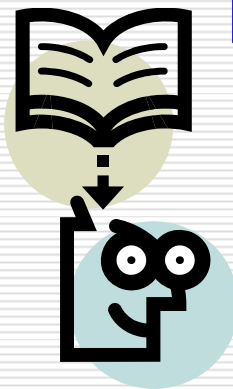


NUPACE Tutor Supporting System

***Ice Breaking Session
at IEEC***

12:10 – 12:50 on Tue, 11th of April



NUPACE, Nagoya University

Purpose of NUPACE Tutor System

- To improve the study and research results of NUPACE
- For international students newly arrived at Japan
- Under the supervision of the academic advisor
- Provide individualized extracurricular instruction for a designated period of time by students



To develop international and intercultural understanding of tutors

The Role of the Tutor

- ❑ To provide individual assistance for raising the level of international students' study & research
- ❑ The content of the tutoring assistance may change over time
- ❑ Tutors should communicate as much as possible with both academic advisors and international students



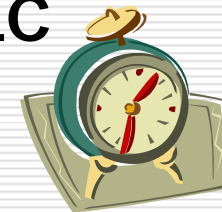
Individual support with a volunteer spirit as a concerned fellow student

Tutor Qualifications

- ❑ Regular students of Nagoya University (undergraduate, graduate)
- ❑ Who share similar research areas
- ❑ Selected through recommendation from the academic advisor or open recruitment
- ❑ Acceptable from different faculty
- ❑ The faculty to which the international student belongs is responsible for tutor selection, administration and the payment of compensation of the tutor

Eligibility for Receiving Tutoring and Number of Hours

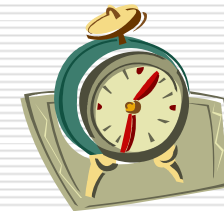
- **Undergraduate international students**
 - for the first two years after admittance
 - 40 hours per semester
- **Graduate international students** (including research students & graduate research students)
 - for the first one year after arrival in Japan
 - 40 hours per semester
- **Japanese Program Students at ILC**
 - 10 hours per semester



Eligibility for Receiving Tutoring and Number of Hours

❑ NUPACE students affiliated at Schools

- 40 hours per semester
 - 25 hours at your affiliated school
 - 15 hours at ECIS



❑ NUPACE students at IEEC (former ECIS)

- 40 hours per semester

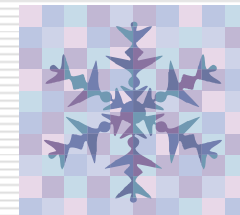
- ☆ If you do not need tutoring hours during semester, you can reduce your initial plan.
- ☆ You may increase tutoring hours by approving with a request form, based on a tutoring budget.

Period of Tutoring

- Spring semester
starting day – until 4th of August



- Autumn semester
starting day – until 3th of February



The Range of Tutor's Duties

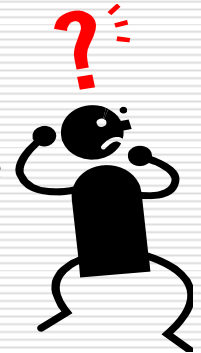
(Basic individualized instruction)

- Supplementary assistance with Japanese language and conversation
- Introduction and explanation of Japanese culture and customs (Discussion with watching Japanese film, field trip to historical place, Japanese cooking can be included, but 1-2 hours can be counted each case.)
- Extra assistance and guidance with lectures, research, experiments and exercises
- Assistance with course & seminar preparation and reports
- Supplementary assistance with correction of reports and academic papers
- Advice on the use of facilities related to the academic area of study
- Explanation of terminology related to research
- Study and other assistance for preparing for admission to graduate school

(Tutor support for NUPACE would be mainly for the first two items⁸)

The Range of Tutor's Duties (Supplementary Assistance)

- Assistance with university paperwork, official documents and procedures for opening a bank account soon after arrival
- Help with buying essential items soon after arrival
- Help with contracting a mobile phone
- (Emergent case, if tutor available) Accompany to the hospital in case of illness or injury



Please consult with an academic advisor or a staff at the office if it is difficult to determine that the assistance is tutor's duty.

Documents to be Submitted to the Office

- **Tutoring Activity Plan**...with NUPACE student's signature, and tutor's and academic advisor's seals
(should be submitted before Friday, April 21th)

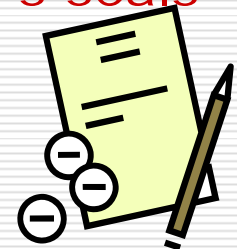
Use one half of the tutoring hours during the first two months, with the remaining half in the subsequent three months

- **Mid-term Report** (on the web)

Both the tutor and NUPACE student are required to report for feedback of the tutor activity before Friday, May 19st)

- **End of Term Tutoring Activity Report**...with NUPACE student's signature, and tutor's and academic advisor's seals
(should be submitted before Friday, August 4th)

Submission of the report is required to pay compensation to the tutor



For further information and to make inquiries about the Tutor System

□ Paperwork procedures

→ Office of respective schools/graduate schools
(NUPACE services: NUPACE Office)

□ Troubles and problems with international students

→ Academic advisor (NUPACE services: NUPACE coordinator)

→ International student advisors in respective schools OR Nagoya University Advising & Counseling Services (ACS)



□ Comments and requests about the Tutor System

→ Nagoya University Advising & Counseling Services (ACS)

Nagoya University

The Tutor Supporting System

for International Students



Ice Breaking Session
at IECC 12:10-12:50
on Tue, 11th of April

END

