

Comprehensive Japanese Course Offered by the Center for International Collaboration in the Academic Year 2020

The following two courses are offered by the Center for International Collaboration:

a. Intensive Japanese Course

The Intensive Japanese Course is a six-months' intensive Japanese language course that equips international students sponsored by the Minister of Education, Culture, Sports, Science and Technology (e.g. international research students) with the Japanese skills required to be enrolled in graduate programs.

* This course is not available in the Academic Year 2020.

b. Comprehensive Japanese Course

The Comprehensive Japanese Course is a Japanese language course for international students enrolled in Kochi University who wish to learn the Japanese language. The course is conducted at three campuses; i.e. Asakura, Monobe, and Oko Campuses, and tailored to the students' needs and skill levels.

1. Course information

(1) Class length

At Kochi University, there are five periods (*jigen*) in a day, with each period lasting 90 minutes. Extra classes may be offered in the sixth period. *Jigen* is also called *koma*.

Day	1st period	2nd period	Lunch break	3rd period	4th period	5th period	6th period
Monday	8:50	10:30	12:00 ↓ 13:10	13:10	14:50	16:30	18:10
↓ Friday	↓ 10:20	↓ 12:00		↓ 14:40	↓ 16:20	↓ 18:00	↓ 19:40
	90 minutes	90 minutes		90 minutes	90 minutes	90 minutes	90 minutes

No classes are conducted on Saturdays, Sundays, and public holidays.

(2) Semesters

To provide students with a wide range of classes to choose from, Kochi University divides its academic year into two semesters, in which students can take and complete subjects. The first semester runs from April to August and the second semester runs from October to February to enable students to make study plans for each semester.

(3) Registration for classes

To be enrolled in the Comprehensive Japanese Course at the Center for International Collaboration, you must register for the classes you wish to attend within the class registration period at the beginning of a semester. Please follow the procedures described in 1) and 2) below.

- 1) Take a placement test on a specified date to register for classes.
- 2) Have an Enrollment Application Form signed by your academic advisor within a specified period and submit it to the International Exchange Office (or to the Educational Affairs Division, Monobe Campus or to the Student Affairs Division, Oko Campus) together with a "Questionnaire Survey Form for Prospective Comprehensive Japanese Course Students."
- 3) You are required to register for classes within a specified period for each semester.
- 4) Class registration periods will be notified on the bulletin board on the first floor of the Center for International Collaboration (or on the bulletin board above the mailbox of the Educational Affairs Division, Monobe Campus or by email from the Student Affairs Division, Oko Campus).

(4) Confirmation of classes registered

If you don't register for classes you wish to take, your academic performance in those classes will not be assessed even if you have completed them. Make sure you have registered for the correct classes.

- 1) After you have completed your registration, you will receive a List of Classes Registered in your letterbox in the middle of May for the first semester and in the middle of November for the second semester.

- 2) Amend your registration, if necessary, at the International Exchange Office (or at the Educational Affairs Division, Monobe Campus or at the Student Affairs Division, Oko Campus) within the class registration amendment period; i.e. by the end of May for the first semester and by the end of November for the second semester.
- 3) If there are any classes that you do not wish to be assessed for, make sure to cancel the registration of those classes within the specified amendment period. Otherwise, you will be given a failing grade for such classes.

(5) Assessment of academic performance

In principle, your academic performance is assessed based on examinations conducted or reports submitted in each semester and on a scale of 0 to 100. 60 or above is a passing grade. The academic performance assessment scale is shown in the table below. The manner in which students' academic performance is assessed may vary according to subjects. Please check the section “How Your Academic Performance is Assessed” on the syllabus. For some subjects, your performance will be assessed on a pass or fail basis.

You will be assessed for all the classes you registered for. You will still be assessed for classes you did not cancel within the specified period even if:

- 1) you were not eligible to take examinations (i.e. you did not attend more than two-thirds of the class);
- 2) you stopped attending the class; or
- 3) you only registered for the class and never attended it.

Academic Performance Assessment Scale

Pass / Fail	Letter grade	Grade points	Description
Pass	S	90 to 100	The student understands and grasps the targeted knowledge, skills, and thinking and far exceeds the generally expected standards.
	A	80 to 89	The student understands and grasps the targeted knowledge, skills, and thinking and exceeds the generally expected standards.
	B	70 to 79	The student seems to understand and grasp the targeted knowledge, skills, and thinking, and to be capable of applying them to his/her tasks, and meets the generally expected standards.
	C	60 to 69	The student fails to meet the generally expected standards, but seems to understand and grasp the targeted knowledge, skills, and thinking.
Fail	F	59 or below	The student fails to understand or grasp the targeted knowledge, skills, and thinking and is not considered to deserve to earn credits.

(6) Notification of academic results

The academic results day for each semester will be notified on the bulletin board on the first floor of the Center for International Collaboration (or on the bulletin board above the letterbox of the Educational Affairs Division, Monobe Campus or by email from the Student Affairs Division, Oko Campus). If you are an exchange student, your academic results will be sent directly to your university. If you are not an exchange student and wish to obtain your academic results, please contact the International Exchange Office (or the Educational Affairs Division, Monobe Campus or the Student Affairs Division, Oko Campus). Subjects for which the grade F has been given will not be shown in your academic transcript.

(7) Misconduct

As a general rule, if you commit examination misconduct, you will be subject to disciplinary action. Your grade points will be zero not only for the relevant class, but also for all of the Comprehensive Japanese Course classes you take during the relevant semester.

(8) Make-up examinations

If you are unable to take an examination for legitimate reasons, you will be permitted to take a make-up examination to have your academic performance assessed if you give prior notice. If you are unable to give prior notice, you should contact your instructor as soon as possible or at least within one week after the examination you have missed.

(9) Appealing your academic performance assessment

You may contact your class instructor for clarification within a specified period (within a month or so) after you have obtained your academic results if you believe that:

- 1) your instructor has made erroneous entries when recording your academic results; or
- 2) you have been assessed in a way that deviates from the expected standards or assessment method which is made available on the syllabus or in class.

You may make an appeal if you are not satisfied with your instructor's response to your inquiry or your instructor fails to respond within the specified time. For more information on how to make an appeal, please contact the International Exchange Office (or the Educational Affairs Division, Monobe Campus or the Student Affairs Division, Oko Campus).

2. How we communicate with you

(1) Bulletin board for the Comprehensive Japanese Course

Public bulletin board

Asakura Campus: Bulletin board on the first floor of the Center for International Collaboration

Monobe Campus: Bulletin board above the letterbox of the Educational Affairs Division

Oko Campus: Emails from the Student Affairs Division