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
- Onal 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 items)
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 21\(^{th}\))
  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 19\(^{st}\)

- **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 4\(^{th}\))
  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

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END