

HGP Japanese Language Program


Orientation

Beginner Low

一橋大学 Hitotsubashi Center for Global Education

一橋大学 Hitotsubashi University

Please Download the orientation materials using this QR code. (no.1 to no.5)



日本語教育プログラム
Japanese Language Education

Japanese Education Program websites
Beginner Low level

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Today's materiales

1. Courses by Level and Topics
2. Japanese Courses Spring-Summer 2025
3. About the Web Lottery, Course Registration and Withdraw
4. How to use manaba
5. Beginner Low

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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

Wednesday, **April 9** –
Wednesday, **April 16**

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Course Enrollment Web Lottery

Decision regarding the enrollment of **BASIC JAPANESE I** for Exchange students will be made by the web lottery.

First Web Lottery:
9:00 April 3 – 12:00 April 4 [JST]

Second Web Lottery:
17:00 April 7 – 14:00 April 8 [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	1st lottery	2nd lottery
Exchange Students	Undergraduate	○	○	○
	Graduate	○	×	○
Regular Graduate Students		○	×	○
Research Students		○	×	○

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Click the tab "Current Students" on Hitotsubashi University homepage

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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:
Wednesday, April 23 – Tuesday, April 29

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ポータルシステム **manaba**

Self-registration on manaba

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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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Click "Education Systems (CELS, manaba)"

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Enter your Student ID and password

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Click "Search and register for courses" in the box "About Self Registration"

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Enter the course title "Basic Japanese I"

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A list of courses will appear.
Click "Basic Japanese I"

Course Code	Course	Course Instructor	Year	Lecture Info
1HB70201	Basic Japanese II		2023	Spring-Summer Mon1, Tue1, Wed1, Thu2, Fri2
1HB70101	Basic Japanese I		2023	Spring-Summer Mon2, Tue2, Wed2, Thu1, Fri1

After you click the button "Register", the following message will be displayed. "Self registration is complete."
And you have finalized your registration.

Course Registration

You are about to complete self-registration to the course(s) below. Please confirm the course information displayed is correct before clicking the Register button. After the self-registration period, courses that you do not finalize registration for via the Student Information System may be deleted after the deadline deadline.

Course Code	Course	Course Instructor	Year	Lecture Info
1HB70101	Basic Japanese I		2023	Spring-Summer

Register

When the self-registration is complete, the course will be added to "My Courses" list.

Thumbnail List Timetable Current Courses All years

1HB70101 Basic Japanese I

Important announcements

Basic Japanese I

Tests Surveys Assignments Projects Grades Forums Resources

The self-registration period is currently in effect. After the self-registration period, there is a possibility that you cannot use the course you have not finalize registration for via the Student Information System.

Drop this course

Course News: There are no news.

Threads (latest first): There are no threads.

Click "Settings"

Announcements

Submission History

About Self Registration

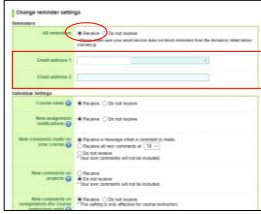
Click "Change reminder settings"

Settings

- Change reminder settings
- Change items per page
- Change Profile

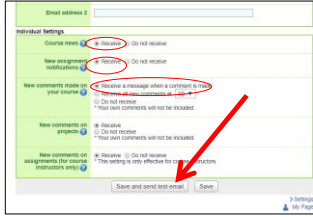
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- In the field "All reminders" select "Receive".
- Fill in your regular Email address (and the cellphone Email address) that you want reminders to be sent to.
Please use the email address you check daily.



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- Click "save and send test mail" at the bottom of the screen.
- You will receive the following message:

This email was generated automatically by manaba to confirm if you have set up a correct email address."

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3. Course Content

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Japanese Language Courses

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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)

1st Semester

Basic Japanese 1

if successfully passed

→

step up to a higher level

2nd Semester

ひとつばしだいがく 初級後半
Beginner High

- Basic Japanese 2
- Comprehensive Japanese for Beginners
- Bridge to Intermediate Japanese

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)

1st Semester: Introduction to Japanese Language

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

2nd Semester: 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

1st Semester: Introduction to Japanese Language

→

2nd Semester: 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

1st Semester: Basic Japanese 1

→

2nd Semester: 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

1st Semester: Introduction to Japanese Language

→

2nd Semester: 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

Basic Japanese 1 → Bridge to Intermediate Japanese

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, Comprehensive Japanese for Beginners or Bridge to Intermediate Japanese 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

KIKUCHI, Sachie
YI, Jungmi
TANAKA, Mihoko
YAMAZAKI, Mayumi

Introduction to Japanese Language

KIM, Youjin
TAKAHASHI, Ori
NAKAGAWA, Junko
ENDO, Yuko

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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 for BJ1)

Basic Japanese 1

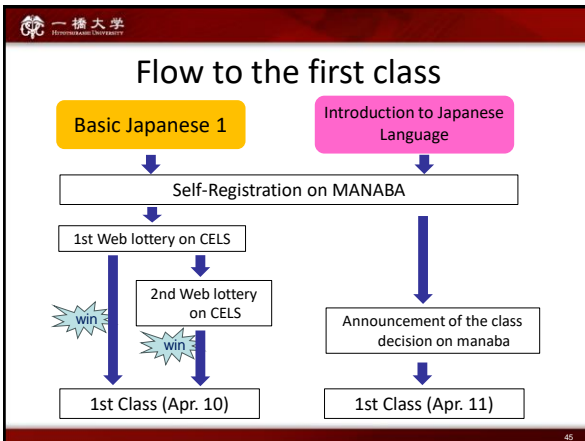
- Maximum **16 students**

Introduction to Japanese Language

- Maximum **72 students**
- If the number of enrollees exceeds the limit, the students will be divided into 2 classes (Introduction to Japanese Language① and Introduction to Japanese Language ②). Each class will be conducted in the same period of the timetable, BUT in DIFFERENT CLASSROOMS

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: Apr. 10 – Jul. 18

	M.	T.	W.	Th.	F.
1st 8:45 - 10:30	IJL ① ②	/	IJL ① ②	BJ1 Room 4101	BJ1 Room 4101
2nd 10:45 - 12:30	BJ1 Room 4101	BJ1 Room 4101	BJ1 Room 4101	/	IJL ① ②

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

- 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

- “Marugoto: Starter (A1) Rikai” (Japan Foundation), Sanshusha, ¥1,700, ISBN: 978-4-384-05753-9 C0081
- 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

- Vocabulary
include Kanji
(Very basic one)




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Main Textbook Structure

- Conversation and Grammar Section

- 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

- 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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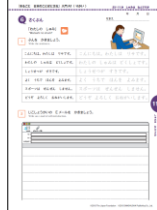
Main Textbook Structure

- **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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- Supplementary materials will be distributed before classes via MANABA.
 - ★ 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!

Syllabus Search 日本語

Please click the link in the upper right if you want to write in Japanese.

Academic Year: 2023

Faculty/Department: International Linkage

Quarter(s): Autumn/Winter

Course: Basic Japanese I Partial search

Professor: Partial search

Day: Not specified

Period: Not specified

Language: Not specified

Online Registrar: All Applied Not Applied

Library:

Keyword:

※The Search Range of Keyword is "Detailed Information", and "Class Schedule Details".

search results: 28 results

Search Clear

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Course Description Materials

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

1. Spring-Summer Semester 2025 Syllabus
2. Spring-Summer Semester 2025 Course Schedule
3. "How To" materials

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How to check your schedule

SAMPLE Basic Japanese I Schedule

2nd Period (10:45-12:30)

G: Grammar WB: Workbook KHW: Kanji homework KQ: Kanji Quiz VQ: Vocabulary Quiz RP: Roleplay

abbreviation

9/26	9/27	9/28	9/29	9/30
Quiz Hiragana Quiz ③		Katakana Quiz②		VQ (L4)
HW WB 2-A		WB 2-B		Writing (L3)
L3 G2,3: ~ようび、に/へ[Direction]	L3 G2,3,4: Time words/に[Time]/いつ	L3 G3, 5, 6, 7: へ[Place]/~ませんか	p38 [3-7] L3 G8: は, Dialogue, RolePlay, Reading and Writing	LA G1,2: ~は [Position]です/に ~があります/います
Kanji (L3) 一二三四五	Kanji (L3) 六七八九	Kanji (L3) 百千万円時	Kanji (L3) Review	Kanji (L4) 日本人
10/3	10/4	10/5	10/6	10/7
Quiz WB 3-A	Katakana Quiz②		KQ (L3)	VQ (L5)
HW WB 3-A		WB 3-B, KHW3-2		Writing (L4)
p42 [4-2] LA G1,3,7:[EVENT]があります/たくさん [Noun] [Post]	LA G4,5,6,8: Verbi[Post]/~じかん/日/~日	p48 [4-8] LA まとめ, Dialogue, RP	LA Reading and Writing	L5 G1: い/な Adjective[Present], さん
Kanji (L4) 月火水	Kanji (L4) 木金土曜	Kanji (L4) 木金土曜	Kanji (L4) 上下中半	Kanji (L4) Review
			Kanji (L5) 山川元氣	

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- Homework & due: Submit the **WORKBOOK** tasks Lesson2 in the class on 26th 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.

9/26	9/27	9/28	9/29	9/30
Quiz Hiragana Quiz ③		Katakana Quiz①		VQ (L4)
HW WB 2-A		WB 2-B		Writing (L3)
L3 G2,3: ~ようび、に/へ[Direction]	L3 G2,3,4: Time words/に[Time]/いつ	L3 G3, 5, 6, 7: へ[Place]/~ませんか	p38 [3-7] L3 G8: は, Dialogue, RolePlay, Reading and Writing	L4 G1,2: ~は [Position]です/に ~があります/います
Kanji (L3) 一二三四五	Kanji (L3) 六七八九	Kanji (L3) 百千万円時	Kanji (L3) Review	Kanji (L4) 日本人
10/3	10/4	10/5	10/6	10/7
Quiz WB 3-A	Katakana Quiz②		KQ (L3)	VQ (L5)
HW WB 3-A		WB 3-B, KHW3-2		Writing (L4)
p42 [4-2] LA G1,3,7:[EVENT]があります/たくさん [Noun] [Post]	LA G4,5,6,8: Verbi[Post]/~じかん/日/~日	p48 [4-8] LA まとめ, Dialogue, RP	LA Reading and Writing	L5 G1: い/な Adjective[Present], さん
Kanji (L4) 月火水	Kanji (L4) 木金土曜	Kanji (L4) 木金土曜	Kanji (L4) 上下中半	Kanji (L4) Review
			Kanji (L5) 山川元氣	

- Kanji quiz for lesson 3 given in the textbook (P304-305) and be prepared.
- Kanji Homework (KHW) Submit the **WORKBOOK** "Using Kanji" (Lesson-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

Final Exam	20%
Midterm Exam	15%
Quizzes	10%
Vocabulary Quizzes	10%
Homework (Workbook)	15%
Writing Assignments	10%
Final Presentation	10%
Participation	10%

IJL

Final Exam	20%
Midterm Exam	20%
Presentation	10%
Quizzes	20%
Homework	15%
Participation	15%

 100%

 100%

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Attendance

- We take attendance very strictly. Being absent or late to class will be penalized with a total score reduction.
- **No audit** is allowed. Students who want to attend a Japanese learning class, are required to register.
- 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**, your score will be reduced by **20%**. If you are late or leave the class for either **20 minutes or more** after the class has started, your score 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 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 presentation is also evaluated.
- 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

1. How do we entry for the classes?

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

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

After you submit "Face 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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1) Face sheet for BJ1/IJL"

Basic Japanese I

Surveys

Face sheet

1. This name you would like to be called in class: 1. (入力必須)

2. Nationality: 1. (入力必須)

3. Home University: 1. (入力必須)

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2) Pre-lesson for starters of BJ1/IJL

Resources (latest first)

Pre-Lesson for starters of BJ1/IJL

Homework Sheet

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4. FQA

2. 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

3. 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

4. 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 2nd Apr. at Mercury Tower 7F.

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4. FQA

5. 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 1st or 2nd period.
Any On-demand videos for regular students will not be provided.

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4. FQA

6. 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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Voice of Students

Message from Students Stories from Alumni

Message from Students ~ Your Hitotsubashi 日語(Nihongo) Experience ~



From Lithuania



From France



From U.S.A.




From Singapore

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Academic advising session

~Classrooms 教室編~



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