

A GUIDE

for the TOHOKU UNIVERSITY Natural Science Direct Enrollment Education Program (DEEP) (2018-2019) - Special AUDITING student

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I. Study

1. Curriculum

Each semester consists of 15 weeks of class work. Students discuss the content completed by students and the course schedule etc. with their academic advisors. Detailed information on courses will be obtained from each assigned faculty/school. Students are required to take a total of 13 credits per semester. Two credits are given for most of the lecture courses that meet once a week for 90 minutes. Accompanied by the above credits of Tohoku University, we will provide information regarding the student's academic performance in course work. For further information on credit transfer, please see "4. Grading System, Transcription and Credit Transfer".

For optional course, students may audit courses in the Junior Year Program in English (JYPE), by permission of the instructor. However, students should not expect any special treatment in such courses.

Please find the Detailed Course Descriptions and updated Class Schedule on the website for JYPE students.

<http://www.insc.tohoku.ac.jp/english/exchange/jype/5-syllabus-elective-courses/>

2. Class Schedule

The updated Class Schedule is obtained at each assigned faculty/school in order to obtain the maximum outcomes in Natural Science DEEP program, please discuss your course works with your academic advisor and get the feedback frequently.

3. Registration for Courses

- Submit your Registration form to **Academic Affairs Section** of assigned faculty/school by deadline accordingly. The deadline differs depending on each faculty/school.
- The school time for one class is 90 minutes
- 2 credits are given for most of the lecture courses.
- 1 TU credit is awarded for 45 hours of school work
- **Any course change requests are to be declined after the respective deadlines.**

*** Students should ask the "Academic Affairs Section" of each assigned faculty/school and/or their academic advisors about the Class Schedule and detailed registration processes of each faculty/school.**

4. Grading System, Transcription, and Credit Transfer

The respective faculties will certify course credits. The academic credits earned at Tohoku University should be acceptable at students' home institutions in accordance with the student exchange agreement.

(1) Grades in the courses will be assigned as follows.

AA	90-100%
A	80-89%
B	70-79%
C	60-69%
D	Failure

(2) A copy of the academic transcript will be mailed by post to each student's home university approximately two months after the exchange period ends; April / October. Students are responsible for obtaining their credits at the home university on the basis of the transcript. Total earned TU credits can be transferred to a student's home university in accordance with its credit transfer policies.

5. Certificate of Completion

A "Certificate of Completion" will be awarded to students who fulfilled with the program requirements. The certificate will be mailed by post to the student's home university with academic transcripts after the exchange period ends; April / October.

6. Period of Study in Exchange Programs

Program	Study Period	Program End:
JYPE	One Semester or One Year	Poster (Fall) / Oral (Spring)
COLABS		Oral Presentation
DEEP		Final Class

*If you wish to shorten or extend the exchange period:

- Confirm with the home university for possibilities.
- Discuss with your academic advisor at Tohoku University for permission.
- Submit an official confirmation letter from home university to the Student Exchange Division by respective deadline; **May 15 (Spring) / Nov. 15 (Fall)**
- Program extension for Spring-enrolled JYPE students is inapplicable.

7. Academic Calendar

◆ Fall Semester (Oct. 2018 - Mar. 2019)

Orientation	Sep. 28
Classes Begin	Oct. 1
Winter Vacation	Dec. 27 - Jan. 3, 2019
Classes End	Feb. 4, 2019
Supplementary Class Period	Feb. 5 - Feb. 21, 2019
IRTLab Oral / Poster Presentation *JYPE & COLABS Only	Feb. 5, 2019
Self-Education Period	Feb. 22 - Apr. 8, 2019

◆Spring Semester (Apr. 2019 - Sep. 2019)

Orientation	Apr. 4
Classes Begin	Apr. 8
University Foundation Memorial Day	June 22
IRTLab Oral / Poster Presentation *JYPE & COLABS Only	Aug. 6-7 (COLABS), Aug. 7-8 (JYPE)
Classes End	Aug. 8

II. JASSO (Japan Student Services Organization) Scholarship

- (1) All JASSO scholars are required to attend the “JASSO Scholarship Guidance”.
- (2) JASSO Scholarship procedures are as follows:
 - A **monthly stipend of 80,000 yen** will be transferred to the student’s bank account around the end of every month. (Except April and October. The payment for April will be made around the end of May. The payment for October will be made in November)
 - JASSO scholars **must sign the confirmation form** at the Student Exchange Division during the signing period every month.
 - JASSO scholars will be disqualified from receiving the stipend of the month if they missed the signing period regardless of the reason.
 - Contact the Student Exchange Division for any questions regarding the JASSO scholarship.

(3) Period of Scholarship

The scholarship period is as follows:

Period of Stay	From:	To:
Fall semester only	October	January
Fall and Spring semester		July
Spring semester only	April	July
Spring and Fall semester		January

*** JASSO scholars, in principle, cannot change their scholarship period. ***

(4) Requirements to receive the scholarship

There are several tasks that must be performed to receive the JASSO scholarship. Students are required to fill in and submit the designated forms by the end of the scholarship period. The designated forms will be sent by the Student Exchange Division.

III. Insurance

All exchange students are required to join the following types of insurance.

1. National Health Insurance
2. Personal Accident Insurance for Students Pursuing Education and Research ("GAKKENSAI")
3. Comprehensive Insurance for Students Lives Coupled with PAS "GAKKENSAI" for International Students (“Inbound futai-gakuso”)

IV. Important Notices

> Dormitory

Students must follow the rules of the university dormitories during their stay, as per the instructions given at the orientation of each dormitory when they arrive. Students are not allowed to let friends and/or family members stay overnight in their rooms. Please avoid making any troubles and keep up good relations with other residents.

Tohoku University will report to home university once we found out that students are behind the rent. Students are obliged to return home during the program if no payments were confirmed right after the remind notice by Tohoku University.

> Driving cars and motorcycles

It is not recommended that students drive cars or motorcycles even if they have driving licenses. Please note that students must show proof that they have parking spaces in Sendai and insurance to own cars. If you decide to own a car or a motorcycle anyway, please submit the registration number of the car or motorcycle, a copy of your valid driving license, a letter of consent for driving written by academic advisor, as well as a copy of your car or motorcycle liability insurance policy covering accidents, to the Student Exchange Division in advance.

> Mobile phones

For those who would like to subscribe with a mobile carrier, it is important to understand and agree to all terms of the contract beforehand. It is the responsibility of the student to make the necessary payments.

> Adherence to Japanese Law

Students are to adhere to Japanese Law during their stay in Japan. Do not violate the law, or you will be punished under the jurisdiction of Japan.

> Health and Safety

Staying healthy and safe is the most important thing for making the most of life at Tohoku University. Refer to information of the Student Health Care Center and counseling services and local medical facilities if you are feeling unwell.

> Counseling and Disability Services

These free services are available if you encounter difficulties and/or feel anxious during the program. The details of student problems will be kept strictly confidential. (Consultations are held in English.) You may contact them by e-mail or visit the center directly.

V. Other

> Admission Discount for International Students

Free or discounted admission can be made for international students at public facilities such as museums, parks, and gardens in Sendai. Show your student ID and residence card at the entrance.

> University Library

Students are required to present their admission cards to use the University Library. Admission cards for JYPE and COLABS students will be handed at the program orientation. For DEEP, students will receive one from each assigned Faculty/School/Graduate School as soon as it is issued.

> Events Intended for International Students

Several excursions and events are scheduled for international students. The Student Exchange Section will announce details of the activities as needed. Students are encouraged to participate.

VI. Contact information

[Chair of the
Program]

Yoshitaka KASUKABE, Ph.D. Professor
Global Learning Center
yoshitaka.kasukabe.c3@tohoku.ac.jp
TEL: +81-(0)22-795-7978 / FAX: +81-(0)22-795-7978

[General Issues]

Incoming Student Exchange Section, Student Exchange Division
studyab@grp.tohoku.ac.jp
TEL: +81-(0)22-795-3775 / FAX: +81-(0)22-795-7826

[Useful Link]

- [Tohoku University Information for Incoming Exchange Students](#)
- [Tohoku University International Support Office](#)
- [Student Health Care Center and counseling services](#)
- [The Counseling Office](#)
- [Disability Services Office](#)
- [Medical institutions outside the campuses](#)