

## 1. Academic Affairs

### (1) Japanese Language Placement Test

Japanese Language Courses are divided into nine levels (elementary, upper elementary, pre-intermediate, intermediate, upper intermediate, pre-advanced, advanced, upper advanced, and high advanced) based on each student's Japanese ability. Your level will be determined by the Japanese Language Placement Test, which is held right before the beginning of the semester.

For current students: Please find the schedule and details of the Japanese Language Placement Test on DUET. The information will be announced in December of the previous year for the spring semester. For the fall semester, it will be announced in June.

### (2) Course Registration

#### 1) Flow Chart of Course Registration

Advanced registration	Courses that have enrollment limits must be registered during the advanced registration period. If the number of applicants exceeds the enrollment limits, registration will be decided by a lottery. Once the registration is finalized, you may not make any changes. You may however withdraw from the course during the withdrawal period.
On-demand instruction period (DO Week)	First class will be offered as an on-demand video. The link (URL) to the instruction video can be found on the on-line syllabus (check "The delivery of the first video, etc. during the "DO Week" on the syllabus). Please make sure to access the link and take the on-demand instruction during the DO Week for all the registered courses.  *Class with "Not deliver the video" in the "The delivery of the first video, etc. during the "DO Week" " column will not be delivered the on-demand instruction.
General registration	All courses excluding the advanced registration courses must be registered during the general registration period.
Face to face classes begin	
Confirmation of tentative course registration list for error correcting	Check the tentative course list on DUET. If you find an error on the list, apply for error correction to the Office of the Center for Global Education and Japanese Studies before the correction deadline.
Check course registration list	If you have submitted an error correction, check the course list again to confirm the changes. If the changes have not been reflected, inform the office again to correct the error.
Registration finalized	
Withdrawal from subjects	You may withdraw from a course during the withdrawal period. This period will be after attending the class for about one month. (For some subjects, it may not be possible to withdraw.)
Check course registration list (only for those who have withdrawn from subjects)	Check your course list to confirm your withdrawal, if applicable.

## 2) Notice for Course Registration

To enroll in a class, course registration must be completed during the course registration period.

- We will not be able to finalize your course registration if you have not properly completed the registration procedure.
- You will not receive credits for the course if you do not have the course registered.
- You are not allowed to attend class if you do not have the course registered.
- All GEM courses and some Nichibun courses require "Advanced Registration".
- You may not register for a course for which you have already gained credits in the past. The only exception is when you have received an F grade (failure).
- Please make sure to check/confirm the contents of the course before registration.
- Students with disability: If you have concerns about taking part in a class (seminar, experiment, practicum, language course, etc.) due to your conditions, please contact the Office of the Center for Global Education and Japanese Studies prior to course registration. We may be able to accommodate your needs under our commitment to provide "reasonable accommodation" for your needs.

### ① Credit Registration Limit

The credit registration limit of Nichibun Students may vary according to their home university as below.

Classification	Student ID (●● shows year of enrollment)	Credit
Exchange Students	2992 ●● 1001-, 1501- 2990 ●● 1001-, 1501-	Students can register for courses totally up to 15 credits each semester.
Students under university-level agreements (Fee-based Program)	2992 ●● 1301-, 1801- 2990 ●● 1301-, 1801-	Students can register for courses up to 15 credits each semester. If you register for more than the limit, you must pay 22,000 Japanese Yen per credit.
Students under faculty-level agreement (※1)	2992 ●● 2001-, 2501- 2990 ●● 2001-, 2501-	
Other students	2992 ●● 3201-, 3401- 2990 ●● 3201-, 3401-	
Preparatory Educational Program Students	2992 ●● 3001- 2990 ●● 3001-	Student can register for courses up to 15 credits each semester.
Japanese Studies Students, MEXT scholarship	2992 ●● 3101- 2990 ●● 3101-	

**Attention:** If you take courses taught in undergraduate or graduate programs, the credits will count towards the credit registration limit. Students must take more than 7 classes (1 class: 90 minutes) per week. It is designated by law\*

\*Ministerial Ordinance to Provide for Criteria Pursuant to Article 7. Paragraph (1), item (ii) of the Immigration Control and Refugee Recognition Act.

(※1)

Department of East Asian Studies, University of Cambridge, School of Education and Applied Languages, Ming Chuan University, School of Foreign Language and Culture, Soochow University, School of Japanese Studies, Dalian University of Foreign Languages, College of Foreign Languages and International Studies, Hunan University, School of Oriental Language and Philosophy, Zhejiang Gongshang University, College of Foreign Language, Donghua University, School of Languages, Northeastern University at Qinhuangdao, College of Foreign Languages, Qingdao Agricultural University, School of Japanese Studies, Shanghai International Studies University, Department of East Asian Studies, Faculty of Humanities, The Hebrew University of Jerusalem, Dongduk Women's University, Seoul Theological University

### ② Completion Requirement

- Preparatory educational program students are required to take more than 13 credits in total including 8 or more credits in Japanese Language Courses and 5 or more credits from Japanese Language Seminars, Lecture Courses in Japanese Studies or Lecture Courses in International Studies during the designated Period of the preparatory educational program.
- Japanese students, MEXT scholarship are required to take more than 20 credits in total during the designated period of the program.

### ③ Notice for course classification registration

Japanese Language Courses	“Intensive Course” for students who wish to focus on learning Japanese language and “Elective Course” for students for whom learning Japanese is not the main purpose
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- For “Intensive Course”, if you register “Japanese 1 (General)” or “Japanese 2 (General)”, register with “General 1-8”, “General 1-4” or “General 1-3” (different from each learning level).
- For students in an “Elective Course”, it is recommended to take two to three Japanese language subjects in each semester.
- However, if you are a student who is part of a faculty-level agreement and enrolled in the graduate school in your home university and your Japanese learning level is level VIII or below, you have to register “Japanese 1 (General)” or “Japanese 2 (General)” in each Japanese learning level. Students are basically not allowed to register “Elective course” subjects.

Japanese Language Seminars	Courses for students who want to improve their Japanese Ability
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#### ■ <Japanese Language Seminars A/B/C/D/E> <Intermediate Japanese Grammar Overview A/B>

#### <Advanced Japanese Grammar Overview A/B>

Courses you can register are dependent on your Japanese learning level.

Course Name	Class Content / Course	I	II	III	IV	V	VI	VII	VIII	IX
Japanese Language Seminar A	Elementary Level Course	○	○	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Japanese Language Seminar B	Japanese Language Proficiency Test N3 Course	N/A	※	○	○	○	N/A	N/A	N/A	N/A
Japanese Language Seminar C	Japanese Language Proficiency Test N2 Course	N/A	N/A	※	○	○	○	N/A	N/A	N/A
Japanese Language Seminar D	Japanese Language Proficiency Test N1 Course	N/A	N/A	N/A	※	○	○	○	○	○
Japanese Language Seminar E	Examination for Japanese University Admission for International Students Course	N/A	N/A	N/A	※	○	○	○	○	○
Intermediate Japanese Grammar Overview A/B	Japanese Grammar in intermediate level	N/A	N/A	※	○	○	○	N/A	N/A	N/A
Advanced Japanese Grammar Overview A/B	Japanese Grammar in advanced level	N/A	N/A	N/A	N/A	※	○	○	○	○

- Courses with ※ above chart show there is limitation of registration. Permission from your lecturer is needed before signing up to the subject.
- “Japanese Language Seminar E” is test-preparation subject for students who aim to enter a university or graduate school in Japan.

## ■ <Japanese Special Seminars>

- It is possible to register the same course with different class number as many as you wish.
- Some “Japanese Special Seminars” can be registered by the student only who is under a faculty-level agreement and enrolls in graduate school of home university. If the student who is an exchange student with Japanese learning level more than VII and enroll in undergraduate/graduate school of home university, or the student who is under a faculty-level agreement with Japanese learning level more than VII and enroll in undergraduate school of home university want to register this course, discuss it with your academic advisor at the time of course guidance.
- The student who is under a faculty-level agreement and enrolls in graduate school of home university should register at least two courses from “Japanese special seminars” offered for them. It is not acceptable to withdraw from these courses.

Lecture Courses in Japanese Studies	Courses on Japanese History, Society, Literature, Traditional Culture, Arts and other topics
Lecture Courses in International Studies	Courses on World History, Culture, Business, Media and more

- The course you can register is determined by your Japanese learning level. Check the Course List for choosing.
- Make sure to check the “●<sup>いじょう</sup>以上(●=Minimum requirement)” and “●<sup>いじょう</sup>以上 (▲<sup>か</sup>可) (●=Minimum Requirement, ▲ is possible)” marks on the right side of the course list. This indicates what learning level students can be registered. For example, if it indicates “●<sup>いじょう</sup>以上”, students who has Japanese learning level below ● cannot register to it. If it indicates “●<sup>いじょう</sup>以上 (▲<sup>か</sup>可)”, students who has one Japanese learnig level below ● (learning level ▲) can register it.

## ■ <Special Topics in Japanese Culture A>

For students with Japanese learning level I, II and III, this course will be registered automatically because this is the compulsory course.

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#### ④ Undergraduate / Graduate Subjects

If you need some credits from undergraduate or graduate subject for credit transfer to your home university and you are placed in a certain level or above as result of the Japanese Language Placement Test, you may register courses from an undergraduate or graduate subject within the number of credit limit you have.

The documents for Undergraduate / Graduate subjects will be provided through DUET for the eligible students.

If you plan to take the subjects, please read the documents carefully.

The available subjects and required Japanese level are as follows.

- Level V: Health and Physical Education, Foreign Language subjects. For Foreign Language subjects, you must have at least a year of learning experience of the language.
- Level VI or higher: All undergraduate and graduate subjects, except for those stated as exclusive to the students of the faculty providing them. Before registering for the subject, read syllabus thoroughly and understand that those subjects require a considerable hours of study to prepare and review.

#### ⑤ Global Education Module(GEM) Subjects

You may register courses from Global Education Module(GEM) within the number of credit limit. The courses provided by GEM are about Japanese culture, society and nature and all classes are conducted in English where both domestic and international students study together.

All GEM courses require advanced registration, so you have to apply for those subjects during the designated period through DUET.