

HGP Japanese Language Program

# Orientation

Beginner Low

Hitotsubashi Center for Global Education

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Hitotsubashi University

## Agenda

1. General Information on Classes
2. Course Registration
3. Course Content
  - 3.1 Timetable
  - 3.2 Textbooks
  - 3.3 Syllabus
  - 3.4 Grading
4. FQA

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# 1. General Information on Classes

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## Japanese Language Program in HGP (Hitotsubashi University Global Education Program)



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## Course steps



If you successfully pass courses at the level you were placed in, you will be eligible for taking courses a level higher in the following semester.

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## Classes will be conducted face-to-face.

- In principle, classes will be conducted face-to-face.
- Students who have not yet entered Japan or have been officially permitted to attend classes online by Hitotsubashi University may take classes online.
- Depending on the situation, the mode of class delivery may change after course registration period by consultation.

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## 2. Course Registration

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### Course Registration Period

Friday, **September 8** –  
Friday, **September 15**

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### Course Enrollment Web Lottery

Decision regarding the enrollment for Exchange students will be made by the web lottery.


**First Web Lottery:**  
9:00 September 4 – 12:00 September 5 [JST]

**Second Web Lottery:**  
17:00 September 6 – 14:00 September 7 [JST]

For details, contact the administration office.

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### How to Register

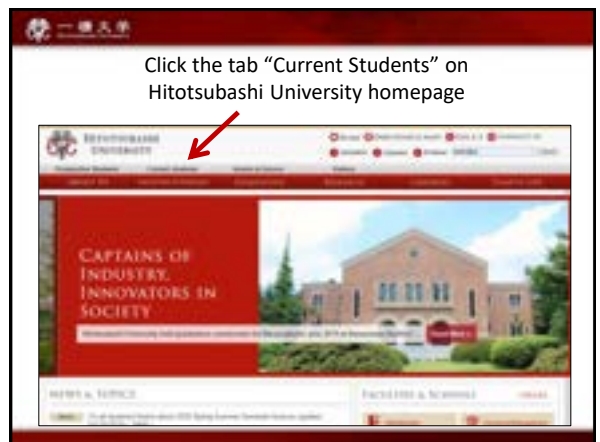
- Students should register via **Campus Education Learning System (CELS)** online. 
- Undergraduate Exchange Students** may apply to the First and Second Web Lottery.
- Graduate Exchange Students, Research Students and Regular Graduate Students** may apply to the **Second Web Lottery**.

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### How to Register

		Via CELS	1 <sup>st</sup> lottery	2 <sup>nd</sup> lottery
Exchange Students	Under-graduate	○	○	○
	Graduate	○	×	○
Regular Graduate Students		○	×	○
Research Students		○	×	○

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How to Access: CELS

- ➔ Hitotsubashi University HP
- ➔ Current Students ➔ Education system; CELS

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**Withdrawal (W) of your registered course(s)**

If you have registered for a course and decided to withdraw from it after the registration period, you must process the withdrawal using the CELS Online Registration System during the withdrawal period. **After that period, you will not be able to withdraw.** Failure then to complete the assigned (assessment) tasks will result in a **Fail grade (F)**.

**Course Withdrawal:**  
**Tuesday, September 26 – Monday, October 2**

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Self-registration on **manaba**

Hitotsubashi Center for Global Education  
 Japanese Language Education Program

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- Self-registration on **MANABA** is different from the **CELS** course registration. To enroll in the course as a regular student, you should complete the course registration procedure on CELS.
- Students who win the Web Lottery will be automatically registered on **MANABA**.

**NOTE!** After the registration period is closed, all students except regular students enrolled in the course will **be automatically** deleted from **MANABA**.

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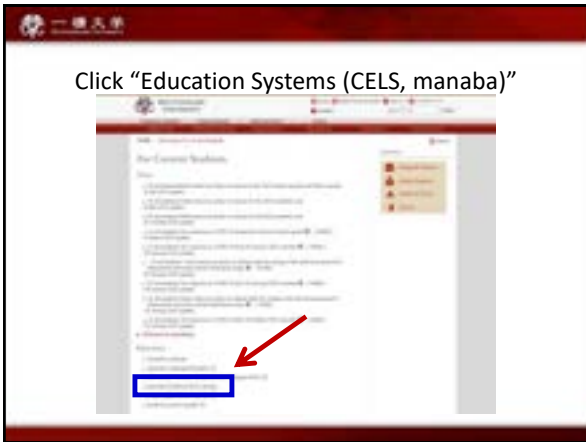
**Professors will post important news on MANABA**

- ★ Make sure you have Student ID and the password to access manaba.
- ★ Adjust the **reminder settings** to receive important announcements via email.

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Click the tab "Current Students" on Hitotsubashi University homepage

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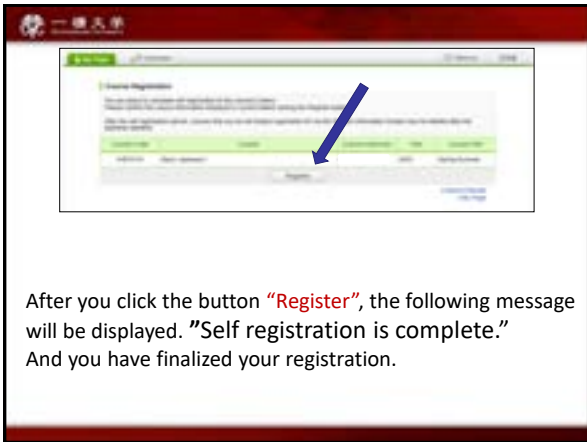
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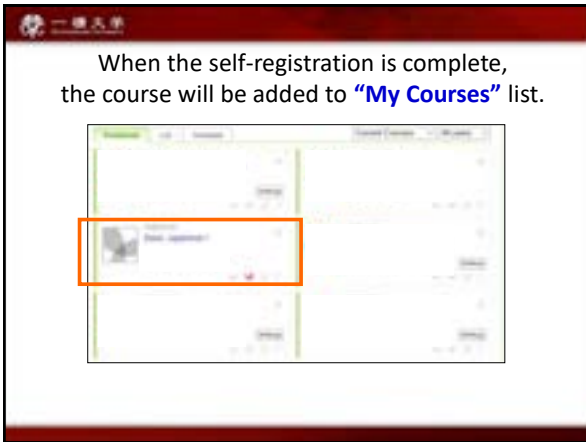
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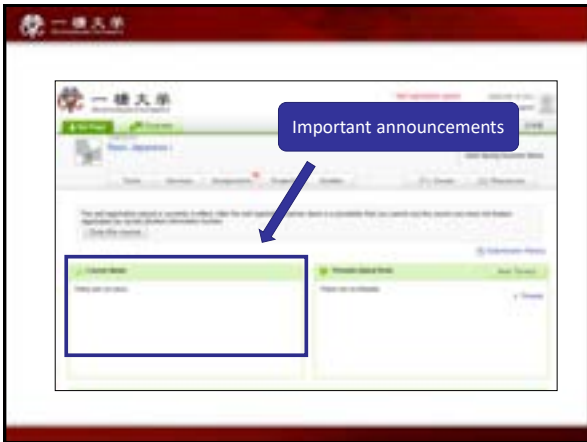
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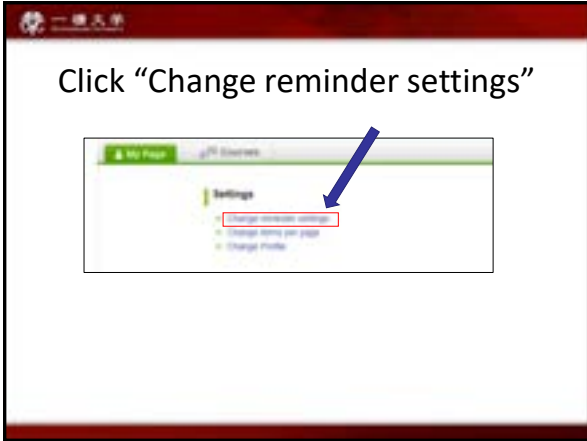
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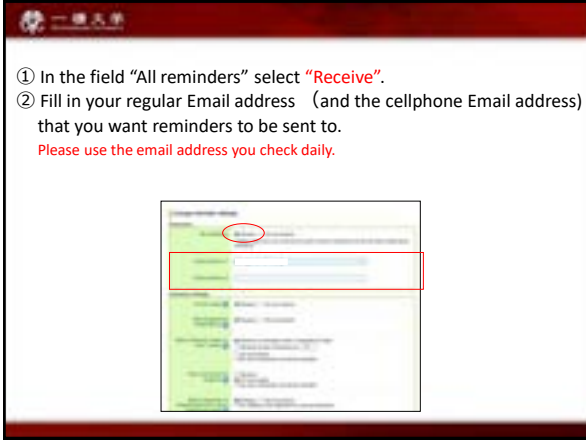
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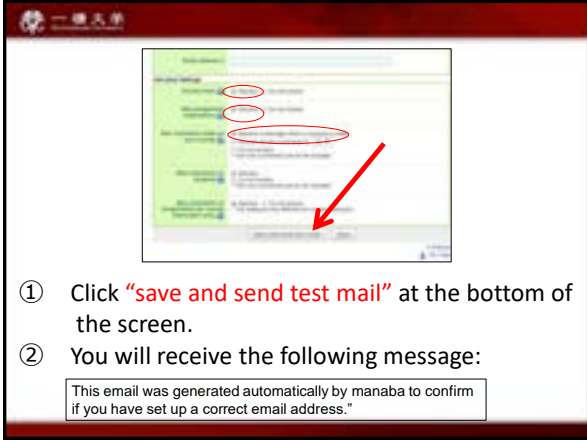
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# 3. Course Content

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Hitotsubashi University logo and 'Beginner Low' course title.

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### Basic Japanese 1

- an intensive course
- **5** classes per week (5 credits)
- designed for students who want to learn the Japanese language intensively and major in the Japanese language at their home universities.

### Introduction to Japanese Language

- a light course
- **3** classes per week (3 credits)
- designed for students who plan to study at Hitotsubashi University for 1 semester or more and want to start learning Japanese at a slower pace.

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## Course paths for 1-Year students

### Intensive path (fast track)

Autumn-Winter: Basic Japanese 1

if successfully passed → step up to a higher level

Spring-Summer: Beginner High

1. Basic Japanese 2
2. Comprehensive Japanese for Beginners

**NOTE!**

- tight schedule
- fast learning pace, much homework
- mastering your Japanese in a short period
- **no time** for traveling and adjusting to the new environment

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## Course paths for 1-Year students

### Intensive path (slow track)

Autumn-Winter: Introduction to Japanese Language

stay at the Beginner Low level → deepen your knowledge and develop basic skills

Spring-Summer: Basic Japanese 1

**NOTE!**

- You can start at a slow pace to have time to adjust to the new environment and get used to the teaching style, writing system, and some essential grammar in basics.
- You **cannot proceed** to the Beginner High level.

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## Course paths for 1-Year students

### Non-intensive path

Autumn-Winter: Introduction to Japanese Language

→ No Japanese language classes.

Devote your free time to self-study and explore Japan outside of the classroom!

**NOTE!**

- Check the requirements at your home university.
- You **cannot proceed** to the Beginner High level.

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## Course paths for 6-Months students

### Intensive path

**Autumn-Winter**  
Basic Japanese 1

→

**Spring-Summer**  
Return to your home university

\* Master the first half of Japanese basics to step up to a higher level at your home university.

**NOTE!**

- tight schedule
- fast learning pace, much homework
- mastering your Japanese in a short period
- no time for traveling and adjusting to the new environment

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## Course paths for 6-Months students

### Non-intensive path

**Autumn-Winter**  
Introduction to Japanese Language

→

**Spring-Summer**  
Return to your home university

\* Get familiar with the Japanese writing system, and enjoy the first steps in learning Japanese.

**NOTE!**

- Check the requirements at your home university.

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Basic Japanese 1 → Basic Japanese 2

Basic Japanese 1 → Comprehensive Japanese for Beginners

Introduction to Japanese Language → Basic Japanese 1

- Even if you successfully pass Introduction to Japanese Language, you will not be able to proceed to Basic Japanese 2 nor to Comprehensive Japanese for Beginners in the following semester.

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# Basic Japanese 1

VS.

# Introduction to Japanese Language

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## Course Instructors

Course Coordinator: SUZUKI Sayuri  
suzuki.s@r.hit-u.ac.jp  
Office Hour: by appointment

Other Instructors:

Basic Japanese 1	Introduction to Japanese Language
SHIRAIISHI, Erina	TSOY, Ekaterina
SAJI, Saki	WU, Rija
SUGIMOTO, Miho	KO, Yiqun
YAMAZAKI, Mayumi	

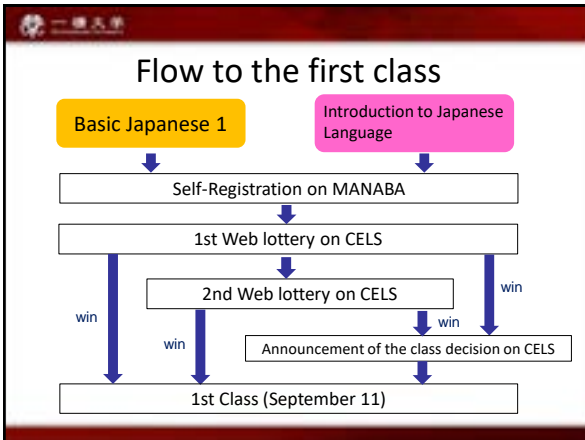
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The number of students who can be enrolled in each course depends on the classroom capacity. (Being determined by web lottery)

Basic Japanese 1	<ul style="list-style-type: none"> <li>Maximum <b>15 students</b></li> </ul>
Introduction to Japanese Language	<ul style="list-style-type: none"> <li>Maximum <b>72 students</b></li> <li>If the number of enrollees exceeds the limit, the students will be divided into 2 classes (Introduction to Japanese Language ① and Introduction to Japanese Language ②). Each class will be conducted in the same period of the timetable, BUT in DIFFERENT CLASSROOMS</li> </ul>

In this case, the IJL course coordinator will announce which class you are enrolled in (① or ②). Please be sure to set the REMINDER settings on manaba in order to receive important announcements about the classrooms by email.

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## 3.1 Timetable

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### Course Period: September 11 – December 22

	M.	T.	W.	Th.	F.
<b>1st</b> 8:45 - 10:30	IJL ①②		IJL ①②	BJ1 Room 4204	BJ1 Room 4204
<b>2nd</b> 10:45 - 12:30	BJ1 Room 4204	BJ1 Room 4204	BJ1 Room 1406		IJL ①②

The classroom for IJL will be announced via manaba course news.

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**Basic Japanese 1**

- 5 classes per week (5 credits)
- Students should attend all 5 classes.

**Introduction to Japanese Language**

- 3 classes per week (3 credits)
- Students should attend all 3 classes.

Students are **not allowed** to take both courses during the same semester.

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## 3.2. Textbooks

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### Basic Japanese 1

1. "GENKI Vol.1: An Integrated Course in Elementary Japanese (The Third Edition)" The Japan Times, ¥3600, ISBN: 978-4789017305
2. "GENKI Vol.1 WORKBOOK (The Third Edition)" The Japan Times, ¥1700, ISBN-13: 978-4789017312
3. Handouts and listening materials

**NOT the 2nd Edition!**

Textbooks and workbooks are available at Hitotsubashi Coop online bookstore.

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## Main Textbook Structure

- Conversation and Grammar Section

- ① Dialogue




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## Main Textbook Structure

- Conversation and Grammar Section

- ② Vocabulary  
used in the Vocabulary Quiz  
and learning activities in class



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## Main Textbook Structure

- Conversation and Grammar Section

- ③ Grammar  
used for self-study and  
class preparation

Students should read  
Grammar Notes **BEFORE** the class  
and come prepared.




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## Main Textbook Structure

- Reading and Writing Section

- ① Kanji  
used in Kanji Quiz and  
class preparation




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## Main Textbook Structure

- Reading and Writing Section

- ② Reading part  
used in Reading Activities in class



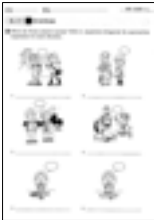
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## Workbook Structure

- Grammar / Listening Comprehension / Kanji

Used for Homework.  
Do exercises and submit  
the designated pages on the due date.





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## Introduction to Japanese Language

1. "Marugoto: Starter (A1) Rikai" (Japan Foundation), Sanshusha, ¥1,700, ISBN: 978-4-384-05753-9 C0081
2. Handouts and listening materials

**Starter (A1) Rikai**

**NOT Katsudoo!**


Textbooks are available at the university bookstore in the West Campus.

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## Main Textbook Structure

- **Conversation and Grammar Section**
  - ① Vocabulary
    - include Kanji
    - (Very basic one)




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## Main Textbook Structure

- **Conversation and Grammar Section**
  - ① Vocabulary
    - Supplementary Material
      - Wordbook used in the Vocabulary Quiz and learning activities in class




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## Main Textbook Structure

- **Conversation and Grammar Section**
  - ② Dialogue & Grammar




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## Main Textbook Structure

- **Conversation and Grammar Section**
  - ③ Grammar
    - Supplementary Material
      - Grammar Notes used for self-study and class preparation


**Students should read Grammar Notes BEFORE the class and come prepared.**



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## Main Textbook Structure


- **Reading and Writing Section**
  - ④ Reading
  - ⑤ Writing

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**Homework**

- **Grammar**

Homework.  
Do exercises and submit the designated pages on the website.



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- All materials will be distributed before classes via MANABA or during the online classes by the instructor via zoom chat .
  - ★ Students should check MANABA course page and download handouts before every class.
- Copies of Lesson 1 will be distributed in class (only for the first week).  
Regular students enrolled in the course **MUST purchase both textbook and workbook as soon as possible.**


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# 3.3. Syllabus

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## Check Web Syllabus

- ✓ Time and Classroom
- ✓ Instructors
- ✓ Class Schedule Details
- ✓ Textbook
- ✓ Grading etc.

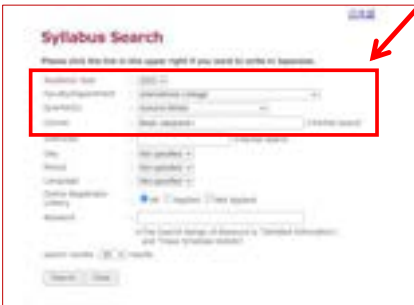


<https://www.hit-u.ac.jp/eng/>  
→ Syllabus Search

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## Syllabus search

Search!



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## Course Description Materials

Download the course description materials from the **"Resources"** on the **manaba** course page.

1. Autumn-Winter Semester 2023 Syllabus
2. Autumn-Winter Semester 2023 Course Schedule
3. "How To" materials

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## How to check your schedule

**2022AW Basic Japanese I Schedule**  
2nd Period (10:45-12:30)

G: Grammar WB: Workbook KHW:Kanji homework KG:Kanji Quiz VG:Vocabulary Quiz RP:Roleplay

abbreviation

	9/26	9/27	9/28	9/29	9/30
Quiz	Hiragana Quiz ①		Katakana Quiz①		VG (L4)
HW	WB 2-A		WB 2-B		Writing (L3)
				p38 [3-7]	
	L3 G2,3: ~ようび、 に/へ [Direction]	L3 G2,3,4: Time wordsに [Time]、い っ	L3 G3, 5, 6, 7: へ [Place]、～ませんか	L3 G8: は、 Dialogue, RolePlay, Reading and Writing	L4 G1,2: ~は [Position]、～に ～があります/います
	Kanji (L3) 一三四 五	Kanji (L3) 六七八九	Kanji (L3) 百千万円時	Kanji (L3) Review	Kanji (L4) 日本人
Quiz		10/3	10/4	10/5	10/6
HW	WB 3-A		Katakana Quiz②	WB 3-B, KHW3-2	KG (L3)
	p42 [4-2]		p48 [4-8]		VG (L5)
	LA G1,3,7: [EVENT]が あります/たかさん /Noun [Post]	LA G4,5,6,8: Verb[Post]、～じかん /日/～も	LA まとめ、 Dialogue, RP	LA Reading and Writing	L5 G1: い/な Adjective[Present]、 だんご
	Kanji (L4) 月次表	Kanji (L4) 木金土曜	Kanji (L4) 上下中半	Kanji (L4) Review	Kanji (L5) 山川元具

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	9/26	9/27	9/28	9/29	9/30
Quiz	Hiragana Quiz ①		Katakana Quiz①		VG (L4)
HW	WB 2-A		WB 2-B		Writing (L3)
				p38 [3-7]	
	L3 G2,3: ~ようび、 に/へ [Direction]	L3 G2,3,4: Time wordsに [Time]、い っ	L3 G3, 5, 6, 7: へ [Place]、～ませんか	L3 G8: は、 Dialogue, RolePlay, Reading and Writing	L4 G1,2: ~は [Position]、～に ～があります/います
	Kanji (L3) 一三四 五	Kanji (L3) 六七八九	Kanji (L3) 百千万円時	Kanji (L3) Review	Kanji (L4) 日本人
Quiz		10/3	10/4	10/5	10/6
HW	WB 3-A		Katakana Quiz②	WB 3-B, KHW3-2	KG (L3)
	p42 [4-2]		p48 [4-8]		VG (L5)
	LA G1,3,7: [EVENT]が あります/たかさん /Noun [Post]	LA G4,5,6,8: Verb[Post]、～じかん /日/～も	LA まとめ、 Dialogue, RP	LA Reading and Writing	L5 G1: い/な Adjective[Present]、 だんご
	Kanji (L4) 月次表	Kanji (L4) 木金土曜	Kanji (L4) 上下中半	Kanji (L4) Review	Kanji (L5) 山川元具

• Homework & due: Submit the WORKBOOK tasks Lesson2 in the class on 26<sup>th</sup> September.

• Submit Writing Assignment for Lesson3 on this day in class.

• Learn the vocabulary for lesson 4 given in the textbook (P104-105) and be prepared for the quiz.

• Kanji quiz for lesson 3 given in the textbook (P104-105) and be prepared. • Kanji Homework (KHW) Submit the WORKBOOK "Using Kanji" (Lesson3-2) tasks on P134 on this day in class.

• Grammar and expressions learned in class. Read Grammar Notes 4.5,6,8 (P.110-113) given in the textbook before the class.

• Kanji learned in class. Check the meaning, correct reading and writing order of each kanji. (P.308-309) before the class.

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Use the class schedules to:

- preview lessons;
- get prepared for quizzes;
- submit assignments on time;
- manage your time effectively.

★ Class schedules may be subject to change.

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## 3.4. Grading

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### Grading

BJ1		IJL	
Final Exam, Presentation	30%	Final Exam, Presentation	30%
Mid-term Exam	15%	Mid-term Exam	20%
Hiragana, Katakana, Kanji Quizzes	10%	Hiragana, Katakana, Vocabulary Quizzes	20%
Vocabulary Quizzes	10%	Homework	15%
Homework (Workbook)	15%	Participation	15%
Writing Assignments	10%		
Participation	10%		
	100%		100%

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### Attendance

- **No audit** is allowed. Students who want to attend a Japanese learning class, are required to register.
- We take attendance very strictly. Being absent or late to class will be penalized with a total score reduction.
- Keep in touch with the class instructors if you have any problems with attendance.

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## Attendance

- If you are late for **less than 20 minutes**, you will be reduced by **20%**. If you are late or leave the class for either **20 minutes or more** after the class has started, you will also be reduced by **30%**.

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## Homework:

- You will be given homework assignments on a regular basis. **Check the course schedule and meet deadlines.**
- You should submit your homework at the **beginning** of the class following the instructor's directions. **No submission after the deadline is accepted.** It will **NOT** be marked on your score if submitted after due date.
- Incomplete or poorly done homework will **NOT** be accepted. If more than half of the assignment is incorrect, it will not be marked.

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## Quizzes

- Quizzes will be usually given at the beginning of the class via manaba. **If you come late, you will miss quizzes.**
- No make up for quizzes.

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## Exams

- Midterm and Final Exams include Speaking, Listening, and Reading Tests.
- Final Exam also includes a presentation.
- You may make up for midterm, and final exam **ONLY IF YOU HAVE SERIOUS CIRCUMSTANCES**. In this case you should submit a written explanation and inform the coordinator as soon as possible.
- Exams should be made up within a week of the scheduled time and will **NOT** be given prior to the scheduled test dates. The score on a make-up exam will be reduced by 10 %.

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## NOTE:

**We take attendance very strictly.**

If students miss some classes, it will be difficult for them to catch up and successfully complete the course.

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## 4. FQA

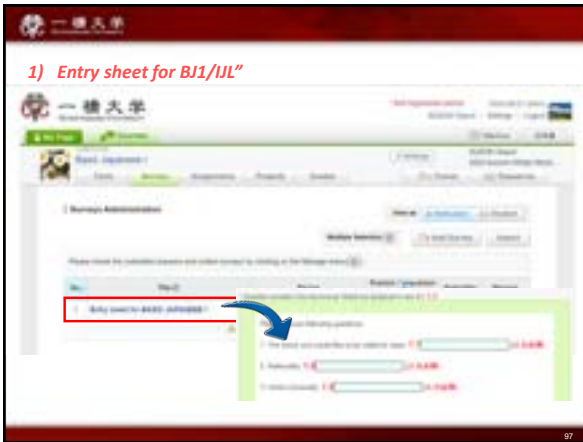
How do we entry for the classes?

*Submit "Entry Sheet for BJ1/IJL course" on manaba "Surveys" page.*

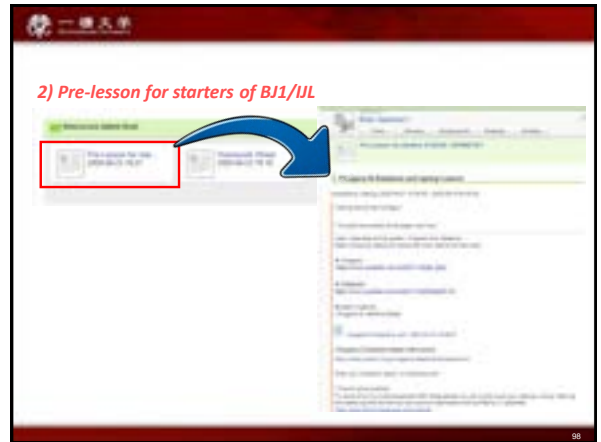
*\*Only students who have already decided taking the class.*

*After you submit "entry sheet for BJ1/IJL", access to MANABA course "Resources" page, and take "Pre-lesson for starters of BJ1/IJL". This page guides some self-study materials such as Japanese writing system, Hiragana & Katakana and "how to type" Japanese.*

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### 4. FQA

Can we entry for both classes?  
(In order to decide which class to take and opt-out during the withdrawal period)

▶ *Due to the registration system, Yes.*

**BUT!**

*By applying for both BJ1 and IJL, you may deprive other students of the opportunity to take Japanese classes. To avoid such trouble, please carefully read the course materials (syllabus and schedule) and choose only one.*

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### 4. FQA

My major class conflicts with Japanese class.  
(i.e. Japanese Economics and BJ1 both are lectured in same day and same period )  
Is it possible to be absent some classes in a week?

▶ **NO.** *You must attend all classes.  
(BJ1: 5 classes a week, IJL: 3 classes a week)*

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### 4. FQA

I would like to ask about the credits transfer with my home university.

▶ *Please ask administration office or Academic Advising Session (Q&A Session about course selection) 13:30-14:30 [JST] on 1 September at Mercury Tower 7F.*

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### 4. FQA

Can we watch on-demand video of BJ1 or IJL courses if we entry?

▶ **NO.** *Both courses are conducted face-to-face on time in the 1<sup>st</sup> or 2<sup>nd</sup> period.  
Any On-demand videos for regular students will be not provided.*

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4. FQA

Is it possible to change the level if I feel this level will not be suitable for me?

► Basically, **NO**. Students are expected to take classes in the level you were placed.

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Office of Student

Message Your Student - Your University's Office of Student



The image shows a grid of four photographs of students. Each student is holding a sign that says "I am a student". The signs are in different colors: pink, green, yellow, and teal. The students are standing outdoors in a grassy area.

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