

Handbook for International Students (English Course Guideline)

京都外国語大学 国際部

Division of International Affairs, Kyoto University of Foreign Studies

Fall Semester 2022AY Schedule (English Course)

日 時 Date and Time	内 容 Contents
9月5日(月) Sep.5(Mon.)	オリエンテーション(学生生活編) Orientation (Campus Life)
9月6日(火) Sep.6(Tue.)	オリエンテーション(教育編) Orientation (Class Guidelines)
9月13日(火) Sep.13(Tue.) 10:00-	Web 履修登録期間 Course Registration Period
9月15日(木) Sep.15(Thu.) 12:00	
9月14日(水) Sep.14(Wed.)	Microsoft Teams の使い方の説明(自由参加) Instruction of Microsoft Teams (Optional)
9月15日・16日 ・20日・21日	健康診断(京都工場保険会) Medical Examination
9月21日(水) Sep.21(Wed.)	時間割表の確認 Class Schedule Confirmation
9月22日(木) Sep.22(Thu.)	夏期休暇終了 Summer Break Ends
9月23日(金) Sep.23(Fri.)	授業開始 Class Begins 秋分の日(通常授業) Autumnal Equinox Day (Regular Classes)
10月10日(月) Oct.10(Mon.)	スポーツの日(通常授業) Sports Day (Regular Classes)
10月25日(火) Oct.26(Tue.) 12:00-	履修登録科目の取消期間 Course Cancellation Period
10月27日(木) Oct. 27 (Thu) 15:00	
11月6日(日) Nov.6(Sun.)	外大祭・語劇祭 KUFS Festival / Theatre Festival
11月7日(月) Nov.7(Mon.) ・ 11月8日(火) Nov.8(Tue.)	外大祭・語劇祭(休講) KUFS Festival / Theatre Festival (No Classes)
12月23日(金) Dec.23(Fri.)	通常授業終了 Last Day of Classes
12月24日(土) Dec.24(Sat.)	冬期休暇開始 Winter Break Begins
2023年1月4日(水) Jan.4(Wed.),2023	冬期休暇終了 Winter Break Ends
1月5日(木) Jan.5(Thu.)	通常授業開始 Start of Classes
1月13日(金) Jan.13(Fri.) ・ 1月14日(土) Jan.14(Sat.)	休講 No Class
1月24日(火) Jan.24(Tue.)	秋学期授業終了 Fall Semester Ends
1月25日(水) Jan.25(Wed.) ・ 1月26日(木) Jan.26(Thu.)	補講 Makeup Classes
3月31日(金) Mar.31(Fri.)	学年終 2022 Academic Year Ends

CONTENTS

■ CLASS GUIDELINES

I CLASS GUIDELINE	2
II EXAMINATION	3
III EVALUATION	4

■ COURSE REGISTRATION

I COURSE REGISTRATION	6
II PROCESS FOR REGISTRATION	7
III REGISTRATION SYSTEM	8

CLASS GUIDELINES

I CLASS GUIDELINE

1. Semester

The academic year of KUFS consists of Spring Semester and Fall Semester.

Spring Semester: April 1 – September 19

Fall Semester: September 20 – March 31 in the following year

2. Class Schedule

“Koji” stands for the period of class in Japanese. The class schedule is as follows:

1koji (1st Period)	09:10 – 10:50
2koji (2nd Period)	11:00 – 12:40
<Lunch Break>	
3koji (3rd Period)	13:50 – 15:30
4koji (4th Period)	15:40 – 17:20
5koji (5th Period)	17:30 – 19:10
6koji (6th Period)	19:20 – 21:00

3. Class Cancellations

If classes cannot be held for unavoidable reasons on the part of our university course member in charge, the class will be canceled, and students will be notified via the Kyoto Gaidai UNIPA. We cannot accept inquiries by telephone or e-mail.

Note that we inform you by other way in case of that we may not be able to post the cancellation to the Kyoto Gaidai UNIPA in the event of instructor illness or other sudden circumstances.

*KUFS user ID and the password are required to log in the Kyoto Gaidai UNIPA.

KUFS Website	http://www.kufs.ac.jp
--------------	---

4. Make-up Classes

In the case that the classes are canceled, we may provide a make-up class at the different date and time. We will notify you of the date and time as well as the classrooms for these classes on the Kyoto Gaidai UNIPA.

5. Class Schedules under the suspension of transportation services, hazardous wind warnings or special warnings

(1) If any of the following transportations are under suspension:

1	JR	Between MAIBARA – NISHI-AKASHI
2	Kyoto City Bus•Kyoto City Subway	All routes•All lines
3	Keihan Railway	Between YODOYABASHI (Nakanoshima) – DEMACHIYANAGI
4	Hankyu Railway	Between SANNOMIYA, Osaka UMEDA – Kyoto KAWARAMACHI
5	Kintetsu Railway	Between KYOTO – KASHIWARA–JINGU-MAE

How classes are handled when transportation services are resumed:

1	When service is resumed before 6:30 a.m.	Classes form period 1 will be held (9:10 a.m.)
2	When service is resumed before 11:00 a.m.	Classes form period 3 will be held (1:50 p.m.)
3	When service is resumed before 3:00 p.m.	Classes form period 5 will be held (5:30 p.m.)
4	When service is not resumed before 3:00 p.m.	All classes will be canceled.

(2) Hazardous wind warnings

If a hazardous wind warning is issued in the southern part of Kyoto Prefecture (within the primary forecast subdivision), or in any of the Nantan/ Kyotanba, Kyoto/ Kameoka, Yamashiro central or southern areas (within the secondary forecast subdivision area), classes will be canceled.

Classes will be handled as follows when the warnings is canceled.

1	For warnings canceled before 6:30 a.m.	Classes form period 1 will be held (9:10 a.m.)
2	For warnings canceled before 11:00 a.m.	Classes form period 3 will be held (1:50 p.m.)
3	For warnings canceled before 3:00 p.m.	Classes form period 5 will be held (5:30 p.m.)
4	For warnings are not canceled before 3:00 p.m.	All classes will be canceled.

(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, hazardous wind warnings or special warnings, 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 Affairs 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 Kyoto Gaidai UNIPA). However, teachers will explain more details on the first day of the 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.

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

COURSE REGISTRATION

I COURSE REGISTRATION

All students are responsible for the WEB Class Registration by the designated period. 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 Class 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. Rules of course registration

- (1) Students are required to take more than 6 classes each semester. They can choose designated subjects from Specialized subjects of the Department of Global Studies and Institute for Japan studies subjects. Please note that not all subjects are available for exchange students. For more details, please refer to the course timetable.
- (2) As long as it is added to 6 subjects to be taken in the English Course, they can choose some from the Faculty of Foreign Studies, Department of Global Tourism.
- (3) Students are not eligible to take subjects from the Japanese course and to participate in its off campus activities.

2. 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) Students are not allowed to double register for the same subject even if the teachers are different.
- (4) Students are not allowed to repeat or register for the courses that they have successfully completed.
- (5) Students are not permitted to individually add or change subjects after completing the registration.

3. 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 during the designated period.


II PROCESS FOR REGISTRATION

【STEP1】 Orientation (Course Guideline)




Semester	Date	Time (JST)	Method
Fall	September 6 (Tue)	1300	Room R432

【STEP2】 Please read Handbooks



Please read the handbooks about the class registration by yourself.

【STEP3】 Planning for your class registration



Please make sure to make a plan for your class registration.

【STEP4】 Web Class Registration



Students should register their subjects on Kyoto Gaidai UNIPA during the registration period.

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

Semester	WEB Class Registration
Fall	September 13 (Tue) 10:00 – September 15 (Thu) 12:00

【STEP5】 Complete your class registration


【STEP6】 Check your class registration



Please check your class registration by September 21 (Wed) on Kyoto Gaidai UNIPA.

If you have any problem, please contact us as soon as possible.

【STEP7】 Class Cancellation



Semester	Cancellation Date
Fall	October 25 (Tue) 12:00 – October 27 (Thu) 15:00

【STEP8】 Final check of your class registration

III REGISTRATION SYSTEM

○ We use “Kyoto Gaidai UNIPA” for Web Class Registration.

(1) Please click ‘Kyoto Gaidai UNIPA’ of KUFS Website, and enter your user ID & password.

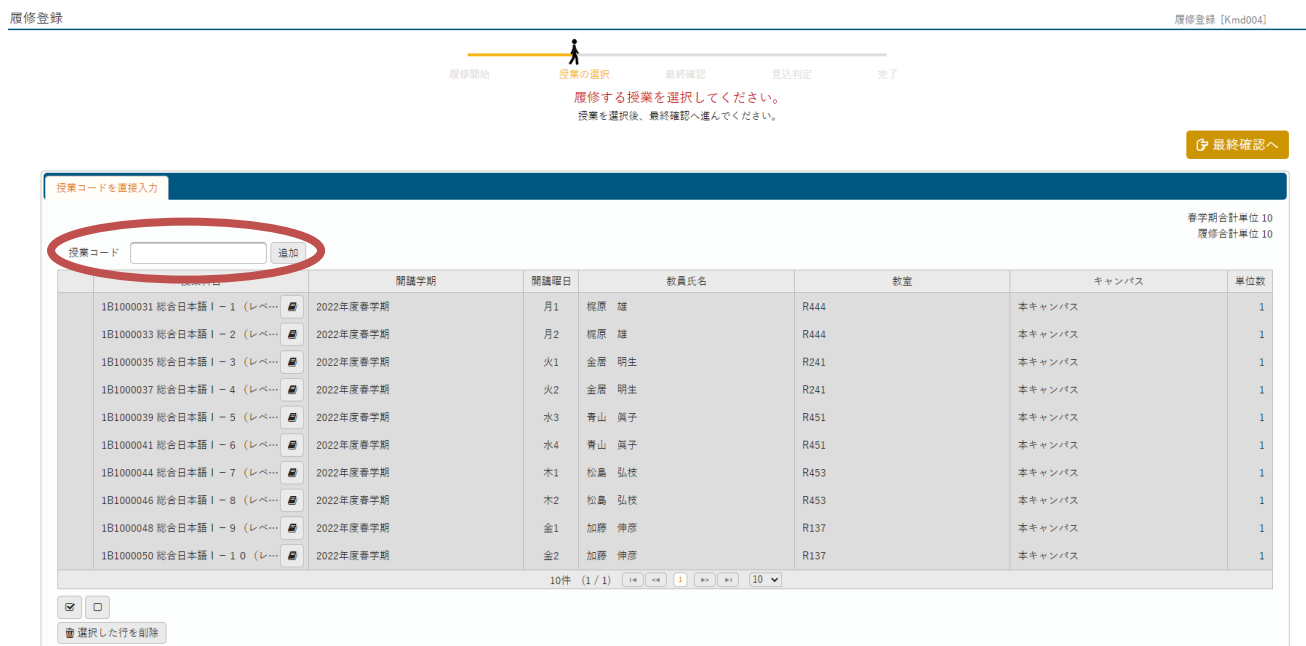


(2) Please click ‘履修登録’.






(3) After (2), please register your subjects.

Please enter “class code (授業コード)” on Timetable 2022 Fall, and click “Add (追加)”.




(4) To complete your class registration, please check the following red field, and click “提出 (Submit)”. If there are any errors, please check the details of the error and submit it again. Please feel free to contact us if you have any questions.



掲示・アンケート・学生情報・授業・履修・成績・出欠・授業評価・マイステップ・履修カルテ・NINJA・Q&A・教室・パスワード変更

履修登録
履修登録 [Kmd004]



履修内容にエラーはありません。
提出へ進んでください。

確認メールを飛ばさない
 提出

▶ 【卒業見込判定結果】 判定日付：2022/03/22 16:31

エラーはありません。

授業コードを直接入力

授業科目	開講学期	開講曜日	教員氏名	教室	キャンパス	単位数
1B1000031 総合日本語1-1 (レベル4…	2022年度春学期	月1	梶原 雄	R444	本キャンパス	1
1B1000033 総合日本語1-2 (レベル4…	2022年度春学期	月2	梶原 雄	R444	本キャンパス	1
1B1000035 総合日本語1-3 (レベル4…	2022年度春学期	火1	金屋 明生	R241	本キャンパス	1
1B2000003 作文1 (中上級)	2022年度春学期	月3	森 敦子	R622	本キャンパス	1
1B2000021 文法1 (上級) (上級)	2022年度春学期	木3	取屋 淳子	R443	本キャンパス	1

5件 (1 / 1) ◀ ▶ ⏪ ⏩



京都外国語大学
Kyoto University of Foreign Studies

問い合わせ先/ Contact

京都外国語大学 国際部

Division of International Affairs, Kyoto University of Foreign Studies

E-mail: incoming_oips@kufs.ac.jp

国際貢献学部グローバルスタディーズ学科

Department of Global Studies, Faculty of Global Engagement

E-mail: gs@kufs.ac.jp