

Syonan Japanese academy Hamamatsu Campus

Japanese Language Education Program Implementation Regulations (School Rules)

Established September 1, 2025

## Chapter 1 General Provisions

(Purpose of the School)

Article 1 The purpose of this school is to provide high-quality Japanese language education incorporating culture and manners, so that students who wish to advance to vocational schools in Japan can achieve stable employment in the future. The school aims to promote autonomous learning so that students can actively engage in specialized courses at their future schools and cultivate human resources capable of playing an active role as members of the international community.

(Name of the Academy)

Article 2: This school shall be called Syonan Japanese Academy Hamamatsu Campus

(English name: Syonan Japanese Academy Hamamatsu Campus).

(Organization)

Article 3: This school shall have a 2-year course for advancing to higher education and a 1 year 6-month course for advancing to higher education.

(Location of Main Office)

Article 4: The school building of this school shall be located at 6095-1 Irino-cho, Naka-ku, Hamamatsu City, Shizuoka Prefecture.

The office of this school shall be located at 6098 Irino-cho, Naka-ku, Hamamatsu City, Shizuoka Prefecture.

## Chapter 2 Period of Classes, Number of School Days, and Holidays

(Implementation Period)

Article 5: The period for implementing evaluations, etc., in the Japanese language education curriculum shall be from April 1 to March 31 of the second following year for the 2-year course for advancing to higher education, and from October 1 to March 31 of the second following year for the 1 year 6-month course for advancing to higher education.

(Number of School Days and Holidays)

Article 6 The number of days on which this school can hold classes shall be the number of days in a year excluding holidays.

2. The holidays shall be as follows:

- (i) Sundays and Saturdays
- (ii) Days stipulated in the Act on National Holidays (Act No. 178 of 1948)
- (iii) Summer break (early August to late August)

- (iv) Autumn break (late September to early October)
- (v) Winter break (late December to early January)
- (vi) Spring break (mid-March to early April)

3. When the principal deems it necessary, the holidays listed in the preceding paragraph may be temporarily changed.

4. In addition to the holidays set forth in Paragraph 2, the principal may determine temporary holidays.

- (i) The number of weeks for summer, autumn, winter, and spring breaks may be adjusted so that the total number of school weeks in a year does not fall below 40, notwithstanding the provisions of the preceding paragraph.
- (ii) When the principal recognizes that it is educationally necessary and unavoidable.

### Chapter 3 Japanese Language Education Curriculum

(Class Start and End Times)

Article 7 The start and end times of classes at this school shall be as follows:

- (1) Morning Classes: 9:00 AM to 12:30 PM
- (2) Afternoon Classes: 1:00 PM to 4:30 PM
- (3) Class Duration: 45 minutes per unit

(Japanese Language Education Curriculum)

Article 8 This school shall offer the Japanese language education curriculum for each division as shown in the following table. The period of study, the target Japanese language proficiency (referring to the Japanese Language Proficiency as indicated in the "Reference Framework for Japanese Language Education" by the Council for Cultural Affairs' Language Subcommittee, October 12, 2021), the student capacity, the subjects, and the class hours shall be as set forth below.

Japanese Language Education Curriculum, Japanese	Duration of Study,	Language Proficiency,	Enrollment Capacity,	Number of Teachers,	Subjects,	Class Hours
2-Year Advancement Course	2 Years	B2	160	4~6	Total:	1200 hours
					Kanji:	260 hours
					Listening:	80 hours
					Reading:	60 hours
1 year and 6 months advanced study course	1 year and 6 months	B2	40	4	Total:	900 hours
					Kanji:	160 hours
					Listening:	80 hours
					Reading:	60 hours

(Method of Providing Education)

Article 9: In order to appropriately respond to the requests of students, relevant administrative agencies, and other related parties, the school shall provide courses that constitute the Japanese language education curriculum according to the purposes and goals of the student.

2. The capacity of the courses shall be included within the capacity numbers listed in the table of the preceding article.

(Class Organization)

Article 10 Classes shall be organized by dividing participants who are taking the same Japanese education course or program at the same time into groups of 20 or fewer.

#### Chapter 4 Attendance, Early Departure, Late Arrival, Absence, and Special Absence

(Attendance, Early Departure, Late Arrival, Absence, Special Absence)

Article 11 Attendance is recognized when a participant attends from the start to the end of the school day on days designated by the school for attendance (classes, school events, etc.).

2 If a participant leaves school before the end of the school day, it will be treated as early departure.

3 If a participant arrives after the start of the school day, it will be treated as late arrival.

4 Accumulating three instances of late arrival and early departure will be treated as one absence.

5 If a participant attends more than 15 minutes late after the start of the class, or leaves more than 15 minutes before the end of the class, it will be treated as an absence.

6 Special absences will be counted as attended days or hours only if they fall under any of the following cases and are approved by the principal.

- (1) Major disasters
- (2) Infectious diseases requiring isolation, such as influenza
- (3) Absence for participation in entrance examinations or school briefings
- (4) Other cases that the principal determines to be special absences

#### Chapter 5 Evaluation of Learning and Certification of Course Completion

(Evaluation of Learning)

Article 12 The evaluation of learning shall be conducted based on the examinations held every three months for each course within the Japanese language education program.

2. The examinations in the preceding paragraph shall be evaluated comprehensively based on written tests, periodic test scores, attendance records, and assignment submission status, and shall be graded on a five-point scale from A to E.

Five-Point Scale and Corresponding 100-Point Scale

A 90–100

B 80–89

C 70–79

D 60–69

E 0–59

3. In the evaluation of the second paragraph, grades A, B, C, and D are considered passing, and grade E is considered failing.

4. In case of failure, supplementary lessons, retests, etc., shall be imposed, and passing these will result in a grade of D.

## Chapter 6 Organization of Faculty and Staff

(Faculty and Staff Organization)

Article 13 The following faculty and staff shall be established at this school:

1. Principal
2. Six or more full-time faculty members (including the chief faculty member)
3. Ten or more faculty members
4. Two or more persons in charge of student guidance
5. Administrative manager
6. At least one administrative staff member (excluding the administrative manager)

2. Faculty members shall be part-time.

(Principal)

Article 14 The principal shall oversee the operations of the university and supervise the faculty and staff belonging to it.

(Chief Faculty Member)

Article 15 Among the regular faculty members, a chief faculty member shall be appointed who is responsible for the organization of the curriculum and the guidance of other faculty members.

(Faculty Meeting)

Article 16 A faculty meeting shall be established to contribute to the smooth execution of duties.

2. The faculty meeting shall be presided over by the principal.

## Chapter 7 Enrollment, etc.

(Enrollment)

Article 17 Those who can be enrolled in this school are international students aiming to advance their studies in Japan, and who are permitted by the principal.

(Start of Enrollment)

Article 18 Regarding the start of enrollment, the 2-year advancement course begins in April, and the 1 year and 6 months advancement course begins in October.

(Enrollment Procedures)

Article 19 Enrollment procedures at this school shall be as follows.

2. Applicants who wish to enroll in this school must fill in the required information on the application form and other documents specified by the school and submit them by the designated deadline.
3. The school will conduct a selection process for those who have completed the procedures in the preceding paragraph and determine the admitted students.
4. Those who are granted admission to the school must complete the enrollment procedures by the designated deadline, attaching the payment specified in Article 24 and the necessary documents (see the application guidelines).
5. If an admitted student delays enrollment for a legitimate reason, they must promptly notify the school.

(Transfer)

Article 20: A person who wishes to transfer from this school must notify the principal of that intention, and the transfer will be permitted if agreement is obtained from both the principal and the head of the institution to which the student is transferring.

2. In the event that the school cannot be used due to a disaster or other reasons, support will be provided to students, and transferring to an affiliated institution will be encouraged.

(Withdrawal)

Article 21: A person who wishes to withdraw must state the reason and obtain the principal's permission.

(Leave of Absence)

Article 22: If a student wishes to take a leave of absence of seven days or more due to illness or other unavoidable reasons, they must submit a leave application specifying the reason and the period of leave, along with a medical certificate or other necessary documents, and obtain the principal's permission.

2. A student who wishes to return from a leave of absence may notify the principal of that intention and return with the principal's permission.

(Recognition of Promotion and Graduation)

Article 23 The principal shall conduct learning assessments for each subject as stipulated in the curriculum in accordance with Article 12, and shall recognize students as promoted if they achieve a grade of D or higher in all subjects.

2. Students who have completed the school's curriculum, have a cumulative attendance rate of 80% or higher, and

have achieved a grade of D or higher in all semesters shall be awarded a diploma and a certificate of graduation.

3. Students who have completed the school's curriculum and have achieved a grade of D or higher in all semesters, but whose cumulative attendance rate is less than 80%, shall be awarded a certificate of enrollment and academic transcript.

## Chapter 8 Tuition Fees, etc.

(Tuition Fees, etc.)

Article 24 Persons taking the Japanese language education course must pay the amounts listed in the table below.

○Two-year course for advancing to higher education (2027.4~)

	1st Year (At Enrollment)	2nd Year	Total
Application Fee	¥33,000	¥0	¥33,000
Entrance Fee	¥55,000	¥0	¥55,000
Tuition Fee	¥660,000	¥660,000	¥1,320,000
Textbook Fee	¥38,500	¥38,500	¥77,000
Facility Fee	¥27,500	¥27,500	¥55,000
Extracurricular Activity Fee	¥11,000	¥11,000	¥22,000
Personal Liability Insurance	¥3,000	¥3,000	¥6,000
Health Management Fee	¥3,300	¥3,300	¥6,600
Others	¥8,800	¥0	¥8,800
Total	¥840,100	¥743,300	¥1,583,400

Including consumption tax

○Advancement 1 year 6 months course (2027.4~)

	1st Year (At Enrollment)	2nd Year	Total
Application Fee	¥33,000	¥0	¥33,000
Entrance Fee	¥55,000	¥0	¥55,000
Tuition Fee	¥660,000	¥330,000	¥990,000
Textbook Fee	¥38,500	¥19,250	¥57,750
Facility Fee	¥27,500	¥13,750	¥41,250
Extracurricular Activity Fee	¥11,000	¥5,500	¥16,500
Personal Liability Insurance	¥3,000	¥1,500	¥4,500
Health Management Fee	¥3,300	¥3,300	¥6,600
Others	¥8,800	¥0	¥8,800
Total	¥840,100	¥373,300	¥1,213,400

Including consumption tax

(Tuition Refund)

Article 25: Persons who discontinue a Japanese language program or course midway shall be refunded in accordance with the provisions of Article 49 on mid-term cancellations of the Act on Specified Commercial

Transactions.

2. If withdrawing before enrollment:

The amount paid, excluding the entrance examination fee, minus 15,000 yen, shall be refunded to the student or the person bearing the expenses.

3. If withdrawing after enrollment:

The amount paid, minus the selection fee and the entrance fee, shall be refunded to the person bearing the expenses.

4. If leaving school:

Tuition, Teaching material costs, equipment fees, etc. shall be prorated, and for other expenses, the amount used on an actual cost basis shall be refunded to the person bearing the expenses.

## Chapter 9 Rewards and Punishments

(Rewards and Punishments)

Article 26: The principal may commend those who achieve excellent results and serve as models for others.

(Expulsion)

Article 27: The principal may revoke the permission of enrollment or expel those who neglect to pay tuition and still fail to pay after being reminded.

2. The principal may expel those who cannot be reached for an extended period.

3. Those who disturb the order of the institute or otherwise violate their duties as students and are deemed unlikely to improve may be expelled.

## Chapter 10 Health Checkups

(Health Checkups)

Article 28: Health checkups shall be conducted within one month after enrollment in each course and then again one year later.

## Chapter 11 Dormitories

(Dormitory Regulations)

Article 29: Matters concerning dormitories shall be separately stipulated