



***Course Registration Guide  
For Exchange Students  
2018***

**TOKYO METROPOLITAN UNIVERSITY**

## TMU Academic Calendar 2018

Ceremonies & Events		Dates
1 <sup>st</sup> Semester	* Orientation for new international exchange students	Wednesday, April 4
	※Orientation for international students	Thursday, April 5
	1 <sup>st</sup> semester classes begin	Monday, April 6
	*Course shopping period	Friday, April 6– Monday, April 12
	Course registration period	Friday, April 13~Tuesday, April 17
	Final exams	Please see the academic calendar on the next page.
	Summer vacation	Monday, August 6~ · Sunday, September 30
2 <sup>nd</sup> Semester	* Orientation for new international exchange students	Late September
	2 <sup>nd</sup> semester classes begin	Monday, October 1
	* Orientation for international students	Early October
	※Course shopping period	Early October – Mid October
	Course registration period	Mid October
	Winter break	Tuesday,, December 25 - Thursday, January 3
	Classes resume	Friday, January 4
	Final exams	Please see the academic calendar on the next page.
	Spring break	Tuesday, February 12 -

\*The orientation session for new international exchange students provides information on course registration, and the orientation for international students provides course guidance on Japanese language courses. Be sure to attend the appropriate orientation session.

※ Please note that some class requires you to take its first lesson in order to register.

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## 1. Exchange Program

Tokyo Metropolitan University (TMU) offers 1) the Semester Abroad at Tokyo Metropolitan University (SATOMU) program, designed for international students to obtain a certificate of program completion in accordance with specific requirements, and 2) an exchange program which allows international students to take courses offered in Japanese designed for TMU degree students, without obtaining a certificate of program completion.

Students, whichever program they choose, will be registered as special non-degree students of TMU.

	Tokyo Metropolitan University (TMU) International Exchange Students	
	SATOMU Students	Exchange Students
Certificate	SATOMU Certificate	None
Courses	<b>◎ International Exchange Program Courses</b> • Courses offered in English • Japanese Language Courses  ○ Courses offered in Japanese for TMU Degree Students	<b>◎ Courses offered in Japanese for TMU Degree Students</b>  ○ International Exchange Program Courses • Courses offered in English • Japanese Language Courses

## 2. About SATOMU (Semester Abroad at Tokyo Metropolitan University)

### 2.1 Overview

#### (1) Objective of the program

The SATOMU program is a short-term program for exchange students from universities that have academic exchange agreements with Tokyo Metropolitan University. The program's distinctive courses, offered primarily in English, give international students opportunities to understand more about Japan and Tokyo.

#### (2) Launch of the program

The SATOMU program officially began accepting international students in April 2012. The SATOMU program offers a new curriculum of courses in English, and students who fulfill the requirements to obtain a certificate upon completion of the program.

### (3) Characteristics

SATOMU has the following characteristics that distinguish it from other universities' short-term programs.

- ① SATOMU allows exchange students to learn and understand more deeply the present situation of society, industry and urban environment as well as Japanese society, culture, industry, science and technology through English-taught courses in the undergraduate programs, which only TMU can offer.
- ② In these courses conducted in English, international students have opportunities to interact with TMU degree students by registering for courses that are cross-listed for TMU degree students.
- ③ SATOMU exchange students can select from among a wide range of Japanese courses according to their level of proficiency. Through these courses they can interact with other international students who are studying Japanese.

### 2.2 SATOMU Program Completion Requirements

SATOMU students may take courses offered by the International Exchange Program (which includes courses offered in English, Japanese language courses, and tutorials in English). A Certificate is issued upon completion of all requirements for this program. Through consultations with the lecturer in charge, SATOMU students may select additional courses offered in Japanese designed for degree students (in basic subjects, liberal arts subjects, introductory subjects, and specialized subjects).

SATOMU Program Completion Requirements	
International Exchange Courses	Courses offered in English • One Semester : 4 credits
	Japanese Language Courses • One Semester : 3 credits
	* Note: Students who are planning to write a senior thesis/masters' thesis/dissertation, or have other academic research goals, may take tutorial courses in English for up to 2 credits for one semester (one class per week) upon consultation with the faculty in the field of their study.

Note: The university which the SATOMU student normally attends will decide as to whether the credits earned at TMU can be applied toward a degree or course completion.

## 2.3 International Exchange Program Courses

### < Courses offered in English >

School/Faculty	Course Title	Semester	Credit
Humanities and Social Sciences	Japanese Language and Society	1st	2
	Origins of Modern Japanese Literature Part I & II	1st	2
	Seminar on Multicultural Education	1st/2nd	2 each
	History of Japanese Film	1st/2nd	2 each
	The Japanese Language	2nd	2
Law & Politics	Japanese Politics in Comparative Perspective	2nd	2
Science	Ecology	1st	2
	General Biochemistry	1st	2
	General Developmental Biology	1st	2
	General Ecology	1st	2
	General Molecular Biology	1st	2
	Cell Biology (General education subject)	1st	2
	Cell Biology (Specialized subject)	1st	2
	General Biology I B	1st	2
	General Taxonomy	1st	2
	Molecular Biology	1st	2
	Special Lecture in Biology a	1st	1
	Genetics	1st	2
	Animal ecology and diversity	1st	2
	Gene Science	1st	2
	General Chemistry I	2nd	1
	General Biology II B	2nd	2
	General Physiology	2nd	2
	General Cell Biology	2nd	2
	Biological Information	2nd	2
	General Evolutional Biology	2nd	2
	General Genetics	2nd	2
	General Microbiology	2nd	2
	Developmental Biology	2nd	2
	Human Biology	2nd	2
	Neuroscience	2nd	2
	Biodiversity	2nd	2
	Ecosystems and Environments	2nd	2
	Special Lecture in Biology b,c,d,e,f,g,h,i,j,k	2nd	1 each
Urban Environmental Sciences	Introduction to Energy Chemistry	1st	2
	Regional Environmental Studies	2nd	2
	Tourism Theories and Practice	2nd	2
	Transport Planning and Management for Tourism Promotion	2nd	2
Systems Design	Experimental Photography	2nd	2
	Introduction to Aerospace Engineering 2	2nd	2
International Center	Cultural Psychology	1st/2nd	2 each
	Introduction to Japanese Studies I / II	1st/2nd	2 each
	Intercultural Communication and Interaction	1st/2nd	2 each
	Sustainability Studies and Global Environmental Governance	1st	2
	Global Mindset	1st	2
	Contemporary Japanese Society I / II	1st/2nd	2 each
	Current Issues of Education in Japan	2nd	2
	Japanese Nature and Satoyama	2nd	2

<Japanese Language Courses>

For subjects and classes to be taken, please judge your Japanese ability by "self-assessment sheet" and take classes that match your level.

※1<sup>st</sup> Semester : 44courses、 2<sup>nd</sup> Semester : 44courses

(Refer to Syllabi of Courses for Exchange Students.)

Course Title	Level of JLPT*	Number of courses	Credits
Fundamental Japanese I	Level N5～N4	(1 <sup>st</sup> Semester)18 courses (2 <sup>nd</sup> Semester)18 courses	1
Fundamental Japanese II	Level N3～N2	(1 <sup>st</sup> Semester)17 courses (2 <sup>nd</sup> Semester)17 courses	1
Fundamental Japanese III	Level N1～N1+	(1 <sup>st</sup> Semester) 9 courses (2 <sup>nd</sup> Semester)9 courses	1

\*JLPT: Japanese Language Proficiency Test

<Tutorials offered in English>

Students who are planning to write a senior thesis/masters' thesis/dissertation, or have other academic research goals, may take tutorial courses in English for up to 2 credits for a semester (one class per week) upon consultation with the faculty in the field of their study.

### 3. Course Registration

#### 3.1 About the course registration

Register for the courses respectively after determining which courses to take. The registration procedures are to be explained in the orientation which will be held a week before the semester-classes begin. It is therefore necessary for exchange students to attend the orientation. Please note that failure to complete course registration will result in your class participation being disapproved for credits.

#### 3.2 Course registration procedures

##### 3.2.1 Necessary documents

The documents relevant to the course registration will be handed out at the orientation.

Please make sure to check all the necessary documents you received.

- ① Non-degree student ID card.....1
- ② “Course Registration Card for Non-degree Students and Course Permission Form for Non-degree Students”.....10
- ③ Syllabi of Courses for Exchange Students
- ④ Class Schedule for Exchange Students
- ⑤ TMU Course Catalogue
- ⑥ TMU Syllabi
- ⑦ TMU Class Schedule
- ⑧ Non-degree Student Register Cum-oath (sample)

##### 3.2.2 Academic Year • Semester • Academic calendar

TMU divides an academic year into two semesters. An academic year begins in April and ends in March in the following year. For example, “Academic Year Heisei 29” stands for during a period from April 2017 through until March 2018. The academic year does not correspond to a calendar year, therefore special attention needs to be paid to the period spanning January through March.

The semesters are named as follows:

April – September : 前期 *zen-ki* (1st semester)

October – March : 後期 *ko-ki* (2nd semester)

When selecting the courses, it is important to take into account the semester(s) in which the courses are offered. In the first semester students can register for either the first half-year courses or the full-year course, but in the second semester students can register the second half-year courses only. Students who do not study at TMU throughout an academic year, from April to March of the following year, are not eligible to take the full-year courses, in principle.



### 3.2.3 Course Registration

You will follow 4 steps below to register courses.

#### Step 1

■ Attend classes you would like to take during the course shopping period, and get permission from the lecturers to register the lecturers' courses.

◆ Course shopping period

- Friday, April 6 – Monday, April 12, 2018
- ◆ Get permission from each lecturer to register the course
- Fill in necessary information including your name and the course titles in Handout② (Course Registration Card for Non-degree Students and Course Permission Form for Non-Degree Students).
- Be sure to get the lecturer to write his/her signature on the Course Permission Form for Non-Degree Students (on the lower half portion of the form).
- In return, submit the upper half portion to the lecturer.

#### Step 2

■ Enter all the courses you have got permission to register on the Non-Degree Student Register (Excel file)

- The Course Non-Degree Student Register (Excel file) will be provided by e-mail from the International Affairs Office after Course Registration Orientation.

#### Step 3

■ Submit to the International Affairs Office the Non-Degree Student Register (Excel file) completed on Step 2, and the Course Permission Forms (upper half) with instructors' signatures you have got on Step 1.

- The Non-Degree Student Register (Excel file) should be submitted by email.

**By Tuesday, March 20, 2018, 17:45**

- Submit the Course Permission Forms (lower half) to the International Affairs Office.

**By Tuesday, April 17, 2018, 17:45**

#### Step 4

■ Visit the International Affairs Office and sign your Class Schedule

The International Affairs Office will register your courses on behalf of you according to the Non-Degree Student Register you have submitted on Step 3 and the Course Permission Forms (lower half). After registration of your courses, we will ask you to see if there is any error in your Class Schedule. If there is no error, confirm the Class Schedule by signing. The Office will get your Class Schedule ready, so please come by during the hours below.

**Monday, April 20 2018, 9:00 - 17:45 or Tuesday, April 24, 2018, 9:00 - 15:00**

#### NOTES:

- Select courses referring to Syllabi of Courses for Exchange Students.
- For selecting Japanese courses, evaluate your Japanese language proficiency using the Self-Assessment Sheet and select courses according to your level.
- If you run out Handout②, get extra copies at the International Affairs Office.

### 3.3 Registering Courses

#### 3.3.1 Minimum Workload Requirement **IMPORTANT**

**Exchange students with the status of “college student” are required by the Immigration Control Law to complete study load more than 10 hours a week during the exchange period. The classes are conducted on a 90-minute (one and half hour) class period basis, therefore exchange students must register for more than 7 courses to fulfill the condition set forth above.**

#### 3.3.2 SATOMU Program Completion Requirement

Students participating in the SATOMU program need to register for the courses to meet the SATOMU program completion requirements. Therefore, it is necessary to confirm the minimum required number of credits to fulfill the completion requirement (see Page 2) before registering for the courses. In view of possibility of failed courses, those who are looking for securing the program completion are advised to register for the courses exceeding the minimum required number of credits.

### 3.3.3 Others

In general, additional course registration is not accepted after the end of course registration period. Course registration for all required credits must be completed within the designated registration period in each semester.

### 4. Academic Advisors/Advisors

An academic advisor or an advisor will be assigned to each exchange student. Please confirm with the academic advisor/the advisor or staffs of the International Affairs Office to ensure proper course selection.

### 5. Class Schedule

Period	Time
1 <sup>st</sup> period	08 : 50 - 10 : 20
2 <sup>nd</sup> period	10 : 30 - 12 : 00
3 <sup>rd</sup> period	13 : 00 - 14 : 30
4 <sup>th</sup> period	14 : 40 - 16 : 10
5 <sup>th</sup> period	16 : 20 - 17 : 50
6 <sup>th</sup> period	18 : 00 - 19 : 30

### 6. Grading and Evaluation System (SATOMU)

The course lecturers give grades based on their own evaluation methods including examination, class attendance and other grade evaluation items, and represent them on the academic results card by five-grade evaluation basis. The grade of 2 and above are graded pass and given credits.

Numeric Grade	Letter Grades on Transcript	Credit	Signification	Percentile	Grade Point
5	S	Awarded	Superior	90 and above	4.0
4	A	Awarded	Excellent	80-89	3.0
3	B	Awarded	Good	70-79	2.0
2	C	Awarded	Fair	60-69	1.0
1	No description	Not Awarded	Poor	59 and below	0.0
0	No description	Not Awarded	Not evaluable		0.0

The official transcript is issued after completion of exchange period and sent to student's home institution.

## 7. International Student Advising Support

Exchange students are encouraged to see an International Student Advisor in the International Student Advising Room if they have concerns or problems after enrolling at TMU.

The latest information on the office days and hours is put on the website of the International Center / the International Affairs Office and the bulletin board at International House. Please make a reservation in advance if you need assistance: [ryugakusei@tmu.ac.jp](mailto:ryugakusei@tmu.ac.jp)

### ■ Minami-Osawa Campus

- ① Place: Room 210, 2<sup>nd</sup> floor, the International House
- ② Phone number: 5752 (ext.)

## 8. International Affairs Office

Students may come to the office if they have any inquiries on the following matters.

- Documentation
- Change of address / phone number
- Information on temporary leave and permanent return to home country
- Student life (housing, scholarships)

Location: the International House, Minami-Osawa campus

Contact number: 042-677-2030

Web: <http://www.ic.tmu.ac.jp>



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