

**2017 HANDBOOK
FOR
INTERNATIONAL/EXCHANGE STUDENTS
- COURSE GUIDELINE -**

KYOTO UNIVERSITY OF FOREIGN STUDIES

CALENDAR OF THE ACADEMIC YEAR 2017

【SPRING SEMESTER】			【FALL SEMESTER】		
MAR	29 (Wed)	Arrival at KUFS Accommodation	SEP	07(Thu)	Arrival at KUFS Accommodation
APR	01 (Sat)	Enrollment Ceremony		11(Mon)	Orientation
	03 (Mon)	Orientation		12 (Tue)	Orientation
	04 (Tue)	Health Checkup (am: Female)		13 (Wed)	Orientation Health Checkup
		Health Checkup (pm: Male)		14 (Thu)	Orientation Health Checkup
	05 (Wed)	Orientation		15 (Wed)	Health Checkup
	06 (Thu)	Orientation		19 (Tue)	Orientation・Summer Break Ends
	07 (Fri)	Orientation		20 (Mon)	Fall Semester Begins
	10 (Mon)	Spring Semester Begins		23 (Sat)	Autumnal Equinox Day ☆
	15 (Sat)	Course Registration Deadline		28 (Thu)	Course Registration Deadline
	29 (Sat)	Day of Showa ☆	OCT	09 (Mon)	National Sports Day (Classes)
MAY	01 (Mon)	(No Classes)		13 (Fri)	Fall Semester Study Tour
	02 (Tue)	(No Classes)		16 (Mon)	Course Cancellation Day
	03 (Wed)	Constitution Day ☆		22 (Sun)	Jidai Festival Field Trip
			NOV	01 (Wed)	KUFS Festival (No Classes)
	04 (Thu)	Green Day ☆		02 (Thu)	KUFS Festival (No Classes)
	05 (Fri)	Children's Day ☆		03 (Fri)	Culture Day ☆ KUFS
	09 (Tue)	Course Cancellation Day		04 (Sat)	KUFS Festival (No Classes)
	18 (Thu)	KUFS Anniversary (No Classes)		05 (Sun)	KUFS Festival Cleaning
	25 (Thu)	Spring Semester Study Tour		15 (Wed)	(No Classes)
	26 (Fri)	Spring Semester Study Tour		16 (Thu)	Entrance Exam (No Classes)
JUN	04 (Sun)	KUFS June Festival (No classes)		17 (Fri)	Entrance Exam (No Classes)
JUL	17 (Mon)	Gion Festival Field Trip		23 (Wed)	Labor Thanksgiving Day
		Marine Day (Thu Classes)			
	21 (Fri)	Spring Semester Ends	DEC	22 (Fri)	Instruction Ends
	22 (Sat)	Course Completion Ceremony		23 (Sat)	The Emperor's Birthday ☆
	23 (Sun)	Makeup Classes		25 (Mon)	Makeup Classes
AUG	04 (Fri)	Summer Break Begins		26 (Tue)	Winter Break Begins
				2018	
			JAN	05 (Fri)	Winter Break Ends
				06 (Sat)	Instruction Resumes
				08 (Mon)	Coming of Age Day ☆
				21 (Sun)	Makeup Classes
				23 (Tue)	(No Classes)
				29 (Mon)	Fall Semester Ends
			MAR	20 (Tue)	Graduation Ceremony
				31 (Sat)	2017 Academic Year Ends

* ☆ shows no classes for public holiday in Japan.

* 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

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' is stand for the period of class. The class schedule is as follows:

1koji (1st Period)	09 : 10~10 : 40
2koji (2nd Period)	10 : 50~12 : 20
<Lunch Break>	
3koji (3rd Period)	13 : 20~14 : 50
4koji (4th Period)	15 : 00~16 : 30
5koji (5th Period)	16 : 40~18 : 10
6koji (6th Period)	18 : 15~19 : 45

3. Class Cancellations

You will be informed on the bulletin board on the 3rd floor of Institute of International Exchange (Bldg. No. 9) and Web Campus regarding class cancellations by lecturers and any extraordinary class cancellations decided upon at faculty meeting. However, we will not accept any inquiry by telephone or email.

You can also obtain the class cancellation information with your PC and your mobile phone. The last minute cancellation will be on the bulletin board only. Please be sure at the bulletin board.

KUFS Homepage	http://www.kufs.ac.jp
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You will be required specific "ID" and password (different from your personal ID and password) to access this system.

This information will be given on the bulletin board.

4. Makeup Classes

As a general rules, you are given makeup classes in the makeup classes period stipulated in the academic calendar if your classes are cancelled.

5. Class Schedules under Transportation Stoppage and Storm Warning

(1) The situation with transportation stoppage of any of the following transport mode

Following public transports are affected:

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

Transportation stoppage resolved time and classes begin time

- | | |
|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| ① Resolved before 7 a.m. | Classes will begin as usual with the first period class. |
| ② Resolved before 10 a.m. | Classes will begin as usual with the third period class. |
| ③ Resolved before 2 p.m. | Classes will begin as usual with the fifth period class. |
| ④ When a transportation stoppage is not resolved until after 2 p.m., all classes will be cancelled. | |

(2) Storm warning being issued

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

- | | |
|---------------------------------------------------------------------------------------------|----------------------------------------------------------|
| ① Released before 7 a.m. | Classes will begin as usual with the first period class. |
| ② Released before 10 a.m. | Classes will begin as usual with the third period class. |
| ③ Released before 2 p.m. | Classes will begin as usual with the fifth period class. |
| ④ When the storm warning is not released until after 2 p.m., all classes will be cancelled. | |

(3) Students, living outside of the above sections, who cannot come to school because of transportation stoppage or storm warning, should inform their teachers of the matter.

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

6. Attendance

- (1) In each class, the teacher will take attendance and mark the attendance in the roll book.
- (2) In order to successfully complete a course for credits, student is 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 justifiable reason, s/he should individually notice the reason of your absence to the teachers in advance or after.
- (4) If a student is absent from classes over a period of two consecutive weeks, s/he must submit a "long absence slip (prescribed form)" to the Department of International Relations within 3 weeks of the period s/he is absent.

II EXAMINATION

Examination is all the classroom test implements usually.

Classroom tests include short test, oral test and assignments. Teachers will arrange those tests in class. Teachers are the one who announce the dates and time of those tests, and decide the permission of belongings, and permission for late comer. Sometimes, the test implement without any notice, in order to attend all those tests, regular class attendance is needed.

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

III EVALUATION

1. Evaluation Method

An evaluation of the student's performance is made on the basis of the combined results of classroom tests (short test, oral test, assignments). Syllabus (on Webcampus) contains information regarding to the class evaluation. In the first class of the semester, teachers will explain the details.

2. Criterion for Evaluation

Numerical grade points are given on the basis of the results of the student's performances throughout the semester. The maximum point is 100. 60 points and the above are passing and 59 and below are failing grades. If the teacher finds it not possible to give a student a numerical grade because of any of the following reasons, the symbol "F" will be given.

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

3. Notation of Grades

For the subject that passed and received credits, the evaluation is presented with the following grades. The results on the transcript are presented in grades. In addition, the credits also stated on the transcript.

The subject that registered course cancellation, the symbol "W" will be marked on the academic record. However, the symbol "W" will NOT be presented on the official transcript.

The actual score and "W" are shown on the academic record.

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) Student is prohibited to use a mobile phone in the classroom. Please turn the power off in the classroom.
- (4) Student is required to meet the study hour requirement set by the Japanese government -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 get the credits.

In the case of a student who has many absences from school, the university will give a warning to the student and his/her guarantor and ask them to come to the University for the counseling on a day 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 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 s/he withdraws or is expelled from university.

V CLASS INSTRUCTORS

The instructor 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. Student should feel free to seek help whenever s/he has questions or concerns.

CLASS	CLASS INSTRUCTOR	ROOM
LEVEL 1	Yoshio NAKAGAWA	672
LEVEL 2A • 2B	Masako SAKAGUCHI	673
LEVEL 3	Masako SAKAGUCHI	673
LEVEL 4A • 4B	Michiharu TANAKA	932
LEVEL 5	Michiharu TANAKA	932
LEVEL 6	Kikuko YUI	678
LEVEL 7	Michiharu TANAKA	932
LEVEL 8	Michiharu TANAKA	932
LEVEL 9	Michiharu TANAKA	932

ABOUT THE COURSES

I. COURSE GUIDELINE

1. COMPLETION REQUIREMENT

Special Audit Students

Exchange students • Nominated student by Nicaragua Embassy •
MEXT student (nominated by university) • MEXT student (nominated by
embassy) • Liceo Mexicano Japonés, A.C. • Hanoi University • CIS abroad •
浙江财经大学東方学院 • 仲愷農業工程学院

(1) Required Subjects

Through a placement test and interview (implement in April and September), student will be placed into one of the nine levels of Comprehensive Japanese. In order to complete the course, the student is required to take 10 credits in Spring semester and 10 credits in Fall semester, altogether 20 credits in one year.

*Those who have reached LEVEL9 in Comprehensive Japanese
Instead of taking Comprehensive Japanese, they are eligible to take “subjects of faculty”.
The specific rules will be explained during the orientation for class guidelines.

(2) Elective Subjects

The student is required to take more than 5 credits (more than 4 subjects) each semester.

○The students who are in LEVEL 1~8 in Comprehensive Japanese

You can choose subjects from “electives described on the schedule for Bekkasei” and “FLP classes (mixed classes of international students with Japanese students, conducted in English)”

If you need to take “subjects of faculty” on special occasions, you have to consult with Professor Tanaka before the classes begin.

○The students who are in LEVEL 9 in Comprehensive Japanese

You can choose subjects from “electives described on the schedule for Bekkasei”, “FLP classes (mixed classes of international students with Japanese students, conducted in English)”, and “subjects of faculty”.

However, you are advised to take “subjects of faculty” proactively.

In case of taking “subjects of faculty”, in the first class you have to talk to the professor that you wish to take their class and get a permission by them.

You also may take regular undergraduate required subjects and seminars, but you might not be allowed depending on the contents of classes and limited number of enrollment capacity.

Research Faculties

(1) The research faculty is required to take more than 7 subjects each semester.

You can take “electives for Bekkasei” and “subjects of faculty and graduate subjects”.

Special Auditing Students (FTP)

(1) Required subjects

Through a placement test and interview (implement in April and September), student will be placed into one of the nine levels of Comprehensive Japanese. In order to complete the course, the student is required to take 10 credits in Spring semester and 10 credits in Fall semester, altogether 20 credits in one year.

*Those who have reached LEVEL9 in Comprehensive Japanese

Instead of taking Comprehensive Japanese, they are eligible to take “subjects of faculty”.

The specific rules will be explained during the orientation for class guidelines.

(2) Elective subjects

The student is required to take more than 6 credits (more than 4 subjects) each semester.

○The students who are in LEVEL 1~8 in Comprehensive Japanese

You can choose subjects from “electives described on the schedule for Bekkasei” and “FLP classes (mixed classes of international students with Japanese students, conducted in English)”

If you need to take “subjects of faculty” on special occasions, you have to consult with Professor Tanaka before the classes begin.

○The students who are in LEVEL 9 in Comprehensive Japanese

You can choose subjects from “electives described on the schedule for Bekkasei”, “FLP classes (mixed classes of international students with Japanese students, conducted in English)”, and “subjects of faculty”.

However, you are advised to take “subjects of faculty” proactively.

In case of taking “subjects of faculty”, in the first class you have to talk to the professor that you wish to take their class and get a permission by them.

You also may take regular undergraduate required subjects and seminars, but you might not be allowed depending on the contents of classes and limited number of enrollment capacity.

Bekkasei

(1) Required subjects

Through a placement test and interview (implement in April and September), student will be placed into one of the nine levels of Comprehensive Japanese. In order to complete the course, the student is required to take 10 credits in Spring semester and 10 credits in Fall semester, altogether 20 credits in one year.

*Those who have reached LEVEL9 in Comprehensive Japanese

Instead of taking Comprehensive Japanese, they are eligible to take “subjects of faculty”.

The specific rules will be explained during the orientation for class guidelines.

(2) Elective subjects

The student is required to take more than 5 credits (more than 4 subjects) each semester.

○The students who are in LEVEL 1~8 in Comprehensive Japanese

You can choose subjects from “electives described on the schedule for Bekkasei” and “FLP classes (mixed classes of international students with Japanese students, conducted in English)”

If you need to take “subjects of faculty” on special occasions, you have to consult with Professor Tanaka before the classes begin.

○The students who are in LEVEL 9 in Comprehensive Japanese

You can choose subjects from “electives described on the schedule for Bekkasei”, “FLP classes (mixed classes of international students with Japanese students, conducted in English)”, and “subjects of faculty”.

However, you are advised to take “subjects of faculty” proactively.

In case of taking “subjects of faculty”, in the first class you have to talk to the professor that you wish to take their class and get a permission by them.

You also may take regular undergraduate required subjects and seminars, but you might not be allowed depending on the contents of classes and limited number of enrollment capacity.

(3) In case of failing to complete the course

In order to complete the Course in Japanese Studies for Overseas Students, student has to study for one year, and is required to take 20 credits of “Required Subjects” and more than 10 credits of “Elective Subjects” for a minimum total of 30 credits. When the student fails to meet these requirements, he or she will not be able to complete the course.

If you fail to complete the Course in Japanese Studies in one year, you must repeat the subjects you failed in the following academic year. However, for those who failed to complete the course, to apply to the Immigration Bureau for an extension of the period of stay is not usually granted. In this case, the student no longer can stay in Japan and has to withdraw from university voluntarily. Therefore, any student admitted into the course is asked to make every effort to finish the course in one year and also to make future plans as soon as possible.

2. NOTES FOR REGISTERING ELECTIVE SUBJECTS

- ① There is a case you might not be able to register for a subject due to the heavy number of applicants, therefore, we advise you to register subjects more than you actually are required.
You can cancel subjects on the day of cancelling your registration, however, once the registration period has passed, you CANNOT add subjects or change the levels no matter what reasons you have.
- ② “Japanese Tradition and Culture (Calligraphy, Tea Ceremony, Flower Arrangement)”
If there are too many applicants, we will choose the students with drawing. If you wish to take this subject, you have to make sure to be in the classroom for the first day of the class.
If you have already taken the subject in the first semester, you CANNOT register for it in the second semester.
- ③ “Japanese for Certified Tests” : Tuesdays, 2nd period
You will take a placement test during the first day of the class. The room for the placement will be announced later.
If you wish to take the subject, taking this placement test is mandatory, and you need to register for the level you are placed.
- ④ “Current Japanese Society” : Thursdays, 4th period
During the first day of the class, we will explain about your placement, therefore, you have to make sure to be in the classroom on the first day. You need to register for the level you are placed.
- ⑤ Even if the day, time, and professor differ from each other, you CANNOT register for the same subject. In this case, you have to choose one of them.

3. Study Tour

Study tour is also part of the course. Failure to participate will be considered as absent from all classes for the day(s).

① Spring Semester Study Tour

Get to know more about Japanese Culture through field trips to local facilities and fieldwork.

- Date: May 25 (Thursday) – May 26 (Friday)
- Fees: Free

② Fall Semester Study Tour

Study Tour in the suburb of Kyoto City.

- Date: October 13 (Friday)
- Fees: Free

4. Three 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. Failure to participate will be considered as absent from all classes for the day.

Aoi Matsuri Parade May 15 (Monday)

- Gion Matsuri Parade July 17 (Monday)
- Jidai Matsuri Parade October 22 (Sunday)

COURSE REGISTRATION

I COURSE REGISTRATION

All students are responsible for WEB Registration by the designated day. The Division of International Affairs will prepare student lists and academic record on the basis of the information in the WEB Registration completed by the students. If a student fails to register or submit an incomplete form or make mistakes in registration for certain subjects, s/he will not be permitted to attend the class where the subject is offered and s/he will not be able to get the credits for the subjects. Please read the following criterion 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 by themselves. The Division of International Affairs will not bear any responsibility for their failure in registration for certain subjects due to their own mistakes or incomplete form.
- (2) Students are neither allowed to attend any classes nor take the examinations unless they are officially registered.
- (3) On the basis of the placement test and interview, a student will be placed by the faculty as to what level of subjects (Comprehensive Japanese) s/he should register for Level 1~8: your subjects and teachers are released on the page of the registration. Level 9: Check the I Course Guideline and elect your subject according to what you need to take. Students are expected to follow this advice in completing the WEB Registration. If you have question about the level and the assigned class because you believe it does not suit your level, please consult with and get permission from your class instructor and apply for the revise at Division of International Affairs.
- (4) The elective subjects that have different levels please register with the same level as Comprehensive Japanese. If you have a question about the level and the assigned class because you believe it does not suit your level, please consult with and get permission from your class instructor and apply for the revise at Division of International Affairs.
- (5) Students are not allowed to duplicate register for the same subject even the teachers are different.
- (6) Students are not allowed to repeat or register for the courses that they have successfully completed.
- (7) As students are not permitted to add or change subjects after completing registration, they should take utmost care in course selection and completing the registration.

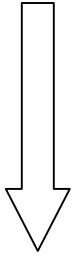
2. Course Cancellation

After consider carefully about the requirements of completing the course, and realize some subjects you lose intention to study, you can withdraw it by completing the course cancellation procedure on the designated day.

II PROCESS FOR REGISTRATION

1. **Orientation**

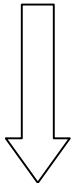
“Class Timetable” and “Manual for Class Registration” are distributed at the Orientation.



Date	Time	Room
April 3 (Mon.)	9:30~15:00	R844
September 19 (Tue.)	10:00~12:00	R171

2. **Guidance week for Elective Subjects**

In the first week of classes, guidance week, (Spring semester - from April 10 to 16, Fall semester - from September 20 to 26), classes for required subjects are 90 minutes as usual and classes for elective subjects are divided into two sections, 40 minutes each and have 10 minutes break in between. Students may attend several sections of elective subject to compare and make their choices.



3. **Choose Subjects**

Please follow the procedure shown below to complete the registration. A student will be placed by the faculty on the basis of the placement test and interview. Students are expected to follow this advice in taking course.

① **Comprehensive Japanese I – 1~10**



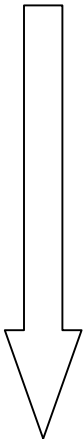
Level 1~8: Your subjects and teachers are released on the page of registration.

Level 9: Check the “ I Course Guideline” and elect your subjects according to what you need to take.

Elective Subjects

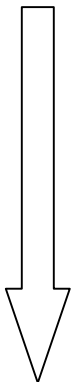


The elective subjects that have different levels should be matched with the same level as Comprehensive Japanese that you are to register for.



4. **Web Course Registration**

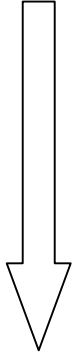
Students should register their courses on the Website during the registration period, following “Web Registration Manual”. Students that fail to register for courses during the period, the university will take him/her as a person who has no wish to be considered for admission.



Registration Period
April 10 (Mon.) 9:00 – April 15 (Sat.) 20:00
September 20 (Wed.) 12:00 – September 28 (Thu.) 20:00

5. **Course Cancellation**

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



Date	Time	Room
May 9 (Tue.)	12:30-13:15 16:30-17:00	R941
Oct 16 (Mon)	12:30-13:15 16:30-17:00	R941

6. **Registration Completes**

