



JYPE

A Guide

for the Tohoku University

Junior Year Program

in English 2024 Spring

BCP Guidelines

Tohoku University Emergency Action Plan (BCP) for Preventing Spread of COVID-19 Infection (Revised Version)

2020.4.7 enactment
2023.4.1 revision

The decision to move a stage (level) is determined by the task force, taking into account the overall situation of the country, the region and the campus.

This Action Plan applies to all faculties in principle. Each department or area head can set the level deemed appropriate to the situation.

LV	Standard	Research Activities	Classes	Business Trip	Internal Meetings	Student extracurricular activities	Events (Held by TU)	Administrative management system
0		Normal Operation	Normal Operation	Normal Operation	Normal Operation	Normal Operation	Normal Operation	Normal Operation
1	A domestic infection has been confirmed and the university activities are affected by government requests for infection prevention.	Research activities can be carried out by implementing thorough infection prevention measures through each department's management system.	With adequate infection prevention measures in place, the classes will be conducted through a combination of face-to-face instruction and online instruction.	Check the infection status at the business trip location and take extra care in your activities.	In-person meetings can take place with the thorough measures to prevent the spread of infection. Online meetings are encouraged.	Extracurricular activities can be carried out if appropriate measures to prevent infections are put in place and permission has been obtained based on the Guidelines for Extracurricular Activities.	Events and activities can be held accordance with the guidelines for holding events, provided adequate measures to prevent the spread of infection are taken.	Usual business can take place with thorough measures to prevent the spread of infection. Depending on the nature of the work, staggered work hours and 10-30% telecommuting are recommended.
2	The government has declared a state of emergency outside of Miyagi Prefecture, and certain restrictions have been imposed.	Research activities will be carried out following the thorough implementation of measures to prevent infections, as managed by each department.	In-person classes will be held in combination with online classes, with appropriate measures to prevent infections put in place.	Refrain from unnecessary and non-urgent business trips to areas where the infection is spreading.	Face-to-face meetings should be kept to a minimum, and in principle, we recommend online meetings.	Extracurricular activities can be carried out if appropriate measures to prevent infections are put in place and permission has been obtained based on the Guidelines for Extracurricular Activities.	In principle, online. However, if the nature of the event requires a face-to-face session and permission has been obtained from the head of the department, the session can be conducted face-to-face in accordance with the guidelines for holding events.	Most work will be carried out as normal, with the utmost care taken to prevent the spread of infections. Teleworking will also be promoted.
3	A state of emergency was declared in Miyagi Prefecture by the government, and certain restrictions were imposed.	Although research activities can be carried out if departments carry out appropriate measures to prevent the spread of infection, it is recommended that everyone reduce the amount of time they spend on site and to carry out activities at home if possible.	In principle, classes are conducted online. In cases where face-to-face sessions are essential for regular examinations, dissertation examinations, and practical skills, experiments, and training courses, and for classes for first- and second-year undergraduate students, face-to-face sessions will be conducted with sufficient infection prevention measures in place.	Only when it is absolutely necessary for business and permission from the department head has been obtained	In-person meetings should be kept to a minimum, and online meetings are recommended in principle.	Extracurricular activities can be carried out if appropriate measures to prevent infections are put in place and permission has been obtained based on the Guidelines for Extracurricular Activities.	In principle, online.	While taking substantive steps to prevent the spread of infection, employees are encouraged to telework, depending on the nature of their work.
4	The infection is spreading continuously on our campus.	Research activities will be limited to the minimum number of activities, and interviews with other visitors will be avoided by taking turns.	Online lectures only	In principle, prohibited	Online conferences only	Prohibited	Postponement or cancellation	The number of employees will be kept to a minimum to continue important ongoing administrative duties, and the number of employees will be lessened by shortening shifts. All other employees shall, in principle, telecommute. This means 70-80% of staff telecommuting.
5	The infection is spreading explosively on our campus.	In order to maintain a minimum level of university functions, laboratory staff may enter laboratories briefly only with permission from the departmental head or other organizational representative. In principle, staff should enter in shifts and refrain from meeting unnecessary personnel.	Online lectures only (However, staff will be prohibited from conducting classes on campus)	In principle, prohibited	Online conferences only	Prohibited	Postponement or cancellation	As a general rule, employees are required to telecommute except for urgent tasks that require them to come to work.

● Warnings regarding COVID-19

(Information about warnings will be posted as they are issued.)

- * These restrictions do not apply to coronavirus-related medical staff and researchers.
- * The TU BCP may be revised at any time due to changes in the phase of infection, the situation at that time, etc.

(References)

<Classes> Guidelines regarding the management of classes at BCP Levels 1-3 (September 17, 2021)
 <Student Extracurricular Activities> Guidelines for Extracurricular Activities (June 1, 2022) [In Japanese: 新型コロナウイルス感染症 (COVID-19) 対策に係る東北大学課外活動ガイドライン]
 <Dormitories> Guidelines for Residents on Preventing the Spread of COVID-19 Infections (June 1, 2022) [In Japanese: 学生寮等新型コロナウイルス感染症の拡大防止に向けた入居生活ガイドライン]
 <Events> Guidelines Regarding the Prevention of Coronavirus Infections at Events (November 17, 2022)

1. Study

- (1) Curriculum
- (2) Class Schedule
- (3) Registration for Courses
- (4) Grading System, Transcription and Credit Transfer
- (5) Certificate of Completion
- (6) Period of Study in Exchange Program
- (7) Academic Calendar

2. JASSO Scholarship

3. Insurance

4. Important Notices

5. Other

6. Contact information



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1. Study

Course Description

◆ Core Course (Required):

- Individual Research Training Senior A/B* (IRT Senior A/B*)
 - Individual Research Training A/B* (IRT A/B*)
- (*A = Fall Semester / B = Spring Semester)

◆ Elective Courses of your choice offered in English

In general, you cannot take graduate classes.

Even if you attend a graduate class, it will be treated as an unregistered class.

Please note that you generally cannot officially register for graduate classes.

(1) Curriculum

Core Course (Required)

Type	Semester	Classes /per week	Total School Hours /per semester	Credit of IRT Course /per semester	Credits* of Elective Courses /per semester
IRT Senior A/B	A=Fall B=Spring	20	550	10	3 or more
IRT A/B		10	300	5	8 or more

*Necessary for completion (to make a total credits of 13 or more per semester, including the credits of the IRT course)

Elective Courses

- **JYPE Courses**
- **Other Courses taught in English** *

For example, Specialized Courses from...

- Advanced Molecular Chemistry Course (AMC) (Chemistry, Science)
- International Mechanical and Aerospace Engineering Course Undergraduate (IMAC-U) (Mechanical and Aerospace Engineering, Engineering)
- Applied Marine Biology Course (AMB) (Applied Biosciences, Agriculture)

Also, some General Education Subjects for The Future Global Leadership (FGL)

*Upon the approval from academic advisors and course instructors

Course Requirement

- **13 credits / per semester
(incl. credits for IRT / IRT Senior)**
- **Submit required documents**
- **Attend mandatory events**

(1) Curriculum

IRT Course Requirement

Assignments	Applicable Students	Deadline/Date
(1) Summary* (template available)	All Students (each semester)	Jul. 22, 2024 (Spring)
(2) Abstract* (A4 size / 1 page)		
(3) IRT Oral presentation* (approx. 10min. Incl. Q&A time)	<ul style="list-style-type: none"> · Spring-only students · Fall-Spring students 	Aug. 6-8, 2024
(4) Research Paper (A4 size / 20-30 pages as a guide)	IRT Senior Students (at the end of exchange term)	Aug. 15, 2024 (Spring)

* **Mandatory**

Deadlines/Dates = Japan Standard Time (JST)
(as of April. 2024)

Important Notes

- **One class = 90 minutes**
- **2 credits/semester for most of the courses**
- **1 credit= 45 hours of study time**

(2) Class Schedule

Sample: IRT

Please access the link to get the class schedule.

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

	I.	II.	III.	IV.	V.
Mon	Japanese Language Program at Kawauchi	Japanese Language Program at Kawauchi	IRT	IRT	-
Tue	IRT	IRT	IRT	IRT	-
Wed	-	-	Japanese Culture C	IRT	-
Thu	Japanese Language Program at Kawauchi	Japanese Language Program at Kawauchi	IRT	IRT	-
Fri	-	-	Nuclear Physics	IRT	-

★Map link



(2) Class Schedule

Sample: IRT Senior

Please access the link to
get the class schedule.

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

★Map link



	I.	II.	III.	IV.	V.
Mon	Japanese Language Program at Kawauchi	Japanese Language Program at Kawauchi	IRT Senior	IRT Senior	IRT Senior
Tue	IRT Senior	IRT Senior	IRT Senior	IRT Senior	IRT Senior
Wed	IRT Senior	IRT Senior	IRT Senior	IRT Senior	IRT Senior
Thu	Japanese Language Program at Kawauchi	Japanese Language Program at Kawauchi	IRT Senior	IRT Senior	IRT Senior
Fri	IRT Senior	IRT Senior	IRT Senior	IRT Senior	-

(3)Registration for Courses

Step
1

- **Decide: IRT Senior or IRT** (Consult with your academic advisor)

Step
2

- **Decide: Elective courses**
- **3 credits for IRT Senior / 8 credits for IRT**

Step
3

- **Fill in: Personal Timetable (Excel)** - Incl. **20 classes for IRT Senior / 10 classes for IRT**

Step
4

- **Check: Study schedule** with your academic advisor

Step
5

- **Obtain: Approval from instructors** and submit **“Registration Form for Specialized / General Education Subjects”** with the course information ★

★ Deadline: 12:00 on April 19, 2024 (JST)

(3)Registration for Courses

Step
6

- **Submit: Online Registration Form ★**
★ **Deadline: 12:00 on April 19, 2024 (JST)**

Step
7*

- **Register: “*Japanese Language Program at Kawauchi (JLPK)*”** courses via JLPK website

*only if applicable

JLPK Registration

Period: April 18 - May 7

Details: Refer to the Syllabus-JLPK page



(3)Registration for Courses

Submit: (by 12:00 on April 19, 2024)(JST)

- ❑ *Online Registration Form*
- ❑ *Registration Form* for Specialized / General Education Subjects + Approval email from course instructor (via the registration form)*
- ❑ *Registration Form* for Individual Research Training **Senior** Course (*only if applicable)*

In general, you cannot take graduate classes.

Even if you attend a graduate class, it will be treated as an unregistered class.

Please note that you generally cannot officially register for graduate classes.

(4) Grading System, Transcription and Credit Transfer

- **Grades: AA / A / B / C / D**
- **Transcripts & Certificate* (PDF):
sending via email to home university
and student in Apr. and/or Oct.**
- **Credit Transfer**

(5) Certificate of Completion*

(6) Period of Study in Exchange Program

Program	Study Period	Program End:
JYPE	1 or 2 Semester(s)	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)
- JYPE students who enrolled in spring are ineligible for program extensions.

(7) Academic Calendar

Spring Semester (Apr. 2024 - Sep. 2024)

Orientation	April 2
Classes Begin	April 8
<u>IRTLab Oral / Poster Presentation</u>	August 6 - 8 *JYPE · COLABS only
Classes End	August 5

 The Academic Calendar is in Japan time and subject to change. (as of Apr. 2024)



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2. JASSO

2. JASSO

- JASSO Scholarship Orientation Video already available via Google Classroom.
- For more information, refer to the email and join the Google classroom titled “**JASSO Scholarship Classroom 2024S**” *.
- We will contact you in the Google Classroom for pledges, monthly Signing Dates, Bank account and other important information, make sure to join!

*We will send you an invitation email for the Google classroom, please check your Tohokudai-DC email address.

The April signing dates are the 4th and 5th.

Things you need to do

for JASSO scholarship

1. Participate in Google classroom
2. Submit Transfer Request Form
3. Sign for attendance confirmation sheet
4. Answer a web questionnaire



Monthly signing



Open your bank account



Transfer at the end of the month



1. Participate in Google classroom

*The JASSO Scholarship Orientation will be held online from **Today** via Google classroom, all of the JASSO scholarship awardees should participate in. (Time: anytime)

- When you receive an invitation email for “JASSO Scholarship Classroom 2024S”, log in the google classroom with your Tohoku-Dai Gmail account and password.
- View the material of the orientation.
- After checking the materials, click “Class (授業)”, then complete the "Pledge for the JASSO Scholarship Awardee“ and “H-1/H-2 Report of JASSO”.

*JASSO Signing Schedule:

JASSO scholarship awardees are required to sign for the designated attendance confirmation sheet every beginning of month to receive the scholarship. Please come to the Student Exchange Division (C-6 counter, second floor of the Education and Student Support Center (A01) with your residence card.

(If you do not have the residence card yet, bring your passport).

For the October signing, the signing date is designated on April 4th and 5th.

If you are unable to sign on the above date due to unavoidable reasons (research activities or classes), please contact us in advance.

2. Submit Transfer Request Form

○Documents to submit

You need to submit the “Wire Transfer Request Form” to receive the JASSO Scholarship via bank transfer.

Please submit the required documents as soon as you receive the bank book or the card in your hand.



Sample: Bank Card

○How to submit: Via Google Form

We will announce how to submit the “Wire Transfer Request Form” at the JASSO Google classroom.

Please wait for an email to join the classroom.

New students open a Japan Post Bank (JP Bank) account with your smartphone using the “Yucho Direct Plus” app.

For more information on how to open a bank account, check STEP 4: Opening a Bank Account in Getting Started in Japan.

The Bank accounts page in TU Support is also useful.

3. Sign for confirmation sheet

-Where :
6-C Counter at the Student Exchange Division, 2nd floor
of the Education and Student Support Center.

JASSO Scholarship Signing Schedule 2023-2024

Year	Month	Day	Time	Location
2023	April	1	10:00-16:00	6-C Counter
		8	10:00-16:00	6-C Counter
		15	10:00-16:00	6-C Counter
	May	1	10:00-16:00	6-C Counter
		8	10:00-16:00	6-C Counter
		15	10:00-16:00	6-C Counter
	June	1	10:00-16:00	6-C Counter
		8	10:00-16:00	6-C Counter
		15	10:00-16:00	6-C Counter
	July	1	10:00-16:00	6-C Counter
		8	10:00-16:00	6-C Counter
		15	10:00-16:00	6-C Counter
August	1	10:00-16:00	6-C Counter	
	8	10:00-16:00	6-C Counter	
	15	10:00-16:00	6-C Counter	
September	1	10:00-16:00	6-C Counter	
	8	10:00-16:00	6-C Counter	
	15	10:00-16:00	6-C Counter	
October	1	10:00-16:00	6-C Counter	
	8	10:00-16:00	6-C Counter	
	15	10:00-16:00	6-C Counter	
November	1	10:00-16:00	6-C Counter	
	8	10:00-16:00	6-C Counter	
	15	10:00-16:00	6-C Counter	
December	1	10:00-16:00	6-C Counter	
	8	10:00-16:00	6-C Counter	
	15	10:00-16:00	6-C Counter	
January	1	10:00-16:00	6-C Counter	
	8	10:00-16:00	6-C Counter	
	15	10:00-16:00	6-C Counter	
February	1	10:00-16:00	6-C Counter	
	8	10:00-16:00	6-C Counter	
	15	10:00-16:00	6-C Counter	
March	1	10:00-16:00	6-C Counter	
	8	10:00-16:00	6-C Counter	
	15	10:00-16:00	6-C Counter	

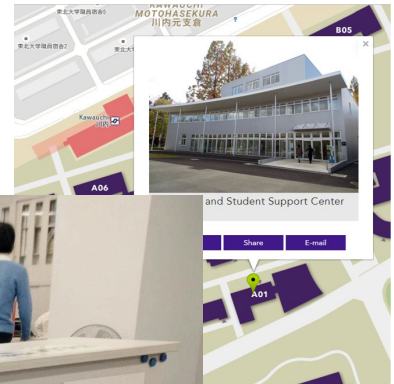
Yellow cells indicate signing periods. A hand-drawn arrow points to the yellow cells in the original image.

2023年度日本国留学支援機構奨学金（JASSO）支給決定通知書
 申元: 国際交流センター 留学生課 2023/02/22
 Confirmation of Attendance and Scholarship Receipt

氏名: _____
 学号: _____
 所属: _____

本人印 (本人署名欄) _____

2023年 月 日



!IMPORTANT!:
If you miss signing days, the scholarship for the month will NOT be provided.

4. Answer web questionnaire

All JASSO awardees are required to submit the **"Pre-arrival (H-1)"** and **"After the program Questionnaire (H-2)"** reports.

-Deadline:

H-1: Before receiving the first scholarship.

H-2: After receiving the last scholarship (before leaving Japan).

-About 15 minutes to finish
Accessible to smart phone



[H-1・2] Completion Report of JASSO Student Exchange Support Program (Short-term Study in Japan)

tsumi.nisyoyu.c2@tohoku.ac.jp アカウントを切り替える

このフォームを送信すると、メールアドレスが記録されます

*必須

Pre Arrival questionnaire / 留学前回答

Please skip this section if you are back to your country.

1. Pre-Arrival
For pre-arrival students.

2. The participation program will be completed within the next month.
For students who are finishing the program.

① Continue to answer 'Pre Arrival questions' without skipping.

② Skip to next section 'After the program Questionnaire'.

https://docs.google.com/forms/d/e/1FAIpQLSeyYQ0dX7RS568jySNpIX1D0qBTDQlgXHv8ld_xBnl8V29GFw/viewform?usp=sf_link



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3. Insurance

1. National Health Insurance
2. GAKKENSAN
3. Inbound futai-gakuso



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4. Important Notices

4. Important Notices

- Adherence to Japanese Law
- Drinking and Smoking
- Respect regulations of dormitory
- Mobile phones
- Health and Safety
- Counseling and Disability Services

Counseling & Disability

Services

東北大学 学生相談・特別支援センター
Center for Counseling and Disability Services

学生相談所

Counseling Office

The Counseling Office offers appropriate counseling to university students about problems in their everyday lives, including academic work, future plans, interpersonal relationships, personal traits, and mental health. We provide counseling, consultations, and referrals that can help you enjoy a more fulfilling university experience. We do not reveal any of your information shared during counseling sessions to anyone outside the Counseling Office. You do not have to worry about coming for advice on any problem of any sort. Please do not hesitate to visit us, even just to ask a question or talk about something that concerns you.


How to Use the Services

You can either come directly to the Counseling Office or arrange an appointment by phone or E-mail. If you make an appointment by E-mail, please write your name, affiliation, and contact: phone number/E-mail address, in the body of E-mail. Consultations can be conducted more smoothly if an appointment is made in advance. Counseling sessions are free of charge.

Hours: 9:30 am to 5:00 pm, Monday to Friday (except national holidays and the year-end and New Year holidays)
Tel: 022-795-7833 (direct line, only available in Japanese)
E-mail: [gakuso\[at\]ihe.tohoku.ac.jp](mailto:gakuso[at]ihe.tohoku.ac.jp)

Access

The Counseling Office is located on the Kawauchi North Campus.
Address: Kawauchi 41, Aoba-ku, Sendai-shi 980-8576



東北大学 学生相談・特別支援センター
Center for Counseling and Disability Services

特別支援室
Disability Services Office

The Disability Services Office provides information and advice on disability issues and facilities support for students with visual, auditory, physical, internal and/or developmental handicaps. Through consultations regarding problems and concerns in campus life including such areas as classes, examinations and research, we will respond by working together with the various units concerned and school personnel of individual departments for necessary support. Please feel free to consult us.

Information on Activities

We will discuss problems on an individual basis and provide the following supports and services to respond to the diverse needs of people with disability.

Support for Study and Campus Life

- **Classes and examinations:** Coordination for alternative measures for practical skills-based courses, taking examinations in a quiet or private location, etc.
- **Assurance of receiving information:** Providing note-takers, assistance with reading, etc.
- **Support equipment:** Providing FM hearing aid systems and portable Braille terminals, etc.
- **Offering a break room**

On-campus Supporters

We will dispatch on-campus supporters so that individuals can receive various types of support, including assurance of receiving information, and assistance with moving and writing.

Barrier-Free Measures

We will improve facilities in order to make moving around the campus more convenient.

How to Use the Service

You can either come directly to the Disability Services Office or arrange an appointment by phone or E-mail. Consultations can be conducted more smoothly if an appointment is made in advance.
Hours: 9:30 am to 5:00 pm, Monday to Friday (except national holidays and the year-end and New Year holidays)
Tel: 022-795-7696
E-mail: [t-sken\[at\]ihe.tohoku.ac.jp](mailto:t-sken[at]ihe.tohoku.ac.jp)

*Click an image for more information.

4. Important Notices

Tohokudai* ID & Password

DCMail

✓Forgot ID/Password?

***Tohokudai=Tohoku University**
Please check the below:

- Technical Assistant information
- FAQ (Tohokudai ID ▪ Online Class ▪ VPN
- Others)

Start using university-
wide email (student
email, DCmail)

*Click an image for
more information.

Access to Center for Data-driven Science and Artificial Intelligence, Tohoku University

Location / Postal Address

Multimedia Education and Research Complex, Tohoku University
Kawauchi 41, Aoba-ku, Sendai, Japan, 980-8576

If the above does not resolve the issue, please contact your Program Coordinator: studyab@grp.tohoku.ac.jp



4. Important Notices

- ✓ Instructions/guidelines provided by Tohoku University and academic advisors.
- ✓ Checking DCMail and Websites

Getting Started in Japan



To start the semester

Current Students



While in Japan

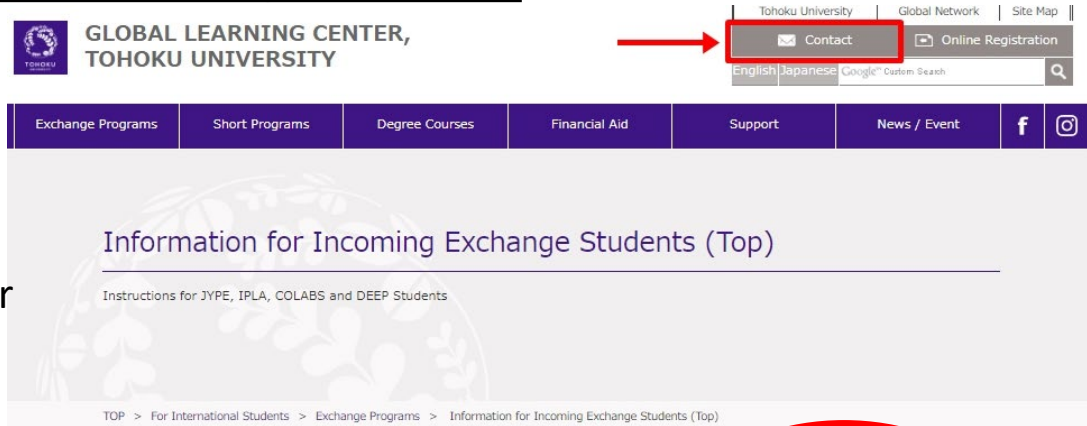
*Click the image for more information.

- Contact Form
- Certificate Request

When you send the Certificate Request...

*Please **allow at most two weeks** for the certificate to be issued.

*In case you are urgent in obtaining the certificate, please state **the reason and the date** on which you wish them to be issued in the "Special Request" field on the form.



GLOBAL LEARNING CENTER, TOHOKU UNIVERSITY

Tohoku University | Global Network | Site Map

Contact | Online Registration

English | Japanese | Google Custom Search

Exchange Programs | Short Programs | Degree Courses | Financial Aid | Support | News / Event

Information for Incoming Exchange Students (Top)

Instructions for JYPE, IPLA, COLABS and DEEP Students

TOP > For International Students > Exchange Programs > Information for Incoming Exchange Students (Top)

Preparing to Arrive



Getting Started in Japan



Current Students





5. Other

- Admission Discount
- University Libraries
- Excursions and Events

Visit the [Current Student page](#) for more information.



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6. Contact

Chair of the Program

Yoshitaka KASUKABE

Ph.D. Professor

Global Learning Center

yoshitaka.kasukabe.c3@tohoku.ac.jp

General Inquiries

Program Coordinator

Incoming Student Exchange Section,

Student Exchange Division

Contact Form

studyab@grp.tohoku.ac.jp

Lastly.....

☆Invitation to Google Classroom for JYPE student

The incoming Student Section office will release the essential notices through Google Classroom. Please join and check it out!

[JYPE 2024 Spring](#) Class code: [dcb4xtq](#)