

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 A.M.

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

- * Students must be seated and ready for class by 9:00 a.m.
- * As a general rule, the use of the classroom is permitted until 5:00 p.m. Anyone wishing to use a classroom after 5:00 p.m. must notify the homeroom teacher in advance and obtain permission.

[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 class hours is considered lateness/absence.

*School will decide on the time allowed for lateness if there is any transportation disruption due to natural disasters or an accident with casualties, 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 Admissions Office (Kyoumu) 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 the prescribed form for official absence, receive a sign from your homeroom teacher or Head of Laboratory, and submit it with

supporting documents such as certificates to the Admissions Office within a week from the next day of the last absent date in principle.

- | | |
|---|-------|
| ① Marriage /yourself | 7days |
| Kin of first or second degree of kinship | 1day |
| ② Absence due to mourning | |
| Kin of first grade kinship, spouse | 7days |
| Kin of second degree of kinship | 5days |
| Kin of third degree of kinship, Parents of spouse | 3days |

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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 to above days.

③ Application and entrance exam for universities, etc. with designated dates and times

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 homeroom teacher or the Admissions Office.

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

If you consult with your homeroom 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 Cases where the School recognizes a particularly valid 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 Admissions 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 Academic Affairs Division 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 Admissions 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 Admissions Office, and to get the permission from the President of the school.

The attached documents shall be as follows:

- ① Transfers to another school– Provide a copy of certificate of admission from the new school to the Admissions Office.
- ② Employment– Submit a copy of employment contract, only for international student and new resident card with work status to the Admissions Office.
- ③ Sickness– Submit a medical certificate from a doctor.
- ④ Returning home, only for international student– Send photo of your residence card punched a hole and photo of entry and departure stamp page (or sticker) on your passport to the Admissions Office by email etc. after you return to your home country.

(6) Makeup test

To take a makeup test, submit a prescribed application form for a makeup test and pay a fee to the Admissions Office to receive a test ticket before the test day.

*(1)~(3): You must notify your homeroom teacher of your absence before completing the necessary procedures.

*(5): You must notify your homeroom teacher before proceeding with the formalities.

*(6): Please proceed with the procedures after receiving instructions from your homeroom teacher.

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[Exclusion from the school]

Students who correspond to the following conditions get expelled from the school.

- (1) Student who has been absent for more than one consecutive month without a legitimate reason.
- (2) Student with poor attendance who shows no improvement despite guidance
- (3) Students with poor academic performance who are deemed unlikely to complete their studies.
- (4) Student whose behavior is considered bad or wrong and there is no prospect to improve.
- (5) Student who significantly violates rules and orders in the school and does 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 Admissions Office, affix the appropriate fee stamp, and complete the issuance application procedure. The certificate(s) take 3 working days to process from the day after you apply, but the English certificate and health certificate take 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 students who do not have the 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) Issuance of Certificates and Student discount tickets

Student: Apply ➡ Admissions Office: Accept/Issue ➡ Student: Receive

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

(After consulting with homeroom teacher) Student: Apply to Admissions Office ➡ Admissions Office: Confirm, Accept :and Issue ➡ Student: Receive

(3) Application for Official absence and Temporary absence, and Notification of Absence and Withdrawal (After the instruction by homeroom teacher)

Student: Apply ➡ Admissions Office: Instruct how to fill in ➡ Student: Go to teacher's office and receive homeroom teacher's signature stamp ➡ Student: Submit it to the Admissions Office

(4) Application for Reenrollment

Request from student ➡ Admissions Office: Instruct how to fill in **P3 in J ver. ____**

(5) Application for Makeup Test

(After the instruction by homeroom teacher) Student: Apply ➡ Admissions Office: Instruct how to fill in ➡ Student: Go to teacher's office and receive homeroom teacher's signature stamp ➡ Student: Submit it to the Admissions Office ➡ Student: Go to the test room with a test voucher (Stub from the application form)

[Notification of Change]

Please notify the Academic Affairs Department if any of the following changes occur.

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

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

(2) Student who changed name –Submit Change of Name Request Form. International students must submit a copy of their 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]

Your student ID card is an important document proving your status as a student of this school; please carry it with you at all times and take care not to soil or lose it. If lost, report it immediately to the Admissions Office and request to reissue. Reissuance fee: ¥2,000. The names of international students are written in English, using alphabetic characters regardless of nationality.

[Discount Ticket for Student]

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

Note for using student discount tickets:

- 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 from being used by another person.

[Student commuter pass]

Commuter passes for school travel on JR lines, private railways, and buses can be purchased by presenting a student ID card and a certificate of school commute to a ticket office.

* If you fill in your commuting route and your address on the "Commuter Pass Issuance Stub" affixed to the back of your student ID card, it can serve as a certificate of school commute.

[Health checkup]

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A health checkup is conducted once a year in accordance with the School Health and Safety Act. The checkup includes a chest X-ray and a general medical examination.

[Office hour of Admissions 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 Regarding Grading and Graduation

for Japanese Language Course

[Evaluation Criteria]

Article 1 The evaluation criteria for grading of each level are as follows.

- (1) Unit tests
- (2) Vocabulary and Writing quizzes
- (3) Assignments (essay, presentation scripts, reflection sheet, etc.)
- (4) Midterm test (Academic listening and Academic reading)
- (5) Midterm evaluation (Academic writing and Graduation thesis)
- (6) Exit test

[Pass Criteria]

Article 2 The overall evaluation is determined based on the weighting of evaluation criteria as specified in the Appended Table, with 80% or higher rated as “A,” 70–79% as “B,” 60–69% as “C,” and less than 60% as “F.” The passing standard for each level is 60% or higher; a score below 60% is considered a failure. Students who fail will be transferred to a course where they can retake the same level.

[Makeup test]

Article 3 Students who do not take the tests specified in Article 1, Items (4) and (6) for any of the following reasons may be permitted to take makeup tests upon completing the procedures set forth in Article 4.

- (1) Sickness or injury (Must attach a copy of documents issued by the clinic such as medical examination report, receipt, prescription, etc. Medical certificate is acceptable as well.)
- (2) Other reasons, which the President of the 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 the Admissions Office. Submit the test ticket to the homeroom teacher to take the test in the classroom. However, test day does not count as attendance. Makeup Test Fee is 1,000 yen / per subject

[Change of testing day]

Article 5 In the case that the school recognized the reason, the test days of (4) and (6) of Article 1 can be rearranged.

[Graduation]

Article 6 Student must meet all the following in order to graduate:

- (1) An overall attendance rate of 90% or higher from the time of enrollment until the end of

last month of the month preceding graduation.

- (2) Take the exit test corresponding to the proficiency level at the time of graduation.

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- (3) The overall academic performance at the time of graduation must meet the passing criteria.

[Retest of exit test for graduation level]

Article 7 Students who meet graduation requirements (1) and (2) but do not meet requirement (3) may take retests for subjects in which they scored less than 60% on the exit test at the time of graduation. If they satisfy requirement (3) as a result, they will be granted eligibility for graduation.

[Loss of graduation eligibility]

Article 8 Students who meet any of the following criteria will lose their eligibility for graduation.

- (1) Students whose total attendance rate from enrollment up to the month before graduation is less than 90%.
- (2) Students who did not take the exit test corresponding to their proficiency level at the time of graduation.
- (3) Students whose overall academic performance at the time of graduation level does not meet the passing criteria.

[Cheating and inappropriate acts during test]

Article 9 Any student found to have committed academic dishonesty during any tests will receive a grade of 0 for that course.

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BIL Student Life Manual

for Japanese Language Course

About the Class

Lateness and Absences

- ① If your total class attendance rate until the end of the month before graduation is less than 90%, you will not receive a graduate certificate from the Japanese Language Course. Attendance rate is counted by each class period. Thus, a day's absence equals 5 class periods' absences. Even with excellent academic performance, an attendance rate of less than 90% disqualifies you from admission to professional training colleges or universities via recommendation and prevents the school from issuing a letter of recommendation. Additionally, the inspection process of the Immigration Bureau of Japan has become stricter in its review of attendance rates; for instance, failure to maintain adequate attendance can prevent you from renewing your student visa, even if you have already been accepted into a school for further study. Please make sure to keep your attendance rate at 90% or higher at all times.
- 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 leave the classroom during a class and do not return for an extended period even due to going to the toilet, etc. due to poor health, you will be considered "Lateness", "Leaving early", or "Absence" 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 an "Absence". You must always notify the school when you are absent, but even if you do so, it is still considered an "Absence". However, when you catch a designated infectious disease such as influenza, you are prohibited from going to school. In such case, upon a necessary procedure at the Admissions 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 an official absence if you file a report of Koketsu to BIL. For Koketsu, you need to show us some kind of certificates as proof of your absence, and it will be considered an "Attendance".
- ④ The Admissions Office and teacher will be able to only tell you what your current attendance record is. We are unable to answer questions such as "how many more days can I be absent?"

Class placement for Japanese Language Course

- ① Class placement is determined by the teacher. However, this may change later based on test results or classroom performance. There are reshuffles involving the entire class, and

sometimes only a few people are moved. Please be sure to follow the instructions.

- ② Even if you have already studied Japanese to some extent in your home country, if your foundational knowledge is insufficient, you will be placed in a class that starts from the basics. Rather than pushing yourself to join a fast-paced class only to fall behind, you will ultimately improve your Japanese proficiency more effectively by studying in a class that matches your current level and allows you to fully demonstrate your abilities.

Class and tests

- ① Homework is essential for keeping up with the class, so please be sure to submit it by the deadline.
- ② The schedule of each class is provided every week. Please check it and complete your preparation at home before class, such as looking up the meanings of new words and writing them in your textbook. Preparing beforehand helps you understand the class better and allows for plenty of practice during class, helping you improve more quickly. P8 in J ver. ____
- ③ Students should try to speak 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 students to join social events outside of school to expose yourself to the Japanese language.
- ④ As a general rule, the use of smartphones or earphones during class is prohibited. Notifications or messages popping up automatically on smartphones or tablets can disrupt the lesson and hinder your ability to concentrate. Please adjust your device settings—such as by using “Focus Mode”—to create an environment conducive to concentration. However, use is permitted if you have the instructor’s approval. Additionally, taking photographs of the classroom, the board, or the screen without permission is prohibited. If you wish to photograph the board or screen instead of taking notes, please obtain the instructor’s permission. Posting photos or videos of classmates, instructors, or the classroom to blogs or social media without the subjects’ consent is strictly forbidden, as it raises issues regarding the infringement of portrait rights.
- ⑤ You must responsibly organize handouts passed out in the classroom and make sure not to lose any.
- ⑥ Please be sure to take all tests, including the quizzes given during daily classes and the major tests (exit tests) administered after finishing a textbook. You cannot graduate without taking the exit test. Additionally, if your grades for a given level do not meet the passing requirements, you will be required to repeat that level.
- ⑦ Cheating on any test results in a score of zero.
- ⑧ Your teachers will explain the grading criteria for each level. Grades are based not only on the exit test but also on submitted assignments, unit tests, and vocabulary or writing quizzes, so please listen carefully to your teachers’ explanations.

Purchasing Textbooks

Please purchase only the textbooks specified by your teacher. Orders placed through the school cannot be cancelled.

Commuting

Commuting to school by car or motor bike

Commuting to school by car or motorbike is forbidden.

Do not leave or park a car or motorbike on nearby roads, sidewalks, or on campus. Violators will be warned by the homeroom teacher.

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Bicycle

To use bicycle parking lots of Bunka Gakuen, you must get a permit from the Admissions 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

You are required by law to report a traffic accident to the police immediately after it occurs. If you are involved in an accident, do not simply think, "I'm in a hurry" or "It's nothing serious"; instead, contact the police right away and ask for an officer to attend the scene. Also, be sure to verify the other party's address, name, and phone number.

If you or the other party has sustained an injury, it is essential to visit a hospital for diagnosis and treatment. Even if the injury does not seem severe at the time, pain can intensify later, or lasting aftereffects may develop.

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

Thefts are occurring frequently at the school. While the school is making efforts to prevent them, these measures have not always been successful. Therefore, it is essential for everyone to remain constantly vigilant. Please strictly observe the following points in particular.

1. When going to another classroom such as the PC room or the 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 or on a shelf in the restroom.

3. Write your name and Student ID # on your belongings. In the unlikely event of theft, please notify the Admissions 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 the Admissions Office staff.

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Health Management

Good health is essential for a fulfilling student life. While our school strives to pay close attention to students' health, it goes without saying that maintaining good health depends largely on the students' own efforts.

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 anxiety, 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 the Admissions Office staff and your homeroom teacher.

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