

Kyoto Minsai Japanese Language School
Regulations

Chapter 1: General Provisions

(Purpose)

Article 1: The purpose of The School is to provide Japanese language education to foreign nationals, to deepen mutual understanding, and to contribute to Japan's further internationalization and international exchanges.

(Name)

Article 2: The School is called Kyoto Minsai Japanese Language School.

(Campuses)

Article 3: The School has the following campuses:

- (1) Tenjingawa Campus, 69-70 Nishikyogoku Kitaooiricho, Ukyo-ku, Kyoto City, Kyoto Prefecture
- (2) Nishikyogoku Campus, 120 Nishikyogoku Kitaooiricho, Ukyo-ku, Kyoto City, Kyoto Prefecture
- (3) Saiin Campus, 88 Saiinyasuzukacho, Ukyo-ku, Kyoto City, Kyoto Prefecture

Chapter 2: Japanese Language Education Course, Course Duration, Student Capacity, and Holidays

(Japanese Language Education Course, Course Duration, Capacity)

Article 4: The Japanese language education curriculum, course duration, capacity, etc. of The School shall be as set forth in the following table.

| Class | Course Name | Course Duration | Capacity | Number of Class Hours | Month of Intake |
|-----------|--|-----------------|--------------|-----------------------|-----------------|
| Morning | 2-year Academic Course | 2 years | 277 students | 1,600 hours | April |
| | 1 Year and 9 Months Academic Course | 1 year 9 months | | 1,400 hours | July |
| | 1 Year and 6 Months Academic Course | 1 year 6 months | | 1,200 hours | October |
| | 1 Year and 3 Months Academic Course | 1 year 3 months | | 1,000 hours | January |
| Afternoon | 2-year Academic Course | 2 years | 242 students | 1,600 hours | April |
| | 1 Year and 9 Months Academic Course | 1 year 9 months | | 1,400 hours | July |
| | 1 Year and 6 Months Academic Course | 1 year 6 months | | 1,200 hours | October |
| | 1 Year and 3 Months Academic Course | 1 year 3 months | | 1,000 hours | January |
| Morning | Integrated Studies Course (Employment/Culture) | 2 years | 137 students | 1,600 hours | April |
| | Integrated Studies Course (Employment/Culture) | 2 years | | 1,600 hours | July |

| | | | | | |
|-----------|---|---------|-----------------|-------------|---------|
| | Integrated Studies Course (Employment/Culture) | 2 years | | 1,600 hours | October |
| | Integrated Studies Course (Employment/Culture) | 2 years | | 1,600 hours | January |
| Afternoon | Integrated Studies Course (Employment/Culture) | 2 years | 157 students | 1,600 hours | April |
| | Integrated Studies Course (Employment/Culture) | 2 years | | 1,600 hours | July |
| | Integrated Studies Course (Employment/Culture) | 2 years | | 1,600 hours | October |
| | Integrated Studies Course (Employment/Culture) | 2 years | | 1,600 hours | January |
| Total | | | 813 students | | |

(Start Period, End Period, etc.)

Article 5: Courses at The School start in April, July, October, & January, and end in March, June, September, & December.

2. The period mentioned in the preceding paragraph shall be divided into four semesters as follows:

- (1) Spring Semester: April 1st to June 30th
- (2) Summer Semester: July 1st to September 30th
- (3) Autumn Semester: October 1st to December 31st
- (4) Winter Semester: January 1st to March 31st

(Holidays)

Article 6: The School's holidays are as follows:

- (1) Saturdays
 - (2) Sundays
 - (3) Holidays stipulated by the National Holidays Act
 - (4) Summer Break (early to late August)
 - (5) Rainy Season Break (late June to early July)
 - (6) Autumn Break (late September to early October)
 - (7) Winter Break (late December to early January)
 - (8) Spring Break (mid-March to early April)
2. Notwithstanding the provisions of the preceding paragraph, classes may be held on holidays when The School's principal recognizes that it is educationally necessary and there are unavoidable circumstances.
3. When The School's principal determines that there is a disaster or other urgent circumstances,

The School may be closed temporarily.

(Start and End Time of Classes)

Article 7: The start and end time of classes will be decided by the principal.

Chapter 3: Contents of the Curriculum, Number of Class Hours, Learning Assessment, and Faculty & Staff Organization

(Contents of the Curriculum)

Article 8: The contents of the curriculum for each course at The School shall be as shown in the following table. One unit of class time shall be 45 minutes, with four units per day and twenty units per week as the basic rule.

(1) Academic Course (2 years, 1 year 9 months, 1 year 6 months, 1 year 3 months)

| Level | Main Contents of the Course | Hours Per Week (Number of Weeks) |
|--|--|-------------------------------------|
| Beginner I ①・② (A1) | Be able to converse using basic phrases necessary for everyday life. Be able to understand and communicate about personal matters, including family members, provided that speech is spoken slowly, clearly, and with emphasis on interrogative words and important words. Be able to read and write short, simple sentences on personal topics using hiragana and katakana. | 20 hours (10 weeks) |
| Beginner II (A2) | Be able to understand expressions and vocabulary used in interpersonal situations necessary for daily life, and be able to exchange simple information and opinions about individuals (countries, families, etc.). Be able to obtain minimal information from announcements and signs in public facilities, etc. Be able to understand and use kanji that are frequently seen in daily life. Be able to read and write simple sentences on familiar topics such as lifestyle and culture. | 20 hours (20 weeks) |
| Pre-intermediate – Intermediate I (B1) | Be able to use richer expressions that incorporate feelings and to be able to have conversations necessary for daily life, for establishing good relationships, and for resolving problems. Be able to handle most situations that may arise in school, work, or recreation, including travel. Be able to understand long, direct sentences on familiar topics and express opinions and experiences. Be able to express one's opinion using reasons. | 20 hours (20 weeks) |

| | | |
|-------------------------|---|---------------------|
| Intermediate II (B2) | Be able to understand specialized topics and abstract topics necessary for higher education, exchange information and express opinions naturally, and be able to interact naturally while building good relationships with others. Be able to read long texts with complex content and write objective, persuasive explanations and opinions. | 20 hours (30 weeks) |
| Advanced (C1) | Be able to understand long, advanced texts & lectures, including papers required for higher education studies and research, accurately extract information, and summarize main points. Be able to appropriately express opinions on various topics and express them in writing. Be able to choose the right words for various situations without difficulty, be able to communicate fluently and appropriately and naturally, and be able to assert themselves while maintaining good relationships with others. | 20 hours (30 weeks) |

(2) Integrated Studies (Employment/Culture) (2-year Course)

| Level | Main Contents of the Course | Hours Per Week (Number of Weeks) |
|--|--|-------------------------------------|
| Beginner I ①・② (A1) | Be able to converse using basic phrases necessary for everyday life. Be able to understand and communicate about personal matters, including family members, provided the other person speaks slowly, clearly, and with emphasis on interrogative words and important words. Be able to read and write short, simple sentences on personal topics using hiragana and katakana. | 20 hours (10 weeks) |
| Beginner II (A2) | Be able to understand expressions and vocabulary used in interpersonal situations necessary for daily life, and be able to exchange simple information and opinions about individuals (countries, families, etc.). Be able to obtain minimal information from announcements and signs in public facilities, etc. Be able to understand and use kanji that are frequently seen in daily life. Be able to read and write simple sentences on familiar topics such as lifestyle and culture. | 20 hours (20 weeks) |
| Pre-intermediate – Intermediate I (B1) | Be able to use richer expressions that incorporate feelings and to be able to have conversations necessary for daily life, for establishing good relationships, and for resolving problems. Be able to handle most situations that may arise in school, work, and recreation, including travel. Be able to understand long, direct sentences on familiar topics and express opinions and experiences. Be able to express one's opinion with reasons. Be able to do the basics necessary for job hunting, such as self-analysis, self-promotion, how to read job listings, resumes, and reasons for wanting to work. By experiencing traditional Japanese culture, be able | 20 hours (20 weeks) |

| | | |
|-------------------------|--|---------------------|
| | to understand the differences between one's own country and Japan. | |
| Intermediate II (B2) | <p>Be able to understand specialized topics and abstract topics that are necessary in the international community, be able to exchange information and express opinions naturally, and be able to interact naturally while building good relationships with others.</p> <p>Be able to read long texts with complex content and write objective, persuasive explanations and opinions.</p> <p>Be able to understand the culture and characteristics of Japanese companies, the traits of Japanese people, Japanese business etiquette, and be able to enhance one's basic skills necessary to work for Japanese companies.</p> <p>Through various cultural experiences in Japan, be able to understand the way Japanese people think and what they value.</p> | 20 hours (30 weeks) |
| Advanced (C1) | <p>Be able to build smooth interpersonal relationships when working in various industries within Japanese companies.</p> <p>Be able to accurately extract information from lengthy documents containing specialized content necessary for creating proposals and presentations and express the main points in a creative and multifaceted way in writing.</p> <p>Be able to have the ability to choose the right words for various situations, able to communicate fluently, appropriately, & naturally, and be able to assert oneself while maintaining good relationships with others.</p> <p>Through various cultural experiences in Japan, be able to understand the cultural differences between one's own and Japan and be able to develop an accepting attitude towards them.</p> | 20 hours (30 weeks) |

(Learning Assessment)

Article 9: The learning assessment will be determined by a comprehensive evaluation of the results of quizzes, achievement tests, regular exams, submitted homework, class attitude, etc., and will be on a four-point scale.

(Faculty and Staff Organization)

Article 10: The School shall have the following faculty and staff:

- (1) Principal
- (2) Vice Principal
- (3) Head Teacher
- (4) Faculty: 41 or more (including the head teacher)
- (5) Administrative Manager
- (6) Daily Life Guidance Staff: 3 or more

- (7) Administrative Staff: 3 or more (excluding the administrative manager)
2. In addition to the above, necessary staff may be appointed.
 3. The Vice Principal shall assist the Principal and handle school affairs as instructed, and shall act in place of the Principal in the event of an accident to the Principal and temporarily perform the Principal's duties when the Principal is absent.

Chapter 4: Admission, Leave of Absence, Withdrawal, Graduation, and Commendations & Penalties

(Admission Qualifications)

Article 11: To be eligible for admission to The School's courses, one must satisfy all of the following conditions.

- (1) High school graduates or those with equivalent qualifications
- (2) Those aged 17 or older
- (3) Those who have been or are expected to be permitted to enter Japan through proper procedures
- (4) Those who have a reliable guarantor

(Admission Period)

Article 12: Admission to The School shall be four times a year – April, July, October, and January.

(Admission Procedures)

Article 13: The admission procedures to The School shall be as follows:

- (1) Applicants who wish to enroll in The School must fill out an application form and other documents prescribed by The School with the necessary information, and submit the application fee set forth in Article 19 by the specified deadline.
- (2) A selection process will be conducted among those who have completed the procedures set forth in the preceding paragraph to determine admission.
- (3) Those who have been admitted to The School must submit the admission fee and necessary documents as specified in Article 19 by the specified date.

In addition, applicants must complete the enrollment procedures.

(Leave of Absence/Reinstatement)

Article 14: If a student is absent for one week or more due to illness or other unavoidable reasons, he/she will be considered to have taken a leave of absence.

In addition, students must submit a Leave of Absence Form, stating the period of leave, along with a medical certificate and other necessary documents, and receive permission from the principal.

2. If a student who has taken a leave of absence wishes to return to The School, he/she may do so by notifying the principal and obtaining permission from the principal.

(Withdrawal)

Article 15: Anyone who wishes to withdraw from The School must obtain permission from the principal, giving a written explanation for the withdrawal.

(Transferring)

Article 16: A student who wishes to transfer to another school must obtain permission from the principal, explaining the reason for his/her transfer.

(Certification of Completion and Graduation)

Article 17: The Principal shall conduct the learning assessment stipulated in Article 9 for each subject set out in the curriculum and certify the completion of the relevant subjects to those who receive a certain level of evaluation.

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

(Commendations and Penalties)

Article 18: The Principal may award students who have excellent grades and who act as role models for their peers.

2. Students who fall under any of the following items will be expelled from The School.
 - (1) Those who have a bad character with no prospect of improvement and who have violated their duties as students
 - (2) Those who do not regularly attend classes without a valid reason
 - (3) Those who have violated the laws of Japan
 - (4) Those who have neglected to pay tuition fees and have not paid despite receiving a reminder

Chapter 5: Student Fees

(Student Fees)

Article 19: Student fees at The School are as follows. The amounts below include consumption tax.

- (1) Application Screening Fee: 33,000 yen
- (2) Admission Fee: 55,000 yen
- (3) Tuition Fee: 750,000 yen
- (4) Study Materials Fee: 55,000 yen
- (5) Facility Expenses Fee: 30,000 yen
- (6) Extracurricular Activities Fee: 20,000 yen

(Payment)

Article 20: Students must pay tuition fees by the designated due date regardless of whether they attend school or not while enrolled.

2. In the event that a student takes a leave of absence, regardless of the payment regulations in the previous paragraph, tuition fees will be exempted from the month following the month in which

the absence begins.

3. In special circumstances, notwithstanding the payment regulations in the preceding paragraph, tuition fees may be exempted in whole or in part, as separately determined.

(Non-payment)

Article 21: If a student, without a valid reason and without following the prescribed procedures, fails to pay tuition fees for more than two months and is unlikely to make payments thereafter, the Principal may order the student to be expelled from the school.

(Refunds of Student Fees)

Article 22: In the unlikely event that a student cancels his/her enrollment after applying for a Certificate of Eligibility, the student's tuition fees will be refunded in accordance with the refund policy in the admission guidelines. Tuition fees will be refunded after enrollment in accordance with the post-enrollment refund policy (published on the website).

Chapter 6: Miscellaneous Provisions

(Health Check)

Article 23: Health check examinations will be conducted once a year as specified separately.

(Detailed Regulations)

Article 24: Detailed regulations regarding the implementation of these regulations will be determined separately by the Principal.

附則

この学則は、平成16年10月1日から施行する。

平成21年12月1日、募集時期を4月、7月、10月、1月の4期制にするにあたり、下記の条項を変更するものとする。

- ・第2章 第4条、第5条
- ・第3章 第8条
- ・第4章 第12条
- ・第6章 第24条

なお、この変更は、年4期の募集になり次第施行するものとする。

平成24年12月1日、一般（就職・文化）課程（2年）を設置するにあたり、下記の条項を変更するものとする。

- ・第2章 第4条、第5条
- ・第3章 第8条

平成24年12月1日、学費を変更するにあたり、下記の条項を変更するものとする。

- ・第5章 第19条

平成24年12月1日、実際の状況に合わせて実施回数を変更するものとする。

- ・第6章 第24条

平成26年4月1日、学費を変更するにあたり、下記の条項を変更するものとする。

- ・第5章 第19条

平成27年10月1日、休業日及び授業時数を変更するにあたり、下記の条項を変更するものとする。

- ・第2章 第6条
- ・第3章 第8条

平成28年10月1日、収容定員を変更するにあたり、下記の条項を変更するものとする。

- ・第2章 第4条

平成29年4月1日、学費、収容定員を変更するにあたり、下記の条項を変更するものとする。

- ・第5章 第19条
- ・第2章 第4条
- ・第3章 第10条

平成29年12月1日、学校位置、課程収容定員、を変更するにあたり、下記の条項を変更するものとする。

- ・第5章 第19条
- ・第2章 第4条
- ・第3章 第8条
- ・第4章 第11条

平成30年6月1日、休業日を変更するにあたり、下記の条項を変更するものとする。

- ・第2章 第6条

平成30年12月1日、収容定員の内訳を変更するにあたり、下記の条項を変更するものとする。

- ・第2章 第4条

令和元年9月1日、収容定員の内訳の変更、及び課程の授業時間数及び授業内容を現状に沿って見直すにあたり、下記の条項を変更するものとする。

- ・第2章 第4条

・第3章 第8条

令和元年10月1日、消費税増税の為、下記の条項を変更するものとする。

・第5章 第19条

令和元年10月1日、転学についての条項を追加の為、下記の条項を追加、変更するものとする。

・第4章 第16条、第17条、第18条

令和2年10月1日、学費変更の為、下記の条項を変更するものとする。

・第5章 第19条

令和4年2月1日、休業日を変更するにあたり、下記の条項を変更するものとする。

・第2章 第6条

令和4年10月1日、課程収容定員を変更するにあたり、下記の条項を変更するものとする。

・第2章 第4条

・第3章 第10条

令和4年10月1日、学校位置、及び授業時数の変更にあたり、下記の条項を変更するものとする。

・第1章 第3条

・第2章 第4条

・第3章 第8条

令和5年4月1日、教職員組織変更にあたり、下記の条項を変更するものとする。

・第3章 第10条

令和5年10月1日、課程収容定員、及び学費の変更にあたり、下記の条項を変更するものとする。

・第2章 第4条

・第3章 第10条

・第5章 第19条

令和6年4月1日、キャンパス住所の記載方法、日本語課程名、課程内容、学習の評価、教員組織の変更にあたり、下記の条項を変更するものとする。

・第1章 第3条

・第2章 第4条、第5条、

・第3章 第8条、第9条

・第3章 第10条

令和6年4月1日、入学資格、休学、賞罰、学費返金についての規定見直しにあたり、下記の条項を変更するものとする。

- ・第4章 第11条、第14条、第18条
- ・第5章 第22条

令和6年8月1日、規定見直しにより、寄宿舍に該当するものがないので、寄宿舍に関する下記の条項を削除し、第24条以下を繰り上げる。

- ・第6章 第23条

令和6年8月1日、日本語文訂正（趣旨は変更なし）のため、下記の条項を訂正するものとする。

- ・第1章 第1条