I Academics

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1 Registration Planning

The Undergraduate School Rules and the School Specific Regulations in Regard to Registration stipulate courses and credits required for graduation. Course registration involves a process to fulfill academic standards and earn credits by registration, course attendance, academic performance, examinations, as well as an academic paper.

The University of Tsukuba offers various academic courses for students. To substantially achieve educational goals, students should outline a systematic registration plan concerning academic objectives to aim at a focused major and earn credits required for graduation.

(1) Course Registration Guidebook

In terms of scholastic pursuits, this Course Registration Guidebook intensively compiles essential academic information such as graduation requirements, curricula, registration procedures, and general academic guidelines and regulations for students enrolled in the University of Tsukuba in 2024. In addition to the first year orientation, please periodically check the contents of this guidebook regarding course registration and other procedures involved with academic and student affairs.

For any further questions or concerns, please contact the class instructor or visit each Academic Service Office. The University of Tsukuba distributes the Course Registration Guidebook only at the time of admission; however, some changes in the contents may be posted on the Bulletin Board (TWINS) (the electronic bulletin board of the schools and colleges for students) as necessary.

(2) Course Catalogue and Syllabi

Course Catalogue

The Course Catalogue provides information on all offered courses, such as course numbers, credits, teaching methods, standard academic years for registration, semesters offered, meeting days and periods, instructors, outlines, classrooms, and so forth. The catalogue is also available online at the university website https://www.tsukuba.ac.jp/en/academics/ug-courses-openclass/. To decide upon and register for the courses, it is published annually and distributed to all students at the beginning of every academic year. Please be especially cautious, as numbers, days, and periods of offered courses may not necessarily be the same every year. The Curriculum Scheduling Support System (KdB) https://kdb.tsukuba.ac.jp/ is a database that manages/publishes information regarding courses and syllabi offered at the University of Tsukuba. For how to use, please refer to The Course Catalogue.

Syllabi

Syllabi provides the outlines of courses for students to improve enthusiasm for learning and understand the learning content prior to actually taking the courses. Syllabi is available online at the

Curriculum Scheduling Support System (KdB) https://kdb.tsukuba.ac.jp/. In the Curriculum Planning Support System (KdB), you can browse the syllabi of the "official version" published at the beginning of the year and the "latest version" that reflects the changes in the course of the year. Please be sure to refer to **the latest version** of the syllabus when you check the information.

General contents of the syllabi

Course Numbering Code/Course Number, Course Name, Instructional Type, Standard Registration Year, Term, Meeting Days, Period, etc., Credits, Instructor Name, Teaching Fellow and/or Teaching Assistant, Office Hours and Contact Information, Relation to Degree Program Competences, Course Objectives (Learning Outcomes), Relation to Other Courses, Course Prerequisites, Course Overview, Course Keywords, Class Schedule, Course Hour Breakdown and Out of Class Learning, Grading Philosophy, Course Requirements and Supplements, Textbooks, References, and Supplementary Materials, and Other (Behavioral expectations and points to note for students during coursework)

Office Hours

Course instructors arrange a certain period of time for students to visit them to answer students' inquiries and consult about coursework. In cases where instructors specify their office hours on the syllabus (i.e., what days and times they are available for consultation, etc.), students may visit the instructor's office during specified times without any prior appointments. The University of Tsukuba expects students to willingly take advantage of office hours to further improve their learning outcomes.

For more details about office hours, please refer to the Course Catalogue and Syllabi.

2 Outline of the University of Tsukuba Undergraduate Program

The University of Tsukuba integrates courses in the liberal arts (General Foundation Subjects) and professional subjects (Major Subjects and Foundation Subjects for Major) to achieve a multidisciplinary curriculum.

In accordance with individual academic competencies, aptitudes, career goals, and interests in specific fields of study, students should carefully follow advice and guidance from class instructors in determining their focused major areas of study. In addition to focused study in their major areas, the curriculum at the University of Tsukuba is organized to allow students to take courses in fields adjacent or related to their majors.

(1) Schools and Colleges Offering the English Programs and Degrees Conferred

English-Program Name	School	College (Program)	Major	Degree
Undergraduate Program of International Social Studies	School of Social and International Studies	College of Social Sciences	International Social Sciences	Bachelor of Arts in International Social Sciences
		College of International Studies		
Interdisciplinary Program in Life and Environmental Sciences	School of Life and Environmental Sciences	College of Biological Sciences	Interdisciplinary Program in Life and Environmental Sciences	Bachelor of Science
		College of Agro-Biological Resource Sciences		Bachelor of Bioresource Science
		College of Geoscience		Bachelor of Science
Bachelor's Program in Interdisciplinary Engineering	School of Science and Engineering	Bachelor's Program in Interdisciplinary Engineering	Interdisciplinary Engineering	Bachelor of Engineering
Undergraduate Medical Science Program for International Students	School of Medicine and Health Sciences	College of Medical Sciences	International Medical Science Course	Bachelor of International Medical Sciences
Bachelor's Program in Global Issues	School of Integrative and Global Majors	Bachelor's Program in Global Issues	Interdisciplinary	Bachelor of Arts and Science

(2) Approval for Scholastic Advancement to the Next Academic Year

Some schools or colleges determine a student's eligibility for scholastic advancement to the next academic year in accordance with the student's level of course completion. A list of those students permitted to advance will be posted on the Bulletin Board (TWINS). If students fail to gain approval for scholastic advancement to the next academic year, they should immediately consult with the class instructor.

(3) Graduation Approval

Students who fulfill graduation requirements and earn credits required for graduation will be approved for graduation by the Education Council of the school and college. The results of graduation approval decisions will be posted on the Bulletin Board (TWINS). Students who fail to fulfill graduation requirements will need to complete additional course work during the next academic year. Please consult the class instructor as soon as possible.

(4) Graduation Requirements

For students who have been enrolled for at least four years and have completed all required courses specified by each school, the Education Council of the school and college will hold convocation, and the president will approve graduation and confer bachelor's degrees.

(a) Academic Years Required for Graduation

The academic years required for graduation are the length of time needed for graduation. Time for leave of absence or suspension from school will not be included. If the period of suspension is less than one month, it may be counted as part of the school years required for graduation.

(b) Courses and Credits Required for Graduation

To graduate from the University of Tsukuba, students should complete the required courses specified by each school and college in accordance with the Undergraduate School Rules and the School Specific Regulations in Regard to Registration. For more details regarding the courses and credits required for graduation, please refer to the School Specific Regulations for each School from page 101 to 139.

The credits earned by other universities prior to admission shall be considered as credits taken at the University of Tsukuba if the university deems it instructive from an educational perspective based upon applicable curriculum. In this case, the method of taking credits required for graduation shall be the same for the students in the same enrollment year (Undergraduate School Rules and Specific Regulations in Regard to Registration are applied). Refer to the table below.

Transfer Admission Academic year	Enrollment year	Applicable curriculum
2nd Year	2024	・Same as the first-year enrollment in 2023 ・Undergraduate School Rules and Specific Regulations in Regard to Registration
	2025	・Same as the first-year enrollment in 2024 ・Undergraduate School Rules and Specific Regulations in Regard to Registration
3rd Year	2024	・Same as the first-year enrollment in 2022 ・Undergraduate School Rules and Specific Regulations in Regard to Registration
	2025	・Same as the first-year enrollment in 2023 ・Undergraduate School Rules and Specific Regulations in Regard to Registration
	2026	・Same as the first-year enrollment in 2024 ・Undergraduate School Rules and Specific Regulations in Regard to Registration

(c) Graduation Research Project and Thesis

Students of some schools or colleges must complete a graduation research project or thesis as a required subject. In this case, students are required to complete research demonstrating or expanding upon their studies and prepare this research project (thesis) for submission in the final year at the University.

To formally start the graduation research project, students must meet the course registration conditions set by each school and college.

Details regarding the graduation research project, such as submission procedures of the thesis topics, will be posted on the bulletin boards.

(5) Maximum Credit Limit for Course Registration

The University of Tsukuba allows students to register for up to 45 credits per year (only for courses eligible for credits required for graduation). Students who earn certain credits with excellent marks may be approved to exceed the maximum number of credits for registration in the following semester and the next academic year. For more details on the standards and procedures of maximum credit limits and for procedures for course registration exceeding maximum credit limits, please follow the guidance of the class instructor.

(6) Approval for Early Graduation (Students Attending University for Over Three Years)

If students wish to graduate early and if they have completed the required course credits with excellent marks that deserve graduation under the established standard of academic achievement, the University of Tsukuba may exceptionally approve early graduation with a minimum of three years of enrollment duration. Each School Specific Regulations in Regard to Registration stipulates the criteria for the approval of early graduation. For more details on the procedures for early graduation, please follow the guidance of the class instructor.

3 Undergraduate Curriculum

The undergraduate curriculum is systematically developed to meet the academic goals of each school and college. Courses are organized in accordance with subject areas and are further divided into Required Courses, Core Electives, and Free Electives. The curriculum is designed with the aim of preparing students with academic knowledge focused on their major areas of study, a wide range of academic intelligence, and rich humanity.

(1) Subject Areas and Contents

Subject Area			Course Overview	Credits for Graduation Requirement
Major Subjects			Professional courses for focused majors	Assigned by school and college
Foundation Subjects for Major			Basic courses for study of focused majors	Assigned by school and college
General Foundation Subjects	Common Foundation Subjects	Multidisciplinary Subjects	This subject helps first-year students adapt to new learning environments and to autonomously start setting their career goals. Furthermore, it will prepare a solid intellectual foundation to advance to specialized fields by thinking about the way of learning and relation with oneself from a wide variety of viewpoints.	3 or more (Depends on each school and college)
		Physical Education	Explore lifelong sports, acquire practical skills in sports, manage health conditions, and improve physical strength	2
		Foreign Languages	Japanese: Improve Japanese language proficiency and thereby deepen student's understanding of the Japanese culture and society English: Improve language proficiency as English General Academic Purposes (EGAP), and study English as a Lingua Franca (ELF) at a practical level. Those efforts lead to improve working knowledge of English in international and external academic researches and a social situation.	1st Foreign Language: 4 2nd Foreign Language: Specified by school and college
		Information Literacy	Engage in basic skills of information	4
		Art	Inspire skills of art appreciation and creative activities	Specified by school and college
	Specific Foundation Subjects		◆ interdepartmental course: Courses designated as "interdepartmental courses" are selected courses taught in English offered by various university departments. These interdepartmental courses are, in general, entry-level courses with contents accessible even to students of a different major. Students may register to take these courses if they meet the requirements indicated in the remark section on the KdB syllabus. Eligibility of these courses as "Specific Foundation Subjects" must be confirmed with your major department to obtain credits toward your graduation. Note that our students are eligible to take all undergraduate courses offered by the University unless explicitly stated on the syllabus. Therefore, you are not restricted from taking other undergraduate courses outside your major. ◆ Search method of the "interdepartmental course": Place a check mark on "Include overview, remarks" in the KdB and type in "interdepartmental course" in "Search words." ◆Search method of subjects conducted in English (For coverage, all subjects notwithstanding English Programs) Place a check mark on "Conducted in English" in the KdB.	Specified by school and college

(2) Curriculum Design for Liberal Arts and Professional Subjects Toward Graduation

1st Year	2nd Year	3rd Year	4th Year

General Foundation Subjects
(Common Foundation Subjects and Specific Foundation Subjects)

Foundation Subjects for Major

Major Subjects

Graduation Research Project

(3) Credits

A unit of credit is an assessment standard by which academic achievement required for course completion may be measured. To earn prescribed credits from courses offered, students must work for a specified amount of hours, pass examinations, and complete other requirements. The University of Tsukuba determines graduation approval on the basis of the number of required credits overall.

(4) Credit Calculation

One (1) unit of credit requires 45 hours of academic work in the context of the course structure, academic outcomes, and self-directed learning other than coursework.

□ Course Hours per Credit（It is the number of hours that students need to attend and take classes to earn one credit.）

Course Type	Course Hours
Lectures and Seminar	15 hours (1.5 hours per week × 10 weeks)
Foreign Languages	22.5 hours (1.5 hours per week × 15 weeks)
Experiments and Practical Trainings	30 hours (3 hours per week × 10 weeks)
Physical Educations	30 hours (1.5 hours per week × 10 weeks × 2 subjects)

Note: The University of Tsukuba calculates 1 class period (75 minutes) as 1.5 hours. With regard to courses involving practical training or independent study, each school and college assigns a certain number of credits.

It is important to realize that credit units are awarded on the basis of completion of 45 hours of coursework per credit unit. This means that to receive credits for courses other than Physical Education, you will be required to do a substantial amount of coursework outside of actual class time. For instance, in the case of a lecture course, during class time, you will complete only 15 hours of the 45 hours required to receive credits for the course. Therefore, to receive credits for the above courses, you would need to spend approximately 30 hours working on homework, studying, reviewing, etc., outside of class time.

As for individual guidance in practical training in the field of art and design, as well as subjects for graduation thesis and research, the required credits may be defined by considering the necessary coursework in each school and college.

4 Academic Courses

(1) Semester, Time Period, and Module

The University of Tsukuba has adopted a semester system to promote educational effort and international interaction among faculty members and students. The academic year comprises a spring semester and a fall semester, beginning in April and ending in March every year. Each semester has three modules. The academic calendar every year defines the learning period of one year.

The period of classes for each subject, as a general rule, is either approximately 11 weeks or 16 weeks, including final examination weeks.

However, in the case of special educational necessity, students may have academic courses during one module and recesses.

Semester	Period	Module
Spring Semester	April 1–September 30	Spring A, Spring B, and Spring C
Fall Semester	October 1–March 31	Fall A, Fall B, and Fall C

Note: The period for each module depends on each year.

(2) Course Timetable

Each course period begins and ends as follows (75 minutes per period):

Period	Time		Break
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		

(3) Course Structures

There are a variety of course structures such as lectures, seminar, experiments, practical trainings, or skills practice. Additionally, instructors may combine these structures within a single course.

(4) Course Offerings According to Semester and Module

Month	April–May	June–July	August–September	October–November	December–January	February–March
Semester	Spring Semester			Fall Semester		
Module (5 week units)	Spring A module / Spring B module / Spring C module		Holidays (summer)	Fall A module / Fall B module / Fall C module		Holidays (spring)
Examples of class implementation modules (5 weeks or 10 weeks ＋final exams)	(arrows: Spring A →, Spring B →, Spring C →; Spring A→B →, Spring C →; Spring A→B →)		Summer session, etc.	(arrows: Fall A →, Fall B →, Fall C →; Fall A→B →, Fall C →; Fall A→B →)		Entrance exam, degree review, etc.
Examples of semester modules (15 weeks ＋final exams)	(arrow spanning Spring A–C →)			(arrow spanning Fall A–C →)		

Intensive Courses

Some courses are offered as intensive courses during a certain period of time, such as summer school sessions. The course schedules will be announced by course instructors or will be posted on the Bulletin Board (TWINS).

(5) Course Number

Each course has a course number that represents the subject area or field offered by each school and college. Students will register for courses with these numbers.

(6) Standard Academic Year for Registration

Based on the nature and content of each course, a "Standard Registration Year" is assigned to every course (as a guideline for when to register for a course). In principle, students should register and attend each course in its Standard Registration Year.

(7) Course Cancellation

Course cancellation due to school events or other compelling reasons of instructors will be announced on the Bulletin Board (TWINS).

(8) Makeup Courses

      If courses are canceled or need to be rescheduled, makeup courses may be held on some other day. The day, time, and classroom of the courses will be announced on the Bulletin Board (TWINS).

(9) Course Absence

      Students may be absent from courses due to condolence leave, illness, or other compelling reasons. There is no regulation at the University of Tsukuba to permit such absence or record as "attendance." However, if students have a compelling reason to miss a class, they must contact their instructors in advance, when it is possible. In cases where students need to miss several classes for a certain period of time, they may submit an official request form with a statement of reason for absence and a medical certificate (if necessary) at the appropriate Academic Service Office. Students may contact course instructors once the students receive approval for their request for the course absence.

(10) Classrooms

【Example】 Abbreviations for classrooms and laboratories are as below:

Classrooms	Locations
1D 201	1 D Building, 2F
2B 507	2 B Building, 5F
3A 204	3 A Building, 2F
4A 204	4 A Building, 2F
4B 211	4 B Building, 2F
5C 203	5 C Building, 2F
7A 205	7 A Building, 2F
9L 101	International Lecture Building, 1F
9P 209	9P Building (University Hall C), 2F
CA 310	CA Building (Center for Education of Global Communication), 3F

* Last 3 digits are classroom number

5 Course Registration

Course registration involves a series of steps that students must follow to attend courses: Mapping out the learning scheme, attending guidance, receiving academic advice from the class instructor, and submitting registration forms. Only sitting for the final examination cannot be considered a measure to earn credits.

Course registration is the most important procedure prior to taking courses at the University of Tsukuba. Please be sure to complete the registration procedures within the specified time period.

Students who fail to register for courses within the specified registration period due to uncontrollable circumstances should consult with the staff of Educational Affairs of the appropriate Academic Service Offices of the schools and colleges to which they belong. Thereafter, students should register for additional subjects (or those they wish to delete) through the course registration change menu in TWINS. After obtaining approval by the instructor(s) of the subjects, please register at the Academic Service Office of the school and college.

In case of the following three subjects, it is necessary to get the confirmation of each office in charge of the subject whether it is possible before obtaining approval by instructor(s).

・A common foreign language: the Center for Education of Global Communication (Foreign Language Education Division)

・Japanese: the Center for Education of Global Communication (Japanese Language Education Division)

・Common physical education subjects: the Sports and Physical Education Center

Otherwise, students will neither be able to take the course to earn credit nor sit for the final examinations.

For more details on the registration procedures, please refer to the Course Catalogue and Syllabi.

Taking subjects in which you have already gained credits (retaking of the same subject) is not accepted in principle.

6 Examinations and Papers

(1) Examinations

Examinations refer to final examinations, mid-term examinations, submission of assignment papers, and other reasons of evaluation. Students must be careful about the schedule. The schedule for examinations is generally the same as regular course periods, but some final exams may be held in different course periods and on different days. As the examination schedule including the date, time, and classroom is subject to change, please read the syllabi and follow the instructions and announcement on the Bulletin Board (TWINS).

(2) General Rules for Examinations

(a) Display your student ID card on your desk. Students are not allowed to take any examinations without their student ID cards.

(b) Items allowed on your desktop during exam time are limited to the following: Your student ID card, test materials, pencils, erasers, pencil sharpeners, wristwatch (clock function only), and glasses.

(c) Switch off your mobile devices (mobile phone, smartphone, etc.) and keep it in your bag, etc.

(d) Place answer sheets face down on the desk after completion.

(e) Follow all instructions by the school personnel in charge of examinations.

(f) There should be no violations. In the case of a violation, the student will be disqualified to take any examinations during the semester. Disciplinary measures may follow based on the Undergraduate School Rules.

(3) Makeup Examinations

In cases when students are unable to take examinations due to illness, accident, or other uncontrollable and compelling reasons, they can request makeup examinations. If approved, students must take the makeup examination within the first two weeks of the following semester. As for the fall semester, students must take the makeup examination by March 25.

Procedure for Makeup Examinations

Please submit a request form with a medical certification etc., to the appropriate Academic Service Office within two weeks from the first day of the examination period. Approval and further information about the makeup examination will be posted on the Bulletin Board (TWINS).

(4) Submission of Papers

Academic papers are part of course assignments. Course instructors may assign papers as they deem necessary throughout the term or as final term papers. They may inform students about the papers during coursework or post an announcement on the bulletin board, so please check carefully for the assignment details, including topics, number of pages, deadline, and place of submission. Make sure to turn your papers in by the deadline.

Guidelines for Submission of Papers

Instructors may ask students to submit papers via the appropriate Academic Service Office. In such cases, students must submit the paper in person. Students will have to

(a) Fill out the course name, title, name of course instructor, student ID number, name of School and College, and their own name. All pages must be stapled together.

(b) Submit papers by the deadlines. No papers will be accepted after the deadline.

(c) Double check papers (spelling, grammar, structure, etc.) prior to submission. Rewriting or editing is not permitted afterward.

7 Grading

(1) Assessment of Academic Achievement

Course instructors evaluate academic achievements with regard to examinations, reports, or other requirements and assign letter grades as follows.

Grade	Pass				Fail
	A＋	A	B	C	D
Score	90 or Higher	80 - 89	70 - 79	60 - 69	59 or Lower

(Rough standard based on a 100-point system)

Some subjects are evaluated by P (Pass) and F (Fail).

Students will confirm their grades on TWINS for each module after their examinations. (Access period, except that of irregular intensive courses, will be announced on TWINS.)

In the case of multisemester or year-long courses, only tentative grades are assigned. Final course grades will be assigned following course completion.

Students need to cross-check any earned credits with the requirements for scholastic advancement to the next academic year and graduation.

If students fail to earn a grade (A+ - C), they may retake classes in the following academic year. Please be aware, however, that the course may not be offered in the following academic year. Check the Course Catalogue and Syllabi for offering course schedules.

(2) GPA System

GPA is the abbreviation for Grade Point Average, and the GPA system is an evaluation method for students' achievements. The system aims to motivate students to learn in the course, and it leads to educational quality assurance by setting a strict evaluation standard for students' achievements.

(a) GPA System

Each course shall be graded with a 5-grade evaluation, and each grade shall be given a grade point from 4.3 as the highest to 0 as the lowest. If there are more "A+s" or "As" and fewer "Cs" or "Ds," the value of the GPA increases. Failing courses increases the number of "Ds," and the overall calculation of the GPA decreases. Therefore, obtaining good grades for the registered courses is essential.

(b) Evaluation and GPA

Grade	Grade point	Evaluation criteria	Reference (approximate conversion)
A+	4.3	Achieved the goal with excellent results	90–100 points
A	4	Achieved the goal with an excellent grade	80–89 points
B	3	Achieved the goal	70–79 points
C	2	Achieved the minimum goal	60–69 points
D	0	Did not achieve the goal	Less than 60 points
P	-	Attained the standard level of coursework	-
F	-	Did not attain the standard level of coursework	-

(c) GPA Formula

GPA=

"NC with (A+)×4.3＋NC with A ×4＋NC with B×3＋NC with C×2＋NC with D×0"

"Number of all credits registered in the relevant semester"

*NC= Number of Credit

*GPA is calculated to two decimal places, rounding down the third decimal place.

(d) Target Courses for GPA Calculation

Target courses are courses related to the graduation requirements set out in the Detailed Undergraduate Registration Regulations. Even if the courses are included in the graduation requirements, transfer credits and subjects assessed as "P" or "F" are excluded. Other courses to be excluded are specified in the Detailed School Registration Regulations for each school and college.

(3) Students Earning Less than 15 Credits in an Academic Year

Undergraduate School Rules stipulates that students who fail to earn 15 credits or more in a year will be expelled from school.

(4) Transfer of Credits Completed at Other Universities or Institutions

(a) Approval of Credits Completed at Other Universities or Institutions Before Admission

(Article 37, the Undergraduate School Rules)

The University of Tsukuba may approve the transfer of credits completed at other universities or institutions, including those abroad, before admission, based on a consideration of the academic merit of such credits. The Education Council of the school or college may approve a maximum of 60 transfer credits as counting toward graduation requirements, which are required to combine the below (b) and (c). At the beginning of the year of admission, students may file a request for the approval of transfer credits at the appropriate Academic Service Office.

(b) Approval for Credits Completed at Other Universities or Institutions While Enrolled (Article 36, the Undergraduate School Rules)

The University of Tsukuba may approve the transfer of credits completed at other universities or institutions, including those abroad, while enrolled at our University based on a consideration of the academic merit of such credits. The Education Council of the school or college may approve a maximum of 60 transfer credits as counting toward graduation requirements, which are required to combine the above (a) and below (c). In the case of credit transfer from a study abroad or student exchange program, contact the appropriate Academic Service Office in advance.

(c) Completion of Subject-area Classes at Foreign Universities During Period of Leave of Absence (Article 36-2, the Undergraduate School Rules)

The University of Tsukuba may consider credits granted by foreign universities during a period of absence as completed subject-area classes at the University of Tsukuba and may grant credits, if (s)he deems it instructive from an educational perspective. The condition applies that the units that would be approved are maximum of 60, which are required to combine the above (a) and (b). That is based on an application by the student and should be authorized by the Education Council of the school or college. Regarding the detail, contact the appropriate Academic Service Office in advance.

(d) Approval of Credits for Transfer or Re-entry Students

The University of Tsukuba may approve credits completed at other universities or two-year colleges prior to admission to the University of Tsukuba. At the beginning of the year of admission, students may file a request for approval of transfer credits at the appropriate Academic Service Office.

(5) Continuation for Students Who Postponed Completing a Course Due to Study Abroad

In the case of students who were unable to complete their courses due to a study abroad (i.e., study at foreign universities, graduate schools, research institutions, etc.) or other reasons to go abroad with the approval of leave of absence, the University of Tsukuba may allow them to continue their incomplete courses in the following year (after returning to Japan). Please consult with the appropriate Academic Service Office prior to departure.

(6) Approval for Taking Courses of the Graduate School for the Undergraduate Students

The Undergraduate students, who have outstanding academic records and hope to enter the Graduate School, would be approved to take the Graduate School courses under the condition of the predetermined procedures. After admission to the Graduate school, the credits, which were earned during the enrollment of the Undergraduate program, might be authorized to be credits required to complete the Graduate School program. Please contact the appropriate Academic Service Office in advance.

8 Course Registration of General Foundation Subjects for Students Admitted in the Fall Semester

The Standard Course Registration (required credits) for students admitted in the fall semester is different from that for students admitted in the spring semester. For students in the English program, please refer to the following chart for students admitted in the fall semester to register for courses.

Standard Course Registration for Students Admitted in the Fall Semester

Academic Year	1		2		3		4			
Semester	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	
Academic Year for Students Admitted in the Fall Semester		1		2		3		4		
Students Admitted in the Spring Semester	Admis-sion	40	40		30		20	Gradu-ation		130 in total
Students Admitted in the Fall Semester		Admis-sion 25	40		30		20		Graduation 15	130 in total

Note: Numbers refer to number of credits.

Admission Year Curriculum for Students Admitted in the Fall Semester (first fall semester only)

Subject Area			Credits		Registration Overview for Students Admitted in Fall Semester
			Students Admitted in Spring Semester (a year)	Students Admitted in Fall Semester (half a year)	
Major Subjects			10	3	Register for courses offered in Fall Semester
Foundation Subjects for Major			6	6	Register for courses offered in Spring and Fall Semesters
General Foundation Subjects	Common Foundation Subjects	Multidisciplinary Subjects	3	3	1 credit for "First Year Seminar" offered in the fall semester, 1 credit for "Invitation to Arts and Sciences", and 1 credit for Multidisciplinary Subjects for the Undergraduate Degrees
		Physical Education	1	1	Register for courses offered in fall semester, 0.5 credits Register for intensive practical training courses for students admitted in fall semester, 0.5 credits (1 credit in total)
		Information Literacy	4	2	Register for courses offered in fall semester, 2 credits
		1st Foreign Language (Japanese)	4	4	Register for courses offered in fall semester, 2 credits
		2nd Foreign Language (English / German)	(4)	(3)	Register for courses offered in fall semester, 3 credits
		Art	(2) ⎬ 12	(2) ⎬ 7	Register for courses offered in fall semester
	Specific Foundation Subjects	Core Electives			Register for courses offered in fall semester
Total			40	26	

Note: Credits may vary depending on the school or college.