

Japanese Language and Culture Program

BEKKA PROGRAM GUIDELINES

2024



Contents

I. Academic calendar	-- page 1
II. About the program	-- page 2
III. Number of hours and credits for each class	-- page 4
IV. About the courses	-- page 6
V. Examination and grading policy	-- page 9
VI. Student life	-- page 12
VII. Students' cooperation with KUIS and Bekka	-- page 14
VIII. Faculty members and staff of the Bekka program	-- page 15

I. Academic calendar

2024 SPRING SEMESTER

Late March – early April	Orientation
April 10 (Wed.)	Classes begin
April 29 (Mon.)	Public holiday (Showa Day - classes are held)
May 3 (Fri.)	Public holiday (Constitution Memorial Day - classes are held)
May 6 (Mon.)	Public holiday ("Children's Day" observed - classes are held)
July 15 (Mon.)	Public holiday (Marine Day - classes are held)
July 23 (Tue.)	Last day of Bekka classes
July 24 (Wed.) – July 31 (Wed.)	Make-up classes may be held
July 31 (Wed.)	Last day of the first semester

2024 FALL SEMESTER

September	Orientation
September 16 (Mon.)	Classes begin Public holiday (Respect for the Aged Day - classes are held)
September 23 (Mon.)	Public holiday ("Autumnal Equinox Day" observed - classes are held)
October 14 (Mon.)	Public holiday (Sports Day - classes are held)
October 24 (Thu.) – 28 (Mon.)	University Hamakaze festival (no classes)
November 4 (Mon.)	Public holiday ("Culture Day" observed - classes are held)
November 19 (Tue.) – 22 (Fri.)	KUIS entrance exam period (no classes)
December 21 (Sat.) – January 5 (Sun.)	Winter vacation (no classes)
January 13 (Mon.)	Public holiday (Coming of Age Day - no classes)
January 24 (Fri.)	Last day of Bekka classes
January 27 (Mon.) – January 31 (Fri.)	Make-up classes may be held
January 31 (Fri.)	Last day of the second semester

II. About the program

I. 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.

Currently, the recruitment of self-paying students has been suspended in principle.

(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

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 courses for a total of 28 credits. However, exchange students can register for classes on a semester basis. Exchange students are required to take a minimum of 7 classes per week including the compulsory Japanese language courses and elective courses.

3. Course promotion

As a rule, students move on to the next level of Japanese language classes in their second semester. However, if a student is unable to meet the standard of the Japanese language classes 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.

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 case, the student must immediately notify the University 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 Global Engagement and Partnership Division an *Application for leaving the University*, along with their student ID card.

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 will be removed from enrollment.

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	Interaction in Japanese 1 Interaction in Japanese 2 Interaction in Japanese 3 Interaction in Japanese 4 Interaction in Japanese 5 Interaction in Japanese 6 Interaction in Japanese 7	2	1 period × 2 times per week × 15 weeks = 2700 contact minutes
	Intensive Grammar 1 Intensive Grammar 2 Intensive Grammar 3 Intensive Grammar and Reading 4 Intensive Grammar and Reading 5 Intensive Grammar and Reading 6	2	1 period × 2 times per week × 15 weeks = 2700 contact minutes
	Intensive Reading and Writing 1 Intensive Reading and Writing 2 Intensive Reading and Writing 3 Academic Japanese 4 Academic Japanese 5 Academic Japanese 6 Academic Japanese 7	1	1 period × 1 time per week × 15 weeks = 1350 contact minutes
	Vocabulary and Kanji 1 Vocabulary and Kanji 2 Vocabulary and Kanji 3 Vocabulary and Kanji 4 Vocabulary and Kanji 5 Vocabulary and Kanji 6✳	1	1 period × 1 time per week × 15 weeks = 1350 contact minutes

	Course name*	Credits	Number of contact hours		
E l e c t i v e c o u r s e s	Pronunciation of Japanese 3·4 Pronunciation of Japanese 5·6	2	1 period × 1 time per week × 15 weeks = 1350 contact minutes		
	Self-Directed Learning 1·2·3 Self-Directed Learning 4·5·6				
	Reading and Listening in Japanese 1·2 Reading in Japanese 3·4 Reading in Japanese 5·6				
	Oral Expression in Japanese 2·3 Oral Expression in Japanese 4·5 Oral Expression in Japanese 6·7				
	Written Expression in Japanese 4·5 Written Expression in Japanese 6·7				
	Introduction to Japanese Business Culture 4·5 Introduction to Japanese Business Culture 6·7				
	Introduction to Japanese Society 1·2·3·4 Introduction to Japanese Society 5·6·7				
	Japanese Sociolinguistics				
	Japanese Society and Culture			4	2 periods × 1 time per week × 15 weeks = 2700 contact minutes
	History of Tokyo				

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 3·4 etc.
- ※Students placed in level 7 can take Vocabulary and Kanji 6 as an elective course.
- (2) Students are allowed to take the same course in their second semester which they have taken in their first semester. Some elective courses are not available to take in their second semester.

IV. About the courses

1. School term of Bekka for 2024-2025

Spring semester: April 10, 2024 (Wed.) – July 31, 2024 (Wed.)
 Fall semester: September 16, 2024 (Mon.) – January 31, 2025 (Fri.)

Entrance ceremony, placement tests and orientation events are scheduled in about two weeks 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 Global Engagement and Partnership Division. 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). · JR Sobu line (Akihabara - Chiba) · JR Keiyo line (Tokyo - Soga)	· 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. · If neither line starts running or the alert is not called off by 10:00am, all regular classes will be cancelled for the day.
B. Storm warning / Blizzard	Classes will be cancelled in the event that a storm or blizzard warning is announced	

warning	for all of Chiba prefecture or the North-West section of Chiba prefecture.	
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.

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 sent to the students within one month after the semester ends.

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

3. Lateness/leaving early from class

Attending a class after the class begins will be recorded as being late. Leaving a class before the class ends will be recorded as leaving early.

Being more than 20 minutes late to class and/or more than 20 minutes leaving class early will be recorded as an unexcused absence.

Three instances of tardiness and/or leaving class early will be counted as one unexcused absence.

4. Attendance required for grade calculation

As a general rule, attendance at least two third of classes in the semester is required for the grade to be calculated. Regardless of the reason of the absence, the grade will be F when the required attendance is not fulfilled because of the loss of necessary amount of studies to earn credits, irrespective of the result of assignments, quizzes and exams.

For example, 10 or more attendance is required for 15 classes per semester (1 class per week) course. Missing 6 classes will result in a fail.

20 or more attendance is required for 30 classes per semester (2 classes per week) course. Missing 11 classes will result in a fail.

5. Absences

Unexcused absences will incur significant grade penalties and will negatively affect a student's participation grade. For each unexcused absence, 2 points will be deducted from the final score for two-classes-per-week courses, and 3 points will be deducted for one-class-per-week courses.

Absences should be notified to the instructor/professor before the class begins. Students who are absent from classes must submit a "*Kesseki-todoke* (Absence Report)". Documents from a clinic or hospital must be attached in the case of visiting a doctor.

6. Absences with legitimate reason

The grade deduction stipulated above will not be applied for approved absences with the following reasons. The grades for missed quizzes and Performance Activities are also be considered. This may not be applied to some courses.

(1) When an absence due to a school infectious disease is approved

*When a student's absence from school is due to an infectious disease, such as influenza, as designated by the School Health and Safety Act.

(2) When a student's return to his/her home country before the end of a semester is approved due to a conflict with the academic calendar of the student's home university.

(3) Cases that require urgent medical attention, for example, when there is a medical certificate stating the reason for the absence on that date and time, and when the absence on that date and time was approved as an emergency. However, this will be marked as an absence.

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

For (1): documentation etc. which proves the infection

For (2): documentation from their home university which proves the circumstances

For (3): documentation which proves the circumstances such as a medical certificate

6. Instructions about examinations/assignments

If a student arrives more than 20 minutes late for the exam, he/she will not be

allowed to take the exam. It is also required to pay attention to the following rules on cheating and testing irregularities:

Definition of cheating/plagiarism: 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 the paper, or telling someone the answer(s) during an exam, copying writings on the internet or writings of others and submitting as original work; any other actions that may be construed as cheating.

Consequences of cheating: Credits for all courses may not be granted.

VI. Student life

1. University fees

	Entrance fee	Tuition	Total
1 st semester	50,000	400,000	450,000
2 nd semester	–	400,000	400,000
Total	50,000	800,000	850,000

*Exchange students are exempted from paying fees above.

*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) *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.

(2) Private apartment

For individuals who wish to look for/live in apartments other than the ones listed above, students can rent a private apartment near the campus.

<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.

3. 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.

4. Application for public exams

The Japanese Language Proficiency Test (JLPT, given twice each year in July and December) is the major exam that allows foreign students to demonstrate their Japanese language ability. The application period for JLPT is in the first half of April for the test in July and in the first half of September for the test in December. The

test result is sent to the test takers' address in Japan in September for the test in July and in February for the test in December.

5. 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 English. Students seeking consultation in other languages, please let us know.

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). Students' 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. Students' 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:

Enoch Iwamoto (Professor, Graduate School of Language Sciences)
Ph.D. in Linguistics (The Australian National University, 1993)
Research Interests: Theoretical Linguistics, Semantics, Comparative Linguistics,
Japanese Linguistics, Japanese Pedagogical Grammar

2. Professors

Yumiko Uehara (Associate Professor, Bekka)
M.A. in Literature (Graduate School of Language Sciences, Kanda University of
International Studies)
Research interests: TJFL, Japanese Linguistics, Linguistics

Young Yi (Lecturer, Bekka)
Ph.D. in Linguistics (Graduate School of Language Sciences, Kanda University of
International Studies)
Research interests: Second Language Acquisition, TJFL, Reading, Vocabulary
Acquisition

Tomoe Iwai (Lecturer, Bekka)
M.A. in Language Learning and Japanese Language Teaching
(University of Greenwich, UK)
Research interests: Second Language Acquisition, TJFL, Content and Language
Integrated Learning (CLIL)

Rintaro Kato (Lecturer, Bekka)
M.A. (Graduate School of Languages and Cultures, Nagoya University)
Research interests: TJFL, Conversation Analysis, Careers of Japanese Language
Teachers, Development of Japanese Language Teaching
Materials

Keiko Waki (Lecturer, Bekka)
Ph.D. in Linguistics (Graduate School of Language Sciences, Kanda University of
International Studies)
Research interests: Second Language Acquisition, TJFL, Reading

3. Global Engagement and Partnership Division

In order for foreign exchange students to be able to focus on their studies the Global Engagement and Partnership Division oversees all student affairs (in and out of

school) and university procedures. Students should consult the staff of the division if there are any problems.

4. Bekka office

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

Bekka Program Guidelines 2024

**Japanese Language and Culture Program
Kanda University of International Studies**

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