

# Important Notes for Course Registration

## (1) Semester and Module

The University of Tsukuba implements the Spring/Fall Semester system and those semesters consist of 6 modules.

The period of each semester is as follows:

Spring Semester: 1st April ~ 30th September      Fall Semester: 1st October ~ 31st March

Spring A, B and C comprise Spring Semester. Fall A, B and C comprise Fall Semester. For each period of modules, the first day of the class, the examination day, etc., please refer to the Academic Calendar.

## (2) Course Timetable

Each course period is as follows (one period=75 minutes):

【Tsukuba Campus】 Monday to Friday

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

Course hours under the Special Provision on Educational Method Stipulated in Article 14 of the Standards for Establishment of Graduate Schools

7 <sup>th</sup> Period	18:00 ~ 19:15	19:15 ~ 19:20
8 <sup>th</sup> Period	19:20 ~ 20:35	

【Tokyo Campus】 Tuesday to Saturday

Tuesday to Friday : 7<sup>th</sup> ~ 8<sup>th</sup> Periods

Saturday to Sunday : 1<sup>st</sup> ~ 8<sup>th</sup> Periods

Period	Time	Break
1 <sup>st</sup> Period	8:55~10:10	10:10~10:20
2 <sup>nd</sup> Period	10:20~11:35	11:35~11:45
3 <sup>rd</sup> Period	11:45~13:00	13:00~13:45
4 <sup>th</sup> Period	13:45~15:00	15:00~15:10
5 <sup>th</sup> Period	15:10~16:25	16:25~16:35
6 <sup>th</sup> Period	16:35~17:50	17:50~18:20
7 <sup>th</sup> Period	18:20~19:35	19:35~19:45
8 <sup>th</sup> Period	19:45~21:00	

### (3) Credit

1 unit of credit normally requires 45 hours of academic work. The calculation criteria are as follows:

Lectures/Class Exercises	15 to 30 hours	1 credit
Training/Lab Experiments/Practical Application	30 to 45 hours	1 credit

Note: The University of Tsukuba calculates 1 class period (75 minutes) as 1.5 hours (90 minutes).

### (4) Grading and Examinations

#### ① Grading

According to grading philosophy stated in each course syllabus, course instructors grade the credited auditor's performance on a five-point scale (A+, A, B, C and D) as shown below. In some courses set by each educational organization, evaluation will be based solely on P or F. Grades of D and F are considered failing, and no credits will be awarded. (Only subjects with grades A+, A, B, C, and P that have been awarded credits will be listed on the transcript.)

#### 【Grade evaluation criteria】

A+: 90~100 points    A: 80~89 points    B: 70~79 points    C: 60~69 points

D: 59 points or lower

P: Pass    F : Fail

Grade evaluation can be confirmed on TWINS from the start date of grade reference setting for each module described on TWINS.

#### ② Exams, etc.

Exams, etc. will be conducted by the course instructor during class hours through written, oral, practical, or other methods, or through reports, etc. The implementation method, date, and time may vary by course, so please check the syllabus, the instructions of the course instructor, or any posted notices.

#### ③ Appeal against the grading

If you have any inquiries or doubts regarding the grading, please first contact the course instructor. If the issue remains unresolved, please inquire with the academic affairs of the academic service office about the designated procedure set by the educational organization offering the course. Fill out the required information on the designated form and submit it.

### (5) Key to the Course Catalogue

(Example)

Course Number	Course Name	Course Type	Credits	Standard Academic Year	Course Offering	Meeting days, Period, etc.	Classroom	Instructor	Course Overview	Remarks
AB10191	Philosophy	1	1.0	1	Spring A・B	Tue.6	1D204	Taro Tsukuba	The aim o ...	G-course online

Letters and numbers indicate organization, classification, and field.

Classes are conducted in lecture format.

Standard academic year to take the course

Classes will be held in Spring A・B, on Tuesdays during 6th period.

Classes will be held in Room 204 in 1DBldg.

Please note that there are various descriptions of course requirements and class conduct.

For some classes, the class period is not yet determined as shown below. Please check with the organization that established the course for the schedule and other information. After enrollment, you can check the web bulletin board (TWINS, Kdb), etc.

- Intensive Course : A type of class in which the class period is not regular, but concentrated to some extent.
- By request : A type of class in which students are instructed in experiments for a long period of time and receive guidance as needed through coordination with the instructor.
- By Appointment : A type of class in which the content is similar to a seminar for a small number of students and is generally held on a regular basis, but the date and time may be changed due to circumstances of the instructor.
- 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.

Please note that even if the Credited Auditors are unable to attend classes of which schedule determined after the enrollment procedure, they cannot change the courses taken and the enrollment fee and the tuition will not be refunded.

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	Lecture and Class Exercises
5	Lecture 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

## (6) Classrooms

The following abbreviations specify classrooms and laboratories. If you have further questions, please contact each Academic Service Office.

Example:

Classroom	Location
1D201	1D Bldg., 2 <sup>nd</sup> Floor
2B507	2B Bldg., 5 <sup>th</sup> Floor
3A412	3A Bldg., 4 <sup>th</sup> Floor
4B211	4B Bldg., 2 <sup>nd</sup> Floor
9L101	International Lecture Bldg., 1 <sup>st</sup> Floor

9P209	9P Bldg. (University Hall Bldg. C) 2 <sup>nd</sup> Floor
CA310	Center for Education of Global Communication (CEGLOC) Bldg. A, 3 <sup>rd</sup> Floor

See Campus Map for classroom information. (<https://www.tsukuba.ac.jp/en/about/campus-access/>)

## (7) Course Implementation Method

The course implementation methods are classified as follows.

The implementation methods for each course are listed in the remarks column of the Course List at the beginning of the academic year, and the latest information is provided in the remarks column of KdB and the syllabus. Additionally, announcements may also be posted on the web bulletin board (TWINS).

Classification of courses	Classification of course implementation methods	Explanation
Face-to-face courses	① Face-to-face	Courses that are conducted face-to-face for all classes
	② Face-to-face (partially online)	Courses that are conducted through a combination of face-to-face and online classes, with more than half of classes conducted face-to-face
Online courses	③ Online (partially face-to-face)	Courses that are conducted through a combination of face-to-face and online classes, with more than half of classes conducted online
	④ Online (asynchronous)	Courses that are conducted online for all classes, with most of the classes conducted asynchronously
	⑤ Online (synchronous)	Courses that are conducted online for all classes, with most of the classes conducted synchronously

Notes: Asynchronous refers to a method where students can view pre-recorded lecture videos and materials at their convenience using LMS (manaba) and other platforms, allowing them to take the course outside of the classroom where the course is held, thereby substituting part or all of the face-to-face classes.

Synchronous refers to a method where an online system is used to simultaneously broadcast the class situation to remote locations, allowing students to participate in the course in real time outside of the classroom where the course is held.

- Unauthorized reproduction, reprinting, or diversion of course materials, lecture videos, etc. used in classes are prohibited.