



Course Registration Guide
For Exchange Students
2015

TOKYO METROPOLITAN UNIVERSITY

TMU Academic Calendar 2015

Dates		Ceremonies & Events
1 st Semester	Friday, April 3	* Orientation for new international exchange students
	Tuesday, April 7	* Orientation for international students
	Wednesday, April 8	1 st semester classes begin
	Friday, April 17 – Thursday, April 23	Course registration period
	Tuesday, July 28 – Monday, August 10	1 st semester final exams
	Tuesday, August 11 - Wednesday, September 30	Summer vacation
2 nd Semester	The end of September	* Orientation for new international exchange students
	Thursday, October 1	2 nd semester classes begin
	The Beginning of October	* Orientation for international students
	The middle of October	Course registration period
	Tuesday December 22 - Sunday, January 3	Winter break
	Monday, January 4	Classes resume
	Thursday, January 28 - Wednesday, February 10	2 nd semester final exams
	Wednesday, February 10	Last day of classes
	Thursday, February 11	Spring break

*The orientation session for new international exchange students provides information for course registration, and the orientation for international students provides course guidance for Japanese language courses. Be sure to attend the appropriate orientation session.

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1. Exchange Program

Tokyo Metropolitan University (TMU) offers 1) the Semester Abroad at Tokyo Metropolitan University (SATOMU) program, designed for international students to obtain a certificate of program completion in accordance with specific requirements, and 2) an exchange program which allows international students to take courses offered in Japanese designed for degree students, without obtaining a certificate of program completion.

Students, whichever program they choose, will be registered as special non-degree students of TMU.

	Tokyo Metropolitan University (TMU) International Exchange Students	
Type	SATOMU Students	Exchange Students
Certificate	SATOMU Certificate	None
Courses	<p>◎ International Exchange Program Courses</p> <ul style="list-style-type: none"> • Courses offered in English • Japanese Language Courses <p>○ Courses offered in Japanese for TMU Degree Students</p>	<p>◎ Courses offered in Japanese for TMU Degree Students</p> <p>○ International Exchange Program Courses</p> <ul style="list-style-type: none"> • Courses offered in English • Japanese Language Courses

2. About SATOMU (Semester Abroad at Tokyo Metropolitan University)

2.1 Overview

(1) Objectives of the program

The SATOMU program is a short-term program for exchange students from universities that have academic exchange agreements with Tokyo Metropolitan University. The program's distinctive courses, offered primarily in English, give international students opportunities to understand more about Japan and Tokyo.

(2) Launch of the program

The SATOMU program officially began accepting international students in April 2012. The SATOMU program offers a new curriculum of courses in English, and students who fulfill the requirements obtain a certificate upon completion of the program.

(3) Characteristics

SATOMU has the following characteristics that distinguish it from other universities' short-term programs.

- ① SATOMU allows exchange students to select courses offered in English from seven faculties and fields. The courses include exploration of social, industrial and environmental issues in contemporary cities in a manner only offered at TMU, as well as material that deepens students' understanding of Japan's society, culture, history, industry, science and technology.
- ② In these courses conducted in English, international students have opportunities to interact with TMU degree students by registering for courses that are cross-listed for regular TMU students.
- ③ SATOMU exchange students can select from among a wide range of Japanese courses according to their level of proficiency. Through these courses they can interact with other international students who are studying Japanese.

2.2 SATOMU Program Completion Requirements

SATOMU students may take courses offered by the International Exchange Program (which includes courses offered in English, Japanese language courses, and tutorials in English). A Certificate is issued upon completion of all requirements for this program. Through consultations with an academic advisor, SATOMU students may select additional courses offered in Japanese designed for degree students (in basic subjects, liberal arts subjects, introductory subjects, and specialized subjects).

In order to obtain a certificate, SATOMU students must earn at least 14 credits in one year or seven credits in a half year by taking courses offered by the International Exchange Program. The Certificate will not be granted if the number of credits earned is less than the above. Students should meet with an academic advisor at the beginning of each semester in order to confirm that they are registered for the correct courses.

SATOMU Program Completion Requirements	
International Exchange Courses	Courses offered in English • One Semester : 4 credits
	Japanese Language Courses • One Semester : 3 credits
	* Note: Students who are planning to write a senior thesis/masters' thesis/dissertation, or have other academic research goals, may take tutorial courses in English for up to 2 credits for one semester (one class per week) upon consultation with the faculty in the field of their study.

Note: The university which the SATOMU student normally attends will decide as to whether the credits earned at TMU can be applied toward a degree or course completion.

2.3 International Exchange Program Courses

< Courses offered in English >

【1st Semester】15Courses

School/Faculty	Course Title	Credit
Humanities and Social Sciences	Japanese Language and Society※	2
	Global Mindset※	2
	Social Change in Japan	2
Business Administration	The Historical Development of Business Accounting in Japan※	2
Science and Engineering	Ecology as Environmental Sciences※	2
	Cell Biology (General education subject)※	2
	Neurobiology※	2
	General Biology I B※	2
	General Biochemistry 1※	2
	General Genetics 1※	2
	General Taxonomy※	2
	Cell Biology (Specialized subject)※	2
Biochemistry※	2	
Urban Environmental Sciences	Sustainability Studies and Global Environmental Governance※	2
	Land Productivity and Ecosystems	2

• Refer to Syllabi of Courses for Exchange Students.

• Courses marked with ※ can be taken alongside TMU degree students.

【2nd Semester】31Courses

School/Faculty	Course Title	Credit	
Humanities and Social Sciences	The Japanese Language※	2	
	Intercultural Communication and Interaction※	2	
	Contemporary Japanese Society	2	
	Current Issues of Education in Japan	2	
Law and Politics	Topics in Social Sciences	2	
Science and Engineering	Evolutionary Biology (General education subject)※	2	
	Human Biology※	2	
	General Biology II B※	2	
	General Biochemistry 2※	2	
	General Genetics 2※	2	
	General Physiology※	2	
	Neuroscience※	2	
	Evolutionary Biology (Specialized subject)※	2	
	Special Lecture in Biology a※	1	
	Special Lecture in Biology b※	1	
	Special Lecture in Biology c※	1	
	Special Lecture in Biology d※	1	
	Urban Environmental Sciences	Tourism Theories and Practice※	2
		Japanese Nature and Satoyama※	2
Environmental Ecology I ※		2	
Regional Environmental Studies※		2	
Transport Planning and Management for Tourism Promotion※		2	
System Design	Introduction to Robotics	2	
	Business Process Engineering	2	
	Experimental Photography	2	
	Introduction to Aerospace Engineering	2	
	Introduction to Computational Linguistics	2	
	Introduction to Mechanical Engineering	2	
	Usability Engineering	2	
Health Sciences	Poverty and Social/Health Care in Japan and the U.K.	2	
	Japanese Cultural Perspectives on Health and Well-being	1	

<Japanese Language Courses>

Course and class level are determined after a placement test and interview by the International Center Language Support Team.

※1st Semester : 30courses、 2nd Semester : 32courses

(Refer to Syllabi of Courses for Exchange Students.)

Course Title	Level of JLPT*	Number of courses (One Semester)	Credits
Fundamental Japanese I	Level N5~N4	15 courses	1
Fundamental Japanese II	Level N3~N2	7 courses	1
Fundamental Japanese III	Level N1~N1+	8 courses (2 nd Semester : 10courses)	1

*JLPT : Japanese Language Proficiency Test

<Tutorials offered in English>

Students who are planning to write a senior thesis/masters' thesis/dissertation, or have other academic research goals, may take tutorial courses in English for up to 2 credits for a semester (one class per week) upon consultation with the faculty in the field of their study.

3. Course Registration

3.1 About the course registration

Register for the courses respectively after determining which courses to take. The registration procedures are to be explained in the orientation which will be held a week before the semester-classes begin, it is, therefore, necessary for exchange students to attend the orientation. Please note that failure to complete course registration will result in your class participation being disapproved for credits.

3.2 Course registration procedures

3.2.1 Necessary documents

The documents relevant to the course registration will be handed out at the orientation. Please make sure to check all the necessary documents you received.

- ① Non-degree student ID card.....1
- ② “Course Registration Card for Non-degree Students”.....10
- ③ “Course Permission Form”.....10
- ④ Syllabi of Courses for Exchange Students 2015
- ⑤ Class Schedule for Exchange Students 2015
- ⑥ TMU Course Catalogue 2015
- ⑦ TMU Syllabi 2015
- ⑧ TMU Class Schedule 2015
- ⑨ Non-degree Student Register-Cum-oath (sample)

3.2.2 Academic Year • Semester • Academic calendar (for reference)

TMU divides an academic year into two semesters. An academic year begins in April and ends in March in the following year. For example, “Academic Year Heisei 27” stands for during a period from April 2015 through until March 2016. The academic year does not correspond to a calendar year, therefore special attention needs to be paid to the period spanning January through March.

The semesters are named as follows:

- April – September : 前期 zen-ki (1st semester)
October – March : 後期 ko-ki (2nd semester)

When selecting the courses, it is important to take into account the semester(s) in which the courses are offered. In the first semester students can register for either the first half-year courses or the full-year course, but in the second semester students can register the second half-year courses only. Students who do not study at TMU throughout an academic year,

from April to March of the following year, are not eligible to take the full-year courses, in principle.

For more details about the TMU academic calendar visit the Academic Affairs Office website.

<http://www.kisokyo.tmu.ac.jp/kyomu/gakunen/index.html>

3.2.3 Course Registration

- i) Select the courses by reference to the “TMU Course Catalogue 2015” and the “Syllabi of Courses for Exchange Students 2015.” To take the Japanese course, students must take the placement test, whereupon select the courses according to the proficiency level notified by an academic staff.
 - ii) Upon completion of entering all the necessary information such as your name and the course title, etc. in the “Course Registration Cards for Non-degree Students” (handout ②), submit each of the entered “Course Registration Cards” to the respective lecturers of your selected courses. Make sure to have the lecturer’s signature on the “Course Permission Form” (handout ③).
 - iii) After selecting the courses, enter your selected courses in the “Non-degree Student Register-Cum-oath” on Excel file sent by e-mail, referring to the handout ⑨ (Sample) . Print out the file and sign it.
 - iv) Submit the signed “Course Permission Form” and the signed “Non-degree Student Register-Cum-oath” within the designated period by following the instruction from the International Affairs Office and complete the course registration.
- ※ The handouts ②, ③ are available at the International Affairs Office, if you need more.
- ※ The students with the exchange period of two semesters are required to attend the orientation for their 2nd semester as well.

3.3 Registering Courses

3.3.1 Minimum Workload Requirement **IMPORTANT**

Exchange students with the status of “college student” are required by the Immigration Control Law to complete study load more than 10 hours a week during the exchange period. The classes are conducted on a 90-minute (one and half hour) class period basis, therefore exchange students must register for more than 7 courses to fulfill the condition set forth above.

3.3.2 SATOMU Program Completion Requirement

Students participating in the SATOMU program need to register for the courses to meet the SATOMU program completion requirements. Therefore, it is necessary to confirm the mandatory number of credits to fulfill the completion requirement (see P age3) before

registering for the courses. In view of possibility of failed courses, those who are looking for securing the program completion are advised to register for the courses exceeding the required number of credits.

3.3.3 Others

In general, additional course registration is not accepted after the end of course registration period. Course registration must be completed during the designated registration period in each semester, hence it is important to ensure that all the courses fulfilling the required credits are registered at the beginning of the semester.

4. Academic Advisors

An academic advisor will be assigned to each exchange student based on his or her area of specialization. At the beginning of each semester, the students are asked to meet with the academic advisor and academic staff of the International Center to ensure proper course selection.

5. Class Schedule

Class schedule	
Period	Time
1 st period	08 : 50 - 10 : 20
2 nd period	10 : 30 - 12 : 00
3 rd period	13 : 00 - 14 : 30
4 th period	14 : 40 - 16 : 10
5 th period	16 : 20 - 17 : 50
6 th period	18 : 00 - 19 : 30

6. Grading and Evaluation System

The course lecturers give grades based on their own evaluation methods including examination, class attendance and other grade evaluation items, and represent them on the academic results card by five-grade evaluation basis. The grade of 2 and above are graded pass and given credits.

Numeric Grades	Letter Grades on Transcript	Unit Acquisition	Range	Score
5	Excellent	Acquisitive	Range of Superior	90 and above
4	Excellent	Acquisitive	Range of Excellent	80~89
3	Good	Acquisitive	Range of Good	70~79
2	Passing	Acquisitive	Range of Poor	60~69
1	No description	Not Acquisitive	Range of Very Poor	59 and below
0	No description	Not Acquisitive	Range of Unacceptable	

The academic results will be notified via students by the academic results card at the end of the semester. The official transcript is issued after completion of exchange period and sent to student's home institution.

7. International Student Advising Support

Exchange students are encouraged to see an International Student Advisor in the International Student Advising Room if they have concerns or problems after enrolling at TMU.

The opening schedule is put on the website of the International Center / the International Affairs Office and the bulletin board at the International House. Please make a reservation in advance if you need assistance: ryugakusei@tmu.ac.jp

■ Minami-Osawa Campus

- ① Place: Room 210, 2nd floor, the International House
- ② Phone number: 5752 (ext.)

■ Hino Campus

Providing consultation once a month.

- ① Place: Room 124 (student counseling room), Bldg.1
- ② Phone number: 2132 (ext. at Hino campus)

■ Arakawa Campus

Providing consultation twice a year

- ① Place: Room 112, Arakawa Campus Library Bldg.
- ② Phone number: 042-677-2030 (the International Student Exchange Section, the International Affairs Office, Minami-Osawa Campus)

8. International Affairs Office

Other detailed information not listed in this Program Guidebook is available at the International Affairs Office. Students may come to the office if they have any inquiries on the following matters.

- Documentation
- Change of address / phone number
- Information on temporary leave and permanent return to home country
- Student life (housing, scholarships)

Location : 1st Floor, the International House, Minami-Osawa campus

Contact number : 042-677-2030

Web : <http://www.ic.tmu.ac.jp>

