

#### Students who extended the completion of the course (2<sup>nd</sup> year in Bekka)

Required Subjects	It is required to take <u>10 credits</u> of assigned level of Comprehensive Japanese classes <u>each semester</u> . (total of Spring and Fall semesters: 20 credits)
Electives	It is required to take <u>more than 2 subjects each semester</u> .

You can choose electives only from the “Bekka Class Timetable”.

#### Research Faculties

Research faculties is required to take more than 7 subjects each semester.

You may choose to take “Electives for Bekkasei”, “Subjects from Other Departments of the University, and Graduate School Subjects”.

## 2. FAILING TO COMPLETE THE COURSE (BEKKASEI ONLY)

### Students who entered before 2018 Fall Semester

- In order to complete the Course in Japanese Studies, students are required to study for one year and earn at least 30 credits: 20 credits of the “Required Subjects” and more than 10 credits of the “Elective Subjects”. Students who fails to meet these requirements will not be able to complete the course.
- If you have extended your study period, you should earn at least 54 credits: 40 credits of the “Required Subjects” and more than 14 credits of the “Elective Subjects”.
- If you are in LEVEL 9, the total earned credits will be taken into account as the number of required credits to complete the course.

### Students who entered after 2019 Spring Semester

- In order to complete the Course in Japanese Studies, students are required to study for one year and earn at least 28 credits: 20 credits of the “Required Subjects” and more than 8 credits of the “Elective Subjects”. Students who fails to meet these requirements will not be able to complete the course.
- If you will extend your study period, you should earn at least 52 credits: 40 credits of the “Required Subjects” and more than 12 credits of the “Elective Subjects”.
- If you are in LEVEL 9, the total earned credits will be taken into account as the number of required credits to complete the course.

If you fail to complete the Course in Japanese Studies in one year, you must retake the subjects you failed in the following academic year. However, students who failed to complete the course are usually not granted an extension with their student visa.

In this case, the student can no longer stay in Japan and has to withdraw from the university voluntarily. Therefore, all students admitted into the course should make every effort to complete the course in one year and start thinking future plans as soon as possible.



## II. ELECTIVES

### 1. NOTES FOR REGISTERING ELECTIVE SUBJECTS

Please read “Handbook for Elective subjects” thoroughly for details.

### 2. SUPPLY COSTS

For the subjects below, the supply cost will be collected if you are a new student starting in the Spring semester 2019.

We will directly contact the students for the payment method.

No.	Subjects	Costs
1	Japanese Tradition & Culture (Tea Ceremony)	¥ 5,000 / semester
2	Japanese Tradition & Culture (Calligraphy)	¥ 3,000 / semester
3	Japanese Tradition & Culture (Flower Arrangement)	¥ 8,000 / semester
4	Japanese Tradition & Culture (Kyogen)	¥ 2,000 / semester
5	Japanese Tradition & Culture ( Garden Design & Architecture of Japan)	¥ 1,000 ~ 1,500 / semester

## III. STUDY TOURS

There will be study tours twice a year. Participating in the tour is mandatory for ALL of the students. If you are absent from the tour, it will be considered as absence from all the classes scheduled on that day.

Regarding the tour express, you have to cover it. However, if you are a Bekka or International Student, you do not have to pay for the fees since they are included in the tuition fee.

If you are an exchange student from our partner universities, you need to pay for the fees.

The payment method will be announced during the Study Tour orientation.

#### 【The Dates of the Study Tours】

Spring Semester : Friday, May 24<sup>th</sup>

Fall Semester : Thursday, October 10<sup>th</sup>

## IV. FIELD TRIPS TO TRADITIONAL FESTIVALS IN KYOTO (Aoi Matsuri, Gion Matsuri, Jidai Matsuri)

Among these three famous Kyoto festivals, field trips to Gion Matsuri and Jidai Matsuri are part of the course. If you are absent from the tour, it will be considered as absence from all the classes scheduled on that day.

#### 【The Dates of the Festivals】

Gion Matsuri Parade July 17 (Tuesday)

Jidai Matsuri Parade October 22 (Monday)

# COURSE REGISTRATION

## **I COURSE REGISTRATION**

All students are responsible for the WEB Class Registration by the designated day. The Division of International Affairs will make a list of students taking that subject, and academic record which is based on the information completed by the students through the WEB Registration. If a student fails to register, submits an incomplete form, or make mistakes in registration for certain subjects; the student will not be permitted to attend the class where the subject is offered and he/she will not be able to get the credits for the subjects. Please read the following carefully and register by the designated day.

### **1. What to keep in mind at the time of registration**

- (1) Students are responsible for completing the registration process. The Division of International Affairs will not bear any responsibility for their failure in registration for certain subjects due to their own mistakes or an incomplete form.
- (2) Students are neither allowed to attend any classes nor take the examinations unless they are officially registered.
- (3) Based on placement test and interview, a student will be placed by the faculty as to what level of subjects (Comprehensive Japanese) he/she should register.  
For Level 1-8: Your subjects and teachers are released on the page of the online registration.  
Level 9: Check the “ I Course Guideline” and elect your subject according to what you need to take. If you have questions about the level and the assigned class because you believe it does not suit your level, please consult and get permission from your class instructor and apply for the revision at the Division of International Affairs.
- (4) For the elective subjects that have different levels, please register the designated level. If you have questions about the levels and the assigned class because you believe it does not suit your level, please consult and get permission from your class instructor and apply for the revision at the Division of International Affairs.
- (5) Students are not allowed to double register for the same subject even if the teachers are different.
- (6) Students are not allowed to repeat or register for the courses that they have successfully completed.
- (7) Students are not permitted to individually add or change subjects after completing the registration.
- (8) If you wish to take classes from “Other Departments of the University”, you must talk to class instructors at the beginning of the class, and get confirmed your registration.

### **2. Course Cancellation**

After a careful consideration to complete the course requirements, and if there are some subjects you do not want to take anymore, you can withdraw it by completing the course cancellation procedure on the designated day.

## II PROCESS FOR REGISTRATION

### ① Orientation

We will give you the “Bekka Class Timetable” during the orientation.

Semester	Date	Time	Room
Spring	April 4 <sup>th</sup> (Thurs)	9:00~12:00	R221
Fall	September 11 <sup>th</sup> (Wed)	13:00~16:00	R211

### ② Drawing lots • Placements

If you wish to register for subjects below, you must take a placement test or draw lots on Thursday, April 4<sup>th</sup> at R221. The detail will be explained during the Class Guidelines Orientation.

The schedule for the Fall Semester will be announced later.

Subjects	Means
Japanese Tradition & Culture (Calligraphy) (Tea Ceremony) (Flower Arrangement) Current Japanese Society (Intermediate ONLY)	Drawing lots
Japanese for Certified Tests	Placement test

### ③ Web Course Registration

Students should register their subjects on the Website during the registration period following “Web Registration Manual”.

If you fail to register for subjects during the period, we will consider that you have no wish to be enrolled at KUFS.

Semester	Registration Period
Spring	April 6 <sup>th</sup> (Sat) 9:00 – April 8 <sup>th</sup> (Mon) 14:00
Fall	September 13 <sup>th</sup> (Fri) 9:00 – September 17 <sup>th</sup> (Tue) 14:00

#### Required Subjects (Comprehensive Japanese I-1~10)

Based on your placement result, your instructor will be designated.

LEVEL1~8: Your subject title and the name of your instructor will be displayed on the web registration page.

LEVEL 9: Please read “I. COURSE GUIDELINE” thoroughly and choose subjects.

※ If you are a MEXT student, you must take required subjects and electives only from the “Bekka Class Timetable”.

#### Electives

Please read “I. COURSE GUIDELINE” thoroughly and choose your electives.

If classes have different levels, your electives’ and required subjects’ level has to be matched.

④ Course Cancellation

Students wishing to withdraw from a class should complete the course cancellation procedure on the designated day.

Date	Time	Room
May 14 <sup>th</sup> (Tue)	12:50-13:50	R941
	17:30-18:30	
Oct 15 <sup>th</sup> (Tue)	12:50-13:50	R941
	17:30-18:30	

⑤ Registration Complete

