

Japanese Language Education at Rikkyo

1. Center for Japanese Language Education (CJLE)

(1) Rikkyo University established the Center for Japanese Language Education (CJLE) in 2011 to enhance the Japanese language education for all the international students who study at Rikkyo. The Rikkyo Japanese language course is offered by the CJLE.

2. CJLE Japanese language course

(1) The Japanese language course offered by the CJLE is designed to provide students with language proficiency in Japanese attained in a natural and balanced context. Therefore, if you were unable to use Japanese appropriately and smoothly or forgot the knowledge acquired in the past, you might be placed in a level not desirable for you. However, when you work hard in the classes in which you have been placed, your proficiency will improve rapidly.

Japanese Language Courses

1. Course period

(1) Courses are offered in two periods: Spring semester and Fall semester.

(2) Each semester starts on the date below.

Spring semester : Thursday, April 10, 2025

Fall semester : Saturday, September 20, 2025

2. Class schedule

(1) The class schedule is as follows:

| Period | 1 | 2 | 3 | 4 | 5 |
|--------|----------------|----------------|---------------|---------------|---------------|
| Time | 8:50 am | 10:45 am | 1:25 pm | 3:20 pm | 5:10 pm |
| | to 10:30 am | to 12:25 pm | to 3:05 pm | to 5:00 pm | to 6: 50pm |

3. Class cancellations

(1) Generally, there will not be any class cancellations for Japanese language courses.

(2) Class cancellation notifications are posted on the web page below (intranet) or SPIRIT Mobile.

Japanese <http://kyomu.ic.rikkyo.ne.jp/~kyuko/cancelK.aspx>

English <http://wwwj.rikkyo.ac.jp/kyomubu/cancel/CancelE.aspx>

* Choose "OTHER" from the drop-down list to show class cancellations for Japanese language courses.

(3) You should contact the office below if an instructor of a Japanese language course is more than 30 minutes late even though there is no notice that the class is cancelled.

(Ikebukuro Campus: McKim Hall 1F, International Center, Niiza Campus: Building No. 7, 2F).

E-mail address of Center for Japanese Language Education

nihongo@rikkyo.ac.jp

(4) In regards to class cancellation, in the event that a major earthquake warning alert has been issued or an approaching typhoon warning is announced, refer to page 14.

4. Class absences

(1) You may not be exempted from attending classes except in the case you have contracted a disease designated by the school to be infectious and follow prescribed procedure. **(There is no other system of “authorized absence”.)**

(2) In the event that you have contracted a disease designated under the School Health Law as a school infectious disease, you must not visit the university campus and immediately contact the International Office.

| Contact information for Special International Students |
|---|
| International Office Ph.: 03-3985-2208 E-mail: rikkyo-inbound@rikkyo.ac.jp |

Regular students should consult their administration office for academic matters.

<Applicable designated school infectious diseases>

| | Disease |
|---------|---|
| Class 1 | Ebola hemorrhagic fever, Crimean-Congo hemorrhagic fever, Smallpox, South American hemorrhagic fever, Plague, Marburg virus, Lassa fever, Poliomyelitis, Diphtheria, Severe Acute Respiratory Syndrome (SARS), Middle East Respiratory Syndrome Coronavirus (MERS), Specific Avian influenza *In addition to the above, pandemic influenza, designated infectious diseases, and new infectious diseases stipulated in Article 6, Paragraphs 7 through 9 of the Act on the Prevention of Infectious Diseases and Medical Care for Patients with Infectious Diseases. |
| Class 2 | Influenza (excluding Specific Avian influenza), Whooping cough, Measles, Epidemic parotitis virus, Rubella, Chicken pox, Pharyngoconjunctival, Tuberculosis, Meningococcal meningitis, New Corona virus infection (COVID-19) |
| Class 3 | Cholera, Bacterial dysentery, Hemorrhagic coliform infection of the intestinal tract, Typhoid fever, Paratyphoid, Epidemic keratoconjunctivitis, Acute hemorrhagic conjunctivitis, Other infectious diseases (Only if the student is instructed by a doctor to refrain from attending school and the school doctor determines that action is necessary as a Class 3 infectious disease from the viewpoint of preventing the spread of infection in the event of a serious outbreak on campus) *The school doctor’s decision will be based on the submitted “Certificate of Permission to Attend School (University Format) or a “Medical Certificate”. |

(3) Late arrivals or leavings early should be within 29minutes. If it is more than that, it will be considered as 1 absence.

Please note that a total of 4 late arrivals or leavings early is equal to one absence.

5. Makeup Classes

(1) Makeup classes are not held for Japanese language courses. (Except J8)

6. Class protocols

- (1) **You are required to be on time to classes. You are also required to attend all classes and activities. You have to inform the instructors beforehand if you will be late or absent from classes. If you know you will be late or absent from the classes on that day, e-mail your instructors or inform them through your classmates.**
- (2) You should turn off your mobile phone/cell phone or turn it on silent mode during classes.
- (3) If you have to leave the classroom for any reason during class, be sure to tell the instructor.
- (4) Do not eat food. If you have to do so for any reason, please let the instructor know.
- (5) You should use only Japanese in the classroom.

Japanese Language Course Registration

1. Japanese language classes/levels/eligibility

- (1) The Japanese language classes are divided into nine levels, from J0 up to J8.
Students are allocated to specific levels based exclusively on the Rikkyo Japanese Language Placement Test.

| Class/Level | Standard of eligibility to attend each level |
|---------------|--|
| J0 | Designed for students who have no (or limited) prior learning experience in Japanese and want to learn Japanese expressions, and vocabulary for every day, such as for shopping or ordering at restaurant etc. Students will learn Hiragana and Katakana while learning Japanese expressions for every day. This course would fit for the students who will stay in Japan for half a year and is interested in what kind of language Japanese is like, or fit for the students who will stay in Japan for a year and wish to start to learn Japanese from Hiragana and Katakana and other fundamental Japanese, before moving to J1 level. |
| J1/J1S | Designed for students who have no prior learning experience in Japanese at school etc., but can read / write Hiragana and Katakana, or for students who have prior experience, but only a limited knowledge, or for students who have studied at school but not mastered basic conjugations of verbs and adjectives or particles yet and be willing to master them. * Reading and writing ability of Hiragana and Katakana is required for J1 level students. Passing Hiragana test at Japanese Language Placement Test is required to take J1 classes. |
| J2/J2S | Designed for students who mastered basic conjugation of verbs and adjectives and acquire a vocabulary of 500 words, and can talk or write in Japanese using them. And for students who can have conversation in the classroom, state hobby, like and dislike, experiences, what they want to do etc. in Japanese, also for students who understand the essay in Japanese with Hiragana, Katakana and basic Kanji. |
| J3/J3S | Designed for students who have already mastered basic sentence structure and about 1,000 vocabulary in Japanese and can communicate in Japanese for a simple daily occasion, or for the students who can understand and express what they want to say in Japanese at certain level if it is slow. |
| J4 | Designed for students who have mastered the beginner level and can deal with well-known topics in Japanese while still having difficulty in communicating with native Japanese speakers with ordinal speed or writing essays in Japanese with 800 characters using mix writing (Kana and Kanji) etc. |
| J5 | Designed for students who can deal with everyday situations in Japanese properly and accurately, and for the students who can write essay in Japanese with 1,000 characters with mix writing (Kanji and Kana) using a dictionary. |

| | |
|-----------|--|
| J6 | Designed for students who can understand newspapers or news articles on the internet almost without using dictionary, also for students who can write essay in Japanese with 1,500 characters about the topic that they are interested in with using dictionary and can give their opinion on a general topic in appropriate Japanese. |
| J7 | Designed for students who can understand not only newspapers and novels, but also specialized papers and books in Japanese without using a dictionary, and for students who can write a report of about 2,000 characters, also for students who can discuss academic matters and make presentations in Japanese. |
| J8 | Designed for students who have mastered a high level of grammar, kanji and vocabulary and who are also able to study or perform research using Japanese. |

(2) Besides the classes listed above, students can study Japanese culture and society in English using Japanese as a “tool” through the classes shown below.

| Class | Eligibility |
|--|--|
| Japanese Language and Japanese Culture Japanese Language and Japanese Society | For J0, J1, J1S, J2, J2S, J3, J3S students |
| Seminar on Japanese Language and Culture 1 (Animation, Song in Japan) | For J2, J2S students |
| Seminar on Japanese Language and Culture 2 (Movie, Manga in Japan) | For J3, J3S students |
| Seminar on Japanese Language and Culture 3 (Novel, Poem in Japan) | For J4, J5 students |

(3) Also, students who are J4 and higher level can take Kanji class to deepen their knowledge regarding the meaning of Kanji characters and usage of Kanji vocabulary, and to acquire the ability to read and write Kanji; with the overall objective of expanding students' Kanji vocabulary.

| Class | Eligibility |
|-------|---------------------------------|
| Kanji | For J4, J5, J6, J7, J8 students |

2. Japanese language placement test

(1) **To register for Japanese language courses, you have to take the Japanese Placement Test.** You will take an online test of grammar, vocabulary and kanji, composition and interview. Students with little or no prior learning experience in Japanese will be tested on *Hiragana* only.

3. Credit (unit) system of Japanese language course

(1) The credit system of Japanese language course is as follows.

In regards to credits for each course, refer to page 17 – 22.

| Hours | Credits |
|--|---------------------------------------|
| Japanese language course (100 minutes per week for a 14 week semester) | 1 credit *2 credits for J8 courses |
| Japanese language course (3 classes * 100 minutes per week for a 14 week semester) * J0, J1S, J2S and J3S are included. | 3 credits |

4. Notes on Japanese language course registration

- (1) **Students cannot take or audit classes in any other level, except the one in which they are placed.**
- (2) The course level cannot be changed in the middle of the semester.
- (3) Japanese language courses are not subject to the course cancellation system.
- (4) J1-J3 and J1S-J3S have a different speed of progression. However, those classes have the same attainment targets.
- (5) **J1-J3 students have to take all 5 classes per week because those classes are coordinated together. These courses are a package and must be taken together.**
- (6) **J0 and J1S-J3S students have to attend classes 3 times a week.**
- (7) Please understand that you might be placed in J1-J3 according to the placement test results, even if you expected to be placed in J1S-J3S.
- (8) **Students who are J4 and higher take the respective level of courses according to the placement test results.**
- (9) For J1 and J1S, classes are conducted mainly in English. As classes progress, instructions in Japanese will be gradually added.
- (10) Eligible students can take “Integrated Japanese4-6 A” and “Integrated Japanese4-6 B” simultaneously.
- (11) Eligible students can take “Integrated Japanese4-6 C” and “Integrated Japanese4-6 D” simultaneously.
- (12) Eligible students can take “Integrated Japanese4-6 A-D” and J4, J5, J6 courses simultaneously.
- (13) When "Integrated Japanese 6-8" has the same letter (A, B, C or D) in its course title, the course contents are the same. Eligible students can take a maximum of one course from A and one from B in the Spring semester and one from C and one from D in the Fall semester.
- (14) J8-AC (offered only in the Fall Semester) is a J8 course, but can be taken by J6, J7 and J8 students.

5. Japanese language course registration procedure

(1) The detailed information is given in the Orientation materials. (Special International Students should attend the Course Registration Orientation and CJLE orientation.

6. Course numbering system

(1) Rikkyo University introduced a course numbering system. Course numbering is a system through which the steps or order of learning is made clear, with the organization of the curriculum being shown by means of the alphanumeric classification of courses. Students can use course numbers as a search tool to find the fields they wish to study and thus take courses systematically. In addition, the course numbers of the courses a student has learned are stated on the academic transcript to provide external proof of systematic learning.

(2) Course numbers are composed of three letters of the alphabet and four numbers. For Japanese language courses, the three letters and the four numbers indicate the meanings as follows.

| alphabetical prefix (For Special International Students) | Numbers | | | |
|--|---------|-------|-------|-------------------------|
| | 1000s | 100s | 10s | 1s |
| JLP | Level | Field | Skill | Language of instruction |

<1000s column>

| Numbers | Levels |
|---------|-------------------|
| 0000 | J0 |
| 1000 | J1, J2, J3 |
| 2000 | J4, J5, J6, J7 |
| 3000 | J8 |
| 4000 | - |
| 5000 | Graduate students |

<100s column>

| Numbers | Fields |
|---------|---------------------|
| 100 | 4 skills integrated |
| 200 | Skill based |
| 300 | Content based |

<10s column>

| Numbers | Japanese language learning skills |
|---------|--|
| 10 | Grammar, Grammar 1 |
| 20 | Grammar 2 |
| 30 | Listening comprehension and conversation |
| 40 | Composition |
| 50 | Reading comprehension |
| 60 | Reading comprehension and composition |
| 70 | 4 skills integrated |

<1s column>

| Numbers | Language of instruction |
|---------|--------------------------------------|
| 0 | Japanese |
| 1 | English |
| 2 | Foreign languages other than English |
| 3 | Others (Bilingual, etc.) |

(3) Course numbering to each course is shown in the section “Course Numbering” on the “Japanese Language Course List”.

***Please note that this course numbering system is not the code for registration.**

Grading for Japanese Language Course

1. Grading for Japanese language course

(1) Your performance in the Japanese language course is graded on attendance, participation, in-class tests, quizzes, assignments, etc. Examinations are not given during the regular exam period at the end of each semester. In regards to evaluation for each course, refer to each syllabus.

(2) The evaluation criteria are shown below.

* Your grade for a course of which you have taken credits may not be cancelled.

<Grade / Evaluation criteria>

| Grade | | Evaluation Criteria | Indication in transcript (certificate) |
|-------|-------------------|--|--|
| Pass | S (90-100 pt.) | Achieves all the required goals of the course to an excellent standard | S |
| | A (80-89 pt.) | Achieves all the required goals of the course satisfactorily | A |
| | B (70-79 pt.) | Masters the key elements of the required goals for the course | B |
| | C (60-69 pt.) | Achieves a bare minimum of the required goals for the subject | C |
| Fail | D (0-59 pt.) | Does not achieve the required goals for the subject | Not shown |

A transcript is issued externally. Failed subjects are not shown on the transcript.

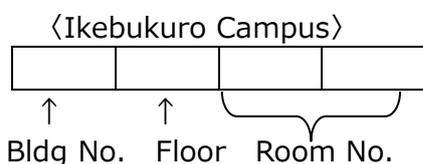
<Announcement of grades / Issuance of transcript (certificate)>

| | | |
|--------------------------------------|---|--|
| Announcement of grades | Current students | Announced on the grade query system in mid-March / early September https://r.rikkyo.ac.jp/ |
| Issuance of transcript (certificate) | Current students | Apply at the Academic Affairs Office. (Fee required) ※ issued on the next day for transcript both in Japanese and English |
| | Upon completion of study at Rikkyo | Generally sent to a contact person of your home university in early April / early September. (one each in Japanese and English) (Free) |
| | After leaving Rikkyo or Former students | Apply at the Academic Affairs Office (Fee required) |

Miscellaneous

1. Classroom labels

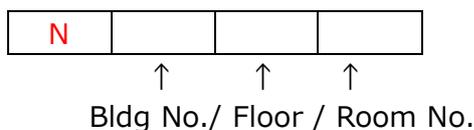
(1) Classrooms numbers consist of 4 digits. The meaning of the digits is explained below.



e.g.) 4411 = Building No.4, 4th floor, classroom 11
9B01 = Building No.9, basement, classroom 1
* When the 3rd digit is a "5", this indicates the Annex of the building indicated by the first digit.
e.g.) 4152 = Building No.4 Annex, 1st floor, classroom 2

⟨Niiza Campus⟩

* When the 1st digit is an "N", the classroom is on the Niiza Campus.



Building No. indicators

1 = Main building
4 = Building No.4
9 = Building No.9
X = Building No.10
A = Building No.11
B = Building No.12
C = Building No.13
D = Building No.14
M = McKim Hall
(Build.No.15)
T = Tucker Hall

e.g.) N849=Niiza Campus, Building No.8, 4th floor, classroom 9

2. Notes on Taking Regular Academic Courses in Japanese

(1) For Special International Students, as a general rule, the minimum required level of the Japanese language proficiency is Lv6 for taking regular academic courses in Japanese at colleges/graduate schools as well as University-wide Liberal Arts Courses. Be sure to take the courses according to your Japanese level. If you will take the courses higher than your Japanese level, there will not be any special treatment so please understand that you are responsible for registration.

Some courses have different minimum required level of the Japanese language proficiency, so please confirm on the "Course List for Special International Students" which is distributed during the period of orientation of the International Office.

3. Emergency guidelines for a Major Earthquake Warning Alert

In the case that the National Earthquake Assessment Committee for Areas under Intensified Measures against Earthquake Disaster * has been convened in accordance with the Special Measures Law on Earthquake Disaster Prevention, all classes are cancelled and the following steps should be taken.

- (1) Please stay at home. If en route to the University do not come to the University.
- (2) If you are at the University, comply with communications and instructions from the University.
- (3) The procedure for resuming classes once the warning alert has been cancelled is put into effect as follows:
 - ① If the warning alert is cancelled before 5:00 am, classes will be conducted as usual.
 - ② If the warning alert is cancelled before 9:00 am, morning classes are cancelled and normal classes will begin in the afternoon.
 - ③ If the warning alert is not cancelled before 9:00 am, classes for the entire day are cancelled. In this event, no University business (including administrative business) will be conducted.

*The National Earthquake Assessment Committee for Areas under Intensified Measures against Earthquake Disaster: This is an assessment committee, convened at the request of the Director – General of the Meteorological Agency, that makes assessments regarding the risk of a major earthquake in areas designated as being subject to intensified measures against earthquake disaster under Article 3, Clause 1 of the Special Measures Law on Earthquake Disaster Prevention.

4. Emergency guidelines for Approaching Typhoon warning

Classes may be cancelled due to some special conditions such as an approaching typhoon. For details of the special measures, check the University website or phone the office.

Rikkyo University website

<http://english.rikkyo.ac.jp/>

Phone contact information

Ikebukuro Academic Affairs Office

Ph.:03-3985-2220

Niiza Academic Affairs Office

Ph.:048-471-6942

Office for the Independent Graduate Schools

Ph.:03-3985-3321

*These measures may also be taken during exams.

*Information on the University's operations and the availability of its facilities is posted on the website.