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

Some courses are held during certain periods, for example, the Summer Session.

Refer to the table below and the academic calendar for the periods of the modules, start dates, and exam dates of AY 2022.

		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 13–August 2	Spring BC	May 25–August 2	Spring C	July 6–August 9
	Spring AB	April 13–June 28	Spring B	May 25–June 28	–	–
	Spring A	April 13–May 23	–	–	–	–
	Spring A module final exam date*: May 24 Spring AB module final exam dates: June 29–July 5 Spring ABC module final exam dates: August 3–August 9 Spring C module final exam date*: August 10					
Fall Semester	Fall ABC	October 1–February 7	Fall BC	November 11–February 8	Fall C	January 6–February 14
	Fall AB	October 1–December 21	Fall B	November 11–December 21	–	–
	Fall A	October 1–November 9	–	–	–	–
	Fall A module final exam date*: November 10 Fall AB module final exam dates: December 22–28 Fall ABC module final exam dates: February 8–14 Fall C module final exam dates*: February 15, 16					

*Spring A/C and fall A/C module final exams:

These dates are for exams in courses that are completed in the A or C modules; in general, courses where this does not apply will not be held on these dates. Students will be notified for each course regarding exam schedules, whether final exams are held on the official exam dates, etc. Please attend in accordance with the directions of the class instructor.

(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 period to the 8th period 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 number of class hours required are as below.

Lectures and Class Exercises: 15–30 hours per credit
Experiments, Practical Training, and 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

The catalog is updated at the beginning of each academic year. Please note that some new classes are not included and that 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) may be availed to find the latest information about courses and to view syllabi. Please see "(13) 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, with some courses using two or more of these teaching methods.

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

Code	Teaching methods		Code	Teaching methods
1	Lectures		5	Lectures and practical training, experiments, and practical exercises
2	Class exercises		6	Class exercises, practical training, experiments, and practical exercises

3	Practical training, experiments, and practical exercises		7	Lectures, class exercises, practical training, experiments, and practical exercises
4	Lectures and class exercises		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. Registrations for courses already scheduled for specific days of the week and periods in a semester must be made during the module's course registration period. Courses not scheduled for regular days of the week/periods include the following four types.

・Intensives: A class type held on a schedule of intensive sessions rather than on regular days of the week/periods. Notification will be given via the bulletin board, etc. when the course schedule is determined. Register within the course registration period listed in the notice.

・By request: A class type involving laboratory instruction in which the necessary instruction is provided as needed upon arrangement with the instructor during the student's long-term work on experiments or similar. Register within the course registration period for each module.

・By appointment: A class type for small seminars that are generally held on a regular schedule but may frequently be rescheduled due to the availability of the instructor, etc. Register within the course registration period for each module.

・NT: NT is an abbreviation of "Non-timetabled attendance is possible." The day/period of the class has not been set; however, please refer to the recommended day/period for attendance mentioned in the syllabus and take the class as planned while focusing on the report submission deadlines. Furthermore, you may take other classes for which the day/period coincides with the recommended day/period for the attendance of NT subjects. However, if you wish to simultaneously take other subjects, please ensure to carefully plan and consider in advance whether assignments for submission, etc., are compatible.

C. As a rule, courses wherefor 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 arm 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, obtain 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 to attend a course as the school's non-degree student. Contact the graduate school academic affairs arm 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 retake any course wherefrom you have already earned credits (i.e., completing the same course more than once).

H. The same registration code could be shared among multiple courses. Please make sure to use the code corresponding to your affiliation and the year you enrolled when you register for 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 "(12) 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 reissued because you have lost it or for any other

reasons, submit a request for reissue 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 might not correspond to the registration procedure. Contact the graduate school academic affairs arm of the relevant academic service office 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		Code	Subject Area
A	Major Subject		C	General Foundation Subject
B	Foundation Subject for Major		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 arm 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) Online Courses

(i) About Course Implementation Method:

The University of Tsukuba has classified the methods of conducting classes as follows since Fall Semester AY 2020.
About the implementation method for each course, the plan for the beginning of the academic year is described in the remarks column in the course catalog on the university homepage, and the latest information is described in the remarks column of KdB and the syllabus.
In addition, notifications may be posted on the Web bulletin board (TWINS).

1. Online (Asynchronous):
    The style that students can replace the face-to-face class partly or all by watching pre-recorded lecture videos and materials through manaba, etc., at a convenient time and in a place other than the classroom.
    However, the period of video release and assignments are set on the assumption that you will take the course on the day listed on the course catalog, so unless otherwise instructed, please take it on the same day as far as possible.

2. Online (Synchronous):
    In this method where the lesson is simultaneously distributed to a remote location using a Web conferencing system, etc., and students participate in the class in real time at a place other than the classroom where the lesson is held.

3. Face-to-face:
    It is conducted face-to-face in the classroom.

4. Others:

In case you are using multiple methods, the aforementioned is included in "Others." Please refer to the syllabus about details.

(ii) manaba

"manaba," a learning management system that creates a course page, can be used from the Web for each lesson, allowing teachers and students to share teaching materials, set assignments, and submit assignments. Once the course registration has been completed at TWINS, you will be able to access the courses you take the next day or later. In addition to sharing teaching materials, manaba plays a central role in conducting online lessons, such as watching video files and submitting assignments.

(iii) Software and hardware used in class

Our students can use a variety of Microsoft-provided services, including Teams, a groupware used in online classes, and Stream, a video distribution service. Moreover, to take online classes, terminals such as personal computers, tablets and smartphones, and communication lines are required. For more information on the procedures required to take online classes, please refer the "Online class guidance" section of the Academic Computing & Communications Center and Media Center. (https://www.cc.tsukuba.ac.jp/wp/remote-lecture-students/)

(iv) Handling of materials used in class

Students must not copy, reprint, or divert the materials distributed in the class, such as teaching materials, lecture videos, audio, etc., without permission.

(v) Regarding the response to COVID-19

Information is posted on the university website, so please check it from time to time.
(https://www.tsukuba.ac.jp/about/antidisaster-crisismanagement/covid-19/)

(7) 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. Some courses, as determined by each school or graduate school, may only provide P or F (Pass/Fail) grades. A+, A, B, C, and P are passing grades, and thus, the student earns the course credits. D and F are failing grades and credits are not granted. (The student's transcript shows courses wherefor they have earned credits by receiving A+, A, B, C, or P.)

[Scores required for the grades]
(1) A+: 90–100   A: 80–89   B: 70–79   C: 60–69   D: 59 or lower
(2) P: Pass; F: Fail

In courses offered over two semesters, a student's work is evaluated each semester and overall grading is 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

Grade evaluation can be confirmed on TWINS from the start date of grade reference setting for each module.

(iv) Inquiries about grade evaluation

If you have any inquiries or doubts about your grade evaluation, contact your teacher first. However, if you cannot solve the problem that way, ask the academic service office regarding the method of inquiry to the educational organization that conducting the course and fill in the designated form. Then, submit it to the academic service office.

(8) Approval of Credits Completed at Other Graduate Schools or Institutions Before Enrollment and Shortening the Academic Years Required for Graduation

(i) Approval of credits

The University of Tsukuba may approve up to 15 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 15 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) Shortening the academic years required for graduation

In case the graduate school and program recognize that the student has taken part in the curriculum based on the credits approved above, and comprehensively considering the number of credits, the period required for acquisition, the content of the lessons, etc., it may be counted as the period required for the graduation if it is within a year.

(Iii) How to request approval

To request approval for transfer credits, fill out the "Transfer Credit Request Form" available at the graduate school academic affairs arm of 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.

(Iv) Precautions for approval of credits

Credits earned at other graduate schools through study abroad or credit transfer after enrollment may be recognized as credits required for completion of the educational organization whereto the student belongs, up to a maximum of 15 credits each. The total number of credits cannot exceed 20 credits.

(9) 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.

(10) 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 After 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	2A Building 2F

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
 	
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 Humanics,
	Administrative Office for the School of Integrative and Global Majors	Laboratory for Advanced Research A 7F

【For Students Enrolled before 2019】

Educational Organization	Academic Service Office	Location
Master's Program in Education	Human Sciences Area	2A Building 2F
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
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	Human Sciences Area	2A Building 2F
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	Art and Sport Sciences Area	5C Building 2F
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	Medical Sciences Area	4A Building 2F

Graduate School of Comprehensive Human Sciences International Joint Degree Master's Program in Agro-Biomedical Science in Food and Health	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 Master's Program in Lifespan Development; Master's Program in Sports and Health Promotion; Doctoral Program in Lifespan Developmental Sciences	Business Sciences	Tokyo Campus (Bunkyo School Building 3F)
Graduate School of Library, Information and Media Studies	Library, Information and Media Sciences Area	7B Building 2F
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	Administrative Office for the School of Integrative and Global Majors	Laboratory for Advanced Research A 7F

(11) 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

（12）TWINSの利用にあたって　　　Use of TWINS

　TWINS(ついんず)とは、正式名称を「Tsukuba Web-based Information Network System」と言い、筑波大学の教育情報システムの愛称です。科目の履修登録や成績確認は、このシステムで行います。
TWINS is a nickname of the educational information system of the University of Tsukuba. Its official name is "Tsukuba Web-based Information Network System". Students can register courses and confirm their academic assessment via this system.

●ログインの方法　　How to login

TWINSは、Webブラウザで以下のURLにアクセスします。日本語か，英語かの選択をします。
You can access to TWINS via Web browser: You can choose the Japanese Pages or the English Pages.

https://twins.tsukuba.ac.jp/

ユーザ名は「学籍番号」です。パスワードは、入学時に配付している「統一認証システム初期パスワード」カードに記載されています。
Your username to login is the same as your student ID number and your initial password is written on the card "Unified Authentication System Password" which has been distributed to you.

●TWINS利用マニュアルへのアクセス　　How to access to the user's manual for TWINS.

マニュアルは、ログイン後の上部メニューからリンクしてありますので、使い方の詳細はそちらをご覧ください。（筑波大学のホームページ内「在学生の方へ」のページに移動します）
You can find the user's manual for TWINS from "Manual" button on the menu bar for details. (When you click the "Manual", it jumps to the university home page "Current students".)
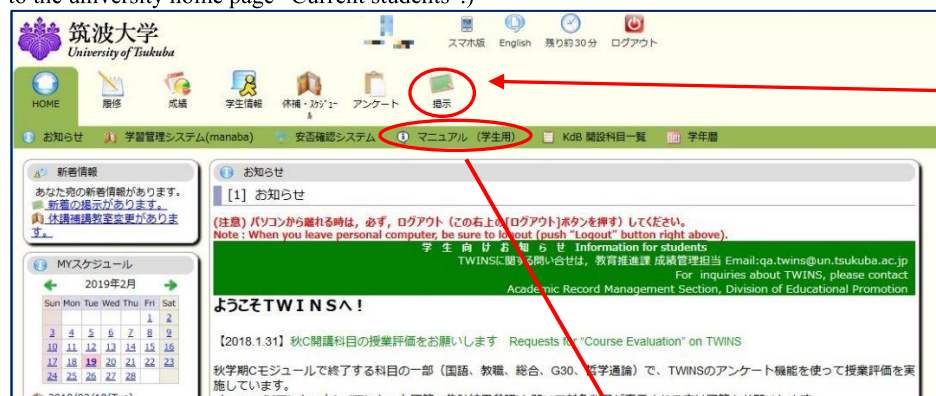
●Web掲示板システム
　ページ上部の「掲示」ボタンから、Web掲示板システム（TIPS）へ移動できます。

Web bulletin board system
　You can go to Web bulletin board system (TIPS) from "bulletin board" button.
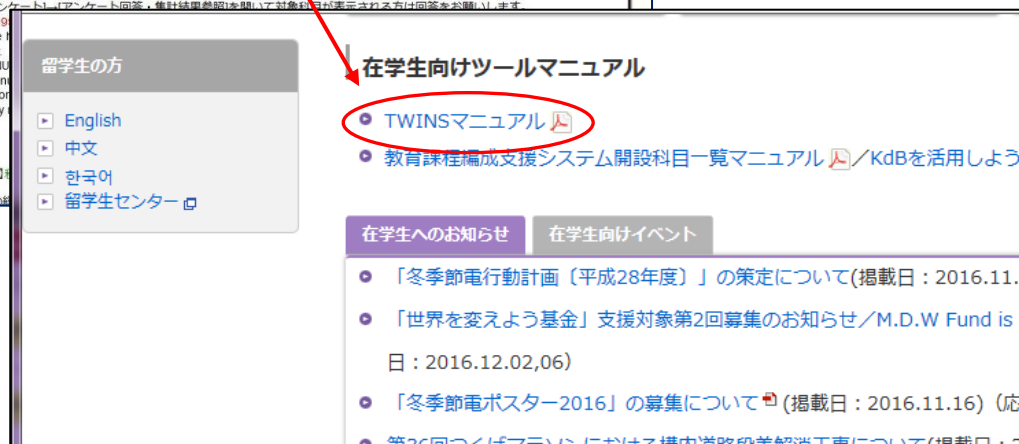
●TWINSに関する問い合わせ　　For more information about TWINS

　TWINSのシステムに関する質問等は、qa.twins@un.tsukuba.ac.jpへメールをお寄せください。 なお、履修申請や成績の内容については支援室教務担当へご相談ください。
We would like to get your feedback and inquiries at qa.twins@un.tsukuba.ac.jp. Please contact to academic service office regarding Subject register and academic records.

●TWINSによる履修申請の概略　　Outline of the course registration by TWINS

メニューから[履修]を選択して、 [履修登録・登録状況照会]を選択します。
From the Menu, choose the "Course", and then click on the "Course registration, Registration status" which is following the sub menu.

① 開いているタブが登録する科目のモジュールに合っているか確認してください。
Check the tab if it is appropriate module for the subject that you are registering.

② 曜日・時限が定まっている科目の登録は，その科目の開設曜日・時限の「未登録」の文字をクリックしてください。
Click "None" button for the module, day, and period of the course you want to register.

履修申請期間外には「未登録」をクリックしても何も起こりません。
Even if you click on "None" before or after the register period, nothing happens.

③ 曜日・時限が定まってない科目（集中講義）、通常の履修申請期間外に科目を登録するときは、[集中/その他の科目登録]ボタンをクリックしてください。
If and when registering for courses which are intensive or out of the given period of the registration, click on the "Register for intensive courses".

左の画面で、履修申請する科目の[科目番号]を入力し[登録]ボタンをクリックしてください。
On this left screen, enter the course code and click "Register" button.

上の画面に戻り、曜日・時限枠に登録科目が表示されていることを確認します。集中講義については，画面下部にある「集中授業など」欄に表示されています。
When the registration is completed, confirm the subject is displayed in a column of the day and that of the period.
Regarding the "Intensive course", the result is seen at the bottom of the screen.

④ 科目番号が分からない場合は、[科目番号検索]をクリックすると検索する事ができます。
If you don't know the course code, click the link "Course search".

科目検索では、検索条件設定画面が現れます。適宜、選択条件を組み合わせてご利用ください。
On the "Course Search", search condition menus are come out. Please set a subject along with appropriate combinations.

★検索条件指定時の注意点
Attention to Search Condition

1. 担当教員または開講時期が未定の科目は、開設授業科目一覧に掲載されていても、TWINSでは検索結果にも表示されません。担当教員・開講時期の決定後に、TWINSに登録され履修申請できるようになります。

2. 開設所属には学群やセンターを指定します。学類や主専攻による絞込みはできません。
開設所属が判らない場合は、「指示なし」に変更して検索をやり直してください。

3. 設置区分、開設所属、学期、曜日、時限、標準履修年次が、自身の所属年次などから自動で設定されています。必要に応じて変更してください。

1. Some courses, the class supervisor / the instructor or the semesters are yet to be determined, which exist on a course list as a designated subject. Those courses are, however, not recorded on TWINS, thus the screen does not reflect on the search results at that time. In that case, the course registration is available after the pending conditions (such as the class supervisor/ the instructor or the semester) are settled.

2. The Course Affiliation is assigned to the school or the center. Narrowing the target by the college or the major is not possible for the search.

3. "Setup Category", "Course Affiliation", "Term", "Day", "Period" and "Regular year level of course" are automatically set according to your enrolment school year or the other information. Thus, please change the items in case of the needs.

[検索]ボタンをクリックすると、次の様に検索結果の一覧が表示されます。その中から履修する科目名を選択すると、元の画面に戻り、当該科目の科目番号が入力されています。以降は科目番号を直接入力した時と同じです。

When you click the search button, a list for course search is appeared as you can see on your left hand side. Choose an intended subject, then the screen comes back to the original (see the chart below) with the course code.
After the above operation, conduct the same procedure as you directly input the code.

右に履修登録期間後の登録結果例を示します。
Course registration result:
A screen shown on your right hand side is an example of a course registration result after the due date.

　履修申請を取り消す場合は，時間割形式で表示されている登録済科目の科目番号をクリックしてください。
　削除確認画面が現れるので、内容を確認して[削除]ボタンをクリックしてください。
In the case where you cancel a course registration, click on the "Course Code" on a class schedule table you've already input at the moment.
Once the confirmation screen appears, click on "Delete" to cancel the registration.

　履修科目の追加・削除は、その科目の履修申請期間内であれば、何度でも行うことができます。
　Additions and deletions of your courses can be performed repeatedly within a period of the course registration.

　登録科目の色の違いは、黄色の科目は単一モジュール開講科目であることを表し、オレンジ色の科目は複数モジュール開講の科目であることを表しています。
　Color coding for the registration subjects:　Yellow: Single module / Orange: Multiple modules

●TWINSによる事前登録について　　About pre-registration by TWINS
　別刷にて事前登録・受講調整についての説明リーフレットを配布していますので、参照してください。
　Regarding Pre-Registration / Course Registration Adjustment, please refer to the leaflet we have distributed to explain that.

●証明書の発行について　Issuance of Certification

　TWINSは、各種証明書を提供しています。学割証、在学証明書、成績証明書、健康診断書，卒業見込証明書等です。
　在学生は、学内各所に設置してある証明書自動発行機を使用できます。証明書は、皆さん自身でログインして発行します。発行機の設置場所は、各支援室、スチューデントプラザ、大学会館、下田臨海実験センター、菅平高原実験センターで、設置場所毎に稼動時間に違いがありますが、どの発行機でも同じものを発行できます。

　TWINS provides various certificates such as Student discount certificate, Certificate of Enrollment, Transcript of Academic Record, Health Certificate and Certificate of Expected Graduation. When the current student needs to obtain the certificates, please operate an "Automatic Certificate Issuing Machine" by yourself. The machines are placed on the campus.

　Issuing machines:
　The setting places of the machines are Academic Service Offices, Student Plaza, University Hall, Shimoda Marine Research Center and Sugadaira Montane Research Center. The operation-hour of the machines is different in each setting place, but available form of the certificates is the same.

証明書自動発行機の設置場所 The installation locations of issuing machines.

設置場所 The installation location	標準の利用時間 Operating time	紙切れ等の問い合わせ Contact for out of paper and so on
第3エリア　3A棟2階　支援室内 In the Academic service office (3A, 2F), *Dai-san* area.	月曜～金曜 Monday – Friday 9:00～17:00	システム情報エリア支援室 学群教務 Undergraduate courses educational affairs, Academic Service Office for the Systems and Information Engineering Area.
第2エリア　2B棟3階　支援室内 In the Academic service office (2B, 3F), *Dai-ni* area.		生命環境エリア支援室 学生支援 Student affairs, Academic Service Office for the Life and Environmental Sciences Area.
第2エリア　2C棟4階　人間エリア支援室前スペース The space in front of the Office for Human Sciences Area. (2C 4F), *Dai-ni* area.		人間エリア支援室 学群教務 Undergraduate courses educational affairs, Academic Service Office for the Human Sciences Area.
第1エリア　1A棟3階　支援室内 In the Academic service office (1A, 3F), *Dai-ichi* area.		人文社会エリア支援室　学群教務 Undergraduate courses educational affairs, Academic Service Office for the Humanities and Social Sciences Area.
第1エリア　1D棟2階　スチューデントプラザ エントランスホール Entrance hall, Student Plaza (1D, 2F), *Dai-ichi* area.	月曜～金曜 Monday – Friday 9:00～21:00	学生生活課 学生企画チーム Students planning section, Division of Student Welfare.
大学会館エリア 9P棟2階　事務室内 In the office of bild. 9P 2nd floor, *Daigaku-kaikan* area	月曜～金曜 Monday – Friday 9:00～17:00	学生交流課（1A101） Division of Student Exchange, Department of Student Affairs.
体芸エリア 5C棟2階 支援室内 In the Academic service office (5C, 2F), *Tai-gei* area.		体育芸術エリア支援室 学生支援 Student affairs, Academic Service Office for the Art and Sport Sciences Area.
医学医療エリア 4A棟2階 エントランスホール Entrance hall In bild. 4A 2nd floor, *Igaku-iryou* area.		医学医療エリア支援室 学生支援担当 Student Support, Academic Service Office for the Medical Sciences Area
春日エリア 7B棟2階 学生支援室内 In the Student Support Section (7B, 2F), *Kasuga* area.		図書館情報エリア支援室 学生支援係 Student Support Section, the Academic Service Office for the Library, Information and Media Studies Area.
東京キャンパス 文京校舎3階334 社会人大学院等支援室内 In the Academic service office for the Business Sciences Area (3F #334), Tokyo Campus.	火曜～金曜 Tuesday – Friday 10:00~21:10 土曜　Saturday 10:00~20:00 月曜　Monday 10:00~18:30	社会人大学院等支援室 教務担当 Academic Service Office for the Business Sciences Area.
下田臨海実験センター 第一研究棟1階 事務室内 In the office, *Dai-ichi-kenkyut-tou* (1F), Shimoda Marine Research Center.	月曜～金曜 Monday – Friday 9:00～17:00	下田臨海実験センター 事務係 Office for the Shimoda Marine Research Center.
菅平高原実験センター 事務室内 In the office, Sugadaira Montane Research Center.		菅平高原実験センター 事務室 Office for the Sugadaira Montane Research Center.

（13）教育課程編成支援システムマニュアル（学生用）
Curriculum Scheduling Support System Manual (For Students)

1. 教育課程編成支援システムとは

教育課程編成支援システム (KdB) は筑波大学で開講される授業科目の情報を管理・公表するデータベースです。授業科目の情報等は、以前は教育組織ごと・年度ごとに Excel で作成し、印刷物として配布したり、各学群等のホームページで公開したりするなどされていました。一体のデータベースとして公開することで、データの一貫性や更新性を高めることを目指しています。

Web ブラウザを起動して https://kdb.tsukuba.ac.jp にアクセスしてください。サポートしているブラウザは IE/Firefox/Chrome/Safari の各最新版と一つ前のメジャーバージョンです。

日本語・英語の表示切り換え

アクセス直後の標準画面は日本語表記ですが、画面右上の[English]ボタンを押すと英語表記に変わります。

1. What is the Curriculum Scheduling Support System

The Curriculum Scheduling Support System (KdB) is a database that manages/publishes information regarding courses offered at the University of Tsukuba. As of now, it has been created in excel by each educational organization every academic year and distributed in print, however we are striving to integrate the databases to enhance the consistency and renewability of the data.

Please launch a web browser and access https://kdb.tsukuba.ac.jp. Supported browsers are the latest and second latest versions of Internet Explorer/Firefox/Google Chrome/Safari.

Switching Displayed Languages between Japanese/English

When you first access the website the page will be displayed in Japanese, but you can select the [English] at the top right of the screen to change to English.

2. 科目の検索と科目一覧のダウンロード

科目検索

科目の検索を行うには、検索条件を指定し、「検索」ボタンをクリックします。指定できる検索条件は、

① 年度（指定必須）
② 学期（部分一致；指定したモジュールを開講時期に含む科目が表示されます）
③ 曜日（部分一致；指定した曜日を開講曜日に含む科目が表示されます）
④ 時限（部分一致；指定した時限を開講時限に含む科目が表示されます）
⑤ 教室（指定した教室で実施する科目が表示されます）
⑥ コースカタログ（選択した科目のまとまりに属する科目が表示されます）
⑦ キーワード検索（入力したキーワードに合致する科目が表示されます）
⑧ チェックボックス
　　□概要・シラバスを含む（概要・シラバス情報も含めて表示する場合にチェック）
　　□英語で実施（英語で授業を行う科目を表示する場合はチェック）
　　□科目等履修生対象（科目等履修生が申請可能な科目を表示する場合にチェック）

□短期留学生対象（短期留学生が申請可能な科目を表示する場合にチェック）

□当該年度開講しない科目を除く（当該年度に開設する科目のみ表示する場合にチェック）

の8種類です（図1）。1つ以上の条件を指定して検索ボタンをクリックすると、全ての条件を満たす科目だけが表示されます（図2）。

2. Course Searches and Downloading the Course List

Course Search

By specifying the search criteria and clicking the "Search" button, the relevant courses will be displayed. You can refine your search through the following 8 criteria. (Figure 1)

① Academic year (specification is required)

② Term/Module (partial match; courses that are offered within the specified module will be displayed)

③ Day (partial match; courses that are offered within the specified day of the week will be displayed)

④ Period (partial match; courses that are offered within the specified time period will be displayed)

⑤ Classroom (Courses held in the specified classroom will be displayed)

⑥ Course catalogue (Courses belonging to the specified group will be displayed)

⑦ Keyword Search (Courses that match with the keyword will be displayed)

⑧ Checkbox

 □ 概要・シラバスを含む"Include outline・syllabus" (check if you want to display the outline and the syllabus information)

 □ 英語で実施"Conducted in English" (check if you want to display the Conducted in English)

 □ 科目等履修生対象"For Credited Auditors" (check if you want to display the courses that allows Credited Auditors to apply)

 □ 短期留学生対象" Courses open to Exchange student" (check if you want to display the Courses open to Exchange student to apply)

 □ Except for the courses that will not be opened in the Academic Year（Put a check if you want to display only the courses that will be opened in the Academic Year.）

If you specify more than one criterion and hit the search button, only the courses that meet all of the specified criteria will be displayed. (Figure 2) To be able to create a timetable at the same time, a timetable tab for each module will be added at the upper middle section of the screen, and on the right side of the screen, an overview timetable will be displayed.

図 1 検索の画面

Figure 1 The Search Screen

科目検索

1) 「年度」欄には初期値として現在の年度が入力されています。通常は操作の必要はありませんが、年度の入力は必須であり、複数年度にまたがる検索をすることはできません。

2) その他の検索条件をプルダウンメニューから選択してください。たとえば「学期」をクリックすると、学期のプルダウンリストが表示されるので、条件としたいモジュール（「春A」など）を選択します。「コースカタログ」は科目一覧等の目次に相当する見出しが階層的に表示されるので、表示したい見出しをクリックしてください。右三角のアイコンをクリックすると見出しの次の階層が表示されます。検索条件を解除する際は、右下の「クリア」ボタンをクリックします。

3) 「検索」ボタンをクリックします。

1. To search for a course held at a given year, place your cursor over the "year" column and enter the year. However, since the initial value in the column will be the current year, usually this step is not necessary. There must be a year in that column and it cannot perform searches across multiple years.

2. Please select other search criteria with the pull-down menu. For instance, if you click on the "semester selection", a pull-down list will be displayed and you can select the desired module (such as "Spring A"). For the requisite, headings that correspond to the subject list's table of contents will be displayed hierarchically. If you click on the triangle on the right, the next hierarchy of headings will be displayed. When you want to cancel a search criterion, click on the "Clear" button at the lower right of the screen.

3. Click on the "Search" button.

図 2 検索実行後の画面

Figure 2 Search Results Screen

科目一覧のダウンロード

1) 画面中央下部の「科目一覧ファイル形式」から EXCEL 形式（Office Open XML 形式。以下、XLSX 形式）と CSV 形式のいずれかを選択します。CSV 形式は Shift JIS コードで保存されるので、一部の人名等が正しく表示できない場合があります。

2) 「科目一覧ダウンロード」ボタンをクリックします。

3) ブラウザが「kdb_yyyymmddhhmmss.xlsx」(yy…ssは年月日時分秒) または「kdb_yyyymmddhhmmss.csv」というファイル名で表示中の科目一覧をダウンロードします。ブラウザによっては、「保存」するか、アプリケーションで「開く」かをこの時点で選択します。

Downloading the Course List

1. Select either CSV format or EXCEL format (XLSX format of Office Open XML) from the course list from the lower center of the screen. Since the CSV format is stored in a Shift JIS code, there may be times where a person's name cannot be displayed correctly.

2. Click the "Download Course List" button.

3. The browser will download the course list with the file name "kdb_yyyymmddhhmmss.xlsx" or "kdb_yyyymmddhhmmss.csv" (yy…ss being the year, month, day, hour, minute, second). Depending on the browser, it should give you an option to "save" or "open" the file at this point.

シラバスの表示

科目一覧画面から各科目のシラバスを表示させることができます。

1) シラバスは、参照欄の「シラバス」がリンクになっています。「シラバス」をクリックすると新しいタブを開いてシラバス本文が表示されます（図3）。なお、シラバスが作成されていない科目は「シラバス」がグレーアウトで表示され、クリックできない様になっております。

2) 最初に表示されるシラバスは、年度途中における実施内容の変更を反映した「最新版」です。「公式版のシラバスを表示」リンクをクリックすると、年度当初に公開した「公式版」のシラバスが表示されます。

Displaying the Syllabus

If the educational organization is using the syllabus function in KdB, you can display the syllabus for each course from the course list

1. Syllabus is linked to the "Syllabus" in the reference column. When Click "Syllabus", open a new tab and display the text of the syllabus. (Figure 3) Additionally, the subject that syllabus has not been created is displayed in gray out and cannot be clicked.

2. The syllabus displayed first is the "latest version" that reflects the changes for the detail of implementation in the middle of the Academic Year. If you click the link "Display the Syllabus Official Version", the official version released at the beginning of the year will be displayed.

シラバスのダウンロード

1) 「シラバスダウンロード」ボタンをクリックします。

2) ブラウザが「syllabus_yyyymmddhhmmss.pdf」（yy…ss は年月日時分秒）というファイル名で表示中の科目全てのシラバスをダウンロードします。

※ダウンロードできるのは、「公式版」のシラバスです。

Downloading the Syllabus

1. Click the "download the syllabus" button.

2. The browser will download all the syllabus for all the courses displayed on the screen with the file name "syllabus_yyyymmddhhmmss.pdf" (the yy…ss is year, month, day, hour, minute, second)

* The syllabus that you can download is the version on the "official website".

図 3 シラバス表示画面

Figure 3 Syllabus Display Screen