

**For international students who study
in short-term programs
on the Kojirakawa campus
International student tutoring manual
(summary)**

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Kojirakawa International Center
(person in charge of support for international students)**

1. Tutoring system

The tutoring system provides international students on the Kojirakawa campus with individual support related to study, research and daily life under the guidance of academic advisors to enable international students to adapt to their new environment and improve their studies and research. Yamagata University assigns one tutor to each international student.

2. Tutor role

The tutoring system is for international students who came to Japan recently and are not yet used to Japan. Support in academic and daily matters helps international students feel at home and do well in their studies. Tutoring is important with the emphasis varying according to the individual international students and their needs. The tutors consult with the teachers and staff of Kojirakawa International Center. The staff are in charge of support for international students in the Student/Career Support section and are referred to as staff in charge of support for international students. The staff help the students as needed.

3. Daily tutoring services

The detailed services are shown as follows:

We provide support according to the circumstances in order to help international students.

The tutoring services are available basically from 9:00 to 19:00 on weekdays. However, the hours are longer for inevitable cases such as procedure and support immediately after international students arrive in Japan.

Japanese conversation practice and cultural exchange are important to communicate with international students, but services such as parties and meals **shall not be included as paid tutoring** for Japanese students working as tutors.

If an international student would like to learn Japanese in addition to regular classes, please volunteer as much as you can or introduce the student to the Language Exchange conducted by IF (International Friendship).

[Procedures immediately after coming to Japan]

- ◆ Moving into the International House, an apartment or elsewhere.
- ◆ Procedure at the city office
 - Moving-in notification .. within 14 days after coming to Japan
 - Procedure for enrolling in the National Pension and procedure for exemption
 - Procedure for enrolling in the National Health InsuranceAn office worker in charge of supporting international students may accompany you.
- ◆ Opening an account at a financial institution
Check to see if the international student needs a bank account.
An account can be opened as necessary at Yamagata Bank, Japan Post Bank or another local bank.
International students who move into Seimei Dormitory and government-financed international students must open accounts at Japan Post Bank.
(A seal is required to open an account. A seal can be made at a cost of 1000 yen at a seal store.)
- ◆ Procedure for enrolling in insurance for students
We instruct short-term exchange students to purchase insurance. If the international student has not yet purchased insurance, please guide the international student to the service counter of the Yamagata University Co-op.

[Daily life]

- ◆ Providing information on where to shop
- ◆ How to use buses and trains
- ◆ Hospital information

- ◆ Procedures for entering into and cancelling contracts for utilities, and how to pay them
- ◆ Procedures for entering into and cancelling cell phone contracts
- ◆ How to receive mail and delivery packages
- ◆ How to dispose of garbage

[Study matters]

- ◆ Support for selecting classes and registration
 Explanations about how to register for classes can be provided. If you are consulted about subjects to be studied in detail, please individually consult the staff in charge of supporting international students.
- ◆ Support at orientation and guidance (handling what international students cannot understand)
- ◆ Advice about how to study, etc. (at preparation and review of lecture)
 Provide international students with support including introducing appropriate reference books, explaining the contents of laboratory work and practicums, note taking at lectures, note organizing, and preparation for and reviews of lectures.
 (The homework submitted partly influences the assessment of academic performance. **Never do homework on behalf of international students or correct their reports.**)
- ◆ Support about clerical matters such as notifications
- ◆ Liaison and coordination with teachers and persons involved
- ◆ Facilities on campus (explanation of how to use them included)
 - Student Services Center
 - Library
 - Health Administration Center
 - Networking and Computing Service Center
 - Notice board on campus/notice board in each faculty
 - Yamagata University shuttle bus
 - Cafeteria
 - Yamagata University Co-op convenience store, Ciel/bookstore, Porte
 - ATM
- ◆ Guidance for how to log on the wireless LAN on campus
 User IDs and passwords are distributed at the entrance ceremony for international students.

[Others]

- ◆ About notifications before long vacations (spring break, new year's holiday, summer vacation)
 When tutoring support cannot be provided because the tutor goes back to their hometown or the international student temporarily goes back to their country due to holidays, they should keep in touch with each other to prevent any problems.
 If an international student temporarily goes back to their country or goes abroad elsewhere, a Notification of Temporary Return to Country/Trip Abroad shall be submitted in preparation for unexpected events. In case the necessity of emergency contact from the university arises, we will contact the address information provided on the notification. Please tell international students to submit the notification to the staff in charge of support for international students.
- ◆ Confirmation of contact address for emergencies
 Confirm the email address and telephone number to enable reaching the international student in preparation for any urgent or emergency cases.

4. Points to keep in mind in tutoring services

Tutoring and advice shall basically be given on campus.

They can be provided off-campus as necessary, but do not tutor or advise international students in their rooms such as apartments and the International House to avoid misunderstandings and accidents.

When tutoring or advising an international student at the International House, use the lounge or other common spaces. Only the student can enter their own room.

In addition, tutoring and advice should be given to international students face-to-face. However, if the campus is closed or a face-to-face meeting cannot be held because of the spread of an infectious disease or the like, instruction can be provided through a remote system.

5. Submission of tutoring reports

The tutoring reports are required to confirm the tutoring and to pay the tutor monthly.

The report shall be submitted by the first day of the month following the month you tutored after obtaining the signatures of the international student and teacher. When the first day of the month is a Saturday, Sunday or holiday, the deadline shall be the following weekday.

Even if it is hard to get the signature of the teacher by the first day of the month following the month you tutored, bring the report with the contents entered to the staff in charge of support for international students by the deadline. We would appreciate your cooperation to smoothly pay you.

In addition, receive a new report form at the counter from the staff in charge of support for international students.

6. Tutoring period and payment

The period for tutoring services shall last for half a year from the day when the international student arrives in Japan.

A tutoring fee of 800 yen an hour shall be paid on the Kojirakawa campus.

The payment shall be for a maximum of 30 hours for one international student for half a year. Please be aware that the time exceeding 30 hours shall be treated as volunteering and no fee shall be paid.

If two or more tutors help one international student, the reward for up to 30 hours in total shall be paid for the two or more tutors. The breakdown of the payment shall be settled by the tutors and the total fee for up to 30 hours shall be paid.

The instruction time shall be totaled monthly. When the time is less than 30 minutes, the time is rounded down to zero, and when the time is 30 minutes or more, the time is rounded up to one hour.

The tutoring time shall be calculated in units of an hour.

Even if an international student who needs tutoring is replaced by another international student, the maximum tutoring time of 30 hours per international student does not change. The remaining hours after deducting the tutoring of the preceding tutor from the monthly total shall be taken over.

7. Matters that cannot be accepted as tutoring

When the contents of the tutoring services are determined to be inappropriate or if a teacher does not agree with paying the fee to the tutor, the case shall be examined to delete or revise it. If the tutored contents cannot be determined as appropriate or not for tutoring activities, consult the staff in charge of support for international students about the matter.

◆ Matters that cannot be accepted as tutoring services

- (1) Matters not directly related to learning activities and the like such as meals, parties, transportation, sightseeing guidance and shopping
- (2) Matters that an international student can obviously conduct by themselves without tutoring services

8. Points to note as a tutor

International students come from various societies with differing political and cultural backgrounds. Therefore, contact them with respect for their freedom of thought and belief.

(1) Points to be checked beforehand

Understand the international student to whom you will provide tutoring services well, discuss sufficiently what kind of support the student would like and ask the staff for assistance when language trouble arises.

Simply being kind is not required to be a tutor; tutors need to clarify what can be done and what cannot be done, even sometimes saying no.

It is a burden even for an international student to keep on being a tutor with a sense of a burden.

Accordingly, ask the international student about the following before tutoring them:

① Purpose of studying abroad

Ask the international student whether the purpose of their study in Japan is obtaining an academic degree or something else; understand their purpose of study in Japan.

② Japanese learning

Knowing about the student's Japanese learning is also information a tutor should have.

③ Financial situation

For international students, financial problems especially frequently influence their studies and research. Therefore, please pay attention to their financial situations.

④ Culture and customs

International students may sometimes conduct acts that we cannot understand. However, you should regard such acts as good learning opportunities to understand the cultures and customs of international students and to teach them Japanese culture and customs. With better understanding, living in Yamagata and Japan can be made more pleasant.

(2) Part-time jobs

① Permission for part-time jobs

When an international student has a part-time job, they need a "Permission for part-time job" issued by the Immigration Bureau.

If the student does not have this permission, they need to apply for this permission at the nearest immigration bureau; for Yamagata City, that is the Sendai Immigration Bureau. When an international student arrives in Japan, the application for the permission can be handled at the airport. When an international student consults a tutor about a part-time job, first check to see if the student has the "Permission for part-time job."

This permission allows an international student to work part-time for up to 28 hours per week as well as up to 8 hours per day during long-term school closure periods such as summer holidays. (The period of validity is up to the expiration date of the period of stay.)

Be aware of the following points: if an international student works part-time without permission and this is found out, a fine of up to 2 million yen will be imposed. If the student is involved in an accident during a part-time job without permission, insurance will not cover the student.

② Finding part-time jobs

Finding part-time jobs for international students is not included in tutoring services. Tutors may not find part-time jobs for international students.

(3) Entry into or departure from Japan

① Notification of temporary return to their own country or travel abroad

When an international student temporarily returns to their country or travels abroad, or when an international student who resides at the International House stays out overnight, a notification shall be submitted to the staff in charge of support for international students. This information is necessary to prepare for any contingencies. So, please tell international students that this is necessary.

② Visas

When an international student asks or consults a tutor about a visa, instruct the student to consult the staff in charge of support for international students.

(4) Matters that cannot be accepted as tutoring services

Matters that obviously differ from support such as karaoke, parties and meals cannot be accepted as tutoring services.

If a tutor cannot decide whether support content is tutoring or not, consult the staff in charge of support

for international students in advance.

(5) In conclusion

Slight misunderstandings or misconceptions may occasionally occur because of different cultures or the like. It is important to talk frankly at that point. Do not try to solve everything by yourself; consult the staff in charge of support for international students as necessary. As for students who have various kinds of restrictions for religious or other reasons, respect their religions, ask them about their restrictions and then assist them.