

英語に翻訳された規定と日本語の原文との間に矛盾が生じた場合は、日本語の原文が優先されるものとします。(In case of conflict between the regulations translated into English and the Japanese original, the latter shall prevail.)

## Japanese Language School Affiliated with Teikyo Heisei University School Regulations

### Chapter 1 : General Provisions

(Purpose)

Article 1 Japanese Language School Affiliated with Teikyo Heisei University (hereinafter referred to as "the School") aims to provide Japanese language education to foreign nationals based on the School Education Act and the founding spirit of the university, with the objective of cultivating capable individuals who can contribute to the development of Japan from a global perspective.

(Name)

Article 2 The School shall be known as Japanese Language School Affiliated with Teikyo Heisei University.

(Location)

Article 3 The School shall be located at 4-26-10 Higashi-Ikebukuro, Toshima-ku, Tokyo.

(Disclosure of Information and Self-Inspection and Evaluation)

Article 4 In order to enhance the quality of education and to fulfill its objectives and social mission, the School shall disclose information related to the learning environment, conduct self-inspection and evaluation of the implementation of Japanese language education and make the results public.

2 The necessary matters concerning the implementation of the disclosure of information and self-inspection and evaluation described in the preceding paragraph shall be stipulated separately.

(Systematic Efforts for Improvement of Educational Content and Methods)

Article 5 The School shall conduct organized training programs to improve the content and methods of instruction.

2 Matters related to the training described in the preceding paragraph shall be stipulated separately.

### Chapter 2 : Japanese language education curriculum, enrollment capacity, duration of study, and holidays

(Curriculum • Duration of Study • Enrollment Capacity)

Article 6 The curriculum, duration of study, enrollment capacity, and number of classes at the School shall be as follows.

Curriculum	Duration of Study	Admission Capacity	Number of Classes	Others
2 years Academic Japanese Course	2 years	60	3	April Admission Students・・・60
1 year 6 months Academic	1 year 6	40	2	October Admission

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Japanese Course	months			Students・・・40
Total		100	5	April Admission Students・・・60 October Admission Students・・・40

(Start and end dates of the academic year and semesters)

Article 7 The academic year at the School begins in April and ends in March.

2 The academic year is divided into the following four semesters. However, the duration may be changed if necessary.

Spring Semester: April 1 to June 30

Summer Semester: July 1 to September 30

Autumn Semester: October 1 to December 31

Winter Semester: January 1 to March 31

(Holidays)

Article 8 The holidays shall be as follows. However, they may be changed if necessary for educational purposes.

(1) Sundays

(2) Holidays specified by the Act on National Holidays

(3) Founding Anniversary June 29th

(4) Spring Holiday

(5) Summer Holiday

(6) Fall Holiday

(7) Winter Holiday

2 The matters described in items 4, 5, 6, and 7 of the preceding paragraph shall be stipulated separately.

3 Notwithstanding the provisions of paragraph 1, an additional holiday may be designated temporarily.

4 In the event of a major disaster or other urgent circumstances, classes may be temporarily suspended.

(Start and End of Class)

Article 9 The starting and ending times of the School shall be as follows.

Classes	Starting Time	Ending Time
Morning Class	9 : 00	12 : 30
Afternoon Class	13 : 00	16 : 00

### Chapter 3 : Japanese Language Education Curriculum, Number of Class Hours, Learning

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## **Assessment, and Faculty Organization**

(Japanese Language Education Curriculum)

Article 10 The Japanese language curriculum and the number of class hours at the School shall be as stated in Appendix 1 and Appendix 1-1.

(Assessment of Learning Outcomes)

Article 11 Student performance in each subject will be evaluated on a five-point scale, based on a comprehensive assessment of final exams conducted at the end of each term, quizzes, class attitude, attendance, and assignment outcomes.

(Faculty and Staff Organization)

Article 12 This School shall have the following faculty and staff members.

- (1) Principal
- (2) Vice Principal
- (3) Head Teacher
- (4) More than 5 teachers (of which at least three are full-time teachers)
- (5) Head of Administration
- (6) Administrative Staff
- (7) Student Guidance Staff

2 In addition to the preceding paragraph, other necessary staff may be appointed.

3 The Principal shall be responsible for the administration of the School and shall supervise the staff members.

4 The Vice Principal shall assist the Principal and, under the Principal's direction, shall carry out administrative duties of the School.

(Faculty and Staff Meeting)

Article 13 The Faculty and Staff Meeting shall be established to facilitate the smooth execution of duties.

2 The Faculty and Staff Meeting shall be presided over by the Principal.

## **Chapter 4 : Admission, Leave of Absence, Withdrawal, Completion, and Disciplinary Actions**

(Admission Requirements)

Article 14 The qualifications for admission to the School shall be those who satisfy all of the following conditions.

- (1) Have completed twelve years of school education or an equivalent course.
- (2) Are eighteen years of age or older.
- (3) Have been granted, or are expected to be granted, permission to enter Japan through proper procedures.

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(4) Have a reliable guarantor.

(Admission Period)

Article 15 Admission to the School shall be conducted twice a year, in April and October.

(Admission Procedures)

Article 16 Applicants seeking admission to the School shall complete the prescribed application form and other required documents, submit them along with the admission examination fee specified in Article 23 by the designated deadline.

2 The School shall conduct a selection process for those who have completed the procedures under the preceding paragraph, and determine the admitted applicants.

3 Those who have been granted admission shall pay the student fees specified in Article 23 by the designated deadline and complete the admission procedures by submitting the necessary documents.

(Leave of Absence and Reinstatement)

Article 17 A student who intends to take a leave of absence for 30 days or longer due to illness or other unavoidable reasons shall submit a written application for leave stating the reasons and the period of leave, accompanied by a medical certificate or other necessary documents, and obtain permission from the Principal.

2 A student who wishes to be reinstated after a leave of absence shall notify the Principal and obtain permission.

(Transfer and Withdrawal)

Article 18 A student who intends to transfer or withdraw shall submit a written statement of reasons and obtain permission from the Principal.

(Recognition of Course Completion)

Article 19 Those who have been enrolled for the prescribed period of study stipulated in Article 6, completed the required subjects in the Japanese language education program, and received a satisfactory evaluation based on their academic performance shall be recognized as having completed the course.

2 The Principal shall award a certificate of completion to those who have completed the prescribed course at the School.

(Awards)

Article 20 Students who have achieved excellent academic results and serve as role models for other students may be granted awards.

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(Disciplinary Action)

Article 21 If a student of this School violates any school regulations, disrupts order, or engages in any conduct contrary to the duties of a student, the principal shall impose disciplinary measures.

2 The types of disciplinary action shall be expulsion, suspension, and reprimand. Procedures related to disciplinary actions shall be separately prescribed.

3 Expulsion under the preceding paragraph shall be applied to any student who falls under any of the following items

- (1) A student of bad conduct deemed unlikely to improve.
- (2) A student neglecting studies and deemed unlikely to complete the course.
- (3) A student who is habitually absent without justifiable reason.
- (4) A student who disrupts the school order or significantly violates the duties of a student.

(Removal from the Register)

Article 22 The Principal shall remove from the register any student who falls under any of the following

- (1) A student who fails to complete any procedure after the expiration of the leave of absence period.
- (2) A student who has died or has been out of contact for an extended period.
- (3) A student who neglects payment of student fees and is unlikely to make payment even after the deadline specified in Article 25 of the school regulations.
- (4) A student whom the principal deems should be removed from the register for other reasons.

2 A student removed from the register shall not be reinstated.

3 A student who has been removed from the register cannot submit requests for withdrawal or leave of absence.

## Chapter 5 : Tuition Fees

(Tuition Fees)

Article 23 Tuition Fees of the School shall be as specified in Appendix 2.

2 Tuition and other related fees shall be set with due consideration to social circumstances and economic conditions.

3 In principle, Tuition Fees shall be paid in full on an annual basis at the time of enrollment procedures. However, if it is difficult to pay the full annual amount due to financial reasons or other special circumstances, payment may be made in two installments, each equivalent to half of the annual fee.

First semester: February 1 to March 31

Second semester: August 1 to September 30

4 In the case described in the preceding paragraph, the Tuition Fees shall be as specified in Appendix 2.

(Payment and Exceptions)

Article 24 While enrolled, students must pay tuition and related fees by the designated deadlines,

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regardless of their attendance status.

2 Notwithstanding the provisions of the preceding paragraph, tuition and related fees may be exempted during a leave of absence.

3 In cases of special circumstances, notwithstanding paragraph 1, all or part of the student fees may be reduced or exempted in accordance with separately established provisions.

#### (Delinquent Payment)

Article 25 If a student fails to pay tuition and related fees for two months or more without a valid reason and without completing the required procedures, and there is no prospect of payment thereafter, the student may be subject to dismissal from the school register.

#### (Refund of Tuition Fees)

Article 26 Tuition Fees that have already been paid are, in principle, non-refundable. However, in the following cases, fees may be refunded excluding the admission fee and entrance examination fee.

(1) If an applicant who has passed the entrance examination completes the enrollment procedure but later declines admission before the start of the academic term and formally notifies the school of their intention.

(2) If the applicant is issued a “Certificate of Eligibility” by the Immigration Services Agency of Japan but is denied a visa by a Japanese diplomatic mission abroad.

## Chapter 6 : Miscellaneous Provisions

#### (Dormitory)

Article 27 Matters related to the dormitory shall be prescribed separately by the Principal.

#### (Health Examinations)

Article 28 Health examinations shall be conducted once a year in accordance with provisions separately determined.

#### (Detailed Regulations for Enforcement)

Article 29 Matters necessary for the enforcement of these school regulations shall be prescribed separately by the Principal.

#### Supplementary Provisions

1. These school regulations shall come into effect on October 1, 2019.
2. These school regulations shall be amended and come into effect on April 1, 2024.
3. These school regulations shall be amended and come into effect on April 1, 2025.

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# Appendix 1

2 years Academic Japanese Education Course

(1 class hour/45 min.)

Class	Subjects	1 <sup>st</sup> Year		2 <sup>nd</sup> Year		Total number of class hours
		Number of class hours per week	Number of class hours per year	Number of class hours per week	Number of class hours per year	
Beginner 1	Comprehensive Japanese	15	142			142
	Character Writing	2	20			20
	Reading Comprehension	2	20			20
	Listening	1	10			10
Beginner 2	Comprehensive Japanese	14	132			132
	Character Writing	2	20			20
	Reading Comprehension	2	20			20
	Listening	1	10			10
	Composition	1	10			10
Beginner to Intermediate Level	Comprehensive Japanese	8	72			72
	Character Writing	2	20			20
	Listening	2	20			20
	Reading Comprehension	2	20			20
	Composition	1	10			10

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	Exam Preparation	4	40			40
	Speaking	1	10			10
Intermediate 1	Comprehensive Japanese	8	72			72
	Character Writing	1	10			10
	Listening	2	20			20
	Reading Comprehension	2	20			20
	Composition	2	20			20
	Exam Preparation	4	40			40
	Speaking	1	10			10
Intermediate 2	Comprehensive Japanese			8	72	72
	Character Writing			1	10	10
	Listening			2	20	20
	Reading Comprehension			2	20	20
	Composition			2	20	20
	Exam Preparation			4	40	40
	Speaking			1	10	10
Upper Intermediate 1・2	Comprehensive Japanese			16	144	144
	Character Writing			2	20	20
	Listening			4	40	40
	Reading Comprehension			4	40	40
	Composition			4	40	40
	Exam Preparation			8	80	80
	Speaking			2	20	20
Advanced	Comprehensive			6	52	52



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	Japanese					
	Character Writing			2	20	20
	Listening			2	20	20
	Reading Comprehension			2	20	20
	Composition			2	20	20
	Exam Preparation			2	20	20
	Speaking			4	40	40
Total			768		768	1536

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Appendix 1-1

1 year 6 months Academic Japan

(1 class hour/45 min.)

ese Course

Classes	Subjects	1 <sup>st</sup> Year		2 <sup>nd</sup> Year		Total number of class hours
		Number of class hours per week	Number of class hours per year	Number of class hours per week	Number of class hours per year	
Beginner 1	Comprehensive Japanese	15	142			142
	Character Writing	2	20			20
	Reading Comprehension	2	20			20
	Listening	1	10			10
Beginner 2	Comprehensive Japanese	14	132			132
	Character Writing	2	20			20
	Reading Comprehension	2	20			20
	Listening	1	10			10
	Composition	1	10			10
Beginner to Intermediate Level	Comprehensive Japanese			8	72	72
	Character Writing			2	20	20
	Reading Comprehension			2	20	20
	Listening			2	20	20
	Composition			1	10	10
	Exam Preparation			4	40	40
	Speaking			1	10	10
Intermediate 1・2	Comprehensive Japanese			16	144	144
	Character Writing			2	20	20

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	Reading Comprehension			4	40	40
	Listening			4	40	40
	Composition			4	40	40
	Exam Preparation			8	80	80
	Speaking			2	20	20
Upper Intermediate 1	Comprehensive Japanese			8	72	72
	Character Writing			1	10	10
	Reading Comprehension			2	20	20
	Listening			2	20	20
	Composition			2	20	20
	Exam Preparation			4	40	40
	Speaking			1	10	10
Total			384		768	1152

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## Appendix 2

### Tuition Fees

	1 year 6 months Course	2 years Course
Entrance Examination Fee	JPY 20,000	
Enrollment Fee	JPY 50,000	
Tuition	JPY 990,000	JPY 1,320,000
Overhead Expenses	JPY 120,000	JPY 160,000
※		
Total	JPY 1,180,000	JPY 1,550,000

※ Includes educational materials, facilities and equipment maintenance, extracurricular activities, insurance, and health management.

In the case of payment pursuant to Article 23, Paragraph 4 (excluding the entrance examination fee).

### 2 years Academic Japanese Course

	First-year Payment	Second-year Payment
Enrollment Fee	JPY 50,000	—
Tuition	JPY 660,000	JPY 660,000
Overhead Expenses	JPY 80,000	JPY 80,000
Total	JPY 790,000	JPY 740,000

※If payment is made in two separate terms

	First-year Payment		Second-year Payment	
	First Semester	Second Semester	First Semester	Second Semester
Enrollment Fee	JPY 50,000	—	—	—
Tuition	JPY 330,000	JPY 330,000	JPY 330,000	JPY 330,000
Overhead Expenses	JPY 40,000	JPY 40,000	JPY 40,000	JPY 40,000
Total	JPY 420,000	JPY 370,000	JPY 370,000	JPY 370,000

### 1 year 6 months Academic Japanese Course

	First-year Payment	Second-year Payment
Enrollment Fee	JPY 50,000	—
Tuition	JPY 660,000	JPY 330,000
Overhead Expenses	JPY 80,000	JPY 40,000
Total	JPY 790,000	JPY 370,000

※If payment is made in two separate terms

	First-year Payment	Second-year Payment	
	Second Semester	First Semester	Second Semester

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Enrollment Fee	JPY 50,000	—	—
Tuition	JPY 330,000	JPY 330,000	JPY 330,000
Overhead Expenses	JPY 40,000	JPY 40,000	JPY 40,000
Total	JPY 420,000	JPY 370,000	JPY 370,000