

Japanese Language and Culture Program

# BEKKA PROGRAM GUIDELINES

2023



## Contents

I. Academic calendar	-- page 1
II. About the program	-- page 2
III. Number of hours and credits for each class	-- page 4
IV. About the courses	-- page 6
V. Examination and grading policy	-- page 9
VI. Student life	-- page 11
VII. Students' cooperation with KUIS and Bekka	-- page 13
VIII. Faculty members and staff of the Bekka program	-- page 14

## I. Academic calendar

### 2023 SPRING SEMESTER

April	Orientation
April 12 (Wed.)	Classes begin
May 3 (Wed.)	Public holiday (Constitution Memorial Day – classes are held)
May 4 (Thu.)	Public holiday (Greenery Day - <b>classes are held</b> )
May 5 (Fri.)	Public holiday (Children’s Day - <b>classes are held</b> )
July 17 (Mon.)	Public holiday (Marine Day - <b>classes are held</b> )
July 25 (Tue.)	Last day of Bekka classes
August 2 (Wed.)	Last day of the first semester

### 2023 FALL SEMESTER

September	Orientation
September 14 (Thu.)	Classes begin
September 18 (Mon.)	Public holiday (Respect for the Aged Day - <b>classes are held</b> )
October 9 (Mon.)	Public holiday (Sports Day - <b>classes are held</b> )
October 19 (Thu.) - 23 (Mon.)	University Hamakaze festival (no classes)
November 3 (Fri.)	Public holiday (Culture Day - <b>classes are held</b> )
November 21 (Tue.) - 24 (Fri.)	KUIS entrance exam period (no classes)
December 23 (Sat.) - January 8 (Mon.)	Winter vacation (no classes)
January 8 (Mon.)	Public holiday (Coming of Age Day - no classes)
January 22 (Mon.)	Last day of Bekka classes
January 31 (Wed.)	Last day of the second semester

## II. About the program

### 1. Japanese programs

#### (1) Interaction with Japanese program

This program is mainly intended for those who are studying at Kanda University of International Studies (KUIS) on a formal exchange basis.

Currently, the recruitment of self-paying students has been suspended in principle.

#### (2) Japanese in Context program

This program is mainly intended for students who have applied through the Tokyo center of the IES (Institute for the International Education of Students).

### 2. Requirements for exchange students

To complete the program, students must be in attendance for more than 1 year (a minimum of 2 semesters). Additionally, students must take the required Japanese language courses and elective courses for a total of 28 credits. However, exchange students can register for classes on a semester basis. Exchange students are required to take a minimum of 7 classes per week including the compulsory Japanese language courses and elective courses.

### 3. Course promotion

As a rule, students move on to the next level of Japanese language classes in their second semester. However, if a student is unable to meet the standard of the Japanese language classes he/she is placed in after taking the placement test, the student will not be able to advance to the next level. Additionally, a student will not be able to advance to the next level without taking the placement test given at the beginning of a semester.

### 4. Restrictions

Students can register for the same level for a maximum of two times.

Those who, for personal reasons, do not attend classes within the first 10 days after the semester starts will not be permitted to register. In this case, the student must immediately notify the University to begin the procedure for either a leave of absence or cancellation of enrollment. Please be aware that university tuition will not be refunded.

## 5. Leaving/expulsion from the program

Students who wish to drop out of the program before completion (for example, for reasons such as returning to their home country, a change in study/career plans, etc.) must submit to the Global Engagement and Partnership Division an *Application for leaving the University*, along with their student ID card.

In addition, if a student's attendance rate falls below 90% (except when the student has a special reason such as health problems, family related issues, etc.), or if a student: (a) does not participate in class and/or (b) has a negative impact on class activities, he/she will be notified of potential expulsion from the program. If there is no improvement after the notification or if the University cannot get in touch with the student, the student will be removed from enrollment.

### III. Number of hours and credits for each class

Below is listed the number of contact hours and credits given for each course in one semester.

One period of class (1 *koma*) = 90 minutes

	Course name*	Credits	Number of contact hours
C o m p u l s o r y  c o u r s e s	Interaction in Japanese 1 Interaction in Japanese 2 Interaction in Japanese 3 Interaction in Japanese 4 Interaction in Japanese 5 Interaction in Japanese 6 Interaction in Japanese 7	2	1 period × 2 times per week × 15 weeks = 2700 contact minutes
	Intensive Grammar 1 Intensive Grammar 2 Intensive Grammar 3 Intensive Grammar and Reading 4 Intensive Grammar and Reading 5 Intensive Grammar and Reading 6	2	1 period × 2 times per week × 15 weeks = 2700 contact minutes
	Intensive Reading and Writing 1 Intensive Reading and Writing 2 Intensive Reading and Writing 3 Academic Japanese 4 Academic Japanese 5 Academic Japanese 6 Academic Japanese 7	1	1 period × 1 time per week × 15 weeks = 1350 contact minutes
	Vocabulary and Kanji 1 Vocabulary and Kanji 2 Vocabulary and Kanji 3 Vocabulary and Kanji 4 Vocabulary and Kanji 5 Vocabulary and Kanji 6✳	1	1 period × 1 time per week × 15 weeks = 1350 contact minutes

	Course name*	Credits	Number of contact hours
E l e c t i v e  c o u r s e s	Pronunciation of Japanese 1·2 Pronunciation of Japanese 3·4 Pronunciation of Japanese 5·6	2	1 period × 1 time per week × 15 weeks = 1350 contact minutes
	Self-Directed Learning 1·2·3 Self-Directed Learning 4·5·6		
	Reading and Listening in Japanese 1·2 Reading in Japanese 3·4 Reading in Japanese 5·6		
	Basic Grammar 3·4 Intermediate Grammar 4·5		
	Oral Expression in Japanese 2·3 Oral Expression in Japanese 4·5 Oral Expression in Japanese 6·7		
	Written Expression in Japanese 4·5 Written Expression in Japanese 6·7		
	Introduction to Japanese Business Culture 4·5 Introduction to Japanese Business Culture 6·7		
	Introduction to Japanese Society 1·2·3·4 Introduction to Japanese Society 5·6·7		
	Journalistic Japanese 6·7		
	Japanese Sociolinguistics		

Note:

(1) The numbers in the course names mean the level of the compulsory courses that correspond with the level of elective courses which students are able to register. For example, students placed in level 3 can take Self-Directed Learning 1·2·3, Basic Grammar 3·4 etc.

※Students placed in level 7 can take Vocabulary and Kanji 6 as an elective course.

(2) Students are allowed to take the same course in their second semester which they have taken in their first semester. Some elective courses are not available to take in their second semester.

## IV. About the courses

### 1. School term of Bekka for 2023-2024

Spring semester: April 12, 2023 (Wed.) – August 2, 2023 (Wed.)  
 Fall semester: September 14, 2023 (Thu.) – January 31, 2024 (Wed.)

Entrance ceremony and orientation events are scheduled in the week before the start of the semester.

### 2. Class hours

Period 1	9:00 AM - 10:30 AM
Period 2	10:40 AM - 12:10 PM
Lunch break	
Period 3	1:10 PM - 2:40 PM
Period 4	2:50 PM - 4:20 PM
Period 5	4:30 PM - 6:00 PM

### 3. Class cancellations

(1) When there are no classes due to events such as cancellation by the Instructor/Professor, a memo will be posted in the Japanese Language and Culture Program section of the university notice board.

#### (2) Emergency cancellation of classes

When an earthquake (5 or above on the Richter scale), other natural disasters, infectious disease epidemics, etc. occur, please follow the directions provided by the Global Engagement and Partnership Division. Also, in the following cases classes will be cancelled temporarily.

Cases	Conditions	Criteria
A. Train service disruption	Classes will be cancelled in the event of disruption to train services affecting the following lines and sections (not including train delays or a decrease of the number of trains). · JR Sobu line (Akihabara - Chiba) · JR Keiyo line (Tokyo - Soga)	· If either line / both lines start(s) running or the alert is called off by 6:00am, regular classes will start from period 1. · If either line / both lines start(s) running or the alert is called off by 10:00am, regular classes will start from period 3. · If neither line starts running or the alert is not called off by 10:00am, all regular classes will be cancelled for the day.
B. Storm warning / Blizzard	Classes will be cancelled in the event that a storm or blizzard warning is announced	



warning	for all of Chiba prefecture or the North-West section of Chiba prefecture.	
C. Natural disaster / Large-scale accident (cancellation of classes by the president)		

#### 4. Make-up classes

In case of a class cancellation, make-up classes will be offered when necessary.

#### 5. Absences

Absences with legitimate reasons that are known in advance should be reported to the instructor/professor.

Students who have been absent from Bekka classes must submit a “*Kesseki-todoke* (Absence Report)”. A receipt from a clinic or hospital has to be attached if you went to see a doctor.

## 6. Course schedule for 2023

Please refer to the chart below for the courses offered in Bekka in spring semester.

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	<i>Intensive Grammar 1</i> <i>Intensive Grammar 2-A</i> <i>Intensive Grammar 3</i> <i>Intensive Grammar and Reading 4-A</i> <i>Intensive Grammar and Reading 5</i> <i>Intensive Grammar and Reading 6-A</i>	<i>Interaction in Japanese 1</i> <i>Interaction in Japanese 2-A</i> <i>Interaction in Japanese 3</i> <i>Interaction in Japanese 4-A</i> <i>Interaction in Japanese 5</i> <i>Interaction in Japanese 6-A</i> <i>Interaction in Japanese 7</i> <i>Vocabulary and Kanji 6-A</i>	<i>Vocabulary and Kanji 3</i>  <i>Vocabulary and Kanji 4</i>	<i>Intensive Grammar 1</i> <i>Intensive Grammar 2-A</i> <i>Intensive Grammar 3</i> <i>Intensive Grammar and Reading 4-A</i> <i>Intensive Grammar and Reading 5</i> <i>Intensive Grammar and Reading 6-A</i>	<i>Interaction in Japanese 1</i> <i>Interaction in Japanese 2-A</i> <i>Interaction in Japanese 3</i> <i>Interaction in Japanese 4-A</i> <i>Interaction in Japanese 5</i> <i>Interaction in Japanese 6-A</i> <i>Interaction in Japanese 7</i>
Period 2	<i>Intensive Reading and Writing 1</i> <i>Intensive Grammar 2-B</i> <i>Intensive Grammar and Reading 4-B</i> <i>Intensive Grammar and Reading 6-B</i> <i>Academic Japanese 6-A</i>	<i>Interaction in Japanese 2-B</i> <i>Interaction in Japanese 4-B</i> <i>Interaction in Japanese 6-B</i> <i>Vocabulary and Kanji 1</i> <i>Vocabulary and Kanji 5</i> <i>Vocabulary and Kanji 6-B</i>	<i>Self-Directed Learning 1·2·3</i>  <i>Self-Directed Learning 4·5·6</i>	<i>Intensive Grammar 2-B</i> <i>Intensive Grammar and Reading 4-B</i> <i>Intensive Grammar and Reading 6-B</i>	<i>Interaction in Japanese 2-B</i> <i>Interaction in Japanese 4-B</i> <i>Interaction in Japanese 6-B</i>  <i>Journalistic Japanese 6·7</i>
Lunch	-----	-----	-----	-----	-----
Period 3	<i>Intensive Reading and Writing 2</i> <i>Intensive Reading and Writing 3</i> <i>Academic Japanese 4</i> <i>Academic Japanese 5</i> <i>Academic Japanese 6-B</i> <i>Academic Japanese 7</i>	<i>Vocabulary and Kanji 2</i>  <i>Pronunciation of Japanese 3·4</i> <i>Pronunciation of Japanese 5·6</i>	<i>Basic Grammar 3·4</i>  <i>Intermediate Grammar 4·5</i>	<i>Written Expression in Japanese 4·5</i> <i>Written Expression in Japanese 6·7</i>	<i>Pronunciation of Japanese 1·2</i>  <i>Introduction to Japanese Business Culture 4·5</i> <i>Introduction to Japanese Business Culture 6·7</i>
Period 4	<i>Oral Expression in Japanese 2·3</i> <i>Oral Expression in Japanese 4·5</i> <i>Oral Expression in Japanese 6·7</i>	<i>Japanese Sociolinguistics</i>		<i>Reading and Listening in Japanese 1·2</i> <i>Reading in Japanese 3·4</i> <i>Reading in Japanese 5·6</i>	<i>Introduction to Japanese Society 1·2·3·4</i> <i>Introduction to Japanese Society 5·6·7</i>
Period 5					

\*Interaction in Japanese/Intensive Grammar/Intensive Grammar and Reading courses meet twice a week. Meet once a week for other courses.

\*Some other courses of the Faculty of Foreign Languages are offered to Bekka students as well as to undergraduate students. Details will be announced during orientation at the beginning of the semester.

## V. Examination and grading policy

### 1. Term examinations

The schedule of the exams will be announced at the beginning of the courses each semester. In normal circumstances, if a student is absent on the day of an exam, he/she will not be allowed to take a make-up exam.

### 2. Grades

Results will be expressed in one of the following 5 grades: A<sup>+</sup>, A, B, C, or F.

The corresponding standards are noted below.

	pass				fail
Letter Grade	A <sup>+</sup>	A	B	C	F
Numerical Grade	100 ~ 90	89 ~ 80	79 ~ 70	69 ~ 60	59 ~ 0
GPA	4	3	2	1	0

For a detailed explanation of the grading policy for each class, please read the course syllabus that the instructor/professor will hand out at the beginning of the course each semester.

Course grades for each semester will be sent to the students within one month after the semester ends.

Any inquiries regarding course grades must be submitted during the designated period. Please refer to the notice which will be sent to you with your grade for details about the period. Inquiries made after the period will not be accepted.

### 3. Lateness/leaving early from class

Being late and/or leaving early from class three times will be counted as one absence.

### 4. Attendance required for grade calculation

As a general rule, grades will be F if a student has been absent from the course more than the one third. Please consult regarding your particular circumstances.

The number of absences for cases detailed in 5. (1) below will not be included in this one third.

### 5. Absences with legitimate reason

Approved absences from Bekka classes for the following reasons may be considered for grades. Absences from undergraduate classes are handled differently from the following.

(1) Absence due to school infectious disease

\* School infectious disease: diseases such as influenza, as specified by Japanese regulations.

(2) Early return to one's country under home university circumstances

(3) Absence due to other legitimate reasons such as family death, hospital visit, etc.

In order to receive approval, you must submit the following documentation in each case.

(1) Documentation etc. which proves your infection

(2) Documentation from your home university which proves your circumstances

(3) Documentation which proves your circumstances such as a receipt from a clinic/hospital

## 6. Instructions about examinations/assignments

If a student is more than 20 minutes late for class during the day of an exam, the student will not be allowed to take the exam. Please pay attention to the following rules on cheating and testing irregularities:

Definition of cheating/plagiarism: acquiring answers/information pertaining to quizzes/exams from outside sources; sneaking a look at other students' paper(s), allowing other student(s) to look at your paper, or telling someone your answer(s) during an exam, copying writings on the internet or writings of others and submitting as if it were your own; any other actions that may be construed as cheating.

Consequences of cheating: any student caught cheating will fail the course concerned, and may lose credit for all their semester courses.

## VI. Student life

### 1. University fees

	Entrance fee	Tuition	Total
1 <sup>st</sup> semester	50,000	400,000	450,000
2 <sup>nd</sup> semester	–	400,000	400,000
Total	50,000	800,000	850,000

\*Exchange students are exempted from paying fees above.

\*All payments must be made in Japanese yen. Please pay the program fees into the university bank account. Cash, personal checks, and money orders are not accepted. (All processing charges for fee return will be the responsibility of the applicant)

### 2. Student dormitory/residence

#### (1) *Makuharihongo* international dormitory

This dorm is owned and managed by the university. The bathroom and toilets are communal. Residents may use the communal kitchen to prepare their own meals. It takes about 15 minutes to the university campus by bicycle.

#### (2) Private apartment

For individuals who wish to look for/live in apartments other than the ones listed above, students can rent a private apartment near the campus.

<Institutional guarantor System>

Having a guarantee is necessary when renting private apartments in Japan. The university has an institutional guarantor system and can act as a guarantor for those students who will be renting a private apartment through a real estate agent designated by the university. If the university becomes the guarantee, students will sign a one year contract for a home insurance policy.

### 3. Scholarships

Scholarships are available to students of the KUIS Japanese Language and Culture Program. Details will be announced during orientation at the beginning of the semester.

### 4. Student discounts

With a KUIS ID card, students can receive various discounts, for example, on train/subway/bus commuter passes, movie tickets, museum entrance fees, etc.

## 5. Application for public exams

The Japanese Language Proficiency Test (JLPT, given twice each year in July and December) is the major exams that allow foreign students to demonstrate their Japanese language ability. The application period for JLPT is in the first half of April for the test in July and in the first half of September for the test in December. The test result is sent to your address in Japan in September for the test in July and in February for the test in December.

## 6. Student consultations

In the case that exchange students have concerns about, or problems with, academic or everyday life issues, they should feel free to consult with the designated faculty members. Consultation is available either in Japanese or in English. Students seeking consultation in other languages, please let us know.

## VII. Students' cooperation with KUIS and Bekka

### 1. KUIS public relations activities

Bekka students will occasionally be asked to take part in videos or photos taken for KUIS public relations purposes (production of recruitment pamphlets and videos). Your understanding and cooperation is greatly appreciated.

### 2. Research activities

Bekka students will occasionally be asked to take part in research (doing surveys, being research assistants, etc) conducted by Bekka, the graduate school, or KUIS departments. Your assistance may either be paid or voluntary.

### 3. Bekka curriculum development

To support the on-going research on Bekka Curriculum Development, Bekka students are asked to cooperate in the following:

\* Student homework and classroom assignments may be used as part of the research data collection. The data will be anonymous and confidential.

## VIII. Faculty members and staff of the Bekka program

### 1. Director of the Bekka program:

**Enoch Iwamoto** (Professor, Graduate School of Language Sciences)  
Ph.D. in Linguistics (The Australian National University, 1993)  
Research Interests: Theoretical Linguistics, Semantics, Comparative Linguistics,  
Japanese Linguistics, Japanese Pedagogical Grammar

### 2. Professors

**Yumiko Uehara** (Associate Professor, Bekka)  
M.A. in Literature (Graduate School of Language Sciences, Kanda University of  
International Studies)  
Research interests: TJFL, Japanese Linguistics, Linguistics

**Young Yi** (Lecturer, Bekka)  
Ph.D. in Linguistics (Graduate School of Language Sciences, Kanda University of  
International Studies)  
Research interests: Second Language Acquisition, TJFL, Reading, Vocabulary  
Acquisition

**Rintaro Kato** (Lecturer, Bekka)  
M.A. (Graduate School of Languages and Cultures, Nagoya University)  
Research interests: TJFL, Conversation Analysis, Careers of Japanese Language  
Teachers, Development of Japanese Language Teaching  
Materials

**Ayako Seto** (Lecturer, Bekka)  
M.A. in Japanese Language and Literature (Graduate School of Humanities,  
Gakushuin University)  
Research interests: Japanese linguistics, TJFL

**Wataru Takahashi** (Lecturer, Bekka)  
Ph.D. (Graduate School of Global Studies, Tokyo University of Foreign Studies)  
Research interests: TJFL, Second Language Acquisition, Extensive Reading,  
Learner Autonomy

**Ryoko Fujioka** (Lecturer, Bekka)  
M.A. (Graduate School of Education, Hiroshima University)  
Research interests: TJFL



**Keiko Waki** (Lecturer, Bekka)

Ph.D. in Linguistics (Graduate School of Language Sciences, Kanda University of International Studies)

Research interests: Second Language Acquisition, TJFL, Reading

### 3. Global Engagement and Partnership Division

In order for foreign exchange students to be able to focus on their studies the Global Engagement and Partnership Division oversees all student affairs (in and out of school) and university procedures. Students should consult the staff of the division if there are any problems.

### 4. Bekka office

Students can borrow books, laptops, iPads, IC recorders and so on and use them for their Japanese Study.

# **Bekka Program Guidelines 2023**

**Japanese Language and Culture Program  
Kanda University of International Studies**

April 2023

Published and edited by:

Japanese Language and Culture Program  
Kanda University of International Studies

1-4-1 Wakaba, Mihama-ku, Chiba-shi, Chiba, Japan. 261-0014

All Rights Reserved