

別科・日本語研修課程  
Japanese Language Program

**2022年度 秋学期  
履修案内**

Fall Semester 2022

Course Registration Handbook (For JLP students)



**慶應義塾大学**  
日本語・日本文化教育センター

Center for Japanese Studies  
Keio University

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# 学期の流れ/Semester Flow Chart

学習段階、コースの決定・履修の準備  
Deciding and Finalizing Study Level  
and Course /  
Preparation for Course Registration

2022/9/14 (Wed.) ~ 9/26 (Mon.)  
9/14 (Wed.) 学習段階分けテスト| Study Level Placement Test  
9/20 (Tue.) ガイダンス| Course Guidance Session  
9/21 (Wed.) 新入生面接| Interview for New Students  
9/22 (Thu.) 継続生面接| Interview for Continuing Students  
9/26 (Mon.) 特化コースクラス別ガイダンス|  
Guidance Session for the Pre-designed Course  
-Study Level Session-

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履修申告（一次）  
Period for Course Registration  
(First Period)

2022/9/27 (Tue.) 12:30PM ~ 9/29 (Thu.) 8:30AM

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履修申告（二次）（科目の変更期間）  
Course Registration (Second Period)  
(Confirmation and Modification Period)

2022/10/7 (Fri.)8:30AM ~ 10/8 (Sat.) 10:00AM

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教科書の配布  
Distribution of the textbooks

Late- October 2022 (10/25-11/1)

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学期末手続き、在籍延長の申請  
End-of-Semester Procedures/  
Application for Extension of Study Period

Mid-December2022~ Mid-January 2023  
(To be informed by email)

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学期末試験、成績送付先住所登録  
Final Examinations/  
Online Registration of Mailing Address  
for Grade Reports

Mid-January 2023  
(To be informed by email)

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成績通知（郵送）  
Grade Reports Sent Out

2023/3/10 (Fri.)  
(To be informed by email)

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\*注意：予定の変更や大切なお知らせは、Eメールで連絡します。「@adst.keio.ac.jp」から送信されるメールが迷惑メール等に入らないように設定してください。メールアドレスが変わった場合は、keio.jpにて、すぐに変更の申請を行ってください。

**\*Note:** Important notices will be sent by emails. Emails may be filtered and sent to the spam folder, so please make sure that you are capable of receiving emails sent from "@adst.keio.ac.jp". If your email address changes, you must register this through keio.jp immediately since important information will be given to you by email.

# Outline of the Japanese Language Program

Students of the Japanese Language Program (JLP) will have their study levels assigned at the beginning of each semester according to the results of the Placement Test. If students take subject appropriate to their level and satisfy the necessary requirements, they will pass the study level. Students will complete the Program if they study and pass two different levels in two semesters.

[The Main Course](#), which is the core part of the JLP, is characterized by having a wide range of subject options. Students are able to freely select subjects related to the Japanese language and culture according to their levels and interests. Furthermore, there is [the Pre-designed Course](#) for those who wish to study a set of pre-selected subjects. Students must choose in which course they would like to study at the beginning of the first semester in principle.

## Main Course

### 1. Study Levels

The Main Course is divided into 9 study levels.

Study Levels 1–4 (Elementary)

Study Levels 5A, 5B, 6A, and 6B (Intermediate)

Study Levels 7 and 8 (Advanced)

Study Level 9 (Higher Advanced)

### 2. Subjects Offered

#### (1) Subjects Groups

The Main Course is comprised of three subject groups.

Subject Groups	Name	Content
Comprehensive Subjects	“Comprehensive Japanese”	Acquire reading, writing, listening, and speaking skills through comprehensive activities.
Subjects with a Specific Focus	“Grammar”, “Modern Text Reading”, “Newspaper Reading”, “Orthography”, “Composition”, “Aural Comprehension”, “Conversation”, “Presentation”, “Applied Composition”, “Situational Conversation”	Acquire reading, writing, listening, and speaking skills through specially designed course.
Japanese Studies on Society and Culture	“Japanese Social Studies”, “Japanese Cultural Studies”	Acquire knowledge of Japanese society and culture.

Please refer to the [Course Description](#) to check the contents of each class.

Also, you can refer to more detailed syllabi on the following website from the mid-September.

① Syllabus · Timetable [for Keio students (requires keio.jp log in)] <https://gslbs.keio.jp/syllabus/login>

② Syllabus · Timetable [for non Keio students] <https://gslbs.keio.jp/pub-syllabus/search>

#### 【To search for JLP Courses】

Access to the “Keio University Syllabus and Timetable” page on K-LMS, and please specify as follows.

1. “Search by Faculty/ Keywords”
2. “Academic Year” : 2022
3. “Semester” : Fall
4. “Campus” : Mita
5. “Faculty/ Graduate School” : CJS Center for Japanese Studies
6. 「Specify detailed conditions」
7. 「Field Name」 : Comprehensive Subjects or Subjects with a Specific Focus

## (2) Predication for Registration

### ①Comprehensive Subjects

Please register the subjects appropriate for your study level.

### ②Subjects with a Specific Focus

Confirm subjects you may take with the "[List of Subjects](#)". Read the "Notes on Course Registration" under each chart as well.

### ③Japanese Studies on Society and Culture

These subjects are recommended for students whose study level is 7 and above since a high level of Japanese language proficiency is required to follow the content.

### ④The Japanese Studies on Society and Culture subjects, "Japanese Cultural Studies 7A (Tea Ceremony & Traditional Musical Instruments)" is the Fall 2nd half course.

## 3. Number of Credits

Comprehensive Subjects, and Subjects with a Specific Focus: one subject is worth one credit. Japanese Studies on Society and Culture: one subject is worth two credits.

## 4. Other Subjects Available for Registration (Subjects Offered Outside the Japanese Language Program)

There are other subjects that JLP students may take that are offered outside the JLP. Students may take these as Optional Subjects or Subjects Identified as Credits towards Completion of JLP.

Note that credits earned from Optional Subjects do not count towards the required number of credits for the completion of the JLP.

Subjects which use English as the language of instruction will be registered as Optional Subjects. They cannot be registered as Subjects Identified as Credits towards Completion of JLP.

Some subjects adopt a semester system which divides the year into the Spring Semester and the Fall Semester, while other subjects adopt a quarter system which divides the year into four terms. Also, note that the JLP academic calendar differs slightly from the university's academic calendar.

### (1) [International Center Courses](#)

There is no restriction on the number of subjects that may be taken. These are Optional Subjects as their language of instruction is English.

### (2) [Undergraduate and Graduate Program Subjects](#)

Students who fulfill the prescribed requirements may take up to two subjects (for a total of up to four credits) offered under Keio University's regular undergraduate and graduate programs each semester. Taking these subjects requires a high level of Japanese language proficiency and is only recommended for students who have passed the N1 level of the Japanese Language Proficiency Test and whose study level is 7 or above.

Credits earned from these subjects in principle do not count towards completion of the JLP. However, if requested at the time of course registration, these can be treated as Subjects Identified as Credits towards Completion of JLP. In such cases, credits earned from these subjects can be replaced with the credits needed for the Main Course. This means that the credits will be counted as a part of the required number of credits for the completion of the program. The maximum number of credits for which this can be done is four (from two subjects) in one semester. Note that credits earned from subjects which use English as a language of instruction do not count towards the required number of credits for the completion of JLP.

Please refer to "Keio University Student Website" to confirm academic calendar.

## 5. Number of Subjects and Credits Required for Each Semester

Students should take subjects at an appropriate study level for their proficiency. Students are required to take at least seven subjects and seven credits in each semester. These subjects can either be those offered by the Main Course or by the undergraduate and graduate programs. However, Optional Subjects will not be counted as part of the required number of subjects/credits.

## 6. Passing Study Levels and Completing the Course of Study

Students who have taken the necessary number of subjects and earned the required amount of credits in a semester as indicated above in item no.5 will pass their study level. Students who pass a study level in their first semester and then go on to study and pass in a higher level in their second semester complete the JLP. For details, refer to "[Examinations and Grades](#)".

# Pre-designed Course

The Pre-designed Course aims at mastering especially writing skills. The course is mainly for students whose purpose of learning Japanese is to use the language in a specialized area such as research.

In this course, students will be assigned to a class which is the most appropriate for their level of Japanese proficiency. During the semester, students will follow a particular curriculum set by faculty members and take the required pre-organized subjects. Students in the JLP can apply for the Pre-designed Course every semester. Only those who are selected can take this course. In the Pre-designed Course, students cannot register for classes different to their study levels.

## 1. Conditions for Registration

Students must fulfill the requirements below to be eligible to study in the Pre-designed Course.

- ① Students should take the Pre-designed Course from their first semester. Starting the Pre-designed Course in the second semester of their studies is generally not permitted. (However, those in Study Levels 3 or 4 in Spring Semester 2022 may receive special consideration in Fall Semester 2022. Please refer to ③ below.)
- ② Students who are continuing the Pre-designed Course should have passed their study level in the previous semester, while at least 70% of their grades for subjects required to complete the JLP must be "S" or "A" (Students who do not reach the 70% threshold will not be allowed to continue their study in the Pre-designed Course and must switch to the Main Course.)

Note 1: Optional Subjects are not included.

Note 2: Undergraduate and graduate program subjects will be included if they are registered to count towards completion of the JLP.

Note 3: The calculations are based on the number of subjects, not credits.

- ③ Those who were in Study Levels 3 or 4 in Spring Semester 2022 AND meet the conditions below.

Condition 1: Those who qualify as Study Level 5A and above in Fall Semester 2022.

Condition 2: Those whose grades in Spring Semester 2022 meet the requirements in ②.

## 2. Procedure for Registration

Students must submit Application for Studying in the Pre-designed Course by the designated deadline.

If the number of candidates for the Pre-designed Course exceeds the class capacity, applicant screening will be held.

Regarding the submission of the form and the screening, please refer to p.6.

### 3. Number of Subjects and Credits Required for Each Semester

Students in the Pre-designed Course will take a combination of Compulsory Subjects for the Pre-designed Course and [the subjects in the Main Course](#). Required subjects for each semester are as follows.

Study Level	Required Subjects / Credits	
1-2	Compulsory Subjects for the Pre-designed Course	eight credits in eight subjects
5-8	Compulsory Subjects for the Pre-designed Course Subjects from the Main Course (Subjects with a Specific Focus, Japanese Studies on Society and Culture)	six credits in six subjects at least one credit in one subject  (Total of at least seven credits in seven subjects)

※ Students in the Pre-designed course are not allowed to take Comprehensive Subjects.

※ [Other Subjects Available for Registration \(Subjects Offered Outside the Japanese Language Program\)](#) are the same as those for the Main Course.

※ The Pre-designed Course is not available to students in Study Levels 3, 4 and 9.

### 4. Compulsory Subjects for the Pre-designed Course

There are six subjects for the Compulsory Subjects of the Pre-designed Course (Eight subjects for Study Levels 1/2).

One subject is worth one credit.

※ The Pre-designed Course for Study Level 6 is appropriate for students in both study levels 6A and 6B.

Study Level	Class Description
1/2	Subject names: “Elementary Reading I-1”, “Elementary Listening I-1”, “Elementary Speaking I-1 & I-2”, “Elementary Writing I-1 & I-2”, “Elementary Kanji I”, “Elementary Grammar (Sentence Structure) I” Coordinator: Yuriko ISHINO Instructors: Yuriko ISHINO, Taeko TANAKA, Yukihiro IKEDA, Ayano MURAKAMI Period: Mon. 3 & 4, Tue. 3 & 4, Thu. 3 & 4, Fri. 3 & 4 Teaching materials: <i>Shokyu-Nihongo</i> , Bonjin-Sha, and other materials.
5A	Subject names: “Intermediate Reading I”, “Intermediate Listening I”, “Intermediate Speaking I”, “Intermediate Writing I”, “Intermediate Kanji I”, “Intermediate Grammar (Sentence Structure) I” Coordinator: Junko HAYASHI Instructors: Ayano MURAKAMI, Junko HAYASHI, Taeko TANAKA Period: Mon. 1 & 2, Wed. 1 & 2, Fri. 1 & 2 Teaching materials: <i>Chukyu-Nihongo(Jyo)</i> , Bonjin-Sha
5B	Subject names: “Intermediate Reading II”, “Intermediate Listening II”, “Intermediate Speaking II”, “Intermediate Writing II”, “Intermediate Kanji II”, “Intermediate Grammar (Sentence Structure) II” Coordinator: Mihoko OHBA Instructors: Minori MURATA, Mihoko OHBA, Yuriko ISHINO Period: Mon. 1 & 2, Wed. 1 & 2, Fri. 1 & 2 Teaching materials: <i>Chukyu-Nihongo(Jyo)</i> , Bonjin-Sha



6	<p>Subject names: “Intermediate Reading III”, “Intermediate Listening III”,  “Intermediate Speaking III”, “Intermediate Writing III”, “Intermediate Kanji III”,  “Intermediate Grammar (Sentence Structure) III”</p> <p>Coordinator: Minori MURATA</p> <p>Instructors: Natsuko KATO, Yukihiro IKEDA, Minori MURATA</p> <p>Period: Mon. 1 &amp; 2, Wed. 1 &amp; 2, Fri. 1 &amp; 2</p> <p>Teaching materials: <i>Chukyu-Nihongo (Ge)</i>. Bonjin-sha.</p>
7/8	<p>Subject names: “Advanced Reading”, “Advanced Listening”, “Advanced Speaking”, “Advanced Writing”,  “Advanced Kanji”, “Advanced Grammar (Sentence Structure)”</p> <p>Coordinator: Taeko TANAKA</p> <p>Instructors: Taeko TANAKA, Natsuko KATO, Junko HAYASHI</p> <p>Period: Mon. 1 &amp; 2, Wed. 1 &amp; 2, Fri. 1 &amp; 2</p> <p>Teaching materials: Academic Lecture Series: Understanding Japan through the Study of Japanese Vol. 1  &amp; Vol. 2 (Text and CD). Infoserve Design, Inc.</p>

## 5. Passing Study Levels and Completing the Course of Study

Students must take the necessary number of subjects and earn the required amount of credits as indicated above in item no.3 to pass their study level. Furthermore, students must earn all credits for the Compulsory Subjects of the Pre-designed Course. Students who pass a study level in their first semester and then go on to study and pass a higher level in their second semester complete the JLP.

Even if students in the Pre-designed Course have switched to the Main Course in the second semester of their studies, they will be considered to have completed the JLP if they have gone on to study and pass a higher level in their second semester. For details, refer to “[Examinations and Grades](#)”.

# Deciding and Finalizing your Courses and Subjects

## Schedule

9/14 (Wed.) ~ 9/22 (Thu.)	<a href="#">Deciding and Finalizing your Study Level and Course</a>
9/20 (Tue.) ~ 9/26 (Mon.)	<a href="#">Preparation for Course Registration</a>
9/27 (Tue.) 12:30PM ~ 9/29 (Thu.) 8:30AM	<a href="#">Course Registration (First Period)</a>
9/30 (Fri.) AM	<a href="#">Lottery Results Announcement</a>
10/1 (Sat.)	<a href="#">Classes Begin</a>
10/7 (Fri.) 8:30AM ~ 10/8 (Sat.) 10:00AM	<a href="#">JLP Course Registration (Second Period) Modification (Addition and Cancellation)</a>
10/11 (Tue.) ~ 10/14 (Fri.)	<a href="#">Textbook Distribution (For Pre-designed Course Subjects)</a>
10/25 (Tue.) ~ 11/1 (Tue.)	<a href="#">Textbook Distribution (For Main Course Subjects)</a>

## 1. Deciding and Finalizing your Study Level and Course

For details of Study Level and Course, refer to “[Outline of the Japanese Language Program](#)”.

- Study Levels will be assigned depending on the results of the Study Level Placement Test according to the following schedule;
  - 9/14 (Wed.) 9:00 AM ~ Study Level Placement Test
  - 9/20 (Tue.) 9:00 AM Test Results Announcement (via email)
- Courses will be determined by conducting interviews after the JLP Guidance Session, according to the following schedule;

- 9/20 (Tue.) 10:00 AM~ JLP Guidance Session  
 9/21 (Wed.) 9:00 AM~ Interviews for New Students  
 9/22 (Thu.) 9:00 AM~ Interviews for Continuing Students

(3) Students who wish to take [the Pre-designed Course](#)

- ① Students who wish to take the Pre-designed Course must ask their interviewers for an application form for studying in the Pre- designed Course.
- ② Make sure to submit the application form for studying in the Pre-designed Course to the JLP Office by attaching to the google form by 2:00 pm on Thursday, September 22. (<https://forms.gle/DE7vGcGUX98mVGr4A>)
- ③ If the number of candidates for the Pre-designed Course exceeds the class capacity, applicant screening will be done based on the results of the Study Level Placement Test and the application documents that were submitted when applying to the JLP. Applicants will be notified whether applicant screening will be held or not and the result of the screening via email after 5:00 pm on Thursday, September 22.
- ④ Please attend the Corse Guidance Session for the Pre-designed Course on Monday, September 26. The time schedule of the guidance is written on the Application for studying in the Pre-designed Course.

## 2. Preparation for Course Registration

### 2-1. Preparation of K-LMS (Learning Management System)

Though classes will be conducted face-to-face, students will be utilizing the K-LMS (Learning Management System) on the keio.jp site (keio.jp) (Keio Single Sign-On System) as well.

Students must activate their keio.jp and check the site. New Students may use keio.jp from Thursday, September 22.

New Students must activate for keio.jp. Details of activation will be explained at the orientation to be held on Wednesday, September 14.

### 2-2. Study Plan

Students with any concerns regarding their study plan after the determination of Study Level and Course should contact their coordinator via email on and after Tuesday, September 20. When sending an email, please include your Student ID Number, Study Level, and name.

■ Main Course

Study Level for Main Course	Level Coordinator
1, 2	Yuriko ISHINO y_ishino@keio.jp
3, 4	Junko HAYASHI jhayashi@keio.jp
5A, 5B	Ayano MURAKAMI a_murakami@keio.jp
6A, 6B	Kyoko ISHIZUKA k-ishizuka@keio.jp
7, 8	Mihoko OHBA m-ohba@ic.keio.ac.jp
9	Yoshiyuki KIMURA y-kimura@ic.keio.ac.jp

■ Pre-designed Course

Study Level for Pre-designed Course	Class Coordinator
1/2	Yuriko ISHINO y_ishino@keio.jp
5A	Junko HAYASHI jhayashi@keio.jp
5B	Mihoko OHBA m-ohba@ic.keio.ac.jp
6	Minori MURATA minorim@a3.keio.jp
7/8	Taeko TANAKA tanaka3@ic.keio.ac.jp

### 3. Course Registration (First Period) 9/27 (Tue.) 12:30PM ~ 9/29 (Thu.) 8:30AM

#### 3-1. JLP Subjects

- (1) Students must log into keio.jp and select "Course Registration" in the "Class" category. You will need your keio.jp ID and password.
- (2) **It is recommended to register from 7 to 9 subjects.**
- (3) Please follow the guidelines for registration carefully reading "Predication for Registration" (refer to 2. (2), p.1) and the "Notes on Course Registration" under each the respective charts on the "[List of Subjects](#)".
- (4) Registrations that do not follow the rules will automatically be cancelled from Friday, September 30.
- (5) Course Registration is not required to take [Compulsory Subjects for the Pre-designed Course](#).

#### 3-2. International Center Courses

For more information about the International Center Courses, please refer to the following websites.

A: Outline of International Center Courses for 2022 academic year: <https://www.ic.keio.ac.jp/en/aboutic/aboutcourse/>

B: Course Description, syllabus: [https://www.ic.keio.ac.jp/en/aboutic/aboutcourse/list\\_international\\_center\\_courses.html](https://www.ic.keio.ac.jp/en/aboutic/aboutcourse/list_international_center_courses.html)

C: Registration Number (PDF): [https://www.ic.keio.ac.jp/en/iccourse/course\\_registration\\_number.pdf](https://www.ic.keio.ac.jp/en/iccourse/course_registration_number.pdf)

- (1) Some courses may limit the number of students. Please confirm on site A above.
- (2) Course numbers required for course registration can be found in the PDF on C above.
- (3) The schedule for course registration is the same as for JLP subjects.

#### 3-3. Undergraduate and Graduate Program Subjects

For details on course registration, please refer to the attached document "[Registration Procedures for Undergraduate and Graduate Courses for JLP Students](#)".

#### 3-4. Points to Remember Regarding Course Registration

- (1) Registration of Subjects that Have Already Been Taken

Students cannot re-register subjects for which they have already earned credits.

Courses with "(Fall)" at the end of the course title have different contents from those in the Spring Semester, so students who have already earned credits in the Spring Semester may still register them. (e.g., a student who have registered for "Newspaper Reading 6 (Spring)" can take "Newspaper Reading 6 (Fall)").

- (2) Deadlines

Each stage of the registration process has a deadline. **Students who fail to adhere these deadlines will not have their registrations accepted.** Reminders will not be issued and it is therefore the responsibility of each student to make sure that they complete the necessary procedures by the relevant deadlines.

### 4. Lottery Results Announcement 9/30 (Fri.) AM

[Subjects with a Specific Focus](#) will hold a lottery when the number of candidates exceeds the class capacity. The lottery result will be notified via email in the morning of Friday, September 30. If you are not chosen by the lottery, you are unable to register the subject.

If the number of subjects for which you register is less than seven as a result of the lottery, you must register additional subjects referring to item no.6 below.

## 5. Classes Begin 10/1 (Sat.)

Attend classes which you have registered, and classes which you wish to add later.

For class hours, refer to p. 9, "Classes".

For classrooms, please refer to one of the following.

- ① [Timetable](#)
- ② K-LMS (Learning Management System) on the keio.jp site (keio.jp)  
\*You may not confirm the subjects not registered by Friday, September 30 with K-LMS.
- ③ Syllabus
  - Syllabus · Timetable [for Keio students (requires keio.jp log in)] <https://gslbs.keio.jp/syllabus/login>
  - Syllabus · Timetable [for non Keio students] <https://gslbs.keio.jp/pub-syllabus/search>

## 6. JLP Course Registration (Second Period) Modification (Addition and Cancellation) 10/7 (Fri.) 8:30AM ~ 10/8 (Sat.) 10:00AM

\*To register for additional "International Center Courses" or to cancel courses during the registration period, follow the instructions below.

Students may add and cancel courses by logging into keio.jp and select "Course Registration" in the "Class" category. You will need your keio.jp ID and password.

(1) The rules for the Course Registration (Second Period) are as follows.

- ① Subjects still available after the first registration period (September 27 to September 29): Students may add or cancel subjects as many times as desired during the second registration period.
- ② Subjects reached the maximum capacity after the first registration period : Students may cancel the subjects, but may not register additional subjects. Please note that if you cancel a subject you will not be able to add it again, even during the second registration period.

(2) Procedures and notes on [Registering additional subjects](#);

- ① A list of subjects that can be added will be sent to students via e-mail on Friday, September 30.
- ② A lottery will be held after the deadline for the second registration period if applicants for classes exceed maximum capacity. The results of the lottery will be announced via e-mail on Tuesday, October 11. Students who are not chosen by the lottery will be contacted individually via e-mail so they can add other subjects instead.
- ③ Please follow the guidelines for registration as given in the "Notes on Course Registration" under each the respective charts on the "[List of Subjects](#)." Registrations for additional subjects that do not follow the rules will be automatically cancelled from Tuesday, October 11. Students may not add other subjects instead. If you have a problem with the number of subjects etc., please contact your coordinator via e-mail by 5:00 p.m. on Wednesday, October 12.

(3) Procedures and notes on [Cancelling registered subjects](#);

Please note that if you cancel a subject that have reached the maximum capacity, you will not be able to add it again, even during the second registration period.

(4) Requests for modification to your course registration will not be accepted from 10:00 a.m. on Saturday, October 8.

\* Regarding Fall 2nd half Course

Since "Japanese Cultural Studies 7A (Tea Ceremony & Traditional Musical Instruments)" is the Fall 2nd half Course, students may delete only this course from 10:00 a.m. on Monday, December 12. to 4:45 p.m. on Tuesday, December 13.

The procedure for deletion will be announced via email in early December to students registered for the course.

Students who will not fulfill the required number of subjects and credits cannot delete the course.

## 7. Textbook Distribution

### (1) Textbooks for Pre-designed Course Subjects

Bring your student ID card and pick up your textbooks during the Textbook Pick-up Period below.

Textbook Pick-up Period: From Tuesday, October 11 to Friday, October 14

Place: B1F, South Building, Mita Campus, Academic Affairs Group in the Office of Student Services, Japanese Language Program Office (weekdays from 8:45 a.m. to 4:45 p.m.)

### (2) Textbooks for Main Course Subjects

Bring your Student ID cards and textbook coupons to pick up your textbooks at the University Co-op Bookstore on Mita Campus during the Textbook Pick-up Period.

#### 1. Distribution of Textbook coupons

Distribution Period: From Tuesday, October 25 to Tuesday November 1

Distribution Place: University Co-op Bookstore on Mita Campus

\*Student ID cards are required.

#### 2. Textbook Pick-up

Textbook Pick-up Period: From Tuesday, October 25 to Tuesday, November 1

Place: University Co-op Bookstore on Mita Campus

\* Student ID cards and textbook coupons are required.

## After the Semester Begins

## Classes

### 1. Class Hours

1 <sup>st</sup> period	2 <sup>nd</sup> period	3 <sup>rd</sup> period	4 <sup>th</sup> period	5 <sup>th</sup> period
9:00AM - 10:30AM	10:45AM - 12:15PM	1:00PM - 2:30PM	2:45PM - 4:15PM	4:30PM - 6:00PM

### 2. Attendance

Students will be marked “absent” if they arrive more than 30 minutes after class has started. In order to take final examinations, students must attend more than two-thirds of the classes in all subjects they are taking. (Refer to Final Examinations.)

### 3. Class Cancellations, Makeup Classes

Notices of class cancellations and makeup classes will be posted on the keio.jp (<http://keio.jp>).

When there are cancellations and makeup classes on Mita Campus, the relevant information will be displayed on the Information Displays located in each building. Notices of class cancellations and makeup classes may be announced directly from your course instructor.

Also, students should assume that a class has been cancelled if the instructor does not arrive within 30 minutes of the scheduled start time.

# Examinations and Grades

## 1. Final Examinations

Final examinations are conducted at the end of semester. Students whose attendance falls below two-thirds of all classes in any subject will not be permitted to take the examination for that subject.

Students must follow the examination schedules. Makeup examinations are only allowed for those who are absent for unavoidable reasons such as illness.

## 2. Submitting Term Papers

Students who are asked to submit term papers by the instructor of a subject they are taking must check where and how they are required to submit the paper, and be sure to observe these instructions.

## 3. Grading

Grades are determined after the completion of the final examinations. Grades are based on the final examination results, in class quiz/examination results, submitted assignments, and class performance, among other factors. In some subjects, grades are awarded solely on the basis of class performance or a term paper rather than by a final examination. There are five grades: S, A, B, C, and D (listed from highest to lowest). “S, A, B and C” are passing grades and credits will be awarded. “D” is a failing grade and no credit will be awarded.

## 4. GPA

A GPA score will be shown for the whole period that they are enrolled.

GPA (Grade Point Average) is calculated as below:

$$\frac{\text{Sum of (Grade Points} \times \text{Number of Course Credits)}}{\text{Total Number of Credits for Courses Registered}}$$

Grade	Grade Points
S	4.0
A	3.0
B	2.0
C	1.0
D	0.0

\*Note: (1) “Optional Subjects” are not included in GPA calculation.

(2) GPA is rounded off to two decimal places.

## 5. Academic Misconduct

In cases of plagiarism or academic misconduct in a final examination and in class quiz/examination, severe penalties will apply in accordance with Keio’s rules and regulations, including failing the subject.

## 6. Decisions on Academic Status

At each study level, there are five possible results for a student's academic status: “Pass,” “Fail,” “Completed,” “Extension of Study Period,” and “Withdrawal.”

Students who fulfill the required number of subjects and credits for a study level will pass the study level. Students who fail to satisfy these requirements will fail the study level. [Refer to [here](#) for the Main Course, [here](#) for the Pre-designed Course.]

**Students who pass a study level in their first semester and then go on to study in and pass a higher level in their second semester will complete the JLP.** Students who have completed the JLP will receive a Certificate of Completion after the date of completion. (September 21 for the Spring Semester and March 31 for the Fall Semester.)

**Students who satisfy the specified criteria may be permitted to extend their period of study.** For details, refer to “[Extension of Study Period](#)”.

Students who fail to meet the requirements for completion at the end of two semesters will be required to withdraw from the JLP.

## 7. Grade Report

**A Grade Report will be sent to students by postal mail at the end of each semester (One copy in English).** (Scheduled to be sent out around August 25 for the Spring Semester and March 10 for the Fall Semester.)

A Grade Report is not an official transcript. For a transcript of academic record, please refer to item no.9 below.

**Information about the online registration of mailing addresses** will be given at the end of each semester. Be sure to register your address. Please note that students who fail to register their mailing address will not be able to receive their grade reports.

Students can check their academic records online at keio.jp (<http://keio.jp>) from the day the grade reports are sent out. Also, academic records for first half semester subjects will be available in the middle of the Spring or Fall Semesters. For these subjects, please check your results online at keio.jp (<http://keio.jp>). The period students can check academic records online will be announced via email.

## 8. Grade Inquiry

Students who have any questions regarding their grades can ask these through the Grade Inquiry System. Inquiries after the respective deadlines will not be accepted. It is not permitted to ask instructors directly regarding grades via email or in any other way other than via the Grade Inquiry System. Details including the schedule for Grade Inquiry will be announced via email.

## 9. Certificates and Certificate of Completion

The grades of the subjects that have been registered are scheduled to be shown on the Transcript of Academic Record after September 22 for the Spring Semester and April 1 for the Fall Semester. After these dates, a transcript of academic record will be sent out to the registered mailing address as described in item 7. Grade Report, above. (No fee is charged for this transcript.) A Certificate of Completion will be sent along with the transcript of academic record to students who complete the JLP.

Students can issue certificates (Student Commuter Certificate, Student Travel Fare Discount Certificate, Certificate of Enrollment) at certificate issuing machines on each campus and convenience stores.

If you need other certificates, please request the JLP Office. (Fees will apply.)

## 10. End-of-Semester Procedures (Only for Privately Financed Students) and Notice of Schedule for the Next Semester

All privately financed students will be confirmed their enrollment for the following semester. The details of End-of-Semester Procedures and the schedule for the new semester will be announced in late December via email.

# Extension of Study Period

In principle, students are expected to complete the JLP in one year. However, students who fulfil the following criteria may be eligible for an extension to their study period. Students who wish to extend their period of study must apply to the JLP Office.

The JLP Office will send out information on the application procedures via email.

Applications will be reviewed and decided upon at the Faculty Meetings.

## 1. Eligibility Criteria for Extension of Study Period

- (1) Student must have satisfied the requirements for completion of the JLP, and a higher study level which the student has yet to take must be available. (Academic advisors will explain this to students at Study Level 9 in their second semester.)
- (2) Student must have achieved “S” or “A” grades in at least 80% of all JLP subjects registered in previous and current semesters.

Note 1: Optional subjects will not be included.

Note 2: Undergraduate and graduate program subjects etc., will be included if they have been registered to count towards the completion of the JLP.

Note 3: The calculation will be based on the number of subjects, not credits.

## 2. Duration of Extension

Extensions are permitted in periods of one semester. (Total period of enrollment cannot exceed 2 years, including extended periods.)

Students can extend their study period on a semester basis and will receive a Certificate of Completion if they remain enrolled in the JLP until the end of the extended semester. (September 21 for the Spring Semester and March 31 for the Fall Semester.) If students withdraw from the JLP in the middle of the extended semester, or take a temporary leave of absence for the extended semester and do not return to the program, their status will be “Withdrawal” and a Certificate of Completion will not be awarded.

## 3. Application Period and How to Apply

Application Periods (subject to change):

Spring Semester: Late June      Fall Semester: Early December      (A detailed schedule to be sent via email.)

Students must submit the application form to the JLP Office.

## 4. Announcement of Results

Notification of the results for applications for Extension of Study Period will be sent with the grade report.

(Scheduled to be sent out around August 25 for the Spring Semester and March 10 for the Fall Semester.)

## 5. Extension of Period of Stay

(1) The period of stay for students in the JLP whose status of residence is “Student” is one year. Students who have been approved to extend their study period must apply for an extension of period of stay. Applications for an extension to their period of stay must be submitted to the Immigration Bureau before the expiration date printed on your residence card. (No earlier than 3 months before the date.) For more information, refer to the “International Student Handbook”. Further inquiries should be addressed to the Immigration Bureau of Japan.

Note: Approval of the applications of students to extend their study period does not automatically guarantee that the Immigration Bureau will approve their applications for an extension of period of stay.

(2) There is a maximum period of stay for students whose status of residence is “Student” and who reside in Japan for the purpose of studying the Japanese language. Students who have previously studied the Japanese language at an institution in Japan with the status of residence of “Student” prior to enrolling in the JLP should ask the Immigration Bureau of Japan whether or not their application for extension of period of stay will be approved. If you have any other questions, please consult the JLP Office.

# Temporary Leave of Absence and Withdrawal

Procedures for temporary leave of absence and withdrawal from the JLP can be found in the “International Student Handbook”.

(<https://keio.app.box.com/s/81jbtcbtval5anthegez6ahzoxabmf1>)

The period of enrollment for the Spring Semester ends on September 21 and on March 31 for the Fall Semester. If a student leaves the JLP before these dates, it will count as a withdrawal. In cases of withdrawal, depending on the date of the withdrawal, subjects taken and attendance rates for that semester may not be recorded and may not appear on a transcript of academic record. For more details, please consult the JLP Office.



# Study Consultation

Inquiries regarding studying in the JLP should be addressed to the Level Coordinators. Students should contact their coordinator via email indicating their Student ID Number, Study Level, and name.

Study Level for Main Course	Level Coordinator
1, 2	Yuriko ISHINO <a href="mailto:y_ishino@keio.jp">y_ishino@keio.jp</a>
3, 4	Junko HAYASHI <a href="mailto:jhayashi@keio.jp">jhayashi@keio.jp</a>
5A, 5B	Ayano MURAKAMI <a href="mailto:a_murakami@keio.jp">a_murakami@keio.jp</a>
6A, 6B	Kyoko ISHIZUKA <a href="mailto:k-ishizuka@keio.jp">k-ishizuka@keio.jp</a>
7, 8	Mihoko OHBA <a href="mailto:m-ohba@ic.keio.ac.jp">m-ohba@ic.keio.ac.jp</a>
9	Yoshiyuki KIMURA <a href="mailto:y-kimura@ic.keio.ac.jp">y-kimura@ic.keio.ac.jp</a>

Students in the Pre-designed Course should consult their class coordinator.

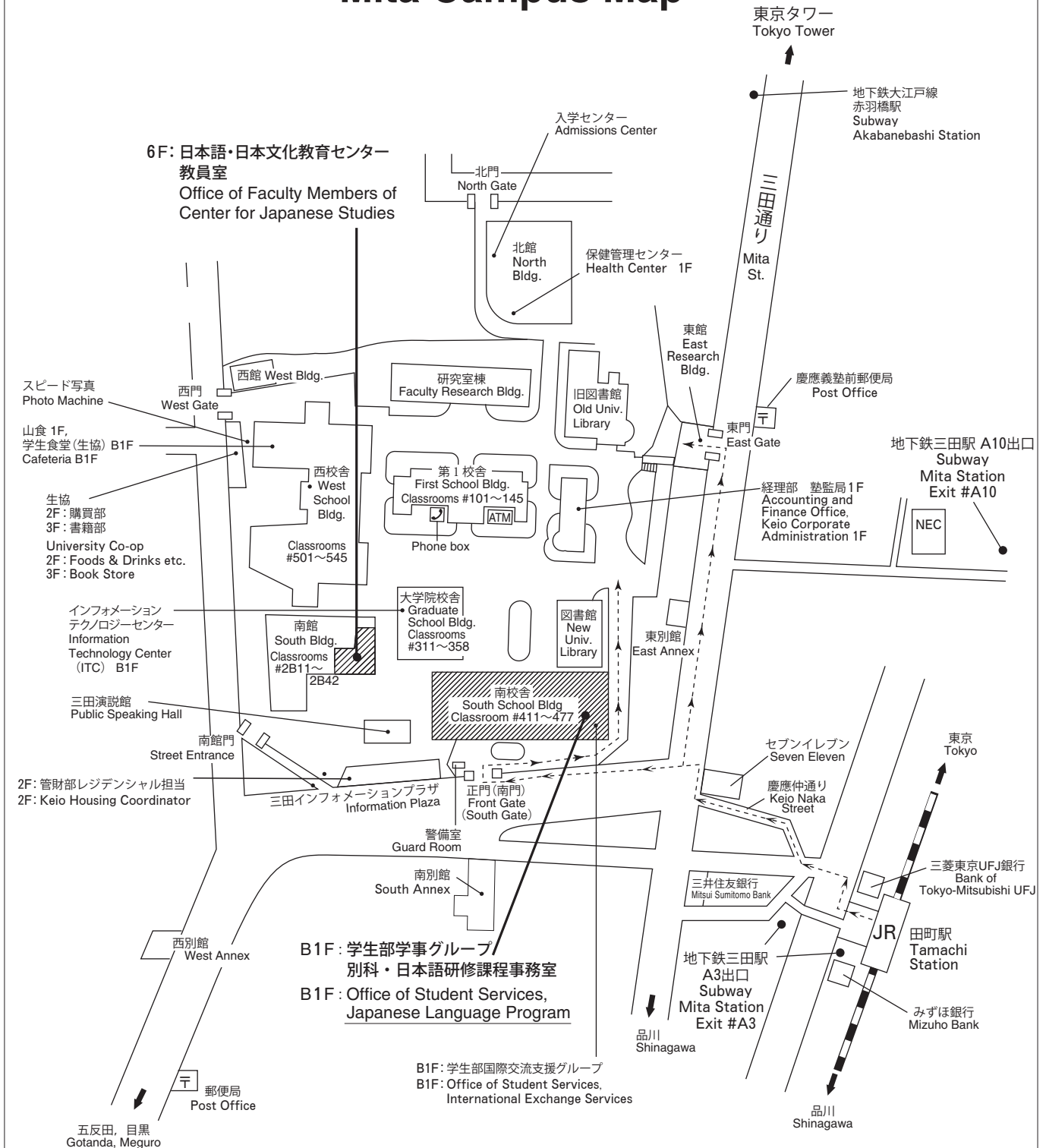
Please consult the Academic Advisor or the Vice Academic Advisor for any problems or concerns regarding the JLP.

Academic Advisor: Junko HAYASHI [jhayashi@keio.jp](mailto:jhayashi@keio.jp)

Vice Academic Advisor: Mihoko OHBA [m-ohba@ic.keio.ac.jp](mailto:m-ohba@ic.keio.ac.jp)

- 別科・日本語研修課程 事務室  
場所：三田キャンパス 学生部学事グループ（南校舎地下1階）  
受付時間：平日 8:45~16:45 \*土・日・祝日は閉室  
E-mail：[jlp-inquiry@adst.keio.ac.jp](mailto:jlp-inquiry@adst.keio.ac.jp)
  
- JLP Office  
Location: Academic Affairs Group in the Office of Student Services  
(South School Building BF1, Mita Campus)  
Office Hours: Weekdays 8:45a.m.-4:45p.m.  
\*Closed on Saturdays, Sundays and national holidays.  
E-mail: [jlp-inquiry@adst.keio.ac.jp](mailto:jlp-inquiry@adst.keio.ac.jp)
  
- 慶應義塾大学別科・日本語研修課程学生向けウェブサイト (For JLP Current Students)  
[https://www.cjs.keio.ac.jp/for\\_current\\_students](https://www.cjs.keio.ac.jp/for_current_students)
  
- 慶應義塾大学学生向けウェブサイト (For Keio Students)  
<http://www.gakuji.keio.ac.jp/index.html>
  
- keio.jp  
<http://keio.jp/>  
keio.jp は「慶應義塾共通認証システム」の総称です。  
keio.jp is a generic name for “Keio Single Sign-On System”.

# 三田校舎案内図 Mita Campus Map



学生部学事グループ 別科・日本語研修課程事務室  
Office of Student Services, Japanese Language Program

〈事務室開室時間 (通常) Office Hours (Normal)〉

月~金 Mon.-Fri. 8:45~16:45

## 三田キャンパスの教室番号

### **Classroom Numbers: Mita Campus**

●三田キャンパスの各教室には3桁（南館のみ4桁）の数字からなる教室番号が付いています。一番最初の数字が建物の番号を表し、二番目の数字（南館のみ二番目と三番目）が教室の階を表します。最後の数字がその教室を特定する番号です。

Each classroom on the Mita Campus is identified by a 3-digit number (or a 4-digit number for rooms in the South Building (*Minami-Kan*)). The first digit indicates the building in which the room is located, the second digit (or the second and third digits for rooms in the South Building (*Minami-Kan*)) indicate the floor on which the room is located, and the last digit is the number of the room itself.

1で始まる教室番号 Classroom numbers starting with 1	第1校舎 First School Building ( <i>Daiichi-Kosha</i> )
2で始まる教室番号 Classroom numbers starting with 2	南館 South Building ( <i>Minami-Kan</i> )
3で始まる教室番号 Classroom numbers starting with 3	大学院校舎 Graduate School Building ( <i>Daigakuin-Kosha</i> )
4で始まる教室番号 Classroom numbers starting with 4	南校舎 South School Building ( <i>Minami-Kosha</i> )
5で始まる教室番号 Classroom numbers starting with 5	西校舎 West School Building ( <i>Nishi-Kosha</i> )

例 Example: **131B** この教室は、第1校舎3階にあります。  
This classroom is on the 3<sup>rd</sup> floor of the First School Building

●学部や大学院の先生方の研究室がある建物は、研究室棟と言います。この建物内の部屋番号は3桁の数字でできています。一番最初の番号が階を表します。

The offices of members of faculty of the undergraduate/graduate programs are located in the Faculty Research Building (*Kenkyushitsu-to*). Faculty office numbers have three digits. The first digit indicates the floor of the *Kenkyushitsu-to* on which the office is located, the second and third are the number of the room itself.

●学生部学事グループ 別科・日本語研修課程事務室：南校舎地下1階

日本語・日本文化教育センター教員研究室：南館6階

Office of Student Services, Japanese Language Program (office): B1 Floor, South School Building

Offices of faculty members of the Japanese Language Program: 6<sup>th</sup> Floor, South Building