1 General Guide to Academic Courses and Registration

(1)   Semesters

The academic year consists of a Spring Semester and Fall Semester. Each semester has three modules.

The semesters begin and end on the following dates:

Spring: April 1–September 30   Fall: October 1–March 31

The Spring Semester consists of the Spring A, Spring B, and Spring C modules. The Fall Semester consists of the Fall A, Fall B, and Fall C modules.

Some courses are held during certain periods, for example, the Summer Session.

Refer to the table below and the academic calendar for the periods of the modules, start dates, and exam dates of AY 2024.

		Period of Courses Beginning in Module A		Period of Courses Beginning in Module B		Period of Courses Beginning in Module C
Spring Semester	Spring ABC	April 15–August 1	Spring BC	May 24–August 1	Spring C	July 5–August 8
	Spring AB	April 15–June 27	Spring B	May 24–June 27	–	–
	Spring A	April 15–May 22	–	–	–	–
	Spring A module final exam date*: May 23 Spring AB module final exam dates: June 28–July 4 Spring ABC module final exam dates: August 2–August 8 Spring C module final exam date*: August 9					
Fall Semester	Fall ABC	October 1–February 6	Fall BC	November 11–February 6	Fall C	January 6–February 13
	Fall AB	October 1–December 18	Fall B	November 11–December 18	–	–
	Fall A	October 1–November 7	–	–	–	–
	Fall A module final exam date*: November 8 Fall AB module final exam dates: December 19–25 Fall ABC module final exam dates: February 4, 7–13 Fall C module final exam dates*: February 14–17					

*Spring A/C and fall A/C module final exams:

These dates are for exams in courses that are completed in the A or C modules; in general, courses where this does not apply will not be held on these dates. Students will be notified for each course regarding exam schedules, whether final exams are held on the official exam dates, etc. Please attend in accordance with the directions of the class instructor.

(2)   Course Timetable

The tables below show the course periods in each category: (75-minute periods)

[Tsukuba Campus] (Monday–Friday)

Period	Start - End	Recess
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	

Course timetable pertaining to the special provisions for education methods prescribed in Article 14 of the Standards for the Establishment of Graduate Schools

Period	Start–End	Recess
7th Period	18:00–19:15	19:15–19:20
8th Period	19:20–20:35	

[Tokyo Campus] (Tuesday–Saturday. Note that classes are scheduled for the 7th and 8th periods from Tuesday to Friday, and for the 1st period to the 8th period on Saturday.)

Period	Start–End	Recess
1st Period	8:55–10:10	10:10–10:20
2nd Period	10:20–11:35	11:35–11:45
3rd Period	11:45–13:00	13:00–13:45
4th Period	13:45–15:00	15:00–15:10
5th Period	15:10–16:25	16:25–16:35
6th Period	16:35–17:50	17:50–18:20
7th Period	18:20–19:35	19:35–19:45
8th Period	19:45–21:00	

(3) Credits and Hours

One unit of credit requires 45 hours of academic work. Based on this standard, the number of class hours required are as below.

Lectures and Seminar: 15–30 hours per credit

Experiments, Practical Training, and Skills practice: 30–45 hours per credit

* The University of Tsukuba calculates 1 class period (75 minutes) as 1.5 hours (90 minutes).

(4) Course Catalog

(i) The University of Tsukuba website

The course catalog for each academic year is available on the University's website.

URL https://www.tsukuba.ac.jp/education/g-courses/g-tsukuba_tokyo.html

The catalog is updated at the beginning of each academic year. Please note that some new classes are not included and that information on place and time may be changed.

Please check The Curriculum Scheduling Support System (KdB) for the latest information.

(ii) The Curriculum Scheduling Support System (KdB): https://kdb.tsukuba.ac.jp/

The Curriculum Scheduling Support System (KdB) may be availed to find the latest information about courses and to view syllabi. Please see "Manual for the Curriculum Scheduling Support System (for Students)" for how to use the system.

(iii) Teaching methods

The courses at the University of Tsukuba offer lectures, seminar, experiments, or other relevant activities, with some courses using two or more of these teaching methods.

The course catalog shows which of the teaching methods each course uses as below:

Code	Teaching methods	Code	Teaching methods
1	Lectures	5	Lectures and practical training, experiments, skills practice

2	Seminar		6	Seminar and practical training, experiments, skills practice
3	Practical training, experiments, skills practice		7	Lectures, seminar and practical training, experiments, skills practice
4	Lectures and seminar		0	Others

(5) Course Registration

Students must register for the courses they plan to take during the given course registration period (see (iii) Course registration schedule). Students are allowed to attend only the courses for which they have registered.

(i) Notes on course registration:

A. Receive guidance about the learning scheme from your academic advisor before course registration.

B. Registrations for courses already scheduled for specific days of the week and periods in a semester must be made during the module's course registration period. Courses not scheduled for regular days of the week/periods include the following four types.

・Intensives: A class type held on a schedule of intensive sessions rather than on regular days of the week/periods. Notification will be given via the bulletin board, etc. when the course schedule is determined. Register within the course registration period listed in the notice.

・By request: A class type involving laboratory instruction in which the necessary instruction is provided as needed upon arrangement with the instructor during the student's long-term work on experiments or similar. Register within the course registration period for each module.

・By appointment: A class type for small seminars that are generally held on a regular schedule but may frequently be rescheduled due to the availability of the instructor, etc. Register within the course registration period for each module.

・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.

C. As a rule, courses wherefor a student has registered cannot be changed after the course registration period. If you need to register for any additional courses or cancel registration for any courses after the course registration period ends, contact the graduate school academic affairs arm of the relevant academic service office to take necessary steps to make the changes.

D. You cannot register for multiple courses offered in the same class period on the same day of the week.

E. To take a course offered by a school or graduate school outside of your major, obtain approval from the course instructor, your academic advisor, and the head of your program. Note that if you intend to take a teacher training course offered by a school in order to become certified, register for the course as the school's non-degree student. (You need to complete a certain procedure to attend a course as the school's non-degree student. Contact the graduate school academic affairs arm of the relevant academic service office.)

F. Changes in class schedules are announced on the bulletin board or by other means. Please check the latest schedules before course registration.

G. You cannot retake any course wherefrom you have already earned credits (i.e., completing the same course more than once).

H. The same registration code could be shared among multiple courses. Please make sure to use the code corresponding to your affiliation and the year you enrolled when you register for courses.

(ii) How to register for courses

Use the online system "TWINS" to register for courses. (https://twins.tsukuba.ac.jp/)

When students enroll at the university, they each receive a card that shows an ID for the unified authentication system and a default password. Use the ID and password to log on to TWINS. Please refer to "TWINS Users' Guides" for instructions on

how to use the system and register for the courses within the given course registration period.

If you need to have your password for the unified authentication system reissued because you have lost it or for any other reasons, submit a request for reissue to the Academic Information Media Center or the University Library.

(iii) Course registration schedules

Please see the schedule of course registration and grading on the page shown after logging in to TWINS.

※Please note that pre-registration is only for undergraduate students.

Start in Module	Period of Course Pre-Registration
Spring A	Friday, April 5 – Friday, April 26
Spring B	Friday, April 5 – Thursday, May 30
Spring C	Friday, April 5 – Thursday, July 11
Fall A	Friday, April 5 – Monday, October 14
Fall B	Friday, April 5 – Friday, November 15
Fall C	Friday, April 5 – Thursday, January 16

* There may be a separate registration period for courses if the dates of intensive classes or the class instructors are undecided. Please keep checking the bulletin board for any announcements.

(iv) Subject area

1. The default value of "Major Subject," "Foundation Subject for Major," "General Foundation Subject," or "Others (non-requirement)" is automatically set for the "subject area" when you register for a course. You do not need to select a value for each subject.

2. The default setting for the subject area might not correspond to the registration procedure. Contact the graduate school academic affairs arm of the relevant academic service office to change the value for the subject area if necessary.

[Codes for the Subject Area for Course Registration] * Applicable to students who enrolled in AY 2013 or thereafter.

Code	Subject Area		Code	Subject Area
A	Major Subject		C	General Foundation Subject
B	Foundation Subject for Major		D	Other subjects

* Refer to the Graduate School Handbook for the year of your enrollment if you enrolled in AY 2012 or before.

(v) Registration for courses offered by Schools

1. To register for courses offered by any of the schools pursuant to Article 37 of the Graduate School Regulations, go to "Special Course Registration" on TWINS to fill out the form, have the seals of approval from your academic advisor and the head of your program affixed to it, and submit it to the graduate school academic affairs arm of the relevant academic service office.

2. The course registration period for courses offered by schools is the same as the Graduate School's course registration period. The special course registration form must be submitted during the period.

(6) 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).

Subject area	Implementation method	Explanation
Face-to-face Courses	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
Online Courses	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 synchronouslye

(ii) manaba

"manaba," a learning management system that creates a course page, can be used from the Web for each lesson, allowing teachers and students to share teaching materials, set assignments, and submit assignments. Once the course registration has been 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 plays 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 a variety of Microsoft-provided services, including Teams, a groupware used in online classes, and Stream, a video distribution service. Moreover, to take online classes, terminals such as personal computers, tablets and smartphones, and communication lines are required. For more information on the procedures required to take online classes, please refer the "Online class guidance" section of the Academic Computing & Communications Center and Media Center. (https://www.cc.tsukuba.ac.jp/wp/remote-lecture-students/)

(iv) Handling of materials used in class

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

(7) Grading and Examinations

(i) Grading and credits

According to grading philosophy stated in each course syllabus, course instructors grade the student's overall performance on a five-point scale (A+, A, B, C, and D) as shown below. Some courses, as determined by each school or graduate school, may only provide P or F (Pass/Fail) grades. A+, A, B, C, and P are passing grades, and thus, the student earns the course credits. D and F are failing grades and credits are not granted. (The student's transcript shows courses wherefor they have earned credits by receiving A+, A, B, C, or P.)

[Scores required for the grades]
(1) A+: 90–100   A: 80–89   B: 70–79   C: 60–69   D: 59 or lower
(2) P: Pass; F: Fail
In courses offered over two semesters, a student's work is evaluated each semester and overall grading is conducted at the end of the second semester.

(ii) Examinations and others

"Examinations and others" include tests administered on given examination dates, papers that must be submitted, and other assignments during the semester. See the academic calendar for examination dates.

(iii) Where to find your grades

Grade evaluation can be confirmed on TWINS from the start date of grade reference setting for each module.

(iv) Inquiries about grade evaluation

If you have any inquiries or doubts about your grade evaluation, contact your teacher first. However, if you cannot solve the problem that way, ask the academic service office regarding the method of inquiry to the educational organization that conducting the course and fill in the designated form. Then, submit it to the academic service office.

(8) Approval of Credits Completed at Other Graduate Schools or Institutions Before Enrollment and Shortening the Academic Years Required for Graduation

(i) Approval of credits

The University of Tsukuba may approve up to 15 transfer credits a student has earned for courses completed at another institution before enrolling at the university (including credits earned as a non-degree student) pursuant to the Graduate School Rules. These credits are converted to those required by the student's graduate school and program.

The university may also approve more than 15 credits earned for courses completed at the university's graduate schools before enrolling in the current program (including credits earned as a non-degree student).

(Ii) Shortening the academic years required for graduation

In case the graduate school and program recognize that the student has taken part in the curriculum based on the credits approved above, and comprehensively considering the number of credits, the period required for acquisition, the content of the lessons, etc., it may be counted as the period required for the graduation if it is within a year.

(Iii) How to request approval

To request approval for transfer credits, fill out the "Transfer Credit Request Form" available at the graduate school academic affairs arm of the relevant academic service office soon after enrollment, and submit the complete form, together with a transcript from the graduate school that has granted the credits, to the same academic service office by the deadline announced at the new student orientation and on the bulletin board.

(Iv) Precautions for approval of credits

Credits earned at other graduate schools through study abroad or credit transfer after enrollment may be recognized as credits required for completion of the educational organization whereto the student belongs, up to a maximum of 15 credits each. The total number of credits cannot exceed 20 credits.

(9) Approval of Credits for Courses Completed at Other Graduate Schools by Transfer Students Enrolling in the 3rd Year of the University's 5-Year Doctoral Programs

Since the credits are processed for approval on the basis of the transcript submitted for enrollment, a transfer student does not need to request approval. Please note that the university may ask for additional supporting documents or an interview if further clarification is needed regarding the credits before granting approval.

(10) Graduate School Offices (Academic Service Offices)

The University of Tsukuba has the academic service offices as administrative units for student services. These offices receive request and application forms, offer guidance on course registration, and handle the procedures for tuition waivers and scholarships.

The table below shows the academic service offices for the graduate schools and programs. Please contact the relevant academic service office if any issues related to student services arise.

The administrative offices of the graduate schools and programs are also available for assistance.

【For Students Enrolled After 2020】

Educational Organization	Academic Service Office	Location

Graduate School of Business Sciences, Humanities and Social Sciences Degree Programs in Humanities and Social Sciences	Humanities and Social Sciences Area	1A Building 3F

Graduate School of Business Sciences, Humanities and Social Sciences
    Degree Programs in Business Sciences;
    Law School Program;
    MBA Program in International Business
	Business Sciences	Tokyo Campus (Bunkyo School Building 3F)

Graduate School of Science and Technology Degree Programs in Pure and Applied Sciences	Pure and Applied Sciences Area	1A Building 3F
Graduate School of Science and Technology School of Integrative and Global Majors Ph.D. Program in Empowerment Informatics	Systems and Information Engineering Area	3A Building 2F
Graduate School of Science and Technology Doctoral Program in Empowerment Informatics	Office of the Ph.D. Program in Empowerment Informatics	3A Building 2F

Graduate School of Science and Technology
    Degree Programs in Life and Earth Sciences;
    Joint Master's Degree Program in Sustainability and Environmental Sciences
	Life and Environmental Sciences Area	2B Building 3F

Graduate School of Comprehensive Human Sciences Degree Programs in Comprehensive Human Sciences (Education; Psychology; Disability Sciences)	Human Sciences Area	2A Building 2F

Graduate School of Comprehensive Human Sciences
    Degree Programs in Comprehensive Human Sciences (Neuroscience; Human Care Science; Public Health (Doctor); Sports Medicine; Physical Education, Health and Sport Sciences; Sport and Olympic Studies; Coaching Science; Art; Design; Heritage Studies);
    Joint Master's Program in International Development and Peace through Sport;
    Joint Doctoral Program in Advanced Physical Education and Sports for Higher Education
	Art and Sport Sciences Area	5C Building 2F

Graduate School of Comprehensive Human Sciences Degree Programs in Comprehensive Human Sciences (Medical Sciences; Public Health (Master), Nursing Science)	Medical Sciences Area	4A Building 2F
Graduate School of Comprehensive Human Sciences Degree Programs in Comprehensive Human Sciences	International Joint Degree Master's Program in Agro-Biomedical Science in Food and Health (GIP-TRIAD) Office	4E Building 6F
Graduate School of Comprehensive Human Sciences Degree Programs in Comprehensive Human Sciences (Counseling; Counseling Science; Rehabilitation Science; Sport and Wellness Promotion)	Business Sciences	Tokyo Campus (Bunkyo School Building 3F)
Graduate School of Comprehensive Human Sciences Master's and Doctoral Programs in Informatics	Library, Information and Media Sciences Area	7B Building 2F

Graduate School of Science Technology Master's and Doctoral Programs in Life Science Innovation Graduate School of Comprehensive Human Sciences Master's and Doctoral Programs in Life Science Innovation; Doctoral Program in Human Biology School of Integrative and Global Majors Ph.D. Program in Humanics,	Administrative Office for the School of Integrative and Global Majors	Laboratory for Advanced Research A 7F

【For Students Enrolled before 2019】

Educational Organization	Academic Service Office	Location
Master's Program in Education	Human Sciences Area	2A Building 2F
Graduate School of Humanities and Social Sciences	Humanities and Social Sciences Area	1A Building 3F
Graduate School of Business Sciences	Business Sciences	Tokyo Campus (Bunkyo School Building 3F)
Graduate School of Pure and Applied Sciences	Pure and Applied Sciences Area	1A Building 3F
Graduate School of Systems and Information Engineering School of Integrative and Global Majors Ph.D. Program in Empowerment Informatics	Systems and Information Engineering Area	3A Building 2F
Graduate School of Life and Environmental Sciences	Life and Environmental Sciences Area	2B Building 3F
Graduate School of Comprehensive Human Sciences Master's Program in Education Sciences; Master's Program in Psychology; Master's Program in Disability Sciences; Doctoral Program in Education; Doctoral Program in School Education; Doctoral Program in Psychology; Doctoral Program in Disability Sciences	Human Sciences Area	2A Building 2F
Graduate School of Comprehensive Human Sciences Master's/Doctoral Program in Art and Design; Master's Program in World Heritage Studies; Master's/Doctoral Program in Kansei, Behavioral and Brain Sciences; Master's Program in Physical Education, Health and Sport Sciences; Doctoral Program in Human Care Science; Doctoral Program in Sports Medicine; Doctoral Program in Physical Education, Health and Sport Sciences; Doctoral Program in Coaching Science; Doctoral Program in World Cultural Heritage Studies; Joint Master's Program in International Development and Peace through Sport; Joint Doctoral Program in Advanced Physical Education and Sports for Higher Education	Art and Sport Sciences Area	5C Building 2F
Graduate School of Comprehensive Human Sciences Master's/Doctoral Program in Nursing Science; Master's Program in Medical Sciences; Doctoral Program in Biomedical Sciences; Doctoral Program in Clinical Sciences	Medical Sciences Area	4A Building 2F

Graduate School of Comprehensive Human Sciences International Joint Degree Master's Program in Agro-Biomedical Science in Food and Health	International Joint Degree Master's Program in Agro-Biomedical Science in Food and Health (GIP-TRIAD) Office	4E Building 6F
Graduate School of Comprehensive Human Sciences Master's Program in Lifespan Development; Master's Program in Sports and Health Promotion; Doctoral Program in Lifespan Developmental Sciences	Business Sciences	Tokyo Campus (Bunkyo School Building 3F)
Graduate School of Library, Information and Media Studies	Library, Information and Media Sciences Area	7B Building 2F
School of Integrative and Global Majors Ph.D. Program in Human Biology Master's/Doctoral Program in Life Science Innovation Ph.D. Program in Humanics	Administrative Office for the School of Integrative and Global Majors	Laboratory for Advanced Research A 7F

(11) Classrooms

The course catalog uses codes to indicate classrooms as shown in the table below. If you have any questions, contact the administrative office for the graduate school or program.

Classroom (Japanese)	Classroom (English)	Building and Floor
1D201	1D201	1D Building 2F, Room 201
4A204	4A204	4A Building 2F, Room 204
5C412	5C412	5C Building 4F, Room 412
7A203	7A203	7A Building 2F, Room 203
8A106	8A106	Master's Programs in Humanities and Social Sciences Building, Room 106
総合 A111	2Z111	Laboratory for Advanced Research A 1F, Room 111
総合 B110-1	3Z110-1	Laboratory for Advanced Research B 1F, Room 110
人社 A201	8E201	Institutes of Humanities and Social Sciences A 2F, Room 208
自然 B215	1K215	Institutes of Natural Sciences B 2F, Room 215
理科系 B107	B107 Nat. Sci.	Natural Science Building B 1F, Room 107
人間 A202	8C202	Institutes of Human Sciences A 2F, Room 202