

A Guide for Students Participating in the Tohoku University International Program in Liberal Arts (2017-2018)

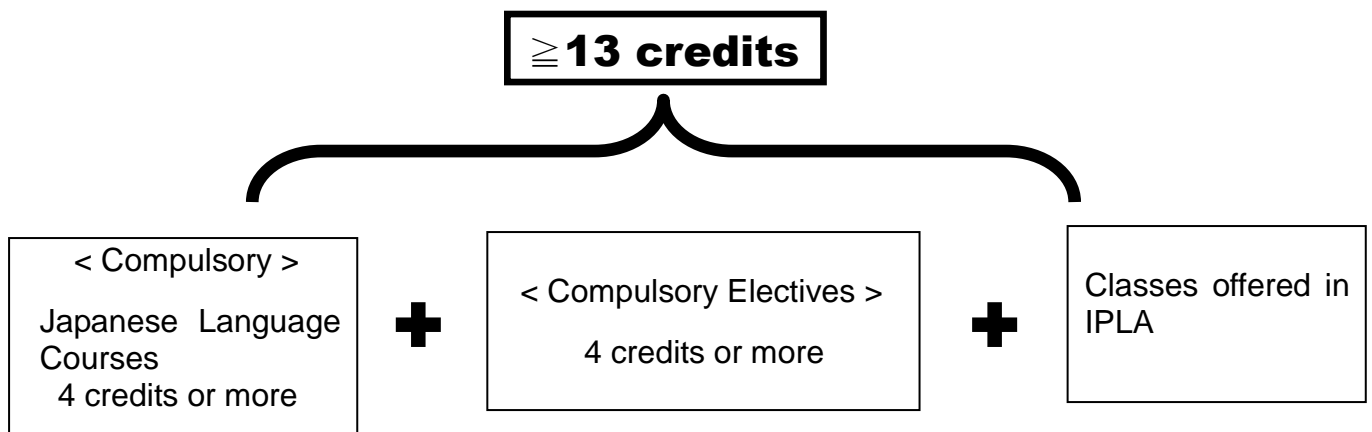
This booklet contains the basic information that all IPLA students should know in order to successfully complete the program. Please read them carefully.

1. Academics

(1) Curriculum

[Requirements]

- ◆ In order to complete the program, you must earn **13 or more credits per semester** including;
 - 4 credits of Japanese language courses (according to your level)
 - 4 credits of compulsory elective courses
- ◆ We highly recommend that you take more than 13 credits.



- ◆ If you have enough credits for expected completion (minimum of 13 credits per semester), you can register additional courses outside IPLA.
- ◆ If you have near-native Japanese language proficiency you may be allowed to register for courses taught entirely in Japanese. You can register these courses only if you have the required minimum of 13 credits from IPLA courses.

[Advisors]

Your advisors will provide guidance during your study term. Please make an appointment via email first. At the following occasions, you must seek advice/approval from your advisor.

Program Advisors

- ◆ Registration
- ◆ Temporary leave to either return to your country or visit another country
- ◆ Emergency (accidents, sickness, etc)
- ◆ Any other issues you are concerned

Japanese Study Advisors

- ◆ Registration for Japanese courses
- ◆ Information about Japanese courses
- ◆ Difficulty in following courses

Program Advisors

- ▶ **Prof. Kazuko SUEMATSU** (Director of IPLA)
Office: #320, 3rd Floor, West Wing, Education and Student Support Center
- ▶ **Senior Assistant Prof. Kaori SHIMASAKI**
Office: #315, 3rd Floor, West Wing, Education and Student Support Center

Japanese Study Advisor

- ▶ **Assoc. Prof. Kensaku SOEJIMA**
- ▶ **Lecturer Ms. Huja BACKLEY**

(2) Grading System, Transcript, and Credit Transfer

The academic credits earned at Tohoku University should be transferred to your home institution in accordance with the student exchange agreement.

Grading for all courses at Tohoku University is based on the below scale.

Alphabetical Grading		Grading Description	Based on a scale of 0 to 100 %
AA	Pass	Excellent	90 - 100 %
A		Good	80 - 89 %
B		Fair	70 - 79 %
C		Passing	60 - 69 %
D	Fail	Fail or Incomplete	0 - 59%

Academic transcripts: Only passing grades (AA-C) will appear on your transcript. An official transcript will be sent to your home university two months after the end of each semester. You should use this transcript to have your credits approved by your home university.

(3) Certificate of Completion

Certificates of Completion will be awarded to all participants who successfully fulfil the IPLA requirements and complete the program. The certificate will be sent to your university with your academic transcript pending final approval by the relevant committee.

(4) Final Presentation

All students must give a presentation at the end of their study period. This presentation is an opportunity to reflect on your achievements and experiences in the IPLA.

(5) Period of Study

The period of study in this program is one year for those who begin the program in the fall. Students enrolled from the spring semester will participate in IPLA only for six months.

2. Support and Student Life

Tohoku University Support website contains useful information for your daily life.

http://sup.bureau.tohoku.ac.jp/index_en.html

(1) Student Health Care Center and University Counseling Center

The Student Health Care Center and the University Counseling Center are available for all students. If you need language support, the center will make arrangements. See details at

http://sup.bureau.tohoku.ac.jp/health/index_en.html

(2) Student Support Groups

IPLANET, TUFSA (Tohoku University Foreign Students Association), and @home will assist you during your stay. They plan welcome and farewell parties, fun events, International Festival, and so on. They also provide personal support to make you feel at home.

IPLANET <https://www.facebook.com/iplanet.tohoku>

TUFSA <https://www.tufsa.net/>

@home <https://www.facebook.com/athome.tohoku>

(3) Tutors (Buddies)

This system is designed to help you adjust to new surroundings as smoothly as possible. Tutors, recruited from the university's Japanese students, will assist you in various matters, such as Japanese language learning and daily life.

(4) Group MORI ROOM

Group Mori is a volunteer group that support international students. MORI ROOM is open at R103, International Exchange Building on Mondays and Thursdays (12:00-15:00). All students are welcome to join for lunch, tea, snacks and share time with Mori members.

3. Health and School Insurance (Required for all exchange students.)

(1) National Health Insurance (KOKUHO)

This insurance reduces the cost of medical expenses, which are to be paid at a medical institution in cases of sickness or injury. Those with this insurance are only required to pay 30% of the total amount when they receive medical treatment.

(2) Personal Liability Insurance for Students (GAKUBAI)

This insurance is designed to cover liability for injury and/or property damage caused by the insured students to a third party in daily life (including school life) in Japan. **However, liability for damages caused by car and motorcycle (including scooter) accidents will not be covered.** Total maximum liability is 100,000,000 yen.

See the booklet "UNIV. CO-OP's Student Mutual Benefit (=KYOSAI)" under "Personal Liability Insurance for Students."

(3) Personal Accident Insurance for Students Pursuing Education and Research (GAKKENSAI)

This group insurance program is intended to compensate students for physical damage that they may happen to suffer during their regular school work, including lectures, physical education, laboratory and/or field work. Students who have acquired this insurance will receive payment in accordance with the degree of injury.

See the booklet "Guide to Personal Accident Insurance for Students Pursuing Education and Research."

4. Dormitories

Students cannot change rooms after rooms are assigned. Our dormitories are fully occupied. Exchange students are already given priority for dormitory rooms, so there is little flexibility for meeting requests for room changes.

Please follow the rules for the residents of your dormitory.

- ◆ Please keep both private and common areas clean and organized.
- ◆ Visitors must leave the dormitories before 10 PM. Also, no over-night visitors are allowed.
- ◆ Do not fail to pay your rent and/or bedding fee. If you fail to pay your rent for three months, you will be asked to move out.
- ◆ Pets are not allowed.

Dormitory Regulations:

http://www.insc.tohoku.ac.jp/english/exchange/incomingstudents_information/

If you have any problems, please inform the dormitory office first.

5. Emergency Procedures

(1) Safety Confirmation System

This system allows you to easily report your safety status. All students must register an email address and participate in regular training.

https://www.tohoku.ac.jp/en/misc/emergency_information.html

(2) Earthquakes

If a large earthquake occurs, take shelter under a desk or protect your head with a bag or book to deflect falling objects. Stay where you are until the shaking stops. If necessary, vacate the building and proceed cautiously to the nearest evacuation area. **Never use elevators in this situation.** Details can be found in the [Disaster Preparedness Handbook for Non-Japanese Residents](#) at the following website.

<http://www.pref.miyagi.jp/soshiki/ftp-kokusai/bosai-handbook.html>

6. Customs Regulations

(1) Import Prohibitions/Restrictions

Your belongings, even if they are for personal use during your stay in Japan, will be examined at customs, and may be subject to duty depending on their quantity or content.

Please check the customs regulations carefully.

In Japan, **possession of any of the following is prohibited or regulated by law.** Violations will result in severe punishment. The items listed below are typical examples.

PROHIBITED ITEMS

1. Illegal drugs such as cocaine, amphetamines or marijuana
2. Firearms such as handguns
3. Pornography (books/videotapes/DVDs)
4. Forged currency
5. Articles that infringe upon intellectual property rights, i.e., counterfeits

REGULATED ITEMS

1. Animals and plants, or related goods listed in the Washington Treaty and the Invasive Alien Species Act
2. Items that require animal and plant quarantine
3. Hunting rifles and swords

(2) Drinking/Smoking Age

In Japan, people under the age of 20 are prohibited from drinking alcohol and smoking tobacco and cigarettes. This applies to international students as well. Please observe the law.

- ◆ **Smoking is prohibited on all Tohoku University campuses.**
- ◆ **If you are caught for forcing your under-age friends to drink, you will be dismissed from IPLA immediately.**

(3) Illegal Drugs and Medical Marijuana

Possessing or using drugs is illegal, but the true concern is the threat posed by addiction. Addiction can destroy not only the users' health, but also their friendships and families, causing adverse effects on their communities. Addiction is a serious social problem, as has been widely reported in the mass media.

In Japan, possession of, for example, marijuana carries extremely harsh prison sentences of up to 5 years. Tohoku University regulations are also strict, requiring that any student convicted of possession be expelled or suspended.

All students are strongly urged to resist any passing urges or curiosity regarding drugs, be aware of their privileged position as Tohoku University students, and conduct themselves in compliance with our community's rules.

Please note that Japanese law does not recognize medical marijuana. Even if you have a prescription from a doctor in your home country, you will be arrested if you try to bring marijuana with you or have it mailed to you.

(4) Other Important Notices

- ◆ **Do not ride your bike in the snow.**
- ◆ **Do not to drive cars or motorcycles (including motorbikes)** even if you have a driver's license. If you have to drive cars or motorcycles, discuss with your advisor in advance.
- ◆ **Students who use cellular phones should confirm that they understand all the terms and conditions of the contract**, especially concerning toll-free and unlimited use. Note that expenses not included under toll-free use must be borne by the student. More detailed information on exceptions to toll-free use will be shown in the written contract and/or the booklet from the cellular phone provider. Students who have any questions should contact their cellular phone company before using their phone.

7. Temporary Leave during the Program Period

If you wish to take a leave, you must talk to your advisor and submit the Report of Temporary Leave.

【Termination of your study at Tohoku University】

Consult with your advisor as soon as you plan to leave. Except in the case of emergencies, one month prior to your leave is ideal.

Your leave might not be recognized as an authorized absence.

【Leaving during holidays】

Please submit a Report of Temporary Leave with your advisor's signature.

Report of Temporary Leave:

<http://www.insc.tohoku.ac.jp/english/wp-content/uploads/2017/03/Report-of-Temporary-Leave-Outside-of-Japan.pdf>

8. Permission to Work

In general, IPLA students are not permitted to work. This is because international students studying at Tohoku University are granted the residence status of “College Student” on their visas. By law, people residing in Japan under the “College Student” status are not allowed to undertake paid employment.

On-campus employment and other jobs are acceptable only if they are meaningful or relevant to your study. Please inquire at the Student Exchange Division first and discuss it with your advisor.

9. JASSO (Japan Student Services Organization) Scholarship

JASSO will award the following financial aid to qualified students:

Monthly stipend of 80,000 yen, received through Tohoku University

Scholarship students must sign the confirmation form at the Student Exchange Division on the appointed date of every month. Payments are deposited directly to the scholarship students' bank accounts.

(1) Important Notes

◆ **Make sure to sign on the appointed date**

It is your responsibility to check the signing date every month on the "JASSO Scholarship Schedule." We will only allow you to sign during the appointed date. If you fail to sign, your scholarship payment will be cancelled for that month and suspended to the next month.

(2) Mandatory Report

Recipients are required to submit a completion report. The form will be provided by the Student Exchange Division.