

School Regulations of Okayama Gakugeikan Language School

Note: In the event of any discrepancy or inconsistency between the Japanese text and this English translation, the Japanese version shall prevail.

Chapter 1: General Provisions

Article 1 (Purpose)

Based on the school's "Six Creeds," this school aims to foster an understanding of Japanese culture and traditions through Japanese language education. Simultaneously, it strives to broaden the knowledge of international students and help them develop their personal character.

Article 2 (Name)

The name of this school is **Okayama Gakugeikan Language School**.

Article 3 (Location)

The school is located at:

1-19-19 Saidaiji-kami, Higashi-ku, Okayama-shi, Okayama, Japan.

Article 4 (Self-Assessment and Evaluation)

1. To achieve its mission and social goals and to further improve the quality of education, the school shall conduct self-assessments and evaluations of its educational activities.
2. Specific details regarding the implementation of these assessments and evaluations will be determined separately.

Chapter 2: Courses, Duration, Capacity, and Holidays

Article 5 (Courses, Duration, and Capacity)

The courses, duration of study, and student capacity are as follows:

Course Name	Duration	Enrollment Capacity
2-Year Course	2 Years	60 Students
1.5-Year Course	1.5 Years	30 Students
Total Capacity	—	90 Students

Article 6 (Academic Year and Terms)

1. The academic year begins on April 1 and ends on March 31 of the following year.
For the **1.5-Year Course**, the year begins on October 1 and ends on March 31 of the second following year.
2. The academic year is divided into two semesters:
 - **First Semester:** April 1 to September 30
 - **Second Semester:** October 1 to March 31

Article 7 (Holidays)

1. The school shall be closed on the following days:
 - (1) Saturdays
 - (2) Sundays
 - (3) National holidays (as defined by the Act on National Holidays)
 - (4) Summer Break
 - (5) Winter Break
 - (6) Spring Break

} (Specific dates to be determined separately)
 2. Notwithstanding the above, the Principal may conduct classes or school activities on holidays if deemed educationally necessary due to unavoidable circumstances.
 3. If specially required, the school may change holidays or establish temporary holidays with the approval of the Board of Directors.
 4. In the event of a natural disaster or other emergencies, the Principal may temporarily suspend classes.
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Chapter 3: Curriculum, Class Hours, and Staff Organization

Article 8 (Curriculum)

The curriculum and class hours for each level are as follows:

Level	Content	Weekly Class Hours (Duration)
Beginner	Acquire balanced foundational skills in the four language areas equivalent to JLPT N4 .	20 Hours (19 Weeks)
Intermediate	Develop Japanese proficiency equivalent to JLPT N3 to N2 .	20 Hours (19 Weeks)
Upper-Intermediate	Acquire fundamental skills for higher education in Japan, equivalent to JLPT N2 to N1 .	20 Hours (19 Weeks)
Advanced	Acquire advanced, comprehensive Japanese skills	20 Hours (19 Weeks)

Level	Content	Weekly Class Hours (Duration)
	equivalent to JLPT N1 required for university.	

Article 9 (Annual Class Hours)

The total number of class hours shall not be less than **760 hours per year**.

Article 10 (Class Schedule)

The start and end times for classes shall be determined by the Principal.

Article 11 (Academic Evaluation)

Student performance is evaluated comprehensively based on exam scores, attendance, and assignment submissions. Grades are issued on a **4-level scale**.

Article 12 (Staff Organization)

The school shall be staffed by the following personnel:

- (1) Principal
- (2) Lead Teacher
- (3) At least 5 Teachers (including at least 1 full-time teacher)
- (4) Administrative Staff
- (5) Student Life Advisor
- (6) School Physician

Other necessary staff may be appointed in addition to the above.

The Principal manages school affairs and supervises all staff members.

Chapter 4: Admission, Leave of Absence, Withdrawal, Graduation, and Discipline

Article 13 (Eligibility for Admission)

Applicants must meet at least one of the following criteria:

- (1) Graduates of a high school.
- (2) Those who qualify for university admission under Article 56, Paragraph 1 of the School Education Act.
- (3) Those who have completed at least 12 years of formal education in a foreign country.

In addition, applicants **must fulfill all** of the following essential requirements:

- (4) Possess Japanese proficiency equivalent to **JLPT N5** at the time of application.

(5) Have a reliable **financial sponsor** for their expenses.

Article 14 (Admission Period)

Students are admitted in **April** and **October**.

Article 15 (Admission Procedures)

1. Applicants must submit the designated application form and other required documents, along with the **entrance examination fee**, by the specified deadline.
2. The school will select successful candidates through an **entrance examination** and an **interview with the financial sponsor**.
3. Those granted admission must complete enrollment procedures, including payment of the **enrollment fee and tuition** as specified in Article 21, within 20 days of the admission offer. However, payment in installments may be permitted upon request for valid reasons.

Article 16 (Leave of Absence and Reinstatement)

1. Students who need to take a leave of absence for **one week or more** due to illness or other unavoidable reasons must submit a written explanation along with a medical certificate and obtain permission from the Principal.
2. Students who have taken a leave of absence may return to school by submitting a notification of reinstatement.

Article 17 (Transfers)

The school **does not permit** students to transfer in from other Japanese language schools, nor does it permit transfers out to other Japanese language schools.

Article 18 (Voluntary Withdrawal)

Any student wishing to withdraw from the school must submit a written statement of the reason and obtain permission from the Principal.

Article 19 (Temporary Home Visit)

Temporary visits to one's home country must be scheduled during **long-term holiday periods** and must be notified to the school in advance. In principle, temporary visits during the school term are not permitted; however, if there are unavoidable circumstances, permission must be obtained from the Principal.

Article 20 (Graduation)

A diploma shall be awarded to students who have successfully completed the required number of compulsory hours specified in the school's curriculum.

Article 21 (Commendations and Rewards)

The Principal may reward students who achieve excellent academic grades or those whose conduct and daily school life serve as an exemplary model for others.

Article 22 (Suspension, Expulsion, and Removal from the Register)

The Principal may order the suspension, expulsion, or removal from the register of any student who falls under any of the following:

- (1) Those with poor conduct and no prospect of improvement.
 - (2) Those who are frequently absent without a valid reason.
 - (3) Those who disrupt the order of the school or otherwise fail to fulfill their duties as a student.
 - (4) Those with poor academic performance and no prospect of successfully completing the course.
 - (5) Those who have violated the laws of Japan.
 - (6) Those who have failed to pay tuition for **three months or more** without a valid reason or the required procedures, and show no prospect of making the payment.
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Chapter 5: Enrollment Fees, Tuition, and Others

Article 23 (Enrollment Fees and Tuition)

1. The enrollment fees, tuition, and other costs for the school are determined separately. Students must pay their tuition by the designated deadline while they are enrolled. At the time of admission, the enrollment fee and one full year's tuition must be paid in a single lump sum.
2. In principle, fees already paid to the school are **non-refundable**. However, if an applicant formally declines admission *before* the enrollment date, the student fees excluding the enrollment fee and the entrance examination fee will be refunded.

Article 24 (Health)

Health checkups shall be conducted once a year in accordance with separately established rules.

Article 25 (Detailed Regulations)

Detailed rules for the implementation of these School Regulations shall be separately determined by the Principal through prescribed procedures.

Supplementary Provisions

- These regulations shall come into effect on **April 1, 2012**.
- These regulations (as revised) shall come into effect on **October 1, 2024**.