

**ACADEMIC YEAR OF 2020  
(APRIL 2020 – MARCH 2021)**

**UNIVERSITY OF TSUKUBA CREDITED AUDITORS  
APPLICATION GUIDELINES  
(UNDERGRADUATE PROGRAM)**

February 2020

Updated in June 2020

Division of Educational Renovation Support,  
Department of Educational Promotion,  
University of Tsukuba  
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\*Please make sure to check the updated section mentioned in red.

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## I. About “Credited Auditors” (Kamokutou-Rishusei)

“Credited Auditors” is a lifelong education program that allows public including working professionals to study part-time and the University evaluates their learning outcomes.

Enrolled auditors can take courses offered by undergraduate programs at the University of Tsukuba, and the University gives them a credit(s) if they complete a course(s).

A broad range of courses are available, everyone is welcome to learn as a credited auditor.

<National Institution for Academic Degrees and Quality Enhancement of Higher Education (NIAD-QE)>

Credited auditors who have completed study at a junior college, higher vocational school or have enrolled in an undergraduate program and have earned more than 62 credits may be awarded a Bachelor’s degree upon their application. NIAD-QE awards Bachelor’s degree to those who have acquired enough academic credits and have sufficient academic attainments in their discipline.

For further details, please consult NIAD-QE as follows.

**National Institution for Academic Degrees and Quality Enhancement of Higher Education**  
TEL: 042-307-1550 / URL: <https://www.niad.ac.jp/english/>

## II. Application

### 1. Qualification for Admission

Applicants who have been deemed qualified to maintain basic academic knowledge to take the pertinent coursework can enroll as a credited auditor.

Applicants should submit the complete documentation within the designated application period. All subjects you apply for will be screened and Pass/Failure will be decided for each subject.

#### **For International Applicants ONLY (IMPORTANT: Status of Residence and Period of Stay)**

##### **Qualification for Application**

**International applicants MUST hold appropriate Status of Residence in Japan at the time of application for the enough period of desired courses.**

| Period of Study                                  | Necessary period of stay                                    |
|--|---|
| Spring semester (including Summer Vacation) ONLY | 1 <sup>st</sup> April 2020- 30 <sup>th</sup> September 2020 |
| Fall semester (including Spring Vacation) ONLY   | 1 <sup>st</sup> October 2020– 31 <sup>st</sup> March 2021   |
| Annual   | 1 <sup>st</sup> April 2020 – 31 <sup>st</sup> March 2021    |

##### **The University of Tsukuba DOES NOT accept applications if:**

- International applicants hold appropriate Status of residence in Japan but the period of stay is NOT enough for the period of study.
- International applicants who have been staying in Japan under Short-stay status.
- International applicants who have been residing overseas and DOES NOT have appropriate Status of residence in Japan.

Student visa holders still can apply as a credited auditor, however, they CANNOT extend their period of stay and/or CANNOT newly obtain a student visa as a credited auditor.

Those international applicants who apply for courses offered in the Spring semester and would like to add courses offered in Fall, their period of stay on the approved status of residence MUST be enough for the period of study (to 31<sup>st</sup> March 2021).

**Interview**

Regardless of their Status of residence, all the international applicants are required to take an interview. An educational department will contact international applicants to adjust the interview schedule. If the department cannot contact international applicants within one week from the application period, the applicants cannot pass the screening.

**2. How to Choose a Course(s)**

(1) Choose an academic field(s)

| School / College  |   | Main Field  |
|---|---|---|
| School of Humanities and Culture                        | College of Humanities                         | Philosophy, History, Archaeology and Folklore, Linguistics  |
|   | College of Comparative Culture                | Comparative Culture   |
|   | College of Japanese Language and Culture      | Japanese Language and Culture   |
| School of Social and International Studies              | College of Social Sciences                    | Sociology, Law, Political Science, Economics  |
|   | College of International Studies              | International Relations, International Development  |
| School of Human Sciences                                | College of Education                          | Education   |
|   | College of Psychology                         | Psychology  |
|   | College of Disability Sciences                | Disability Sciences   |
| School of Life and Environmental Sciences               | College of Biological Sciences                | Biology   |
|   | College of Agro-Biological Resource Sciences  | Agro-Biological Resource Sciences   |
|   | College of Geoscience                         | Geo environmental Sciences, Earth evolution Sciences  |
| School of Science and Engineering                       | College of Mathematics                        | Mathematics   |
|   | College of Physics                            | Physics   |
|   | College of Chemistry                          | Chemistry   |
|   | College of Engineering Sciences               | Applied Physics, Quantum and Electronic Engineering, Applied Condensed Matter Physics, Materials and Molecular Engineering          |
|   | College of Engineering Systems                | Intelligent Interactive Systems Major, Intelligent System Technologies Major, Engineering Mechanics Major, Energy Engineering Major |
|   | College of Policy and Planning Sciences       | Social and Economics Sciences, Management Science and Engineering, Urban and Regional Planning                                      |
| School of Informatics                                   | College of Information Science                | Software and Computing Science, Computer Systems, Machine Intelligence and Media Technologies                                       |
|   | College of Media Arts, Science and Technology | Media Arts, Science and Technology  |
|   | College of Knowledge and Library Sciences     | Knowledge Studies, Knowledge Information Systems, Information Resources Management  |
| School of Medicine and Medical Sciences                 | School of Medicine                            | M.D. Course, Medical Scientist Course   |
|   | School of Nursing                             | Nursing Course  |
|   | School of Medical Sciences                    | Medical Science Course, International Medical Sciences Course   |
| School of Physical Education, Health and Sport Sciences |   | Health and Physical Education   |

General foundation subjects (Physical education, Foreign languages, Information literacy, Japanese language, Art), Free-choice electives (Purpose-built subject), Teaching profession, Museum subjects are also available except above.

(2) Check available courses

Before applying for the credited auditor, applicants must confirm which courses are available and its requirements in advance. Please make sure you check the course list available at the University of Tsukuba's webpage. Course list is expected to be updated in the beginning of February.

If there's any inquiries about the available courses, please consult the Academic Service Office (see "13. Administrative Office) that each program is assigned.

**Course List**

**<http://www.tsukuba.ac.jp/admission/auditors/gun.html#list>**

(3) Important notes on choosing courses

a. Prerequisite for taking courses

There are several courses available with prerequisites and those are usually mentioned in the remarks or "申請条件" column on the course list. Applicants cannot take those courses unless they meet the conditions.

e.g.: "Already taken XXXX course" "Only for the purpose of taking teacher's license" ... etc.

b. Intensive courses

On the course list, "Semester" and "Weekday and Period" of some courses and schedules of some courses are not determined. Applicants still can apply for the courses whose schedule is not confirmed, however, the paid fees will not be refunded even if the schedule is overlapped with other courses applicants applied or if the schedule is not convenient for you.

Confirmed schedule to those courses will be posted on TIPS (Web bulletin board system). TIPS will also notify you of important matters such as changes of schedules and classrooms. Make sure all credited auditors must check the information regularly. User PW and ID for using TIPS will be provided at the time of enrollment.

c. Schedule overlapping with other courses

Applicants still can apply for the courses whose schedule is overlapped with other courses, however, they cannot register those courses at the same time. They have to choose one at the time of enrollment. Even if applicants paid tuition for both courses, the University of Tsukuba does NOT refund the fees. The University of Tsukuba would strongly recommend all applicants to check the course schedule in advance.

d. Classroom language

All courses are usually conducted in Japanese unless there is any specific note on classroom language in the remarks column.

e. For the purpose of acquiring a teaching credential

Prepare a certificate of your academic achievements at university you attended, check lacking credits at the Education Commission of the Prefectural Government you intend to apply for the teaching credential in advance.

f. Available courses on the course list may be changed without advance notice, make sure all applicants check the latest version before submitting the application documents.

### 3. Application Materials

All applicants should submit the complete documentation within the designated application period. Designated forms can be obtained from the same webpage that this application guideline is released. We only provide the forms in PDF format. Applicants may directly type in the relevant section and print it, or print and complete the forms by hand. The form must be printed on A4-single-sided paper. **Please read the Notes written in the Application Check List (see below No.1) and ensure that you have included the complete documentation.**

| No. | Materials  | Qty         | Required for | Remarks  |
|-----|--|-------------|--------------|--|
| 1   | Application Check List<br><u>Designated form</u>                             | 1           | All          | Check the boxes when you submit the application materials, in order to confirm that all the required materials are ready.  |
| 2   | Application Form<br><u>Designated form</u>                                   | 1           | All          | Fill in the required fields and <u>affix an ID photo (30 X 24mm)</u> taken within the last three months; full face; front view; bareheaded; plain light coloured background.   |
| 3   | Course Application Form<br><u>Designated form</u>                            | More Than 1 | All          | Check the available course list and confirm the course(s) you would like to apply, and write the course code, course name, etc., clearly on the form.<br>If applicants would like to take courses for multiple programs, course application form should be separately prepared.  |
| 4   | Certificate of Application fee payment<br>(Affix it to the application form) | 1           | All          | A non-refundable application fee (9,800yen) will be payable at a convenience store in Japan or by a credit card. Payment must be made before submitting the application materials. For details, please refer to "4. Application fee".<br>Even if you apply for more than 1 course, the application fee is fixed as 9,800 yen.<br>○If you pay fees at a convenience store in Japan, after payment, please affix the tear-off portion of the Certificate of payment in the designated location of the application form. The convenience store's official stamp is not required.<br>○If you pay fees at payment platform ( <a href="https://e-shiharai.net/">https://e-shiharai.net/</a> ) by Credit Card, after completing payment, access "申込内容照会 (Inquiry)" and print "収納証明書 (Certificate of Payment)". Affix the tear-off portion of "収納証明書" (Certificate of Payment) in the designated |

|   |   |   |     |   |
|---|---|---|-----|---|
|   |   |   |     | <p>location of the 2<sup>nd</sup> sheet of the application form. The convenience store's official stamp is not required.</p> <p>※Refund Policy<br/>Any application fees are not refundable after accepting the application materials or the application deadline. However, in case that the applicants decide not to apply for the program after paying the application fees or decline the applications before the deadline, the application fees will be paid back as to the requests. If applicants want to get a refund, please do the refund procedure as soon as possible. Please note that the applicants must bear the refund commission.</p>   |
| 5 | Academic Transcript from Last School Attended | 1 | All | <p>Transcript must be original. <u>Those who continuously apply from the previous year does not need to submit again.</u></p> <p>Those who falls under any of the following conditions, submit the designated material.</p> <ol style="list-style-type: none"> <li>Withdrew from an institution: official transcript issued by the institution.</li> <li>Currently enrolled in a graduate program: Transcript of the graduate school. If you are a 1st year student of a graduate school, submit the transcript of the undergraduate school.</li> <li>Graduated/Withdrew from an institution overseas: official transcript issued by the institution.</li> <li>The institution an applicant graduated was abolished: Submit the transcript issued by an institution that take over the administrative issues from the original institution. If there is not any institution that take over the administrative issues, submit the certificate for the second highest qualification.</li> <li>The institution an applicant graduated does NOT issue the certificate since it's passed certain period of time after the graduation: Submit a document that certifies the institution cannot issue an academic transcript.</li> <li>Enrolled in the last year of an undergraduate program: Transcript issued by the institution.</li> </ol> |

|    |   |   |   |   |
|----|---|---|---|---|
| 6  | Documentary evidence of a change of name (Abstract of Family Register)                    | 1 | If applicable   | If your current family name is different from that on your submitted certificates, submit a proof of name change (e.g. Abstract of Family Register).  |
| 7  | Residence card (photocopy, both sides) or Certificate of residence (Juminhyou, original)  | 1 | International applicants  | Regardless of the Status of residence, international applicants must submit the <b>photocopy of residence card (both sides) or Certificate of residence (original)</b> . Photocopy of the passport will not be accepted.<br>If the approved Period of stay does not enough for the period of study (Spring semester: 30 <sup>th</sup> September 2020, Fall semester: 31 <sup>st</sup> March 2021) CANNOT apply for the credited auditor.  |
| 8  | Certificate of Japanese proficiency   | 1 | International applicants who would like to take a course(s) offered in Japanese | Regardless of the residence status, international applicants must submit Certificate of Japanese proficiency (such as "JLPT Japanese-Language Proficiency Test ", "BJT Business Japanese Proficiency Test", "J.TEST", etc.). Photocopy will be accepted.<br><u>If all the courses international applicants choose are fully taught in foreign language, Certificate of Japanese proficiency is not required.</u> If there is ONE more course taught in Japanese included, Certificate of Japanese proficiency is mandatory. |
| 9  | Interview Form for International Applicants<br><u>Designated form</u>                     | 1 | International applicants  | Regardless of the residence status, international applicants must take an interview.<br>Fill in the form and submit it together with other application materials.   |
| 10 | Photo Mount Sheet for the University of Tsukuba Student ID Card<br><u>Designated form</u> | 1 | All   | Fill in the required fields and <u>affix an ID photo (30 X 24mm)</u> taken within the last three months; full face; front view; bareheaded; plain light coloured background. Submitted ID photos are not returned.  |
| 11 | Self-addressed envelope without stamps  | 1 | All   | <u>Clearly write your Name, Zipcode and Address in BLOCK LETTER</u> on "332 X 240mm" size envelope, postal stamps are NOT necessary.  |

※In addition to what is listed above, other necessary materials are required in some programs and courses. Please be sure to check the remarks and “申請条件” column on the course list.



#### 4. Application Fee

**9,800yen**

**A non-refundable application fee** will be payable online by credit card or at the convenience store in Japan. Payment must be made before submitting the application. Applicants need to access a payment platform (<https://e-shiharai.net/>) regardless of the payment method. Check the detailed procedure on "How to make Payment of Examination Fee".

Please note that any transaction charges shall be borne by the applicants.

<e-shiharai.net>

●English page: <https://e-shiharai.net/english/index.html> (Credit card payment ONLY)

●Japanese page: <https://e-shiharai.net/> (Both Credit card and Convenience store)  
(Payment period; Spring: From 1<sup>st</sup> February / Fall: From 1<sup>st</sup> June)

< How to make Payment of Examination Fee >

●[http://www.tsukuba.ac.jp/en/application/files/6215/8157/3580/11\\_How\\_to\\_make\\_Payment\\_of\\_Examination.pdf](http://www.tsukuba.ac.jp/en/application/files/6215/8157/3580/11_How_to_make_Payment_of_Examination.pdf)

#### **Payment at Convenience Store (Seven-Eleven, LAWSON, MINI STOP, Family Mart)**

(1) Advance Web Application

Access the payment platform (<https://e-shiharai.net/>) and fill in the required section by following the instruction to obtain a payment number necessary for the payment at convenience store.

(2) Payment at Convenience Store

Visit a convenience store in Japan with the payment number to pay the Application fee.

Please note that applicants might be required to operate an information device placed in the convenience store before paying the application fee, however, applicants MUST pay the application fee at the cash register.

(3) Submit

Affix the tear-off portion of the Certificate of Payment in the designated location of the application form and submit it together with other application materials. The University of Tsukuba will NOT accept any application without Certificate of Payment.

#### **Online Payment by Credit Card (VISA, MasterCard, JCB, AMERICAN EXPRESS)**

\*Please make sure you have access to a printer with paper (A4).

(1) Payment at payment platform

Access the payment platform (<https://e-shiharai.net/>) and fill in the required section by following the instruction to pay the application fee.

(2) Submit

Access "申込内容照会" (Inquiry) when completing the payment and input your "Receipt Number" and "Birth Date". Then, print "収納証明書" (Certificate of Payment) and affix the tear-off portion of "収納証明書" (Certificate of Payment) in the designated location of the application form. The University of Tsukuba will NOT accept any application without the printed-result-page.

## 5. How to Submit Your Application (The University of Tsukuba only accepts the application of Credited auditor via postal mail (registered mail or courier) in AY2020 Fall semester.

### (1) Application Period and Location

| Application category | Semester be applied | Application period  | Business hours                | Location                                       |
|----------------------|---------------------|---|-------------------------------|--|
| Spring               | All                 | Tuesday 3 <sup>rd</sup> March 2020<br>- Thursday 5 <sup>th</sup> March 2020 | 9:30 – 12:00<br>13:30 – 16:00 | Administration Centre Annex<br>1F Meeting Rm 3 |

### <AY2020 Fall Semester Application>

| Application Category     | Semester applied for | Application period  | Submit to   |
|--------------------------|----------------------|---|---|
| Fall<br>(Tsukuba campus) | Only Fall            | Friday 26 <sup>th</sup> June 2020<br>- Thursday 2 <sup>nd</sup> July 2020<br>*Application must be delivered by 2 <sup>nd</sup> July 2020 via postal mail (registered mail or courier) | <i>Educational Reform Support, Department of Educational Promotion,<br/>University of Tsukuba<br/>(Credited Auditor Application)<br/>1-1-1 Tennodai, Tsukuba-shi, Ibaraki,<br/>Japan 305-8577</i> |

### (2) Important notes on submitting application

- Submit the complete documentation within the application period (must be delivered by Thursday 2<sup>nd</sup> July 2020) via postal mail (registered mail or courier). Applications will not be accepted in case of any incomplete documentation and/or applications delivered after the application period.
- The University of Tsukuba only accepts the applications of Credited auditors via postal mail (registered mail or courier) in AY2020 Fall semester, we will NOT accept any applications submitted in person.
- Available course list will be updated in the mid-June. Make sure all applicants check the latest version before submitting the application documents.
- For the application category, please see the "10. Semester System and Enrollment Period". Applicants must submit their application in Spring if there's any course included conducted during summer vacation. During the fall semester application period, they cannot apply for the courses conducted during summer vacation.
- Applicants cannot change their list of courses after application period.
- Ensure that you have filled in your E-mail address and your phone number on the Application form. The University of Tsukuba may contact the applicant to confirm the application only if there is any incomplete and/or missing document. The University will not contact the applicant if all required documents are confirmed.

### (3) Extra course application

Extra course application period: Friday 26<sup>th</sup> June 2020 – Thursday 2<sup>nd</sup> July 2020 \*Application category "Fall"

**\*Application must be delivered by the deadline via postal mail (registered mail or courier).**

Applicants can add the extra course(s) offered in the same academic year only with Tuition but without Application fee/Admission fee/Insurance fee. Extra course application will be accepted ONLY during the designated period the same as that of Fall semester application period above. **Applicants must submit the required materials as followings. (\*Additional documents may be required depending on the course you have chosen.)**

- 1) Extra course application form (designated form)
- 2) Self-addressed envelope without stamps (Clearly write your Name, Zip code and Address in BLOCK LETTERS on a 332 X 240mm sized envelope, postal stamps are NOT necessary.)

Extra course application form (designated form) can be obtained from the same webpage with the application guidelines. We only provide the forms in PDF format. Applicants may directly type in the relevant section and print it, or print and complete the forms by hand. The form must be printed on A4-single-sided paper.

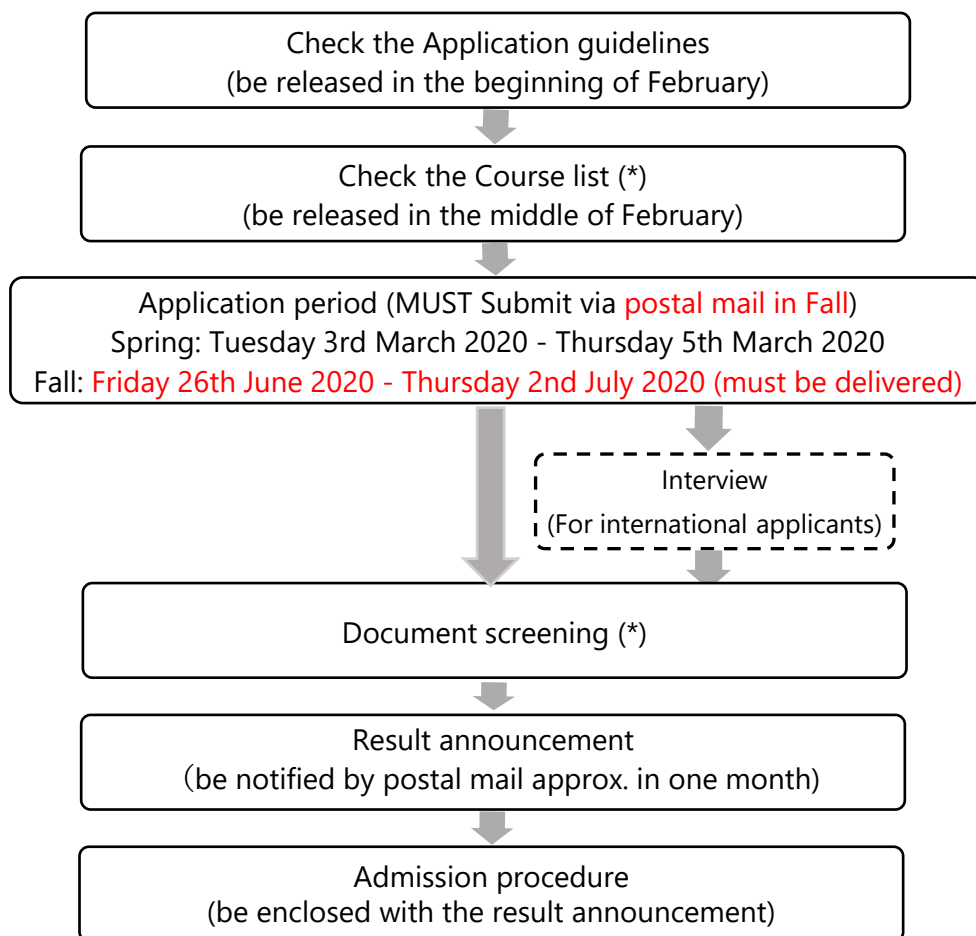
For extra course application, a credited auditor must submit the required documents via postal mail (registered mail or courier by the deadline to the Academic Service Office corresponding to the school group to which the credited auditor belongs. (See "13. Administrative Office").

**【Note】** In case of the application beyond the academic year, applicants cannot apply for an extra course and must pay the Application fee/Admission fee/Insurance fee for each year.

## **6. For Applicants with Disabilities**

Applicants who need special considerations in the admission process and taking courses due to disability, please contact the Division of Educational Renovation Support, Department of Educational Promotion (See "13. Administrative Office") in advance to discuss your application. To request accommodations, applicants may need to submit a doctor's certificate containing information of the disability level to prove the necessity (including the diagnosis of necessity for assistive devices).

## 7. Screening Schedule



\* There may be some courses require the applicants to have an interview. See the course list to confirm if there's interview or not. If the interview date is written in the "申請条件" column among the courses marked with "△" in the "科目等履修生申請可否" column, an interview is required for the course. This interview is only for the applicants who apply for applicable courses and differs from the Interview for international applicants.

## 8. Result Announcement

Result will be notified to all applicants by postal mail about one month after the application deadline. Documents necessary for the Admission process will also be sent to the successful applicants. Any inquiries by telephone or email about the result will not be accepted.

## 9. Admission Procedures

### (1) Fees

Please see the documents enclosed in the letter of acceptance and pay the designated fees before submitting the admission documents.

| Fees          | Amount be paid   |
|---------------|--|
| Admission fee | 28,200 yen (Make payment at the time of admission procedure) |

|           |   |
|-----------|---|
| Tuition   | 14,800 yen/ credit (Make payment for the total number of credits of subjects to register) |
| Insurance | 1,000 yen/ per year (Make payment at the time of admission procedure)                     |

## (2) Important notes about Fees

- a. If there is any change in the Fees during the school year, the newly adopted amount will be applied.
- b. Applicants continuously register from the previous academic year still need to pay the Admission fee and Insurance fee for each year as well as tuition.
- c. According to the University's policy, all students including credited auditors are asked to join the Personal Accident Insurance for Students Pursuing Education and Research ("Gakkensai") in order to secure students' engagement in educational research and extracurricular activities. Credited auditors enroll from the Fall semester still need to pay the annual fees of 1,000yen.
- d. Admission fee and Tuition will not be refunded under any circumstances. Insurance fee may be refunded in case of admission declination and/or overpayment, however, the transaction charges exceeds the amount of insurance fee, the University of Tsukuba will NOT be able to proceed the refund process.
- e. For the regular students enrolled in a program of the University of Tsukuba who would like to take courses as a credited auditor should contact Student Support, Division of Student Welfare, Department of Student Affairs in advance.

**Student Support, Division of Student Welfare, Department of Student Affairs**  
**TEL: 029-853-2248**

## (3) Affiliation

The school group the successful candidates belong to will be determined by the purpose of study, registered courses, etc. Confirmed affiliation will be notified with the result announcement.

Tsukuba alumni (undergraduate program) or successful candidates who have attended the University of Tsukuba as a credited auditor of undergraduate program after 2004 will be enrolled the same program as a general rule.

After passing the screening, credited auditors' administrative matters are handled by the Academic Service Office (See "13. Administrative Office") corresponding to the school group to which they belong.

## (4) Enrollment approval

The University of Tsukuba accepts the successful candidates as the credited auditors, when they complete the admission procedure during the designated period. Those who are inevitably unable to continue the admission process and would like to decline the offer of acceptance, please submit a declination letter in free format to the Academic Service Office (See "13. Administrative Office").

Enrollment approval can be canceled in case of misstatements and material omissions contained in the application documents.

## (5) Facilities at the University of Tsukuba

As with regular students of the University of Tsukuba, the credited auditors are also able to utilize some of the University facilities. For details, please consult the Academic Service Office (See "13. Administrative Office").

#### Available facilities and services

- Libraries, Cafes any other sport or activity facilities
- Parking, Transportation system (bus) (upon students' request; with fees)
- On Campus Wi-Fi System

#### Unavailable facilities and services

- School dormitories
- Student travel discount ticket
- Student commuter pass

## 10. Semester System and Enrollment Period

### (1) Two semester system

The University of Tsukuba implements Spring/Fall semester system and those semesters consist of 6 modules. For each period of modules, the first day of the class, the examination day, etc., please refer to the Academic calendar. To meet the required number of school days, some classes can be conducted in a different weekday.

For course timetable, please refer to the "Important Notes for Course Registration."

Any updates on courses will be posted on TIPS (Web bulletin board system). Please make sure all credited auditors should check the latest information regularly. Any inquiries by phone and/or Email will not be accepted.

### (2) Enrollment period

Enrollment period will be determined based on the course(s) that applicants are approved to take. Applicants only register course(s) in Spring semester and would like to add course(s) in Fall, their enrollment period will be extended until 31st March.

| Semester  | Enrollment period          |
|---|----------------------------|
| Only taking courses offered in Spring semester                        | 1st April – 30th September |
| Taking courses offered in both Spring and Fall semester and/or Annual | 1st April – 31st March     |
| Only taking courses offered in Fall semester                          | 1st October – 31st March   |

## 11. Credit(s) Conferred

The credited auditors earn the course credits, by which the instructors comprehensively evaluate their classroom participation, attendance, test, assignments, final examinations, and so forth, and acknowledge that all learning results meet the grading criteria.

The University of Tsukuba will issue the Academic transcript upon their request. For details, please consult the Academic Service Office (See "13. Administrative Office").

\*Issue of certificates may take some time depending on the type of certificate.

## 12. Privacy Policy

Personal information obtained by the University of Tsukuba from the application documents and screening results will be used only for affairs concerning admission and screening, research and study. Also, we use the data for all sorts of procedures after their enrollment.

### 13. Administrative Office

**<About Application Procedures for Credited Auditor>**

*Educational Renovation Support, Department of Educational Promotion (Administration Centre 2F)*

E-mail: gm.kkikakugrp@un.tsukuba.ac.jp

Mondays to Fridays: 9:00 ~ 12:15 / 13:15 ~ 17:00

(Except Saturdays, Sundays, National holidays and on those dates the University of Tsukuba hold events.)

**<About Teaching Credential >**

*Division of Educational Partnership, Department of Educational Promotion (Administration Centre 2F)*

Tel: 029-853-2209, 2210

Mondays to Fridays: 9:00 ~ 12:15 / 13:15 ~ 17:00

(Except Saturdays, Sundays, National holidays and on those dates the University of Tsukuba hold events.)

**<Course Overview/Requirements/Course Addition of Each Program>**

Academic Service Office for each area (See below)

Mondays to Fridays: 9:00 ~ 12:15 / 13:15 ~ 17:00

(Except Saturdays, Sundays, National Holidays and on those dates the University of Tsukuba hold events.)

| Academic Service Office   | Program   |
|---|---|
| <p><i>Academic Service Office for the Humanities and Social Sciences Area (1A Building 3F)</i><br/>Tel: 029-853-4021</p>      | <p>&lt;School of Humanities and Culture&gt;<br/>●College of Humanities<br/>&lt;School of Social and International Studies&gt;<br/>●College of Social Sciences</p>   |
| <p><i>Academic Service Office for the Pure and Applied Sciences Area (1A Building 3F)</i><br/>Tel: 029-853-6142</p>           | <p>&lt;School of Life and Environmental Sciences&gt;<br/>●College of Geoscience<br/>&lt;School of Science and Engineering&gt;<br/>●College of Mathematics<br/>●College of Physics<br/>●College of Chemistry</p>   |
| <p><i>Academic Service Office for the Systems and Information Engineering Area (3A Building 2F)</i><br/>Tel: 029-853-4978</p> | <p>&lt;School of Social and International Studies&gt;<br/>●College of International Studies<br/>&lt;School of Science and Engineering&gt;<br/>●College of Engineering Sciences<br/>●College of Engineering Systems<br/>●College of Policy and Planning Sciences<br/>&lt;School of Informatics&gt;<br/>●College of Information Science</p> |
| <p><i>Academic Service Office for the Life and Environmental Sciences Area (2B Building 3F)</i><br/>Tel: 029-853-4803</p>     | <p>&lt;School of Humanities and Culture&gt;<br/>●College of Comparative Culture<br/>●College of Japanese Language and Culture<br/>&lt;School of Life and Environmental Sciences&gt;<br/>●College of Biological Sciences<br/>●College of Agro-Biological Resource Sciences</p>   |

|   |   |
|---|---|
| <p><i>Academic Service Office for the Human Sciences Area (2A Building 2F*)</i></p> <p>Tel: 029-853-5926</p> <p>*During aseismic reinforcing work: 2C Building 3F</p> | <p>&lt;School of Human Sciences&gt;</p> <ul style="list-style-type: none"> <li>●College of Education</li> <li>●College of Psychology</li> <li>●College of Disability Sciences</li> </ul>      |
| <p><i>Academic Service Office for the Art and Sports Sciences Area (5C Building 2F)</i></p> <p>Tel: 029-853-2804</p>  | <p>&lt;School of Physical Education, Health and Sport Sciences&gt;</p> <p>&lt;School of Art and Design&gt;</p>  |
| <p><i>Academic Service Office for the Medical Sciences Area (4A Building 2F)</i></p> <p>Tel: 029-853-3420</p>   | <p>&lt;School of Medicine and Medical Sciences&gt;</p> <ul style="list-style-type: none"> <li>●School of Medicine</li> <li>●School of Nursing</li> <li>●School of Medical Sciences</li> </ul> |
| <p><i>Academic Service Office for the Library, Information and Media Sciences Area (7B Building 2F)</i></p> <p>Tel: 029-853-1112</p> <p>*Kasuga area</p>              | <p>&lt;School of Informatics&gt;</p> <ul style="list-style-type: none"> <li>●College of Media Arts, Science and Technology</li> <li>●College of Knowledge and Library Sciences</li> </ul>     |



### III. For those considering to obtain a Certification / Qualification

#### **!!! IMPORTANT !!!**

Those applying for the purpose of obtaining a Teaching credential and/or Curator etc. MUST check the following materials separately released (<https://www.tsukuba.ac.jp/admission/auditors/index.html>) as well as the application guidelines. Please note that all those materials are only available in Japanese since all process for obtaining certification should be conducted in Japanese.

- 教員免許状等資格取得のために科目等履修生を希望される方へ（手引き）
- 教員免許状等資格取得関係

For further details, please refer to the same section of Application guidelines (Japanese version).  
URL: <https://www.tsukuba.ac.jp/admission/auditors/pdf/gun/2-4.pdf>