

# Academic Bulletin for Japan: University of Tsukuba 2018-19

## Introduction

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The Academic Bulletin is the CSU International Programs (CSU IP) “catalog” and provides academic information about the program at the University of Tsukuba in Japan.

CSU IP participants must read this publication in conjunction with the Academic Guide for CSU IP Participants (also known as the “Academic Guide”). The Academic Guide contains academic policies which will be applied to all IP participants while abroad. Topics include but are not limited to CSU Registration, Enrollment Requirements, Minimum/Maximum Unit Load in a Semester, Attendance, Examinations, Assignment of Grades, Grading Symbols, Credit/No Credit Option, Course Withdrawals and other policies. The Academic Guide also contains information on academic planning, how courses get credited to your degree, and the academic reporting process including when to expect your academic report at the end of your year abroad.

To access the Academic Guide, go to our website [here](#) and click on the year that pertains to your year abroad. For general information about the Japan programs, refer to the CSU IP website under “[Programs](#)”.

## Academic Program Information

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The International Programs in Tsukuba, Japan is affiliated with the University of Tsukuba which is a public institution, ranked in the top 10 universities in Japan.

CSU IP students who are selected to study at the University of Tsukuba attend as exchange students and are “Junior Year at Tsukuba Program” (JTP) participants although students can be either juniors or seniors during their year at Tsukuba.

JTP courses consist of three categories: JTP academic courses, Japan-related courses, and Japanese language courses. More than 260 JTP academic courses are offered in English in such diverse disciplines as international studies, social sciences, humanities, biological sciences, and engineering.

At the University of Tsukuba, all CSU students are required to take Japanese language courses and other academic areas of study for a minimum total of 15 Tsukuba units each semester (which equals 15 CSU semester units). Students can take up to 19 units of courses per semester without CSU IP Office approval.

The students who are selected to study at the University of Tsukuba focus their studies on Japanese language and culture courses which equates to around 8 units of the 15 units per semester, supplemented by at least two courses taught in English during the year which can be in any subject area based on availability and prerequisites.

The University of Tsukuba calculates 1 class period (75 minute long) as 1.5 hours.

Course Type	Course Hours
Lectures and Seminar	15 hours (1.5 hours per week × 10 weeks)
Foreign Languages	22.5 hours (1.5 hours per week × 15 weeks)

Note: One (1) unit of credit at the University of Tsukuba requires 45 hours of academic workload in the context of the course structure, academic outcomes, and self-directed learning other than course work.

## Unit Enrollment

CSU IP requires that CSU IP students enroll in a minimum of 15 units each semester. In some cases, it may not be possible for students at the University of Tsukuba to meet this requirement due to variable units assigned to classes. Therefore in these cases, students will be allowed to take a minimum of 14 units per semester without obtaining approval from CSU IP via petition as long as students check with their home CSU campus to ensure that this is allowed and they will still be able to make progress towards graduation. While students are permitted to take up to 19 units without requesting approval from CSU IP, students should be cautioned from taking excessive units particularly in their first semester of study.

## Academic Calendar

The Japanese academic year consists with two semesters, Spring and Fall. Their academic year starts from Spring Semester (early April through early August) and ends with Fall Semester (Early October through middle February). CSU IP students start in Fall semester (Semester 1) and continue to Spring semester (Semester 2) in the following academic year. The academic calendar dates for 2018 can be found [here](#).

The semester dates for 2018-19 are as follows:

Semester	Start Date	End Date
Semester 1: Fall 2018	Early October	Middle February
Semester 2: Spring 2019	Early April	Early August

### Semester and Module at the University of Tsukuba

Each semester is further subdivided into three 5-week sessions called “modules” which run sequentially (Module A, B and C). One semester goes over for 15 weeks and 16<sup>th</sup> week serves as an exam week.

There are three major types of course period:

- Type 1: Module A,B & C (5 weeks each, 15 weeks in total plus final exam week)
- Type 2: Module A & B (5 weeks each, 10 weeks in total plus final exam week)
- Type 3: Module A or B or C (5 weeks in total plus final exam week)

Month	Apr - May	Jun - Jul	Aug – Sep	Oct - Nov	Dec - Jan	Feb - Mar		
Semester	Spring Semester			Fall Semester				
Module (5-week units)	Spring Module A	Spring Module B	Spring Module C	Break (Summer)	Fall Module A	Fall Module B	Fall Module C	Break (Spring)
Examples of Class Implementation Type 1: 15 weeks + exam	→				→			
Examples of Class Implementation Type 2: 10 weeks + exam	→		→		→		→	
Others: 5 weeks classes or 5 weeks plus 10 weeks + exam	→	→	→		→	→	→	
	→	→			→	→		

### Fall Semester 2018 (Module A & B / Module A,B & C) – October 1 to March 31

Classes Begin (All Modules)	October 1
Classes End (Module A&B)	December 19
Final Exams (Module A&B)	December 17 to December 26
Winter Break	December 27 to January 8
Class End (Module A,B&C)	February 15
Final Exams (Module A,B&C)	February 4, February 8 to February 14
Supplementary Date for Final Exams	February 15
Spring Break	February 16 to March 31

Dates for Spring 2019 are not released until January 2019. Below are dates for Spring 2018, to give an approximation of the dates for Spring 2019.

**Spring Semester 2018 (Module A&B / Module A, B & C) – April 1 to September 30**

Classes Begin (All Modules)	April 12
Classes End (Module A&B)	June 25
Final Exams (Module A&B)	June 26 to July 2
Class End (Module A,B&C)	August 8
Final Exams (Module A,B&C)	August 1 to August 7
Supplementary Date for Final Exams	August 8
Summer Vacation	August 9 to September 30

**Academic Culture**

The Global Commons offers advice and counseling to international students to make their studies at the University and their stay in Japan productive and enjoyable. Upon arrival at the University of Tsukuba, all exchange students must attend an orientation program organized by the Global Commons and the Division of Student Exchange. It is designed to help students settle into life on campus and in Japan as smoothly as possible.

The University of Tsukuba will assign a faculty member to each JTP student as his/her academic advisor. Advisors will provide students with advice regarding their major fields. In addition, a tutor will also be appointed to each JTP student. The tutors can assist with various administrative procedures, language study, and course work. For information on international student support, please refer to the following site at: <http://www.global.tsukuba.ac.jp/support>.

Traditionally, there is not much very close interaction between professors and undergraduate students at Japanese universities, either inside or outside the classroom, until their senior year, at which point they start taking senior thesis seminar with their thesis advisor. The faculty member and the seminar students usually form close relationship. However, at the University of Tsukuba, which was re-established in 1973 on a new concept of “Open University” to meet the needs of the next generation in a brand new “Tsukuba Science City”, professors are inspiring and nurturing, and fellow students are friendly and supportive.

**Grade and Unit Conversion**

The grading at the University of Tsukuba is based on the following system, which directly converts the result of student’s accomplishments in the course to a letter grade. Tsukuba does not grant an academic credit for the D grade, which is the equivalent of an F grade at CSU.

Raw Score in the Course	Tsukuba Grade Issued	CSU Grade Equivalent
90-100%	A+	A
80-89%	A	A
70-79%	B	B
60-69%	C	C
59% and below	D (No credits granted)	F or WU

Note that the highest grade that is reported to a CSU campus is an A.

The CSU grade of WU (Withdrawal Unauthorized) may be given in some circumstances, e.g. for uncompleted courses. Refer to the *Academic Guide* for additional grade information.

Class attendance is mandatory, and absences and tardiness are considered in determining grades. The attendance policy is very rigid and too many absences may result in a failing grade.

**Unit Conversion**

Below are the guidelines which are used to convert University of Tsukuba credits to CSU units.

Tsukuba Credit	CSU Semester Unit	CSU Quarter Unit
1 credit	1 unit	1.5 units

## University Courses

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### Japanese Language Courses

Japanese language courses are provided at the Japanese Language Education Division of the Center for Education of Global Communication/CEGLOC (formerly known as the International Study Center). Students are placed at an appropriate level based on their performance on a placement or level assessment test. This level is not based on the amount of students' knowledge of Japanese, but on the student's ability to perform in Japanese, and their communication skills. Therefore, levels do not necessarily correspond to the number of hours or years students may have studied prior to coming to Japan.

The Japanese language courses are organized as follows:

1. Fifteen week Japanese courses for beginners
2. Fifteen week Skill-based classes in listening, speaking, reading and writing for intermediate and advanced levels,
3. Special purpose classes

Japanese language courses are generally 15 week courses and therefore considered a "three module course" which spans across the entire semester. Lower level courses will meet four or five times per week while more advanced courses may meet less per week.

For information about the Japanese language courses, go to <http://www.cegloc.tsukuba.ac.jp/page/dir000755.html>

Japanese language courses at the University of Tsukuba are offered in 8 different levels.

Placement level at Tsukuba	Level designation and description at Tsukuba University	CSU conversion
1	Beginner	Lower Division
2	Lower Intermediate (Pre-Intermediate)	Upper Division
3	Intermediate	Upper Division
4	Upper Intermediate (Pre-Advanced)	Upper Division
5	Advanced	Upper Division
6		Upper Division
7		Upper Division
8		Upper Division

### Japanese as a Foreign Language

Courses on Japan-related subjects are established for international students or returnee students who have attended secondary education in a foreign country for a considerable period of time. The lectures are given in Japanese. In order to enroll in these lectures, you need to possess a Japanese proficiency level of J7 or above in the courses offered at the Japanese Language Education Division of the CEGLOC.

### JTP Academic Courses - Courses Taught in English

CSU students are required to enroll in at least two courses taught in English during the year which can be in any subject area based on availability and prerequisites. Students may select courses for JTP students. -They may also enroll in courses offered through the "Global 30" Programs if space is available.

### Course Information

Information on courses available to exchange students or JTP students including Japanese language courses, Japanese as a Foreign Language, and JTP academic courses, becomes available in April prior to the fall semester. In the interim, students can access the links for the "JTP Information 2017-18" and "Undergraduate Course Offerings for Exchange Students 2017-18" below. These will provide an idea of the courses that are offered. Students are advised to check the University website periodically for updates.

Information on the University of Tsukuba can be found on the websites below. Note that information for 2018-19 may not be available at the time this publication became available. Keep checking the websites for updates.

University of Tsukuba:

<http://www.tsukuba.ac.jp/en/>

The University of Tsukuba Exchange Program:

<http://www.tsukuba.ac.jp/en/study-tsukuba/exchange-students/programs>

Junior Year at Tsukuba Program (JTP) Information 2017-18:

<http://www.tsukuba.ac.jp/en/application/files/5815/0517/4813/short-jyt.pdf>

Undergraduate Course Offerings for Exchange Students 2017-18:

<http://www.tsukuba.ac.jp/en/application/files/1815/0180/5660/short-undergraduate-course-offerings.pdf>

Online Syllabus: <https://kdb.tsukuba.ac.jp/>

For questions about courses, contact the Division of Student Exchange: [exchangestudent@un.tsukuba.ac.jp](mailto:exchangestudent@un.tsukuba.ac.jp)