

Japanese Language and Culture Program

BEKKA PROGRAM GUIDELINES

2018



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I. Academic calendar

2018 SPRING SEMESTER

April 3 (Tue.)	Entrance ceremony
March 28 (Wed.) - April 5 (Thu.)	Orientation
April 6 (Fri.)	Classes begin
April 17 (Tue.)	Deadline for course registration and changes
April 28 (Sat.) - May 6 (Sun.)	Golden week public holidays (no classes)
May 25 (Fri.)	Bekka day trip
July 16 (Mon.)	Public holiday (Marine Day – classes are held)
July 19 (Thu.)	Last day of Bekka classes, farewell party
July 26 (Thu.)	Last day of the first semester

2018 FALL SEMESTER

September 6 (Thu.)	Entrance ceremony
September 4 (Tue.) – 12 (Wed.)	Orientation
September 13 (Thu.)	Classes begin
September 17 (Mon.)	Public holiday (Respect for the Aged Day - classes are held)
September 24 (Mon.)	Public holiday ('Autumnal Equinox' observed - classes are held)
September 25 (Tue.)	Deadline for course registration and changes
October 8 (Mon.)	Public holiday (Health and Sports Day – classes are held)
October 25 (Thu.) – October 29 (Mon.)	University Hamakaze festival (no classes)
November 20 (Tue.) – 23 (Fri.)	KUIS entrance exam period (no classes)
December 22 (Sat.) - January 6 (Sun.)	Winter vacation (no classes)
January 11 (Fri.)	Last day of Bekka classes, farewell party
January 14 (Mon.)	Public holiday (Coming of Age Day – no classes)
January 21 (Mon.)	Last day of the second semester

II. Requirements for completion/promotion to the next level course

1. Japanese programs

(1) Interaction with Japanese program

This program is mainly intended for those who are studying at Kanda University of International Studies (KUIS) on a formal exchange basis.

(2) Japanese in Context program

This program is mainly intended for students who have applied through the Tokyo center of the IES (Institute for the International Education of Students).

2. Requirements for exchange students

Exchange students can register for classes on a semester basis. To complete the program, students must be in attendance for more than 1 year (a minimum of 2 semesters). Additionally, students must take the required Japanese language courses and elective subjects for a total of 28 credits.

3. Course promotion

As a rule, students advance to the next level of study after finishing the semester's course. However, if a student is unable to meet the standards of the Japanese language class he/she is placed in after taking the placement test, the student will not be able to advance to the next level. Additionally, a student will not be able to advance to the next level without taking the placement test given at the beginning of a semester. A student whose ability exceeds the level of the class he/she is placed into will be able to advance to the next level.

4. Restrictions

Students can register for the same level for a maximum of two times. Those who, for personal reasons, do not attend classes within the first 10 days after the semester starts will not be permitted to register. In this event, the University must be contacted immediately to begin the procedure for either a leave of absence or cancellation of enrollment. Please be aware that university tuition will not be refunded.

5. Leaving/expulsion from the program

Students who wish to drop out of the program before completion (for example, for reasons such as returning to their home country, a change in study/career plans, etc.) must submit to the International Affairs Section an *Application for leaving the University*, along with their student ID. In addition, if a student's attendance rate falls below 90% (except when the student has a special reason such as health problems, family related issues, etc.), or if a student: (a) does not participate in class and/or (b) has a negative impact on class activities, he/she will be notified of potential expulsion from the program. If there is no improvement after the notification or if the University cannot get in touch with the student, the student's name will be removed from the Bekka registration.

6. Auditing courses

Auditing courses at KUIS (including courses offered at Bekka and the KUIS undergraduate departments) is generally not acceptable. However, special allowance may be granted to those who are taking 14 or more credits prescribed by Bekka and are accepted as auditors by the course instructor. Upon receiving permission from the course instructor, students must complete and submit an *Auditing request form*.

III. Number of hours and credits for each class

Below is listed the number of contact hours and credits given for each course in one semester.

One period of class (1 *koma*) = 90 minutes

	Course name*	Credits	Number of contact hours
C o m p u l s o r y c o u r s e s	<i>Japanese in Context program</i>		
	<i>Japanese in Context 1</i> <i>Japanese in Context 2</i> <i>Japanese in Context 3</i> <i>Japanese in Context 4</i>	4	1 period × 4 times per week × 14 weeks = 5040 contact minutes
	<i>Interaction with Japanese program</i>		
	<i>Japanese in Context 1</i>	4	1 period × 4 times per week × 14 weeks = 5040 contact minutes
	<i>Interaction with Japanese 2</i> <i>Interaction with Japanese 3</i> <i>Interaction with Japanese 4</i> <i>Interaction with Japanese 5</i> <i>Interaction with Japanese 6</i>	3	1 period × 3 times per week × 14 weeks = 3780 contact minutes
	<i>Interaction with Japanese 7</i>	2	1 period × 2 times per week × 14 weeks = 2520 contact minutes
	<i>Intensive Grammar 1</i> <i>Intensive Grammar 2</i> <i>Intensive Grammar 3</i> <i>Intensive Grammar and Reading 4</i> <i>Intensive Grammar and Reading 5</i> <i>Intensive Grammar and Reading 6</i>	3	1 period × 3 times per week × 14 weeks = 3780 contact minutes
	<i>Intensive Reading and Writing 2</i> <i>Intensive Reading and Writing 3</i> <i>Intensive Writing 4</i> <i>Intensive Writing 5</i> <i>Intensive Writing 6</i>	1	1 period × 1 time per week × 14 weeks = 1260 contact minutes
	<i>Intensive Vocabulary and Kanji 1</i> <i>Intensive Vocabulary and Kanji 2</i> <i>Intensive Vocabulary and Kanji 3</i> <i>Intensive Vocabulary and Kanji 4</i> <i>Intensive Vocabulary and Kanji 5</i> <i>Intensive Vocabulary and Kanji 6</i>	1	1 period × 1 time per week × 14 weeks = 1260 contact minutes

	Course name*	Credits	Number of contact hours
E l e c t i v e c o u r s e s	<i>Self-Directed Learning 1·2·3</i> <i>Self-Directed Learning 4·5·6</i>	2	1 period × 1 time per week × 14 weeks = 1260 contact minutes
	<i>Basic Grammar 2·3</i> <i>Basic Grammar 3·4</i> <i>Intermediate Grammar 4·5</i> <i>Intermediate Grammar 5·6</i> <i>Advanced Grammar 6·7</i>		
	<i>Oral Expression 2·3</i> <i>Oral Expression 4·5</i> <i>Oral Expression 6·7</i>		
	<i>Written Expression 4·5</i> <i>Written Expression 6·7</i>		
	<i>Pronunciation 1·2</i> <i>Pronunciation 3·4</i> <i>Pronunciation 5·6</i>		
	<i>Reading and Listening 1·2</i>		
	<i>Journalistic Japanese 6·7</i>		
	<i>Introduction to Japanese Society</i> <i>1·2·3·4</i> <i>Introduction to Japanese Society</i> <i>5·6·7</i>		
	<i>Japanese Sociolinguistics</i>		
	<i>Culture of Young Japanese</i> <i>People (Fall)</i>		
	<i>Japanese through Acting 1·2·3</i>		
	<i>Introduction to Japanese</i> <i>Business Culture 3·4</i> <i>Introduction to Japanese</i> <i>Business Culture 5·6·7</i>		
	<i>Introduction to Teaching</i> <i>Japanese as a Foreign Language</i> <i>5·6·7</i>		

Note:

- (1) The numbers in the course names mean the level of the compulsory courses that correspond with the level of elective courses which students are able to register. For example, students placed in level 3 can take *Self-Directed Learning 1·2·3*, *Basic Grammar 2·3* etc.
- (2) The content of the elective courses is different in the spring and fall semesters.

IV. About the courses

1. School term of Bekka for 2018-2019

Spring semester: April 6, 2018 (Fri.) - July 19, 2018 (Thu.)

Fall semester: September 13, 2018 (Thu.) - January 11, 2019 (Fri.)

Entrance ceremony and orientation events are scheduled in the week before the start of the semester.

2. Class hours

Period 1	9:00 AM - 10:30 AM
Period 2	10:40 AM - 12:10 PM
Lunch break	
Period 3	1:10 PM - 2:40 PM
Period 4	2:50 PM - 4:20 PM
Period 5	4:30 PM - 6:00 PM

3. Class cancellations

(1) When there are no classes due to events such as cancellation by the Instructor/Professor, a memo will be posted in the Japanese Language and Culture Program section of the university notice board.

(2) Emergency cancellation of classes

When an earthquake (5 or above on the Richter scale), other natural disasters, infectious disease epidemics, etc. occur, please follow the directions provided by the International Affairs Section. Also, in the following cases classes will be cancelled temporarily.

Cases	Conditions	Criteria
A. Train service disruption	Classes will be cancelled in the event of disruption to train services affecting the following lines and sections (not including train delays or a decrease of the number of trains). <ul style="list-style-type: none"> • JR Sobu line (Akihabara - Chiba) • JR Keiyo line (Tokyo - Soga) 	<ul style="list-style-type: none"> • If either line / both lines start(s) running or the alert is called off by 6:00am, regular classes will start from period 1. • If either line / both lines start(s) running or the alert is called off by 10:00am, regular classes will start from period 3.
B. Storm warning / Blizzard warning	Classes will be cancelled in the event that a storm or blizzard warning is announced for all of Chiba prefecture or the North-West section of Chiba prefecture.	<ul style="list-style-type: none"> • If neither line starts running or the alert is not called off by 10:00am, all regular classes will be cancelled for the day.
C. Natural disaster / Large-scale accident (cancellation of classes by the president)		

4. Make-up classes

In case of a class cancellation, make-up classes will be offered when necessary.

5. Absences

Absences with legitimate reasons that are known in advance should be reported to the level coordinator.

Students who have been absent from Bekka classes must submit a “*Kesseki-todoke* (Absence Report)” to the International Affairs Section when they return to the university. A receipt from a clinic or hospital has to be attached if you went to see a doctor.

6. Course schedule for 2018

Please refer to the chart below for the courses offered in Bekka.

(Shaded section = compulsory courses, non-shaded section = elective courses)

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	<i>Japanese in Context 1</i> <i>Japanese in Context 2</i> <i>Japanese in Context 3</i> <i>Japanese in Context 4</i> <i>Intensive Grammar 2</i> <i>Intensive Grammar 3</i> <i>Intensive Grammar and Reading 4</i> <i>Intensive Grammar and Reading 5</i> <i>Intensive Grammar and Reading 6</i>	<i>Japanese in Context 1</i> <i>Japanese in Context 2</i> <i>Japanese in Context 3</i> <i>Japanese in Context 4</i> <i>Intensive Grammar 2</i> <i>Intensive Grammar 3</i> <i>Intensive Grammar and Reading 4</i> <i>Intensive Grammar and Reading 5</i> <i>Intensive Grammar and Reading 6</i> <i>Interaction with Japanese 7</i>	<i>Oral Expression 2·3</i> <i>Oral Expression 4·5</i> <i>Oral Expression 6·7</i>	<i>Japanese in Context 1</i> <i>Japanese in Context 2</i> <i>Japanese in Context 3</i> <i>Japanese in Context 4</i> <i>Intensive Reading and Writing 2</i> <i>Intensive Reading and Writing 3</i> <i>Intensive Writing 4</i> <i>Intensive Writing 5</i> <i>Intensive Writing 6</i>	<i>Japanese in Context 1</i> <i>Japanese in Context 2</i> <i>Japanese in Context 3</i> <i>Japanese in Context 4</i> <i>Intensive Grammar 2</i> <i>Intensive Grammar 3</i> <i>Intensive Grammar and Reading 4</i> <i>Intensive Grammar and Reading 5</i> <i>Intensive Grammar and Reading 6</i>
Period 2	<i>Intensive Grammar 1</i> <i>Interaction with Japanese 2</i> <i>Interaction with Japanese 3</i> <i>Interaction with Japanese 4</i> <i>Interaction with Japanese 5</i> <i>Interaction with Japanese 6</i>	<i>Intensive Grammar 1</i> <i>Interaction with Japanese 2</i> <i>Interaction with Japanese 3</i> <i>Interaction with Japanese 4</i> <i>Interaction with Japanese 5</i> <i>Interaction with Japanese 6</i>	<i>Written Expression 4·5</i> <i>Written Expression 6·7</i>	<i>Intensive Vocabulary and Kanji 1</i> <i>Intensive Vocabulary and Kanji 2</i> <i>Intensive Vocabulary and Kanji 3</i> <i>Intensive Vocabulary and Kanji 4</i> <i>Intensive Vocabulary and Kanji 5</i> <i>Intensive Vocabulary and Kanji 6</i>	<i>Intensive Grammar 1</i> <i>Interaction with Japanese 2</i> <i>Interaction with Japanese 3</i> <i>Interaction with Japanese 4</i> <i>Interaction with Japanese 5</i> <i>Interaction with Japanese 6</i>
Lunch	-----	-----	-----	-----	-----
Period 3	<i>Basic Grammar 2·3</i> <i>Intermediate Grammar 4·5</i> <i>Journalistic Japanese 6·7</i>	<i>Self-Directed Learning 1·2·3</i> <i>Self-Directed Learning 5·6·7</i>	<i>Advanced Grammar 6·7</i> <i>Japanese through Acting 1·2·3</i>	<i>Interaction with Japanese 7</i> <i>Pronunciation 1·2</i> <i>Pronunciation 3·4</i> <i>Pronunciation 5·6</i>	<i>Reading and Listening 1·2</i> <i>Introduction to Japanese Business Culture 3·4</i> <i>Introduction to Japanese Business Culture 5·6·7</i>
Period 4	<i>Basic Grammar 3·4</i> <i>Intermediate Grammar 5·6</i>	<i>Japanese Sociolinguistics</i>	<i>Introduction to Japanese Society 1·2·3·4</i> <i>Introduction to Japanese Society 5·6·7</i>	<i>Introduction to TJFL 5·6·7</i> <i>Culture of Young Japanese People (Fall)</i>	

*Certificate Program in Japan Studies (CPJS) courses and Effective Language Learning Courses (ELLC) are offered to Bekka students as well as to undergraduate students. Details will be announced during orientation at the beginning of the semester.

V. Examination and grading policy

1. Term examinations

The schedule of the exams will be announced at the beginning of the courses each semester. In normal circumstances, if a student is absent on the day of an exam, he/she will not be allowed to take a make-up exam.

2. Grades

Results will be expressed in one of the following 5 grades: A⁺, A, B, C, or F.

The corresponding standards are noted below.

	pass				fail
Letter Grade	A ⁺	A	B	C	F
Numerical Grade	100 ~ 90	89 ~ 80	79 ~ 70	69 ~ 60	59 ~ 0
GPA	4	3	2	1	0

For a detailed explanation of the grading policy for each class, please read the course syllabus that the instructor/professor will hand out at the beginning of the course each semester.

Course grades for each semester will be mailed to the students within one month after the semester ends. If your mailing address changes due to moving or returning to your country, please notify the International Affairs Section.

Any inquiries regarding course grades must be submitted during the designated period. Please refer to the paper which will be sent to you with your grade for details about the period. Inquiries made after the period will not be accepted.

3. Lateness/leaving early from class

Being late and/or leaving early from class three times will be counted as one absence.

4. Attendance required for grade calculation

As a general rule, grades will be F if a student has been absent from the course more than the one third. Please consult regarding your particular circumstances.

The number of absences for cases detailed in 5. (1) below will not be included in this one third.

5. Grade calculation for absences with legitimate reason

When an absence due to the following reasons has been approved, the student's class participation, exam, quizzes and assignments during that period will be evaluated as below.

(1) Absence due to school infectious disease

* School infectious disease: diseases such as influenza, as specified by Japanese regulations.

(2) Early return to one's country under home university circumstances

(3) Absence due to other legitimate reasons such as family death, hospital visit, etc.

	Class participation	Exams	Final assignment	Quizzes	Assignments/ "Performance activities"
(1) School infectious disease	When class participation is evaluated, the absence will not be counted toward the total number of classes which the student should attend.	Grading doesn't take into account the missed exam(s). The student will be graded based on the other evaluation items.	Extension of the deadline is approved.	The student receives the average score of the quizzes he/she has taken during the semester.	The student receives the average score of the assignments or "performance activities" he/she has submitted or done during the semester.
(2) Early return					
(3) Other					

In order to receive approval, you must submit the following documentation in each case.

- (1) *Doctor's Permission to Return to Campus (Tokoh-kyoka)* etc.
- (2) Documentation from your home university which proves your circumstances
- (3) Documentation which proves your circumstances such as a receipt from a clinic/hospital

6. Instructions about examinations

If a student is more than 20 minutes late for class during the day of an exam, he/she will not be allowed to take the exam. Please pay attention to the following rules on cheating and testing irregularities:

Definition of cheating: acquiring answers/information pertaining to quizzes/exams from outside sources; sneaking a look at other students' paper(s), allowing other student(s) to look at your paper, or telling someone your answer(s) during an exam; any other actions that may be construed as cheating.

Consequences of cheating: any student caught cheating will fail the course concerned, and may lose credit for all his/her semester courses.

VI. Student life

1. University fees

	Entrance fee	Tuition	Insurance fee	Total
1 st semester	50,000	400,000	10,000	460,000
2 nd semester	–	400,000	–	400,000
Total	50,000	800,000	10,000	860,000

All payments must be made in Japanese yen. Please pay the program fees into the university bank account. Cash, personal checks, and money orders are not accepted. (All processing charges for fee return will be the responsibility of the applicant)

2. Student dormitory/residence

(1) *Yatsu* international dormitory

This dorm is owned and managed by the university. Each room contains basic furniture as well as a bath and toilet; however, the kitchen is communal and no meals are provided. It takes about 45 minutes to the university campus (by train + on foot). The nearest station is *Keisei* line *Yatsu* station. The monthly rent is 52,000 yen per month including water, sewage, and electricity fees.

(2) *Makuharihongo* international dormitory

This dorm is owned and managed by the university. The bathroom and toilets are communal. Residents may use the communal kitchen to prepare their own meals. It takes about 15 minutes to the university campus by bicycle. The rent is 55,000 yen per month including water, sewage, and electricity fees.

(3) Private apartment

For individuals who wish to look for/live in apartments other than the ones listed above, housing rental fee near the university usually costs 60,000 yen and up. In general, private apartments require three to four months' fee in advance for housing deposit and key money.

< Institutional guarantor System >

Having a guarantee is necessary when renting private apartments in Japan. The university has an institutional guarantor system and can act as a guarantor for those students who will be renting a private apartment through a real estate agent designated by the university. If the university becomes the guarantee, students will sign a one year contract for a home insurance policy and pay 4,000 yen.

3. Insurance

(1) Japan National Health Insurance (JNHI)

For your own safety and welfare, KUIS requires all full-time students with one-year 'college student' visas to join the Japan National Health Insurance (JNHI) program administered by each local government. This insurance covers 70% of the cost of general medical and dental care and hospitalization. The annual insurance fee is about 10,000 yen to 18,000.

(2) Comprehensive renters' insurance for foreign students studying in Japan

This insurance covers a certain amount of the cost of medical treatment and compensation for accidents/injuries. If you are unable to acquire travel insurance before arriving in Japan, you will need to have the comprehensive renters' insurance for foreign students studying in Japan. The annual premium is 4,000 yen.

4. Scholarships

Scholarships are available to students of the KUIS Japanese Language and Culture Program. Details will be announced during orientation at the beginning of the semester.

5. Student discounts

With a KUIS ID card, students can receive various discounts, for example, on train/subway/bus commuter passes, movie tickets, museum entrance fees, etc.

6. Application for public exams

The Japanese Language Proficiency Test (JLPT, given twice each year in July and December) and the Exam for Japanese University Admission for International Students (EJU, given twice in June and November each year) are the major exams that allow foreign students to demonstrate their Japanese language ability. The application period for JLPT is in April for the test in July and September for the test in December, while the application period for EJU is in February through March for the test in June and July for the test in November.

7. Student consultations

In the case that exchange students have concerns about, or problems with, academic or everyday life issues, they should feel free to consult with the designated faculty members. Consultation is available either in Japanese or in one of the following languages: Chinese, English, Indonesian, Korean, Portuguese, Spanish, Thai or Vietnamese. Students seeking consultation may simply make an appointment by email with one of the exchange student consultants. The contact information for the consultants is listed separately.

8. Part-time jobs

Students can apply through KUIS for a part-time work permit which allows up to 28 work hours per week.

VII. Students' cooperation with KUIS and Bekka

1. KUIS public relations activities

Bekka students will occasionally be asked to take part in videos or photos taken for KUIS public relations purposes (production of recruitment pamphlets and videos). Your understanding and cooperation is greatly appreciated.

2. Research activities

Bekka students will occasionally be asked to take part in research (doing surveys, being research assistants, etc) conducted by Bekka, the graduate school, or KUIS departments. Your assistance may either be paid or voluntary.

3. Bekka curriculum development

To support the on-going research on Bekka Curriculum Development, Bekka students are asked to cooperate in the following:

* Student homework and classroom assignments may be used as part of the research data collection. The data will be anonymous and confidential.

VIII. Faculty members and staff of the Bekka program

1. Director of the Bekka program:

Yasuhisa Kanaguchi (Vice president)

M.A. (Graduate School of Political Science, Waseda University)

Research interests: Educational Administration, Higher Education, Educational System of Foreign Countries

2. Professors

Sachiko Kitagawa (Lecturer, Bekka) Interaction with Japanese program coordinator

M.A. in Japanese Language Pedagogy (Graduate School of Japanese Applied Linguistics, Waseda University)

Research interests: TJFL

Class list: *Interaction with Japanese 7*

Intensive Grammar 1

Intensive Vocabulary and Kanji 4

Office hours: Tuesday 14:50-16:20

Ayako Seto (Lecturer, Bekka)

M.A. in Japanese Language and Literature (Graduate School of Humanities, Gakushuin University)

Research interests: Japanese linguistics, TJFL

Class list: *Interaction with Japanese 5*

Intensive Grammar and Reading 4

Intensive Writing 6

Office hours: Tuesday 13:10-14:40

Wataru Takahashi (Lecturer, Bekka)

M.A. (Graduate School of Area and Cultural Studies, Tokyo University of Foreign Studies)

Research interests: TJFL, Second Language Acquisition, Extensive Reading, Learner Autonomy

Class list: *Interaction with Japanese 2*

Japanese in Context 3

Reading and Listening 1·2

Office hours: Friday 14:50-16:20

Mariko Naito (Lecturer, Bekka)

M.A. (Graduate School of Applied Linguistics, Meikai University)

Research interests: TJFL

Class list: *Interaction with Japanese 3*

Intensive Grammar and Reading 5

Intensive Vocabulary and Kanji 3

Office hours: Thursday 14:50-16:20

Akira Matsuo (Lecturer, Bekka) Curriculum coordinator
M.A. (Graduate School of Language Sciences, Kanda University of International Studies)
Research interests: Japanese Linguistics, Linguistics, Pedagogical Grammar
Class list: *Interaction with Japanese 4*
Intensive Grammar and Reading 6
Office hours: Friday 14:50-16:20

Tomoko Murakami (Lecturer, Bekka) Japanese in Context program coordinator
M.A. (Graduate School of Language Education and Information Science, Ritsumeikan University)
Research interests: TJFL
Class list: *Interaction with Japanese 6*
Japanese in Context 1
Office hours: Tuesday 13:10-14:40

3. The International Affairs Section (in the Academic Administration Department)

In order for foreign exchange students to be able to focus on their studies the International Affairs Section (*Kokusai Koryuka*) oversees all student affairs (in and out of school) and university procedures. Students should consult the staff of the International Affairs Section if there are any problems.

4. Bekka office

Students can borrow books, laptops, iPads, IC recorders and so on and use them for their Japanese Study.

Bekka Program Guidelines 2018

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Kanda University of International Studies**

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