

III. Studying

1. Academic Affairs Offices

Offices in charge of course registration, credit acquisition, receipt of assigned papers and other academic affairs are as follows. (Note: Research students are not eligible to acquire credits):

- (1) 1st-year and 2nd-year undergraduate students: Academic Affairs Division (2nd-year undergraduates in the Faculty of Health Sciences: their faculty offices)
- (2) 3rd- & 4th-year undergraduate, graduate and research students: their faculty/department offices

2. Course Registration

As a rule, the course registration must be completed via online. However, some courses require the submission of the course registration card. The course registration period and procedures will be posted on the bulletin board of your faculty/department office and the University's website. Be sure to read the "Course Registration Guide" for details and attend the undergraduate course registration guidance session at the beginning of each semester.

3. Cancellation of Classes

Classes may be cancelled when train services are disrupted due to snow, storm, flood, accidents, strikes, etc. or instructors' inevitable reasons.

- (1) When train services are suspended, the class schedule will be changed as follows.
The following changes of class schedule will be applied only to the Minami-Osawa Campus.
For the classes at the Hino/Arakawa Campus, contact the respective campus offices.

Transportation	Service Conditions	Class Cancellation
<ul style="list-style-type: none"> ○ Keio Sagami-hara Line ○ Keio Line ○ JR Yokohama Line ○ Odakyu Odawara Line ◎ Odakyu Tama Line ◎ JR Nanbu Line ◎ JR Chuo Line ◎ JR Yamanote Line ◎ Tama City Monorail 	Any of ○ lines is suspended and the line is entirely suspended as of 6:00 a.m.	[Classes in the 1st- & 2nd-periods shall be cancelled.]
	Any of ○/◎ lines is entirely/partially suspended, and eventually it causes significant confusions to commuting to the University.	[Classes in the 1st- & 2nd-periods shall be cancelled.] * It will be decided by 6:00 a.m. [Classes in the 3rd- & 4th-periods shall be cancelled.] * It will be decided by 10:00 a.m.
		[Classes in the 5th- & 6th-periods shall be cancelled.] * It will be decided by 1:00 p.m.

(2) Notification of class cancellation

A class cancellation is notified on the electronic bulletin board system. The electronic bulletin board systems are placed at the following locations:

- International House (1F)
- In front of Academic Affairs Division (Bldg.1, 1F)
- Entrance hall of Bldg.6
- Elevator hall of Bldg.8,1F
- Cafeteria Bldg.
- Campus Square for Web

For details, ask the Academic Affairs Division (Bldg.1 1F) or your faculty/department office.

(Note) For the locations of the bulletin boards notifying the class cancelation on the campus other than Minami-Osawa, please ask your faculty/department office.

4. Japanese Language Courses

(1) Class levels and overviews

The levels and overviews of the Japanese classes for international students are listed below.

For the details, please read the Japanese Language Courses Syllabus carefully.

For the class locations (which campus), see the class schedule.

If you are not sure which classes are suitable for you, Fundamental Japanese key words will be of great help.



http://www.ic.tmu.ac.jp/study_abroad/jpclass.html

Japanese Course	Level	Overview
Fundamental Japanese I5 (Elementary 1)	Japanese Proficiency Test Level N5	Fundamental Japanese for beginners
Fundamental Japanese I4 (Elementary 2)	Japanese Proficiency Test Level N4	Simple and everyday communication skills
Fundamental Japanese II3 (Intermediate 1)	Japanese Proficiency Test Level N3	Everyday communication skills
Fundamental Japanese II2 (Intermediate 2)	Japanese Proficiency Test Level N2	Communication skills covering a wide range of topics
Fundamental Japanese III1 (Advanced)	Japanese Proficiency Test Level N1	Fundamental Academic Japanese
Japanese III1 + (Super-advanced)	Japanese Proficiency Test Level N1+ or higher	Comprehensive study of academic Japanese
Japanese I (Advanced)	Japanese Proficiency Test Level N1	Basic academic Japanese
Japanese II (Super-advanced)	Japanese Proficiency Test Level N1 or higher	Comprehensive study of Academic Japanese
Japanese workshop conducted in Chinese, Korean& English, etc. (not yet determined)	Elementary to intermediate level	Conducted in foreign languages Elementary to intermediate level of Japanese

(2) Course registration & credit acquisition

Course	Eligible Students	Course Registration & Credit
Fundamental Japanese I, II, III	Exchange students	Students will determine their levels of Japanese by using a self-assessment sheet, and select and register courses right for their levels. Credits can be awarded as the international exchange course
	Graduate students Research students	Credits not awarded Course registration not required
Japanese I, II	Undergraduate students	Course registration required Credits awarded
Japanese workshop	Exchange students Graduate students Research students	Credits not awarded

(3) Class attendance

- Being absent from class 4 times and more will result in no credit awarded.
- Being late for class for 30 minutes and more will be treated as an absence.

5. Japanese Academic Writing Support

(1) What to support

This program aims to assist international students in writing essays and academic papers in Japanese by giving advice on sentence construction, terminology, contexts and usages appropriate for academic writing.

(2) Place

Room 232 (Monday), Room 231 (Wednesday, Friday), International House 2F

(3) Days and hours

13:00 — 17:30, Monday

Monday, Wednesday, Friday

Session (1) 13:00 - 13:50

Session (2) 14:00 - 14:50

Session (3) 15:30 - 16:20

Session (4) 16:30 - 17:20

- The time schedule is subject to change. Please check the schedule on the website below.

http://www.ic.tmu.ac.jp/study_abroad/jpclass.html



(4) How to use the support

Advance appointments via e-mail are required.

Walk-ins on the day are welcome based on availability. (However, priority is given to appointments)

Website for making appointments: <https://coubic.com/tmuaws>

E-mail address for inquiries: writing@tmu.ac.jp



6. International Exchange Room (*Ryugakusei NAVI*)

In the International Exchange Room on the second floor, International House, graduate school students specialized in Japanese language will answer international students' questions about Japanese. This room is equipped with PCs and Japanese language teaching materials, so that international students can study Japanese as they like using such PCs and materials.

(1) Location

Room 232, 1st Fl., International House

(2) Open days and hours

Tuesday – Friday (except semester breaks and campus holidays)

13:00 – 16:00, Monday

Note: For possible changes, please be sure to check the following website.

http://www.ic.tmu.ac.jp/study_abroad/exchange_navigator.html



Helpful information about Japanese language study and living is posted on Facebook

<https://www.facebook.com/tmu.japanese.navigator/>



7. Tutoring Program

(1) What is a tutoring program?

You may face as international students various kinds of difficulty in studying with Japanese students in classes, not mention language problems. You need to make considerable efforts until you can understand what a lecturer says and fully comprehend the course content.

TMU therefore offers a tutoring program to international students. Tutors, who are TMU regular degree students, help international students improve their Japanese skills and understand things Japanese, and also help with their study, research and daily life on a one on one basis.

(2) Eligible Students

In principle, a tutor is assigned to an international student in his/her first year of enrollment and meet the requirements. Your academic supervisor determines whether you need a tutor or not. Usually, a tutor is selected from among graduate students in the field of study relevant to yours upon your academic supervisor's recommendation.