

Regular Faculty Courses (RFC)

Q I want to take Regular Faculty Courses, what should I do?

Ask for permission from the course instructor via email or directly in-person. Introduce yourself as an exchange student studying in the JTW program. When registering on the [JTW portal](#), please enter the name of the faculty, time slot, and period.

Q Can I take Regular Faculty Courses from graduate schools?

Yes. If you are a graduate student at your home university, you can obtain credits. For undergraduate students, it is only possible to audit the courses (without credits) with permission from the instructors.

Q The course instructor from Regular Faculty gave me permission but then told me to "register through Campus-mate", what does that mean?

Kyushu University's regular students register for courses using Campusmate. However, JTW students are exchange students, so you only need to register through JTW Portal. Let the instructor know that you are a non-regular student and that the JTW Office will contact them about the registration process.

Q 'Language: English and Japanese' is written in the syllabus of the course that I'm planning to take. What does it mean exactly?

It means course instructor may use either in teaching. However, Japanese can be the main language used in the class if most students do not possess sufficient English language skill to understand the

contents of the lecture. Be sure to confirm with the course instructor about this.

Q Can I take JLCC courses as a JTW student?

It is possible to take JLCC program courses if you meet certain requirements for Japanese language proficiency. Please refer to the [Academic Guidelines](#) for more details. In some cases, an interview may also be conducted.

Q Is there a course shopping period for the second-quarter courses in each semester?

No. You need to decide your course registration at the beginning of every semester.

Japanese Academic Courses (JACs)

Q I want to change my JACs class.

Change of class is basically not possible (e.g., from Integrated to Speaking, from Level 4 to Level 5, etc.). Please consult with the JACs Office (jacs@jimu.kyushu-u.ac.jp) for level changes. The decision will be made by JACs coordinator and instructors.

ISP/ALR

Q I'm not sure if I will take ISP/ALR.

Please consult with Professor Imai (imai.ryoichi.303@m.kyushu-u.ac.jp) as soon as possible. Please copy the emails to JTW Office (intlr-jtw@jimu.kyushu-u.ac.jp) as well.

Other

Q I need support (reasonable accommodation) from Kyushu University due to illness or disability.

Consult the JTW office first. If you have already received supports at your home university, please inform the JTW Office. However, the final decision on whether accommodations can be provided will be made by Kyushu University. Please understand that there may be limitations due to environmental conditions that may prevent us from meeting all your needs.

Q I registered my courses at JTW Portal but I'd like to make some changes after the deadline.

Contact the JTW Office ASAP. Depending on the course content and the timing of the request, changes may not be possible.

Q I don't know where to find my classrooms.

JTW Core Courses are basically conducted in the [Special JTW classroom](#) (No. 56).

JACs classrooms can be found [here](#).

For RFC classrooms, please check the [syllabus](#) or [Moodle](#). If the information is not provided in the syllabus, please inquire with the [respective department office](#).

Q I can't login to Moodle.

It might take one day after you activate your SSO-KID.

Q I want to withdraw from a course.

For JTW core courses, withdrawal will not be permissible after reaching the midpoint of the semester.

For JACs courses, withdrawal will not be permitted after the first week of a quarter without prior consultation with course instructors and the JTW office.

For RFC, course registrations strictly follow the deadlines of relevant faculties. No further change or withdrawal will be permitted after the deadline informed by the JTW office at the beginning of every semester.

Q I need to be absent from a class. What should I do?

If you need to be absent from a class due to unavoidable circumstances, please contact your course instructors and copy the email to the JTW Office (and JACs office if relevant). JACs has a set of very strict attendance policy. Please check [JTW Academic Guidelines](#) for details about excused class absence.

Q When will the grades be announced?

Unofficial academic report will be sent to you directly via email in late September and late March.

Q When can I receive the official transcripts?

The official transcripts will be sent to the international office at your home university in late October for Spring-Summer semester, and in late April for Fall-Winter semester.

