

Important Information for Your  
Course Selection  
Registration &  
Successful Completion



Japan in Today's World

# ACADEMIC GUIDELINES

**Spring-Summer 2024**  
(April – July 2024)

# 1. ACADEMIC REQUIREMENTS

## 1.1. General Policies

### ENROLLMENT REQUIREMENTS

First, all students participating in the JTW program are required to enroll for credit in **a minimum of six courses per semester** (e.g., Oct. – Feb., Apr. – Jul.). This basic requirement is referred to as **the JTW M6C enrollment requirements**. You must maintain this status at all times throughout your program participation. No exception will be allowed regardless of how the whole program is carried out (onsite, online, or hybrid).

# M6C



### AWARDING OF ACADEMIC CREDITS

As a Kyushu University's study program for exchange students, JTW awards you official credit upon your successful completion of the courses you enroll in and the projects you undertake. Typically, successful **completion of a semester-long course is worth 2 credits**. The credit-awarding process also involves acquiring formal approval from the Kyushu University International Student Center Oversight Committee, which reviews your academic record.

### PROGRAM COMPLETION REQUIREMENTS

The JTW program awards you **a certificate of program completion** – in April for those participating only in the fall semester and in October for all other students. Completion of the JTW program requires **successfully passing a minimum of six courses (or projects) as designated by the JTW M6C enrollment requirements** rather than earning a fixed number of credits.



### CREDIT TRANSFER (TO YOUR HOME UNIVERSITY)

It is possible to transfer JTW-awarded credits to your home university. Please be aware, however, that **the transfer of your credits also requires your home university's approval**. The JTW program can't directly request or even negotiate with your home university on this matter. It is therefore **your responsibility to consult in a timely manner with the appropriate advisor(s) at your home university**, before or during the JTW course registration period, in order for you and your home university to have a mutual understanding and agreement in place regarding the transferability of your JTW-awarded credits to your degree program.

### ACADEMIC MISCONDUCT & THE CONSEQUENCES

Academic misconducts include the following acts:

- (1) Impersonating or being impersonated by another.
- (2) Cheating and assisting the cheating of another during tests and examinations
- (3) Use of prohibited materials or tools during tests and examinations.
- (4) Interference with the normal operation of tests and examinations.
- (5) Interference with the examinations and assignments given by the class instructor for the evaluation of academic achievement.

**If you commit academic misconduct, you will fail the course in which the act of misconduct is carried out.** Depending on the severity of the misconduct, you may also fail all courses taken during the semester.



# 1.2. Course Selection & Registration

## COURSE SELECTION

To satisfy the JTW M6C enrollment requirements, every semester, you are required to select courses (and projects, if you elect) from the following five categories of academic activities designated specifically for JTW students:



### JTW M6C Enrollment Requirements – Category & Types of Courses and Projects

	COURSE/PROJECT CATEGORY	REQUIRED/OPTIONAL	COURSE/PROJECT TYPE
(1)	JTW Core Courses	Required Electives	Subject courses in Japanese/Asian Studies
(2)	Regular Faculty Courses (RFCs)	Optional	Subject courses of your interests
(3)	Japanese Academic Courses (JACs)	Optional	Japanese language courses
(4)	Independent Study Project (ISP)	Optional	A self-driven, individual research project
(5)	Advanced Laboratory Research (ALR)	Optional	A self-driven, team/lab-based research project



Per semester, each JTW student is required to enroll in and successfully complete **at least 2 JTW Core Courses** (required electives) to meet the JTW M6C enrollment requirements. Thus, your course selection should begin with selecting at least 2 JTW Core Courses to enroll in.



You should then **select the other (minimum of) 4 courses** or projects to comprise, in variable combination, any of the remaining categories (including additional JTW Core Courses, too) in compliance with the maximum number of courses or projects from each category that the JTW program sets may be counted towards the JTW M6C enrollment requirements. Refer to the table below:



### JTW M6C Enrollment Requirements – Contributions of Courses & Projects to the Requirements

	COURSE/PROJECT CATEGORY	COUNTED TOWARD M6C FULFILLMENT
(1)	JTW Core Courses	2 courses (enrollment required)
<b>Plus</b>		
(2)	Additional JTW Core Course	Counted up to 4 courses
(3)	Regular Faculty Course (RFC)	Counted up to 2 courses
(4)	Japanese Academic Course (JAC)	Counted up to 3 courses
(5)	Independent Study Project (ISP)	Counted up to 1 project
(6)	Advanced Laboratory Research (ALR)	Counted up to 1 project (counted as 2 courses)

**Note:** You may enroll in more courses and/or projects for credit than the maximum that may count towards the JTW M6C enrollment requirements to pursue your academic interests and/or to earn additional credits.

## Typical Course Selection Patterns of JTW Students – Just for Your Reference

### Pattern 1.

1.	JTW Core Course	2 credits
2.	JTW Core Course	2 credits
3.	JTW Core Course	2 credits
4.	JTW Core Course	2 credits
5.	JAC	2 credits
6.	JAC	2 credits
Total	6 courses	12 credits

### Pattern 2.

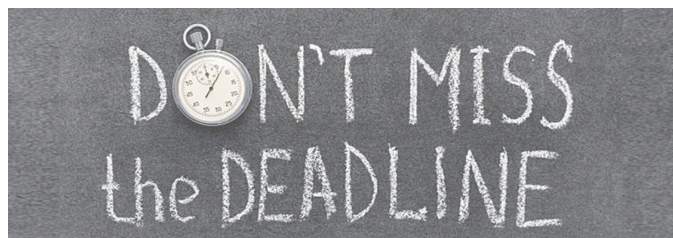
1.	JTW Core Course	2 credits
2.	JTW Core Course	2 credits
3.	RFC	2 credits
4.	JAC	2 credits
5.	JAC	2 credits
6.	JAC	2 credits
Total	6 courses	12 credits

### Pattern 3.

1.	JTW Core Course	2 credits
2.	JTW Core Course	2 credits
3.	RFC	2 credits
4.	JAC	2 credits
5.	JAC	2 credits
6.	JAC	2 credits
7.	ISP	2 credits
Total	7 courses	14 credits

## COURSE REGISTRATION DEADLINE

You are required to complete **the JTW Course Online Registration Form** by the deadline for timely and successful enrollment as indicated below. Please note that under any circumstance **you will not be allowed to enroll in any course or project for credit after the deadline.**



Registration Deadline for Spring-Summer 2024

**April 19 (Friday), 2024**

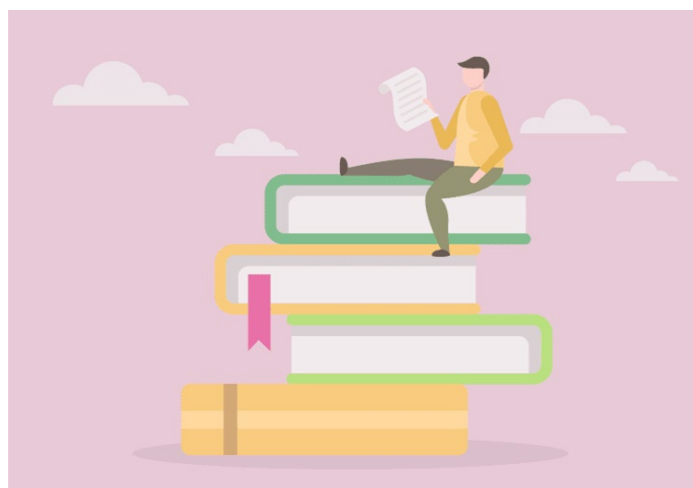


## 1.3. Course Withdrawal Policies

### COURSE WITHDRAWAL

A withdrawal from any course or project, including JTW Core Courses and ISP, are permissible even after the core registration deadline indicated above. However, **a withdrawal will not be permissible after reaching the midpoint of the semester.** To withdraw, you must meet all the following three conditions:

- 1) Withdrawal would not leave you with less than the JTW M6C enrollment requirements;
- 2) You have notified in person the course instructor and the JTW Office of your intent to withdraw; and
- 3) You have consulted with and received approval to withdraw from a JTW faculty coordinator.



Even if meeting more than the JTW M6C enrollment requirements, a course or project withdrawal beyond the midpoint of a semester is not permitted. An exception may be made only if you are under extraordinary conditions, in which case you are required to have prior consultation with and approval from the JTW Office.

As will be detailed below, 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 the JTW Office.

Last Day to  
withdraw

# 2. GRADES & CREDITS

## 2.1. Grading Criteria

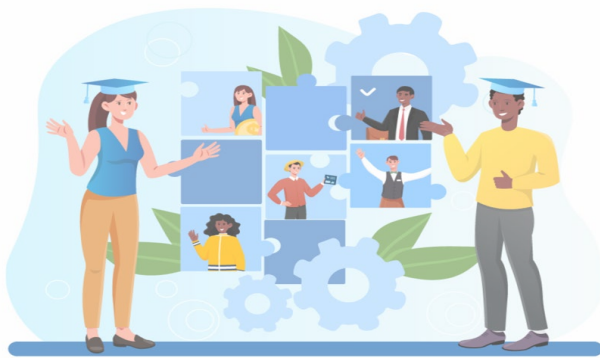
### KYUSHU UNIVERSITY GRADING METHODS

Your performance and outcome in coursework, including subject courses, language courses, and research projects, are all assessed and evaluated in accordance with the grading criteria and scale as listed below, which are **established by Kyushu University as a whole**:



GRADE		SIGNIFICANCE	GENERAL CRITERIA
LETTER	NUMERIC		
S	4	Excellent	Excellent far beyond the standard/expectation
A	3	Good	Excellent beyond the standard/expectation
B	2	Satisfactory	Up to the standard/expectation
C	1	Pass	Up to the least standard/expectation in which the credits are recognized
F	0	Fail	Far below the standard/expectation in which the credits cannot be recognized

## 2.2. Credit Guidelines



### CREDIT GUIDELINES

Courses and projects that you are required or permitted to enroll in as a participant of the JTW program offer credits as summarized in the table below:

**IMPORTANT!** – Again, consult with your home institution advisor(s), before or during the JTW course registration period. Seek their advice or agreement regarding the applicability of the JTW courses and credits to your degree program at the home institution.

COURSE/PROJECT CATEGORY	CREDIT	NOTES
JTW Core Courses	2 credits each	Earning 3 credits is possible – requires permission from the supervisor and the JTW Office.
Regular Faculty Courses (RFCs)	2 credits each	1 credit each for quarter-long courses Earning 3 credits is not possible.
Japanese Academic Courses (JACs)	2 credits each	2 credits for 2 consecutive quarters 1 credit for each quarter
Independent Study Project (ISP)	2 credits	4 credits for a 2-semester project
Advanced Laboratory Research (ALR)	2 credits	2 credits per semester

# 3. COURSE & PROJECT DESCRIPTIONS

## COURSES & PROJECTS – THE DETAILS

You need to create your coursework (a set of courses and projects to work on) both to **meet your academic interests** and to **fulfill the JTW M6C enrollment requirements**.

For this purpose, you must be fully familiar with detailed information of each of the categories of courses and projects available to you. Please see the details below:



## 3.1. JTW Core Courses – Required Electives

### OVERVIEW

While open to domestic and other international students, the JTW Core Courses are designed **primarily for JTW students** with these courses' explicit aim being to introduce the culture, society, economy, and politics of **Japan in today's world at an introductory level and from humanities and social scientific perspectives** – the core academic scope of the JTW program. The medium of instruction is English.

### PLEASE NOTE:

- Each semester, you are required to enroll in **at least two JTW Core Courses** towards the JTW M6C enrollment requirements.
- Each course comprises **15 class sessions**, meeting **once a week** during a 15-week period.
- Each course is worth **2 credits**.
- It is possible to earn 3 credits** from a JTW Core Course only if permitted by both the instructor of the course and the JTW Office. Please note that this arrangement is available only for JTW students enrolling in JTW Core Courses.
- You may enroll in additional 4 JTW Core Courses per semester towards the JTW M6C enrollment requirements. In theory, also, you may enroll in more than a total of 6 JTW Core Courses for credit and for your academic learning, but **up to a total of 6 JTW Core Courses** are counted towards the JTW M6C enrollment requirements.
- The JTW Core Courses are also **open to all students at Kyushu University** – some Core Courses have some Japanese students, and you may enjoy learning with them in the same classroom.



# JTW CORE COURSE LIST – SPRING-SUMMER 2024

Some of the previous syllabi are available for your reference at: <http://isc.kyushu-u.ac.jp/jtw/program>.



***Aging & Later Life in Japan***  
Masa HIGO, Ph.D. (Sociology)  
Professor, Kyushu U. ISC



***Japanese Economy in Transition***  
Ryoichi IMAI, Ph.D. (Economics)  
Associate Professor, Kyushu U. ISC



***Cross-Cultural Psychology of Japanese Communications***  
Zhengguo HUANG, Ph.D. (Psychology)  
Associate Professor, Kyushu U. ISC



***Japanese Literature as Speculative: Imagining Histories, the Family, the Body and Sexuality***  
Tim CROSS, Ph.D. (Cultural Studies)  
Professor, Fukuoka U. Faculty of Humanities



***Diversity & Demography in Japan***  
Masa HIGO, Ph.D. (Sociology)  
Professor, Kyushu U. ISC



***Language & Society in Japan***  
Bartosz WOLANSKI, Ph.D. (Comparative Culture)  
Assistant Professor, Kyushu U. Faculty of Arts & Science



***East Asian Images of Japan***  
Edward VICKERS, Ph.D. (Education)  
Professor, Kyushu U. Faculty of Human-Environment Studies



***Local Production in Kyushu: Ficto-critical Writing***  
Tim CROSS, Ph.D. (Cultural Studies)  
Professor, Fukuoka U. Faculty of Humanities



***Gender and Sexuality in Today's Japan***  
Chisato NONAKA, Ph.D. (Education)  
Associate Professor, Kyushu U. ISC



***Modern History of Japan II***  
Ryoichi IMAI, Ph.D. (Economics)  
Associate Professor, Kyushu U. ISC



***International and Multicultural Education in Japan***  
Chisato NONAKA, Ph.D. (Education)  
Associate Professor, Kyushu U. ISC



***Value & Spirituality in Japan***  
Hiroko IKUTA, Ph.D. (Anthropology)  
Associate Professor, Kyushu U. ISC



***Introduction to International Finance***  
Meifen CHU, Ph.D. (Economics)  
Lecturer, Kyushu U. Faculty of Economics



# JTW CORE COURSE TIMETABLE – SPRING-SUMMER 2024

- This is a tentative timetable –subject to change.
- The final version will be available in March, and you will be notified of it in a timely fashion.


	MON	TUE	WED	THU	FRI
<b>PERIOD 1</b> 8:40-10:10		Japanese Academic Courses (JACs)			
<b>PERIOD 2</b> 10:30-12:00		International and Multicultural Education in Japan (Prof. NONAKA)	Introduction to International Finance (Prof. CHU)	Local Production in Kyushu (Prof. CROSS)	Diversity & Demography in Japan (Prof. HIGO)
				Gender and Sexuality in Today's Japan (Prof. NONAKA)	
<b>PERIOD 3</b> 13:00-14:30		Modern History of Japan II (Prof. IMAI)	Value & Spirituality in Japan (Prof. IKUTA)	Japanese Literature as Speculative (Prof. CROSS)	Aging & Later Life in Japan (Prof. HIGO)
		Language & Society in Japan (Prof. WOLANSKI)			
<b>PERIOD 4</b> 14:50-16:20		Japanese Academic Courses (JACs)			
<b>PERIOD 5</b> 16:40-18:10		Japanese Economy in Transition (Prof. IMAI)	Japanese Academic Courses (JACs)	East Asian Images of Japan (Prof. VICKERS)	Japanese Academic Courses (JACs)
				Cross-Cultural Psychology of Japanese Communications (Prof. HUANG)	



Planning



Scheduling





## 3.2. Regular Faculty Courses (RFCs) – Optional

### OVERVIEW

“Regular Faculty Courses” refers to those offered outside the JTW program by **standard faculties** – such as Literature, Law, Economics, Design, Science, Engineering, etc. – and primarily for their degree-seeking students. JTW permits you to enroll in these courses as an option under the following conditions:

#### PLEASE NOTE:

- Across campuses, many faculties have gradually increased the number of courses taught in English; those courses are, however, still limited.
- Many English-taught faculty courses last for a semester (equal to two quarters). In this case, same as the JTW course courses, **each course comprises 15 class sessions**, meeting once a week during a 15-week period, and is **worth 2 credits**.
- **Up to 2 (semester-long) regular faculty courses** may be counted towards fulfilling the JTW M6C enrollment requirements.
- Some regular faculty courses last for a quarter (one-half of a semester). If enrolling in only one quarter-long faculty course, you may aim to earn a credit, but **this is not counted** as one of the six courses required by the M6C enrollment requirements. It is counted as such only if enrolling two quarter-long faculty courses.
- **Graduate-level courses are not available** to JTW students; an exception may be made only if you are a graduate student at your home university.
- Enrollment in a regular faculty course is subject to the **approval of both the course instructor and the JTW Office** – first seek permission from the instructor.

You may also register for courses offered by the **Japanese Language and Culture Course (JLCC)**, Kyushu University’s another study program for exchange students. All the JLCC courses are only **taught in Japanese**. To register, you must meet the following two sets of conditions:

- 1) You have already passed Level 2 of the Japanese Language Proficiency Test (JLPT) and had a total score of 135 or higher; and
- 2) You have been qualified to enroll in the JI-6, JK-6, and JS-6 level or higher as a result of JACs placement (you don’t have to have completed a JI-6 course).

### WHERE TO LOOK FOR REGULAR FACULTY COURSES

- Refer to the following information to see what RFCs may be available for you:

#### General Information – Undergraduate Courses Taught in English:

<https://www.isc.kyushu-u.ac.jp/intlweb/en/student/english>

#### Course Schedule & Syllabi – All Schools Other Than Letters and Law:

<https://ku-portal.kyushu-u.ac.jp/campusweb/top.do>

Notes: Select “English” and then use “Syllabus search.” You don’t have to login.

#### Course Schedule & Syllabi – Schools of Letters and Law:

School of Letters: <http://www2.lit.kyushu-u.ac.jp/~syllabus/index.htm>

School of Law: <http://www.law.kyushu-u.ac.jp/faculty/study.html>



# 3.3. Japanese Academic Courses (JACs) – Optional

## OVERVIEW

JACs are a set of **Japanese language courses** designed to offer four types and up to eight levels of Japanese language lessons for those international students interested in learning the language for credit. JTW students may enroll in JACs course as an option for meeting the JTW M6C requirement. Each JACs course runs as **a series of small-group, interactive, and practical sessions**.

### PLEASE NOTE:

- JACs adopts **a quarter system for its instruction**; each course (e.g., JK-3, Kanji course at Level 3) spreads across two quarters (a.k.a., “round”).
- 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 (e.g., Oct.-Feb.), therefore, each courses requires that **you attend a total of 30 class sessions**.
- Your class performance will be subject to **formal grading every quarter**. Nonetheless, your grades will be reported to you only at the end of Quarter 2 (Summer Quarter) and at the end of Quarter 4 (Winter Quarter) through the JACs webpage.
- Per semester, you are required to attend **the same JACs courses for two consecutive quarters**, totaling 15 weeks (e.g., Quarter 1 and Quarter 2) in order for a course to be counted as one of the JTW M6C enrollment requirements.
- If you are placed at the JI-2 level or higher, you may enroll for credit in up to 3 courses per quarter, and at the JI-5 level or higher up to four courses per quarter.
- Regardless of course level (from Beginners through Advanced), **up to 3 JACs courses may be counted** towards the JTW M6C enrollment requirements.



**Spring-Summer 2024  
Timeline**

<b>Quarter 1:</b> <b>April 9 (Tuesday)</b> – <b>June 7 (Friday)</b>
<b>Quarter 2:</b> <b>June 11 (Tuesday)</b> – <b>July 19 (Friday)</b>

## LIST OF JACS COURSES: 4 TYPES & 8 LEVELS

Level \ Course	Integrated Courses 総合コース	Kanji Courses 漢字コース	Speaking Courses 会話コース	Writing Courses 作文コース
<b>Beginners</b> 入門	JI-1	JK-1+2		
<b>Elementary 1</b> 初級 1	JI-2		JS-2	
<b>Elementary 2</b> 初級 2	JI-3	JK-3	JS-3	
<b>Pre-Intermediate</b> 中級 入門	JI-4	JK-4	JS-4	
<b>Intermediate 1</b> 中級	JI-5	JK-5	JS-5	JW-5
<b>Intermediate 2</b> 中級 2	JI-6	JK-6	JS-6	JW-6
<b>Pre-Advanced</b> 上級 入門	JI-7	JK-7	JS-7	JW-7
<b>Advanced</b> 上級	JI-8	JK-8	JS-8	JW-8

- JACs offer four types of Japanese language lessons, each of which is divided into up to eight levels to meet students’ diverse levels of Japanese proficiency.
- Those students at the JK-1 and JK-2 levels are placed together in a joint course, JK-1+2.

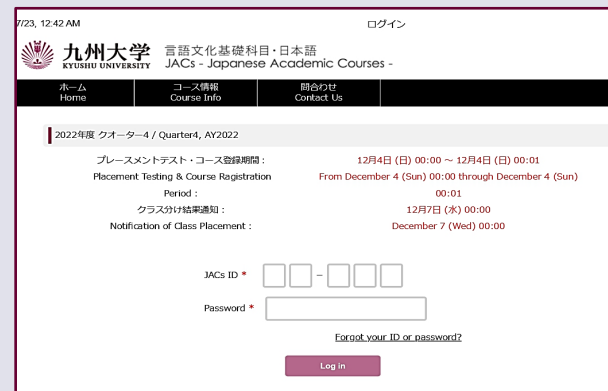


# HOW TO ENROLL IN JACS

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 three steps as explained below:



The JACs website is available at:  
<http://jlc.jimu.kyushu-u.ac.jp/JACs/placement>



## STEP 1 Login the Web & Register for Courses of Your Interests



Complete your online course registration. First, establish your personal account at the JACs website and register for course(s) that you wish to take. You must complete this registration during the following period of time:

**March 22nd (Friday) 13:00 – April 4th (Thursday) 13:00 (JST)**

## STEP 2 Take the Placement Test(s) & Get Qualified



Take the JACs online placement test(s) on the JACs website during the period of time as indicated below. Then, the JACs program will notify you via email which of the following test(s) you are required to take.

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 22nd (Friday) 13:00 – April 4th (Thursday) 13:00 (JST)**

**Kanji Test – Additional test for those wishing to enroll in a Kanji course**

**April 10th (Wednesday)** – You will take the test in person at the first class meeting.

**Writing Test – Additional test for those wishing to enroll in a Writing course**

**April 10th (Wednesday)** – You will take the test in person at the first class meeting.

**Oral Interview Test – Additional test for those wishing to enroll in a Speaking courses.**

**April 9th (Tuesday)** – You will take the test in person at the first class meeting.

## STEP 3 Select Courses & Complete Registration



You will be notified of your class placement results along with a set of courses you are qualified to enroll in based on the result(s) through the JACs website. The date of notification is as follows (subject to change):

**April 5th (Friday) at 13:00 (JST)**

Finally, select 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 JTW Course Registration Deadline as indicated above.

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

Contact the JACs program (see below) during Helpdesk hours. If your problem is not solved, then you will then be guided to take an alternative version of the same online placement test.

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

Helpdesk Hours: During the online placement test period, 8:30 to 12:00 & 13:00 to 15:30 (JST)

日本語クラスのとりかた

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を	る	ゆ	む	ふ	ぬ	つ	す	く	う
れ	め	へ	ね	て	せ	け	え		
ん	ろ	よ	も	ほ	の	と	そ	こ	お



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

"Absolute beginners" refers 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 a JI-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 JK-1+2 course in addition to JI-1.
- Next, you are required to work on and **complete an assignment**, a hiragana writing practice. The JACs faculty coordinator will send you a hiragana writing practice sheet via email, which you must complete and turn in to the first class session of your JI-1 course. The practice sheet is readily available at: <http://jlc.jimu.kyushu-u.ac.jp/JACs/files/hiragana.pdf>
- Then, you will be required to **take a hiragana test during the first class session** of the JI-1 course. If scoring 80% or higher on this test, you will be qualified to formally enroll in the JI-1 course for credit. If failing the test, then you may be given a chance to take a make-up test.

## JACS POLICIES & RULES

- As a language education program operated separately from JTW, JACs has its own policies and rules.
- Please be mindful that you must fully understand and comply strictly with all of them so long as you enroll in any JAC course.

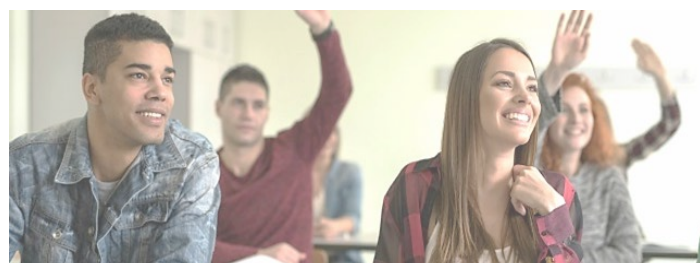


### Class Attendance Policies

You are required to attend all the class sessions – 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 may still be permitted to continue attending class sessions for the remainder of the quarter so long as the number of your 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 over the course of a quarter**, 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 lose your enrollment status for the course from the day the number of your class absences adds up to six.



### Excused Class Absence

Your class absence may be excused under any of the circumstances 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.

- 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, 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.
- 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, **inform in a timely manner 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.

## Grading & Credit-Awarding Policies

Every quarter, your performance will be evaluated on a grading scale of S, A, B, C, or F, based on the criteria set by the course in which you enroll.

If earning a final grade of C or higher, then you will be awarded one credit. If you receive a final grade of F, then no credit will be awarded.

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(s); and
- 2) Prior consultation with and approval from the JTW Office.



# 3.4. Independent Study Project (ISP) – Optional

## OVERVIEW

An ISP is an optional, individual research project available for JTW students; it is a self-driven, semester-long, question-driven research project that you may choose to carry out within the field of or closely related to Japanese Studies of your interest.

## PLEASE NOTE:

- You are required to design and carry out your research project **under faculty guidance**; the JTW faculty coordinators will help arrange on your behalf a faculty member, in or outside the JTW program, appropriate to serve as your ISP supervisor.
- You are required to **meet with their supervisor two or more times per month throughout the semester**, according to a mutually decided schedule. Initial meetings involve discussing and settling jointly on your research topic and approach.
- The supervisor will advise you on research opportunities, resources, and strategies; assist as feasible and appropriate with equipment use, field site (or laboratory access), introductions for interviews, etc.
- You are required to produce **a research paper** and prepare a set of **PowerPoint presentation slides** (a 10-15 min. synopsis of the report) **for a public, oral presentation at the end of the semester**.
- Your paper and oral presentation are subject to formal evaluation and grading, and together **you may earn 2 credits** upon successfully completing your ISP.
- Per semester, **only one ISP** may be counted towards the JTW M6C enrollment requirements.



## Just for One-Year Students...

Only if you participate in JTW for one year (Oct. – Jul.), it is possible to extend your ISP to two semesters in certain cases with approval of your ISP supervisor and the JTW Office.

ISPs for two semester length are awarded four credits in total, but only at the end of the second semester, for ISP works successfully completed. Please note that no partial credit is granted for unfinished projects.

## Independent Study Project (ISP) – Written Formatting Guidelines

Abstract	250-300 words, provided on a separate page.
Report Length	Single-term project report ..... At least 3,000 words
	Two-term project report ..... At least 5,000 words
	First semester interim report ..... At least 2,000 words
Paper Size	A4
Line Spacing	Single
Font	Arial or Times New Roman
Font Size	16 (main title), 12 (subtitles), 11 (text)
Alignment	Main title (center), subtitles (align left), text (left-justified)
In bold	Main title, your name, subtitles
Paragraph Indent	0.5cm
Paragraph Spacing	None between paragraphs
Subtitle Spacing	One line above and below subtitles
Notes	Use footnotes (not endnotes)
Bibliographic Form	See sample of Oxford System below
Romanization	Hyōjun-shiki, an adaptation of the Hepburn system with flat macrons if possible (e.g., Chōshū)
Italics	For Japanese words not in the English lexicon (e.g., sumo, samurai, and geisha); attach a translation in parentheses

### Sample Bibliography

Okimoto, Daniel, *Between MITI and the Market: Japanese Industrial Policy for High Technology* (Stanford, Calif., Stanford University Press, 1990).

\_\_\_\_\_ and Saxenhouse, Gary, 'Technology and the Future of the Economy', in Koza Yamamura and Yasukichi Yasuba (eds.), *The Political Economy of Japan*, 1 (Stanford, Calif., Stanford University Press, 1987).

Ozaki, Iwao, 'The Effects of Technological Change on the Economic Growth of Japan, 1955-1970', in Karen Polenske and Jiri Skolka (eds.), *Advances in Input-Output Analysis* (Cambridge, Mass., Ballinger Publishing Company, 1976).

**NOTES:** Citations from the Internet must specify, along with the website address itself, the time and date you "visited."

### Submission & Presentation Schedule

Submission deadline for your ISP materials (paper, abstract, PPT slides) through the JTW Student Web Portal:

**July 12th (Friday), 2024 (tentative)**

Public Oral Presentations:

**July 22nd (Monday), 2024 (tentative)**

**IMPORTANT!!** – The presentation event is not only for the presenters – Attendance is required, and participation encouraged, of all JTW students. Support your JTW friends!

## 3.5. Advanced Laboratory Research (ALR) – Optional

### OVERVIEW

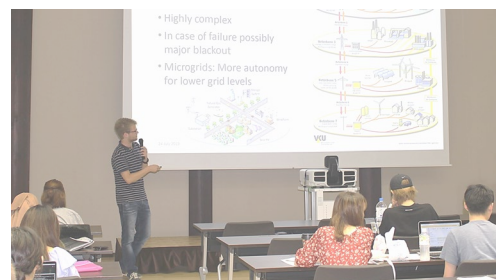
An ALR project is an optional opportunity for you to design and carry out a research project of your interest typically via participating in an ongoing broad research project in a laboratory setting in the faculties of **science and engineering**.

### PLEASE NOTE:

- ALR projects are conducted in English, and this opportunity is available if you are: 1) majoring in science, engineering, or closely-related fields of study; and 2) in at least **your third year of study** in your home university.



- You are required to carry out your ALR project in a laboratory setting **under the guidance of your ALR supervisor** in any of the faculties of Engineering, Sciences, Agriculture, or Pharmacy.
- The JTW Program will help arrange on your behalf a faculty member, outside the JTW program, appropriate to serve as your ALR supervisor.
- Learning objectives and achievement criteria as well as research duties and expectations vary significantly by ALR supervisors; these are determined by **negotiation between you and your ALR supervisor**, and in consultation with a JTW faculty coordinator. To complete your ALR project, you must meet the requirements arranged in advance with your ALR supervisors.
- If you choose to undertake an ALR project, **it is counted as 2 courses towards the JTW M6C enrollment requirements** (due to a greater time commitment that you will likely be required to make to regularly and frequently participate in the lab).
- While counted as 2 courses, undertaking an ALR project is still **worth only 2 credits**.
- It is possible, depending on your research topic, for you to register your ALR project also as an ISP project; together this combination is counted as 3 courses towards the JTW M6C enrollment requirements and is worth 4 credits.
- Per semester, **only one ALR may be counted** towards the JTW M6C enrollment requirements.



## 4. FAQ

### JTW Core Courses

#### ① Is it possible to add or change courses after attending the first session?

- Yes, you can until the registration deadline. It's a good idea, in fact, to attend the first session of all the courses you're interested in (or courses you're placed in if it's JACs), so you'll get a better understanding of the course design/requirements and be able to obtain the instructor's permission to register for the course if necessary. When selecting courses, be realistic about the amount of work you can handle, so you'll successfully complete all of the courses.

#### ② Can I audit a course (for no credit)?

- Yes, seek permission from the instructor first and if permitted, register the course as "audit." It will be noted as such on your academic record by Kyushu University. Although it won't count towards the JTW M6C requirements, you will be allowed to attend the course and have access to class materials.

### ALR/ISP

#### ① Can I quit ISP and/or ALR in the middle of the semester?

-No. If you quit it, your course grade will be F (fail) unless there is a special reason, such as returning home for health reasons.

#### ② Do I have to pay a special fee to join an ISP/ALR research group?

-Not always. For scientific research, you may be request to buy a mandatory insurance program suggested by your research laboratory.

### JACs

#### ① I'm not satisfied with the result of JACs placement test. Can I change the class level I am placed in?

- The class level cannot be changed just based on the student's request. The teacher-in-charge will decide if a class level change is necessary according to the student's performance within the first class. Therefore, students are asked to attend the first class in which they have been placed according to the results of the online placement test.



# RFC

## ① Can I enroll in courses that were not included in my original application to the JTW program?

-Yes, you may. Once the semester begins, you will have a two-week course shopping period when you can explore and select courses to formally enroll in.

## ② How can I find the latest/final course syllabi?

-Click the link below to search in **campusmate**.

\*Note that most syllabi will only be updated around the beginning of every semester.

<https://syllabus.kyushu-u.ac.jp/>

## ③ Can a quarter course be counted towards the JTW M6C enrollment requirements?

-Yes, it can. A quarter course usually lasts half of a semester so it is counted as 0.5 course towards M6C.

## ④ Can a semester-long course worth 1 credit be counted towards the JTW M6C enrollment requirements?

-Yes, it can. A semester-long course is counted as 1 course towards M6C.

However, remember to check the requirement on the minimum **credits** that you'll have to take for each semester with your home university.

# Others

## ① Can I take a foreign language course other than JACs?

-Yes, you may, as a part of RFCs. However, we do not recommend that JTW students take a foreign language course other than JACs, for two reasons: 1) Foreign language courses at Kyushu University are offered in the Japanese language (i.e., requiring at least a near-native level of Japanese to understand the content); 2) Foreign language courses are generally intensive and time-consuming, which may prevent you from achieving good academic performance for other courses.

## ② Where can I download course materials and obtain ZOOM links for online courses?

-You can do all these in Moodle system (<https://moodle.s.kyushu-u.ac.jp/login/index.php>).

We will send you details about Moodle. The password will be the same one you set for SSO-KID.

If you forget the password you set or have trouble logging in, check the link below about what to do.

<https://sso.kyushu-u.ac.jp/english/FAQe.html>

## ③ Who should I contact to apply for signature and stamp for my confirmation of arrival/mobility/departure, learning agreement and certificate of enrollment?

-Contact the JTW office to apply for all these documents. Please note that the procedure will take 7-10 working days.

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# Questions? Concerns?

For more detailed FAQs, please check the link below.

[FAQs Course-Registrarion JTW 0202.pdf \(kyushu-u.ac.jp\)](#)

If you have any questions or concerns about the academic guidelines of the JTW program, please contact the **JTW Office** at: [intlr-jtw@jimu.kyushu-u.ac.jp](mailto:intlr-jtw@jimu.kyushu-u.ac.jp)





# 5. Academic Calendar

## JTW Spring-Summer 2024 Academic Calendar (Tentative)

### NOTES:

This calendar only shows the dates of for-credit academic activities and events that require your attendance as part of the JTW program.

Dates of extracurricular learning opportunities such as **study trips** and **on-campus cross-cultural events** will be determined and announced later as we go through the semester.



### IMPORTANT!

It is particularly important that all of you attend the **ISP presentations**. Your attendance is not optional – it's strictly mandatory. **When scheduling your flight back home, please make sure to not depart the campus before these events.**

2024								* = Date is tentative	☑ = Participation is required
Month	Sun.(日)	Mon.(月)	Tue.(火)	Wed.(水)	Thu.(木)	Fri.(金)	Sat.(土)		
3	17	18	19	20 National Holiday	21	22 JACs Online Registration & Online Placement Tests (March 22nd-April 4th)	23		
	24	25	26	27 Expected Date of Arrival at Dormitory (Mar.27-29)	28	29 JTW Welcome Event*☑	30		
	31	1	2	3	4	5	6		
4	7	8	9 Tue① JTW Core Courses Begin	10 Wed①	11 Thu① Campus-Wide Orientation*☑	12 Fri① Notice for JACs Placements Test Result	13		
	14	15	16 Tue② JACs Quarter 1 Begins JACs Interview Test Faculty Courses Begin	17 Wed② JACs Kanji & Writing Placement test	18 Thu②	19 Fri②	20 Dormitory Orientation & Fire Evacuation Drill*☑		
	21	22	23 Tue③	24 Wed③	25 Thu③	26 Fri③ Course Registration Deadline	27		
	28	29	30	1 Wed④	2 Thu④	3 Fri④	4		
	5	6 National Holiday	7 Tue⑤ Make-up Cass for April 29th (faculty courses only)	8 Wed⑤	9 Thu⑤	10 Fri⑤ National Holiday	11		
	12	13 National Holiday	14 Tue⑥	15 Wed⑥ Make-up Cass for May 6th (faculty courses only)	16 Thu⑥	17 Fri⑥	18		
5	19	20	21 Tue⑦	22 Wed⑦	23 Thu⑦	24 Fri⑦	25		
	26	27	28 Tue⑧	29 Wed⑧	30 Thu⑧	31 Fri⑧	1		

\* = Date is tentative

☑ = Participation is required

Month	Sun.(日)	Mon.(月)	Tue.(火)	Wed.(水)	Thu.(木)	Fri.(金)	Sat.(土)
6	2	3	4 Tue⑨	5 Wed⑨	6 Thu⑨	7 Fri⑨	8
						JACs Quarter 1 Ends	
	9	10	11 Tue⑩	12 Wed⑩	13 Thu⑩	14 Fri⑩	15
			JACs Quarter 2 Begins				
	16	17	18 Tue⑪	19 Wed⑪	20 Thu⑪	21 Fri⑪	22
	23	24	25 Tue⑫	26 Wed⑫	27 Thu⑫	28 Fri⑫	29
7	30	1	2 Tue⑬	3 Wed⑬	4 Thu⑬	5 Fri⑬	6
	7	8	9 Tue⑭	10 Wed⑭	11 Thu⑭	12 Fri⑭	13
						ISP/ALR Reserch Paper Deadline* ISP PPT Deadline*	
	14	15 National Holiday	16 Tue⑮	17 Wed⑮	18 Thu⑮	19 Fri⑮	20
	21	22 ISP Research Presentation* ☑	23	24 Closing Ceremony* ☑	25	26	27
	28	29	30	31	1	2	3