

Dean of the Graduate Schools

Director of the Center for Japanese Studies

Dean of the International Center

**2025 Spring Semester Application Outline of Tutorial Services for International Students
(Academic Dissertation Tutor/JLP Japanese Language Tutor/Student Life Support Tutor)**

This information is based on the “Regulations Regarding Tutorial Services for International Students.”

1. Purpose

To offer individual academic guidance outside of regular class hours to International students whose status of residence is “Student” so they may:

- a) acquire knowledge and skills in their specific fields of study via their scientific research
- b) improve their Japanese language proficiency
- c) receive assistance with their student life

2. Outline

	Academic Dissertation Tutor	JLP Japanese Language Tutor	Student Life Support Tutor (New)
Eligible international students for getting tutored	Full-time international graduate students who are enrolled in a degree program MEXT Scholarship students enrolled in one of Keio's Graduate schools as Short-term International students	(a) Full-time international students who are enrolled in Levels 1 to 4 of the Japanese Language Program (JLP) (b) MEXT Scholarship students who are enrolled in Level 1 to 4 of the Japanese Language Program (JLP) during their Japanese language training period	Full-time international graduate students who are enrolled in a degree program MEXT Scholarship students enrolled in one of Keio's Graduate schools as Short-term International students
Period of tutoring	Whenever during the below period: Spring semester: April to July Fall semester: October to January	Whenever during the below period: Spring semester: April to July Fall semester: October to January	<u>Only for the first semester of the international student's enrollment</u> Spring semester: April to July Fall semester: October to January
Qualification requirements for tutors	Must be full-time, degree-seeking graduate students with the same major as the international student	Must be full-time graduate students who have completed the Program for Teaching Japanese as a Foreign Language at the Center for Japanese Studies or who have taken/are taking classes in the field of Japanese language education at the Graduate School of Letters	Must be full-time, degree-seeking graduate students or undergraduate students
Types of Tutoring Services	Aiding assistance for study and research in the fields of the International student's majors (including Japanese proof-read)	Aiding assistance upon acquiring Japanese	Aiding assistance of everyday life
Tutoring hours	Up to 20 hours per semester	Up to 20 hours per semester	Up to 10 hours per semester
Duration hours	Monday to Saturday from 6am until 10pm 8 hours maximum per day and 20 hours maximum per week		
Tutoring venue	Via the affiliated campus or online However, Student Life Support Tutor may work outside of campus		
Tutoring fee	Hourly: 1,500 JPY (1,250 JPY for undergraduate students)	Hourly: 1,500 JPY (1,250 JPY for undergraduate students)	Hourly: 1,200 JPY Same amount as temporary staff members (general)
Commuting expenses	None		
Applicant	Academic advisors of the international student	(a) Academic advisors of the Center of Japanese Studies (b) Academic advisors of the Center for Japanese Studies and academic advisors of the Graduate School where the international students will be enrolled in	Academic advisors of the international student
Recommender	Dean of the Graduate School where the international students are enrolled in	(a) Director of the Center for Japanese Studies (b) Dean of the Graduate School where the international students will be enrolled in	Dean of the Graduate School where the international students are enrolled in

*Throughout this outline and procedures, we align with the “Regulations Regarding Tutorial Services for International Students” and we distinguish the personal tutors eligible for teaching the International student's field of study as the “Academic Dissertation Tutor,” the Japanese language tutors eligible for teaching Japanese as the “JLP Japanese Language Tutor,” and students supporting the International student's everyday life as the “Student Life Support Tutor.”

3. Tutoring Period

From April 1, 2025 to July 31, 2025

4. Application

The academic advisor of the international student applies via the “Attendance managing system for temporary staff member” (<https://jswrkgt.adst.keio.ac.jp/en>) available at keio.jp

*Please view “Attached Document 1” for details.

<Please submit the following documents in pdf format via the above system where applicable>

- (1) A copy of both sides of the residence card (if the tutor’s nationality is other than Japanese)
- (2) Notice of status of residence (if the tutor’s nationality is other than Japanese)
- (3) Statement of Reason (If the tutor does not meet the qualification requirements due to reasons such as mismatches of majors, status of residence that is not “Student,” etc. submission of a “Statement of Reason” will be necessary)

*The designated forms for (2) and (3) are available from the International Center Website below:

https://www.ic.keio.ac.jp/intl_student/univ_life/tutor.html

5. Application Deadline

Friday, March 21, 2025 12:00pm (JST)

Please make your best effort to apply before the above deadline. However, upon circumstances such as difficulties occurring due to the international student or tutor entering in Spring 2025, applications will be available **until Thursday, April 10, 2025 12:00pm (JST).**

6. Notice of Employment

After “4. Application,” the Human Resources Department will accept the application. Within 3 to 4 days, the “Notice of Working Conditions” will be sent to the e-mail address of the tutor.

*It would be greatly appreciated if the academic advisor may hand the “Attached Document 2” to the responsible tutor beforehand, so the tutor may commence with the following procedures smoothly.

7. Office in Charge

Mita Campus:

(Law School) Law School section, Office of Student Services

(JLP) Japanese Language Program section, Office of Student Services

(Other than those above) International Exchange Services Group, Office of Student Services

Hiyoshi Campus: Graduate Schools section, Office of Student Services

Yagami Campus: International section, Office of Student Services

Shinanomachi Campus: Office of Student Services

Shonan Fujisawa Campus: (Graduate School of Media and Governance) Office of Student Life Section

(Graduate School of Health Management) Office of Graduate School of Health Management

Shiba-Kyoritsu Campus: Office of Student Services

8. Contact

International Exchange Services Group, Office of Student Services

Contact Persons: Bun Sai (Ms.) / Sae Awakuni (Ms.)

Extension Number: 22656

E-mail: ic-tutor@adst.keio.ac.jp