

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 : April 11 (Wed), 2018
Fall semester : September 20 (Thu), 2018

2. Class schedule

Period	1	2	3	4	5
Time	9:00 am to 10:30 am	10:45 am to 12:15 pm	1:15 pm to 2:45 pm	3:00 pm to 4:30 pm	4:40 pm to 6:10 pm

3. Class cancellations

- (1) Generally, there will not be any class cancellations for Japanese language courses.
- (2) If there are cancellations, they will be displayed on the notice board (information board) below.

<Notice boards (information board) locations>

Ikebukuro Campus	Niiza Campus
Building No.8, 1 st floor Building No.5, 1 st floor	Building No.1, 1 st floor Building No.4, 2 nd floor

- (3) Class cancellation notifications are also posted on the web page below.(intranet)

Japanese

http://www.rikkyo.ac.jp/support/academic_affairs/academic_division/

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.

- (4) You should contact the office below if the instructor of a Japanese language course is more than 30 minutes late.

Ikebukuro Campus	Niiza Campus
CJLE Office in the International Office McKim Hall, 1 st floor	CJLE Office in the International Office Building No.7, 2 nd floor

- (5) 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 22.

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. (**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 Class 1 or Class 2 school infectious disease, you are required to stop attending school 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 Class 1 and Class 2 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 (MERS), Specific Avian influenza
Class 2	Influenza (excluding Specific Avian influenza), whooping cough, measles, epidemic parotitis virus (mumps), rubella, chicken pox, pharyngoconjunctivitis, tuberculosis, meningococcal meningitis

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.
- (2) You have to inform the instructors beforehand if you will be late or absent from class. If you know you will be late or absent from class on that day, e-mail your instructors or inform them through your classmates.
- (3) You should turn off your mobile phone/cell phone or turn it on silent mode during class.
- (4) Food is not allowed.
- (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 prior learning experience in Japanese and want to learn daily-life Japanese expression and vocabulary.
J1 · J1S	Designed for students who have no prior learning experience in Japanese but can read/write Hiragana and Katakana or those who have prior experience with only a limited knowledge (not yet mastered basic conjugations of verbs and adjectives or vocabulary of less than 500 words, etc.).
J2 · J2S	Designed for students who have a very basic knowledge of Japanese (basic conjugations of verbs and adjectives and a vocabulary of 500 words).
J3 · J3S	Designed for students who have already mastered the first halves of fundamental sentence structure and of fundamental vocabulary (about 1,000 words).
J4	Designed for students who have already mastered fundamental sentence structure, have a fundamental vocabulary (about 2,000 words) and who can deal with everyday situations in Japanese in most cases.
J5	Designed for students who can deal with everyday situations in Japanese without difficulty.
J6	Designed for students with average daily Japanese comprehension. Students can read magazines or newspapers by using a dictionary, and write their opinion in appropriate Japanese.
J7	Designed for students who can express their opinion about politics, economics, international affairs, and so on in high-level Japanese. Students can read magazines or newspapers, and write their opinion in appropriate, sophisticated Japanese.
J8	Designed for students who have mastered a high level of grammar, Kanji and vocabulary and are also able to study or do research in 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 Kanji	Japanese language ability is not required
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

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, Katakana* 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 31 – 36

Hours	Credits
Japanese language course (90 minutes per week for a 15 week semester)	1 credit
Japanese language course (3 classes * 90 minutes per week for a 15 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) J1-J3 and J1S-J3S have a different speed of progression. However, those classes have the same attainment targets.
- (4) **J1-J3 students take all 5 classes per week because those classes are coordinated together.**
- (5) **J0 and J1S-J3S students have to take classes 3 times a week.**
- (6) 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.
- (7) **Students who are J4 and higher take the respective level of courses according to the placement test results.**
- (8) For J1 and J1S, classes are conducted mainly in English. As classes progress, instructions in Japanese will be gradually added.
- (9) Eligible students can take “Integrated Japanese4-6 A” and “Integrated Japanese4-6 B” simultaneously.
- (10) Eligible students can take “Integrated Japanese4-6 C” and “Integrated Japanese4-6 D” simultaneously.
- (11) Eligible students can take “Integrated Japanese4-6 A-D” and J4, J5, J6 courses simultaneously.
- (12) 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.

5. Japanese language course registration procedure

- (1) The detailed information is given in the Course Registration 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.

3 alphabetical prefix	Numbers			
	1000s	100s	10s	1s
JLP (For Special International Students)	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
	Absent	Evaluation not possible because of absence from the exam, etc.	

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

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

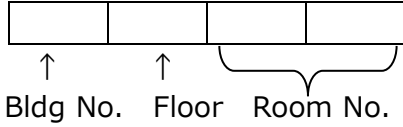
Announcement of grades	Current students	Announced on the grade query system in late March / mid September https://r.rikkyo.ac.jp/
Issuance of transcript (certificate)	Current students	Apply at the Academic Affairs Office (Ikebukuro Campus) or Niiza Campus Office, Academic Affairs (Niiza Campus). (Fee 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.

〈Ikebukuro Campus〉



e.g.) 4411 = Building No.4, 4th floor, classroom 11

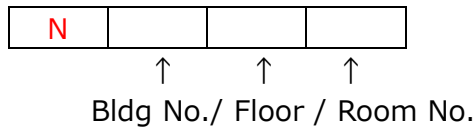
9B01 = Building No.9, basement, classroom 1

* 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.



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

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)

— — — — —

2. 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 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.

3. 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 notices, or phone the office.

Rikkyo University website

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

Phone contact information

Academic Affairs Office

Ph.:03-3985-2220

Niiza Campus 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 and on notice boards.