

## Classes

### (1) Class schedule

First Period	Second Period	Third Period	Fourth Period	Fifth Period
9:10~10:40	10:50~12:20	13:20~14:50	15:00~16:30	16:40~18:10

### (2) Units and Evaluation

Classes are classified into two semesters each of which have 15 weeks. Predetermined units for each class are given in the first semester (15 classes) and the second semester (15 classes) .

Evaluation		
Pass	S:100~90	GP 4.0
	A:89~80	GP 3.0
	B:79~70	GP 2.0
	C:69~60	GP 1.0
failure	D:59 disqualification, absence	GP 0.0

### (3) Absence

Although you should attend all the classes, please contact your professors or teachers when you miss a class. If you are absent from more than one third of total numbers of a class (more than five times out of 15 during a semester) , you will fail in the class.

### (4) Cancellation of a class

You will be informed by CIEP staff or professors when you have no class, and make-up classes will be held later on. Please refer to Student Handbook in case of typhoons or earthquakes.

### (5) Purchasing the textbooks

Please follow professors and teachers' advice to purchase the textbooks.

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There are courses for exchange students and undergraduate students

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**(6) Courses for exchange students**

There are 2 levels of classes (Pre-advanced and Intermediate) in the Japanese Language.

◆Courses at CIEP

Courses at CIEP
Japanese I (Grammar)
Japanese II (Vocabulary & Expressions)
Japanese III (Reading)
Japanese IV (Listening)
Japanese V (Conversation)
Japanese VI (Grammar)
Japanese VII (Vocabulary & Expressions)
Japanese VIII (Reading)
Japanese IX (Listening)

**(7) Undergraduate course**

You can be enrolled in the Sugiyama undergraduate courses when you meet the following condition.

1. Linguistic competence : the result of the placement tests will be used.
2. Strong interest : you are supposed to talk with Head of Center for International Exchange Programs.

**(8) Internship program**

The internship program is designed to provide you with work experience at a company during summer vacation. In this intern program, you will learn business manner and Japanese Keigo. More details will be announced later.