

Handbook for foreign Students

YAMAGUCHI JUNIOR COLLEGE

IMPORTANT INFORMATION

No.	Particular	Details
1	Department to which you belong	Department of Children's Education Department of Information and Media Studies
2	Student ID card	This is to prove that you are a student of the University. Next to your passport and residence card, this is an important document that proves your identity.
3	Head of Department & Tutor Manager	Head of Department of Children's Education Education Head of Department of Information and Media Studies Tutor Manager
4	Student Support and Career Centre	Matters relating to teaching Matters relating to fixed-term examinations Matters relating to student life
5	Immigration Management Agency	In charge of applications for residence cards, national health insurance, activities other than those permitted under the status of residence, etc. <ul style="list-style-type: none"> ● Foreign students are those who have been granted permission to stay in Japan for the purpose of studying. ● The Immigration Control and Refugee Recognition Agency and the police investigate cases in which foreign nationals have committed crimes, and whether there are any links with international organizations, with particular strict policy. The police will investigate the case. In some cases, support may not be provided in the event of an incident that is not in accordance with human rights.

6	Course registration	<p>(1) Without registering for a course, it is not possible to sit for the regular examinations.</p> <p>(2) Credit cannot be earned without taking a regular examination.</p> <p>(3) Graduation is not possible without obtaining credits.</p> <p>(4) Student Support and Career Centre</p>
7	Academic regulations	<p>(1) Credits required for graduation Department of Information and Media Studies: 66 credits or more Department of Children's Education: 68 credits or more 68 units or more</p> <p>(2) Graduates are awarded a short-term bachelor's degree.</p> <p>(3) If a student fails to observe the rules and regulations of the university or commits an offence against the student's fundamental duties, he/she will be expelled from the university.</p> <p>(4) Student Support and Career Centre</p>
8	Classes	<p>(1) Students must enter the classroom before class time in accordance with the class schedule and classroom layout chart.</p> <p>(2) Student Support and Career Centre</p>
9	Examinations	<p>(1) Regular examinations are held in August and February. Attendance at classes is compulsory. If you do not attend classes, you will not be able to take the regular examinations.</p> <p>(2) Student Support and Career Centre</p>
10	How to use the facilities and equipment	<p>(1) Students must receive guidance on the use of computers from the Department of Information and Media Studies. Personal computers cannot be connected to the network.</p> <p>(2) Eating and drinking are not allowed in the computer room.</p>
11	Information for daily life	<p>1. Hospitals</p> <p>2. When international problems at the national level are reported, there is a risk of getting into trouble at the individual level as well. You must be very careful in your actions. There are places in the city where there are many incidents. Take special care when drinking alcohol.</p> <p>3. International students who own a motor vehicle or two-wheeled motorbike must apply to the university. Automobile insurance must be taken out and a copy attached. In the event of an accident, compensation may range from several million yen to tens of millions of yen. Therefore, the consent of a</p>

		<p>parent or guardian and a guarantor are required. In addition, there are cases where it is not possible to purchase motor vehicle insurance. Please join a traffic accident mutual-aid insurance scheme.</p> <p>4. there are a number of malicious business practices using mobile phones. Do not sign or affix your seal if you are not sure about the meaning. If you have to sign a contract, contact the staff member in charge and ask them to accompany you. 5.</p> <p>5. Smoking is not permitted except in designated smoking areas. Smoking is not permitted in school buildings.</p> <p>6. Volunteer activities requested by the university are, in principle, unpaid. However, in some cases, volunteers may receive a monetary reward from the requesting partner. We encourage active participation from the perspective of international exchange and Japanese language study.</p> <p>7. Valuables must be stored by themselves.</p>
12	Measures to take in the event of a disaster	<p>(1) Police: Press 110 on the telephone to be connected to the police.</p> <p>(2) Ambulance: Press 119 on the telephone to be connected to an ambulance.</p> <p>(3) Fire brigade Press 119 on the telephone to be connected to the fire brigade.</p>
13	Garbage disposal	Garbage disposal is one of the most important issues for good communication with the Japanese. It is necessary to organize and dispose of them in a designated place.
14	Learning Japanese	Learning Japanese is the biggest challenge. It is necessary to try to make friends with more Japanese students, participate in events, etc. and interact with citizens. In particular, it is a good idea to make friends with working people and students.
15	Fee Payment	Failure to pay the school fees will prevent graduation. The same applies in cases where there are unpaid fees for student dormitories, etc.