

To: Dean of the Graduate Schools

To: Director of the Center for Japanese Studies

From: Dean of the International Center

2020 Fall Semester**Application Outline of Tutorial Services for International Students****(Academic Dissertation Tutor/JLP Japanese Language 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” for them to acquire knowledge in their specific fields of study and skills in scientific research, or to improve their Japanese language proficiency.

2. Outline Details

	Academic Dissertation Tutor	JLP Japanese Language Tutor
International Students Eligible for Being Tutored	(a) Full-time international graduate students who are enrolled in a degree program (b) 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 Levels 1 to 4 of the Japanese Language Program (JLP) during their Japanese language training period
Qualification Requirements for Tutors	Must be full-time, degree-seeking graduate students with the same major as the international students’	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
Types of tutoring services	Providing assistance for international students’ study and research in the fields of their majors (e.g., helping them understand the basic contents of lectures, correcting doctoral dissertations, etc.) If the Dean of the International Center deems it necessary, student life support may be included in the tutoring services (e.g. assisting with scholarship application procedures, explaining things related to daily life in Japan, etc.).	Providing assistance for international students’ Japanese language studies
Tutoring Hours	Decided based on the recommendation from the Dean of the Graduate School	
Tutoring Fee	Hourly: 1,500 JPY (Before Income Tax) *Hourly: 1,250 JPY (Before Income Tax) for undergraduate students who have been approved by the Dean of the International Center *The maximum number of tutoring hours is included in the hiring notice.	
Applicant	Academic advisors of international students	For the above category (a) students: Academic advisors of the Center for Japanese Studies For the above category (b) students: Academic advisors of the Center for Japanese Studies and academic advisors of the Graduate School where the international students will be enrolled
Recommender	Dean of the Graduate School where the international students are enrolled	For the above category (a) students: Director of the Center for Japanese Studies For the above category (b) students: Dean of the Graduate School where the international students will be enrolled

*In this document and the corresponding application materials, the terms “Individual Tutor” (who offer individual guidance for international students’ study and research in the fields of their majors) and “Japanese Language Tutor” (who offer individual guidance for international students’ Japanese language studies) designated by the Regulations Regarding Tutorial Services for International Students are expressed as “Academic Dissertation Tutor” and “JLP Japanese Language Tutor.”

3. Tutoring Period

October 1, 2020 - January 31, 2021

4. Application Materials

(1) Tutorial Services for International Students Application Form

***Only the hired tutors need to register their bank account information through our online system. For more information, please refer to “8. Hiring Notice” below.**

< Please submit the following documents, where applicable.>

(2) A copy of both sides of the residence card (Only in case the tutor’s status of residence is “Non-Working.”
The tutor who has a “Student” status does not have to submit this copy.)

(3) Statement of Reason (If the tutor does not meet the qualification requirements, submission of a “Statement of Reason” will be necessary.)

*The designated forms for (1) and (3) are available at the International Center Website below;
http://www.ic.keio.ac.jp/en/life/univ_life/tutor.html

5. Application Deadline

Thursday, October 1, 2020

6. Where to Submit the Application

Please submit the applications to the office at your main campus:

Mita Campus: (Law School) Law School section, Office of Student Services
(JLP) Japanese Language Program section, Office of Student Services
(Other) 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

7. Hiring Procedure

The Recommender mentioned above in “2. Outline Details” recommends the candidates to the Dean of the International Center based on the applications submitted by the academic advisors.

8. Hiring Notice

A hiring notice, including the maximum number of tutoring hours allowed, will be sent to all selected tutors by the end of October. **(It will be posted on the “Message” section on “keio.jp.” The selected tutors need to follow the instructions carefully and register their bank account information by the designated deadline to receive payments at a later date. Please refer to the hiring notice for details.)**

9. Contact

International Exchange Services Group, Office of Student Services

Contact Persons: Aki Yamazaki (Ms.) / Moe Kimura (Ms.)

Extension Number: 22283 / 22359

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