

## TWINS Users' Guides

### Contents

<b>1.First</b> .....	2
1.1 Login/Logout .....	2
1.2 Home.....	3
1.3 My Schedule .....	5
<b>2.Student Information</b> .....	6
2.1 Browse Your Student Information.....	6
2.2 Confirmation of Contact Details .....	7
<b>3. Course Registration</b> .....	8
3.1 During the course registration period .....	8
3.2 In a case out of the period of course registration .....	10
3.3 Pre-registration .....	11
3.4 Registration on first-come-first-served basis .....	12
3.5 Other Functions.....	12
<b>4. Academic results</b> .....	13
4. Confirmation of academic results.....	13
<b>5. Enquete</b> .....	14
5. Answer the Enquete .....	14
<b>6. Schedule and Cancellation</b> .....	15
6. Schedule and Cancellation .....	15
<b>7. Bulletin Board</b> .....	16
7. Bulletin Board .....	16
<b>8. Achievement Assessment</b> .....	17
8. Achievement Assessment .....	17
<b>9. 移行(ikou)</b> .....	18
9. 移行について(Ikou system) .....	18
<b>10. FAQ</b> .....	18
10. FAQ .....	18
<b>11. Location of the automatic Issuance Service</b> .....	20

# 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.)**

## ■ 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.

 A screenshot of the TWINS for WEB interface. The page has a green header with the university logo and name. Below the header, there are several sections:
 

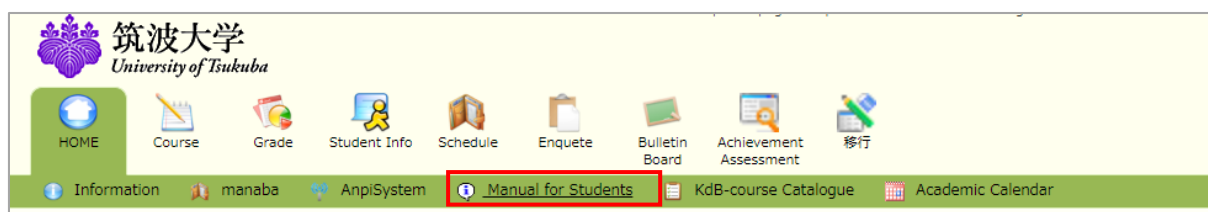
- ① Notices to Current Students:** A list of notices with dates, including "Free Japanese classes for international students and their families" and "Laboratory Waste Management Workshop 2022".
- ② Class Cancellations:** A section titled "Nothing the matching data."
- ③ Information:** A section with a red heading "[2022.10.19] 全学停電に伴うTWINSおよびKdB停止のお知らせ/Planned Interruption to 'TWINS' and KdB". It contains details about a power outage on October 29 and 30, 2022, and a temporary inactivity period for TWINS and KdB from October 28 to 31, 2022.
- ①-2 [Reminder] Laboratory Waste Management Workshop 2022:** A reminder for an on-campus workshop, including a URL and attached files.

## ■ 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.

筑波大学  
University of Tsukuba

① HOME Course Grade Student Info Schedule Enquete Bulletin Board Achievement Assessment 移行

Information manaba AnpiSystem Manual for Students KdB-course Catalogue Academic Calendar

② What's New  
No data available for display.

③ My Schedule  
Oct 2022  
Sun Mon Tue Wed Thu Fri Sat  
1 2 3 4 5 6 7 8  
9 10 11 12 13 14 15  
16 17 18 19 20 21 22  
23 24 25 26 27 28 29  
30 31  
2022/10/28(Fri)

1st Period: English Presentation Skills II  
3rd Period: Calculus A  
4th Period: Calculus A  
5th Period: Introduction to Content Application  
6th Period: Introduction to Content Application

④ Notices to Current Students  
芸術専門学科の応募要件科目等の記載に関する修正について  
2022/4/18  
【社会学部】社会学部生対象主バリエーションの開催  
2022/4/18  
【教育学部】新新型コロナワクチン接種 (3回目) 接種の案内

⑤ Information  
[3] お知らせ  
(注意) パソコンから離れる時は、必ず、ログアウト (右上の[Logout]ボタンを押す) してください。  
Note: When you leave personal computer, be sure to logout (push "Logout" button right above).  
学生向けお知らせ Information for students  
TWINSに関する問い合わせは、教育推進課 TWINS担当 (mail:qa.twins@un.tsukuba.ac.jp)  
For inquiries about TWINS, please contact  
Academic Record Management Section, Division of Educational Promotion  
ようこそTWINSへ!  
【2022.10.19】全学停電に伴うTWINSおよびKdB休止のお知らせ / Planned Interruption to "TWINS" and KdB  
令和4年10月29日(土)と10月30日(日)の2日間、電気設備の定期点検により、筑波キャンパス全体で停電となります。  
このためTWINSおよびKdBも以下の期間、運転を休止します。  
ご迷惑をおかけしますが、ご協力をお願いします。  
TWINSおよびKdB運転休止期間  
令和4年10月28日(金) 17:00 ~ 令和4年10月31日(月) 12:00  
Routine inspections on electrical equipment will occur for two days from October 29 (Sat.) to 30(Sun.), 2022 so that there will be a power outage across the entire campus during the inspection period.  
Due to the above reason, "TWINS", Tsukuba Web based Information Network System, and KdB will also not be operated during the period below:  
TWINS・KdB temporary inactive period  
28 October 2022(Fri) 17:30 - 31 October 2022(Mon) 12:00  
教育推進課  
Division of Educational Promotion  
【2022.9.27】秋Aモジュール開始の事前登録科目の抽選結果について  
下記の3科目について、9月26日(月)15時より前の時点では、運営側の不手際により一部誤った形で履歴登録がされていました。  
9月26日(月)15時にTWINSで公開したものが秋Aの正しい抽選結果となります。  
1226121「心と体に安全で快適なキャンパスII救命救急処置とファーストエイド」  
AB50E11「言語分析入門」  
YAX2021「芸術と文化」

### 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.

**Schedule Management**

For rescheduling the make-up classes, please be sure to check the academic calendar.

2022 / 4 prev next Display on a Weekly  MySchedule  Registered Courses  Cancellation and Make Up Class Save Settings

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27 +	28 +	29 +	30 +	31 +	1 +	2 +
3 +	4 +	5 +	6 +	7 +	8 +	9 +
10 +	11 +	12 +	13 +	14 +	15 + 2nd :Basic German AI	16 +
17 +	18 +	19 + 4th :English Reading Skills I	20 +	21 +	22 + 2nd :Basic German AI	23 +
24 +	25 +	26 + 4th :English Reading Skills I	27 +	28 +	29 + 2nd :Basic German AI	30 +

## 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.

General Information	
Name	Student ID No.
Name (kana)	Name (alphabet)
School/College	Year
Current Status	Student Type

● Student Information Display Student Record

Student Information		As of 2022/10/28	
Required Month and Year	2022/04	Date of Enrollment	2022/4/1
Enrollment Category	General Admission	Year Enrolled	1
International Student Type		Expected Graduation (Completion) Date	
Number of Months Enrolled		Enrolled Class	
Number of Possible Months Left		Class Supervisor	

#### ■ 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.

Student information / 連絡先情報

Student Information Personal Information **Contact Details** Education and Employment Histories Student Status Changes Financial Support  
Registered Courses Grades Degrees Consultation Information Health diagnosis information

General Information

Name	[REDACTED]	Student ID No.	[REDACTED]
Name (kana)	[REDACTED]	Name (alphabet)	[REDACTED]
School/College	School of Informatics College of Information Science	Year	1
Current Status	Enrolled	Student Type	Undergraduate Student

• Contact Details Updated on 2022/04/06

Email Address1	[REDACTED]	Additional Email Address*	[REDACTED]
Postal Code*	[REDACTED]	Prefecture*	[REDACTED]
Address 1*	[REDACTED]		
Address 2*	[REDACTED]		
Address 3*	[REDACTED]		
Phone Number*	[REDACTED]		
Other Phone Number*	[REDACTED]		

- 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.

Contact details confirmation period

Please check the following contact details. If everything is correct click "Confirm". You can change address lines marked with a \* on this page. To change any other address lines you will need to submit an address change form. Click "Confirm", or change details and click "Update", and from the next time you log in this screen will not be displayed.

• Contact Details Updated on 2014/04/24

Email Address1	[REDACTED]	Additional Email Address*	[REDACTED]
Postal Code*	[REDACTED]	Prefecture*	[REDACTED]
Address 1*	[REDACTED]		
Address 2*	[REDACTED]		
Address 3*	[REDACTED]		
Phone Number*	[REDACTED]		

• Contact person in Japan in case of emergency No1

## 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.

The screenshot shows the course registration system interface. The 'Course' menu is highlighted in red. The 'Registration status' tab is also highlighted in red. A red box highlights the 'FallB' tab in the course table, with a callout box stating 'These tabs show modules.'

	SprA	SprB	SprC	Sum Vac	FallA	FallB	FallC	Spr Vac	
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue
1Period	CC11221 Psychological Research Methods Katsunori Kato	None	None	None	None	None	None	31LG052 English Presentation Skills II Naheen Madarbakus	
2Period	CC11221 Psychological Research Methods Katsunori Kato	None	None	None	None	None	None	None	None

- 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.

The screenshot shows the course registration form. The 'Course Code' field is empty. The 'Course Search' link is circled in red.

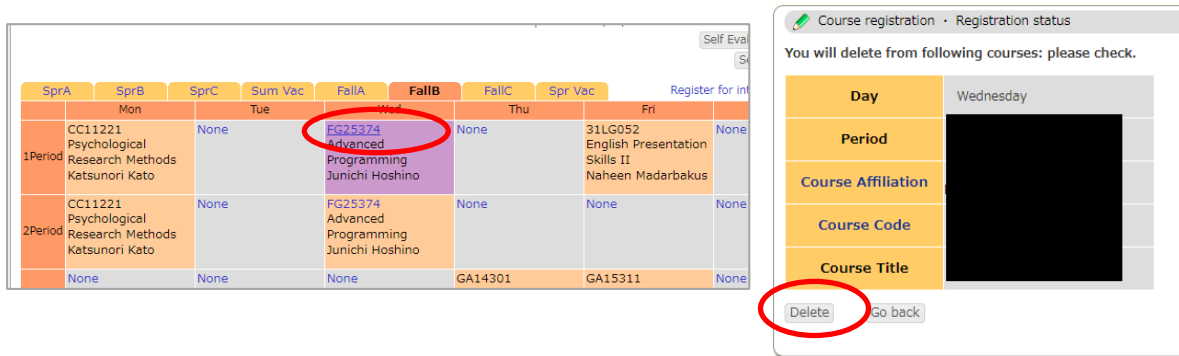
- “Course Search” is as follows: You can search for classes by entering the first 2~4 alphanumeric characters of a course code, or by entering the middle 2~4 consecutive alphanumeric characters of a course title or Instructor’s name. When you click on the “Search” button, the search results will be displayed near the bottom, click on the course title you want to register.

The screenshot shows the course search results page. The search criteria are displayed at the top, and the search results are shown in a table below.

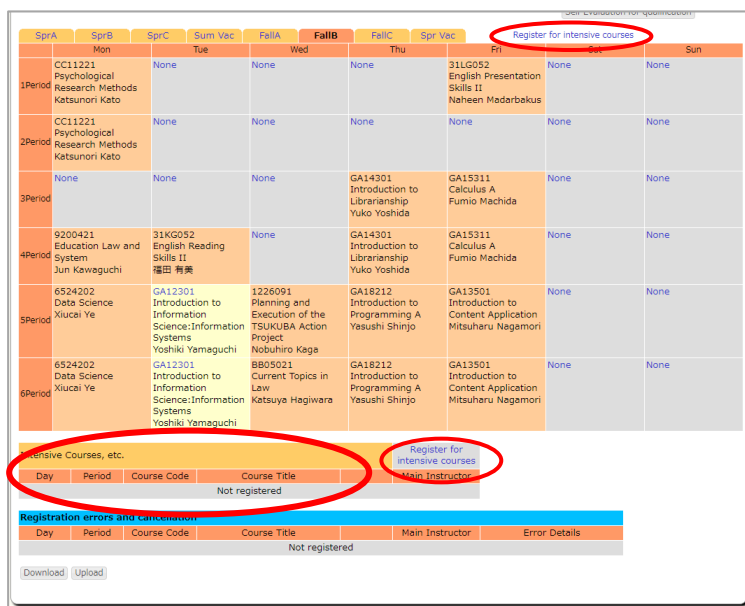
No.	Term	Module (day/period)	Course Code	Course Title	Instructor	Course Affiliation	Regular year level of course
1	Fall Semester	FallC(Wed1,Wed2)	920121	The Ideal and The Real of Education	井上 悠?	School of Human Sciences	1
2	Fall Semester	FallC(Tue2,Wed2)	EB1151	Introduction to Systematics and Evolutionary Biology	Kiyochi Sawamura, Ken-ichiro Ishida, Kensuke Tanaka, Takashi Nakayama, Yosuke Ogawa, Hiroaki Kobayashi, Kazunori Toyofuku	School of Life and Environmental Sciences	1
3	Fall Semester	FallC(Wed2,Wed3)	EB5911	Evolutionary Biology of Cell Structure	Shinichi Miyamura	School of Life and Environmental Sciences	2-3
4	Fall Semester	FallC(Mon2,Tue2,Wed2,Thu2)	EC2301	Polymer Science	Miko Kajiyama	School of Life and Environmental Sciences	2



- 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.

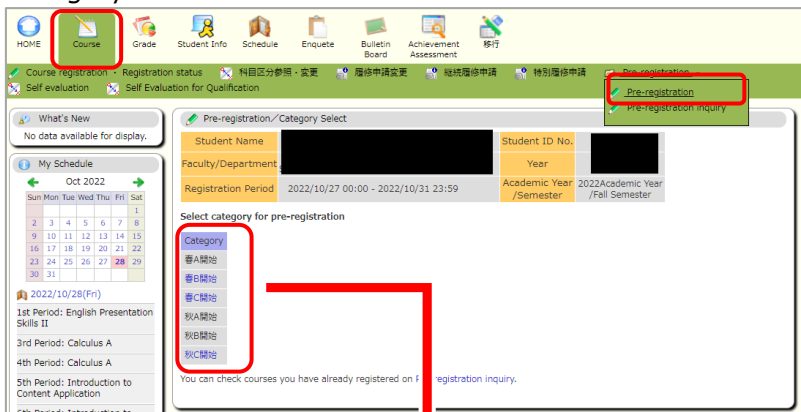
### 3.3 Pre-registration

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.

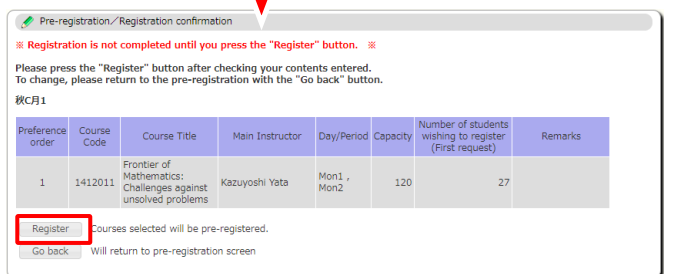
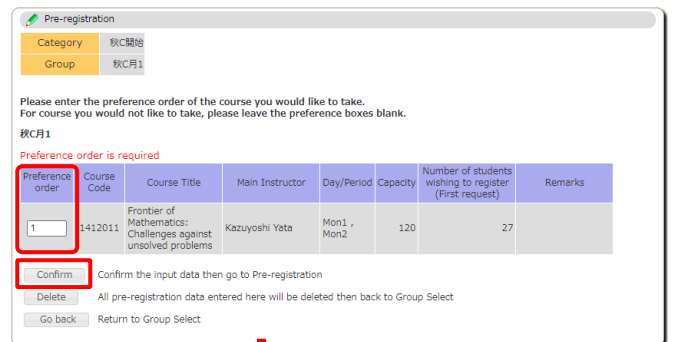
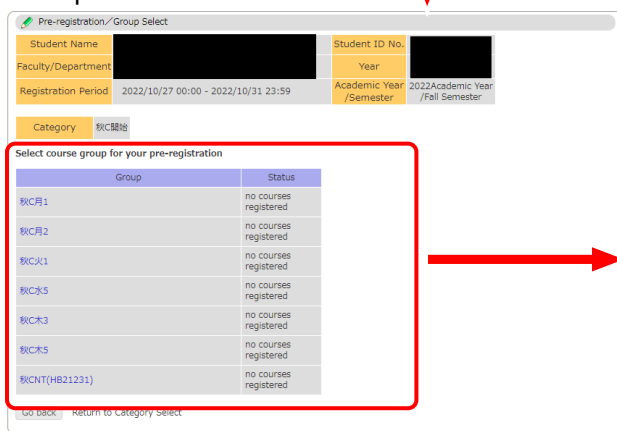
※Currently, this function is only available for “Introduction Subjects”, “Multidisciplinary Subjects for the Undergraduate Degrees” and “Essential Biology”

#### Category Select



Preference order and confirmation of the course that you'd like to register

#### Group Select



### 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.

Course Search

Academic Year : 2022  Within course registration period only  Courses on first-come-first-served-basis

Course Code : \_\_\_\_\_ Course Title : \_\_\_\_\_ Instructor : \_\_\_\_\_

Term : Fall Semester Semester : not specified Setup Category : Bachelor's Degree Program

Day : (not specified) Period : not specified Course Affiliation : not specified

Module : not specified Regular year level of course : not specified

Search Clear

Click on a course title to go back to the Summons screen for that course.

※The course that link has not displayed cannot do course registration because it has already reached its capacity.

Display Order : [By Course Code] Display Count : [10] results

Shows search results from 1 to 10 (total of 39 results) Search results page : << previous page 1 2 3 4 next page >>

No.	Term	Module (day/period)	Course Code	Course Title	Instructor	Course Affiliation	Regular year level of course
1	Fall Semester	FallA - FallB(Fri3)	FA01421	Calculus 2	Shoji Yoshida	School of Science and Engineering	1
2	Fall Semester	FallA - FallB(Fri3)	FA01431	Calculus 2	Hideki Kakeya	School of Science and Engineering	1
3	Fall Semester	FallA - FallB(Fri3)	FA01441	Calculus 2	Takayuki Nizato	School of Science and Engineering	1
4	Fall Semester	FallA - FallB(Fri3)	FA01451	Calculus 2	Ying Miao	School of Science and Engineering	1

### 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.

What's New  
No data available for display.

My Schedule  
Jan 2023  
Sun Mon Tue Wed Thu Fri Sat  
1 2 3 4 5 6 7  
8 9 10 11 12 13 14  
15 16 17 18 19 20 21  
22 23 24 25 26 27 28  
29 30 31  
2023/01/16(Mon)  
no schedule.

Notices to Current Students  
芸術専門学群の必修要件科目等の記載に関する修正について  
2022/4/18  
【社会学部】社会学部志望者モバイル(ツテラー)の貸出  
2022/4/18  
【CEGLOC】日本経済大学ボランティア部について  
2022/4/14

Display Information  
< 前へ  
< 掲載案内本文 >  
テストで掲載した情報です。

grade inquiry

Student Name [REDACTED] Student ID No. [REDACTED]  
School/College [REDACTED] Year [REDACTED]

Grade summary(GPA is based on the designated date set by the university each semester.) As of 2023/1/16 12:14

	Total	2 0 2 2 /Fall Semester	2 0 2 2 /Spring Semester	2 0 2 1 /Fall Semester	2 0 2 1 /Spring Semester
Registered Credits	79.5	19.5			
Obtained Credits	56.5				
G P A	3.88				
Recognized credits	0.0				

List of grades  
Display Order : [By Academic Year, Course Code]

Shows search results from 1 to 20 (total of 74 results)  
Search results page : << previous page 1 2 3 4 next page >>

No.	Academic Year	Semester	Course Category	Course Code	Course Title	Main Instructor	Number of Credits	Spring Semester	Fall Semester	評点	Total
1	2022	Fall Semester	International Business	0012114	International Business	Dr. [REDACTED]	1.0	-	-		Currently Registered
2	2022	Fall Semester	Business Administration	0012112	Business Administration	Dr. [REDACTED]	1.0	-	-		Currently Registered
3	2022	Fall Semester	Business Administration	0012113	Business Administration	Dr. [REDACTED]	1.0	-	-		Currently Registered

## 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.

The screenshot shows the TWINS interface for answering a survey. On the left, there is a navigation menu with icons for HOME, Course, Grade, Student Info, Schedule, Enquete, Bulletin Board, Achievement Assessment, and 移行. Below the menu, there are sections for 'What's New', 'My Schedule' (showing a calendar for October 2022), and a list of surveys. The survey list includes:

[Class Surveys]	Go To General Surveys	Survey Period	Status
No.107 2022 Spring First Year Seminar (((1118102 First Year Seminar / Takashi Nishide / Thu2))		2022/10/28 - 2022/11/1	Open for responses

Below the class surveys, there is a section for 'General Surveys' with a table that shows 'No surveys you may respond to.'

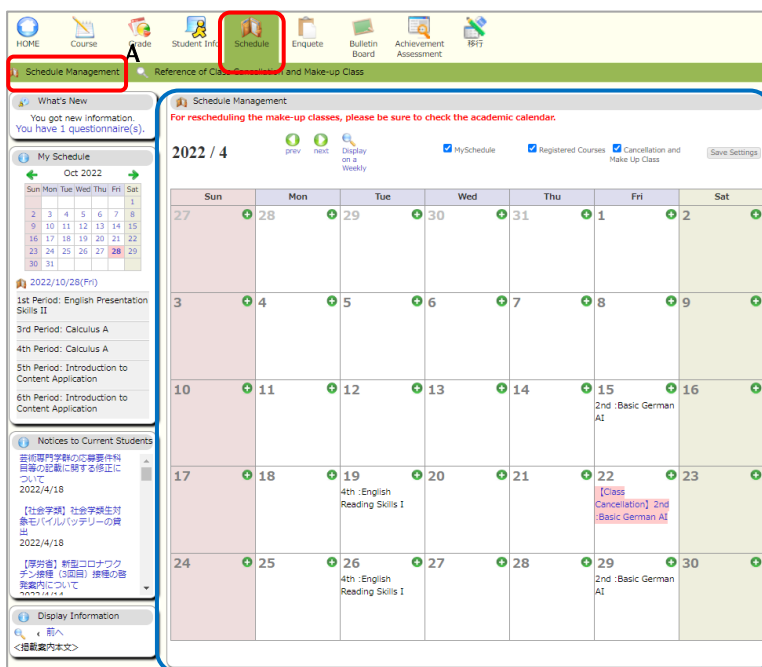
On the right, a detailed view of the survey question is shown. The title is '107, 2022 Spring First Year Seminar ( First Year Seminar / Takashi Nishide / Thu2 )'. The question text is in Japanese and English, asking for feedback on the course. The question is: '2. 授業の進め方や授業の進め方は適切でしたか。 (選択式) / The ways the instructor explained and planned the class contents were suitable for the course. (Choose one.) (required)'. The response options are:

- 大いにそう思う / Strongly agree
- そう思う / Agree
- どちらとも思えない / Neutral
- そう思わない / Disagree
- 全くそう思わない / Strongly disagree

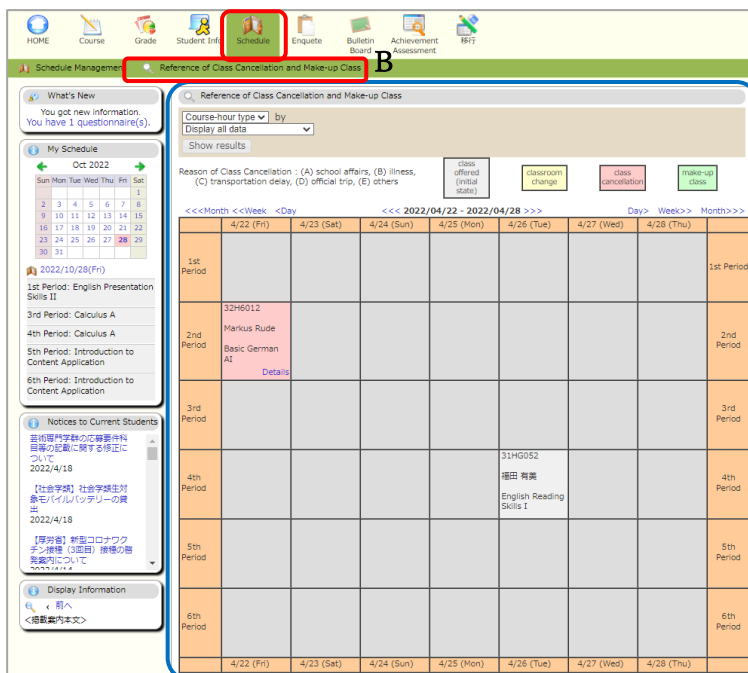
# 6. Schedule and Cancellation

## 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

### 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.

Genre	Number of Notices
Class bulletin board	-
授業 (主としてmanaba (コースニュースからのお知らせ)) /Classes	23
Announcement bulletin board	-
学生向けLir/Paging	0 (0 unread)
在学生へのお知らせ/Notices for Current Students	52
大学から学生へのお知らせ (学内専用) /Internal Notices for Current Students (Internal Use Only)	9
所属組織からのお知らせ/Notice from Schools and Colleges	4
学部授業に関するお知らせ/Notice about Undergraduate Courses	61
大学院授業に関するお知らせ/Notice about Graduate Courses	1
期末試験、追試、レポート/Final Exam / Make-up Exam /Reports	2
資格取得に関するお知らせ/Notice about Acquisition of a Qualification	39
学生支援に関するお知らせ/Notice about Student Support	18
外国人留学生へのお知らせ/News for International Students	3
創設者等関係、研究学生へのお知らせ/News for Created Auditors and Research Students	0
失物情報/Lost and found	9
事務からのお知らせ/Announcement from Academic Service Office	0



# 8. Achievement Assessment

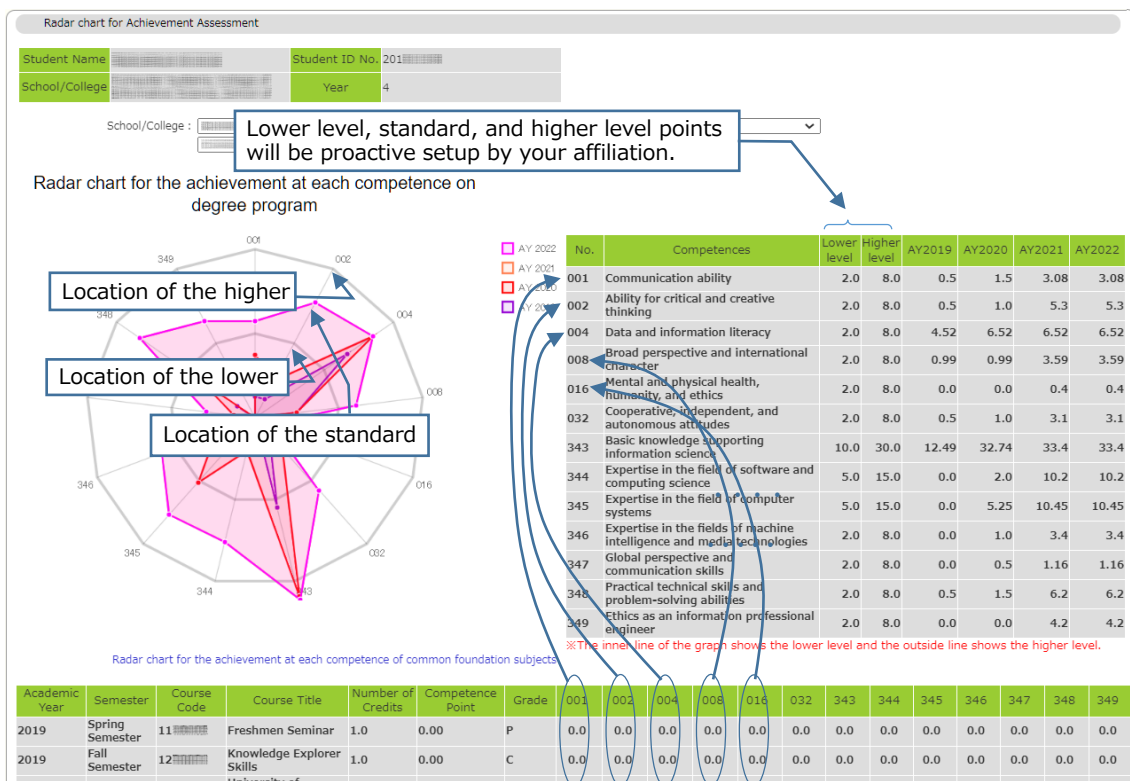
## 8. Achievement Assessment

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 "0" 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

設置場所 The installation location	標準の利用時間 Operating time	紙切れ等の問い合わせ Contact for out of paper and so on
第3エリア 3A棟 2階 支援室内 In the Academic service office (3A, 2F), <i>Dai-san</i> area.	月曜～金曜 Monday - Friday 9:00～17:00	システム情報エリア支援室 学群教務 Undergraduate courses educational affairs, Academic Service Office for the Systems and Information Engineering Area.
第2エリア 2B棟 3階 支援室前 The space in front of the service office (2B, 3F), <i>Dai-ni</i> area.		生命環境エリア支援室 学生支援 Student affairs, Academic Service Office for the Life and Environmental Sciences Area.
第2エリア 2A棟 2階 支援室前 The space in front of the service Office (2A 2F), <i>Dai-ni</i> area.		人間エリア支援室 学群教務 Undergraduate courses educational affairs, Academic Service Office for the Human Sciences Area.
第1エリア 1A棟 3階 支援室内 In the Academic service office (1A, 3F), <i>Dai-ichi</i> area.		人文社会エリア支援室 学群教務 Undergraduate courses educational affairs, Academic Service Office for the Humanities and Social Sciences Area.
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 Entrance hall, Student Plaza (1D, 2F), <i>Dai-ichi</i> area.	月曜～金曜 Monday - Friday 9:00～21:00	学生生活課 学生企画チーム Students planning section, Division of Student Welfare.
大学会館エリア 9P棟 2階 事務室内 In the office of bilg. 9P 2nd floor, <i>Daigaku-kaikan</i> area	月曜～金曜 Monday - Friday 9:00～17:00	学生交流課 (1A101) Division of Student Exchange, Department of Student Affairs.
体芸エリア 5C棟 2階 支援室内 In the Academic service office (5C, 2F), <i>Tai-gei</i> area.		体育芸術エリア支援室 学生支援 Student affairs, Academic Service Office for the Art and Sport Sciences Area.
医学医療エリア 4A棟 2階 エントランスホール Entrance hall In bilg. 4A 2nd floor, <i>Igaku-iryuu</i> area.		医学医療エリア支援室 学生支援 Student Support, Academic Service Office for the Medical Sciences Area
春日エリア 7B棟 2階 学生支援室内 In the Student Support Section (7B, 2F), <i>Kasuga</i> area.		図書館情報エリア支援室 学生支援 Student Support Section, the Academic Service Office for the Library, Information and Media Studies Area.
東京キャンパス 文京校舎 3階 334 社会人大学院等支援室内 In the Academic service office for the Business Sciences Area (3F #334), Tokyo Campus.	火曜～金曜 Tuesday - Friday 10:00～21:10 土曜 Saturday 10:00～20:00 月曜 Monday 10:00～18:30	社会人大学院等支援室 教務 Academic Service Office for the Business Sciences Area.
下田臨海実験センター 第一研究棟 1階 事務室内 In the office, <i>Dai-ichi-kenkyu-tou</i> (1F), Shimoda Marine Research Center.	月曜～金曜 Monday - Friday 9:00～17:00	下田臨海実験センター 事務室 Office for the Shimoda Marine Research Center.
山岳科学センター (菅平高原実験所) 事務室内 In the office, Sugadaira Montane Research Center.		山岳科学センター (菅平) 事務室 Office for the Sugadaira Montane Research Center.