

Japanese Language and Culture Program

BEKKA PROGRAM GUIDELINES

2025



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I. Academic calendar

2025 SPRING SEMESTER

Late March – early April	Orientation
April 11 (Fri.)	Classes begin
April 29 (Tue.)	Public holiday (Showa Day - classes are held)
May 5 (Mon.)	Public holiday (Children's Day - classes are held)
May 6 (Tue.)	Public holiday ("Greenery Day" observed - classes are held)
July 21 (Mon.)	Public holiday (Marine Day - classes are held)
July 24 (Thu.)	Last day of Bekka classes
July 25 (Fri.) – July 31 (Thu.)	Make-up classes may be held
July 31 (Thu.)	Last day of the first semester

2025 FALL SEMESTER

Early September	Orientation
September 15 (Mon.)	Classes begin
	Public holiday (Respect for the Aged Day - classes are held)
September 23 (Tue.)	Public holiday (Autumnal Equinox Day - classes are held)
October 13 (Mon.)	Public holiday (Sports Day - classes are held)
October 23 (Thu.) – 27 (Mon.)	University Hamakaze festival (no classes)
November 3 (Mon.)	Public holiday (Culture Day - classes are held)
November 18 (Tue.) – 21 (Fri.)	KUIS entrance exam period (no classes)
November 24 (Mon.)	Public holiday ("Labor Thanksgiving Day" observed - classes are held)
December 20 (Sat.) – January 4 (Sun.)	Winter vacation (no classes)
January 12 (Mon.)	Public holiday (Coming of Age Day - no classes)
January 23 (Fri.)	Last day of Bekka classes
January 26 (Mon.) – January 30 (Fri.)	Make-up classes may be held
January 31 (Sat.)	Last day of the second semester

II. About the program

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.

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

Our school year is divided into two terms, basically 15 academic weeks for spring semester and 15 academic weeks for fall semester. Exchange students can enroll in our program for 1 semester or 2 semesters. Exchange students are required to take a minimum of 7 classes per week including the compulsory Japanese language courses and elective courses. The maximum number of credits a student can take is 20 credits per semester.

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

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, Oral Expression in Japanese 2・3 etc.

※Students placed in level 7 can take Vocabulary and Kanji 6 as an elective course.

- (2) Students are allowed to take some elective courses in their second semester which they have taken in their first semester. Some elective courses are not available to take in their second semester. Please refer to the course description.

IV. About the courses

1. School term of Bekka for 2025-2026

Spring semester: April 11, 2025 (Fri.) – July 31, 2025 (Thu.)
 Fall semester: September 15, 2025 (Mon.) – January 30, 2026 (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.

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

*Some other courses of KUIS 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.

2. Grades

Results will be expressed in one of the following 6 grades: A⁺, A, B, C, P, or F.

The corresponding standards are noted below.

	pass					fail
Letter Grade	A ⁺	A	B	C	P	F
Numerical Grade	100 - 90	89 - 80	79 - 70	69 - 60	pass	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. Suspension of attendance / Early return

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 (when suspension of attendance is applied) is approved

*When a student's absence from school is due to an infectious disease, such as influenza, as specified by the *Gakkō Hoken Anzenhō Shikkō Kisoku* (Regulation for Enforcement of 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.

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

7. Instructions about examinations/assignments

A student who arrives more than 20 minutes late for the exam, he/she will not be eligible to take the exam.

Students who are absent for reasons listed below may request a make-up exam with the instructor's permission. When you wish to take a make-up exam, please submit

a “*Kesseki-todoke* (Absence Report)” with required documents. Please note that not all courses offer a make-up exam.

- Suspension of attendance (explained above)
*Medical Certificate must be submitted.
- Diseases or injury
*Medical Certificate must be submitted.
- Bereavement leave
*Only when attending a funeral of the first, second or third degree of kinship in the Japanese counting system. Proof of funeral schedule must be submitted.

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, generative AI 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.

8. Use of Generative AI in courses (precautions & prohibitions)

When completing assignments for courses, generative AI should not be used indiscriminately. If used, the following points must be carefully observed:

(1) Plagiarism and Academic Integrity

Directly using generative AI outputs in reports or other coursework will be considered academic misconduct (plagiarism).

(2) Compliance with Instructor Guidelines

If an instructor permits the use of generative AI, it must be used strictly in accordance with their instructions.

(3) Accuracy and Reliability

Outputs from generative AI may contain incorrect or misleading information. When using AI-generated content, verifying its accuracy independently is essential.

(4) Copyright Concerns

Since generative AI creates text based on internet content, users may unknowingly violate copyright laws.

(5) Privacy and Confidentiality Risks

Inputting personal information or unpublished works into generative AI may lead to unintended data breaches, posing serious legal and ethical responsibilities.

(6) Data Retention and Security

Information entered into generative AI may be stored in its database and could be used in responses to other users. Never input personal details such as student ID numbers, email addresses, or other sensitive information.

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, students can rent a private apartment near the campus of the affiliated company.

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:

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

2. Lecturers

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

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 2025

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

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