

# 1 General Guide to Academic Courses and Registration

## (1) Semesters

The academic year consists of a Spring Semester and Fall Semester. Each semester has three modules.

The semesters begin and end on the following dates:

Spring: April 1 - September 30

Fall: October 1 - March 31

The Spring A, B, and C modules comprise the Spring Semester, and the Fall A, B, and C modules comprise the Fall Semester.

Refer to the table below and the academic calendar for the periods of the modules, start dates, and exam dates of AY 2020.

	Period of Courses Beginning in Module A		Period of Courses Beginning in Module B		Period of Courses Beginning in Module C	
Spring Semester	Spring ABC	April 27 - July 31	Spring BC	May 30 - July 31	Spring C	July 6 – August 7
	Spring AB	April 27 - June 27	Spring B	May 30 - June 27	–	–
	Spring A	April 27 - May 29	–	–	–	–
	Spring AB module final exam dates: June 29 - July 3 Spring ABC module final exam dates: August 3 - August 7					
Fall Semester	Fall ABC	October 1 - February 8	Fall BC	November 11 - February 8	Fall C	January 6 - February 15
	Fall AB	October 1 - December 21	Fall B	November 11 - December 21	–	–
	Fall A	October 1 - November 5	–	–	–	–
	Fall module A examination preparation day: November 10 Fall AB module final exam dates: December 22 - 28 Fall ABC module final exam dates: February 4 and 9 – 15 Fall module C examination preparation day: February 16					

Examination preparation day means the day for performing test of the course which is completed in a single module. In principle, for the course which is set up the period longer than a single module and the course which is completed in a single module and will not perform the test, the day will be off. For the spring semester in AY 2020, no examination preparation day is available.

## (2) Course Timetable

The tables below show the course periods in each category: (75-minute periods)

[Tsukuba Campus] (Monday - Friday)

Period	Start - End	Recess
1st Period	8:40 - 9:55	9:55 - 10:10
2nd Period	10:10 - 11:25	11:25 - 12:15
3rd Period	12:15 - 13:30	13:30 - 13:45
4th Period	13:45 - 15:00	15:00 - 15:15
5th Period	15:15 - 16:30	16:30 - 16:45
6th Period	16:45 - 18:00	

Course timetable pertaining to the special provisions for education methods prescribed in Article 14 of the Standards for the Establishment of Graduate Schools

Period	Start - End	Recess
7th Period	18:00 - 19:15	19:15 - 19:20
8th Period	19:20 - 20:35	

[Tokyo Campus] (Tuesday - Saturday. Note that classes are scheduled for the 7th and 8th periods from Tuesday to Friday, and for the 1st to 8th periods on Saturday.)

Period	Start - End	Recess
1st Period	8:55 - 10:10	10:10 - 10:20
2nd Period	10:20 - 11:35	11:35 - 11:45
3rd Period	11:45 - 13:00	13:00 - 13:45
4th Period	13:45 - 15:00	15:00 - 15:10
5th Period	15:10 - 16:25	16:25 - 16:35
6th Period	16:35 - 17:50	17:50 - 18:20
7th Period	18:20 - 19:35	19:35 - 19:45
8th Period	19:45 - 21:00	

### (3) Credits and Hours

One unit of credit requires 45 hours of academic work. Based on this standard, the hours shown below are required:

Lectures and Class Exercises: 15 - 30 hours per credit

Experiments, Practical Training, Practical Exercises: 30 - 45 hours per credit

\* The University of Tsukuba calculates 1 class period (75 minutes) as 1.5 hours (90 minutes).

### (4) Course Catalog

#### (i) The University of Tsukuba website

The Course Catalog for each academic year is available on the University's website.

URL [https://www.tsukuba.ac.jp/education/g-courses/g-tsukuba\\_tokyo.html](https://www.tsukuba.ac.jp/education/g-courses/g-tsukuba_tokyo.html)

The Catalog is updated at the beginning of each academic year. Please note that some new classes are not included, and information on place and time may be changed.

#### (ii) The Curriculum Scheduling Support System (KdB): <https://kdb.tsukuba.ac.jp/>

The Curriculum Scheduling Support System (KdB) is available for finding the latest information about courses and for viewing syllabi. Please see “(12) Manual for the Curriculum Scheduling Support System (for Students)” for how to use the System.

### (iii) Teaching methods

The courses at the University of Tsukuba offer lectures, class exercises, experiments, or other relevant activities, while some of the courses use two or more of these teaching methods.

The Course Catalog shows which of the teaching methods each course uses as below:

Code	Teaching methods
1	Lectures
2	Class exercises
3	Practical training, experiments, and practical exercises
4	Lectures and class exercises
5	Lectures and practical training, experiments, and practical exercises

Code	Teaching methods
6	Class exercises, practical training, experiments, and practical exercises
7	Lectures, class exercises, practical training, experiments, and practical exercises
8	Thesis, research, etc.
0	Others

## (5) Course Registration

Students must register for the courses they plan to take during the given course registration period (see (iii) Course registration schedule). Students are allowed to attend only the courses for which they have registered.

### (i) Notes on course registration:

- A. Receive guidance about the learning scheme from your academic advisor before course registration.
- B. Courses already scheduled for specific days of the week and periods in a semester must be registered for during the module's course registration period. The schedules of some intensive courses may be undecided. They are announced on the bulletin board and by other means as soon as the days of the week and periods are determined. Register for these courses during the course registration period indicated in the announcement. (See (iii) below)
- C. As a rule, courses for which a student has registered cannot be changed after the course registration period. If you need to register for any additional courses or cancel registration for any courses after the course registration period ends, contact the Graduate School Academic Affairs of the relevant Academic Service Office to take necessary steps to make the changes.
- D. You cannot register for multiple courses offered in the same class period on the same day of the week.
- E. To take a course offered by a School or Graduate School outside of your major, receive approval from the course instructor, your academic advisor and the head of your Program. Note that if you intend to take a teacher training course offered by a School in order to become certified, register for the course as the School's non-degree student. (You need to complete a certain procedure in order to attend a course as the School's non-degree student. Contact the Graduate School Academic Affairs of the relevant Academic Service Office.)
- F. Changes in class schedules are announced on the bulletin board or by other means. Please check the latest schedules before course registration.
- G. You cannot re-take any course from which you have already earned credits (i.e., completing the same course more than once).
- H. The same registration code can be shared among multiple courses. Please make sure to use the code corresponding to your affiliation and the year you enrolled when you register courses.

### (ii) How to register for courses

Use the online system "TWINS" to register for courses. (<https://twins.tsukuba.ac.jp/>)

When students enroll at the University, they each receive a card that shows an ID for the Unified Authentication System and a default password. Use the ID and password to log on to TWINS. Please refer to "(11) Using TWINS" for instructions on how to use the system and register for the courses within the given course registration period.

If you need to have your password for the Unified Authentication System re-issued because you have lost it or for any other reasons, submit a request for re-issue to the Academic Information Media Center or the University Library.

**(iii) Course registration schedules**

Please see the schedule of course registration and grading on the page shown after logging in to TWINS.

\* There may be a separate registration period for courses if the dates of intensive classes or the class instructors are undecided. Please keep checking the bulletin board for any announcements.

**(iv) Subject Area**

1. The default value of “Major Subject,” “Foundation Subject for Major,” “General Foundation Subject,” or “Others (non-requirement)” is automatically set for the “Subject Area” when you register for a course. You do not need to select a value for each subject.
2. The default setting for the Subject Area may not correspond to the registration procedure. Go to the “View/Change the Subject Area” on TWINS to change the value for the Subject Area if necessary.

[Codes for the Subject Area for Course Registration] \* Applicable to students who enrolled in AY 2013 or thereafter.

Code	Subject Area
A	Major Subject
B	Foundation Subject for Major

Code	Subject Area
C	General Foundation Subject
D	Other subjects

\* Refer to the Graduate School Handbook for the year of your enrollment if you enrolled in AY 2012 or before.

**(v) Registration for courses offered by Schools**

1. To register for courses offered by any of the Schools pursuant to Article 37 of the Graduate School Regulations, go to “Special Course Registration” on TWINS to fill out the form, have the seals of approval from your academic advisor and the head of your Program affixed to it, and submit it to the Graduate School Academic Affairs of the relevant Academic Service Office.
2. The course registration period for courses offered by Schools is the same as the Graduate School’s course registration period. The Special Course Registration form must be submitted during the period.

**(6) Grading and Examinations**

**(i) Grading and credits**

According to grading philosophy stated in each course syllabus, course instructors grade the student’s overall performance on a five-point scale (A+, A, B, C, and D) as shown below. A+, A, B, and C are passing grades, and thus the student earns the course credits. D is a failing grade and credits are not granted. (The student’s transcript shows courses for which he or she has earned credits by receiving A+, A, B, or C.)

[Scores required for the grades]

A+: 90 - 100 A: 80 - 89 B: 70 - 79 C: 60 - 69 D: 59 or lower

In courses offered over two semesters, a student’s work will be evaluated each semester and overall grading will be conducted at the end of the second semester.

**(ii) Examinations and others**

“Examinations and others” include tests administered on given examination dates, papers that must be submitted, and other assignments during the semester. See the academic calendar for examination dates.

**(iii) Where to find your grades**

You can view your final grades on TWINS about three weeks after the end of the examination period.

**(iv) Inquiries about grade evaluation**

If you have any inquiries or doubts about your grade evaluation, first contact with your teacher. Even though, if you cannot solve the problem, ask the Academic Service office regarding the method of inquiry to the Educational Organization that conducting the course and fill in the prescribed form. Then, submit it to the Academic Service office.

## (7) Approval of Credits Completed at Other Graduate Schools or Institutions before Enrollment

### (i) Approval of credits

The University of Tsukuba may approve up to 10 transfer credits a student has earned for courses completed at another institution before enrolling at the University (including credits earned as a non-degree student) pursuant to the Graduate School Rules. These credits are converted to those required by the student's Graduate School and Program.

The University may also approve more than 10 credits earned for courses completed at the University's Graduate Schools before enrolling in the current program (including credits earned as a non-degree student).

### (ii) How to request approval

To request approval for transfer credits, fill out the "Transfer Credit Request Form" available at the Graduate School Academic Affairs at the relevant Academic Service Office soon after enrollment, and submit the complete Form, together with a transcript from the graduate school that has granted the credits, to the same Academic Service Office by the deadline announced at the new student orientation and on the bulletin board.

## (8) Approval of Credits for Courses Completed at Other Graduate Schools by Transfer Students Enrolling in the 3rd Year of the University's 5-Year Doctoral Programs

Since the credits are processed for approval on the basis of the transcript submitted for enrollment, a transfer student does not need to request approval. Please note that the University may ask for additional supporting documents or an interview if further clarification is needed regarding the credits before granting approval.

## (9) Graduate School Offices (Academic Service Offices)

The University of Tsukuba has the Academic Service Offices as administrative units for student services. These Offices receive request and application forms, offer guidance on course registration, and handle the procedures for tuition waivers and scholarships.

The table below shows the Academic Service Offices for the Graduate Schools and Programs. Please contact the relevant Academic Service Office if any issues related to student services arise.

The administrative offices of the Graduate Schools and Programs are also available for assistance.

### **【For Students Enrolled in 2020】**

Educational Organization	Academic Service Office	Location
Graduate School of Business Sciences, Humanities and Social Sciences Degree Programs in Humanities and Social Sciences	Humanities and Social Sciences Area	1A Building 3F
Graduate School of Business Sciences, Humanities and Social Sciences Degree Programs in Business Sciences; Law School Program; MBA Program in International Business	Business Sciences	Tokyo Campus (Bunkyo School Building 3F)
Graduate School of Science and Technology Degree Programs in Pure and Applied Sciences	Pure and Applied Sciences Area	1A Building 3F
Graduate School of Science and Technology School of Integrative and Global Majors Ph.D. Program in Empowerment Informatics	Systems and Information Engineering Area	3A Building 2F
Graduate School of Science and Technology Doctoral Program in Empowerment Informatics	Office of the Ph.D. Program in Empowerment Informatics	3A Building 2F
Graduate School of Science and Technology Degree Programs in Life and Earth Sciences; Joint Master's Degree Program in Sustainability and Environmental Sciences	Life and Environmental Sciences Area	2B Building 3F

Graduate School of Comprehensive Human Sciences Degree Programs in Comprehensive Human Sciences (Education; Psychology; Disability Sciences)	Human Sciences Area	2C Building 2F 2A Building 2F (after June 2020)
Graduate School of Comprehensive Human Sciences Degree Programs in Comprehensive Human Sciences (Neuroscience; Human Care Science; Public Health (Doctor); Sports Medicine; Physical Education, Health and Sport Sciences; Sport and Olympic Studies; Coaching Science; Art; Design; Heritage Studies); Joint Master's Program in International Development and Peace through Sport; Joint Doctoral Program in Advanced Physical Education and Sports for Higher Education	Art and Sport Sciences Area	5C Building 2F
Graduate School of Comprehensive Human Sciences Degree Programs in Comprehensive Human Sciences (Medical Sciences; Public Health (Master), Nursing Science)	Medical Sciences Area	4A Building 2F
Graduate School of Comprehensive Human Sciences Degree Programs in Comprehensive Human Sciences	International Joint Degree Master's Program in Agro-Biomedical Science in Food and Health (GIP-TRIAD) Office	4E Building 6F
Graduate School of Comprehensive Human Sciences Degree Programs in Comprehensive Human Sciences (Counseling; Counseling Science; Rehabilitation Science; Sport and Wellness Promotion)	Business Sciences	Tokyo Campus (Bunkyo School Building 3F)
Graduate School of Comprehensive Human Sciences Master's and Doctoral Programs in Informatics	Library, Information and Media Sciences Area	7B Building 2F
Graduate School of Science Technology Master's and Doctoral Programs in Life Science Innovation	Administrative Office for the School of Integrative and Global Majors	Laboratory for Advanced Research A 7F
Graduate School of Comprehensive Human Sciences Master's and Doctoral Programs in Life Science Innovation; Doctoral Program in Human Biology		
School of Integrative and Global Majors Ph.D. Program in Humanities,		

**【For Students Enrolled before 2019】**

Educational Organization	Academic Service Office	Location
Master's Program in Education	Human Sciences Area	2C Building 2F 2A Building 2F (after June 2020)
Graduate School of Humanities and Social Sciences	Humanities and Social Sciences Area	1A Building 3F
Graduate School of Business Sciences	Business Sciences	Tokyo Campus (Bunkyo School Building 3F)
Graduate School of Pure and Applied Sciences	Pure and Applied Sciences Area	1A Building 3F
Graduate School of Systems and Information Engineering School of Integrative and Global Majors Ph.D. Program in Empowerment Informatics	Systems and Information Engineering Area	3A Building 2F
Graduate School of Life and Environmental Sciences	Life and Environmental Sciences Area	2B Building 3F

<p>Graduate School of Comprehensive Human Sciences  Master's Program in Education Sciences; Master's Program in Psychology; Master's Program in Disability Sciences; Doctoral Program in Education; Doctoral Program in School Education; Doctoral Program in Psychology; Doctoral Program in Disability Sciences</p>	<p>Human Sciences Area</p>	<p>2C Building 2F  2A Building 2F (after June 2020)</p>
<p>Graduate School of Comprehensive Human Sciences  Master's/Doctoral Program in Art and Design; Master's Program in World Heritage Studies; Master's/Doctoral Program in Kansei, Behavioral and Brain Sciences; Master's Program in Physical Education, Health and Sport Sciences; Doctoral Program in Human Care Science; Doctoral Program in Sports Medicine; Doctoral Program in Physical Education, Health and Sport Sciences; Doctoral Program in Coaching Science; Doctoral Program in World Cultural Heritage Studies; Joint Master's Program in International Development and Peace through Sport; Joint Doctoral Program in Advanced Physical Education and Sports for Higher Education</p>	<p>Art and Sport Sciences Area</p>	<p>5C Building 2F</p>
<p>Graduate School of Comprehensive Human Sciences  Master's/Doctoral Program in Nursing Science; Master's Program in Medical Sciences; Doctoral Program in Biomedical Sciences; Doctoral Program in Clinical Sciences</p>	<p>Medical Sciences Area</p>	<p>4A Building 2F</p>
<p>Graduate School of Comprehensive Human Sciences  International Joint Degree Master's Program in Agro-Biomedical Science in Food and Health</p>	<p>International Joint Degree Master's Program in Agro-Biomedical Science in Food and Health (GIP-TRIAD) Office</p>	<p>4E Building 6F</p>
<p>Graduate School of Comprehensive Human Sciences  Master's Program in Lifespan Development; Master's Program in Sports and Health Promotion; Doctoral Program in Lifespan Developmental Sciences</p>	<p>Business Sciences</p>	<p>Tokyo Campus (Bunkyo School Building 3F)</p>
<p>Graduate School of Library, Information and Media Studies</p>	<p>Library, Information and Media Sciences Area</p>	<p>7B Building 2F</p>
<p>School of Integrative and Global Majors  Ph.D. Program in Human Biology  Master's/Doctoral Program in Life Science Innovation  Ph.D. Program in Humanics</p>	<p>Administrative Office for the School of Integrative and Global Majors</p>	<p>Laboratory for Advanced Research A 7F</p>

**(10) Classrooms**

The Course Catalog uses codes to indicate classrooms as shown in the table below. If you have any questions, contact the administrative office for the Graduate School or Program.

Classroom (Japanese)	Classroom (English)	Building and Floor
1D201	1D201	1D Building 2F, Room 201
4A204	4A204	4A Building 2F, Room 204
5C412	5C412	5C Building 4F, Room 412
7A203	7A203	7A Building 2F, Room 203
8A106	8A106	Master's Programs in Humanities and Social Sciences Building, Room 106
総合 A111	2Z111	Laboratory for Advanced Research A 1F, Room 111
総合 B110-1	3Z110-1	Laboratory for Advanced Research B 1F, Room 110
人社 A201	8E201	Institutes of Humanities and Social Sciences A 2F, Room 208
自然 B215	1K215	Institutes of Natural Sciences B 2F, Room 215
理科系 B107	B107 Nat. Sci.	Natural Science Building B 1F, Room 107
人間 A202	8C202	Institutes of Human Sciences A 2F, Room 202