

# 1 General Guidelines

(1) Please refer to the Course Registration Guidebook (separate book) for vital information about university registration procedures.

(2) Any changes made to courses will be posted on bulletin boards.

### (3) Course Timetable

Each course period begins and ends as follows (one period = 75 minutes):

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

### (4) Modules and Semesters

An academic year comprises spring and fall semesters. Spring semester comprises Spring A, Spring B, and Spring C modules. Fall semester comprises Fall A, Fall B, and Fall C modules.

Depending on the combination of modules, the classes can be conducted in many ways as indicated in the table below.

Month	April–May	June–July	August–September	October–November	December–January	February–March		
Semester	Spring Semester				Fall Semester			
Module (5 week units)	Spring A module	Spring B module	Spring C module	Holidays (summer)	Fall A module	Fall B module	Fall C module	Holidays (spring)
Examples of class implementation modules (5 weeks or 10 weeks)	→	→	→	Summer session, etc.	→	→	→	Entrance exam, degree review, etc.
	→		→		→	→	→	
Examples of semester modules (15 weeks)	→				→			

### (5) Description of Contents

Example:

Course Number	Course Name	Instructional Type	Credits	standard registration year	Term	Meeting Days, Period etc.	Instructor	Course Overview	Remarks
AB10191	Philosophy	1	1.0	1	Spring A · B	Tue.6	Taro Tsukuba	Research on basic philosophical problems	CDP Limited to students of College of Humanities Identical to AC11999

Letters and numbers indicate organization, classification, and field.

Standard registration year to take the course.

Classes will be held in Spring A · B, on Tuesdays during the 6<sup>th</sup> period.

Please note that there are various descriptions such as prerequisites.

■ About class that do not have a regular class schedule

Depending on the courses, there are courses that do not have a regular class schedule as below. For the latest information such as the implementation schedule, please check KdB or notices.

- Intensive: A style of class in which the day/period is not regular and is held on the schedule concentrated to a certain degree. Course registration will be possible after the class schedule has been finalized.
- by request: a course in which a class is conducted irregularly on an as-needed basis
- by appointment: a course in which a small class is conducted regularly but with possible date changes based on teacher–student negotiation
- 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.

**(6) Course Numbers**

Each academic course has a course number assigned by subject areas or fields for the convenience of registration. Registration will be made using course numbers.

**(7) Standard Academic Year**

Each course is scheduled to be taken at a specific academic year, considering the educational content and traits of each course. As a general rule, please take courses corresponding to your academic year in your program.

**(8) Course Methods**

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	Seminar
3	practical training, experiments, skills practice
4	lectures and seminar
5	lectures and practical training, experiments, skills practice

Code	Course Type
6	seminar and practical training, experiments, skills practice
7	lectures, seminar and practical training, experiments, skills practice
8	Graduation Thesis, Graduation Research, etc.
0	Others

**(9) Online Courses**

**(i) About Course Implementation Method**

The University of Tsukuba has classified the methods of conducting classes as follows since fall semester AY 2020.

About the implementation method for each course, the plan for the beginning of the academic year is described in the remarks column in the Course Catalogue on the university homepage, and the latest information is described in the remarks column of KdB and the syllabus.

Additionally, notifications may be posted on the Web Bulletin Board (TWINS).

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.
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 offered asynchronously.

#### 5. Online (Synchronous)

Courses that are conducted online for all classes, with most of the classes conducted synchronously.

#### (ii) manaba

“manaba” is a learning management system that creates a course page that can be used from the web for each lesson, enabling teachers and students to share teaching materials electronically as well as to set and submit assignments. Once the course registration is completed at TWINS, you will be able to access the courses you take the next day or later. In addition to sharing teaching materials, manaba will play a central role in conducting online lessons, such as watching video files and submitting assignments.

#### (iii) Software and Hardware Used in Class

Our students can use various Microsoft-provided services, including Teams, a groupware used in online classes, and Stream, a video distribution service. To take online classes, terminals such as personal computers, tablets, smartphones, and communication lines are required. For more information on the procedures required to take online classes, please refer to the “Online Class Guidance” section of ICT Guide for the University of Tsukuba. (<https://www.u.tsukuba.ac.jp/ict-guide/>)

#### (iv) Handling of Materials Used in Class

Students must not copy, reprint, or divert the materials distributed in the class without permission such as teaching materials, lecture videos, audio, etc.

### (10) Explanation of Remarks

#### “G-Course”

G-course indicates specially designated subjects for all the students in the University to acquire some abilities required to grow as global human resources.

The abilities required include (i) foreign language ability, (ii) abundant culture, international understanding, (iii) communicative competence, (iv) understanding of diversity, the utilization competency (v), interdisciplinary thinking, (vi) identity and confidence, (vii) positive thinking and practical skills, (viii) ability to self-express, professional.

#### “Course Implementation Method”

Refer to the (9) Online Courses (i) About Course Implementation Method

#### “CDP (Academic and Social)”

Courses that contain helpful information for career development through professional education.

#### “Courses open to Exchange student”

It means that the course is available to Exchange student.

#### “Lectures are conducted in ○○”

It means that the course will be taught in ○○ (Language).

#### “Identical to ○○”

It is the same course as ○○ (Course number). Course number that you must register differs depending on the affiliation you belong to. Please confirm the subject number when you register on the TWINS.

#### “Elements of gender (○○)”

Subjects with this notation include gender-specific elements as follows:

(wear) The subject that needs changing clothes to a special wear or the wear different for men and women.

(equipment) The subject with equipment used is different for men and women.

(contact) The subject that has physical contact with other students.

(accommodation) The subject with lodging.

(special rule/pair/team) The subject that has the special rules or making pairs/teams by gender.

(other) The subject with gender-specific elements other than those mentioned above such as the difference of the standard value of physical fitness measurement, the gender of the participant is written in the entry of

the Tsukuba Marathon, etc.

“Interdepartmental course”

Courses designated as “interdepartmental courses” are selected courses taught in English offered by various university departments. These interdepartmental courses are, in general, entry-level courses with contents accessible even to students of a different major. Students may register to take these courses if they meet the requirements indicated in the remark section on the KdB syllabus. Eligibility of these courses as “Specific Foundation Subjects” must be confirmed with your major department to obtain credits toward your graduation. Note that our students are eligible to take all undergraduate courses offered by the University unless explicitly stated on the syllabus. Therefore, you are not restricted from taking other undergraduate courses outside your major.