

I Academics

I Academics

1 Registration Planning

The Undergraduate School Rules and the School Specific Regulations in Regard to Registration stipulate courses and credits required for graduation. Course registration involves a process to fulfill academic standards and earn credits by registration, course attendance, academic performance, and examinations, as well as an academic paper.

The University of Tsukuba offers various academic courses for students. In order to substantially achieve educational goals, students must map out a systematic registration plan concerning academic objectives to aim at a focused major and to earn the credits required for graduation.

(1) Course Registration Guidebook

In terms of scholastic pursuits, this Course Registration Guidebook intensively compiles essential academic information, such as graduation requirements, curricula, registration procedures, general academic guidelines and regulations, for students enrolled in the University of Tsukuba in 2021. In addition to the freshman orientation, please make sure to occasionally familiarize yourself with this Guidebook regarding course registration and other procedures involved with academic and student affairs.

For any further questions or concerns, please contact the class instructor or visit each Academic Service Office. The University of Tsukuba distributes the Course Registration Guidebook only at the time of admission; however, some changes in the contents may be posted on the Bulletin Board (TWINS) (the electronic bulletin board of the Schools and Colleges for students), as necessary.

(2) Course Catalogue and Syllabi

Course Catalogue

The Course Catalogue provides information on all offered courses, such as course numbers, credits, teaching methods, standard academic years for registration, semesters offered, meeting days and periods, instructors, outlines, classrooms, and so forth. The catalogue is also available online at the university website <https://www.tsukuba.ac.jp/en/academics/ug-courses-openclass/>. In order to decide upon and register for the courses, it is published annually and distributed to all students at the beginning of every academic year. Please be especially cautious, as numbers, days, and periods of offered courses may not necessarily be the same every year. Also, The Curriculum Scheduling Support System (KdB) <https://kdb.tsukuba.ac.jp/> is a database that manages/publishes information regarding courses and syllabi offered at the University of Tsukuba. For how to use, please refer to The Course Catalogue.

Syllabi

Syllabi provide the outlines of courses for students to improve enthusiasm for learning and understand the learning content prior to actually taking the courses. Syllabi are available online at the Curriculum Scheduling Support System (KdB) <https://kdb.tsukuba.ac.jp/> or the university website <https://www.tsukuba.ac.jp/en/academics/ug-courses-openclass/>. In the Curriculum Planning Support System (KdB), you can browse the syllabi of the "official version" published at the beginning of the year and the "latest version" that reflects the changes in the course of the year. Please be sure to refer to **the latest version** of the syllabus when you check the information.

General contents of the syllabi:

Course Numbering Code / Course Number, Course Name, Instructional Type, Standard Registration Year, Term, Meeting Days, Period, etc., Credits, Instructor Name, Teaching Fellow and/or Teaching Assistant, Office Hours and Contact Information, Relation to Degree Program Competences, Course Objectives (Learning Outcomes), Relation to Other Courses, Course Prerequisites, Course Overview, Course Keywords, Class Schedule, Course Hours Breakdown and Out of Class Learning, Grading Philosophy, Course Requirements and Supplements, Textbooks, References, and Supplementary Materials, Other (Behavioral expectations and points to note for students during coursework)

Office Hours

Course instructors arrange a certain period of time for students to visit them in order to answer the students' inquiries and to consult about coursework. In cases where instructors specify their office hours on the syllabus (i.e., what days and times they are available for consultation, etc.) students may visit the instructor's office during the specified times without any prior appointments. The University of Tsukuba expects students to willingly take advantage of office hours to further improve their learning outcomes.

For more details about office hours, please refer to the Course Catalogue and Syllabi.

2 Outline of the University of Tsukuba Undergraduate Program

The University of Tsukuba integrates courses in the liberal arts (General Foundation Subjects) and professional subjects (Major Subjects and Foundation Subjects for Major) in order to achieve a multidisciplinary curriculum.

In accordance with individual academic competencies, aptitudes, career goals, and interests in specific fields of study, students should carefully follow advice and guidance from class instructors in determining their focused major areas of study. In addition to focused study in their major areas, the curriculum at the University of Tsukuba is organized so as to allow students to take courses in fields adjacent or related to their majors.

(1) Schools and Colleges Offering the English Programs and Degrees Conferred

| English-Program Name | School | College (School) | Major | Degree |
|--|--|---|--|---|
| Undergraduate Program of International Social Studies | School of Social and International Studies | College of Social Sciences | International Social Sciences | Bachelor of Arts in International Social Sciences |
| | | College of International Studies | | |
| Interdisciplinary Program in Life and Environmental Sciences | School of Life and Environmental Sciences | College of Biological Sciences | Interdisciplinary Program in Life and Environmental Sciences | Bachelor of Science |
| | | College of Agro-Biological Resource Sciences | | Bachelor of Bioresource Science |
| | | College of Geoscience | | Bachelor of Science |
| Bachelor's Program in Interdisciplinary Engineering | School of Science and Engineering | Bachelor's Program in Interdisciplinary Engineering | Interdisciplinary Engineering | Bachelor of Engineering |
| Undergraduate Medical Science Program for International Students | School of Medicine and Health Sciences | College of Medical Sciences | International Medical Science Course | Bachelor of International Medical Sciences |
| Bachelor's Program in Global Issues | School of Integrative and Global Majors | Bachelor's Program in Global Issues | Interdisciplinary | Bachelor of Arts and Science |

(2) Approval for Scholastic Advancement to the Next Academic Year

Some Schools or Colleges determine a student's eligibility for scholastic advancement to the next academic year in accordance with the student's level of course completion. A list of those students permitted to advance will be posted on the bulletin boards. If students fail to gain approval for scholastic advancement to the next academic year, they should immediately consult with the class instructor.

(3) Graduation Approval

Students who fulfill graduation requirements and earn credits required for graduation will be approved for graduation by the Education Council of the School and College. The results of graduation approval decisions will be posted on the Bulletin Board (TWINS). Students who fail to fulfill graduation requirements will need to complete additional course work during the next academic year. Please consult the class instructor as soon as possible.

(4) Graduation Requirements

For students who have been enrolled for at least four years and have completed all required courses specified by each School, the Education Council of the School and College will hold convocation, and the President will approve graduation and confer bachelor's degrees.

(a) Academic Years Required for Graduation

The academic years required for graduation are the length of time needed for graduation. Time for leave of absence or suspension from school will not be included. If the period of suspension is less than one month, it may be counted as part of the school years required for graduation.

(b) Courses and Credits Required for Graduation

In order to graduate from the University of Tsukuba, students must complete the required courses specified by each School and College in accordance with the Undergraduate School Rules and the School Specific Regulations in Regard to Registration. For more details regarding the courses and credits required for graduation, please refer to the School Specific Regulations for each School from page 106 to 142.

The credits earned by other universities prior to admission shall be considered as credits taken at the University of Tsukuba if the university deems it instructive from an educational perspective based upon applicable curriculum. In this case, the method of taking credits required for graduation shall be the same for the students in the same enrollment year. (Undergraduate School Rules and Specific Regulations in Regard to Registration are applied. (Refer to the table below.)

| Transfer Admission Academic year | Enrollment year | Applicable curriculum |
|-------------------------------------|-----------------|---|
| 2nd Year | 2021 | <ul style="list-style-type: none">• Same as the first year enrollment in 2020• Undergraduate School Rules and Specific Regulations in Regard to Registration |
| | 2022 | <ul style="list-style-type: none">• Same as the first year enrollment in 2021• Undergraduate School Rules and Specific Regulations in Regard to Registration |
| 3rd Year | 2021 | <ul style="list-style-type: none">• Same as the first year enrollment in 2019• Undergraduate School Rules and Specific Regulations in Regard to Registration |
| | 2022 | <ul style="list-style-type: none">• Same as the first year enrollment in 2020• Undergraduate School Rules and Specific Regulations in Regard to Registration |
| | 2023 | <ul style="list-style-type: none">• Same as the first year enrollment in 2021• Undergraduate School Rules and Specific Regulations in Regard to Registration |

(c) Graduation Research Project and Thesis

Students of some Schools or Colleges must complete a graduation research project or thesis as a required subject. In this case, students are required to complete research demonstrating or expanding upon their studies, and prepare this research project (thesis) for submission in the final year at the University.

In order to formally start the graduation research project, students must meet the course registration conditions set by each School and College.

Details regarding the graduation research project, such as submission procedures of the thesis topics will be posted on the bulletin boards.

(5) Maximum Credit Limit for Course Registration

The University of Tsukuba allows students to register for up to 45 credits per year (only for courses eligible for credits required for graduation). Students who earn certain credits with excellent marks may be approved to exceed the maximum number of credits for registration in the following semester and the next academic year. For more details on the standards and procedures of maximum credit limits and for procedures for course registration exceeding maximum credit limits, please follow the guidance of the class instructor.

(6) Approval for Early Graduation (Students Attending University for Over Three Years)

If students wish to graduate early and if they have completed the required course credits with excellent marks which deserve graduation under the established standard of academic achievement, the University of Tsukuba may exceptionally approve early graduation with a minimum of three years enrollment duration. Each School Specific Regulations in Regard to Registration stipulates the criteria for the approval of early graduation. For more details on the procedures for early graduation, please follow the guidance of the class instructor.

3 Undergraduate Curriculum

The undergraduate curriculum is systematically developed to meet the academic goals of each School and College. Courses are organized in accordance with Subject Areas and are further divided into Required Courses, Core Electives, and Free Electives. The curriculum is designed with the aim of preparing students with academic knowledge focused on their major areas of study, a wide range of academic intelligence, and rich humanity.

(1) Subject Areas and Contents

| Subject Area | | Course Overview | Credits for Graduation Requirement |
|-------------------------------|--|--|--|
| Major Subjects | | Professional courses for focused majors | Assigned by School and College |
| Foundation Subjects for Major | | Basic courses for study of focused majors | Assigned by School and College |
| General Foundation Subjects | Multidisciplinary Subjects (Excluding Bachelor's Program in Global Issues) | This subjects help first-year students adapt to new learning environments and to autonomously start setting their career goals. Furthermore, it will prepare a solid intellectual foundation to advance to specialized fields by thinking about the way of learning and relation with oneself from a wide variety of viewpoints. | 3 or more (Depends on each school and college) |
| | Multidisciplinary Subjects (Only for Bachelor's Program in Global Issues) | I: Introductory Subjects specifically offered for the year of admission | 2 |
| | | II: Engage in a broader view of human lives, academic perspectives, and develop interests in learning activities | 5 |
| | | III: Based on General Foundation Subjects, Foundation Subjects for Major for Freshman year students and sophomore year students, and Major subjects for sophomore year students and junior year students, cultivate a wide view for social contribution, methodical way of seeing, internationalism, and adaptive skills | 1 |
| | Physical Education | Explore lifelong sports, acquire practical skills in sports, manage health conditions, and improve physical strength | 2 |
| | Foreign Languages | Japanese: Improve Japanese language proficiency and thereby deepen student's understanding of Japanese culture and society English: Improve language proficiency as English General Academic Purposes (EGAP), and study English as a Lingua Franca (ELF) on a practical level. Those efforts lead to improve working knowledge of English in international and external academic researches and a social situation. | 1 st Foreign Language: 4 2 nd Foreign Language: Specified by School and College |
| | Information Literacy | Engage in basic skills of information | 4 |
| | Art | Inspire skills of art appreciation and creative activities | Specified by School and College |
| Specific Foundation Subjects | | <p>◆ interdepartmental course: Courses designated as "interdepartmental courses" are selected courses taught in English that are offered by various university departments. These interdepartmental courses are, in general, entry-level courses with contents that are accessible even to students of a different major. Students may register to take these courses if they meet the requirement and prerequisites indicated in the remark section on the KdB syllabus. Eligibility of these courses as "Specific Foundation Subjects" must be confirmed with your major department to obtain credits toward your graduation. Note that our students are eligible to take all undergraduate courses offered by the University unless explicitly stated on the syllabus. Therefore, you are not restricted from taking other undergraduate courses outside your major.</p> <p>◆ Search method of the "interdepartmental course" : Place a check mark on "Include overview, remarks and syllabi" in the KdB and type in "interdepartmental course" in "Search words" .</p> <p>◆ Search method of subjects conducted in English (For coverage, all subjects notwithstanding English Programs) Place a check mark on "Include overview, remarks and syllabi" in the KdB and type in "Conducted in English" in "Search words"</p> | Specified by School and College |

(2) Curriculum Design for Liberal Arts and Professional Subjects toward Graduation

| 1 st Year | 2 nd Year | 3 rd Year | 4 th Year |
|---|----------------------|----------------------|-----------------------------|
| General Foundation Subjects (Common Foundation Subjects and Specific Foundation Subjects) | | | |
| Foundation Subjects for Major | | Major Subjects | |
| | | | Graduation Research Project |

(3) Credits

A unit of credit is an assessment standard by which academic achievement required for course completion may be measured. In order to earn prescribed credits from courses offered, students must work for a specified amount of hours, pass examinations and complete other requirements. The University of Tsukuba determines graduation approval on the basis of the number of required credits overall.

(4) Credits Calculation

One (1) unit of credit requires 45 hours of academic work in the context of the course structure, academic outcomes, and self-directed learning other than coursework.

Course Hours per Credit (It is the number of hours that students need to attend and take classes in order to earn one credit.)

| Course Type | Course Hours |
|-------------------------------------|--|
| Lectures and Seminar | 15 hours (1.5 hours per week × 10 weeks) |
| Foreign Languages | 22.5 hours (1.5 hours per week × 15 weeks) |
| Experiments and Practical Trainings | 30 hours (3 hours per week × 10 weeks) |
| Physical Educations | 30 hours (1.5 hours per week × 10 weeks × 2 subjects) |

Note: The University of Tsukuba calculates 1 class period (75 minutes) as 1.5 hours. In regard to courses involving practical training or independent study, each school and college assigns a certain number of credits.

It is important to realize that credit units are awarded on the basis of completion of 45 hours of coursework per credit unit. This means that in order to receive credits for courses other than Physical Education, you will be required to do a substantial amount of coursework outside of actual class time. For instance, in the case of a lecture course, during class time you will complete only 15 hours of the 45 hours required in order to receive credits for the course. Therefore, in order to receive credits for the above courses, you would need to spend approximately 30 hours working on homework, studying, reviewing, etc., outside of class time.

As for individual guidance in practical training in the field of art and design, as well as subjects for graduation thesis and research, the required credits may be defined by considering the necessary coursework in each School and College.

4 Academic Courses

(1) Semester, Time Period and Module

To promote educational effort and international interaction among faculty members and students, the University of Tsukuba has adopted a semester system. The academic year consists of a Spring Semester and a Fall Semester, beginning in April and ending in March every year. Each semester has three modules. The academic calendar every year defines the learning period of one year.

The period of classes for each subject, as a general rule, is either approximately 11 weeks or 16 weeks, including final examinations weeks.

However, in the case of special educational necessity, students may have academic courses during one module and recesses.

| Semester | Period | Module |
|-----------------|------------------------|---------------------------------|
| Spring Semester | April 1 – September 30 | Spring A, Spring B and Spring C |
| Fall Semester | October 1 – March 31 | Fall A, Fall B and Fall C |

Note: The period for each module depends on each year.

(2) Course Timetable

Each course period begins and ends as follows (75 minutes per period):

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

(3) Course Structures

There is a variety of course structures, such as lectures, seminar, experiments, practical trainings or skills practice. Additionally, instructors may combine these structures within a single course.

(4) Course Offerings According to Semester and Module

| Month | April~May | June~July | August~ September | October~ November | December~January | February~ March | | |
|--|--------------------|--------------------|----------------------|----------------------|------------------|--------------------|------------------|------------------------------------|
| Semester | Spring Semester | | | | Fall Semester | | | |
| Module (5 week units) | Spring A module | Spring B module | Spring C module | Holidays (summer) | Fall A module | Fall B module | Fall C module | Holidays (spring) |
| Examples of class implementation modules (5 weeks or 10 weeks + final exams) | → | → | → | | → | → | → | |
| | → | | → | | → | | → | |
| | → | → | | Summer session etc. | → | → | | Entrance exam, degree review, etc. |
| Examples of semester modules(15 weeks + final exams) | → | | | | → | | | |

Intensive Courses

Some courses are offered as intensive courses during a certain period of time, such as summer school sessions. The course schedules will be announced by course instructors or on the Bulletin Board (TWINS).

(5) Course Number

Each course has its own course number which represents the subject area or field offered by each School and College. Students will register for courses with these numbers.

(6) Standard Academic Year for Registration

Based on the nature and content of each course, a “Standard Registration Year” is assigned to every course (as a guideline for when to register for a course). In principle, students should register and attend each course in its Standard Registration Year.

(7) Course Cancellation

Course cancellation due to school events or other compelling reasons of instructors will be announced on the Bulletin Board (TWINS).

(8) Makeup Courses

If courses are cancelled or need to be rescheduled, makeup courses may be held on some other day. The day, time and classroom of the courses will be announced on the Bulletin Board (TWINS).

(9) Course Absence

Students may be absent from courses due to condolence leave, illness or other compelling reasons. There is no regulation at the University of Tsukuba to permit such absence or record as “attendance.” However, if students have a compelling reason to miss a class, they must contact their instructors in advance, when it is possible. In cases where students need to miss several classes for a certain period of time, they may submit an official request form with a statement of reason for absence and a medical certificate (if necessary) at the appropriate Academic Service Office. Students may contact course instructors once the students receive approval for their request for the course absence.

(10) Classrooms

【Example】 Abbreviations for classrooms and laboratories are as below:

| Classrooms | Locations |
|------------|--|
| 1D 201 | 1 D Building, 2F |
| 2B 507 | 2 B Building, 5F |
| 3A 204 | 3 A Building, 2F |
| 4A 204 | 4 A Building, 2F |
| 4B 211 | 4 B Building, 2F |
| 5C 203 | 5 C Building, 2F |
| 7A 205 | 7 A Building, 2F |
| 9L 101 | International Lecture Building, 1F |
| 9P 209 | 9P Building (University Hall) , 2F |
| CA 310 | CA Building (Center for Education of Global Communication), 3F |

5 Course Registration

Course registration involves a series of steps that students must follow to attend courses: Mapping out the learning scheme, attending guidance, receiving academic advice from the class instructor, and submitting registration forms. Only sitting for the final examination cannot be considered a measure to earn credits.

Course registration is the most important procedure prior to taking courses at the University of Tsukuba. Please be sure to complete the registration procedures within the specified time period.

Students who fail to register for courses within the specified registration period due to uncontrollable circumstances should consult with the staff of Educational Affairs of the appropriate Academic Service Offices of the Schools and Colleges to which they belong. Then, students should register for additional subjects (or those they wish to delete) through the course registration change menu in TWINS. Then, after obtaining approval by the instructor(s) of the subjects, please, register at the Academic Service Office of the School and College.

But, in case of the following three subjects, it is necessary to get the confirmation of each office in charge of the subject whether it is possible before obtaining approval by instructor(s).

- A common foreign language: the Center for Education of Global Communication (Foreign Language Education Division)
- Japanese: the Center for Education of Global Communication (Japanese Language Education Division)
- Common physical education subjects: the Sports and Physical Education Center

Otherwise, students will neither be able to take the course to earn credit nor sit for the final examinations.

For more details on the registration procedures, please refer to the Course Catalogue and Syllabi.

Taking subjects that you have already gained credits (retaking of the same subject) is not accepted in principle.

6 Examinations and Papers

(1) Examinations

Examinations refer to final examinations, mid-term examinations, submission of assignment papers, and other reasons of evaluation, students must be careful about the schedule. The schedule for examinations is generally the same as regular course periods, but some final exams may be held in different course periods and on different days. As the examination schedule including the date, time and classroom is subject to change, please read the syllabi and follow the instructions and announcement on the Bulletin Board (TWINS).

(2) General Rules for Examinations

- (a) Display your student ID card on your desk. Students are not allowed to take any examinations without their student ID cards.
- (b) Items allowed on your desktop during exam time are limited to: Your student ID card, test materials, pencils, erasers, pencil sharpeners, wristwatch (clock function only), and glasses.
- (c) Switch off your mobile devices (mobile phone, smartphone, etc.) and keep it in your bag, etc.
- (d) Place answer sheets on the desk face down when finished.
- (e) Follow all instructions by the school personnel in charge of examinations.
- (f) No violations. In the case of a violation, the student will be disqualified to take any examinations during the semester. Disciplinary measures may follow, based on the Undergraduate School Rules.

(3) Makeup Examinations

In cases when students are unable to take examinations due to illness, accident, or other uncontrollable and compelling reasons, they can request makeup examinations. If approved, students must take the makeup examination within the first two weeks of the following semester. As for the Fall Semester, students must take the makeup examination by March 25.

Procedure for Makeup Examinations

Please submit a request form with a medical certification etc., to the appropriate Academic Service Office within two weeks from the first day of the examination period. Approval and further information about the makeup examination will be posted on the Bulletin Board (TWINS).

(4) Submission of Papers

Academic papers are part of course assignments. Course instructors may assign papers as they deem necessary throughout the term or as final term papers. They may inform students about the papers during coursework or post an announcement on the bulletin board, so please check carefully for the assignment details, including topics, number of pages, deadline and place of submission. Make sure to turn your papers in by the deadline.

Guidelines for Submission of Papers

Instructors may ask students to submit papers via the appropriate Academic Service Office. In such cases, students must submit the paper in person. Students will have to:

- (a) Fill out the course name, title, name of course instructor, student ID number, name of School and College, and their own name. All pages must be stapled together.
- (b) Submit papers by the deadlines. No papers will be accepted after the deadline.
- (c) Double-check papers (spelling, grammar, structure, etc.) prior to submission. Rewriting or editing is not permitted afterward.

7 Grading

(1) Assessment of Academic Achievement

Course instructors evaluate academic achievements with regards to examinations, reports or other requirements, and assign letter grades as follows.

| Grade | Pass | | | | Fail |
|-------|--------------|---------|---------|---------|-------------|
| | A + | A | B | C | D |
| Score | 90 or Higher | 80 - 89 | 70 - 79 | 60 - 69 | 59 or Lower |

(Rough standard based on a 100-point system)

Some subjects are evaluated by P (Pass) and F (Fail).

Students will confirm their grades on TWINS for each module after their examinations. (Access period, except that of irregular intensive courses, will be announced on TWINS.)

In the case of multi-semester or year-long courses, only tentative grades are assigned. Final course grades will be assigned following course completion.

Students need to cross-check any earned credits with the requirements for scholastic advancement to the next academic year and graduation.

If students fail to earn a grade (A+ - C), they may retake classes in the following academic year. Please be aware, however, that the course may not be offered in the following academic year. Check the Course Catalogue and Syllabi for offering course schedules.

(2) GPA System

GPA is the abbreviation for Grade Point Average and the GPA system is an evaluation method for students' achievements. The system aims to motivate students to learn in the course and it leads to educational quality assurance by setting a strict evaluation standard for students' achievements.

(a) GPA System

Each course shall be graded with a 5-grade evaluation, and each grade shall be given a grade point from 4.3 as the highest to 0 as the lowest. If there are more "A+s" or "As" and fewer "Cs" or "Ds", the value of the GPA increases. Failing courses increases the number of "Ds" and the overall calculation of the GPA decreases. Therefore, it is fundamental to get good grades for the registered courses.

(b) Evaluation and GPA

| Grade | Grade point | Evaluation criteria | Reference (approximate conversion) |
|-------|-------------|---|------------------------------------|
| A+ | 4.3 | Achieved the goal with excellent results | 90-100 points |
| A | 4 | Achieved the goal with an excellent grade | 80-89 points |
| B | 3 | Achieved the goal | 70-79 points |
| C | 2 | Achieved the minimum goal | 60-69 points |
| D | 0 | Did not achieve the goal | Less than 60 points |
| P | - | Attained the standard level of coursework | - |
| F | - | Did not attain the standard level of coursework | - |

(c) GPA Formula of

GPA=

$$\frac{\text{“NC with (A+)}\times 4.3 + \text{NC with A} \times 4 + \text{NC with B}\times 3 + \text{NC with C}\times 2 + \text{NC with D}\times 0\text{”}}{\text{“Number of all credits registered in the relevant semester”}}$$

“Number of all credits registered in the relevant semester”

*NC= Number of Credit

*GPA is calculated to two decimal places, rounding down the third decimal place.

(d) Target courses for the GPA calculation

Target courses are courses related to the graduation requirements set out in the Detailed Undergraduate Registration Regulations. Even if the courses are included in the graduation requirements, transfer credits and subjects assessed as “P” or “F” are excluded. Other courses to be excluded are specified in the Detailed School Registration Regulations for each School and College.

(3) Students Earning Less than 15 Credits in an Academic Year

Undergraduate School Rules stipulates that students who fail to earn 15 credits or more in a year will be expelled from school.

(4) Transfer of Credits Completed at Other Universities or Institutions**(a) Approval of Credits Completed at Other Universities or Institutions before Admission****(Article 37, the Undergraduate School Rules)**

The University of Tsukuba may approve the transfer of credits completed at other universities or institutions, including those abroad, before admission, based on a consideration of the academic merit of such credits. The Education Council of the School or College may approve a maximum of 60 transfer credits as counting towards graduation requirements, which are required to combine the below (b) and (c). At the beginning of the year of admission, students may file a request for approval of transfer credits at the appropriate Academic Service Office.

(b) Approval for Credits Completed at Other Universities or Institutions while Enrolled

(Article 36, the Undergraduate School Rules)

The University of Tsukuba may approve the transfer of credits completed at other universities or institutions including those abroad, while enrolled at our University, based on consideration of the academic merit of such credits. The Education Council of the School or College may approve a maximum of 60 transfer credits as counting towards graduation requirements, which are required to combine the above (a) and below (c). In the case of credit transfer from a study abroad or student exchange program, contact the appropriate Academic Service Office in advance.

(c) Completion of Subject-area Classes at Foreign Universities during Period of Leave of Absence

(Article 36-2, the Undergraduate School Rules)

The University of Tsukuba may consider credits granted by foreign universities during a period of absence as completed subject-area classes at the University of Tsukuba and may grant credits, if (s)he deems it instructive from an educational perspective. In a condition that: The units which would be approved are maximum of 60, which are required to combine the above (a) and (b). That is based on an application by the student, and should be authorized by the Education Council of the School or College. Regarding the detail, contact the appropriate Academic Service Office in advance.

(d) Approval of Credits for Transfer or Reentry Students

The University of Tsukuba may approve credits completed at other universities or two-year colleges prior to admission to the University of Tsukuba. At the beginning of the year of admission, students may file a request for approval of transfer credits at the appropriate Academic Service Office.

(5) Continuation for Students Who Postponed Completing a Course Due to Study Abroad

In the case of students who were unable to complete their courses due to a study-abroad (i.e., study at foreign universities, graduate schools, research institutions, etc.) or other reasons to go abroad with approval of leave of absence, the University of Tsukuba may allow them to continue their incomplete courses in the following year (after returning to Japan). Please consult with the appropriate Academic Service Office prior to departure.

(6) Approval for taking courses of the Graduate School for the Undergraduate students

The Undergraduate students, who have outstanding academic records and hope to enter the Graduate School, would be approved to take the Graduate School courses under the condition of the predetermined procedures. After admission to the Graduate school the credits, which were earned during the enrollment of the Undergraduate program, might be authorized to be credits required to complete the Graduate School program. Please contact the appropriate Academic Service Office in advance.

8 Course Registration of General Foundation Subjects for Students Admitted in the Fall Semester

The Standard Course Registration (required credits) for students admitted in the Fall Semester is different from that for students admitted in the Spring Semester. For students in the English program, please refer to the following chart for students admitted in the Fall Semester to register for courses.

Standard Course Registration for Students Admitted in the Fall Semester

| Academic Year | 1 | | 2 | | 3 | | 4 | | | |
|--|----------------|----------------------|--------|------|--------|------|--------|------|-----------------------|--------------|
| Semester | Spring | Fall | Spring | Fall | Spring | Fall | Spring | Fall | Spring | Fall |
| Academic Year for Students Admitted in the Fall Semester | | 1 | | 2 | | 3 | | 4 | | |
| Students Admitted in the Spring Semester | Admission → | 40 | 40 | | 30 | | 20 | | Graduation | 130 in total |
| Students Admitted in the Fall Semester | | Admission → 25 | 40 | | 30 | | 20 | | Graduation → 15 | 130 in total |

Note: Numbers refer to number of credits.

Admission Year Curriculum for Students Admitted in the Fall Semester (first fall semester only)

Excluding Bachelor's Program in Global Issues

| Subject Area | | Credits | | Registration Overview for Students Admitted in Fall Semester |
|-------------------------------|---|---|--|--|
| | | Students Admitted in Spring Semester (a year) | Students Admitted in Fall Semester (half a year) | |
| Major Subjects | | 10 | 3 | Register for courses offered in Fall Semester |
| Foundation Subjects for Major | | 6 | 6 | Register for courses offered in Spring and Fall Semesters |
| General Foundation Subjects | Multidisciplinary Subjects | 3 | 2 | 1 credit for "Freshman Seminar" offered in the fall semester, 1 credit for Invitation to Arts and Sciences, and 1 credit for "Multidisciplinary Subjects for the Undergraduate Degrees" |
| | Physical Education | 1 | 1 | Register for courses offered in Fall Semester, 0.5 credits Register for intensive practical training courses for students admitted in Fall Semester, 0.5 credits (1 credit in total) |
| | Information Literacy | 4 | 2 | Register for courses offered in Fall Semester, 2 credits |
| | 1 st Foreign Language (Japanese) | 4 | 4 | Register for courses offered in Fall Semester, 2 credits |
| | 2 nd Foreign Language (English / German) | (4) | (3) | Register for courses offered in Fall Semester, 3 credits |
| | Art | (2) | (2) | Register for courses offered in Fall Semester |
| Specific Foundation Subjects | Core Electives | 12 | 7 | Register for courses offered in Fall Semester |
| Total | | 40 | 25 | |

Note: Credits may vary depending on the School or College.

Admission Year Curriculum for Students Admitted in the Fall Semester (first fall semester only)

Only for Bachelor's Program in Global Issues

| Subject Area | | Credits | | Registration Overview for Students Admitted in Fall Semester | |
|-------------------------------|------------------------------|---|--|--|--|
| | | Students Admitted in Spring Semester (a year) | Students Admitted in Fall Semester (half a year) | | |
| Major Subjects | | 10 | 4 | Register for courses offered in Fall Semester | |
| Foundation Subjects for Major | | 6 | 6 | Register for courses offered in Spring and Fall Semesters | |
| General Foundation Subjects | Common Foundation Subjects | Multidisciplinary Subjects I | 2 | 2 | Earn 1 credits from ' <i>Freshman Seminar</i> ' offered in Fall Semester and register for offered subjects in Fall Semester |
| | | Multidisciplinary Subjects II | 3 | 3 | Register for courses offered in Fall Semester |
| | | Physical Education | 1 | 1 | Register for courses offered in Fall Semester, 0.5 credits Register for intensive practical training courses for students admitted in Fall Semester, 0.5 credits (1 credit in total) |
| | | Information Literacy | 4 | 2 | Register for courses offered in Fall Semester, 2 credits |
| | | 1 st Foreign Language (Japanese) | 4 | 2 | Register for courses offered in Fall Semester, 2 credits |
| | | 2 nd Foreign Language (English / German) | (4) | (3) | Register for courses offered in Fall Semester, 3 credits |
| | Art | (2) | (1) | Register for courses offered in Fall Semester | |
| | Specific Foundation Subjects | Core Electives | | | Register for courses offered in Fall Semester |
| Total | | 40 | 25 | | |

Note: Credits may vary depending on the School or College.