

## Course Guide for Online Japanese Language Courses

We are happy to announce that TUFS Open Academy will be recruiting students for its Online Japanese Language Courses (Japanese Language Courses and Culture Courses). For those who wish to participate, please read the following before application.

### Application

- 1) Application Period: Please refer to the course website. \*Applications are accepted on a first-come, first-served basis.
- 2) How to Apply: Fill out and send the form posted on the course website.
- 3) Precautions:
  - For some courses, morning course and evening course are offered. Please choose one that fits your schedule.
  - Applications are accepted on a first-come, first-served basis and will be closed as soon as capacity is reached. Make sure to apply within the application period.
  - Applications submitted offline (post mail, email, phone, fax, hand-delivery, etc.) will not be accepted.
  - Please check the contents of each course carefully before applying.
  - For the applicants for the Live Lesson Japanese language course: please take a Level-Check test (automatic scoring) for each course to determine an appropriate level for you. (Level check test is not required for applicants for the Online Japanese Course with On-Demand Learning Materials.)
  - Class or course changes are not permitted after admission.
  - There is no trial period.

### Course Fees

- The course fee can only be paid online by credit card. Payment procedures and other details will be explained in an email to accepted applicants. Payment must be made by the designated date (within one week after receiving the payment procedure email).
- Applicants are admitted to the course once they pay the course fee. Please make sure to make the payment in time, as delay in payment may result in cancellation of your application.
- The cost of the required textbook and study materials is included in the course fee.
- The course fee is non-refundable once it has been paid. Please make sure that you have the necessary system environment to take the online course. Please also check the course content carefully before applying.

### **Cancellation of the course**

- TUFSS may decide to cancel the course for lack of participants.
- In such event, TUFSS will notify cancellation to the applicants as soon as possible.
- In such event, the course fee will be refunded to the credit card that applicants made their payment with. There will be no refund by cash.

### **Withdrawal**

- If you wish to withdraw your application, please notify TUFSS Open Academy Office immediately via email.
- If you do not complete your payment within a week from the payment instruction email, your application will be deemed to have been withdrawn.
- Even if you notify us of your withdrawal, the course fee is non-refundable once it has been paid.

### **Mid-term Enrollment**

- Mid-term enrollment after a course has started is not allowed.

### **Textbooks and Handouts**

[Live Lesson Japanese Language Course]

- The textbook will be mailed to you from Tokyo University of Foreign Studies after you pay the course fee. You can check the textbook used in your class in the course outline.
- If there are any handouts in addition to the textbook, they will be distributed electronically via Google Classroom.
- [For those who have taken our online Japanese course before] TUFSS will not ship you the textbook if the same textbook is used in the next course you are taking. E.g. If you have taken the first half of Elementary / Pre-Intermediate / Intermediate / Advanced level in the previous course and are proceeding to the last half of the level, TUFSS will not ship the textbook to you. Even the textbook is not shipped to you, the price of the textbook will NOT be subtracted from the course fee.

[Japanese Language Course with On-Demand Learning Materials]

- All materials can be accessed online.

[Culture Course]

- All study materials for culture courses will be distributed electronically via Google Classroom.

## Course Notes

- You must keep your video ON, and your microphone OFF (mute) when taking class. Unmute and speak only when your instructor instructs you to do so. If you have any questions, please use the “raise your hand” button or “chat” function in Zoom and ask the instructor for permission to speak.
- We do not provide technical support for online courses.
- You can only attend the course you have registered. (E.g. If you are registered in a morning course and missed a class, you are not allowed to take a class in the evening course for a make-up.)
- Recordings of classes will not be available.
- Recording, videotaping, or taking screen shots of classes is prohibited.
- Please attend classes from a quiet place. Please refrain from attending classes in public places such as cafes, public transportation, or during work hours, as this may cause inconvenience to the surrounding people and other students.
- If you have to leave a class for more than 10 minutes due to emergency issues, please leave from Zoom and re-enter after you are ready.
- Please write your real name for your Zoom and Goggle user name.
- It is the responsibility of the student to take security measures (such as protecting your computer from viruses, unauthorized access, loss or damage of equipment, and leakage of information) at the student’s own expense. TUFS will not be able to compensate for any damages incurred by students.
- Students may be prevented from attending or may be expelled from a course in the event of any of the following undesirable behaviors. The course fee will not be refunded.
  1. Behavior that is disruptive to other students or interferes with the progress of the class.
  2. Failure to complete the course application procedure or pay the course fee.
  3. Any act that is illegal or that goes against public order and morals.
  4. Any action that violates course rules or prohibitions.
- Notice of absence is not required.

## Access to your class (Please read this carefully!)

- The Google Classroom “Class Code” for the course you applied for will be included in the email from TUFS Open Academy office, which you will receive after you have paid the course fee. Please make sure to log in to Google Classroom at least one week before the first class.
- The Zoom class link (invitation URL) will be posted in Google Classroom (you can enter with the class code) at least one week before the first class. Please enter the class from the same Zoom invitation URL (noted above) every class day.

- Information about class cancellations or make-up classes will be sent through Google Classroom. We will not contact you via email or telephone.

### **Prohibitions**

If you violate any of the following prohibitions, you may be denied access to the class.

- Sharing the class link (invitation URL), Zoom meeting ID, password, or Google Classroom class code with others.
- Recording, videotaping or taking screen shots of a class.
- Sharing a recording and/or screen shots of a class on social networking sites (SNS).
- Redistributing the data or handouts distributed in class.

### **Handling of Personal Data**

TUFS will use personal information for the following purposes and to the extent necessary. Personal information will not be disclosed or provided to any third party without the consent of student.

- To confirm your identity when your application is accepted.
- To send you invitations to upcoming lectures that will take place next semester.
- To ship study materials to your mailing address.

### **Contact**

Tokyo University of Foreign Studies (東京外国語大学) TUFS Open Academy Office (responsible for online Japanese Language Courses)

Mail Address: 3-11-1, Asahi-cho, Fuchu-shi, Tokyo 183-8534, Japan

Email: oa-jpclass[at]tufs.ac.jp

\* When you have questions, please contact us by email. (Please replace [at] with @.)

\* We do not provide technical support for online courses. Please read the instructions carefully and complete the procedure by yourself.