

# Important Notes for Course Registration

## (1) Semester and Module

The University of Tsukuba implements the Spring/Fall Semester system and those semesters consist of 6 modules.

The period of each semester is as follows:

Spring Semester: 1st April ~ 30th September

Fall Semester: 1st October ~ 31st March

Spring A, B and C comprise Spring Semester. Fall A, B and C comprise Fall Semester. For each period of modules, the first day of the class, the examination day, etc., please refer to the Academic Calendar.

## (2) Course Timetable

Each course period is as follows (one period=75 minutes):

【Tsukuba Campus】 Monday to Friday

Period	Time	Break
1 <sup>st</sup> Period	8:40 ~ 9:55	9:55 ~ 10:10
2 <sup>nd</sup> Period	10:10 ~ 11:25	11:25 ~ 12:15
3 <sup>rd</sup> Period	12:15 ~ 13:30	13:30 ~ 13:45
4 <sup>th</sup> Period	13:45 ~ 15:00	15:00 ~ 15:15
5 <sup>th</sup> Period	15:15 ~ 16:30	16:30 ~ 16:45
6 <sup>th</sup> Period	16:45 ~ 18:00	

Course hours under the Special Provision on Educational Method Stipulated in Article 14 of the Standards for Establishment of Graduate Schools

7 <sup>th</sup> Period	18:00 ~ 19:15	19:15 ~ 19:20
8 <sup>th</sup> Period	19:20 ~ 20:35	

【Tokyo Campus】 Tuesday to Saturday

Tuesday to Friday : 7<sup>th</sup> ~ 8<sup>th</sup> Periods

Saturday to Sunday : 1<sup>st</sup> ~ 8<sup>th</sup> Periods

Period	Time	Break
1 <sup>st</sup> Period	8:55~10:10	10:10~10:20
2 <sup>nd</sup> Period	10:20~11:35	11:35~11:45
3 <sup>rd</sup> Period	11:45~13:00	13:00~13:45
4 <sup>th</sup> Period	13:45~15:00	15:00~15:10
5 <sup>th</sup> Period	15:10~16:25	16:25~16:35
6 <sup>th</sup> Period	16:35~17:50	17:50~18:20
7 <sup>th</sup> Period	18:20~19:35	19:35~19:45
8 <sup>th</sup> Period	19:45~21:00	

### (3) Credit

1 unit of credit normally requires 45 hours of academic work. The calculation criteria are as follows:

Lectures/Class Exercises	15 to 30 hours	1 credit
Training/Lab Experiments/Practical Application	30 to 45 hours	1 credit

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

### (4) Grading and Examinations

#### ① Grading

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

【Grade evaluation criteria】

A+: 90~100 points    A: 80~89 points    B: 70~79 points    C: 60~69 points

D: 59 points or lower

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

#### ② Examinations

Examinations include final examinations held during the examination period, examinations held in class during the semester, and reports.

### (5) Key to the Course Catalogue

(Example)

Course Number	Course Name	Course Type	Credits	Standard Academic Year	Course Offering	Weekday and Period	Classroom	Instructor	Course Overview	Remarks
AB10191	Philosophy	1	1.0	1	Spring A・B	Tue.6	1D204	Taro Tsukuba	The aim o ...	G-course online

Letters and numbers indicate organization, classification, and field.

Classes are conducted in lecture format.

Standard academic year to take the course

Classes will be held in Spring A・B, on Tuesdays during 6th period.

Classes will be held in Room 204 in 1DBldg.

Please note that there are various descriptions of course requirements and class conduct.

For some classes, the class period is not yet determined as shown below. Please check with the organization that established the course for the schedule and other information. After enrollment, you can check the web bulletin board (TWINS, Kdb), etc.

- Intensive Course : A type of class in which the class period is not regular, but concentrated to some extent.
- By request : A type of class in which students are instructed in experiments for a long period of time and receive guidance as needed through coordination with the instructor.
- By Appointment : A type of class in which the content is similar to a seminar for a small number of

students and is generally held on a regular basis, but the date and time may be changed due to circumstances of the instructor.

- 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.

Please note that even if the Credited Auditors are unable to attend classes of which schedule determined after the enrollment procedure, they cannot change the courses taken and the enrollment fee and the tuition will not be refunded.

Course methods can be lectures, class exercises, experiments, etc. There are courses that implement two or more methods. The different course methods in the course catalogue are listed below.

Code	Course type
1	Lectures
2	Class Exercises
3	Training/Lab Experiments/Practical Application
4	Lecture and Class Exercises
5	Lecture and Training/Lab Experiments/Practical Application

Code	Course type
6	Class Exercises and Training/Lab Experiments/Practical Application
7	Lectures and Class Exercises and training/Lab Experiments/Practical Application
8	Graduation Thesis, Graduation Research, etc.
0	Others

## (6) Classrooms

The following abbreviations specify classrooms and laboratories. If you have further questions, please contact each Academic Service Office.

Example:

Classroom	Location
1D201	1D Bldg., 2 <sup>nd</sup> Floor
2B507	2B Bldg., 5 <sup>th</sup> Floor
3A412	3A Bldg., 4 <sup>th</sup> Floor
4B211	4B Bldg., 2 <sup>nd</sup> Floor
9L101	International Lecture Bldg., 1 <sup>st</sup> Floor
9P209	9P Bldg. (University Hall Bldg. C) 2 <sup>nd</sup> Floor
CA310	Center for Education of Global Communication (CEGLOC) Bldg. A, 3 <sup>rd</sup> Floor

## (7) How to conduct classes

From the fall semester onward starting in the 2020 academic year, classes are categorized according to the following methods.

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 convenient time and a place other than the classroom. However, the period of video released and assignments are set on the assumption that you will take the course on the day listed on the course catalogue, so unless the case otherwise instructed, please take it on the day as much as possible.
2	Online (synchronous)	This is a method in which 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	another	In case that using multiple methods above is included in "Others". Please refer to the syllabus about details.

- For information on how to take online classes, please visit the " Online class guidance" website of Academic Computing & Communications Center, University of Tsukuba.  
([https://www.cc.tsukuba.ac.jp/wp\\_e/remote-lecture-students/](https://www.cc.tsukuba.ac.jp/wp_e/remote-lecture-students/))
- Unauthorized reproduction, reprinting, or diversion of course materials, lecture videos, etc. used in classes are prohibited.
- Information on the University's response to the new coronavirus infection is posted on the University's website, so please check there as needed.  
(<https://www.tsukuba.ac.jp/en/important-notice/20201202174500.html>)