

# Guidelines for Japanese Academic Courses (JACs)

## PROGRAM OVERVIEW –

As a University-wide program operated separately from the JTW program, Japanese Academic Courses (JACs) carries out their instruction based on **a quarter system**. That means, each JACs course spreads across two quarters (a.k.a., “rounds”), and per quarter, each course comprises 15 class sessions, meeting twice a week during a seven-and-half-week period (7.5 weeks). Over the course of a semester, therefore, each course requires that you attend 30 class sessions during a 15-week period.

In Spring - Summer semester, 2021, each quarter starts and ends as follows:

**Quarter 1 (Round 1): April 8 (Thursday) –June 3 (Thursday)**

**Quarter 2 (Round 2): June 10 (Thursday) –July 21 (Wednesday)**

JACs offer four types of Japanese language lessons including Integrated, Kanji, Speaking, and Writing, each of which is divided into up to seven levels in order to meet students’ diverse levels of Japanese proficiency. See the table below:

**List of JACs Courses: 4 Types & Up to 8 Levels**

		Course Type			
		Integrated	Kanji	Speaking	Writing
Course Level	Beginner	I-1	K-1+2*		
	Elementary 1	I-2		S-2	
	Elementary 2	I-3	K-3	S-3	
	Pre-Intermediate	I-4	K-4	S-4	
	Intermediate 1	I-5	K-5	S-5	W-5
	Intermediate 2	I-6	K-6	S-6	W-6
	Pre-Advanced	I-7	K-7	S-7	W-7
	Advanced	I-8	K-8	S-8	W-8

**Notes:** Those students at the K-1 and K-2 levels are placed together in a joint course, K-1+2.

## HOW TO ENROLL IN JACs –

All students who intend to enroll in any JACs courses – regardless of the type, level or number of courses – are required to complete both **JACs online course registration** and **online placement test**. For this purpose, you must take the following three steps:

**Notes:** If you are an **absolute beginner** and wishing to take a JACs course, please refer to the section titled “If You’re an Absolute Beginner...”

**STEP 1:** Complete your **online course registration**. First, establish your **individual online account** at the **JACs website** and register for course(s) that you wish to take. This registration must be done during the following period of time:

**March 22 (Monday) 00:00 – April 5 (Monday) 15:00 (JST)**

The JACs website is available at:

<http://jlc.jimu.kyushu-u.ac.jp/JACs/placement/Pages/Login.aspx>

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**STEP 2:** Take the JACs **online placement test** on the website and select your course(s) that you would like to enroll in. The placement test(s) aim to assess the current level of your Japanese proficiency and to determine which courses you are qualified to enroll in, possibly including some, or all, of your desired courses:

**Online Placement Test Period** – For all, except for absolute beginners

**March 22 (Monday) 00:00 – April 5 (Monday) 15:00 (JST)**

(same as the online course registration period)

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**STEP 3:** **April 6 (Tuesday) 13:00 (JST)**, the JACs faculty coordinator will notify you via email **your test result(s)** along with a set of courses you are qualified to enroll in based on the result(s).

\*The date of this notification is subject to change.

Those who enrolled in JACs online must attend the first class meeting, according to your placement result. **You will take the following tests at the first class meeting if you are enrolled in Kanji course(K), Speaking course(S), and/or Writing course(W).**

**Kanji course (K3- K8):** Kanji test (60 mins) ※ There is no test for K1+2.

**Speaking course (S2-S8):** One-on-one Interview Test (about 10 mins/person)

**Writing course (W5-W8):** Writing test (30 mins)

**Your instructor will determine your level based on the test.** Please attend the courses for official enrollment.

**Choose the JACs courses** you officially enroll in for credit from a list of courses you are qualified to take based on the placement test(s). Put this information in your **JTW Course Online Registration Form** and submit by the initial course registration deadline (**April 15, Thursday**).

### ***If You're an Absolute Beginner...***

“Absolute beginners” refer to those with no previous experience formally studying Japanese in a classroom setting. See below if you consider yourself as an absolute beginner and are interested in taking a JACs course to start learning Japanese:

- Same as all the other students wishing to enroll in JACs courses, first establish your individual online account at the JACs website and **register for an I-1** (Integrated, Level 1) course. But do not take an online placement test.
- Only if you are fully committed to spending a significant amount of time to start learning Japanese, then you may also register for a K-1+2 course in addition to I-1.
- Next, you are required to work on and complete an assignment, **hiragana writing practice**. The JACs faculty coordinator will send you **a hiragana writing practice sheet** via email, which you will be required to complete and **turn in to the first class session of the I-1 course**. The practice sheet is readily available online at:  
<http://www.isc.kyushu-u.ac.jp/center/f/e-learning.html>
- Then, you will be required to take **a hiragana test** during the first class session of the I-1 course. If **scoring 80% or higher** on this test, you will be qualified to formally enroll in the I-1 course for credit. If failing the test, then you may be given a chance to take a make-up test.

### ***If You Have Technical Trouble Online...***

- If you experience any technical difficulty with completing either the registration procedure or online testing,

**Helpdesk:**                    [jacs@jimu.kyushu-u.ac.jp](mailto:jacs@jimu.kyushu-u.ac.jp)

**Helpdesk Period::**    **From April 2 through April 5**

\*Please note that you may not receive a response from the Helpdesk promptly due to the time zone differences.

## **VERY IMPORTANT!! – JACs POLICIES & RULES**

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### ***Toward the JTW M6C enrollment requirement***

- If you are placed at the I-2 level or higher, you may enroll for credit in up to 3 courses per quarter, and at the I-5 level or higher up to four courses per quarter.
- Regardless of course level (from Beginner through Pre-Advanced), **up to 3 JACs courses may be counted toward the JTW M6C enrollment requirement** (enrolling in a minimum of six courses per semester).
- Per semester, you are required to attend **the same JACs course(s) for two consecutive quarters** (e.g., Quarter 3 and Quarter 4), totaling 15 weeks, in order for a course to be counted as one of the six courses required by the JTW M6C enrollment requirement. This is because those two quarters are designed to make up a coherent learning unit.
- In the event you strongly desire to **jump to a higher level of the same course** (e.g., moving up from I-2 to I-3) during a semester, you may be permitted to re-take the appropriate placement tests, before Quarter 4 begins, to demonstrate and prove your readiness for a higher level of the same course.

### ***Class Attendance, Grading & Credit-Awarding Policies***

- You are required to attend all the sessions – If you don't miss class sessions more than **three times over the course of a quarter**, your class performance (e.g., test results) will be subject to formal grading (in other words, you may miss class sessions up to three times in this regard).
- Every quarter, your performance will be evaluated on a grading scale of A, B, C, D, or F, based on the criteria set by the course in which you enroll. See below:
  - ➡ If earning a final grade of D or higher, then you will be awarded one credit.
  - ➡ If you receive a final grade of F, then no credit will be awarded.
- Once having missed a total of **four class sessions** over the course of a quarter, regardless of your class performance **you will immediately fail** your course for the quarter by rule (then you will receive a grade of F).
  - ➡ Nonetheless, you will still be permitted to continue attending class sessions for the remainder of the quarter so long as the number of your class absence does not exceed five. While determined to receive a grade of F at the end of the quarter, you may still maintain an enrollment status for the course by keeping the number of your class absences at no more than five through the end of the quarter.
  - ➡ Once having missed a total of six class sessions, you will no longer be allowed to continue attending class sessions for the remainder of the quarter. In this case, in addition to receiving a final grade of F, you will be required to withdraw from the course: you will lose your enrollment status for the course from the day the number of your class absences adds up to six.
- While your class performance will be graded every quarter, your grades will be notified only at the end of Quarter 2 (Summer Quarter) and at the end of Quarter 4 (Winter Quarter). Your grades will be notified through JACs' official webpage or the Student Portal System.

### ***Course Withdrawal***

Withdrawal from a JACs course is **not permitted** beyond the first week of a quarter without:

- 1) Prior notice given to the course instructor; and
- 2) Prior consultation with and approval from one of the JTW faculty coordinators.

### ***Important Tips for Success***

Preparation and review are definitely needed for every class if students hope to improve their language skills. There are no shortcuts in foreign language learning, and practice means everything to success.

### ***Excused Class Absence***

Your class absence may be excused under any of the circumstances defined in EXCUSED CLASS ABSENCE as noted below. If excused, your absence will not be counted against the attendance policy. Your instructor(s) will then decide how to make up your class absence based on his/her discretion, and you are required to comply with the instructor's decision.

#### **EXCUSED CLASS ABSENCE:**

- 1) **Illness** – Your absence may be excused if you are officially diagnosed with any of the infectious diseases listed in the Kyushu University's School Health and Safety Act, Enforcement Regulation, Article 18, including influenza, COVID-19, the measles, and pertussis, among others. In this case, you are required to obtain an official doctor's note from a clinic or hospital and to turn it in to your instructor(s) at your earliest convenience.
- 2) **Bereavement** – Your absence may be excused in the event of bereavement over the loss of a close relative (the first or second degree). In this case, you are required to provide your instructor(s) with evidence of funeral attendance or other reasonable form of grief response entailing absence from class.

#### **Should you experience any of these circumstances, take the following steps:**

- 1) First, in a timely manner, inform the instructor(s) of the course from which you will be or have already been absent of the circumstance, and submit to the instructor appropriate documentation for your circumstance as indicated above; and
- 2) Then, follow the requirement(s) that your instructor(s) decides at his/her discretion as to how to make up your class absence.