

# 1 General Guidelines

(1) Please refer to 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 Semesters

An academic year comprises spring and fall semesters. Spring semester comprises Spring A, Spring B, and Spring C modules. Fall semester comprises Fall A, Fall B, and Fall C modules.

Depending on the combination of modules, the classes can be conducted in many ways as indicated in the table below. Therefore, some classes will be held during the final examination period of other subjects.

		A module	B module	C module
AY 2022 Semesters (Including Examination period)	Spring	Apr 13–May 24	May 25–Jul 5	Jul 6–Aug 10
	Fall	Oct 3–Nov 10	Nov 11–Dec 28	Jan 6–Feb 16
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 24				
Final examination period for Spring A & B modules: Jun 29–Jul 5				
Final examination period for Spring A to C modules: Aug 3–Aug 9				
Final examination period for Spring C module: Aug 10				
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 8–Feb 14				
Final examination period for Fall C module: Feb 15–16				

#### 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 that are not applicable will be canceled. Whether 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.

## (5) Description of Contents

Example:

Course Number	Course Name	Instructional Type	Credits	standard registration year	Term	Meeting Days, Period etc.	Class Room	Instructor	Course Overview	Remarks
AB10191	Philosophy	1	1.0	1	Spring A · B	Tue.6	1D204	Taro Tsukuba	Research on basic philosophical problems	CDP Limited to students of College of Humanities Identical to AC11999

Letters and numbers indicate organization, classification, and field.

Standard registration year to take the course

Classes will be held in Spring A · B, on Tuesdays during the 6<sup>th</sup> period.

Classes will be held in Room 204 in 1D Bldg.

Please note that there are various descriptions such as prerequisites.

### ■ About class that do not have a regular class schedule

Depending on the courses, there are courses that do not have a 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 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–student negotiation
- NT: NT is an abbreviation of “Non-timetabled attendance is possible.” The day/period of the class has not been set; however, please refer to the recommended day/period for attendance mentioned in the syllabus and take the class as planned while focusing on the report submission deadlines. Furthermore, you may take other classes for which the day/period coincides with the recommended day/period for the attendance of NT subjects. However, if you wish to simultaneously take other subjects, please ensure to carefully plan and consider in advance whether assignments for submission, etc., are compatible.

## (6) Course Numbers

Each academic course has a course number assigned by subject areas or fields for the convenience of registration. Registration will be made using course numbers.

## (7) Standard Academic Year

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

## (8) 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

## (9) 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/en/about/campus-access/tsukuba-campus/>

## (10) 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 Catalogue 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 method in which students can replace the face-to-face class partly or completely by watching pre-recorded lecture videos and materials through manaba, etc., at a convenient time and 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 the 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 that can be used from the web for each lesson, enabling teachers and students to share teaching materials electronically as well as to set and submit assignments. Once the course registration is 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 various microsoft-provided services, including Teams, a groupware used in online classes, and Stream, a video distribution service. To take online classes, terminals such as personal computers, tablets, smartphones, and communication lines are required. For more information on the procedures required to take

online classes, please refer to 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/>)

**(11) Explanation of Remarks**

“G-Course”

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

The abilities required include (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) ability to self-express, professional.

“Course Implementation Method”

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

“CDP (Academic and Social)”

Courses that contain 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 that 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 that needs changing clothes to a special wear or the wear different for men and women.

(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 has 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.

“Interdepartmental course”

Courses designated as “interdepartmental courses” are selected courses taught in English offered by various university departments. These interdepartmental courses are, in general, entry-level courses with contents accessible even to students of a different major. Students may register to take these courses if they meet the requirements 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.