

# Rules of the school and procedures for Japanese Language Course

## [School days]

Monday through Friday, five days a week.

## [Class period]

Class starts from 9:10 AM

1st period	9:10	~	10:00
2nd period	10:10	~	11:00
3rd period	11:10	~	12:00
Lunch time	12:00	~	1:00
4th period	1:00	~	1:50
5th period	2:00	~	2:50

\*You should be at your seat in the classroom before 9:00 AM to prepare for the class.

\*You can use your classroom until 5:00PM. If you want to use it after 5:00PM, you have to get permission from the class teacher.

## [Coming late and leaving early]

Be late or leave early for more than 20 minutes, 1 class absence will be added to your record.

Be late or leave early for less than 20 minutes three times, 1 class absence will also be added to your record.

\*Leaving the classroom temporarily during the class hour is considered as coming in late • absence.

\*School will decide on the time allowed for lateness if there was any transportation disruption due typhoon and/or accidents.

## [Application]

### (1) Application for temporary absence

Absence for more than three days and less than two months, you must report to the admission office and submit application form for temporary absence. The absence due to sickness also needs to submit a medical certificate from a doctor.

### (2) Application for official absence

The following cases are recognized as official absence; therefore, these are not recorded as absence. Fill out and sign prescribed form for official absence, receive a sign from your class teacher, and submit it with other necessary documents to the admission office within a week from the absent date.

① Marriage /yourself

7days

Kin of first or second degree of kinship	1 day	
② Absence due to mourning		
1. Kin of first grade kinship, spouse	7 days	
2. Kin of second degree of kinship	5 days	P1 in J ver. ____
3. Kin of third degree of kinship, Parents of spouse	3 day	

\* If the cases mentioned above will be held in your native country, you may add necessary days for round trip (usually two days) to official absence.

\* Saturday, Sunday and National holidays are included.

③ Date you need to attend important university exam or meeting

④ In the case that you are infected with contagious disease.

⑤ Date you go to the immigration bureau for extending your visa

If you consult with your class teacher and are approved, official absence of after 1:00 p.m. will be permitted. You can make an appointment on the Immigration Bureau's website. You must go to the immigration not to interfere with your class schedule.

⑥ In the case that the school recognized the reason.

### (3) Application for long-term absence

To be absent for more than two months and less than one year because of sickness or some other inevitable reason, submit prescribed form for long-term absence with your student ID card to the admission office to get the permission from the President of the school.

The absence due to sickness also needs to submit a medical certificate from a doctor.

### (4) Application for Reenrollment (only in April or October)

To reenroll to the school, submit prescribed form for reenrollment to the admission office at least one month beforehand, and to get the permission from the President of the school.

Then admit to attend designated class after paying whole or difference of tuition fee under instruction of the admission office.

### (5) Notification of Withdrawal

If it is impossible to continue to study, submit prescribed form for withdrawal with your student ID card to the admission office, and to get the permission from the President of the school.

In the case of sickness, you also need to submit a medical certificate from a doctor.

For other reasons see the followings

1. Transfers to another school- please provide a copy of certificate of admission from the new school to the admission office.
2. Returning home- Please send photo of your residence card which is punched a hole and photo of entry and departure stamp page on your passport to the admission office by fax or email.
3. Employment- Please send a copy of employment contract and new resident card with work status to the admission office.

### (6) Makeup test

To make up for a test, submit prescribed application form for makeup test and pay fee to the admission office to receive test ticket before testing date.

\*(1)~(3): You need to let your teacher know the absence before the application.

\*(5): You need to let your teacher know that before the application.

\*(6): You will apply it once you are told to take the test by your teacher.

### [Exclusion from the school]

Student who corresponds to the following conditions gets expelled from the school.

- ① Student who missed classes over a month without the right reason.
- ② Student who don't attend classes regularly. P2 in J ver. \_\_\_\_
- ③ Student whose grades are really bad and there is no prospect to graduate.
- ④ Student whose behavior is consider bad or wrong and there is no prospect to improve.
- ⑤ Student who violate rules and order in the school and do not fulfill his or her duty.
- ⑥ Student who failed to pay tuition within three month since the appointed date.

### [Issue of Certificate]

To get certificate(s) mentioned below, submit an application form with prescribed fee to the admission office. The certificate(s) takes 3 working days to process from the day after you applied, but English certificate and health certificate takes 5 days (Saturday, Sunday and National holidays are excluded). Students should apply in advance.

Certificate of Enrollment	200 yen
Official Transcript of Grades and Attendance	200 yen
Certificate of Expected Graduation	200 yen
Certificate of Graduation	200 yen
Certificate of Attendance	200 yen
Letter of Recommendation	300 yen
The Other Certificate	300 yen
Certificate in English	500 yen
Health Certificate	500 yen

\*Certificate of Expected Graduation can be issued from November. (October students: From November in next year of the enrollment)

\* Certificate of Expected Graduation cannot be issued to student who does not have qualification to graduate due to low total attendance rate.

\*Depending on the content of the certificate, it may take longer than usual to be issued.

### [Order of procedure]

1) Certificates and Student discount ticket

Student: Apply ➡ Admission office: Issue ➡ Student: Receive

2) Letter of Recommendation and other certificates, which designated by other schools

(After consulting with class teacher) Student: Apply to Admission Office ➡ Admission office: Confirm and Accept ➡ Class teacher: Make ➡ Admission office: Issue ➡ Student:

Receive

3) Application for Official absence and Temporary absence, and Notification of Absence and Withdrawal

(After the instruction by class teacher) Student: Apply ➡ Admission office: Instruct how to fill in ➡ Student: Going to teacher's office and receive class teacher's signature stamp ➡ Student: Submit to the admission office

4) Application for Make up Testing

(After the instruction by class teacher) Student: Apply ➡ Admission office: Instruct how to fill in ➡ Student: Going to teacher's office and receive class teacher's signature stamp ➡ Student: Submit to the admission office ➡ Student: Going to the test room with test voucher (Stub from the application form)

P3 in J ver. \_\_\_\_

5) Application for Reenrollment

Student: Offer ➡ Admission office: Instruct how to fill in

**[Change of address and family name]**

Student or guarantor who changed address, phone number and family name, report it to the admission office immediately. If the student changed his or her name, he or she has to report to the admission office to submit prescribed form and student ID.

**[Change of guarantor]**

If you have a new guarantor, please report to the admission office immediately.

**[Student ID card]**

Student ID card is the most important certificate to confirm one as a student of Bunka Institute of Language. Always bring it with you and be careful not to damage or lose it. Name in alphabets only. If lost, report it immediately to the admission office and request to reissue. Reissuance fee: ¥2,000.

**[Discount Ticket for Student]**

To get discount ticket for student (railroad fare), submit prescribed form and Student ID card to the admission office.

Ticket is effective for three months from a date of issue. (Note if a ticket is issued after January 1 of graduation year, effective period is limited to March 31)

Note for using student discount ticket:

- Purpose of traveling over 100km by JR train.
- Each student can use up to 10 tickets in a year.
- Any ticket bearing your name is prohibited to be used by another person.

### [Student commuter pass]

Student can buy a student commuter pass for bus, JR or metro train by showing student ID card or certificate of attendance to a ticket office.

\*Fill in your address and commutation ticket section on the back of student card.

It works as a certificate of commuting student.

### [Periodic physical checkup]

By regulation, school conducts physical checkups once a year.

The checkup includes chest X-ray and medical consultation.

### [Office hour of Admission Office]

P4 in J ver. \_\_\_\_

Monday through Friday : 9:00a.m. to 5:00p.m. (Except National holidays and Foundation day of the school.)

Phone: 03-3299-2011

P5 in J ver. \_\_\_\_

## Rules of Academic Record and Graduation for Japanese Language Course

### [Test]

Article 1 An examination is carried out as follows.

- (1) Test of each lesson
- (2) Proficiency test
- (3) Achievement test (Completion examination of first and second half of the beginners class, the first, middle and last levels of intermediate class, and the advanced class.)
- (4) Graduation test (Achievement Test at the level placed right before graduating)
- (5) Makeup test for graduation (Only for appropriate student)
- (6) Makeup test (Only for appropriate student)

### [Academic Evaluation]

Article 2 Grade is determined by test scores.

Criteria of grade are as follows:

A	.....	100 ~ 80
B	.....	79 ~ 70
C	.....	69 ~ 60
F	.....	Less than 59

\* More than C is pass and F is failure.

### **[Makeup test]**

- Article 3 Student who cannot take testing of (3) and (4) of Article 1 by reasons as follows can take makeup test under procedures prescribed in Article 4.
- (1) Sickness or injury (Must attach copy of documents issued by clinic such as medical examination report, receipt, prescription etc.)
  - (2) Other reasons, which the school acknowledges.

### **[Procedure of makeup testing]**

- Article 4 Student who wish to take makeup test, submit prescribed form and fee to School affairs department. Submit the test ticket to the class teacher to take the test in the classroom. Test day does not count as attendance.  
Fee is 1,000 yen / one subject

### **[Change of testing day]**

- Article 5 In the case that the school recognized the reason, testing day of (3) and (4) of Article 1 can be rearrange.

P6 in J ver. \_\_\_\_

### **[Graduation]**

- Article 6 Student must meet the following in order to graduate:
- (1) Total number of attending rate from entrance to the previous month of graduation is over 90 percent.
  - (2) Passing achievement test and graduation testing in all courses required.

### **[Retest for graduation]**

- Article 7 Retest for students who failed the graduation test. Student will be given qualification to graduate if he or she meet the following.
- (1) Student who passed the retest for graduation
  - (2) Total attendance rate from entrance to the previous month of graduation is over 90 percent

### **[Lose qualification to graduate]**

- Article 8 Student who corresponds to the following will lose qualification to graduate.
- (1) Student whose total attendance rate from entrance to previous month of graduation is less than 90 percent
  - (2) Student who missed an achievement test
  - (3) Student who missed a graduation testing
  - (4) Student who fail retesting for graduation

### **[Cheating and inappropriate acts during testing]**

## **BIL Student Life Manual**

### **for Japanese Language Course**

#### **Class**

##### **Absence from and late to class**

1. If your total class attendance until the end of the month before graduation is less than 90%, you will not receive graduate certificate from Japanese Language Course. Attendance is counted by each class period. Thus, a day absence equal to 5 class periods absence. Even if you are an excellent student with great grades, BIL will not write recommendation letter for student with attendance rate lower than 90%. In addition, the inspection process of the Immigration Bureau of Japan has become stricter, and even if you have been accepted to business school, college, or university, it is possible that the Bureau will not renew your student visa. Thus, you must constantly strive for an attendance rate of higher than 90%
2. In Japan, trains are chronically late in the mornings. We do not accept delay certificates that you can receive at stations so you should leave home early enough with the chronic train delays in mind.  
If you are away from classroom for a long time during a class period even due going to toilet, you will be considered absent from the class period.
3. If you miss class due to any reason, such as an illness, accident, or any other personal reason, you will be considered to have been absent.  
If you are going to be absent, you must contact school; however, just because you contact the school, it does not mean that you will not be considered absent. However, when you catch a designated infectious disease such as influenza, you are prohibited of going to school. In such case, the absence will be handled as official absence which is called "Koketsu(公欠)" in Japanese and will not be counted as absence. For the entrance exam to higher education, it also will be considered as official absence if you file a report of Koketsu to BIL. For Koketsu, you need to show us some kind of certificate as a proof of your absence.
4. At Kyomu, we will be able to tell you what your current attendance record is. We will not answer inquiries such as "how many more days can I be absent?"

##### **Class placement for Japanese Language Course**

1. Initially, classes will be divided up according to the results of a placement test and transfer test, which will assess how much a student has studied Japanese previously. After that, there will be a school-wide examination, and classes will be divided up according to the results. However sometimes student might change class depending on student's performance

during early stage of class.

In addition, following that, classes will be divided up as necessary and according to test results and class performance.

At times entire classes will change, and at other times, just several students will be moved to a different class.

In either situation, the instructor will make the determination, and you must adhere to the results.

2. Even if you have previously studied Japanese in your home country but have not mastered the basics of the language properly, you will be placed in the basic Japanese class. This is done so for your benefit as not understanding fully what is being taught during a class will make it difficult for you to catch up. Your active participation in class activities will also greatly enhance your progress in Japanese as well as understanding. This is actively encouraged and your progress in Japanese will go hand in hand.

### **Class and tests**

1. If you do not have good knowledge of hiragana and katakana, you will have difficulties in the further study. Please start studying hard and master both Japanese alphabets on your own as soon as possible. **P8 in J ver. \_\_\_**
2. Homework assignments are an absolutely necessary part of the coursework, so make sure to follow deadlines and always turn them in.
3. The schedule of each class is provided every week. Please study and review new materials before each class, it can help you understand much better and faster. It is difficult to prepare well without a dictionary. Consult your class teacher if you do not know which dictionary is good to use.
4. Students should try to use Japanese learned at school even with classmates from the same country. Students do not have much chance to speak with native Japanese people, so we recommend student to join social events outside of school to expose yourself to Japanese language.
5. In principle, smartphones and earphones are not allowed in class. Notification previews on the screen may disrupt you from studying. Please set them so you can concentrate on class work. Using smartphones and earphones may be allowed with the permission of your teacher. Taking pictures of classroom and what's on the board is prohibited. Posting movies and pictures of classmates, teachers, classrooms on social media such as Instagram, X and other web sites without permissions are prohibited due infringement of privacy.
6. You must responsibly organize handouts passed out in the classroom and make sure not to lose any.
7. You must take the regularly-administered small tests as well as major examination (achievement test) give when a textbook has been completed. You will not be allowed to graduate if you have not taken the achievement test.



If you don't pass the achievement test, you will study in the same level as you have studied again.

8. If you cheat on any kind of test, you will automatically receive a 0.

### **Textbooks**

Please purchase the textbooks and/or workbooks as your teacher instructs.

You can't cancel the textbooks and workbooks once you order to school.

## **Commuting**

### **Commuting to school by car or motorbike is forbidden.**

Do not leave or park car or motorbike on nearby road, sidewalk, or on campus. Violators will be warned by class teacher.

### **Bicycle**

To use bicycle parking lots, you must get permit from Kyomu. When buying a bicycle, please register for crime prevention.

### **Traffic accidents**

If you got involved in a traffic accident, you are obligated to make a report to the police. Do not think "I'm in a hurry and got to go," or "It wasn't a big deal." Firstly, you must call the police and have them be at the scene for reports. Secondly, obtain the names, address and phone numbers of everyone involved in the accident.

If injured, you should go to the hospital for examination and treatment because you may have acute pain hours or days after the accident and can try to avoid any sequela. **P9 in J ver. \_\_\_\_**

## **Rules of Smoking**

There is one smoking area on campus. Smoking other than the area is prohibited.

## **Alcohol**

Possessing and/or drinking alcohol is prohibited on campus. Non-alcoholic drinks are prohibited as well.

## **Prevention of crimes**

### **Theft of valuables**

Many thefts have happened on the campus. The school has made great effort to prevent them, but it is impossible to prevent all thefts. Therefore, we encourage all students to pay attention especially to the following cases.

1. When going to another classroom such as to PC room or CALL room, PLEASE take your belongings and valuables.

2. Do not leave your belongings such as a bag or a handbag unattended on a desk in the classroom, on a counter of the office, or on a shelf of restroom.
3. Write your name and Student ID # on your belongings. When something is stolen, please submit the notice to Kyomu immediately.

### **Religious recruitment is prohibited**

Any recruitment acts on campus is prohibited. If you are recruited for religions, please notify your homeroom teacher or Kyomu staff.

### **Health Management**

In order to have a meaningful student life, you must be healthy. The school has made great effort to keep each student healthy, but your own daily health care is most essential. You need to keep a healthy lifestyle.

Nurse room is on the fourth floor of “A” building in this school. In the case of sudden sickness or accident on the campus, the nurse office can make temporary treatment for you and send you to an emergency hospital if necessary. We also have Student Life Support Center(Counseling Center) on campus. Please don't hesitate to consult with them.

P10 in J ver. \_\_\_\_

### **Keeping the Campus Clean**

School facilities like classrooms, PC room, CALL rooms and more are for everyone. Please keep in mind to keep them clean and tidy.

Please take a role to clean the classroom together. Lastly, in Japan garbage bins are classified and divided into different categories. Please separate your trash and follow the rules.

### **Cultural exchanges**

Our student body is constituted of students from different countries with different culture, customs and religions. We like you to enjoy the rich diversity by understanding and respecting the others. Culture and custom of your country must have a lot of differences when compared to the ones of Japan. We hope you will get used to them and be able to concentrate on studying.

If there are any problems, please feel free to consult your homeroom teacher and Kyomu staffs.

P11 in J ver. \_\_\_\_