

1. Academic Affairs

(1) Japanese Language Placement Test

All students should take 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 online syllabus (check 'The delivery of the first video, etc. during the "DO Week"' on the syllabus). Please make sure to access the link and watch the on-demand instruction during the DO Week for all the registered courses.
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 is scheduled to end about one month after the beginning of the course. (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Check course registration list (only for those who have withdrawn from subjects)	Check your course list to confirm your withdrawal, if applicable.

※It is your responsibility to check with your home institution whether the GEM course credits can be transferred and counted towards your graduation at your home university. Please check prior to registration.

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 require "Advanced Registration". (See page 56)
- 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 disabilities: 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 GEM Students may vary according to their home university as below.

Type of student	Student ID (●● Shows year of enrollment)	Credit
Exchange Students	2992 ●● 5001-, 5501-	Students can register for courses up to a total of 15 credits each semester
Students under university-level agreement (Fee-based Program)	2992 ●● 5301-, 5801-	Students can register for courses up to a total of 15 credits each semester. If you register for more than the limit, you must pay 22,000 Japanese Yen per credit.

Students must take 7 or more classes (1 class: 90 minutes) per week. It is designated by law.

② The Institute for the Liberal Arts (ILA) Subjects

Exchange students who are native English speakers or have proven to have English proficiency equivalent to a native speaker may also enroll in courses offered by the ILA after due consideration (up to 3 courses). ILA subjects are conducted at native level English and focus mainly on Japanese culture and society. Request to register for ILA subjects may not always be granted as many ILA subjects limit the number of students per class.

③ Japanese Language and Culture Module (Nichibun) Subjects

GEM students are also permitted to enroll in some courses offered by Japanese Language and Culture Module (Nichibun) in accordance with their Japanese level. However, requests to register for certain Nichibun courses may not be granted unless Nichibun courses are a course requirement of your home university.

④ Undergraduate / Graduate Subjects

If you need some credits from undergraduate or graduate subjects 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 credit limit you have.

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 the syllabus thoroughly and understand that those subjects require a considerable number of hours of study to prepare and review.

Procedures for registering for ILA Subjects, Nichibun Subjects and Undergraduate / Graduate Subjects will be explained during the Course Guidance session.

*Up to 3 courses can be registered from ③ and ④ in total.