TWINS Users' Guides

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1. First

TWINS is a nickname of the University of Tsukuba's educational information system, and its official name is called "Tsukuba Web-based Information Network System." This system is used for course registration and grade confirmation.

TWINS also has a web bulletin board feature. Once a notice has been posted, the University of Tsukuba considers that students received the information. For this reason, students do not have the right to object later with the reason that they did not see the notice. Therefore, please do not forget to check the Web Bulletin Board at least twice a day (in the morning and evening etc.)

1.1 Login/Logout

■ Please scan the QR code on the left or access the following URL in your web browser.

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

■ You can also access from the University of Tsukuba website.
  Top page > CAMPUS LIFE > Campus Web Tools > TWINS
  https://www.tsukuba.ac.jp/campuslife/

■ Login Screen

  Click the “English” button to switch languages.

Enter your ID number for the username, and for the password enter your password for the Unified Authentication System password, then click on the “Login” button.
If you do not know your password, visit an Academic Computing and Communications Center or the Library, and ask them to reissue it. (Please bring your student ID card.)

Enter your student ID and Unified Authentication System password.
■ Logout
When exiting, be sure to click the "Logout" button to log out.

■ Timeout
TWINS will time out after 30 minutes of inactivity after login. If you wish to extend the timeout period while you are working, click on the clock symbol to extend the timeout period.

Also, on the TWINS, you can check any information, such as
① Information for Current Students
② Information regarding the class cancellation (8 days including on the day)
③ Maintenance schedule of TWINS, etc.

■ How to access to the user's manual for TWINS
Please check the TWINS User's Guide on the university home page.
Top page > CAMPUS LIFE > Campus Web Tools > TWINS User’s Guide for students
The user’s manual for TWINS is also available from the “Manual for Students” button on the menu bar after logging in to TWINS.
1.2 Home

The following information is available on the HOME screen.

① menu

Information・・・Display Information.
manaba・・・Go to manaba.
AnpiSystem・・・Go to ANPIC(AnpiSystem)
Manual for Students・・・Go to Manual(Tsukuba Univ. HP)
KdB-course Catalogue・・・Go to KdB.
Academic Calendar・・・Go to Academic Calendar (Tsukuba Univ. HP)

② What’s New

New postings, if any, will be displayed here.

③ My Schedule

Displays the schedule of the day’s lectures, class cancellations.

④ Notices to Current Students

View "Notices to Current Students" on the web bulletin board.

⑤ Information

Notices regarding the system are posted.

Please be sure to read the system suspension notices, pre-registration lottery results, survey requests, and course and grade-related schedules posted on the website.
1.3 My Schedule

When you click on “Schedule Management (A)”, you will see the timetable information you are taking, including classes canceled. You can also register and delete personal schedules by clicking the [+ ] button on the calendar.

※Students enrolled in Business Sociences(Tokyo Campus) will not see this screen.
2. Student Information

2.1 Browse Your Student Information.

If you select the menu “Student Info” → “Student Information”, you can display your various records on TWINS. Also, you can check the information such as your status changes information (e.g. leave of absence), or financial support information on the same screen.

If you switch between tabs you can browse different information.

About Tabs
- Student Information: Displays information about School/College, classes, number of months of enrolled, and number of possible months left.
- Personal Information: Displays information about date of birth, nationality and visa status, and extracurricular activities.
- Contact Details: Displays information about personal contact information, contact person in Japan in case of emergency, and permanent address in home country.
- Education and Employment Histories: Displays information about educational history, employment history.
- Student Status Changes: Displays information about enrolled, leave of absence, study abroad, transferred, graduated.
- Financial Support: Displays information about tuition exemption, scholarship.
- Registered Courses: Displays information about courses.
- Grades: Displays information about grades.
- Degrees: Displays information about Prospective Degree, Researcher Topic.
- Consultation Information: Displays information about consultation (not used).
- Health diagnosis information: Displays information about health diagnosis.
2.2 Confirmation of Contact Details

If you select the menu “Student Info” → “Student Information” → “Contact Details”, you can display your contact information on TWINS. You can change your contact details at any time on the Contact Information screen. Please keep it up to date because it is used to contact with the university.

For changes in emergency contacts or permanent address in your home country, please go to the Student Support counter in the Academic Service Office. As for Undergraduate Students, the grade notification will be sent out after the C module’s semester ends to your home country’s address (ONLY in Japan). Therefore, if you change your address, please inform it to the office immediately. If you wish to send your grade notification to another address for any special reasons and so on, please contact the related Academic affairs counter in the Academic Service office.

A pop up screen to confirm your contact details will appear around May and October. When this screen displayed, please confirm your Contact Details. Unless you click on the “Confirm” button, this screen will continue to appear every time you login. In addition, you cannot use the automatic certificate-issuing machine while this screen is displayed. You will be able to update your contact details any time on the personal contact information screen. The university will contact you using the information. Therefore, please keep your personal information current at all times.
3. Course Registration

3.1 During the course registration period

- Select “Menu → “Course” → “Course registration-Registration status” to go to the Course registration page. (Note: Please keep in mind that you have to meet the deadlines for the registration.)

  Functions of self-evaluation for graduation / qualifications are not available in the current programs.

- When course registration screen appears, enter the course code, and click on the “Register” button. If you do not know the course code, click on the “Course Search” link.

  “Course Search” is as follows: You can search for classes by entering the first 2~4 alphanumeric characters of a course code, or by entering the middle 2~4 consecutive alphanumeric characters of a course title or Instructor’s name. When you click on the “Search” button, the search results will be displayed near the bottom, click on the course title you want to register.
- **Cancel registered courses**: When the registration is completed, the course title, the course code, and the main instructor’s name will be displayed on the time schedule. To cancel the registration, click on the course code you want to cancel. The confirmation screen will appear. Click on “Delete” button to complete the cancellation. (Note: Please conduct the course cancellation within the given period of each course registration.)

- **Intensive course registration**: To register a course which has been set outside of the regular course application period, such as intensive course, select the Start Course module tab and click the "Register for intensive courses" link. To register for intensive courses, held in the summer / spring recess, select the appropriate tabs. The registered intensive courses will display beneath the time schedule.
3.2 In a case out of the period of course registration

When you want to add or delete courses after the course application period, go to “Course” → “Change registration request”. Then, print out “Request for Change of Registration form” after inputting the course you want to add or delete and submit it to the support office. If you receive a seal from an Instructor, Class Instructor (Supervisor), Chair, etc. and getting their approval, you can add or delete courses.
3.3 Pre-registration

The screen will be displayed as below if you go to “Registration” → “Pre-registration” → “Pre-registration”. Select the module (Category Select), Day/Time (Group Select), select the courses in the order of your preference from the list of courses displayed and click the confirmation button. After that, the confirmation screen will be displayed. Then, if your selection is correct, click the “registration” button.

※For more detail, please refer to the “Pre-registration” Guide.
※Currently, this function is only available for “Introduction Subjects”, “Multidisciplinary Subjects for the Undergraduate Degrees” and “Essential Biology”
3.4 Registration on first-come-first-served basis

If a pre-registration course which the applicant did not reach the enrollment limit, it is possible to apply it until to reach the limit in the same way. In such case, the application method is the same as the regular course registration. (Refer to 4. Course Registration). The courses on first-come-first-served-basis will be displayed as a list if you check the “Courses on first-come-first-served-basis” on the course search screen and when you search, courses that have not yet reached capacity are clickable.

3.5 Other Functions

- Change Course Category
  You can check the course category of the courses you have taken. If the course category is incorrect, please contact the related Academic affairs counter in the Academic Service office.

- Application for Course Continuation
  This is a special course application for students who cross over to study abroad. If necessary, please contact the related Academic affairs counter in the Academic Service office.

- Special Course Registration Application
  This application is for undergraduate students wanting to take a graduate course and vice versa. If necessary, please contact the related Academic affairs counter in the Academic Service office.

- Self evaluation/Self Evaluation for Qualification
  This function is only available for some academic departments. This function is presently unavailable. is displayed, it is not available.
4. Academic results

4. Confirmation of academic results

You can check the academic results by clicking “Grade” → “grade inquiry”. For students who entered after 2013, GPA will also be displayed.

GPA is calculated twice, once for the spring semester (when Spring C grades are referenced) and once for the fall semester (when Fall C grades are referenced). Therefore, if there are courses for which grades are determined after the GPA calculation is performed, they will not be included in the calculation.

※ If you have courses for which grades have not been finalized after the grade reference date, please consult Academic Service Office.
5. Survey(Enquete)

5. Answer the Survey(Enquete)

You can use the TWINS survey function to answer questions and to evaluate the class content. When it is time to answer, the course will appear in the list as shown in the following screen, please answer each question. The questions differ depending on the course, but in general, it is a mixed form of the selection formula and the description formula as shown on the right.
6. Schedule and Cancellation

■ When you click on “Schedule Management” (A button), you will see the timetable information you are taking, including classes canceled. You can also register and delete personal schedules by clicking the [+] button on the calendar.

■ If you click on “Reference of Class Cancellation and Make-up Class” (B button), information of time table including cancellation will be displayed, and you can select an item to check detailed information.
7. Bulletin Board

University of Tsukuba considers that all notice posted on Bulletin Board are received by students. For this reason, students do not have a right to object later with the reason that they did not see the notice. Therefore please do not forget to check Bulletin Board at least twice a day (in the morning and the evening etc.) during semesters.

- When you click on “Newly Arrived” (C button) to display up to 5 new announcements for each genre. The period for displayed as the latest news is 7 days including the posting date. Also, if you want to see past information, please click "Reads more" to the right of each genre. You can also search for postings quickly.

- If you click on “Bulletin Board” (D button),
  ① “Search notice” is displayed and search by setting a condition is possible.
  ② ”List of genres” field is displayed and by clicking a genre name, notice registered in the genre are shown on a list.
8. Achievement Assessment

The Achievement Assessment Support, added on TWINS in 2022, is a function for visualizing the acquisition status of general and specialized competencies based on the curriculum maps* of each educational organization, according to the subjects acquired.

Each educational organization quantifies the competencies in the curriculum maps and sets up a graph (radar chart) to show the degree of achievement of the competencies, allowing students to check their status.

The method of using this function and the scope of the disclosure will vary depending on the educational organization. Therefore, if your educational organization has not released this function, the "Authorization Error" screen will appear. Please ask your educational organization or the support office in charge of academic affairs for more information.

Example Display on the achievement of each Degree Program’s Competences

*Please refer to the university website for the curriculum map. If there is "○" on the curriculum map, the left side will be distributed in priority.
(Example: If a course has 7 competencies, then distribute the credits from left to right as follows 15%,15%,14%,14%,14%,14%,14%.)
9．移行(ikou)

9．移行について(Ikou system)
“Ikou” system is a system that allows students in the school of Comprehensive Studies to make a decision on where to transition in their second year. This service is not available to students who are not in the school of Comprehensive Studies.

Instructions on how to use “Ikou” system are provided in the 「履修・移行ガイドブック」.

10．FAQ

10. FAQ
1. Login

1-1）Where can I change my password?
TWINS user names and passwords are shared with the Unified Authentication System, so you can change your password on the site of Unified Authentication System.
https://account.tsukuba.ac.jp/
For changing your password, please enter the thirteen digit numbers on the back of your ID card into “Account” field.

1-2）unable to log in to TWINS.
If you change your password in Unified Authentication System, the change is also reflected in TWINS. If your browser remembers your password, be sure to update it.
If you do not know your password, visit an Academic Computing and Communications Center or the Library, and ask them to reissue it. (Please bring your student ID card.)

2. Course

2-1）I cannot find the course in Course List by using “Course Search”.
For Course affiliation, please select “None” and search again. By canceling the designation of Course affiliation, enter unfinished Course Code, can narrow down to undergraduate courses or majors to search.

The intensive course which has no fixed schedule and the course which has no instructors decided are not listed in TWINS. After the schedule and the instructor decided, we will register in TWINS and post a notice about application for “Registration added”.

2-2）What is the difference of colors after course registration?
Yellow (light color) is a single-module course. Orange (dark color) is a multi-module course.

2-3）Although within a period of some course registration, I cannot click “Unregistered” button in the appropriate time frame of the week.
To register after the standard period of registration for each module(ex. retake registration for a multidisciplinary subject in C-module), choose “Register for intensive courses” even though it is held on fixed date.

3. Grade
3-1) The value of GPA displayed by the Certificate of Academic Record is different from TWINS grade summary.

GPA displayed by the certificate is based on the date of issuance of certificate. On the other hand, the GPA displayed by TWINS grade summary and grade notification is based on the grade as of the date of determination of C module grade for each semester. Thus, it causes a numerical difference owing to difference in date arithmetic.

4. Enquete
4-1) The course withdrew still on the questionnaire. / The course added not on the questionnaire.

We conduct a course survey to the students who register for courses at time each questionnaire is draw up.
## 11. Location of the automatic Issuance Service

<table>
<thead>
<tr>
<th>設置場所</th>
<th>The installation location</th>
<th>標準の利用時間</th>
<th>紙切れ等の問い合わせ</th>
</tr>
</thead>
<tbody>
<tr>
<td>第3エリア 3A棟2階 支援室内</td>
<td>In the Academic service office (3A, 2F), Dai-san area.</td>
<td>月曜～金曜 Monday - Friday 9:00～17:00</td>
<td>システム情報エリア支援室 学群教務</td>
</tr>
<tr>
<td>第2エリア 2B棟3階 支援室前</td>
<td>The space in front of the service office (2B, 3F), Dai-ni area.</td>
<td>月曜～金曜 Monday - Friday 9:00～17:00</td>
<td>生命環境エリア支援室 学群教務</td>
</tr>
<tr>
<td>第2エリア 2A棟2階 支援室前</td>
<td>The space in front of the service Office (2A 2F), Dai-ni area.</td>
<td>月曜～金曜 Monday - Friday 9:00～17:00</td>
<td>人文社会エリア支援室 学群教務</td>
</tr>
<tr>
<td>第1エリア 1A棟3階 支援室内</td>
<td>In the Academic service office (1A, 3F), Dai-ichi area.</td>
<td>月曜～金曜 Monday - Friday 9:00～21:00</td>
<td>学生生活課 学生企画チーム</td>
</tr>
<tr>
<td>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</td>
<td>Entrance hall, Student Plaza (1D, 2F), Dai-ichi area.</td>
<td>月曜～金曜 Monday - Friday 9:00～17:00</td>
<td>学生交流課 (1A101)</td>
</tr>
<tr>
<td>大学会館エリア 9P棟2階 事務室内</td>
<td>In the office of bilg. 9P 2nd floor, Daigaku-kaikan area</td>
<td>月曜～金曜 Monday - Friday 9:00～21:00</td>
<td>Division of Student Exchange, Department of Student Affairs.</td>
</tr>
<tr>
<td>体芸エリア 5C棟2階 支援室内</td>
<td>In the Academic service office (5C, 2F), Tai-gei area.</td>
<td>月曜～金曜 Monday - Friday 9:00～17:00</td>
<td>体育芸術エリア支援室 学生支援</td>
</tr>
<tr>
<td>医学医療エリア 4A棟2階 エントランスホール</td>
<td>Entrance hall In bilg. 4A 2nd floor, Igaku-iryou area.</td>
<td>月曜～金曜 Monday - Friday 9:00～17:00</td>
<td>医学医療エリア支援室 学生支援</td>
</tr>
<tr>
<td>春日エリア 7B棟2階 学生支援室内</td>
<td>In the Student Support Section (7B, 2F), Kasuga area.</td>
<td>月曜～金曜 Monday - Friday 9:00～21:00</td>
<td>図書館情報エリア支援室 学生支援</td>
</tr>
<tr>
<td>東京キャンパス 文京校舎 3階 334</td>
<td>In the Academic service office for the Business Sciences Area (3F #334), Tokyo Campus.</td>
<td>火曜～金曜 Tuesday - Friday 10:00～21:10</td>
<td>社会人大学院等支援室 教務</td>
</tr>
<tr>
<td>社会人大学院等支援室内</td>
<td></td>
<td>土曜 Saturday 10:00～20:00</td>
<td>Academic Service Office for the Business Sciences Area.</td>
</tr>
<tr>
<td>下田臨海実験センター 第一研究棟1階 事務室内</td>
<td>In the office, Dai-ichi-kenkyu-tou (1F), Shimoda Marine Research Center.</td>
<td>月曜～金曜 Monday - Friday 9:00～17:00</td>
<td>下田臨海実験センター 事務室</td>
</tr>
<tr>
<td>山岳科学センター（菅平高原実験所）事務室内</td>
<td>In the office, Sugadaira Montane Research Center.</td>
<td></td>
<td>山岳科学センター（菅平） 事務室</td>
</tr>
</tbody>
</table>