

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. For the spring semester, the information will be announced during the previous year's December and for the fall semester, it will be announced in June.

(2) Course Registration

1) Flow Chart of Course Registration

Advanced Registration	Advanced registration is used for courses that have enrollment limits and require application prior to the general registration. 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.
General Registration	All courses excluding the advanced registration courses.
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 Language before the correction deadline.
Check course registration list	If you have submitted an error correction, check the course list again to see whether the changes have been reflected. If the changes have not been made, 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Check course registration list (only for those who have withdrawn from subjects)	Check your course list to confirm your withdrawal, if applicable.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 CGE courses require preliminary registration (called "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 Language 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	2990 ●● 1001- 2990 ●● 1501-	Students can register for courses totally up to 15 credits each semester.
Students under university-level agreements (Fee-based Program)	2990 ●● 1301- 2990 ●● 1801-	Students can register for courses up to 15 credits each semester. If you register for more than the limit, you must pay 21,000 Japanese Yen per credit.
Students under faculty-level agreement (※1)	2990 ●● 2001- 2990 ●● 2501-	
Other students	2990 ●● 3201- 2990 ●● 3401-	
Preparatory Educational Program Students	2990 ●● 3001-	Student can register for courses up to 15 credits each semester.
Japanese Studies Students, MEXT scholarship	2990 ●● 3101-	

Attention: If you take subjects 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, Sungshin University

② Completion Requirement

- Preparatory educational program students are required to take more than 13 credits in total including 10 or more credits in Japanese Language Courses and 3 or more credits from Japanese and English 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 1-10” or “General 1-5” (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.
- If you register and take “Japanese 1 (oral expression B VI-IX)” or “Japanese 2 (oral expression B VI-IX)”, your class will be decided after the first day of the class.
- 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. “Elective course” students are basically not allowed to register those subjects.

Japanese and English Language Seminars	Courses for students who want to improve their English and 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.
- “Japanese Special Seminars” can be registered by the student only who is under a faculty-level agreement and enrolls in graduate/postgraduate 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/graduate school of home university want to register this course, discuss it with your academic advisor at the time of course guidance
- Register two courses from “Japanese special seminars” at least. It is not acceptable to withdraw from these courses.

■ <English Language Seminars>

These classes are conducted in both Japanese and English. To understand the contents of the classes, students must have Japanese learning level III or higher.

Course Name	Class Contents
English Language Seminar B	This course is intended to improve grammar and vocabulary to the level of Japanese senior high school students. Exercises and explanations of grammar will be conducted in the class. For the English level on this class, please refer to the syllabus of this subject
English Language Seminar C	This course is intended to prepare for the test like TOEIC®L&R TEST, TOEIC® L&R IP TEST, TOEFL ITP®TEST and TOEFL iBT®TEST. For the English level on this class, please refer to the syllabus of this subject.

*TOEFL, TOEFL iBT, TOEFL ITP and TOEIC are registered trademarks of Educational Testing Service (ETS).

*L&R means LISTENING AND READING

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 subject you can register is determined by your Japanese learning level. Check the Course List for choosing.
- Make sure to check the “●^{いじょう}以上 (●=Minimum requirement)” and “●^{いじょう}以上 (▲^か可) (●=Minimum Requirement, ▲ is possible)” marks on the right side of the stars. This indicates what learning level students can be registered. For example, if it indicates “●^{いじょう}以上”, students who has Japanese learning level below ● cannot register to it. If it indicates “●^{いじょう}以上 (▲^か可)”, students who has one Japanese learning level below ● (learning level ▲) can register it.

■ <Special Topics in Japanese Culture A>

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

④ Undergraduate / Graduate Subject

If you need some credits from undergraduate or graduate course for credit transfer to your home university and you are placed on a certain level or above as result of the Japanese Language Placement Test, you may register subjects from an undergraduate or graduate course 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 subjects provided by undergraduate or graduate course, 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 Center for Global Education (CGE) subject

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

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