

# 1 General Guidelines

(1) Please consult the Course Registration Guidebook (separate book) for vital information about university registration procedures.

(2) Any changes made to courses will be posted on bulletin boards.

### (3) Course Timetable

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

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

### (4) Modules and Lesson period

An academic year consists of two semesters, Spring semester and Fall semester. Spring semester consists of Spring A, Spring B, and Spring C modules. Fall semester consists of Fall A, Fall B, and Fall C modules.

Depending on the combination of modules, there are many different ways to implement the classes as shown in the table below. Therefore, some classes will be held on during the final examination period of other subjects.

		A module	B module	C module
AY 2021 Lesson period (Including Examination period)	Spring	Apr 8-May 19	May 20-Jun 30	Jul 1-Aug 6
	Fall	Oct 1-Nov 10	Nov 11-Dec 28	Jan 6- Feb 17
ABC (15-week classes) +Final Examination				
AB (10-week classes)+ Final Examination, C (5 weeks)				
A (5-week classes), BC (10 weeks) ※ In the case of special circumstances, there are classes to be held on this module schedule.				
Final examination period for Spring A module: May 19 Final examination period for Spring A & B modules: Jun 24- Jun 30 Final examination period for Spring A to C modules: Jul 30- Aug 5 Final examination period for Spring C module: Aug 6 Final examination period for Fall A module: Nov 10 Final examination period for Fall A & B modules: Dec 22- Dec 28 Final examination period for Fall A to C modules: Feb 4, Feb 9-10, Feb 14-15 Final examination period for Fall C module: Feb 16-17				

Note:

■ The Final Exam Day of Spring A and C, Fall A and C

This is the day for the examination of the courses completed in the A or C module, and in principle, the courses are not applicable will be canceled. Whether or not the exam will be implemented on the final exam date, the schedule, etc. will be announced for each course. Take the exam according to the instructions of the instructor in charge of the class.

■ About class that do not have regular class schedule

Depending on the courses, there are courses that do not have regular class schedule as below. For the latest information such as the implementation schedule, please check KdB (12 page) or notices.

- Intensive: A style of class in which the day/Period is not regular and is held on the schedule that concentrated to a certain degree .
- by request: a course in which a class is conducted irregularly on an as-needed basis
- by appointment: a course in which a small class is conducted regularly but with possible date changes based on teacher - students negotiation

### (5) Course Numbers

Each academic course has its own course number, which is assigned by subject areas or fields for the convenience of registration. Registration will occur by using course numbers.

### (6) Standard Academic Year

Each course is scheduled to be taken at a specific academic year, taking into account the educational content and traits of each course. As a general rule, please take courses corresponding to your academic year in your program.

### (7) Course Methods

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

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

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

### (8) Classrooms

The following abbreviations specify classrooms and laboratories. (the last 3 digits are the classroom no.)

Example:

Classroom	Location
1D201	1D Bldg, 2nd Floor
2B507	2B Bldg, 5th Floor
3A403	3A Bldg, 4th Floor
4B211	4B Bldg, 2nd Floor
9L101	International Lecture Bldg , 1st Floor
9P209	9P Bldg (University Hall Bldg.C) 2ndFloor
CA 310	Center for Education of Global Communication (CEGLOC) Bldg.A, 3rd Floor

About the Classroom Information, please refer to the campus map (booklet) and university website.  
[https://www.tsukuba.ac.jp/campuslife/support-campus/campusmap2021\\_1.pdf](https://www.tsukuba.ac.jp/campuslife/support-campus/campusmap2021_1.pdf)

### (9) Online Courses

#### (i) About Course Implementation Method:

The University of Tsukuba has classified the methods of conducting classes as follows since Fall semester AY 2020. About the implementation method for each course, the plan for the beginning of the Academic year is described in the remarks column in the course catalog on the university homepage, and the latest information is described in the remarks column of KdB and the syllabus.

Additionally, notifications may be posted on the Web bulletin board (TWINS).

#### 1. Online (Asynchronous) :

The style that students can replace the face-to-face class partly or all by watching pre-recorded lecture videos and materials through manaba, etc., at convenient time and a place other than the classroom. However, the period of video released and assignments are set on the assumption that you will take the course on the day listed on the course catalogue, so unless the case otherwise instructed, please take it on

the day as much as possible.

2. Online (Synchronous) :

This is a method in which the lesson is simultaneously distributed to a remote location using a web conferencing system, etc., and students participate in the class in real time at a place other than the classroom where the lesson is held.

3. Face-to-face:

It is conducted face-to-face in the classroom.

4. Others:

In case that using multiple methods above is included in "Others". Please refer to the syllabus about details.

**(ii) manaba**

“manaba” is a learning management system that creates a course page can be used from the web for each lesson, allowing teachers and students to share teaching materials electronically, and to set and submit assignments. Once the course registration has completed at TWINS, you will be able to access the courses you take the next day or later. In addition to sharing teaching materials, manaba will play a central role in conducting online lessons, such as watching video files and submitting assignments.

**(iii) Software and hardware used in class**

Our students can use a variety of microsoft-provided services, including Teams, a groupware used in online classes, and Stream, a video distribution service. Also, in order to take online classes, terminals such as personal computers, tablets and smartphones, and communication lines are required. For more information on the procedures required to take online classes, please refer the "Online class guidance" section of the Academic Computing & Communications Center and Media Center.

(<https://www.cc.tsukuba.ac.jp/wp/remote-lecture-students/>)

**(iv) Handling of materials used in class**

Students must not copy, reprint, or divert the materials distributed in the class without permission such as teaching materials, lecture videos, audio, etc.

**(v) Regarding the Response to COVID-19**

Information is posted on the university website, so please check it from time to time.

(<https://www.tsukuba.ac.jp/about/antidisaster-crisismanagement/covid-19/>)

**(10) Explanation of Remarks**

“G-Course”

G-course indicates specially designated subjects for all the students in the University to acquire some of the abilities required to grow as global human resources.

The abilities required: (i) foreign language ability, (ii) abundant culture, International understanding, (iii) Communicative competence, (iv) Understanding of diversity, The utilization competency (v), Interdisciplinary thinking, (vi) Identity and confidence, (vii) Positive thinking and practical skills, (viii) Capable of self-expression, professional.

“Course Implementation Method”

Refer to the (9) Online Courses ( i ) About Course Implementation Method

“CDP (Academic and Social) ”

Courses that contains helpful information for career development through professional education.

“JTP”

“Junior year at Tsukuba Program” It means all classes are taught in English.

“Lectures are conducted in ○○”

It means that the course will be taught in ○○ (Language).

“Identical to ○○”

It is the same course as ○○ (Course number). Subject number which you have to register differs depending on the affiliation you belong to. Please confirm the subject number when you register on the TWINS.

“Elements of gender (○○) ”

Subjects with this notation include gender-specific elements as follows

(wear) The subject which needs changing clothes to a special wear, or the wear different for men's and women's.

(equipment) The subject with equipment used is different for men and women.

(contact) The subject that has physical contact with other students.

(accommodation) The subject with lodging.

(special rule / pair / team) The subject that have the special rules or making pairs/teams by gender.

(other) The subject with gender-specific elements other than those mentioned above such as the difference of the standard value of physical fitness measurement, the gender of the participant is written in the entry of the Tsukuba Marathon, etc.