

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 to natural disaster or an accident with casualty etc.

[Application]

(1) Application for temporary absence

In case of 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. However, you must submit a medical certificate from a doctor separately if the absence is due to sickness.

(2) Application for official absence

The following cases are recognized as official absence and treated as attendance, which will be granted upon submission of Application for official absence, the school-prescribed form; therefore, these are not recorded as absence. Fill out and sign prescribed form for official absence, receive a sign from your class teacher or Head of Laboratory, and submit it with supporting documents such as certificates to the Admission Office within a week from the next day of last absent date in principle.

- | | |
|--|-------|
| 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 | 7days |
| 2. Kin of second degree of kinship | 5days |
| 3. Kin of third degree of kinship, Parents of spouse | 3day |

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* If the cases mentioned above will be held in long distance, including overseas, 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

Only in cases of infectious diseases stipulated in the Enforcement Regulations of the School Health and Safety Act. Not all infectious diseases will result in official absence, so please check with your class teacher or the Admission Office.

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

If you consult with your class teacher and are approved, official absence for after 1:00 p.m. will be permitted. You can schedule an appointment on the Immigration Bureau's website, so make sure to go at a time that will not 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. However, the absence due to sickness needs to submit a medical certificate from a doctor separately.

(4) Application for Reenrollment

To reenroll to the school, submit prescribed form for reenrollment to the Admission Office at least one month beforehand from the date of Reenrollment, and must get the permission from the President of the school. However, if you were absent due to sickness, you must submit a medical certificate form a doctor.

After paying the tuition fees as instructed by the Admission Office, you may resume your studies.

※Students with a "Student" visa status must obtain a Certificate of Eligibility when resuming studies. Therefore, they must notify the school for their intention to resume studies at least five months prior to resuming, and begin preparing the necessary documents.

(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. For other reasons see the followings

- ① Transfers to another school- Provide a copy of certificate of admission from the new school to the Admission Office.

- ② Employment– Send a copy of employment contract, only for international student and new resident card with work status to the Admission Office.
- ③ Sickness– Submit a medical certificate from a doctor.
- ④ Returning home, only for international student– Send photo of your residence card which is punched a hole and photo of entry and departure stamp page (or sticker) on your passport to the Admission Office by email etc. after you return to your home country.

(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. P2 in J ver. ____

*(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 has been absent for more than one consecutive month without a legitimate reason.
- (2) Students with poor attendance who show no improvement despite guidance
- (3) Student with poor academic performance who are deemed unlikely to complete their studies.
- (4) Student whose behavior is consider bad or wrong and there is no prospect to improve.
- (5) Student who significantly violate rules and order in the school and do not fulfill his or her duty.
- (6) Student who failed to pay tuition three months or more from the designated payment dates for each term without a legitimate reason.

[Issuance of Certificate (s)]

To receive certificate(s), complete the required information on the designated form at the Admission Office, affix the appropriate fee stamp, and complete the issuance application procedure. 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.

[Procedures and Steps]

(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, Accept :and Issue ➡ Student: Receive

(3) Application for Official absence and Temporary absence, and Notification of

Absence and Withdrawal

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(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 Reenrollment

Request from student ➡ Admission Office: Instruct how to fill in

(5) 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)

[Notification of Change]

If any of the following changes occur, notify the Admission Office.

(1) Student who changed address –Submit Change of Address form, including phone number.

International student must submit a double-sided copy of residence card.

(2) Student who changed name –Submit Change of Name Request Form. International student must submit copy of residence card and passport copy.

(3) Guardian or guarantor who changed address – Submit Change of Address form, including phone number.

(4) International student who needs to change their guardian –Submit Change of Guarantor

[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. If lost, report it immediately to the Admission Office and request to reissue. Reissuance fee: ¥2,000.

The names of international students are written in English, alphabetic characters regardless of

nationality.

[Discount Ticket for Student]

To get discount ticket for student (railroad fare), submit prescribed form and show Student ID card to the Admission Office. Ticket is effective for three months from a date of issue. (However, date of expiry of Student ID for the graduation year shall be March 31)

Note for using student discount ticket:

- Valid for one way traveling over 100km by JR train.
- Each student can use up to 10 tickets per 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 and Student Commuter Certificate on the back of Student ID to a ticket office. P4 in J ver. ____

*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 examination etc.

[Office hour of Admission Office]

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

Phone: 03-3299-2011

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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 (In principle, Completion examination of first and second half of the beginner's 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. Medical certificate is acceptable as well.)
- (2) Other reasons, which the President of school acknowledges.

[Procedure of makeup testing]

Article 4 For student who wish to take makeup test, fill in the required information and submit prescribed form and fee to School affairs department. Submit the test ticket to the class teacher to take the test in the classroom. However, test day does not count as attendance.

Makeup Test 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.

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[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 any of 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]

Article 9 Student who cheat or act inappropriately during any test will receive 0 for the test.

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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 chronical train delays in mind. If you are away from classroom for a long time during a class period even due going to toilet etc. due to poor health, you will be considered “Late”, “Leave early”, or “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, upon a necessary procedure at Admission Office, the absence will be handled as official absence which is called "Koketsu(公欠)" in Japanese and will be counted as "Attendance", 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 certificates as a proof of your absence and it will be considered as "Attendance".

4. At Admission Office, 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 of smartphones or tablets may disrupt you from studying. Please use “Focus mode” to temporarily silence all notifications so you can concentrate on class work. However, using smartphones and earphones may be allowed with the permission of your teacher. Taking pictures of classroom, what’s on the board and screen etc. is prohibited. If you wish to photograph the board or screen instead of taking notes, please obtain the instructor’s permission. Posting of movies and pictures of classmates, teachers, classrooms on social media such as blog, and social media etc. 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) given when a textbook has been completed. You will not be allowed to graduate if you have not taken the achievement test. If your performance at any level does not meet the passing requirements, you will need to study that same level again.
8. If you cheat on any kind of test, you will automatically receive a 0.
9. Regarding grading and evaluation, teachers will explain the criteria at each level. Grades may be based not only on achievement tests but also on assignment submissions, each of unit tests, kanji quizzes etc. Please listen carefully to your teacher’s explanation.

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 motor bike

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.

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Bicycle

To use bicycle parking lots of Bunka Gakuen, you must get permit from Admission Office. When buying a bicycle, you must register for crime prevention and purchase bicycle insurance.

In Japan, penalties under the Road Traffic Act apply to bicycles as well. Furthermore, regardless of whether the rider is commuting to school, many cases involve victims of bicycle accidents seeking compensation for medical expenses and pain and suffering. When riding a bicycle, please comply with the Road Traffic Act.

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.

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 Admission Office immediately.

Religious recruitment is prohibited

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

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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.

Health Care Center is on the 4th floor of building “A” in this school. In the case of sudden sickness or accident on the campus, the Health Care Center can make temporary treatment for you and send you to an emergency hospital if necessary.

We also have Campus Life Support Office (Counseling Center) on campus. The Campus Life

Support Office offers various counseling services, including the “Nandemo (Anything) Consultation Room,” “Daredemo (Anyone) Consultation Room,” and “Learning Support Tutoring.” They provide comprehensive support for a wide range of concerns, from future career paths and daily life worries to mental health and academic issues. If you have any anxieties, please feel free to utilize these services.

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

This school has students from various countries and regions, each with different cultures, customs, and religions. We would like you to understand and respect each other’s differences and enjoy studying together. Life in Japan may differ from your culture and customs in some ways. We hope you will get used to them and be able to concentrate on studying. Please do your best to adjust as quickly as possible as you can.

If you have any concerns, please feel free to consult Admission Office staffs and your homeroom teacher.

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